



Regular Council Meeting
Town of Sundre Municipal Council Chambers
June 23, 2025
4:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** 20250623, Bylaw 2025-06 Land Use Bylaw Map Amendment
3. **Agenda – Amendments and Adoption**
 - 3.1 June 23, 2025
 - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
 - 4.1 June 9, 2025 Regular Meeting of Council Minutes Pg. 1
5. **Delegation:**
 - 5.1 RFD Fundraising Event, September 6, 2025 Pg. 8
 - 5.2 RFD SPOG Neighbourhood Day, August 22, 2025 Pg. 9
6. **Bylaws/Policies:**
 - 6.1 RFD Bylaw 2025-06, Land Use Bylaw Map Amendment Pg. 10
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD Mountain View Regional Film Office Pg. 15
 - 8.2 RFD Capital Projects RSA Transfers Pg. 97
9. **Administration:**
 - 9.1 RFD Departmental Reports, May 2025 Pg. 99
10. **Council Committee Reports:**
 - 10.1 RFD Council Committee Report, May 2025 Pg. 167
 - 10.2 RFD Key Messages, May 2025 Pg. 170
11. **Council Invitations / Correspondence:** RFD Correspondence Pg. 172
 - 11.1 Letter from the Honourable Todd Loewen, Minister Forestry and Parks Pg. 173
 - 11.2 Sundre Municipal Library Board Resignation Pg. 175
 - 11.3 Sundre Pickleball Association Invitation Pg. 176
12. **Closed Meeting:** None
13. **Adjournment**

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Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
June 9, 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, June 9, 2025, commencing at 4:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Todd Dalke
Councillor Jaime Marr

ABSENT: Councillor Paul Isaac
Councillor Chris Vardas

STAFF: Acting CAO / Director Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Director Emergency Management / Fire Chief, Ross Clews
Deputy Director Emergency Management / Operations Manager, Jim Hall
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC: 8

DELEGATION: Sundre R.C.M.P. Detachment Commander, Cpl. Courtney Harding

PRESS: 1

Mayor Warnock addressed the public sitting in the Council Chambers and welcomed the public attending the meeting by Live-Stream: We are serving notice that this meeting is being live-streamed. The camera will focus only on Council, not individuals sitting in the gallery.

CALL TO ORDER: The meeting was called to order at 4:00 p.m., with a moment of reflection on the business of the evening.

PUBLIC HEARING: **20250609: Bylaw 2025-07 Mountain Springs Area Structure Plan**
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 20250609 relating to Bylaw 2025-07 Mountain Springs Area Structure Plan now open at 4:01 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 that we did not receive any requests to be registered to join the Public Hearing by phone.

Purpose of Bylaw 2025-07

The purpose of Bylaw No. 2025-07 is to adopt the Mountain Springs Area Structure Plan for 62.7 hectares (155 acres) of land legally described as the SW 1/4, 9-33-5-W5M.

- 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.

Acting CAO – Public Notifications Notification of the Public Hearing for Bylaw 2025-07 was published in the local newspaper on May 27th and June 3rd, 2025 and on the Town's website from May 26th to June 9, 2025. Adjacent Landowner Notifications were mailed via Canada Post on May 27th, 2025.

Development Authority's Report:

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

Public Communications:

One response to the Public Hearing Adjacent Landowner notification was received by email from Lorey Marsden of Mountain View County. The email message was read into the minutes.

Those in Favour of the Bylaw:

The Developer's representative, Mr. Mike Mielnichuck of collabor8 Architecture addressed Council.

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.

Initials

Call for a Motion: The Mayor called for a motion to close the Public Hearing at 4:21 p.m.

Res. 216-09-06-25 MOVED by Councillor Petersen that the Town of Sundre Council has received sufficient information to close Public Hearing No. 20250609 pertaining to Bylaw 2025-07 being a bylaw to adopt the Mountain Springs Area Structure Plan.

CARRIED

AGENDA – AMENDMENTS AND ADOPTION:

Res. 217-09-06-25 MOVED by Councillor Marr that the agenda be approved as amended as follows:

ADD: 11.2 Correspondence & Invitations: Greenwood Neighbourhood Place 25th Anniversary, June 18, 2025.

CARRIED

Councillor Absence: *Councillor Vardas and Councillor Isaac advised the Acting CAO in compliance of s.14.6 of Council's Procedural Bylaw.*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 218-09-06-25 MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on May 26, 2025 be approved as presented.

CARRIED

DELEGATION: **Sundre R.C.M.P. Detachment Commander**

Res. 219-09-06-25 MOVED by Councillor Anderson 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 to 2025 as information.

CARRIED

BYLAWS/POLICIES: **Bylaw 2025-07 Mountain Springs Area Structure Plan**

Res. 220-09-06-25 MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2025-07 as amended, being a bylaw to adopt the Mountain Springs Area Structure Plan.

CARRIED

Res. 221-09-06-25 MOVED by Councillor Petersen that the Town of Sundre Council give Third Reading to Bylaw 2025-07 as amended, being a bylaw to adopt the Mountain Springs Area Structure Plan.

CARRIED

Bylaw 2025-06 Land Use Bylaw Map Amendment

Res. 222-09-06-25 MOVED by Councillor Marr 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

Res. 223-09-06-25 MOVED by Councillor Marr that the Town of Sundre Council set Monday, June 23, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-06.

CARRIED

OLD BUSINESS: None

NEW BUSINESS: **2025 Q1 Financial Reports**

Res. 224-09-06-25 MOVED by Councillor Anderson that the Town of Sundre Council accept the Q1 2025 Quarterly Financial Reports as information.

CARRIED

Tax Recovery Sale of Property

Res. 225-09-06-25 MOVED by Councillor Dalke that the Town of Sundre Council accept the report from the Director of Corporate Services as information.

CARRIED

Tax Recovery Sale – Roll #1673.000

Res. 226-09-06-25 MOVED by Councillor Petersen that 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 15, 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 the new owner, due within thirty (30) days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

CARRIED

Tax Recovery Sale – Roll #1812.000

Res. 227-09-06-25 MOVED by Councillor Dalke that 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 15, 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 the new owner, due within thirty (30) days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

CARRIED

Tax Recovery Sale – Roll #2501.000

Res. 228-09-06-25

MOVED by Councillor Marr that 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 15, 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 the new owner, due within thirty (30) days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

CARRIED

Tax Recovery Sale – Roll #2538.000

Res. 229-09-06-25

MOVED by Councillor Anderson that 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 15, 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 the new owner, due within thirty (30) days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

CARRIED

Mayor Warnock called a break at 5:17 p.m.

Mayor Warnock reconvened the meeting at 5:21p.m.

ADMINISTRATION: **Emergency Management Regional Functional Exercise Debrief**

Res. 230-09-06-25 MOVED by Councillor Petersen 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.

CARRIED**COUNCIL COMMITTEE**

REPORTS: None

COUNCIL KEY MESSAGE: None

**COUNCIL INVITATIONS /
CORRESPONDENCE:****Parkland Regional Library System**

Res. 231-09-06-25 MOVED by Councillor Anderson 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 Draft Board Minutes of May 15, 2025 as information.

CARRIED**Invitation to Greenwood Neighbourhood Place 25th Anniversary Event**

Res. 232-09-06-25 MOVED by Councillor Anderson that Councillor Dalke and Councillor Petersen attend the Greenwood Neighbourhood Place 25th Anniversary celebration event on Wednesday, June 18, 2025 at 1:00 p.m.

CARRIED**CLOSED MEETING:**

Res. 233-09-06-25 MOVED by Councillor Dalke that the Town of Sundre Council go into a closed meeting at 5:40 p.m.

CARRIED

Mayor Warnock advised the public in the Council Chambers that they are welcome to remain in the Council Chambers as Council retreats to the Board Room, and that the live-stream has ended. There are no Motions of Council expected.

Mayor Warnock called a break at 5:40 p.m.

Mayor Warnock reconvened the Closed Meeting at 5:45 p.m.

The following were in attendance for the Closed Meeting:
Acting Chief Administrative Officer, Chris Albert

Topic of Closed Meeting

12.1 Advice from Officials, *FOIPP Act, Section 24*

 Initials

12.2 Advice from Officials, *FOIPP Act, Section 24*

Res. 234-09-06-25 MOVED by Councillor Anderson that Council return to an open meeting at 6:03 p.m.

CARRIED

ADJOURNMENT

Res. 235-09-06-25 MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:04 p.m.

CARRIED

These Minutes approved this 23rd Day of June 2025.

Mayor, Richard Warnock

Acting Chief Administrative Officer, Chris Albert



REQUEST FOR DECISION

COUNCIL DATE	June 23, 2025
SUBJECT	Delegation: Fundraising Event
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

A representative of the organizing committee for a fundraising event has requested to address Council to share information regarding the event. The September 6th event, a 6K run on Snake Hill, is to raise funds to benefit a non-profit organization who provide services to community members with mental health issues.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal presentation.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the verbal presentation regarding the fundraising event as information.

MOTION:

That the Town of Sundre Council accept the verbal presentation regarding the fundraising event as information.

Date Reviewed: June 19, 2025

ACTING CAO: Chris Allert



REQUEST FOR DECISION

COUNCIL DATE	June 23, 2025
SUBJECT	Delegation: Sundre Petroleum Operators Group
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.2

BACKGROUND/PROPOSAL:

Sundre Petroleum Operator's Group (SPOG) has requested to address Council regarding the 2025 Neighbours Day event scheduled for August 22 at the Sundre Arena.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal presentation.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from Sundre Petroleum Operators Group, and at Council's discretion assist with the Neighbourhood Day Breakfast from 8:00 a.m. - 9:30 a.m.

MOTION:

That the Town of Sundre Council accept the presentation from Sundre Petroleum Operators Group and at Council's discretion assist with the Neighbourhood Day Breakfast from 8:00 a.m. to 9:30 a.m.

ATTACHMENTS:

Date Reviewed: June 18, 2025

ACTING CAO: Chris Abbott



REQUEST FOR DECISION

COUNCIL DATE	June 23, 2025
SUBJECT	Bylaw 2025-06 Land Use Redesignation, R-1 to R-2
ORIGINATING DEPARTMENT	Community Development - Planning & Development
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Planning and Development 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 Ave. NE), from Low Density Residential (R-1) to General Residential (R-2).

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

The Bylaw was given first reading on June 9th, 2025, with the Public Hearing held on June 23, 2025.

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 Second and Third Reading to Bylaw 2025-06.

MOTION:

That the Town of Sundre Council give Second 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);

That the Town of Sundre Council give Third 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)

Attachments: Bylaw 2025-06
Schedule A
Report to Council
Key Plan

Date Reviewed: June 18, 2025

ACTING CAO: Chris Albert



COUNCIL DATE June 23, 2025
SUBJECT Bylaw 2025-06 Land Use Redesignation of Parcels, R-1 to R-2
ORIGINATING DEPARTMENT Community Development - Planning & Development
AGENDA ITEM 6.1a

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 Ave. NE), from Low Density Residential (R-1) to General Residential (R-2), to accommodate four eight-unit apartment buildings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Land Use Redesignations are formal applications to change the land use district of a property to accommodate a specific type of development. This process involves amending the Land Use Bylaw—specifically, the Land Use Bylaw map. Council serves as the approving authority for all land use redesignation requests.

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 give Second and Third Reading to Bylaw 2025-06.

Date Reviewed: June 18, 2025

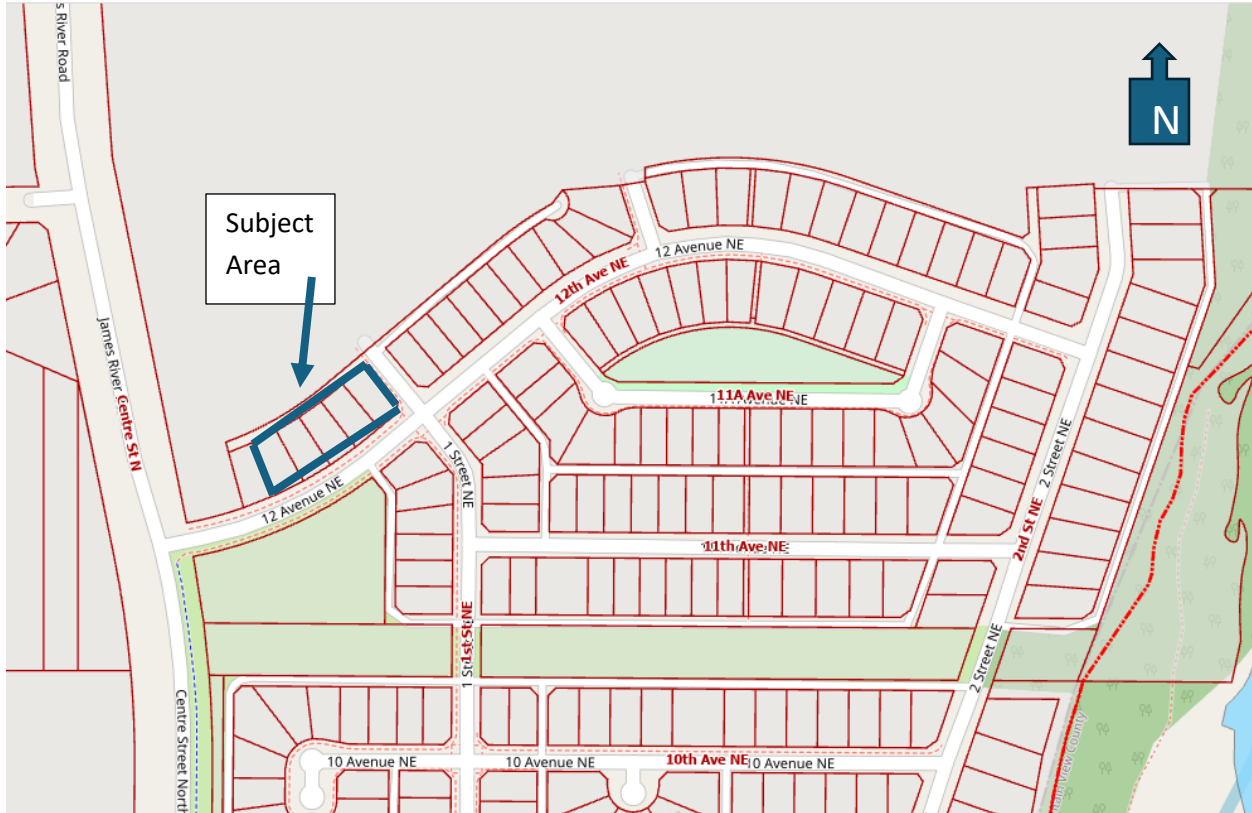
Acting CAO: Chris Abbott



KEY PLAN / SUBJECT AREA

BYLAW 2025-06

LAND USE BYLAW MAP AMENDMENT





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 five parcels 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) 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 9th day of June, 2025 Motion No. 222-09-06-25;

PUBLIC HEARING HELD this 23rd day of June, 2025 Motion No. 223-09-06-25;

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

6.1d



Legend

Subject Lands



General Residential (R-2)





REQUEST FOR DECISION

COUNCIL DATE	Jun 23, 2025
SUBJECT	RFD Mountain View Regional Film Office Strategic Plan – Next Steps
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

At the November 25, 2024 Regular Council Meeting Council was advised that, utilizing grant funding from the Northern and Regional Economic Development program, the Mountain View Regional Film Office (MVRFO) engaged a consultant to develop a strategic organizational development plan.

The plan would be utilized as a guide for the future growth of the initiative and to ensure that the MVRFO is sustainable for all municipal partners.

Nordicity's final version of the plan and suggested "next steps" are being presented simultaneously to the Councils of Mountain View County and the Town of Didsbury. Further Council discussions will be included in the agenda of a future Town of Sundre Council Strategic Advisory Committee Meeting.

DISCUSSION:

See attached report.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept for information the report from the Economic Development Officer on behalf of the Mountain View Regional Film Office.

MOTION:

That the Town of Sundre Council accept for information the report from the Economic Development Officer on behalf of the Mountain View Regional Film Office.

Attachment: Final MVRFO Strategic Organizational Development Plan

Date Reviewed: June 18, 2025

ACTING CAO: Chris Albert



REPORT TO COUNCIL

COUNCIL DATE: June 23, 2025
SUBJECT: Mountain View Regional Film Office Strategic Organizational Development Plan and next steps
REPORT WRITER: Economic Development Officer
AGENDA ITEM: 8.1a

BACKGROUND/PROPOSAL:

At the November 25, 2024 Regular Council Meeting Council was advised that, utilizing grant funding from the Northern and Regional Economic Development program, the Mountain View Regional Film Office (MVRFO) engaged a consultant to develop a strategic organizational development plan.

The plan would be utilized as a guide for the future growth of the initiative and to ensure that the MVRFO is sustainable for all municipal partners.

Nordicity's final version of the plan and suggested "next steps" are being presented simultaneously to the Councils of Mountain View County and the Town of Didsbury. Further Council discussions will be included in the agenda of a future Town of Sundre Council Strategic Advisory Committee Meeting.

DISCUSSION:

In 2024, the Town of Didsbury, Town of Sundre, and Mountain View County engaged Nordicity, in collaboration with SKH Consulting, to develop a Strategic Organizational Development Plan for the Mountain View Regional Film Office (MVRFO). Nordicity leveraged its extensive film industry expertise to assess the MVRFO's current operations and outline a roadmap for sustainable growth.

Methodology

- Three key discovery interviews with MVRFO staff
- Thirteen interviews with municipal representatives
- Two interviews with the Government of Alberta Film Commission
- One interview with Keep Alberta Rolling
- Desk research on comparable regional film offices and film festivals/events

Strategic Summary

The MVRFO is well-positioned for growth, leveraging its proximity to Calgary, rural film tax incentives, and scenic diversity. However, challenges exist due to its location outside of union zones, leading to potential increased costs for productions. The strategy prioritizes visibility, policy alignment, funding, and collaboration. A unified approach is crucial; partners must collaborate with the understanding that benefits may not be evenly distributed annually. Film producers should perceive the MVRFO as a single, streamlined entity with standardized processes, forms, and fee structures.

A phased development plan is recommended: Stage 1 (Fundamental) and Stage 2 (Advanced). It is worth noting that we may be closer to advancing to Stage 2 than initially expected, given the level of interest experienced. Some token funding will likely be required to keep up momentum, and aligning policies shouldn't be overly time-consuming.

Stage 1: Fundamental

Goal: Establish core infrastructure and foundational processes.

Key Pillars:

- Streamlining and Standardizing (Pillar 1): Align film-related bylaws, policies, permitting fees, and turnaround times across municipalities. The Town of Didsbury's existing policies and permitting structure may be used as a template to help expedite this pillar.
- Record Keeping and Data Collection (Pillar 2): Implement a centralized database or CRM to track filming inquiries and production activity (a process for which has already been initiated); initiate financial audits and standardized reporting.

- Communicating with the Public (Pillar 3): Promote the benefits of film through outreach, accessible resources, and a communications plan to keep residents informed.
- Marketing Foundations (Pillar 1 & 6): Add high-quality local imagery to the Alberta Film Commission's location library and build relationships with provincial film bodies.

Expected Outcomes:

- Unified permitting and policy framework
- Enhanced public awareness
- Improved internal operations and data tracking
- Stronger relationships with industry partners

Stage 2: Advanced

Goal: Expand regional/national reach, formalize governance, and increase industry presence.

Key Pillars:

- Increasing Resources (Pillar 4): Secure external funding; consider part-time support for operations.
- Unifying and Expanding (Pillar 5): Incorporate as a non-profit to streamline governance and expand partnerships beyond the three founding municipalities.
- Provincial Relationship Building (Pillar 6): Deepen engagement with industry organizations and unions (an ongoing process being undertaken even in Stage 1).
- Communicating with Industry (Pillar 7): Launch a film-focused event and substantially increase marketing efforts targeting producers and studios. Worthy note: Awareness generation with industry is already happening.

Expected Outcomes:

- Expanded MVRFO mandate and membership
- Formal governance structure and unified voice
- Stronger provincial and industry ties
- Greater industry recognition and production activity

Future Strategic Possibility: Film-Focused Event

To further elevate MVRFO's profile, a film-focused event is proposed, featuring workshops, screenings, panels, networking, and mentorship. Goals include talent development, economic stimulation, and industry promotion. Partnerships with government, educational institutions, Indigenous and underrepresented communities, and production companies would ensure inclusive and effective programming.

Event Operational Recommendations:

- Establish a non-profit society for the event
- Hire event planning professionals
- Engage regional support and recruit volunteers
- Pursue diverse funding streams (grants, sponsorships, naming rights)

CONCLUSION:

The MVRFO has built a strong foundation. Stage 1 efforts should proceed immediately, focusing on internal policy alignment, data-tracking, communication with the public, and marketing to industry. Within 12 to 18 months, a review should determine readiness to transition to Stage 2. This phased approach will ensure the MVRFO grows strategically and sustainably, positioning the region as a leading rural film destination in Alberta.

RECOMMENDED ACTION:

That Council accept the report as information.

Date Reviewed: June 18, 2025

ACTING CAO: Chris Calkins

Mountain View Regional Film Office Strategic Organizational Development Plan Final Report

February 2025

Delivered to

Mountain View Regional Film
Office

Prepared by

Nordicity and
SKH Consulting

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8. Appendix A: Comparable Regional Film Offices and Commissions
9. Appendix B: Film Festival Review

1. Introduction



Strategy Mandate and Purpose

- Mountain View Regional Film Office (MVRFO), a collaborative initiative between the Town of Sundre, the Town of Didsbury, and Mountain View County, engaged Nordicity and SKH Consulting to develop a Strategic Organizational Development Plan.
- This strategy will guide the film office as it continues to grow and expand film office services over the next few years.
- The strategy is two-fold, providing recommendations and guidance for the film office itself, and for a potential future film-focused event for the Mountain View Region.



Methodology

To inform this report and its findings, Nordicity and SKH Consulting built on long-established expertise in the audio-visual industry by engaging in:

- Three key discovery interviews with MVRFO staff,
- 13 interviews with representatives from the MVRFO municipalities,
- Two interviews with the Government of Alberta Film Commission,
- One interview with Keep Alberta Rolling,
- Desk research on comparable regional film offices/commissions,
- Desk research on film festivals.

2. Film Friendliness Guidelines

This section gives an overview of film-friendliness and standard film office practices and activities.



Defining Film-Friendliness

Film-friendliness is an international standard for film and television production jurisdictions, defined as the ability to attract and service film and television productions in a 24/7, one-stop-shop concierge manner, while being able to quickly address any customer issues or community concerns related to location filming.

- Location service productions are drawn to Canada for its generous tax credit, abundance of film infrastructure and strong workforce. Alberta has become a competitive landscape among jurisdictions looking to attract audio-visual production.
- Many municipalities and regions have seen the value that a robust screen sector can bring to the economy and social/cultural life and are therefore increasingly aiming to become “film-friendly.”
- As municipalities in Canada share many physical and geographical features, film-friendly offerings are not simply concerned with the scenery or uniqueness of a place.
- Film-friendly jurisdictions have dedicated resources, infrastructure, and personnel via a film office that makes film and television production activities frictionless for incoming production companies and project leads.
- A municipal film office should have clear policy directives, assistance such as 24/7 concierge services provided for active productions, and relationships cultivated for long-term repeatability to succeed.



Film Office Activities

- A well-supported film office generally manages production services, business development, and industry support tasks.
- This is not a one-size-fits-all directive, and Film Offices across the world vary in what they provide.
- Typically, a well-supported film office is based within a city's economic development division, as they are most equipped and flexible to support the needs of the film/television industry.
- Film Office activities can be divided into three categories:

Category A: Production Services

- Permitting
 - Issuing permits in a timely and convenient manner
- Location scouting
 - With knowledge of potential locations while informed by local political realities
- Producer "help line"
 - Open for producers to handle any issues they may encounter while filming

Category B: Business Development

- In-market promotion
 - Promote the region's unique offerings and appeal to producers
- Local business liaison
 - Working with local stakeholders to promote the industry at a grassroots level
- Industry activity
 - Attend and participate in industry activities as an advocate for production in the region

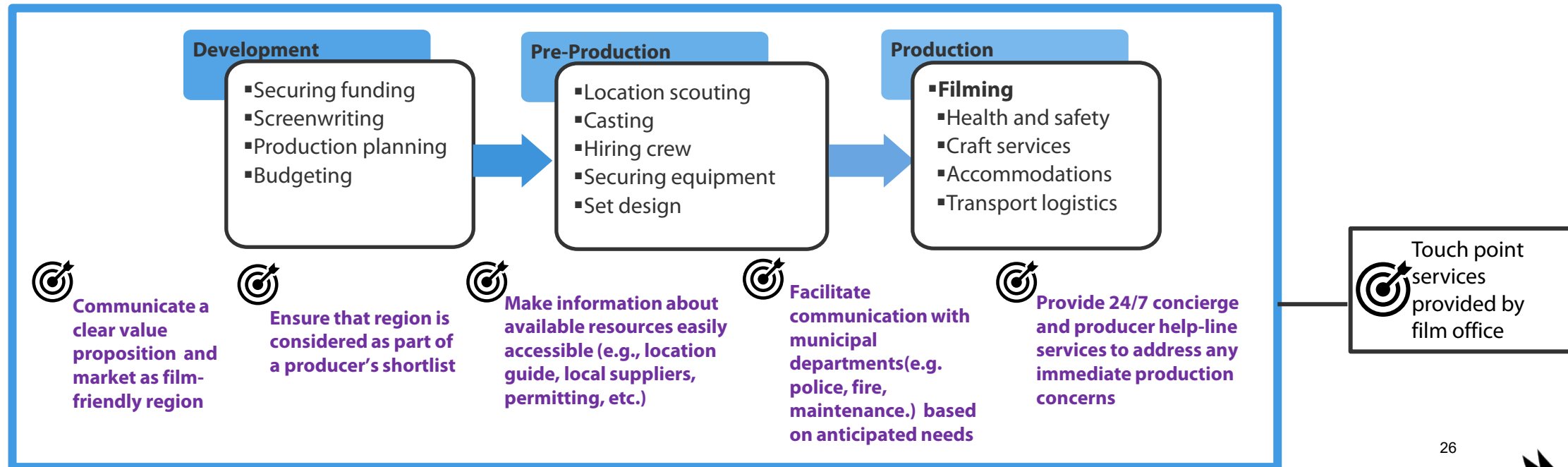
Category C: Industry Support

- Production space inventory
 - Collection and maintenance of a database of potential interior shooting spaces
- Local suppliers list
 - Keeping a contact list for local suppliers
- Training liaison
 - Working with unions and local training institutions to identify and remediate gaps in trained and available labour



Film Office Production Touch Points

- To be successful and ensure film-friendliness, a municipal film office needs to recognize where it fits into the production cycle. It should clearly understand where it can provide touchpoints to ensure it is both attracting production and being an effective ally so producers and location managers will continue to revisit.
- The diagram below shows the typical production cycle and how a film-friendly municipality interacts and can provide touch points.



Industry Soundstage and Studio Tiers

- Along with natural landscapes and built infrastructure, productions also search for jurisdictions’ physical film and television resources, such as studios and soundstages.
- A soundstage is understood as a single room (which may take up an entire building) used to produce film and TV content. This space can be purpose built, retrofitted from industrial or commercial space, or kept unconverted (e.g., a warehouse). A professional soundstage is often accompanied by office space and support space to accommodate the different departments (e.g., make-up, carpentry, paint, storage, etc.).
- The following table describes the industry’s classification of soundstages.
- **NOTE:** The soundstage types do not imply a hierarchy or value judgement about the quality or value of production that is typically hosted at each type of facility or the facilities themselves.

