



Regular Council Meeting
Town of Sundre Municipal Council Chambers
March 25, 2024
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 March 25, 2024
 - 3.2 Councillor Absence
4. **Adoption of Previous Minutes**
 - 4.1 March 11, 2024 Regular Meeting of Council Pg. 1
5. **Delegation:** None
6. **Bylaws/Policies:**
 - 6.1 RFD Water Conservation Bylaw 2019-05 Pg. 6
 - 6.2 RFD Community Standards Bylaw 2023-09 Pg. 13
 - 6.3 RFD Chief Administrative Officer Bylaw 2024-01 Pg. 38
 - 6.4 RFD Council Committees Bylaw 2024-02 Pg. 57
 - 6.5 RFD Social Media Policy A-007-01-POL Pg. 75
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD Q4 2023 Pro-Forma Financial Reporting Pg. 84
9. **Administration:**
 - 9.1 RFD Departmental Reports February 2024 Pg. 117
 - 9.2 RFD Highway 27 Update Pg. 136
10. **Council Committee Reports:**
 - 10.1 RFD Mayor & Councillor Reports Pg. 137
 - 10.2 RFD Key Messages February 2024 Pg. 142
11. **Council Invitations / Correspondence:**
 - 11.1 RFD Council Correspondence Pg. 144
12. **Closed Meeting:**
 - 12.1 Advice From Officials, *FOIPP Act, Section 24*
 - 12.2 Advice from Officials, *FOIPP Act, Section 24*
13. **Adjournment**

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Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
March 11, 2024

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, March 11, 2024, commencing at 6:00 p.m.

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

ABSENT: Councillor Connie Anderson (by phone)

STAFF: Chief Administrative Officer, Linda Nelson
Director Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Community Peace Officer – Sam Zhao
Town of Sundre Bylaw Officer – Rob Plews
Administrative Support, Betty Ann Fountain

PUBLIC: 3, including Mr. Craig Smith, property owner 940 Main Avenue East.

PRESS: 1

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

PUBLIC HEARING: None

AGENDA – AMENDMENTS AND ADOPTION:

Res. 046-11-03-24 MOVED by Councillor Vardas that the agenda be approved as amended as follows:

1. **CHANGE** 8.2 Replace dissolution with withdraw from MAP
2. **ADD** 8.3 RFD Acceptance of proposed Resolutions to Alberta Municipalities Spring Caucus, March 14 & 15, 2024.
3. **REMOVE** 13.1 Closed Meeting

CARRIED

Initials

Councillor Absence: Councillor Anderson notified CAO in compliance of 14.6 of Council’s Procedural Bylaw that he will be joining the meeting by phone.

ADOPTION OF THE PREVIOUS MINUTES:

Res. 047-11-03-24 MOVED by Councillor Isaac that the Minutes of the Regular Council Meeting of Council held on February 26, 2024, be approved as presented.

CARRIED

DELEGATION: **Highway 27 Traffic Concerns**

Res. 048-11-03-24 MOVED by Councillor Petersen that the Town of Sundre Council thank the Property Owner of 940 Main Avenue East for bringing forward his concerns to Council and accept the presentation as information.

CARRIED

NEW BUSINESS: **Grants to Organizations 1st Intake 2024**

Res. 049-11-03-24 MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for GNP (Sundre Seniors Connection) in the amount of \$2,000.

CARRIED

Res. 050-11-03-24 MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Crude Energy in the amount of \$3,000.
Opposed: Councillor Vardas, Councillor Isaac

CARRIED

Res. 051-11-03-24 MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for the Kiwanis Music Festival in the amount of \$500

CARRIED

Res. 052-11-03-24 MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for the Children’s Emporium in the amount of \$3,000

CARRIED

Res. 053-11-03-24 MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for The Slingshot Garage in the amount of \$1,000

CARRIED

Res. 054-11-03-24 MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Grad Committee in the amount of \$1,200
Opposed: Councillor Dalke

CARRIED

Initials

Res. 055-11-03-24 MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Pickleball in the amount of \$0.00

CARRIED

Res. 056-11-03-24 MOVED by Councillor Dalke that the Town of Sundre Council approve the Grants to Organizations funding for Adam’s Army Charitable Foundation in the amount of \$1,500 for 2024.

CARRIED

Res. 057-11-03-24 MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Community Choir & Handbells in the amount of \$500

CARRIED

Res. 058-11-03-24 MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers in the amount of \$1,500

CARRIED

Res. 059-11-03-24 MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Aquaplex in the amount of \$0.00

CARRIED

Res. 060-11-03-24 MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Alberta Institute for Wildlife Conservation in the amount of \$0.00

CARRIED

Res. 061-11-03-24 MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Citizens on Patrol Association (SCOPA) in the amount of \$0.00
Opposed: Councillor Dalke

CARRIED

Res. 062-11-03-24 MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Day Care in the amount of \$0.00

CARRIED

Res. 063-11-03-24 MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Mainavekidzclub in the amount of \$1,000

CARRIED

Initials

- Res. 064-11-03-24* MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Historical Society / Museum in the amount of \$3,400
CARRIED
- Res. 065-11-03-24* MOVED by Councillor Isaac that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studio Music Weekend in the amount of \$0.00
CARRIED
- Res. 066-11-03-24* MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Bluegrass Music Society in the amount of \$2,000
CARRIED
- Res. 067-11-03-24* MOVED by Councillor Dalke that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Library in the amount of \$140
CARRIED
- Res. 068-11-03-24* MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for The DEN S.Y.C. in the amount of \$1,000
Opposed: Councillor Isaac, Councillor Marr
CARRIED
- Res. 069-11-03-24* MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Search & Rescue in the amount of \$0.00
Opposed: Councillor Dalke
CARRIED
- Res. 070-11-03-24* MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for 306 Sports Society / Sundre Karate Club in the amount of \$0.00
CARRIED
- Res. 071-11-03-24* MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Mountain View Trading Post in the amount of \$0.00
CARRIED
- Res. 072-11-03-24* MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Broncs, Bulls & Wagons in the amount of \$3,000
CARRIED

Res. 073-11-03-24 MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Rodeo & Race Associations in the amount of \$5,000
CARRIED

Withdrawal of Membership in Municipal Area Partnership (MAP)

Res. 074-11-03-24 MOVED by Councillor Petersen that the Town of Sundre agree to withdraw from the Municipal Area Partnership (MAP) Committee and that the remaining funds of \$23,917.21 in the MAP Account be distributed based on the same ratio contributions that were made to the fund; and further, that Mountain View County will retain 40% of the funds totaling \$9,566.88 and distribute the remaining funds to the member Municipalities.
CARRIED

Res. 075-11-03-24 MOVED by Councillor Isaac that the Town of Sundre Council support Mayor Warnock’s “yes” vote to the two Resolutions to Alberta Municipalities Spring Caucus, March 14 & 15, 2024.
CARRIED

ADMINISTRATION: **Highway 27 Meeting with Downtown Businesses**

Res. 076-11-03-24 MOVED by Councillor Isaac that the Town of Sundre Council accept Administration’s verbal report as information.
CARRIED

MUNICIPAL AREA PARTNERSHIP: None

COUNCIL INVITATIONS /
CORRESPONDENCE: None

ADJOURNMENT

Res. 077-11-03-24 MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 7:33 p.m.
CARRIED

These Minutes approved this 25th Day of March 2024.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE: March 25, 2024
SUBJECT: Bylaw 2019-05 "Water Conservation Bylaw"
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 6.1

BACKGROUND/PROPOSAL:

The Municipal Government Act provides authority for a Municipal Council to pass a Bylaw pursuant to Section 7 respecting the services provided by or on behalf of the municipality, including public utilities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Bylaw Policy Review Committee has reviewed the current Bylaw and has recommended one amendment for decision of Council, as follows:

Remove the words "may forfeit the right to be supplied with water, and" under section 4 Penalties as follows:

SECTION 4 PENALTIES

4.1 A Person committing a breach of any of the provisions of this Bylaw, upon conviction of breach thereof, ~~may forfeit the right to be supplied with water, and~~ shall be liable to penalty as outlined below.

