



Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
June 26, 2023  
6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:**
  - 2.1 Public Hearing 20230626\_01, Bylaw 2023-02 Land Use Housekeeping Amendments
  - 2.2 Public Hearing 20230626\_02, Bylaw 2023-04 Land Use Amendments  
(Site Specific Exceptions and Revised Definition for Custom Manufacturing Establishments)
3. **Agenda – Amendments and Adoption**
  - 3.1 June 26, 2023, Regular Council Meeting
4. **Adoption of Previous Minutes**
  - 4.1 June 12, 2023, Regular Council Meeting Pg. 1
5. **Delegation: None**
6. **Bylaws/Policies:**
  - 6.1 RFD Bylaw 2023-02 – Land Use Bylaw Amendment - Second and Third Reading Pg. 4
  - 6.2 RFD Bylaw 2023-04 – Land Use Bylaw Amendment - Second and Third Reading Pg. 25
  - 6.3 RFD Bylaw 2023-05 – Land Use Bylaw Amendment - First Reading Pg. 28
7. **Old Business:**
  - 7.1 RFD One Way Back Lane Pg. 34
8. **New Business:**
  - 8.1 RFD Highway 27 Traffic Study Pg. 38
  - 8.2 RFD Tax Sale Pg. 46
  - 8.2a RFD 2023 Tax Sale – Roll No. 914000 Pg. 50
  - 8.2b RFD 2023 Tax Sale – Roll No. 4305000 Pg. 51
  - 8.3 RFD Dog Park Pg. 52
  - 8.4 RFD Grants to Organizations Pg. 61
9. **Administration:**
  - 9.1 RFD Departmental Reports for May 2023 Pg. 66
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports:**
  - 11.1 RFD Mayor Richard Warnock, Councillor Marr, Councillor Isaac Pg. 120
  - 11.2 RFD Key Messages for May 2023 Pg. 125
12. **Council Invitations / Correspondence: None**
  - 12.1 RFD Minister of Municipal Affairs Pg. 127
13. **Closed Meeting:**
  - 13.1 Advice From Officials, *FOIPP Action Section 24*



Regular Council Meeting Minutes  
Town of Sundre  
Municipal Council Chambers  
June 12, 2023

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, June 12, 2023, commencing at 6:00 p.m.

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

**ABSENT:** None

**STAFF:** Chief Administrative Officer, Linda Nelson  
Executive Legislative Clerk/Admin. Support, Shantele Smith

**PUBLIC:** 0

**PRESS:** 1

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

**PUBLIC HEARING:** None

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res. 170-12-06-23* MOVED by Councillor Isaac that the Agenda be approved as presented.

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES**

*Res. 171-12-06-23* MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting held on May 30, 2023, be approved as presented.

**CARRIED**

**DELEGATION:** None

**BYLAWS/POLICIES:** 2023-02 Land Use Bylaw Amendment

**Res. 172-12-06-23** MOVED by Councillor Dalke that the Town of Sundre Council give First Reading to Bylaw 2023-04 being a bylaw to amend the Land Use Bylaw.

**Res. 173-12-06-23** MOVED by Councillor Isaac that the Town of Sundre Council set Monday, June 26<sup>th</sup>, 2023, at 6: 00 p.m. for a Public Hearing to Bylaw 2023-04 Land Use Bylaw Amendment.

**CARRIED**

**OLD BUSINESS:** None

**NEW BUSINESS:** **World Elder Abuse Awareness Day – Proclamation**

**Res. 174-12-06-23** MOVED by Councillor Marr that the Town of Sundre Council proclaim June 15, 2023, as World Elder Abuse Awareness Day in the Town of Sundre.

**CARRIED**

**Res. 175-12-06-23** Moved by Councillor Marr that the Town of Sundre Council fly the Elder Abuse Awareness Day Flag at the Town of Sundre office June 15, 2023, in the Town of Sundre.  
In Favour: Councillor Anderson and Councillor Isaac  
Opposed: Mayor Warnock, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Vardas.

**DEFEATED**

**Res. 176-12-06-23** Moved by Councillor Isaac that the Town of Sundre Council direct Administration to draft a letter to Spruce to explain the direction on Flag protocols in the future.

**CARRIED**

**Sundre Municipal Library Financial Report**

**Res. 177-12-06-23** MOVED by Councillor Petersen that the Town of Sundre Council accept the Sundre Municipal Library 2022 Year End Financial Report as information.

**ADMINISTRATION:** None

**MUNICIPAL AREA PARTNERSHIP:** None

**COUNCIL REPORTS:** None

**COUNCIL INVITATIONS/ CORRESPONDENCE:** None

**CLOSED MEETING:**

*Res. 178-12-06-23* MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 6:15 p.m.

**CARRIED**

*Mayor Warnock called a 5 minute recess at 6.15 p.m.*

*Mayor Warnock resumed the Closed Meeting at 6:22 p.m.*

**CLOSED MEETING    Topic of Closed Meeting**

**13.1    Advice From Official, FOIPP Action Section 24**

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

*Res. 179 12-06-23* MOVED by Councillor Dalke that Council return to an open meeting at 7:01 p.m.

**CARRIED**

**ADJOURNMENT**

*Res. 180-12-06-23* MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:02 p.m.

**CARRIED**

These Minutes approved this 5th<sup>th</sup> Day of September 2023.

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Mayor, Richard Warnock

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Chief Administrative Officer, Linda Nelson

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Initials



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 26, 2023</b>
<b>SUBJECT</b>	<b>Bylaw 2023-02 Land Use Bylaw Amendment</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Planning &amp; Development</b>
<b>AGENDA ITEM</b>	<b>6.1</b>

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### **BACKGROUND/PROPOSAL:**

Bylaw 2023-02 is a "housekeeping amendment to Land Use Bylaw 2018-10 to provide administrative changes for clarity, efficiency and new development opportunities.

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

Bylaw 2023-02 provides administrative changes to the Land Use Bylaw as follows:

- Part One: Interpretation and Administration – provides clarity for processing of Certificates of Compliance;
- Part Two: Definitions – provides clarity for the definition of Certificates of Compliance, Home Office and Home Occupation and Recreation Vehicle – Park Model;
- Part Three: General Regulations – Section 3 Parking, revisions for residential parking requirements in all residential districts benefits new development, adds a regulation for parking of recreation vehicles in residential districts, and revises the name change of Home Office and Home Occupation regulations to align with revised definitions in a variety of districts;
- Part Four: Land Use District Regulations – revision to permitted and discretionary uses pertaining to the name change for Home Office and Home Occupation, revisions to the Purpose of the Estate Residential District (R-4), and revised RV – Park Model regulations;
- Schedule "A" Land Use Map – to correct the Land Use District Legend and redesignation of UR lands to R-2.

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

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

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give Second and Third Reading to 2023-02.

### **MOTION:**

That the Town of Sundre Council give Second reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw; and

That the Town of Sundre Council give Third and Final reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw.

Attachments: Bylaw 2023-02

Date Reviewed: June 21, 2023

CAO: Linda Nelson

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Land Use Bylaw Amendment 2023-02



**TOWN OF SUNDRE**

**BYLAW 2023-02**

**BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 2018-10**

**WHEREAS**, Section 639 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto requires council to enact a Land Use Bylaw;

**AND WHEREAS**, Section 191 (1) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw;

**NOW THEREFORE**, the Council of the Town of Sundre, in the Province of Alberta hereby enacts the following “housekeeping” amendments to Land Use Bylaw 2018-10. Portions of Land Use Bylaw 2018-10 to be amended (*amendments indicated in bold type / strikethroughs*) as follows:

**UNDER PART ONE: INTERPRETATION AND ADMINISTRATION**

**REVISE:** 1.7.2d) age of Real Property Report accepted from ~~90 days~~ to **180 days (six months)**;

**REVISE:** 1.7.2e) A minimum of two (2) ~~paper~~ originals of the Real Property Report must support a request for a Stamp of Compliance. ~~The contracted Alberta Land Surveyor (A.L.S.) may submit a digital version of the Real Property Report to support a request for a Stamp of Compliance.~~

**UNDER PART TWO: SECTION 1 – GENERAL DEFINITIONS**

**REVISE:** “Certificate of Compliance” means a document (stamp) signed by the Development Authority, certifying that a development is compliant with this Bylaw as represented on:

- a) a current Alberta Land Surveyors’ Real Property Report; or
- b) ~~an Alberta Land Surveyors’ Real Property Report or Survey Certificate that is older than three months and supported by an affidavit that the Real Property Report or Survey Certificate is an accurate representation of the development on the property.~~  
**An Alberta Land Surveyor’s Paper or Digital Real Property Report or Survey Certificate that is older than 180 days (six months) and supported by an affidavit that the Real Property Report or Survey Certificate is an accurate representation of the development on the property.**

**UNDER PART TWO: SECTION 2 – USE DEFINITIONS**

**REVISE SECTION 13.2 “Home Occupation – Major” to “Home Occupation”**, updating the name change throughout this section and the consolidated Land Use Bylaw.

~~**Home Occupation – Major** means development consisting of the use of a Dwelling for an occupation, trade, or craft, for gain or income support, conducted entirely within the Dwelling and accessory buildings by those persons occupying the Dwelling as a private residence. The use shall be incidental and secondary to the residential use of the Dwelling. Homecrafts shall be limited to those uses which do not interfere with the rights and enjoyment of a residential neighborhood. Examples of Home Craft are hairdressers, esthetics, massage therapy, small engine repair, travel agency.~~

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**Home Occupation** means a business, occupation, trade, profession, or craft carried on by an occupant of a dwelling, and which does not change the character of the building in which it is located. The Home Occupation may be located in the primary dwelling or in some cases a detached accessory building. A home occupation may include, but is not restricted to, hairdressing, esthetics, massage therapy, mental health therapy, medical/physician health care, travel agency, dressmaking, millinery, and similar domestic crafts, music and/or dance instruction, fitness instruction, minor repairs to household equipment and appliances, small engine repair, day home (childcare), and educational tutoring.

**REVISE SECTION 13.1 "Home Occupation – Minor" to "Home Office",** updating the name change throughout this section and the consolidated Land Use Bylaw.

~~**Home Occupation – Minor** means development consisting of the use of a Dwelling as a desk, computer and phone operation only by a person who occupies the Dwelling as his private residence. There shall be no warehousing of goods and minimal client contact in the home. Examples of Home Office are website design, document transcripts, contractor services.~~

**Home Office** means development consisting of the use of a Dwelling as a "desk-phone-computer" business only by a person who occupies the Dwelling as their private residence. There shall be no warehousing of goods and no clients attending the home. All transactions with clients to be conducted by traditional mail services, phone or digitally. A Home Office may include, but is not restricted to, professional accounting and bookkeeping services, business and professional consultants, online catalogue sales and service, internet sales, contractors.

**REVISE: Recreation Vehicle – Park Model** means a recreation vehicle conforming to CAN-CSA series Z241, or the equivalent, mounted on a single chassis, on wheels, and is relocatable from time to time, ~~and has a maximum width of 3.66 m, including any extensions or pull-out sections, and a maximum length of 13.4 m.~~ may not exceed 538 sq. ft. in size and to a maximum of 4.5 m. in height, may have a footprint of 12' x 44', 13' x 41' for 14' x 39', and shall be identified with a CSA sticker and product number.

**UNDER PART THREE: GENERAL REGULATIONS**

**REVISE 3.1 Parking Requirements Schedule: Residential & Residential Related Parking Requirements**

Single Detached and Modular Home Dwellings	1 parking space per dwelling
Single Detached Dwelling, Semi-Detached Dwelling, Multi-Family Dwelling fronting onto to a public roadway	2.0 per unit
Semi-detached, Duplex or Attached Dwellings	1 parking space per dwelling if the dwelling unit is contained fee simple lot or bare land condominium unit and has direct access to a public road or lane
Single Detached Dwelling, Semi-Detached Dwelling, Multi-Family Dwelling front onto a private roadway	2.0 per unit plus 1.0 space for every 5.0 units which must be provide for guest parking
Semi-detached, or Attached Dwellings	1-2 parking spaces per dwelling unit if the dwelling units a within a cluster housing or building condominium development where access and egress is by the common property

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Accessory Suite with two or fewer bedrooms	1.0 parking spaces (in addition to parking spaces for primary residence)
Accessory Suite with more than two bedrooms	2.0 parking spaces (in addition to parking spaces for primary residence)
Mixed Use Development	1 parking space per dwelling unit
Apartment Dwellings	<p><del>Two (2) parking spaces per dwelling if the building contains 8 or less dwelling units; for buildings containing 9 or more dwelling units, 2.6 parking spaces per dwelling unit are required and are to be calculated on the total number of dwelling units</del></p> <p><del>proposed for the development site</del></p> <p>For each one-bedroom unit, 1.0 spaces per unit;</p> <p>For each two-bedroom unit, 1.5 spaces per unit; and for each three-bedroom unit, 2.0 spaces per unit; plus 1.0 additional space for every 5.0 units which must be clearly identified as guest parking.</p> <p>In the Central Commercial District, the parking requirement is 1.0 per residential unit, regardless of the number of bedrooms in the unit, plus 1.0 additional space for every 5.0 units which must be clearly identified as guest parking.</p>

**ADD to Section. 3.3 d) Regulations for Parking Recreational, Commercial Vehicles and Motor Vehicles:**

- (vii) Notwithstanding sections (i), (v) and (vi) Only recreational vehicles for the sole use of the property owner (including but not limited to, boats, campers, RV's, ATVs, Motor Homes, 5<sup>th</sup> Wheels, pull-trailers, tent-trailers) may be stored on any residential property. This does not apply to multi-family, or apartment properties.

**REVISE Section 11.1 d) and h) Day Home Facility:**

- d) One other Home ~~Occupation—Minor~~ Office may operate within the residence;
- h) A ~~Development Permit~~ Home Occupation Permit is required. A permit may be revoked at any time, if in the opinion of the Development Authority, the operator of the facility has violated any provisions of this Bylaw or the conditions of the permit. A day home facility shall not operate without a valid Business License issued by the Municipality.

**13. Home Occupation**

**13.1 Home ~~Occupation—Minor~~ Office**

Home ~~Office Occupation—Minor~~ shall comply with the following:

- a) Are less intensive home-based businesses. Home ~~Office Occupation—Minor~~ are "desk, computer and telephone" home businesses that require no deliveries, require no storage, do not generate any non-residential traffic, no walk-in clientele, do not have signage, and are essentially "invisible" within a residential neighbourhood;
- b) Require a Development Permit and an annual Business License issued by the Town of Sundre. A permit can be revoked at any time if, in the opinion of the Development Authority, the operator of a Home ~~Office Occupation—Minor~~ has violated any provisions of this Bylaw or the conditions of a permit or a valid Business License is not in place;



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- c) Shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood;
- d) Shall be an incidental and subordinate use to the principal residential use and shall be contained within the principal building;
- a) Development Permits are non-transferable to other locations; they are approved for a specific Lot, Block and Plan;
- b) The Development Authority may require that the permit be reviewed on a periodic basis to ensure compliance with an approved Development Permit;
- c) ~~Home Office Occupation – Minor~~ are limited to two (2) minor businesses per dwelling unit;
- d) Employees working at the ~~Home Office Occupation – Minor~~ shall be limited to those living at the residence;
- e) The operator of a ~~Home Office Occupation – Minor~~ shall not:
  - (i) have outside storage of materials, goods or equipment on the site;
  - (ii) create a nuisance by way of dust, noise, odour, smoke, parking, excessive traffic generation, electrical interruption, bright light, or anything of an objectionable nature which is detectable to normal sensory perception outside the building containing the ~~Home Office Occupation – Minor~~ or beyond the parcel boundaries;
  - (iii) display any form of advertising related to the ~~Home Office Occupation – Minor~~ on the site except in accordance with this bylaw;
  - (iv) a ~~Home Office Occupation – Minor~~ permit does not exempt the applicant from compliance with any Federal or Provincial regulation, or any other municipal bylaw or regulation;
  - (v) shall not use any dangerous goods which would not reasonably be used in association with a residential use of the dwelling;
  - (vi) Exterior storage of goods related to the ~~Home Office Occupation – Minor~~ is prohibited;
  - (vii) include the direct sale of goods to walk-in clientele.

**13.2 Home Occupation –~~Major~~**

Home Occupation –~~Major~~ shall comply with the following:

- a) Are more intensive home-based businesses and may generate vehicular traffic, but will not result in traffic that has a negative impact on the community, may have walk in cliental, does not have signage;
- b) Requires a Development Permit and an annual Business License issued by the Town of Sundre. A permit may be revoked at any time if, in the opinion of the Development Authority, the operator of a Home Occupation –~~Major~~ has violated any provisions of this Bylaw or the conditions of a permit or a valid Business License is not in place;
- c) Shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood;
- d) Shall be incidental and a subordinate use to the principal residential use and be located or contained within the principal building, or accessory structure;
- e) Development Permits are non-transferable to other locations; they are approved to a specific Lot, Block and Plan;
- f) The Development Authority may require that the permit be reviewed on a periodic basis to ensure compliance with an approved Development Permit;
- g) Home Occupation –~~Major~~ are limited to one (1) Home Office and one (1) Home Occupation –~~Major~~ per dwelling unit;

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- h) Employees working at the Home Occupation ~~–Major~~ shall be limited to a maximum of two (2) and at least one shall live at the residence;
- i) Allowed one vehicle with commercial advertising associated with the business parked on-site that does not exceed 4500 kg. and or a length of 6.3 m. Anything over 4500 kgs. requires a CVOR certificate.
- j) In addition to parking requirements for residential use, up to two (2) additional parking spaces may be required at the discretion of the Development Authority;
- k) No commodity other than the product or service of the Home Occupation ~~–Major~~ shall be sold on the premises;
- l) The operator of a Home Occupation ~~–Major~~ shall not:
  - (i) have outside storage of materials, goods, or equipment on the site;
  - (ii) create a nuisance by way of dust, noise, odour, smoke, parking,
  - (iii) excessive traffic generation, electrical interruption, bright light or anything of an objectionable nature which is detectable to normal sensory perception outside the building containing the home craft or beyond the parcel boundaries;
  - (iv) display any form of advertising related to the Home Occupation on the site except in accordance with this bylaw;
  - (v) a Home Occupation ~~–Major~~ permit does not exempt the applicant from compliance with any Federal or Provincial regulation, or any other municipal bylaw or regulation;
  - (vi) shall not use any dangerous goods, which would not reasonably be used in association with the residential use of the dwelling. Exterior storage of goods related to the Home Occupation ~~–Major~~ is prohibited;
  - (vii) shall not be ~~permitted~~ **allowed** if, in the opinion of the Development Authority, it would be more appropriately located in a commercial or industrial district;

#### PART FOUR: LAND USE DISTRICT REGULATIONS

##### LOW DENSITY RESIDENTIAL DISTRICT (R-1)

General Purpose:	To provide an area for low-density residential development in the form of single detached dwellings and compatible uses, herein listed, which are connected to the municipal sewer and water systems.
Permitted Uses:	Accessory Building Home <b>Office Occupation</b> <del>–Minor</del> Housing, Single Detached Dwellings Protective Emergency Services Public Parks
Discretionary Uses:	Adult Care Residence Alternate Energy Systems Bed and Breakfast Accommodation Day care facility – neighbourhood Day home facility Group Homes, Limited Home Occupation <del>–Major</del> Public and quasi-public uses Public utility buildings

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Temporary Residential Sales Centre

Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District:

Maximum Building Height:      **10.0 m. ~~9.0 m.~~**

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation – ~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

**UNIQUE RESIDENTIAL DISTRICT (R-1A)**

- General Purpose:** To provide an area for unique residential development on lots for single detached dwellings with options for rear yard accessory buildings or garden suite / laneway homes with access from a road or rear lane.
- Permitted Uses:** Accessory Building  
Accessory Building – Oversized  
~~Home Office Occupation – Minor~~  
Housing, Garden Suite / Laneway Home  
Housing, Single Detached Dwellings  
Public Parks  
Protective Emergency Services
- Discretionary Uses:** Adult Care Residence  
Alternative Energy Systems (*solar*)  
Bed and Breakfast Accommodation  
Day-care Facility (*Neighbourhood*)  
Day Home Facility  
Group Home, Limited  
Home Occupation – ~~Major~~ (*except small engine or mechanical repair shop, auto body & paint shop, or other uses deemed incompatible with this district by the Development Authority*)  
Public and Quasi-Public Uses  
Public Utility Buildings  
Temporary Residential Sales Centre  
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

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Maximum Building Height:                    **10.0 m. *principal building; and***  
  
    **9.0 m. *Accessory Building – Oversized***  
  
    **5.0 m. *(Garden Suite / Laneway Home) (single storey on slab)***

The following regulations are found in Part Three of this Bylaw and may apply to development in this District:

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation ~~– Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

**NARROW LOT RESIDENTIAL DISTRICT (R1-N)**

General Purpose:	To provide for low-density residential development in the form of single detached dwellings or semi-detached dwellings and compatible uses, situated on narrow lots, with or without rear lane access, which are connected to all municipal utility systems.
Permitted Uses:	Accessory Building Home <del>Office Occupation – Minor</del> Housing, Single Detached Dwelling Protective Emergency Services Public Parks
Discretionary Uses:	Alternate Energy Systems Bed and Breakfast Accommodation Day Home Facility Home Occupation <del>– Major</del> Housing, Semi-Detached Accessory Suites Public and quasi-public uses Public utility buildings Temporary Residential Sales Centre Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation ~~– Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

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**GENERAL RESIDENTIAL DISTRICT (R-2)**

**General Purpose:** To provide an area for a variety of dwelling types and other uses, herein listed, which are compatible with a residential area, all of which are connected to the municipal sewer and water systems.

**Permitted Uses:** Accessory Buildings  
Home ~~Office Occupation – Minor~~  
Housing, Duplex Dwelling  
Housing, Semi-Detached Dwelling  
Housing, Single Detached dwellings  
Protective Emergency Services  
Public Parks

**Discretionary Uses:** Adult Care Residence  
Alternate Energy Systems  
Accessory Suites  
Bed and Breakfast Accommodation  
Day care facility – neighbourhood  
Day home facility  
Garden Suites  
Group Home, Limited  
Home Occupation – ~~Major~~  
Housing, Apartment Dwellings  
Housing, Attached Dwelling  
Housing, Modular Homes  
Housing, Multi-plex Dwellings  
Public and quasi-public uses  
Public utility buildings  
Temporary Residential Sales Centre  
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

**Maximum Building Height:** Single Detached Dwellings, Semi-Detached Dwellings, Duplex Dwellings, ~~Attached Dwellings, and Four-plex Dwellings: 9.0m-10.0 m.~~  
**Attached Dwellings, Multi-plex Dwellings 12.0 m.**  
Apartment Dwelling: 12.0 m.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation – ~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

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**MANUFACTURED HOME DISTRICT (R-3)**

**1.1 Manufactured Home Park District**

**General Purpose:** To provide an area for and to regulate the development and use of land for manufactured home parks and other uses, herein listed, which are compatible with a residential area. The park is comprehensively designed under one (1) owner, wherein individual plots are rented or leased for the placement of manufactured homes. The area is to be connected to municipal sewer and water systems.

**Permitted Uses:** Accessory Buildings (*detached garage, shed*)  
Deck  
Home ~~Office Occupation—Minor~~  
Housing, Manufactured Home, not to exceed 10 years in age (*CSA A277 or CSA Z240 models*)  
Public Parks

**Discretionary Uses:** Home Occupation —~~Major~~  
Housing, Manufactured Home, not to exceed 20 years in age (*CSA A277 or CSA Z240 models*)  
Protective Emergency Services  
Private Recreational Vehicle Storage Site  
Public Utility Building  
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

**MANUFACTURED HOME DISTRICT (R-3)**

**1.2 Manufactured Home Subdivision District**

**General Purpose:** To provide an area for and to regulate the development and use of land for manufactured home subdivisions and other uses, herein listed, which are compatible with a residential area. The subdivision is comprehensively designed wherein manufactured homes are installed on privately owned lots. The area is to be connected to municipal sewer and water systems.

