



Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
June 12, 2023  
6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
  - 3.1 June 12, 2023
  - 3.2 Councillor \_\_\_\_\_ Absence - None
4. **Adoption of Previous Minutes**
  - 4.1 May 30, 2023 Regular Council Meeting Pg. 1
5. **Delegation: None**
6. **Bylaws/Policies:**
  - 6.1 RFD Bylaw 2023-04 Land Use Bylaw Amendment; Site Specific Exception Pg. 7
7. **Old Business: None**
8. **New Business:**
  - 8.1 RFD World Elder Abuse Awareness Day Proclamation Pg. 15
  - 8.2 RFD Sundre Municipal Library – 2022 Year End Financial Information Pg. 17
9. **Administration:**
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports: None.**
12. **Council Invitations / Correspondence: None**
13. **Closed Meeting:**
  - 13.1 Advice from Officials, *FOIPP Act Section 24*
14. **Adjournment**

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Regular Council Meeting Minutes  
Town of Sundre  
Municipal Council Chambers  
May 30, 2023

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, May 30, 2023, commencing at 6:00 p.m.

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

**ABSENT:** None

**STAFF:** Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert  
Manager Planning & Ec. Development, Benazir Thaha Valencia  
Senior Development Officer / Admin. Support, Betty Ann Fountain

**PUBLIC:** 3; including Darrell Behan of Soneera Water Canada, and Ryan Van Dijk of Tecvalco.

**PRESS:** n/a

**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. 146-30-05-23* MOVED by Councillor Isaac that the Agenda be amended as follows:  
Item 6.1: Bylaw 2023-02, Replace Pages 10 and 25;  
Item 12.: Addition of Item 12.2 – West Country Cruisers Invitation.

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES**

*Res. 147-30-05-23* MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting held on May 8, 2023, be approved as presented.

**CARRIED****DELEGATION:** None**BYLAWS/POLICIES:** **2023-02 Land Use Bylaw Amendment**

*Res. 148-30-05-23* MOVED by Councillor Petersen that the Town of Sundre Council give first reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw.

**CARRIED**

*Res. 149-30-05-23* MOVED by Councillor Anderson that the Town of Sundre Council set Monday, June 26, 2023, at 6:00 p.m. for a Public Hearing for Bylaw 2023-02 Land Use Bylaw Amendment.

**CARRIED****OLD BUSINESS:** None**NEW BUSINESS:** **2023 Q1 Financial Reports**

*Res. 150-30-05-23* MOVED by Councillor Marr that the Town of Sundre Council accept the Q1 2023 Quarterly Financial Reports as information.

**CARRIED**

**Safety Codes Council 2022 Annual Internal Review – Building, Electrical, Fire, Gas & Plumbing Disciplines**

*Res. 151-30-05-23* MOVED by Councillor Dalke that the Town of Sundre Council accept the letter from the Safety Codes Council approving the results of the 2022 annual internal review for the building, plumbing, gas, electric and fire disciplines for the Town of Sundre as information.

**CARRIED**

**Annual Funding Agreements**

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

**CARRIED**


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 Initials

- Res. 153-30-05-23*      MOVED by Councillor Petersen that the Town of Sundre Council approve that the additional funds for the Chamber of Commerce be drawn from the General Corporate Stabilization Fund.
- CARRIED**
- 
- Res. 154-30-05-23*      MOVED by Councillor Vardas that the Town of Sundre Council directs administration to open negotiations with the Chamber of Commerce for future funding with information to be brought forward to Fall Workshop
- CARRIED**
- 
- Res. 155-30-05-23*      MOVED by Councillor Petersen that the Town of Sundre Council approve additional funding in the amount of \$55,000.00 for the Aquaplex for 2023.  
In favour: None  
Opposed: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Isaac, Councillor Vardas
- DEFEATED**
- 
- Res. 156-30-05-23*      MOVED by Councillor Marr that the Town of Sundre Council approve additional funding in the amount of \$5,000.00 for the Aquaplex for 2023.  
In favour: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr  
Opposed: Councillor Isaac, Councillor Vardas
- CARRIED**
- 
- Res. 157-30-05-23*      MOVED by Councillor Dalke that the Town of Sundre Council approve that the additional funds for the Aquaplex be drawn from the General Corporate Stabilization Fund.  
In favour: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr  
Opposed: Councillor Isaac, Councillor Vardas
- CARRIED**
- 
- Res. 158-30-05-23*      MOVED by Councillor Marr that the Town of Sundre Council approve funding in the amount of \$15,000 in 2023 for the Chinooks Edge School Division.  
In Favour: none  
Opposed: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Isaac, Councillor Vardas
- DEFEATED**