Soundstage Tiers	Description
Tier 1	<ul style="list-style-type: none">▪ Compliant with all health and safety regulations▪ Sound attenuation on stages▪ Adjacent support space and parking for all vehicles▪ Capacity for security of studio▪ Free of non-film related tenants▪ Clear span or non-structural beams that can be removed▪ Useable height 20 feet or greater
Tier 2	<ul style="list-style-type: none">▪ Compliant with all health and safety regulations▪ Some sound attenuation▪ Some support space and must have parking for unit trucks▪ May have columns that are not removable▪ Useable height minimum 20 feet
Tier 3	<ul style="list-style-type: none">▪ Compliant with all health and safety regulations▪ May not have any sound attenuation on stages▪ May not have adjacent support space or parking for any vehicles including unit trucks▪ May have columns or barriers▪ Useable height under 20 feet



Comparable Takeaways

- The project analyzed several comparable regional film offices/commissions in North America to understand their structure and operations (See Appendix A).
- Established regional film offices/commissions have:
 - Annual operating budgets of at least \$100,000.
 - Multiple and varied funding sources, including contributions from municipal/regional and provincial governments.
 - At least one full-time equivalent, with one employee acting as the primary liaison for productions shooting in the region.
 - A board made up of various industry leaders and government representatives that govern activities.
 - No stated hierarchy among member municipalities within the film offices or commissions, however hierarchy may be implied by the representation of certain municipalities as voting board members.
- A focus on ensuring cohesion and strengthening the film-friendliness of the entire region.



3. Current State of the Mountain View Regional Film Office

This section reviews the MVRFO's current activities and operations. Based on initial consultations, this section also outlines MVRFO's strengths and challenges.



Organizational Context

- The MVRFO was formed after the film industry discovered the region as a **prime location for productions**. The three partner jurisdictions felt they could strengthen their standing with the industry by building a joint film office.
- From the key discovery interviews, MVRFO's broad goals are to:
 - **Unify as "one voice"** for the regional film industry, and standardize policies and procedures across the active partners;
 - **Attract more municipalities** in the Mountain View region to join the film office;
 - Attract **economic diversification** through production activity and film/television-related tourism;
 - Generate **municipal revenue and increased spending** for local businesses;
 - Increase **foreign direct investment**.
- The film office's economic development mandate involves generating regional awareness, attracting new business investment and creating jobs by **diversifying their economy** into:
 - Screen production;
 - Technology (related to film & TV production);
 - Tourism (associated with film & TV production).



Current Structure

- **Governance**

- The MVRFO is an **unincorporated entity** and currently lacks a formal governance structure between the partner municipalities/county.
- Right now, the office is functionally a marketing initiative shared between equal voting partners: Didsbury, Sundre and Mountain View County.

- **Production Requests and Permitting**

- Currently production requests primarily go **directly to the municipalities** (Didsbury, Sundre, MVC), rather than the MVRFO.
- Didsbury has a process in place, with production and rental agreements.
 - Permit fee schedule: \$1,000 for major productions, \$500 for minor, \$0 for non-profit.
 - EDO receives initial inquiries; Film Coordinator manages productions; Rec Centre manages town-owned rental assets; legislation governs road closures and safety/traffic control.
- There is currently no formal permitting process for Sundre or Mountain View County.
- The MVRFO's goal is to create a **consistent permitting process** across all participating municipalities.

- **Local Stakeholders**

- The MVRFO has begun to develop relationships with the **primary film unions** in the province and the **Alberta Film Commission**.



Selected Production History



- The Mountain View region has been periodically used as a Film and TV production location for decades; the bulk of major inbound production activity has taken place within the past 5-10 years, predominantly in Didsbury. Examples of key productions have included:

TV Series

- **Fargo** (5 seasons, 2014-2024)
 - Billy Bob Thornton; Martin Freeman; Colin Hanks
- **Wynonna Earp** (4 seasons, 2016-2021)
 - Katherine Barrell; Michael Eklund; Melanie Scorfano
- **Under The Banner Of Heaven** (Limited Series, 2021)
 - Andrew Garfield, Sam Worthington
- **Guilty Party** (1 season, 2021)
 - Kate Beckinsale; Jules Latimer
- **Abracadavers** (season 3, 2024)

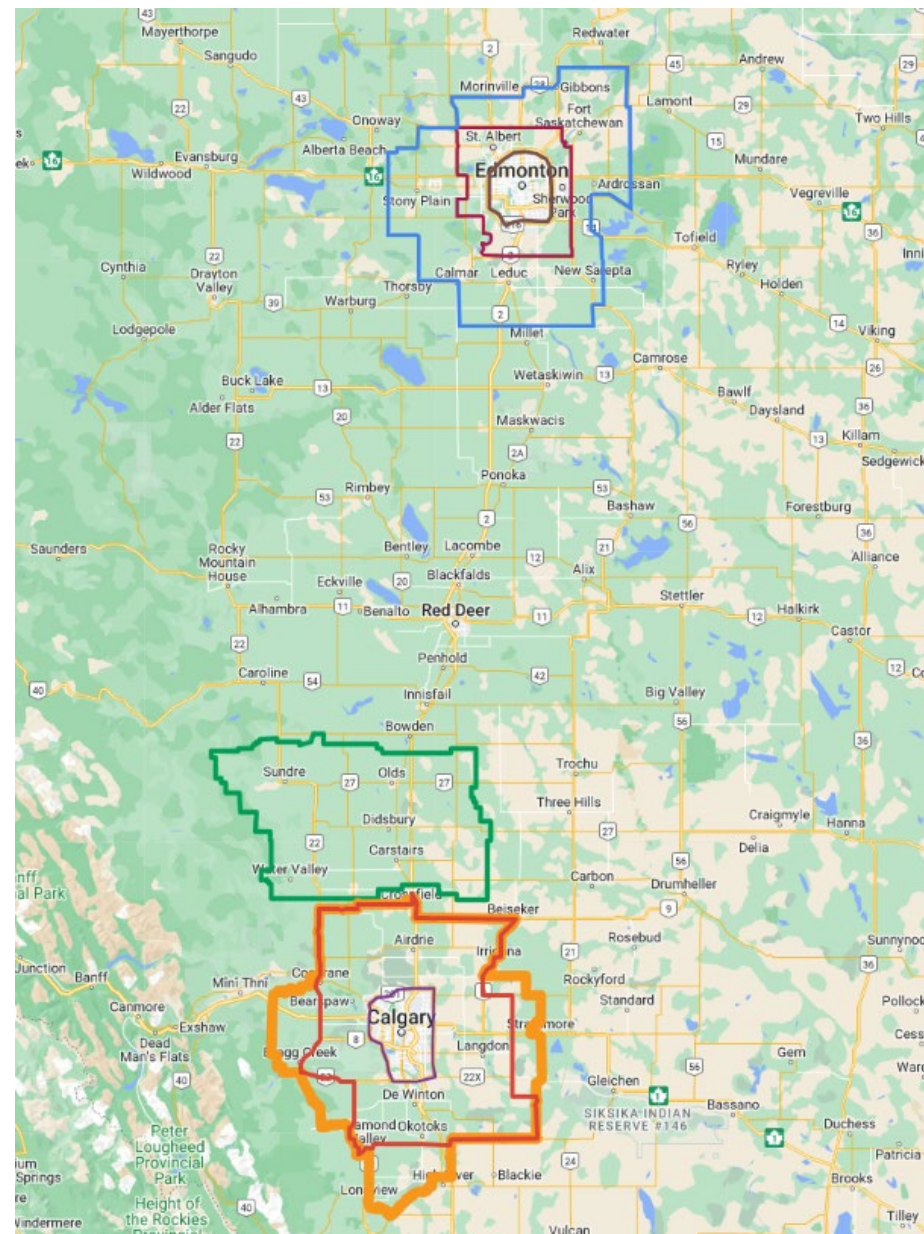
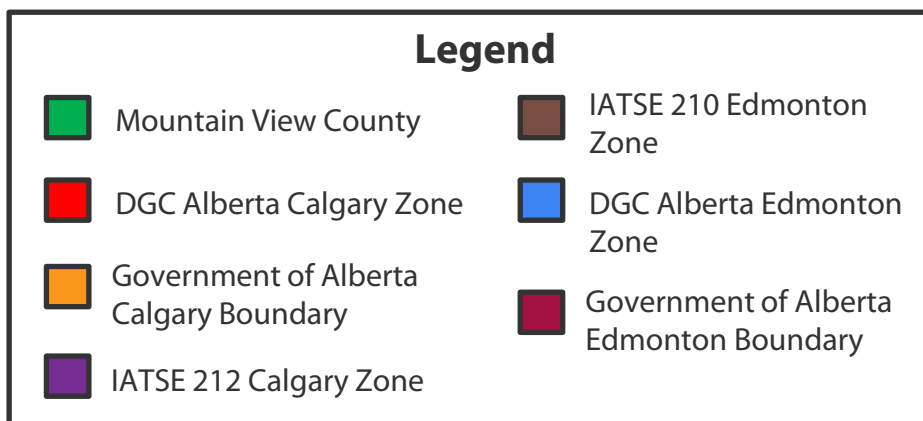
Film

- **Prime Cut** (1972)
 - Lee Marvin; Gene Hackman; Sissy Spacek
- **Let Him Go** (2019)
 - Diane Lane; Kevin Costner
- **Land** (2019)
 - Robin Wright; Demian Bichir
- **The Order** (2024)
 - Jude Law; Nicholas Hoult; Alison Oliver
- **Wynonna Earp: Vengeance** (2024)
 - Melanie Scorfano; Tim Rozen; Varun Saranga
- **Die, My Love** (upcoming)
 - Robert Pattinson; Jennifer Lawrence



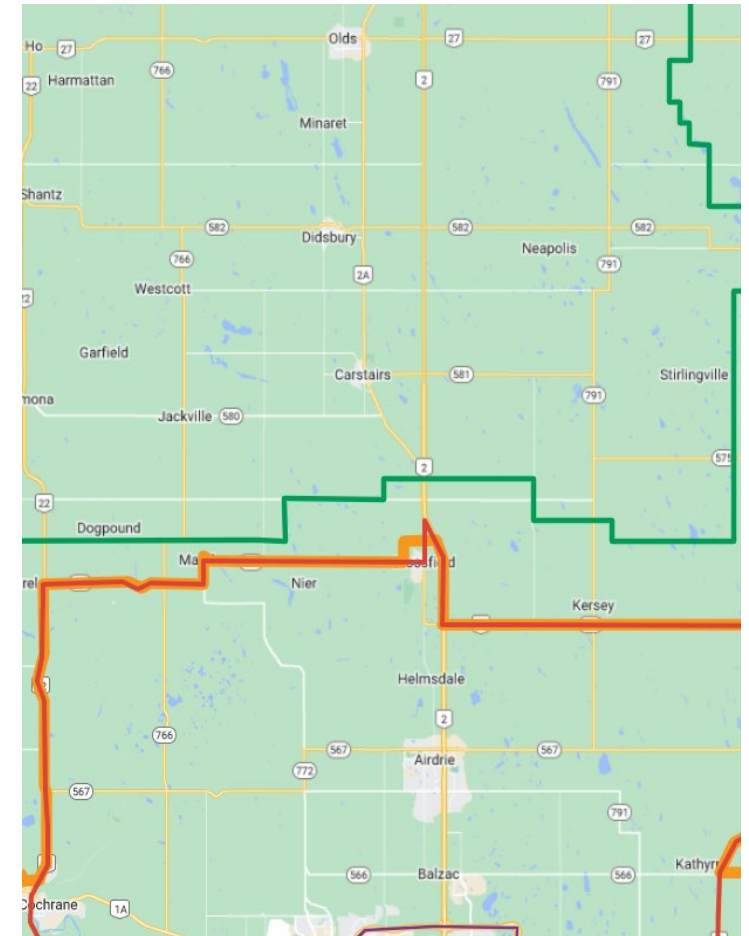
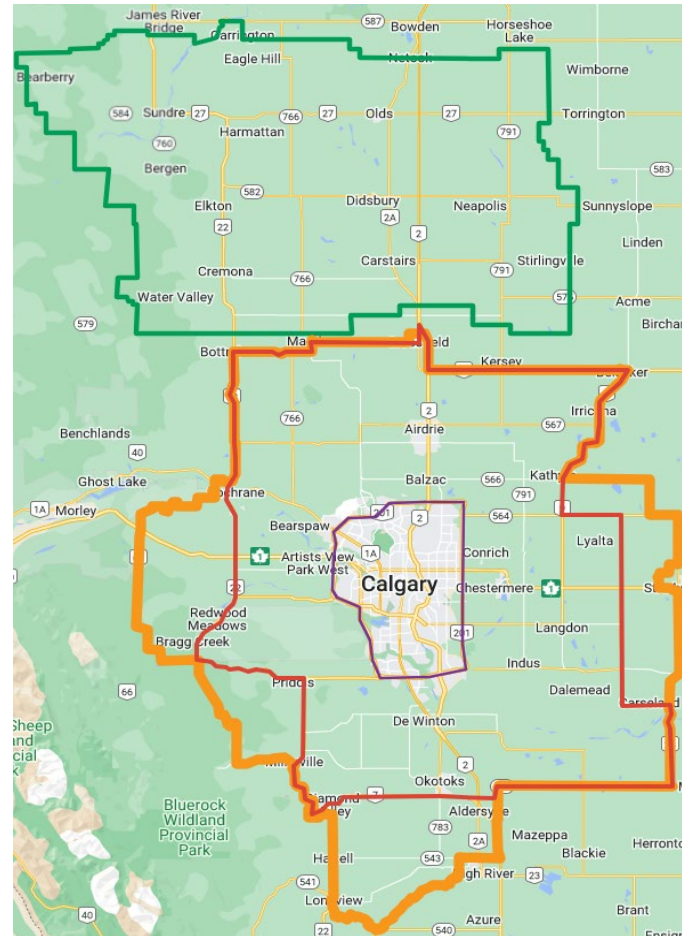
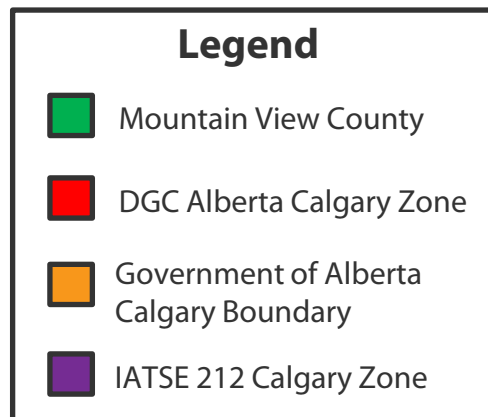
Location and Positioning

- The map outlines the geographic boundaries and zones relevant to the MVRFO.
- Mountain View County is outside of the IATSE 212 and 210 and DGC Calgary and Edmonton Zones, meaning that crew costs are likely to be higher in the County.
- The County is outside of the Provincial government's Calgary (orange border) and Edmonton Zone (burgundy), making it eligible for the enhanced rural and remote tax credit rate.



Location and Positioning

- As the borders between Mountain View region and the DGC Alberta Calgary Zone are quite close, the images below show a closer view for increased clarity.



Strengths: Location and Infrastructure

- **Diversity of Potential Filming Locations**
 - Between the towns' popular locations (e.g., Sundre & District Museum, Didsbury Old Fire Hall and Old Town Office, etc.) and other scenic farmland, prairie and mountain view landscapes in the County, the region presents a multiplicity of location options.
- **Relative Proximity to Calgary**
 - Mountain View County is a 40 to 90-minute drive to and from Calgary.
 - Calgary Economic Development (CED) has been very successful in attracting production and building up the screen-based industry, which MVRFO can leverage to attract production.
- **Natural Landscape Without Limitations**
 - The natural landscape in MV County is an asset to attracting productions. The area resembles a national park; however, it does not have restrictions or red tape that may limit productions (e.g., no bans on the use of explosives).
- **Within Alberta's Rural and Remote Filming Tax Credit Rate**
 - For productions where a minimum of 75% of principal photography is filmed in Mountain View producers would be eligible for a 30% tax credit rate (as opposed to 22%).
 - Being outside of the production centre boundaries is appealing to producers looking to leverage Alberta's tax credits.
- **Green Screen Production Space Soundstage (West of 22 Studios)**
 - West of 22 Studios in Didsbury can provide Tier 2 studio space and infrastructure such as a green screen for productions (see page 10 for more on soundstage/studio tiers) .



Strengths: Support and Growth

- **Support from the Alberta Film Commission**
 - The Province is very supportive of more film-friendly jurisdictions and is very willing to work with the MVRFO.
- **Embracing of Film Tourism**
 - The film office's members are knowledgeable when it comes to film-induced tourism and are taking part in film and television events and conventions. For example, Didsbury's participation in Earptopia, the Wynonna Earp Convention.
- **Community Buy-in and Support**
 - The region's residents and local businesses are generally open to filming activity.
- **Growth and Successful Past Productions**
 - Past large-scale and notable productions, such as Wynonna Earp, Fargo, and Under The Banner Of Heaven, can be leveraged to attract more production.
 - Location managers and scouts have returned to Mountain View multiple times indicating satisfaction with working in and with the region.
- **Online Locations and Resource Library**
 - Although not comprehensive, the MVRFO has a locations library highlighting potential filming sites and the diversity of locations in the region.
 - The website includes an organized list of potential vendors and businesses that can support productions.
 - There are some Mountain View County locations on the province's Reelscout.



Gaps and Challenges:

Location

Physical Infrastructure

Current Gap or Challenge

- Mountain View County's precise location presents challenges to attracting production.
- There are few formal policies, bylaws, and procedures pertaining to film activity.
- The film office does not currently operate as a singular entity for productions.



Evidence or Instances

- Mountain View County sits outside of unions and guilds boundaries, which triggers crew travel, per diems, and accommodations to be paid by productions.
- Processes and policies relevant to productions are not formalized or consistent across partner governments.
- Requests are dealt with case by case and sometimes require convening of Council.
- There is not a singular voice or representative who can act as a hands-on liaison between participating jurisdictions and productions.



Gaps and Challenges: Marketing and Outward Engagement

Current Gap or Challenge

- Lacks widespread familiarity and notoriety within broader Alberta's production community.
- Not currently leveraging nearby supports and organizations.
- Website does not currently address common questions productions would need to be answered.



Evidence or Instances

- Currently there are very few Mountain View region locations in the province's official locations library.
- There is basic correspondence with unions/guilds, however not substantial.
- There are not currently many relationships with surrounding film festivals (Banff, CIFF, etc.), post-secondary institutions (Red Deer, Bow Valley, etc.) or nearby economic development divisions or provincial leaders (Calgary Economic Development, etc.)
- No information on permit fees, rental rates, estimated turn around times, pay duty rates, road closure rates, residential rules, etc.



Gaps and Challenges: Resources and Finances (1/2)

Current Gap or Challenge

- Capacity for growth hindered by lack of resources within the Film Office.



Evidence or Instances

- The MVRFO does not have a part-time or full-time staff member whose sole responsibilities are focused on the film office.
- Although there are three economic development officers who currently oversee and manage the office, they have other responsibilities and duties pertaining to their role.

- Additional funding will be difficult to acquire.



- Interviews indicated that there are limited funds and additional funding from the three partner governments is unlikely.



Gaps and Challenges: Resources and Finances (2/2)

Current Gap or Challenge

- Regional and town resources are not equipped to handle certain requests from productions.
- Potential concern over spending and perception that film office and productions are a drain on tax dollars.



Evidence or Instances

- Interviewees noted that if production volume increased it would be strenuous for certain departments (police/RCMP, etc.)
- Shooting downtown (a common request in Didsbury) would also be strenuous for business owners if production activity were to grow (i.e., 10-15 productions a year).
- Interviewees shared that the partner jurisdiction's residents and communities are sensitive concerning the spending of government funds on what might be deemed "non-essential" or benefitting private enterprises (i.e., production companies).



Gaps and Challenges: Organization and Operations (1/2)

Current Gap or Challenge

- Lack of accommodations and lodgings for visiting film crews.
- Lack of appropriate space and venue for a film festival.



Evidence or Instances

- There are very few hotels and accommodations within current member municipalities that can house large scale film crews.
- No permanent movie theatre in any of Didsbury, Sundre or Mountain View County.



Gaps and Challenges: Organization and Operations (2/2)

Current Gap or Challenge

- Lacks efficient working relationships between various departments across municipalities.
- Lack of activity tracking.
- Lack of clarity between MVRFO and municipal finance departments.



Evidence or Instances

- Interviews shared that each jurisdiction's departments are unlikely to be responsive to requests from different jurisdictions or outside entities.
- This presents a challenge in streamlining film office processes.
- The film office is not actively tracking and recording filming inquiries, permits, and production volume.
- This presents a challenge in conveying growth or return on investment and efforts.
- Finance departments are not always clear on existing MVRFO spending and source of funds.



Current State Conclusion

- The MVRFO has the beginnings of an established foundation to expand upon and grow capacity.
- The precise location of Mountain View County is both an opportunity (e.g., eligibility for rural and remote tax credit bonus, natural landscape) and a challenge (e.g., outside of union zones), and whether the opportunity outweighs the challenge or vice versa depends on the production.
- For example, a production that hires unionized personnel outside of a union zone needs to bear extra additional costs for those personnel (e.g., lodging, per diem). However, depending on the production's cost balance, that additional labour cost might be offset by the additional 8% in tax credits accrued by shooting in a location eligible for the rural and remote tax credit bonus.
- MVRFO would not be well positioned to negotiate for changes to union zones; these zones boundaries are the result of long-term collective bargaining between unions and producers.
- There are many opportunities to increase the visibility of the film office and its offerings that are not currently being fully leveraged.
- The primary challenges for the film office ahead will be policy standardization, acquiring appropriate funding and resources, and aligning on goals and vision.
- It is critical that all partners adopt a "rising tide lifts all boats" mentality. Partners must understand the benefits of film production will not always accrue evenly every year across all partner jurisdictions, especially where disparities arise in resources and required effort. Prospective film producers must see MVRFO as a singular body with consistent guidelines and harmonized processes by which to work in the region (i.e., one standard set of forms and fee structures, one locations database, etc.).



4. Proposed Neighbouring Municipality Partnership Structure

This section reviews consultation with other municipalities interested in joining the MVRFO and proposes a partnership structure.



Municipality Feedback

The project team engaged with representatives from neighbouring municipalities to gauge their interest in joining the MVRFO.

- Representatives from **Carstairs, Clearwater County, Olds, and Trochu** were interviewed.
- Generally, responses to joining the MVRFO were positive.
- Although a film office is not a priority for municipalities, they are still interested in participating and see the value to economic development and tourism.
- Many expressed an openness to being more “film-friendly” and adapting bylaws and permitting requirements to align with others.
- Several consulted municipalities do not have dedicated economic development officers and resources who can devote time to the MVRFO, and they would therefore prefer **a more hand’s off approach** to participation in the MVRFO.
 - At the same time, municipalities would like to have some level of input into any office to which they are contributing financially.
- Several municipalities in Mountain View County and the surrounding area are involved in broader regional economic development strategies.
 - The future MVRFO may opt to broadly align with the goals of these strategies to help encourage the participation of key municipalities.
- Municipalities would likely need guidance on how best to convey the value of participation to their respective Councils.



Proposed Partnership Structure

Based on the goals of the current MVRFO and interviews with surrounding municipalities, the following partnership structure is being proposed:

Description	Benefits to Partners	Commitments from Partners	Financial Obligation
<ul style="list-style-type: none">▪ The MVRFO would incorporate and all participating partners would have equal status.▪ Other municipalities in the region can opt in to join the MVRFO.	<ul style="list-style-type: none">▪ Representation on the MVRFO website; logo placement on promotional materials.▪ Inclusion of filming locations in MVRFO submissions to standard industry platforms (e.g., Alberta Film – Reel-Scout).▪ Access to future MVRFO events.▪ Access to film-friendliness guidelines and tools (including permitting guidance).▪ MVRFO to serve as point of contact for filming inquiries related to their municipalities.	<ul style="list-style-type: none">▪ Alignment with unified permitting processes (adopted from MVRFO municipal partners) and other “film-friendliness” conditions.▪ Not all partners will have the resources to serve on a potential MVRFO board, initially. Board participation should be optional.	<ul style="list-style-type: none">▪ Partnership fees should be on a sliding scale, where smaller/less populated municipalities pay a lower fee than larger ones.▪ For example:<ul style="list-style-type: none">▪ Small Municipality Fee (e.g., Cremona): \$2,000/year▪ Large Municipality Fee (e.g., Olds): \$5,000/year



5. MVRFO Recommendations

This section presents recommendations related to film office activities.



Mountain View Value Proposition

The Mountain View region is strategically positioned to become a film-friendly location as it capitalizes on its:

- 1) proximity to Calgary—a thriving audiovisual center—enabling use of established industry resources while accessing the rural and regional production bonus from the province’s Film and Television Tax Credit;
- 2) diverse array of film-ready locations, including natural landscapes that remain free from the regulatory restrictions of provincial parks;
- 3) dedicated film office—a rarity for rural areas—equipped to offer fast and flexible services for producers.

These factors together make Mountain View an ideal choice for production companies seeking both convenience and creative flexibility.



Vision and Guiding Recommendations

The MVRFO should adopt the following vision to guide future activity:

To act as a virtual film office serving the regional area of Mountain View County, dedicated to supporting and growing film production while balancing the needs of our communities and economic priorities.

To align with Mountain View's value proposition and the proposed vision, the following pillars are suggested:

1. Streamlining and Standardizing
2. Record Keeping and Data Collection
3. Communicating with the Public
4. Increasing Resources
5. Unifying and Expanding
6. Provincial Relationship Building
7. Communicating with Industry

The following slides include actions, rationale, and estimated costs for each pillar.



1. Streamlining and Standardizing

All participating municipalities in the MVRFO need align and standardize their film-related policies, bylaws, permitting fees and turn around times. Each municipality should not have their own process if the MVRFO is operating as a single unit. Differing policies and procedures across municipalities will create friction for productions.

Proposed Actions

1. Establish a single standard filming permitting form and process for **all** participating municipalities and member municipalities to adopt.
 - Potentially using Didsbury's existing process as a template.
2. Establish a single standard road closure permitting form and process for **all** participating municipalities and partner municipalities to adopt.
3. Work to establish county-wide fire/explosives guidelines and regulations.
4. Establish an “acceptable use policy” for publicly-owned lands and facilities.
5. Establish guidelines for paid duty officers for film productions.
6. Add locations on the MVRFO website to the [Alberta Film Commission location library](#).
 - The province's location library will be the first place that location scouts and producers will potentially interact with Mountain View County.

1. Streamlining and Standardizing

Rationale from Consultations

- Processes and policies relevant to productions are not formalized or consistent across partner governments.
- Requests are dealt with case by case, sometimes requiring the convening of Council which can cause delays.

Estimated Cost

Type	Cost	Expenses
Annual	\$0	Not applicable, as there are no incremental costs other than costs related to existing staff's time.
One-time	\$0	Not applicable, as there are no incremental costs other than costs related to existing staff's time.

2. Record Keeping and Data Collection

The MVRFO needs to keep detailed records of its revenue and funding, and track production volume and activity in the region. Year-over-year data on industry growth will help to convey the MVRFO's impact to its partners and possible future member municipalities. This record-keeping should be shared across MVRFO municipal partners.

Proposed Actions

1. Centralize and take record of current and existing MVRFO funding.
 - Ensure that partner municipalities' finance officers are aware of all funding from all sources.
2. Keep centralized records of permit and filming inquiries to track interest in Mountain View.
 - Records should include who is inquiring, what locations they are interested in, and why they did not film in Mountain View (if applicable).
3. Keep centralized records of filming activity, production activity, and production volume.
4. Request that producers provide estimates of their expenditures in Mountain View to track approximate economic impact.
5. Provide productions with a short (i.e. 3 questions) exit survey.
 - Questions should be about their experience in the region and if they would return to film again.
 - This data helps support funding and Council's decisions.

2. Record Keeping and Data Collection

Rationale from Consultations

- The film office is not actively tracking and recording filming inquiries, permits, and production volume.
- Partner finance departments do not have clarity on existing spending or the source of all current funds, because it is difficult to understand the true costs of the MVRFO.

