



Regular Council Meeting
Town of Sundre Municipal Council Chambers
and “Live Stream”
June 9, 2025
4:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:**
 - 2.1 20250609, Bylaw 2025-07 Mountain Springs Area Structure Plan
3. **Agenda – Amendments and Adoption**
 - 3.1 June 9, 2025
 - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
 - 4.1 May 26, 2025 Regular Meeting of Council Minutes Pg. 1
5. **Delegation:**
 - 5.1 RFD Sundre R.C.M.P., Quarterly Provincial Community Report Pg. 8
6. **Bylaws/Policies:**
 - 6.1 RFD Bylaw 2025-07 Mountain Springs Area Structure Plan Pg. 18
 - 6.2 RFD Bylaw 2025-06 Land Use Bylaw Map Amendment Pg. 78
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD Q1 2025 Financial Report Pg. 82
 - 8.2 RFD 2025 Tax Recovery Sale of Property Pg. 117
9. **Administration:**
 - 9.1 RFD Director Emergency Management Regional Exercise Debrief – Verbal Report Pg. 124
10. **Council Committee Reports:** None
11. **Council Invitations / Correspondence: RFD Correspondence**
 - 11.1 PRLS 2024 Return on Investment Report and May 2025 Board Talk Pg. 126
Pg. 127
12. **Closed Meeting:**
 - 12.1 Advice From Officials, *FOIPP Act, Section 24*
 - 12.2 Advice From Officials, *FOIPP Act, Section 24*
13. **Adjournment**

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Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
May 26, 2025
4:00 P.M.

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, May 26, 2025, commencing at 4:00 p.m.

IN ATTENDANCE:

Mayor Richard Warnock
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas

ABSENT:

Councillor Todd Dalke (*joined the meeting at 4:43 p.m.*)

STAFF:

Acting CAO / Director Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Acting Director Emergency Management, Jim Hall
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC:

4

DELEGATION:

None

PRESS:

1

CALL TO ORDER:

The meeting was called to order at 4:05 p.m., with a moment of reflection on the business of the evening.

PUBLIC HEARING:

20250526(1): Bylaw 2025-09 Land Use Bylaw Map Amendment

The Public Hearing was held in the Town of Sundre Municipal Council Chambers and pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26 and amendments* thereto.

The Mayor declared Public Hearing 20250526(1) relating to Bylaw 2025-09 Land Use Bylaw Map Amendment now open at 4:06 p.m.

ROLL CALL:

Mayor requested that anyone registered to attend the Public Hearing by phone to state their name for the record.

Legislative Executive Assistant confirmed there were no person(s) registered to call in to the Public Hearing.

Purpose of Bylaw 2025-09 The purpose of Bylaw No. 2025-09 is to amend the Land Use Bylaw Map by changing the land use designation for a parcel legally described as Plan 8410936, Block 3, Lot 6, Civic Address: 1107 – 1 Avenue N.E., from Estate Residential District (R-4) to General Residential District (R-2).

Order of Presentations:

- Confirmation of Notices;
- Development Authority's report;
- Questions from Council to the Development Authority;
- Public Communication (letters/emails) read into the minutes;
- Presentation(s) by those in Favour of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Presentation(s) by those in Opposition of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Any other person(s) deemed affected by the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Closing statement of the Development Authority;
- Further questions for the Development Authority;
- Adjournment of the Public Hearing.

CAO – Public Notifications Notification of the Public Hearing for Bylaw 2025-09 was published in the local newspaper on May 13th and May 20th, 2025 and on the Town's website from May 13th to May 26th. Adjacent Landowner Notifications were mailed via Canada Post on May 13th.

Development Authority's Report:

The Development Authority, Benazir Thaha Valencia, Director Community Development delivered a verbal report accompanied by a PowerPoint presentation.

Public Communications: None

Those in Favour of the Bylaw: Mr. Randy Hein (Bar 57 Consulting Inc.) of Sundre, accompanied by a PowerPoint presentation.

Those in Opposition to the Bylaw: None

Other person(s) Deemed Affected by the Bylaw: None

Closing Statement: The Development Authority provided a brief closing statement.

Call for a Motion: The Mayor called for a motion to close the Public Hearing at 4:27 p.m.

Res. 195-26-05-25

MOVED by Councillor Isaac that the Town of Sundre Council has received sufficient information to close Public Hearing No. 20250526(1) pertaining to Bylaw 2025-09 being a bylaw to amend the Land Use Bylaw Map.

CARRIED

PUBLIC HEARING:

20250526(2): Bylaw 2025-10 Municipal Development Plan Amendment

The Public Hearing was held in the Town of Sundre Municipal Council Chambers and pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26 and amendments* thereto.

The Mayor declared Public Hearing 20250526(2) relating to Bylaw 2025-10 being a Bylaw to amend the Municipal Development Plan now open at 4:28 p.m.

ROLL CALL:

Mayor called for anyone registered to attend the Public Hearing by phone to state their name.

Legislative Executive Assistant confirmed there were no person(s) registered to call in to the Public Hearing.

Purpose of Bylaw 2025-10

The purpose of Bylaw No. 2025-10 is to amend portions of Bylaw 2024-04, the Municipal Development Plan as follows: Section 5.3 Commercial – Transitional areas between higher-intensity commercial and institutional uses and lower-intensity residential neighbourhoods shall support a compatible mix of land uses such as medium-density housing, small-scale retail, offices, and community services to reduce land use conflicts, enhance walkability and contribute to vibrant, livable communities.

Order of Presentations:

- Confirmation of Notices;
- Development Authority's report;
- Questions from Council to the Development Authority;
- Public Communication (letters/emails) read into the minutes;
- Presentation(s) by those in Favour of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Presentation(s) by those in Opposition of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Any other person(s) deemed affected by the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Closing statement of the Development Authority;
- Further questions for the Development Authority;
- Adjournment of the Public Hearing.

CAO – Public Notifications

Notification of the Public Hearing for Bylaw 2025-10 was published in the local newspaper on May 13th and May 20th, 2025 and on the Town's website from May 13th to May 26th. Adjacent Landowner Notifications were not required.

Initials

Development Authority's Report:

The Development Authority, Benazir Thaha Valencia, Director Community Development delivered a verbal report accompanied by a PowerPoint presentation.

Public Communications: None

Those in Favour of the Bylaw: None

Those in Opposition to the Bylaw: None

Other person(s) Deemed Affected by the Bylaw: None

Closing Statement: The Development Authority provided a brief closing statement.

Call for a Motion: The Mayor called for a motion to close the Public Hearing at 4:38 p.m.

Res. 196-26-05-25 MOVED by Councillor Anderson that the Town of Sundre Council has received sufficient information to close Public Hearing No. 20250526(2) pertaining to Bylaw 2025-10 being a bylaw to amend the Municipal Development Plan.

CARRIED

AGENDA – AMENDMENTS AND ADOPTION:

Res.197-26-05-25 MOVED by Councillor Vardas that the agenda be approved as amended, as follows:
ADD: 11.7 Invitation to Council to attend the Guild of Filipino-Canadian of Sundre Alberta and Area Meet & Greet Fundraiser Event, May 31, 2025, from 11:00 a.m. to 5:00 p.m. at the Sundre Community Centre

CARRIED

Councillor Absence: *Councillor Dalke did not advise the Acting CAO that he would be late or not attending the meeting in compliance of s.14.6 of Council's Procedural Bylaw. Councillor Dalke joined the meeting at 4:43 p.m.*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 198-26-05-25 MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on May 12, 2025 be approved as presented.

CARRIED

DELEGATION: None

BYLAWS/POLICIES: **Bylaw 2025-09, Land Use Redesignation, R-4 to R-2**

Initials

Res.199-26-05-25 MOVED by Councillor Petersen that the Town of Sundre Council give Second Reading to Bylaw 2025-09, being a bylaw to amend the Land Use Bylaw Map to redesignate the Estate Residential District (R-4) lot, legally described as Plan 8410936, Block 3, Lot 6 (Civic Address of 1107 1 Ave. NE), to General Residential District (R-2).

CARRIED

Res.200-26-05-25 MOVED by Councillor Marr that the Town of Sundre Council give Third Reading to Bylaw 2025-09, being a bylaw to amend the Land Use Bylaw Map to redesignate the Estate Residential District (R-4) lot, legally described as Plan 8410936, Block 3, Lot 6 (Civic Address of 1107 1 Ave. NE), to General Residential District (R-2).

CARRIED

*Mayor Warnock called a break at 4:45 p.m.
Mayor Warnock reconvened the meeting at 4:50 p.m.*

Bylaw 2025-10, Municipal Development Plan Amendment

Res. 201-26-05-25 MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2025-10, being a bylaw to amend the Municipal Development Plan.

CARRIED

Res. 202-26-05-25 MOVED by Councillor Vardas that the Town of Sundre Council give Third Reading to Bylaw 2025-10, being a bylaw to amend the Municipal Development Plan.

CARRIED

OLD BUSINESS:

Mountain View County Facility Funding – Verbal Report

Res. 203-26-05-25 MOVED by Councillor Anderson that the Town of Sundre Council accept the Acting Chief Administrative Officer's verbal report regarding the Facility Funding received from Mountain View County as information.

CARRIED

NEW BUSINESS:

None

ADMINISTRATION:

Departmental Reports, April 2025

Res. 204-26-05-25 MOVED by Councillor Marr that the Town of Sundre Council accept the April 2025 Departmental Reports as information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

Council Committee Reports March and April 2025

Res. 205-26-05-25 MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for April 2025 as information.

CARRIED

Initials

Regular Council Minutes – May 26, 2025

Res. 206-26-05-25 MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's reports for March and April 2025 as information.

CARRIED**COUNCIL KEY MESSAGE:****Council Key Messages April 2025**

Res. 207-26-05-25 MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of April 2025 as information.

CARRIED**COUNCIL INVITATIONS /
CORRESPONDENCE:****Acknowledgement of Alberta Rural Health Week**

Res. 208-26-05-25 MOVED by Councillor Vardas that the Town of Sundre Council acknowledge Alberta Rural Health Week, May 26 – 30, 2025, with a special thank you to all health professionals who serve in our community.

CARRIED**Parkland Regional Library System Financial Reports**

Res 209-26-05-25 MOVED by Councillor Petersen that the Town of Sundre Council accept the Parkland Regional Library System 2024 Financial Statement and Report to the Audit Committee as information.

CARRIED**Invitation to Opening of the Sundre Seniors' Fair**

Res.210-26-05-25 MOVED by Councillor Anderson that the Town of Sundre Council accept the invitation for the Mayor or the Deputy Mayor to attend the Opening of the Sundre Seniors' Fair on Tuesday, June 3, 2025.

CARRIED**Invitation to Ponoka Stampede**

Res. 211-26-05-25 MOVED by Councillor Isaac that the Town of Sundre Council accept the invitation for Mayor Warnock to attend the Ponoka Stampede on Friday, June 27 as information, and direct administration to send the RSVP on behalf of the Mayor.

CARRIED**Invitation to Participate in Camrose's 25th Annual Kickin' Country Parade**

Res. 212-26-05-25 MOVED by Councillor Petersen that the Town of Sundre Council decline with regret, the invitation to participate in the 25th Annual Kickin' Country Parade, Thursday, July 31, 2025.

CARRIED_____
Initials

Invitation to Participate in Town of Bowden Daze Rodeo Parade
Res. 213-26-05-25 MOVED by Councillor Petersen that the Town of Sundre Council accept the invitation to participate in the Town of Bowden Daze Rodeo Parade on Saturday, July 12, 2025.
CARRIED

Invitation to Guild of Filipino-Canadian of Sundre Alberta and Area Meet & Greet Fundraiser Event
Res. 214-26-05-25 MOVED by Councillor Vardas that the Town of Sundre Council accept the invitation for the Deputy Mayor to attend the Guild of Filipino-Canadian of Sundre Alberta and Area Meet & Greet Fundraiser Event, on Saturday, May 31, 2025 from 11:00 a.m. to 5:00 p.m.

CARRIED

CLOSED MEETING: None

ADJOURNMENT

Res. 215-26-05-25 MOVED by Councillor Petersen being that the agenda matters have been concluded the meeting adjourned at 5:30 p.m.
CARRIED

These Minutes approved this 9th Day of June 2025.

Mayor, Richard Warnock

Acting Chief Administrative Officer, Chris Albert



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	Delegation: Sundre RCMP Detachment Commander
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

The Detachment Commander is appearing before Council to present the Sundre Quarterly Provincial Community Report and Crime Statistics for January to March 2021 – 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal discussion and presentation of report.

ALIGNMENT WITH STRATEGIC PLAN

Item aligns with Council's Strategic Plan Pillar 2, Community Wellness and Pillar 5, Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council thank the Detachment Commander for attending Council and accepts the Sundre Quarterly Provincial Community Report and Crime Statistics for January to March 2021 – 2025, as information.

MOTION:

That the Town of Sundre Council thank the Detachment Commander for attending Council and accepts the Sundre Quarterly Provincial Community Report and Crime Statistics for January to March 2021 – 2025, as information.

ATTACHMENTS:

- 5.1a** May 14, 2025 Letter to Council;
- 5.1b** Alberta RCMP Provincial Policing Report, Q4 January – March, 2025;
- 5.1c** Provincial Service Composition;
- 5.1d** Crime Statistics (Actual) January – March: 2021-2025

Date Reviewed: June 9, 2025

ACTING CAO: Chris Bell

RCMP

ROYAL CANADIAN MOUNTED POLICE

May 13th, 2025

Mr. Richard Warnock
Mayor
Sundre, AB

Dear Mayor Warnock,

Please find attached the quarterly Community Policing Report covering the period from January 1st to March 31th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Sundre Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Cpl. Courtney Harding
A/NCO/ic
Sundre Detachment



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Sundre

Detachment Commander

Cpl Courtney Harding*

Report Date

May 13, 2025

Fiscal Year

2024-25

Quarter

Q4 (January - March)

Community Priorities

Priority #1: Police / Community Relations
Updates and Comments:

Although reduced in number due to the winter months, several community events and meetings were attended by Sundre RCMP in Q4. 4 Town Halls (community consultations) were held in the month of March for all residents of the Town of Sundre, Clearwater and Mountain View County. RCMP attended Rural Crime Watch and Sundre Citizens on Patrol meetings as required. "Coffee with a Cop", a monthly initiative, was started in February and hosted at Sundre McDonalds the last Friday of each month. This provides members of the community with an opportunity to engage with local RCMP-officers. Interagency (support) meetings were attended at the Sundre Library.

Priority #2: Crime Reduction
Updates and Comments:

Sundre RCMP continue to monitor high risk and prolific offenders on community release orders. 43 curfew checks were completed in Q4 on 6 offenders. 90 vehicle stops were completed, and a number of people wanted on outstanding warrants were arrested as a result. Impaired operation of a Motor Vehicle continues to be a concern, and 9 people were charged or warned for impaired driving under Immediate Roadside Sanctions.

Patrols continue to be made in rural areas and lease sites. Sundre RCMP continues to liaise with the Southern Alberta District Community Response Unit on projects and high crime individuals.





Sundre RCMP attended a number of Crime Reduction meetings including Sundre Citizens on Patrol (SCOPA) and Olds Rural Crime Watch.

Priority #3: Mental Health and Substance Abuse

Updates and Comments:

Sundre RCMP received 14 Mental Health related calls for service in Q4. Of those, 6 required apprehensions under the Mental Health Act. Another 2 clients were voluntarily admitted to Hospital. Regional Police and Crisis Team (RPACT) referrals were completed on 2 calls for service. RPACT continues to be an excellent resource for the Community and continue to assist Sundre RCMP as needed.

Mental Health and substance abuse continues to be an identified priority for the Community and Sundre RCMP.

Priority #4: Traffic - Speeding

Updates and Comments:

During Q4, Sundre RCMP investigated 52 traffic related complaints: 20 speeding, 28 other moving/non moving traffic, and 4 scored roadside suspension-alcohol related. 26 of these investigations resulted in charges. 87 (documented) vehicle stops were completed. 42 traffic charges/warnings were issued. 9 impaired drivers were provincially suspended.

Sundre RCMP and Traffic Services are working with Town of Sundre and local contractors on construction signage, speed prevention and enforcement of construction zones through Town. Interagency Meetings on the construction project will be attended by the interim Commander as required.



RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Community Consultations

Consultation #1

Date	Meeting Type
January 17, 2025	Meeting with Stakeholders
Topics Discussed	
Crime Reduction Initiatives, Information Sharing, Property Crime	
Notes/Comments:	
A Detachment member attended Sundre Citizens on Patrol Meeting to discuss crime prevention and share local trends.	

Consultation #2

Date	Meeting Type
February 5, 2025	Meeting with Stakeholders
Topics Discussed	
Annual Planning, Crime Reduction Initiatives	
Notes/Comments:	
A Detachment Member attended town office to meet with Chief Administrative Officer regarding upcoming annual performance planning.	

Consultation #3

Date	Meeting Type
March 1, 2025	Community Connection
Topics Discussed	
Information Sharing	
Notes/Comments:	
Sundre McDonalds hosted Coffee with a Cop, which was attended by Sundre RCMP, Town Peace Officers, members of the public.	





Consultation #4

Date

March 6, 2025

Meeting Type

Town Hall

Topics Discussed

Annual Planning, Crime Reduction Initiatives

Notes/Comments:

March 6 and March 14, 2025

Town Hall Meeting held at Harmattan Hall with Didsbury and Olds Detachments for Mountain View County. Regular information sharing, annual planning for policing priorities and Body Worn Camera presentation.

Consultation #5

Date

March 7, 2025

Meeting Type

Town Hall

Topics Discussed

Annual Planning, Crime Reduction Initiatives

Notes/Comments:

Town Hall Meeting at James River Hall for rural county residents.

Consultation #6

Date

March 10, 2025

Meeting Type

Meeting with Elected Officials

Topics Discussed

Information Sharing, Annual Planning, Crime Reduction Initiatives

Notes/Comments:

A Detachment member attended a Town Council Meeting with elected officials. Provided local statistics, trends and discussed annual performance planning for upcoming fiscal year.





Consultation #7

Date	Meeting Type
March 12, 2025	Town Hall
Topics Discussed	
Information Sharing, Annual Planning, Crime Reduction Initiatives	
Notes/Comments:	
Town Hall Meeting held at Sundre Legion: presentation given on Body Worn Cameras, local statistics, and crime trends. Community consultation on upcoming annual policing priorities.	

Consultation #8

Date	Meeting Type
February 21, 2025	Community Connection
Topics Discussed	
Crime Reduction Initiatives	
Notes/Comments:	
January 15 and February 21, 2025	
Members attended Sundre Legion Veteran's Night and interacted with veterans and community members.	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	8	7	1	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the eight established positions, seven officers are currently working at Sundre Detachment. Interim Commander is on Assignment to Sundre Detachment from Olds. There is a soft vacancy in the Corporal position at this time. RCMP Staffing is working towards having this position filled permanently in the near future.

Detachment Support: Of the two established positions, two resources are currently working with none on special leave. There is no hard vacancy at this time.





