



Regular Council Meeting
Town of Sundre Municipal Council Chambers
Via Teleconference
October 4, 2021
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:**
3. **3. Agenda – Amendments and Adoption**
 - 3.1 October 4, 2021 Regular Council Meeting
4. **Adoption of Previous Minutes**
 - 4.1 September 20, 2021 Regular Council Meeting Pg. 1
5. **Delegation: None**
6. **Bylaws/Policies: None**
7. **Old Business: None**
8. **New Business**
 - 8.1 RFD 2022 Franchise Fee Pg. 5
 - 8.2 RFD Fire Hall Furnace Repair Pg. 16
 - 8.3 RFD Business Visitation and Triage Program Pg. 18
 - 8.4 RFD Workplace Bullying Awareness Week (Oct 17 to 23) Pg. 48
9. **Administration**
 - 9.1 RFD Contract AHS/Town of Sundre e-Sim Lab Pg. 50
 - 9.2 RFD Update on Past/Present Projects Pg. 51
10. **Municipal Area Partnership (MAP):**
11. **Council Committee Reports: None**
12. **Council Invitations / Correspondence: None**
13. **Closed Meeting**
 - 13.1 Advice from Officials, *Client Solicitor Advice*, FOIPP Act Section 24(1)(d)
14. **Adjournment**

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Regular Council Meeting Minutes
Town of Sundre Municipal
Via Teleconferencing
Council Chambers
September 20, 2021

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, September 20, 2021, commencing at 6:00 p.m.

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

ABSENT: None

STAFF: Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Director Ec. Development & Planning, Mike Marko (by Phone)
Sr Development Officer, Betty Ann Fountain
Executive Legislative Clerk, Anne-Marie Jonke
Communications, Chelsea Kruger

PUBLIC: There were 5 members of the public in attendance.

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

PUBLIC HEARING **Bylaw 2021-06 and Bylaw 2021-07**

The Public Hearing was held pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26 and amendments* thereto.

The Mayor declared the Public Hearing 20210920 relating to Bylaw 2021-06 and Bylaw 2021-07, now open at 6:01 p.m.

*Public in Attendance: Bill Turnbull (for Bylaw 2021-06 Eagle Ridge ASP Amendment) by Phone
Bill Maher (for Bylaw 2021-06 Eagle Ridge ASP Amendment) by Phone
Mike Melnychuk (for Bylaw 2021-06 Eagle Ridge ASP Amendment) by Phone
Miles Burgoyne (for Bylaw 2021-06 Eagle Ridge ASP Amendment) by Phone
Carma McDonald and Ralph Phillips (for Bylaw 2021-07 MDP Amendment) by Phone*

Purpose of Bylaw 2021-06 and Bylaw 2021-07:

The purpose of Bylaw 2021-06 is an amendment to the Eagle Ridge Area Structure Plan, to manage the long-term strategic and sustainable growth of lands herein as described and illustrated in Schedule "A" of the Bylaw. The purpose of Bylaw 2021-07 is an administrative amendment to the Town's Municipal Development Plan (MDP) being brought forward to update this document.

Order of Presentations:

- Confirmation of Notices;
- Development Officer's report;
- Questions from Council to the Development Officer;
- Public Communication (letters/emails) read into the minutes;
- Presentation(s) by those in Favour of the Bylaw (max. of 5 minutes);
- Presentation(s) by those in Opposition of the Bylaw (max. of 5 minutes);
- Any other person(s) deemed affected by the Bylaw;
- Closing statement of the Development Officer;
- Further questions for the Development Officer;
- Adjournment of the Public Hearing.

CAO – Confirmation of Notices:

Notification of the Public Hearing for Bylaw 2021-06 and 2021-07 was published in the local newspaper on August 31st and September 7th and 14th and the Town's website from September 7th to September 15th, 2021. Notification of the Public Hearing to Adjacent Landowners / Stakeholders was mailed on August 23, 2021.

Development Authority's Report:

The Development Authority delivered a report and recommendation.

Public Communications:

The Senior Development Officer read into the minute's communication received from the Public for Bylaw 2021-06: One (1) letter from CIMA and one (1) letter from Collabor8 Architecture & Design Inc. via email, and for Bylaw 2021-07: One (1) email from Mr. Ralph Philips, one (1) letter from CIMA, one (1) letter from Mountain View County.

Those in Favour of the Bylaw:

Bylaw 2021-06 – Bill Maher

Bylaw 2021-07 – None stated

Those in Opposition to the Bylaw:

Bylaw 2021-06 – Mike Melnychuk, Collabor8 Architecture & Design Inc., on behalf of client expressed concern in regard to the transportation connection and deep services (utilities) alignment to the quarter section to the west of Eagle Ridge.

Bylaw 2021- 07 – None stated

Closing Statements: The Development Authority provided a brief closing statement, providing information in regard to deep services (utilities) transportation connections, oversizing and cost which will be addressed at subdivision stage for each of the quarter sections.

Call for a Motion: The Mayor called for a motion to close the Public Hearing at 6:51 p.m.

Res. 252-20-09-21 MOVED by Councillor Funke that the Council of the Town of Sundre That the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2021-06, being a Bylaw to Amend the Eagle Ridge Area Structure Plan and, Bylaw 2021-07, being a Bylaw to Amend the Municipal Development Plan.

CARRIED

AGENDA – AMENDMENTS AND ADOPTION:

Res. 253-20-09-21 MOVED by Councillor Wolfe that the agenda be approved as amended to include Item 9.1a-1 Council Expenditures.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES:

Res. 254-20-09-21 MOVED by Councillor Warnock that the Minutes of the Regular Council Meeting held on September 7, 2021, be approved as amended as follows:

1. To correct on page 5: "Mayor/Deputy Mayor Leslie."

CARRIED

Res. 255-20-09-21 MOVED by Councillor Wolfe that the Minutes of the Special Council Meeting held on September 13, 2021, be approved as presented.

CARRIED

DELEGATIONS: None

BYLAWS/POLICIES: **Bylaw 2021-07 Municipal Development Plan Amendment**

Res. 256-20-09-21 MOVED by Councillor Funke that the Town of Sundre Council give Second Reading to Bylaw 2021-07 being a bylaw to amend the Municipal Development Plan for specific modifications to the Intermunicipal Development Plan area (Map 2), Land Use Concept Map (Map 3) and supporting policies.

CARRIED

Res. 257-20-09-21 MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2021-07 being a bylaw to amend the Municipal Development Plan for specific modifications to the Intermunicipal Development Plan area (Map 2), Land Use Concept Map (Map 3) and supporting policies.