**Appointment of Library Board Member**

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

**CARRIED****ADMINISTRATION: Departmental Reports – April 2023**

*Res. 160-30-05-23* MOVED by Councillor Anderson that the Town of Sundre Council accept the Departmental Reports for April 2023 as information.

**CARRIED****MUNICIPAL AREA PARTNERSHIP:** None**COUNCIL REPORTS: Council Committee Reports**

*Res. 161-30-05-23* MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's April 2023 report as information.

**CARRIED**

*Res. 162-30-05-23* MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Isaac's April 2023 report as information.

**CARRIED**

*Res. 163-30-05-23* MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's March and April 2023 reports as information.

**CARRIED****Key Messages for April 2023**

*Res. 164-30-05-23* MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of April 2023 as information.

**CARRIED**

**COUNCIL INVITATIONS/ CORRESPONDENCE: Correspondence**

*Res. 165-30-05-23* MOVED by Councillor Dalke that the Town of Sundre Council accept the invitation to participate in the annual Innisfail Rodeo Parade, Saturday, June 17, 2023, at 10:30 a.m. Administration to prepare the Innisfail Rotary Rodeo Parade Registration Form.

**CARRIED****West Country Cruisers Invitation**

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

**CARRIED****CLOSED MEETING:**

*Res. 167-30-05-23* MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 7:39 p.m.

**CARRIED**

*Mayor Warnock called a 5 minute recess at 7:30 p.m.*

*Mayor Warnock resumed the Closed Meeting at 7:35 p.m.*

**CLOSED MEETING****Topic of Closed Meeting****13.1 Advice From Official, FOIPP Action Section 24**

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Chris Albert, Director Corporate Services

Benazir Thaha Valencia, Manager Planning & Economic Development

Betty Ann Fountain, Sr. Development Officer / Admin. Support

Public: Darrell Behan of Soneera Water Canada, and Ryan Van Rijk of Tecvalco

Staff: Chris Albert, Director Corporate Services

Benazir Thaha Valencia, Manager Planning & Economic Development

Betty Ann Fountain, Sr. Development Officer / Admin. Support

Public: Darrell Behan of Soneera Water Canada, and Ryan Van Rijk of Tecvalco  
left the meeting at: 8:18 p.m.

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

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

*Res. 168-30-05-23* MOVED by Councillor Isaac that Council return to an open meeting at 9:59 p.m.

**CARRIED**

**ADJOURNMENT**

*Res. 169-30-05-23* MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 10:00 p.m.

**CARRIED**

These Minutes approved this 12<sup>th</sup> Day of June 2023.

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Mayor, Richard Warnock

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Chief Administrative Officer, Linda Nelson

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Initials



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	June 12, 2023
<b>SUBJECT</b>	Bylaw 2023-04 Land Use Bylaw Amendment to the Highway Commercial District: 2 Site Specific Exceptions and an Amendment to the definition of Custom Manufacturing Establishments
<b>ORIGINATING DEPARTMENT</b>	Planning and Development
<b>AGENDA ITEM</b>	6.1

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### **BACKGROUND/PROPOSAL:**

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

### **DISCUSSION:**

See attached Report to Council

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2023-04 and set a Public Hearing date.

### **MOTION:**

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

That the Town of Sundre Council set Monday, June 26, 2023 at 6:00 p.m. for a Public Hearing to Bylaw 2023-04 Land Use Bylaw Amendment.