ALIGNMENT WITH STRATEGIC PLAN

This Bylaw aligns with Strategic Pillar # 5 in the Strategic Plan – Sustainable and Responsible Government.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council approves the amendment to Bylaw 2019-05 "Water Use and Conservation Bylaw" as presented, and that Council gives all three readings to Bylaw 2019-05 "Water Use and Conservation Bylaw" being a Bylaw to govern water use and water conservation during a water shortage.

MOTION:

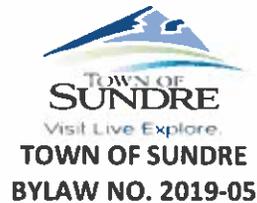
That the Town of Sundre Council gives First Reading to Bylaw 2019-05 "Water Use and Conservation Bylaw" being a Bylaw to govern water use and water conservation during a water shortage..

That the Town of Sundre Council gives Second Reading to Bylaw 2019-05 "Water Use and Conservation Bylaw" being a Bylaw to govern water use and water conservation during a water shortage.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2019-05 "Water Use and Conservation Bylaw" being a Bylaw to govern water use and water conservation during a water shortage.

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2019-05 "Water Use and Conservation Bylaw" being a Bylaw to govern water use and water conservation during a water shortage.

Date Reviewed: March 21, 2024 CAO: Linda Nelson



BEING A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, TO GOVERN WATER USE AND WATER CONSERVATION MEASURES DURING EVENTS OF WATER SHORTAGE

WHEREAS the Municipal Government Act, being Chapter M-26.1 of the Statutes of Alberta, 2000, and any amendments thereto, provides authority for a Municipal Council to pass a Bylaw pursuant to Section 7 respecting the services provided by or on behalf of the municipality, including public utilities; and

WHEREAS the Municipal Government Act also provides authority for a Municipal Council to pass a Bylaw pursuant to Section 8 allowing Council to regulate or prohibit; and

WHEREAS the Town of Sundre has a license to draw water from Alberta Environment & Parks and the Province of Alberta, and

WHEREAS the Council of the Town of Sundre, in the Province of Alberta, deems it advisable and necessary to make provisions for the conservation and restriction of the use of water and for the protection of the supply of water, and

WHEREAS the Council of the Town of Sundre encourages water conservation to sustainably manage the natural resource of fresh water, to protect the hydrosphere, and to meet the current and future human demand;

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

SECTION I: DEFINITIONS

- 1.01 This Bylaw may be cited as "**Water Use and Conservation Bylaw**" and will be taken to apply within the corporate limits of the Town of Sundre.
- 1.02 "**By-law Enforcement Officer**" means a person or persons employed by the Town of Sundre and authorized to enforce the Bylaws of the Town of Sundre, including a Peace Officer or a member of the RCMP.
- 1.03 "**Chief Administrative Officer**" means the Chief Administrative Officer of the Town of Sundre, in the Province of Alberta, as appointed by resolution of Council.
- 1.04 "**Council**" means the Municipal Council of the Town of Sundre, in the Province of Alberta.
- 1.05 "**Parks and Open Spaces**" refer to any of the Town designated to be a park, or where the Town maintains grassed or garden areas.
- 1.06 "**Non-Essential Water Use**" means the use of water that does not have a health or safety impacts, is not required by regulation or is required by the Town for municipal purposes, and includes but is not limited to:

- Washing of vehicles (also applies to commercial car and truck/RV washes).
 - Washing/pressure washing of streets, sidewalks, parking lots and other paved areas or building exteriors, unless necessary for maintaining public sanitation/safety.
 - Irrigation of lawns, trees, athletic fields and ornamental plants (including through timed or programmed sprinkler systems).
 - Filling of recreational or decorative fountains, swimming pools, hot tubs, or public recreational facilities (skating, curling, pools, etc.).
 - Water for construction purposes, such as grading and compacting.
 - Any other uses deemed non-essential by the Chief Administrative Officer on an event specific basis, given the severity and specific circumstances of the specific event.
- 1.07 **“Person”** means any individual, corporation, society, association, partnership or firm.
- 1.08 **“Town”** means the Town of Sundre in the Province of Alberta.
- 1.09 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act. R.S.A. 2000, Chapter P-34, and amendments made thereto, and any Regulations made there under.
- 1.10 **“Water”** means the supply of potable water delivered to customer’s parcel or premises through the water system.
- 1.11 **“Water System”** means the entire infrastructure owned by the Town of Sundre for the purpose of the collection of source water and delivery of potable water to customers.
- 1.12 **“Water Restriction”** means the applicable restriction on water use imposed by the Chief Administrative Officer (Level 1, Level 2, or Level 3,) as described in Schedule “A”.

SECTION 2 WATER CONSERVATION AND RESTRICTION STRATEGIES

- 2.1 Where the Chief Administrative Officer or designate determines it necessary to impose restrictions on the amount of water used within the Town of Sundre, the Chief Administrative Officer may declare a state of water shortage.
- 2.2 The determination as to declare a water shortage shall be solely at the discretion of the Chief Administrative Officer, upon consultation with the Director of Emergency Management, and/or the Fire Chief or their designates and the Operations Department-having regard to factors effecting the water system.
- 2.3 When the Chief Administrative Officer has declared a state of water shortage:
- 2.3.1 The Chief Administrative Officer may impose a Level 1, Level 2, or Level 3 Water Restriction as set out in Schedule “A”.
 - 2.3.2 The Chief Administrative Officer shall not be required to impose levels of restriction in successive stages, but may proceed to impose any level of restriction the Chief Administrative Officer has determined is warranted in the circumstances.
- 2.4 The Town shall provide notices of the state of water shortage and the Water Restriction imposed through whatever media sources the Chief Administrative Officer or designate determines sufficient and may include but not limited to, signage, website, social media and bulk mail notification, and/or local radio/television/newspapers.

- 2.5 When the Chief Administrative Officer has imposed a Level 2 or Level 3 Water Restriction, no Person shall use Town-supplied water contrary to the restriction as set out in Schedule "A". This shall apply equally to all regional customers outside the Town limits, unless alternative arrangements are made between regional customers and the Town.
- 2.6 The state of Water Restriction once imposed shall remain in effect until the Chief Administrative Officer declares that the risk to the overall water supply has improved to an acceptable level and the water restriction has ended.
- 2.7 Regardless of any Water Restriction in effect, water conservation measures will be promoted by encouraging the following conservation activities including, but not limited to:
- Flushing toilets only as required for solids.
 - Not running partial loads in washing or dishwashing machines.
 - Curtailment of all non-essential maintenance operations that require large volumes of water for recreational swimming pools, or other high water use recreational facilities.
 - Refraining from non-essential maintenance operations (those that do not impact public health and safety).
- 2.8 Exceptions:
- 2.8.1 Council may by resolution, choose to exempt certain water users from provisions of all or portions of this bylaw.
- 2.8.2 Water that a Person can establish is not supplied by the Town is not subject to these restrictions. Examples of alternate water supplies include, but are not limited to, rain barrels filled by natural precipitation, private wells, or water purchased from resources other than Town-supplied water.