Estimated Cost

Type	Cost	Expenses
Annual	\$0	Not applicable, as there are no incremental costs other than costs related to existing staff's time.
One-time	\$0	Not applicable, as there are no incremental costs other than costs related to existing staff's time.

3. Communicating with the Public

The MVRFO should make an effort to convey the benefits of film activity in the region to the wider community and residents, to ensure continued support. Residents who may be impacted by filming activity should have a clear understanding of the process.

Proposed Actions

1. Prepare a film activity “Myths and Facts” document for distribution or the MVRFO website.
 - This document will aim to dispel any confusion or misconception residents and business owners may have about film production in Mountain View. For example, “municipal changes or services done for a production are paid for by the production” (e.g., snow plowing).
 - It could include a description of the overall purpose of the MVRFO (e.g., its goal to serve Mountain View residents and businesses through economic development and tourism).
2. Ensure that there are mechanisms in place to notify residents and business owners when a production is taking place in Mountain View.
 - Use flyers/printouts, emails, and social media (both MVRFO and primary municipal accounts)
 - Ensure that residents and business owners have contact information for the MVRFO during production to resolve any issues that may arise.
3. Better utilize the existing social media accounts for the MVRFO.
 - Link and publicize the accounts on the MVRFO’s website and share film-related updates, news, and highlights with the community consistently.
 - Leverage the partner municipalities’ social media accounts to share filming notices, triumphs, and general communications regarding the benefits of a film-friendly community.
 - Follow partner municipalities’ primary accounts and tag them in posts, especially those pertaining to the community and residents.
 - Follow and engage with relevant industry partners’ accounts and personnel (e.g., Calgary Film Commission, CMPA, Alberta Film Commission).
 - Use images and videos in posts to increase engagement.

3. Communicating with the Public

Proposed Actions

- 4. Seek opportunities for residents, home-owners, and business-owners to participate in production.
 - Coordinate with production to see if residents can act as extras or background in scenes.
 - Encourage homeowners/business owners to add their properties to both the MVRFO and the Government of Alberta locations libraries.
 - Identifying and working with businesses willing to work with production, for example, in lumber, construction, hardware.

Rationale from Consultations

- Partner jurisdictions are sensitive to the concerns of their residents regarding the spending of public funds on activities that might be deemed “non-essential” or benefitting private enterprises (i.e., production companies).

Estimated Cost

Type	Cost	Expenses
Annual	\$3,000	General communications material and labour
One-time	\$0	Not applicable, as there are no incremental costs other than costs related to existing staff’s time.

4. Increasing Resources

If the MVRFO expands beyond the proposed fundamental scenario to the advanced scenario (see page. 60), additional resources will be needed to sustain growth and improve services. These resources include financial support and the addition of a part-time employee to support strategy implementation and ensure operational cohesion.

Proposed Actions

1. Continue to convey the economic and tourism opportunities to members' Councils and the broader community to maintain financial support.
 - This may include establishing relationships with key community members to encourage wider awareness of and alignment with the MVRFO's goals.
2. Apply for provincial and federal grants
 - For example:
 - The Northern and Regional Economic Development (NRED) Program: funds initiatives led by Alberta municipalities and non-profits that promote economic development and diversification.
 - Small Community Opportunity Program: helps build capacity in agriculture, small business and local economic development.
 - Rural Development & Promotional Fund: funds development and promotion initiatives to grow tourism in rural Alberta communities.
 - Relevant PrairiesCan funding programs (e.g., Community Economic Development and Diversification, Tourism Growth Program).

4. Increasing Resources

Rationale from Consultations

- Interviews indicated that current MVRFO funding is limited and additional funding from the three current partners is unlikely.
- The MVRFO does not have a part-time or full-time staff member whose sole focus is the film office.
- Although there are three economic development officers from each partner jurisdiction who currently oversee the office, they have other responsibilities and duties pertaining to their role.

Estimated Cost

Type	Cost	Expenses
Annual	\$0	Not applicable, as there are no incremental costs other than costs related to existing staff’s time.
One-time	\$0	Not applicable, as there are no incremental costs other than costs related to existing staff’s time.

5. Unifying and Expanding

The MVRFO should incorporate as an entity. In order to be cohesive as a regional film office, the MVRFO needs to craft a singular voice. The film office is also hindered by its lack of broad partnership and should seek to include more of the region. The recommendations below primarily pertain to governance.

Proposed Actions

1. Incorporate the MVRFO as a non-profit.
 - If established as a non-profit, a 5-7 person board composed of regional representatives, including supportive councillors, economic development officers, and business owners should be established. See Appendix A for other regional film office boards.
2. Establish a virtual film office.
 - Before hiring a single point of contact for the office, the office contact information should be shared via a shared virtual phone line and email.
 - The current film office phone number is for the Didsbury Economic Development office.
3. Hire a part-time employee to manage filming inquiries, liaise between productions and municipalities, carry out communication efforts, and track data.
 - This employee should be the single point of contact for the office. MVRFO members should decide as a group on which partner municipality is responsible for administering the employment of this individual.
 - Employee should explore membership with the Association of Film Commissioners International (AFCI) and enroll in film commission fundamentals courses.
4. Centralize funds and revenue into a shared account.
5. Offer and recruit partners from surrounding municipalities in and around Mountain View County (see page. 29)
 - Prepare material on benefits and economic impact to recruit partners that can be presented to various municipal councils.

5. Unifying and Expanding

- 6. Look for opportunities in relevant regional economic plans to identify and sell potential regional partners on areas of alignment with MVRFO.
 - By leveraging complementary economic development goals with local and regional partners and conveying the ways in which MVRFO’s offerings could help advance those goals, the MVRFO may enjoy more interest from new partners to join.
- 7. As the film office progresses and attracts more activity, consider adding a “business tier” to the partnership structure.
 - This would allow businesses to pay a nominal fee in exchange for promotion on MVRFO comms and access to a “matching program” where MVRFO links businesses (e.g. caterers, construction companies) with visiting productions.

Rationale from Consultations

- MVRFO lacks a singular voice or representative who can act as a hands-on liaison between participating jurisdictions and productions.
- The film office is branded as “regional”, however only currently includes three jurisdictions, which could dissuade producers that want low-barrier access to more locations in the county.

Estimated Cost

Type	Cost	Expenses
Annual	\$49,348	Part-time employee Virtual office setup, legal fees, office incidentals, Part-time employee fringe expenses, AFCI membership
One-time	\$422	AFCI Course

6. Provincial Relationship Building

The MVRFO needs to further develop relationships with established film/television bodies in the province, like the Alberta Film Commission, Calgary Economic Development, Keep Alberta Rolling, and various film/television unions and guilds. The organizations are willing to assist the MVRFO and should be leveraged.

Proposed Actions

1. Arrange for frequent meetings (~6 per year) with both the Alberta Film Commission and Calgary Economic Development.
 - The primary goals of these meetings should be to position the MVRFO's partners' area as a top-of-mind destination near Calgary that qualifies for the rural/remote tax credit bonus, and to help funnel productions into the region.
2. Arrange meetings and establish relationships with locations personnel ("location scouts") in Alberta
 - Host presentations, tours, and/or meeting with some or all of Alberta's locations personnel – prioritizing location scouts – to convey Mountain View's breadth of locations and the MVRFO's willingness to be film-friendly and meet productions' needs.
 - Seek assistance and guidance from the province and DGC Alberta in forging these connections.
 - MVRFO may also search the [DGC Alberta member database](#) and filter for "locations" to find names and contact information for locations personnel.

6. Provincial Relationship Building

Rationale from Consultations

- Currently there are very few Mountain View region locations in the province’s official locations library.
- The province and Calgary Economic Development already have relationships established with domestic and foreign producers, broadcasters, and streamers that can be leveraged.

Estimated Costs

Type	Cost	Expenses
Annual	\$5,820	Gas expenses, meals/drink meetings with province/CED, hosting and meeting with location scouts, mileage reimbursements.
One-time	\$0	Not applicable, as there are no incremental costs other than costs related to existing staff’s time.

7. Communicating with Industry

The MVRFO should increase and strengthen its communications with the wider audio-visual industry and more clearly communicate its value as a location and film destination to domestic and foreign producers.

Proposed Actions

1. MVRFO should work to increase the number of Mountain View locations available both on the website and in the provincial locations library.
 - Increasing the variety and number of locations will help convey the region's versatility to scouts and producers.
2. The film office should adopt a more streamlined, focused approach in their industry related communications.
 - Communications should clearly highlight Mountain View's main value proposition, such as:
 - 1) Proximity to Calgary, yet within rural and remote tax credit bonus.
 - 2) Access to natural landscapes without provincial restrictions, regarding use of explosives, etc. (e.g., "Mountain View: Where Nature Meets Action").
3. MVRFO should attend and or sponsor nearby international festivals to network and promote Mountain View to domestic and international audiences (e.g., CIFF, Banff World Media Festival).
4. Streamline the website and establish clear "calls to action" for producers/location managers to easily engage with the office.
 - Include a FAQ or "Planning your Shoot" page on the MVRFO website to provide standard information to location managers and producers prior to inquiring. For example: filming guidelines; estimated lead times; permitting fees; general liability insurance requirements; dangerous filming/SPFX/Pyrotechnics; road closure fees; paid duty officer rates. See [City of Toronto "Plan Your Shoot"](#) page as an example from which MVRFO can apply and adapt learnings; the basic business of a film shoot does not materially vary by size of jurisdiction.
 - Consolidate some individual web pages to streamline access to useful content (e.g., the "Resources" and "Incentives" pages could be combined).

7. Communicating with Industry

Rationale from Consultations

- Currently there are very few Mountain View region locations in the province’s official locations library.
- Website does not currently address common questions that producers would need answered.
- MVRFO is not currently leveraging nearby supports and organizations.

Estimated Cost

Type	Cost	Expenses
Annual	\$13,000	Communications material and labour, sponsorship and attendance at festivals and conferences.
Annual	\$5,000	Website updates
One-time	\$7,500	Photography

Cost Summary

The following table summarizes costs per recommendation pillar. Revenue estimates are not included because the inherently unpredictable nature of the film industry renders it impossible to predict permitting fees. Revenue generated from municipal support, partnership fees, and grants are also irregular (e.g., periodic grants, ad hoc funding) and/or dependent on earlier success (e.g., productions attracted to entice partners to join).

Recommendation Pillar	Cost , Year 1	Cost, Annually after Year 1	Revenue Sources
1. Streamlining and Standardizing	\$0	\$0	Municipal Support, Permitting Fees
2. Record Keeping and Data Collection	\$0	\$0	Municipal Support, Permitting Fees
3. Communicating with the Public	\$3,000	\$3,000	Municipal Support, Permitting Fees
4. Increasing Resources	\$0	\$0	Municipal Support, Permitting Fees, Grants, Partnership Fees
5. Unifying and Expanding	\$50,570	\$49,348	Municipal Support, Permitting Fees, Grants, Partnership Fees
6. Provincial Relationship Building	\$5,820	\$5,820	Municipal Support, Permitting Fees, Grants, Partnership Fees
7. Communicating with Industry	\$25,500	\$18,000	Municipal Support, Permitting Fees, Grants, Partnership Fees
Total	\$84,890	\$76,168	

6. Film Event Considerations and Recommendations

This section proposes a film event concept and recommendations.



Developing a Film-Focused Event

- This strategy **does not recommend that the MVRFO hold a traditional film festival** (analysis informing this point can be found in Appendix B).
- However, should the MVRFO opt to establish a smaller scale film-focused event, the following premise, objectives, and value propositions are proposed:

Proposed Premise:

- MVRFO is interested in showcasing the Mountain View region as a filming location.
- The MVRFO would like to establish a grassroots creative industry and film-focused event or activation, that combines exhibition and workforce development.
- This event can involve hands-on filmmaking workshops, pop-up screenings, presentations, panel discussions, Q&As, networking mixers, pitch competitions, mentorship matching, etc.

Objectives

- To celebrate local talent (students, emerging filmmakers, etc.) within Mountain View and the surrounding area.
- To provide an opportunity for emerging talent, especially from post-secondary institutions, to learn skills and interact with the industry.
- To introduce and establish Mountain View as a film-friendly region, and to attract economic activity.

Niche or Value Proposition

- The provincial government and film industry stakeholders are focused on workforce development. Many industry stakeholders state that it is difficult to access emerging talent.
- An MVRFO film-focused event could provide opportunity for Alberta's industry and up-and-coming talent and workforce to meet.



Recommendations: Engagement

The following recommendations surrounding engagement for a film-focused event are proposed:

Work closely with the Province and Industry Stakeholders

- Consult the provincial government, AV Industry Association (AMPIA), Unions and Guilds on training and workforce needs to be addressed at the event.
- Seek support regarding outreach to various stakeholders, including industry association, unions, and guilds; as well as funding and potential partnerships.

Work closely with Post-Secondary Institutions

- Engage faculty and department heads or program coordinators from various post-secondary institutions, including Red Deer College (Film Production, Animation and VFX), Bow Valley College (Centre for Entertainment Arts), SAIT (Film and Video Production), etc.
- Work with post-secondary institutions to design programming, engage students, and potentially access venues or spaces for events.

Work closely with underrepresented and Indigenous communities

- Consult with groups focused on supporting underrepresented communities to inform programming and to build event attendance; for example, Creatives Empowered and The Calgary Queer Arts Society.
- Engage with national screen offices, such as the Indigenous Screen Office (ISO), the Black Screen Office (BSO), and the Disability Screen Office (DSO) to support program design and community outreach.



Recommendations: Engagement

Work closely with non-profits groups

- Engage non-profit or grassroots organizations that are focused on supporting emerging talent and workforce (e.g., The Film and Video Arts Society, Calgary Society of Independent Filmmakers) to inform programming, and to support promotion and marketing of the event.

Engage production companies

- Production companies, and the producers who run them, employ industry professionals to run their companies and to work on productions. Including producers as speakers and participants to support workforce development is critical to event success.
- Production companies and producers should help inform programming and based on current workforce needs and opportunities.
- Production companies owned and led by Indigenous producers (e.g., Two Canoes Media) as well as companies led by people from equity-deserving communities should be included in consultation and program planning.

Partner and engage with existing cultural events and businesses

- Work with an existing cultural event or even a private business to integrate film-related activities, such as hands-on filmmaking workshops or pop-up screenings in small, unconventional venues (i.e., a school, bar, or café).
- Partners may provide marketing and logistics support, a pre-established audience, volunteers, and a venue (or venues).



Recommendations: Operations

The following recommendations surrounding operations for a film-focused event are proposed:

Establish as a non-profit (eventually with charitable status)

- Non-profits are much more likely to garner support through government funding, sponsorship, as well as reduced film rental, venue and equipment rental rates. Non-profits with charitable status can provide tax receipts for donations increasing the opportunity for successful fundraising campaigns.

Hire personnel with programming and festival/event experience

- Running multi-day or multi-venue events with simultaneous activities is complex. To support these demands, an events expert (fundraising, logistics and planning) and an experienced programmer should be hired.

Engage neighbouring communities for support & venue access

- Other municipalities in the Mountain View region and the surrounding area should be brought on as partners early in the planning process to:
 - a) Help in promoting the activities;
 - b) Provide appropriately sized venues for events.

Establish a network of volunteers

- MVRFO would need to recruit and train volunteers, as multi-day events often rely on volunteers to handle essential tasks like ticketing, crowd management, setup, and teardown.



Recommendations: Operations

Selection of appropriate venues

- The event venue (whether for screenings or panels) will require sufficient comfortable seating with a clear view of the screen/stage area to accommodate anticipated event attendees.
- In the absence of a natural cinema space, spaces such as city halls, libraries, churches, temples, recreation centres, and West of 22 Studios could be considered.
- Minimum equipment requirements include a screen, projector, and sound system whether for panel discussions, presentations, or film screenings.
 - In the case where film screenings are being planned, the current global standard public film screen system is Digital Cinema Package (DCP). DCP is typically Internet Protocol (IP) based delivery and each DCP film is encrypted (hard-drive DCPs are generally no longer used). Investment in a DCP system is more expensive than a 35 mm projector, but it is cost effective over time as there are no shipping fees, and most films (shorts and features) are available on DCP.



Recommendations: Financing

The following recommendations surrounding financing for a film-focused event are proposed:

Seek a broad array of government funding

- The revenue to cover the cost of the film focused events typically includes:
 - Contributions and/or grants from all three levels of government (municipal, provincial and federal). An example is the [CIP Project-Based grant](#) or the [Travel Alberta Events & Festivals Grant](#)
 - Funding agencies (Telefilm), screen offices (Alberta Film, ISO, BSO, DSO) and unions (DGC, ACTRA, IATSE, etc.) may also provide support.
- As this event is focused on workforce development, MVRFO may be eligible for workforce development and training specific funding.

Seek local private sponsorship and in-kind contributions

- Partner with local entrepreneurs and businesses such as restaurants, hotels, and shops for monetary sponsorships or in-kind contributions like venue spaces, equipment, or catering.

Seek film-industry partnerships and sponsorships

- Engage specific film-related companies to sponsor workshops or discussions that relate to their products (e.g., a lighting workshop sponsored by equipment supplier Sunbelt Rentals, a project management workshop sponsored by a production company).

Offer up naming rights

- Offer sponsorship opportunities, such as for a screening room, award, or festival badge.



Anticipated Challenges

There are some anticipated challenges in developing a film-focused event that MVRFO should be aware of:

Significant Financial Investment:

- Starting a film-focused event from the ground up requires a significant fundraising effort.
- Typical expenses of a film-focused event include programming; fund development; administrative, logistics, technical, and marketing staff; equipment purchase (amortization) and/or rental; technical and professional services; film rental and/or artist fees; screening venue rental; any guest travel; office rental; insurance; and other administration and office costs.

Minimal Accommodations & Limited Transportation

- There are very few hotels and accommodations within current partner municipalities that can accommodate visitors.
- In the absence of public transportation, accessing events in MVRFO by traveling back and forth from larger centres may not be feasible especially for students and emerging industry professionals who may not have access to a vehicle for highway travel.



Anticipated Challenges

No Established Local Audience

- Mountain View is not known as a location to attend large cultural events yet, and therefore audiences from outside of the region would have to be developed.
- Partnership with the province and other external organizations is necessary to assist with this challenge.

Minimal Appropriate Venues

- The current MVRFO partner jurisdictions do not have a dedicated cinema or renovated theatre equipped for modern screenings with a built-in audience.
- To build the case for the necessary investment in a screening or performance venue and required equipment, and to test audience interest before starting a film-focused event, MVRFO could consider producing a series of smaller activities using existing infrastructure such as a community hall, or school theatre space. For example:

1) Collaborate with existing festivals such as the Calgary International Film Festival (CIFF) to explore the potential for satellite screenings, live streaming of some programs, and/or workshops.

2) Partner with Reel Canada to host a screening on National Canadian Film Day. Reel Canada is active in Alberta, and may offer a low-cost, low-risk solution to begin to build and audience and a film “culture” in region.



Film Event Inspiration

Examples of film events that may draw inspiration for a future event in Mountain View:

- [Flin Flon Arts Council in Manitoba](#) offers film programming led by a local film buff that includes regular screenings and discussions in a small venue for local audiences.
- [The Evans Theatre](#) located at Brandon University in Manitoba is run by volunteers with all ticket revenue used to cover film rental fees, food and beverage costs as well as venue and equipment maintenance.
- [Stratford Winter Film Festival](#) is dedicated to a bright and positive event during winter to lift spirits. Events are held at city hall and local churches.
- The [Yorkton Film Festival](#) in Saskatchewan was founded 65 years ago. While the context has evolved for initiated film events, it provides an example of an event focused on emerging film professionals.
- Taking place in Gimli Manitoba, roughly an 80-minute drive from Winnipeg [Gimli International Film Festival](#) uses small converted venues located in an old church, a home for the elderly with a museum and community multi-use spaces attached, as well as outdoor screenings on a beach.
- Taking place in London, Ontario, the [Forest City Film Festival](#) was established to celebrate Ontario filmmakers. Screenings take place in regular cinemas near the main festival venue [Wolf Performance Hall | London Public Library](#) a multi-purpose theatre, with industry sessions in a hotel.
- [Planet in Focus Industry Conference](#) is focused on engaging the industry to discuss and share information on the world of environmental films and funding. Includes a Master Class, networking opportunities, the Green Pitch, and workshops.
- [Durham Region International Film Festival \(DRIFF\)](#) is a community-focused, not-for-profit film festival dedicated to showcasing local and international films while fostering creativity, storytelling, and education through filmmaking.



7. Steps for the Future MVRFO

This section presents some potential steps for the MVRFO, based on initial consultation.



Potential Steps

Based on findings and recommendations this table outlines steps or routes that the MVRFO can take to improve operations in the next few years.

	Step 1: Fundamental	Step 2: Advanced
Assumptions	The activities and recommendations of Step 1 assume that the MVRFO will not receive more funding than what is currently available from participating municipalities.	The scenarios and recommendations of Step 2 assume that the MVRFO has an increase in budget .
Recommendations Pillars	<div>1. Streamlining and Standardizing</div> <div>2. Record Keeping and Data Collection</div> <div>3. Communicating with the Public</div> <div>(Some no cost or low-cost actions from Recommendations 4-7 may be carried out in this step)</div>	<div>4. Increasing Resources</div> <div>5. Unifying and Expanding</div> <div>6. Provincial Relationship Building</div> <div>7. Communicating with Industry + Film-focused event</div>
Estimated Cost*	Total: ~\$33,000 (Current Annual MVRFO Budget)	Current Annual MVRFO Budget: ~\$33,000 Additional Annual Funding: ~\$43,168 One-time Costs: ~\$8,722 Total: ~\$84,890 (does not include potential film event costs)
Revenue Sources	Municipalities, Permits	Municipal Supports, Permitting Fees, Grants, Partnership Fees, Sponsorships, Marketing Contributions, Ticket Sales from Potential Event.

*Does not include time and salaries of economic development officers currently managing the office.



Timeline

- No specific timeline with precise dates can be given to the MVRFO as they move forward with the actions in this strategy as actions are dependent on MVRFO resources and the state of film industry. Prescribed dates will ultimately be inaccurate because of the inherently unpredictable nature of the film industry, and **MVRFO must adopt a flexible and adaptive approach.**
- Recommendations around the timeline are focused on the completion of actions.
 - **Step 1: Fundamental** actions involve the MVRFO getting to code and laying the groundwork for the necessary infrastructure for a functional film office. This involves, streamlining, tracking and recording of film office activities, and communicating the potentials of the benefits of the industry. The tasks and actions in these first steps are largely within the MVRFO's control, and therefore the MVRFO can assign itself a reasonable timeline that aligns with office resources.
 - Following Step 1 and initial actions start to yield results (i.e., increased production volume), MVRFO can consider carrying out actions in **Step 2: Advanced**. In this stage, the MVRFO can begin marketing film office partnerships to surrounding municipalities and allow for expansion. This stage is more dependent on market conditions and external factors (e.g., competition from other regions, and economic development in the film industry).



Governance Steps

- Governance recommendations are highlighted under *Pillar 5: Unifying and Expanding* (page. 40).
 - As recommended in this Pillar, the MVRFO should eventually develop a not-for-profit society to expand and include more municipalities in the County.
 - To ensure equal buy-in and motivation for contribution, it is suggested that all municipalities that join the MVRFO have equal status regardless of when they joined the office. This approach fosters a sense of collective effort and will ultimately benefit the whole group. A hierarchical or tiered structure may disincentivize participation.
- In the interim (Step 1: Fundamental), the MVRFO should continue with its current informal agreement between the three current members to carry out current operations and initial recommended actions (in Step 1: Fundamental).
 - This agreement should be sustained until a not-for-profit and formal governance is established.
 - Under the current agreement aim for increased communication surrounding budgeting between partner financial departments.



Marketing Steps

- Detailed marketing activities are highlighted throughout the Recommended Pillars. However, they are most focused in *Pillar 3: Communicating to the Public* (pg. 36), *Pillar 6: Provincial Relationship Building* (pg. 42), and *Pillar 7: Communicating with Industry* (pg.47).
- ***Pillar 6: Provincial Relationship Building is the most important pillar for MVRFO to follow when it comes to marketing.***
 - The province has expressed their dedication and willingness to help the MVRFO and has emphasized that its resources should be leveraged and that they can be consulted.
 - By working with the Province (Alberta Film Commission), Calgary Economic Development, and Keep Alberta Rolling, the MVRFO can effectively leverage and make use of existing marketing efforts in the province.
- In addition to the actions of *Pillar 6*, it is fundamental for the MVRFO to understand the importance of leveraging the [Alberta Film Commission location library](#) (See *Pillar 1: Streamlining and Standardizing*, Action #6).
 - Including Mountain View locations on this database will be more impactful than on the Mountain View website because the Film Commission's website is a primary resource for location managers and producers looking to shoot in Alberta.
 - As such, ensuring that the database contains recent, appealing imagery for all relevant Mountain View locations will be the main marketing action in Step 1.



Appendix A: Comparable Regional Film Offices and Commissions

This section includes information concerning comparable film offices and commissions that involve multiple municipalities to help the MVRFO understand how other regional film offices and equivalents are structured.



Okanagan Film Commission (1/2)



Source: [Okanagan Film Commission Strategic Plan 2023-2025](#)

- The Okanagan Film Commission promotes the Okanagan Boundary and Similkameen area as a filming hub and nurtures and supports regional film and animation.
- Established in 1990 as a non-profit society.
- One of eight regional film commission in BC.
- Governed by a board of directors composed of five members who are regional district representatives and at-large members.
 - Each director's term is one-year in duration.
 - Members meet bi-monthly
- In 2023, the annual proposed budget for the film commission was \$295,000. Funding sources are outlined below:

Source	Amount
Central Okanagan Regional District	\$140,000
Regional District of Okanagan Similkameen	\$45,000
North Okanagan Regional District	\$44,000
Enderby	\$1,500
Boundary EDC	\$9,500
Province of British Columbia	\$55,000



Okanagan Film Commission (2/2)

- Employs four staff members:
 - Film Commissioner (full-time)
 - Location Department Head
 - CFO
 - Administrative Assistant
- Staff works out of offices with the Economic Development Commission building in Kelowna and are provided “in-kind”.
- The Regional District of North Okanagan has a bylaw in place that establishes a local area grant service for the film commission in the region that includes a number of cities and districts.
- The bylaw states that the approval process shall be by consent of the member municipalities.

Source: [RDNO Bylaw No. 2151](#)



Thompson-Nicola Film Commission



- Thompson-Nicola Film Commission promotes the Thompson-Nicola region in southern British Columbia.
- The Film Commission is a department within the Thompson-Nicola Regional District and includes 10 Electoral Areas, 11 Member Municipalities, and 25 First Nations.
- Funding comes from the Thompson-Nicola Regional District, Northern Development Initiative Trust, the Economic Trust of the Southern Interiors, Union of BC Municipalities, BC Rural Dividend Program and Creative BC.
- 2022 the direct output from motion picture production in the region was \$18 million.
- The Film Commission has 2 full-time equivalent staff.
- The 2023 Budget for the Film Commission was \$366,593, with actual spending totaling \$387,374.

Source: [Thompson Nicole Film Commission Strategic Plan 2024-2026](#), [Thompson-Nicola Regional District 2023 Annual Report](#)



Vancouver Island North Film Commission (INfilm)



Source: [IN film Board Material Addendum](#), [Infilm Regional District of Mount Waddington 2023 Executive Summary](#)

- The Vancouver Island North Film Commission is a not-for-profit organization that provides liaison and location scouting services to the film, television, commercial and new media industry interested in filming on northern Vancouver Island.
- Composed of 32 communities
- Has three staff members:
 - Executive Director
 - Communications
 - Regional Production Services Manager
- Five member board made up of regional representatives.
- INfilm annual funding budget was \$127,000 (2023).
- As a sample of expenses, items and costs include:
 - 2-3 FTE salaries
 - Rent, insurance, license and sector memberships, bookkeeping and accounting fees
 - Software, service maintenance, computers, Reel-scout location and crew database, telephone line
 - Marketing, trade-shows, and events
 - Regional travels for scouting and surveys, milage, and truck rentals
 - Contracted location scouts.