**Permitted Uses:** Accessory Buildings (*detached garage and shed*)  
Addition and Attached Garage  
Deck  
Home ~~Office Occupation—Minor~~  
Housing, Manufactured Home, not to exceed 10 years in age (*CSA A277 or CSA Z240 models*)  
Housing, Modular Home  
Public Parks  
Protective Emergency Services  
Public Utility Building

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Discretionary Uses: Day Care Facility – Neighbourhood  
Day Home Facility  
Home Occupation – ~~Major~~  
Public and Quasi-public uses  
Temporary Residential Sales Centre  
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District.

Home Occupation – ~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

Home Office Occupation – ~~Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

**ESTATE RESIDENTIAL DISTRICT (R-4)**

General Purpose: To provide an area for ~~very~~ low-density residential development in the form of single detached dwellings and compatible uses, herein listed. ~~which are not connected to the municipal sewer and water systems.~~ Connection to municipal sewer and water systems is required, with exception to those properties not capable of connecting to municipal services due to their alignment adjacent to the provincial highway and identified in Table 1. However, with new development, connection to municipal services must be made possible and connection to municipal services will be required.

**Table 1: Exception for Municipal Sewer / Water Connection**

PLAN	BLOCK	LOT	CIVIC ADDRESS
8111431	1	12	920 Main Avenue East
8111431	1	11	940 Main Avenue East
4875FQ	2	E & W of S ½ 1	1002 Main Avenue East
2088FF		S ½ of C	1102 Main Avenue East
8410936	3	4	1104 Main Avenue East
8815GB		3	1106 Main Avenue East
2212008	2	7	1010 Main Avenue East
4875FQ	2	S ½ of 4	1014 Main Avenue East
4875FQ	2	S ½ of 5	1018 Main Avenue East
4875FQ	2	S Pt of 6	1022 Main Avenue East
2088FF		S ½ of B	1028 Main Avenue East

Permitted Uses: Accessory Building  
Home Office Occupation – ~~Minor~~  
Housing, Single Detached Dwellings  
Public Parks  
Protective Emergency Services

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Discretionary Uses: Alternate Energy Systems  
Bed and Breakfast Accommodation  
Day care facility – neighbourhood  
Day home facility  
Garden Suites  
Home Occupation –~~Major~~  
Public and quasi-public uses  
Public utility buildings  
Temporary Residential Sales Centre  
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

Maximum Building Height: **10.0 m.** ~~9.0 m.~~

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation –~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

**SERVICED ESTATE RESIDENTIAL DISTRICT (R-4A)**

General Purpose: To provide an area for Single Detached Dwelling residential development on large sites and compatible uses, herein listed, which are connected to the municipal sewer and water systems.

Permitted Uses: Accessory building  
Home Office ~~Occupation – Minor~~  
Housing, Single Detached Dwellings  
Public Parks

Discretionary Uses: Alternate Energy Systems  
Bed and Breakfast Accommodation  
Day care facility – neighbourhood  
Day home facility  
Garden Suites  
Home Occupation –~~Major~~  
Public and quasi-public uses  
Public utility buildings  
Temporary Residential Sales Centre  
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.



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In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

Maximum building Height:

- a) Principal building: **10.0 m. ~~9.0 m.~~**
- b) Detached garages and all other Accessory buildings: 4.5 m.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation—Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation ~~—Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

**CENTRAL COMMERCIAL DISTRICT (C-1)**

**General Purpose:** To provide an area for intensive commercial use, offering a wide variety of goods and services, and other uses, herein listed, which are compatible with the area, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.

**Permitted Uses:** Accessory Building

Amusement Establishments, Minor  
Brew Pub  
Contractor Services, Limited  
Custom Manufacturing Establishments  
Eating and Drinking Establishments, Minor  
Financial Services  
Government Services, General  
Government Services, Retail  
Health Services  
Household Repair Services  
Home ~~Office Occupation—Minor~~  
Liquor Store  
Personal Service Shops  
Professional Offices and Office Support Services  
Protective Emergency Services  
Public Parks  
Public Utility Buildings  
Retail Stores, Convenience  
Retail Stores, General  
Second-hand Store  
Signs, except billboards  
Veterinary Services, Minor

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Discretionary Uses:

- Alternative Energy System
- Amusement Establishments, Major
- Cannabis Retail Store
- Day Care Facility - Commercial
- Commercial Schools
- Eating and Drinking Establishments, Major
- Fleet Services
- Funeral Services
- Gas Bars
- Home Occupation –~~Major~~
- Hotel
- Housing, Apartment
- Indoor Recreation Services
- Libraries and Cultural Exhibits
- Micro-Brewery (Craft-Brewery)
- Micro-Distillery
- Mixed Use Development
- Motel
- Private Clubs
- Religious Assembly
- Seniors Housing
- Shopping Centre
- Spectator Entertainment Establishments
- Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation –~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

**HIGHWAY COMMERCIAL DISTRICT (C-2)**

General Purpose: To provide an area for commercial uses and other uses, herein listed, which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles

Permitted Uses:

- Accessory Building
- Amusement Establishments, Minor
- Automotive and Recreation Vehicles Sales/Rentals
- Automotive Services

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Brew-Pub  
Bus Services  
Contractor Services, Limited  
Custom Manufacturing Establishments  
Drive-In Food Services  
Eating and Drinking Establishments, Minor  
Equipment Rentals  
Exhibition and Convention Facilities  
Financial Services  
Fleet Services  
Gas Bars  
Government Services, General  
Government Services, Retail  
Greenhouses and Plant Nurseries  
Health Services  
~~Home Office Occupation—Minor~~  
Household Repair Services  
Hotels  
Indoor Recreation Services  
Libraries and Cultural Exhibits  
Liquor Store  
Motels  
Natural Science Exhibits  
Personal Service Shops  
Professional Offices and Office Support Services  
Protective and Emergency Services  
Rapid Drive-Through Vehicle Services  
Retail Stores, Convenience  
Retail Stores, General  
Second-hand Stores  
Service Stations  
Shopping Centers  
Signs, except billboards  
Spectator Entertainment Establishments  
Veterinary Services, Minor

Discretionary Uses: Amusement Establishments, Major  
Auctioneering Establishment  
Automotive and Equipment Repair Shops  
Bulk Fuel Dealerships  
Cannabis Retail Store  
Contractor Services, General  
Eating and Drinking Establishments, Major  
Education Services

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Equipment and Storage Yard  
Funeral Services  
Heavy Vehicle and Equipment Sales/Rentals  
Home Occupation –~~Major~~  
Micro-Brewery (Craft Brewery)  
Micro-distillery  
Mini or Self Storage  
Mixed Use Development  
Private Clubs  
Public and quasi-public uses  
Religious Assembly  
Temporary Residential Sales Centre  
Truck and Mobile Home Sales/Rentals  
Warehouse Sales  
Veterinary Services, Major  
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home **Office** Occupation - Minor shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation –~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of the Bylaw.

**NEIGHBOURHOOD COMMERCIAL DISTRICT (C-3)**

**General Purpose:** To provide an area for low impact commercial convenience services for the use of area residents and primarily located at the main entrance or within a residential district.

**Permitted Uses:** Day care facility – neighbourhood  
Eating and Drinking Establishments, Minor  
Financial Services  
Health Services  
Home **Office** Occupation –~~Minor~~  
Mixed Use Development  
Personal Services  
Professional Offices and Office Support Services  
Protective Emergency Services  
Public Utility Buildings  
Retail Stores, Convenience  
Retail Stores, General  
Signs

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Discretionary Uses:      Accessory building  
                                 Alternate Energy Systems  
                                 Brewpub  
                                 Day care facility – commercial  
                                 Amusement Establishments, Minor  
                                 Custom Manufacturing Establishments  
                                 Drive-In Food Services  
                                 Eating and Drinking Establishments, Major  
                                 Gas Bars  
                                 **Home Occupation**  
                                 Indoor Recreation Services  
                                 Liquor Store  
                                 Private Club  
                                 Second-hand Stores  
                                 Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

**Home Occupation shall be developed in accordance with Part Three Section 13.2 of this Bylaw.**

<b>URBAN RESERVE DISTRICT (UR)</b>
------------------------------------

General Purpose:	To reserve land for future subdivision and development until an overall plan is prepared for and approved by Council.
Permitted Uses:	Farms and farming operations, excluding feedlots Natural Habitat Areas <del>Home Office Occupation – Minor</del> Public Parks Signs
Discretionary Uses:	Accessory Buildings Alternate Energy Systems Bed and Breakfast Accommodation <del>Home Occupation – Major</del> Outdoor Recreation Services Utility Services, Major Impact

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation – ~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of the Bylaw

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**SEASONAL RESIDENTIAL DISTRICT (SR)**

General Purpose:	To provide for and control the placement of Recreational Vehicles (motorhomes, 5 <sup>th</sup> wheel, pull trailer) and Park Model Homes not designed for year-round occupancy, the placement of accessory structures and associated facilities.
Permitted Uses:	Adjacent Accessory Structure Detached Accessory Structure (including Guest Cabin) Deck / Deck Cover / Enclosed Deck Public Parks Parking, non-accessory Recreation Vehicle Park Model Homes Signs
Discretionary Uses:	Dwelling Unit for the Occupancy of the Manager/Caretaker Public and quasi-public uses Public Utility Buildings Any use that is similar, in the opinion of the Development Authority, to the permitted and discretionary uses above

In addition to the regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

**1.0 General Regulations**

**2.0 Recreation Vehicle Standards**

Maximum Length Recreation Vehicles: 12.2 m. *(except Park Models)*

~~Maximum Length Park Models: 13.4 m. excluding bay or bow windows~~

Maximum Width:

Recreation Vehicles: 2.4 m. but extendable using  
*(except Park Models)* factory installed slide-outs only

~~Maximum Width~~

~~Park Models: 4.27 m. excluding bay or bow windows~~

**3.1 CSA Standards for Park Models**

- i. A Park Model is a home built on a single chassis with wheels meeting the national building standards code CSA Z241A.
- ii. Park Model may not exceed 538 Sq. ft. in size and to a maximum of 4.5 m. in height;
- iii. Park Model may have a footprint of 12' x 44', 13' x 41' or 14' x 39';
- iv. Park Models shall be identified with a CSA sticker and product number.

**3.2 Height:**

The maximum recreational vehicle height for recreational vehicles built in a certified factory, including park models, is as determined by the manufacturer. ~~The maximum height for park models that have been built outside a certified factory is 4.27 m. as measured from the bottom of the wheels to the highest point of the roof.~~

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**3.3 Miscellaneous:**



















All recreation vehicles must retain their travel ability and be livable with the removal of any additions. Axels, wheels and hitches must remain on the vehicle as well as all original doorways and doors. Park models may have hitches removed but they must remain available on the lot for immediate reinstallation if required.

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## SCHEDULE "A": Land Use Map

**REVISE:** Land Use Bylaw Map as follows:

**Figure 1:** Correct Land Use District Legend: R1N "General Residential" to read "Narrow Lot Residential District";

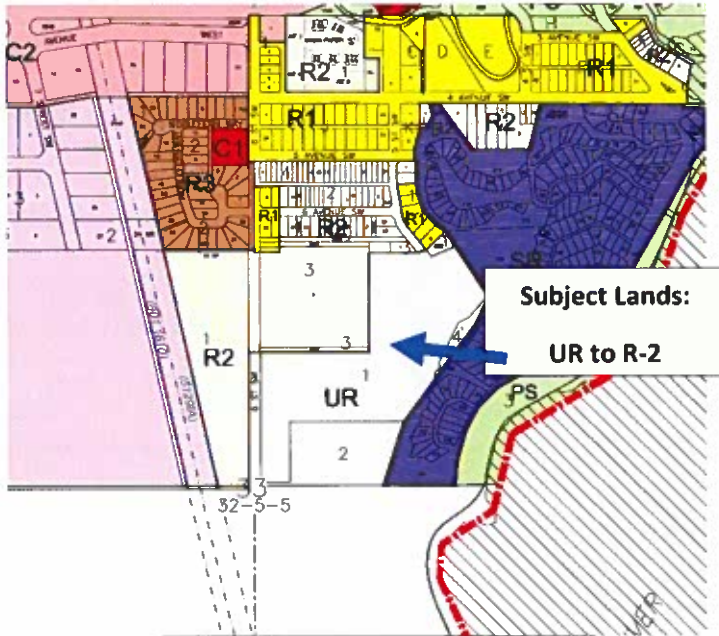
LAND USE DISTRICTS		
	R1	LOW DENSITY RESIDENTIAL
	R1N	GENERAL RESIDENTIAL
	R2	GENERAL RESIDENTIAL
	R3	MANUFACTURED HOME
	R4	ESTATE RESIDENTIAL
	R4A	SERVICED ESTATE RESIDENTIAL
	C1	CENTRAL COMMERCIAL
	C2	HIGHWAY COMMERCIAL
	C3	NEIGHBOURHOOD COMMERCIAL
	I1	INDUSTRIAL
	I2	FLOODPLAIN INDUSTRIAL
	I3	INDUSTRIAL BUSINESS PARK
	I4	GENERAL INDUSTRIAL
	PS	PUBLIC SERVICE
	UR	URBAN RESERVE
	SR	SEASONAL RESIDENTIAL
	DC	DIRECT CONTROL
	1:100 YEAR FLOODPLAIN	

Revise R1N from "General Residential" to  
"Narrow Lot Residential District"



Town of Sundre  
Land Use Bylaw 2018-10  
Land Use Bylaw Amendment 2023-02

**Figure 2: Plan 9411097, Block 1 of NE 33-32-05-W5M redesignation from Urban Reserve (UR) to General Residential (R-2);**



**READ A FIRST TIME** this 30<sup>th</sup> day of May, 2023 Motion No. 148-30-05-23

**PUBLIC HEARING HELD** this 26<sup>th</sup> day of June 2023

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_ 2023 Motion No. \_\_\_\_\_

**READ A THIRD AND FINAL TIME** this \_\_\_\_ day of \_\_\_\_\_ 2023 Motion No. \_\_\_\_\_

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

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



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	June 26, 2023
<b>SUBJECT</b>	Bylaw 2023-04 Land Use Bylaw Amendment to the Highway Commercial District: 2 Site Specific Exceptions and an Amendment to the definition of Custom Manufacturing Establishments
<b>ORIGINATING DEPARTMENT</b>	Planning and Development
<b>AGENDA ITEM</b>	6.2

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### **BACKGROUND/PROPOSAL:**

Bylaw 2023-04 is an administrative amendment to provide for two (2) "site specific exceptions" to the Highway Commercial District (C-2) for the property legally described as Plan 6114JK, Lot 19; Civic Address 104 Main Avenue East. The site specific amendments are proposed to accommodate the installation of two (2) "c-can" type storage containers for use by a tenant to be located in the west-side bay of the existing building, and to allow for the manufacturing of recreational type "cabins" for the tenant located on the east-side of the building. Administration is also proposing an administrative amendment to the definition of Custom Manufacturing Establishments.

### **DISCUSSION:**

Bylaw 2023-04 provides a site specific exception to Plan 6114JK, Lot 19 and revised the definition of Custom Manufacturing Establishments follows:

- **Part Two Definitions Section 2 Use Definitions - Custom Manufacturing Establishments**

"means a premises located in a central or highway commercial district, used for small scale indoor, on-site production or assembling of semi-finished or finished goods, products and equipment normally associated with household use. This includes but is not limited to jewelry, gunsmiths, potter and sculpture studios, bakeries, butchers, toy and musical instruments, cabinet and furniture manufacturing, and computer components.

- **Part Four: Land Use District Regulations - Highway Commercial District (C-2) - Site Specific Exception #1**

Plan 6114JK, Lot 19 allowance for Two (2) "c-can" type storage containers placed in the rear yard, screened from public view and immediately adjacent to the primary building, for use by the tenant, Crude Energy, located in the west side bay of 104 Main Avenue East. If at any time, should the tenant vacate the premises, the "c-cans" must be removed, and this site specific exception will expire; and

- **Part Four: Land Use District Regulations - Highway Commercial District (C-2) - Site Specific Exception #2**

Plan 6114JK, Lot 19 allowance for the manufacturing of recreational style "cabins" on the premises, with display of the "cabins" to be located in the rear and east side yards of the property. If at any time, should the tenant vacate the premises, the site specific exception will expire.

### **ALIGNMENT WITH STRATEGIC PLAN**

This matter under Pillar 5, (process delivery) improves communication and transparency with stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give Second and Third Reading to Bylaw 2023-04.

### **MOTION:**

That the Town of Sundre Council give Second Reading to Bylaw 2023-04 being a Bylaw to amend the Land Use Bylaw.

That the Town of Sundre Council give Third and Final Reading to Bylaw 2023-04

Or

Other motions based on Council's discussion and information received at the Public Hearing.

Attachments: Bylaw 2023-04

Date Reviewed: June 21, 2023

CAO: Linda Nelson



## TOWN OF SUNDRE

## BYLAW 2023-04

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 2018-10

WHEREAS, Section 639 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto requires council to enact a Land Use Bylaw;

AND WHEREAS, Section 191 (1) of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw;

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

THAT Bylaw 2018-10, the Land Use Bylaw of the Town of Sundre, is hereby amended by adding two (2) site specific exceptions to the Highway Commercial District (C-2) for the property legally described as Plan 6114JK, Lot 19 and civic address: 104 Main Avenue East; allowing the installation of two (2) "c-can" type storage containers for the west side bay, and the manufacturing of recreational style "cabins" in the east side bay, and further an amendment to the definition for Custom Manufacturing as indicated below.

**1. Site Specific Exception:**

**Plan 6114JK, Lot 19 allowance for Two (2) "c-can" type storage containers placed in the rear yard, screened from public view and immediately adjacent to the primary building, for use by the tenant, Crude Energy, located in the west side bay of 104 Main Avenue East. If at any time, should the tenant vacate the premises, the "c-cans" must be removed, and this site specific exception will expire.**

**2. Site Specific Exception:**

**Plan 6114JK, Lot 19 allowance for the manufacturing of recreational style "cabins" on the premises, with display of the "cabins" to be located in the rear and east side yards of the property. If at any time, should the tenant vacate the premises, the site specific exception will expire.**

**REVISE: Custom Manufacturing Establishments**

~~"means development used for small scale on-site production and retail sale of goods by hand manufacturing, primarily involving the use of hand tools provided such developments have few production employees. Typical uses include jewelry, toy and musical instrument manufacturing, gunsmiths, potter and sculpture studios, bakeries and butchers."~~

**"means a premises located in a central or highway commercial district, used for small scale indoor, on-site production or assembling of semi-finished or finished goods, products and equipment normally associated with household use. This includes but is not limited to jewelry, gunsmiths, potter and sculpture studios, bakeries, butchers, toy and musical instruments, cabinet and furniture manufacturing, and computer components."**

**This may include the provision of instruction or DIY classes, and small scale retail outlets for the sale of the custom manufactured goods; however, this shall be accessory to the principal Use. This Use does not include equipment or automotive repair shops or the large scale manufacturing or pre-fabrication of accessory buildings (garages, sheds, cabins or tiny homes), large scale commercial bakeries or abattoirs which are more appropriate to be located in an industrial district.”**

**READ A FIRST TIME this 12<sup>th</sup> day of June 2023 Motion No. 172-12-06-23**

**PUBLIC HEARING HELD this 26<sup>th</sup> day of June 2023.**

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

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

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

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



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 26, 2023</b>
<b>SUBJECT</b>	<b>Bylaw 2023-05 Land Use Bylaw Map Amendment Redesignation of Parcel, R-2 to C-1</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Planning &amp; Development</b>
<b>AGENDA ITEM</b>	<b>6.3</b>

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### **BACKGROUND/PROPOSAL:**

Bylaw 2023-05 is an administrative amendment to the Land Use Bylaw Map to redesignate a parcel legally described as Plan 1347GF, Block 1, Lots 8-12 from General Residential (R-2) to Central Commercial District (C-1). The redesignation of the parcel, civic address: 124 – 1 Street N.W., will allow for the renovation / conversion of an existing multi-unit two storey structure to a Mixed Use Development containing residential units, and commercial unit.

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

See attached Report to Council

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

This matter aligns with Strategic Plan priorities 1 and 5

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2023-05 and set a Public Hearing date.

### **MOTION:**

That the Town of Sundre Council give First Reading to Bylaw 2023-05 being a Bylaw to amend the Land Use Bylaw Map by redesignating a parcel legally described as Plan 1347GF, Block 1, Lots 8-12 from General Residential (R-2) to Central Commercial District (C-1).

That the Town of Sundre Council set Tuesday, September 5, 2023, at 6:00 p.m. for a Public Hearing to Bylaw 2023-05 Land Use Bylaw Amendment.

Attachments: Bylaw 2023-05  
Report to Council  
Central Commercial District (C-1)

Date Reviewed: June 21, 2023

CAO: 



## REPORT TO COUNCIL

<b>COUNCIL DATE</b>	June 12, 2023
<b>SUBJECT</b>	<b>Bylaw 2023-05 Land Use Bylaw Map Amendment</b> <b>Redesignation of Parcel, R-2 to C-1</b>
<b>ORIGINATING DEPARTMENT</b>	Planning & Development
<b>AGENDA ITEM</b>	6.3a

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### **BACKGROUND/PROPOSAL:**

Bylaw 2023-05 is an administrative amendment to the Land Use Bylaw Map to redesignate a parcel legally described as Plan 1347GF, Block 1, Lots 8-12 from General Residential (R-2) to Central Commercial District (C-1). The redesignation of the parcel, civic address: 124 – 1 Street N.W., will allow for the renovation / conversion of an existing multi-unit two storey structure to a Mixed Use Development containing residential units, and commercial unit.

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

Planning and Development has received an application to amend the Land Use Bylaw Map for an existing two-storey building located in the central commercial district. The building, formerly a seniors housing complex was vacated in 2016. The applicant is requesting redesignation of the parcel from General Residential (R-2) to Central Commercial District (C-1). The intention of the renovation is to convert a vacant building in the heart of downtown, into a vibrant rental opportunity for the residents of Sundre. The new building will consist of 26 suites, 9 studio units, and 17 one-bedroom units. The property will consist of additional amenities including but not limited to: kitchen, dining room, lounge areas, laundry facilities, and meeting spaces. The applicant proposes that these amenities will be for the primary use of the residents, however, they will also provide public access to some of the amenities such as meeting spaces, and small function areas to host various celebrations, and other options as they arise for the people of Sundre.

The applicants desire is to become an integral part of the community, combining quality living spaces for residents with services and amenities to the Town. The applicant believes that the conversion in a centrally located part of the Town, bordering Bearberry Creek, and the Town's trail system will provide a wonderful opportunity for the community and residents.

The Municipal Development Plan (MDP) is committed to responsible growth management where the goal is to preserve Sundre's small town character, while increasing growth pressures are considered, and to use land and infrastructure efficiently, while encouraging a mix of land uses. The following Policies of the MDP reflect the benefits of the redesignation:

- 6.2.1 The Town shall undertake reviews of potential redevelopment and intensification opportunities from time-to-time in existing built-up areas of Sundre;
- 6.2.7 In considering a proposal for a change in land use designation; the suitability of the site for the proposed use; the need for development and the benefits the development would bring to the community;
- 6.3.2 While the objective is to promote a mix of housing types and forms to meet a variety of lifestyles and market preferences, the Town of Sundre shall encourage the development of innovative and alternative housing forms; and

- 6.6.3 The Town encourages mixed use development in locations that may include retail and office uses, higher density housing, schools, institutional uses, and other community facilities to minimize the need for new transportation and infrastructure and encourage less reliance on the private automobile.