CARRIED

Res. 258-20-09-21 **Bylaw 2021-06 Eagle Ridge Area Structure Plan (ASP)**
MOVED by Councillor Dalke that the Town of Sundre Council give Second Reading to Bylaw 2021-06 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised ASP as appended to Schedule A of Bylaw 2021-06.

CARRIED

Res. 259-20-09-21 MOVED by Councillor Funke that the Town of Sundre Council give third and final reading to Bylaw 2021-06 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised ASP as appended to Schedule A of Bylaw 2021-06.

CARRIED

OLD BUSINESS: None

NEW BUSINESS: **2021 Q2 Financial Reports**

Res. 260-20-09-21 MOVED by Councillor Warnock that the Town of Sundre Council accept the Q2 2021 Quarterly Financial Reports, as information.

CARRIED**Request for Approval for Library Board Members**

Res. 261-20-09-21 MOVED by Councillor Dalke that the Town of Sundre Council approve two members of the Sundre Library Board, Anton Walker and Wendy Murphy, to serve for a 3-year term ending October 31, 2024.

CARRIED

Proclamation – Development Officer's Week

Res. 262-20-09-21 MOVED by Councillor Wolfe that the Town of Sundre Council proclaim the week of September 19 – 25, 2021 as Alberta Development Officer's Week in the Town of Sundre.

CARRIED**ADMINISTRATION: July and August 2021 Departmental Reports**

Res. 263-20-09-21 MOVED by Councillor Funke that the Town of Sundre Council accept the Departmental Reports for July and August 2021 as information.

CARRIED**MUNICIPAL AREA PARTNERSHIP: None****COUNCIL REPORTS: None****COUNCIL INVITATIONS/CORRESPONDENCE:****Town of Crossfield Letter to Prime Minister Trudeau Re: Bill C-21**

Res. 264-20-09-21 MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the Town of Crossfield as presented, as information.

CARRIED

Mayor Leslie excused all public members at 7:20 p.m. and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting.

Mayor Leslie called a recess at 7:25 p.m.

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Chris Albert, Director of Corporate Services

Public: None

CLOSED MEETING Topic of Closed Meeting

13.1 Advice from Officials, *FOIPP Act Section 24.*

Res. 265-20-09-21 MOVED by Councillor Warnock that Council go into closed meeting at 7:25 p.m.

CARRIED

Res. 266-20-09-21 MOVED by Councillor Funke that Council return to an open meeting at 7:56 p.m.

CARRIED**ADJOURNMENT**

Res. 267-20-09-21 MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:56 p.m.

CARRIED

These Minutes approved this 4th Day of October 2021.

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE: October 4, 2021

SUBJECT: FortisAlberta Franchise Fee for 2022

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1

BACKGROUND/PROPOSAL:

See Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council for further details

ALIGNMENT WITH STRATEGIC PRIORITIES:

See Report to Council for further details

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council leave the Fortis Franchise Fee at 10.00% for 2022. Such a decision is estimated to have an additional \$0.34/month (\$4.08/year) impact on the average residential bill and an increase of revenue to the Town in the amount of \$13,974, which are a result of estimated increases to the Fortis rates.

COSTS/SOURCE OF FUNDING:

See Report to Council for further details

MOTION:

The Town of Sundre Council maintains the Fortis Alberta Franchise Fee at 10% effective January 1, 2022.

Date Reviewed: October 1, 2021

ACTING
CAO:

Chris Albert



COUNCIL DATE: October 4, 2021
SUBJECT: Fortis Alberta Franchise Fee for 2022
ORIGINATING DEPARTMENT: Corporate Services
AGENDA ITEM: 8.1

BACKGROUND/PROPOSAL:

Every year FortisAlberta requests every municipality that has a Franchise Agreement to respond in writing with their decision to either increase, decrease, or keep their franchise fee the same. For a change in the franchise fee to be implemented for January 1, 2022, FortisAlberta must be notified of the fee change by November 1, 2021. The Town must advertise the fee change for two consecutive weeks. **Therefore, Council must approve any change in the franchise fee at the October 4, 2021 Council meeting.**

The current rate for the Town of Sundre is 10.0%. Council, in approving the rate for 2021, passed the following Motion No. 225-13-10-20:

“MOVED by Councillor Preston that the Town of Sundre Council maintains the FortisAlberta Franchise Fee to 10% effective January 1, 2021.”

As per Article 5 of the Electric Distribution System Franchise Agreement, the Town of Sundre has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta. The percentage increase must not go over the agreement’s current cap which is 20%, as was determined by Council during negotiations of the FortisAlberta franchise agreement in April 2013.

In 2013 budget discussions, during budget parameter setting, Council chose to have the franchise fee directly offset taxes rather than being used for specific projects and set the fee at 5%. The franchise fee remained the same until the September 28, 2015 Council meeting when Council increased the rate to 7% for the 2016 fiscal year. The franchise fee, was further adjusted to 8% for the 2017 fiscal year, then to 9% for the 2018 and 2019 fiscal years, and finally to 10% for 2020 and 2021.

For comparison purposes, the 2021 franchise fee for each of the five municipalities within Mountain View County are as follows:

Carstairs – 10.0% effective Jan 01/15
Didsbury - 17.00% effective Jan 01/16

Cremona – 10.0% effective Jan 01/16
Olds – 15.00% effective Jan 01/19

Crossfield – 0.00% effective Jan 01/15
Sundre – 10.0% effective Jan 01/20

Caroline – 12.00% effective Jan 01/20

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council has the opportunity to increase, decrease or leave the fee the same as long as it does not exceed the 20% cap established in the franchise agreement with FortisAlberta.

Currently, the Town is averaging approximately \$18,750 per month or \$225,000 for the year. Utilizing the Franchise Fee Calculator provided by FortisAlberta the amount of revenues raised for 2022, if the Franchise Fee were left unchanged, will be approximately \$239,412. One philosophical purpose of implementing a franchise fee would be to achieve a return on investment from third-party utilities for the use of municipal assets and agreements, such as land and right of ways. An additional philosophy is the diversification of municipal revenue streams, which would thereby help reduce the required property tax burden and allow for revenue to be generated from entities that would be exempt from municipal property taxes.