Kootenay Regional Film Commission (KRFC)

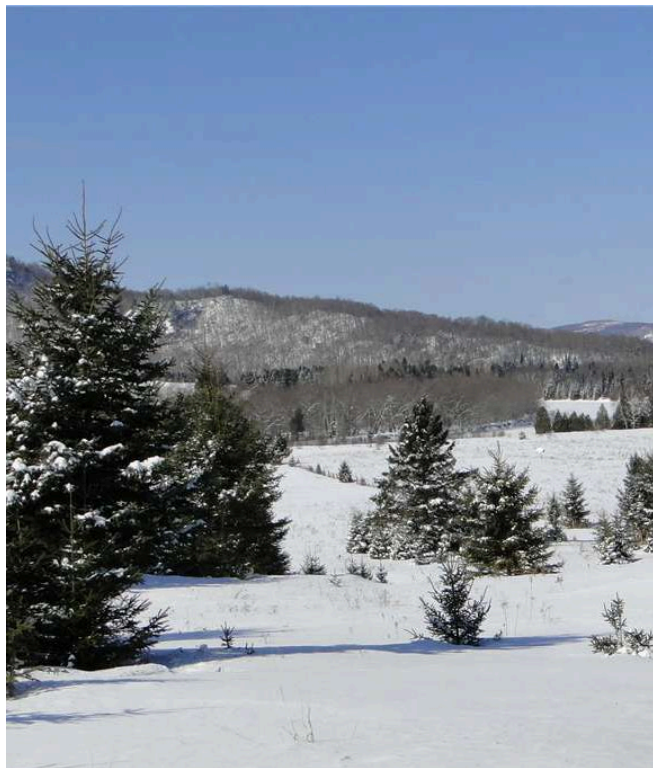


Source: [Kootenay Film](#)

- KRFC is a collaborative partnership between the Nelson Civic Theatre Society and the Kootenay Rockies Tourism.
- This partnership combines expertise and capacity in the fields of tourism, destination management, economic and cultural development, film presentation and production and community programs and services.
- Allows for regional coverage to ensure that there is cohesive communication across the Kootenay Region.
- The KRFC acts as the first point of contact for all Kootenay Rockies related film issues and activities.



Film Laurentides



Source: [Film Laurentides Annual Report 2023-2024](#)

- Film Laurentides aims to promote the Laurentians as a region that can support film crews and stimulate regional development.
- Serves 76 municipalities spread across seven regional county municipalities.
- Has a nine-member board.
- Film Laurentides coordinates communications between production teams and the municipalities.
- In 2023/24 there were 27 film projects, resulting in \$1.1 million in direct economic benefits.
- Film Laurentides had diversified funding sources:

Source	Amount (\$)	Term
Développement économique Canada pour les régions du Québec	\$217,000	Over three years (2020-2023). New agreement for 2024-2026
SODEC	\$50,000	Unknown
Fonds d'appui au rayonnement des régions (FARR) Includes contributions from regional municipalities	\$455,000	Spread over five years
Tourisme Laurentides	\$8,000	Unknown
Private Partners: 12 Desjardin credit unions in the Laurentides and the Desjardin Business Centre Laval-Laurentides	\$60,000	Three years



Film Liaison at Nottawasaga Futures



- Film Liaison at Nottawasaga Futures is a liaison between local communities in Southern Ontario and production companies that film in any of the partner municipalities in South Simcoe (Township of Adjala-Tosorontio, Town of Bradford West Gwillimbury, Township of Essa, Town of Innisfil, and the Town of New Tecumseh).
- All applications and requests for location filming within any of the municipalities are submitted to the Film Liaison of Nottawasaga Futures.
- In 2022, there was an estimated \$100,000 in direct economic impact from roughly 8-10 medium-sized productions.



Imperial County Film Commission



Source: [Imperial County Film Commission](#)

- The Imperial County Film Commission, in southeastern California, acts as a gateway to efficient production and permitting processes in the region, and guides productions to local services, talent, and locations.
- The film commission is governed by a 10 member board.
- The film commission is membership based, with a range of members including municipalities and private businesses.
- Currently the Imperial Council Film Commission has 11 members and partners.
 - Three are municipalities.
 - Eight are private businesses.
- There are various tiers for film commission member groups and sponsors including:
 - Director Level Sponsorship (\$7,000)
 - Producer Level Sponsorship (\$5,000)
 - Production Assistant Level Sponsorship (\$2,000)
 - Casting Level Sponsorship (\$700)
 - Friend of the Film Commission (\$300)



Appendix B: Film Festival Review

This section includes an analysis of the film festival environment to inform event-based programming decisions, as well as an overview of film festivals close to Mountain View County.



Film Festival Environment

- There are at least 20 film festivals in Alberta, 10 of which are within a 2-hour drive of Mountain View County (See Appendix B).
- A few of the film festivals in Alberta are large and international in scope, accommodating a wide variety of programming, while others are more locally-focused and/or serve a specific cultural community.
- Most film festivals are run by independent organizations or non-profits, with varying degrees of support from municipalities, which may include providing funding, venues, or logistical support.
- Typically, a municipality or regional film office does not manage or oversee the operations of a festival. There are many reasons as to why that is, including:
 - Running a successful film festival requires expertise in programming, curation and managing relationships with filmmakers, distributors, and sponsors, which are different from the key functions of a film office;
 - Political interference is a risk when government entities try to program content. This can make it difficult to maintain a continuous programming vision, as well as transparent film selection processes;
 - Film festivals rely on both public and private funding. Federal and provincial funding for festivals is typically limited to independent, not-for profit organizations. Private sponsorships, donations, and support from charitable foundations is generally not available to governments.



Film Festival Environment

- While cinemas saw increased revenue in 2022, recovering from closures in 2020 and 2021 due to health restrictions during the COVID-19 pandemic, the operating profit margin for cinemas in 2022 was just 6.5% – roughly half of the margin seen in 2014 ([Source](#)). Meanwhile, film attendance in North America declined by 67% from 2019 to 2023 ([Source](#)). Audiences have access to more film and TV content online, causing them to attend cinema screenings less frequently. This shift in audience behaviour may be impacting film festival attendance.
- In general, securing funding and generating revenue through ticket sales and sponsorships is challenging for film festivals. The costs associated with running film festivals have increased as a result of inflation.
- Smaller, remote and rural communities in Canada that provide regular film screenings typically have an older legacy cinema or theatre that has been renovated. Often these are run by volunteers and/or not-for profit organizations. These venues are sometimes multi-purpose spaces for film screenings and live performances.



Surrounding Festivals:

Major Internationals

	Banff Mountain Film Festival	Calgary International Film Festival	Edmonton International Film Festival
Operator or Status	Banff Centre for Arts and Creativity – not-for-profit learning organization.	Not-for-profit organization and registered charity.	Edmonton International Film Festival Society – not-for-profit organization.
Proximity to Mountain View	Approximately 200km or 2 hours by car	Approximately 80km or 1 hour by car	Approximately 235km or 2.5 hours by car
Stated Purpose and Areas of Focus	“Creating opportunities for people to share and find inspiration in mountain experiences, ideas, and visions. ”	“To entertain and engage audiences by curating the most innovative and compelling films...” Spotlight on Albertan and Indigenous films.	“Primary objective is to encourage and support the appreciation of cinema.” All films must be Edmonton premieres.
Number and type of films shown	70-80 international and domestic films and documentaries about mountain culture , sports, environment, adventure & exploration.	~200 multi-genre feature and short films from Canada and around the world. An OSCAR and Canadian Screen Awards qualifying festival.	~150 films from more than 50 countries, spanning independent and studio, short and feature, and all genres. OSCAR qualifying festival for short films.
Other Information	World Tour: after the festival each fall, the annual World Tour takes a selection of 35-40 festival films to screening locations around the world, reaching ~400,000-600,000 audience members annually.	Largest film festival in Alberta, ~30,000 attendees at four screening locations Industry Week: an opportunity for local and visiting filmmakers to meet and network during the festival.	The festival features filmmaker chats, Q&As, gala screenings, a local filmmaker spotlight, and ‘buzzy’ films travelling the festival circuit. Three screening locations.



Surrounding Festivals:

Regional Players

	Central Alberta Film Festival (Red Deer)	Lethbridge Independent Film Festival	Calgary Underground Film Festival
Operator or Status	Not-for-profit organization	Galt Museum and Archives – a board and commission of the City of Lethbridge	Not-for-profit organization
Proximity to Mountain View	Approximately 90km or 1hr by car	Approximately 290km or 3 hours by car	Approximately 80km or 1 hour by car
Stated Purpose and/or Areas of Focus	Focus on nurturing “amateur and professional filmmakers” in Alberta and Canada. “Seeks to create awareness and develop a whole new generation of cineastes for our local and national cinema.”	“LIFF bridges local roots with global creativity, offering a rich tapestry of genres and styles with something for every audience member.” “Diverse and inclusive stories [to] inspire, challenge and move you.”	“Western Canada’s premiere genre festival .” “Bring Albertans a unique roster of films rarely seen in North American theatres.”
Number and type of films shown	22 films in 2024 festival. Presenting a wide range of “culturally diverse notional films.”	41 films in 2024 festival (30 premieres). Local and international films. Spotlight on films about/by BIPOC, 2SLGBTQIA+, feminist, neurodivergent, differently abled and other underrepresented communities.	47 features and 37 shorts at 2024 festival. All genres, from horror, sci-fi and fantasy to comedies, thrillers and music-related films.
Other Information	Two screening locations. Also runs educational activities, networking events and workshops.	Three screens at two locations.	One screening location (Globe Theatre).



Surrounding Festivals:

Community/Cultural Focus

	Fairy Tales Queer Film Festival (Calgary)	Dreamspeakers International Indigenous Film Festival (Edmonton)	Mosquers Film Festival (Edmonton)
Operator or Status	Calgary Queer Arts Society – a not-for-profit organization	Dreamspeakers Festival Society – a not-for-profit organization	Information not available
Proximity to Mountain View	Approximately 80km or 1 hour by car	Approximately 235km or 2.5 hours by car	Approximately 235km or 2.5 hours by car
Stated Purpose and Areas of Focus	Longest-running queer film festival in Canada. Goal to give “voice to queer people and their stories. ”	First Indigenous film festival in Canada. Goal “to support Indigenous representation in film and media.”	“Started to combat misconceptions about Islam and Muslims, demonstrate our diversity, and provide a channel for talented individuals to express themselves.” Goal to “transform the way people see Muslims.”
Number and type of films shown	~40 films in 2024 festival Documentaries, features, short films, and animations, all of which identify as queer content.	Over 40 films in 2024 festival Documentaries, shorts, features, animations from Indigenous filmmakers around the world.	Over 20 films at 2023 festival Films of various genres from Muslim filmmakers.
Other Information	One screening location (Globe Theatre).	One screening location (Garneau Theatre)	One screening location (Winspear Centre) Includes Mosquers Awards Ceremony: a large red carpet gala, screenings and artist performances “Opening Credits” industry event for Muslim filmmakers



Other Surrounding Festivals

- **NorthwestFest** (Edmonton)
 - Canada's longest-running non-fiction film festival.
- **Edmonton Short Film Festival**
- **Reel Shorts Film Festival** (Grand Prairie)
- **India Film Festival of Alberta**
- **Calgary Justice Film Festival**
 - Screens documentaries about environmental and social justice.
- **Rainbow Visions Film Festival** (Edmonton)
- **Calgary European Film Festival**
- **GIRAF International Festival of Independent Animation** (Calgary)
- **The Artifact Small Format Film Festival** (Calgary)
- **Nordlys Film & Arts Festival** (Camrose)
 - A small city festival using a historic movie theatre in the town, with an ample number of hotels and other services
- **Okotoks Film Festival**
 - A small town festival, with local cinemas and located 15 minutes from southern Calgary.







REQUEST FOR DECISION

COUNCIL DATE	June 23, 2025
SUBJECT	2024 Capital Spending RSA Transfers
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

All transfers in to or out of Restricted Surplus Accounts (RSAs) require a motion of Council. To ensure proper accountability, unspent funds from completed capital projects should be returned to the respective RSA and permissible over-expenditures should be accounted for.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report to Council

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 5: Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council transfer the unspent or additional funding as outlined in each of the separate 7 motions.

MOTION(s):

The Town of Sundre Council approves the transfer of additional funding in the amount of \$1,693 from the Utilities Lifecycling RSA for the Gas Line Heater capital project.

The Town of Sundre Council approves the transfer of \$8,286 to the Fire Capital RSA in unspent funding for the Superior Pumper Unit Replacement capital project.

The Town of Sundre Council approves the transfer of \$405,089 to the Utilities Lifecycling RSA in unspent funding for the Hwy 27 Water & Wastewater Upgrades capital project.

The Town of Sundre Council approves the transfer of \$12,833 to the Municipal Lifecycling RSA in unspent funding for the Unit 145 capital project.

The Town of Sundre Council approves the transfer of \$15,825 to the General Corporate Stabilization RSA in unspent funding for the Confined Space Entry Equipment capital project.

The Town of Sundre Council approves the transfer of \$1,203 to the Municipal New Projects RSA in unspent funding for the 1 Ave NW Swale capital project.

The Town of Sundre Council approves the transfer of \$6,877 to the Municipal New Projects RSA in unspent funding for the Sewer Flushing Equipment capital project.

Date Reviewed: June 18, 2025

ACTING CAO: *Chris Abbott*



REPORT TO COUNCIL

COUNCIL DATE: June 23, 2025
SUBJECT: 2024 Capital Spending RSA Transfers
ORIGINATING DEPARTMENT: Corporate Services
AGENDA ITEM: 8.2a

BACKGROUND/PROPOSAL:

All transfers in to or out of Restricted Surplus Accounts (RSAs) require a motion of Council. To ensure proper accountability, unspent funds from completed capital projects should be returned to the respective RSA and permissible over-expenditures should be accounted for.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Utilizing the December 31, 2024 Capital Project Listing, previously included with the Q4 2024 Quarterly Financial Reporting, completed capital projects with remaining funding have been identified for transfer back to the respective RSA. As well, additional funding requests are presented for permissible over-expenditures on identified projects. Small dollar variances, less than \$1,000, are not identified for transfer. Projects funded through grant sources are not identified for transfer as those are captured through the grant process and only expended funds are reported. In addition, projects identified as “cancelled” typically have the full approved amount returned to RSA but may be re-submitted for approval in future capital planning, pending alignment with Council’s Strategic Priorities. A separate motion will be required for each capital project transfer.

- 1) Project #OP19-04 – Gas Line Heater – Budget of \$80,000; actual costs of \$81,693; additional funding of \$1,693 from Utilities Lifecycling RSA
- 2) Project #FD22-02 – Superior Pumper Unit Replacement – Budget of \$1,000,000; actual costs of \$983,428; return \$8,286 to Fire Capital RSA (remaining is third party funding)
- 3) Project #OP23-02 – Hwy 27 Water & Wastewater Upgrades – Budget of \$2,900,000; actual costs of \$2,494,911; return \$405,089 to Utilities Lifecycling RSA
- 4) Project #OP24-01 – Unit 145 – Budget of \$67,000; actual costs of \$54,167; return \$12,833 to Municipal Lifecycling RSA
- 5) Project #OP24-05 – Confined Space Entry Equipment – Budget of \$17,981; actual costs of \$15,825; return \$2,156 to General Corporate Stabilization RSA
- 6) Project #OP24-07 – 1 Ave NW Swale – Budget of \$100,000; actual costs of \$98,797; return \$1,203 to Municipal New Projects RSA
- 7) Project #OP24-08 – Sewer Flushing Equipment – Budget of \$85,000; actual costs of \$78,123; return \$6,877 to Municipal New Projects RSA

ALIGNMENT WITH STRATEGIC PRIORITIES:

Pillar 5: Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council transfer the unspent or additional funding as outlined in the motions.

COSTS/SOURCE OF FUNDING:

N/A



REQUEST FOR DECISION

COUNCIL DATE June 23, 2025
SUBJECT RFD May 2025 Departmental Reports
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for May 2025 are provided to Council for their review and information:

- a) Chief Administrative Officer
- b) Fire Chief
- c) Community Development (Planning & Development / Community Services)
- d) Community Peace Officer
- e) Operations
- f) Economic Development

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by Acting CAO.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the May 2025 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the May 2025 Departmental Reports as information.

ATTACHMENTS:

May 2025 Departmental Reports

Date Reviewed: June 18, 2025

ACTING CAO: Chris Abbott

	#/D/M/Y	January 06, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	2
001	06-01-25	MOVED by Councillor Anderson that the agenda be approved as presented			
Councillor Attendance by Phone: Councillor Dalke notified CAO in compliance of s.14.6 of Council's Procedural Bylaw					
002	06-01-25	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on December 16, 2024 be approved as presented			
003	06-01-25	MOVED by Councillor Petersen that the Town of Sundre Council thank Mr. Stevenson for attending Council and accept his presentation as information			
004	06-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Community Services Department and congratulate and thank each member of the team for their commitment and dedication to our community			
005	06-01-25	MOVED by Councillor Marr that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Planning and Development Department and congratulate and thank ecah member of the team for their commitment and dedication to our community			
006	06-01-25	MOVED by Councillor Petersen that the Town of Sundre Council proclaim the week of June 2 - 8, 2025 as "Senior Week" in the Town of Sundre and that the Mayor be authorized to sign the declaration on behalf of Council and the citizens of Sundre	Legislative Services	Completed Appendix #1	
007	06-01-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the partnership between the Town of Sundre and the Hospital Futures Committee, in collaboration with P3 Capital Partners to further the efforts of the Town of Sundre in seeking avenues for the construction of a new hospital/campus of care in the Town of Sundre, and further, that Council approve funding in the amount of \$22,500.00 in support of this initiative, with funds to be drawn from the General Corporate Stabilization Restricted Surplus Account			
008	06-01-25	MOVED by Councillor Isaac that the Town of Sundre Council authorize the CAO to sign the agreement with the Sundre Hospital Futures Committee and P3 Capital Partners			
009	06-01-25	MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 4:52 p.m.			
Mayor Warnock excused all public members and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected					
Mayor Warnock called a break at 4:52 p.m.					
Mayor Warnock reconvened the closed meeting at 4:57 p.m.					
The Director of Corporate Services left the Closed Meeting at 5:25 p.m.					
010	06-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:07 p.m.			
011	06-01-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:08 p.m.			
	#/D/M/Y	January 20, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	10
012	20-01-25	MOVED by Councillor Marr that the agnda be approved as amended as follows: 1. Replace Pg. 3 of January 20th Agenda, due to error in Minutes of January 6, 2025			
013	20-01-25	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on January 6, 2025 be approved as amended: 1. Revise Motion Number Res. 007-06-01-25 to reflect the correct amount of funding for P3 Partnership from \$25,000.00 to \$22,500.00			

014	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Sundre Fire Department, and congratulate and thank each member of the department for putting your lives on hold to respond at a moment's notice to an emergency, for putting yourself in danger on a continuous basis, for participating in community events and educating the public on fire safety, and for your committment and dedication to our community			
015	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Community Peace Officer / Bylaw Officer, and congratulate and thank each member of the team for their commitment and dedication to our community, and for ensuring our community is a safe and secure place where we can live, work, play and raise our families			
016	20-01-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the December 2024 Departmental Reports as information			
017	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council give first reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw and further;			
018	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council set Monday, February 24, 2025 at 4:00 p.m. for a Public Hearing to Bylaw 2025-02 Land Use Bylaw Amendment			
019	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council support the application to Alberta Seniors, Community and Social Services for the Town to co-host the Seniors' Week launch on June 2, 2025			
020	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council accept the report from the Director of Corporate Services as information			
021	20-01-25	MOVED by Mayor Warnock that the Town of Sundre Council directs administration to bring the existing Social Media Policy to the Bylaw Policy Review Committee for review for the purpose of clarification to information that has come forward	Legislative Services	Pending: Committee Meeting Date to be set	
022	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Mayor Warnock's report for December 2024 as information			
023	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's reports for October, November and December 2024 as information			
024	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Anderson's report for November and December 2024 as information			
025	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the Year 2024 as information			
026	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:05 p.m.			
Mayor Warnock excused all public members and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected					
Mayor Warnock called a break at 5:05 p.m.					
Mayor Warnock reconvened the closed meeting at 5:12 p.m.					
CAO left the Closed Meeting at 5:45 p.m.					
027	20-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:28 p.m.			
028	20-01-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:29 p.m.			
	#/D/M/Y	February 10, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	3
029	10-02-25	MOVED by Councillor Petersen that the agenda be approved as presented			
Councillor Absence: Councillor Vardas and Councillor Anderson notified the CAO in compliance of s.14.6 of Council's Procedural Bylaw					

030	10-02-25	MOVED by Councillor Isaac that the Minutes of the Regular Council Meeting of Council held on January 20, 2025 be approved as presented			
031	10-02-25	MOVED by Councillor Dalke that the Town of Sundre Council thank the representatives of West Fraser for the very informative presentation and to continue to work together to maintain our good neighbour relationship			
032	10-02-25	MOVED by Couuncillor Marr that the Town of Sundre Council proclaim February 13, 2025 as Wear Red Canada Day in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Legislative Services	Appendix #2	
033	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council approve the accounting firm of Sunstone Chartered Professional Accountants as the Sundre Municipal Library's financial reviewers			
034	10-02-25	MOVED by Couuncillor Petersen that the Town of Sundre Council proclaim March 26, 2025 as "Purple Day" in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Legislative Services	Appendix #3	
035	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council approve the request for a relaxation to the Community Standards Bylaw 2023-09, Part 2 Noise, on certain days to be determined, to enable the Highway 27 construction contractor to work before 7:00 a.m. and after 10:00 p.m. during concrete pours and asphalt work			
036	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council support the grant application for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program, for the purpose of developing a wildfire management plan / preparedness guide			
037	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council to fund the rental fee of \$367.50 for the use of the Sundre Community Centre for a Celebration of Life for Mr. Marty Butts on March 15, 2025, withh funds to be drawn from Council's Discretionary Contributions to Local Organizations			
038	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the thank-you card from the Sundre & District Historical Society as information and appreciation			
039	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council accepts the invitation for Mayor Warnock and members of Council to attend the Annual Women in Business Awards Luncheon on March 7, 2025 and requests that administration purchase the required number of tickets for the Councillors who wish to attend. Individual Councillor to advise administration of their availability to attend. <i>Opposed: Councillor Isaac</i>	Legislative Services	Pending	
040	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:16 p.m.			
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are not Motions of Council expected					
Mayor Warnock called a break at 5:16 p.m.					
Mayor Warnock reconvened the closed meeting at 5:22 p.m.					
The following were in attendace for the closed meeting session: Acting Chief Administrative Officer Chris Albert and Director of Community Development, Benazir Thaha Valencia					
Director of Community Development left the closed meeting at 5:41 p.m.					
Acting Chief Administrative Officer left the Closed Meeting at 6:05 p.m.					
041	10-02-25	MOVED by Councillor Petersen that Council return to an open meeting at 6:37 p.m.			
042	10-02-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:38 p.m.			
	#/D/M/Y	February 24, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	9
043	24-02-25	MOVED by Councillor Anderson that the Council of the Town of Sundre has received sufficient information to close Public Hearing No. 20250224 pertaining to Bylaw 2025-02 being a bylaw to amend Land Use Bylaw 2018-10			
044	24-02-25	MOVED by Councillor Petersen that the agenda be approved amended as follow: ADD 3.3 CAO introduction of new staff member: Finance & Grants Coordinator, Pam Bewick			

<i>Councillor Absence: Councillor Dalke notified CAO that he would be attending the meeting by phone (google meets) in compliance of Council's Procedural Bylaw</i>				
<i>CAO introduced Pam Bewick, Finance and Grants Coordinator to Council</i>				
045	24-02-25	MOVED by Councillor Vardas that the Minutes of the Regular Meeting of Council held on February 10, 2025 be approved as presented		
046	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw 2018-10		
047	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Third Reading to Bylaw 2025-02 being a bylaw to amend Land Use Bylaw 2018-10		
048	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
049	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council give Second Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
050	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
051	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
052	24-02-25	MOVED by Councillor Vardas that the Town of Sundre approve Policy A-013-00-POL, Naming Policy a recommended by the Bylaw & Policy Review Committee as presented. <i>Opposed: Councillor Dalke</i>		
053	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
054	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
055	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Unanimous Consent to proceed to third reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
056	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
<i>Councillor Isaac left the meeting at 5:19 p.m.</i>				
<i>Councilor Isaac returned to the meeting at 5:21 p.m.</i>				
057	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the amendments to Policy A-008-POL, Flag Policy, as amended, as recommended by the Bylaw & Policy Review Committee		
058	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council approve the amendments to Policy A-007-01-POL, Social Media Policy as recommended by the Bylaw and Policy Review Committee		
059	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		

060	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council give Second Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate delivery of municipal and emergency services		
061	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Unanimous Consent to proceed to third reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		
<i>Mayor Warnock called a break at 5:43 p.m. in order to re-connect with Councillor Dalke via phone</i>				
<i>Mayor Warnock reconvened the Council Meeting at 5:49 p.m.</i>				
062	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		
063	24-02-25	MOVED by Councillor Anderson that the Town of Sundre approve the Grants to Organizations funding for The Sundre Men's Shed in the amount of \$1000. <i>Opposed: Councillor Dalke</i>	Legislative Services	Appendix #'s 4-21
064	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Olds & District Kiwanis Music Festival in the amount of \$500		
065	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers in the amount of \$1,000		
066	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Greenwood Neighbourhood Place (Sundre Senior's Connection) in the amount of \$1,000		
067	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for GNP The Den S.Y.C. in the amount of \$2,000		
068	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Royal Canadian Legion in the amount of \$5,000		
069	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Aquaplex in the amount of \$1,000 to be used for the cost of EMS and Lifeguards for the Triathlon. <i>Opposed: Councillor Dalke</i>		
070	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$420 for one-weekend rental fee of the Community Centre. <i>Opposed: Councillor Marr</i>		
071	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$0.00. <i>In Favour: Mayor Warnock, Councillor Anderson, Councillor Vardas. Opposed: Councillor Marr, Councillor Drake, Councillor Petersen, Councillor Isaac. DEFEATED</i>		
072	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$1,000 to be awarded at the discretion of Council. <i>In Favour: Councillor Marr, Councillor Petersen, Councillor Isaac, Councillor Dalke. Opposed: Mayor Warnock, Councillor Vardas, Councillor Anderson. CARRIED</i>		
073	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre & District Historical Society in the amount of \$4,000. <i>Opposed: Councillor Petersen</i>		
074	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Broncs, Bulls & Wagons in the amount of \$3,000		

075	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Mainavekidzclub in the amount of \$500. <i>Opposed: Councillor Dalke</i>		
076	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Community Choir in te amount of \$0.00. <i>Opposed: Councillor Petersen</i>		
077	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Rodeo & Race Association in the amount of \$5,000		
078	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Volunteer Search & Rescue in the amount of \$0.00. <i>Opposed: Councillor Dalke</i>		
079	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Bluegrass Music Festival in the amount of \$1,500		
080	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Slingshot Garage in the amount of \$0.00. <i>Opposed: Councillor Petersen, Councillor Marr, Councillor Dalke</i>		
081	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Seniors SPRUCE in the amount of \$500. <i>Opposed: Councillor Marr</i>		
082	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for sundre Citizens on Patrol in the amount of \$500		
083	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council approve the fee waiver for the Arena in an amount not to exceed \$1,706.25 (GST included), to be funded from Council's Discretionary Contributions to Local Organizations, for the 2025 Grad Class Celebratin, June 23-28, 2025. <i>In Favour: Mayor Warnock, Councillor Vardas, Councillor Anderson, Councillor Isaac, Councillor Dalke. Opposed: Councillor Petersen, Councillor Marr. CARRIED</i>	Legislative Services	Appendix #22
084	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the January 2025 Departmental Reports as information		
085	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council accept Mayor Warnock's report for January 2025 as information		
<i>Councillor Vardas requested that the Chair approve the inclusion of a verbal report. Accepted</i>				
086	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council accept Councillor Marr's report for January 2025 as information		
087	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Vardas's verbal report for January 2025 as information		
088	24-02-25	MOVED by Councilor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of January 2025 as information		
089	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council accept the thank you card from the U9 Huskie Howl Black and White Squads with appreciation and as information		
090	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council accept the thank you letter from the Sundre Municipal Library with appreciation and as information		
091	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 7:54 p.m.		
<i>Councillor Dalke disconnected (Google Meets) from the meeting at 7:54 p.m.</i>				
<i>Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are not Motions of Council expected</i>				
<i>Mayor Warnock called a break at 7:55 p.m.</i>				
<i>Mayor Warnock reconvened the Closed Meeting at 8:00 p.m.</i>				
<i>Chief Administrative Officer left the Closed Meeting at 8:09 p.m.</i>				
092	24-02-25	MOVED by Councillor Isaac that Council return to an open meeting at 8:30 p.m.		
093	24-02-25	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 8:42 p.m.		