Attachments: Bylaw 2023-04  
Appendix 1: Highway Commercial District (C-2)

Date Reviewed: June 06, 2023

CAO: Amanda Nelson





## REPORT TO COUNCIL

<b>COUNCIL DATE</b>	<b>June 12, 2023</b>
<b>SUBJECT</b>	<b>Bylaw 2023-04 Land Use Bylaw Amendment to the Highway Commercial District: 2 Site Specific Exceptions and an Amendment to the definition of Custom Manufacturing Establishments</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Planning &amp; Development</b>
<b>AGENDA ITEM</b>	<b>6.1a</b>

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### **BACKGROUND/PROPOSAL:**

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

Administration is also proposing an administrative amendment to the definition of Custom Manufacturing Establishments.

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

Every municipality in Alberta is required to have a Land Use Bylaw as per the requirements in the *Municipal Government Act*. The Land Use Bylaw establishes rules and regulations for land development as well as the process of making decisions for development permit applications. The Land Use Bylaw includes land use districts (zones) such as the C-2 Highway Commercial District. Within each district there are prescribed Uses, that are permitted outright if the application is in full compliance with the prescribed regulations, such as distances to property lines, height of the structures. Other applications may be discretionary based on the Use for the land or structure, may have prior to release conditions applied, such as approved engineering, servicing agreements, and payment of securities. And some Uses are prohibited by their nature, or not suitable to be located in some Districts, such as commercial or industrial uses that affect the neighbourhood or adjacent land uses by way of noise, odour, increased traffic etc. In most situations, if an application does not meet all the requirements of the Land Use Bylaw, the applicant has the opportunity to remedy by applying for a variance or amending the Land Use Bylaw. However, it should be noted that variances refer to the alteration or change of a standard prescribed by the Land Use Bylaw such lot sizes, building setbacks, lot coverage, building height and parking requirements.

As regulated by the Municipal Government Act and the Land Use Bylaw these applications are process as discretionary applications, and the Development Authority must follow the process of notifying adjacent landowners and the public of the application and may require reports or studies to be provided, circulated to external agencies and the Town’s consulting engineers. In most cases this option to remedy will satisfy compliance to the Land Use Bylaw.

Some situations may require a Land Use Bylaw amendment, in which a request to change a specific regulation, land use or the land use district for a parcel of land is the remedy to rectify non-compliance. One example of a change to a specific regulation is to apply for a site specific exception for the parcel of land and the use of the structure on the land. Site specific exceptions are not typical. These types of applications require a land use amendment application from the property owner, public notification, a public hearing, and Council’s second and third reading of the amending bylaw. Site specific exceptions are not applied to the

whole of a District. They are specific only to a parcel of land or Use and may expire if the Use is no longer applicable to the land or structure.

Planning and Development has received an application to amend Land Use Bylaw 2018-10 to allow for the installation of two (2) "c-can" type storage containers for use by a tenant of 104 Main Avenue East. The business operator proposes to utilize the c-cans for storage of product containers (aluminum cans), and merchandise. The tenant requires secure holding containers for the aforementioned. The tenant sought off-site storage of the "c-cans" to avoid non-compliance with the Land Use Bylaw but was unsuccessful. In collaboration with the property owner, an amendment to the Land Use Bylaw is required to allow for the installation of the "c-cans" for the duration that the business is operating in this location. Should the tenant vacate the premises for any reason, the "c-cans" will be required to be removed and the site specific exception will no longer be valid.

In addition, the property owner is seeking compliance for another tenant at 104 Main Avenue East, who manufactures recreational style "cabins". An application for a development permit for this Use was received by Administration, which was consequently refused for non-compliance to the Highway Commercial District.

The site-specific exception would allow the tenant on the east side of the premises to carry-on with the manufacturing of the recreational style "cabins" for the duration of the business. Should the current tenant vacate the premises for any reason, the manufacturing of the recreational style "cabins" will expire, and all products and materials used are to be removed from the site, and the site specific exception will no longer be valid.