Planning and Development believe that the proposed Land Use Bylaw amendment fits with the intentions of the Municipal Development Plan approved by Council in 2013 and does not alter the general purpose of the Central Commercial District. This development would provide a source of accessible / affordable residential accommodation and unique social and commercial opportunities in the central downtown area.

The application will be circulated as per the requirements of the *Municipal Government Act*, R.S.A. 2000, Chapter 26 as amended, and the Town's Land Use Bylaw for comment from the public and adjacent landowners.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2023-05 and set a Public Hearing date of September 5, 2023.

Date Reviewed: June 21, 2023

CAO: Aminda Nelson



**TOWN OF SUNDRE**

**BYLAW 2023-05**

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 2018-10

**WHEREAS**, Section 639 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto requires council to enact a Land Use Bylaw;

**AND WHEREAS**, Section 191 (1) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw;

**NOW THEREFORE**, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows:

Schedule 'A', the Land Use District Map in Land Use Bylaw 2018-10 is amended by changing the land use designation for a parcel legally described as Plan 1347GF, Block 7, Lots 8-12 (Civic Address of 124 – 1 Street N.W.), from General Residential to Central Commercial District (C-1) as shown as Area 'A' on the attached Schedule 'A'.

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

**READ A FIRST TIME** this 26<sup>th</sup> day of June 2023 Motion No. \_\_\_\_\_

**PUBLIC HEARING HELD** this 5<sup>th</sup> day of September 2023

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_ 2023 Motion No. \_\_\_\_\_

**READ A THIRD AND FINAL TIME** this \_\_\_\_ day of \_\_\_\_\_, 2023 Motion No. \_\_\_\_\_

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

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



**LAND USE BYLAW 2018-10**  
**PART TWO, SECTION TWO: DEFINITIONS**

**Mixed Use Development** means a building used partly for residential and partly for non-residential uses. Each non-residential unit of the building shall have access from street level. The residential portion of the building may be above the street level non-residential uses, or at ground level in the rear yard of the parcel. All residential uses shall have separate access to each unit through covered external stairs and landings, or common hallways.

**PART FOUR: LAND USE DISTRICT REGULATIONS**

**CENTRAL COMMERCIAL DISTRICT (C-1)**

**General Purpose:** To provide an area for intensive commercial use, offering a wide variety of goods and services, and other uses, herein listed, which are compatible with the area, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.

**Permitted Uses:**

- Accessory Building
- Amusement Establishments, Minor
- Brew Pub
- Contractor Services, Limited
- Custom Manufacturing Establishments
- Eating and Drinking Establishments, Minor
- Financial Services
- Government Services, General
- Government Services, Retail
- Health Services
- Household Repair Services
- Home Occupation - Minor
- Liquor Store
- Personal Service Shops
- Professional Offices and Office Support Services
- Protective Emergency Services
- Public Parks
- Public Utility Buildings
- Retail Stores, Convenience
- Retail Stores, General
- Secondhand Store
- Signs, except billboards
- Veterinary Services, Minor

**Discretionary Uses:**

- Alternative Energy System
- Amusement Establishments, Major

*Bylaw 2019-14*

Cannabis Retail Store  
Day Care Facility - Commercial  
Commercial Schools  
Eating and Drinking Establishments, Major  
Fleet Services  
Funeral Services  
Gas Bars  
Home Occupation - Major  
Hotel  
Housing, Apartment  
Indoor Recreation Services  
Libraries and Cultural Exhibits  
Micro-Brewery (Craft-Brewery)  
Micro-Distillery  
**Mixed Use Development**  
Motel  
Private Clubs  
Religious Assembly  
Seniors Housing  
Shopping Centre  
Spectator Entertainment Establishments  
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 26, 2023</b>
<b>SUBJECT</b>	<b>One Way Back Lane</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>7.1</b>

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### **BACKGROUND/PROPOSAL:**

In November of 2016, Council approved a change to traffic movement from a two-way to a one-way only, on the lane located north of Highway 27 between 3<sup>rd</sup> Street NW and 2<sup>nd</sup> Street NW.

The traffic movement change was made due to ongoing concerns, initiated by the residents of the Foothills Terrace condominiums, regarding dust, speeding vehicles, increased amounts of traffic and a lack of safe egress being available from their garages onto the lane between 3<sup>rd</sup> Street NW and 2<sup>nd</sup> Street NW.

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

Foothills Terrace Condominiums Association applied for a grant in the amount of \$4562.00 to assist residents with the installation of a "safety beacon" (flashing lights) to notify users of the public roadway (lane) that residents are exiting the condominium garages. The request to fund the safety beacon was refused, however, Council was not opposed to the Condominium installing the beacon at their own cost.

In May 2023, staff conducted a survey of adjacent property owners regarding the one-way back alley.

Two of the residents of the condominium continue to voice concerns related to safety.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS**

Administration is requesting direction on the level of service expected for this one way back lane.

### **MOTION:**

That the Town of Sundre Council direct Administration on the level of service expected for this one way back lane.

Attachments: RFD 11.2, November 21, 2016

Motion of Regular Council Meeting Minutes, November 21, 2016

Date Reviewed: June 21, 2023

CAO: Linda Nelson



## **REQUEST FOR DECISION**

**COUNCIL DATE:** November 21, 2016

**AGENDA ITEM:** 11.2

**SUBJECT:** NW Rear Lane Traffic Movement Alteration

**ORIGINATING DEPARTMENT:** Operations department

### **MOTION:**

The Town of Sundre Council moves to approve a change in traffic movement, from two-way to one-way only, on the lane located north of Highway 27 between 3<sup>rd</sup> Street NW and 2<sup>nd</sup> Street NW.

### **ALTERNATIVE ACTIONS:**

The Town of Sundre Council does not move in favour of the Motion and provides Administration with alternative direction.

### **BACKGROUND/PROPOSAL:**

There have been ongoing concerns for many years, initiated by the residents of the Foothills Terrace condominiums, regarding dust, speeding vehicles, increased amounts of traffic and a lack of safe egress being available from their garages onto the lane between 3<sup>rd</sup> Street NW and 2<sup>nd</sup> Street NW due to poor sight lines blocking the visibility of oncoming traffic and large trucks parking in the lane also blocking vehicle movement.

### **DISCUSSION/OPTIONS:**

Administration has had multiple discussions about these issues, to include planning, bylaw and operations staff and met with several residents from the Foothills Terrace condominium to discuss options and to address their concerns.

Administration recommends the easiest and quickest solution to control the issues surrounding speed, safety and dust would be to alter the lane to function as a one-way only lane way, vehicles would travel from west to east only, and to introduce No Parking along the lane and actively enforce the 15km/hour speed limit, which is the rule for all lanes in the Town.

Signs for One-way traffic only, No Entry, No Parking and 15km/hour speed signs would be installed within the lane to ensure residents and stakeholders are aware of the traffic pattern and lane use change.

There would be no change in the surface structure of the lane at this time, as Administration would like to monitor the effects of the traffic pattern change and the general day-to-day use of



the lane, to better determine the whether the issues of dust, speed, increased traffic and overall safety are positively reduced using this methodology over the next year.

**PUBLIC CONSULTATION:**

A letter of information was circulated public to adjacent businesses and property owners with regards to the proposed changes.

Responses from the circulation included noting that the current speed limit of 15 km/h should be sufficient in slowing traffic down. Having the lane paved was noted as being a positive method in reducing concerns with dust. One business responded that it would be too confusing for residents with the option to create a one-way lane. There was a comment in regards to speed bumps to assist in slowing traffic.

**COSTS/SOURCE OF FUNDING:**

\$1000- Operational signage budget in the Operations Roads department

**ATTACHMENTS:**

N/A

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**REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL**

Submitted by: Jim Hall, Manager of Operations  
Reviewed by: Angie Lucas, Dir. of Planning and Operations  
Reviewed by: Vic Pirie, Dir. of Finance and Administration  
Interim CAO Approval: Angie Lucas

Date: November 7, 2016  
Date: November 7, 2016  
Date: November 7, 2016  
Date: November 7, 2016

Regular Council Minutes – November 21, 2016

## **BYLAWS**

### **RFD Bylaw 07.16 Land Use Amendments**

- 358/16** Councillor Funke moved that the Town of Sundre Council accept First Reading of Bylaw No. 07.16, being a bylaw to amend the Land Use Bylaw 705. **CARRIED**

## **ADMINISTRATION REPORTS**

### **Community Services – Arena Lighting**

- 359/16** Councillor Blatchford moved that the Town of Sundre Council accept as information, the Community Services Arena Lighting report. **CARRIED**

## **NEW BUSINESS**

### **RFD SW Rear Lane Traffic Alteration**

- 360/16** Councillor Vardas moved that The Town of Sundre Council approve a change to the traffic movement for the rear lane located south of Main Ave West between 6<sup>th</sup> Street and 7<sup>th</sup> Street SW. **CARRIED**

### **RFD NW Rear Lane Traffic Alteration**

- 361/16** Councillor Vardas moved that The Town of Sundre Council approve a change in traffic movement, from two-way to one-way only, on the lane north of Highway 27 between 3<sup>rd</sup> Street NW and 2<sup>nd</sup> Street NW. **CARRIED**

### **RFD Mountain View Seniors Housing Grant**

- 362/16** Mayor Leslie moved that the Town of Sundre Council approve a one time grant of \$10,000 to Mountain View Seniors Housing to assist in funding the creation of a Courtyard Garden.  
For: Mayor Leslie, Councillors Thompson, McFadden, Isaac, Vardas.  
Opposed: Councillors Funke, Blatchford. **CARRIED**

### **RFD Funding for Municipal Reserve Land Restoration**

- 363/16** Councillor Funke moved that the Town of Sundre Council approve up to \$220,000 for the creation of plans, drawings and undertaking landscape and pathway construction on the Municipal Reserve land located along the northern edge of the Mountain View Seniors Housing development. **CARRIED**

### **RFD Municipal Affairs Presentation Request**

- 364/16** Mayor Leslie moved that the Town of Sundre Council approve that Administration organize a presentation from the Ministry of Municipal Affairs on their regional collaboration program and other educational and training services they regularly offer to municipalities throughout Alberta. **CARRIED**



Initials



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	June 26, 2023
<b>SUBJECT</b>	Traffic Study – Hwy 27 Eastbound at 7 <sup>th</sup> St SW
<b>ORIGINATING DEPARTMENT</b>	Community Peace Officer
<b>AGENDA ITEM</b>	8.1

---

### **BACKGROUND/PROPOSAL:**

Highway 27 runs through the centre of the Town of Sundre. Highway 27 is considered a wide load corridor.

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

A traffic study was completed on Highway 27 to better understand traffic patterns on this highway. The Community Peace Officer has compiled an information package on the traffic study for the Town of Sundre Council.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS**

That the Council accept the attached Traffic Study of Highway 27 Eastbound at 7<sup>th</sup> St. SW, as information.

### **MOTION:**

That the Town of Sundre Council accept the attached Traffic Study of Highway 27 Eastbound at 7<sup>th</sup> St. SW, as information.

### **ATTACHMENTS:**

8.1a – Traffic Study – Hwy 27 Eastbound at 7<sup>th</sup> St. SW

Date Reviewed: June 21, 2023

CAO:

*Linda Nelson*

8.1a



Traffic Study – Hwy 27 Eastbound at 7<sup>th</sup> St SW

Prepared by: Sam Zhao  
Community Peace Officer  
June 2023



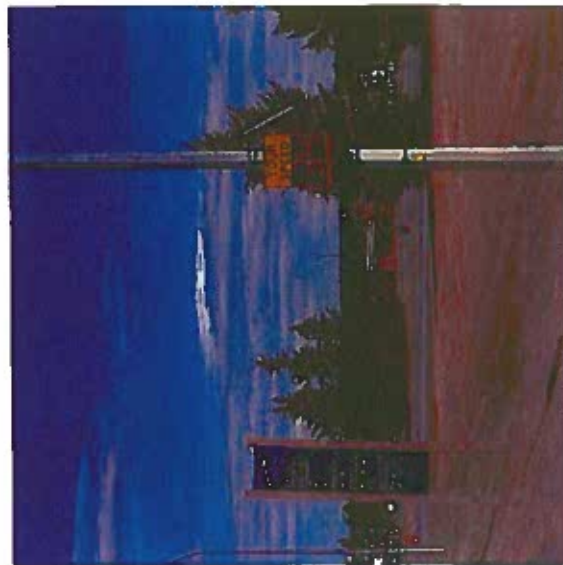


## Introduction

The Town of Sundre is located on the Cowboy Trail between Rocky Mountain House and Cochrane. Highway 27 runs through the centre of town and is considered a wide load corridor. To better understand traffic patterns on this highway, a traffic study was conducted utilizing a radar speed sign. This study aimed to gather data on vehicle count, speed data, and busiest times of the day.

## Methodology

The traffic study was conducted over a period of 10 weeks, from March 13th to May 21st, 2023. A radar speed sign was installed on the West end of Sundre, on the shoulder of Highway 27, facing eastbound traffic. The sign was programmed to display the speed of passing vehicles in real-time, and it recorded data relating to vehicle count and speed.





# Vehicle Count Data

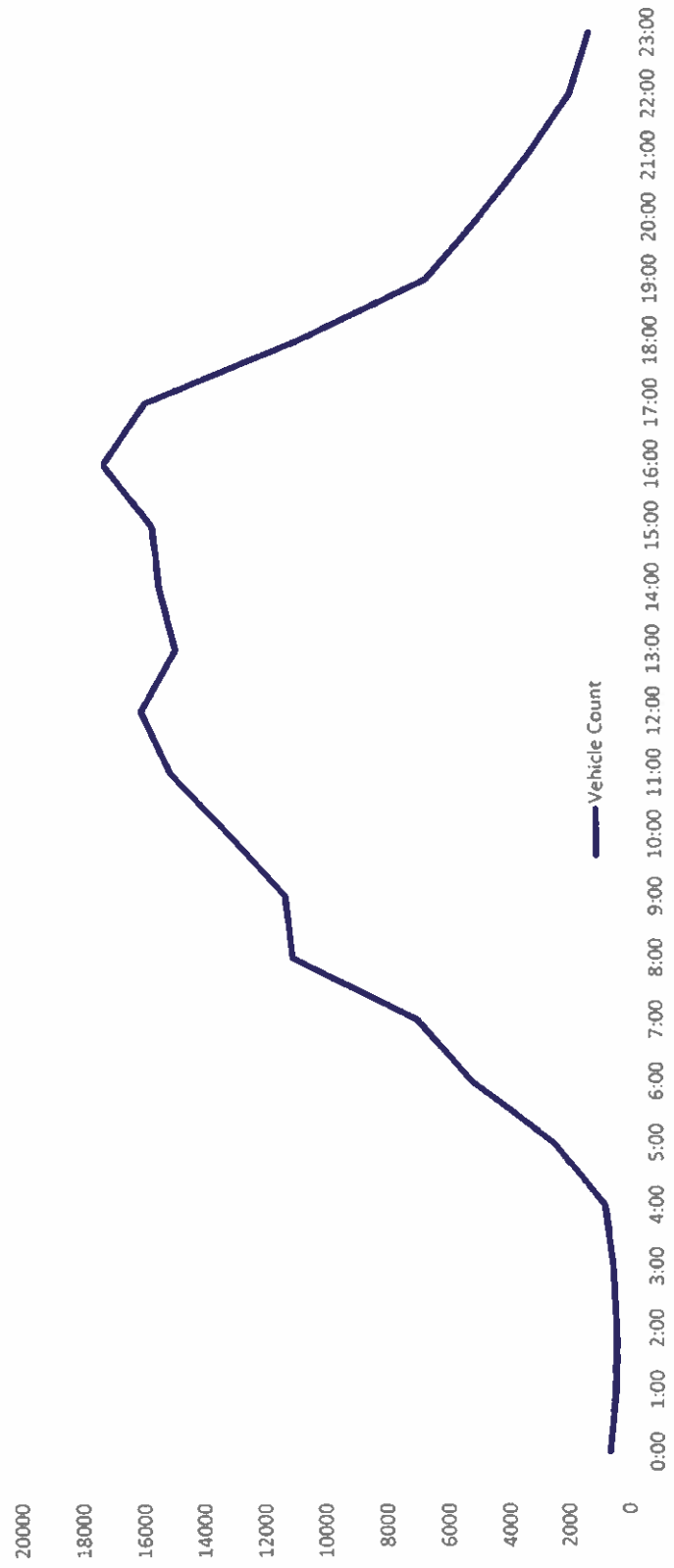
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00 - 01:00	82	97	71	86	87	120	104
01:00 - 02:00	65	48	45	57	69	83	86
02:00 - 03:00	49	58	47	54	85	51	53
03:00 - 04:00	103	104	95	85	54	35	31
04:00 - 05:00	142	121	116	138	126	72	63
05:00 - 06:00	305	485	412	444	398	260	178
06:00 - 07:00	748	994	983	927	826	381	362
07:00 - 08:00	1146	1258	1181	1253	1128	605	422
08:00 - 09:00	1824	1875	1866	1862	1600	1026	1001
09:00 - 10:00	1668	1631	1659	1766	1742	1591	1212
10:00 - 11:00	1861	1909	1904	1861	2069	2025	1486
11:00 - 12:00	2111	2142	2214	2160	2344	2251	1842
12:00 - 13:00	2311	2230	2407	2266	2442	2205	2156
13:00 - 14:00	2091	2054	2101	2147	2387	2050	2023
14:00 - 15:00	2127	2181	2149	2384	2537	2088	1909
15:00 - 16:00	2237	2298	2328	2346	2526	1908	1959
16:00 - 17:00	2656	2712	2743	2804	2535	1885	1862
17:00 - 18:00	2279	2455	2439	2487	2371	1985	1790
18:00 - 19:00	1500	1649	1705	1638	1562	1347	1350
19:00 - 20:00	767	815	952	931	1081	989	974
20:00 - 21:00	544	535	625	629	821	764	816
21:00 - 22:00	366	332	406	428	540	568	464
22:00 - 23:00	175	166	205	232	340	352	214
23:00 - 24:00	99	126	120	160	180	202	134
Total	27256	28275	28773	29145	29850	24843	22191



### Vehicle Count Data Analysis

Over the course of the study, a total of 190,333 vehicles were recorded by the radar speed sign. The average number of vehicles during the weekday is 2,866, while the average number of vehicles on a weekend is 2,352. The busiest times of the day during the week are between 4-5 pm, with Friday being between 2-3 pm. The busiest time on the weekend is between 12-1 pm.

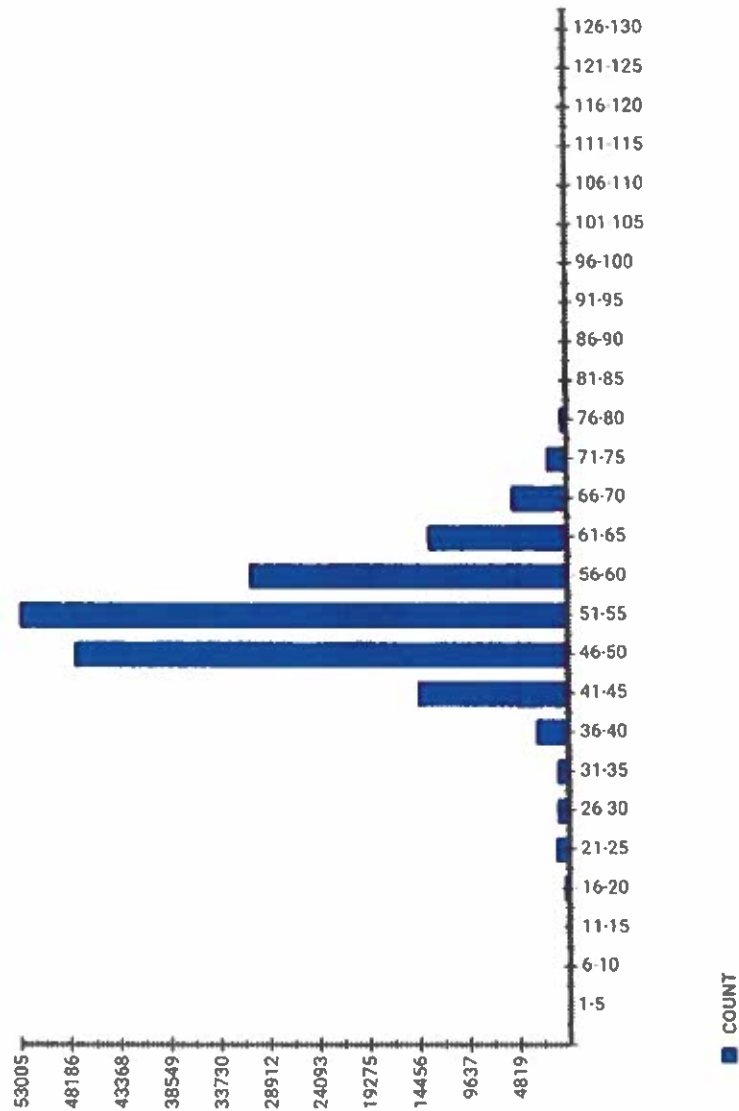
Vehicle Count by hour





Speed km/hr	Count
1-5	0
6-10	69
11-15	202
16-20	401
21-25	1206
26-30	976
31-35	980
36-40	3004
41-45	14474
46-50	47772
51-55	53005
56-60	30712
61-65	13406
66-70	5339
71-75	1862
76-80	537
81-85	177
86-90	63
91-95	28
96-100	11
101-105	1
106-110	2
111-115	1
116-120	1
121-125	0
126-130	1

Speed Data



\*Note - the data collected does not track the type of vehicle that passes the sign. An abnormally high number could be a result of an emergency vehicle responding to an incident.





### Speed Data Analysis

- The posted speed limit is 50 km/hr
- The average speed of vehicles is 52 km/hr
- The 85<sup>th</sup> percentile speed is 59 km/hr
- The percentage of vehicles traveling greater than 70km/hr is 2 %

1 % of vehicles were recorded traveling greater than 70km/hr between the workday hours of 8 am to 6 pm

7 % of vehicles were recorded travelling greater than 70 km/hr between 3 to 4 am

Hour	> 70km/hr
00:00 - 01:00	2 %
01:00 - 02:00	4 %
02:00 - 03:00	4 %
03:00 - 04:00	7 %
04:00 - 05:00	4 %
05:00 - 06:00	2 %
06:00 - 07:00	2 %
07:00 - 08:00	2 %
08:00 - 09:00	1 %
09:00 - 10:00	1 %
10:00 - 11:00	1 %
11:00 - 12:00	1 %
12:00 - 13:00	1 %
13:00 - 14:00	1 %
14:00 - 15:00	1 %
15:00 - 16:00	1 %
16:00 - 17:00	1 %
17:00 - 18:00	1 %
18:00 - 19:00	3 %
19:00 - 20:00	3 %
20:00 - 21:00	2 %
21:00 - 22:00	2 %
22:00 - 23:00	1 %
23:00 - 24:00	2 %
Avg	2 %



## Conclusion

The Traffic Study conducted at Hwy 27 Eastbound at 7<sup>th</sup> St SW between March 13th to May 21st, 2023 showed valuable insights of traffic patterns in the area. Information regarding vehicle count, speed, and busiest times of the day will be utilized by Sundre Municipal Enforcement to make operational decisions on traffic enforcement in the future.



