



Regular Council Meeting

Via Teleconferencing

September 28, 2020

6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 September 28, 2020 Regular Council Meeting
4. **Adoption of Previous Minutes**
 - 4.1 September 14, 2020 Regular Council Meeting Pg. 1
5. **Delegation**
 - 5.1 Urban Chickens Pg. 5
6. **Bylaws/Policies:** None
7. **Old Business:** None
8. **New Business**
 - 8.1 2020 Report Tax Sale Properties Pg. 7
 - 8.2 2020 Auditor Appointment Pg. 17
 - 8.3 Participation on Water Council Working Group Pg. 18
9. **Administration**
 - 9.1 Departmental Reports June to August 2020 Pg. 19
10. **Municipal Area Partnership (MAP):** None
11. **Council Committee Reports:** None
12. **Council Invitations / Correspondence:** None
13. **Closed Meeting**
 - 13.1 Local Public Body Confidences, *FOIPP Act Section 23*
 - 13.2 Local Public Body Confidences, , *FOIPP Act Section 23*
 - 13.3 Advice from Officials, *FOIPP Act Section 24*
 - 13.4 Advice from Officials, *FOIPP Act Section 24*
 - 13.5 Advice from Officials, *FOIPP Act Section 24*
 - 13.6 Advise from Officials, *FOIPP Act Section 24*
14. **Adjournment**

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 ext. 114.



Regular Council Meeting
Minutes
September 14, 2020

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, September 14, 2020 commencing at 6:00 p.m.

IN ATTENDANCE Mayor Terry Leslie
Councillor Paul Isaac
Councillor Richard Warnock
Councillor Rob Wolfe
Councillor Charlene Preston
Councillor Todd Dalke
Councillor Cheri Funke

STAFF Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Administrative Support, Betty Ann Fountain
Communications, Chelsea Mather

ABSENT

PUBLIC There were 4 members of the public in attendance via conference call.

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. 185-14-09-20 MOVED by Councillor Isaac that the Agenda be approved as amended with the following changes:
1. *Item 5.1 Change Peter Seier of TC Energy to Preston Seier;*
2. *Item 13.1 Change Counill to Councillor.*

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 186-14-09-20 MOVED by Councillor Wolfe that the Minutes of the Special Meeting of Council held on July 9, 2020 be approved as presented.

CARRIED

Res. 187-14-09-20 MOVED by Councillor Preston that the Minutes of the Special Meeting of Council held on July 28, 2020 be approved as presented.

CARRIED

Res. 188-14-09-20 MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on August 13, 2020 be approved as presented.

CARRIED

Res. 189-14-09-20 MOVED by Councillor Isaac that the Minutes of the Regular Meeting of Council held on August 24, 2020 be approved as presented.

CARRIED

DELEGATION**Preston Seier, TC Energy (NGTL 2022 proposed project)***Res.190-14-09-20*

MOVED by Councillor Dalke that the Town of Sundre Council accept the presentation from TC Energy as information.

CARRIED**Angela Loo, Price Waterhouse Cooper LLP***Res.191-14-09-20*

MOVED by Councillor Wolfe that the Town of Sundre Council thank the representatives of Price Waterhouse Cooper, LLP and accept the presentation as information.

CARRIED**CLOSED MEETING**

Mayor Leslie excused all public members and staff at 6:41 p.m. and advised that they are welcome to wait on the line to rejoin the council meeting after the closed meeting session concludes.

The following were in attendance for the closed meeting session:

Mayor Terry Leslie
 Councillor Paul Isaac
 Councillor Richard Warnock
 Councillor Rob Wolfe
 Councillor Charlene Preston
 Councillor Todd Dalke
 Councillor Cheri Funke

Administration: Linda Nelson, CAO

Chris Albert, Director of Corporate Services

Price, Waterhouse Cooper LLP: Angela Loo and Jasmine Kwong

Public: None

Topic of Closed Meeting

Management Letter Discussion, FOIPP Act Section 23(1)(b)

Res. 192-14-09-20

MOVED by Councillor Warnock that Council go into closed meeting at 6:42 p.m.

CARRIED

CAO, Linda Nelson and Director Corporate Services, Chris Albert left the meeting at 6:52 p.m.

RETURN TO OPEN MEETING*Res. 193-14-09-20*

MOVED by Councillor Wolfe that Council return to open meeting at 6:59 p.m.

Mayor Leslie called a recess at 7:00 p.m.

Mayor Leslie called the meeting to order at 7:05 p.m.

2 members of the Public attending by tele-conference.

- Res. 194-14-09-20** MOVED by Councillor Warnock that the Town of Sundre Council move to accept the 2019 Auditor's Report and the 2019 Audited Financial Statements and the 2019 Financial Information Return as presented by Price Waterhouse Cooper LLP; and Furthermore, direct Administration to forward said documents to the Minister as prescribed by Section 278 of the *Municipal Government Act*.

CARRIED**BYLAWS & POLICIES** None**OLD BUSINESS** None**NEW BUSINESS****Compensation and Benefit Review**

- Res. 195-14-09-20** MOVED by Councillor Dalke that the Town of Sundre Council TABLE the awarding of a firm to conduct a Compensation and Benefit Review until the next meeting of Council, to allow Administration to provide additional information.

CARRIED**Proclamation – Fire Prevention Week October 4 – 10, 2020**

- Res. 196-14-09-20** MOVED by Councillor Dalke that the Council of the Town of Sundre proclaim October 4 – 10 , 2020 as Fire Prevention Week, and urge all the people of Sundre to check their homes, especially their kitchens for fire hazards and to support the many public safety activities and efforts of Sundre's fire and emergency services.

CARRIED**Proclamation – International Day of Older Persons, October 1, 2020**

- Res. 197-14-09-20** MOVED by Councillor Preston that the Council of the Town of Sundre proclaim October 1, 2020 as International Day of Older Persons, to celebrate and recognize the valuable contributions of older adults in Sundre.

CARRIED**Rescind Appointment of Former Fire Chief**

- Res. 198-14-09-20** MOVED by Councillor Funke that the Town of Sundre Council rescind Motion #22/11 made at the Regular Meeting of Council January 17, 2011.

CARRIED**ADMINISTRATION** None**MUNICIPAL AREA PARTNERSHIP** None**COUNCIL REPORTS** **Councillor Funke Report for June to August 2020**

- Res. 199-14-09-20** MOVED by Councillor Funke that the Town of Sundre Council accept Councillor Cheri Funke's report for June to August 2020 as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE

Recognition of 100th Birthday Certificate

Res. 200-14-19-20 MOVED by Councillor Isaac that the Town of Sundre Council accept the 100th Birthday Certificate for Mr. Wilhelm Moser as information.

CARRIED

CLOSED MEETING

Topic of Closed Meeting

Advice from Officials Section 24 of the *FOIP Act*

Res. 201-14-09-20 MOVED by Councillor Funke that Council go into closed meeting at 7:36 p.m.

CARRIED

RETURN TO OPEN MEETING

Res. 202-14-09-20 MOVED by Councillor Wolfe that Council return to open meeting at 8:45 p.m.

CARRIED

ADJOURNMENT

Res. 203-14-09-20 MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 8:45 p.m.

CARRIED

These Minutes approved this 28 day of September 2020

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	September 28, 2020
SUBJECT	Delegation: Urban Chickens
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Mr. Owen Peterson will be presenting information to Council in regard to Urban Chickens.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the report from Mr. Peterson in regard to Urban Chickens as information.

Alternative:

That Council direct Administration to research and bring back a report in regard to regulations and bylaw amendments required for the allowance of urban chickens for residential property owners.

MOTION:

That the Town of Sundre Council thank Mr. Peterson for his presentation in regard to Urban Chickens and accept the presentation, as information.

Or,

That the Town of Sundre Council direct Administration to research and bring back a report in regard to regulations and bylaw amendments required for the allowance of urban chickens for residential property owners.

Date Reviewed: September 23, 2020

CAO:



The Urban Chicken

September 28, 2020

History

- Galus Domesticus, one of the first animals to be domesticated.
- has lived along side humans for thousands of years.

Why Chickens are banned in some urban settings like Sundre

- old laws (by-law 325 from 1975)
- chickens are classified as an agricultural animal
- the urban tendency to disconnect from our food sources
- many municipalities have been changing to allow chickens over the past few decades

Our goal

- to convince the council folk to direct town administration to write a chicken bylaw that allows residence to keep hens on their property.

Benefits

- Love
- provide food and manure
- eat table scraps
- pest control

The real stuff you care about

- zoning
- odors, noise, safety



COUNCIL DATE: September 28, 2020

SUBJECT: Tax Recovery Sales of Property

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1

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.

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 between 2016 through 2019. They had until March 31, 2020 to pay these taxes prior to the requirement that the Town 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 2020 by letter.

During September 2020 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 Thursday, November 26th, 2020 at 9:00 am 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 owner to pay the outstanding tax arrears.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends the Town of Sundre Council approve each of the reserve bids and conditions of sale at public auction allowing administration to continue with the tax recovery process.

COSTS/SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

2020 Tax Sale Listing

RFD Tax Recovery Sale – Roll No. 4028.000
RFD Tax Recovery Sale – Roll No. 4040.000
RFD Tax Recovery Sale – Roll No. 3201.000
RFD Tax Recovery Sale – Roll No. 3202.000
RFD Tax Recovery Sale – Roll No. 3203.000
RFD Tax Recovery Sale – Roll No. 3204.000
RFD Tax Recovery Sale – Roll No. 3205.000
RFD Tax Recovery Sale – Roll No. 3206.000

2020 PROPERTY TAX SALE LISTING

Roll #	Lot	Block	Plan	LINC NO.	NOTIFICATION LETTERS DATE	ASSESSED/ APPRAISED VALUE	2016	2017	2018	2019	JAN 1st 2020 LATE FEES	2020 UTILITIES XFER TO TAX ROLL	2020 Taxes due Jan1-Nov 25	2020 Pending Penalty Fees Oct 1st	Taxes Due from Sale Proceeds	Nov 26 - Dec 31, 2020 due from Purchaser	Total Taxes Owing	Total owed on Tax Account on Sept 15/2020
4028000	30	1	613469	0031944697	April 2019 & Jan. 22, 2020	209,000	\$ -	\$ -	\$ -	\$ 3,257.34	\$ 414.88	\$ -	\$ 2,139.22	\$ 166.43	\$ 5,977.87	\$ 219.74	\$ 6,197.61	\$ 6,031.18
4040000	9	2	312972	0030164206	April 2019 & Jan. 22, 2020	186,000	\$ -	\$ -	\$ -	\$ 1,268.20	\$ 1,077.18	\$ 208.39	\$ 1,946.70	\$ 128.80	\$ 4,629.27	\$ 199.96	\$ 4,829.23	\$ 4,700.43
3201000	1	18	9912954	0028152486	April 2019 & Jan. 22, 2020	72,000	\$ 891.70	\$ 960.40	\$ 1,058.40	\$ 1,202.77	\$ 493.59	\$ -	\$ 755.34	\$ 49.98	\$ 5,412.18	\$ 77.59	\$ 5,489.77	\$ 5,439.79
3202000	2	18	9912954	0028152494	April 2019 & Jan. 22, 2020	70,000	\$ 851.58	\$ 937.36	\$ 1,033.09	\$ 1,174.47	\$ 479.58	\$ -	\$ 742.76	\$ 49.14	\$ 5,267.98	\$ 76.30	\$ 5,344.28	\$ 5,295.14
3203000	3	18	9912954	0028152502	April 2019 & Jan. 22, 2020	70,000	\$ 851.58	\$ 937.36	\$ 1,033.09	\$ 1,174.47	\$ 479.58	\$ -	\$ 742.76	\$ 49.14	\$ 5,267.98	\$ 76.30	\$ 5,344.28	\$ 5,295.14
3204000	4	18	9912954	0028152510	April 2019 & Jan. 22, 2020	70,000	\$ 851.58	\$ 937.36	\$ 1,033.09	\$ 1,174.47	\$ 479.58	\$ -	\$ 742.76	\$ 49.14	\$ 5,267.98	\$ 76.30	\$ 5,344.28	\$ 5,295.14
3205000	5	18	9912954	0028152528	April 2019 & Jan. 22, 2020	70,000	\$ 851.58	\$ 937.36	\$ 1,033.09	\$ 1,174.47	\$ 479.58	\$ -	\$ 742.76	\$ 49.14	\$ 5,267.98	\$ 76.30	\$ 5,344.28	\$ 5,295.14
3206000	6	18	9912954	0028152536	April 2019 & Jan. 22, 2020	74,000	\$ 851.58	\$ 957.73	\$ 1,055.38	\$ 1,199.44	\$ 487.70	\$ -	\$ 756.78	\$ 50.07	\$ 5,358.68	\$ 77.74	\$ 5,436.42	\$ 5,386.35
					Purposed PUBLIC AUCTION DATE - November 26th, 2020													
					*Calculated on September 21st, 2020													