To assist Council in determining the impact of the franchise fee on the average residential bill the following estimates were developed utilizing the FortisAlberta Franchise Fee Calculator. Currently, the 10% 2021 Franchise Fee impacts the average bill by \$6.78/month or \$81.41/year

<u>Estimated Fee</u>	<u>Estimated Town Revenue</u>	<u>Additional Average Bill Impact</u>
10%	\$239,412	\$0.34/month or \$4.08/year
10.5%	\$251,383	\$0.70/month or \$8.40/year
11%	\$263,353	\$1.05/month or \$12.60/year
11.5%	\$275,324	\$1.41/month or \$16.92/year
12%	\$287,295	\$1.76/month or \$21.12/year

ALIGNMENT WITH STRATEGIC PRIORITIES:

This supports Council's strategic priorities of financial stability and community well-being

ADMINISTRATIVE RECOMMENDATION:

Administration recommends Council leave the Fortis Franchise Fee at 10.00% for 2022. Such a decision is estimated to have an additional \$0.34/month (\$4.08/year) impact on the average residential bill and an increase of revenue to the Town in the amount of \$13,974, as a result of estimated increases to the Fortis rates.

COSTS/SOURCE OF FUNDING:

There is no cost as the Franchise Fee generates revenues for the Town.

ALTERNATIVE ACTIONS:

Council can also choose to increase or decrease the FortisAlberta Franchise Fee for 2022.

ATTACHMENTS:

10.00% Franchise Fee Calculation **8.1b**

10.00% Residential Bill Impact **8.1c**

12.00% Franchise Fee Calculation **8.1d**

12.00% Residential Bill Impact **8.1e**

2021 Franchise Fees for All Municipalities **8.1f**

2021 Current Franchise Fee	10.00%
Franchise Fee Cap	20%
2021 Estimated Revenue \$	225,438
2022 Estimated Franchise Fee Revenue if your Franchise Fee remains the same \$	239,412
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2022 Proposed Franchise Percentage	10.00%
2022 Estimated Franchise Fee Revenue if your Percentage is changed \$	239,412
Difference in Franchise Fees Collected from 2021 to 2022 with Proposed D&T Rate Changes.	
	\$ 13,974

Please note: All proposed rate changes are estimated and have not been approved by the Alberta Utilities Commission (AUC). The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the number of customer sites within the municipality and/or the electricity usage increasing or decreasing, and changes to the Transmission or Distribution rates, which could be impacted by current economic conditions.



Franchise Fee Estimating Tool is For Information Purposes Only

This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

Consumption **640 kWh**
Billing Period **30 Days**

Existing (Current) Typical Residential Customer Monthly Costs

Rate 11 (Effective Jan. 1, 2021) Distribution Tariff Estimated Rate Filing Based on Current 10% Franchise Fee

Delivery Service Charge

All kWh Delivered	\$0.067243	640 kWh	\$43.04
Basic Daily Charge	\$0.0271	30 Days	\$24.81
			<u>\$67.85</u>

Current Franchise Fee	10.00%	\$6.78
GST	5.0%	\$3.73
		<u>\$70.37</u>

Current Annual Franchise Fee Costs $\$6.78 \times 12 = \81.41

Proposed Residential Customer Monthly Costs

Rate 11 (Proposed January 2022 Estimated Distribution Tariff) Based on NEW 10% Franchise Fee

Delivery Service Charge

All kWh Delivered*	\$ 0.071260	640 kWh	\$45.61
Basic Daily Charge*	\$ 0.05206	30 Days	\$25.59
			<u>\$71.20</u>

Estimated Proposed Franchise Fee	10.00%	\$7.12
GST	5.0%	\$3.92
		<u>\$82.23</u>

Proposed Annual Franchise Fee Cost $\$7.12 \times 12 = \85.43

* Includes estimated Rate changes

2021 Current Franchise Fee	10.00%
Franchise Fee Cap	20%
2021 Estimated Revenue \$	225,438
2022 Estimated Franchise Fee Revenue if your Franchise Fee remains the same \$	239,412
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2022 Proposed Franchise Percentage	12.00%
2022 Estimated Franchise Fee Revenue if your Percentage is changed \$	287,295
Difference in Franchise Fees Collected from 2021 to 2022 with Proposed D&T Rate Changes.	\$ 47,882

Please note: All proposed rate changes are estimated and have not been approved by the Alberta Utilities Commission (AUC). The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the number of customer sites within the municipality and/or the electricity usage increasing or decreasing, and changes to the Transmission or Distribution rates, **which could be impacted by current economic conditions**



Franchise Fee Estimating Tool is For Information Purposes Only

This tool is designed for the municipalities to estimate the monthly charges based on a sample fee

Consumption **640 kWh**
Billing Period **30 Days**

Existing (Current) Typical Residential Customer Monthly Costs					
Rate 11 (Effective Jan.1, 2021) Distribution Tariff (Estimated Rate Filing) Based on Current 10% Franchise Fee					
Delivery Service Charge					
All kWh Delivered	\$0.067243	640 kWh			\$43.04
Basic Daily Charge	\$0.8271	30 Days			\$24.81
					<u>\$67.85</u>
Current Franchise Fee		10.00%			\$6.78
	GST	5.0%			\$3.73
					<u>\$78.37</u>
Current Annual Franchise Fee Costs \$6.78 * 12 = \$81.41					
Proposed Residential Customer Monthly Costs					
Rate 11 (Proposed January 2022 Estimated Distribution Tariff) Based on NEW 12% Franchise Fee					
Delivery Service Charge					
All kWh Delivered*	\$ 0.071260	640 kWh			\$45.61
Basic Daily Charge*	\$ 0.86296	30 Days			\$25.59
					<u>\$71.20</u>
Estimated Proposed Franchise Fee		12.00%			\$8.54
	GST	5.0%			\$3.99
					<u>\$83.73</u>
Proposed Annual Franchise Fee Cost \$8.54 * 12 = \$102.52					
* Includes estimated Rate changes					

MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment A percentage surcharge per the table below will be added to the total distribution tariff, (the sum of the transmission component and the distribution component), excluding any Riders calculated for every Point of Service within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	0%	2013/07/01
02-0011	Athabasca	12%	2021/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	14%	2021/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalthurst	4%	2021/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	01-0194	Lacombe	17.00%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	7.50%	2020/01/01
02-0082	Daysland	7%	2018/01/01	04-0378	Larkspur	3%	2020/04/01
02-0086	Devon	13%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	10%	2021/01/01
03-0097	Edgerton	16%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.75%	2020/01/01	02-0215	Mayerthorpe	10%	2020/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	0%	2016/02/11	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	0%	2013/10/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	9.50%	2021/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	12.70%	2019/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Allison	0%	2017/01/23
02-0180	Innisfail	15%	2021/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	5%	2020/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	16%	2019/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	9%	2021/01/01	03-0272	Rosemary	14.50%	2020/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0273	Ross Haven	0%	2016/01/01	02-0350	Whitecourt	3.32%	2021/01/01
03-0276	Ryley	3%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavelly	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2015/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	8%	2016/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2015/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	6%	2020/01/01				
02-0331	Viking	8%	2013/07/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	12.75%	2020/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				
04-0371	Whispering Hills	5%	2016/10/01				

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.