	#/D/M/Y	March 10, 2025 Regular Council Meeting			# of Public Attending Council	
Res. #	Date	Council Motion	Action	Status	1	
094	10-03-25	MOVED by Councillor Isaac that the agenda be approved as amended as follows: ADD Item 8.2, Verbal Report, Survey by Minister of Jobs for the Childcare Needs Assessment				
095	10-03-25	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on February 24, 2025 be approved as presented				
096	10-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the Q4 2024 Sundre Provincial Community Report as information				
097	10-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Acting CAO's verbal report as information				
Mayor Warnock called a break at 5:22 p.m.						
Mayor Warnock reconvened the meeting at 5:27 p.m.						
098	10-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Q4 (2024) Quarterly Financial Report as information				
099	10-03-25	MOVED by Councillor Marr that the Town of Sundre Council suppot Councillor Marr's active role in completing the Childcare Assessment Survey				
100	10-03-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter of concern as information				
101	10-03-25	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 5:56 p.m.				
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected						
Mayor Warnock called a break at 5:56 p.m.						
Mayor Warnock reconvened the Closed Meeting at 6:03 p.m.						
102	10-03-25	MOVED by Councillor Isaac that Council return to an open meeting at 6:29 p.m.				
103	10-03-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:30 p.m.				
	#/D/M/Y	March 24, 2025 Regular Council Meeting			# of Public Attending Council	
Res. #	Date	Council Motion	Action	Status	9	
104	24-03-25	MOVED by Councillor Isaac that the agenda be approved as amended as follows: <i>REPLACE: Under Item 9.2, Pages 81-99, Emergency Preparedness and Response Program; Safety and Loss Management System (SLMS); and 2022 Integrity Management Program (IMP) with the 2025 Integrity Management Program.</i>				
105	24-03-25	MOVED by Councillor Petersen that the Minutes of the Regular Meeting of Council held on March 10, 2025 be approved as presented				
106	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Legislative Department, Economic Development and Corporate Services, and congratulate and thank each member of the deparments for their professionalism, committment and dediction to our community				
107	24-03-25	MOVED by Councillor Marr that the Town of Sundre Council accept the presentation from the representative of Wild Rose Assessment Services as information				
Mayor Warnock called a break at 5:22 p.m.						
Mayor Warnock reconvened the meeting at 5:29 p.m.						
108	24-03-25	MOVED by Councillor Vardas that the Town of Sundre Council direct administration to make provisions for the portable toilet to remain in place at the ball diamonds to the end of September 2025, with the funding for the additional costs to be drawn from the Community Services Stabiizatin Restrictive Surplus Account, in an amount up to \$1,530.37 (GST included) and the \$85.00 fee for delivery and pick up. <i>Opposed: Councillor Dalke</i>				

109	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation from Greenwood Neighbourhood Place as information with appreciation for the contributions of GNP to our community			
110	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council provide direction on proceeding with the annexation process in partnership with Mountain View County for parcels within NW 10-33-5-W5M, the parcel within NE 10-33-5-W5M and adjacent roads.			
111	24-03-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Mayor abd CAO to sign the Quality Management Plan (QMP) and the 2025 Integrity Management Plan (IMP), noting that Council, the CAO and the Operations Manager have reviewed the QMP and the IMP in their entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with these plans			
Mayor Warnock called a break at 6:38 p.m.					
Mayor Warnock reconvened the meeting at 6:43 p.m.					
112	24-03-25	MOVED by Councillor Dalke that the Town of Sundre Council approve the selection of Superior Safety Codes Inc. as the Town of Sundre's Accrediated Safety Codes Agency, for a term of three years, ending on march 31, 2028, and that the CAO be authorized to the sign the contract on behalf of the Town of Sundre	Legislative Services, P&D	Appendix 23-25	
113	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the February 2025 Departmental Reports as information			
114	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for February 2025 as information			
115	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's report for February 2025 as information			
116	24-03-25	MOVED by Councillor Petersen that the Town of Sundre Council accept the Key Messages of Council for the month of February 2025 as information			
117	24-03-25	MOVED by Councillor Marr that the Town of Sundre Council go inot a closed meeting at 6:52 p.m.			
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected					
Mayor Warnock called a break at 6:53 p.m.					
Mayor Warnock reconvened the Closed Meeting at 6:59 p.m.					
118	24-03-25	MOVED by Councillor Dalke that Council return to an open meeting at 7:15 p.m.			
119	24-03-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:16 p.m.			
	#/D/M/Y	April 7, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	1
120	07-04-25	MOVED by Councillor Marr that the agenda be approved as amended as follows: ADD Item 11.1 RFD Invitation to Mayor for Volunteer Appreciation Dinner			
121	07-04-25	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on March 24, 2025 be approved as presented			
122	07-04-25	MOVED by Councillor Vardas that the Town of Sundre Council thank the members of the Cowboy Trail 4-H Club for attending the Council meeting and accept their presentations as information nd wish each member much success in their future endeavours			
123	07-04-25	MOVED by Councillor Marr that the Town of Sundre Council accept the presentation as information and further, support the proactive steps by the Alberta Forest Products Association to ensure the resilience and long-term sustainability of Sundre's forestry sector, and that the Mayor sign the letter addressed to the Premier on behalf of Council and the citizens of Sundre. TABLED			

124	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council table Motion Number 123-07-04-25 until the Mayor and Chief Administrative Officer have had an opportunity to meet with a representative of Sundre's West Fraser facility, and futher, to bring back the Alberta Forest Products Association letter to the Premier, at the April 28 Regular Council Meeting. CARRIED		
125	07-04-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-04 being the 2025 Tax Rate Bylaw		
126	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council give Second Reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw		
127	07-04-25	MOVED by Councillor Anderson that the Town of Sundre Council give Unanimous Consent for third and final reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw		
128	07-04-25	MOVED by Councillor Vardas that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw, as presented		
129	07-04-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the Sundre Municipal Library Year-End Financial Report as information		
130	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council direct administration to bring forward to the next Regular Council meeting a Bylaw establishing the 2025 Municipal Tax Levy and Mountain View Seniors Tax Levy for properties designated as Affordable Housing the Minister of Seniors, Community and Social Services at 100% of the levies established under Bylaw 2025-04. <i>Opposed: Unanimous</i>		
131	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council accept the report from the Director of Corporate Services as information. <i>Opposed: Councillor Dalke</i>		
132	07-04-25	MOVED by Councillor Marr that the Town of Sundre accept the invitation from Greenwood Neighbourhood Place for Mayor Warnock or designate, to participate and give opening remarks at the Friday, April 25, 2025 at 6:00 p.m., Volunteer Event at the Sundre Legion		
133	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:47 p.m.		
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are not Motion of Council expected				
Mayor Warnock called a break at 5:47 p.m.				
Mayor Warnock reconvened the Closed Meeting at 6:00 p.m.				
134	07-04-25	MOVED by Councillor Isaac that Council return to an open meeting at 6:05 p.m.		
135	07-04-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:06 p.m.		
	#/D/M/Y	April 12, 2025 Strategic Advisory Committee Meeting		
Res. #	Date	Council Motion	Action	Status
136	12-04-25	MOVED by Councillor Petersen tha the agenda be approved as presented		
137	12-04-25	MOVED by Councillor Anderson that Council go into a closed meeting at 9:03 a.m.		
Mayor Warnock called a break at 10:03 a.m.				
Mayor Warnock reconvened the closed meeting at 10:16 a.m.				
Mayor Warnock called a break at 11:10 a.m.				
Mayor Warnock reconvened the closed meeting at 11:18 a.m.				
Mayor Warnock called a break for lunch at 11:57 p.m.				
Mayor Warnock reconvened the closed meeting at 12:41 p.m.				
Mayor Warnock called a break at 2:10 p.m.				
Mayor Warnock reconvened the closed meeting at 2:20 p.m.				
Mayor Warnock called a break at 3:40 p.m.				
Mayor Warnock reconvened the closed meeting at 3:50 p.m.				
Mayor Warnock called for a motion to come out of closed meeting at 4:37 p.m.				
138	12-04-25	MOVED by Councillor Marr that the Town of Sundre Council come out of Closed Meeting at 4:37 p.m.		

139	12-04-25	MOVED by Councillor Anderson to ajourn the meeting at 4:38 p.m.		
	#/D/M/Y	April 13, 2025 Strategic Advisory Committee Meeting		
Res. #	Date	Council Motion	Action	Status
<i>Mayor Warnock called the April 13 Strategic Advisory Committee Meeting to order at 9:10 a.m.</i>				
<i>Mayor Warnock called for a motion to go into Closed Meeting</i>				
140	12-04-25	MOVED by Councillor Isaac that Council go into Closed Meeting at 9:10 a.m.		
<i>Mayor Warnock called a break for lunch at 12:01 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 12:45 p.m.</i>				
<i>Mayor Warnock called for a motion to come out of closed meeting</i>				
141	12-04-25	MOVED by Councillor Isaac that Council come out of Closed Meeting at 1:40 p.m.		
142	12-04-25	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 1:43 p.m.		
	#/D/M/Y	April 28, 2025 Regular Council Meeting		
Res. #	Date	Council Motion	Action	Status
143	28-04-25	MOVED by Councillor Isaac that the agenda be approved as amended as follows: 1. ADD under Old Business, 9.1 RFD Letter of Support		
<i>Councillor Absense: Councillor Petersen notified CAO in compliance of s. 14.6 of Council's Procedural Bylaw</i>				
144	28-04-25	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on April 7, 2025, be approved as presented		
145	28-04-25	MOVED by Councillor Dalke that the Minutes of the Statagic Advisory Committee Meeting of April 12-13, 2025, be approved as presented		
146	28-04-25	Moved by Councillor Isaac that the Town of Sundre Council thank the representatives of KPMG LLP and accept the Audited Financial Statements and Financial Information Return for 2024 as information		
<i>CLOSED MEETING: Mayor Warnock advised the public that they are welcome to remain in the Council Chambers until Council returns from the Board Room</i>				
147	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council go inoto a closed meeting at 4:08 p.m.		
<i>The following were in attendance for the Closed Meeting: 7 Council members, CAO, Director Corporate Services, 2 representatives of KPMG LLP</i>				
<i>Topic of the Closed Meeting: Management Letter Discussion, FOIPP Act Section 24(1)(b)</i>				
<i>CAO and Director Corporate Services left the closed meeting, returning to the Council Chambers at 4:32 p.m.</i>				
<i>Mayor Warnock, Council and representatives of KPMG returned to the Council Chambers at 4:44 p.m.</i>				
148	28-04-25	MOVED by Councillor Anderson that Council return to an open meeting at 4:45 p.m.		
149	28-04-25	MOVED by Councillor Anderson that the Town of Sundre Council move to approve the 2024 Auditor's Report and the 2024 Audited Financial States and the 2024 Financial Information Return; and furthermore		
150	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council direct Administration to forward said documents to the Minister as prescribed by Section 278 of the <i>Municipal Government Act</i>		
<i>KPMG Representatives, Colin Mitchell and Samuel Straka, left the meeting at 5:06 p.m.</i>				
151	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council give Frist Reading to Bylaw 2025-08, being the Council Procedural Bylaw		
152	28-04-25	MOVED by Councillor Anderson that the Town of Sundre Council give Second Reading to Bylaw 2025-08, being the Council Procedural Bylaw		
153	28-04-25	MOVED by Councillor Vardas that the Town of Sundre give Unanimous Consent for Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw		
154	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw		
155	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council rescind Bylaw 2023-01; and		

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156	28-04-25	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2025-07, being a Bylaw to adopt the Mountain Springs Area Structure Plan, and furthermore			
157	28-04-25	MOVED by Councillor Anderson that the Town of Sundre Council set Monday, June 9, 2025 at 4:00 p.m. for Public Hearing to Bylaw 2025-07			
158	28-04-25	MOVED By Councillor marr that the Town of Sundre Council that Council supports the signing of the Alberta Forest Products Association's letter to the Premier by Mayor Warnock on behalf of Council and the citizens of Sundre	Leg. Services	Complete Appendix # 26	
Mayor Warnock called a break at 5:21 p.m.					
Mayor Warnock reconvened the meeting at 5:27 p.m.					
159	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council supports and is committed to safe workplaces by observing the National Day of Mourning, and by promoting safe work environments for all members of our community			
160	28-04-25	MOVED by Councillor Vardas that the Town of Sundre Council proclaim the week of May 19 - 23, 2025 as "Alberta Disabiity Services Professionals Appreciation Week" in the Town of Sundre and that the Mayor be authorized to sign the proclamation on behalf of Council and the citizens of Sundre			
161	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council approve funding not to exceed \$100,000.00, which includes the budget overrun for the crushing and rehabiitation of a number of laneways, with funds to be withdrawn from the General Corporate Stabilization Restricted Surplus Account. <i>Opposed: Councillor Anderson</i>			
162	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council support the submission of a resolution for "Rural Participation on the Integration Council for Refocusing Alberta's Health Care System" to the 2025 Alberta Municipalities Conference by June 30, 2025			
163	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the March 2025 Departmental Reports as information			
164	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for March 2025 as information			
165	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of March 2025 as information	Leg. Services	Posted to Website	
166	28-04-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the correspondence from Parkland Regional Library System as information			
167	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the Alberta Declaration for Nursing Week, May 12 - 18, 2025, from the Honourable Adriana Lagrange, as information, with a special thank you to all nurses serving in our community			
168	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council congratulate Mayor Warnock on achieving the Municipal Elected Leaders Certificate			
Mayor Warnock advised the public that they are welcom to stay in the Council Chambers as Council retreats to the Board Room. There are no Motions of Council expected					
169	28-04-25	MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 5:56 p.m.			
Mayor Warnock called a break at 5:57 p.m.					
Mayor Warnock reconvened the closed meeting at 6:05 p.m.					
170	28-04-25	MOVED by Councillor Isaac that Council return to an open meeting at 6:08 p.m.			
171	28-04-25	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 6:09 p.m.			
	#/D/M/Y	May 12, 2025 Regular Council Meeting			# of Public
Res. #	Date	Council Motion	Action	Status	2
172	12-05-25	MOVED by Councillor Vardas that the agenda be approved as presented			
Councillor Absence: Councillor Isaac adviced the Acting CAO in compliance of s. 14.6 of Council's Procedural Bylaw					
173	12-05-25	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on April 28, 2025 be approved			
174	12-05-25	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2025-10, being a bylaw to amend the Municipal Development plan; and further			

175	12-05-25	MOVED by Councillor Vardas that the Town of Sundre Council set Monday, May 26, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-10		
176	12-05-25	MOVED by Councillor Petersen that the Town of Sundre Council give First 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 (R-2); and further		
177	12-05-25	MOVED by Councillor Petersen that the Town of Sundre Council set Monday, May 26, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-09		
178	12-05-25	MOVED by Councillor Vardas that the Town of Sundre Council sponsor the 2025 Mountain View Seniors' Housing Foundation's annual golf tournament, with funds to be drawn from the Council Discretionary Fund, as a GOLD sponsor. <i>In Favour: Councillor Vardas. Opposed: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr</i> DEFEATED		
179	12-05-25	MOVED by Mayor Warnock that the Town of Sundre Council sponsor the 2025 Mountain View Seniors' Housing Foundation's annual golf tournament, with funds to be drawn from the Council Discretionary Fund, as a SILVER sponsor. <i>In Favour: Mayor Warnock, Councilor Vardas, Councillor Petersen, Councillor Anderson, Councillor Dalke. Opposed: Councillor Marr</i> CARRIED	Legislative Services	Pending 2025 Sponsorship Information Appendix #
180	12-05-25	MOVED by Councillor Marr that the Town of Sundre Council appoint Ms. Laura K. Kutz of Kutz Law Office, to the Ad-Hoc Downtown ARP Committee for the term of the Committee	Legislative Services	Complete Appendices # 27-33
181	12-05-25	MOVED by Councillor Anderson that the Town of Sundre Council appoint Mr. Aaron Melin - Citizen and Project Manager for McElhanney Ltd., to the Ad-Hoc Downtown ARP Committee for the term of the Committee	Legislative Services	Complete Appendices # 27-33
182	12-05-25	MOVED by Councillor Petersen that the Town of Sundre Council appoint Mr. Tom Boucher - Citizen, to the Ad-Hoc Downtown ARP Committee for the term of the Committee	Legislative Services	Complete Appendices # 27-33
183	12-05-25	MOVED by Councillor Dalke that the Town of Sundre Council appoint Mr. Brad Lindeburgh - Citizen, to the Ad-Hoc Downtown ARP Committee for the term of the Committee	Legislative Services	Complete Appendices # 27-33
184	12-05-25	MOVED by Councillor Marr that the Town of Sundre Council appoint Ms. Corynn Wylie - Citizen and Educator, to the Ad-Hoc Downtown ARP Committee for the term of the Committee	Legislative Services	Complete Appendices # 27-33
185	12-05-25	MOVED by Councillor Vardas that the Town of Sundre Council appoint Mr. Steve Bouchet - local business operator and land developer, to the Ad-Hoc Downtown ARP Committee for the term of the Committee	Legislative Services	Complete Appendices # 27-33
186	12-05-25	MOVED by Mayor Warnock that the Town of Sundre Council appoint Mr. Cam Bowman - General Manager Freson's Bros., to the Ad-Hoc Downtown ARP Committee for the term of the Committee	Legislative Services	Complete Appendices # 27-33
187	12-05-25	MOVED by Councillor Vardas that the Town of Sundre Council approve, contingent on appropriate funding from Mountain View County, proceeding with the scoped projects, with a Town contribution not to exceed \$115,000 to be drawn from the Municipal Infrastructure Lifecycling Restricted Surplus Account.		
188	12-05-25	MOVED by Councillor Marr that the Town of Sundre Council approve an electronic recording of the key messages and the message from the Office of Council by the Mayor and have the recording posted on the Town's website and social media page		
189	12-05-25	MOVED by Councillor Petersen that the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate in the annual Canada Day Flag Raising on July 1st from 10:30 a.m. to 11:30 a.m. at the Sundre & District Museum	Legislative Services	Complete Appendix #34
190	12-05-25	MOVED by Councillor Vardas that the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate and present the "Mayor's Choice Award" for best in show, at the 6th Annual Sundre Canada Day Car Show on June 29, 2025 at 3:00 p.m.	Legislative Services	Complete Appendix #35

191	12-05-25	MOVED by Councillor Petersen that the Town of Sundre Council accepts the invitation to participate in the Sundre Seniors' Supportive Living Facility's celebration on June 4, 2025, providing a speech and written message to be included in a "time-capsule" to be opened in 2035, <i>Mayor sends his regrets, Deputy Mayor to attend</i>	Legislative Services	Complete Appendix #36	
192	12-05-25	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 4:55 p.m.			
<i>Mayor Warnock excused all members of the public and advised that they may leave or remain the Council Chambers as Council retreats to the board room. There are no Motions of Council expected</i>					
<i>Mayor Warnock called a break at 4:55 p.m.</i>					
<i>Mayor Warnock reconvened the Closed Meeting at 5:01 p.m.</i>					
<i>Acting CAO left the closed meeting at 5:08 p.m.</i>					
193	12-05-25	MOVED by Councillor Petersen that the Council return to an open meeting at 5:25 p.m.			
194	12-05-25	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 5:26 p.m.			
	#/D/M/Y	May 26, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	4
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			
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			
197	26-05-25	MOVED by Councillor Vardas that the agenda be approved as amended, as follows: <i>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.</i>			
<i>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.</i>					
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			
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)			
200	26-05-25	MOVED by Councillor Petersen 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)			
<i>Mayor Warnock called a break at 4:45 p.m.</i>					
<i>Mayor Warnock reconvened the meeting at 4:50 p.m.</i>					
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 Pla			
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			
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 Faciity Funding received from Mountain View County as information			
204	26-05-25	MOVED by Councillor Marr that the Town of Sundre Council accept the April 2025 Departmental Reports as information			
205	26-05-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for April 2025 as information			
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			

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		
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	Legislative Services	Completed Appendix #37 Posted to Town's website & social media page
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		
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 <i>Mayor send his regrets, Deputy Mayor will attend</i>	Legislative Services	Completed Appendix #38
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	Legislative Services	Completed Appendix #39
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 Kickn' Country Parade, Thursday, July 31, 2025	Legislative Services	Completed Appendix #40
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 <i>Councillor Petersen & Councillor Anderson</i>	Legislative Services	Completed Appendix #41
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. <i>Mayor sends his regrets, Deputy Mayor will attend</i>	Legislative Services	Completed Appendix #42
215	26-05-25	MOVED by Councillor Petersen being that the agenda matters have been concluded the meeting adjourned at 5:30 p.m.		



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

From the Office of the Acting Chief Administrative Officer

May 14, 2025

Mr. Aaron Melin
PO Box 1367
Sundre, AB T0M 1X0

Email: melin.aaron@gmail.com

Dear Aaron,

Re: 2025 Appointment to Sundre Downtown Area Redevelopment Committee (ad hoc)

The Town of Sundre Council gave their full support to appoint you as a member of the Sundre Downtown Area Redevelopment Committee (ad hoc) at the regular meeting of Council held on May 12, 2025 by Motion No. 181-12-05-25, for the term of the committee.

The time and date of the first meeting of the committee will be provided to you in a timely manner by email by a member of the Planning and Development Department. Should you have any questions or concerns, please do not hesitate to contact the Director of Community Development, Benazir Thaha Valencia, (403) 638-3551 ext. 108 or Email: benazir.t@sundre.com

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file
cc: Council
Director Community Development

Fwd: Reminder for Town Committee

Betty Ann Formstone <bettyann.f@sundre.com>
To: Betty Ann Formstone <bettyann.f@sundre.com>

Fri, May 2, 2025 at 10:01 AM

----- Forwarded message -----

From: **Aaron Melin** <melin.aaron@gmail.com>
Date: Sat, Apr 12, 2025 at 5:25 PM
Subject: Re: Reminder for Town Committee
To: <benazir.t@sundre.com>

Hi Benazir,

I am writing to express my interest in serving on the Sundre Downtown Area Redevelopment Committee. As a resident since 2017 and an active community member, I am committed to Sundre's sustainable growth.

My architectural background and current position as a Project Manager in Geomatics at McElhanney Ltd. (providing survey, GIS, landscape architecture, environmental, and engineering services) gives me relevant expertise for downtown redevelopment planning. As Vice President of the Sundre Bike and Ski Club, I've gained experience in collaborative community initiatives.

My family is well established here. My wife teaches at River Valley, and we are raising our two daughters. This personal investment drives my commitment to thoughtful development that serves current residents while attracting visitors and new community members.

I believe I can contribute through:

- Architectural perspective on design elements
- Project management expertise for implementation strategies
- Connections with various community groups
- Innovative approaches to economic growth while preserving Sundre's unique character

I look forward to the opportunity to help.

Thank you,

-Aaron Melin

403-507-3139



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

From the Office of the Acting Chief Administrative Officer

May 14, 2025

Mr. Brad Lindeburgh
PO Box 2335
Sundre, AB T0M 1X0

Email: brad.lindeburgh@mac.com

Dear Brad,

Re: 2025 Appointment to Sundre Downtown Area Redevelopment Committee (ad hoc)

The Town of Sundre Council gave their full support to appoint you as a member of the Sundre Downtown Area Redevelopment Committee (ad hoc) at the regular meeting of Council held on May 12, 2025 by Motion No. 183-12-05-25, for the term of the committee.

The time and date of the first meeting of the committee will be provided to you in a timely manner by email by a member of the Planning and Development Department. Should you have any questions or concerns, please do not hesitate to contact the Director of Community Development, Benazir Thaha Valencia, (403) 638-3551 ext. 108 or Email: benazir.t@sundre.com

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file

cc: Council
Director Community Development

Brad Lindeburgh
Box 2335
Sundre AB T0M 1X0
403-426-0015
brad.lindeburgh@mac.com

10 April 2025

Re: Ad-Hoc Sundre Downtown Area Redevelopment Committee

To whom it may concern:

Further to your posting and Jon Allan's message, I am expressing my interest in joining the Ad-Hoc Sundre Downtown Area Redevelopment Committee.

I have lived in Sundre since 2007 and have taken a strong interest in our unique town, its beauty, and its challenges. Of all the places I have lived, nowhere has felt more like 'home.' I spend many hours every week walking around Sundre and feel I know it at a more granular level every time. And a few years ago I held a position on the Town's Planning Commission until it was dissolved.

I will admit that my continuing enthusiasm for Sundre's future sometimes wanes and it always feels like we are just on the edge of something new and exciting. And while nothing happens quickly, looking back I can see the continued incremental growth, development, and enhancement of our town. Because things happen incrementally, it is important that Sundre continue a long-term vision that will guide the bit-by-bit development that does occur along the way.

As the work on Main Avenue comes to a close this year, Sundre has a special opportunity to assess the future of our downtown and the experience of both visitors and residents.

I come from a background of urban planning and landscape architecture, as well as project management and land development. Years of working with real clients with real projects has taught me to include considerations beyond just the aesthetic and functional nature of design. In 2013 I retired from that career and eventually went into residential and rural real estate here in the area. I am now completely retired.

I believe I can bring to the committee some creative and visionary ideas tempered with the reality of economic and regulatory reality. I thank you for your consideration.

Yours truly,





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

From the Office of the Acting Chief Administrative Officer

May 14, 2025

Mr. Cam Bowman
c/o Freson Bros. Sundre
PO Box 186
Sundre, AB T0M 1X0

Email: cbowman@freson.com

Dear Cam,

Re: 2025 Appointment to Sundre Downtown Area Redevelopment Committee (ad hoc)

The Town of Sundre Council gave their full support to appoint you as a member of the Sundre Downtown Area Redevelopment Committee (ad hoc) at the regular meeting of Council held on May 12, 2025 by Motion No. 186-12-05-25, for the term of the committee.

The time and date of the first meeting of the committee will be provided to you in a timely manner by email by a member of the Planning and Development Department. Should you have any questions or concerns, please do not hesitate to contact the Director Community Development, Benazir Thaha Valencia, (403) 638-3551 ext. 108 or Email: benazir.t@sundre.com

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file

cc: Council
Director Community Development

Fwd: Sundre Ad-HOC Committee

Betty Ann Formstone <bettyann.f@sundre.com>
To: Betty Ann Formstone <bettyann.f@sundre.com>

Fri, May 2, 2025 at 10:10 AM

----- Forwarded message -----

From: **Cam Bowman** <cbowman@freson.com>
Date: Fri, Apr 4, 2025 at 2:02 PM
Subject: Sundre Ad-HOC Committee
To: <townmail@sundre.com>

Good afternoon, I'm writing to express my interest in joining the Area Redevelopment committee. I attend Sundre Elementary and Sundre High School and believe so much in our wonderful town that after a 25 year hiatus I was beyond ecstatic to be able to move home and join the Sundre business community. Freson Bros core values include a commitment to community, heritage and craftsmanship. Freson Bros is proud to be a part of the community and I'd love to be a part of helping shape the next chapter of our community.