SECTION 3 BYLAW ENFORCEMENT

- 3.1 A Person who violates any Section of this Bylaw is guilty of an offense and liable, upon summary conviction, to a fine as set out in schedule "B" of this Bylaw.
- 3.2 A By-Law Enforcement Officer who has reasonable grounds to believe a contravention of this Bylaw has occurred or is occurring is authorized and empowered to:
- 3.2.1 Issue a verbal and/or written warning to the Person violating this Bylaw; and/or
- 3.2.2 Issue a Violation Ticket pursuant to Part 2 of the Provincial Offences Procedures Act the Person violating this Bylaw, with or without having issued any such warning.
- 3.3 If a Violation Ticket is issued in respect of an offense, the Violation Ticket may:
- 3.3.1 Provide that the Person who committed the offense may, within a specified period of time, pay a specified penalty as listed in schedule "B" of this Bylaw; or
- 3.3.2 Require a Person to appear in court without the alternative of making a voluntary payment.

SECTION 4 PENALTIES

- 4.1 A Person committing a breach of any of the provisions of this Bylaw, upon conviction of breach thereof shall be liable to penalty as outlined below.

SECTION 5 ENFORCEMENT PART 13 OF MUNICIPAL GOVERNMENT ACT

5.1 In addition to any penalty which may be imposed under this Bylaw, the Town may seek a court order granting relief in the nature of an injunction or any other order necessary to enforce compliance (including pursuant to Part 13 of the Municipal Government Act).

SECTION 6 TRANSITION

6.1 This Bylaw will take force and effect upon the final reading thereof.

Read for a first time on this 25th day of March 2024; Motion No.

Read for the second time on this 25th day of March 2024; Motion No.

Given Unanimous Consent to Proceed to a third reading this 25th day of March 2024; Motion No.

Read for the third time on this 25th day of March 2024; Motion No.

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson

SCHEDULE A

LEVEL 1

VOLUNTARY CONSERVATION WATERING SCHEDULE

All Persons are encouraged to conserve water by restricting outdoor water use, including watering lawns, washing vehicles, sidewalks, pads, exteriors of building, filling of tubs/Jacuzzis, recreational use of sprinklers and like water toys, to the following schedule:

ODD AND EVEN WATERING DAYS:

Using the last number of your address (odd or even) determines the days you are permitted outdoor water use.

ODD: numbered addresses may use water for these purposes Thursdays and Sundays.

EVEN: numbered addresses may use water for these purposes Wednesdays and Saturdays.

WATERING: may occur only on such permitted days during the following hours:

6:00am-9:00am; and 7:00pm-11:00pm

Flowerbeds and vegetable gardens may be watered by hand, at any time, using a watering can or a hose with a nozzle trigger shut off to restrict water flow.

LEVEL 2

MANDATORY CONSERVATION WATERING SCHEDULE

All outdoor water use including watering lawns, washing vehicles, sidewalks, pads, exteriors of building, filling of tubs/Jacuzzis, recreational use of sprinklers and like water toys, is restricted to the following schedule:

ODD AND EVEN WATERING DAYS: Using the last number of your address (odd or even) determines the days you are permitted outdoor water use:

ODD: numbered addresses may use water for these purposes Thursdays and Sundays.

EVEN: numbered addresses may use water for these purposes Wednesdays and Saturdays.

WATERING: may occur only on such permitted days during the following hours:

6:00am-9:00am; and 7:00pm-11:00pm

Flowerbeds and vegetable gardens may be watered by hand, during prescribed times, using a watering can or a hose with a nozzle trigger shut off to restrict water flow.

Requests for site and condition specific irrigation scheduling for commercial or industrial operations using a metered irrigation system may be approved in writing by the CHIEF ADMINISTRATIVE OFFICER.

Requests for water conservation exemption permit for newly seeded lawns or freshly planted sod may be applied for at the Municipal Office.

LEVEL 3

EMERGENCY WATER RESTRICTIONS

All outdoor water use and Non-Essential Water Use is prohibited. Council may shut or constrict water services at their discretion.

Schedule B

<u>LEVEL</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
1	N/A	N/A	N/A
2	\$100.00	\$250.00	\$800.00
3	\$250.00	\$800.00	\$1,500.00



REQUEST FOR DECISION

COUNCIL DATE	March 25, 2024
SUBJECT	Bylaw 2023-09 Community Standards Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Section 7(a) of the *Municipal Government Act*, Chapter M-26RSA, 2010 as amended; states that a Council may pass bylaws for municipal purposes respecting the matter of safety, health and welfare of people and the protection of people and property.

The purpose of Bylaw 2023-09 is to incorporate existing bylaws into one bylaw under a community standards bylaw.

The Bylaw was originally reviewed by the Bylaw and Policy Review Committee on November 15, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report.

ALIGNMENT WITH STRATEGIC PLAN

Pillar #5 – Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council adopt Bylaw 2023-09 being a “Community Standards Bylaw” a bylaw to regulate community standards that may affect a neighbourhood.

MOTION:

That the Town of Sundre Council repeal Bylaw 818 “Regulate and Control Noise”; Bylaw 06-11 “Curfew Bylaw”; and Bylaw 2019-16 “Snow Removal”.

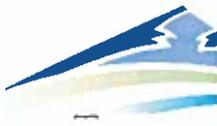
That the Town of Sundre Council give Second Reading to Bylaw 2023-09 being a “Community Standards Bylaw” in relation to the safety, health and welfare of people and the protection of people and property, and to regulate certain activities related to noise, nuisances, unsightly premises and snow removal with the Town limits.

That the Town of Sundre Council give Third and Final Reading to Bylaw 2023-09 being a “Community Standards Bylaw” in relation to the safety, health and welfare of people and the protection of people and property, and to regulate certain activities related to noise, nuisances, unsightly premises and snow removal with the Town limits.

Attachments: Bylaw 2023-09 “Community Standards Bylaw”

Date Reviewed: March 21, 2024

CAO: 



REPORT TO COUNCIL

COUNCIL DATE: March 25 2024
SUBJECT: Bylaw 2023-09 "Community Standards Bylaw"
REPORT WRITER: Legislative Services
AGENDA ITEM: 6.2a

BACKGROUND/PROPOSAL:

Council may pass Bylaws in relation to municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property, pursuant to Section 7(a) of the *Municipal Government Act*.

DISCUSSION:

Council gave first reading Bylaw 2023-09 on December 4, 2023. Council requested administration to review the curfew section of the Bylaw and to bring the Bylaw back to the Bylaw Policy Review Committee for further consideration.

Administration provided an amended bylaw to the Bylaw and Policy Review Committee on March 20, 2024. The committee proposed further amendments to the bylaw as follows:

DEFINITIONS:

REMOVE: all references to Bylaw Enforcement Officer and Peace Officer and **REPLACE** with Officer

AMEND: all words "Bylaw Enforcement Officer" and "Peace Officer" and **REPLACE** with Officer in all sections of the Bylaw.