**Sundre Provincial Detachment
Crime Statistics (Actual)
January to March: 2021 - 2025**

All categories contain "Attempted" and/or "Completed"


































April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	1	0	2	0	N/A	-100%	0.1
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	3	0	3	1	0%	-67%	0.0
Other Sexual Offences		0	1	0	7	0	N/A	-100%	0.6
Assault		10	17	10	19	22	120%	16%	2.6
Kidnapping/Hostage/Abduction		1	1	0	0	1	0%	N/A	-0.1
Extortion		0	2	0	2	0	N/A	-100%	0.0
Criminal Harassment		8	1	12	5	4	-50%	-20%	-0.4
Uttering Threats		15	9	8	8	18	20%	125%	0.5
TOTAL PERSONS		35	35	30	46	46	31%	0%	3.3
Break & Enter		22	14	7	11	10	-55%	-9%	-2.7
Theft of Motor Vehicle		5	13	4	1	3	-40%	200%	-1.6
Theft Over \$5,000		6	9	2	7	3	-50%	-57%	-0.8
Theft Under \$5,000		15	31	10	17	5	-67%	-71%	-3.4
Possn Stn Goods		5	11	6	0	2	-60%	N/A	-1.7
Fraud		7	7	17	12	28	300%	133%	4.7
Arson		2	2	0	0	1	-50%	N/A	-0.4
Mischief - Damage To Property		16	22	11	9	8	-50%	-11%	-2.9
Mischief - Other		6	18	10	14	9	50%	-36%	0.2
TOTAL PROPERTY		84	127	67	71	69	-18%	-3%	-8.6
Offensive Weapons		7	5	2	4	2	-71%	-50%	-1.1
Disturbing the peace		5	9	3	4	2	-60%	-50%	-1.1
Fail to Comply & Breaches		5	24	10	9	6	20%	-33%	-1.3
OTHER CRIMINAL CODE		5	13	11	4	6	20%	50%	-0.7
TOTAL OTHER CRIMINAL CODE		22	51	26	21	16	-27%	-24%	-4.2
TOTAL CRIMINAL CODE		141	213	123	138	131	-7%	-5%	-9.5

**Sundre Provincial Detachment
Crime Statistics (Actual)
January to March: 2021 - 2025**

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		2	0	0	1	2	0%	100%	0.1
Drug Enforcement - Trafficking		0	1	3	4	0	N/A	-100%	0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	1	3	6	2	0%	-67%	0.5
Cannabis Enforcement		1	1	0	0	0	-100%	N/A	-0.3
Federal - General		4	2	2	3	1	-75%	-67%	-0.5
TOTAL FEDERAL		7	4	5	9	3	-57%	-67%	-0.3
Liquor Act		2	1	1	1	0	-100%	-100%	-0.4
Cannabis Act		1	0	0	0	0	-100%	N/A	-0.2
Mental Health Act		14	4	19	19	14	0%	-26%	1.5
Other Provincial Stats		23	25	20	20	10	-57%	-50%	-3.1
Total Provincial Stats		40	30	40	40	24	-40%	-40%	-2.2
Municipal By-laws Traffic		0	0	1	1	0	N/A	-100%	0.1
Municipal By-laws		2	1	0	0	4	100%	N/A	0.3
Total Municipal		2	1	1	1	4	100%	300%	0.4
Fatals		1	1	0	1	0	-100%	-100%	-0.2
Injury MVC		2	6	3	3	6	200%	100%	0.5
Property Damage MVC (Reportable)		24	33	42	54	21	-13%	-61%	1.5
Property Damage MVC (Non Reportable)		8	7	10	3	4	-50%	33%	-1.2
TOTAL MVC		35	47	55	61	31	-11%	-49%	0.6
Roadside Suspension - Alcohol (Prov)		5	3	3	8	11	120%	38%	1.7
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
Total Provincial Traffic		150	79	65	170	106	-29%	-38%	0.3
Other Traffic		1	0	0	0	0	-100%	N/A	-0.2
Criminal Code Traffic		15	17	8	14	14	-7%	0%	-0.5
Common Police Activities									
False Alarms		10	5	3	9	2	-80%	-78%	-1.2
False/Abandoned 911 Call and 911 Act		3	2	8	2	8	167%	300%	1.0
Suspicious Person/Vehicle/Property		41	7	11	14	20	-51%	43%	-3.5
Persons Reported Missing		3	0	1	3	4	33%	33%	0.5
Search Warrants		0	0	1	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		20	24	16	22	10	-50%	-55%	-2.2
Form 10 (MHA) (Reported)		3	0	0	0	2	-33%	N/A	-0.2



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	RFD Bylaw 2025-07 Mountain Springs Area Structure Plan
ORIGINATING DEPARTMENT	Community Development – Planning & Development
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2025-07 is the Mountain Springs Area Structure Plan (MSASP) for 62.7 hectares (155 acres) of land legally described as SW ¼, 9-33-5-5, a quarter section of land located in the northwest area of the Town, with Highway 22 as its western boundary.

First Reading was granted on April 28, 2025, with the Public Hearing held on this date, June 9, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Development Authority to deliver a verbal report.

Refer to 6.1a Revisions since first reading (red highlights)

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 1, Community Development and Pillar 5, Sustainable and Responsible Governance, the Town's Municipal Development Plan and the Town's Parks, Open Space and Trails Plan.

ADMINISTRATION RECOMMENDATIONS:

That Council give second and third readings to adopt Bylaw 2025-07, being the Mountain Springs Area Structure Plan.

COSTS/FUNDING:

N/A

MOTION:

That the Town of Sundre Council give Second Reading to Bylaw 2025-07, being a Bylaw to adopt the Mountain Springs Area Structure Plan.

That the Town of Sundre Council give Third Reading to Bylaw 2025-07, being a Bylaw to adopt the Mountain Springs Area Structure Plan.

ATTACHMENTS:

Bylaw 2025-07

Schedule "A" MSASP

Date Reviewed: June 6, 2025

ACTING CAO: Chris Albert

MOUNTAIN SPRINGS



sundre alberta

AREA STRUCTURE PLAN

June 2025

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

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



2.0 Plan Area

2.1 Plan Location

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

More specifically:

Meridian 5, Range 5, Township 33, Section 9

Quarter South West

Containing 64.7 Hectares (155 Acres) More or Less

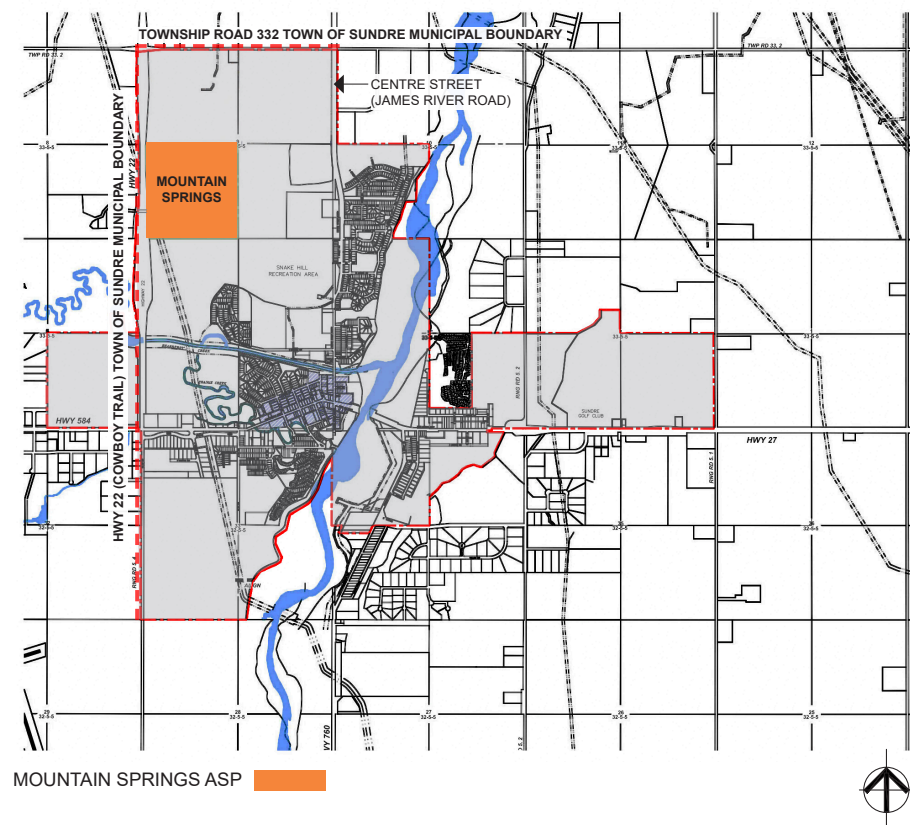
Excepting Thereout

Road Plan No: 8610295, Hectares 2.024, Acres 5.0

Excepting Thereout All Mines and Minerals And The Right To Work The Same

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

Figure 1 - Location Plan

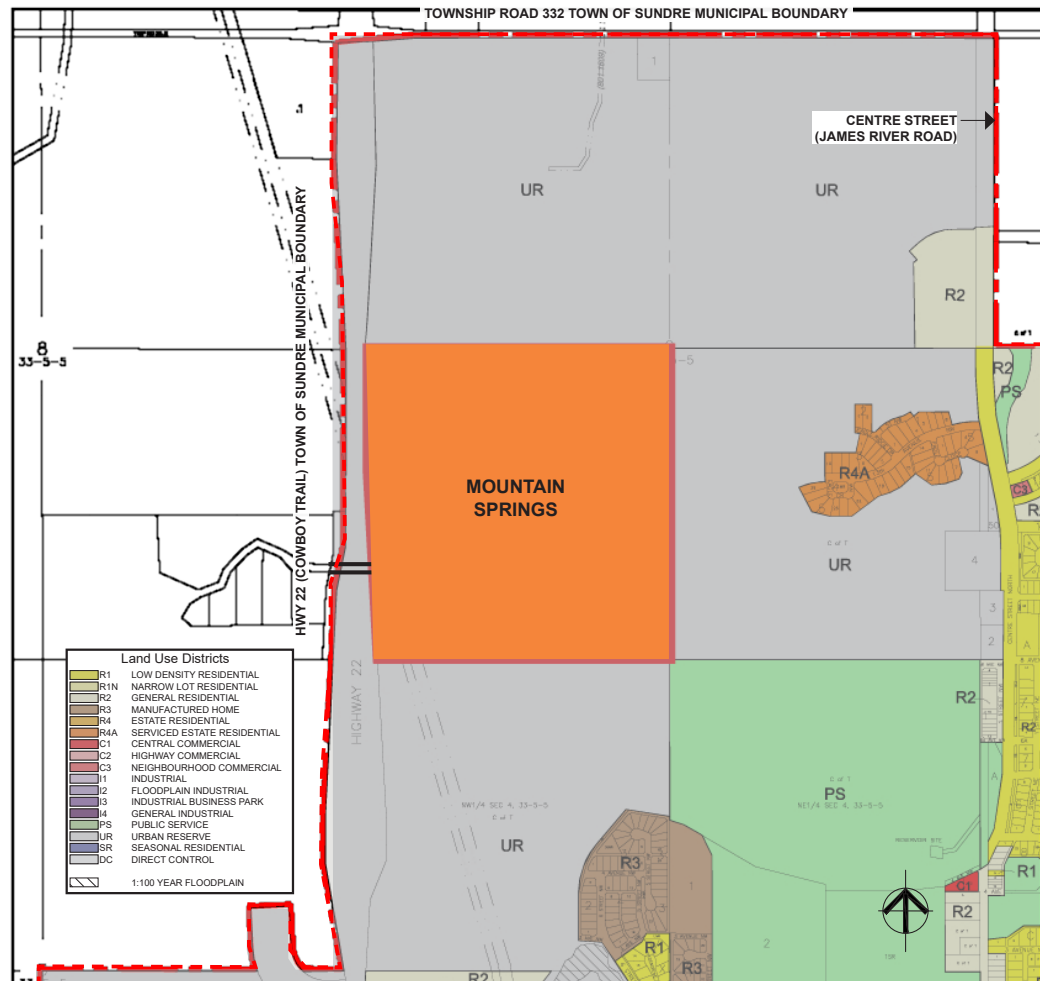


2.2 Adjacent Lands

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



Figure 2 - Adjacent Land Uses



2.3 Map Interpretation

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

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



VIEW LOOKING EAST



3.1.3 Town of Sundre Municipal Development Plan

The Town of Sundre Municipal Development Plan adopted October 2024, outlines the requirements for Area Structure Plans to be adopted in Sundre. Each Area Structure Plan shall address the requirements of the Municipal Government Act and be in accordance with the related plans prepared by the Town, relative to by way of example:

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

3.1.4 Town of Sundre Land Use Bylaw

Pursuant to the Sundre Land Use Bylaw 2018-10 (consolidated January 2021), the Mountain Springs ASP area is defined as Urban Reserve with a view to it's development as an integrated residential community. **Figure 2.** The intent of the Plan is to reflect in general terms the Municipal Development vision and sustainability targets as outlined in the Sundre Municipal Development Plan. Site specific parameters will be detailed at the Subdivision Plan stage.

3.1.5 Future Plans

As directed by the Municipal Government Act, this Area Structure Plan is the first of the required plans to be submitted to the Town of Sundre. The Town of Sundre uses Outline Plans to support the goals of its Area Structure Plans (ASPs) and the Municipal Development Plan (MDP) These plans are typically developed alongside the land use redesignation process and are required for new subdivisions and greenfield developments larger than 10 hectares (24.7 acres).

3.1.5.1 When market conditions dictate an outline plan will be prepared for Mountain Springs.



3.2.2 Environmental Site Assessment

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

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

3.2.3 Biophysical Impact Assessment

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

3.2.3.1 *Upon creation of future Outline Plan and Subdivision, a Biophysical Impact Assessment (BIA) shall be submitted to evaluate impacts on wetlands, Wildlife, vegetation, historical resources, and environmentally sensitive areas in accordance with federal and provincial environmental regulations.*

3.2.4 Geotechnical Assessment

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

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

3.2.5 Historical Resources Impact Assessment

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



3.3.6.14 *Detailed designs for the Stormwater Management Facilities shall be undertaken after discussions with the Alberta Department of the Environment and the Federal Department of Oceans and Fisheries.*

3.3.6.15 *At the Subdivision Plan stage, a Development Agreement will be signed between the Mountain Springs developer and the Town. This agreement shall define the costs and responsibilities of the Town of Sundre and the developer.*

3.4 Transportation

3.4.1 Existing Transportation Network

The Mountain Springs ASP area is bordered by Provincial Highway 22 to the West. The North, East and South borders of the Plan Area abut other ASP areas that are either established or in the development stage. There is a long standing field access off HWY 22 into the Plan Area; it is aligned with a vehicular access to the West into the Mountain View acreage development.

A Traffic Impact Assessment (TIA) has been completed. It includes a preliminary design, operations and safety review. It also determines the size and classification of all roads within the ASP area.

3.4.1.1 *The Town Consultant will review the TIA at the Outline Plan Stage and determine if further analysis is required.*

3.4.1.2 *Further analysis is required to determine the final location and design of the HWY 22 intersection at subsequent approval stages. Trans Canada Pipelines supports the location of the roadway defined as “Future Access” on the plan.*

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

The Eagle Ridge ASP Land Use Concept identifies residential lots adjacent to the proposed southeast road access. As development is scheduled to begin in Eagle Ridge ahead of Mountain Springs, additional coordination with the Town of Sundre and Eagle Ridge landowners will be necessary to facilitate road connections into Mountain Springs.

3.4.1.3 *The Mountain Springs internal road network will connect to the adjacent land parcels once a mutually defined alignment is established with adjacent land owners.*

3.4.1.4 *To ensure coordinated and efficient infrastructure development between the Eagle Ridge and Mountain Springs areas, road connections through the southeast access point shall require prior consultation and mutual agreement with the Town of Sundre and Eagle Ridge landowners.*



4.2 Design Features

4.2.1 Open Spaces

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

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



- 4.2.1.2 *Where possible, natural features should be preserved to create a unique development where the natural terrain is respected and celebrated as an amenity and legacy for all present and future residents.*

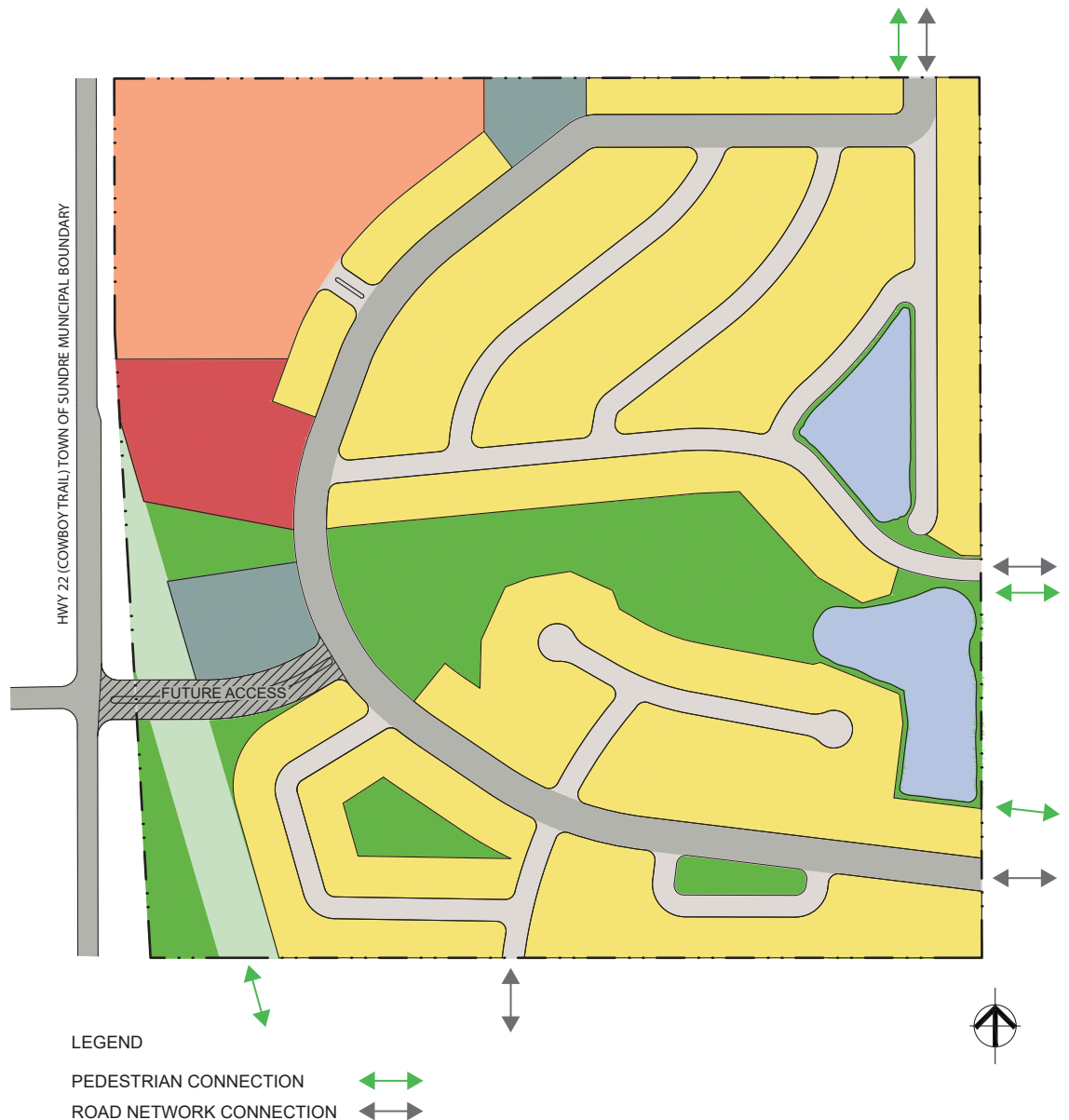
- 4.2.1.3 *These retained open spaces should be protected as a way to minimize the disruption to the existing environmentally significant zones, and to respect the existing rolling countryside.*

Areas in and surrounding the existing natural springs within the ravine and the dependent tree cover should be given attention and protection to ensure that they remain viable and thrive well into the future. This ASP encourages strong road and non-vehicular connections with adjacent communities.

The road and pedestrian walkway networks allow for convenient and safe movement of vehicular and pedestrian movement throughout and to adjacent communities. Over time, Mountain Springs is to become an integral part of the open space and transportation networks that link it with other communities and regional transportation networks. **Figure 5.**



Figure 5 - Connections to Surrounding Areas



4.2.2 Housing and Services

Mountain Springs offers a full range of housing options within a medium density housing precinct. It will appeal to those with a variety of income levels. The number of higher density lots and/or units will depend on market demand and housing needs at the time of development.

- 4.2.2.1 Multi-storey walk up buildings with a mix of one, two and three bedroom units, row houses and/or attached dwellings should all be encouraged within this precinct.
- 4.2.2.2 A variety of housing types and lot sizes will be a strong contributor to the character of Mountain Springs.
- 4.2.2.3 At all development phases, lots and/or units should be included that are intended to meet Sundre's affordable housing needs.