REQUEST FOR DECISION

COUNCIL DATE: September 28, 2020

SUBJECT: Tax Recovery Sale – Roll No. 3201.000

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1.1

BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

ALIGNMENT WITH STRATEGIC PLAN

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 3201.000.

COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

MOTION:

The Town of Sundre Council moves to set a reserve bid of \$72,000 for Lot 1, Block 18, Plan 9912954, Sundre, AB, and furthermore

The property identified by Roll No. 3201.000 will be offered for sale by public auction, at the Town Office on Thursday, November 26th, 2020 at 9:00 am, 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: September 23, 2020

CAO:



REQUEST FOR DECISION

COUNCIL DATE: September 28, 2020

SUBJECT: Tax Recovery Sale – Roll No. 3202.000

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1.2

BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

ALIGNMENT WITH STRATEGIC PLAN

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 3202.000.

COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

MOTION:

The Town of Sundre Council moves to set a reserve bid of \$70,000 for Lot 2, Block 18, Plan 9912954, Sundre, AB, and furthermore

The property identified by Roll No. 3202.000 will be offered for sale by public auction, at the Town Office on Thursday, November 26th, 2020 at 9:00 am, 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: September 23, 2020

CAO: Amie Nelson



REQUEST FOR DECISION

COUNCIL DATE: September 28, 2020

SUBJECT: Tax Recovery Sale – Roll No. 3203.000

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1.3

BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

ALIGNMENT WITH STRATEGIC PLAN

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 3203.000.

COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

MOTION:

The Town of Sundre Council moves to set a reserve bid of \$70,000 for Lot 3, Block 18, Plan 9912954, Sundre, AB, and furthermore

The property identified by Roll No. 3203.000 will be offered for sale by public auction, at the Town Office on Thursday, November 26th, 2020 at 9:00 am, 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: September 23, 2020

CAO: 



REQUEST FOR DECISION

COUNCIL DATE: September 28, 2020

SUBJECT: Tax Recovery Sale – Roll No. 3204.000

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1.4

BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

ALIGNMENT WITH STRATEGIC PLAN

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 3204.000.

COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

MOTION:

The Town of Sundre Council moves to set a reserve bid of \$70,000 for Lot 4, Block 18, Plan 9912954, Sundre, AB, and furthermore

The property identified by Roll No. 3204.000 will be offered for sale by public auction, at the Town Office on Thursday, November 26th, 2020 at 9:00 am, 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: September 23, 2020

CAO: 



REQUEST FOR DECISION

COUNCIL DATE: September 28, 2020

SUBJECT: Tax Recovery Sale – Roll No. 3206.000

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1.5

BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

ALIGNMENT WITH STRATEGIC PLAN

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 3206.000.

COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

MOTION:

The Town of Sundre Council moves to set a reserve bid of \$74,000 for Lot 6, Block 18, Plan 9912954, Sundre, AB, and furthermore

The property identified by Roll No. 3206.000 will be offered for sale by public auction, at the Town Office on Thursday, November 26th, 2020 at 9:00 am, 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: September 23, 2020

CAO:



REQUEST FOR DECISION

COUNCIL DATE: September 28, 2020

SUBJECT: Tax Recovery Sale – Roll No. 4028.000

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1.6

BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

ALIGNMENT WITH STRATEGIC PLAN

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 4028.000.

COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

MOTION:

The Town of Sundre Council moves to set a reserve bid of \$209,000 for Lot 30, Block 1, Plan 0613469, Sundre, AB, and furthermore

The property identified by Roll No. 4028.000 will be offered for sale by public auction, at the Town Office on Thursday, November 26th, 2020 at 9:00 am, 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: September 23, 2020

CAO: 



REQUEST FOR DECISION

COUNCIL DATE: September 28, 2020

SUBJECT: Tax Recovery Sale – Roll No. 4040.000

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1.7

BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

ALIGNMENT WITH STRATEGIC PLAN

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 4040.000.

COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

MOTION:

The Town of Sundre Council moves to set a reserve bid of \$186,000 for Lot 9, Block 2, Plan 0312972, Sundre, AB, and furthermore

The property identified by Roll No. 4040.000 will be offered for sale by public auction, at the Town Office on Thursday, November 26th, 2020 at 9:00 am, 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: September 23, 2020

CAO: Aminda Nelson



REQUEST FOR DECISION

COUNCIL DATE

SUBJECT

2020 Auditor Appointment

ORIGINATING DEPARTMENT

Corporate Services

AGENDA ITEM

8.2

BACKGROUND:

Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 280(1) States "Each council must appoint one or more auditors for the municipality."

In September 2017, the Town of Sundre issued a Request for Proposal (RFP) for audit services to be provided for the 2017, 2018 and 2019 fiscal years, with an option to extend the services for two (2) additional one-year terms. PricewaterhouseCoopers LLP (PWC) was the selected candidate for the appointment.

DISCUSSION/OPTION S/BENEFITS/DISADVANTAGES:

Town Administration has established a very good working relationship with PWC over the last number of years. In addition, PwC has the manpower and skill set to meet the Town's audit expectations and timelines. Their experience with doing the Town's audit over the past eight years has provided them with an insight into the Town's operations. An area of focus for PWC is municipal audits and they have a number of partners and senior accountants that have gained a thorough knowledge of the MGA and Public Sector Accounting Board (PSAB) standards. These standards and the MGA are continually changing, and experience of this nature is invaluable. They can provide technical expertise to assist the Town in understanding these standards and to provide accounting technical advice as needed. The cost for 2020 auditing services has been estimated at \$44,500 and will be funded through the operational budget.

ALIGNMENT WITH STRATEGIC PLAN

This aligns Council's strategic priorities of

1.1 Improve communication and transparency with stakeholders

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council appoints Price Waterhouse Coopers LLP as the Town's auditors for the 2020 fiscal year.

MOTION:

That the Town of Sundre Council appoints Price Waterhouse Coopers LLP as the Town's auditors for the 2020 fiscal year.



REQUEST FOR DECISION

COUNCIL DATE	September 28, 2020
SUBJECT	Participation on Water Council Working Group
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

On July 28, 2020 Council supported Councillor Funke's request for support to participate in the Water Council Ad Hoc Committee.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Ad Hoc Committee is close to fulfilling the role of the committee in creating a Terms of Reference for a working group for the Water Council. It is likely that the Ad Hoc Committee could be appointed onto the working group if the terms are accepted by the Water Council.

Councillor Funke is requesting Council support to continue the work with the Water Council in partnership with AUMA.

ALIGNMENT WITH STRATEGIC PLAN

Sustainable Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council support Councillor Funke's request to continue to participate as a member of the Water Council's Working Group.

MOTION:

That the Town of Sundre Council support Councillor Funke's request to continue to participate as a member of the Water Council's Working Group.



REQUEST FOR DECISION

COUNCIL DATE	September 28, 2020
SUBJECT	Departmental Reports – June to August
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for June to August 2020 are provided to Council for their review and information:

- Linda Nelson, Chief Administrative Officer
- Chris Albert, Director of Corporate Services
- Betty Ann Fountain, Planning & Development
- Jim Hall, Operations Manager
- Sue Nelson, Community Services Manager
- Kevin Heerema, Emergency Management/Peace Officer
- Jon Allen, Economic Development Officer
- Alex Clews, Acting Fire Chief

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the Departmental Reports for June to August 2020 as information.

ATTACHMENTS:

Department Reports

Date Reviewed: September 23, 2020

CAO: Linda Nelson



DEPARTMENTAL REPORT

DEPARTMENT	Chief Administrative Officer / Legislative Services
SUBMITTED BY	Linda Nelson & Betty Ann Fountain
DATE	September 23, 2020
FOR MONTH OF	June, July and August 2020

TOPIC #1	Council Expense Reports
ISSUES:	
RESOLUTIONS/SUCCESSSES:	Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule "1" to the CAO Monthly Report.
TOPIC #2	Council Resolution Motion Log
ISSUES:	None
RESOLUTIONS/SUCCESSSES:	Provided are Council Motions from the following: Special Council Meetings: Regular Council Meeting June 22, Special Council Meeting July 9, Special Council Meeting July 28, Special Council Meeting August 13, Special Council Meeting August 21, and Regular Council Meeting August 24, attached as Schedule "2".
TOPIC # 3:	Correspondence
ISSUES:	None
RESOLUTIONS/SUCCESSSES:	Council Transparency

LIST & PROVIDE ATTACHMENTS:

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

Attachment #1	Council To-Date Expense Reports
Attachment #2	Resolution/Motion Log 2020