AMEND: PART 3 CURFEW by removing:

~~3.1 No Child under the age of 14 shall be in a public place within the Corporate Limits of the Town of Sundre after the hour of 12:01 a.m. (1 minute after mid-night) and before five o'clock (5:00 a.m.) following without proper adult guardianship or legitimate excuse.~~

And replacing with:

3.2 No Parent or Guardian shall allow a Child under the age of 14 to be in a public place within the Corporate Limits of the Town of Sundre after the hour of 12:01 a.m. (1-minute after mid-night) and before five o'clock (5:00 a.m.) without proper adult guardianship or legitimate excuse.

3.2 A child, to whom this bylaw applies, who is found by an Officer in a public place or on a public street in the Town of Sundre in contravention of this Bylaw, may be:

- warned by the Officer to go directly to his or her home, or
- taken to his or her home by the Officer, and/or delivered by the Officer into the care of the child's guardian.

AMEND SCHEDULE "A": remove all reference to penalties under Part 3, Curfew.

CONCLUSION:

This Bylaw may be amended from time to time to reflect the needs of the community. Administration is confident we have provided an enforceable bylaw for safety, health and welfare of the community.

RECOMMENDED ACTION:

That Council approves Bylaw 2023-09 "Community Standards Bylaw" as presented and gives second and third readings to Bylaw 2023-09 "Community Standards Bylaw" a bylaw in relation to the safety, health and welfare of people and the protection of people and property.

Date Reviewed: March 21, 2024 CAO: Amde Neban



**Bylaw 2023-09
Community Standards Bylaw**

BEING a Bylaw of the Town of Sundre, in the Province of Alberta, in relation to the safety, health and welfare of people and the protection of people and property, and to regulate certain activities related to noise, nuisances, unsightly premises and snow removal within the Town limits.

WHEREAS, Section 7(a) of the *Municipal Government Act*, Chapter M-26RSA, 2010 as amended; a Council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property.

AND WHEREAS, the *Municipal Government Act* authorizes a municipality to pass bylaws respecting nuisances, including unsightly property.

AND WHEREAS, it is desirable for regulations which affect neighbourhood livability to be located, as much as possible, in one bylaw.

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta, duly assembled, enact as follows:

1. This Bylaw shall be called the "Community Standards Bylaw".
2. The owner of any real property, as registered on title at the Land Titles Office is ultimately responsible for all activities on the property which may constitute prohibition of this Bylaw.
3. Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial Law or Regulation, other bylaw or any requirements of any lawful permit order or license.
4. Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes references to any Act, bylaw, regulation or agency that may be substituted, therefore;
5. Every provision of this Bylaw is independent of all other provision and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

DEFINITIONS

In this Bylaw, unless context otherwise requires, the following definitions shall apply:

"Agricultural Operation" means those uses defined in the Agricultural Practices Act, RSA 2000, c.A-7 and amendments thereto and applies to those lands designated as Urban Reserve (UR) in the Town of Sundre's Land Use Bylaw 2018-10 and all amendments thereto;

"Alley" means a narrow Highway / Road intended to give secondary access to property mainly in the rear or side of buildings and parcels of land and shall have the same meaning as "lane";

"Animal Material" means any animal excrement, offal, carcasses or parts thereof, and includes all material accumulated on a premises from the operation of pet pens, pet yards, kennels, stables, veterinary clinics or animal hospitals;

“Boulevard” means a strip of grass, gravel or pavement between a sidewalk or property line and a road, and located adjacent to a curb placed in order to both beautify the street and to provide a buffer between vehicles and pedestrians;

“Building Material” means any material or debris which may result from the construction, renovation or demolition of any building or other structure and includes, but is not limited to, wood, gypsum board, roofing, pipe, wiring, vinyl siding, metal, packaging material and containers of Building Material, gravel, concrete and asphalt and any earth, rocks, and vegetation displaced during such construction, renovation or demolition of any building or other structure;

“Carry On” means to Carry On, continue to operate, perform, hold, occupy, or use a thing, object or practice;

“Chief Administrative Officer” or **“CAO”** means the person appointed to the position of CAO by Council within the meaning of the *Municipal Government Act*;

“Child” means any person who is under the age of 14;

“Complaint” refers to the initial reported contravention of this Bylaw, whether such complaint is made by a member of the public, an employee of the Town, or self-generated by an enforcement officer in order to prevent continued or further contravention of the provisions of the Bylaw;

“Control” in reference to weeds means:

- a) cut, mow or carry out measures designed to inhibit propagation of nuisance or noxious weeds, or
- b) destroy the restricted weed if specified by an Officer or
- c) Weed Inspector as employed by the Town of Sundre, or
- d) carry out other measures as prescribed by an Officer or Weed Inspector employed by the Town of Sundre.

“Contractor” means a person or persons, or corporation hired for or by a person or corporation for the purposes of but not limited to constructing or renovating buildings and other structures, including electrical, gas and plumbing, and telecommunication services, lawn cutting, maintenance and other landscaping services;

“Council” means the elected officials of the Town of Sundre, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;

“Court” means the Provincial Court of Alberta;

“Curfew” means specifying a time which certain regulations apply;

“Debris” means waste material such as building or construction material, or refuse arising from building construction, renovation or demolition;

“Garage Sale” means the sale of personal or household goods from a residential property;

“Garage Sale Sign” means a sign advertising the sale of personal or household goods from the residential property;

“Garbage” means any household or commercial rubbish including but not limited to boxes, cartons, bottles, cans, containers, packaging, wrapping material, waste paper, cardboard, food, includes compostable materials such as food, grass clippings, tree branches, leaves or animal excrement, discarded clothing or fabric, and discarded household items;

“Graffiti” means words, figures, letters, drawings, scribbles, scratched, painted, sprayed, written down, or otherwise applied to property such as structures, fences, benches, vehicles or other property without the consent of the owner of the property;

“Guardian” means a parent, legal guardian or foster parent;

“Hedge” means a line of closely spaced shrubs and tree species, planted and trained in such a way as to form a barrier or to mark the boundary of an area;

“Highway” as defined by the Traffic Safety Act of Alberta;

“Holiday” means any statutory holiday as defined in The Interpretation Act;

“Hospital Zone” means an area which:

- a) is designated as such by signs or other devices, or
- b) any portion of the Town within one hundred (100) meters in any direction from the boundaries of the site on which is situated a hospital as defined in the Alberta Hospitals Act.

“Industrial District” is defined as in the Land Use Bylaw under Light Industrial (I-1), Flood Plain Industrial (I-2), Light Industrial Business Park (I-3) and General Industrial (I-4);

“Land Use Bylaw” means the Land Use Bylaw as amended from time to time, of the Town of Sundre, or any Bylaw passed in substitution for or in addition to;

“Lane” means an alley intended primarily to access the rear of a premises;

“Legitimate Excuse” means an excuse under Part IV of this Bylaw which includes only the following:

- a) traveling directly to and from a place of employment whether paid or
- b) volunteer work; or working at a job (whether paid or volunteer) that requires the Child to be in a Public Place.

“Litter” means any solid or liquid or product or combination of solid or liquid materials or product including, but not limited to:

- a) any rubbish, refuse, garbage, paper, package, container, bottle, can, manure, human or animal excrement, or the whole or part of an animal carcass or offal, coal, wood, gravel, earth, sawdust, glass or like material, plastic, nails, staples, tacks, scraps of metal, expended tobacco products; or
- b) the whole or part of any article, raw or processed material, vehicle or machinery of any type that is disposed of.