- 4.2.2.4 *Semi-detached or multi-family residential units should make up at least 25% of the total housing stock.*
- 4.2.2.5 *Development Permit plans should be encouraged to consider and incorporate principles of Crime Prevention Through Environmental Design (CPTED) as referenced in the CPTED section of the Parks, Open Space and Trails Plan contained within the Municipal Development Plan.*
- 4.2.2.6 *Multi-family or medium density housing should be developed in close proximity to major collector roads, open spaces and commercial services.*
- 4.2.2.7 *To provide neighborhood shops and services that are accessible to all residents, there shall be a neighborhood commercial zone close to the primary entrance to Mountain Springs off Highway 22.*
- 4.2.2.8 *The commercial zone should include services, retail, and commercial office space focused on the needs of the Mountain Springs Community residents.*

4.3 Development Statistics

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

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

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

Table 1
Land Use Statistics

LAND USE TYPE	AREA (Hectares)	AREA (Acres)	UNITS PER HECTARE	UNITS PER ACRE	TOTAL UNITS	PERSONS PER UNIT	POPULATION
LOW DENSITY RESIDENTIAL	38.8	95.9	12.85	5.2	499	2.4	1197
MEDIUM DENSITY RES. & FUTURE USE	7.7	19.0	27.40	11.1	211	2.2	464
COMMERCIAL & FUTURE USE	3.3	8.2					90
GREEN SPACE/MR	11.1	27.4					
PIPELINE EASEMENT	1.9	4.7					
TOTALS	62.8	155.2					1751

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

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



Table 2 Developable Area					
		Analysis	Area (Hectares)	Area (Acres)	%
A	TOTAL ASP AREA		62.8	155.2	100.0
B	GREEN SPACE/MR		11.1	27.4	17.7
C	EASEMENTS (R.O.W.'s)		1.9	4.7	3.0
D	NON DEVELOPABLE AREA	B+C	13	32.1	20.7
E	GROSS DEVELOPABLE AREA	A-D	49.8	123.1	79.3

5.0 Concept Plan

5.1 The ASP Concept

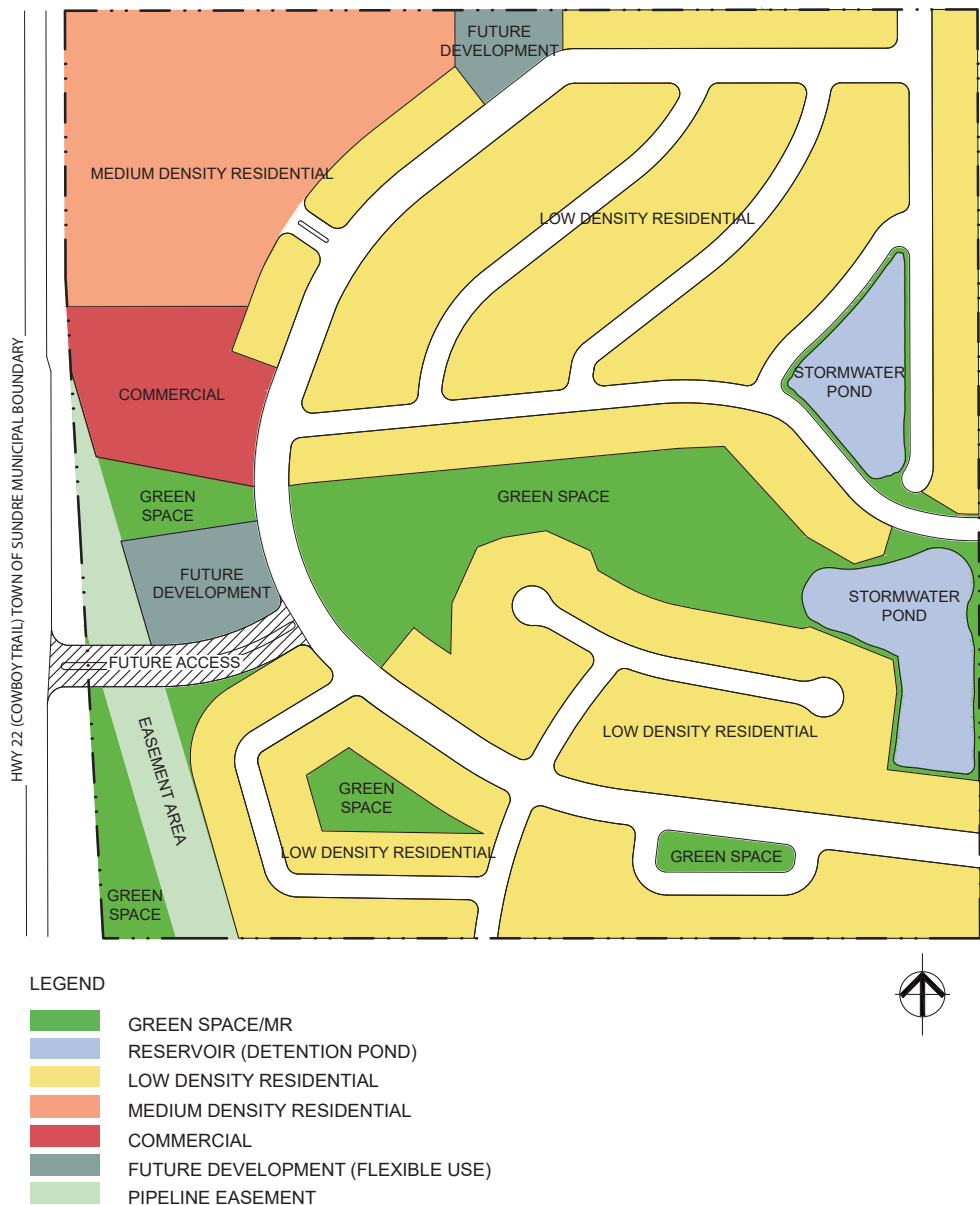
Mountain Springs is intended to be a predominantly residential community with a variety of housing types ranging from small starter homes and semi-detached dwellings to larger single family estate homes backing onto the central green space. There are plans for a medium density residential community in the northwest quadrant of the ASP area.

The following development policies should be put in place:

- 5.1.0.1 *Two Future Development sites are included in the ASP area; they will be further defined at the Land Use Redesignation Stage.*
- 5.1.0.2 *The Mountain Springs Development will be carried out in a responsible and sustainable manner that is consistent with the goals stated in the Town of Sundre Municipal Development Plan.*
- 5.1.0.3 *Consistent and creative Architectural, Landscape and Site Design standards should be established for all development within Mountain Springs. These standards should incorporate conditions and requirements that mandate that all residential and commercial building design is an attractive complement to the small town heritage architecture of Sundre.*
- 5.1.0.4 *Environmental standards that should require the use of high efficiency building envelopes, appliances and site development practices. They should also require that best practices for recycling and re-use of building materials be carried out.*
- 5.1.0.5 *Environmental standards should be established that encourage water smart initiatives.*
- 5.1.0.6 *Neighbourhood amenities will include extensive green space areas, a community focused pedestrian pathway network, a children's play area and recreation features that incorporate the two storm water retention ponds into the green space network. As per **Figure 6** (Concept Plan).*
- 5.1.0.7 *Commercial development near the primary entrance to the site off Highway 22 will be neighborhood focused.*



Figure 6 - Concept Plan



5.2 Land Use Policies

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

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

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



5.2.1 Green Space & Architectural Control Policies

Comprehensive networks of linked green space are expected to allow for active and passive recreation activities as well as to facilitate pedestrian and bicycle movement throughout Mountain Springs. The green space will also form a vital component of the MR land that shall be defined at the Subdivision Plan stage of development. See **Figure 7**.

Specific Green Space *Policies* are as follows:

- 5.2.1.1 *Each single-family lot should have access to the green space network.*
- 5.2.1.2 *Multi-family sites should have access to the green space network.*
- 5.2.1.3 *Pedestrian and bicycle movement within Mountain Springs should be given priority. There will be an extensive, interconnected network of green space and pedestrian pathways.*
- 5.2.1.4 *Provide pedestrian/bicycle pathways that connect to the regional pathways.*
- 5.2.1.5 *Natural vegetation and significant environmentally sensitive areas within the Green Spaces should be retained.*
- 5.2.1.6 *Where changes to the existing land contours are required, they will be with a gentle transition to the retained Green Space.*
- 5.2.1.7 *Landscaping concepts for the open spaces and single family lots should incorporate nature-scaping concepts that provide for new planting adaptable to the native landscape without a heavy reliance on artificial watering. Architectural controls on the single family housing areas should define and regulate these requirements.*
- 5.2.1.8 *Where practical, stormwater should be retained within the immediate community.*



VIEW IN THE RAVINE



5.2.2 Residential Policies

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

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

5.2.3 Future Development Policies

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

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



5.2.4 Commercial Policies

Mountain Springs includes a dedicated neighbourhood commercial area which provides basic goods and services to residents of the Plan Area in a location that is easily accessible to all residents.

Specific Commercial Policies are as follows:

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



5.2.5 Community Gateway Policies

Mountain Springs shall include a well-defined appealing West entrance that serves as the only access to the community off Hwy 22.

Gateway *Policies* are as follows:

- 5.2.5.1 *Specific design elements that illustrate the distinct character at the entrance boulevard shall be detailed at the Subdivision Plan stage of development.*
- 5.2.5.2 *Provide a well treed divided entry boulevard at the gateway to Mountain Springs from Highway 22. This will promote a unified image of the community with respect for the natural landscape.*
- 5.2.5.3 *Create a boundary treatment along the entire western community edge along Highway 22 that uses building design and landscape features to present a positive image of Mountain Springs.*
- 5.2.5.4 *Buildings that back onto Highway 22 are to be designed reflecting well defined architectural policy guidelines in keeping with the community design intent.*
- 5.2.5.5 *The landscape in and around the front entry of the development is to reflect the natural theme of Mountain Springs.*

5.2.6 Environmentally Significant Area Policy

Mountain Springs does not contain any environmentally sensitive areas as defined by Alberta Tourism, Parks and Recreation. However, it does include two or three natural springs that are the primary source of the watercourse at the base of the ravine that bisects The Plan Area.

- 5.2.6.1 *The natural springs and the stream will be preserved to become an integral part of the protected green space network.*
- 5.2.6.2 *The springs, stream and the stormwater retention ponds will all be incorporated into future development plans and will become landmark elements contributing to the enjoyment and environmental stewardship of the community and open space network.*

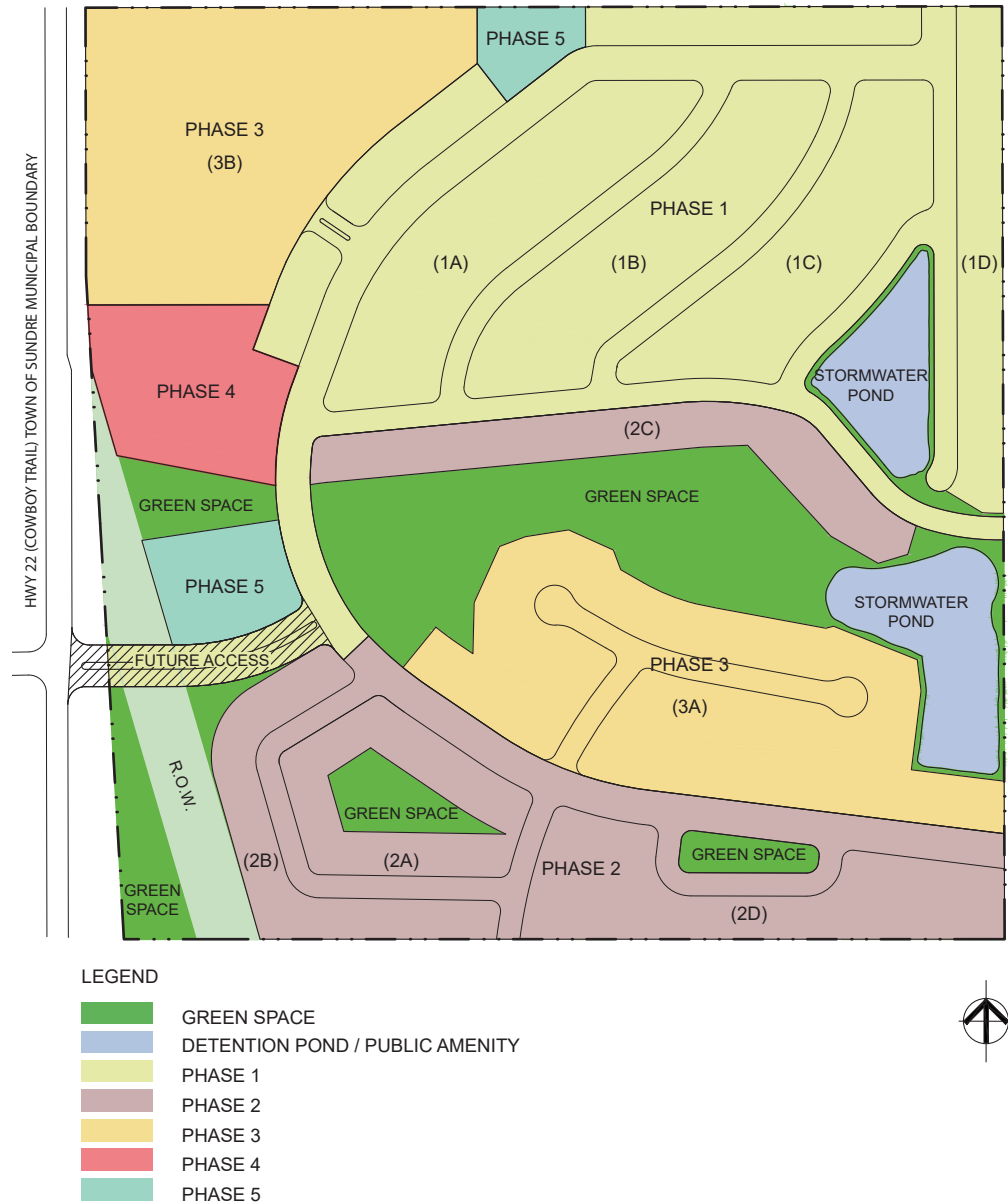


VIEW LOOKING SOUTH INTO THE RAVINE

5.3 Phasing

The Mountain Springs Community will be developed in phases as market demands are identified. A more detailed phasing analysis will be carried out at the Outline Plan stage. See Figure 8.

Figure 8 - Phasing Plan



6.0 Servicing Infrastructure

6.1 Water Supply and Distribution

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

In order to service the Mountain Springs development, an additional reservoir to be located at the NE portion of the ASP area may be required.

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

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

Fire Flow Requirement is as listed below:

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

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

Table 3
Water Supply

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

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

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

6.2 Shallow Utilities

6.2.0.1 *Shallow utility services including electric power, natural gas, and telephone, will be provided by local utility companies.*

6.2.0.2 *All services shall be installed underground, with overhead power limited to locations where an underground service is not achievable.*

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



See **Figure 9** for the proposed pipe layout.

- 6.3.0.1 *The peaked sanitary demand for the new development will be 48.58 l/s. To facilitate the planned sanitary connection to the East, infrastructure installed at, or above minimum slope will be required to service the entire site and maintain cover for frost protection.*
- 6.3.0.2 *A detailed sanitary system design shall be prepared at the Subdivision Plan stage.*

6.4 Stormwater Management

Stormwater drainage systems are not currently available in the Plan Area. Stormwater management is currently via overland drainage to the natural catchment areas for the Red Deer River system down hill to the East. Currently the Mountain Springs area has two natural drainage streams that connect to this system; specifically the Middle Stream and the North Stream. The North stream which gathers drainage from the land to the North drains into the Middle Stream. The Middle Stream also picks up drainage from the land West of Hwy 22. Refer to **Figure 9**.

Figure 9 - Aerial Photo of Existing Stormwater Drainage



- 6.4.0.1 *To service The Plan Area to current stormwater management standards, collection, retention, and release quality will be addressed at the Subdivision Plan stage.*
- 6.4.0.2 *Sizing of the proposed lines and ponds per standard practice will require stormwater retention ponds for the 62.8ha site.*
- 6.4.0.3 *Based on a preliminary discussion with the Towns Consulting Engineers, a discharge rate of 6.85 l/s/ha is tentatively assigned.*
- 6.4.0.4 *Prior to the Subdivision Plan application, the allowable discharge rate will be confirmed by the Town of Sundre.*



7.0 Public Engagement

Public engagement is a very important exercise in the preparation of an Area Structure Plan. A Public Information Open House was conducted on June 28, 2023, providing interested persons insight into the Plan Area intent while securing any feedback from attendees. Many interested residents attended and no objections to the Area Structure Plan were received.

8.0 Interpretations and Definitions

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

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

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

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

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

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

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

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

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

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

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

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

The Plan: means the Mountain Springs Area Structure Plan.

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

The Province: means the Province of Alberta

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

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

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

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



TOWN OF SUNDRE

BYLAW 2025-07

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

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

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

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

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

1. NAME OF BYLAW

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

2. PURPOSE OF BYLAW

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

3. EFFECTIVE DATE

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

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

READ A FIRST TIME this 28th day of April 2025 Motion No. 156-28-04-05

PUBLIC HEARING HELD this 9th day of June 2025;

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

Acting Chief Administrative Officer, Chris Albert

MOUNTAIN SPRINGS

sundre alberta

AREA STRUCTURE PLAN

June 2025

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

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





Table of Contents

1.0 Introduction01
1.1 Mountain Springs History01
1.2 Purpose of the Plan02
1.3 Plan Timeframe02
1.4 Interpretation of the Plan02
2.0 Plan Area03
2.1 Plan Location03
2.2 Adjacent Lands03
2.3 Map Interpretation04
3.0 Background Information05
3.1 Policy Context.05
3.1.1. Municipal Government Act05
3.1.2. Intermunicipal Development Plan (IDP)05
3.1.3. Town of Sundre Municipal Development Plan06
3.1.4. Town of Sundre Land Use Bylaw.06
3.1.5. Future Plans.06
3.2 Physical Context.07
3.2.1. Topography07
3.2.2. Environmental Site Assessment08
3.2.3. Biophysical Impact Assessment08
3.2.4. Geotechnical Assessment08
3.2.5. Historical Resources Impact Assessment08
3.2.6. Utility Right of Ways09
3.3 Servicing10
3.3.1. Water10
3.3.2. Sanitary Services11
3.3.3. Stormwater Management11
3.3.4. Shallow Utilities.11
3.3.5. Existing Well Sites.12
3.3.6. Other12
3.4 Transportation13
3.4.1. Existing Transportation Network13
3.4.2. Transportation14
3.5 Municipal and School Facilities14
4.0 Development Approach14
4.1 Sustainability14
4.2 Design Features15
4.2.1. Open Spaces15
4.2.2. Housing and Services.16
4.3 Development Statistics17



5.0 Concept Plan18
5.1 The ASP Concept18
5.2 Land Use Policies19
5.2.1. Green Space & Architectural Control Policies20
5.2.2. Residential Policies22
5.2.3. Future Development Policies22
5.2.4. Commercial Policies23
5.2.5. Community Gateway Policies24
5.2.6. Environmentally Significant Area Policy.24
5.2.7. Landscape Policies25
5.3 Phasing26
6.0 Servicing Infrastructure27
6.1 Water Supply and Distribution.27
6.2 Shallow Utilities27
6.3 Wastewater Collection28
6.4 Stormwater Management29
7.0 Public Engagement32
8.0 Interpretations and Definitions32

1.0 Introduction

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

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

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

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



VIEW LOOKING SOUTHEAST

1.1 Mountain Springs History

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



VIEW LOOKING NORTHWEST

1.2 Purpose of the Plan

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

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

1.3 Plan Timeframe

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



VIEW LOOKING NORTHEAST

1.4 Interpretation of the Plan

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

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

2.0 Plan Area

2.1 Plan Location

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

More specifically:

Meridian 5, Range 5, Township 33, Section 9

Quarter South West

Containing 64.7 Hectares (155 Acres) More or Less

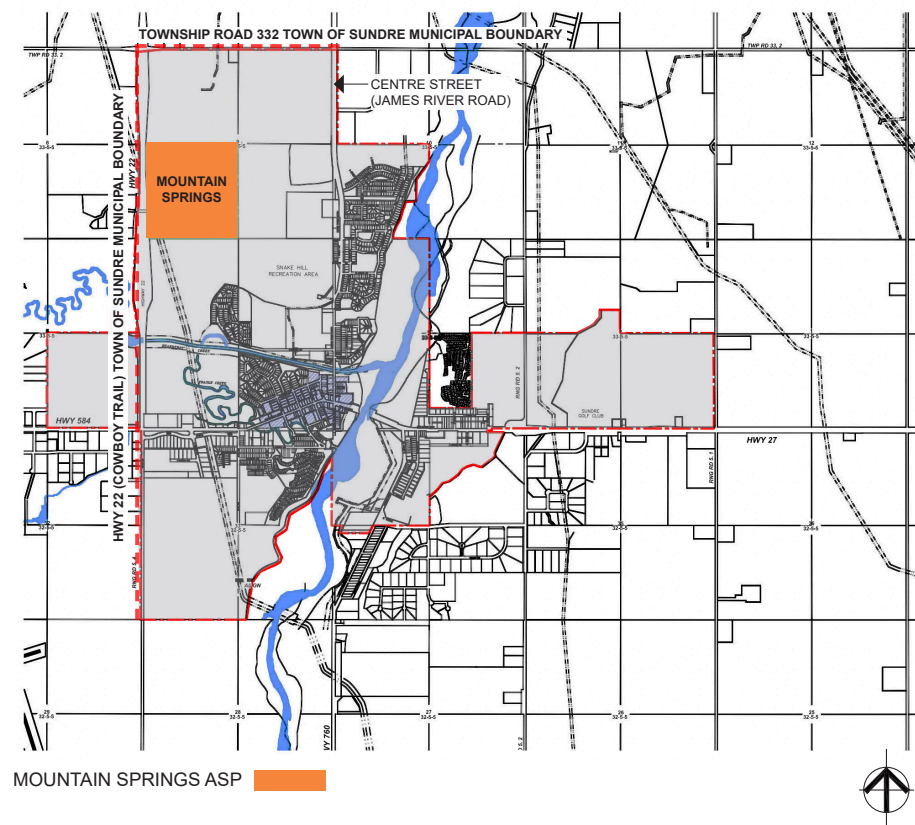
Excepting Thereout

Road Plan No: 8610295, Hectares 2.024, Acres 5.0

Excepting Thereout All Mines and Minerals And The Right To Work The Same

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

Figure 1 - Location Plan

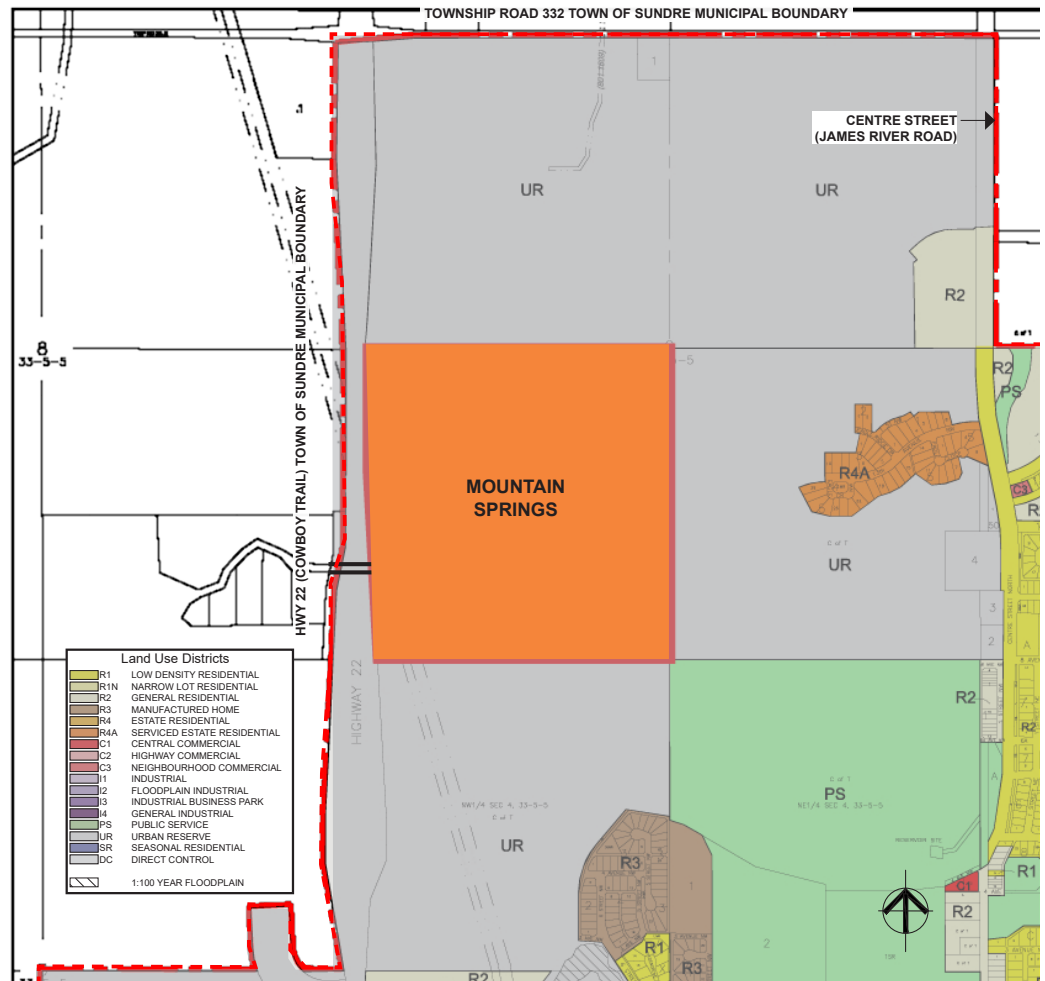


2.2 Adjacent Lands

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



Figure 2 - Adjacent Land Uses



2.3 Map Interpretation

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

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



VIEW LOOKING EAST

3.0 Background Information

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

3.1 Policy Context

3.1.1 Municipal Government Act

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

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

Sec(2) An area structure plan

(a) must describe

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

And

- (b) (i) may contain any other matters, including matters relating to reserves, as the council considers necessary.*

3.1.2 Intermunicipal Development Plan (IDP)

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



VIEW LOOKING EAST FROM COWBOY TRAIL



3.1.3 Town of Sundre Municipal Development Plan

The Town of Sundre Municipal Development Plan adopted October 2024, outlines the requirements for Area Structure Plans to be adopted in Sundre. Each Area Structure Plan shall address the requirements of the Municipal Government Act and be in accordance with the related plans prepared by the Town, relative to by way of example:

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

3.1.4 Town of Sundre Land Use Bylaw

Pursuant to the Sundre Land Use Bylaw 2018-10 (consolidated January 2021), the Mountain Springs ASP area is defined as Urban Reserve with a view to it's development as an integrated residential community. **Figure 2.** The intent of the Plan is to reflect in general terms the Municipal Development vision and sustainability targets as outlined in the Sundre Municipal Development Plan. Site specific parameters will be detailed at the Subdivision Plan stage.

3.1.5 Future Plans

As directed by the Municipal Government Act, this Area Structure Plan is the first of the required plans to be submitted to the Town of Sundre. The Town of Sundre uses Outline Plans to support the goals of its Area Structure Plans (ASPs) and the Municipal Development Plan (MDP) These plans are typically developed alongside the land use redesignation process and are required for new subdivisions and greenfield developments larger than 10 hectares (24.7 acres).

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



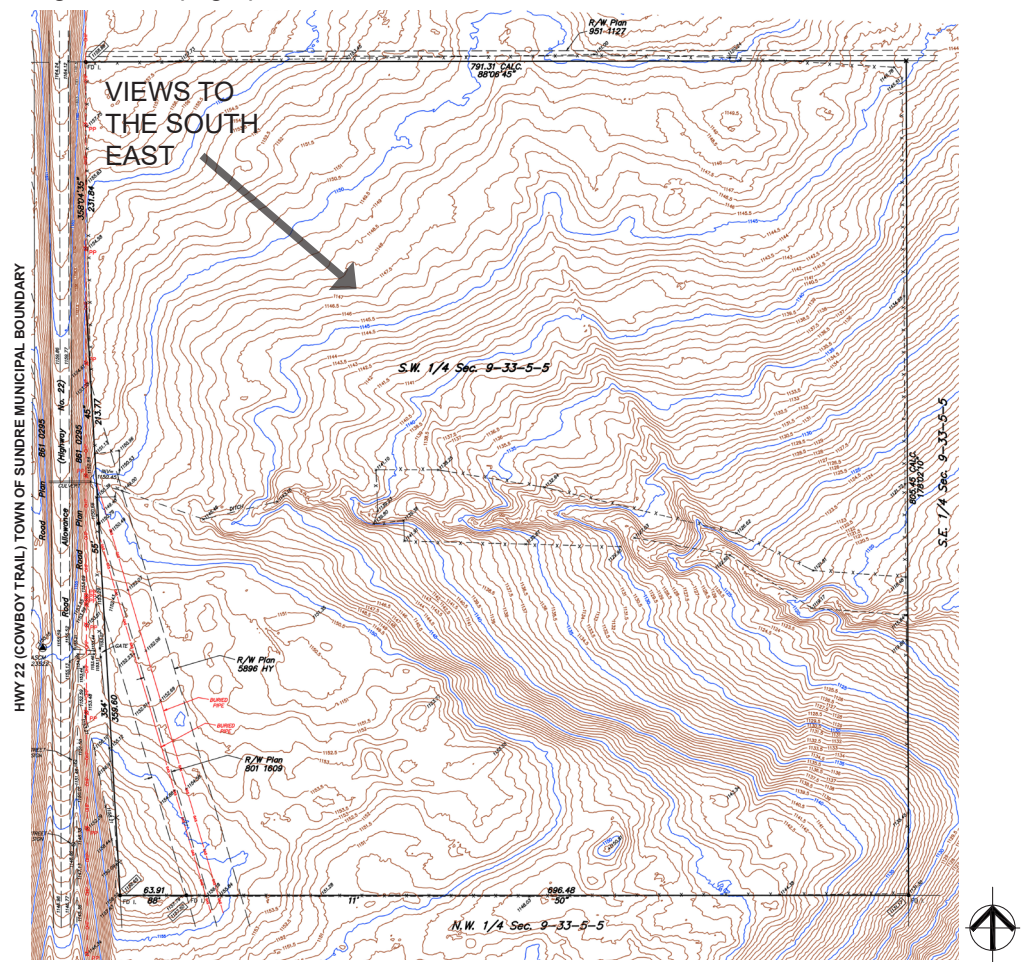
3.2 Physical Context

3.2.1 Topography

The ASP area shown in **Figure 2** lies at the top of a gentle rolling glacial ridge above the Town of Sundre. The elevation varies and the grade slopes as shown in **Figure 3**, downhill from west to east. There is a modest natural creek and ravine that runs generally through the centre of the Plan area that divides it into two distinct areas, north and south. The base of the ravine surrounding the creek and the natural springs that feed it, contain the only significant tree cover on the site. The only other tree cover is in the north quadrant, adjacent to Highway 22.

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

Figure 3 - Topographic Plan



VIEW LOOKING EAST



3.2.2 Environmental Site Assessment

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

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

3.2.3 Biophysical Impact Assessment

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

3.2.3.1 *Upon creation of future Outline Plan and Subdivision, a Biophysical Impact Assessment (BIA) shall be submitted to evaluate impacts on wetlands, Wildlife, vegetation, historical resources, and environmentally sensitive areas in accordance with federal and provincial environmental regulations.*

3.2.4 Geotechnical Assessment

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

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

3.2.5 Historical Resources Impact Assessment

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

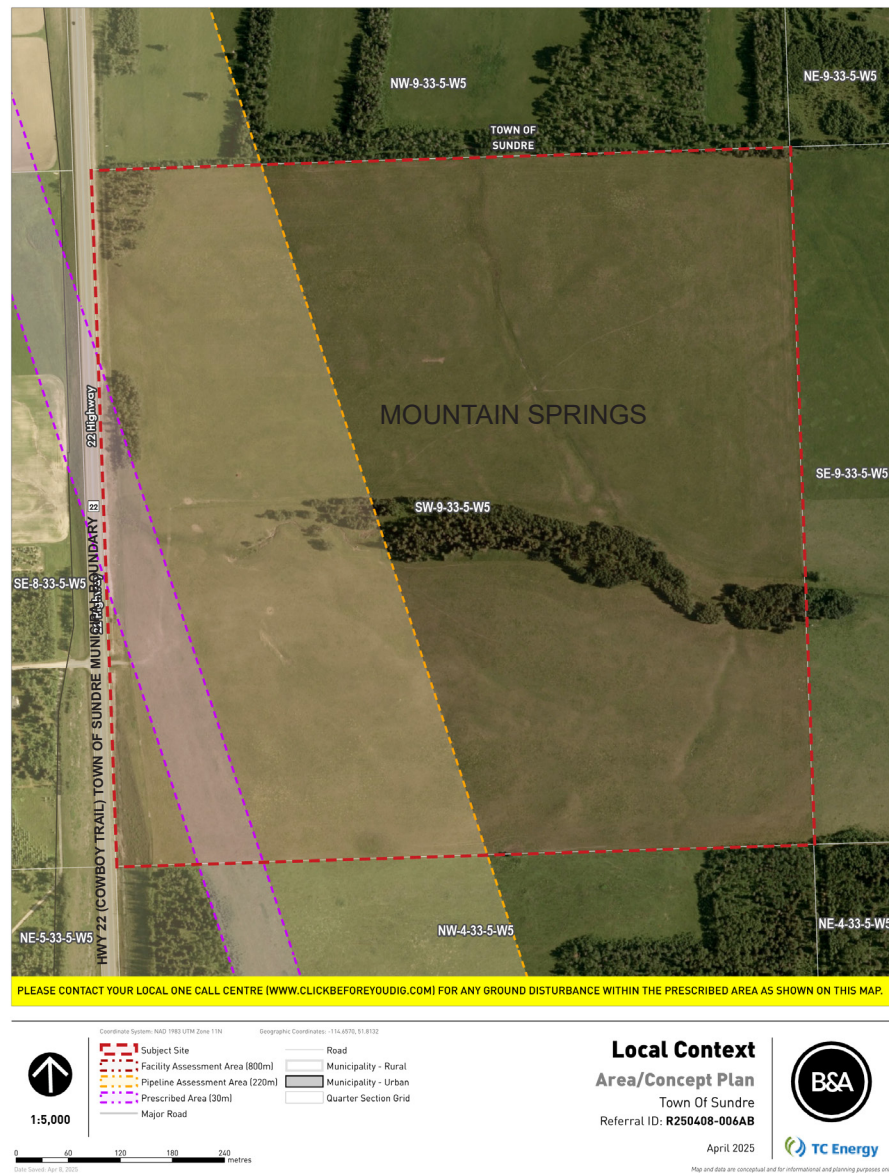


3.2.6 Utility Right of Ways

There are two Utility Rights of Way registered on the Titled Plan area. The registered easement holders are the Alberta Gas Trunk Line Co. Ltd and Foothills Natural Gas CO-OP, currently owned by TC Energy. They have two parallel pipelines that cut diagonally across the Southwest corner of the Plan Area. Together, these parallel Right of Ways are approximately 500 metres long and vary in width. **Figure 4.** The Mountain Springs ASP incorporates these easement areas and required setbacks as defined by the Canadian Energy Regulator.

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

Figure 4 - Pipeline Right of Way Plan





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

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

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

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

3.3 Servicing

3.3.1 Water

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

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



3.3.2 Sanitary Services

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

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

3.3.3 Stormwater Management

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

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

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

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

3.3.4 Shallow Utilities

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

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



3.3.5 Existing Well Sites

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

3.3.6 Other

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

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



3.3.6.14 *Detailed designs for the Stormwater Management Facilities shall be undertaken after discussions with the Alberta Department of the Environment and the Federal Department of Oceans and Fisheries.*

3.3.6.15 *At the Subdivision Plan stage, a Development Agreement will be signed between the Mountain Springs developer and the Town. This agreement shall define the costs and responsibilities of the Town of Sundre and the developer.*

3.4 Transportation

3.4.1 Existing Transportation Network

The Mountain Springs ASP area is bordered by Provincial Highway 22 to the West. The North, East and South borders of the Plan Area abut other ASP areas that are either established or in the development stage. There is a long standing field access off HWY 22 into the Plan Area; it is aligned with a vehicular access to the West into the Mountain View acreage development.

A Traffic Impact Assessment (TIA) has been completed. It includes a preliminary design, operations and safety review. It also determines the size and classification of all roads within the ASP area.

3.4.1.1 *The Town Consultant will review the TIA at the Outline Plan Stage and determine if further analysis is required.*

3.4.1.2 *Further analysis is required to determine the final location and design of the HWY 22 intersection at subsequent approval stages. Trans Canada Pipelines supports the location of the roadway defined as “Future Access” on the plan.*

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

The Eagle Ridge ASP Land Use Concept identifies residential lots adjacent to the proposed southeast road access. As development is scheduled to begin in Eagle Ridge ahead of Mountain Springs, additional coordination with the Town of Sundre and Eagle Ridge landowners will be necessary to facilitate road connections into Mountain Springs.

3.4.1.3 *The Mountain Springs internal road network will connect to the adjacent land parcels once a mutually defined alignment is established with adjacent land owners.*

3.4.1.4 *To ensure coordinated and efficient infrastructure development between the Eagle Ridge and Mountain Springs areas, road connections through the southeast access point shall require prior consultation and mutual agreement with the Town of Sundre and Eagle Ridge landowners.*





- 3.4.1.5 *The pedestrian movement network will connect to a regional pathway system where it exists.*

3.4.2 Transportation

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

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

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

3.5 Municipal and School Facilities

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



VIEW LOOKING NORTHEAST

4.0 Development Approach

4.1 Sustainability

A vision for a sustainable future is incorporated into all aspects of the Plan Area. As the Subdivision Plan is prepared, the design intentions of the developers will be defined and include clear policies and guidelines in keeping with the 2024 Municipal Development Plan.

4.2 Design Features

4.2.1 Open Spaces

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

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



- 4.2.1.2 *Where possible, natural features should be preserved to create a unique development where the natural terrain is respected and celebrated as an amenity and legacy for all present and future residents.*

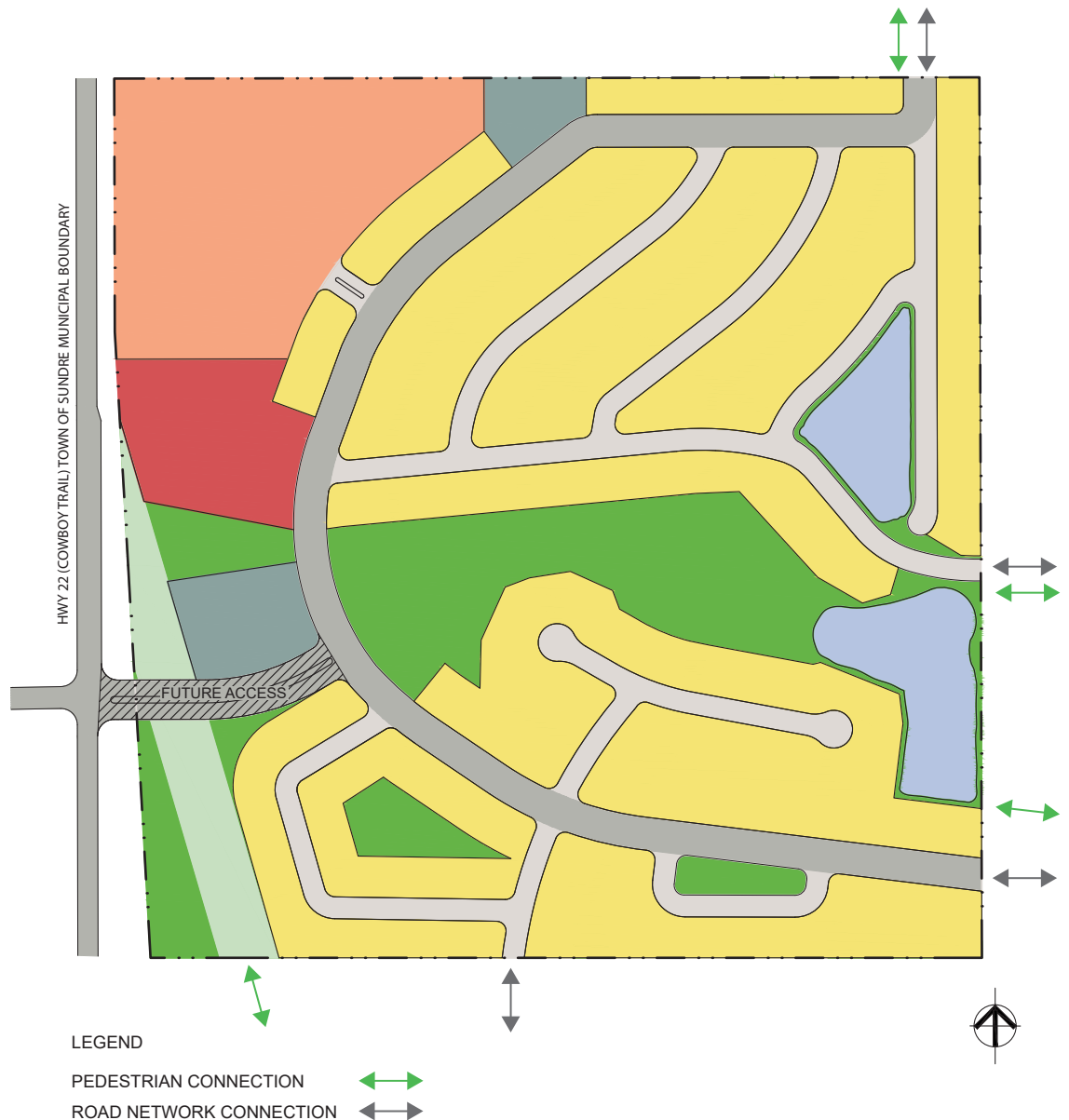
- 4.2.1.3 *These retained open spaces should be protected as a way to minimize the disruption to the existing environmentally significant zones, and to respect the existing rolling countryside.*

Areas in and surrounding the existing natural springs within the ravine and the dependent tree cover should be given attention and protection to ensure that they remain viable and thrive well into the future. This ASP encourages strong road and non-vehicular connections with adjacent communities.