SCHEDULE A**Mayor Terry Leslie**

\$ 15,000.00

Date	Description	Expense	Cost	Balance
2020-01-16	Red Deer River Municipal Users Group	Per Diem	\$ 175.00	\$ 14,825.00
2020-01-22	AUMA President's Summit - Edmonton	Per Diem	\$ 175.00	\$ 14,650.00
2020-01-23	AUMA President's Summit - Edmonton	Accommodation	\$ 154.60	\$ 14,495.40
2020-01-23	AUMA President's Summit - Edmonton	Per Diem	\$ 175.00	\$ 14,320.40
2020-01-23	AUMA President's Summit - Edmonton	Registration	\$ 50.00	\$ 14,270.40
2020-01-30	MAP Meeting - MVC	Per Diem	\$ 175.00	\$ 14,095.40
2020-01-22	Jan. 22/23 Edmonton President's Summit	Mileage	\$ 282.08	\$ 13,813.32
2020-01-16	Red Deer River Municipal Users Group	Mileage	\$ 202.29	\$ 13,611.03
2020-01-30	MAP Meeting - MVC	Mileage	\$ 56.19	\$ 13,554.84
2020-01-21	FCM Conference Toronto	Accommodation	\$ 336.43	\$ 13,218.41
2020-02-06	Brownlee Emerging Trends	Registration	\$ 90.00	\$ 13,128.41
2020-02-20	Red Deer River Municipal Users Group	Per Diem	\$ 175.00	\$ 12,953.41
2020-02-28	Work Calgary Home & Garden Show	Per Diem	\$ 175.00	\$ 12,778.41
2020-02-28	Parking at Home & Garden Show	Parking	\$ 14.29	\$ 12,764.12
2020-02-28	Event Entrance Charge	Entrance	\$ 15.20	\$ 12,748.92
2020-02-29	Red Deer River Municipal Users Group	Mileage	\$ 129.24	\$ 12,619.68
2020-02-28	Calgary Home & Garden Show	Mileage	\$ 153.96	\$ 12,465.72
2020-03-11	Central AB Mayors & Reeves Red Deer	Per Diem	\$ 175.00	\$ 12,290.72
2020-03-11	Mayor's Prayer Breakfast Red Deer	Registration	\$ 35.00	\$ 12,255.72
2020-04-06	Refund Credit for Cancellation	Registration	-\$ 35.00	\$ 12,290.72
2020-03-25	AUMA Municipal Leader's Caucus	Registration	\$ 165.00	\$ 12,125.72
2020-03-25	AUMA Municipal Leader's Caucus	Accommodation	\$ 446.84	\$ 11,678.88
2020-03-16	RMA Convention	Registration	\$ 550.00	\$ 11,128.88
2020-03-16	RMA Convention	Accommodation	\$ 392.00	\$ 10,736.88
2020-04-06	Reeves & Mayors Mtg Red Deer	Mileage	\$ 126.26	\$ 10,610.62
2020-04-30	Refund - RMA	Registration	-\$ 550.00	\$ 11,160.62
2020-04-30	Refund - AUMA Caucus	Accommodation	-\$ 165.00	\$ 11,325.62
2020-04-30	Refund - FCM	Accommodation	-\$ 336.43	\$ 11,662.05
2020-07-27	Virtual AUMA Sept 24-25	Registration	\$ 100.00	\$ 11,562.05
2020-09-17	RDRMUG regular meeting	Per Diem	\$ 175.00	\$ 11,387.05
2020-09-17	RDRMUG mileage to Drumheller	Mileage	\$ 191.05	\$ 11,196.00
			\$ 3,804.00	\$ 11,196.00
			Spent	Remaining

Councillor Todd Dalke

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-07-27	Virtual AUMA Sept 24-25	Registration	\$ 100.00	\$ 5,900.00
				\$ 5,900.00
			\$ 100.00	\$ 5,900.00
			Spent	Remaining

Councillor Cheri Funke

\$ 6,000.00

Date	Description	Expense	Cost	Balance
17-Jan-20	RDRWA Board Meeting	Per Diem	\$ 112.50	\$ 5,887.50
2020-01-21	Keep Alberta Rolling, Didsbury	Per Diem	\$ 45.00	\$ 5,842.50
2020-01-21	Travel to Didsbury	Per Diem	\$ 22.50	\$ 5,820.00
21-Jan-20	Travel to Didsbury	Mileage	\$ 58.44	\$ 5,761.56
2020-01-25	Council Governance Workshop	Per Diem	\$ 175.00	\$ 5,586.56
2020-07-14	WaterCanada Online	Registration	\$ 149.00	\$ 5,437.56
2020-07-27	Virtual AUMA Sept 24-25	Registration	\$ 100.00	\$ 5,337.56
2020-07-10	RDRWA Virtual AGM	Per Diem	\$ 56.25	\$ 5,281.31
2020-07-11	Spring Workshop	Per Diem	\$ 175.00	\$ 5,106.31
2020-07-17	RDRWA Board Meeting	Per Diem	\$ 67.50	\$ 5,038.81
2020-08-20	Future Water Mgmt Ad Hoc Comm.	Per Diem	\$ 33.75	\$ 5,005.06
2020-08-28	RDRWA Board Meeting	Per Diem	\$ 56.25	\$ 4,948.81
2030-08-28	Future Water Mgmt Ad Hoc Comm.	Per Diem	\$ 33.75	\$ 4,915.06
				\$ 5,437.56
			\$ 1,084.94	\$ 4,915.06
			Spent	Remaining

Councillor Paul Isaac

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-01-25	Council Governance Workshop	Per Diem	\$ 175.00	\$ 5,825.00
2020-07-27	Virtual AUMA Sept 24-25	Registration	\$ 100.00	\$ 5,725.00
			\$ 275.00	\$ 5,725.00
			Spent	Remaining

Councillor Charlene Preston

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-07-27	Virtual AUMA Sept 24-25	Registration	\$ 100.00	\$ 5,900.00
2020-01-24	Governance Workshop	Per Diem	\$ 175.00	\$ 5,725.00
2020-07-11	Spring Workshop	Per Diem	\$ 175.00	\$ 5,550.00
			\$ 450.00	\$ 5,550.00
			Spent	Remaining

Councillor Richard Warnock

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-01-25	Council Governance Workshop	Per Diem	\$ 175.00	\$ 5,825.00
2020-02-15	Brownlee Emerging Trends - Calgary	Per Diem	\$ 175.00	\$ 5,650.00
2020-03-25	AUMA Municipal Leader's Caucus	Registration	\$ 165.00	\$ 5,485.00
2020-03-25	AUMA Municipal Leader's Caucus	Accommodation	\$ 446.84	\$ 5,038.16
2020-04-30	Refund - AUMA Caucus	Registration	-\$ 165.00	\$ 5,203.16
2020-04-30	Refund - AUMA Caucus	Accommodation	-\$ 336.43	\$ 5,539.59
2020-07-11	Spring Workshop	Per Diem	\$ 175.00	\$ 5,364.59
2020-07-28	Virtual AUMA Sept 24-25	Registration	\$ 100.00	\$ 5,264.59
			\$ 735.41	\$ 5,264.59
			Spent	Remaining

Councillor Robert Wolfe

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-01-09	Chamber of Commerce Meeting	Per Diem	\$ 45.00	\$ 5,955.00
2020-02-05	Sundre Search & Rescue	Per Diem	\$ 45.00	\$ 5,910.00
2020-02-13	Chamber of Commerce Meeting	Per Diem	\$ 45.00	\$ 5,865.00
2020-02-19	Greenwood Neighbourhood Place	Per Diem	\$ 45.00	\$ 5,820.00
2020-07-11	Spring Workshop	Per Diem	\$ 175.00	\$ 5,645.00
2020-07-27	Virtual AUMA Sept 24-25	Registration	\$ 100.00	\$ 5,545.00
			\$ 455.00	\$ 5,545.00
			Spent	Remaining

2020 COUNCIL MOTION LOG

#/D/M/Y January 6, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
01-06-01-20	MOVED by Councillor Wolfe that the agenda be adopted as presented.		
02-06-01-20	MOVED by Councillor Dalke that the Minutes of the Regular Meeting of Council held on December 15, 2019 be approved as presented.		
03-06-01-20	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2019-23 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "E" Terms of Reference for the Emergency Management Advisory Committee.		
04-06-01-20	MOVED by Councillor Funke that the Town of Sundre Council give first reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.		
05-06-01-20	MOVED by Councillor Preston that the Town of Sundre Council give second reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.		
06-06-01-20	MOVED by Councillor Warnock that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.		
07-06-01-20	MOVED by Councillor Wolfe that the Town of Sundre Council give third and final reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.		
08-06-01-20	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence and November 7, 2019 minutes from Parkland Regional Library Board, as information.		
09-06-01-20	MOVED by Councillor Warnock that Council go into closed meeting at 6:18 p.m.		
10-06-01-20	MOVED by Councillor Dalke that Council return to open meeting at 7:51 p.m.		
11-06-01-20	MOVED by Councillor Dalke that Council direct Administration to write a letter of support for the grant application to the CRTC for Broadband.	JA/LS write letter	Completed Appendix "1"
12-06-01-20	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:52 p.m.		
#/D/M/Y January 20, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
13-20-01-20	MOVED by Councillor Isaac that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2019-17, being a Bylaw to amend a portion of Land Use Bylaw 2018-10.		
14-20-01-20	MOVED by Councillor Dalke that the Agenda be approved as amended with the following changes: Add item 13.2 Advice from Official Section 24 of the FOIP Act Item 6.2 Municipal Emergency Management Bylaw 2020-02 add the word "emergency" following the words "state of local"		
15-20-01-20	MOVED by Councillor Funke that the Minutes of the Regular Meeting of Council held on January 6, 2020 be approved as presented.		

2020 COUNCIL MOTION LOG

16-20-01-20	MOVED by Councillor Isaac that the Town of Sundre Council table this item until further information from Administration can be presented.		
17-20-01-20	MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2019-17 being a Bylaw to amend Land Use Bylaw 2018-10.		
18-20-01-20	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2019-17 being a Bylaw to amend Land Use Bylaw 2018-10.		
19-20-01-20	Moved by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-02, a bylaw to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act.	<i>LS/LN bring bylaw back to future council meeting.</i>	<i>Completed March 9, 2020</i>
20-20-01-20	Moved by Councillor Isaac that the Town of Sundre Council approve the draft letter and direct Administration to send the letter to Mr. Smalldon.	<i>CA/LS to send letter</i>	<i>Completed Appendix "2"</i>
21-20-01-20	Moved by Councillor Isaac that the Town of Sundre Council support the Town of Olds in the application for funding for the 2020 Parks, Recreation and Culture Master Plan Update for the six municipalities within the region, including Mountain View County, under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant, and the Town of Olds will be the managing partner for the grant application.	<i>LS to send letter to Olds with Resolution</i>	<i>Completed Appendix "3"</i>
22-20-01-20	Moved by Councillor Dalke that the Town of Sundre Council accept the Department Year-end Reports for 2019, as information.		
23-20-01-20	Moved by Councillor Dalke that the Town of Sundre Council accept the Mayor's Report from November 15, 2019 to January 15, 2020, as information.		
24-20-01-20	Moved by Councillor Isaac that the Town of Sundre Council accept the correspondence from Brad Schultz, Director of Operations Alberta Recycling Management Authority awarding the 2020 Municipal Demonstration Grant Program to the Town of Sundre for the Sundre Royal Purple Park.		
25-20-01-20	MOVED by Councillor Isaac that Council go into closed meeting at 7:14 p.m.		
26-20-01-20	MOVED by Councillor Dalke that Council return to open meeting at 8:55 p.m.		
27-20-01-20	MOVED by Councillor Dalke that the Town of Sundre Council is committed to working with the Aquaplex to keep the facility open.		
28-20-01-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 9:10 p.m.		
#/D/M/Y February 3, 2020 Special Council Meeting			
Res. #	Council Motion	Action	Status
29-03-02-20	MOVED by Councillor Preston that Council go into closed meeting at 5:30 p.m.		
30-03-02-20	MOVED by Councillor Isaac that Council return to open meeting at 6:30 p.m.		
31-03-02-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:30 p.m.		
#/D/M/Y February 10, 2020 Regular Council Meeting			