Sam Zhao  
Community Peace Officer # 18742  
[sam.z@sundre.com](mailto:sam.z@sundre.com)  
T: (403) 638-3551 | F: (403) 638-2100



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	June 26, 2023
<b>SUBJECT</b>	Tax Recovery Sale of Property
<b>ORIGINATING DEPARTMENT</b>	Corporate Services
<b>AGENDA ITEM</b>	8.2

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### **BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

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

See attached Report to Council and RFD's 8.2a and 8.2b for each Tax Roll.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS**

See Item 8.1a and 8.1b.

### **MOTION:**

The Town of Sundre Council accept the report from the Director of Corporate Services as information.

Date Reviewed: June 21, 2023

CAO: Linda Nebo



**COUNCIL DATE:** June 26, 2023

**SUBJECT:** Tax Recovery Sales of Property

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 8.2

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**2BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

Sections 411, 436.02 and 438 allow a municipality to attempt to recover tax arrears by following the legislated requirements of the MGA and in accordance with any other Act or common law right.

Section 418(1) states “Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid”. Due to notification and reporting requirements, this section is applicable to tax accounts two years or more in arrears.

According to Section 419 of the *Municipal Government Act*, Council is to pass a resolution to set the Reserve Bid, sale conditions and to add all tax recovery expenses to the tax roll. The reserve bid must be at fair market value as determined by our Assessor or by hiring an Appraiser.

The owners of the properties on the attached list have failed to pay the tax arrears for taxes owing in 2020, 2021 and 2022. They had until March 31st, 2023 to pay the arrears prior to the requirement of the Town to offer the property for sale at public auction this year. The owners were notified of this requirement last year when we registered tax notification on title and again in January, 2023 by letter from our Taxation Dept.

During June 2023 valuations were provided for each property by Wildrose Assessment Services to obtain a current “Fair Market Value”.

**Tax Recovery Costs (to be added to tax roll):**

Advertisement in Gazette – cost TBD

Advertising in The Albertan (local newspaper) – cost TBD

Land Title Searches – cost TBD

Additional unpaid utilities charges transferred to taxes - TBD

Setting up auction sale and auctioneer – are part of 5% administration fee



Calculation of Tax Recovery Surplus

Revenues from sale of property:	TBD
Less:	
Tax Arrears	per attached list plus recovery costs
Other costs or expenses	TBD (MGA section 553)
5% Administration fee	<u>TBD (MGA section 553)</u>
Balance: Tax Recovery Surplus	To be paid to lien holders (or owner if no liens)

Administration wishes to hold a public auction on Wednesday, October 25th, 2023 at 9:00 a.m. for each of the lands listed on the attached listing. The parcels will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council will be presented with a Request for Decision for each individual property outlining the specific reserve bid and sale conditions.

Council can decide not to hold a tax sale in which case there is no incentive for the property owners to pay the outstanding tax arrears and the decision should be applied consistently in the future.

Date Reviewed: June 21, 2023

CAO: Linda Rubin

Tax Sale Roll List	Lot	Block	Plan	LINC NO.	NOTIFICATION LETTERS DATE	ASSESSED VALUE	2020	2021	2022	JAN 1st 2023 LATE FEES	2023 UTILITIES XFER TO TAX ROLL	2023 Taxes due Jan1-Oct. 24th	2023 Pending Penalty Fees- July&Oct	Taxes Due from Sale Proceeds	Oct 25 - Dec 31, 2023 due from Purchaser	Total Taxes Owing
914000	8	1	4875FQ	0019359579	2023-01-22 2022-01-31	145,000	\$ 1,741.34	\$ 2,028.80	\$ 2,231.18	\$ 720.16	\$ -	\$ 1,384.04	\$ 203.42	\$ 8,308.94	\$ 311.18	\$ 8,620.12
4305000	Part of SW33-32-5-W5M			0034936724	2023-01-24	175,000	\$ 1,744.20	\$ 2,072.63	\$ 2,283.67	\$ 732.06	\$ -	\$ 1,248.18	\$ 183.46	\$ 8,264.20	\$ 280.63	\$ 8,544.83

*\*Information above at June 16, 2023*



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 26, 2023</b>
<b>SUBJECT</b>	<b>Tax Recovery Sale – Roll 914000</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>8.2a</b>

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### **BACKGROUND/PROPOSAL:**

See RFD 8.2 Report to Council.

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

Report to Council.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS**

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 914000**.

### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of **\$145,000** for **Lot 8, Block 1, Plan 4875FQ, Sundre, AB**, and furthermore

The property identified by **Roll No. 914000** will be offered for sale by public auction, at the Town Office on **Wednesday, October 25th, 2023 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will

Date Reviewed: June 21, 2023

CAO: Donna Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 26, 2023</b>
<b>SUBJECT</b>	<b>Tax Recovery Sale – Roll 4305000</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>8.2b</b>

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### **BACKGROUND/PROPOSAL:**

See RFD 8.2 Report to Council.

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

Report to Council.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS**

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 4305000**.

### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of **\$175,000** for **THE NORTHERLY 280 FT. OF THE WESTERLY 580 FT. OF THE SW ¼ SEC.33, TWP 32, RGE 5, W5M Sundre, AB**, and furthermore

The property identified by **Roll No. 4305000** will be offered for sale by public auction, at the Town Office on **Wednesday, October 25th, 2023 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 26, 2023

CAO: Linda Nebe



## REQUEST FOR DECISION

**COUNCIL DATE** June 26, 2023  
**SUBJECT** Temporary Dog Park  
**ORIGINATING DEPARTMENT** Planning and Development  
**AGENDA ITEM** 8.3

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### **BACKGROUND/PROPOSAL:**

During the Spring Workshop administration was requested to provide information on the feasibility of installing a temporary dog park on the site of the TC Energy Pipeline, adjacent to the Town Office at 717 Main Avenue West.

### **DISCUSSION:**

A permanent location was considered in a SW industrial park, however, there is no timeline of subdivision, so it is difficult to assign a year.

The proposed site for the temporary dog park is the TC Energy Pipeline Right-of-Way adjacent to the Town Office. Access will be from the Town Office parking lot, with a man gate and equipment gate provided as access to the park for dog owners and mowing equipment.

In March 2023 four requests for quotes were sent to area fencing companies. To date, we received two (2) quotes ranging in costs from \$26,635 which will satisfy TC Energy's requirement for no ground disturbance (includes chain link fencing, panels and supports, 1 man-gate and 1 equipment gate) to \$20,625 (did not include gates, panels or supports which be additional).

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **COSTS/SOURCE OF FUNDING:**

Source of Funding: Municipal New Projects RSA

### **ADMINISTRATION RECOMMENDATIONS:**

At Council's discretion.

### **MOTION:**

That the Town of Sundre Council direct administration to proceed with the dog park project at a cost not to exceed \$30,000.00 plus GST, with funds to be drawn from the Municipal New Projects RSA.

Or

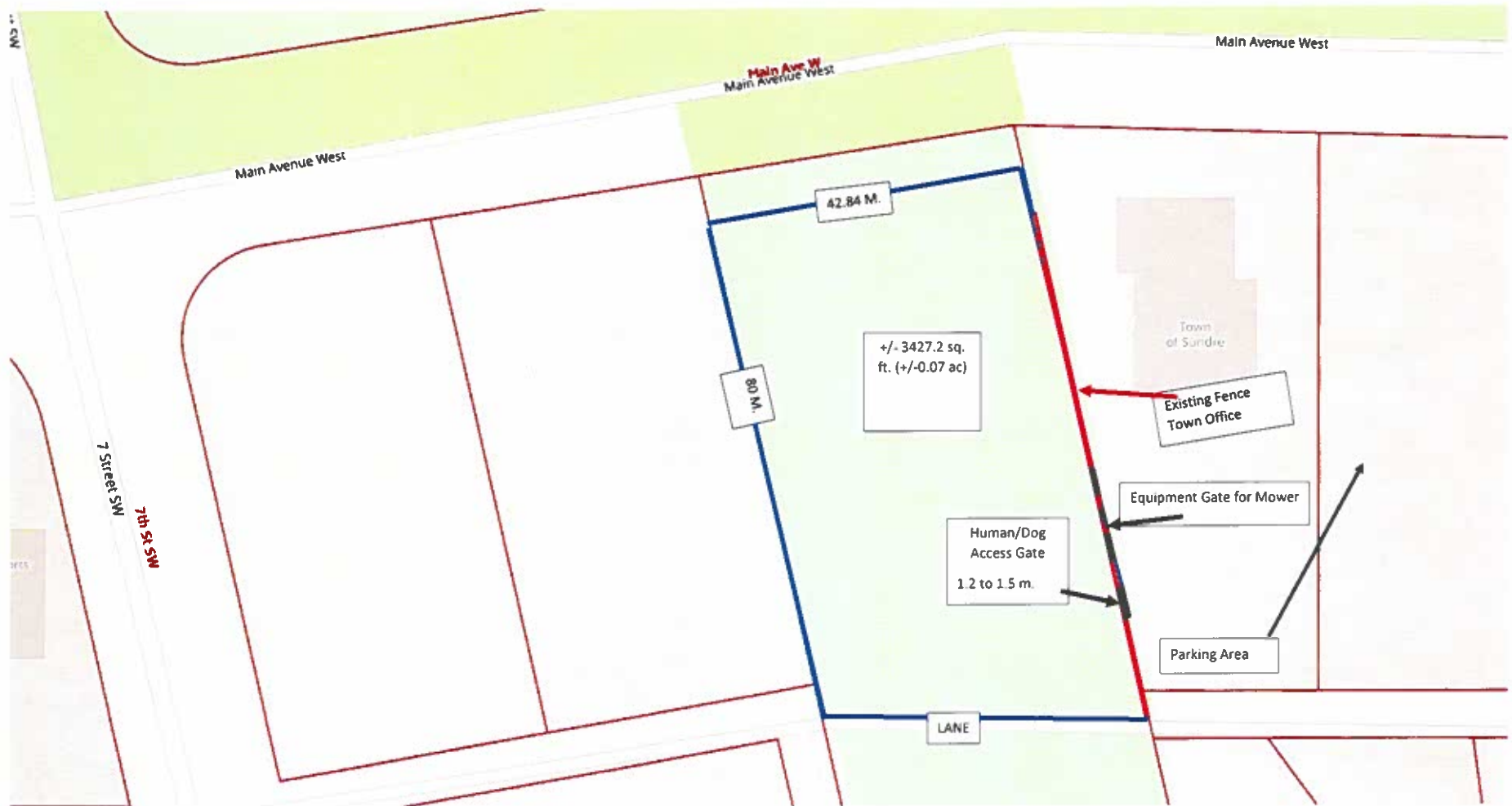
That the Town of Sundre Council direct administration to bring the project to Fall Workshop for a decision.

Attachments: site plan, gate drawing, spring workshop report, dog park pros & cons, dog park settings.

Date Reviewed: June 21, 2023

CAO:

*Linda Nelson*



Galvanized Ø 10mm chain and shackle to be installed at maximum height to ensure child safety

1700mm h x 1000mm w galvanized chain wire gate in black colour attached to 1650mm h x 50mm galvanized tubular steel posts with tubular steel gate hinges

250mm W x 100mm Ø concrete reinforcement strip under fence

N20 mass concrete footing 300mm x 450mm deep

4' man gate

#### DOG OFF LEASH AREA STANDARD GATE ENTRY

Scale N.T.S.

Gate chain

1 x 1700mm h x 1700mm w galvanized chain wire gate in black colour attached to 1650mm h x 50mm galvanized tubular steel posts with tubular steel gate hinges

250mm W x 100mm Ø concrete reinforcement strip under fence

N20 mass concrete footing 300mm x 450mm deep

Ground level 00.00

250 x 1000 x 20mm concrete with 70 x 20mm Ø galvanized bolts to thrust trap bolts

4' equipment gate (mower)

#### DOG OFF LEASH AREA STANDARD VEHICLE ACCESS GATE

Scale N.T.S.

##### NOTES:

- All dimensions are in millimetres unless shown otherwise
- Large gate: Supply and install 1000 high x 1000mm wide self-closing gate with 2-hinge. Hinges to be bolted to posts
- Vehicle gate: Supply and install 1200 high x 3500mm wide double gate with two ground latch pins and a two gatepost and to be attached to gate to make opening of double gates with a padlock. Gate also to be used by four later
- Maximum gap of 50mm under all gates
- Construction of posts and rails shall be done using standard coupling connections only (no welds)

- Black PVC coated chain with shackle 10mm diameter or 14mm galvanized wire to AS 2420. Chain wire to be fixed using 16mm hole PVC coated chain wire
- Bolts to AS 1113, nuts to AS 1113 washers to AS 1127. Galvanized to AS 4500
- All rods and posts galvanized wire tube to AS 1074
- Corner and end post (capped): 60mm ØS (600 ØW) 3.6mm thick
- Intermediate posts (capped): 40mm ØS (400 ØW) 3.2mm thick
- Gate frames and posts: 40mm ØB 145 ØW Ø20 3.2mm

- 114x4
- Post centres 7400mm maximum
- Footings 200mm x 450mm deep. Concrete N20 in accordance with AS 1379 and AS 1580
- Reinforcement strip 250mm wide x 100mm deep N20 concrete
- Shells 4000mm x 800mm with center
- Seals 450 x 1800mm extruded aluminium bench seats no back rest
- Pin surround 2400 aluminium pin
- 450 steel fastener to AS4454/2012 100mm organic mud to AS4454/2012



### Off Leash Dog Park Research, Potential Locations, Quotes for Fencing

Past Council were provided with a tentative plan of subdivision for lands in the SW Industrial District that showed a location for a dog park which was requested by Administration and Council of the day. So, there is land already set aside for a dog park, however, until the land is subdivided and transferred to the Town as Municipal Reserve (MR), we will not own the land. This dedication of MR land is a benefit to the Town as we would not have to buy land. At this time, the area is bare undeveloped land. Subdivision and development of the parcel will be required, which will include the building of roads, and site servicing (water, sewer, storm, gas and power etc.). Upon approval of the subdivision, and the endorsement of the lots, permanent fencing could be installed on the dedicated MR parcel, with a parking area for users, and dog park amenities such as public washrooms, water taps, landscaping and benches. The area is approximately 1.31 acre in size.

In 2021 administration researched three possible locations: eastside Cenotaph area, the west portion of Bearberry Creek, and as a temporary site, lands owned by Sundre Ventures in the SW industrial area. All these location were deemed unsuitable. This information was reported to Council at the Spring Workshop in 2021.

Administration continued to explore potential locations for the placement of an off-leash dog park. Various SPCA, and Kennel Club reports regarding dog parks or off-leash parks from across Canada and the U.S. have been reviewed. A variety of opinions and recommendations for establishing a dog park have been noted, as in size, types, large/small dogs, fencing, and exercise equipment that should be a part of a dog park (see attachments).

On average it is recommended that a minimum of 1 acre (.40 ha / 4,047 sq. m. /43,562 sq. ft.) of grassed or graveled land be utilized as an off-leash dog park. It is also recommended that the park have separation for large dogs, and small dogs.

The biggest challenge is land. Although the Town owns bareland municipal reserve parcels in many quadrants of Town, all are deemed unsuitable because of their location in relation to residential areas, the schools, the highways, or are too small to accommodate an off-leash dog park(s).

Consideration of one area that may accommodate one small off-lease dog park is the TC Energy pipeline land adjacent to the Town Municipal Office. TC Energy has been contacted to obtain information regarding the use of this site. An agreement between the Town and TC Energy is required, with the caveat that only temporary fencing (no posts into the ground) is to be installed at the south and north ends of the park (see attached sketch). Existing fencing would be utilized on the east and west boundaries of the park. A man gate and equipment gate would be required to be



incorporated into the existing fence on the west side of the property, as well as a parking area off the lane on the southside of the area.

Additionally, if a parcel of privately owned land were made available, the Town would be obligated to purchase the land or lease it for a temporary period of time. All costs to fence the area would be at the Town's expense, which may include leveling of the area, planting trees, grass, and creating a parking area.

On March 3, 2023 staff requested quotes from four (4) fencing companies. Two local companies, and two located in Red Deer. We requested 2 quotes, one based on the TC Energy site, and one based on a generic 1 acre parcel. To date, we have received two (2) quotes, ranging in costs from \$16,635 to \$20,625 for the TC Energy area, and \$8,645 to \$28,275 for a 1 acre parcel. Each quote included at minimum 4 foot high chain link fencing, an equipment gate, and a man gate.

Additionally, Council may need to consider features for the off leash dog park such as dog agility equipment, people sitting areas, garbage cans (people waste and dog waste), dog litter bags, water supply, maintenance of grass or gravel, signage, shade trees, and public toilets.

All

Choosing a Trainer

Choosing a Dog

Dog Parks

For Pet Owners

Becoming a Trainer

Articles of Interest

## Dog Park Pros and Cons

The Association of Professional Dog Trainers is an organization that was created to educate its members, the public, and other pet-care related industries in the proper management of pet dogs. A dog park can be an asset or a detriment to a community. The goal of this document is to provide, in outline format, a compilation of the advantages, disadvantages, and things to think about for communities and/or the individuals to consider regarding dog park development.

### Advantages:

#### Dog Socialization Advantages

- Excellent source of dog-dog social interaction
- Excellent source of dog-people social interaction

#### People Socialization Advantages

- Excellent source of people-people social interaction
  - Dog-oriented people can meet and interact
  - Doggy play dates can be arranged

#### Physical and Mental Stimulation Advantages

- Excellent source of off-leash exercise for active dogs
  - Dog parks allow dogs to get adequate physical and mental exercise, thereby lessening destructive and annoying behaviors in general which can benefit society as a whole

#### Educational Advantages

- Good opportunity for owners to learn about dogs through observation and provides the opportunity to learn from more experienced owners
- Opportunity for well-mannered-dog advocates to demonstrate how they turned their dog into a well-mannered dog

#### Community Advantages

- Dog parks which are designed for dogs only, lessen the chance of owners letting their dogs off-leash in on-leash parks
- No cars, rollerbladers, skateboarders, bikes, etc. likely to be encountered
- More likely to encounter people who enjoy dogs
- Could provide location for community dog activities

### Disadvantages:

#### For People

- Potential of danger from aggressive dogs
- Potential of danger of physical injury from dog-related hazards
- Potential of lawsuits arising from dog fights
- Potential for parasites

#### For Dogs

- Potential of danger from aggressive dogs
- Intact dogs may create problems

### For the Community

- Some people will not understand the concept and will abuse the park
  - Won't pick up after their dog
  - May leave dog unattended
  - Allow their dog to indulge in inappropriate behavior
- Some people will not be educated enough about their dogs to know if a dog park is appropriate for their dog
- Potential for noise
- Potential liability issues

### Things to consider:

#### City, County or Municipality Sponsored Park

- Responsible Pet Ownership – Who will maintain the park?
  - Will maintenance cost more than for other community parks?
- Will there be rules and regulations?
  - Will there be any type of overseer or park personnel to enforce regulations
- Is there the possibility of a core group of volunteers who will maintain the park and enforce rules & regulations?

#### Private Park

- Knowledgeable person/business could charge for admission and establish rules and regulations

#### Small Dogs

- Separate hours exclusively for dogs under 20 lbs.
- A separate, fenced area of the park for dogs under 20 lbs

#### Costs

- A city, county or municipality sponsored park could have special interest areas dedicated to dogs as is now done with soccer fields, swimming pools or tennis courts
- The park could charge a nominal fee to take care of maintenance costs

#### Consider having parks monitored by a core group of park goers to save the city funds

Physical design also plays a big part. Separating big dogs from little and providing several gathering spots for humans (tables, shelters etc) and visual barriers helps direct the flow of the dogs.

A written and posted set of rules with an 'if....then you must leave' clause is important

Bringing treats or toys into a park can result in problems (Some dogs will attempt to protect valued resources. An owner with treats or toys can be a very valuable resource so fights could occur over such objects of desire)

A park with several long fenced runs where owners could practice obedience, play frisbee, throw a ball etc undisturbed might be a practical idea. The owner could take all of their dogs or one and if they wanted a play date with others they would meet there or mutually agree. This park would have timers on the runs and each person or group would get 15 minutes and then it would be the next persons turn if there was someone waiting. The timer might require money to unlock the gate.

[< Previous](#)

[Next >](#)

Ultimate Off-Leash Dog Park Setting



"bare bones" style Dog Park Setting



## Key Features of a Successful Dog Park

When dogs have a place to run and play, it can help keep them healthy, reduce anxiety or boredom, improve social skills with other dogs and stimulate their minds.

If you plan to add or enhance a dog park in your community, be sure to consider these dog park key features.

### Key features for the dogs

- One or more acre of space for dogs to run and play.
- Four- to six-foot fencing around the park.
- Double gate system to keep pets safe as they go in and out of the park off-leash.
- Separate large and small dog areas.
- Hydration station(s) for dogs.
- A suitable surface for running dogs.
- Exercise equipment and obstacles for dogs to climb.
- Water feature for dogs to play in.
- Shade for both dogs and owners.

### Key features for dog owners

- Clear signage about rules and expectations for use of the park.
- Waste station for owners to pick up after dogs.
- Shade for both dogs and owners.
- Benches or seating for dog owners.

We suggest reaching out to an expert, such as our partner Rescue Rebuild, for more ideas and support on adding the right dog park key features to your project.





## REQUEST FOR DECISION

**COUNCIL DATE** June 26, 2023  
**SUBJECT** Grants to Organizations  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 8.4

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### **BACKGROUND/PROPOSAL:**

The Grants to Organizations Policy #A-012-00-POL allows for three (3) in-takes of applications for funding for non-profit organizations, charities and local business operators that meet the criteria set out in the policy.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:** See attached report

### **ALIGNMENT WITH STRATEGIC PLAN**

Aligns with the pillars of Community Development and Community Wellness

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve the recommendations of the Grant Review Committee or funding to be awarded at the discretion of Council.

### **MOTION:**

**That** the Town of Sundre Council approve the Grants to Organizations funding for Sundre West Country Centre in the amount of \$1,500 or an amount of \$\_\_\_\_\_ to be awarded at the discretion of Council.

**That** the Town of Sundre Council approve the Grants to Organizations funding for Sundre Chamber of Commerce Visitor Information Centre in the amount of \$9,941.35 or an amount of \$\_\_\_\_\_ to be awarded at the discretion of Council.

**That** the Town of Sundre Council approve the Grants to Organizations funding for Broncs, Bulls and Wagons in the amount of \$3,000 or an amount of \$\_\_\_\_\_ to be awarded at the discretion of Council.

**That** the Town of Sundre Council approve the Grants to Organizations funding for Sundre Community Choir & Handbells in the amount of \$750 or an amount of \$\_\_\_\_\_ to be awarded at the discretion of Council.

**That** the Town of Sundre Council approve the Grants to Organizations funding for Sundre Pickleball Association in the amount of \$1,000 or an amount of \$\_\_\_\_\_ to be awarded at the discretion of Council.

**That** the Town of Sundre Council approve the Grants to Organizations funding for Youth Hoops Basketball Camp in the amount of \$800 or an amount of \$\_\_\_\_\_ to be awarded at the discretion of Council.

**That** the Town of Sundre Council approve the Grants to Organizations funding for Sundre & District Allied Arts Society in the amount of \$5,000 or an amount of \$\_\_\_\_\_ to be awarded at the discretion of Council.

**That** the Town of Sundre Council approve the Grants to Organizations funding for the Play 4 Sundre Kidz in the amount of \$500 or an amount of \$\_\_\_\_\_ to be awarded at the discretion of Council.

