



Regular Council Meeting
Council Chambers
February 10, 2020
5:30 p.m.

Closed Meeting

Advice from Officials Section 24 of the FOIP Act (5:30 p.m.)

Return to Open Meeting

- 1. Call to Order**
Moment of Reflection
- 2. Public Hearing - None**
- 3. Agenda – Amendments and Adoption**
 - 3.1 February 10, 2020 Regular Council Meeting
- 4. Adoption of Previous Minutes**
 - 4.1 January 20, 2019 Regular Council Meeting Pg. 1
 - 4.2 February 3, 2020 Special Council Meeting Pg. 5
- 5. Delegation**
 - 5.1 Sgt. Jody Achtymichuk, RCMP Detachment Pg. 6
- 6. Bylaws/Policies**
 - 6.1 Bylaw 2020-03 Establishment of Committees of Council Pg. 9
 - 6.2 Bylaw 2020-04 Regional Assessment Review Board Pg. 29
- 7. Old Business**
 - 7.1 Sundre & District Aquatic Society Pg. 37
- 8. New Business**
 - 8.1 Sundre Minor Hockey Requests Pg. 38
 - 8.2 Capital Purchase – Sewer Line Camera Pg. 40
 - 8.3 Awarding of Grants to Organizations Pg. 41
 - 8.4 Member Resignation from Committee Pg. 43
- 9. Administration - None**
- 10. Municipal Area Partnership (MAP) - None**
- 11. Council Committee Reports - None**
- 12. Council Invitations / Correspondence – None**
- 13. Closed Meeting**
 - 13.1 Advice from Officials – Section 4 of the *FOIP Act*
- 14. Adjournment**



Regular Council Meeting
Minutes
January 20, 2020

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, January 20, 2020 commencing at 6:00 p.m.

IN ATTENDANCE

Mayor Terry Leslie
Councillor Todd Dalke
Councillor Cheri Funke
Councillor Paul Isaac

STAFF

Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Director of Planning and Economic Development, Mike Marko
Manager of Operations, Jim Hall
Manager of Community Services, Sue Nelson
Development Officer, Betty Ann Fountain
Peace Officer/Emergency Management, Kevin Heerema
Recording Officer, Luana Smith

ABSENT

Councillor Charlene Preston
Councillor Richard Warnock
Councillor Rob Wolfe

PUBLIC

There were 14 members of the public including delegations and press in attendance.

CALL TO ORDER

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

PUBLIC HEARING 2020-01

Public Hearing was convened at 6:00 p.m.

Purpose of Bylaw 2019-17: The purpose of Bylaw 2019-17 is to provide administrative changes for clarity and efficiency to a portion of Land Use Bylaw 2018-10.

Confirmation of Notices: Notification of the Public Hearing for Bylaw 2019-17 was published in the local newspaper on January 7, 2020 and January 14, 2020, and the Town's website from January 7 to January 15, 2020. Adjacent Landowner Notifications were not required.

Development Authority's Report: Betty Ann Fountain, Development Officer delivered the report to Council.

Public Communication (letters/emails) None

Those in Favour of the Bylaw: None

Those Opposed to the Bylaw: None

Any other person(s) deemed to be affected by the Bylaw: None

Closing statement from the Development Authority: Betty Ann Fountain, Development Officer.

Motion to Close the Public Hearing at 6:08 p.m.

Res. 013-01-20-20 MOVED by Councillor Isaac that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2019-17, being a Bylaw to amend a portion of Land Use Bylaw 2018-10.

CARRIED

AGENDA – AMENDMENTS AND ADOPTION

Res. 014-01-20-20 MOVED by Councillor Dalke that the Agenda be approved as amended with the following changes:
Add item 13.2 Advice from Official Section 24 of the *FOIP Act*
Item 6.2 Municipal Emergency Management Bylaw 2020-02 add the word “emergency” following the words “state of local”.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 015-01-20-20 MOVED by Councillor Funke that the Minutes of the Regular Meeting of Council held on January 6, 2020 be approved as presented.

CARRIED

DELEGATION

Mr. Tim Hus

Res. 016-01-20-20 MOVED by Councillor Isaac that the Town of Sundre Council table this item until further information from Administration can be presented.

CARRIED

BYLAWS & POLICIES

Bylaw 2019-17 Land Use Amendments

Res. 017-01-20-20 MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2019-17 being a Bylaw to amend Land Use Bylaw 2018-10.

CARRIED

Res. 018-01-20-20 MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2019-17 being a Bylaw to amend Land Use Bylaw 2018-10.

CARRIED

Bylaw 2020-02 Municipal Emergency Management

Res. 019-01-20-20 Moved by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-02, a bylaw to establish regulations and procedures to meet the obligations of the municipality under the *Emergency Management Act*.

CARRIED

OLD BUSINESS – no old business

Initials

NEW BUSINESS**Mountain View Seniors' Housing Taxation Notice Life Lease Suites**

Res. 020-01-20-20 Moved by Councillor Isaac that the Town of Sundre Council approve the draft letter and direct Administration to send the letter to Mr. Smalldon.

**Funke Opposed
CARRIED**

Recreation Master Plan Update

Res. 021-01-20-20 Moved by Councillor Isaac that the Town of Sundre Council support the Town of Olds in the application for funding for the 2020 Parks, Recreation and Culture Master Plan Update for the six municipalities within the region, including Mountain View County, under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant, and the Town of Olds will be the managing partner for the grant application.

CARRIED

ADMINISTRATION**2019 Year-end Department Reports**

Res. 022-01-20-20 Moved by Councillor Dalke that the Town of Sundre Council accept the Department Year-end Reports for 2019, as information.

CARRIED

MUNICIPAL AREA PARTNERSHIP - Next meeting January 30, 2020**COUNCIL REPORTS****Council Committee Report from**

Res. 023-01-20-20 Moved by Councillor Dalke that the Town of Sundre Council accept the Mayor's Report from November 15, 2019 to January 15, 2020, as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE

Res. 024-01-20-20 Moved by Councillor Isaac that the Town of Sundre Council accept the correspondence from Brad Schultz, Director of Operations Alberta Recycling Management Authority awarding the 2020 Municipal Demonstration Grant Program to the Town of Sundre for the Sundre Royal Purple Park.

CARRIED

CLOSED MEETINGS – NOTICE TO PUBLIC

Mayor Leslie excused all public members at 7:08 p.m. and advised that they are welcome to wait in the lobby to rejoin the council meeting after the closed meeting session concludes.