2020 COUNCIL MOTION LOG

Res. #	Council Motion	Action	Status
32-10-02-20	MOVED by Councillor Isaac that Council go into closed meeting at 5:30 p.m.		
33-10-02-20	MOVED by Councillor Isaac that Council return to open meeting at 6:00 p.m.		
34-10-02-20	MOVED by Councillor Wolfe that the Agenda be approved as presented.		
35-10-02-20	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 20, 2020 be approved as presented.		
36-10-02-20	MOVED by Councillor Dalke that the Minutes of the Special Council Meeting held on February 3, 2020 be approved as presented.		
37-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council thank Sgt. Achtymichuk for attending the Council meeting and accept the Sundre RCMP Detachment 4th Quarter Report for 2019, as information.		
38-10-02-20	MOVED by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
39-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
40-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
41-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
42-10-02-20	MOVED by Councillor Funke that the Town of Sundre Council grant first reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
43-10-02-20	MOVED by Councillor Isaac that the Town of Sundre Council grant second reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
44-10-02-20	MOVED by Councillor Preston that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		

2020 COUNCIL MOTION LOG

45-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council grant third and final reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
46-10-02-20	MOVED by Councillor Funke that the Town of Sundre Council directs Administration to research costs for a consultant to review the costs for operating an Aquaplex, and that Administration continue discussions with the Aquaplex, with a focus on determining the possibility of entering into a temporary operating lease agreement for up to one year to determine the actual costs of operating an Aquaplex, and that the results of both be brought back to Council prior to making a decision. Further, that Council direct Administration to ensure the public are kept informed on the process as information becomes available, through open houses, and other forms of extensive communication to solicit feedback.	<i>LN to provide updates on Aquaplex as information is available. CA/LS to work on RFQ for consultant.</i>	<i>On-going</i>
47-10-02-20	MOVED by Councillor Isaac that the Town of Sundre Council approve the following requests from Sundre Minor Hockey in support of the 2020 Bantam Tier 4 Hockey Alberta Provincial Championships March 19-22, 2020: Host Pancake Breakfast; Provide in-kind support by providing ice, community centre and board room; Provide Town of Sundre Swag: pins, bags, etc. for approximately 150 players; Council be part of Opening Ceremonies and Banquet, and Town to have single point of contact with Sundre Minor Hockey.	<i>JA/LS write Mayor Greeting. JA to provide swag for 150 players</i>	<i>Completed, See Appendix "4"</i>
48-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve purchasing a new sewer line camera at a cost of \$10,715 plus GST with funds to come from the Utilities Life Cycling RSA.		
49-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council approve the Grants to Organizations funding for the first in-take for 2020 in the amount of \$28,371.40.		
50-10-02-20	MOVED by Councillor Dalke that the Town of Sundre Council accepts Mr. Jim Eklund's resignation from the Vision for Sundre Committee with regret and thanks for his volunteer service to the community.	<i>Letter provided to mr. Eklund</i>	<i>Completed, See Appendix "5"</i>
51-10-02-20	MOVED by Councillor Dalke that Council go into closed meeting at 7:15 p.m.		
52-10-02-20	MOVED by Councillor Wolfe that Council return to open meeting at 8:15 p.m.		
53-10-02-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:15 p.m.		
#/D/M/Y	February 24, 2020 Regular Council Meeting		
Res. #	Council Motion	Action	Status
54-24-02-20	MOVED by Councillor Isaac that the Agenda be approved as amended with the following changes: Move items 8.7 before 8.6 and Items 8.2 and 8.3 will be presented as one item with two separate		
55-24-02-20	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on February 10, 2020 be approved as presented.		

2020 COUNCIL MOTION LOG

56-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council thank Mr. Karsten Heuer and for attending the Council meeting and accept his presentation on the Banff National Park Buffalo Re-introduction Project, as information.		
57-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Moe Fahey and Councillor Preston to the Events and Festival Committee.	<i>LS/LN send letter to Moe Fahey</i>	<i>Completed Appendix "6"</i>
58-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Jacquie Bargholz and Councillor Dalke to the Fundraising Committee.	<i>LS/LN send letter to Jacquie Bargholz</i>	<i>Completed Appendix "7"</i>
59-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council acknowledge that the Quality Management Plan highlights the safety related components of the Town of Sundre gas utility's design, construction, operation, and maintenance programs. The distributor's Council, with the Chief Administrative Officer and/or the Gas Utility Manager have reviewed the QMP in its entirety and hereby accepts the responsibility for compliance of their distribution system with this plan.		
60-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council endorse Federation of Alberta Natural Gas Co-op's Integrity Management Plan for the Town of Sundre that the Mayor and CAO be authorized on behalf of the Town of Sundre to sign the document.		
61-24-02-20	MOVED by Councillor Wolfe be it resolved that the Town of Sundre Council authorize the Town of Sundre to participate in an application for the 2020 Oldman River Regional GIS Enhancement Project submitted by the Town of Coaldale under the Intermunicipal Collaboration component Alberta Community Partnership Grant, further, that the Town of Sundre, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purposes and use of the grant funds.		
62-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to notify the Minister of Municipal Affairs that the Intermunicipal Collaboration Framework Agreement between the Town of Sundre and Mountain View County is completed.	<i>LS/LN send letter to MVC and Municipal Affairs.</i>	<i>Completed, See Appendix "8"</i>
63-24-02-20	MOVED by Councillor Funke the discussion on Alberta Health Services be accepted as information		
64-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council approve the fee waiver for the Community Centre in the amount of \$169.10 for a forum on Alberta Health Services on February 23, 2020 from the Council discretionary budget.		
65-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve to the hold the Spring Workshop April 3-5, 2020 in Red Deer at a cost not to exceed \$3000.00 with accommodation for Council members coming out of their individual budgets.	<i>LS/LN to book site and rooms for Spring Workshop in Red Deer.</i>	<i>Completed</i>
66-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for January 2020, as information.		

2020 COUNCIL MOTION LOG

67-24-02-20	MOVED by Councillor Isaac that the Town of Sundre Council direct Administration to send a letter to the Minister of Environment and Climate Change requesting the Federal Government to honour the Government of Alberta's request for \$60 million in pine beetle mitigation funding over the next 3 years; and ask the Chamber of Commerce to send a letter as well.	LS/LN/TL to send letter to Minister of Environment and send letter to Chamber to asking if they would do the same.	Completed, See Appendix "9"
68-24-02-20	MOVED by Councillor Dalke that Council go into closed meeting at 7:38 p.m.		
69-24-02-20	MOVED by Councillor Isaac that Council return to open meeting at 8:46 p.m.		
70-24-02-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:46 p.m.		
#/D/M/Y March 9, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
71-09-03-20	MOVED by Councillor Isaac that the Agenda be approved as per amended with the following changes: add item 13.1 Advice from Officials Section 24(1) of the FOIP Act.		
72-09-03-20	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on February 24, 2020 be approved as presented.		
73-09-03-20	MOVED by Councillor Wolfe that the Town of Sundre Council rescind resolution 263/11 East Side Servicing Policy 415.		
74-09-03-20	MOVED by Councillor Dalke that the Town of Sundre Council give second reading to Bylaw 2020-02, a bylaw to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act.		
75-09-03-20	MOVED by Councillor Warnock that the Town of Council give third and final reading to Bylaw 2020-02, a bylaw to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act.		
76-09-03-20	MOVED by Councillor Dalke that the Town of Sundre Council further support the deployment of broadband fibre optics within the Town by ensuring an amount of \$1 million is retained within the existing Restricted Surplus Accounts until December 31, 2021. These funds may be utilized to assist a company wishing to deploy fibre optics, subject to negotiation of a suitable agreement that complies with all regulations under the Municipal Government Act, satisfactory to the Town and approved by resolution of Council.	JA/LS & CA work on this over the next year	On-going until Dec. 2021
77-09-03-20	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Richard Warnock's report for January and February 2020, as information.		
78-09-03-20	MOVED by Councillor Preston that the Town of Sundre Council go into closed meeting at 6:35 p.m.		
79-09-03-20	MOVED by Councillor Dalke that the Town of Sundre Council return to open meeting at 7:20 p.m.		
80-09-03-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at p.m.		
#/D/M/Y March 20, 2020 Special Council Meeting (COVID-19)			

2020 COUNCIL MOTION LOG

Res. #	Council Motion	Action	Status
81-20-03-20	MOVED by Councillor Wolfe that the Town of Sundre Council Cancel the Regular Council Meetings for March 23, April 6 and April 20, 2020		
Recorded Vote:			
	MEMBER	IN FAVOUR	NOT FAVOUR
	Mayor Terry Leslie	✓	
	Councillor Richard Warnock	✓	
	Councillor Rob Wolfe	✓	
	Councillor Charlene Preston		✓
	Councillor Cheri Funke	✓	
	TOTAL VOTES	4	1
82-20-03-20	MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 3:12 p.m.		
#/D/M/Y	CANCELLED - March 23, 2020 Regular Council Meeting (COVID-19)		
#/D/M/Y	April 1, 2020 Special Council Meeting (COVID-19, held by teleconferencing)		
Res. #	Council Motion	Action	Status
83-20-03-20	MOVED by Councillor Wolfe that the Minutes of the Special Meeting of Council held on March 20, 2020 be approved as presented.		
84-20-03-20	MOVED by Councillor Warnock that the Town of Sundre Council approve the proposed Option "B" grinder replacement with costs not to exceed \$161, 642 with funding to be drawn from the Infrastructure Lifecycling Restricted Surplus Account.		
85-20-03-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve the proposed Well 5 replacement and installation at a cost of \$65,000 with funding to be drawn from the Infrastructure Lifecycling Restricted Surplus Account.		
86-20-03-20	MOVED by Councillor Isaac that the Town of Sundre Council approve a deferral of utility payments for the months of April, May and June 2020, with no penalties being applied for those months, for those financially affected by COVID-19 and that participants be required to contact the Town to arrange for a deferral agreement.		
87-20-03-20	MOVED by Councillor Dalke that the Town of Sundre Council approve a deferral of Tax Installment Payments (TIPP) for the months of April, May and June 2020, with no penalties being applied for those months, for those financially affected by COVID-19 and that participants be required to contact the Town to arrange for a deferral agreement.		
88-20-03-20	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 3:43 p.m.		
#/D/M/Y	CANCELLED - April 6, 2020 Regular Council Meeting (COVID-19)		
#/D/M/Y	CANCELLED - April 20, 2020 Regular Council Meeting (COVID-19)		
#/D/M/Y	May 4, 2020 Regular Council Meeting (teleconference)		
Res. #	Council Motion	Action	Status
89-04-05-20	MOVED by Councillor Isaac that the Agenda be approved as amended with the following changes: Add 8.7 RFD National Preparedness Week and 8.7a Proclamation National Preparedness Week		

2020 COUNCIL MOTION LOG

90-04-05-20	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 9, 2020 be approved as presented.		
91-04-05-20	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on April 1, 2020 be approved as presented.		
92-04-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council give first reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 "Council Procedural Bylaw"; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.		
93-04-05-20	MOVED by Councillor Preston that the Town of Sundre Council give second reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 "Council Procedural Bylaw"; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.		
94-04-05-20	MOVED by Councillor Isaac that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 "Council Procedural Bylaw"; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.		
95-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 "Council Procedural Bylaw"; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.		
96-04-05-20	MOVED by Councillor Isaac that the Town of Sundre Council give first reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.		
97-04-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council give second reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.		
98-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.		
99-04-05-20	MOVED by Councillor Funke that the Town of Sundre Council give third and final reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.		
100-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council appoint Mr. Jason Bird to the Events and Festival Committee for a term of eighteen (18) months ending at the Organizational Meeting in 2021.	BaF-write letter of appointment	Completed Appendix "10"
101-04-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Ms. Maria Gamelin to the Vision for Sundre Committee for a term of eighteen (18) months ending at the Organizational Meeting in 2021.	BaF-write letter of appointment	Completed Appendix "11"

2020 COUNCIL MOTION LOG

102-04-05-20	MOVED by Councillor Warnock that the Town of Sundre Council proclaim the week of May 17-23, 2020 as "Public Works Week" on behalf of the citizens of Sundre.	BaF-post proclamation on Town website, send copy of proclamation to Operations & Comm. Services.	Completed Appendix "12"
103-04-05-20	MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of April 19-25, 2020 (retroactively) as "National Volunteer Week" on behalf of the citizens of Sundre.	BaF-post proclamation on Town website, send copy of proclamation to Comm. Services and GNP.	Proclamation Completed Appendix "13" Date of Appreciation Event - Pending
104-04-05-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the Q4 2019 Pro-Forma Financial Report as information.		
105-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council approve the waiver of the penalties on the full amount of outstanding property tax accounts to be applied on July 1, 2020 for all properties.		
106-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council accept the Financial Scenario presentation as information.		
107-04-05-20	MOVED by Councillor Preston that the Town of Sundre Council proclaim the week of May 3-9, 2020 as "National Preparedness Week" on behalf of the citizens of Sundre.	BaF-post proclamation on Town website, send copy of proclamation to DEM and post EM info on website	Completed Appendix "14"
108-04-05-20	MOVED by Councillor Isaac that the Town of Sundre Council direct the Chief Administrative Officer to draft a letter to the Minister of Municipal Affairs, detailing the Town of Sundre's proposed "list of shovel ready" projects.	LN-draft amendment to Minister's letter to add: Broadband deployment as a "shovel ready" project	Completed Appendix "15"
109-04-05-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the verbal update from Emergency Management as information.		