**That** the Town of Sundre Council approve the transfer of \$1604 to the Council Discretionary Fund.

**That** the Town of Sundre Council directs administration to advertise that a 3<sup>rd</sup> Intake of applications will not be considered.

Attachment: Report to Council 8.1a  
Schedule "A" 8.1b

Date Reviewed: June 26, 2023

CAO: Linda Nelson



**COUNCIL DATE:** June 26, 2023  
**SUBJECT:** Grants to Organizations  
**REPORT WRITER:** Legislative Services  
**Agenda Item:** 8.4a

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**BACKGROUND/PROPOSAL:**

The Grants to Organizations Policy #A-012-00-POL allows for three (3) Intakes of applications (January 31, May 31 and September 30) for funding for non-profit organizations, charities and local business operators that meet the criteria set out in the policy.

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

Council has approved \$50,000 in funding for the 2023 Grants to Organizations program.

In February 2023, Council awarded 1<sup>st</sup> intake applicants \$25,904 in funding.

Current funding available for the 2<sup>nd</sup> Intake of application is \$24,096.

Seven (7) applications were received on or before the deadline of May 31, 2023 and one (1) application was received after the deadline, with a total request of \$31,691.35

The Grant Review Committee met on June 19<sup>th</sup>, 2023 to review the applications and make the recommendations as per Schedule "A".

**RECOMMENDED ACTION:**

That Council approve the recommended funding by the Grant Review Committee in the total amount of \$22,491.35 or at Council's discretion award alternative grant funding to an applicant. And furthermore, to transfer a balance of \$1604.65 to the Council Discretionary Fund and direct administration to advertise that a 3<sup>rd</sup> Intake of applications will not be considered.

Date Reviewed: June 21, 2023

CAO: Linda Neba

**Grant Review Committee Meeting**

June 19, 2023

8:30 a.m.

**In Attendance:**

Richard Warnock, Mayor

Todd Dalke, Councillor (joined the meeting at 8:48 am)

Owen Petersen, Councillor

Jaime Marr, Councillor

**Town of Sundre Staff:**

Linda Nelson, CAO

Betty Ann Fountain, Administrative Support

1. **AMENDMENT TO AGENDA:** Committee requested review of 2023-17 be moved to last position
2. **Opening Statement:** Council requests a review of Grants to Orgs Policy – amend to 2 intakes per year.

**3. GRANT APPLICATION REVIEW**

The Committee reviewed 7 application(s) that were submitted by the deadline date of May 31, 2023, and 1 application received after the May 31<sup>st</sup> deadline. The total amount of requested funds \$31,691.35

Budget Amount 2023: \$50,000

Current Amount Available (after 1<sup>st</sup> take) \$24,096

Below is the listing of the Grant Application along with the amount requested and the amount recommended.

Grant No.	Organization	Description of Request for Grant	Amount Requested	Recommendation to Council
2023_16	Sundre West Country Centre	Purchase Zoll AED, install 4 handrails for emergency basement exits, upholstering 57 chair seats	\$3,500	\$1500.00
2023_17	Sundre Chamber of Commerce – VIC	Replace Septic Tank	\$9,941.35	\$9941.35
2023_18	Broncs Bulls & Wagons	Promotion, Advertising & Equipment Rental	\$5,000	\$3000.00
2023_19	Sundre Community Choir & Handbells	New music & accessories for bells & choir – supporting letter excellent	\$750	\$750.00
2023_20	Sundre Pickleball Assn.	Windscreen for Pickleball/Tennis courts	\$3,500	\$1000.00
2023_21	Youth Hoops Basketball Camp	"hustle awards" for each child (water bottles, basketballs, lunch, t-shirts etc.)	\$2,000	\$800.00
2023_22	Sundre & District Allied Arts Society	Flooring Installation	\$6,500	\$5000.00
2023_23	Play 4 Sundre Kidz	Late Submission (June 8) community fund raising for youth sport participation	\$500	\$500.00
Total:	8 Applications		\$31,691.35	\$22491.35

**Conclusions/Recommendations**



Action Items	Person Responsible	Deadline
Bring recommendations to Council for approval (prepare RFD)	CAO/Admin. Support	June 26, 2023
Send out letters to organizations	CAO/Admin. Support	June 27, 2023

**4. NEXT MEETING: TBD**

**5. ADJOURNMENT 9:40 a.m.**

**NOTES:**

The Committee recommends that administration communicate to the Sundre West Country Centre that the funding to be provided is to assist with the purchase of the Zoll AED, and the installation of 4 handrails for emergency basement exits only.

The Committee recommends a transfer of the 2<sup>nd</sup> Intake balance of \$1604.65 to the Council Discretionary Fund.

The Committee recommends that administration advertise that the 3<sup>rd</sup> Intake per the policy will not be considered.

# **HISTORICAL TRACKING: GRANTS TO ORGANIZATIONS**

<b>NAME</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL YR TO DATE</b>
B.S. Productions	\$ 700		\$ 900			\$ 1,600
Burden Bearers Counselling			\$ 500			\$ 500
Burger Baron			\$ 1,384			\$ 1,384
Byma Land & Cattle Ltd.			\$ 3,000			\$ 3,000
Community Gazebo Project	\$ 1,500		\$ 1,500			\$ 3,000
Foothills Lodge Aux. Association		\$ 1,500				\$ 1,500
Grad Class Prom Committee		\$ 2,472			\$ 1,700	\$ 2,472
Greenwood Neighbourhood Place	\$ 5,000	\$ 1,725			\$ 2,000	\$ 6,725
Head to Toe Style		\$ 1,500				\$ 1,500
Hope 4MVC Kids Society			\$ 1,000			\$ 1,000
Main Avenue Kidz Club	\$ 500				\$ 1,000	\$ 500
Mountain View High School Rodeo		\$ 1,500				\$ 1,500
Olds & District Kiwanas Music Festival		\$ 250		\$ 500	\$ 600	\$ 750
Original "T"			\$ 3,000			\$ 3,000
Play 4 Kidz Sundre	\$ 500		\$ 500	\$ 500		\$ 1,500
Red Deer River Watershed Alliance	\$ 500					\$ 500
River Valley School	\$ 15,000					\$ 15,000
Royal Services		\$ 1,500				\$ 1,500
Rusty Brush Arts & Gifts	\$ 1,000					\$ 1,000
Shady Grove Bluegrass Music Festival				\$ 1,500	\$ 2,000	
SPRUCE		\$ 2,500	\$ 350			\$ 2,850
Sundre & District Allied Arts Centre				\$ 4,000		\$ 4,000
Sundre & District Cemetary				\$ 1,000		\$ 1,000
Sundre & District Chamber of Commerce	\$ 10,600					\$ 10,600
Sundre & District Curling Club	\$ 15,000	\$ 20,012	\$ 9,500	\$ 41,580		\$ 86,092
Sundre & District Historical Society	\$ 3,065	\$ 2,000		\$ 2,825	\$ 2,400	\$ 7,890
Sundre Bike & Ski Club		\$ 6,000		\$ 4,050		\$ 10,050
Sundre Bulls & Wagons				\$ 3,000		
Sundre Citizens on Patrol				\$ 1,000		\$ 1,000
Sundre Daycare Centre	\$ 1,500		\$ 2,500	\$ 2,000		\$ 6,000
Sundre Hospital Futures	\$ 751					\$ 751
Sundre Minor Hockey		\$ 3,986		\$ 1,653		\$ 5,639
Sundre Motor Inn	\$ 5,000					\$ 5,000
Suds & Sundre (storefront awning)					\$ 5,000	\$ 5,000
Sundre Municipal Library	\$ 588		\$ 956	\$ 270		\$ 1,814
Sundre Palliative Care Association		\$ 2,000				\$ 2,000
Sundre Pickleball			\$ 10,000	\$ 2,200		\$ 12,200
Sundre Rodeo Parade				\$ 3,000		\$ 3,000
Sundre Rodeo & Race Association	\$ 5,750	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ 23,250
Sundre Volunteer Search & Rescue			\$ 3,242		\$ 2,000	\$ 3,242
Sundre West Country Centre	\$ 2,770	\$ 8,568		\$ 1,000		\$ 12,338
Sundre Winter Indoor Walking Group	\$ 413			\$ 1,136	\$ 1,604	\$ 1,549
The Flipp'n Barn		\$ 1,449				\$ 1,449
Wagons West RV Park (Sling Shot Garage)	\$ 1,500			\$ 1,500	\$ 1,100	\$ 4,100
West Country Cruisers - Sundre					\$ 1,500	\$ 1,500
Youth Centre (GNP)			\$ 5,000	\$ 2,250		\$ 7,250
<b>TOTAL BY YEAR</b>	<b>\$ 71,637</b>	<b>\$ 61,962</b>	<b>\$ 45,832</b>	<b>\$ 79,964</b>	<b>\$ 25,904</b>	<b>\$ 285,299</b>

Updated April 24, 2023



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 26, 2023</b>
<b>SUBJECT</b>	<b>Departmental Reports – May 2023</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>9.1</b>

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### **BACKGROUND/PROPOSAL:**

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

- a) Chief Administrative Officer
  - i. Motion Log and Council Directives Appendixes to Motion Log
  - ii. Appendixes to Motion Log
  - iii. Council Expenses
- b) Fire Chief
- c) Senior Manager Planning & Economic Development
  - i. Planning and Economic Development
  - ii. Economic Development
  - iii. Community Services
- d) Community Peace/Bylaw Officer
- e) Manager Operations
- f) Sundre Municipal Library

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

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

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

#### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached May 2023 Departmental Reports as information.

#### **MOTION:**

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

#### **ATTACHMENTS:**

Department Reports

Date Reviewed: June 21, 2023

CAO



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

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



048	06-02-2023	MOVED by Councillor Isaac, that the Town of Sundre Council approve the change to the Regular Council Meeting Scheduled for February 27th to February 21st, 2023 in alignment with Procedural Bylaw 2022-06		
049	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the correspondence to the CAO of Mountain View County as information.		
050	06-02-2023	MOVED by Councillor Anderson, that Council go into closed meeting at 7:23 p.m.		
051	06-02-2023	MOVED by Councillor Marr, being that the agenda matters have been concluded the meeting adjourned at 7:54 p.m.		
		<b>February 21, 2023 Regular Council Meeting</b>		
<b>Res. #</b>		<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
052	21-02-2023	MOVED by Councillor Petersen that the Agenda be approved amended as follows: 1.Move 8.2_RFD 3rd Quarter 2022 Sundre RCMP Report to 5.2 under Delegations. 2.Add Closed Meeting under FOIP s. 17 Disclosure Harmful to Private Information.		
053	21-02-2023	MOVED by Councillor Anderson that the Minutes of the Regular Meeting Minutes of Council held on February 6, 2023, be approved as presented.		
054	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council thank the Town of Sundre Fire Department for the Lucas Resuscitation (CPR) demonstration and accept as information.		
055	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept the Sundre RCMP Detachment 3 <sup>rd</sup> Quarter 2022 Statistics Report as information		
056	21-02-2023	MOVED by Councillor Petersen that the Town of Sundre Council proclaim the week of June 5 - 11, 2023 as "Senior's Week" in the Town of Sundre.		
057	21-02-2023	MOVED by Councillor Anderson that the Town of Sundre Council direct administration to submit the resolution to the Alberta Municipalities Resolution Session no later than May 31, 2023.	Legislative Services	Completed
058	21-02-2023	MOVED by Councillor Petersen that the Town of Sundre Council accept the information provided regarding applying to the Calgary Flames for new hockey nets for the arena as information.		
059	21-02-2023	MOVED by Councillor Anderson that the Town of Sundre Council accept the CAO's verbal report as information		
060	21-02-2023	MOVED by Councillor Dalke that the Town of Sundre Council accept the Departmental Reports for January 2023 as information.		
061	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's January 2023 report as information.		
062	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's January 2023 report as information.		
063	21-02-2023	MOVED by Councillor Dalke that Council go into closed meeting at 6:57 p.m.		
064	21-02-2023	MOVED by Councillor Dalke that Council return to an open meeting at 7:07 p.m.		
065	21-02-2023	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:07 p.m.		
		<b>March 13, 2023 Regular Council Meeting</b>		
<b>Res. #</b>		<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
066	13-03-2023	MOVED by Councillor Isaac, that the Agenda be approved as presented.		
067	13-03-2023	MOVED by Councillor Petersen, that the Minutes of the Regular Meeting Minutes of Council held on February 21, 2023, be approved as presented.		
068	13-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Sundre Rodeo & Race Association for the presentation and accept the presentation as information.		
069	13-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the amended Arena Facility & Ice Allocation Policy E-004-00-POL as presented.		
070	13-03-2023	MOVED by Councillor Vardas, that the Town of Sundre Council could approve the relaxation of Noise Bylaw 818 s.16(b), as requested.	Legislative Services	Appendix #18
071	13-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accept the Q4 2022 Quarterly Financial Reports, as information.		
072	13-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council accept the CAO's verbal report on the 2023 Alberta Tourism Advocacy Summit as information.		
073	13-03-2023	MOVED by Councillor Vardas, that the Town of Sundre Council accept the Minister of Health letter as information, and that the Mayor request a meeting with MLA Nixon to discuss the letter.	Legislative Services	Appendix #19
074	13-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept the Sundre Daycare Centre letter as information.		

075	13-03-2023	MOVED by Councillor Peterson, that Council go into closed meeting at 8:10 p.m.		
076	13-03-2023	MOVED by Councillor Marr, that Council return to an open meeting at 9:06 p.m.		
077	13-03-2023	MOVED by Councillor Isaac, being that the agenda matters have been concluded the meeting adjourned at 9:07 p.m.		
		<b>March 27, 2023 Regular Council Meeting</b>		
<b>Res. #</b>		<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
078	27-03-2023	MOVED by Councillor Isaac, that the Agenda be approved as presented.		
079	27-03-2023	MOVED by Councillor Anderson, that the Minutes of the Regular Meeting Minutes of Council held on March 13, 2023, be approved as presented.		
080	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Linda Nelson for her service to the Town of Sundre, Emergency Management Services and other municipalities for her dedicated service and recognizes the significance of the Queens Jubilee Medal that was presented to Linda Nelson by MLA Jason Nixon.		
081	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council give First Reading to Bylaw 2023-01, being a Bylaw to adopt the Mountain Springs Area Structure Plan.		
082	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre accept the Mountain View Regional Film Office presentation as information.		
083	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the McElhanney Engineering proposal for Funding the Underground Infrastructure Replacement Plan with funding in the amount of \$110,000, to be drawn from General Corporate Stabilization RSA.  Councillor Dalke opposed		
084	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council proclaim the week of May 21 <sup>st</sup> - 27 <sup>th</sup> , 2023, as "National Public Works Week".		
085	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accept the CAO report on the March 23, 2023, Open House as information.		
086	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept the Departmental Reports for February 2023 as information		
087	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council approve the change to the Regular Council Meeting scheduled for May 29 <sup>th</sup> to May 30 <sup>th</sup> , 2023.		
088	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accept Mayor Warnock's February 2023 report as information.		
089	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accept Councillor Marr's February 2023 report, as information.		
090	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council Anderson's January 2023 report as information.		
091	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council go into a closed meeting at 7:00 p.m.		
092	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council return to an open meeting at 7:20p.m.		
093	27-03-2023	MOVED by Councillor Petersen, being that the agenda matters have been concluded the meeting adjourned at 7:21 p.m.		
		<b>April 11, 2023 Regular Council Meeting</b>		
<b>Res. #</b>		<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
094	11-04-23	MOVED by Councillor Vardas that the Agenda be approved as presented		
095	11-04-23	MOVED by Councillor Anderson that the Minutes of the Regular Meeting Minutes of Council held on March 27, 2023, be approved as presented		
096	11-04-23	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
097	11-04-23	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
098	11-04-23	MOVED by Councillor Petersen that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
099	11-04-23	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
100	11-04-23	MOVED by Councillor Isaac that the Town of Sundre approve the fee waiver for the Community Centre in the amount of \$169.25, to be funded from Council Discretionary Contributions to Local Organizations, for the second Annual Job Fair to take place April 27th, 2023		
101	11-04-23	MOVED by Councillor Anderson that the Town of Sundre Council accept Mayor Warnock' report as information		

102	11-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the CAO's update on the Lagoon project as information		
103	11-04-23	MOVED by Councillor Anderson that the Town of Sundre Council amend the Minutes of December 5, 2022, to reflect Motion #348-05-12-22 as follows:  The Town of Sundre Council adopts the 2023 Four-Year Operating Budget and Ten-Year Capital Plan as presented with total operating cash expenditures of \$9,067,227; \$9,241,963; \$9,412,090; \$9,598,331 and total operational revenues of \$5,112,850; \$5,129,350; \$5,134,850; \$5,149,850 in 2023, 2024, 2025 and 2026 respectively. With the remaining \$3,954,377; \$4,112,613; \$4,277,240; \$4,448,481 in 2023, 2024, 2025, 2026 respectively to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified."		
104	11-04-23	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 6:33 p.m.		
<i>Mayor Warnock called a 5 minutes recess at 6:34 p.m.</i>				
<i>Benazir Thaha Valencia left the meeting at 6:48 p.m.</i>				
<i>Chris Albert left the meeting at 7:13 p.m.</i>				
<i>Councillor Anderson left the meeting at 7:20 p.m.</i>				
105	11-04-23	MOVED by Councillor Isaac that the Town of Sundre Council return to an open meeting at 7:25 p.m.		
106	11-04-23	MOVED by Councillor Isaac being that agenda matters have been concluded the meeting adjourned at 7:26 p.m.		
<b>April 21, 2023 Special Closed Council Meeting (Spring Workshop)</b>				
<b>Res. #</b>		<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
107	21-04-23	MOVED by Councillor Marr that the agenda be approved as presented		
108	21-04-23	MOVED by Councillor Isaac that Council go into closed meeting at 9:12 a.m. on April 21, 2023.		
		<i>Mayor Warnock called a 10 minute recess at 10:05 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 10:15 a.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 11:00 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 11:10 a.m.</i>		
		<i>Mayor Warnock called a 50 minute recess at 12:10 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 1:00 p.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 2:15 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 2:25 p.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 2:57 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 3:07 p.m.</i>		
		<i>Mayor Warnock recessed the April 21, 2023 meeting at 4:00 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting on April 22, 2023 at 9:00 a.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 10:00 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 10:10 a.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 11:10 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 11:20 a.m.</i>		
		<i>Mayor Warnock called a 45 minute recess at 12:25 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 1:10 p.m.</i>		
		<i>Ross Clews, Benazir Thaha Valencia, Jim Hall and Shantele Smith left the April 22, 2023 meeting at 1:30 p.m.</i>		
		<i>Mayor Warnock called a 5 minute recess at 2:50 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 2:55 p.m.</i>		
		<i>Mayor Warnock recessed the April 22, 2023 meeting at 4:35 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting on April 23, 2023 at 9:00 a.m.</i>		
		<i>Mayor Warnock called a 15 minute recess at 10:00 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 10:15 a.m.</i>		
		<i>Mayor Warnock called a 50 minute recess at 12:10 p.m.</i>		
		<i>Chris Albert, and Betty Ann Fountain left the April 23 meeting at 12:50 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 1:00 p.m.</i>		
		<i>Linda Nelson, CAO left the April 23, 2023 meeting at 2:57 p.m.</i>		
		<i>Linda Nelson, CAO returned to the meeting at 3:14 p.m. on April 23, 2023.</i>		
109	21-04-23	MOVED by Councillor Anderson that Council return to open meeting at 3:15 p.m. on April 23, 2023.		
110	21-04-23	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 3:16 p.m. on April 23, 2023.		
<b>April 24, 2023 Regular Council Meeting</b>				



Res. #		Council Motion	Action	Status
111	24-04-23	MOVED by Councillor Anderson that the agenda be approved as amended: 1. Add 13.3: Local Public Body Confidences, FOIPP Section 23		
112	24-04-23	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on April 11, 2023 be approved as presented.		
113	24-04-23	MOVED by Councillor Vardas that the Town of Sundre Council thank the representatives of KPMG LLP and accept their presentation as information.		
114	24-04-23	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 6:07 p.m. with the Mayor advising that the public is welcome to return to the Regular Council meeting at the conclusion of the closed meeting.		
CAO Linda Nelson and Director of Corporate Services, Chris Albert, left the meeting at 6:21 p.m.				
115	24-04-23	MOVED by Councillor Vardas that Council return to an open meeting at 6:27 p.m.		
116	24-04-23	MOVED by Councillor Isaac that the Town of Council move to accept the 2022 Auditor's Report and approve the 2022 Audited Financial Statements; and		
117	24-04-23	MOVED by Councillor Anderson that the Town of Sundre Council move to approve the 2022 Financial Information document; and		
118	24-04-23	Furthermore, MOVED by Councillor Marr that the Town of Sundre Council direct Administration to forward said documents to the Minister as prescribed by Section 278 of the <i>Municipal Government Act</i> .		
119	24-04-23	MOVED by Councillor Petersen that the Town of Sundre Council accept the Departmental Reports for March 2023 as information.		
120	24-04-23	MOVED by Councillor Marr that the Town of Sundre Council accept Mayor Warnock's report as information.		
121	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the letter from the Mountain View Seniors' Housing as information.		
122	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the letter from the Honourable Jason Nixon, MLA as information.		
123	24-04-23	MOVED by Councillor Dalke that the Town of Sundre accept the letter of support to the Sundre & District Museum for Alberta Cultur Days 2023 as information.		
124	24-04-23	MOVED by Councillor Marr that the Town of Sundre Council accept the letter and the CAO's verbal update pertaining to concerns of 5G installations as information.		
125	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 6:56 p.m.		
Mayor Warnock called a 5 minute recess at 6:56 p.m.				
126	24-04-23	MOVED by Councillor Isaac that Council return to an open meeting at 7:27 p.m.		
127	24-04-23	MOVED by Councillor Anderson that Council authorize the Mayor to sign the letter to the Province of Alberta as requested by the Mayor of Ponoka.		
128	24-04-23	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 7:30 p.m.		
<b>May 8, 2023 Regular Council Meeting</b>				
Res. #		Council Motion	Action	Status
129	08-05-23	MOVED by Councillor Dalke that the agenda be approved as amended: 1. Remove 3.2 from the Agenda, Councillor Anderson will be attending the meeting via google meets. 2. Amend 13.1 from Advice from Officials, FOIPP Section 24 to Privileged Information, FOIPP Section 27.		
130	08-05-23	MOVED by Councillor Vardas that the Minutes of the Special Council Meeting held on April 21, 2023, be approved as presented.		
131	08-05-23	MOVED by Councillor Marr that the Minutes of the Regular Council Meeting held on April 24, 2023, be approved as presented.		
132	08-05-23	MOVED by Councillor Marr that the Town of Sundre accept Ms. Berg's presentation as information.		
Councillor Dalke left the meeting at 6:14 p.m.				
Councillor Dalke returned to the meeting at 6:16 p.m.				
133	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$10,000 to the Fire - Capital RSA in unspent funding for the Unit 581 ATV Utility Cart capital project. Councillor Isaac joined the meeting at 6:23 p.m. Abstaining: Councillor Isaac In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson Opposed: Councillor Dalke		