The following including Council were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer (item 13.1 & 13.2)

Chris Albert, Director of Corporate Services (item 13.1 only)

Public: Members from the Sundre & District Aquatic Society, Agricultural Society and Curling Club (item 13.1 only)

CLOSED MEETING**Topic of Closed Meeting**

Advice from Officials Section 24(1) (g) of the *FOIP Act*

Res. 025-01-20-20 MOVED by Councillor Isaac that Council go into closed meeting at 7:14 p.m.

CARRIED

Chris Albert, Director of Corporate Services and members of the Sundre & District Aquatic Society, Agricultural Society and Curling Club left the meeting at 8:45 p.m.

Advice from Officials Section 24 of the *FOIP Act*

RETURN TO OPEN MEETING

Res. 026-01-20-20 MOVED by Councillor Dalke that Council return to open meeting at 8:55 p.m.

CARRIED

Res. 027-01-20-20 MOVED by Councillor Dalke that the Town of Sundre Council is committed to working with the Aquaplex to keep the facility open.

CARRIED

ADJOURNMENT

Res. 028-01-20-20 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 9:10 p.m.

CARRIED

These Minutes approved this 10th day of February 2020

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson

Initials



Special Council Meeting
Minutes
February 3, 2020

The special meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, February 3, 2020 commencing at 5:30 p.m.

Pursuant to Section 194 (1) of the *Municipal Government Act*, Council held a Special Council Meeting for the purpose of Advice from Officials, Section 24 of the *FOIP Act*.

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

STAFF
Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert

PUBLIC
There were no members of the public in attendance.

CALL TO ORDER
Mayor Terry Leslie called the meeting to order at 5:30 p.m.

CLOSED MEETING

Topic of Closed Meeting

Advice from Officials Section 24 of the *FOIP Act*

Res. 029-02-03-20 MOVED by Councillor Preston that Council go into closed meeting at 5:30 p.m.

CARRIED

RETURN TO OPEN MEETING

Res. 030-02-03-20 MOVED by Councillor Isaac that Council return to open meeting at 6:30 p.m.

CARRIED

ADJOURNMENT

Res. 031-02-03-20 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:30 p.m.

CARRIED

These Minutes approved this 10th day of February 2020

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE	February 10, 2020
SUBJECT	Sgt. Jody Achtymichuk
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Sgt. Jody Achtymichuk, of the Sundre RCMP Detachment has provided the 4th Quarter Stats (January-December) for 2019 for Council's review and information.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Goal 1.1 in the Strategic Plan:

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Sundre RCMP Detachment 4th Quarter Stats (January-December) for 2019, as information.

MOTION:

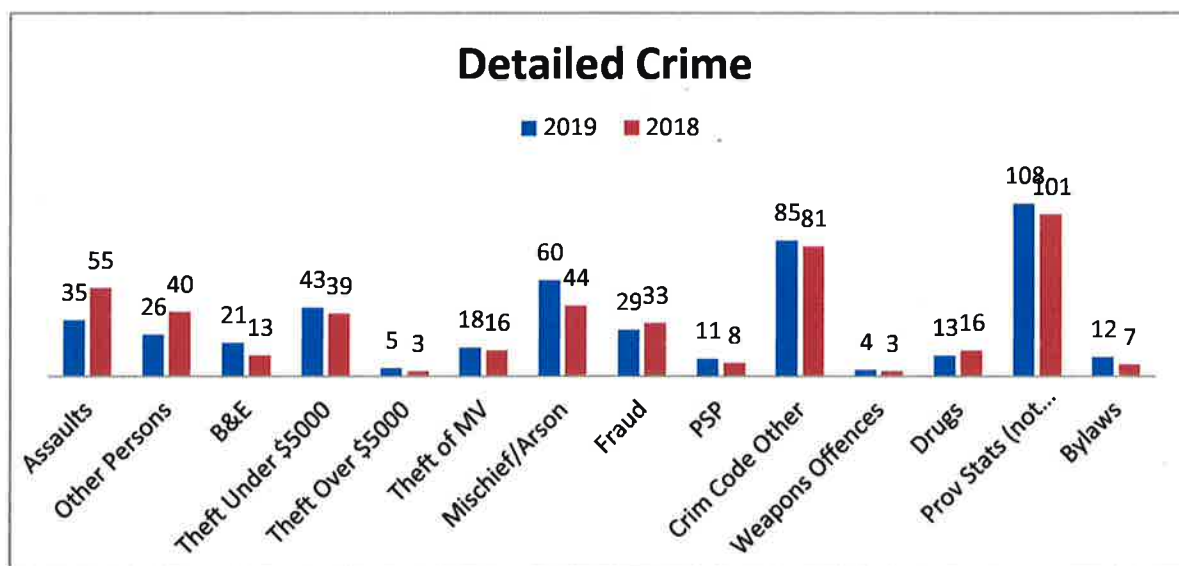
That the Town of Sundre Council thank Sgt. Achtymichuk for attending the Council meeting and accept the Sundre RCMP Detachment 4th Quarter Stats (January-December) for 2019, as information.