REQUEST FOR DECISION

COUNCIL DATE	October 4, 2021
SUBJECT	New Furnace for Fire Hall
ORIGINATING DEPARTMENT	Fire Department
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

During the annual inspection at the Fire Hall, it was found that the facility is deficient in three building codes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It has been found that the current furnace does not heat the space in an efficient or effective manner especially at very cold winter temperatures. The current furnace also pulls the air return from the ceiling space which limits the effectiveness of how the system runs and supplies heating and cooling.

The second code related concern is the fire dampers. These are spring-loaded fire damper gates, and they should be installed on the bottom of the damper gates, however the ones that are currently installed are positioned on the top of the dampers.

The amount of space is too big for just one furnace, the size of which is already installed. It was suggested that for better heating and cooling efficiency and to maintain the existing zoning system that a second unit be installed according to Section 9.32 of the National Building Code: Alberta Edition 2019.

Two quotes have been obtained from companies capable of completing all the required updates.

ALIGNMENT WITH STRATEGIC PLAN

1. Sustainable governance.
 - 1.1 Improve communication and transparency with our stakeholders.
5. Infrastructure.

ADMINISTRATION RECOMMENDATIONS:

Administration is recommends proceeding with the required updates to be code compliant.

MOTION:

That Council approve the installation of the new furnace and other repairs at the Fire Hall at a cost of \$15,000 with funds being drawn from Fire-Capital RSA.

Date Reviewed: Oct 1/21

ACTING
CAO:

Chris Allert

8.2a

Quote: Q5-140

Date: May 14, 2021

Sold To: Sundre Fire Department

Job Location: 112 - 1st Street, NW
Sundre

NOTES AND RECOMMENDATIONS:

1) Please be aware that Section 9.32 of the *National Building Code : Alberta Edition 2019* states that a heating system must be able to maintain 22 degrees Celsius when outside temperature is -38 degrees Celsius with a 25 km per hour wind. Based on our calculations the combination of the BTU & CFM output of the current furnace in relation to the size of the area it heats, plus the sizing and configuration of the current ductwork, Linear HVAC Solutions Ltd. is advising that code compliance can not be achieved.

Additionally, while the current system may be able to satisfy inside temperature at higher/warmer outside temperatures, depending on temperature demands and requirements, the working lifetime and energy efficiency of the current furnace are reduced due to energy usage beyond recommended guidelines.

2) The second code related concern, is the configuration of the current installation of fire dampers. Fire dampers, including spring-loaded fire damper gates, should be positioned on top of dampers, however, the existing damper gates are installed on the bottom.

3) In addition, the return air for both furnaces is currently pulling from the ceiling space, which limits the effectiveness of how the system runs and supplies heating and cooling. The Fire Hall side furnace return air is also pulling from the ceiling space, which is open to the Shop area. We would recommend ducting the return air through the ceiling space and into the conditioned air space.

4) Finally, Linear HVAC Solutions Ltd. would recommend removing the existing zoning system, and adding another furnace to satisfy Section 9.32 of the *National Building Code : Alberta Edition 2019*.

APPROXIMATE BUDGETING NUMBERS:

These numbers include the removal of Zone #2 damper and zoning system, and the addition of a separate furnace to accommodate the required BTU load for the heat loss of the building, and building use. This includes dropping return air duct below ceiling level and installing fire dampers in correct configuration.



REQUEST FOR DECISION

COUNCIL DATE: October 4, 2021
SUBJECT: RFD Business Visitation & Triage Program Report
ORIGINATING DEPARTMENT: Economic Development
AGENDA ITEM: 8.3

BACKGROUND:

This past summer, the Department of Economic Development undertook an extensive interview and survey campaign to determine the state of the local commercial economy, and to determine the satisfaction level of local businesses with conducting operations in the Sundre area. An economic development and research firm called MDB Insight was contracted to craft the survey and parse through the results. The results will help the Town of Sundre determine areas of focus for the development of policies and programs that will maintain a robust and competitive economy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Business Visitation & Triage Program successfully interviewed 69 businesses out of a potential pool of 138. The results have an 11.7% margin of error at a 95% confidence level. The results painted a mostly positive picture about Sundre's economic situation, which will be discussed further during the presentation.

ALIGNMENT WITH STRATEGIC PLAN:

- 3. Community Well-being.
- 4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Administration is recommending that the Town of Sundre Council accept the Business Visitation & Triage Program report for information

MOTION:

That the Town of Sundre Council accept the Business Visitation & Triage Program report for information

Date Reviewed: _____

Oct 1/21

ACTING

CAO: _____

Chris Allert



Town of Sundre

Business Survey Results





Background

- The Town of Sundre Economic Development Department completed a business satisfaction survey to understand how to best support local businesses. Business retention and expansion (BR+E) activities can be employed to ensure business needs are monitored and addressed; however, engagement can be time consuming and complex.
- A Triage BR+E Survey was commissioned to engage the broader business community, while also allowing for the identification of potential expansion or retention opportunities for follow-up on a business-by-business basis.



Methodology

- A random sample telephone/online survey was conducted with 69 businesses out of an initial sample of 138. This completion rate, representing 50% of the initial sample is very high for a phone-based survey, and this level of success was made possible through the devoted efforts of the Town of Sundre Economic Development team.
- This scientific approach ensures that the results have a high level of accuracy (with a 11.7% margin of error at a 95% confidence level) and statistically represents the business community in Sundre.



Business Community Firmographics

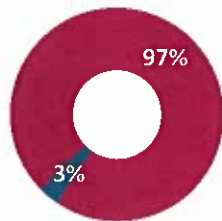




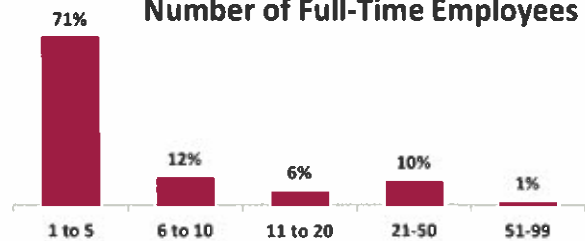
Firmographics

Ownership

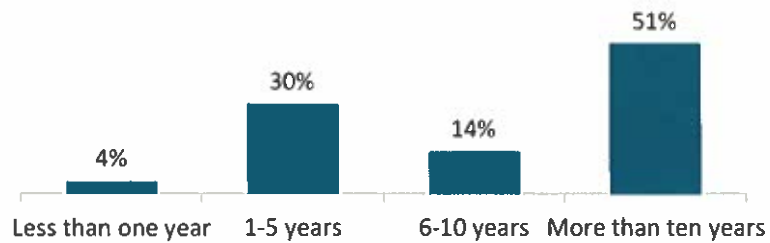
- Locally Owned and Operated
- Externally Owned and Operated