The road and pedestrian walkway networks allow for convenient and safe movement of vehicular and pedestrian movement throughout and to adjacent communities. Over time, Mountain Springs is to become an integral part of the open space and transportation networks that link it with other communities and regional transportation networks. **Figure 5.**



Figure 5 - Connections to Surrounding Areas



4.2.2 Housing and Services

Mountain Springs offers a full range of housing options within a medium density housing precinct. It will appeal to those with a variety of income levels. The number of higher density lots and/or units will depend on market demand and housing needs at the time of development.

- 4.2.2.1 *Multi-storey walk up buildings with a mix of one, two and three bedroom units, row houses and/or attached dwellings should all be encouraged within this precinct.*
- 4.2.2.2 *A variety of housing types and lot sizes will be a strong contributor to the character of Mountain Springs.*
- 4.2.2.3 *At all development phases, lots and/or units should be included that are intended to meet Sundre's affordable housing needs.*



- 4.2.2.4 *Semi-detached or multi-family residential units should make up at least 25% of the total housing stock.*
- 4.2.2.5 *Development Permit plans should be encouraged to consider and incorporate principles of Crime Prevention Through Environmental Design (CPTED) as referenced in the CPTED section of the Parks, Open Space and Trails Plan contained within the Municipal Development Plan.*
- 4.2.2.6 *Multi-family or medium density housing should be developed in close proximity to major collector roads, open spaces and commercial services.*
- 4.2.2.7 *To provide neighborhood shops and services that are accessible to all residents, there shall be a neighborhood commercial zone close to the primary entrance to Mountain Springs off Highway 22.*
- 4.2.2.8 *The commercial zone should include services, retail, and commercial office space focused on the needs of the Mountain Springs Community residents.*

4.3 Development Statistics

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

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

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

Table 1 Land Use Statistics							
LAND USE TYPE	AREA	AREA	UNITS PER HECTARE	UNITS PER ACRE	TOTAL UNITS	PERSONS PER UNIT	POPULATION
	(Hectares)	(Acres)					
LOW DENSITY RESIDENTIAL	38.8	95.9	12.85	5.2	499	2.4	1197
MEDIUM DENSITY RES. & FUTURE USE	7.7	19.0	27.40	11.1	211	2.2	464
COMMERCIAL & FUTURE USE	3.3	8.2					90
GREEN SPACE/MR	11.1	27.4					
PIPELINE EASEMENT	1.9	4.7					
TOTALS	62.8	155.2					1751

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

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



Table 2

Developable Area

		Analysis	Area (Hectares)	Area (Acres)	%
A	TOTAL ASP AREA		62.8	155.2	100.0
B	GREEN SPACE/MR		11.1	27.4	17.7
C	EASEMENTS (R.O.W.'s)		1.9	4.7	3.0
D	NON DEVELOPABLE AREA	B+C	13	32.1	20.7
E	GROSS DEVELOPABLE AREA	A-D	49.8	123.1	79.3

5.0 Concept Plan

5.1 The ASP Concept

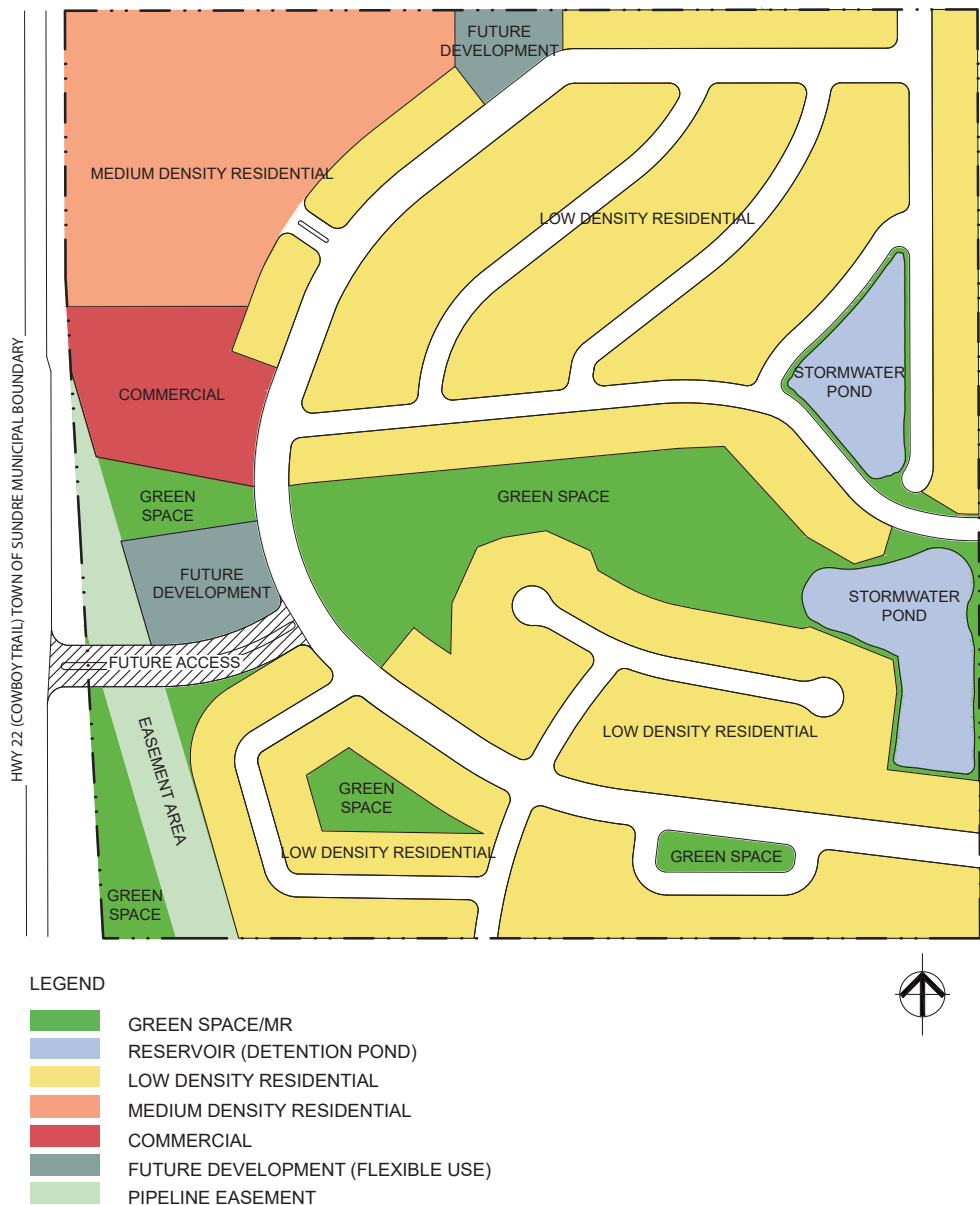
Mountain Springs is intended to be a predominantly residential community with a variety of housing types ranging from small starter homes and semi-detached dwellings to larger single family estate homes backing onto the central green space. There are plans for a medium density residential community in the northwest quadrant of the ASP area.

The following development policies should be put in place:

- 5.1.0.1 *Two Future Development sites are included in the ASP area; they will be further defined at the Land Use Redesignation Stage.*
- 5.1.0.2 *The Mountain Springs Development will be carried out in a responsible and sustainable manner that is consistent with the goals stated in the Town of Sundre Municipal Development Plan.*
- 5.1.0.3 *Consistent and creative Architectural, Landscape and Site Design standards should be established for all development within Mountain Springs. These standards should incorporate conditions and requirements that mandate that all residential and commercial building design is an attractive complement to the small town heritage architecture of Sundre.*
- 5.1.0.4 *Environmental standards that should require the use of high efficiency building envelopes, appliances and site development practices. They should also require that best practices for recycling and re-use of building materials be carried out.*
- 5.1.0.5 *Environmental standards should be established that encourage water smart initiatives.*
- 5.1.0.6 *Neighbourhood amenities will include extensive green space areas, a community focused pedestrian pathway network, a children's play area and recreation features that incorporate the two storm water retention ponds into the green space network. As per **Figure 6** (Concept Plan).*
- 5.1.0.7 *Commercial development near the primary entrance to the site off Highway 22 will be neighborhood focused.*



Figure 6 - Concept Plan



5.2 Land Use Policies

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

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

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



5.2.1 Green Space & Architectural Control Policies

Comprehensive networks of linked green space are expected to allow for active and passive recreation activities as well as to facilitate pedestrian and bicycle movement throughout Mountain Springs. The green space will also form a vital component of the MR land that shall be defined at the Subdivision Plan stage of development. See **Figure 7**.

Specific Green Space *Policies* are as follows:

- 5.2.1.1 *Each single-family lot should have access to the green space network.*
- 5.2.1.2 *Multi-family sites should have access to the green space network.*
- 5.2.1.3 *Pedestrian and bicycle movement within Mountain Springs should be given priority. There will be an extensive, interconnected network of green space and pedestrian pathways.*
- 5.2.1.4 *Provide pedestrian/bicycle pathways that connect to the regional pathways.*
- 5.2.1.5 *Natural vegetation and significant environmentally sensitive areas within the Green Spaces should be retained.*
- 5.2.1.6 *Where changes to the existing land contours are required, they will be with a gentle transition to the retained Green Space.*
- 5.2.1.7 *Landscaping concepts for the open spaces and single family lots should incorporate nature-scaping concepts that provide for new planting adaptable to the native landscape without a heavy reliance on artificial watering. Architectural controls on the single family housing areas should define and regulate these requirements.*
- 5.2.1.8 *Where practical, stormwater should be retained within the immediate community.*



VIEW IN THE RAVINE



Figure 7 Land Use and Transportation



VIEW LOOKING NORTH ALONG THE EAST PROPERTY LINE



5.2.2 Residential Policies

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

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

5.2.3 Future Development Policies

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

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



5.2.4 Commercial Policies

Mountain Springs includes a dedicated neighbourhood commercial area which provides basic goods and services to residents of the Plan Area in a location that is easily accessible to all residents.

Specific Commercial Policies are as follows:

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



5.2.5 Community Gateway Policies

Mountain Springs shall include a well-defined appealing West entrance that serves as the only access to the community off Hwy 22.

Gateway Policies are as follows:

- 5.2.5.1 *Specific design elements that illustrate the distinct character at the entrance boulevard shall be detailed at the Subdivision Plan stage of development.*
- 5.2.5.2 *Provide a well treed divided entry boulevard at the gateway to Mountain Springs from Highway 22. This will promote a unified image of the community with respect for the natural landscape.*
- 5.2.5.3 *Create a boundary treatment along the entire western community edge along Highway 22 that uses building design and landscape features to present a positive image of Mountain Springs.*
- 5.2.5.4 *Buildings that back onto Highway 22 are to be designed reflecting well defined architectural policy guidelines in keeping with the community design intent.*
- 5.2.5.5 *The landscape in and around the front entry of the development is to reflect the natural theme of Mountain Springs.*

5.2.6 Environmentally Significant Area Policy

Mountain Springs does not contain any environmentally sensitive areas as defined by Alberta Tourism, Parks and Recreation. However, it does include two or three natural springs that are the primary source of the watercourse at the base of the ravine that bisects The Plan Area.

- 5.2.6.1 *The natural springs and the stream will be preserved to become an integral part of the protected green space network.*
- 5.2.6.2 *The springs, stream and the stormwater retention ponds will all be incorporated into future development plans and will become landmark elements contributing to the enjoyment and environmental stewardship of the community and open space network.*



VIEW LOOKING SOUTH INTO THE RAVINE



5.2.7 Landscape Policies

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

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

The specific landscape *Policies* are:

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

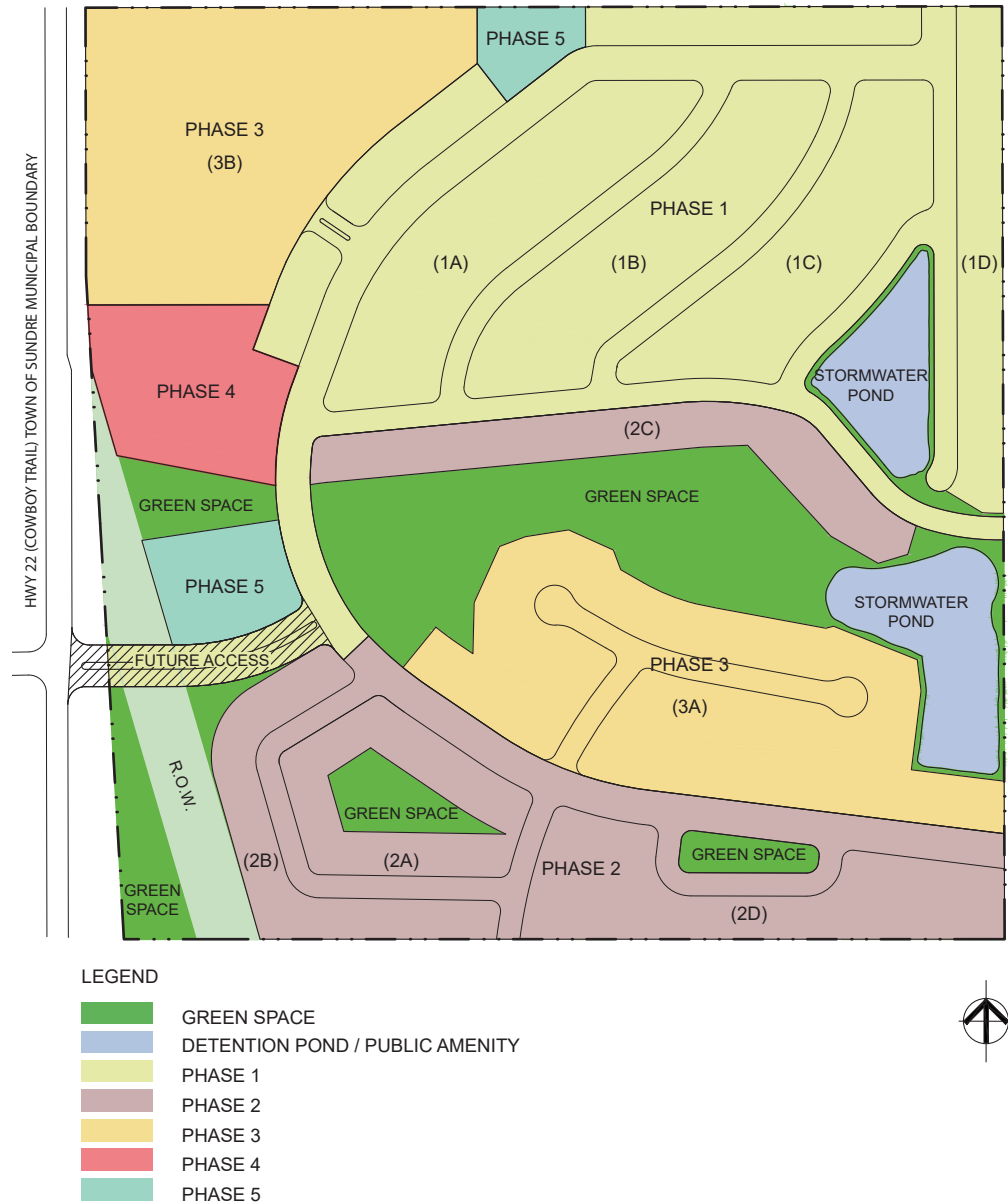


VIEW LOOKING NORTHWEST TO THE RAVINE

5.3 Phasing

The Mountain Springs Community will be developed in phases as market demands are identified. A more detailed phasing analysis will be carried out at the Outline Plan stage. See **Figure 8**.

Figure 8 - Phasing Plan



6.0 Servicing Infrastructure

6.1 Water Supply and Distribution

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

In order to service the Mountain Springs development, an additional reservoir to be located at the NE portion of the ASP area may be required.

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

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

Fire Flow Requirement is as listed below:

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

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

Table 3
Water Supply

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

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

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

6.2 Shallow Utilities

- 6.2.0.1 *Shallow utility services including electric power, natural gas, and telephone, will be provided by local utility companies.*
- 6.2.0.2 *All services shall be installed underground, with overhead power limited to locations where an underground service is not achievable.*
- 6.2.0.3 *Shallow utilities shall be provided at the expense of the developer within the appropriate rights of way to be defined at the Subdivision Plan stage.*

6.3 Wastewater Collection

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

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

Factors used in demand calculations:

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

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

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



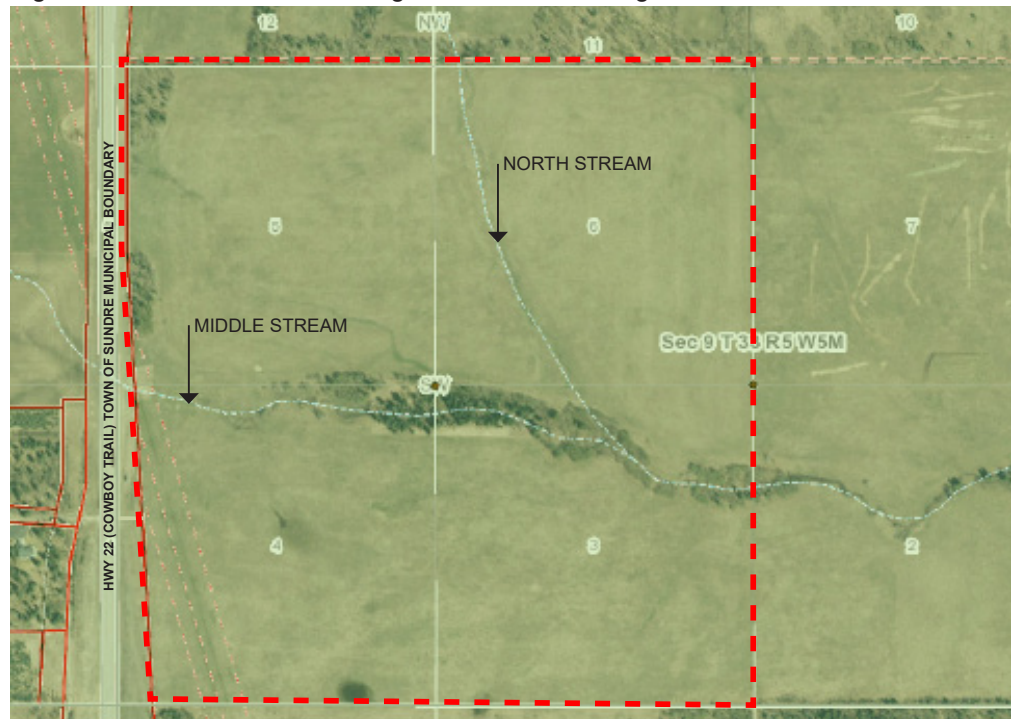
See **Figure 9** for the proposed pipe layout.

- 6.3.0.1 *The peaked sanitary demand for the new development will be 48.58 l/s. To facilitate the planned sanitary connection to the East, infrastructure installed at, or above minimum slope will be required to service the entire site and maintain cover for frost protection.*
- 6.3.0.2 *A detailed sanitary system design shall be prepared at the Subdivision Plan stage.*

6.4 Stormwater Management

Stormwater drainage systems are not currently available in the Plan Area. Stormwater management is currently via overland drainage to the natural catchment areas for the Red Deer River system down hill to the East. Currently the Mountain Springs area has two natural drainage streams that connect to this system; specifically the Middle Stream and the North Stream. The North stream which gathers drainage from the land to the North drains into the Middle Stream. The Middle Stream also picks up drainage from the land West of Hwy 22. Refer to **Figure 9**.