Date Reviewed: February 7, 2020

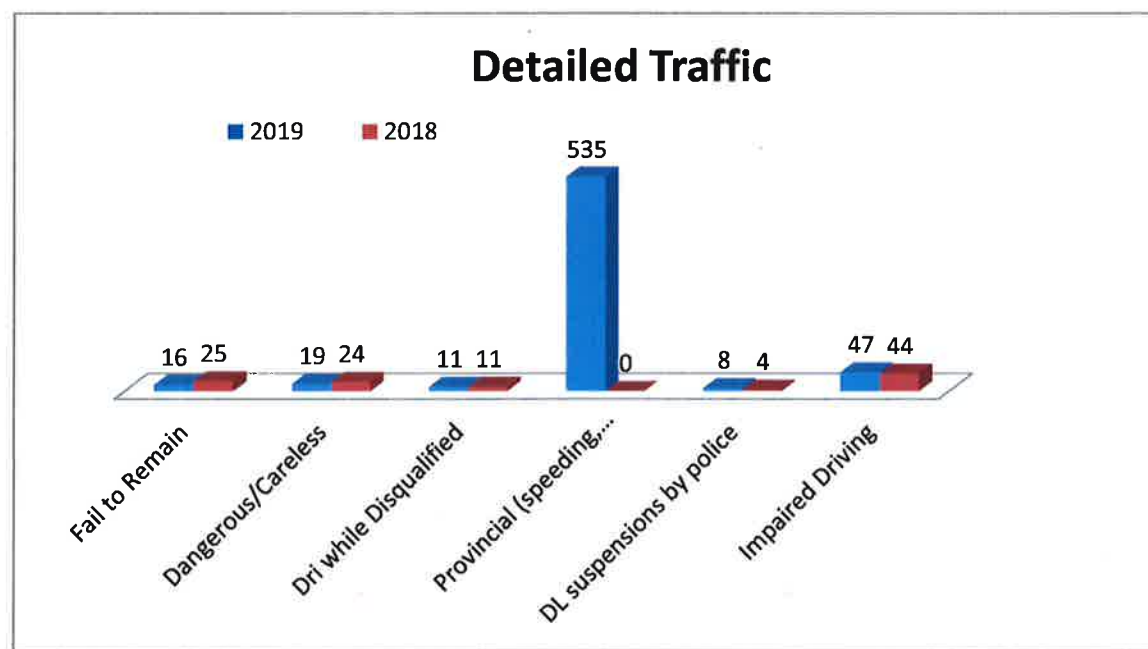
Acting CAO: Chris Albert

Sundre Det. – 4th Quarter 2019 Stats (Jan – Dec) for Town

Detailed Crime	2019	2018
Assaults	35	55
Other Persons	26	40
B&E	21	13
Theft Under \$5000	43	39
Theft Over \$5000	5	3
Theft of MV	18	16
Mischief/Arson	60	44
Fraud	29	33
PSP	11	8
Crim Code Other	85	81
Weapons Offences	4	3
Drugs	13	16
Prov Stats (not traffic)	108	101
Bylaws	12	7

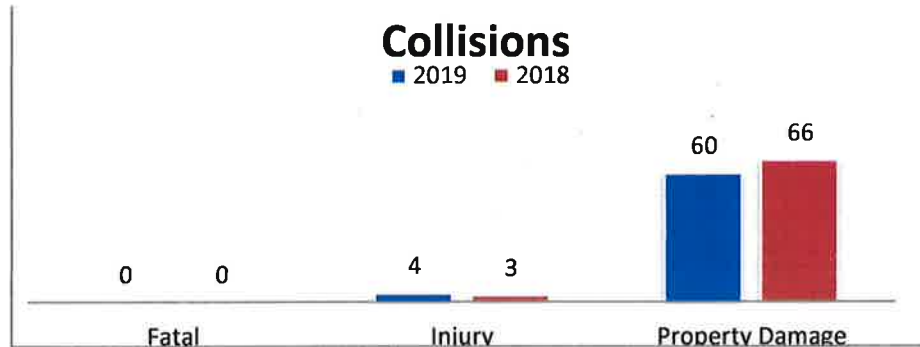


Detailed Traffic	2019	2018
Fail to Remain	16	25
Dangerous/Careless	19	24
Dri while Disqualified	11	11
Provincial (speeding, insurance, seatbelts, etc)	535	n/a
DL suspensions by police	8	4
Impaired Driving	47	44

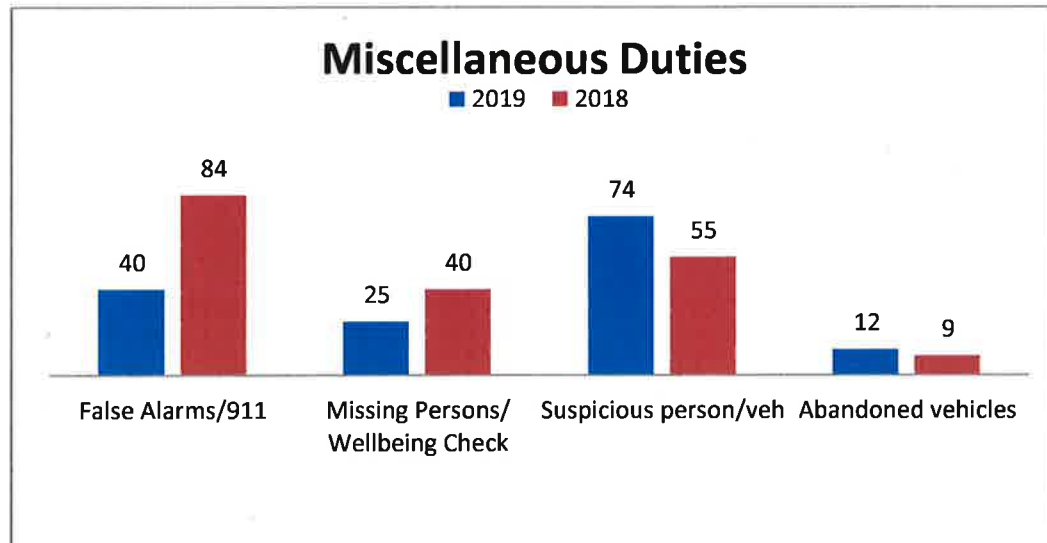


Sundre Det. – 4th Quarter 2019 Stats (Jan – Dec) for Town

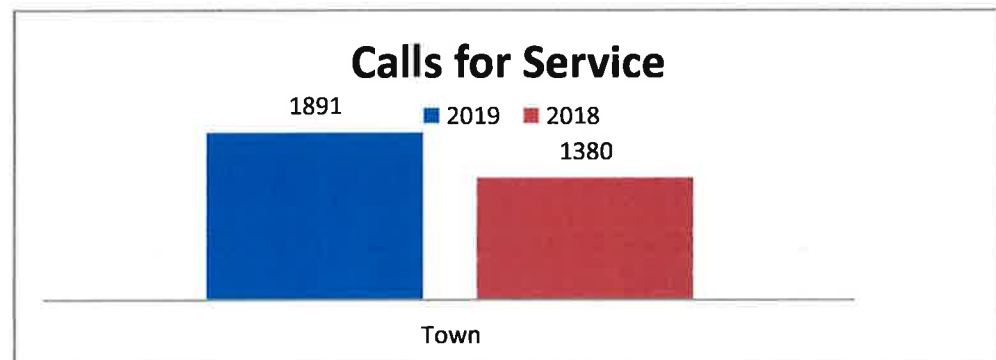
Collisions	2019	2018
Fatal	0	0
Injury	4	3
Property Damage	60	66



Miscellaneous Duties	2019	2018
False Alarms/911	40	84
Missing Persons/ Wellbeing Check	25	40
Suspicious person/veh	74	55
Abandoned vehicles	12	9



Total Calls for Service	2019	2018
Town	1891	1380





REQUEST FOR DECISION

COUNCIL DATE	February 10, 2020
SUBJECT	Bylaw 2020-03 Establishment of Committees of Council
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2020-03 is a Bylaw to Establish the Boards and Committees of Council.