It should be noted that the site specific exception does not preclude the tenant from adhering to the requirements of Alberta Safety Codes regarding electrical and building. These requirements are in place to uphold public safety and are under separate jurisdiction from the Town of Sundre.


In addition, Administration is proposing an amendment to the definition for Custom Manufacturing Establishments for clarity, efficiency, and new development opportunities to eliminate future misunderstandings.

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

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2023-04 and set a Public Hearing date.

Date Reviewed: June 06, 2023

CAO: 



## TOWN OF SUNDRE

## BYLAW 2023-04

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

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

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

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

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

**1. Site Specific Exception:**

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

**2. Site Specific Exception:**

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

**REVISE: Custom Manufacturing Establishments**

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

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

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

**READ A FIRST TIME this 12<sup>th</sup> day of June 2023 Motion No. \_\_\_\_\_**

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

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

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

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

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

LAND USE BYLAW 2018-10  
PART FOUR: LAND USE DISTRICT REGULATIONS

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

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

**Permitted Uses:**

- Accessory Building
- Amusement Establishments, Minor
- Automotive and Recreation Vehicles Sales/Rentals
- Automotive Services
- Brew-Pub
- Bus Services
- Contractor Services, Limited
- Custom Manufacturing Establishments
- Drive-In Food Services
- Eating and Drinking Establishments, Minor
- Equipment Rentals
- Exhibition and Convention Facilities
- Financial Services
- Fleet Services
- Gas Bars
- Government Services, General
- Government Services, Retail
- Greenhouses and Plant Nurseries
- Health Services
- Home Occupation - Minor
- Household Repair Services
- Hotels
- Indoor Recreation Services
- Libraries and Cultural Exhibits
- Liquor Store
- Motels
- Natural Science Exhibits
- Personal Service Shops
- Professional Offices and Office Support Services
- Protective and Emergency Services
- Rapid Drive-Through Vehicle Services
- Retail Stores, Convenience

*Bylaw 2019-14*

Retail Stores, General  
 Secondhand Stores  
 Service Stations  
 Shopping Centers  
 Signs, except billboards  
 Spectator Entertainment Establishments  
 Veterinary Services, Minor

Discretionary Uses: Amusement Establishments, Major  
 Auctioneering Establishment  
 Automotive and Equipment Repair Shops  
*Bylaw 2019-14* Bulk Fuel Dealerships  
 Cannabis Retail Store  
 Contractor Services, General  
 Eating and Drinking Establishments, Major  
 Education Services  
 Equipment and Storage Yard  
 Funeral Services  
 Heavy Vehicle and Equipment Sales/Rentals  
*Bylaw 2019-14* Home Occupation - Major  
 Micro-Brewery (Craft Brewery)  
 Micro-distillery  
 Mini or Self Storage  
 Mixed Use Development  
 Private Clubs  
 Public and quasi-public uses  
 Religious Assembly  
 Temporary Residential Sales Centre  
 Truck and Mobile Home Sales/Rentals  
 Warehouse Sales  
 Veterinary Services, Major  
 Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

*Bylaw 2019-14* In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

Minimum Front Yard: 9.0 m. adjacent to a service or local road  
 Minimum Side Yard: 3.0 m.  
 Minimum Rear Yard: 6.0 m.  
 Minimum Parcel Frontage: 15.0 m. adjacent to a service or local road  
 46.0 m. without a service road

Maximum Parcel Coverage: 70%

Outdoor Storage and Display: All outdoor storage shall be screened.

Maximum Building Height: 10.0 m.

Bylaw 2019-17 Landscaping: Removed (*see Part Three, Section 9*)

Flood Plain Provision: All development within the 1:100-year floodplain of the Red Deer River, as shown on the Land Use District Map, being Schedule A, shall be flood proofed as per the definition to the satisfaction of the Development Authority.

Sewage Pump out System: Where a private sewage pump out system is involved, proof of pump out must be provided to the Town of Sundre on a semi-annual basis. Failure to provide proof will involve Alberta Environment.