Number of Full-Time Employees



Years Operating in Sundre



n = 69



Firmographics

Industries Surveyed

	Percent	# of businesses
Retail Trade	38%	26
Arts, Culture, Recreation and Entertainment	7%	5
Manufacturing	6%	4
Accommodation and Food Services	6%	4
Construction and Trades	4%	3
Transportation and Warehousing	4%	3
Oil and Gas Service	3%	2
Health Care and Social Assistance	3%	2
Wholesale Trade	1%	1
Finance and Insurance	1%	1
Administrative and Business Support	1%	1
Educational Services	1%	1
Other*	23%	16
NET	100%	69

*Other Industries Identified

Janitorial Service/Cleaning

Photographer

Butcher Shop

Auto Repair

Agriculture and Livestock

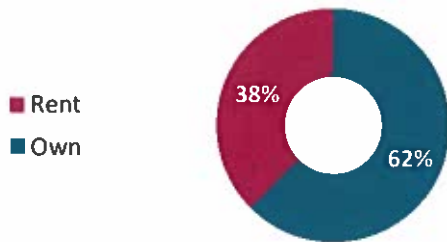
Towing and Recovery

Road Maintenance

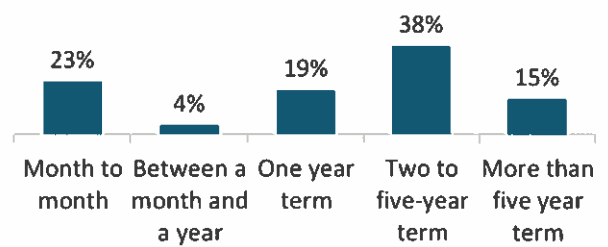


Firmographics

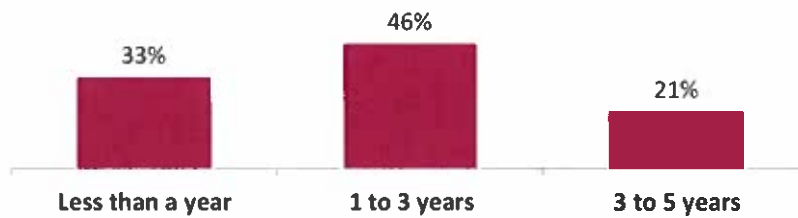
Property Ownership



Term of Lease (n = 26)*



Lease Expiry (n = 24)*



n = 69

Base = Respondents who rent their business location.



Business Performance





Business Performance



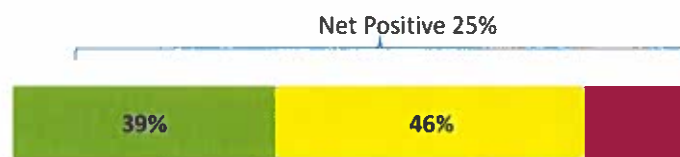
■ Increased ■ Remained the same ■ Not sure ■ Decreased

Over the past 12 months
have your revenues at your
business...



■ Increased ■ Remained the same ■ Not sure ■ Decreased

Over the past 12 months,
would you say your expenses
as a percentage of total
revenue



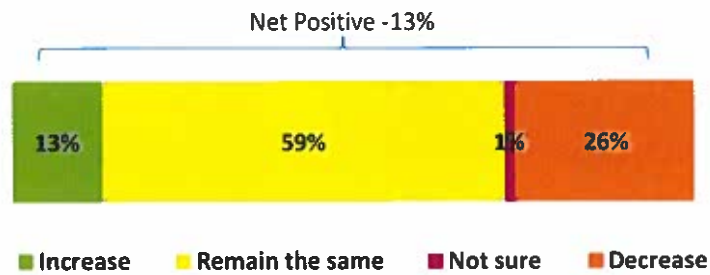
■ More positive ■ The same and has not changed ■ More negative

Over the past 12 months
would you say your
attitude about doing
business in Sundre is...

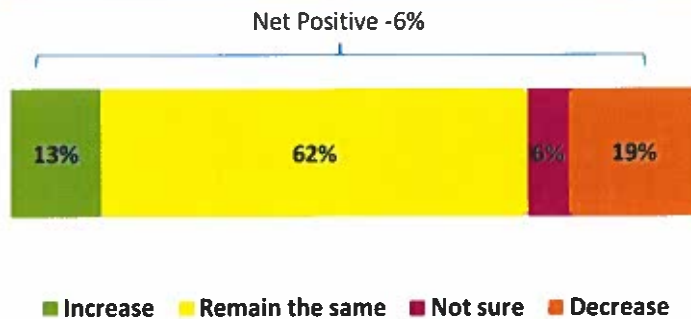
n = 69



Business Performance



Over the past 12 months did the total number of full-time employees in your company...



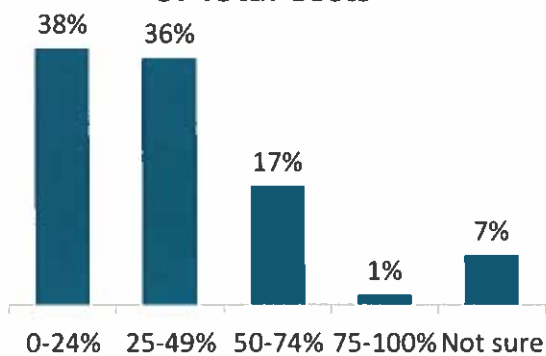
Over the past 12 months did the total number of part-time employees in your company...

n = 69



Business Performance

Labour Costs as a Percent of Total Costs



Average:
(using category
mid-points) **32.3%**

Which skilled occupations do you have difficulty recruiting? (Examples)

Plumbers, Gas Fitters and HVAC	Hair Stylists, Lash or Skin Technicians, Estheticians
Welders, Pipe Fitters, Electricians	Skilled Autobody Technicians
Sales People	Licensed Mechanics, Journeyman, Body men
Technology / Information Communications Technology Trained Workers	Commercial And Residential Cleaners
Cooks and Servers	Trained Customer Service Professionals
Financial Management	Upholstery, Embroidery, and Industrial-Type Sewing
Drivers	General Labour

n = 69



Business Performance



What are your expectations for the next 12 months in total revenues compared to last 12 months?



Thinking about the next 12 months, do you expect the total number of full-time employees in your company to...