134	08-05-23	MOVED by Councillor Marr that the Town of Sundre Council approves the transfer of \$2123 to the Fire - Capital RSA in unspent funding for the Unit 570 Honda quad capital project.		
135	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$2,404 to the Municipal Lifecycling RSA in unspent funding for the Port-a-Potties capital project.		
136	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$5,674 to the Municipal New Projects RSA in unspent funding for the Council Chambers Upgrade capital project.		
137	08-05-23	MOVED by Councillor Isaac that the Town of Sundre Council approves the transfer of \$15,093 to the Municipal Lifecycling RSA in unspent funding for the Sweeper Unit 1138 capital project.		
138	08-05-23	MOVED by Councillor Marr that the Town of Sundre Council approves the allocation of the \$719,539 of 2021 and 2022 operational surpluses for transfer as follows: \$471,038 to General Corporate Stabilization RSA, \$32,688 to Corporate Services Stabilization RSA, \$14,077 to Protective Services Stabilization RSA, \$82,063 to Development Stabilization RSA, and \$119,673 to Community Services Stabilization RSA. In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson Opposed: Councillor Dalke		
139	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approve the revised waste services agreement, and the Mayor and CAO be authorized to sign the agreement on behalf of the Town.		
140	08-05-23	MOVED by Councillor Marr that the Town of Sundre Council approves the Joint Use and Planning Agreement between the Town of Sundre and Chinook's Edge School Division, and that the Mayor and CAO be authorized to sign the agreement on behalf of the Town of Sundre. In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson Opposed: Councillor Dalke		
141	08-05-23	MOVED by Councillor Isaac that the Town of Sundre Council approves the Lease Agreement between the Town of Sundre and Chinook's Edge School Division, and that the Mayor and CAO be authorized to sign the agreement on behalf of the Town of Sundre.		
142	08-05-23	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's Key Messages from the April 13, 2023, Municipal Area Partnership meeting as information.		
143	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 7:05 p.m.		
144	08-05-23	MOVED by Councillor Isaac that Council return to an open meeting at 8:20 p.m.		
145	08-05-23	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 8:21 p.m.		
		<b>May 30, 2023 Regular Council Meeting</b>		
<b>Res. #</b>		<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
146	30-05-23	MOVED by Councillor Isaac that the Agenda be amended as follows: Item 6.1: Bylaw 2023-02, Replace Pages 10 and 25; item 12.: Addition of Item 12.2 - West Country Cruisers Invitation		
147	30-05-23	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting held on May 8, 2023 be approved as presented.		
148	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council give first reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw.		
149	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council set Monday, June 26, 2023 at 6:00 p.m. for a Public Hearing for Bylaw 2023-02 Land Use Bylaw Amendment.		
150	30-05-23	MOVED by Councillor Marr that the Town of Sundre Council accept the Q1 2023 Quarterly Financial Reports as information.		
151	30-05-23	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter from the Safety Codes Council approving the results of the 2022 annual internal review for the building, plumbing, gas, electric and fire disciplines for the Town of Sundre as information.		
152	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council approve additional funding in the amount of \$4,500.00 for the Chamber of Commerce for 2023	Legislative Services/Corporate Services	Appendix #21
153	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council approve that the additional funds for the Chamber of Commerce be drawn from the General Corporate Stabilization Fund		

154	30-05-23	MOVED by Councillor Vardas that the Town of Sundre Council directs administration to open negotiations with the Chamber of Commerce for future funding with information to be brought forward to Fall Workshop	Legislative Services/Corporate Services	Appendix # 21a
155	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council approve additional funding in the amount of \$55,000.00 for the Aquaplex for 2023. In Favour: None. Opposed: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Isaac, Councillor Vardas <b>DEFEATED</b>		
156	30-05-23	MOVED by Councillor Marr that the Town of Sundre Council approve additional funding in the amount of \$5,000.00 for the Aquaplex for 2023. In favour: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr. Opposed: Councillor Isaac, Councillor Vardas <b>CARRIED</b>	Legislative Services/Corporate Services	Appendix # 22
157	30-05-23	MOVED by Councillor Dalke that the Town of Sundre Council approve that the additional funds for the Aquaplex be drawn from the General Corporate Stabilization Fund. In Favour: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr. Opposed: Councillor Isaac, Councillor Vardas. <b>CARRIED</b>		
158	30-05-23	MOVED by Councillor Marr that the Town of Sundre Council approve funding in the amount of \$15,000.00 in 2023 for the Chinooks Edge School Division. In Favour: None. Opposed: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Isaac, Councillor Vardas. <b>DEFEATED</b>	Legislative Services	Appendix # 23
159	30-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approve the appointment of Mr. Allan Tarnoczi to the Sundre Library Board, for a 3-year term beginning June 1, 2023, ending October 31, 2026	Legislative Services	Appendix # 24
160	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council accept the Departmental Reports for April 2023 as information		
161	30-05-23	MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's April 2023 report as information		
162	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Isaac's April 2023 report as information		
163	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's March and April 2023 reports as information		
164	30-05-23	MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of April 2023 as information		
165	30-05-23	MOVED by Councillor Dalke that the Town of Sundre Council accept the invitation to participate in the annual Innisfail Rodeo Parade, Saturday, June 17, 2023 at 10:30 a.m. Administration to prepare the Innisfail Rotary Rodeo Parade Registration Form	Legislative Services	Appendix #25
166	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council accept the invitation for Mayor Warnock or designate, to participate in the West Country Cruisers awards presentation on July 1, 2023 at 1:30 p.m.	Legislative Services	Appendix # 26
167	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 7:30 p.m.		
Mayor Warnock called a 5 minute recess at 7:30 p.m.				
Mayor Warnock resumed the Closed Meeting at 7:35 p.m.				
168	30-05-23	MOVED by Councillor Isaac that Council return to an open meeting at 9:59 p.m.		
169	30-05-23	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 10:00 p.m.		
<b>June 12, 2023 Regular Council Meeting</b>				
<b>Res. #</b>		<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
170	12-06-23	MOVED by Councillor Isaac that the Agenda be approved as presented		
171	12-06-23	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting held on May 30, 2023, be approved as presented.		
172	12-06-23	MOVED by Councillor Dalke that the Town of Sundre Council give First Reading to Bylaw 2023-04 being a bylaw to amend the Land Use Bylaw.		
173	12-06-23	MOVED by Councillor Isaac that the Town of Sundre Council set Monday, June 26 <sup>th</sup> , 2023, at 6: 00 p.m. for a Public Hearing to Bylaw 2023-04 Land Use Bylaw Amendment.		
174	12-06-23	MOVED by Councillor Marr that the Town of Sundre Council proclaim June 15, 2023, as World Elder Abuse Awareness Day in the Town of Sundre.		

175	12-06-23	Moved by Councillor Marr that the Town of Sundre Council fly the Elder Abuse Awareness Day Flag at the Town of Sundre office June 15, 2023, in the Town of Sundre. In Favour: Councillor Anderson and Councillor Isaac Opposed: Mayor Warnock, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Vardas. <b>DEFEATED</b>		
176	12-06-23	Moved by Councillor Isaac that the Town of Sundre Council direct Administration to draft a letter to Spruce to explain the future direction on Flag protocols in the future.	Legislative Services	Pending Review of Letter Appendix #
177	12-06-23	MOVED by Councillor Petersen that the Town of Sundre Council accept the Sundre Municipal Library 2022 Year End Financial Report as information.		
178	12-06-23	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 6:15 p.m.		
179	12-06-23	MOVED by Councillor Dalke that Council return to an open meeting at 7:01 p.m.		
180	12-06-23	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:02 p.m.		

9.1a(ii)



Appendix #1

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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

January 13, 2023

**ATTN: JEFF HOLMES, CAO MOUNTAIN VIEW COUNTY**

Dear Jeff:

**RE: INTERMUNICIPAL COLLABORATION AGREEMENTS**

The Town of Sundre Council passed the following motion at the January 9, 2023 Regular Council Meeting:

Res. 008-09-01-23      Moved by Councillor Dalke that the Town of Sundre Council requests Administration to send a letter to notify Mountain View County that the Town of Sundre would like to begin the process to review the current ICF Master Agreements.

The Sundre Council appreciates the great working relationship we have developed with Mountain View County, and would like to see this relationship continue to develop. In the spirit of the Town's philosophy of continuous improvement, the Town would like to open discussion on the ICF Agreements in accordance with Schedule "A" of the ICF Master Agreement.

Council is looking forward to great discussions between our Municipalities, and a continued collaborative working relationship in the future.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer



## Appendix 3

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

February 7, 2023

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

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

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

Dear Ms. Reeder

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

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

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

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

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council

## Appendix 4



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

February 7, 2023

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

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

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

Dear Ms. Rice

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

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

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

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

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

Sincerely,  


Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council



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



## Appendix 5



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

February 7, 2023

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

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

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

Dear Ms. Read and Ms. McBee

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

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

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council  
Community Services



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





## Appendix 6

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

February 7, 2023

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

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

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

Dear Ms. Gorsline

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

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

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

Sincerely,  


Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc:



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



## Appendix 7

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

February 7, 2023

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

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

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

Dear Ms. Brackley

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

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

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

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

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

Sincerely,  
  
Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council

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

## Appendix 8



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

February 7, 2023

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

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

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

Dear Mrs. Vardas

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

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

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

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council



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



## Appendix 9

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

February 7, 2023

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

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

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

Dear Ms. Couch and Ms. Hicks

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

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

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

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council



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

## Appendix 10

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

February 7, 2023

Sundre & District Historical Society/Sundre District Chamber of Commerce  
c/o PO Box 314

Sundre, AB T0M 1X0

Attn: Carrie Couch and Heather Hicks

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

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

Dear Ms. Couch and Ms. Hicks

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

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

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

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

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council

## Appendix 11

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

February 7, 2023

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

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

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

Dear Mr. Holt,

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

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

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

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

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council



## Appendix 12



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

February 7, 2023

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

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

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

Dear Mr. Tetreault

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

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

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

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council



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

## Appendix 13

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

February 7, 2023

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

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

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

Dear Ms. Anderson,

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

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

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

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

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

Sincerely,

  
Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council



February 7, 2023

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

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

**Re: Town of Sundre Grants Program**

Dear Mr. Church

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

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

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

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council  
Community Services



Appendix 15

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

February 7, 2023

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

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

**Re: Town of Sundre Grants Program**

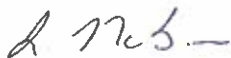
Dear Ms. Jenkins,

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

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

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council

## Appendix 16

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

February 7, 2023

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

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

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

Dear Mr. and Mrs. King

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

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

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

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

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council

## Appendix 17

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

February 7, 2023

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

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

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

Dear Ms. Werezak

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

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

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

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

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

Sincerely,  


Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**Office of the Chief Administrative Officer**

March 28, 2023

Adam's Army Charitable Foundation  
PO Box 554  
Sundre, AB T0M 1X0

Attn: Lorrie Hamilton, Secretary/Treasurer – Adam's Army Charitable Foundation

Dear Ms. Hamilton,

**RE: RELAXATION OF NOISE BYLAW 818, AUGUST 18<sup>TH</sup> AND 19<sup>TH</sup>, 2023, SUNDRE RODEO GROUNDS**

The Town of Sundre Council received your request for a relaxation of Noise Bylaw 818, August 18<sup>th</sup> and 19<sup>th</sup>, 2023, for the Sundre Rodeo Grounds. The Town of Sundre Council is looking forward to the Adamstock Music Festival being held at the Sundre Rodeo Grounds, and approved the request.

The following motion was carried at the Regular Council Meeting Minutes, March 13, 2023,

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

The approval of the relaxation is, August 18<sup>th</sup>, 2023, 6:00 p.m. to 2:00 a.m. and August 19<sup>th</sup>, 2023, 12:00 p.m. to 2:00 a.m.

If you require further information feel free to call the Executive Legislative Assistant, Shantele Smith, (403) 638-3551 Ext 114. Alternatively, Shantele can be reached by the following email [shantele.s@sundre.com](mailto:shantele.s@sundre.com).

Sincerely,

Chris Albert, Director of Corporate Services  
On behalf of Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer  
Town of Sundre

/file





Adam's Army Charitable Foundation  
Box 554,  
Sundre, AB T0M 1X0  
Reg#819579327RR0001  
Phone: 780-668-5977

**Attn: Bylaw Officer**

**Re: Adamstock Music Festival**

**Please accept this as our request to relax Noise Bylaw 818.**

**When: August 18-20, 2023**

**Where: Sundre Rodeo Grounds**

**2023 Schedule of events:**

**Aug 18<sup>th</sup> All Genre Music Festival starts. Live music starts at 6:00 pm and goes till 2:00 am.**

**Aug 19<sup>th</sup> Live music starts at 12:00 pm and goes till 2:00 am.**

**Aug 20<sup>th</sup> NO music**

**This will be our tenth anniversary holding this festival. First time here in Sundre. Previously we were in Lamont for 8 years and Eagle Hill for 1. We needed to change locations because of lack of parking at Eagle Hill. We have had up to 500 people at our little festival with no problems of any kind.**

**For more information about Adam's Army Charitable Foundation and Adamstock Music Festival please go to our website at [adamsarmy.ca](http://adamsarmy.ca). You also can call me directly at the above number.**

**Thank you,**

**Sincerely Lorrie Hamilton**

**Secretary/Treasurer**

**Adam's Army Charitable Foundation**



ALBERTA  
HEALTH

*Office of the Minister  
MLA, Calgary*

FEB 10 2023

AR 206972

His Worship Richard Warnock  
Mayor, Town of Sundre  
717 Main Avenue West  
P.O. Box 420  
Sundre AB T0M 1X0

Dear Mayor Warnock:

Thank you for your letter regarding emergency medical services (EMS) and conditions for volunteer firefighters who provide medical first response (MFR). I apologize for the delay in my response.

As part of the Health Care Action Plan, Alberta's government is committed to ensuring an ambulance is available to everyone in the province where and when they need it. We have accepted all recommendations from the Alberta EMS Provincial Advisory Committee (AEPAC) report and the independent EMS dispatch review. We are also making adjustments to get paramedics out of hospital waiting rooms and back into their communities. For more information on the Health Care Action Plan, please visit [alberta.ca/healthcare-action-plan.aspx](https://alberta.ca/healthcare-action-plan.aspx).

Providing advice to the government to strengthen EMS, the AEPAC represented a wide range of EMS partners. Recommendations identified by front-line workers, municipalities, and other EMS partners in the report are being put in place, including:

- Adding 20 additional ambulances during peak hours in Calgary and Edmonton, with the rollout starting in spring 2023;
- Fast-tracking ambulance transfers at emergency departments by moving less urgent patients to hospital waiting areas, based on new provincial guidelines now in place;
- Freeing up paramedics by contracting appropriately trained resources for non-emergency transfers between facilities in Calgary and Edmonton; and
- Empowering paramedics to assess a patient's condition on scene and decide whether they need to be taken to hospital by ambulance.

MFR was the subject of a dedicated subcommittee of AEPAC. In addition to a previously accepted interim report recommendation to standardize the response plans of MFR agencies, the final AEPAC report includes a number of new recommendations regarding medical first responders:

- Develop a collaborative vision for the MFR program to further its expansion and sustainability;
- Review how MFR agencies are structured within the EMS system;
- Explore opportunities to expand the MFR program to Indigenous communities;
- Provide additional supports to MFR agencies to expand capacity; and
- Create inter-professional educational opportunities for EMS practitioners and MFR practitioners.

.../2

Mayor Richard Warnock  
Page 2

Alberta's government recognizes the value that local fire departments bring to their communities. MFR agencies made up of municipal fire-rescue services may join Alberta Health Services' (AHS) MFR program and respond to requests from EMS dispatch to provide MFR services prior to the arrival of EMS. This voluntary agreement also allows MFR agencies to choose which types of EMS events they wish to respond to. I encourage you to contact Blaine Barody, Manager of the AHS MFR program, to discuss the program in Sundre. You may reach Blaine Barody at [blaine.barody@ahs.ca](mailto:blaine.barody@ahs.ca) or 780-638-2458.

Further, instead of using highly trained paramedics for non-medical patient transfers to patients' homes from a facility or acute care, AHS will now arrange for alternative transport methods, such as community shuttles, wheelchair accessible taxis, and other local options. In fact, AHS expects that 15 per cent of transports will be diverted from EMS, which means that paramedics will be able to respond to approximately 70 more events per day once this program is implemented. Additionally, AHS will seek contracted providers to offer non-emergency transfers between hospitals and care centres in the Calgary and Edmonton areas, for patients who still require EMS' clinical services. This change will free ambulances and AHS paramedics from approximately 44,000 non-emergency transfers per year and will improve response times for 911 calls.

AHS is also making progress on its actions to add EMS capacity and ensure the most critical patients receive immediate care. More than 460 new EMS employees have been hired since January 2022, including 340 paramedics. As well, 19 additional ambulances are operating in Calgary and Edmonton, and more ambulance coverage was added in Chestermere and Okotoks. Increasing capacity in these areas will positively impact surrounding communities and the system as a whole. To view the AHS EMS actions, please visit [ahs.ca/ems/Page17851.aspx](https://ahs.ca/ems/Page17851.aspx).

Lastly, the Parliamentary Secretary for EMS Reform, MLA R.J. Sigurdson, will continue to work with Alberta Health and AHS to develop short- and medium-term priorities to implement improvements to EMS service delivery, including reducing response times and patient handover times in hospital emergency departments.

Alberta's government remains committed to ensuring EMS are responsive to Albertans, and our work continues toward achieving this goal. Thank you again for writing.

Sincerely,

Jason Copping  
Minister of Health

cc: Honourable Rebecca Schulz, Minister of Municipal Affairs



June 7, 2023

Sundre & District Chamber of Commerce  
PO Box 1085  
Sundre, AB T0M 1X0  
Attn: Mark Crouch, Chair

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

**RE: Additional Funding Request 2023**

Your letter of November 18, 2022 was provided to Council for discussion at the May 30, 2023 Regular Council Meeting. Council spent a considerable amount of time reviewing and discussing your request for additional funding. During their deliberations, all criteria is considered, such as the Town's budget, and where budgeted funds should be applied.

Sundre Council has placed a high value on accountability and transparency to the electors of the town. Council recognizes the services local organizations provide, and the benefits of having a Visitor Information Centre (VIC), adding value to our visitor's experiences in Sundre.

Below is the resolution of Council:

**Res. 152-30-05-23**      MOVED by Councillor Anderson that the Town of Sundre Council approve additional funding in the amount of \$ 4,500.00 for the Chamber of Commerce for the 2023 year. The motion was carried unanimously.

In addition, the following motion of Council was carried unanimously:

**Res. 154-30-05-23**      MOVED by Councillor Vardas that the Town of Sundre Council directs administration to open communication with the Chamber of Commerce on future funding of the Visitor Information Centre and to bring information forward to Fall Workshop.

We will contact you in the near future to arrange a meeting. Please contact this office should you have any questions or concerns.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer  
/file  
cc: Council

Appendix #22



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

June 7, 2023

Sundre Aquaplex  
PO Box 648  
Sundre, AB T0M 1X0  
Attn: Doug Korek, President

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

**RE: ANNUAL FUNDING (Town and County Recreational Grant)**

Dear Doug,

Your letter of November 10, 2022 was provided to Council for discussion at the May 30, 2023 Regular Council Meeting. Council spent a considerable amount of time reviewing and discussing your request for additional funding. During their deliberations, all criteria is considered, such as the Town's budget, and where budgeted funds should be applied.

Sundre Council has placed a high value on the accountability and transparency to the electors of the town and the amenities we are able to provide. Council supports the Board's efforts to keep this valuable amenity of the Town sustainable.

Below is the resolution of Council:

**Res. 156-30-05-23**      **MOVED** by Councillor Marr that the Town of Sundre Council approve additional funding in the amount of \$5,000.00 for the Aquaplex for the 2023 year.

**CARRIED**

Please contact this office should you have any questions or concerns.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council

**E-MAILED**  
*[Signature]*

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



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

June 7, 2023

Chinook's Edge School Division  
Board of Trustees  
4904 – 50 ST.  
Innisfail, AB T4G 1W4  
Attn: Holly Bilton, Chair

Email: [division.office@cesd73.ca](mailto:division.office@cesd73.ca)

**RE: REQUEST FOR FUNDING**

Dear Holly,

Your letter of November 9, 2022 was provided to Council for discussion at the May 30, 2023 Regular Council Meeting. Council spent a considerable amount of time reviewing and discussing your request for funding for 2023 and for funding of programs into the future. During their deliberations, all criteria is considered, such as the Town's budget, and where budgeted funds should be applied.

Sundre Council places a high value on the accountability and transparency to the electors of the town and their well-being. Although, Council supports the School Board's efforts to maintain mental health for students and their families, and to bring awareness of programming to the community, Council is unable to provide the \$15,000.00 as requested in your letter or funding for future programming in 2024 – 2025. Below is the resolution of Council:

**Res. 158-30-05-23**      MOVED by Councillor Marr that the Town of Sundre Council approve funding in the amount of \$15,000 in 2023 for the Chinooks Edge School Division.

**DEFEATED**

Please contact this office should you have any questions or concerns.

Yours truly,

  
Linda Nelson, CLGM, CTAJ, EMR

Chief Administrative Officer  
/file

cc: Council

cc: Terry Leslie, Trustee Ward 6

PO Box 52, Sundre AB T0M 1X0

**E-MAILED**  


May 31, 2023

Sundre Municipal Library Board  
PO Box 539  
#2, 96 – 2 Avenue N.W.  
Sundre, AB T0M 1X0  
Attn: Mr. Anton Walker, Chair

**RE: Appointment of Board Member**

Dear Anton,

The Town of Sundre Council was presented with a recommendation for an appointment to the Sundre Municipal Library Board at the May 30, 2023 Regular Council Meeting. Below is the resolution relating to the appointment:

**Res. 159-30-05-23**      MOVED by Councillor Vardas that the Town of Sundre Council approve the appointment of Mr. Allan Tarnoczi to the Sundre Library Board, for a 3-year term beginning June 1, 2023, ending on October 31, 2026.

The motion was carried unanimously.

If you require additional information, please contact Legislative Services at (403) 638-3551 or email: [townmail@sundre.com](mailto:townmail@sundre.com)

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer  
/file  
cc: Council



## Innisfail Rotary Rodeo Parade Registration Form

**Saturday, June 17, 2023, 10:30am Parade Start**

Organization/Business Name: Town of Sundre

Contact Person: Betty Ann Fountain, Admin. Support

Address: PO Box 420, 717 Main Ave. W. Sundre AB T0M 1X0

Phone: (Work) 403-638-3551, ext 102 Town                      Postal Code                       
(Cell - for day of the parade) 403-813-9488 (Mayor Warnock)

Fax Number:                     

Email: bettyann.f@sundre.com or Mayor Warnock: richard.w@sundre.com

Float Category - Check one	Type of Entry - Check ALL that apply
<input type="checkbox"/> Business/Industrial/Commercial	<input type="checkbox"/> Live Band on float or Marching Band
<input type="checkbox"/> Community Group/Organization/School	<input checked="" type="checkbox"/> Car/Truck
<input checked="" type="checkbox"/> Dignitary: <u>Mayor Richard Warnock, Councillor Petersen &amp; Councillor Dalke</u>	<input type="checkbox"/> Walking
<input type="checkbox"/> Other (Please describe): <u>                    </u>	<input type="checkbox"/> Bicycle/Rollerblade/Scooter
<u>                    </u>	<input type="checkbox"/> Music/Sound System
<u>                    </u>	<input type="checkbox"/> Domestic Animals
<u>                    </u>	<input type="checkbox"/> Livestock

### Waiver

We assume all liability relating to or arising from our involvement in the Innisfail 2023 Rotary Rodeo Parade. We are aware that participants may appear in pictures and promotional materials used for future Town of Innisfail publications and have read and agreed to the Parade Rules & Regulations.

**\*\* Registration forms must be submitted to the Town Office no later than Wednesday, June 14, 2023. Parade participants must submit a certificate of insurance to the Town of Innisfail listed as Additional Insured with their registration form \*\***

Betty Ann Fountain B. Fountain May 31, 2023  
Print Name Signature Date

Submit Registration Form and Insurance Certificate to the Town Office at 4943 53 Street in person, or by email to [reception@innisfail.ca](mailto:reception@innisfail.ca).