Sincerely



Cam Bowman
Managing Partner, Freson Bros.
Office: 403-638-3886
freson.com
557 Main Avenue W, Sundre AB, T0M 1X0

--



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

From the Office of the Acting Chief Administrative Officer

May 14, 2025

Ms. Corynn Wylie Sande
PO Box 1071
Sundre, AB T0M 1X0

Email: corynn.wylie@gmail.com

Dear Corynn,

Re: 2025 Appointment to Sundre Downtown Area Redevelopment Committee (ad hoc)

The Town of Sundre Council gave their full support to appoint you as a member of the Sundre Downtown Area Redevelopment Committee (ad hoc) at the regular meeting of Council held on May 12, 2025 by Motion No. 184-12-05-25, for the term of the committee.

The time and date of the first meeting of the committee will be provided to you in a timely manner by email by a member of the Planning and Development Department. Should you have any questions or concerns, please do not hesitate to contact the Director Community Development, Benazir Thaha Valencia, (403) 638-3551 ext. 108 or Email: benazir.t@sundre.com

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file

cc: Council
Director Community Development

Fwd: Downtown Revitalization Committee

Betty Ann Formstone <bettyann.f@sundre.com>
To: Betty Ann Formstone <bettyann.f@sundre.com>

Fri, May 2, 2025 at 10:08 AM

From: Corynn Wylie <corynn.wylie@gmail.com>
Date: Sat, Apr 12, 2025 at 11:10 AM
To: <townmail@sundre.com>

Hello,

I am interested in joining the Town of Sundre downtown revitalization committee. Please let me know what information you need from me.

Thank you,
Corynn Wylie Sande
403-415-9016

From: Corynn Wylie <corynn.wylie@gmail.com>
Date: Sat, Apr 12, 2025 at 11:23 AM
To: <townmail@sundre.com>

Apologies - I skipped the part in the ad that asked for an explanation of why I want to be a part of this committee. Here it is:

I have lived in Sundre for almost 20 years. I was on a similar town committee about 15 years ago, but found that there wasn't a lot of movement on decisions and I think that was partly because of a lack of clear vision. I'd love to work together to create a shared vision of what we believe Sundre could be.

I am an educator at the Sundre high school and one of my major goals is to reintegrate our student population back into the community and vice versa - our "COVID" years seemed to have disconnected this type of opportunity and it's time build it back up. If there are ways in which our kids could help to clean up, build, plant things, paint things, etc. we'd love to have them be a part of it and I'd love to help coordinate that. I think a few moral well-planned and well-designed murals would be a neat addition to our downtown core and there are several kids who'd contribute to that.

I am a part of a committee that brings music to town to perform at our amazing arts centre. I've been the artistic director for a local music festival for the past four years. And I've also been a part of a few theatre groups that produce plays, to provide entertainment to our town and surrounding area. I am always looking for ways to encourage tourism and community gatherings in our town.

Since moving here I believe that Sundre is a destination town but our downtown looks like a cement graveyard. There isn't much to bring people into our downtown to walk, drink, eat and just enjoy. We could make it much more attractive as long as we have willing participants and the necessary supports in place.

For the past 20 years I've seen Sundre on the cusp of being an amazing, walkable tourist-attraction town and it just hasn't been able to get there. I'm not sure why, but if I can contribute to make this happen, I'd like to help.

Thank you,
Corynn

> On Apr 12, 2025, at 11:10 AM, Corynn Wylie <corynn.wylie@gmail.com> wrote:
>
> Hello,



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

From the Office of the Acting Chief Administrative Officer

May 14, 2025

Ms. Laura Kutz
c/o Kutz Law Office
PO Box 1848
Sundre, AB T0M 1X0

Email: l.kutz@kutzlaw.ca

Dear Laura,

Re: 2025 Appointment to Sundre Downtown Area Redevelopment Committee (ad hoc)

The Town of Sundre Council gave their full support to appoint you as a member of the Sundre Downtown Area Redevelopment Committee (ad hoc) at the regular meeting of Council held on May 12, 2025 by Motion No. 180-12-05-25, for the term of the committee.

The time and date of the first meeting of the committee will be provided to you in a timely manner by email by a member of the Planning and Development Department. Should you have any questions or concerns, please do not hesitate to contact the Director Community Development, Benazir Thaha Valencia, (403) 638-3551 ext. 108 or Email: benazir.t@sundre.com

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file

cc: Council
Director Community Development



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

From the Office of the Acting Chief Administrative Officer

May 14, 2025

Mr. Steve Bouchet
c/o Everblue Nursery
5822 Dalglish RD NW
Calgary, AB T3A 1K6

Email: steve@everbluenursery.com

Dear Steve,

Re: 2025 Appointment to Sundre Downtown Area Redevelopment Committee (ad hoc)

The Town of Sundre Council gave their full support to appoint you as a member of the Sundre Downtown Area Redevelopment Committee (ad hoc) at the regular meeting of Council held on May 12, 2025 by Motion No. 185-12-05-25, for the term of the committee.

The time and date of the first meeting of the committee will be provided to you in a timely manner by email by a member of the Planning and Development Department. Should you have any questions or concerns, please do not hesitate to contact the Director Community Development, Benazir Thaha Valencia, (403) 638-3551 ext. 108 or Email: benazir.t@sundre.com

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file

cc: Council
Director Community Development

Fwd: Ad-hoc committee

Betty Ann Formstone <bettyann.f@sundre.com>
To: Betty Ann Formstone <bettyann.f@sundre.com>

Fri, May 2, 2025 at 10:09 AM

----- Forwarded message -----

From: **Steve** <steve@everbluenursery.com>
Date: Thu, Apr 17, 2025 at 9:35 PM
Subject: Ad-hoc committee
To: TownMail <TownMail@sundre.com>

Good Evening.

I am writing to see if you would need or want another person to join the ad-hoc committee.
I feel I could add some insight in regards to Sundre's beautification.
I'm not sure on how the scheduling would work though. If interested in having me join, could you please send me a little bit more detail?

Sincerely,

Steve Bouchet
Owner



EVERBLUE NURSERY

Phone: 403-247-2787
Cell: 403-888-1866
www.everbluenursery.com



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From the Office of the Acting Chief Administrative Officer

May 14, 2025

Mr. Tom Boucher
PO Box 2492
Sundre, AB T0M 1X0

Email: mtneat@telus.net

Dear Tom,

Re: 2025 Appointment to Sundre Downtown Area Redevelopment Committee (ad hoc)

The Town of Sundre Council gave their full support to appoint you as a member of the Sundre Downtown Area Redevelopment Committee (ad hoc) at the regular meeting of Council held on May 12, 2025 by Motion No. 182-12-05-25, for the term of the committee.

The time and date of the first meeting of the committee will be provided to you in a timely manner by email by a member of the Planning and Development Department. Should you have any questions or concerns, please do not hesitate to contact the Director of Community Development, Benazir Thaha Valencia, (403) 638-3551 ext. 108 or Email: benazir.t@sundre.com

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file

cc: Council
Director Community Development

Fwd: Sundre Downtown Area Redevelopment Committee

Betty Ann Formstone <bettyann.f@sundre.com>
To: Betty Ann Formstone <bettyann.f@sundre.com>

Fri, May 2, 2025 at 10:03 AM

----- Forwarded message -----

From: **Tom Boucher** <mtnest@telus.net>
Date: Sun, Apr 6, 2025 at 9:25 AM
Subject: Sundre Downtown Area Redevelopment Committee
To: <townmail@sundre.com>

Hello....
I would definitely like to join your Ad-hoc committee.
I have a few ideas that would enhance the community's appearance.
Looking forward to working with you on this project.
Tom Boucher
403-638-6617

Sent from my iPad

--



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

From The Office Of The Acting Chief Administrative Officer

May 14, 2025

Sundre and District Historical Society / Museum
PO Box 314
Sundre, AB T0M 1X0
Attn: Carrie Couch, Executive Director

Email: executivedirector@sundremuseum.com

Dear Carrie,

RE: Invitation to 2025 Canada Day Flag Raising

Mayor Warnock and Council of the Town of Sundre accepted the invitation to attend the Flag Raising Ceremony at the Sundre Museum and Pioneer Park on July 1, 2025, by Motion 189-12-05-25 at the Regular Meeting of Council held on May 12, 2025.

Mayor Warnock has been provided the information on where he is to gather along with the other dignitaries and looks forward to offering a few words of welcome to our citizens and visitors to our community.

Please contact Betty Ann Formstone, (403) 638-3551 ext. 114, or email: bettyann.f@sundre.com should there be any further information to pass along to the Mayor Warnock before the event on July 1st.

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file

cc: Council



Phone: 403-638-3233
Email: executivedirector@sundremuseum.com
Web: www.sundremuseum.com

May 2, 2025

Richard Warnock
Mayor Town of Sundre

richard.w@sundre.com

Dear Mr. Warnock,

I am writing this letter to request your attendance at our Sundre Canada Day Celebration on July 1, 2025.

We have a flag raising scheduled for 11:00 am. Traditionally, our dignitaries, together with the Legion representatives, and RCMP gather in the museum gallery at approximately 10:30-10:45. This group then "marches" to the schoolhouse for the formal flag raising and speeches. We would like to have you participate in this portion of the festivities.

As you are well aware, the Town of Sundre serves lunch at 11:30. Tim Hus takes the stage in our village from noon – 2:00. We want to say thank you to council for partnering with the Sundre & District Historical Society in this celebration and we look forward to hosting our community with you!

Most Sincerely,

Carrie Couch
Executive Director



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

From The Office Of The Acting Chief Administrative Officer

May 14, 2025

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

Email: westcountrycruisers.sundre@gmail.com

Dear Erin

RE: Invitation to Mayor Warnock to Attend 6th Annual Canada Day Car Show

Mayor Warnock and Council of the Town of Sundre accepted the invitation to attend the 6th Annual Canada Day Car Show on June 29, 2025, by Motion 190-12-05-25 at the Regular Meeting of Council held on May 12, 2025.

The Mayor will attend the car show in advance of 3:00 p.m. to view all of the entries, and is looking forward to presenting the "2025 Mayor's Choice Award". As a courtesy, a member of West Country Cruisers should escort Mayor Warnock during his walk around the car show area and to the awards presentation location.

Additionally, Mayor and Council noted with appreciation, that West Country Cruisers members make a significant contribution to our community by raising funds in support of local non-profit organizations.

Please contact Betty Ann Formstone, (403) 638-3551 ext. 114, or email: bettyann.f@sundre.com should there be any further information to pass along to the Mayor before the event on June 29th.

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file
cc: Council



10.2a

PO Box 1082
Sundre, AB T0M1X0
Westcountrycruisers.sundre@gmail.com
Erin: 403.559.4526
Tomas: 403.559.6388

April 28, 2025

Dear Sir/Madam:

On behalf of the West Country Cruisers, we are writing to invite His Worship Richard Warnock, Mayor of Sundre to the 6th Annual Sundre Canada Day Car Show. We are hosting a Car Show and Artisan Market to raise funds in Sundre to support the Sundre Nutrition for Learning, The Den, and the Sundre Community Van.

We would like Mayor Richard Warnock to walk around, admire the Participants Vehicles winning Participant. Our Car Show Awards will take place on June 29, 2025 at 3:00 PM at Sundre Rodeo Grounds. If Mayor Richard Warnock is not available, we would like to invite one or more of the Town of Sundre Councillors to take part in the activities of the Car Show.

Please email us with any questions or comments you may have about this event at westcountrycruisers.sundre@gmail.com. We will email your office next week to follow up.

Thank you again for your support. We look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script, appearing to read "Erin Erickson".

Erin Erickson

A handwritten signature in cursive script, appearing to read "Tomas Knecht".

Tomas Knecht



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

From The Office Of The Acting Chief Administrative Officer

May 14, 2025

Mountain View Seniors Housing
301, 6501 – 51 ST
Olds, AB T4H 1Y6
Attn: Sarah Eichhorst

RSVP Email: engage@mvsh.ca

Dear Sarah,

RE: Invitation to 65th Anniversary Celebration – Sundre Seniors' Supportive Living Facility

Mayor Warnock and Council of the Town of Sundre accepted the invitation to attend Mountain View Seniors' Housing's 65th Anniversary Celebration at the Sundre Seniors' Supportive Living Facility on June 4, 2025, by Motion 191-12-05-25 at the Regular Meeting of Council held on May 12, 2025.

Mayor Warnock regrets he will not be able to attend. Council designated Deputy Mayor Connie Anderson to attend the event and give a few congratulatory words and to provide an item to be included in the time capsule.

Please contact Betty Ann Formstone, (403) 638-3551 ext. 114, or email: bettyann.f@sundre.com should there be any further information to pass along to the Deputy Mayor Anderson before the event on June 4th.

Yours truly,

Chris Albert
Acting Chief Administrative Officer

/file
cc: Council

Celebrating 65 Years!



Mountain View Seniors' Housing

Est. 1960

10.3a

***This year, Mountain View Seniors' Housing proudly celebrates
65 years of delivering quality service to Albertans in our communities.***

To mark this milestone, we are hosting a variety of initiatives and activities throughout the year. As part of the celebrations, we are pleased to formally invite Town of Sundre Mayor and Council to attend a special ceremony at the Sundre Seniors' Supportive Living Facility during Seniors' Week 2025. In addition to your attendance, we would be honoured if the Mayor or a member of Council would consider delivering a brief speech as part of the program.

SUNDRE SENIORS' SUPPORTIVE LIVING FACILITY

Wednesday, June 4, 2025

Located at 749 - 6 Street SW, Sundre, Alberta T0M 1X0

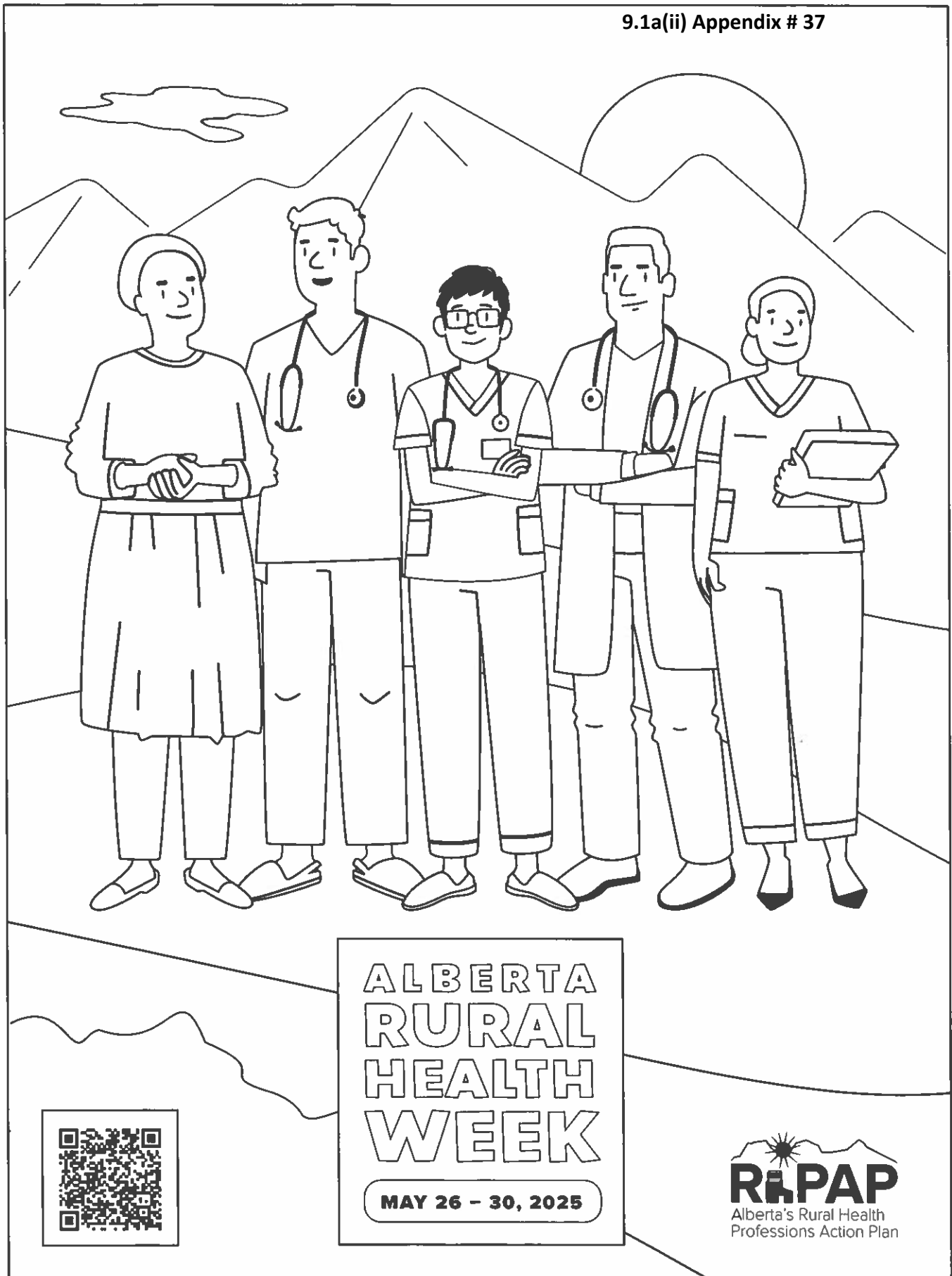
**You're also invited to join us for a BBQ Lunch starting at 12:00 pm
65th Anniversary Program begins at 2:00 pm**

"Walking on Sunshine" entertainment & cake with the residents to follow at 2:30 pm.

As part of our 65th Anniversary celebrations, each lodge will prepare a time capsule to be opened on our 75th Anniversary in 2035. It would be our privilege to have you participate and include a written message in the capsule as part of this historic keepsake.

We kindly ask that you RSVP engage@mvsh.ca by May 29, 2025.

9.1a(ii) Appendix # 37



Fwd: Mayoral Invite Sundre SPRUCE

Betty Ann Formstone <bettyann.f@sundre.com>
To: "Sundre SPRUCE." <sundrespruce20@gmail.com>

Thu, May 29, 2025

Good Morning Jane,
Council accepted your gracious invitation to attend the 2025 Seniors Fair scheduled for June 3 at the Sundre Community Centre, at the Regular Meeting of Council, held on May 26, 2025.

Unfortunately, Mayor Warnock has to send his regrets as he will not be able to attend.

Deputy Mayor Connie Anderson will be attending to deliver a message of welcome and appreciation for all that our Seniors do for our community.

I have provided the day's agenda to Deputy Mayor Anderson. Should there be any changes, please send that information to me via email.

Best regards,
Betty Ann



BETTY ANN FORMSTONE
Legislative Executive Assistant
T. 403-638-3551 Ext. 114
F. 403-638-2100
bettyann.f@sundre.com
www.sundre.com

----- Forwarded message -----

From: Sundre SPRUCE. <sundrespruce20@gmail.com>
Date: Fri, May 9, 2025, 7:08 a.m.
Subject: Mayoral Invite Sundre SPRUCE
To: <chris.a@sundre.com>



Sundre Senior Spruce Society would like to invite Richard Warnock or representative to the Sundre Senior Fair on June 3 to participate in the opening which starts at 9:20. A message from the town in support of the initiatives Sundre SPRUCE is moving forward with, such as Social Prescribing and Intergenerational Activities, would be a great beginning to the day.

This may be too late but it would be nice to have a proclamation from the town for Seniors Week - June 2 - 8

Thank you for your help in this matter.

Moving Forward Together

Jane Atkins



**2025 PONOKA STAMPEDE RSVP
FRIDAY, JUNE 27, 2025**

Name:	Mayor Richard Warnock, Town of Sundre	
Contact Information:	E: richard.w@sundre.com Cell: 403- 813-9488	
	Alternate Contact: Betty Ann Formstone, Legislative Executive Assistant E: bettyann.f@sundre.com PH: 403-638-3551, ext. 114 (Mon - Fri)	
Breakfast? (8:30 – 10 am)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Riding on Mayors/ Reeves Float?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Mayor's Luncheon:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
# Attending: <input type="text" value="1"/>	Mayor Richard Warnock, Town of Sundre	
Name(s):	<input type="text"/>	
Rodeo Tickets: June 27 afternoon performance	# of Tickets:	<input type="text" value="1"/>

Please note that parade rules stipulate that items such as candy, balloons and toys may be given out to spectators only by walkers who accompany the float/parade vehicle and hand out treats from a safe distance by using bags or pails. At no time is anything allowed to be thrown from a vehicle or float.

Please return on or before June 16, 2025 to:

Email: legislativeservices@ponoka.ca

If you require additional information, please call (403) 783-0130



Office of the Mayor

May 6, 2025

Mayor Richard Warnock
717 Main Avenue West

Box 420
Sundre AB T0M 1X0

Dear Mayor Warnock:

We welcome you as our guest in Ponoka on **Friday, June 27**, for a special day of events celebrating the 89th annual Ponoka Stampede. We hope that you are able to join us in experiencing true Ponoka hospitality.

The schedule of events for the day is as follows:

- **8:30 – 10:00 a.m.** Breakfast hosted by Ponoka Town Council
- **10:00 a.m.** Ponoka Stampede Parade – this year's theme is "*Salute to the Ponoka Stampede Bullfighters*".
- **12:00 noon** Mayor's Lunch at the Stagecoach Saloon, located on the Ponoka Stampede Grounds
- **1:00 – 4:00 p.m.** An afternoon at the rodeo!

We have made some changes this year to the location for the breakfast as well as parking. Attached is a site map, which shows the access route for parking and the location of the event tent.

Town Council has arranged for a decorated trailer/float for the Mayors and Reeves to participate in the parade, and of course Ponoka Town Council will act as your hosts on the float. Parade rules stipulate that candy may not be thrown from a vehicle, however, may be passed out by persons walking the parade route.

Please complete and indicate on the attached response form if you will be bringing a guest. We ask that your response form be submitted by email to legislativeservices@ponoka.ca no later than June 16. If you have any questions or need further information, please contact us at **(403) 783-0130**.

We truly hope you will join us for this memorable day in Ponoka.

Sincerely,


Kevin Ferguson
Mayor

Enclosures: Site Map
RSVP Form

Follow Town of Ponoka online at:
www.ponoka.ca or @TownofPonoka



Town of Ponoka
200, 5604 – 50 Street
Ponoka, AB T4J 1G5
Main 403-783-4431
Fax 403-783-6745

Kickin' Country Parade

9.1a(ii) Appendix # 40

1 message

Betty Ann Formstone <bettyann.f@sundre.com>
To: VICinfo@camrosechamber.ca

Wed, May 28, 2025 at 10:52 AM

Good Morning Ashely,

On behalf of Mayor Warnock and Council of the Town of Sundre we are writing to regretfully decline the invitation to join the 25th Annual Kickin' Country Parade scheduled for July 31, 2025.

Mayor Warnock, Council and the Citizens of Sundre send congratulations to everyone involved in celebrating the 25th annual parade, and hope the weekend of music at the Big Valley Jamboree is a success.

Sincerely,
Betty Ann

--



BETTY ANN FORMSTONE

Legislative Executive Assistant

T. 403-638-3551 Ext. 114

F. 403-638-2100

bettyann.f@sundre.com

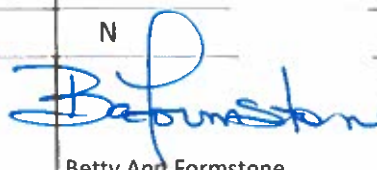
www.sundre.com



Bowden Daze Rodeo Parade Registration Form

Please complete and return the completed registration form no later than Wednesday July 9, 2025.

All fields must be completed:

Contact Name:	Councillor Owen Petersen	Phone (cell):	403-638-8118
Organization Name:	Town of Sundre	Email:	owen.p@sundre.com
Declaration:	I / We assume all liability relating to or arising from our involvement in the Bowden Daze Rodeo Parade. I / We have read and agreed to the Parade Rules & Regulations.	Resident Y/N:	N
		Signature:	 Betty Ann Formstone Legislative Executive Assistant, for Councillor Petersen

Category:	Business <input type="checkbox"/>	Type of Entry:	Car / Truck <input checked="" type="checkbox"/>
	Community Group <input type="checkbox"/>		Walking <input type="checkbox"/>
Town of Sundre	Dignitary <input checked="" type="checkbox"/>		Horses <input type="checkbox"/>
Truck with	Individual <input type="checkbox"/>		Float <input type="checkbox"/>
Council Members			Music <input type="checkbox"/>
			Cycle / Motorcycle <input type="checkbox"/>
			Other <input type="checkbox"/>

Additional Information Attached: Town of Sundre proof of Insurance for Town Vehicle

Please complete the attached registration form and return it to the Town Administration Office by mail / in person / or by email to: info@bowden.ca.

Please refer to the rules and regulations on the reverse of this form.

Bio for Deputy Mayor

Betty Ann Formstone <bettyann.f@sundre.com>
To: Marie Sheila dela Cruz <msheedc@yahoo.com.ph>

Wed, May 28, 2025 at 9:08 AM

Good Morning,

Below is a "Bio" for Deputy Mayor Connie Anderson, along with a picture. He is looking forward to joining you at your event on Saturday, May 31>



BIO: Councillor Connie Anderson

A long time resident of Sundre, Connie is well known as a successful businessman, owning and operating Integra Tire. Councillor Anderson was elected to Council in 2021 and since January 2025 has served as Deputy Mayor. Connie is a family man, married to Patricia for over 50 years, with Granddad and Great- granddad being his favourite name. In his spare time away from the business and obligations as a councillor, Connie is an avid golfer, volunteers with Sundre Minor Ball and was most recently honoured by Hockey Alberta as a very valued 14-year volunteer.

Regards,

Betty Ann

[Quoted text hidden]

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BETTY ANN FORMSTONE

Legislative Executive Assistant

T. 403-638-3551 Ext. 114

F. 403-638-2100

bettyann.f@sundre.com

www.sundre.com

Mid-Year CAO Public Attendance Record

9.1a(iii)

YEAR 2025

<u>DATE OF MEETING</u>	<u>TYPE OF MEETING</u>	<u>TOPIC(s)</u>	<u>PUBLIC IN ATTENDANCE</u>
06-Jan	REGULAR	Delegation: Conservative Party of Canada Candidate; CAO Year-end reports - Comm. Services, P & D; Declaration Seniors Week 2025; Funding for PP3 Partnership	2
20-Jan	REGULAR	CAO's Yr. End Reports - Fire Dept & CPO; 1st Reading LUB Amendment Bylaw; Expression to host Sr's Week; Tax Recovery Sale Info; Social Media Policy; Council Reports; Yr-end Key Messages	10
10-Feb	REGULAR	West Fraser Delegation; 2 proclamations; Hwy 27 Noise Relaxation; Comm Ctr Rental Fee waiver	3
24-Feb	REGULAR	Public Hearing for LUB Bylaw 2025-02; Schedule G of Council Committees Bylaw; Naming Policy; Flag Policy; Social Media Policy; Grants to Organizations; January Departmental Reports; Council Committee Reports; Thank you notes	9
10-Mar	REGULAR	RCMP Q4 Report, Q4 (2024) Financial Report, Childcare Assessment Survey Report (Councillor Marr), Letter of Concern(Coal Mining)	1
24-Mar	REGULAR	CAO's Yr. End Report - Legislative Dept., Economic Dev., and Corporate Services; Sundre Pickleball request for access to portable toilet at ball diamonds; GNP yr-end report; annexation of NE area surrounding Town lagoon site; Gas Dept QMP / IMP; selection of Superior Safety Codes Inc for safety codes services; Feb. Departmental Reports; Council committee reports, Key Messages February;	9
07-Apr	REGULAR	Cowboy Trail 4-H; Alberta Forest Products Association; Bylaw 2025-04 the 2025 Tax Rate Bylaw; Affordable Housing Tax Rate (as information only); invitation to Volunteer dinner	1

28-Apr	REGULAR	Financial Audit (KPMG); 2024 Financial Statements; Auditor's Report, FIR; Council Procedural Bylaw amendments; 1st reading Mountain Springs ASP, setting PH date; recognition National Day of Mourning; ADWA Declaration; Lagoon Materials update; MVC RMA Resolution; March Departmental Reports; Council Reports; March Key Messages; Correspondence and Mayor's EOEP Certificate	1
12-May	REGULAR	1st Reading MDP Amendment and setting PH date; 1st Reading LUB Map amendment and setting PH date; sponsorship MVSH Fdn Golf Tournament; appointments to ARP ad hoc committee; MVC funding for facility rehabilitation; Mayors monthly recording of key messages; invitations to Canada Day, annual car show, Sundre Sr. Living 75th anniversary	2
26-May	REGULAR	2 Public Hearings - MDP Amendment & Redesignation R4 to R2; 2 Bylaws - MDP amendment & Land Use Redesignation; Verbal Report - receipt of MVC Facility Funding; April Departmental Reports; April Council reports; April Key Messages; Correspondence/Invitations - AB Rural Health Week, PRLS Audited Financials; Invitations to - Sundre Sr. Fair, Ponoka Stampede, Camrose Parade, Bowden Daze Parade	4
09-Jun	REGULAR	Public Hearing Mountain Springs ASP; RCMP Quarterly Report; 2 Bylaws - Mountain Springs ASP, 1st Reading LUB Map Amendment R-1 to R-2; Q1 Financial Report; Tax Recovery Sales; Regional Emergency Exercise Debrief; Correspondence - PRLS Reports	8



CAO's NEW BUSINESS REPORT TO COUNCIL

COUNCIL DATE: June 23, 2025

Council requested periodic updates on the new businesses operating in Town at the Strategic Advisory Committee Meeting, held in October 2023.