The Bylaw states: *"the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates."*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council establishes Committees as set out in Terms of Reference which are attached to and forming part of this Bylaw. Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

The Policy and Bylaw Review Committee Schedule "A" had a minor change under the Composition of Committee from 3 Council Members to "All Members of Council" and under Frequency of Meetings it will now read *"The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair at 5:30 p.m. prior to a Regular Council Meeting."*

The Events & Festivals Committee and the Fundraising Committee will form Schedule "F" and "G" as part of Bylaw 2020-03.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council provide all three readings of Bylaw 2020-03.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.

That the Town of Sundre Council give second reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events/Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.

That the Town of Sundre Council give unanimous consent for third reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.

That the Town of Sundre Council give third and final reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.

That the Town of Sundre Council rescind Bylaw 2019-23 Establishment of Committees of Council.

Date Reviewed February 7, 2020

Acting CAO: Chris Albert



TOWN OF SUNDRE

BYLAW NO. 2020-03

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BOARDS AND COMMITTEES OF COUNCIL

WHEREAS, pursuant to the *Municipal Government Act*, Statutes of Alberta, 2000, Chapter M-26, as amended or replaced from time to time, provides that a Council may by Bylaw establish standing or special Committees of Council and delegate to such Committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

AND WHEREAS, the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

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

1. NAME OF BYLAW

This Bylaw may be cited as "Boards and Committees Bylaw."

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;
- 3.1.4 "Council" means the Council of the Town of Sundre;
- 3.1.5 "Councillor" means a Councillor of the Town of Sundre;
- 3.1.6 "Town" means the Town of Sundre
- 3.1.7 "Ex-officio" means membership by virtue of one's office.
- 3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to the Bylaw;

- 3.1.9 “Mayor” means the Chief Elected Official of the Town of Sundre;
- 3.1.10 “Terms of Reference” means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;
- 3.1.11 “Voting Member” means those members identified as voting members in a Terms of Reference.

3. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.4 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public through the CAO, and
 - 5.5.3 initiated by the Committee.
- 5.5 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.
- 6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.
- 8.2 All members of a Committee shall be resident in the Town of Sundre, unless otherwise provided in the Terms of Reference for that Committee.
- 8.3 Councillors shall be appointed by Council at the organizational meeting.

- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1st in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the Committee accepting a valid reason for his or her absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).
- 8.11 The Committee Members shall adhere to the Council Code Conduct Bylaw established by Council in accordance with the Municipal Government Act s. 146.

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
 - 9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.
- 9.2 Members at Large whose Terms are expiring may be re-appointed.
- 9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all the meetings for the Committee.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2. The chief administrative officer shall ensure that
 - 11.2.1 minutes of each committee meeting are recorded in the English language without note or comment,
 - 11.2.2 include the names of the members present at the committee meeting,
 - 11.2.3 are given to the committee for adoption at a subsequent committee meeting,
 - 11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and
 - 11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.
- 11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 11.4 The Chief Administrative Officer, or his/her designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

- 12.1 A Committee shall give at least 24 hours notice of a Committee Meeting or a change in the location or time of a Committee Meeting.
 - 12.1.1 to the members of the Committee, and
 - 12.1.2 to the public.
- 12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Sundre website.
- 12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.
- 12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. TERMS OF REFERENCE

- 13.1 The Terms of Reference shall set out as a minimum:
 - 13.1.1 A statement of purpose
 - 13.1.2 Composition of Committee
 - 13.1.3 Duties and Power of the Committee
 - 3.1.4 Roles and Responsibilities
 - 13.1.5 Term
 - 13.1.6 Frequency of Meetings

14. GENERAL

- 14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.
- 14.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.
- 14.3 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

15. EFFECTIVE DATE

- 15.1 All Schedules attached are part of and form part of this Bylaw.
- 15.2 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

16. REPEAL

- 16.2 Bylaw 2019-19 and amendments thereto are hereby repealed.

Read for a first time on this 10th day of February 2020

Read for the second time on this 10th day of February 2020

Given Unanimous Consent to Proceed to a third reading this 10th day of February 2020

Read for the third time on this 10th day of February 2020

Mayor Terry Leslie

Chief Administrative Officer, Linda Nelson

Schedule "A"

TERMS OF REFERENCE

COUNCIL POLICY AND BYLAW REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, develop and review Town of Sundre Policies and Bylaws, and provide feedback to the Administration and Council of the Town of Sundre.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer
- Recording Secretary (Non-Member)

III. DUTIES AND POWERS

- Review Policies and Bylaws of the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, authority and responsibility are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the need for development of new Policies and Bylaws, or the revision of existing Policies and Bylaws.
- With the guidance of Administration, develop new Policies and Bylaws to address emerging needs or existing gaps in policy.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review draft Bylaws and Policies, prepared by the CAO, and recommend amendments/additions for decision of Council as a whole.
- The CAO shall research, draft and present Bylaws and Policies to the Committee for review.
- The CAO shall present the Bylaws and Policies to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair at 5:30 p.m. prior to a Regular Council Meeting.

Schedule "B"

TERMS OF REFERENCE

COUNCIL GRANT REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

VII. COMPOSITION OF COMMITTEE

- 3 Councillors
- Town of Sundre Chief Administrative Officer and/or designate
- Recording Secretary (Non-Member)

VIII. DUTIES AND POWERS

- Review applications/requests for funding submitted to the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the compliance with grant application criteria as a part of the review process.
- Debate and establish grant levels for all applications.

IX. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review applications/requests for funding, as presented by staff, and recommend approvals for decision of Council as a whole.
- Staff shall review, prepare and present recommendations, (based on Council's strategic goals and priorities), on applications/requests for funding to the Committee. Staff shall direct applicants to the correct forms/processes to apply for funding.
- The CAO or their designate shall present the recommendations of the Committee to Council for decision.

X. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

XI. FREQUENCY OF MEETINGS

The committee shall meet as required to facilitate the timely review and recommendations on applications.

XII. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any funding decisions in which they have a real or perceived conflict.

Schedule “C”

TERMS FOR REFERENCE

COUNCIL VISION FOR SUNDRE COMMITTEE

I. STATEMENT OF PURPOSE

To create a Volunteer based Committee of Council that builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, beautify the community, attract visitors to stay, and will eventually assist in the drafting and implementation of a Downtown and Highway Corridor Strategy and Overlay Bylaw.

This committee will eventually morph into a number of other committees/boards or associations, such as a Tourism Association, an Events Committee, and other committees as suggested by the Vision for Sundre Committee, to enhance the overall well-being of the Town and its citizens in conjunction with the Town of Sundre Strategic Plan and Priorities.

II. COMPOSITION OF COMMITTEE

- 9 Members of the Public
- 1 Council Member
- Town of Sundre Chief Administrative Officer or designate
- Town of Sundre Administration as designated by the Chief Administrative officer
- Recording Secretary (Non-Member)

III. DUTIES AND POWERS

- The Committee will ensure accountability, eligibility, and compliance with the Council’s strategic priorities are clearly delineated and consistently applied.
- Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - a. Receipt of requests or suggestions from Council
 - b. Requests or enquiries from the public through the CAO, and
 - c. Initiated by the Committee
- The Committee shall prepare letters, recommendations, resolutions, discussion paper and other documents, as appropriate to Council.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Determine Sub-Committees and Terms of Reference
- Assign members to Sub-Committees

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint a staff member to fulfill the role of recording secretary.

Schedule C Terms of Reference Vision for Sundre Committee continued

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

V. TERM

Members at large will be appointed for a 2-year term with the opportunity to be reappointed.

Council members shall be for a term of 1 year, renewable at the Organizational Meeting.

The Chair shall be appointed by the Committee, for a term of 1 year.

VI. FREQUENCY OF MEETINGS

The committee shall meet as required. Normally meetings shall occur one Tuesday per month at 3:00 p.m. at the Town of Sundre Council Chambers.

Schedule "D"

TERMS OF REFERENCE

SUNDRE TOURISM ASSOCIATION COMMITTEE (AD-HOC)

I. STATEMENT OF PURPOSE

The Sundre Tourism Association Committee is an Ad-Hock Committee of Council that that will focus on the creation of a Tourism Association.

II. COMPOSITION OF COMMITTEE

- 1 Council member (cannot be chair or vice-chair);
- 4 representatives from stakeholders such as service providers/agencies or organization who have expertise and experience in tourism industry and economic development;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre staff acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Tourism Committee has no delegation decision making power from Council.

The establishment of a Tourism Committee provides a forum for the development and creation of a Town of Sundre Tourism Association.

The committee will disband upon creation and implementation of the Sundre Tourism Association.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Participate in all steps required to form an association including:
 - Draft the Association Bylaws;
 - Submit Forms; and associated documents to support applications to form a Tourism Association.
 - Take on the role of the Executive until the first AGM.

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

V. TERM

The Committee shall disband on the date the Association is officially formed.

VI. FREQUENCY OF MEETINGS

The committee shall meet at least once monthly or as required by the committee.

Schedule "E"

TERMS OF REFERENCE

EMERGENCY MANAGEMENT ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

To establish a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs, and to provide guidance and direction to the Sundre Emergency Management Agency.

II. COMPOSITION OF COMMITTEE

- All members of Sundre Council
- Town of Sundre Chief Administrative Officer (Non-Voting)

III. QUORUM

Those members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

IV. ROLES AND RESPONSIBILITIES

The CAO shall:

- The primary role of the CAO is liaison between the Emergency Management Committee and the Emergency Management Agency, or any other duties the Director of Emergency Management deems appropriate during an emergency.
- Fulfill the CAO duties under Section 208 of the *Municipal Government Act* for Council Committees.
- Appoint a staff member to fulfill the role of recording secretary.

The Council shall:

- At all times be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under Section 18 of the Emergency Management Act.
- Appoint all Councillors to serve on the Municipal Emergency Advisory Committee.
- Approve the Emergency Plans and Programs subject to the Local Authority Emergency Management Regulation.
- Complete the Municipal Elected Officials online course within 90 days of being elected.

V. MEETING PROCEDURES

The Mayor is the chair of the Committee and will preside at all meetings. When the Mayor is unable, through illness, absence or other cause, to perform the chair's duties, the first member of Council described in the following list who is present and able to act, shall be the chair of the Committee:

- (i) the Councillor holding the position of Deputy Mayor at the time of the meeting;
- (ii) the Councillor holding the position of Acting Mayor at the time of the meeting;
- (iii) the next available Councillor in priority according to the Deputy Mayor roster as established at the last organizational meeting.

The Committee shall follow the General Provisions under section 14 of this Bylaw.

VI. DUTIES AND POWERS

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

- Receive updates regarding the Emergency or Disaster from the Agency;
- In accordance with the Act, declare, renew or terminate a State of Local Emergency by resolution when appropriate.
- Perform any additional powers or duties as described in the Act, as assigned to it by Council.
- Exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and
- Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

The Council May

- During or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.
- Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

VII. DECLARATION OF A STATE OF LOCAL EMERGENCY

If the Mayor is available, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies.

If the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.

A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

- a) The declaration, renewal or termination must be made by resolution at a meeting for which notice under the Municipal Government Act is not required;
- b) All members of Council shall be notified of the declaration, renewal or termination as soon as practicable;
- c) The declaration must identify the nature of the Emergency and the area of the Town in which it exists;

- d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and
- e) The Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

VIII. Termination of State of Local Emergency

A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

- a) A resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
- b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- c) The Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
- d) The Minister cancels the State of Local Emergency.

When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

IX. Councillor Training

Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

X. FREQUENCY OF MEETINGS

- The Committee shall meet at least once annually.
- The Committee may meet from time to time at the request of the Mayor, or the CAO as requested by the Director, whether or not an emergency or disaster exists, if required.

Schedule “F”

TERMS OF REFERENCE

EVENTS & FESTIVALS COMMITTEE

I. STATEMENT OF PURPOSE

The Events and Festival Committee of Council builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, attract members of the community and visitors by implementing and promoting events and festivals in the Town of Sundre to increase engagement and participation in public and community events.