2020 COUNCIL MOTION LOG

110-04-05-20	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Alberta Justice and Solicitor General, Office of the Minister response from letter dated October 8, 2019 regarding polic funding model, as information.		
111-04-05-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:10 p.m.		
#/D/M/Y May 25, 2020 Regular Council Meeting (teleconference)			
Res. #	Council Motion	Action	Status
112-25-05-20	MOVED by Councillor Dalke that the Agenda be approved as presented.		
113-25-05-20	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on May 4, 2020 be approved as presented		
114-25-05-20	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation from Ms. Karen Tubb of the Sundre Municipal Library as information.		
115-25-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim the week of June 1 - 7, 2020 as "Seniors Week" on behalf of the citizens of Sundre.	Proclamation will be posted to Town's website and Facebook page	Completed, Appendix "16"
116-25-05-20	MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of May 24 - 31, 2020 as "National Tourism Week" on behalf of the citizens of Sundre.	Proclamation will be posted to Town's website and Facebook page	Completed, Appendix "17"
117-25-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council accept the Departmental Reports for February, March and April 2020 as information.		
118-25-05-20	MOVED by Councillor Warnok that the Town of Sundre Council accept the Chief Administrative Officer's veral update as information.		
119-25-05-20	MOVED by Councillor Isaac that the Town of Sundre Council accept the correspondence from the Honourable Seamus O'Regan, Minister of Natural Resources date may 6, 2020 regarding the Mountain Pine Beetle as information.		
120-25-05-20	MOVED by Councillor Dalke that Council go into closed meetig at 6:43 p.m.		
121-25-05-20	MOVED by Councillor Wolfe that Council return to open meeting at 6:58 p.m.		
122-25-05-20	MOVED by Councillor Preston being that the agenda matters have been concluded the meeting adjourned at 6:58 p.m.		
#/D/M/Y June 8, 2020 Regular Council Meeting (teleconference)			
Res. #	Council Motion	Action	Status
123-08-06-20	MOVED by Councillor Isaac that the Agenda be approved as presented		
124-08-06-20	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on May 25, 2020 be approved as presented.		

2020 COUNCIL MOTION LOG

125-08-06-20	MOVED by Council Wolfe that the Council of the Town of Sundre direct Administration to research alternatives to taxation, including pros, cons and financial implications	Admin to research and report to Council	Pending
126-08-06-20	MOVED by Councillor Preston that the Town of Sundre Council proclaim June 15, 2020 as "World Elder Abuse Awareness Day" on behalf of the citizens of Sundre.	Proclamation will be posted to Town's website and Facebook page	Completed, Appendix "18"
127-08-06-20	MOVED by Councillor Wolfe that the Town of Sundre Council accept the 2019 Safety Codes Council Annual Internal Review as information.		
128-08-06-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence from Parkland Regional Library as information.		
129-08-06-20	MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence from the Honorable Josephine Pon, Minister of Seniors and Housing as information		
130-08-06-20	MOVED by Councillor Wolfe that Council go into closed meeting at 6:31 p.m.		
131-08-06-20	MOVED by Councillor Wolfe that Council return to open meeting at 6:45 p.m.		
132-08-06-20	MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 6:46 p.m.		
#/D/M/Y June 22, 2020 Regular Council Meeting (teleconference)			
Res. #	Council Motion	Action	Status
133-22-06-20	MOVED by Councillor Isaac that the Agenda be approved as amended with the following changes:		
	1. Addition of Supplemental to Item 7.1 - Report To Council; Hus		
	2. Addition of Item 8.3 - RFD to Council, Trees in the River		
	3. Addition of Supplemental to Item 9.2 - Report to Council, Memorial Garden		
	4. Remove Item 13.2 - recorded in error		
134-22-06-20	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 8, 2020 be approved as presented.		
135-22-06-20	MOVED by Councillor Preston that the Town of Sundre Council accept the presentation from Pat Toone, board member of the Parkland Regional Library Board as information.		
136-22-06-20	MOVED by Councillor Funke that the Town of Sundre Council waive no portion of the connection fee.	BaF / CA Letter to Mr. Hus	Completed
137-22-06-20	MOVED by Councillor Warnock that the Town of Sundre Council approve the grant request from the Sundre & District Curling Club in the amount of \$10,000 as recommended by the Grant Review Committee	BaF/CAO Letter to Curling Club w/payment of funding	Completed

2020 COUNCIL MOTION LOG

138-22-06-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve the extension for Grants to Organizations application deadline to July 31, 2020 for any group wishing to host an event to stimulate the community spirit after the Phase-2 relaunch, and that the Council allow the Sundre & District Curling Club to apply for the balance of the costs for repairing the roof, subject to the Curling Club applying for matching grants, as available.	Baf/CAO website posting of information, letter to Curling Club	Completed
139-22-06-20	MOVED by Councillor Funke that the Town of Sundre Council direct Administration to send correspondence to MLA Jason Nixon, and with a copy to MP Earl Dreeshen to inform the department of the concerns regarding the trees in the Red Deer River.	Baf / CAO write letter	Completed
140-22-06-20	MOVED by Councillor Warnock that the Town of Sundre Council support the initiative to hire Grade 8 Sailing Trip students to assist with the landscaping project of Main Avenue West.	Baf / CAO write	Completed
141-22-06-20	MOVED by Councillor Funke that the Town of Sundre Council accept the Departmental Reports for May 2020 as information	CAO to provide answer to Council questions & post on Town website	Completed
142-22-06-20	MOVED by Councillor Preston that the Town of Sundre Council provide continual support for the Memorial Park.		
143-22-06-20	MOVED by Councillor Isaac that the Town of Sundre Council accept Administration's verbal report in regard to 2020 High School Graduation as information.		
144-22-06-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the Report to Council on Office Protective Barriers as information.		
145-22-06-20	MOVED by Councillor Dalke that the Town of Sundre Council accept the correspondence from the Honourable Jonathan Wilkinson, Minister of Environment & Climate Change as information.		
146-22-06-20	MOVED by Councillor Wolfe that the Town of Sundre accept the correspondence from the Honourable Josephine Pon, Minister of Seniors and Housing as information.		
147-22-06-20	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Mountain View County in regard to the extension of operations for Sundre Contracting as information.		
148-22-06-20	MOVED by Councillor Funke that Council go into closed meeting at 7:50 p.m.		
	Michael Solowan, QC Brownlee Law joined the meeting at 7:50 p.m.		
	CAO left the meeting at 8:20 p.m.		
149-22-06-20	MOVED by Councillor Wolfe that Council return to open meeting at 10:00 p.m.		
150-22-06-20	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 10:25 p.m.		

2020 COUNCIL MOTION LOG

#/D/M/Y	July 9, 2020 Special Council Meeting (teleconference)		
Res. #	Council Motion	Action	Status
151-09-07-20	MOVED by Councillor Warnock that the Agenda be approved as presented.		
152-09-07-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve costs not to exceed \$95, 100.00 plus GST for the purchase and installation of the Lift Station Emergency Generator, and that the funds be drawn from the Utilities Life Cycling Restricted Surplus account.		
	The Chief Administrative Officer left the meeting at 6:05 p.m.		
	The Director of Corporate Services left the meeting at 6:5 p.m.		
153-09-07-20	MOVED by Councillor Wolfe that Council go into closed meeting at 6:06 p.m.		
	J. Butler of Brownlee Law joined the closed meeting at 6:06 p.m.		
154-09-07-20	MOVED by Councillor Wolfe that Council return to open meeting at 7:18 p.m.		
155-09-07-20	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 7:18 p.m.		
#/D/M/Y	July 28, 2020 Special Council Meeting (teleconference)		
Res. #	Council Motion	Action	Status
156-28-07-20	MOVED by Councillor Dalke that the Minutes of the Special Meeting of Council held on July 9, 2020 be approved as presented.		
157-28-07-20	MOVED by Councillor Warnock that the Town of Sundre Council support Administration's application for the asset management cohort opportunity from the RMA, AUMA, and IAMA, and that the Town of Sundre commits staff and other personnel in the asset management cohort program to advance our asset management.	CA / CAO	Completed
158-28-07-20	MOVED by Councillor Wolfe that the Town of Sundre Council support Councillor Funke's participation as a member of the Alberta Water Council's "ad hoc" group project.		
159-28-07-20	MOVED by Councillor Preston that the Town of Sundre Council accept the verbal Overview of Spring Workshop Items as information.		
160-28-07-20	MOVED by Councillor Funke that the Town of Sundre Council send a letter to Sundre citizens on behalf of Mayor and Council in regard to the use of masks in response to the escalation of Covid-19 cases in the Central Zone.	Mayor/Council	Completed
161-28-07-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence from the Mayor of Cold Lake as information.		
162-28-07-20	MOVED by Councillor Wolfe that Council go into closed meeting at 6:10 p.m.		
	The Chief Administrative Officer left the meeting at 9:15 p.m.		
163-28-07-20	MOVED by Councillor Wolfe that Council return to open meeting at 10:05 p.m.		
164-28-07-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 10:05 p.m.		
#/D/M/Y	August 13, 2020 Special Council Meeting (teleconference)		
Res. #	Council Motion	Action	Status