“Median” means a physical barrier or area that separates traffic travelling in one direction from travelling in the opposite direction on a Highway;

“Motor Vehicle” as defined by the Traffic Safety Act R.S.A. 2000 c.1-6 of Alberta, commonly a self-propelled motorized road vehicle or motorized off-road vehicle, that does not operate on rails, such as trains or trams, and used for personal conveyance of persons or goods from one point to another, or for commercial purposes such as the transporting of goods, including courier or taxi service;

“Municipal Property” means structures, equipment, land or things owned by the Town of Sundre, which may include but is not limited to benches, trails, pathways, roads, lanes, light fixtures, gazebo/pergolas, picnic tables, and campgrounds;

“Nighttime” means the period beginning at 10:00 p.m. and ending the following day at:

- a) 7:00 a.m. if the following day is a weekday (Monday – Saturday);
- b) 9:00 a.m. if the following day is a Sunday or any other holiday.

“Noise” means any sound which disturbs Persons, or which injures, endangers or detracts from the comfort, repose, health, peace or safety of Persons within the boundary of the Town;

“Notice” means any notification issued, verbal, written or electronically communicated to remedy a condition that is not in compliance with any provision of this Bylaw;

“Noxious Weeds” means any restricted, noxious, or nuisance weed listed in the Alberta “Weed Control Act Weed Designation Regulation”;

“Nuisance” means anything that causes annoyance, offence, trouble or injury;

“Occupant” means the lessee, manager, or tenant of any property or premises within the Town, whether actually occupying or legally responsible for any property or premises;

“Offender” means a person charged with an offense under this Bylaw;

“Officer” means a Bylaw Enforcement Officer, Peace Officer, or a member of the Royal Canadian Mounted Police;

“Off-Highway Vehicle” means a motorized, wheeled or track propelled vehicle commonly used for off-road use where regular motorized vehicles cannot go, such as rough country recreation areas, and as defined in the Traffic Safety Act R.S.A. 2000, c.1-6, as amended;

“Owner” means:

- a) a Person who is shown as the owner of the property on the subject Land Title;
- b) a Person who is recorded as the Owner of the property on the tax assessment roll of the Town of Sundre;
- c) a Person who is an occupant of the property or premises pursuant to a rental or lease agreement, license or permit, or who otherwise occupies the property or premises with the permission or consent of the legal owner;

- d) a Person who has purchases or otherwise acquired the land directly from the owner or from another purchaser, and who has not yet become the registered owner thereof;
- e) a Person holding himself out as a person having the powers and authority of ownership or control of the property or premises , or
- f) any Person who for the time being, exercises the powers and authority of ownership or control of the property or premises;
- g) a Person controlling or managing the property or premises under construction.

“Park” means public space controlled by the town and set aside as an indoor or outdoor space to be used for rest, recreation, exercise, camping, pleasure, amusement and enjoyment, and includes the Town’s Trail and Pathway system;

“Parking Area/Lot” means an area providing vehicular parking for use by residents, consumers, employees, or clients of a particular development;

“Person” includes an individual, partnership, corporation, trustee, executor or administrator;

“Pole” means a circular or octagonal pole that is either metal or wood including but not limited to street lights, street signage, and utility poles;

“Poster” means a sign which is not self-supporting and is attached with its back surface in contact with a pole or wall or other structure and is secured by tape, glue, tacks, staples or other means;

“Premises” means any property contained within the property lines as registered with Alberta Land Titles within the Town of Sundre and includes but is not limited to fences, sheds, garages, workshops, storage bins, buildings and other structures, landscaped areas, gardens and trees;

“Provincial Offences Procedure Act” means the Provincial Offences Procedure Act, R.S.A. 2000, C. P-34, and the regulations thereof, as amended or replaced from time to time;

“Public Place” includes any place to which the public have access as of right or by invitation, express or implied.

“Remedial Order” means an Order written pursuant to Section 545 and Section 546 of the *Municipal Government Act*;

“Residential Building/Development” means a permanent or semi-permanent structure used as a residence containing one or more dwelling units, including a house, multi-family dwelling, apartment building, condominium complex, lodging house, hotel, motel, manufactured home, modular home, tent, or recreation vehicle (RV) of any type, constructed on land that is the site of one or more residential buildings, including farms, ranches, or other land that is used for purely agricultural purposes;

“Residential District” as defined in the Town’s Land Use Bylaw;

“Roadway” has the same meaning as Road, Street, Highway, Lane, Alley as defined in the Traffic Safety Act;

“Rubbish” means but is not limited to tin cans, broken dishes, glasses, rags, waste paper, food containers, grass cuttings, shrubbery, manure, weeds, garden refuse, and any other such waste non-composing matter not included in any other definition of this Bylaw;

“Sidewalk” means part of a roadway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a roadway between the curb or edge of the roadway and adjacent property line whether or not paved or improved;

“Sign” means an inscribed board, poster, banner, flag or other similar instructional, advertising or promotional device;

“Sign-Owner” means any person who owns, rents or resides at the property described on a Sign, whose name, address or telephone number, email address or website address is on the sign, who created a Sign, who installed a Sign, who is in lawful control of a sign, or who is the subject or otherwise benefits from the message of a Sign, and for the purposes of this Bylaw there may be more than one Sign-Owner for each Sign;

“Signaling Device” means a horn, gong, bell, claxon, or other device producing an audible sound for the purpose of drawing people’s attention to an approaching vehicle, including a bicycle;

“Street Light Standard” means a circular or octagonal street light pole that is either metal or wood with the luminary facing down;

“Structure” means a building, garage, shed, green house, fence, deck or other improvement erected or placed in, on over or under, whether or not it is affixed to the land;

“Traffic Control Device” means any sign, signal, marking or device placed, marked or erected under the authority of the Traffic Safety Act R.S.A. 2000, c.T-6 and amendments thereto for the purpose of regulating, warning or guiding traffic;

“Traffic Island” means a physical barrier or strip of land which channels traffic into a specific route or controls turns at an intersection or provides refuge to protect and aid pedestrians crossing a Highway or aids in the loading or unloading of transit riders. This includes traffic circles or round-a-bout whether permanent or temporary in nature;

“Trailer” means a vehicle so designated that it:

- a) may be attached to or drawn by a motor vehicle or tractor, and
- b) is intended to transport property or Persons, and includes any vehicle defined by regulation as a Trailer but does not include maintenance of highways.

“Truck” shall mean and include any vehicle designed primarily for the transportation of property or equipment including a chassis-cab, crawler mounted vehicle, Tractor unit, Trailer, truck that may be coupled to a semi-trailer by means of a fifth wheel but does not include a bed truck, picker truck or winch truck, which vehicle with or without load, exceeds any of the following:

- a) two axles; twelve and a half (12.5m.) meters in length; or
- b) a maximum allowable weight of five thousand five hundred (5,500 kg) kilograms.