#### **Additional Development Regulations For Permitted And Discretionary Uses:**

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

**Accessory Buildings** shall be developed in accordance with Part Three, Section 1.1 of this Bylaw.

**Building Orientation and Design** shall be provided in accordance with Part Three, Section 1.2 of this Bylaw.

**Fencing** shall be provided in accordance with Part Three, Section 2.4 of this Bylaw.

**Landscaping** shall be developed in accordance with Part Three, Section 9 of this Bylaw.

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

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

**Parking** shall be provided in accordance with Part Three, Section 3.1 of this Bylaw.

**Projections Over Yards** shall be in accordance with Part Three, Section 2.1 of this Bylaw.

**Signs** shall be developed in accordance with Part Three, Section 5 of this Bylaw.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	June 12, 2023
<b>SUBJECT</b>	World Elder Abuse Awareness Day - Proclamation
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.1

### **BACKGROUND/PROPOSAL:**

The International Network for the Prevention of Elder Abuse established World Elder Abuse Awareness Day on June 15, 2006. Since its inception, organizations from around the world have held events to raise awareness of elder abuse. Preventing and addressing elder abuse is a shared responsibility and requires engagement and action on the part of all sectors of society. This begins with knowledge. By understanding the nature and scope of elder abuse, all community members can take proactive steps to help prevent situations where it could occur.

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

June 15<sup>th</sup> is recognized all around the world as World Elder Abuse Awareness Day. Seniors Protected and Respected Under Community Engagement (S.P.R.U.C.E.), under the umbrella of Greenwood Neighbourhood Place Society, has been working hard to move forward with several action plans recommended by the Sundre Coordinated Community Response (CCR) committee.

The committee is requesting the Town of Sundre to proclaim June 15<sup>th</sup>, 2023 as World Elder Abuse Awareness Day. In addition, the committee requests permission to fly the Elder Abuse Awareness Day Flag at the Town of Sundre office on that day.

### **ALIGNMENT WITH STRATEGIC PLAN**

This aligns with Council's Strategic Plan under Pillar 2, Community Wellness

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

None.

### **ADMINISTRATION RECOMMENDATIONS:**

That the Council of the Town of Sundre endorse and proclaim June 15, 2023, as World Elder Abuse Awareness Day in the Town of Sundre and give permission to the committee to fly the Elder Abuse Awareness Day Flag at the Town of Sundre office that day.

### **MOTION:**

That the Council of the Town of Sundre proclaim June 15, 2023, as World Elder Abuse Awareness Day in the Town of Sundre and permit the committee to fly the Elder Abuse Awareness Day Flag at the Town of Sundre office that day.

### **ATTACHMENTS:**

8.1a Proclamation

Date Reviewed: June 06, 2023

CAO: *Arinda Nelson*



**TOWN OF SUNDRE WORLD ELDER ABUSE AWARENESS DAY PROCLAMATION**

*The International Network for the Prevention of Elder Abuse established World Elder Abuse Awareness Day on June 15, 2006. Since its inception, organizations from around the world have held events to raise awareness of elder abuse. Preventing and addressing elder abuse is a shared responsibility and requires engagement and action on the part of all sectors of society. This begins with knowledge. By understanding the nature and scope of elder abuse, all community members can take proactive steps to help prevent situations where it could occur.*

**WHEREAS:** Sundre seniors are valued members of our community, and it is our collective responsibility to ensure that they live safely; and

**WHEREAS:** Abuse of older adults is a tragedy inflicted against vulnerable seniors and is an ever-increasing problem that crosses all socio-economic boundaries in today's society, and

**WHEREAS:** Seniors should be treated with respect and dignity to enable them to continue to serve as leaders, mentors, volunteers and important, active members of society, and

**WHEREAS:** We must address and begin to bridge the ever-growing inter-generational gap by cultivating the appreciation and respect for older adults across all generations in Sundre through collaborative community initiatives, and

**WHEREAS:** Combating abuse and empowering older adults will help improve the quality of life for all seniors in the Sundre area, allowing them to continue to live as independently as possible, adding to their overall health and well-being, and

**WHEREAS:** We are all responsible for building a safer, inclusive, and more age friendly community for our Sundre elders, and

**WHEREAS:** We need to know the signs and indicators of elder abuse and what actions everyone can take to prevent it, by being equipped with awareness and education on this topic for all community members and community senior service providers, and

**WHEREAS:** The inclusion and well-being of Sundre Seniors is in the best interest of all sectors of our community and further adds to the life, attractiveness and vibrancy of our town.