Figure 9 - Aerial Photo of Existing Stormwater Drainage



- 6.4.0.1 *To service The Plan Area to current stormwater management standards, collection, retention, and release quality will be addressed at the Subdivision Plan stage.*
- 6.4.0.2 *Sizing of the proposed lines and ponds per standard practice will require stormwater retention ponds for the 62.8ha site.*
- 6.4.0.3 *Based on a preliminary discussion with the Towns Consulting Engineers, a discharge rate of 6.85 l/s/ha is tentatively assigned.*
- 6.4.0.4 *Prior to the Subdivision Plan application, the allowable discharge rate will be confirmed by the Town of Sundre.*



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

- 6.4.0.5 *The stormwater pond requirement will be accommodated by two retention ponds to reduce the sediment load and improve water quality before discharge.*
- 6.4.0.6 *The proposed Stormwater Retention ponds are to intercept the North and Middle Stream flows and ultimately become part of the stream as per **Figure 10**.*
- 6.4.0.7 *The North stream will ultimately be removed as the Mountain Springs residential development evolves.*
- 6.4.0.8 *If an underground stormwater transfer system is required to convey rainwater from the land North or West of Mountain Springs to the Middle Stream, this stormwater system should be separated from the Mountain Springs on-site under ground stormwater management system so that it will not increase the on-site pipe size and retention pond volume requirement.*
- 6.4.0.9 *The discharge rate from this off-site land is to be confirmed by the Town of Sundre at the Outline Plan or Subdivision Plan stage.*
- 6.4.0.10 *Flood mitigation strategies shall be incorporated into all stormwater management systems to ensure that residents of Mountain Springs and downstream communities are protected from the effects of uncontrolled surface water flow.*

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

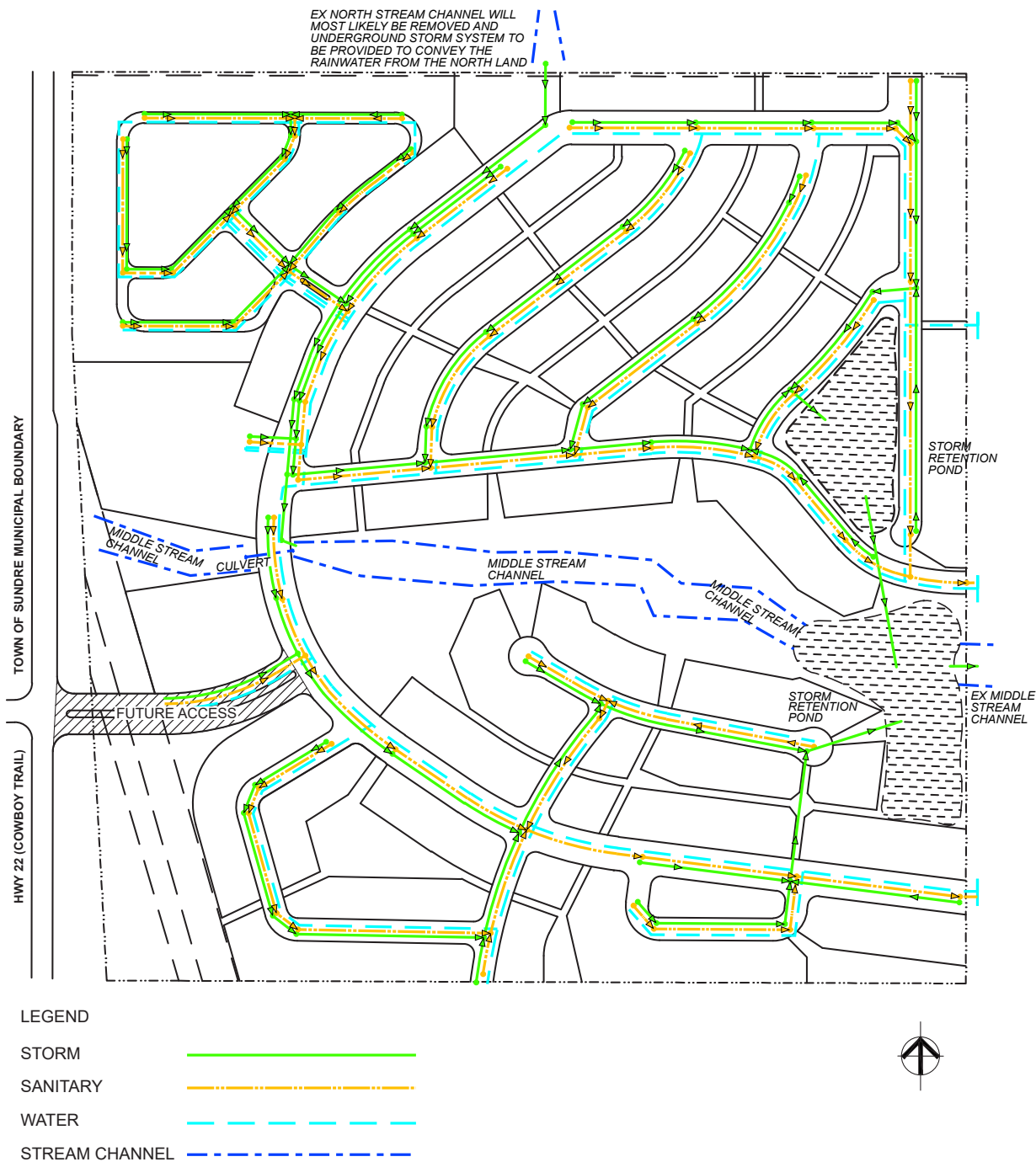
- 6.4.0.11 *The technical requirements to accommodate effective stormwater management shall be planned in conjunction with the town and expense shared with adjacent land owners.*



VIEW FROM THE RAVINE

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

Figure 10 - Site Services Concept Plan





7.0 Public Engagement

Public engagement is a very important exercise in the preparation of an Area Structure Plan. A Public Information Open House was conducted on June 28, 2023, providing interested persons insight into the Plan Area intent while securing any feedback from attendees. Many interested residents attended and no objections to the Area Structure Plan were received.

8.0 Interpretations and Definitions

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

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

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

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

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

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

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

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

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

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

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

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

The Plan: means the Mountain Springs Area Structure Plan.

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

The Province: means the Province of Alberta

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

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

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

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



VIEW LOOKING EAST
INTO RAVINE

MOUNTAIN SPRINGS

prepared by:

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

sundre alberta

AREA STRUCTURE PLAN

June 2025



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	Bylaw 2025-06 Land Use Redesignation, R-1 to R-2
ORIGINATING DEPARTMENT	Community Development - Planning & Development
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Planning and Development has received an application to amend the Land Use Bylaw Map to redesignate five residential lots, legally described as Plan 991 2954, Block 18, Lots 2-6 (Civic Address of 106 – 114, 12 Avenue N.E.), from Low Density Residential (R-1) to General Residential (R-2).

Following the redesignation, the applicant plans to merge the parcels into four larger lots, each intended to accommodate an eight-unit apartment building.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report to Council

ALIGNMENT WITH STRATEGIC PLAN:

This matter aligns with Council Strategic Plan, Pillar 1, Community Development

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give First Reading to Bylaw 2025-06 and set a Public Hearing date.

MOTION:

That the Town of Sundre Council give First Reading to Bylaw 2025-06 being a Bylaw to amend the Land Use Bylaw Map by redesignating five residential lots, legally described as Plan 991 2954, Block 18, Lots 2-6, from Low Density Residential (R-1) to General Residential (R-2); and further

That the Town of Sundre Council set Monday, June 23, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-06.

Attachments: Bylaw 2025-06
Schedule A
Report to Council

Date Reviewed: June 4, 2025

Acting CAO: Chris Albert

COUNCIL DATE June 9, 2025
SUBJECT Bylaw 2025-06 Land Use Redesignation of Parcel, R-1 to R-2
ORIGINATING DEPARTMENT Community Development - Planning & Development
AGENDA ITEM

BACKGROUND/PROPOSAL:

Planning and Development has received an application to amend the Land Use Bylaw Map to redesignate five residential lots, legally described as Plan 991 2954, Block 18, Lots 2-6 (Civic Address of 106-114, 12 Avenue N.E.), from Low Density Residential (R-1) to General Residential (R-2), to accommodate four eight-unit apartment buildings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Municipal Development Plan (MDP) is committed to responsible growth management where the objectives are to oversee growth pressures in a manner that is environmentally, socially, and fiscally responsible and sustainable, while preserving Sundre's small town character. The following policies of the MDP reflect the benefits of the redesignation:

- 5.2.2 The Town of Sundre should encourage the development of innovative and alternative housing forms which broaden the range of housing choices.
- 5.2.4 The Town shall encourage the development of a variety of housing options tailored for seniors and multiple generations, fostering the ability to age in place located near services, and amenities.

The proposed development will integrate into the Town's existing municipal infrastructure. All essential services, including water supply, sanitary sewer systems, and stormwater management, will be connected to current municipal systems. However, it will be necessary to establish additional service connections to support the increased density of the proposed development.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council gives First Reading to Bylaw 2025-06 and set a Public Hearing date of June 23, 2025.

Date Reviewed: June 4, 2025

Acting CAO: Chris Albert



TOWN OF SUNDRE

BYLAW 2025-06

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

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

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

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

Schedule 'A', the Land Use District Map in Land Use Bylaw 2018-10 is amended by changing the land use designation for a parcel legally described as Plan 991 2954, Block 18, Lots 2-6 (Civic Address of 106 - 114 12 Ave. N.E.), from Low Density Residential (R-1) to General Residential (R-2) as shown on Schedule 'A'.

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

READ A FIRST TIME this ____ day of _____ 2025 Motion No. _____

PUBLIC HEARING HELD this ____ day of _____ 2025 Motion No. _____

READ A SECOND TIME this ____ day of _____ 2025 Motion No. _____

READ A THIRD AND FINAL TIME this ____ day of _____, 2025 Motion No. _____

Mayor, Richard Warnock

Acting Chief Administrative Officer, Chris Albert

Schedule “A”
Bylaw 2025 -06
Land Use Bylaw Amendment



Legend

Subject Lands



General Residential (R-2)





REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	2025 Q1 Financial Reports
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Included are the four quarterly schedules outlining the revenues and expenses for each department, cash balances, Restricted Surplus provisions, and capital expenditures as at March 31, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same time frame in 2024, as well as corresponding budget information.

Cash Balances: As at March 31, 2025, there is over \$7.2M in the operating account. There is also approximately \$2.7M in Restricted Surplus identified accounts, for total holdings of approximately \$9.9M.

Restricted Surplus Accounts: These accounts are a mechanism to track resources allocated by Council towards specific projects or for future life-cycling expenditures and emergent issues. The resources identified are not intended to reflect a specific bank account balance, as they may incorporate various accounts or investments.

Capital Expenditures: project specific comments are included in the schedule.

ALIGNMENT WITH STRATEGIC PLAN

Pillar 5: Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Q1 2025 Quarterly Financial Reports, as information.

MOTION:

That the Town of Sundre Council accept the Q1 2025 Quarterly Financial Reports, as information.

Attachments: Q1 2025, Proforma Report (parts 1 & 2 if necessary);
Q1 2025, Cash Report
Q1 2025, RSA Report
Q1 2025, Capital Project Listing

Date Reviewed: June 6, 2025

ACTING CAO Chris Albert

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

SUMMARY

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>(Over) / Under Budget</u>
Taxes and Other Revenue								
Municipal Taxes	-	-	-	-	-	-	-	-
Tax Penalties	51,575	-	-	-	51,575	116,649	60,000	(8,425)
Investment Income	60,019	-	-	-	60,019	103,416	56,250	3,769
FortisAlberta Franchise Fee	56,739	-	-	-	56,739	50,947	80,000	(23,261)
MSI - Operating	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue	168,333	-	-	-	168,333	271,012	196,250	
Less Interest, Requisitions and Transfers								
ASFF & MVSH Requisitions	(345,405)	-	-	-	(345,405)	(322,434)	-	(345,405)
Interest on Long-Term Debt	(24,030)	-	-	-	(24,030)	(26,430)	(36,750)	12,720
Provincial Police Funding Model	(154,815)	-	-	-	(154,815)	(157,399)	-	(154,815)
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue for Operations	(355,917)	-	-	-	(355,917)	(235,251)	159,500	
Net Operational Excess/(Shortfall)								
11 - Legislative	(78,414)	-	-	-	(78,414)	(51,459)	(153,401)	74,987
12 - Corporate Services	(136,718)	-	-	-	(136,718)	(100,634)	(142,081)	5,363
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-	-
21 - Municipal Enforcement	(44,306)	-	-	-	(44,306)	(32,328)	(74,035)	29,729
23 - Fire	(111,304)	-	-	-	(111,304)	(106,652)	(127,491)	16,187
24 - Emergency Management	254	-	-	-	254	3,088	(9,246)	9,500
26 - Animal Control	6,573	-	-	-	6,573	6,137	(2,903)	9,476
32 - Roads	(79,051)	-	-	-	(79,051)	(92,072)	(133,789)	54,738
35 - Shop	(93,717)	-	-	-	(93,717)	(76,807)	(80,054)	(13,663)
41 - Water	115,621	-	-	-	115,621	136,140	104,696	10,925
42 - WasteWater	64,727	-	-	-	64,727	61,669	75,575	(10,848)
43 - Solid Waste	44,580	-	-	-	44,580	46,000	19,530	25,050
51 - FCSS	(1)	-	-	-	(1)	(1)	-	(1)
61 - Planning & Development	(18,606)	-	-	-	(18,606)	(25,215)	(51,715)	33,109
63 - Economic Development	(23,595)	-	-	-	(23,595)	(18,919)	(81,877)	58,282
75 - Library	(34,685)	-	-	-	(34,685)	(33,692)	(34,875)	190
77 - Sundre Community Centre	(26,558)	-	-	-	(26,558)	(34,283)	(48,225)	21,667
80 - Arena	(61,216)	-	-	-	(61,216)	(74,299)	(79,688)	18,472
82 - Greenwood Campground	(6,938)	-	-	-	(6,938)	(9,068)	(16,201)	9,263
84 - Parks	(39,593)	-	-	-	(39,593)	(42,839)	(67,196)	27,603
85 - Recreation & Culture	(75,298)	-	-	-	(75,298)	(73,448)	(88,750)	13,452
86 - Community Services	(49,298)	-	-	-	(49,298)	(19,337)	(92,368)	43,070
87 - Trails	(10,988)	-	-	-	(10,988)	(8,346)	(20,458)	9,470
89 - Outdoor Recreation	(9,001)	-	-	-	(9,001)	(11,336)	(20,279)	11,278
91 - Gas	185,650	-	-	-	185,650	156,641	74,725	110,925
Total Net Operational Excess/(Shortfall)	(481,882)	-	-	-	(481,882)	(401,060)	(1,050,106)	
Year End Surplus/(Deficit)	(837,799)	-	-	-	(837,799)	(636,311)	(890,606)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

00 - General Services / Taxation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues								
Municipal Taxes	-	-	-	-	-	-	-	-
Tax Penalties	51,575	-	-	-	51,575	116,649	60,000	(8,425)
Investment Income	60,019	-	-	-	60,019	103,416	56,250	3,769
FortisAlberta Franchise Fee	56,739	-	-	-	56,739	50,947	80,000	(23,261)
MSI - Operating	-	-	-	-	-	-	-	-
Expenses								
Requisitions	(345,405)	-	-	-	(345,405)	(322,434)	-	(345,405)
Interest on Long-Term Debt	(24,030)	-	-	-	(24,030)	(26,430)	(36,750)	12,720
Provincial Police Funding Model	(154,815)	-	-	-	(154,815)	(157,399)	-	(154,815)
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Surplus (Deficit)	(355,917)	-	-	-	(355,917)	(235,251)	159,500	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	25	-	-
Expenses								
Salaries & Wages	(28,013)	-	-	-	(28,013)	(34,873)	(111,188)	83,175
Contracted Services	(13,328)	-	-	-	(13,328)	(1,305)	(11,025)	(2,303)
Materials & Supplies	(37,073)	-	-	-	(37,073)	(15,306)	(31,188)	(5,885)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(78,414)	-	-	-	(78,414)	(51,459)	(153,401)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

12 - Corporate Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	1,713	-	-	-	1,713	5,068	3,500	(1,787)
Expenses								
Salaries & Wages	(32,483)	-	-	-	(32,483)	(33,308)	(54,949)	22,466
Contracted Services	(39,286)	-	-	-	(39,286)	(21,427)	(37,375)	(1,911)
Materials & Supplies	(59,779)	-	-	-	(59,779)	(43,354)	(46,963)	(12,816)
Utilities	(6,883)	-	-	-	(6,883)	(7,613)	(6,294)	(589)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(136,718)	-	-	-	(136,718)	(100,634)	(142,081)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

18 - Elections

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

21 - Municipal Enforcement

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	2,407	-	-	-	2,407	9,000	3,125	(718)
Expenses								
Salaries & Wages	(31,507)	-	-	-	(31,507)	(21,407)	(55,997)	24,490
Contracted Services	(4,860)	-	-	-	(4,860)	(1,255)	(1,600)	(3,260)
Materials & Supplies	(10,346)	-	-	-	(10,346)	(18,666)	(19,563)	9,217
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(44,306)	-	-	-	(44,306)	(32,328)	(74,035)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

23 - Fire Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	26,701	-	-	-	26,701	63,685	34,750	(8,049)
Expenses								
Salaries & Wages	(53,659)	-	-	-	(53,659)	(65,819)	(80,140)	26,481
Contracted Services	(11,677)	-	-	-	(11,677)	(13,221)	(10,775)	(902)
Materials & Supplies	(69,254)	-	-	-	(69,254)	(86,512)	(66,363)	(2,891)
Utilities	(3,415)	-	-	-	(3,415)	(4,785)	(4,963)	1,548
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(111,304)	-	-	-	(111,304)	(106,652)	(127,491)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	864	-	-	-	864	3,692	(1,246)	2,110
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(610)	-	-	-	(610)	(604)	(8,000)	7,390
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	254	-	-	-	254	3,088	(9,246)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	6,826	-	-	-	6,826	6,390	7,000	(174)
Expenses								
Salaries & Wages	-	-	-	-	-	-	(9,428)	9,428
Contracted Services	-	-	-	-	-	-	(250)	250
Materials & Supplies	(253)	-	-	-	(253)	(253)	(225)	(28)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	6,573	-	-	-	6,573	6,137	(2,903)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

32 - Roads

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	21,369	-	-	-	21,369	21,194	21,250	119
Expenses								
Salaries & Wages	(56,336)	-	-	-	(56,336)	(68,012)	(94,414)	38,078
Contracted Services	(3,587)	-	-	-	(3,587)	(2,481)	(5,500)	1,913
Materials & Supplies	(7,422)	-	-	-	(7,422)	(7,876)	(11,375)	3,953
Utilities	(33,075)	-	-	-	(33,075)	(34,897)	(43,750)	10,675
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(79,051)	-	-	-	(79,051)	(92,072)	(133,789)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

35 - Shop

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(7,866)	-	-	-	(7,866)	(3,209)	(12,611)	4,745
Contracted Services	(8,991)	-	-	-	(8,991)	(9,073)	(7,875)	(1,116)
Materials & Supplies	(74,318)	-	-	-	(74,318)	(61,808)	(57,568)	(16,750)
Utilities	(2,542)	-	-	-	(2,542)	(2,717)	(2,000)	(542)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(93,717)	-	-	-	(93,717)	(76,807)	(80,054)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

41 - Water

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	234,652	-	-	-	234,652	250,496	269,250	(34,598)
Expenses								
Salaries & Wages	(41,492)	-	-	-	(41,492)	(52,183)	(73,341)	31,849
Contracted Services	(28,210)	-	-	-	(28,210)	(4,348)	(28,125)	(85)
Materials & Supplies	(34,026)	-	-	-	(34,026)	(35,273)	(32,463)	(1,563)
Utilities	(15,303)	-	-	-	(15,303)	(22,552)	(30,625)	15,322
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	115,621	-	-	-	115,621	136,140	104,696	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

42 - WasteWater

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	164,663	-	-	-	164,663	172,238	215,000	(50,337)
Expenses								
Salaries & Wages	(38,906)	-	-	-	(38,906)	(45,306)	(70,087)	31,181
Contracted Services	(17,973)	-	-	-	(17,973)	(26,256)	(28,250)	10,277
Materials & Supplies	(31,211)	-	-	-	(31,211)	(18,983)	(14,150)	(17,061)
Utilities	(11,846)	-	-	-	(11,846)	(20,024)	(26,938)	15,092
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	64,727	-	-	-	64,727	61,669	75,575	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

43 - Solid Waste

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	81,021	-	-	-	81,021	80,836	81,250	(229)
Expenses								
Salaries & Wages	(6,721)	-	-	-	(6,721)	(6,121)	(10,120)	3,399
Contracted Services	(22,309)	-	-	-	(22,309)	(20,908)	(33,100)	10,791
Materials & Supplies	(344)	-	-	-	(344)	(152)	(1,000)	656
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(7,067)	-	-	-	(7,067)	(7,655)	(17,500)	10,433
Surplus (Deficit)	44,580	-	-	-	44,580	46,000	19,530	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

51 - FCSS

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	21,937	-	-	-	21,937	21,937	-	21,937
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(3,264)	-	-	-	(3,264)	(3,264)	-	(3,264)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(18,674)	-	-	-	(18,674)	(18,674)	-	(18,674)
Surplus (Deficit)	(1)	-	-	-	(1)	(1)	-	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	18,046	-	-	-	18,046	15,136	13,325	4,721
Expenses								
Salaries & Wages	(33,645)	-	-	-	(33,645)	(32,164)	(44,278)	10,633
Contracted Services	(90)	-	-	-	(90)	(1,073)	(17,537)	17,447
Materials & Supplies	(2,917)	-	-	-	(2,917)	(7,114)	(3,225)	308
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(18,606)	-	-	-	(18,606)	(25,215)	(51,715)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	37,426	-	-	-	37,426	33,802	25,000	12,426
Expenses								
Salaries & Wages	(19,006)	-	-	-	(19,006)	(21,658)	(50,152)	31,146
Contracted Services	(6,928)	-	-	-	(6,928)	(6,267)	(625)	(6,303)
Materials & Supplies	(20,718)	-	-	-	(20,718)	(15,272)	(46,100)	25,382
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(14,369)	-	-	-	(14,369)	(9,524)	(10,000)	(4,369)
Surplus (Deficit)	(23,595)	-	-	-	(23,595)	(18,919)	(81,877)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(34,685)	-	-	-	(34,685)	(33,692)	(34,875)	190
Surplus (Deficit)	(34,685)	-	-	-	(34,685)	(33,692)	(34,875)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