“Town” means the corporation of the Town of Sundre, or the area contained within the boundaries of the Town as the context requires;

“Unightly” means a premise(s) that has not been maintained in order to prevent it’s deterioration due to weather, rot or insects and not free from loose and broken materials;

“Unightly Premise(s)” means any Premise(s) or part thereof that clearly shows sign of neglect, or which otherwise exhibits a significant lack of general maintenance, clean-up or upkeep, and includes:

- a) any land upon which there is an excessive, unusual, or unreasonable accumulation of animal material, yard material, building material, garbage, human or animal excrement, sewage, hazardous materials, piles of soil, clay, or rubble, petroleum products, metal, plastics, fabrics, used containers, paper products or any other form of scrap, litter, trash, junk or waste of any kind;
- b) surplus, disused, damaged or stored household or commercial chattels; or
- c) surplus, disused, damaged or stored vehicles, trailers, motorcycles, bicycles and recreational vehicles, including any such items that are inoperative by reason of disrepair, removed or missing parts, age, damage, or which are otherwise not in a legally roadworthy or functioning condition; and
- d) any building, structure, or other improvement that exhibits significant physical deterioration, including buildings and structures that suffer from: broken (or missing) windows, siding, shingles, shutters, eaves, roofing or finishing materials;
- e) or clearly visible exterior or structural deterioration, damage or decay, including significant fading, chipping or peeling of painted surfaces.

“Vehicle” includes automobile, motorcycle, van, truck, trailer, bus, mobile home, traction engine, farm tractor, road building machinery, bicycle (traditional or motor assisted), motorized snow vehicle, streetcar and other vehicle drawn, propelled or driven by any kind of power, including muscular power;

“Violation Tag” means a tag or similar document issued by the Town pursuant to the *Municipal Government Act*, R.S.A. 2000 cM-26 as amended, and Regulations thereunder;

“Violation Ticket” means a Ticket issue pursuant to Part II of the Provincial Offences Procedures Act, R.S.A. 2000 c.P-34, as amended, and Regulations thereunder;

“Weekday” means any other day than Saturday, Sunday or Holiday;

“Weekend” means Saturday, Sunday and any Holiday;

“Yard Material” means waste material of an organic nature formed as a result of gardening, landscaping, horticultural pursuits or agricultural activities and includes grass, tree and hedge cutting, waste sod and decomposing plants, and leaves and weeds;

PART 1: GRAFFITI

OFFENCES

- 1.1 No person shall apply Graffiti to any public or private property.
- 1.2 Notwithstanding Part 1, 1.1 Graffiti may be permitted in areas or at events designated by the Town.
- 1.3 Every owner or occupier of Premises shall ensure that Graffiti applied on the Premises is removed, painted over, or otherwise permanently blocked from public view within seven (7) days of receiving written notice from an Officer.
- 1.4 A property owner who breaches the provisions of Part 1 Section 1.3 where, following the issuance of and failure to comply with an Order under this Bylaw is guilty of an offence.

PART 2: NOISE

GENERAL PROHIBITION

- 2.1 Except to the extent permitted by this Bylaw, no person(s) shall cause any person(s) to:
 - a) operate or permit another person to operate within the Town, a motor vehicle which causes excessive noise; or
 - b) operate or permit any other person to operate within the Town, an Off-Highway Vehicle or All-Terrain Vehicle which causes noise, with the exception of an organized group undertaking the laying of cross-country ski tracks.
- 2.2 Where an activity which is not specifically prohibited or restricted by any legislation of Canada or the Province of Alberta or by this Bylaw involves making a sound, which:
 - a) is or may be become; or
 - b) creates or produces or may create or produce a disturbance or annoyance to other people or a danger to the comfort, repose, health, peace or safety of others, a Person engaged in that activity shall do so in a manner creating as little noise as practicable under the circumstances.
- 2.3 No Person shall:
 - a) make or continue any Noise or sound within a Hospital Zone;
- 2.4 The CAO, may, upon written request pursuant to Part 2 of this Bylaw, issue permission in writing to a Person or Organization for the purpose of suspending the provisions of this Section, and the written permission shall specify the dates and hours which Noise may occur.
- 2.5 A Town Officer may direct any person who has caused or made a noise, or any person who owns or controls property from which noise has originated, to abate or eliminate the noise. Such direction may be either verbal or written.

MOTOR VEHICLE NOISE

- 2.6 The failure of a person to comply within the Town with the following provisions of the Traffic Safety Act, RSA 2000, c.T-6 as amended and regulations thereof constitutes a violation of this Bylaw in addition to and not in substitution for the offence under the Traffic Safety Act, RSA 2000, c. T-6 as amended.
 - a) the prohibition against the use of Signaling Devices on Motor Vehicles, motorcycles, or bicycles so as to make more noise than is reasonably necessary for the purpose of giving notice or warning to other persons on the highway, as set out in subsection 2 of Section 83 of the Use of Highway and Rules of the Road Regulation;

- b) the restrictions on the type or use of mufflers and similar equipment on Motor Vehicles, as set out in Section 61(1) of the Vehicle Equipment Regulation;
 - c) the prohibition against equipping a vehicle other than those specified with a siren, as set out in Section 74 of the Vehicle Equipment Regulation.
- 2.7 A person who operates a Motor Vehicle in a residential district at any time in such a way as to cause a noise is guilty of an offence under this Bylaw in addition to and not in substitution for any offence of which the person may be guilty under section 13(1)(g)(iii) of the Traffic Safety Act, RSA 2000, c. T-6 as amended.
- 2.8 No person may activate or apply engine retarder brakes in Town.
- 2.9 Where a Motor Vehicle is equipped with a siren under Section 74 of the Vehicle Equipment Regulation 322/2002 of the Traffic Safety Act, RSA 2000, c. T-6 as amended, the driver thereof shall only use the siren when the vehicle is proceeding in response to an emergency call.
- 2.10 Section 2.9 does not apply to the use of a siren on a Motor Vehicle operated by a member of the Royal Canadian Mounted Police or a Town of Sundre Officer, Fire Department equipment or ambulance service.
- 2.11 A person who owns, occupies or controls a Truck – Tractor or Tractor – Trailer, while loading or unloading, must not at any time allow it to remain running for longer than 20 minutes when it is stationary in a Residential District or within 150 meters of a Residential District.
- 2.12 A person must not use a signaling device to promote or advertise the sale of ice cream or any other foodstuffs in a residential district during the nighttime.

COMMERCIAL AND INDUSTRIAL NOISE

- 2.13 Nothing in this Bylaw shall prevent the continual operation or carrying on of a commercial or industrial activity where the activity is one which:
 - a) is a permitted use; or
 - b) is an approved discretionary use; or
 - c) is a non-conforming, but not illegal, use as defined in the *Municipal Government Act*, RSA 2000, c M-26 as amended from time to time.
- 2.14 In the operation or carrying on of a commercial or industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.
- 2.15 No person shall operate an outdoor speaker system on a parcel where a property line of the parcel is within 150 meters of a residential district during the nighttime.
- 2.16 Where an open area is provided for parking of patrons or employees in connection with a retail store, restaurant, office, or medical and health facility, the owner or person in charge of the parking area must:
 - a) obtain a permit pursuant to 2.14 of this Bylaw prior to utilizing any machine for clearing snow or debris from the parking area; and
 - b) make no more noise than is reasonably necessary in connection with this removal of snow and debris.

DOMESTIC NOISE

- 2.17 A person must not operate in a residential district in the nighttime the following:

- a) a motorized garden or lawn tool;
- b) a power tool outside any building or structure;
- c) a model aircraft driven by an internal combustion engine of any kind; or
- d) a snow clearing device powered by an engine of any kind;

CONSTRUCTION NOISE

- 2.18 Unless a permit has been obtained pursuant to 2.14 of this Bylaw, no person shall cause construction noise during the nighttime unless the construction is conducted on land designated as Urban Reserve or Industrial District in the Town’s Land Use Bylaw.