**THEREFORE,** I, Mayor Richard Warnock, on behalf of the Council and Citizens of the Town of Sundre, from this day forth, proclaim June 15 "Elder Abuse Awareness Day" in Sundre Alberta. I encourage all residents, organizations, and agencies to take action against Elder Abuse. At the same time, as a collective, we will recognize and celebrate the accomplishments of the older adults in our community.

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Mayor Richard Warnock

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Date



## REQUEST FOR DECISION

**COUNCIL DATE** June 12, 2023  
**SUBJECT** Sundre Municipal Library Financial Report  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 8.2

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### **BACKGROUND/PROPOSAL**

The Board of the Sundre Municipal Library have submitted the 2022 year-end financials for Council's review.

### **DISCUSSION:**

See attached 2022 Year End Financial Report.

### **ALIGNMENT WITH STRATEGIC PLAN**

This aligns Council's strategic priority of Pillar 2, Community Wellness

### **ADMINISTRATION RECOMMENDATIONS**

That Council accept the Sundre Municipal Library's 2022 Year End Financial Report as information.

### **MOTION**

That the Town of Sundre Council accept the Sundre Municipal Library 2022 Year End Financial Report as information.

### **ATTACHMENTS**

2022 Year End Financial Report

Date Reviewed: June 06, 2023

CAO: *Amida Nelson*

**SUNDRE MUNICIPAL LIBRARY**  
**Compiled Financial Information**  
**Year Ended December 31, 2022**

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## COMPILATION ENGAGEMENT REPORT

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To the Shareholders of Sundre Municipal Library

On the basis of information provided by management, we have compiled the balance sheet of Sundre Municipal Library as at December 31, 2022, and the statements of income and retained earnings for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



HAMILTON & ROSENTHAL  
Chartered Professional Accountants

Calgary, Alberta  
February 7, 2023

# SUNDRE MUNICIPAL LIBRARY

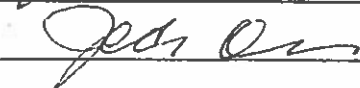
## Balance Sheet

December 31, 2022

	2022	2021
<b>ASSETS</b>		
Current		
Cash	\$ 111,122	\$ 119,338
Restricted funds (Note 4)	73,818	77,124
Accounts receivable	24	-
GST recoverable	360	542
Parkland Regional Fund	912	245
	<u>186,236</u>	<u>197,249</u>
Property, plant and equipment (Note 5)	30,027	17,369
	<u>\$ 216,263</u>	<u>\$ 214,618</u>
<b>LIABILITIES</b>		
Current		
Accounts payable	\$ 18,876	\$ 29,550
Deferred income (Note 6)	3,425	8,410
	<u>22,301</u>	<u>37,960</u>
Net assets	<u>193,962</u>	<u>176,658</u>
	<u>\$ 216,263</u>	<u>\$ 214,618</u>