New Business or Re-location of Business: January 1 – June 23, 2025

Adam's Army Charitable Foundation – Thrift Store; 101 – 3 ST SW

SunMart Convenience Store; 586 Main Ave W, #2 (formerly Sunshine Vapes; moved one bay east).

Shining Stars Kids Centre; 205 Main Ave W (childcare centre still under renovations/construction).

Fusion Controls; 138 6 St SE (moved into Town from County).

HomeTown Storage; 114 6 St SE (permit issued in March; opening soon);

2470252 Alberta Ltd. (medical cannabis, 819 5 Ave. SW)

J Tamer Trading Co. (Knife Shop) relocated from Centre St. N. to 586 Main Ave. West

Certainty Pipeline – closed shop

Sunnyside Suds Laundromat (commercial component of Sunnyside Apartments (re-development of Parkwood Motel).

Under New Management: None

Home Office to Date (Permitted Use in Residential Districts):

Electrical Contractor (Salvador Electric)

General Contractor (home renovations)

Home Occupation to Date (Discretionary Use in Residential Districts): None

SCHEDULE A - 2025 Expenditures to Date**TOTAL COUNCIL BUDGET 2025: \$79,000****TOTAL EXPENDITURES TO DATE (June 6, 2025) \$22,970,78****BALANCE: \$56,029.22****Mayor Richard Warnock**

Date	Hosting Town	Description	Expense (less Tax)	Cost
8-Jan-25	Edmonton	Meeting with Minister Schulz	Mileage	\$ 385.56
8-Jan-25	Edmonton	Meeting with Minister Schulz	Accommodations	\$ 239.17
8-Jan-25	Edmonton	Meeting with Minister Schulz	Per Diem	\$ 120.00
8-Jan-25	Edmonton	Meeting with Minister Schulz	Travel Per Diem	\$ 120.00
9-Jan-25	Sundre	Mayors Caucus - Teams Meeting	Per Diem	\$ 120.00
14-Jan-25	MVC	MVC Sundre Airport	Per Diem	\$ 100.00
14-Jan-25	MVC	MVC Sundre Airport	Travel Per Diem	\$ 30.00
17-Jan-25	Sundre	RDRWA - Zoom Meeting	Per Diem	\$ 120.00
23-Jan-25	Sundre	MTMC - Minister McIver - Teams Meeting	Per Diem	\$ 80.00
23-Jan-25	Sundre	Sundre Chamber of Commerce Meeting	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Mileage	\$ 158.76
28-Jan-25	Red Deer	Red Deer Polytechnic	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Travel Per Diem	\$ 50.00
29-Jan-25	MVC	MVC - Hospital	Mileage	\$ 75.60
29-Jan-25	MVC	MVC - Hospital	Per Diem	\$ 80.00
29-Jan-25	MVC	MVC - Hospital	Travel Per Diem	\$ 30.00
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee	Travel Per Diem	\$ 60.00
19-Feb-25	Sundre	SPRUCE Meeting at Legion	Per Diem	\$ 60.00
20-Feb-25	Sundre	ABMunis EOEP Zoom	Per Diem	\$ 100.00
26-Feb-25	MVC Office	MVC All Council Meeting	Mileage	\$ 75.60
26-Feb-25	MVC Office	MVC All Council Meeting	Per Diem	\$ 80.00
26-Feb-25	MVC Office	MVC All Council Meeting	Travel Per Diem	\$ 30.00
27-Feb-25	Sundre	ABMunis EOEP Zoom	Per Diem	\$ 100.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Mileage	\$ 385.56
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Per Diem	\$ 720.00

Mayor Warnock con't				
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Travel Per Diem	\$ 120.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Registration	\$ 375.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Accommodations	\$ 1,422.78
8-Mar-25	Sundre	MTMC Board Meeting - Zoom	Per Diem	\$ 80.00
12-Mar	Banff	AWWOA Conference	Registration	\$ 525.00
12-Mar-25	Banff	AWWOA Conference	Mileage	\$ 266.11
12-Mar-25	Banff	AWWOA Conference	Accommodations	\$ 449.53
12-Mar-25	Banff	AWWOA Conference	Per Diem	\$ 520.00
12-Mar-25	Banff	AWWOA Conference	Travel Per Diem	\$ 80.00
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Mileage	\$ 385.56
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Per Diem	\$ 280.00
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Travel Per Diem	\$ 120.00
20-Mar-25	Innisfail	Mayors/Reeves	Mileage	\$ 114.91
20-Mar-25	Innisfail	Mayors/Reeves	Per Diem	\$ 80.00
20-Mar-25	Innisfail	Mayors/Reeves	Travel Per Diem	\$ 40.00
21-Mar-25	Sundre	RDRWA Board meeting - Zoom	Per Diem	\$ 80.00
27-Mar-25	Sundre	ABMunis EOEP - Public Engagement	Per Diem	\$ 100.00
3-Apr-25	Sundre	EOEP Public Engagement	Per Diem	\$ 100.00
7-Apr-25	Sundre	MTMC Meeting - Zoom	Per Diem	\$ 40.00
10-Apr-25	Sundre	EOEP Public Engagement	Per Diem	\$ 100.00
11-Apr-25	Red Deer	Council Strategic Advisory Committee Meeting	Travel Per Diem	\$ 50.00
12-Apr-25	Red Deer	Council Strategic Advisory Committee Meeting	Per Diem	\$ 280.00
13-Apr-25	Red Deer	Council Strategic Advisory Committee Meeting	Per Diem	\$ 240.00
13-Apr-25	Red Deer	Council Strategic Advisory Committee Meeting	Travel Per Diem	\$ 40.00
1-May-25	Red Deer	P3Partnership - Premier's Dinner	Mileage	\$ 158.76
1-May-25	Red Deer	P3Partnership - Premier's Dinner	Per Diem	\$ 80.00
1-May-25	Red Deer	P3Partnership - Premier's Dinner	Travel Per Diem	\$ 50.00
13-May-25	MVC	Sundre Forest / AFPA	Mileage	\$ 30.24
13-May-25	MVC	Sundre Forest / AFPA	Per Diem	\$ 80.00
13-May-25	MVC	Sundre Forest / AFPA	Travel Per Diem	\$ 20.00
15-May-25	Sundre	MTMC Regular Meeting	Per Diem	\$ 80.00
23-May-25	Sundre	RDRWA Meeting - Teams	Per Diem	\$ 120.00

Mayor Warnock con't				
28-May-25	Ottawa	FCM Annual Conference - Travel	Travel Per Diem	\$ 140.00
29-May-25	Ottawa	FCM Annual Conference - Sessions	Per Diem	\$ 280.00
30-May-25	Ottawa	FCM Annual Conference - Sessions	Per Diem	\$ 280.00
31-May-25	Ottawa	FCM Annual Conference - Sessions	Per Diem	\$ 280.00
1-Jun-25	Ottawa	FCM Annual Conference - Sessions	Per Diem	\$ 280.00
6-Jun-25	Ottawa	FCM Annual Conference - Travel	Travel Per Diem	\$ 140.00

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost
16-Jan-25	Red Deer	CAEP Meeting	Milage	\$ 158.76
16-Jan-25	Red Deer	CAEP Meeting	Per Diem	\$ 120.00
16-Jan-25	Red Deer	CAEP Meeting	Travel Per Diem	\$ 40.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Milage	\$ 43.85
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Per Diem	\$ 120.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Travel Per Diem	\$ 20.00
20-Mar-25	Red Deer	CAEP Meeting	Milage	\$ 154.35
20-Mar-25	Red Deer	CAEP Meeting	Per Diem	\$ 120.00
20-Mar-25	Red Deer	CAEP Meeting	Travel Per Diem	\$ 40.00
9-Apr-25	Sundre	CAEP Meeting	Per Diem	\$ 40.00
11-Apr-25	Red Deer	Strategic Advisory Committee	Milage	\$ 79.38
11-Apr-25	Red Deer	Strategic Advisory Committee	Travel Per Diem	\$ 20.00
12-Apr-25	Red Deer	Strategic Advisory Committee	Per Diem	\$ 280.00
13-Apr-25	Red Deer	Strategic Advisory Committee	Per Diem	\$ 240.00
13-Apr-25	Red Deer	Strategic Advisory Committee	Milage	\$ 79.38
13-Apr-25	Red Deer	Strategic Advisory Committee	Travel Per Diem	\$ 20.00
17-Apr-25	Sylvan Lake	CAEP Board Meeting	Milage	\$ 74.84
17-Apr-25	Sylvan Lake	CAEP Board Meeting	Per Diem	\$ 100.00
17-Apr-25	Sylvan Lake	CAEP Board Meeting	Travel Per Diem	\$ 40.00
29-Apr-25	Innisfail	Chinook's Edge Meeting	Milage	\$ 110.38
29-Apr-25	Innisfail	Chinook's Edge Meeting	Per Diem	\$ 80.00
20-Apr-25	Innisfail	Chinook's Edge Meeting	Travel Per Diem	\$ 40.00
15-May-25	Innisfail	CAEP Meeting	Milage	\$ 110.38
15-May-25	Innisfail	CAEP Meeting	Travel Per Diem	\$ 20.00
15-May-25	Innisfail	CAEP Meeting	Per Diem	\$ 180.00
15-May-25	Innisfail	CAEP Meeting	Meal	\$ 51.45

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost
16-Jan-25	Sundre	Library Board Meeting	Per Diem	\$ 80.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee Emerging Trends	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 60.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Mileage	\$ 181.44
20-Feb-25	Sundre	Sundre & District Historical	Per Diem	\$ 80.00
26-Feb-25	Sundre	Sundre Municipal Library	Per Diem	\$ 80.00
26-Feb-25	Didsbury	MVC / TOS All Council Meeting	Per Diem	\$ 100.00
26-Feb-25	Didsbury	MVC / TOS All Council Meeting	Travel Per Diem	\$ 30.00
3-Apr-25	Stony Nakoda	Tourim Town Hall	Mileage	\$ 123.98
3-Apr-25	Stony Nakoda	Tourim Town Hall	Per Diem	\$ 160.00
3-Apr-25	Stony Nakoda	Tourim Town Hall	Travel Per Diem	\$ 40.00
11-Apr-25	Red Deer	Council Strategic Advisory	Travel Per Diem	\$ 20.00
12-Apr-25	Red Deer	Council Strategic Advisory	Per Diem	\$ 280.00
13-Apr-25	Red Deer	Council Strategic Advisory	Per Diem	\$ 240.00
13-Apr-25	Red Deer	Council Strategic Advisory	Travel Per Diem	\$ 20.00
17-Apr-25	Sundre	Library Board Meeting	Per Diem	\$ 100.00
17-Apr-25	Sundre	Museum Board Meeting	Per Diem	\$ 80.00
29-Apr-25	Innisfail	Chinook's Edge Meeting	Travel Per Diem	\$ 40.00
29-Apr-25	Innisfail	Chinook's Edge Meeting	Per Diem	\$ 80.00
15-May-25	Sundre	Museum Board Meeting	Per Diem	\$ 40.00
23-May-25	Sundre	Library Board Meeting	Per Diem	\$ 80.00
28-May-25	Ottawa	FCM - Ottawa	Travel Per Diem	\$ 140.00
29-May-25	Ottawa	FCM - Ottawa	Per Diem	\$ 280.00
30-May-25	Ottawa	FCM - Ottawa	Per Diem	\$ 280.00
31-May-25	Ottawa	FCM - Ottawa	Per Diem	\$ 280.00
1-Jun-25	Ottawa	FCM - Ottawa	Per Diem	\$ 280.00
5-Jun-25	Ottawa	FCM - Ottawa	Travel Per Diem	\$ 140.00

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost
26-Feb-25	MVC	MVC All Council Meeting	Per Diem	\$ 80.00
April 12-13	Red Deer	Council Strategic Advisory Comr	Mileage	\$ 154.35
April 12-13	Red Deer	Council Strategic Advisory Comr	Trave Per Dien	\$ 40.00
April 12-13	Red Deer	Council Strategic Advisory Comr	Per Diem	\$ 520.00
29-Apr-25	Innifail	Meeting with Chinooks Edge Sch	Per Diem	\$ 80.00
28-May-25	Ottawa	FCM - Ottawa	Travel Per Diem	\$ 140.00
29-May-25	Ottawa	FCM - Ottawa	Per Diem	\$ 280.00
30-May-25	Ottawa	FCM - Ottawa	Per Diem	\$ 280.00
31-May-25	Ottawa	FCM - Ottawa	Per Diem	\$ 280.00

Councillor Marr con't				
1-Jun-25	Ottawa	FCM - Ottawa	Per Diem	\$ 280.00
2-Jun-25	Ottawa	FCM - Ottawa	Travel Per Diem	\$ 140.00

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee	Travel Per Diem	\$ 40.00
Feb 5-6	Calgary	Brownlee	Mileage	\$ 240.00
11-Apr-25	Red Deer	Council Strategic Advisory	Mileage	\$ 79.38
11-Apr-25	Red Deer	Council Strategic Advisory	Travel Per Diem	\$ 30.00
12-Apr-25	Red Deer	Council Strategic Advisory	Per Diem	\$ 280.00
13-Apr-25	Red Deer	Council Strategic Advisory	Mileage	\$ 79.38
13-Apr-25	Red Deer	Council Strategic Advisory	Per Diem	\$ 240.00
13-Apr-25	Red Deer	Council Strategic Advisory	Travel Per Diem	\$ 30.00
29-Apr-25	Innisfail	Meeting with Chinook's Edge	Mileage	\$ 110.38
29-Apr-25	Innisfail	Meeting with Chinook's Edge	Per Diem	\$ 80.00
29-Apr-25	Innisfail	Meeting with Chinook's Edge	Travel Per Diem	\$ 40.00
13-May-25	Schott's Lake	AB Forest Products Dinner	Travel Per Diem	\$ 20.00
13-May-25	Schott's Lake	AB Forest Products Dinner	Per Diem	\$ 80.00
15-May-25	Caroline	Spirit Meeting	Mileage	\$ 63.50
15-May-25	Caroline	Spirit Meeting	Per Diem	\$ 120.00
15-May-25	Caroline	Spirit Meeting	Travel Per Diem	\$ 20.00

Councillor Chris Vardas

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Per Diem	\$ 120.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Travel Per Diem	\$ 20.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Mileage	\$ 43.85
Jan. 22-24	Calgary	ITA Gathering 2025	Registration	\$150.00
Jan. 22-24	Calgary	ITA Gathering 2025	Accommodations	\$329.56
Jan. 22-24	Calgary	ITA Gathering 2025	Per Diem	\$ 360.00
Jan. 22-24	Calgary	ITA Gathering 2025	Travel Per Diem	\$ 40.00
22-Jan-25	Calgary	ITA Gathering 2025	Mileage	\$ 181.44
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Registration	\$ 891.45
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Accommodations	\$ 1,151.90
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Mileage	\$ 382.54
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Per Diem	\$ 560.00

Councillor Vardas con't				
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Travel Per Diem	\$ 100.00
15-Apr-25	Sundre	Hospital Futures Meeting	Per Diem	\$ 80.00
29-Apr-25	Innisfail	Mtg Chinook School Board	Mileage	\$ 110.37
29-Apr-25	Innisfail	Mtg Chinook School Board	Travel Per Diem	\$ 40.00
29-Apr-25	Innisfail	Mtg Chinook School Board	Per Diem	\$ 80.00

DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
COUNCL DATE	June 23, 2025
FOR MONTH(S) OF	May 2025
<u>911 DISPATCHES:</u>	
	Emergency Response Numbers, 194 – 2025 Year to Date May 2025 - 059
<u>Response Types:</u>	<ul style="list-style-type: none"> ➤ Alarm – No Fire – Steam or Smoke Mistaken - 4 ➤ False Alarm – Telephone – 2 ➤ False Alarm – verbal report to Fire Station - 1 ➤ False Alarm – Miscellaneous - 1 ➤ Fire - 2 ➤ Investigation of Smoke – 1 ➤ Medical First Response - 18 ➤ Medical First Response Stood Down - 9 ➤ Motor Vehicle Collision - 9 ➤ Mutual Aid Request – 2 ➤ Outside Fire Investigation – 1 ➤ Public Service Miscellaneous – 2 ➤ Rubbish or Grass Fire - 7
<u>Results:</u>	➤ All incidents Responded, Managed and Resolved by SFD Members
<u>TRAINING & ACTIVITIES</u>	
<u>In-Hall/Weekly:</u>	<p><u>May 2025 consisted of the following:</u></p> <ul style="list-style-type: none"> ➤ Officer Meeting ➤ General Meeting <ul style="list-style-type: none"> ○ Truck Checks ○ Hall Duties ➤ Wildfire Basics and Tactics ➤ Rope Training - Knots 3:1, 5:1, haul systems, anchors, rope systems ➤ Swift Water Rescue – Shore Safety, Rope Throwing, Safety Equipment, Gear Donning <p><u>Community/Public Relations Events</u></p> <ul style="list-style-type: none"> ➤ None To Report for Reporting Period ➤ Sundre Pro Rodeo – June 19-22, 2025 ➤ Enerchem – Table Talk Exercise – May 21, 2025 ➤ Fire Chief and Deputy Chiefs attended Alberta Fire Chiefs Association Conference May 25-28, 2025.
<u>Formal Courses in-Progress/Upcoming:</u>	<ul style="list-style-type: none"> ➤ 5 Members Completed Nozzle Forward - May 2025 ➤ NFPA 1001 - Completion and Testing TBD ➤ NFPA 1021 – Completion May 2025 – Exam 30 May 2025 ➤ VA Symposium (June 20-22nd) ➤ Big Rig Rescue (requesting 6 spots) – June 2025 ➤ Farm Rescue – (requesting 6 spots) June 2025 ➤ Triathlon - TBD

<u>Fire Hall:</u>	
<u>Building/Maintenance:</u>	<ul style="list-style-type: none"> ➤ Quote received for permanent repair to Eavestroughing - \$5200.00, OutWest Contracting Inc. ➤ Parking Blocks to be Installed ➤ Requesting millings to be placed at fire and Training facility. ➤ May long weekend hall work - cleaned organized restructured storage areas within hall
<u>SFD Units - Equipment</u>	
<u>Units:</u>	<ul style="list-style-type: none"> ➤ Unit #560, expected to be in production June 25, completed Q4. ➤ New Unit #540 Ordered – expected date of Delivery 4th Qtr -2025 ➤ Unit #541 in primary service. ➤ Unit 510 Completed. Final Checks ongoing and waiting on payment for release – expected delivery Q2, 2025. ➤ Unit #550 – retained as second Wildland Unit, Until Unit #540 is delivered. ➤ Radio Programming 15 May, 2025
<u>Safety Codes:</u>	
<u>Inspections -Occupancies</u>	<ul style="list-style-type: none"> ➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
<u>Status:</u>	<ul style="list-style-type: none"> ➤ 5 Additional SFD Members to take training in 2024-2025

Attachments: Incident Location Breakdown
Town of Sundre and Mountain View County Incident Hours



Fire Chief and Deputy Chiefs attended Alberta Fire Chiefs Association Conference May 25-28, 2025.

Sundre Fire Departmental Report Attachments



Sundre Fire Department Incident Location Breakdown



May 2025

INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	Month Total	Year to Date Total
Outside Fires - Investigation		1			1	2
Controlled Burn - Arrived on scene					0	3
Controlled Burn - No Response					0	1
Fire - Electrical					0	1
Fire - Motor Vehicle					0	2
Fire - Structure	1				1	3
Fire - Miscellaneous (Burnt Kettle)	1				1	1
Investigation of Smoke		1			1	2
Alarm -No Fire - Steam or Smoke mistaken	2	2			4	14
Alarm -No Fire - detector activated					0	4
Alarm No Fire - accidental miscellaneous					0	1
False Alarm – Confirmed telephone	2				2	8
False Alarms-internal or local alarm system					0	1
False Alarms-verbal report to fire station	1				1	2
False Alarm - miscellaneous		1			1	1
Gas Leak Odor - Natural Gas -Investigated					0	1
Medical First Response	11	6	1		18	82
Medical - Stood Down	5	4			9	27
Motor Vehicle Collision	2	4	3		9	15
Mutual Aid Request		2			2	4
Public Service - Miscellaneous	2				2	2
Rescue - Miscellaneous					0	1
Rubbish or grass Fire (no dollar loss)	1	6			7	16
Total	28	27	4	0	59	194



Sundre Fire Department 9.1b(ii)



Town of Sundre, Mountain View County and Clearwater County Incident Hours

May 2025		2025 Town Of Sundre Year to Date				2025 Mountain View County Year to Date				2025 Clearwater County Year to Date			
INCIDENTS	Incident Time in Hours	Incidents	Hours of Incident	Responders	Total Incident Hours	Incidents	Hours of Incident	Responders	Total Incident Hours	Incidents	Hours of Incident	Responders	Total Incident Hours
Alarm -No Fire - detector activated	1.0	1	1	3	3.0		0		0.0		0		0.0
Alarm -No Fire - detector activated	1.5	1	1.5	2	3.0	1	1.5	3	4.5		0		0.0
Alarm -No Fire - Steam or Smoke mistaken	1.0	13	13	38	38.0	3	3	7	7.0		0		0.0
Contolled Burn - No Response - Stood Down	1.0				0.0	1	1	4	4.0		0		0.0
Contolled Burn - Arrived on Scene	1.0				0.0	2	2	13	13.0		0		0.0
Contolled Burn - Arrived on Scene	1.5				0.0	1	1.5	6	9.0		0		0.0
False Alarm – Confirmed telephone	1.0	8	8	13	13.0		0		0.0		0		0.0
False Alarm – Verbal Report to Fire Station	1.0	2	2	5	5.0		0		0.0		0		0.0
False Alarm – Internal or local alarm system	1.0	1	1	2	2.0		0		0.0		0		0.0
False Alarm - miscellaneous	1.0					1	1	3	3.0		0		0.0
Fire - Machinery/Equipment	1.0	1	1	6	6.0		0		0.0		0		0.0
Fire - Miscellaneous	1.0	1	1	5	5.0		0		0.0		0		0.0
Fire - Motor Vehicle	1.5	1	1.5	5	7.5	1	1.5	4	6.0		0		0.0
Fire - Structure	1.0	1	1	7	7.0				0.0		0		0.0
Fire - Structure	4.0	1	4	11	44.0				0.0		0		0.0
Fire - Structure	5.0	1	5	9	45.0				0.0		0		0.0
Gas Leak/Natural Gas - Investigation	1.0	1	1	5	5.0				0.0		0		0.0
Investigation of Smoke	1.0	1	1	7	7.0	1	1	5	5.0		0		0.0
Medical First Response	1.0	47	47	122	122.0	15	15	32	32.0	2	2	5	5.0
Medical First Response	1.5	7	10.5	22	33.0	3	4.5	7	10.5	1	1.5	5	7.5
Medical First Response	2.0	1	2	2	4.0	1	2	2	4.0		0		0.0
Medical First Response	2.5					2	5	4	10.0	1	2.5	2	5.0
Medical First Response	3.0					1	3	3	9.0				
Medical Stood Down	1.0	13	13	23	23.0	7	7	12	12.0	2	2	6	6.0
Medical First Response - Stood Down	1.0	3	3	10	10.0	3	3	11	11.0		0		0.0
Motor Vehicle Collisions	1.5	2	3	12	18.0	4	6	24	36.0		0		0.0
Motor Vehicle Collisions	2.0	1	2	5	10.0	2	4	9	18.0	3	6	10	20.0
Motor Vehicle Collisions	2.5		0		0.0		0		0.0	1	2.5	4	10.0
Motor Vehicle Collisions	13.0		0		0.0		0		0.0	1	13	4	52.0
Mutual Aid Request	3.0		0		0.0	1	3	4	12.0		0		0.0
Mutual Aid Request	1.0		0		0.0	1	1	4	4.0	1	1	6	6.0
Outside Fires - Investigation	1.0		0		0.0	1	1	4	4.0		0		0.0
Outside Fires - Investigation	2.0		0		0.0	1	2	2	4.0		0		0.0
Rescue - Miscellaneous	2.0				0.0	1	2	7	14.0		0		0.0
Rubbish or grass Fire (no dollar loss)	1.0	1	1	4	4.0	6	6	27	27.0		0		0.0
Rubbish or grass Fire (no dollar loss)	1.5		0			3	4.5	23	34.5	1	1.5	2	3.0
Total	--N/A--	111.0	125.5	325.0	421.5	69.0	115.0	257.0	509.0	13.0	32.0	44.0	114.5