The committee shall participate in the development of a long-range plan to identify future special events and festivals and the locations thereof.

II. COMPOSITION OF COMMITTEE

The events Committee shall be made up of a core group of five (5) individuals:

- 1 Council member;
- Representatives from service providers/agencies or organization who have expertise and experience in the provision of event and festival services;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Events and Festival Committee has no delegation decision making power from Council.

The establishment of an Events and Festivals Committee provides an important forum for identifying opportunities and advising Council to ensure the events and festivals delivered are inclusive and accessible.

As with all Town of Sundre Advisory Committees, the Events and Festival Committee has a Town and surrounding area focus on issues and opportunities that are relevant across the entire municipality.

The Committee where necessary may form sub or working groups and may bring advisors to facilitate/support the work of the Committee with approval from the Chief Administrative Officer.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Assign members to Sub-Committees as required;
- Provide feedback on Events/Festivals communication strategies;
- Act as ambassadors at Events and Festivals;
- Act as a resource as needed and requested by the Town
- Promote events and festivals as needed and requested by the Town;
- Assist with the development of a recruit program for event volunteers.
- Identify gaps in events and festivals and create solutions for those gaps.

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

V. FREQUENCY OF MEETINGS

The Committee will meet as needed, but a minimum of four times a year, at the request of the Committee Chair or Town.

The Events and Festival Committee may hold joint meetings to deal with issues that cover the reach of more than one Committee.

Schedule "G"
TERMS OF REFERENCE
FUNDRAISING COMMITTEE

I. STATEMENT OF PURPOSE

The Fundraising Committee of Council builds on a Vision for Sundre to raise funds in order to implement actions and activities that will support the Town through economic growth and attract visitors. The committee's focus is to raise funds to support special project for the Town of Sundre.

II. COMPOSITION OF COMMITTEE

The Fundraising Committee shall be made up of a core group of five (5) individuals:

- 1 Council member;
- Representatives from stakeholders such as service providers/agencies or organization who have expertise and experience in the provision of downtown businesses and economic development;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Committee has no delegation decision making power from Council.

The mandate of the Fundraising Committee is to participate the planning, coordination and implementation of all fundraising activities in support of the projects and activities for the benefit of the community as a whole.

IV. OBJECTIVES:

In particular, the Committee will, on request or with the permission of the Town, perform the following tasks:

1. Advise the Town Administration on any fundraising matter;
2. Develop a fundraising strategy;
3. Implement, monitor and evaluate the fundraising strategy once it is adopted;
4. Identify and maintain a list of existing and potential sponsors and funders;
5. Assume the lead for certain fundraising activities, such as membership recruitment;
6. Assist committee members in managing interactions with sponsors/funders: obtaining funds or in-kind services, thanking sponsors/funders in writing.

V. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Assign members to Sub-Committees as required;
- Provide feedback on Fundraising Committee communication strategies;
- Act as a resource as needed and requested by the Town;

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

VI. FREQUENCY OF MEETINGS

The Committee will meet as needed, but a minimum of four times a year, at the request of the Committee Chair or Town.

The Fundraising Committee may hold joint meetings to deal with issues that cover the reach of more than one Committee.



REQUEST FOR DECISION

COUNCIL DATE	February 10, 2020
SUBJECT	Bylaw 2020-04 Central Alberta Regional Assessment Review Board
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

In order to be a member of the Central Alberta Regional Assessment Review Board (RARB), a municipality must pass a bylaw in substantially the same form as the City of Red Deer's bylaw. As The City is responsible to perform all Coordinator functions, the RARB Bylaw is regularly reviewed to ensure that it is compliant with legislation and legal decisions.

At this time the Bylaw requires amendments to be in compliance with Bill 25 passed on December 5, 2019, to enact recommendations from Municipal Affairs' Municipal Accountability Program and for general housekeeping. There are no direct operational impacts and no financial impacts related to this bylaw. The major changes that you will see between the current bylaw and the proposed bylaw include:

- Housekeeping and consistency;
- Improved language to ensure the Board is established in compliance with legislation;
- Improved language related to the Board Member appointments;
- Clarified language related to the establishment and responsibilities of the Regional Board Review Committee;
- Improved language related to the Regional Advisory Group.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached bylaw.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 6. Regional Cooperation

Goal 6.1 Build upon and improve our relationships with our regional partners.

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2020-04.

MOTION:

That the Town of Sundre Council grant first reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.

That the Town of Sundre Council grant second reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.

That the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.

That the Town of Sundre Council grant third and final reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.

That the Town of Sundre Council rescind bylaws 09.11 and 2018-06.



TOWN OF SUNDRE

BYLAW NO. 2020-04

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH A JOINT ASSESSMENT REVIEW BOARD.

WHEREAS Section 455 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Partner Municipalities jointly wish to establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

COUNCIL OF THE TOWN OF SUNDRE ENACTS AS FOLLOWS:

Short Title

- 1 The short title of this Bylaw shall be the “Central Alberta Regional Assessment Review Board Bylaw”.

Purpose

- 2 The purpose of this bylaw is to establish a joint assessment review board that will enable municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

Definitions

- 3 (1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act (MGA)*.
- (2) In this bylaw the following terms shall have the meanings shown:
 - (a) “Board” means the Central Alberta Regional Assessment Review Board;
 - (b) “Composite Assessment Review Board” or “CARB” means the Composite Assessment Review Board established in accordance with the *MGA* hears complaints on assessment notices for property other than the property described in section 3(2)(d) of this bylaw and section 460.1 of the *MGA*;
 - (c) “Designated Officer of the Central Alberta Regional Assessment Review Board (Designated Officer)” means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the *MGA*;
 - (d) “Local Assessment Review Board” or “LARB” means the Local Assessment Review Board established in accordance with the *MGA* who hears complaints about assessment notices for:
 - i. residential property with 3 or fewer dwelling units, or
 - ii. farmland, or

a tax notice other than a property tax notice, business tax notice or improvement tax notice;

- (e) “Member” means a member of the Central Alberta Regional Assessment Review Board;
- (f) “Minister” means the Minister determined by the Province to be responsible for the *MGA*;
- (g) “Partner Municipality” means a municipality who enters into an agreement with The City of Red Deer to jointly establish the Central Alberta Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw, as well as The City of Red Deer;
- (h) “Provincial Member” means a person appointed as a provincial member to a CARB by the Minister.