AGRICULTURAL NOISE

- 2.19 All agricultural noise shall be governed under the Agricultural Operation Practices Act, RSA 2000, c. A-7 and amendments thereto.

PERMITS AND NON-APPLICATION OF THE BYLAW

- 2.20 The CAO may, upon written request, issue permission in writing to a person for the purpose of suspending the provisions of this Bylaw, and the written permission shall specify the dates and hours during which noise may occur (the “Permit”).
- 2.21 The CAO may refuse to issue a Permit or impose any term or condition upon a Permit.
- 2.22 In making a decision, the CAO will consider the following:
- a) the economic benefit to the community;
 - b) the length of time the noise will persist;
 - c) the nature of the activity which will cause the noise; and
 - d) the amount of disturbance which will be caused to surrounding areas.
- 2.23 The CAO will refer to Council any written request to suspend the provisions of this Bylaw for a festival or event that:
- a) Extends beyond midnight of any day of the week.
- 2.24 The applicants for a Permit may appeal either:
- a) the refusal of an issuance of a Permit; or
 - b) a condition(s) of the Permit;
 - c) to Council within thirty (30) days of the receipt of the refusal, or the receipt of the issuance of the Permit.
- 2.25 On appeal, Council may refuse a Permit, confirm a Permit, issue a Permit upon any terms or conditions, or vary term(s) or condition(s) of a Permit. The decision of Council is final.
- 2.26 Any such permit issued shall be produced to a Town Officer upon demand.
- 2.27 Any provisions in regard to noise in this Bylaw does not apply to work carried on the Town or its agents, contractors, servants or employees, acting within the scope of their agency, contract, or employment, as the case may be.

SOUND-AMPLIFYING EQUIPMENT

- 2.28 No person shall operate any sound-amplifying equipment from any residence, business premises, vehicle or in any park or other public space so as to unduly disturb residents of the Town.
- 2.29 Except for a public assembly authorized by the CAO of the Town of Sundre.

SCHEDULE:

- 2.30 No person shall carry on construction of any kind that can be heard beyond the boundary of the construction site:
 - a) after the hour of ten o'clock (10:00 p.m.) in the evening; and
 - b) before the hour of seven o'clock (7:00 a.m.) in the morning of any day.
- 2.31 No person shall operate any equipment, machinery, or mechanical devices or any other tool or device of a noisy nature that may disturb persons in a Residential District:
 - a) between the hours of ten o'clock (10:00 p.m.) in the evening and seven o'clock (7:00 a.m.) of the next morning of any day.

PART 3: CURFEW

SCHEDULE

- 3.1 No Child under the age of 14 shall be in a public place within the Corporate Limits of the Town of Sundre after the hour of 12:01 a.m. (1-minute after mid-night) and before five o'clock (5:00 a.m.) following without proper adult guardianship or legitimate excuse.
- 3.2 A child, to whom this bylaw applies, who is found by an Officer in a public place or on a public street in the Town of Sundre in contravention of this Bylaw, may be:
 - a) warned by the Officer to go directly to his or her home, or
 - b) taken to his or her home by the Officer, and/or delivered by the Officer into the care of the child's guardian.

PART 4: SNOW REMOVAL

GENERAL REGULATIONS

- 4.1 The owner or occupant of a private parcel of land adjacent to a Sidewalk or Pathway that runs in front of the property or along the side of the property where:
 - a) such Sidewalk or Pathway runs parallel to and directly adjacent to a Street, or
 - b) such Sidewalk or Pathway runs parallel to and adjacent to a Street, where the Pathway or Sidewalk and Street are separated only by a grassed or otherwise covered boulevard.
- 4.2 Shall remove ice and snow from that portion of the Sidewalk or Pathway adjacent to the parcel so that the Sidewalk or Pathway is cleared to the bare surface, within 48 hours after the ice or snow has been deposited. For the purpose of this section, snow and ice will be considered removed when the sidewalk or pathway is cleaned for the entire width of the sidewalk or pathway to the surface as completely as reasonably possible.

- 4.3 Where the owner or occupant of a parcel of land has not complied with s. 4.1, the Town may remove the ice and snow, and the owner of the parcel is liable for such removal costs, plus a ten percent (10%) administration fee.
- 4.4 For the purpose of this section, in the case of a sidewalk being below grade resulting in repeated coverage by ice or water through drainage of melted snow or rain, the sidewalk shall be cleaned as completely as reasonably possible and a non-slip, non-corrosive and salt-free material such as sand or similar material shall be scattered on the surface of the sidewalk as frequently as required to maximize traction for pedestrians.
- 4.5 Where the owner or occupant fails to pay the expenses and costs of removal referred to in s. 4.3, such costs may be added to the tax roll of the parcel.
- 4.6 Where a Sidewalk or Pathway is adjacent to property belonging to an owner not residing in the Town or is unoccupied or underdeveloped and an Officer deems the condition of snow or ice on the Sidewalk or Pathway adjacent to the property to pose a danger to the public, the Town may remove the ice and snow. The expenses and costs of such removal may be determined and recovered from the owner of the property in the same manner as in s. 4.3.
- 4.7 A person who has an awning, canopy, marquee or other encroachment extending from a portion of his or her premises over a sidewalk or other portion of a street shall endeavour to keep the said awning, canopy, marquee or other encroachment free from snow or ice so that it will not drip upon the sidewalk or street below.
- 4.8 The property owner shall cause to be cleaned up any water from melting snow or ice on any awning, canopy, marquee or other encroachment of the sidewalk and take the necessary precautions to ensure that an icy or dangerous situation is not allowed to exist on the street or sidewalk.
- 4.9 Every occupant, and in case there is no occupant, the Landowner of every house, shop, building, church or chapel, abutting on or erected within three (3) meters of any highway or public place shall, whenever snow or ice shall accumulate on the roof or eaves of such building, to an extent that a potential danger is created to persons passing, cause the hazard to be removed at once, and every person, while removing the same shall take due and proper care and precaution for the warning and safety of persons passing.
- 4.10 A person, may in such a way as not to injure or unduly interfere with any other person lawfully using the sidewalk, use a power driven device (commonly referred to as a "snow-blower") that is sufficiently light and of such construction that it will not injure the surface of the sidewalk to remove snow and ice from any portion of the sidewalk from which he is required to remove it by provision of this Bylaw.
- 4.11 Where a person uses an Off-Highway Vehicle (OHV) or All-terrain Vehicle (ATV) to clear snow from a sidewalk, as provided for under s.4.10 of this Bylaw, a permit for such use will be required to be obtained from the Town of Sundre. In order to obtain a permit, the following requirement must be met as the time of application:
- a) the operator of the OHV or ATV must be at least 16 years of age;
 - b) the operator must provide Proof of Insurance for the OHV or ATV;
 - c) the operator must provide a copy of the Registration of the OHV or ATV; and
 - d) the operator must provide a map of the area to be cleared by the OHV or ATV.
- 4.12 A person who removed snow or ice from public or private sidewalks and / or public or private driveways shall not deposit said snow or ice upon any street, highway, or boulevard and shall not impede storm sewer run off or block access to any storm sewer grate, fire hydrant, curb cut or wheelchair ramp.

- 4.13 Notwithstanding Section 4.12, a person may acquire permission, in writing from the Town of Sundre to pile snow on town land in an approved location.
- 4.14 In the event of a large accumulation of snow, the Town may cause a street or lane to be cleared of vehicles for the purposes of snow removal. If, after posting signage or social media notifications for said streets or lanes, vehicles blocking snow removal equipment may be towed and impounded at the registered owner's expense.