DEPARTMENTAL REPORT

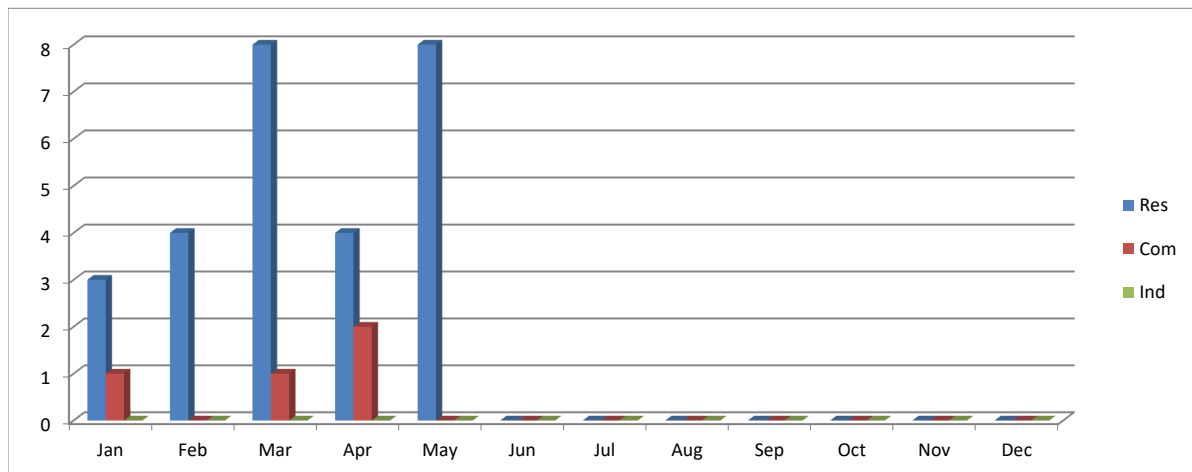
DEPARTMENT:	Community Development - Planning & Development
SUBMITTED BY:	Benazir Thaha Valencia, Director of Community Development
COUNCIL DATE:	June 23, 2025
FOR MONTH OF:	May 2025
TOPIC / PROJECT #1	Development Permits
Status of Project: Ongoing	Development permits ensure land use aligns with local planning, zoning, and safety regulations.
ACTION/SUCCESES:	Total of 6 Development Permits: - Mixed-Use Apartment Building (Decision) -Gazebo -Change of Use- Medical Cannabis Production -Manufactured Home -Commercial Signage -Stripping & Grading
TOPIC / PROJECT #2	Building Permits
Status of Project: Ongoing	Building permits are required to ensure construction meets safety codes, standards and regulations.
ACTION/SUCCESES:	A total of 6 Building Permits were issued for: - Accessory Buildings (Shed & Gazebo) - Hot Tub - Multiplex Dwellings - Residential Renovations - Removal of Mobile Home Placement of New Mobile Home
TOPIC / PROJECT #3	Safety Code Permits
Status of Project: Ongoing	Safety code permits ensure that construction and installations comply with technical safety standards to protect public health and safety.
ACTION/SUCCESES:	A total of 14 Safety Code Permits were issued for residential upgrades/renovations and new residential developments Electrical Permits: 4 Gas Permits: 3 Plumbing: 2
TOPIC / PROJECT #4	Compliance Stamps/Letters (from Real Property Reports)
Status of Project: Ongoing	RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of the property. The role of Administration is to assist property owners to solve non-compliant issues.
ACTION/SUCCESES:	Total 1 Compliances completed.
TOPIC / PROJECT #5	Downtown Area Redevelopment Plan
Status of Project: Ongoing	- Ad for expressions of interest for committee members posted on Town's website and social media. - Selection of committee members
ACTION/SUCCESES:	Noted interest from the public to join the Area Redevelopment

	Committee. Next Step: commence ad-hoc meetings
TOPIC / PROJECT #6	Municipal Development Plan (MDP) Amendment
Status of Project: Completed	Include additional policy to the Commercial Development section of the MDP to ease the transition between commercial and residential areas by promoting compatible land uses.
ACTION/SUCCESSIONS:	Inclusion of policy provides a clear direction for managing transitions between commercial and residential areas.
TOPIC / PROJECT #7	Land Use Redesignation
Status of Project: Completed	- Land Use Redesignation from Estate Residential District (R-4) to General Residential District (R-2) to accommodate a 4-unit townhouse development along 11 Street NE. - PH held on May 23, 2025
ACTION/SUCCESSIONS:	- Council passed Second and Third Reading - Next Step: Subdivision into 4 parcels of land and development permit application.
TOPIC / PROJECT #8	Mountain Springs ASP
Status of Project: Ongoing	- Draft ASP has been circulated to internal and external stakeholders for review and comments. - Final Planning and Engineering comments shared with Developer's Consultants providing an opportunity to make final amendments to the ASP prior to PH on June 9, 2025.
ACTION/SUCCESSIONS:	The ASP is consistent with the Town's Municipal Development Plan and offers a framework to guide the future use of the subject area. The Area Structure Plan (ASP) process included extensive consultation and collaboration with the applicant, as well as internal and external agencies, over the past four years to prepare it for Council approval.
TOPIC / PROJECT #9	Flood Risk Area Development
Status of Project: Ongoing	Commenced with the background research to update the Land Use Bylaw on the Flood Risk Area Development section.
ACTION/SUCCESSIONS:	- Update the Land Use Bylaw map to reflect changes to the flood overlay. Next Step: First Reading in September 2025

ATTACHMENTS: May 2025 Building Permit Statistics
CAO's Commercial, Industrial, Institutional Report

MONTHLY BUILDING REPORT FOR THE MONTH OF MAY 2025

	May 2025			2025 Year To Date			MAY 2024 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	1	2	\$ 730,000	1	1	\$ 500,000
Bi-Level	0	0	\$ -	0	0	\$ -	0	0	\$ -
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	3	5	\$ 1,240,000	6	6	\$ 1,360,000
Multi-Family	0	2	\$ 1,600,000	0	2	\$ 1,600,000	36	2	\$ 3,200,000
Mobile Homes	0	1	\$ 235,000	0	1	\$ 235,000			\$ -
Accessory Buildings		2	\$ 2,200	0	6	\$ 138,700		0	\$ -
Renovation/Addition	0	3	\$ 47,000	0	11	\$ 287,000	0	4	\$ 51,200
				0	0	\$ -			
Sub-Total	0	8	\$ 1,884,200	4	27	\$ 4,230,700	43	13	\$ 5,111,200
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		1	\$ 350,000		0	\$ -
		0	\$ -		3	\$ 220,500		4	\$ 905,000
		0	\$ -		4	\$ 570,500		4	\$ 905,000
INDUSTRIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 30,000		0	\$ -
		0	\$ -		1	\$ 30,000		0	\$ -
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	8	\$ 1,884,200	4	32	\$ 4,831,200	43	17	\$ 6,016,200





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MEMO

TO: Linda Nelson, CAO
FROM: Chelsea Kruger, Development Assistant
RE: May 2025 Commercial, Industrial, Institutional Projects

Development / Building Permit No.	District	Address	Project	Value
2025-D17	C-1	116 – 3 ST SW	Mixed Use Apartment Building	n/a
2025-D22	C-1	116 – 3 ST SW	Stripping & Grading	n/a
B 0028 25 & B 0029 25	R-2	106 – 4 ST SW	Two Multiplex Buildings (4 units each)	1,600,000
2025-D19	I-1	819 – 5 Ave. SW	Change of Use – Medical Cannabis	n/a

Legend:

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




Value: n/a = no building permit required






COMMUNITY DEVELOPMENT REPORT- COMMUNITY SERVICES

DEPARTMENT	Community Development- Community Service
SUBMITTED BY	Jeff Elder, Manager of Community Services
COUNCIL DATE	June 23, 2025
FOR MONTH OF	May 2025

TOPIC #1	Community Centre
Status of Project: Ongoing	The Community Centre is a well-used facility with regular user groups, special events, and community meetings, supported by daily gym floor maintenance to ensure a clean and functional space for all activities.
ACTION/SUCSESSES:	<p>Regular User Groups keeping gym busy –</p> <ul style="list-style-type: none"> ● Pickleball- Last Day May 29th ● Volleyball group on Mondays ● Homeschool Group Tuesdays <p>Other bookings –</p> <ul style="list-style-type: none"> ● Birthdays ● Basketball weekend bookings ● Watershed Expo ● Filipino Community Event (Large event for all people in the community) <p>Meetings</p> <ul style="list-style-type: none"> ● SPOG preparation and planning <p>Other</p> <ul style="list-style-type: none"> ● Gym Floor Daily Maintenance
TOPIC #2	Arena
Status of Project: Ongoing	The Arena continues to support seasonal programming and events, with ongoing maintenance ensuring the facility remains in good condition for both public use and organized activities.
ACTION/SUCSESSES:	<p>-Spring maintenance and cleaning</p> <p>-Star Tec preparing for Compressor overhaul in order to improve its efficiency, reliability, and lifespan.</p>
TOPIC #3	Parks and Amenities
Status of Project: Ongoing	Parks are regularly maintained to support seasonal use, with upkeep focused on cleanliness, landscaping, and ensuring safe, accessible spaces for public enjoyment and recreation.
ACTION/SUCSESSES:	<p>All banners were installed on light poles, and all flags were replaced.</p> <p>Flower and shrub beds were rejuvenated, and tree pruning along with spring cleanup was completed within the landscaped areas.</p> <p>The Soccer Field Prepared for the upcoming Minor Soccer Season Soccer.</p>

	<p>The Ball Diamonds prepared for the upcoming Minor Ball Season</p> <p>The Harley machine was utilized to loosen the shale on the ball diamonds.</p>  <p>The surface was much safer as it eliminated the 'concrete' hard surface that the players were playing on.</p>  <p>Replaced plastic borders around playgrounds for safety reasons. Plastic had broken and left sharp edges. Treated wooden borders were installed.</p> 
TOPIC #4	2025 Capital Project – Eyebrow Park Trail Connection
Status of Project:	Continuation of north and south connections.

Complete	
ACTION/SUCCESES:	<p>Ensures a complete and continuous connection.</p> 
TOPIC #5	2025 Capital Project – MV Senior’s Trail Connection to 6th Ave.
Status of Project: Complete	Pave green pathway connecting east end of 6 Ave SW to linear pathway.
ACTION/SUCCESES:	<p>Completion and connection of the linear pathway project.</p> 
TOPIC #6	Flower Bed - Centre Street
Status of Project: Complete	Upgrades flower bed on Centre Street from mulch to decorative rock.
ACTION/SUCCESES:	<p>Previous years there were issues with the mulch washing into the storm system and plugging it up. This upgrade eliminates that issue.</p> 
TOPIC #7	GNP Benches
Status of Project: Complete	GNP purchased two benches to celebrate 25 years. Staff installed benches and planted the donated tree.

ACTION/SUCCESSIONS:	<p>This collaborative effort with GNP resulted in the installation of benches and a tree, creating a legacy in the Town through a permanent contribution that enhances both its beauty and the community's enjoyment of shared spaces.</p> 
TOPIC #8	Greenwood Campground
Status of Project: Ongoing	Ongoing upkeep and planned upgrades to Greenwood Campground. Recent upkeep included the tiling of the bathroom floors and leaf removal.
ACTION/SUCCESSIONS:	The tiling of the bathroom floors and thorough leaf removal at Greenwood Campground have improved the site's cleanliness, appearance, and overall visitor experience.
TOPIC #9	Tree replacement plan 2025
Status of Project: Complete	Twenty-five new trees were planted across various locations, including the 59 Lot Boulevard, West Boulevard, Cenotaph War Memorial, Town Office, and Museum sign. Additionally, 11 diseased trees were replaced with hardier, more disease-resistant species. to support long-term sustainability.
ACTION/SUCCESSIONS:	<p>This initiative enhances the Town's green spaces, improves aesthetics and contributes to a healthier and sustainable community landscape.</p> 





9.1d

DEPARTMENTAL REPORT

DEPARTMENT:	Municipal Enforcement
SUBMITTED BY:	Peace Officer Sam Zhao
COUNCIL DATE:	2025/06/23
FOR MONTH OF:	May 2025

TOPIC #1	Calls for Service – May
STATUS OF PROJECT Completed:	Assist Fire – 17 Assist Other Agency – 3 Assist RCMP – 11 Assist Resident – 20 Assist Town Dept – 3 Bylaw Violation: Cat Bylaw – 9 Bylaw Violation: Dog Bylaw – 16 Bylaw Violation: Noise Bylaw – 2 Bylaw Violation: Traffic Bylaw – 8 Bylaw Violation: Unsightly Bylaw – 2 Bylaw Violation: Waste and Recycling Bylaw – 1 Community Cleanup – 3 Community Engagement – 3 Damage to Property – 1 Directed Patrol – 14 Foot Patrol – 4 Found Animal – 3 General Patrol – 19 General Patrol Off Hours – 12 Injured Animal – 4 Joint Force Operation – 1 Neighbour Dispute – 1 Provincial Violation: Traffic Safety Act – 25 Provincial Violation: Trespass to Premises Act – 2 School Zone Patrol – 4 Threaten Peace Officer – 1 Towed Vehicle – 1 Traffic Complaint – 9 Traffic Control – 3 Traffic Enforcement – 13 Traffic Enforcement Off Hours – 1 Traffic Safety Initiative – 8 Wanted Party – 1
Action Steps / Successes	Municipal Enforcement responded to 230 calls for service in the month of May 2025

Attachment #1	Municipal Enforcement has been receiving increasing reports of homeless encampments being located on the Trail System by residents
	
Attachment #2	Municipal Enforcement located a known vehicle broken down on Hwy 27. Upon speaking with the occupants, the driver possessed a suspended license, and passenger had several outstanding warrants. The passenger was arrested, driver was charged and vehicle was towed.
	

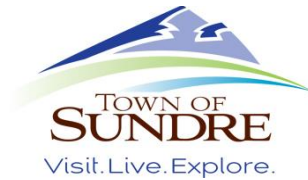


9.1e

DEPARTMENTAL REPORT

DEPARTMENT:	Operations
SUBMITTED BY:	Jim Hall
COUNCIL DATE:	June 23, 2025
FOR MONTH OF:	May 2025

TOPIC / PROJECT #1	Water Distribution
STATUS OF PROJECT In progress: Completed: Yes	There were 4 water leaks completed in May with an additional 2 to be completed in June. The reduction in loss was 1.76 million gallons vs rates in May 2024.
Action Steps / Successes	The team is preparing correlators and will begin full correlation during the summer months. Leaks found will be prioritized and repaired.
TOPIC / PROJECT #2	Wastewater Infiltration
STATUS OF PROJECT In progress: Completed: Yes	Infiltration rates at the lagoon were reduced by 3 million gallons vs May 2024 rates
Action Steps / Successes	As water leaks are repaired wastewater inflow rate at the lagoon reduces.
TOPIC / PROJECT #3	Gas Department
STATUS OF PROJECT In progress: Yes Completed:	The gas dept. completed another service for the Brookside development and is anticipating another to be required in July. A pressure control maintenance turnover was completed improving the monthly testing requirements. The high volume meter sets (PFM) were tested as per Measurement Canada
Action Steps / Successes	Scheduling for several new services is underway including Engineering review for the larger developments. The corrosion study for the gas mains will commence in June/July 2025.
TOPIC / PROJECT #4	Roads Department
STATUS OF PROJECT In progress: Completed: Yes	Dirt work has been completed at the lagoon. Crushed millings were used to complete high traffic lanes in the SW business district. Training on the new spray patcher was completed. The crew is targeting 2 nd Ave NW, 3 rd Street NE, 5 th Ave NE and 2 nd Street NE.
Action Steps / Successes	The unit required some adjustments. Crack sealing and line painting scheduled to commence in June.



DEPARTMENTAL REPORT

DEPARTMENT:	Economic Development
SUBMITTED BY:	Jon Allan
COUNCIL DATE:	June 23, 2025
FOR MONTH OF:	May 2025

TOPIC #1	Business Attraction, Retention and Expansion
STATUS OF PROJECT Ongoing	Work conducted to support business development and diversification within Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1) Under the Alberta Advantage Immigration Program, <ol style="list-style-type: none"> a. Hosted three Rural Entrepreneur Stream meetings with prospective international investors or consultants. b. Email correspondence with other interested proponents. c. Corresponded with RES consultant about successful applicant now actively seeking commercial space for their proposed business. 2) The Downtown Area C-1 vacancy rate sits at 2.7%. 3) Central Alberta Economic Resiliency Task Force <ol style="list-style-type: none"> i. Hosted one meeting with regional municipalities participating in the initiative. ii. Currently developing Terms of Reference and regional business resiliency survey. iii. Met with Alberta Chambers about new website. 4) Attended CAEP AGM in Innisfail. 5) Met with owners of cannabis facility - potential to re-open in June. 6) Met with investor opening new business, provided contact information to local commercial landlords.
TOPIC #2	Mountain View Regional Film Office
STATUS OF PROJECT In progress	Film development in support of economic diversification, workforce development, and awareness generation about Sundre and our partners.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Prepared for Banff World Media Festival by booking meetings with multiple studios and filmmakers. 2. Continued planning for implementation of Strategic Objectives. 3. Conducted a tour around the region for a Calgary studio 4. Conducted a tour around the region and provided concierge support for a Netflix production 5. Supported a studio production for OUTtv in Sundre area (Greenwood Park; Sundre Museum; and Schotts Lake).
TOPIC #3	Tourism Development and Promotion
STATUS OF PROJECT Ongoing	Work conducted to promote Sundre and expand partnerships and tourism service opportunities in the area.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Continued online promotion of Sundre through social media.

TOPIC #4	Community Development
STATUS OF PROJECT Ongoing	Work completed to support the development of amenities, education/workforce and quality of living in the Town of Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Collaborating with Planning department in preparation for new downtown Area Redevelopment Plan (ARP). 2. Confirmed with Campus Alberta Central that Sundre Health Care Aide program is approved and being promoted by Red Deer Polytechnic; this is important for helping keep Sundre a post-secondary community.
TOPIC #5	Events and Festivals
STATUS OF PROJECT Ongoing	Events Coordinator efforts, with support of economic development.
Action Steps / Successes	<ol style="list-style-type: none"> 1) Attended Snake Hill Slither, organized by Bike n Ski Club. 2) Corresponded with Tri-it Triathlon organizers. 3) Events coordinator continued work preparing for the Sundre Rodeo Parade. 4) Events coordinator continued hosting Pop up Market at Sundre Town Hall parking lot.



REQUEST FOR DECISION

COUNCIL DATE	June 23, 2025
SUBJECT	RFD Council Committee Reports May 2025
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

Mayor Warnock has provided a report for Council's review and information for the month of May 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached report.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept Mayor Warnock's report for May 2025 as presented.

MOTIONS:

That the Town of Sundre Council accept Mayor Warnock's report for May 2025 as information.

ATTACHMENTS:

____ Mayor Warnock's report

Date Reviewed: June <u>18</u> , 2025	ACTING CAO: <u>Chris Albert</u>
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*COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF MAYOR RICHARD WARNOCK*

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

For the Month of - May 2025

Bylaw Policy Review Committee

Date of Meeting:

No meeting scheduled in May

Emergency Management Advisory Committee

Date of Meeting: May 26

Sundre's Emergency Management Advisory Committee met to review and receive an update on the status of emergency preparedness in Sundre. Additionally, Council received a report on the Emergency Management Regional Exercise that is scheduled for June 5th, with all of Mountain View County's Municipalities.

Intermunicipal Collaboration Committee

Date of Meeting:

No meeting scheduled in May

Mountain View Senior's Housing

Date of Meeting:

No meeting scheduled in May

Mountain View Regional Waste Management Committee

Date of Meeting:

No meeting scheduled in May

Intermunicipal Planning Commission

Date of Meeting:

No meeting scheduled in May

Alberta Mid-Sized Towns Mayor's Caucus (MTMC)

Date of Meeting: May 15

The regular Board meeting of the MTMC was hosted by the Town of Sundre and held in Council Chambers. Agenda items discussed were: New Member updates, Supplementary provincial funding, Next steps of the Caucus, and a review of the committee's Terms of Reference.

Red Deer River Watershed Alliance (RDRWA)

Date of Meeting: May 23

RDRWA Board meeting was held online – Agenda item discussed: Executive Director report, Executive Committee report, Governance, Outreach, Board recruitment, State of the Watershed, and a complete financial update.

Sundre Petroleum Operators Group

Date of Meeting:

No meeting in May. Reminder: SPOG Neighbourhood Day is being held in Sundre on August 22nd at the Sundre Arena

Sundre Wellness Advocacy Committee

Date of Meeting:

No May scheduled in May

Other:

Date of Meeting: Month of May 2025

May 01 – University of Calgary Longitudinal Integrated Clerkship – Third year Medical Students training and proctorship was held in Sundre and I attended to give a welcome message on behalf of Town of Sundre and Council.

May 01 – Rural Health Professional Attraction Plan Board meeting was held in Sundre at the E-sim lab and I attended to welcome the entire Board to our Town and wish them a great meeting and an open invitation to come visit us again. RhPap has been a mainstay for our hospital by assisting with attraction, retention and housing.

May 01 – Attended the Central Alberta Leadership dinner in Red Deer with P3 Partnership and Sundre Hospital Futures to collaborate with Premier and Ministers for a new hospital in Sundre.

May 12 – Sundre Regular Council Meeting – Agenda & Minutes- www.sundre.com

May 13 – Attended the Sundre Forest Products – Alberta Forest Products Association – Industry discussion dinner with Councillor Paul Isaac.

May 25 – Sundre Regular Council Meeting – Agenda & Minutes – www.sundre.com

May 25 – Attended the Mountain View County – Sundre Airport Concept Plan open house held at the Sundre Legion.

May 26 to June 01 – Attended the Federation of Canadian Municipalities' Conference with Councillor's Marr and Petersen. – This was full 4-day event that had good informational sessions and fantastic workshops.



REQUEST FOR DECISION

COUNCIL DATE	June 23, 2025
SUBJECT	RFD Council Key Messages May 2025
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.2

BACKGROUND/PROPOSAL:

Each month an insert with key messages from the Office of Council is included in the mailing of the Town of Sundre Utility bills, posted on the Town's website, and Mayor Warnock posts an electronic version to the website and the Town's social media site.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Key Monthly Messages will be incorporated into the Town of Sundre Regular Council Meeting Agenda at the end of each month to ensure we reach as many residents as possible.

ALIGNMENT WITH STRATEGIC PLAN

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

MOTION:

That the Town of Sundre Council accept the Key Messages of Council for the month of May, 2025 as information.

ATTACHMENTS:

____ Key Messages from the Office of Council for May 2025.

Date Reviewed: June 18, 2025

ACTING CAO: Chris Gilbert

FROM THE OFFICE OF THE COUNCIL

KEY MESSAGES FOR THE MONTH OF MAY 2025

Meeting Date: May 12

Downtown ARP Ad-Hoc Committee members appointed. Council appreciated that lots of interest was shown in serving on the committee.

Council approved an application to Mountain View County to access capital funding for rehabilitation projects at the Sundre Arena.

Council accepted the invitation for the Mayor to attend the Annual Canada Day Car Show on June 29th, and to present the “best in show award”.

Meeting Date: May 26

Council adopted an amendment to the Town’s Municipal Development Plan, which promotes planned growth, housing densities that will be compatible and transitional with commercial development along the Hwy 27 corridor.

Council approved a redesignation for a parcel of land from Estate Residential (R-4) to General Residential (R-2) on the eastside to accommodate the construction of 4 townhomes.

The spray patcher is ready to go, training has been completed, watch for signage and men at work.

FROM THE DESK OF THE MAYOR

Mayor’s June Message to Residents

One of the greatest strengths of our community is the way we come together to support, uplift, and recognize those who go above and beyond in service to others. Today, I am proud to celebrate one of our own: Chantal Crawford, this year’s recipient of the Rural Health Professions Action Plan 2025 Rhapsody Healthcare Heroes Award.

Chantal has been a pillar of compassion and commitment at our hospital. Whether working long hours, providing care in time of crisis, training others, or simply offering a warm smile and a listening ear, this dedication has touched countless lives in Sundre.

This award not only honours Chantal’s outstanding service, but it also reflects the deep appreciation our community holds for all healthcare professionals. From nurses and doctors, to paramedics, caregivers, and support staff. You are the heart of health and well being in our community.

Let this be a reminder of the power of community and the incredible impact one person can have when guided with empathy, exceptional skills and service. With pride and gratitude – Congratulations Chantal.

Respectfully

Mayor Richard Warnock



REQUEST FOR DECISION

COUNCIL DATE	June 23, 2025
SUBJECT	RFD Correspondence / Invitations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

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

ADMINISTRATION RECOMMENDATIONS:

By separate Motion, that Council accept the attached correspondence as information and at Council's discretion, accept or decline the attached invitation.

11.1 MOTION:

That the Town of Sundre Council accept the letter from the Honourable Todd Loewen, Minister Forestry and Parks pertaining to the Town of Sundre's letter of April 29 to the province in support of the efforts of the Alberta Forest Products Association to ensure a sustainable forestry industry in Alberta, as information.

11.2 MOTION:

That the Town of Sundre Council acknowledge the letter of resignation of Nila E. Stringer from the Sundre Municipal Library Board, and thank Ms. Stringer for her years of service to our community.

11.3 MOTION:

That the Town of Sundre Council accept the invitation for the Mayor or Designated Councillor to attend the Sundre Pickleball Association's Celebration (Repaving Completion) event on Monday, June 30, 2025 at 9:30 a.m., at the pickleball court; and further direct administration to send an RSVP to the association.

ATTACHMENTS:

- 11.1 Letter from the Honourable Todd Loewen
- 11.2 Sundre Municipal Library Board resignation letter;
- 11.2 Invitation to Pickleball Association event

Date Reviewed: June 18, 2025

ACTING CAO Chris Allert



11.1

ALBERTA

Forestry and Parks

Office of the Minister
MLA, Central Peace - Notley

JUN 13 2025

22809

His Worship Richard Warnock
Mayor
Town of Sundre
717 Main Avenue West
P.O Box 420
Sundre AB T0M 1X0
Via email: Richard.w@sundre.com
cc: ken.greenway@gov.ab.ca

Dear Mayor Warnock:

The Honourable Danielle Smith, Premier of Alberta, forwarded me a copy of your letter regarding Alberta's forest industry and the impact of trade barriers. As Minister of Forestry and Parks, I appreciate the opportunity to respond.

In February 2025, Premier Smith, alongside all Canadian premiers met with key American political leaders to advocate for strong Canada-U.S. relations. These discussions focused on shared priorities, including jobs, the economy, energy, critical minerals, supply chains, border security, and immigration. Alberta representatives in the U.S. continue to emphasize the importance of forest product exports to the U.S. economy and consumers. In March, I visited Texas with representatives from the Alberta Forest Products Association to further advocate for the sector and highlight these key priorities.

The Government of Alberta remains committed to supporting a predictable, secure market for our forest industry. I recognize the industry's vital role in forestry centres such as Sundre. This is why I will ensure forest products are strongly represented in the government's tariff advocacy and response efforts.

My ministry is actively investigating the feasibility of response actions to support the sector and remain in close contact with the Alberta Forest Products Association. While the timing and extent of tariffs remain uncertain, the Government of Alberta continues to advance red tape reduction, market diversification, and transportation network enhancement to maintain the competitiveness of our industry.

Abroad, the joint government-industry forestry mission to Japan in November 2024 reflected my ministry's commitment to emphasizing market diversification, helping to build resilience during challenging times.

I value the Town of Sundre's engagement on this important issue.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd Loewen', with a long, sweeping horizontal line extending to the right.

Honourable Todd Loewen
Minister
Forestry and Parks

cc: Ken Greenway
Executive Director of Strategy, Policy and Economics Branch



From: Nila Stringer nilastringer72@icloud.com
Subject: Re: SML Board Meeting - Friday, May 23 @ 10 AM @ the Library
Date: May 23, 2025 at 9:17 AM
To: Joy Willihnganz jwillihnganz@prl.ab.ca
Bcc: Resignation May 23 2025

Library Board Chair and Joy ,

It is with regret that I am resigning from the Sundre Library Board. I have so much on my plate with regards to appointments and health and I cannot fit more in to be of more help. I hope that you are able to replace me and with someone much younger than I . I have enjoyed learning more about our marvellous library and I greatly admire all those involved who manage it all so well and assist in so many wonderful ways.

Thankyou , Nila E. Stringer

Invitation to Celebrate Our Shared Success – Sundre Pickleball Courts Repaving Completion

1 message

Treasurer <sundrepba@gmail.com>

Wed, Jun 11, 2025 at 11:59 AM

To: "bettyann.f@sundre.com" <bettyann.f@sundre.com>

We are thrilled to announce the successful completion of repaving of the Sundre Pickleball Courts, and we owe this achievement to your support. The town's contribution has played a pivotal role in bringing this vision to life, and we are deeply grateful for your partnership.

To honor this milestone and express our appreciation, we cordially invite the Mayor and town council to a special celebration event:

Date: Monday June 30th

Time: 9:30am
2 Ave NW, North side of High school)

Location: The Sundre Pickleball Courts (102

RSVP: Please email sundrepba@gmail.com by June 20

The event will feature a ribbon-cutting ceremony, coffee and cake. And a demonstration of the game, providing an opportunity to see firsthand the fastest growing sport in North America!

We look forward to celebrating this accomplishment with you and expressing our gratitude in person. Your support has made a lasting difference in our community, and we are excited to share this moment of success with you.

Warm regards,

The Sundre Pickleball Association
Board of Directors