Partner Municipalities

- 4 (1) The Partner Municipalities, which includes The City of Red Deer, hereby jointly establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.
- (2) Each Partner Municipality is responsible for establishing filing fees and administering policies in respect of refunding filing fees in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.

Regional Board Review Committee

- 5 (1) The Regional Board Review Committee is established and will consist of 5 Administrators who volunteer from the Partner Municipalities.
- (2) The term for Regional Board Review Committee volunteers is one year.
- (3) The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.
- (4) The Regional Board Review Committee:
 - (a) reviews applications from persons applying to be Members and makes recommendations to the Designated Officer concerning the appointment of Members from the applicants; and
 - (b) may make recommendations to the Designated Officer concerning the revocation of appointment of a Member.

Appointment of Board Members

- 6 (1) The Designated Officer shall appoint not more than 20 citizens-at-large to be Members of the Board.
- (2) The total number of Members appointed shall be determined by the Designated Officer.

Establishment of Boards

- 7 (1) The following joint Central Alberta Regional Assessment Review Boards are established:
- (a) a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and
 - (b) a CARB that hears complaints referred to in section 460.1(2) of the *MGA*.

Jurisdiction of the Board

- 8 (1) The Boards shall have jurisdiction to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board under the provisions of the *MBA* in respect of assessment complaints made by taxpayers of a Partner Municipality.

Terms of Appointment

- 9 (1) Unless otherwise stated in their appointment letters, all Members are appointed for three-year terms.
- (2) If a vacancy on the Board occurs at any time the Regional Board Review Committee may recommend the appointment of a new person to fill the vacancy for the remainder of that term.
- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Designated Officer may remove a Member for cause or misconduct, or on the recommendation of the Regional Board Review Committee.
- (6) Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

Regional Advisory Group

- 10 (1) Members will elect from among themselves a Regional Advisory Group consisting of up to 4 members and comprised of one Advisory Group Chair and up to 3 Vice Chairs.
- (2) The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:
- (a) assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;
 - (b) evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
 - (c) ensure other Members are provided mentoring; and
 - (d) act as a liaison between the Members and the Designated Officer.
- (3) The duties of the Regional Advisory Group Chair include:
- (a) chairing meetings of the Regional Advisory Group;
 - (b) establishing agendas for the Regional Advisory Group meetings in consultation with the Designated Officer;

- (c) liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Board;
 - (d) appointing a Regional Advisory Group member as Acting Chair of the Regional Advisory Group;
 - (e) signing correspondence on behalf of the Regional Advisory Group.
- (4) If the Regional Advisory Group Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Designated Officer may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

Designated Officer of the Central Alberta Regional Assessment Review Board

- 11 (1) The position of Designated Officer of the Central Alberta Regional Assessment Review Board to carry out the duties and functions of the Assessment Review Board Clerk is established.
- (2) The Town of Sundre jointly appoints The City of Red Deer Legislative Services Manager as the Assessment Review Board Clerk of the Central Alberta Regional Assessment Review Board.
- (3) The salary of the Designated Officer will be made routinely available in the City of Red Deer annual Financial Statements.
- (4) The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
- (5) The Designated Officer:
- (a) shall assist the Board in fulfilling its mandate;
 - (b) may delegate to an employee, the duties and functions of the Assessment Review Board Clerk provided they have successfully completed the training as prescribed by the Minister;
 - (c) shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters;
 - (d) shall consult with the Regional Advisory Group and Members on matters affecting the Boards;
 - (e) shall issue instructions to independent legal counsel for the Boards when required
 - (f) may, at the request of a Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the Board;
 - (g) may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group;
 - (h) may set fees payable for persons to obtain copies of the Board's decisions and documents.

Hearings

- 12 (1) Hearings will be held at such time and place as determined by the Designated Officer.
- (2) The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* and section 464.1 of the MGA.

Commencement of Complaints

- 13 (1) In accordance with the *MGA*, a taxpayer may commence an assessment complaint by:
- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints Regulation*', Alberta Regulation 201/2017 (Regulations) and within the time limits specified in the *MGA*; and
 - (b) paying the applicable fee.

Rules of Order

- 14 (1) The Board will conduct hearings in accordance with:
- (a) the provisions of the *MGA* and related regulations;
 - (b) principles of natural justice and procedural fairness; and
 - (c) its policies and procedures.

Notice of Decisions & Record of Hearing

- 15 (1) After the hearing of a complaint, the Designated Officer shall:
- (a) under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the *MGA*; and
 - (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the *MGA* and Regulations.
- (2) The Designated Officer will maintain a Record of Hearing in accordance with the *MGA* and the Regulations.

Delegation of Authority

- 16 (1) In accordance with its authority under *MGA*, Council hereby delegates to the Designated Officer the authority to:
- (a) appoint members to the Central Alberta Regional Assessment Review Board;
 - (b) jointly prescribe the remuneration and expenses payable to each Member of the Board;
 - (c) jointly appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair; and
 - (d) set fees payable by persons wishing to be involved as a party or intervenor in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents.

Reimbursement of Costs

- 17 (1) The City of Red Deer shall pay for the administrative costs associated with the operation of the Board as set out in the agreement with the City of Red Deer.

Transitional

- 18 (1) Bylaw 09.11 AND 2018-06 is repealed and this Bylaw comes into effect at time of passage.

Read for a first time on this 10th day of February 2020

Read for the second time on this 10th day of February 2020

Given Unanimous Consent to Proceed to a third reading this 10th day of February 2020

Read for the third time on this 10th day of February 2020

Mayor Terry Leslie

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	February 10, 2020
SUBJECT	Sundre Aquaplex
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

CAO Linda Nelson will provide a verbal update and other discussion items relating to the Sundre Aquaplex.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Information will be forthcoming during the meeting.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

To be determined

MOTION:

To be determined

Date Reviewed: February 7, 2020

Acting CAO: _____

Chris Allert



REQUEST FOR DECISION

COUNCIL DATE	Sundre Minor Hockey Association
SUBJECT	Provincial Tournament
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Administration met with the Sundre Minor Hockey Association to discuss the upcoming Provincial Tournament in March.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Sundre Minor Hockey requested the following:

- Town to Host pancake breakfast. *They are working on a location currently with Marty Mennear, who is our main sponsor the breakfast. The breakfast will run from 7:00 am - 10:00 am Saturday March 21. We will need help cleaning up afterwards. We may be able to set up the night before, will have to be dependent on the location.*
- Provide In-Kind support by providing ice, community center and boardroom
- Provide Town of Sundre Swag: *They will need 150 pins as all the teams have a pin exchange. If players bags are available.*
- Council Participation: *They would like a welcome letter written by the Mayor to be put into the program. They would like to have the Mayor make a general welcome speech at the Banquet. He is invited to bring a guest and will be invited to have supper with the board at the banquet.*
- Single Point of contact

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. Service Delivery

Goal 3.3: Continue to promote recreational opportunities

ADMINISTRATION RECOMMENDATIONS:

That Council approve the list of requests from Sundre Minor Hockey as listed.