**E-MAILED**  
June 5/23

112 110 dje

From the Office of the Chief Administrative Officer

June 1, 2023

West Country Cruisers (Sundre Area)  
PO Box 1082  
Sundre, AB T0M 1X0  
Attn: Tom Knecht

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

**Re: Invitation to Present Mayor's Choice Award – Canada Day 2023**

Dear Tom,

Mayor Warnock and Council of the Town of Sundre are very pleased to accept your invitation to present the Mayor's Choice Award at the 4<sup>th</sup> Annual Sundre Canada Day Car Show. Below is the resolution relating to the invitation:

**Res. 166-30-05-23** MOVED by Councillor Petersen that the Town of Sundre Council accept the invitation for Mayor Warnock or designate, to participate in the West Country Cruisers awards presentation on July 1, 2023, at 1:30 p.m.

The motion was carried unanimously.

Please contact Betty Ann Fountain (403) 901-4825 or Linda Nelson, CAO at (403) 901-7936 to coordinate a location to meet Mayor Warnock. As a courtesy, a member of the West Country Cruisers should escort Mayor Warnock during his walk around the car show area and to the awards presentation at the Elks Hall.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council

**SCHEDULE A - 2023 Expenditures to Date****Mayor Richard Warnock**

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 15,000.00
10-Jan-23		South McDougall - Area Structure	Per Diem	\$ 150.00	\$ 14,850.00
10-Jan-23		South McDougall - Area Structure	Mileage	\$ 68.00	\$ 14,782.00
18-Jan-23	Red Deer	Red Deer River Municipal Users	Mileage	\$ 231.20	\$ 14,550.80
18-Jan-23	Red Deer	Red Deer River Municipal Users	Per Diem	\$ 280.00	\$ 14,270.80
24-Jan-23	Red Deer	Red Deer Polytechnic	Mileage	\$ 142.00	\$ 14,128.80
24-Jan-23	Red Deer	Red Deer Polytechnic	Per Diem	\$ 130.00	\$ 13,998.80
26-Jan-23	County	Municipal Aera Partnership	Mileage	\$ 68.00	\$ 13,930.80
26-Jan-23	County	Municipal Aera Partnership	Per Diem	\$ 110.00	\$ 13,820.80
8-Feb-23	Spruce	Spruce - Coordinate Response	Meeting Per Diem	\$ 80.00	\$ 13,740.80
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 13,597.73
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 13,412.73
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 35.00	\$ 13,377.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 13,097.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 13,037.73
14-Feb-23	County	Mountainview County ASP Meeteing	Meeting Per Diem	\$ 80.00	\$ 12,957.73
14-Feb-23	County	Mountainview County ASP Meeteing	Travel Per Diem	\$ 30.00	\$ 12,927.73
8-Mar-23	Calgary	Eco Growth	Mileage	\$ 163.20	\$ 12,764.53
8-Mar-23	Calgary	Eco Growth	Meeting Per Diem	\$ 80.00	\$ 12,684.53
8-Mar-23	Calgary	Eco Growth	Travel Per Diem	\$ 60.00	\$ 12,624.53
8-Mar-23	Calgary	Deshmesh Culture Centre	Meeting Per Diem	\$ 80.00	\$ 12,544.53
16-Mar-23	Drumheller	RDRMUG Executive	Mileage	\$ 231.20	\$ 12,313.33
16-Mar-23	Drumheller	RDRMUG Executive	Meeting Per Diem	\$ 80.00	\$ 12,233.33
16-Mar-23	Drumheller	RDRMUG Executive	Travel Per Diem	\$ 80.00	\$ 12,153.33
16-Mar-23	Drumheller	RDRMUG Board	Meeting Per Diem	\$ 120.00	\$ 12,033.33
21-Mar-23	Sundre	Mayorss of South Central Alberta	Meeting Per Diem	\$ 100.00	\$ 11,933.33
22-Mar-23	Blackfalds	RDRWA	Mileage	\$ 156.40	\$ 11,776.93
22-Mar-23	Blackfalds	RDRWA	Meeting Per Diem	\$ 160.00	\$ 11,616.93
22-Mar-23	Blackfalds	RDRWA	Travel Per Diem	\$ 50.00	\$ 11,566.93
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Hotel	\$ 626.64	\$ 10,940.29
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Mileage	\$ 346.80	\$ 10,593.49
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Registration	\$ 350.00	\$ 10,243.49
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meals	\$ 81.75	\$ 10,161.74
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meeting Per Diem	\$ 280.00	\$ 9,881.74
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Travel Per Diem	\$ 120.00	\$ 9,761.74
30-Mar-23	Edmonton	AB Munis Presidents & Leadership	Meeting Per Diem	\$ 280.00	\$ 9,481.74
31-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meeting Per Diem	\$ 160.00	\$ 9,321.74
13-Apr-23	MVC	MAP Committee Meeting	Meeting Per Diem	\$ 80.00	\$ 9,241.74
13-Apr-23	MVC	MAP Committee Meeting	Travel Per Diem	\$ 30.00	\$ 9,211.74
18-Apr-23	Ponoka	Ponoka Central AHS Issues	Mileage	\$ 209.44	\$ 9,002.30
18-Apr-23	Ponoka	Ponoka Central AHS Issues	Meeting Per Diem	\$ 100.00	\$ 8,902.30
18-Apr-23	Ponoka	Ponoka Central AHS Issues	Travel Per Diem	\$ 60.00	\$ 8,842.30
20-Apr-23	Sundre	AB Munis FOMG Climate Risk	Meeting Per Diem	\$ 60.00	\$ 8,782.30
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 7,942.30
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 7,872.30
24-May-23	Toronto	FCM - Federation of Cdn	Meeting Per Diem	\$ 1,120.00	\$ 6,752.30
24-May-23	Toronto	FCM - Federation of Cdn	Travel Per Diem	\$ 280.00	\$ 6,472.30

**SCHEDULE A - 2023 Expenditures to Date**  
**Councillor Connie Anderson**

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,815.00
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,651.80
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,371.80
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,311.80
21-Apr-23	Canmore	Spring Workshop (308Km)	Mileage	\$ 208.36	\$ 6,103.44
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,263.44
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,193.44

**SCHEDULE A - 2023 Expenditures to Date**  
**Councillor Owen Petersen**

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 6,856.93
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,671.93
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 15.00	\$ 6,656.93
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,493.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,213.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,153.73
28-Feb-23	Sundre	Sundre District & Historical Society	Meeting Per Diem	\$ 80.00	\$ 6,073.73
8-Mar-23	Calgary	Eco and Dashmesh Tour	Mileage	\$ 163.20	\$ 5,910.53
8-Mar-23	Calgary	Eco and Dashmesh Tour	Meeting Per Diem	\$ 160.00	\$ 5,750.53
8-Mar-23	Calgary	Eco and Dashmesh Tour	Travel Per Diem	\$ 60.00	\$ 5,690.53
21-Mar-23	Sundre	SDHS Monthly Meeting	Meeting Per Diem	\$ 80.00	\$ 5,610.53
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Mileage	\$ 346.80	\$ 5,263.73
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Hotel	\$ 417.76	\$ 4,845.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Parking	\$ 38.00	\$ 4,807.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Registration	\$ 200.00	\$ 4,607.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Meals	\$ 41.18	\$ 4,566.79
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Meeting Per Diem	\$ 280.00	\$ 4,286.79
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Travel Per Diem	\$ 120.00	\$ 4,166.79
18-Apr-23	Sundre	SDHS Regular Meeting	Meeting Per Diem	\$ 80.00	\$ 4,086.79
21-Apr-23	Canmore	Spring Workshop (308Km)	Mileage	\$ 209.44	\$ 3,877.35
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 3,037.35
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 2,967.35

**SCHEDULE A - 2023 Expenditures to Date**  
**Councillor Todd Dalke**

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,815.00
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,651.80
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,371.80
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,311.80
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,471.80
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,401.80



**SCHEDULE A - 2023 Expenditures to Date**  
**Councillor Jaime Marr**

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
24-Jan-23	Sundre	Pool Committee Meeting	Meeting Per Diem	\$ 40.00	\$ 6,960.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,775.00
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,495.00
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 30.00	\$ 6,465.00
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,625.00
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,555.00

**SCHEDULE A - 2023 Expenditures to Date**  
**Councillor Paul Isaac**

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 6,856.93
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,671.93
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 32.00	\$ 6,639.93
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,476.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,196.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,136.73
20-Apr-23	Canmore	Spring Workshop (308Km)	Mileage	\$ 208.36	\$ 5,928.37
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,648.37
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,578.37
22-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,298.37
23-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,018.37
24-May-23	Toronto	FCM - Federation of Cdn	Meeting Per Diem	\$ 1,120.00	\$ 3,898.37
24-May-23	Toronto	FCM - Federation of Cdn	Travel Per Diem	\$ 280.00	\$ 3,618.37

**SCHEDULE A - 2023 Expenditures to Date**  
**Councillor Chris Vardas**

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
03-Mar-23	Olds	MVSH Board Retreat	Meeting Per Diem	\$ 200.00	\$ 6,800.00
03-Mar-23	Olds	MVSH Board Retreat	Travel Per Diem	\$ 20.00	\$ 6,780.00
08-Mar-23	Calgary	ECO Growth/Desh Mest	Mileage	\$ 137.40	\$ 6,642.60
08-Mar-23	Calgary	ECO Growth/Desh Mest	Meeting Per Diem	\$ 160.00	\$ 6,482.60
08-Mar-23	Calgary	ECO Growth/Desh Mest	Travel Per Diem	\$ 60.00	\$ 6,422.60
04-Apr-23	Didsbury	Mountainview Fim	Mileage	\$ 74.80	\$ 6,347.80
20-Apr-23	Canmore	Council Spring Workshop	Travel Per Diem	\$ 70.00	\$ 6,277.80
21-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,997.80
22-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,717.80
23-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,437.80
16-May-23	Sundre	Hospital Futures	Meeting Per Diem	\$ 100.00	\$ 5,337.80
24-May-23	Toronto	FCM - Federation of Cdn	Meeting Per Diem	\$ 1,120.00	\$ 4,217.80
24-May-23	Toronto	FCM - Federation of Cdn	Travel Per Diem	\$ 280.00	\$ 3,937.80
29-May-23	Toronto	FCM - Federation of Cdn	Parking	\$ 76.28	\$ 3,861.52

## DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
DATE	June 15, 2023
FOR MONTHS OF	May 2023
911 DISPATCHES:	
	Emergency Response Numbers, 15 Year to Date May 2023, Responses – 37 Total
<b>Response Types:</b>	<ul style="list-style-type: none"> <li>➤ Medical Assist - 12</li> <li>➤ Structure Fire- 1</li> <li>➤ Motor Vehicle Collisions - 7</li> <li>➤ Outside/Vegetation Fires – 9</li> <li>➤ Vehicle Fire – 2</li> <li>➤ Gas Odor investigation - 1</li> <li>➤ Mutual Aid – 1</li> <li>➤ Smoke Investigation – 3</li> <li>➤ Electrical Hazard - 2</li> </ul> <p style="text-align: right;"><b>Location Breakdown as Chart Below</b></p>
<b>Results:</b>	<ul style="list-style-type: none"> <li>➤ All incidents Responded, Managed and Resolved by SFD Members</li> </ul>
TRAINING & ACTIVITIES	
<b>In-Hall/Weekly:</b>	<p style="text-align: center;"><b><u>March in House Training consisted of the following:</u></b></p> <ul style="list-style-type: none"> <li>➤ Unit and Equipment inspection, inventory, and usage</li> <li>➤ Facility utility/services awareness, hazards, shutoff.</li> <li>➤ River rescue, boat driving, safety, water safety, victim rescue</li> <li>➤ Hydrant usage, Fire Bos deployment and operation Basic pump operation</li> <li>➤ Pentrox course</li> </ul> <p style="text-align: center;"><b><u>Community/Public Relations Events</u></b></p> <ul style="list-style-type: none"> <li>➤ Junior lifeguard Fire Equipment Training -Dry Chem and waterv stream</li> <li>➤ Reached out as a reminder that the Rodeo VIP Grandstand Occupancy is dependent on an Engineering review and approval of structure. <b>Occupancy Expired December 31, 2022.</b></li> </ul>
<b>Formal Courses in-Progress/Upcoming:</b>	<ul style="list-style-type: none"> <li>➤ ICS-100 &amp; Basic Emergency Management for recruits <b><u>Individual Study online</u></b></li> <li>➤ RCMP Evidence Protection, Collection, Agency Collaboration Training <b>RCMP differed till July.</b></li> <li>➤ Plains-Midstream training/information session Date TBD</li> <li>➤ West Fraser Mill Tour/Hazard Identification Date TBD</li> <li>➤ Advanced First Aid for 4 members in <b><u>Date 2023 TBD</u></b></li> </ul>
Fire Hall:	
<b>Building/Maintenance:</b>	<ul style="list-style-type: none"> <li>➤ Furnace in Ambulance Bay to be replaced. <b>RFD required</b></li> </ul>

	➤ Remodel Training Room to incorporate EOC for Disaster Management. <b><u>Quotes Required</u></b>
<b>SFD Units - Equipment</b>	
<b><u>Units:</u></b>	➤ New Replacement Fire Truck Expected <b><u>Delivery July/August 2023</u></b>
	➤ Requested Quotes from vendors for Unit 510 Replacement <b><u>2 received to date</u></b>
	➤ Annual CVIP's <b><u>June/July for completion.</u></b>
	➤ Pump Annual testing to be scheduled. <b><u>Fall</u></b>
<b><u>Equipment:</u></b>	➤ New Breathing Air Compressor failure- <b><u>Repaired June 15,</u></b>
<b><u>Safety Codes:</u></b>	
<b><u>Inspections -Occupancies</u></b>	➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
<b><u>Status:</u></b>	➤ Safety Codes Officer training 2 Members - 90% completed, 1 member complete.
	➤ 4 Additional SFD Members to take training in 2023

INCIDENTS	Town of Sundre	Mountain View County	Clearwater County	Bighorn MD	Total	Last Month's Total	Year to Date Total
Fires		1			1	0	3
Outside Fires		3			3	0	4
Control Burn - Arrived on scene					0	1	3
Rubbish/Grass Fires	1	6			7	4	13
Investigation of Smoke		2			2	0	2
Electrical Public Hazard		1	1		2	0	2
Alarm -No Fire - Steam or Smoke mistaken					0	0	2
Alarm -No Fire - dectector activated					0	1	4
False Alarms-internal or local alarm system		2			2	4	11
Gas Leak Miscellaneous					0	1	1
Gas Leak Natural Gas					0	0	0
Gas Leak Response to CO	1				1	0	3
Medical Assists	8	3	1		12	13	66
Medical Assists-stood down					0	0	0
Miscellaneous Rescues					0	0	0
Motor Vehicle Collisions	1	6			7	3	20
Mutual Aid Requests		1			1	1	3
Miscellaneous					0	1	1
<b>Total</b>	<b>11</b>	<b>25</b>	<b>2</b>	<b>0</b>	<b>38</b>	<b>29</b>	<b>138</b>

## DEPARTMENTAL REPORT

DEPARTMENT	Planning and Economic Development
SUBMITTED BY	Benazir Thaha Valencia, Manager of Planning & Economic Development
COUNCIL DATE	June 26, 2023
FOR MONTH OF	May 2023

TOPIC #1	<b>Development and Building Permits</b>
	<ul style="list-style-type: none"> <li>Development Permits – 6</li> <li>Building Permits – 2</li> <li>Electrical Permits – 6</li> <li>Gas Permits – 0</li> <li>Plumbing Permits - 3</li> </ul>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>Development Permits issued include: Stripping &amp; Grading Permit for Brookside Ph. 4 &amp; 5 Subdivision, 1 Single Family Dwelling, 2 Home Occupation Permits, 2 covered decks projects.</li> <li>Building: 2</li> <li>Building Permits issued include: 1 Single Family Dwelling, 1 covered deck.</li> <li>Electrical Permits issued for a number of residential projects.</li> </ul>
TOPIC #2	<b>Real Property Reports (RPRs)</b>
	<ul style="list-style-type: none"> <li>RPRs – 2</li> </ul>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of the property. The role of Administration is to assist property owners to solve non-compliant issues.</li> </ul>
TOPIC #3	<b>Area Structure Plans (ASP)</b>
	<ul style="list-style-type: none"> <li>Completion of two internal reviews for the NW quarter sections Area Structure Plans (Mountain Springs and Sundre Hills).</li> </ul>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>Mountain Springs: First Reading March 27<sup>th</sup>, ASP circulated to external agencies for review and comments. Responses received from various agencies were provided to the consultant.</li> <li>Sundre Hills: Planning and Engineering comments shared with Developer's Consultant prior to public hearing. Plan is being revised.</li> </ul>
TOPIC #4:	<b>Land Use Bylaw</b>
	<ul style="list-style-type: none"> <li>May 30<sup>th</sup> - First Reading of Bylaw 2023-02: housekeeping amendments to the Land Use Bylaw, proposed Public Hearing date of June 26, 2023.</li> </ul>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>Administration has reviewed the Land Use Bylaw and is recommending several "housekeeping" amendments for consideration by Council with approval of the amendments at 2<sup>nd</sup> and 3<sup>rd</sup> reading of the bylaw.</li> </ul>

<b>TOPIC #5:</b>	<b>Municipal Development Plan (MDP)</b>
	<ul style="list-style-type: none"> <li>The Town's Municipal Plan was drafted and approved by Council in 2013. A comprehensive review and rewrite of Municipal Development Plan is required to bring it to current standards.</li> </ul>
<b>RESOLUTIONS/SUCCESSES:</b>	<ul style="list-style-type: none"> <li>Administration has completed the project management plan for the MDP rewrite.</li> <li>Project initiation and background research complete.</li> <li>Public Consultation: commenced surveys, updated website, and planning stakeholder engagement sessions.</li> <li>First MDP Ad Hoc Committee held May 25<sup>th</sup>, very successful with open discussion and ideas brought forward.</li> </ul>
<b>Topic #6:</b>	<b>Joint Use / Lease Agreement with Chinook Edge School Division</b>
	Agreement accepted by Council at May 8 <sup>th</sup> Regular Meeting
<b>RESOLUTIONS/SUCCESSES:</b>	Agreement has been signed by Town and School Division representatives.
<b>Topic #7:</b>	<b>Eastside Campsite &amp; Passive Recreation Use Area</b>
	Public Consultation: updated website
	Public Engagement planning - forthcoming
<b>RESOLUTIONS/SUCCESSES:</b>	Public "buy-in", Council acceptance of plan for site
<b>Topic #8:</b>	<b>Brookside Subdivision 2023-SD01</b>
	Application received for 6.89 ha (17.02 ac) parcel to create 33 residential lots and 3 municipal reserve lots
	Subdivision engineering approved by Town's consulting engineers
	Subdivision Stripping & Grading permit issued.
<b>RESOLUTIONS/SUCCESSES:</b>	Phase 1 deep services to be constructed commencing in June.
<b>TOPIC #9:</b>	<b>Administrative</b>
	<ul style="list-style-type: none"> <li>Filing Project – ongoing</li> </ul>
<b>RESOLUTIONS/SUCCESSES:</b>	<ul style="list-style-type: none"> <li>Improved departmental efficiencies, knowledge, and team building.</li> <li>Improves overall departmental performance, transparency, and stakeholder engagement.</li> <li>Succession planning underway to build capacity within the department.</li> </ul>

<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. CAO Home Occupation Report</li> <li>2. Building Permit Statistics</li> </ol>
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## MEMO

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

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### HOME OCCUPATION:

<b><u>Minor / Major</u></b>	<b><u>Permitted or Discretionary</u></b>	<b><u>Civic Address</u></b>	<b><u>Business to be Conducted</u></b>
2023-D16	Permitted	1006 – 1 ST NE	Mobile Barber Shop
2023-D18	Permitted	1014 Main AVE East	Virtual Print Shop

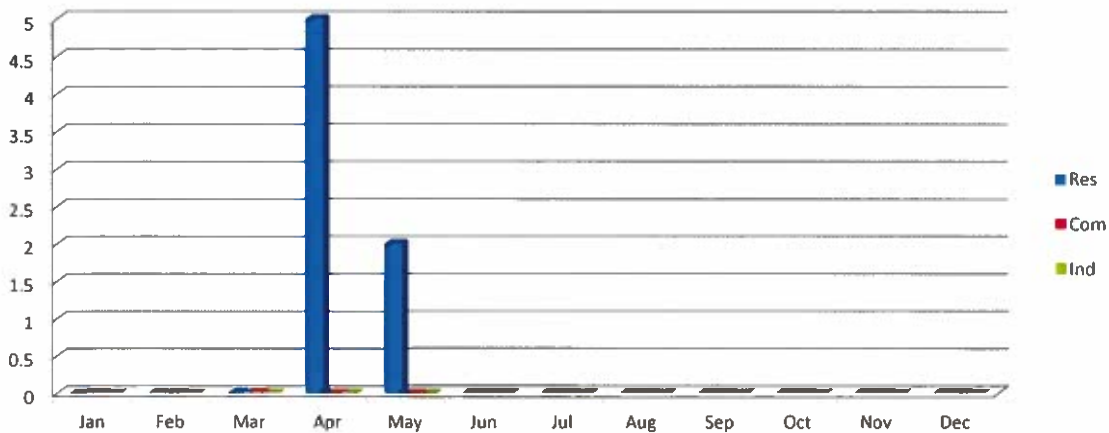
Home Occupation Development Permits are issued for business conducted in residential districts, and each applicant requires a Town of Sundre Business License.