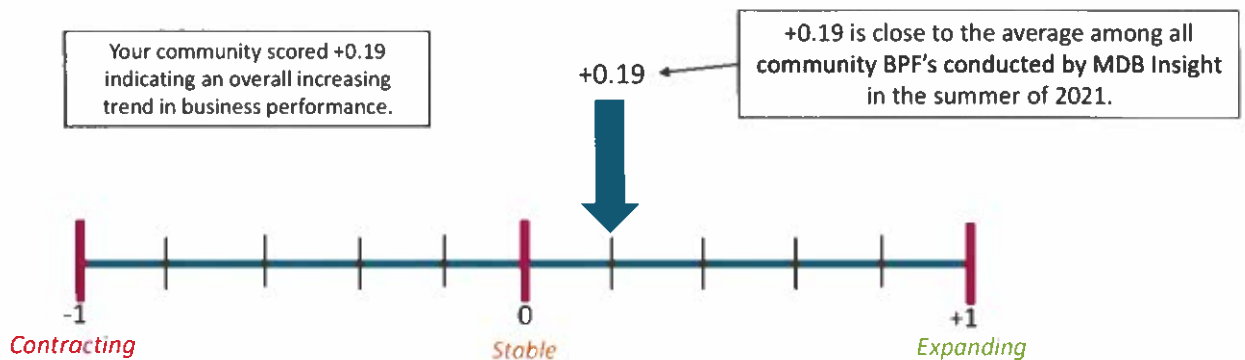
Thinking about the next 12 months, do you expect the total number of part-time employees in your company to...

n = 69



Business Performance

The Business Performance Forecast is a metric created by combining the five business performance questions. It considers the changes in staff, revenue and attitudes among businesses in the Town of Sundre for an overall directional picture of the business climate in the Town.



n = 69



Supply Chain Difficulties

Would you say you have difficulties in any of the following areas related to you supply chain management? (n = 19)*



*Other Issues Identified

Lack of business service suppliers
(e.g. Staples, Business Stationary)

Access to more electronics
equipment and goods

Expensive to import to the area

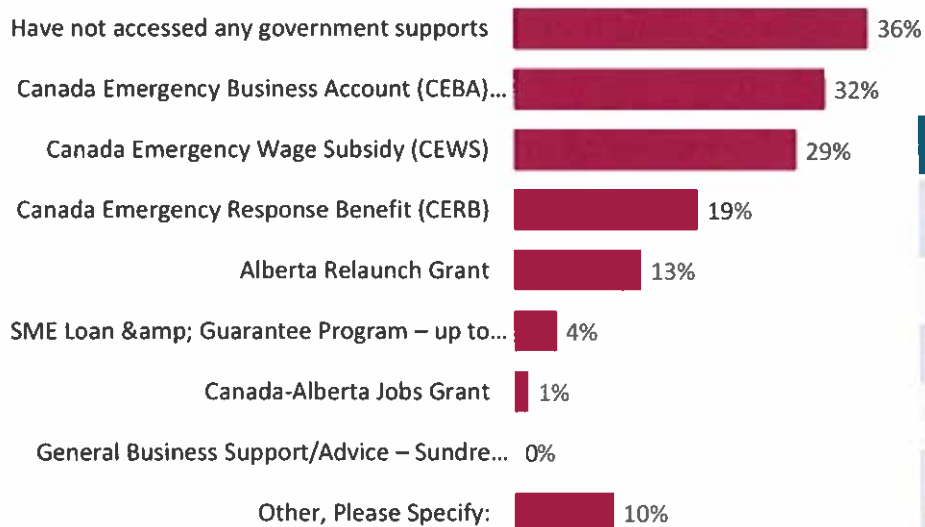
Price and availability of local
suppliers

*Base = Respondents who were very or somewhat dissatisfied with the local supply chain relevant to their business.



COVID Response

Which of the following government support programs helped to assist your business through the pandemic



*Other Supports Used

Alberta Regional Recovery and Relief Program

Alberta Relaunch Grant

Emergency Rent Subsidy

RRRF - Alberta

Emergency Isolation Support - Alberta Based

n = 69

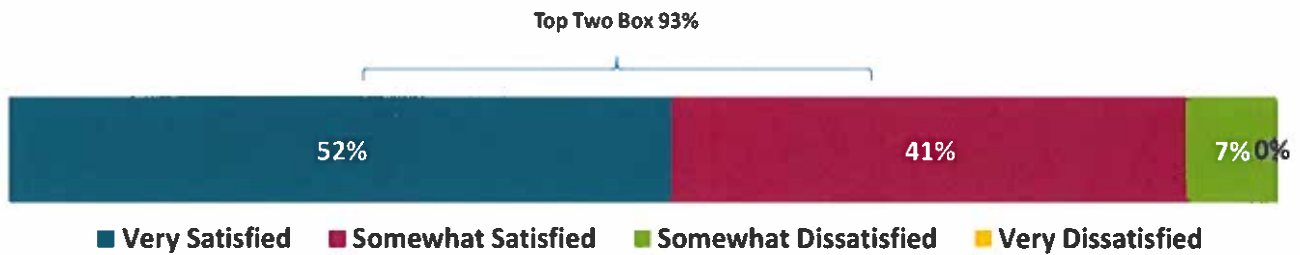


Key Performance Indicator (KPI)

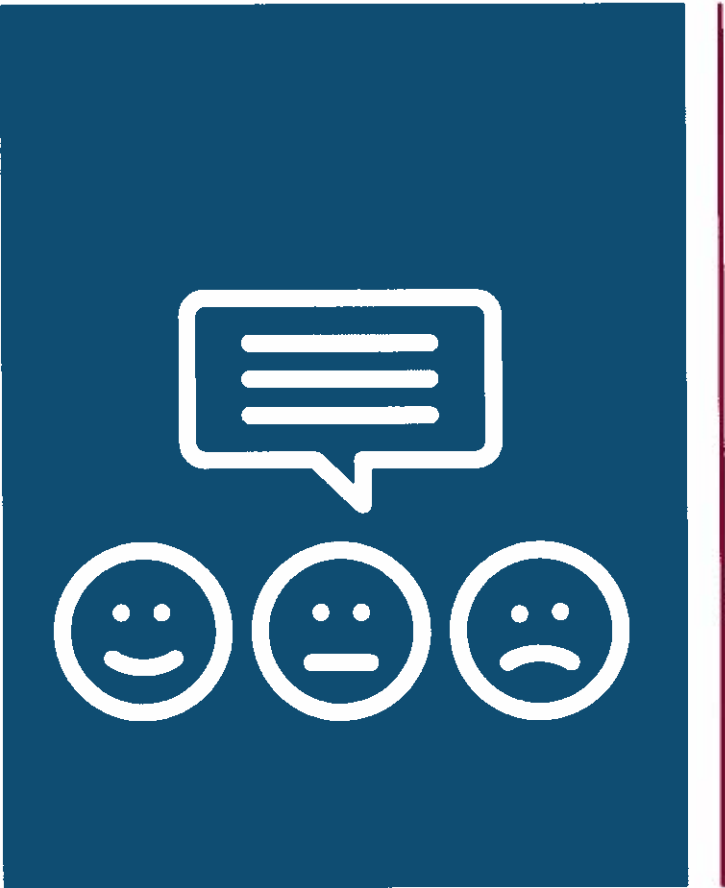


Key Performance Indicator (KPI)