2020 COUNCIL MOTION LOG

165-13-08-20	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on July 28, 2020 be approved as presented		
166-13-08-20	MOVED by Councillor Funke tht the Town of Sundre Council direct administration to proceed with an application to pave Centre Street from the bridge, south to Greenwood Campground and for phase one of the Camping / Recreation project	CAO	Completed
167-13-08-20	MOVED by Councillor Dalke that the Town of Sundre Council approve the grant requests from the third intake of applications as recommended by the Grant Committee	BaF send letters to receipents	Complete
	Mayor called a 15 minute recess at _____ p.m.		
168-13-08-20	MOVED by Councillor _____ that Council go into closed meeting at _____ p.m.		
169-13-08-20	MOVED by Councillor _____ that Council return to open meeting at _____ p.m.		
170-13-08-20	MOVED by Councillor _____ being that the agenda matters have been concluded the meeting adjourned at _____ p.m.		
#/D/M/Y	August 21, 2020 Special Council Meeting (teleconference)		
Res. #	Council Motion	Action	Status
171-21-08-20	MOVED by Council Funke that Council go into closed meeting at 6:32 p.m.		
172-21-08-20	MOVED by Councillor Funke that Council return to open meeting at 8:45 p.m.		
173-21-08-20	MOVED by Councillor Warnock that the Town of Sundre Council that Administration gather the information and the requests from the Fire Department and bring these to Council on Monday night to ensure there is an effective and functional Fire Department	LN	Complete
174-21-08-20	MOVED by Mayor Leslie being that the agenda matters have been concluded the meeting adjourned at 9:04 p.m.		
#/D/M/Y	August 24, 2020 Regular Council Meeting		
Res. #	Council Motion	Action	Status
175-24-08-20	MOVED by Councillor Preston that the Agenda be approved as amended with the following changes: Addition Item 4.2 August 21, 2020 Special Council Meeting Minutes; Addtion Item 7.1 Business arising from August 21, 2020 Motion of Council		
176-24-08-20	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 22, 2020 be approved as presented		
177-24-08-20	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on August 21, 2020 be approved as presented		
178-24-08-20	MOVED by Councillor Wolfe that the Town of Sundre Council accept the verbal report from the Chief Administrative Officer as information		
179-24-08-20	MOVED by Councillor Dalke that the Town of Sundre Council accept the Sundre RCMP Detachment 2nd Quarter 2020 Statistics Report as information		

2020 COUNCIL MOTION LOG

180-24-08-20	MOVED by Councillor Wolfe that the Town of Sudre Council accept the correspondence from the Honourable Doug Schweitzer, Q.C., Minister of Justice and Solicitor General as information		
181-24-08-20	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Westlock County as information	LN	ICC topic
182-24-08-20	MOVED by Councillor Dalke that Council go into closed meeting at 6:15 p.m.		
183-24-08-20	MOVED by Councillor Preston that Council return to open meeting at 6:25 p.m.		
184-24-08-20	MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 6:26 p.m.		



DEPARTMENTAL REPORT

DEPARTMENT: Corporate Services
SUBMITTED BY: Chris Albert
DATE: September 17, 2020
FOR MONTHS OF: June, July and August 2020

Fiscal 2019 and audit:

There have been more than 250 audit requests and discussions to date. The audit review is ongoing and all parties are working hard to complete the finalization as soon as possible. Finalized financial statements will be brought before Council on September 14th. Municipal Affairs has extended the filing deadline from May 1st until Oct 1st.

Review of long-standing and recently renewed agreements have led to various discussions regarding the on-going accounting treatment of these agreements within the PSAB framework.

2020 Utility and Tax Payment deferrals:

Utilities – Penalty application resumed August 1st, applying only to outstanding July statements, and friendly reminders went out on August 25th for overdue accounts regarding their specific balances. As at August 25th, there were 57 overdue accounts for a total of approximately \$40,000, which is only slightly above average.

Taxes – The balance of outstanding accounts at June 30/20 was approximately \$1.2M which is on par with the balance at the same time in 2019. July 31/20 saw the balance decline to \$1.07M on 269 accounts and a further decline to \$946k on 231 accounts for August 31/20.

Grants:

On July 28th, the Province of Alberta announced the \$500-million Municipal Stimulus Program, from which Sundre will receive funding of \$324,000. On August 13th, potential projects and recommendations were brought forward to Council for deliberation. Council decided to utilize the funding on two projects, repaving of Centre Street South and phase 1 of a camping and

recreation development on the newly acquired Town lands. Cost estimates for the projects and grant application paperwork are being drafted and will be submitted to the Province ahead of the October 1st deadline.

The Town was approached by the Town of Didsbury to partner in the application to participate in an Asset Management Cohort program provided through the AUMA and RMA. The program is free of charge to the participants and will provide valuable education in progressing our asset management program, thus allowing the Town to better plan for future needs. Sundre's application was approved and cohort participation will begin later in the fall.

Budget:

On July 11th, the Council Spring Budget Workshop was held and a number of priorities for 2021 were identified for further research, with information to be brought forward to the Fall Workshop.

Compensation Review RFP:

Per Council's request, a Request for Proposal to perform a Compensation & Benefits Review was distributed at the end of July with a closing date of August 17th. The purpose being to obtain a complete compensation, benefit and pension review for all Town staff positions, including the remuneration for the Mayor and Council positions, as well as our Fire Department. A comprehensive review will include a comparison against other like municipalities and like organizations and an evaluation of current salaries, benefits, and pension plan in relation to this comparison.

During the Pandemic / Office Closure

Although the Town office has been closed to the public, the Corporate Services staff is still on-site and accomplishing a lot.

- Monthly utility billings
- Planning and administering provincial deferral mandates (utilities & property taxes)
- Cash receipting – the majority of payments are still be received
- Phone inquiries
- Accounts payable – ensuring our suppliers are paid in a timely fashion
- Accounts receivable – lagoon and bulk water facilities still being utilized
- Grant reporting
- Audit requirements
- CAO and Director of Corporate Services alternate in-office / working from home schedules on a weekly basis

DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
DATE	September 28, 2020
FOR MONTH OF	June, July, August 2020

TOPIC #1	Development and Building Permits
ISSUES:	<ul style="list-style-type: none"> • <i>Development Permits:</i> Issued in June - 7; Issued in July - 2; Issued in August - 4 • <i>Building Permits:</i> Issued in June - 5; Issued in July - 3; Issued in August - 3 • <i>Electrical Permits:</i> Issued in June - 1; Issued in July - 5; Issued in August - 5 • <i>Gas Permits:</i> Issued June - 2; Issued in July - 2; Issued in August - 1 • <i>Plumbing Permits:</i> Issued in June - 1; Issued in July - 3; Issued in August - 0.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> • Development Permits issued for: Signage, Commercial Change of Use and Signage, Residential Accessory Buildings, 1 Home Occupation, Seasonal RV installation of Park Model, Residential Decks, Seasonal RV, Change of Use-Personal Services & Signage; • Building Permits for: Residential Accessory Buildings, Decks, Commercial Interior Renovations, Residential Interior Renovations due to Fire, Commercial Pylon Sign; Basement Development, Arena Plant Room, Fire Alarm Panel; • Electrical Permits issued for a variety of residential & commercial projects; • Gas Permits issued for a variety of residential & commercial projects; • Plumbing Permits issued for a variety of residential & commercial projects.
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • RPRs – 3
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> • RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of property. Role of Administration is to assist property owners to solve non-compliant issues.
TOPIC #3:	Area Structure Plan
ISSUES:	<ul style="list-style-type: none"> • Sundre Hills Area Structure Plan

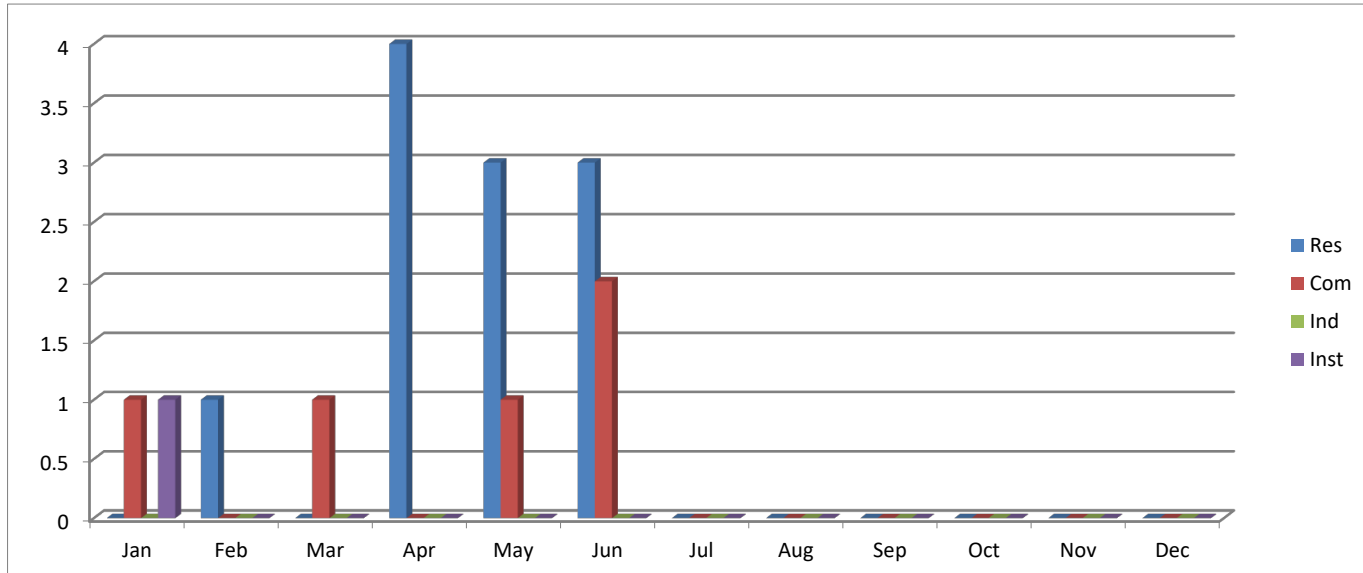
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Revisions to the Area Structure Plan by the Developer and his Planning Consultant required before putting the draft ASP into formal circulation.
ISSUES:	<ul style="list-style-type: none"> Eagle Ridge ASP
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Meeting with Developer, revisions to ASP required.
TOPIC #4:	Subdivision
ISSUES:	<ul style="list-style-type: none"> Meeting with Developer for potential residential development in NW;
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Amendments to Eagle Ridge ASP required before subdivision application can be considered for residential development; Administration continues to track the Developer's (Sundre Hills) progress to meet conditions of 2018 and 2019 subdivision approvals;
TOPIC #5:	Re-designations (amendments to the Land Use Bylaw Map)
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> No Public Hearings were scheduled in June, July, or August 2020 for re-designations; Anticipate redesignation application in conjunction with Eagle Ridge ASP amendment.
TOPIC #6:	Land Use Bylaw
ISSUES:	<ul style="list-style-type: none"> Preparation of a Downtown and Highway Corridor Enhancement Strategy ongoing (1st step to implement a new Downtown Overlay District to be reviewed by Vision for Sundre Committee before presenting to Council as bylaw amendment in 2020).
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Preparation of Downtown Overlay ongoing.
TOPIC #7:	Intermunicipal
ISSUES:	<ul style="list-style-type: none"> IDP update ongoing;
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Administration provided input for revisions to County Administration amendments and is of the opinion that a consensus for finalizing an updated IDP will be forthcoming by late fall 2020. Two outstanding amendments will be brought forward to the ICC. Review and update to IDP continues to build and improve transparency and improve our relationship with MVC.
TOPIC #8:	Infrastructure Services
ISSUES:	<ul style="list-style-type: none"> Review of Draft Master Servicing Study prepared by CIMA ongoing.
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Provides an updated framework to address municipal servicing (sewer, water, gas, stormwater management and roads to accommodate future growth of Town and to develop updated Off-site levies.
TOPIC # 8:	Administrative
ISSUES:	<ul style="list-style-type: none"> Development Assistant completed 3rd Applied Land Use Program course (University of Alberta) achieving a mark of "A". Congratulations Chelsea!! Staff continue to cope with COVID-19: small meetings held with social distancing regulations, changes in personal lifestyle, maintaining social distancing, checking on co-workers, friends and neighbours, keeping up with government and health official's updates; Filing Project – ongoing; Succession Planning – staff recruitment continues;
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Goal is to remain healthy and provide continued services to the community, and developers through alternative methods of