MOTION:

That the Town of Sundre Council approve the following requests from Sundre Minor Hockey in support of the 2020 Bantam Tier 4 Hockey Alberta Provincial Championships March 19-22, 2020:

- Host Pancake Breakfast
- Provide in-kind support by providing ice, community centre and board room
- Provide Town of Sundre Swag: pins, bags, etc. for approximately 150 players
- Council be part of Opening Ceremonies and Banquet
- Town to have single point of contact with Sundre Minor Hockey

Date Reviewed: February 7, 2020

Acting CAO: Chris Allart



REQUEST FOR DECISION

COUNCIL DATE	February 10, 2020
SUBJECT	Capital Purchase - Sewer Line Camera
ORIGINATING DEPARTMENT	Operations
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

The current sewer line camera experienced a severe failure and requires replacement at a cost of \$10,715.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The operations department utilizes a recordable sewer line camera, purchased in 2007, to inspect sewer services and determine issues either caused by owner or Town. The camera is a critical service tool for the operation of our wastewater collection system. The current experienced a severe failure and is not supported any longer. The new unit quoted and chosen is supplied by a company in Calgary that also supplies gas detection equipment to our gas department. Replacement of the camera was included in the 2020 Capital Plan for 2023 with funding to come from the Utilities Life Cycling RSA.

ALIGNMENT WITH STRATEGIC PLAN:

5.3 Infrastructure Develop long range capital plan

ADMINISTRATION RECOMMENDATIONS:

Council approve purchasing a new sewer line camera at a cost of \$10,715 plus GST with funds to come from the Utilities Life Cycling RSA.

MOTION:

Town of Sundre Council approve purchasing a new sewer line camera at a cost of \$10,715 plus GST with funds to come from the Utilities Life Cycling RSA.

Date Reviewed: February 7, 2020:

Acting CAO: Chris Albert



REQUEST FOR DECISION

COUNCIL DATE	February 10, 2020
SUBJECT	Grants to Organizations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

The Grants to Organizations Policy #A-012-00-POL allows for two (2) in-takes of applications for funding for non-profit organizations and charities that meet the criteria set out in the policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council has approved \$50,000 in funding for the 2020 Grants to Organizations program.

15 applications were received on or before the deadline of January 31, 2020 with a total request of \$59,980.18.

The Grant Review Committee met on February 3, 2020 to review and make recommendations for Council to approve as follows:

Organization	Amount Request	Amount Recommended
Sundre Minor Hockey: Rental of Facilities for Bantam Tournament	\$4,325	\$4,325
The Flippin Barn – Signage	\$1,449	\$1,449
Olds & District Kiwanis Music Festival: Donation for annual event	\$500	\$250
Sundre & District Museum: Sundre Winterfest 2020	\$2,000	\$2,000
Sundre Palliative Care Association: Training Materials	\$6,500	\$2,000
Sundre Grad Class 2020 Prom Committee: Funding for Facility & Dinner and Prom	\$1,113.84	\$972.40
Sundre West Country Centre: Installation of Accessible Door	\$5,000	\$2,650
Greenwood Neighbourhood Place: Special Community Event Celebration of GNP	\$1,725	\$1,725
Foothills Bluegrass Music Festival: Venue Expenses	\$5,000	\$1,000
Sundre Rodeo & Race Association: Rodeo Event Expenses	\$15,000	\$5,000
Sundre Daycare: Waiver of Rental	\$5,000	\$0.00
Head to Toe Style: Storefront improvement	\$2,031.99	\$1,500
Royal Services: Upgrade of Downtown Core	\$4,245	\$1,500
Seniors Protected & Respected Under Community Engagement: (SPRUCE) Education & Awareness Campaign	\$4,590.35	\$2,500
Foothills Lodge Aux. Association: Helping dementia patient's programs	\$1,500	\$1,500
TOTALS	\$59,980.18	\$28,371.40

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

Goal 3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the recommended funding by the Grant Review Committee in the total amount of \$28,371.40.

MOTION:

That the Town of Sundre Council approve the Grants to Organizations Funding for the first intake for 2020 in the amount of \$28,371.40.

Date Reviewed: February 7, 2020

Acting CAO: Chris Allet



REQUEST FOR DECISION

COUNCIL DATE	February 10, 2020
SUBJECT	Member Resignation from Vision for Sundre Committee
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

On October 21, 2019 Council approved the appointment of Mr. Jim Ekland to the Vision for Sundre Committee for a term of two (2) years ending at the Organizational Meeting in 2021. Motion: 343-21-10-19.

Due to circumstances, Mr. Ekland has notified Administration that he is resigning from this position. We thank Mr. Ekland for his contribution to his community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Vision for Sundre Committee started meeting in the summer of 2019 as a stakeholder group and was officially created in accordance with the Terms of Reference set out in Schedule C in Bylaw 2019-15.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the resignation of Mr. Ekland.

MOTION:

That the Town of Sundre Council accepts Mr. Ekland's resignation from the Vision for Sundre Committee with regret.

Attachment: Copy of Appointment Letter

Date Reviewed: February 7, 2020

Acting CAO:

Chris Allert

October 22, 2019

Mr. Jim Ekland
Sundre, AB T0M 1X0

Dear Mr. Ekland

RE: Appointment to the Vision for Sundre Committee

On October 21st, 2019 at the Regular Meeting of Council the following Motion was approved:

Res. 343-21-10-19

MOVED by Councillor Preston that the Town of Sundre Council appoint Mr. Jim Ekland to the Vision for Sundre Committee for a term of two (2) years ending at the Organizational Meeting in 2021. CARRIED

If you have any questions, please contact me at 403.638.3551 or email linda.n@sundre.com.

Warm regards,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file