Overall, how satisfied are you with Sundre as a place to own and operate a business?



n = 69



Satisfaction Levels



Satisfaction Levels

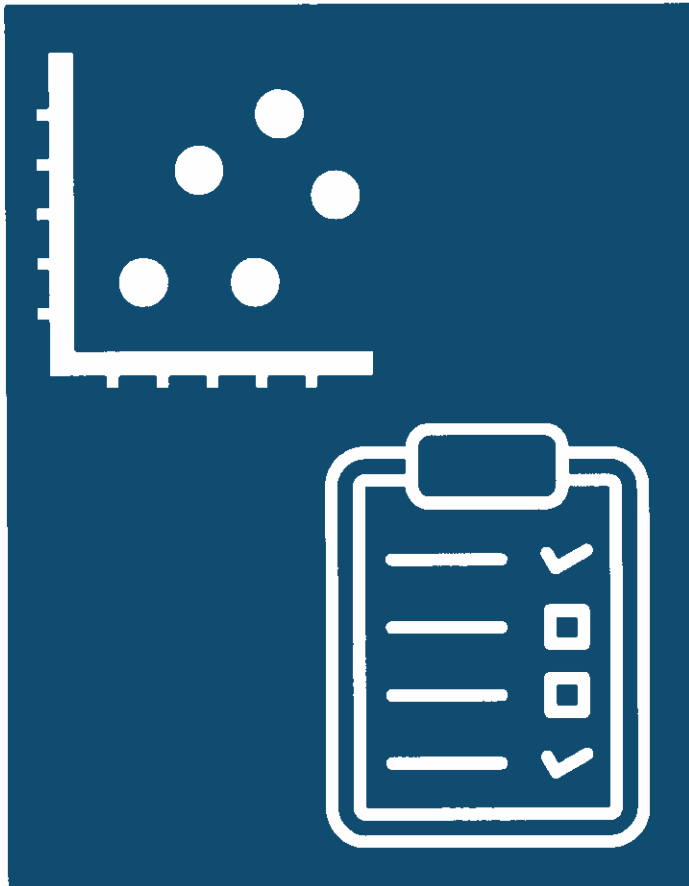
How satisfied you are with each of the following factors of doing business in Sundre?



*Top two box:
Very Satisfied &
Satisfied combined.*



n = 69

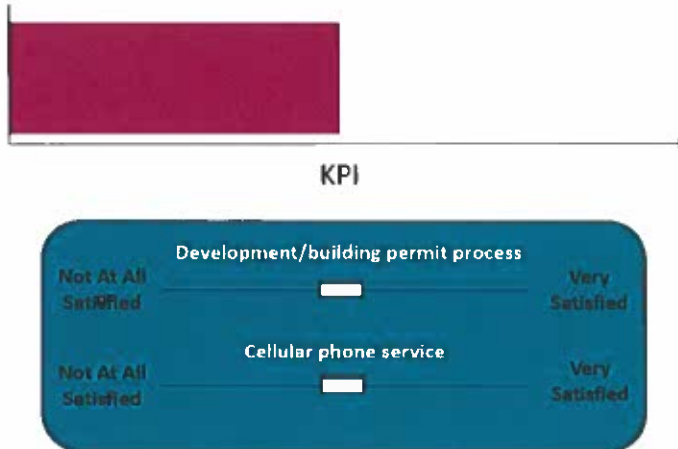


Derived Importance & Priority Matrix





Derived Importance & Priority Matrix

Region as a Place to do Business





Priority Matrix

Community Factors	Importance	Performance	Priority	
The availability of internet service to support business needs	5.9	44%	1	 Higher Priority
Maintenance of local roads and streets	5.9	46%	2	
Availability of skilled labour	5.6	45%	3	
Availability of adequate housing	4.3	43%	4	
Local supply-chains relevant to my business	5.3	68%	5	
Availability of unskilled labour	3.9	60%	6	
Parking availability	5.6	72%	7	
Street events and community gathering spaces for worker quality of life	7.2	78%	8	 Lower Priority
Cellular phone service	4.9	70%	9	
Municipal property taxes	3.3	56%	10	
Availability of space for rent or lease	3.6	62%	11	
Pedestrian/cyclist connectivity	5.3	75%	12	
Waste collection/management services	3.9	75%	13	
Availability of property for purchase	3.3	71%	14	
Availability of local professional services to support your business operations (i.e. legal, accounting, etc...)	5.3	84%	15	
Development charges and other planning fees	6.3	91%	16	
Support from other businesses	7.2	92%	17	
Development/building permit process	4.3	88%	18	
Zoning	4.9	95%	19	
Support from residents	9.2	99%	20	



Business Community Health





Community Business Health Index

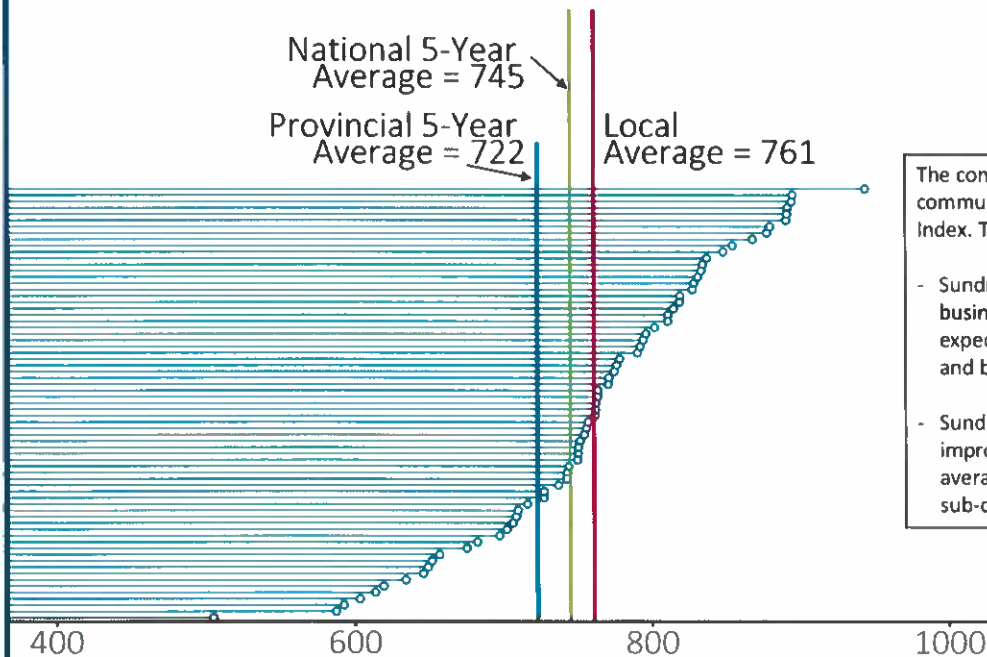
Using the results of this business survey, MDB Insight combines the questions into a proprietary Community Business Health Index which is the combination of the following eight sub-scores:





Community Business Health Index

National 5-Year
Average = 745
Provincial 5-Year
Average = 722
Local
Average = 761



The community scored high compared to other communities on the Community Business Health Index. This index is based on several factors:

- Sundre outperformed the national average on businesses' overall satisfaction, historical and expected revenues, business attitude trends, and business supports.
- Sundre showed some opportunities for improvement in relation to the national average in the workforce and infrastructure sub-domains of the index.



Future Plans

Within the next 24 months do you plan on?

	# of businesses	Follow up Questions
Expanding	19	<ul style="list-style-type: none">• 8 within the next 6 months• 11 in more than 6 months from now
Downsizing	1	<ul style="list-style-type: none">• Only one, in more than 6 months from now
Relocating	0	
Selling	4	<ul style="list-style-type: none">• 3 within the next 6 months• 1 in more than 6 months from now
Closing	0	



Triage Results

Throughout the survey process Triage cases that represented green or red flags were tracked. Out of the 69 businesses surveyed, 47 businesses presented an opportunity for intervention.



Green Flag

= Businesses considering expanding. = 19 businesses



Orange Flag

= Businesses who had not accessed any government supports during COVID.

= 15 businesses



Red Flag

= Businesses considering relocating, downsizing, selling, closing, upcoming lease expiration or upcoming lease expiry.

= 13 businesses





General Further Comments

Topic Area	Feedback Themes
Waste Management	<ul style="list-style-type: none">• Need for municipal waste collection program• Need for commercial recycling programs
Road Maintenance	<ul style="list-style-type: none">• More side street/back alley maintenance• More beautification of streets• Dissatisfaction with traffic circles
Events, Spaces, Quality of Life	<ul style="list-style-type: none">• More community events/activities for kids
Internet Service	<ul style="list-style-type: none">• Internet highly location-specific, not reliable
Biking and Pedestrian connectivity	<ul style="list-style-type: none">• Improve biking infrastructure downtown• More crosswalks/sidewalks
Labour shortages	<ul style="list-style-type: none">• Challenges hiring trained, educated and competent adults
Supply Issues	<ul style="list-style-type: none">• Sales limited by supply shortages
Commercial Availability	<ul style="list-style-type: none">• Difficulty finding small spaces (<1000 sq. ft.)• Pricing is high compared to Calgary
Other Ideas	<ul style="list-style-type: none">• Potential for business incubation centre• Concerns over large trucks in downtown core• General positive sentiments about community support for business



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	REQUEST FOR DECISION
COUNCIL DATE	October 4, 2021
SUBJECT	Workplace Bullying Awareness Week (October 17th to 23rd, 2021)
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

In 1997, Dr. Gary Namie of the Workplace Bullying Institute, in the USA, started this week of events. About ten years ago, Linda Crockett, founder of the Canadian Institute of Workplace Bullying Resources, jointly with Gary, began Workplace Bullying Awareness Week in Canada.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Town of Sundre promotes a violence and harassment-free workplace in which all people respect one another and work together to achieve common goals.

Workplace bullying is a repeated pattern of negative behaviour aimed at a specific person or group. Although it can include physical abuse or the threat of abuse, workplace bullying usually causes psychological rather than physical harm. Workplace bullying can involve sexual harassment and discrimination.

Because workplace bullying is often psychological, it can be hard to recognize. The harmful forms of bullying are usually subtle rather than direct, and verbal rather than physical.

"Times of Crisis Increase Risks of Bullying"

"Bullying is a worldwide problem. Together we are the solution!"

<https://instituteofworkplacebullyingresources.ca/workplace-bullying-awareness-week/>

ALIGNMENT WITH STRATEGIC PLAN

3. Community Well-being.

COSTS/SOURCE OF FUNDING: None

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre proclaim October 17th to 23rd as Workplace Bullying Awareness Week in the Town of Sundre.

MOTION:

That the Council of the Town of Sundre proclaim October 17th to 23rd as Workplace Bullying Awareness Week in the Town of Sundre.

ATTACHMENTS:

8.7a Workplace Bullying Awareness Week - Poster

Date Reviewed: October <u>1</u> , 2021 CAO: ^{ACTING} <u>Chin Albert</u>
--

Workplace Bullying Awareness

Week October 17 – 23, 2021 8.4a

Bullying is a worldwide problem. Together we are the solution!



DONNA PURCELL, QC
LAW



WORKPLACE LAW



BRAIN CURES





REQUEST FOR DECISION

COUNCIL DATE: October 4, 2021
SUBJECT: Contract AHS/Town of Sundre e-Sim Lab
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 9.1

BACKGROUND/PROPOSAL:

Administration will be bringing forward a request to enter into an agreement between Alberta Health Services (AHS) and the Town of Sundre for the simulation lab at the Fire Hall.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report to be provided at council meeting.

MOTION:

That Council support the agreement between the Town of Sundre and Alberta Health Services for the simulation lab at the Fire Hall and that the CAO be authorized to sign the Agreement on behalf of the Town.

Date Reviewed: <u>Oct 1</u> , 2021 ^{ACTING} CAO: <u>Chris Abbott</u>



REQUEST FOR DECISION

COUNCIL DATE: October 4, 2021
SUBJECT: Update on Past/Present Projects
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 9.2

BACKGROUND/PROPOSAL:

Administration will be bringing forward a verbal update on the progress of past and present projects by department.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report to be provided at council meeting.

MOTION:

That the Town of Sundre Council accept the verbal report as information.

Date Reviewed: Oct 1, 2021 ^{ACTING} CAO: Chris Allert