	<p>communication; small 2 – 3 person meetings have been hosted in the Council Chambers which allows for social distancing. Face to face meetings are at times preferable to online communications;</p> <ul style="list-style-type: none"> • Improved departmental efficiencies, knowledge, and team building; • Improves overall departmental performance, transparency, and stakeholder engagement; • Succession planning underway to building capacity within the department;
--	--

Attachments	<p>June, July, and August 2020 Building Permit Statistics; and CAO's Project Report for June, July, and August</p>
--------------------	---

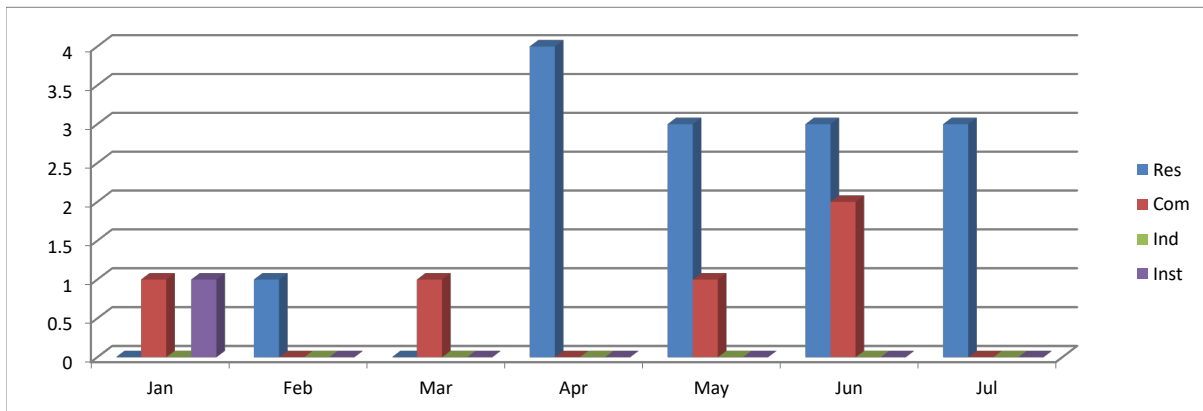
Sheet6
**MONTHLY BUILDING REPORT
FOR THE MONTH OF JUNE 2020**

		Jun-20		2020 Year To Date			2019 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	0	0	\$ -	3	3	\$ 583,000
Bi-Level				0	0	\$ -	0	0	0
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	0	0	\$ -
Multi-Family				0	0	\$ -	0	0	0
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		3	\$ 11,300	0	5	\$ 28,300		3	\$ 37,500
Renovation/Addition	0	0	\$ -	0	6	\$ 101,000	0	9	\$ 45,950
				0	0	\$ -			
Sub-Total	0	3	\$ 11,300	0	11	\$ 129,300	3	15	\$ 666,450
COMMERCIAL Building Starts Renovation/Addition		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
		0	\$ -		0	\$ -		1	\$ 1,400,000
		2	\$ 1,505,000		3	\$ 1,770,000		0	\$ -
		2	\$ 1,505,000		5	\$ 1,770,000		1	\$ 1,400,000
INDUSTRIAL Building Starts Renovation/Addition		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
		0	\$ -		0	\$ -		1	\$ 130,000
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		1	\$ 130,000
INSTITUTIONAL Building Starts Renovation/Addition		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
		0	\$ -		0	\$ -		3	\$ 175,000
		0	\$ -		1	\$ 345,000		0	\$ -
		0	\$ -		1	\$ 345,000		3	\$ 175,000
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	5	\$ 1,516,300	0	17	\$ 2,244,300	3	20	\$ 2,371,450



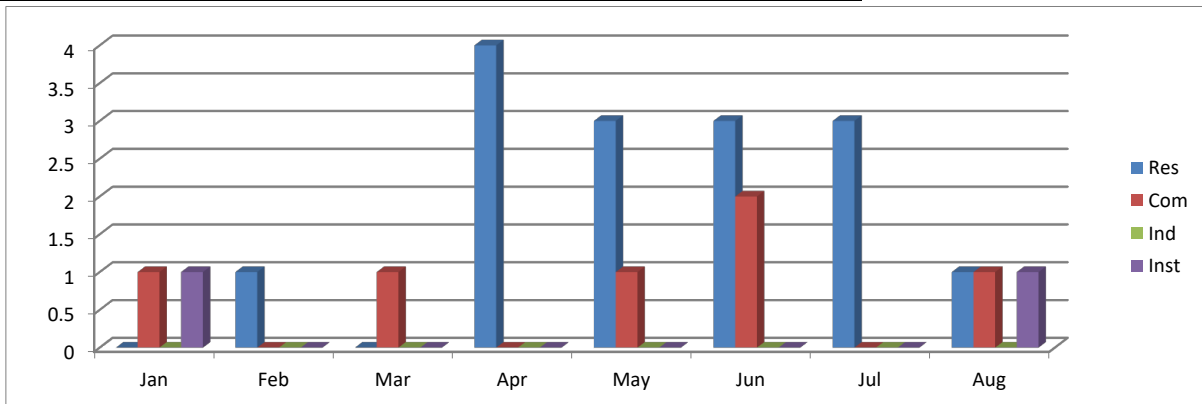
MONTHLY BUILDING REPORT FOR THE MONTH OF JULY 2020

	Jul-20			2020 Year To Date			2019 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey				0	0	\$ -	0	0	\$ -
Bungalows				0	0	\$ -	3	3	\$ 583,000
Bi-Level				0	0	\$ -	0	0	\$ -
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.				0	0	\$ -	0	0	\$ -
Multi-Family				0	0	\$ -	0	0	\$ -
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		1	\$ 3,500	0	6	\$ 31,800	3	3	\$ 37,500
Renovation/Addition	0	2	\$ 283,500	0	8	\$ 384,500	0	9	\$ 45,950
				0	0				
Sub-Total	0	3	\$ 287,000	0	14	\$ 416,300	3	15	\$ 666,450
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		1	\$ 1,400,000
		0	\$ -		3	\$ 1,770,000		0	\$ -
		0	\$ -		5	\$ 1,770,000		1	\$ 1,400,000
INDUSTRIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		1	\$ 130,000
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		1	\$ 130,000
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		3	\$ 175,000
		0	\$ -		1	\$ 345,000		0	\$ -
		0	\$ -		1	\$ 345,000		3	\$ 175,000
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	3	\$ 287,000	0	20	\$ 2,531,300	3	20	\$ 2,371,450



MONTHLY BUILDING REPORT
FOR THE MONTH OF AUGUST 2020

	Aug-20			2020 Year To Date			2019 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey Bungalows				0	0	\$ -	0	0	\$ -
Bi-Level				0	0	\$ -	3	3	\$ 583,000
				0	0	\$ -	0	0	\$ -
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.			\$ -	0	0	\$ -	0	0	\$ -
Multi-Family			\$ -	0	0	\$ -	0	0	\$ -
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings	1	1	\$ 2,000	0	6	\$ 30,300	5	5	\$ 44,000
Renovation/Addition	0	0	\$ -	0	6	\$ 101,000	0	12	\$ 54,350
			\$ -	0	0				
Sub-Total	0	1	\$ 2,000	0	12	\$ 131,300	3	20	\$ 681,350
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		1	\$ 32,070		1	\$ 32,070		1	\$ 1,400,000
		0	\$ -		3	\$ 1,770,000		1	\$ 5,000
		1	\$ 32,070		6	\$ 1,802,070		2	\$ 1,405,000
INDUSTRIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		2	\$ 1,430,000
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		2	\$ 1,430,000
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		3	\$ 175,000
		1	\$ 150,000		2	\$ 495,000		0	\$ -
		1	\$ 150,000		2	\$ 495,000		3	\$ 175,000
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	3	\$ 184,070	0	23	\$ 2,715,370	3	27	\$ 3,691,350





MEMO

TO: Linda Nelson, CAO
 FROM: Betty Ann Fountain, Development Officer
 RE: June 2020 Commercial, Industrial, Institutional Projects

COMMERCIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	C-1	Unit 1, 841 Main AV. W.	Interior Renovations (McDonald's)	\$1,500,000

INDUSTRIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	I-1	103 - 7 ST SW	Dog Wash' Bay & Door	\$5000

INSTITUTIONAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

Legend:

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



MEMO

TO: Linda Nelson, CAO
FROM: Betty Ann Fountain, Development Officer
RE: July 2020 Commercial, Industrial, Institutional Projects

COMMERCIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

INDUSTRIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

INSTITUTIONAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

Legend:

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



MEMO

TO: Linda Nelson, CAO
 FROM: Betty Ann Fountain, Development Officer
 RE: August 2020 Commercial, Industrial, Institutional Projects

COMMERCIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	C-1	Unit 1 & 2, 841 Main AV. W.	Pylon Sign	\$32,070
Permitted	C-2	Bay 2, 605/609 Main AV. E	Personal Services (hair salon) & Sign	\$2,500

INDUSTRIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

INSTITUTIONAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	PS	101 -2 AV NW	Arena Plant Room	\$150,000

Legend:

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



DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	September 4, 2020
FOR MONTHS OF	June July August

TOPIC #1	Septage Receiving Station
Progress	The station has worked with minimal issues. Operations has designed a locked bypass system to mitigate user fraud and spills. As of August 17, 2020, meter recorded 16,000+ cubic meters of wastewater from the region.
Next steps	<ul style="list-style-type: none"> Continue to monitor the station and report final year receivables. Will investigate a future upgrade to detect contaminants and provide shut down if detected
TOPIC #2	Well #5 Failure
Progress	Pump installed and operational
Next Steps	<ul style="list-style-type: none"> Operations will test data of potential increased capacity from the install
TOPIC # 3:	Snow-pack
Progress	Snow-pack field reviews for 2020 season completed as of June 4
Next Steps	<ul style="list-style-type: none"> EM OPS provided CAO and DEM with a report. The snow-pack has reduced significantly. Rain events show some accumulation. Flows will be monitored by EM from computer data
TOPIC # 4:	Emergency Gen set failure
Progress	The complete Gen set project entailing concrete flood base, installation, ground water management, and an upgraded gas supply were completed as of August 14.
Next Steps	<ul style="list-style-type: none"> Investigating cost to security fence for the generator and gas meter. Evidence of vandalism and control exposure ESD (emergency shut down button) may require removal or protection. This will be investigated for other town installs. AE&P requires security if vandalism is detected
TOPIC # 5:	Sidewalk repairs
Progress	Several small damage sidewalks have been repaired (locally). A 20-meter section on Centre street North was also rebuilt
Next Steps	<ul style="list-style-type: none"> Operations will investigate and prioritize sidewalk repairs for the 2021 season

TOPIC # 6:	Lagoon Critical Upgrades
Progress	The contractors have completed and commissioned the new blower system. The headworks grinder is prepared for final install. This will occur after the lift station is commissioned.
Next Steps	As of August 19, 2020, the project is nearly complete awaiting final electrical and equipment installs then commissioning

Additional Information:

- Roads Department assisted in the Generator and Living Sky test site preparations. They have completed the seasonal potholes in a timely matter and have graded back lanes. Streets have been swept as conditions require;
- Water and Wastewater departments have completed the well #5 repairs and replacement, lift station #5 generator replacement and have kept up with increased maintenance due to the lagoon headworks grinder being out of service. A semi-annual report was completed for AE&P with no negative findings. Two mutual aid assists were completed for the Village of Cremona;
- Gas Department has completed the Candre gas loop pipeline, the Alder Close Lift Station capacity increase pipeline and all gas meters are up to date with Measurement Canada. The annual Leak Survey was completed in June. Half of the 43 leaks have been repaired;
- Operations as a whole has continued on SOP (Safe Operating Practices) development for tasks and staff. We have had better diligence on incident and near miss reporting for OH&S compliance;
- The Bear Berry Habitat project has now had the necessary re- plantings in the under achieving zones. Post completion reporting will be in the future per DFO;
- The Town shop experienced a very busy year with compost drop off service. Several volumes of branches and twigs were chipped to reduce recycle charges.