Approved by the Directors

 Director

 Director

See notes to financial information

**SUNDRE MUNICIPAL LIBRARY**  
**Statement of Income**  
**Year Ended December 31, 2022**

	2022	2021
<b>Revenue</b>		
Municipal funding - Town of Sundre	\$ 107,625	\$ 105,001
Municipal funding - County of Mountainview	57,532	57,029
Grants - other	20,080	29,875
Grants - Library Services Rural Grant	18,520	17,838
Grants - Alberta Municipal Affairs	16,650	16,650
Other revenue	11,071	5,086
Donations and fundraising	10,402	10,141
Parkland allotment	7,391	7,006
Fines, fees, and sales	2,767	1,785
Interest earned	261	285
	<u>252,299</u>	<u>250,696</u>
<b>Expenses</b>		
Salaries, wages and benefits	156,403	153,025
SCC operating costs	28,551	25,289
Book purchases	11,002	10,483
Janitorial	7,979	3,694
Programs	4,467	9,214
Amortization	4,243	2,450
Repairs and maintenance	4,221	3,629
Insurance	3,553	3,286
Supplies	3,019	3,088
Accounting fees	2,392	5,389
Memberships	1,876	2,080
Special project	1,709	335
Telecommunications	1,668	1,678
Fundraising	1,226	-
Advertising and promotion	1,079	1,080
Legal fees	1,075	3,478
Interest and bank charges	386	451
Dues, fees and licenses	253	444
Training	152	164
	<u>235,254</u>	<u>229,237</u>
Excess of revenue over expenses from operations	<u>17,045</u>	<u>21,459</u>
Other income and expenses		
Amortization of books	(10,743)	(10,472)
Add-back of capitalized book purchases	11,002	10,483
	<u>259</u>	<u>11</u>
Excess of revenue over expenses	<u>\$ 17,304</u>	<u>\$ 21,470</u>

See notes to financial information

**SUNDRE MUNICIPAL LIBRARY**  
**Statement of Retained Earnings**  
**Year Ended December 31, 2022**

	2022	2021
Net assets - beginning of year	\$ 176,658	\$ 155,188
Excess of revenues over expenses	<u>17,304</u>	<u>21,470</u>
Net assets - end of year	<u>\$ 193,962</u>	<u>\$ 176,658</u>

See notes to financial information

**SUNDRE MUNICIPAL LIBRARY**  
**Notes to Compiled Financial Information**  
**Year Ended December 31, 2022**

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**1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the balance sheet of Sundre Municipal Library as at December 31, 2022, and the statements of income and retained earnings for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
  - property, plant and equipment recorded at historical cost and amortized on a declining balance method
  - accounts payable and accrued liabilities
- 

**2. PURPOSE OF THE ORGANIZATION**

Sundre Municipal Library (the "organization") is a not-for-profit organization incorporated provincially under the Libraries Act of Alberta. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The Sundre Municipal Library became a registered charity as of July 18, 2014.

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**3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Property, plant and equipment

Property, plant and equipment are stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Books	100%	declining balance method
Furniture and fixtures	20%	declining balance method
Computer equipment	30%	declining balance method
Leasehold improvements	5 years	straight-line method

The organization regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Sundre Municipal Library follows the deferral method of accounting for revenue. Donations that are externally restricted are deferred until the related expenditure has occurred.

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**4. RESTRICTED FUNDS**

Restricted funds consists of \$3,425 that has been externally restricted by the Town of Sundre and \$69,453 that has been internally restricted by the Board of Directors. Of this internally restricted amount, \$45,090 is restricted for an Operating Reserve, \$11,267 for Capital projects, \$6,500 is restricted for a Legal Reserve, and \$6,596 is restricted for a Technology Reserve. The internally restricted amounts are not available for other purposes without approval of the Board of Directors.

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**SUNDRE MUNICIPAL LIBRARY**  
**Notes to Compiled Financial Information**  
**Year Ended December 31, 2022**

**5. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Books	\$ 226,571	\$ 221,070	\$ 5,501	\$ 5,241
Furniture and fixtures	57,604	36,810	20,794	10,596
Computer equipment	21,319	20,246	1,073	1,532
Leasehold improvements	2,954	295	2,659	-
	<u>\$ 308,448</u>	<u>\$ 278,421</u>	<u>\$ 30,027</u>	<u>\$ 17,369</u>

**6. DEFERRED REVENUE**

Deferred revenue consists of an amount specified by the Town of Sundre to be reserved for the purpose of extraordinary legal and accounting fees. These amounts are not available for other purposes without approval of the Town of Sundre.