77 - Sundre Community Centre

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	31,103	-	-	-	31,103	28,459	21,250	7,712
Expenses								
Salaries & Wages	(23,454)	-	-	-	(23,454)	(20,550)	(33,137)	9,683
Contracted Services	(15)	-	-	-	(15)	(150)	(1,125)	1,110
Materials & Supplies	(22,295)	-	-	-	(22,295)	(28,489)	(21,963)	(332)
Utilities	(11,897)	-	-	-	(11,897)	(13,553)	(13,250)	1,353
Transfers to Local Organizations	-	-	-	-	-	-		-
Surplus (Deficit)	(26,558)	-	-	-	(26,558)	(34,283)	(48,225)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

80 - Arena

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	43,443	-	-	-	43,443	39,551	60,500	(17,057)
Expenses								
Salaries & Wages	(48,893)	-	-	-	(48,893)	(47,629)	(82,188)	33,295
Contracted Services	(3,421)	-	-	-	(3,421)	(3,058)	(8,075)	4,654
Materials & Supplies	(32,735)	-	-	-	(32,735)	(39,586)	(34,175)	1,440
Utilities	(19,610)	-	-	-	(19,610)	(23,577)	(15,750)	(3,860)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(61,216)	-	-	-	(61,216)	(74,299)	(79,688)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

82 - Greenwood Campground

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	2,392	-	-	-	2,392	-	-	2,392
Expenses								
Salaries & Wages	(3,824)	-	-	-	(3,824)	(3,418)	(8,814)	4,990
Contracted Services	(320)	-	-	-	(320)	(410)	(2,500)	2,180
Materials & Supplies	(3,827)	-	-	-	(3,827)	(3,813)	(4,887)	1,060
Utilities	(1,359)	-	-	-	(1,359)	(1,427)	-	(1,359)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(6,938)	-	-	-	(6,938)	(9,068)	(16,201)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

84 - Parks

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(28,349)	-	-	-	(28,349)	(34,819)	(48,146)	19,797
Contracted Services	(3,175)	-	-	-	(3,175)	(1,633)	(6,500)	3,325
Materials & Supplies	(8,069)	-	-	-	(8,069)	(6,387)	(12,550)	4,481
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(39,593)	-	-	-	(39,593)	(42,839)	(67,196)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

85 - Recreation & Culture

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(75,298)	-	-	-	(75,298)	(73,448)	(88,750)	13,452
Surplus (Deficit)	(75,298)	-	-	-	(75,298)	(73,448)	(88,750)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

86 - Community Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	1,500	(1,500)
Expenses								
Salaries & Wages	(28,896)	-	-	-	(28,896)	(3,088)	(22,018)	(6,878)
Contracted Services	(2,680)	-	-	-	(2,680)	(1,748)	(5,250)	2,570
Materials & Supplies	(15,747)	-	-	-	(15,747)	(14,501)	(11,100)	(4,647)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(1,975)	-	-	-	(1,975)	-	(55,500)	53,525
Surplus (Deficit)	(49,298)	-	-	-	(49,298)	(19,337)	(92,368)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(5,235)	-	-	-	(5,235)	(3,545)	(11,258)	6,023
Contracted Services	(2,080)	-	-	-	(2,080)	(1,148)	(3,750)	1,670
Materials & Supplies	(3,673)	-	-	-	(3,673)	(3,653)	(5,450)	1,777
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(10,988)	-	-	-	(10,988)	(8,346)	(20,458)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

89 - Outdoor Recreation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	1,231	-	-	-	1,231	-	325	906
Expenses								
Salaries & Wages	(4,647)	-	-	-	(4,647)	(6,097)	(10,729)	6,082
Contracted Services	(2,298)	-	-	-	(2,298)	(1,421)	(4,375)	2,077
Materials & Supplies	(3,287)	-	-	-	(3,287)	(3,818)	(5,500)	2,213
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(9,001)	-	-	-	(9,001)	(11,336)	(20,279)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

91 - Gas

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	444,164	-	-	-	444,164	464,393	376,000	68,164
Expenses								
Salaries & Wages	(61,157)	-	-	-	(61,157)	(63,453)	(85,525)	24,368
Contracted Services	(15,792)	-	-	-	(15,792)	(40,954)	(25,500)	9,708
Materials & Supplies	(179,376)	-	-	-	(179,376)	(201,163)	(188,625)	9,249
Utilities	(2,189)	-	-	-	(2,189)	(2,182)	(1,625)	(564)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	185,650	-	-	-	185,650	156,641	74,725	

**TOWN OF SUNDRE
CASH STATEMENT
Month Ending March 31, 2025**

ATB Operating	173,402.93				
CIBC Operating	7,037,858.24				
		Q4 2024	Q3 2024	Q2 2024	Q1 2024
TOTAL OPERATING	7,211,261.17	6,336,975.75	7,324,704.85	9,355,339.75	3,080,886.48

Account Name	Amount				
ATB Acct MUSH-04	0.00				
CIBC Acct 1687107	1,001,652.91				
CIBC Acct 1686909 (Off-site Levy)	355,296.66				
CIBC Acct 1686801 (Mun Cash-in-lieu)	72,356.91				
TOTAL TOWN RESTRICTED SURPLUS	1,429,306.48				
CIBC Acct 1686305 (MSI Capital)	719,830.85				
CIBC Acct 1686607 (CCBF)	506,823.29				
CIBC Acct 1686704 (FRIAA)	25.46				
CIBC Acct 1686402 (MSI Operating)	2,855.58				
CIBC Acct 22-39205 (Restricted Grant Funding)	51,796.75				
TOTAL GRANT RESTRICTED SURPLUS	1,281,331.93				
		Q4 2024	Q3 2024	Q2 2024	Q1 2024
TOTAL RESTRICTED SURPLUS	2,710,638.41	4,630,615.58	4,584,513.00	3,980,531.64	8,446,313.33

		TOTAL INVESTMENTS & RESTRICTED SURPLUS			
		Q4 2024	Q3 2024	Q2 2024	Q1 2024
TOTAL INVESTMENTS & RESTRICTED SURPLUS	2,710,638.41	4,630,615.58	4,584,513.00	3,980,531.64	8,446,313.33

TOWN OF SUNDRE
2025 Restricted Surplus Continuity Schedule
As at March 31, 2025

<u>RSA Designation</u>	<u>Restricted Surplus Account Name</u>	<u>Opening Balance</u>	<u>Interest</u>	<u>Increase</u>	<u>Decrease</u>	<u>Intra-Fund Transfer</u>	<u>Ending Balance</u>
A.1	General Corporate Stabilization	1,920,418.95	2,902.89			-	1,923,321.84
A.2	Corporate Services Stabilization	93,056.19	140.66			-	93,196.85
A.3	Protective Services Stabilization	29,164.32	44.08			-	29,208.40
A.4	Municipal Operations Stabilization	39,659.30	59.95			-	39,719.25
A.5	Utilities Stabilization	-	-			-	-
A.6	Development Stabilization	119,843.27	181.15			-	120,024.42
A.7	Community Services Stabilization	220,314.90	333.03			-	220,647.93
B.1	Municipal "New" Projects	119,911.46	181.26			-	120,092.72
B.2	Utility "New" Projects	-	-			-	-
C.1	Municipal Infrastructure Lifecycling	527,024.48	796.64			-	527,821.12
C.2	Utility Infrastructure Lifecycling	1,512,556.39	2,286.36			-	1,514,842.75
D.1	Municipal Cash-in-Lieu	71,731.50	625.41			-	72,356.91
D.2	Shared Fire - Capital	678,784.62	1,026.05			-	679,810.67
D.3	Shared Fire - Operating	132,862.26	200.84			-	133,063.10
D.4	Sundre Golf Society	-	-			-	-
D.5	Transportation Off-Site Levy	1,041.30	260.07			-	1,301.37
D.6	Water Off-Site Levy	361,050.15	5,173.19			-	366,223.34
D.7	Wastewater Off-Site Levy	5,658.27	1,414.69			-	7,072.96
D.8	Storm Drainage Off-Site Levy	-	-			-	-
Totals		5,833,077.36	15,626.27	-	-	-	5,848,703.63

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

Town of Sundre Capital Project Listing

Q1 Capital Project List as at March 31, 2025

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of MAY 30, 2025
19-Mar-2019	124-18-03-19	OP19-01	Old Town Shop Remediation	Municipal Lifecycling RSA	105,000.00	50,246.45	Site will be utilized in 2024 and 2025 by AB Transportation for a temporary roadway in conjunction with the Highway 27 paving project. Monitoring of the site will continue in 2024 and 2025 with final remediation after AB Transportation no longer needs the site.
19-Mar-2019	124-18-03-19	OP19-02	Main Avenue (phase 2)	Municipal Lifecycling RSA	400,065.00	360,788.86	Final aesthetic elements to be determined and completed 2025, anticipated on budget.
				MSI Capital	280,000.00	280,000.00	
				MSI Capital	151,456.00	151,456.00	
				Debentures	1,307,200.00	1,307,200.00	
					2,138,721.00	2,099,444.86	
16-Dec-2019	422-16-12-19	OP19-04	Gas Line Heater	Utilities Lifecycling RSA	80,000.00	81,692.46	Project Complete, costs finalized.
16-Dec-2019	422-16-12-19	OP19-08	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	157,902.84	Discussion with Alberta Environment and Alberta Transport ongoing. Permit for testing new technology approved. Budget Reduced from \$13M July 2021. Sept 30th, 2022 Groundbreaking Ceremony. Site specific technology testing for Alberta Environment has begun. Testing of the proposed wastewater treatment is ongoing, final results to be sent to Alberta Environment for review.
28-Jun-21	198-28-06-21			MSI Capital/LGFF	800,000.00	0.00	
				Federal Gas Tax Fund	150,000.00	0.00	
28-Jun-21	201-28-06-21			Provisional Utilities Lifecycling	950,000.00	0.00	
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling	200,000.00	0.00	
28-Jun-21	200-28-06-21			Provincial Funding AMWWP	7,500,000.00	0.00	
					11,700,000.00	157,902.84	
06-Dec-21	331-06-12-21	FD22-02	Superior Pumper Unit Replacement	Fire RSA	500,000.00	491,713.71	Unit delivered in May 2024 and in service. Waiting on completion of deficiency list for remaining items. Delayed due to parts availability.
				MVC Fire	500,000.00	491,713.70	
					1,000,000.00	983,427.41	

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of MAY 30, 2025
05-Dec-22	348-05-12-22	CS23-04	Boardwalk	CCBF	80,000.00	66,095.71	Phase 1 is complete and on budget. Additional work to complete in 2025
05-Dec-22	348-05-12-22	CS23-05	Passive Use/Campground	CCBF	100,000.00	6,833.20	Public Engagement was held at the Library June 27, 2023, Envelope Study complete. McElhanney submitted a proposed servicing budget for the site on March 5, 2024, proposal is under review.
				Other Funding	200,000.00		
					300,000.00	6,833.20	
05-Dec-22	348-05-12-22	FD23-01	Replace Command Truck Unit 510 (2010 Chev 2500)	Fire RSA	84,000.00	82,500.00	Res# 263-02-10-23 Budget increase of \$38,000, Town's portion of \$19,000 to be drawn from Fire RSA. Received, to be in service June 2025
	263-02-10-23			MVC Fire	84,000.00	82,500.00	
					168,000.00	165,000.00	
05-Dec-22	348-05-12-22	OPS23-01	Water Treatment Plant Software Upgrade	Utility Lifecycling RSA	30,000.00	131.77	Project Complete, costs to be verified, anticipated on budget.
05-Dec-22	348-05-12-22	OPS23-02	Highway 27 Water & Wastewater Upgrades	MSI	1,500,000.00	1,500,000.00	Project Complete, costs finalized.
	218-14-08-23			Utility Lifecycling RSA	1,400,000.00	994,940.89	
					2,900,000.00	2,494,940.89	
04-Dec-23	337-04-12-23	OP24-01	Unit 145 - replace 2007 Chev Trailblazer Water/WW	Municipal Lifecycling RSA	67,000.00	54,166.39	Project Complete, costs finalized.
04-Dec-23	337-04-12-23	CPO24-01	Replace CPO Interceptor Unit 150	Municipal Lifecycling RSA	125,000.00	125,229.11	Project Complete, costs finalized. Unit in service.

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of MAY 30, 2025
04-Dec-23	337-04-12-23	OP24-02	Spray Patching Unit	Municipal New Project RSA	165,000.00	176,692.52	Project Complete, costs finalized. Over budget due to cost increase from quote of previous year.
04-Dec-23	337-04-12-23	CS24-01	Barrier Free Bridge @ Prairie Creek	CCBF	28,000.00	27,232.80	Project Complete, costs finalized.
04-Dec-23	337-04-12-23	OP24-03	2nd Ave NW Undergrounds & Roadway	Municipal Lifecycling RSA	375,000.00		Project complete, Waiting for easement survey and registration to be completed, verifying final costs. Anticipated below budget.
				Utility Life Cycling	225,000.00		
				MSI Capital	1,175,000.00	1,119,991.30	
				CCBF	225,000.00	0.00	
					2,000,000.00	1,119,991.30	
04-Dec-23	337-04-12-23	FD24-01	Unit 560 replace 2009 Freightliner	MVC	100,000.00		In progress with Rocky Mtn Pheonix and MVC. County will be paying vendor directly. Anticipated delivery Q4 2025.
04-Dec-23	337-04-12-23	FD24-02	Unit 591 - Replace Rhino side x side	MVC 80%	24,000.00		On Hold pending discussion with MVC
				Fire RSA	6,000.00		
					30,000.00		
29-Apr-24	142-29-04-24	OP24-04	Harley Rake	Municipal New Projects RSA	19,950.00	19,850.00	Project Complete, costs finalized.
29-Apr-24	143-29-04-24	OP24-05	Confined Space Entry Equipment	General Corporate RSA	17,981.25	15,825.00	Project Complete, costs finalized.
29-Apr-24	144-29-04-24	OP24-06	Vertical In-Line Pump & Motor	Utility Life Cycling	16,000.00	14,833.03	Project Complete, costs finalized.
	431-16-12-24						

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of MAY 30, 2025
24-Jun-24	216-24-06-24	OP24-07	1 Ave NW Swale	Municipal New Projects RSA	100,000.00	98,796.76	Project Complete, costs finalized.
24-Jun-24	218-24-06-24	OP24-08	Sewer Flushing Equipment	Municipal New Projects RSA	85,000.00	78,122.33	Project Complete, costs finalized.
09-Sep-24	256-09-09-24	OP2024-09	Centre Street N Waterline Replacement	CCBF	200,000.00	200,000.00	Project Complete, costs finalized.
				LGFF/MSI	475,000.00	340,732.97	
					675,000.00	540,732.97	
02-Dec-24	410-02-12-24	CS25-01	Replace Unit 149 - CS truck	Municipal Lifecycling RSA	65,000.00	65,010.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-02	Community Services Digital Sign Display	Muni New - RSA	12,000.00	14,200.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-03	CS Floor Scrubber	Muni New - RSA	8,500.00	8,698.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-04	Arena Compressor Overhall & Valve Replacement	Municipal Lifecycling RSA	20,000.00		To be completed before September 2025.
02-Dec-24	410-02-12-24	CS25-05	Replace Lawn Mower Unit 1162	Municipal Lifecycling RSA	110,000.00	110,895.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-06	MV Senior Trail connection to 6 Ave W	CCBF	15,000.00		in progress - gravel installed and compacted. Contractor coming to install asphalt the week of June 2, 2025

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of MAY 30, 2025
02-Dec-24	410-02-12-24	CS25-07	Eyebrow Park Trail Connections	CCBF	15,000.00		in progress - gravel installed and compacted. Contractor coming to install asphalt the week of June 2, 2025
02-Dec-24	410-02-12-24	OP25-01	Lift Stn 5 Upgrades to pumps & piping	Utility Life Cycling LGFF	100,000.00 180,000.00	38,222.00	Pumps ordered, expected delivery (8 weeks) end of July/beginning of August.
					280,000.00	38,222.00	
02-Dec-24	410-02-12-24	OP25-02	Asphalt & Concrete Material Crushing	Muni New - RSA	100,000.00	109,707.20	First Phase of Project Complete, costs finalized.
28-Apr-25	161-28-04-25	OP25-03	Lagoon Materials (transport)	General Corporate RSA	100,000.00	630.00	Asphalt material has been removed, remaining work to be complete.
					200,000.00	110,337.20	



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	Tax Recovery Sale of Property
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report to Council Item 8.2a and RFD's for 8.2b, 8.2c, 8.2d and 8.2e for each Tax Roll.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS

See Items 8.2b, 8.2c, 8.2d and 8.2e

MOTION:

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

Date Reviewed: June 6, 2025

ACTING CAO:

Chris Albert



COUNCIL DATE: June 9, 2025
SUBJECT: Tax Recovery Sales of Property
ORIGINATING DEPARTMENT: Corporate Services
AGENDA ITEM: 8.2a

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 in 2022, 2023 and 2024. They had until March 31st, 2025 to pay the arrears prior to the requirement of the Town to offer the property for sale at public auction this year. The owners were notified of this requirement last year when we registered tax notification on title in 2024 and again in January, 2025 by letter from our Taxation Dept.

During June 2025 valuations were provided for each residential 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

Appraisal Services – cost TBD

Additional unpaid utilities charges transferred to taxes - TBD

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

Calculation of Tax Recovery Surplus

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

Administration wishes to hold a public auction on **Wednesday, October 15th, 2025 at 9:00 a.m.** for each of the residential lands 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. The non-residential lands on the attached listing will be brought forward to Council at a future meeting to determine an appropriate public auction date and reserve bid.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

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

Date Reviewed: June 6, 2025

ACTING CAO: *Chris Allert*



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	Tax Recovery Sale – Roll #1673.000
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2b

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Refer to RFD 8.2 and Report to Council 8.2a.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 1673.000**

MOTION:

The Town of Sundre Council moves to set a reserve bid of **\$153,000** for **Lot 74, Block 3, Plan 8010730 Sundre, AB**, and furthermore

The property identified by **Roll No. 1673.000** will be offered for sale by public auction, at the Town Office on **October 15th, 2025 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

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

Date Reviewed: June <u>6</u> , 2025	ACTING CAO: <u>Chris Allet</u>
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REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	Tax Recovery Sale – Roll #1812.000
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2c

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Refer to RFD 8.2 and Report to Council 8.2a.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 1812.000**

MOTION:

The Town of Sundre Council moves to set a reserve bid of **\$175,000** for **Lot 12, Block 1, Plan 8910856, Sundre, AB**, and furthermore

The property identified by **Roll No. 1812.000** will be offered for sale by public auction, at the Town Office on **October 15th, 2025 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

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

Date Reviewed: June <u>6</u> , 2025 ACTING CAO: <u>Chris Coddert</u>



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	Tax Recovery Sale – Roll #2501.000
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2d

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Refer to RFD 8.2 and Report to Council 8.2a

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 2501.000**

MOTION:

The Town of Sundre Council moves to set a reserve bid of **\$140,000** for **Lot 1, Block 2, Plan 9610892, Sundre, AB**, and furthermore

The property identified by **Roll No. 2501.000** will be offered for sale by public auction, at the Town Office on **October 15th, 2025 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

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

Date Reviewed: June 6, 2025

ACTING CAO: Chris Albert



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	Tax Recovery Sale – Roll #2538.000
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2e

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Refer to RFD 8.2 and Report to Council 8.2a.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 2538.000**

MOTION:

The Town of Sundre Council moves to set a reserve bid of **\$188,000** for **Lot 30, Block 3, Plan 9610892, Sundre, AB**, and furthermore

The property identified by **Roll No. 2538.000** will be offered for sale by public auction, at the Town Office on **October 15th, 2025 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

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

Date Reviewed: June 6, 2025

ACTING CAO: Chris Abbott



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	RFD Emergency Management Regional Functional Exercise Debrief
ORIGINATING DEPARTMENT	Director Emergency Management
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

An Emergency Management Regional Exercise pertaining to a train derailment and emergency social services scenario was held in conjunction with the Town of Olds, Town of Didsbury, Town of Carstairs, Village of Cremona, RCMP, and Canadian Pacific Kansas City Rail, Town of Sundre and Mountain View County on June 5, 2025.