ATTACHMENTS: Before and after pictures of Lift Station, Lift Pumps and Emergency Generator



Lift Station
Prior to repairs



Lift Station after repairs



Lift pumps in poor condition

New lift pumps





New Emergency Generator at Lift Station #5

DEPARTMENTAL REPORT

DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
DATE	July 14,2020
FOR MONTH OF	June

TOPIC #1	Community Centre
ISSUES	Due to the COVID -19 the following events were cancelled: Pickle Ball, Sundre Soccer, Alberta Royal Purple Provincial Conference, GNP 20 th year celebration, Rodeo Cabaret, and the Grad reception, both bookings in the arena.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> 2021 scheduling ongoing.
TOPIC #2	Greenwood Campground
ISSUES:	Due to provincial regulations and COVID-19 the campground was not opened until June 19 th .
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Campground maintenance performed while the camp was closed, bookings for sites ongoing.
TOPIC # 3:	Parks
ISSUES:	Limited maintenance of areas ongoing.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Summer student joined the team on June 22,2020 lightening the load to the maintenance schedule; Completed the new pathway in Royal Purple Park with positive comments from citizens received; COVID signs were installed in all the playgrounds for opening to the public June 1st; The outdoor furniture for the West end boulevard was ordered; Planters and flowerbeds were planted. Netting was installed on all the planters to try limit damage by deer (netting was donated); Memory Garden construction commenced. <i>Glen Knott's</i> selected as name for the memorial garden (Glen, meaning a narrow valley that is hidden away. and Knott's in memory of the Knott's family); New playground equipment for Royal Purple Park received to be installed in July; Interviews pending for a full time employee and a temporary full time person for 6 months placed.

DEPARTMENTAL REPORT

DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
DATE	September 23, 2020
FOR MONTH OF	July

TOPIC #1	Community Centre
ISSUES	Community Centre continues to be closed to the public and user groups.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> 2021 scheduling ongoing.
TOPIC #2	Greenwood Campground
ISSUES:	Campground bookings scheduled per Covid restrictions.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Campers continue to reserve sites respecting restrictions
TOPIC # 3:	Parks
ISSUES:	Staff preparing Royal Purple Park for pathway and new equipment and the Main AV. West project is proceeding as planned.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Construction of pergola completed Main AV. West; Staff communicated project plans with Main AV. West business owners / operators with positive and supportive responses; Grade 8 Sailing Trip students assisting with the planting of the shrub beds along Main AV. West.
TOPIC #1	Arena
ISSUES	Ice plant construction project
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Dismantling of ice plant to be completed by end of July
TOPIC #1	Gazebo
ISSUES	Community groups utilizing Gazebo
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Sundre Skating Club windup get together July 16th; General public enjoying use of gazebo, fire pits and view of the river.

DEPARTMENTAL REPORT

DEPARTMENT	Community Service
SUBMITTED BY	Sue Nelson
DATE	September, 2020
FOR MONTH OF	August ,2020

TOPIC #1	Community Service
ISSUES:	New Staff Members
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> On August 11th 2 new staff members started work (one full time employee and one short -term employee). Both are very welcomed members of the team and come with many years of experience in the maintenance of arenas and parks; Planning for re-launch of facilities ongoing.
TOPIC #2	West Main Avenue Boulevard Project
ISSUES:	Landscaping and Furniture
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> The decorative curbing was installed around the 2 shrub beds; 2 of the 5 new tables were installed; Balance of furniture arrived in mid August. Thanks to the 2 volunteers who constructed the tables and bench; The 6 of the 7 wooden decks have been constructed and installed for the tables on the west side of the boulevard, along with the 20'x16' deck for the east side of the boulevard.
TOPIC # 3:	Arena
ISSUES:	Ice Plant Project
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> The project is ongoing. Anticipate the opening of the arena in mid November.
TOPIC # 4:	Parks
ISSUES:	General Maintenance
RESOLUTIONS/SUCCESSES:	<p>Communicated with a representative of the Royal Purple Ladies in regard to remediating or replacing the Royal Purple sign in the park, more information forthcoming;</p> <p>Thank you to the volunteers from Sundre Search and Rescue for their assistance with the installation of the new playground equipment in Royal Purple Park;</p> <p>Anticipating the installation of the recycled rubber surface to be installed by contractor;</p> <p>Kudo's to all Community Services staff for the excellent maintenance of all green spaces, parks and flower displays.</p>



DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	Kevin Heerema
DATE	September 23,2020
FOR MONTH OF	June, July and August

TOPIC #1	Addressing concerns from residence regarding usual Bylaw concerns and enforcement.
ISSUES:	None
RESOLUTIONS/SUCCESSSES:	

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	September 23, 2020
FOR MONTH OF	June 2020

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	VACANCY RATES: June C1 district estimated at 7.2% vacancy by total square footage area and estimated 12.9% by number of units vacant.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Assisted local small businesses with the process of setting up a Google ShopHere service and website; Continued promoting investment attraction online through MVToday website; Recruited film producer in regard to development of TV series pilot in Sundre and area; Met with owner of Sundre Motor Inn to encourage landscaping and exterior improvements; Conducted Proprietors Series photoshoot with new Cannabis shop.
TOPIC #2	Tourism Development
ISSUES:	COVID restrictions began to ease in May, allowing an increase in camping traffic through Town.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Applied for grant to Travel Alberta Cooperative Investment Program; Continued ad scheduling, development, and planning in preparation for potential receipt of TA grant; Assisted Bergen Rocks Sculpture Park and Sundre Museum with their respective Travel Alberta grants; Continued deployment of new programmatic digital advertising campaign.
TOPIC # 4:	Other Projects
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Coordinated with Operations in regard to the installation of the balance of the new way-finding signs; Coordinated with Community Services and Operation in regard to the installation of stylish new lamppost banners; Attended a meeting in regard to Red Deer College Health Care Aide program re-approval; Attended Lion's Club meeting to discuss fundraising for community development and beautification projects.

TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Attended bi-weekly conference calls through Zoom with CAEP in support of community resilience; • Attended CAEP AGM online; • Attended several online EDA resilience workshops; • Met with GNP representatives in regard to strategic priorities and community needs.
TOPIC # 6:	Communications
RESOLUTIONS/SUCCESES:	Updated website, as necessary.

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	September 23, 2020
FOR MONTH OF	July 2020

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	VACANCY RATES: July C1 district estimated at 7.2% vacant by total square footage area and estimated 12.9% by number of units vacant.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Extensively assisted Film producer as de facto location manager by arranging a multitude of filming locations; conducted press interviews; planned, organized, and hosted casting call and press conference that generated nation-wide coverage; Provided several businesses with government support information; Sent correspondence to Imperial Oil about potential use of their vacant land as a dog park.
TOPIC #2	Tourism Development
<ul style="list-style-type: none"> RESOLUTIONS/SUCCESES: 	<ul style="list-style-type: none"> Town received \$75,000 grant approval for Travel Alberta Cooperative Investment Program to help pay for advertising and Main AV. West beautification project; Applications submitted by Bergen Rocks and Sundre Museum were successful, with each receiving about \$10,000; Continued omnichannel multi-media ad scheduling, development, and planning; Coordinated a visit to Sundre by Must Do Canada travel writers who took professional photos of them and Mountains Edge representatives for use in tourism promotion; Coordinated with professional photographers and videographers for more Town of Sundre and area content production.
TOPIC # 4:	Other Projects
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Coordinated with supplier on design and order of new parking lot sign for north end Riverside Trails parking lot.

TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Attended bi-weekly conference calls through Zoom with CAEP in support of community resilience. • Attended CAEP AGM online. • Attended a couple of online EDA resilience workshops. • Met with GNP representatives in regard to strategic priorities and community needs.
TOPIC # 6:	Communications
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Updated website as necessary; improved website security this month with security certification applied.

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	September 23, 2020
FOR MONTH OF	August 2020

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	VACANCY RATES: August C1 district estimated at 7.0% vacant by total square footage area and estimated 13.9% by number of units vacant.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Continued to assist Film crew for Pipe Nation with logistical support - film production unfolded in middle August; Preparing for Pandemic Business Resilience Workshop in September; Conducted Proprietors' Series photoshoot with new business owner of Sundre Precious Metals and Coins; Corresponded with multiple ¼ section landowners in town to promote development of their land.
TOPIC #2	Tourism Development
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Continued omnichannel multi-media ad campaign management.
TOPIC # 3:	Broadband Fibre Optic Development
<ul style="list-style-type: none"> RESOLUTIONS/SUCSESSES: 	<ul style="list-style-type: none"> Conversation with CRTC and CCI Wireless about status of grant applications, receiving a reply that decisions will be pushed until end of the year.
TOPIC # 4:	Other Projects
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Completed order for Riverside Trailhead parking lot sign.; Assisted with the promotion of the RDC Health Care Aide program.
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Attended online CAEP regional economic recovery taskforce meeting.
TOPIC # 6:	Communications
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Updated website, as necessary.

DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Alex Clews, Acting Fire Chief
DATE	September 23, 2020
FOR MONTH OF	August 2020

TOPIC #1	Fire Hall
ISSUES:	Fire Department undergoing change.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Kudo's to the seventeen (17) firefighters actively providing services to the Town of Sundre and area; • Behr workshop for fire Dept direction went well and on track
TOPIC #2	Fire Prevention Week
ISSUES:	Council Proclamation: Fire Prevention Week October 4 – 10, 2020. Covid-19 restrictions do not allow for Fire Prevention Officer to enter schools.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Fire Prevention Officer will continue to conduct fire prevention awareness with colouring contest, giveaways, social media information.
TOPIC # 3:	Training
ISSUES:	Fire Fighter training programs and scheduling with regional partners to be completed.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Three (3) firefighters are registered for 1051 training hosted by regional partner; • Coordinating Safety Code Officer training with Safety Codes Council, several firefighters have indicated interest in receiving the training.
TOPIC # 4:	WCSS Trailers
ISSUES:	Sundre has 2 WCSS (spill recovery) trailers.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Under regional cooperation one unit will be loaned on a temporary basis to Carstairs Fire Department.

TOPIC # 5:	Monthly Statistics
ISSUES:	Sundre Fire Department responded to a number of fire/emergency calls.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • List of calls, type of call: • 7- EMS assist calls • 8- Alarms calls • 1- Electrical Hazard • 2- Motor Vehicle Collisions • Total of 18 calls from August 24- Sept 23-2020