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

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

## MONTHLY BUILDING REPORT FOR THE MONTH OF MAY 2023

	May-23			2023 Year To Date			2022 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
<b>RESIDENTIAL</b>									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	1	1	\$ 400,000	0	0	\$ -
Bi-Level	1	1	\$ 360,000	1	1	\$ 360,000	0	0	\$ 0
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	2	2	\$ 450,000
Multi-Family	0	0	\$ -	0	0	\$ -	0	0	\$ 0
Mobile Homes	0	0	\$ -	0	0	\$ -	1	1	\$ 350,000
Accessory Buildings	0	0	\$ -	0	1	\$ 5,000	2	2	\$ 40,000
Renovation/Addition	0	1	\$ 20,000	0	3	\$ 105,000	0	6	\$ 78,485
				0					
<b>Sub-Total</b>	<b>1</b>	<b>2</b>	<b>\$ 380,000</b>	<b>2</b>	<b>6</b>	<b>\$ 870,000</b>	<b>0</b>	<b>11</b>	<b>\$ 918,485</b>
<b>COMMERCIAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		3	\$ 28,000
		0	\$ -		0	\$ -		3	\$ 28,000
<b>INDUSTRIAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		2	\$ 27,000
		0	\$ -		0	\$ -		2	\$ 27,000
<b>INSTITUTIONAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
<b>TOTAL</b>	<b>Dwelling</b>	<b>No. of</b>	<b>Building</b>	<b>Dwelling</b>	<b>No. of</b>	<b>Building</b>	<b>Dwelling</b>	<b>No. of</b>	<b>Building</b>
	<b>Units</b>	<b>Permits</b>	<b>Value</b>	<b>Units</b>	<b>Permits</b>	<b>Value</b>	<b>Units</b>	<b>Permits</b>	<b>Value</b>
	<b>1</b>	<b>2</b>	<b>\$ 380,000</b>	<b>2</b>	<b>7</b>	<b>\$ 890,000</b>	<b>0</b>	<b>16</b>	<b>\$ 973,485</b>



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Economic Development</b>
<b>SUBMITTED BY</b>	<b>Jonathan Allan</b>
<b>DATE</b>	<b>June 15, 2023</b>
<b>FOR MONTH OF</b>	<b>May 2023</b>

<b>TOPIC #1</b>	<b>Community Development, Business Development and Vacancy Rates</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• <b>VACANCY RATES</b> <ul style="list-style-type: none"> <li>○ May vacancy rate was estimated at 6.7% as a proportion of square footage available in the C1 district downtown. Noticeable trend observed in increasing downtown commercial vacancy rates.</li> <li>○ Notable that there is an approx. 0% vacancy in the C2 Highway Commercial district (former Dougan's service station location notwithstanding.)</li> </ul> </li> </ul>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>• Co-organized and co-hosted launch event for the all-new Mountain View Regional Film Office, the first rural film office in Alberta.</li> <li>• Met with several prospective international investors as part of Sundre's participation in the Rural Entrepreneur Stream (RES).</li> <li>• Toured prospective investor.</li> <li>• Toured prospective filmmakers around area for locations scouting; producers confirmed "Project Six-shooter" to be produced in Sundre.</li> <li>• Worked on way-finding signage damage, trails development, and lamp-post banners.</li> </ul>
<b>TOPIC #2</b>	<b>Tourism Development</b>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>• Continued management and coordination of Explore Sundre tourism advertising campaign.</li> <li>• Travel Alberta tourism grant application approved, but with no funding amount indicated; summer campaign ramp-up not started until funding amount is confirmed.</li> </ul>
<b>TOPIC # 3:</b>	<b>Broadband Fibre Optic Development</b>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>• Xplore Fibre deployment ongoing.</li> </ul>
<b>TOPIC # 4:</b>	<b>Committees, Meetings, Conferences and Professional Development</b>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>• Attended Tourism Industry Association of Canada Town Hall in Calgary.</li> </ul>
<b>TOPIC # 5:</b>	<b>Communications</b>
<b>RESOLUTIONS/SUCCESSSES:</b>	<ul style="list-style-type: none"> <li>• Updated website(s) as necessary.</li> </ul>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Community Services</b>
<b>SUBMITTED BY</b>	<b>Sue Nelson</b>
<b>DATE</b>	<b>June</b>
<b>FOR MONTH OF</b>	<b>May,2023</b>
<b>TOPIC #1</b>	<b>Parks</b>
	<ul style="list-style-type: none"> <li>• Greenwood Campground opened May 19<sup>th</sup>.</li> <li>• Sundre Howe hardware donated 4x4 treated lumber to the town and the staff replaced the wood on 2 picnic benches on snake hill.</li> <li>• Sundre minor Ball hosted a tournament on the weekend of 25<sup>th</sup>.</li> <li>• Summer laborer's stated May 1<sup>st</sup>.</li> <li>• All the parks, greenspaces and boulevards received the first cut of the season.</li> <li>• Preparations for all the flower beds and planters were completed for this year's planting.</li> <li>• Playground inspections were being done on all the playgrounds.</li> <li>• Installed a walking pathway to the Campground washrooms.</li> <li>• Installed a Memorial bench along the river by the north end Greenwood campground.</li> <li>• A Cigarette disposal dispenser was stalled at the skateboard park. It is part of a cigarette waste recycling program.</li> <li>• Staff worked on weeding Shrub beds throughout the town.</li> </ul>
<b>TOPIC #2</b>	<b>Community Center</b>
	<ul style="list-style-type: none"> <li>• Pickleball ran until May 18<sup>th</sup>.</li> <li>• Provencal Election was held the week of May 22 to the 29<sup>th</sup>.</li> <li>• Internal of the boiler inspection was completed and passed.</li> </ul>



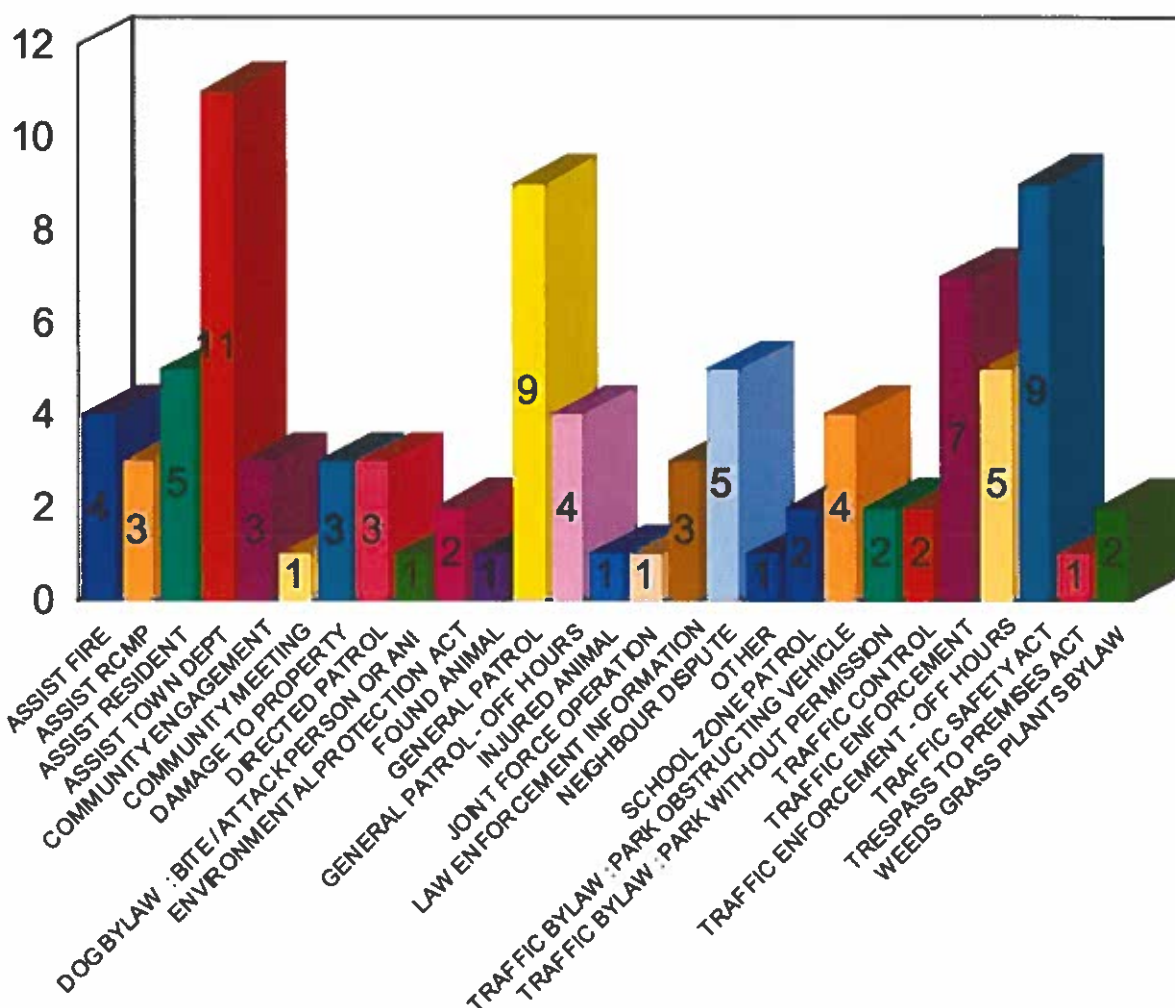
## DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	CPO Sam Zhao
DATE	2023/06/01
FOR MONTH OF	May 2023

### Calls for Service – May 2023

May total – 95

Year to date total – 392





## McHappy Day



Sundre Municipal Enforcement participated in McHappy Day on May 10<sup>th</sup>. The Ronald McDonald House Charity (RMHC) is a nonprofit organization that provides support and resources to families with critically ill or injured children. The charity's main focus is to ensure that families can stay together during their child's medical treatment by offering comfortable and affordable accommodations near hospitals.



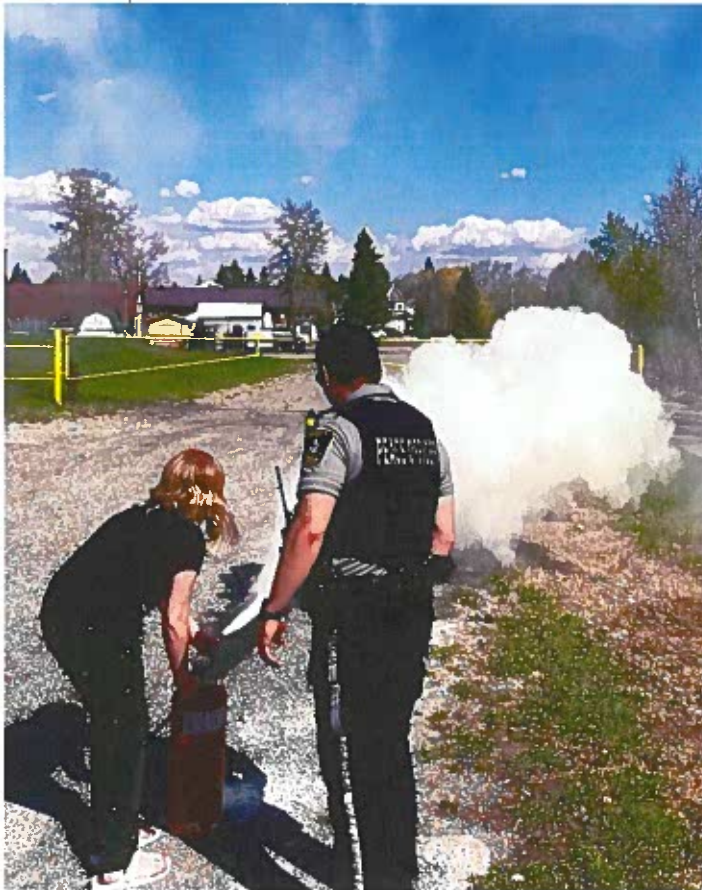




## Jr Lifeguard Program



Sundre Municipal Enforcement assisted Sundre Fire Dept with delivering a presentation on Fire Extinguisher familiarization to the Jr Lifeguard Program hosted by the Sundre Aquaplex





## Sundre Search and Rescue Training Ex



Sundre Municipal Enforcement participated in a training exercise hosted by Sundre Search and Rescue and Mountain View Seniors Lodge. The scenario was centered on a dementia patient which had wandered away from the Lodge.



## DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	June 13, 2023
FOR MONTH OF	May 2023

TOPIC #1	Explornet Fibre Optic
Progress	Service installs are ramping up with Crosscut utilizing three (3) install crews
Action	The gas department is working with the contractor to coordinate first calls to be complete on a daily basis
TOPIC #2	Water leaks/survey
Progress	The water department reports that there are potential leaks in the business district of Centre Street N, 2 <sup>nd</sup> Street NW and 3 <sup>rd</sup> street NW. Investigating a leak at Riverside RV Ground microphone is in.
Next Steps	Staff is deploying leak locators and pinpointing leaks to assist in making a priority based leak repair schedule for 2024
TOPIC #3	Hydrant flushing and maintenance program
Progress	All the hydrants have been numbered to quadrants. This will assist in record keeping identifying failing or troublesome hydrants.
Next Steps	80 % of the 115 hydrants need to be photographed for record keeping purposes.
TOPIC #4:	Gas Department Service installs
Progress	There are 4 current servicing alteration projects scheduled for May June 2023
Next Steps	Staff are scheduling the works in conjunction with One call and system operational tasks
TOPIC #5:	Hwy 27 upgrades Gas Department
Progress	The requirement for relocation of the gas main crossing Hwy 27 has been quoted and scheduled for the 2023 underground project.
Next Steps	The schedule of this task will follow the installation of the conduit TBD.
TOPIC #6:	Meter set leak
Progress	During inspections required by Measurement Canada the high volume meter set was found to have several small leaks. These occur over time with threaded pipe systems and are difficult to repair.
Next Steps	Staff are preparing the necessary cost and schedule plan to have the set rebuilt with welding of joints, upgraded measurement and replacement of the aged pressure regulator system
TOPIC #7:	Fleet Management
Progress	A final report has been completed on the status and planning for fleet



	and equipment.
<b>Next Steps</b>	The Fleet Manager will be reporting to the CAO on regards to the plan for usage and capital planning.
<b>TOPIC #8:</b>	Roads Department
<b>Progress</b>	The roads operators have been researching various services to extend the life of our aging infrastructure
<b>Next Steps</b>	The roads department will visit a couple communities in June to see first hand how these new services and techniques look, ease of application and to determine the extended life added.

## DEPARTMENTAL REPORT

DEPARTMENT	Sundre Municipal Library
SUBMITTED BY	Joy Willihnganz
DATE	9, June 2023
FOR MONTH OF	May 2023

TOPIC #1	Adult Education & Information
ISSUES:	Support residents in being an informed citizen in fulfilling their civic responsibilities.
RESOLUTIONS/SUCCESSSES:	The library created an election brochure for the provincial election (similar to the brochure prepared for the last municipal election). A list of 7 questions was sent to the candidates in the Rimbey-Rocky Mountain House-Sundre riding and their answers compiled into one document. The brochure was made available for pickup in Library (approx. 50 copies), accessed through our website (50 viewers), shared digitally with our Library news subscribers (380 patrons), and shared with each candidate. The brochures were also sent to each of the 6 other Parkland Regional Libraries throughout the riding for use in their libraries. Feedback was that the brochure was very helpful and much appreciated.
TOPIC #2	Art & Culture
ISSUES:	Provide opportunities for residents to learn about the experiences of Metis and Indigenous people.
RESOLUTIONS/SUCCESSSES:	This month the library welcomed local author Shirleylee Shields who shared from her memoir, A World Within a World. Born Metis, Shirleylee was part of the 60s Scoop and placed in foster care at the age of three. She was raised in a Mennonite group and was forced into an arranged marriage and immediate motherhood. Shirleylee shared about her journey of self-discovery and about her fight for her freedom and custody of her four young children.
TOPIC # 3:	Pursue Lifelong Learning
ISSUES:	Providing opportunities for adults/seniors to explore their genealogy





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 26, 2023</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.1</b>

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### **BACKGROUND/PROPOSAL:**

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

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

Please see attached reports.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept Mayor Warnock's, Councillor Marr's and Councilor Isaac's May 2023 reports as presented.

### **MOTION:**

That the Town of Sundre Council accept Mayor Warnock's, Councillor Marr's and Councilor Isaac's May 2023 reports as information.

### **ATTACHMENTS:**

11.1a - Mayor Warnock Report

11.1.b - Councillor Isaac Report

11.1c - Councillor Marr Reports

Date Reviewed: June 21, 2023

CAO: Linda Naba

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

717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com  
For the Month of May 2023

**Bylaw Policy Review Committee**

Date of Meeting:

No 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: May 04, 2023

Regular Board Meeting of MSVH- Agenda Covered – Financial Sustainability c/w vacancy reports, 10 year debt summary, Q1 variances, revised 2013 Budget and cash flow. Key Performance Indicators regarding management confirmation to the Board. Review of the amended Remuneration and Code of Ethics policies.

**Intermunicipal Planning Commission**

Date of Meeting:

No Meeting

**Red Deer River Municipal Users Group**

Date of Meeting: May 18, 2023

Regular Board and Executive Committee meetings held in Drumheller. Agenda Items covered Financial Statements up to April 30, 2023, SSROM workshop, and the City of Red Deer Agency Day.

**Red Deer River Watershed Alliance**

Date of Meeting:

No Meeting

**Sundre Petroleum Operators Group**

Date of Meeting:

No Meeting

**Sundre Wellness Advocacy Committee**

Date of Meeting:

No Meeting

**Other:**

**Date of Meeting:** Month of May 2023

May 04 Attended the ABMunis Sustainability and Environment Committee meeting in Edmonton

May 04 Attended the Great Launch of the Mountain View Regional Film Office – this event was very well attended and what a great milestone for Didsbury, Mountain View County and Sundre.

May 05 – Sundre Regular Council Meeting – Agenda & Minutes @ [www.sundre.com](http://www.sundre.com)

May 09 – Attended the Mayors of South Central Alberta meeting in Crossfield, with great round table discussions on the Political issues common to our communities.

May 10 – Volunteered at McDonalds in support of McHappy days.

May 19 – Attended the unveiling of the Lucynt Projector Table at the Sundre Supportive Seniors Dementia ward.

May 19 – Attended a joint Sundre/Mountain View County meeting with a presentation by the Sundre RCMP Detachment on what's happening in our community

May 24 to May 29 Attended the Federation of Canadian Municipalities conference in Toronto Ontario, with great work shops and information sessions presented that related to across Canada.

May 30 – Sundre Regular Council Meeting – Agenda & Minutes @ [www.sundre.com](http://www.sundre.com)

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



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

For the Month of MAY 2023

Bylaw Policy Review Committee

Date of Meeting: TBD

Nothing to report.

Emergency Management Advisory Committee

Date of Meeting: TBD

Nothing to report.

Grant Review Committee

Date of Meeting: TBD

Nothing to report.

Sundre Municipal Library Board

Date of Meeting: May 17, 2023

Unable to attend this meeting with little notice – was unable to contact alternate, many apologies to the board and staff at the library this month.

Sundre Aquatic Society

Date of Meeting: May 9, 2023 and May 17, 2023

Passed 2023 budget. New donation to the Aquaplex from anonymous donor. Hired BakerTilly to be the boards accountant, will have an 'unaudited' financial report ready to go for the upcoming AGM set for Wednesday, May 17, 2023 7pm. Last notice to reader done in 2021. Staffing continues to be an issue. Change of internet provider, thank you RMS Plus! E-Transfer is now available at pool to pay for memberships and programs. Showerhead repairs complete in all washrooms. AHS inspections are available online for the public to view facility water inspection reports. Hot Tub: Engineers and AHS approved specs, waiting for bids from 3<sup>rd</sup> party contractors

Upcoming Events:

Duck Race = Summer

Grocery Raffle = Fall (Thanksgiving)

AGM – Attending the annual AGM and participated as a neutral vote taker. Membership elected a new board.

SPOG

Date of Meeting: TBD

Nothing to report.

Other:

Date of Meeting:

May 4, 2023 – Mountain View Regional Film Office (launch) – 6pm to 9pm

May 8, 2023 – 6pm Regular Council Meeting

MAY QUEEN – 10<sup>th</sup> and 12<sup>th</sup> : driver and supervisor for grade 9's – what fun!

May 30, 2023 – 6pm Regular Council Meeting

**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 May 2023

Bylaw Policy Review Committee

Date of Meeting:

Emergency Management Advisory Committee

Date of Meeting:

Sundre Forest Products/West Fraser

Date of Meeting:

Other:

Date of Meeting:

May 24- May 29, 2023, FCM Conference in Toronto

May 25 - Attended session - "Help FCM build a national climate resilience program.

May 25 - Attended session - " Regional Caucus Meeting: Prairies & Territories. "

May 25 - Attended the Alberta Hospitality Room

May 26 - Breakfast with the Mayor from Winkler, Manitoba. He shared with me about what he thought had helped his Town grow to the size they are today. I would be happy to share in Council with all of you.

May 26 - President's Forum; Building welcoming communities for a growing Canada. One of Speakers was the Mayor of Morden, Manitoba / Brandon Burley. The fastest growing City in Manitoba. They now have 137 Countries of Origin living in their city of about 15, 000 people. I would be happy to present more in Council.

May 26 - Prime Minister Justin Trudeau spoke. I did meet him in the hallway and invited him to call us here in Sundre to share how we are saving Millions of dollars with the NEW Technology which our CAO has found for our new Wastewater Treatment Centre. He took my business card and said he would be in touch.

May 26 - Attended session - "Ask the Experts - Driving Municipal Sustainability priorities through CIB (Canada Infrastructure Bank) Financing". They have been in existence for about 5 years now. They invest money in Municipality projects. Some must be paid back, some do not. Originally, they were set up for mostly large Cities which large amounts of money, but not anymore. Public Transit - 5 billion, Clean Power - 10 billion, Green Infrastructure - 10 billion, Broadband - 3 billion, Trade & Transportation - 5 billion, All Federal Money. The one speaker, Aaron Berg - Director, Investments building retrofits. I would like to be in touch with him, to find out information regarding funding for



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	June 26, 2023
<b>SUBJECT</b>	Correspondence
<b>ORIGINATING DEPARTMENT</b>	Council Invitations / Correspondence
<b>AGENDA ITEM</b>	11.2

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### **BACKGROUND/PROPOSAL:**

Each month an insert with key messages from the Office of Council is included in the mailing of the Town of Sundre Utility bills.

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

The Key Monthly Messages will be incorporated into the Town of Sundre Regular Council Meeting Agenda at the end 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 month of May 2023 as information.

### **ATTACHMENTS:**

11.3a – May 2023, Key Messages from the Office of Council.

Date Reviewed: June 21, 2023

CAO: Anda Nuba



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### FROM THE OFFICE OF THE COUNCIL

#### KEY MESSAGES FOR THE MONTH OF May, 2023

##### May 08, 2023

Council received notification from the Mountain View Regional Waste Commission regarding changes to the service levels for recycling and the intent to withdraw from its role in managing the collection of recycling from the 8 unmanned recycle stations within Mountain View County. For Sundre, this decision will only affect the transfer station located on Range Road 51 in Mountain View County. It will not affect the Town's blue bin recycling program.

Council approved the transfer of funds into several operating restricted surplus accounts, as well as funds into capital restricted surplus accounts for future capital projects. This marks the end of the first 4 year operating and 5-year capital budget cycle, which has proven to be very successful in the financial management of the Town.

Council was pleased to approve Joint Use Planning and Lease Agreements with the Chinook's Edge School Division. We look forward to many successful collaboration endeavors in the future.

##### May 30, 2023

Council received the First Quarter Financial Reports for 2023 for information. The Town's financial position is as expected for the first few months of a new budget cycle.

Administration implemented an employee recognition program that focuses on projects or practices that provide a better level of service to our residents through innovation. A staff member from community services was recognized for an innovative method of maintaining the outdoor arena ice surface. Additional information is in the May 30, 2023 agenda package on the Town website.

Council approved the appointment of a new board member to the Sundre Municipal Library Board, based on a recommendation from the board. The library is pleased to have a long-time resident of Sundre with such a wide variety of experience, willing to serve on the board.

### FROM THE DESK OF THE MAYOR

Alberta has been under extreme fire conditions this spring and we are very fortunate that Sundre and area has not been impacted. Many wildfires are caused through human carelessness, so we all must be diligent to keep the human causes from happening this year. As we all enjoy this beautiful community that we are so fortunate to live in, please ensure to do your part by carefully extinguishing any backyard and/or campfires that you enjoy, and follow all fire bans or restrictions put in place by the Province or the local fire departments.

Sundre Town Council thanks all of the Fire Fighters that are so bravely on the front lines fighting these wildfires, and saving as much life and property as they can. Additionally, a special thank you to the Sundre Fire Department for sending firefighters from Sundre and Mountain View County to battle the wildfires in Northern Alberta. This is such a demanding task, and we are so grateful!

Respectfully,

Richard Warnock, Mayor





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 26, 2023</b>
<b>SUBJECT</b>	<b>Correspondence</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>12.1</b>

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### **BACKGROUND/PROPOSAL:**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the letter from Alberta Municipal Affairs Minister, Ric McIver as information.

### **MOTION:**

That the Town of Sundre Council accept the letter from Alberta Municipal Affairs Minister, Ric McIver as information.

### **ATTACHMENTS:**

12.1 Letter from Alberta Minister of Municipal Affairs

Date Reviewed: June 26, 2023

CAO: Arinda Nelson



12.1a

June 20, 2023

AR111695

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,



Ric McIver  
Minister

cc: Chief Administrative Officers