The functional exercise, a mandated requirement under the *Emergency Management Act* included various emergency management teams working together during a three-car derailment and simulated evacuation of residents.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Town of Sundre's Director of Emergency Services (DEM) will provide a verbal debrief of the functional exercise.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Director of Emergency Management's report as information.

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council accept the Town of Sundre's Director of Emergency Management's verbal debrief of the June 5, 2025 Emergency Management Regional Functional Exercise as information.

ATTACHMENTS:

___ Exercise Overview

Date Reviewed: June 5, 2025

ACTING CAO: Chris Allert

EXERCISE OVERVIEW

Exercise Name	MVREMA Train Derailment Functional Exercise
Exercise Dates	June 5, 2025
Scope	This exercise is a functional exercise, planned for June 5, 2025, in Mountain View County and the Town of Didsbury.
Mission Area(s)	Response to Emergency situation and agency support to that incident.
Objectives	<ol style="list-style-type: none">1. Response operations2. Evacuation3. Emergency Social Services (ESS)4. Multi-agency coordination5. Testing interoperability and communication protocols6. Crisis communication
Threat or Hazard	Hydrogen sulfide (H ₂ S) on fire
Scenario	<p>Three-car derailment</p> <p>Simulated evacuation of approximately 600 residents from the Town of Olds and Mountain View County.</p> <p>Escalating incident driven by delivered injects.</p> <p>Fire and hazardous materials response, with potential shelter-in-place and evacuation orders.</p> <p>Emergency Social Services Reception Center Operations to support the evacuation caused by the incident.</p>
Participating Organizations	Mountain View County, Town of Carstairs, Town of Didsbury, Town of Olds, Town of Sundre, Village of Cremona, Royal Canadian Mounted Police, and Canadian Pacific Kansas City Rail
Point(s) of Contact	<p>Stephanie Bibault sbibault@olds.ca</p> <p>Ryan Morrison rmorrison@mvcountry.com</p>



REQUEST FOR DECISION

COUNCIL DATE	June 9, 2025
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence as information.

MOTION:

That the Town of Sundre Council accept the following documents provided by Parkland Regional Library System: 2024 Return on Investment Report. PRLS Board Talk and Board Minutes of May 15, 2025, as information.

ATTACHMENTS:

11.1 PRLS Documents

Date Reviewed: June 5, 2025

ACTING CAO Chris Abbott

Town of Sundre

2024 Return on Investment

Benefits to your Library

Total Financial Benefits

\$793,296.70

Return on Investment

\$1.00 = \$33.97

Based on a population of **2,544**, the cost of membership to the Parkland Regional Library System for the Town of Sundre was **\$23,353.92** in 2024.

Cost benefits of PRLS services

The **direct financial return** as a result of membership to Parkland Regional Library System to Sundre Municipal Library:

2024 materials allotment	\$	2,874.72
Rural Library Services Grant	\$	18,306.40
Allotment from Mountain View County ¹	\$	4,036.36
Computers for library use	\$	4,273.28
Software & Licensing	\$	6,148.46
SuperNet Connection	\$	10,242.00
Items borrowed from other libraries ²	\$	626,917.50
Digital items borrowed from PRLS ³	\$	120,497.98
Combined Savings		\$793,296.70

¹ Mountain View County assigned a rural population of 3,572 to the Town of Sundre

² Average price of an item \$46.75

³ Average price of an eBook \$40.06, average price of an eAudiobook \$84.26

2024 Quick Facts



664,784 items
in the collection



1,310,828 physical items
circulated



44,398 items added
to the catalog



26,029
cardholders



925,450 items
sent on van runs



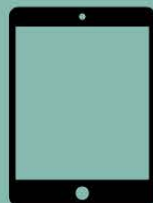
1,514 consulting
sessions



Over **170**
attendees at the
2024 PRLS
Conference



1,269,757 Wifi
usages



156,839 digital items
circulated



58,104 eLibrary
sessions

Other Parkland Facts:

- Provides access to virtual materials across the province through TRAC.
- Provides training for libraries, boards, friends' groups and more.
- Provides centralized IT support on hardware, software, internet, SuperNet.
- Provides access to shared regional collections of books, tech, program kits, and much more.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 15, 2025

Vacant Seat on the Executive Committee

Twyla Hale, Parkland's representative on the Executive Committee for Area 6 has, due to unforeseen circumstances, surrendered her seat.

Area six represents the communities of Bashaw, Clive, Donald, Lacombe, the Summer Village of Rochon Sands, Stettler and the Summer Village of White Sands. These board members chose their representative for Area 6. Welcome Shaleah Fox to the Executive Committee!

2024 Parkland Audit

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky. The audit reports were previously presented by Schmidt and Switenky at the March Executive Committee meeting where they were approved.

Switenky noted that there were no recommendations or management letter this year, which shows the commitment of Parkland Staff to ensuring Parkland has sound financial management.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

LAPP Audit and Pension Policy

Every three years Parkland is required to have an audit of its Local Authorities Pension Plan.

Three small errors were found resulting from Parkland's practice of calculating full-time equivalency (FTE) in days rather than hours. Parkland's method of calculating FTE

has been a standing practice for decades without being flagged during previous LAPP audits.

the errors were very minor. Following the auditors' recommendations, Parkland has created a pension policy statement to be included in Parkland's Policy Manual. Previously, pension benefits were recorded in Parkland's Human Resource Manual.

Advocacy Committee Report

At their March 27th meeting, the committee determined the following were to be Parkland's advocacy goals for 2025:

- Continue to focus on advocacy to the system board
- Continue to help libraries and their boards advocate for themselves at the local level with a special emphasis on the fact that 2025 is a municipal election year.
- Continue demonstrating leadership in the formulation of unified advocacy efforts by the seven library systems. As it relates to this goal, Parkland is not to make provincial efforts its priority but rather concentrate on the other goals.

In cooperation with the six other library systems, Parkland is also to:

- Continue advocating with the Government of Alberta (GOA) to introduce a predictable library grant funding model that reflects population growth and inflation.
- Support a proposal to the GOA for adjustments to the funding model allowing intermunicipal library boards to remain financially viable while streamlining governance structures.
- Support a request to the GOA that they reassess bandwidth allocations for the SuperNet to ensure that library connectivity keeps pace with evolving internet standards, especially for rural communities.

One of the principal jobs of board members is advocacy. In an attempt to make resources related to advocacy readily available to both Parkland board members and to our libraries, an extensive array of advocacy tools has been put on Parkland's website. They can be found under the "About Us" menu by clicking the "Advocacy" link. A demonstration of the materials was provided at

the board meeting including a PowerPoint type presentation with narration provided by AI.

PRLS 2026 Budget

In response to direction provided by the Executive Committee, staff have prepared the draft 2026 budget.

A letter from Ric McIver, the Minister of Municipal Affairs, confirmed that library funding will be stable in 2026.

The Parkland budget with full notes will be brought back to the board in September for formal approval.

Penhold Library/School Partnership

The Penhold library has been noted in the press recently for losing a significant amount of funding due to the demise of the contract the library board had with the local school authority. The terms of the agreement were amended, stating that the library would provide services to all schools in the division without compensation. The Penhold Library board is looking into their options with the Public Library Services Branch.

Committee News from Trustees

The **Penhold & District Public Library** hosted a beekeeper and held a water color program. They are also working on their Strategic Plan.

The **Stettler Public Library** partnered with the high school and local county museum to build a 9-hole mini golf attraction that is located at the museum. They received a grant to pay for the materials. The Town of Stettler is also happy to be partnering with CPL to advocate for libraries.

The **Camrose Public Library** is partnering with the local performing arts centre to host 3 family events, and has space in the arts' brochure.

The **Clive Public Library** has started a nature school program with many families signed up. On June 5th the library is hosting an intergenerational garden tea party in partnership with the FCSS in the green space outside the library.

The **Sedgewick & District Municipal Library** held a garage sale at the beginning of May that brought in \$500 for the library. The first two weeks of June they are also holding an online auction with donated items.

The **Bentley Municipal Library** has started a nature school. They have also placed mini-libraries around the area and in the municipal campground.

The **Delburne Municipal Council** was presented with the Advocacy Framework Guide, and a copy is available on the Delburne Facebook page. There is also a copy at the library.

Board Chair Barb Gilliat said a few words regarding the retirement of long-time staff member Donna Williams.

Board Members Present

(In-Person) Barb Gilliat (Board Chair), Matthew Goudy, Gord Lawlor, Ray Reckseidler, Janice Wing **(Zoom)** Jackie Almberg, Paul Ashford, Alison Barker-Jevne, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Todd Dalke, Cal David, Jeff Eckstrand, Sarah Fahey, Tim Field, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Bryce Liddle, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Paul Patterson, Jas Payne (alt. Megan Hanson), Dianne Roth, Sandy Shipton & alt. Diane Elliot, Les Stulberg, Harvey Walsh, Carlene Wetthuhn

Regrets

Delijiah Antaloczy, Ricci Matthews, Cody Hillmer

Absent

Jul Bissell, Wayne Clark, Edna Coulter, Les Fee, Cody Johnson, Julie Maplethorpe, Darryl Motley, Jordon Northcott, Shawn Peach, Leonard Phillips, Naomi Tercier, Shannon Wilcox, Bill Windsor

Guests

Lindsey Bauman & Erin Switenky, MNP, Maia Foster, Leslie Moody, Megan Ginther, Haley Amendt, Megan Hanson

Next Meeting: September 11, 2025 (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

PRLS Board Meeting Minutes

May 15, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday May 15, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Matthew Goudy, Gord Lawlor, Ray Reckseidler, Janice Wing

Present via Zoom: Jackie Almberg, Paul Ashford, Alison Barker-Jevne, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Todd Dalke, Cal David, Jeff Eckstrand, Sarah Fahey, Tim Field, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Bryce Liddle, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Paul Patterson, Jas Payne (alt. Megan Hanson), Dianne Roth, Sandy Shipton & alt. Diane Elliot, Les Stulberg, Harvey Walsh, Carlene Wetthuhn

Guests: Lindsey Bauman & Erin Switenky, MNP, Maia Foster, Leslie Moody, Megan Ginther, Haley Amendt, Megan Hanson

With Regrets: Delijiah Antaloczy, Ricci Matthews, Cody Hillmer

Absent: Jul Bissell, Wayne Clark, Edna Coulter, Les Fee, Cody Johnson, Julie Maplethorpe, Darryl Motley, Jordon Northcott, Shawn Peach, Leonard Phillips, Naomi Tercier, Shannon Wilcox, Bill Windsor

Staff: Jessica Dinan, Karyn Goodwillie, Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Carlene Wetthuhn to excuse Delijiah Antaloczy, Ricci Matthews and Cody Hillmer from attendance at the board meeting on May 15, 2025 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 18/2025

Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.

Motion by Paul Patterson to accept the agenda as presented.

CARRIED

PRLS 19/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the February 27, 2025 minutes. Paul Ashford's name was listed incorrectly in the package and minutes.

Motion by Ray Reckseidler to approve the minutes of the February 27, 2025 meeting as amended.

CARRIED

PRLS 20/2025

1.3. Business arising from the minutes of the February 27, 2025 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. There was none.

Motion by Stephen Levy to approve the consent agenda as presented.

CARRIED

PRLS 21/2025

3.1 2024 Parkland Audit

Gilliat introduced Erin Switenky and Lindsey Bauman from MNP. Switenky reviewed the audit, which was included in the package. The auditors stated that;

"In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."

According to policy 2.6.10, the Executive Committee is responsible for reviewing and approving Parkland's audit which they did at their March 27th meeting.

Bryce Liddle entered the meeting at 10:18 a.m.

Motion by Harvey Walsh to receive for information the Parkland Regional Library Board 2024 Audit Findings Report for December 31, 2024 and the Financial Statements for December 31, 2024 as presented.

CARRIED

Switenky and Bauman left the meeting at 10:19 a.m.

3.2 LAPP Audit and Pension Policy

Williams reviewed the LAPP Audit. Every three years Parkland is required to have an audit of its Local Authorities Pension Plan.

Three small errors were found resulting from Parkland's practice of calculating full-time equivalency (FTE) in days rather than hours. Parkland's method of calculating FTE has been a standing practice for decades without being flagged during previous LAPP audits. Of the three employees with errors in their calculations, two were on authorized leave and one passed away unexpectedly.

Following the auditors' recommendations, Parkland has created a pension policy statement to be included in Parkland's Policy Manual. Previously, pension benefits were recorded in Parkland's Human Resource Manual.

Motion by Cal David to receive the 2024 LAPP audit for information.

CARRIED

PRLS 23/2025

Motion by Gord Lawlor to approve the Pension Policy as presented.

CARRIED

PRLS 24/2025

3.3 Vacant Seat on Parkland's Executive Committee

Sheppard reviewed. Twyla Hale, Parkland's representative on the Executive Committee for Area 6 has, due to unforeseen circumstances, surrendered her seat. According to Parkland policy,

2.6.8 "Should a sitting member of the Executive Committee be unable to continue as a member of the committee prior to the conclusion of their one-year term, representatives from that group of municipalities may appoint a new representative to the Executive Committee at the next board meeting."

Area six represents the communities of Bashaw, Clive, Donalda, Lacombe, the Summer Village of Rochon Sands, Stettler and the Summer Village of White Sands. These board members entered a Zoom breakout room and chose their representative for Area 6.

Motion by Kathy Hall to appoint Shaleah Fox as Parkland's Executive Committee for Area 6.

CARRIED

PRLS 25/2025

3.4 Board Signing Authorities

Sheppard reviewed. Twyla Hale, who recently stepped off Parkland's board, was one of two board signing authorities. Board Chair Barb Gilliat is Parkland's one remaining board signing authority.

According to board policy 4.4.20, Parkland Regional Library System requires that two trustees act as signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the board signing authorities live or work close to PRLS headquarters.

Matthew Goudy volunteered to be Parkland's second board signing authority.

Motion by Ray Reckseidler to accept Matthew Goudy as PRLS' board signing authority.

CARRIED

PRLS 26/2025

Diane Eliot entered the meeting at 10:38 a.m.

3.5 PRLS 2026 Budget

Sheppard reviewed. Due to the lengthy process Parkland must follow to obtain approval of Parkland's budget, staff are beginning work on the 2026 budget now. The Executive Committee has worked on the 2026 budget at their meetings on March 27th and April 24th. The two scenarios presented by staff were identical except that in "Option B" there is a legal line valued in the amount of \$20,000. This line was included at the direction of the Executive Committee because Parkland has had to consult lawyers in a variety of matters involving topics such as human resources, questions concerning the membership agreement, which population figures Parkland should be invoicing municipalities with, etc. While staff would welcome an additional \$20,000 in the budget, the unpredictable nature of legal costs means the funds might never be utilized.

In 2024, the board revised the Purchasing Policy Statement to allow the Director discretionary spending up to \$15,000 from the Contingent Liability and Consultation Reserve which can be used to cover unexpected legal costs. For this reason, staff did not believe there was a need for a separate legal line in the budget.

Les Stulberg left the meeting at 10:57 a.m.

The Executive Committee did not endorse adding a cost-of-living adjustment (COLA) to the salary grid for 2026 but did endorse that eligible staff receive a step up the salary grid in accordance with Parkland's Compensation Policy. According to the policy, steps up the grid are guaranteed for eligible staff but COLA adjustments are optional.

After some discussion, the board agreed that staff will bring one budget option to the board in September without the \$20,000 legal line, and a second option adding a COLA adjustment for staff.

3.6 Parkland Investments

Williams reviewed. According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year.

Parkland's investor, Adam Lamb, contacted Parkland with the following recommendation:

"From an investment perspective, a lot is happening in the market with tariffs, but thankfully your bonds are very safe. Due to the unknowns of the tariffs, new bond prices have gone down, meaning old ones have gone up. So, it's been a positive on Parkland's portfolio.

I would strongly recommend keeping it as is. If governments are forced to lower interest rates due to recession risks from tariffs, this would be a positive for the bonds you hold."

At the April 24th Executive Committee meeting, staff recommend following Lamb's advice and made no change to Parkland's overall investment strategy of keeping funds in a conservative, managed bond portfolio. PRLS does not currently have funds invested in GICs.

The Executive Committee made no changes to Parkland's current investment strategy.

Motion by Janice Wing to receive for information.

CARRIED
PRLS 27/2025

3.7 Advocacy and Marketing Report

Lawlor reviewed the Advocacy report. At their March 27th meeting, the committee determined the following were to be Parkland's advocacy goals for 2025:

- Continue to focus on advocacy to the system board
- Continue to help libraries and their boards advocate for themselves at the local level with a special emphasis on the fact that 2025 is a municipal election year.
- Continue demonstrating leadership in the formulation of unified advocacy efforts by the seven library systems. As it relates to this goal, Parkland is not to make provincial efforts its priority but rather concentrate on the other goals.

In cooperation with the six other library systems, Parkland is also to:

- Continue advocating with the Government of Alberta (GOA) to introduce a predictable library grant funding model that reflects population growth and inflation.
- Support a proposal to the GOA for adjustments to the funding model allowing intermunicipal library boards to remain financially viable while streamlining governance structures.
- Support a request to the GOA that they reassess bandwidth allocations for the SuperNet to ensure that library connectivity keeps pace with evolving internet standards, especially for rural communities.

With the announcement of the provincial budget, Parkland sent a "thank-you" letter to Rick McIver, the Minister of Municipal Affairs, for providing stable operating grant funding. After Parkland sent our letter, the six other library systems agreed to a joint "thank-you" letter based on the one that Parkland produced.

Other advocacy activities include a joint initiative with Calgary Public Library. Calgary Public Library's CEO Sarah Meilleur contacted Parkland's Director to ask if Parkland and the Town of

Stettler would cooperate on the creation of a joint resolution for presentation at the fall Alberta Municipalities conference. For the motion to go forward, Calgary requires the cooperation of a smaller municipality. The Town of Stettler was chosen because Gord Lawlor was recognized for a presentation he made to Rick McIver, the Minister of Municipal Affairs, earlier this spring.

Parkland's 2024 Return on Investment (ROI) documents are ready for distribution and can be found on Parkland website.

Parkland's Director was contacted by the personal Secretary of the Minister of Municipal Affairs and asked to provide a quote for a press release related to library grant funding for the 2025-2026 budget year.

One of the principal jobs of board members is advocacy. In an attempt to make resources related to advocacy readily available to both Parkland board members and to our libraries, an extensive array of advocacy tools has been put on Parkland's website. A demonstration of the materials was provided at the board meeting including a PowerPoint type presentation with narration provided by AI.

In addition to online training, Parkland staff will provide in-person advocacy training. One such session was held at Parkland on March 17th.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 28/2025

3.8 Penhold Library School Partnership

Teresa Cunningham spoke to this topic. The Penhold library has been noted in the press recently for losing a significant amount of funding due to the demise of the contract the library board had with the local school authority. The terms of the agreement were amended, stating that the library would provide services to all schools in the division without compensation. The Penhold Library board is looking into their options with the Public Libraries Services Branch.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 29/2025

3.9. Updates

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

3.9.4. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, IT Report, or the Finance and Operations Report. Joy-Anne Murphy wanted to clarify that the reason one library stopped being part of the complaint in process mentioned in the Director's report was because the library manager in question moved out of province.

Motion by Janice Wing to receive the Director's, Library Services, IT, and Finance & Operations Reports for information.

Dana Kreil left the meeting at 11:24 a.m.

Teresa Cunningham left the meeting at 11:25 a.m.

Todd Dalke left the meeting at 11:26 a.m.

3.10. Parkland Community Update

The **Penhold & District Public Library** hosted a beekeeper and held a water color program. They are also working on their Strategic Plan.

The **Stettler Public Library** partnered with the high school and local county museum to build a 9-hole mini golf attraction that is located at the museum. They received a grant to pay for the materials. The Town of Stettler is also happy to be partnering with CPL to advocate for libraries.

The **Camrose Public Library** is partnering with the local performing arts centre to host 3 family events, and has space in the arts' brochure.

The **Clive Public Library** has started a nature school program with many families signed up. On June 5th the library is hosting an intergenerational garden tea party in partnership with the FCSS in the green space outside the library.

The **Sedgewick & District Municipal Library** held a garage sale at the beginning of May that brought in \$500 for the library. The first two weeks of June they are also holding an online auction with donated items.

The **Bentley Municipal Library** has started a nature school. They have also placed mini-libraries around the area and in the municipal campground.

The **Delburne Municipal Council** was presented with the Advocacy Framework Guide, and a copy is available on the Delburne Facebook page. There is also a copy at the library.

Board Chair Barb Gilliat said a few words regarding the retirement of long-time staff member Donna Williams.

4. Adjournment

Motion by Matthew Goudy to adjourn the meeting at 11:50 a.m.

CARRIED
PRLS 31/2025

Chair