PART 5: GARAGE SALES AND GARAGE SALE SIGNAGE

GENERAL REGULATIONS

- 5.1 A resident may conduct a Garage Sale provided the following is met by the property owner/ occupant or group of owners / occupants:
- a) shall not conduct a Garage Sale for more than 3 consecutive days;
 - b) goods for sale must not encroach onto adjacent properties or Town lands such as lanes, roads, sidewalks, boulevards or municipal reserve lands;
 - c) the property owner must ensure that visitors to the property not encroach, impede or block access to adjacent properties or limit the access to the site for emergency service vehicles;
 - d) follow the Garage Sale sign guidelines as follows:
 - i. shall not post signs on private property without the consent of the private property owner;
 - ii. shall not post signs on power poles or other utility structures, traffic signposts, and community mailboxes;
 - iii. signs shall be placed one day prior to the date of the sale and removed the day after the date of the sale.
- 5.2 Where the Development Authority or Officer finds that a Garage Sale or sign(s) contravenes the provisions of this Bylaw, he or she may order the person responsible for the contravening sale or sign to:
- a) remove the goods for sale, remove any signage and charge the to the cost to the owner; or
 - b) remove the goods for sale, remove any signage, charge the costs to the owner, and pay a penalty or fine as set out in Part One of this Bylaw.

GARAGE SALE SIGNS

- 5.3 An owner or occupant of a residence who holds a Garage Sale must display the address of the sale on the sign.
- 5.4 Garage Sale Signs may be placed on the boulevard only on the day prior to and on the day(s) of the Garage Sale and must be removed no later than 24 hours after the end of the Garage Sale.
- 5.5 No Sign-Owner shall cause, permit, or allow a Garage Sale Sign or other poster to be placed on a Highway, median, road, sidewalk, mailbox, garbage/recycling receptacle, street light standard, telephone or power pole, traffic control device or sign or traffic island.

- 5.6 Any sign that impedes or interferes with the work of a Town operation, or which creates a hazard to public safety, may be removed and disposed of by a Town employee, Officer or agent of the Town without notice to the Owner of the sign.
- 5.7 Any sign which an Officer find placed in breach of this Bylaw may be removed and impounded without prior notice to the Owner.
- 5.8 Any sign impounded to the provision of this Bylaw which has not been claimed by the sign owner within twenty-one (21) days of impoundment may be destroyed without compensation by the Town to the sign owner.

PART 6: NUISANCES, WEEDS, AND UNSIGHTLY PREMISES

GENERAL REGULATIONS

- 6.1 No Owner or Owners of a premises shall cause, permit or allow the premises to become or to continue to be an Unsightly Premises as defined in this Bylaw.
- 6.2 No Owner or Owners of a premises shall cause, permit or allow the premises to become or continue to be a risk of danger to public safety, themselves, or to other persons, premises or property.
- 6.3 No Owner or Owners of a premises shall cause, permit or allow the actions of any person occupying or using the premises to become or continue to be a nuisance or a risk of danger to the public, or to otherwise interfere with other person's repose, comfort or peaceful enjoyment of their property.
- 6.4 When making the determination as to whether a particular premises is an Unsightly Premises, or as to whether the Owner of a premises has allowed the premises or its occupiers to become or continue to be a nuisance or risk of danger to other persons or property, the Court may consider any admissible evidence as to:
 - a) the general condition and state of upkeep and tidiness of other premises located in the same neighbourhood, community or vicinity;
 - b) the nature, size, location and permitted use of the premises, and whether or not the premises is located in a residential district;
 - c) the nature of the unsightly or nuisance condition complained of, and the period of time that such condition has persisted;
 - d) whether the premises is undergoing construction, renovation, or demolition, and the period of time that such activity has been ongoing;
 - e) whether the Owner of the premises had been previously notified or warned by an Officer that the premises is not being kept in compliance with the provisions of this Bylaw; and
 - f) any other circumstances or factors relating to the premises which the Court considers are relevant to the subject determination.

WEEDS, GRASS AND TREES

- 6.5 An Owner of a premises shall control all weeds and grass, including those species identified as "noxious weeds" by the Town's contracted Weed Inspector, on the premises, and on any boulevard which abuts or adjoins the premises, including up to the centre of lanes or alleys at the rear or side of the premises.
- 6.6 An Owner of a premises shall remove any trees, shrubs or parts thereof that:

- a) overhang or encroach upon public property, and which, due to a deterioration of condition or for any other reason become or create a traffic or public safety hazard; or
- b) which become unsightly or which create a risk causing damage.

CONSTRUCTION SITES

- 6.7 An Owner of a premises or property under construction, renovation or demolition shall ensure that building materials and waste building materials on the premises are contained and secured in such a manner that prevents such material from being blown off or scattered throughout or from the property.
- 6.8 An Owner of a premises or property under construction or renovation shall ensure that waste building materials and other refuse are removed from the property or collected and securely contained in appropriate waste bins or containers, on a daily basis.
- 6.9 An Owner of premises or property under construction or renovation shall ensure that appropriate weed control, including those species identified as “noxious weeds” by the Town’s contracted Weed Inspector, and dust control measures are taken to alleviate concerns of adjacent properties.

GENERAL PROPERTY MAINTENANCE STANDARDS – OWNER’S DUTIES

- 6.10 The Owner or Owners of a premises shall take all reasonable steps to ensure that:
 - a) sitting or stagnant water located on the premises is monitored and controlled so as to prevent the harbouring and propagation of mosquitoes, flies and similar pests;
 - b) large accumulations of dead grass, brush or other vegetation is removed from the premises, or is otherwise controlled so as to prevent the harbouring and propagation of vermin and similar pests;
 - c) the height of grass on the premises is reasonably controlled so as to prevent the grass from becoming unreasonably long and unsightly, having regard to the typical height of the grass on adjacent or neighbouring premises.
- 6.11 No Owner or Owners of a premises, whether presently occupied or not, shall permit or allow:
 - a) weeds to grow and propagate uncontrolled or excessively on the premises;
 - b) trees or other vegetation growing on the premises to interfere or endanger the lines, poles, conduits, pipes, sewers, or other public works of the Town;
 - c) any water from the premises to be re-directed or intentionally released onto public roadways, pathways, or other Town lands, without prior permission first being obtained from the Town;
 - d) any dense, dark, opaque, or ash-laden smoke, or dense dust to be emitted from the premises; or
 - e) garbage, litter, building material, yard material or any other household material to be blown off or otherwise scattered beyond the property boundaries of the subject premises.
- 6.12 Where branches, foliage, roots, or other parts of trees, shrubs or other vegetation growing on a premises extend beyond the property lines of the premises, and are interfering or obstructing any line, lighting, roads, sewers or other public works of the Town, an Officer may authorize, with or without notice to the owner of the subject premises, the immediate removal of any such interference or obstruction.

ILLEGAL DUMPING

- 6.13 No person shall personally, nor by his employee, servant or agent discard, place, deposit or leave any garbage, refuse, debris or any other material upon any public property, other than in officially designated areas, within Town.
- 6.14 No person shall personally, nor by his employee, servant or agent discard, place, deposit or leave any garbage, refuse, debris or any other material upon any private property, with the permission of the owner of such property.
- 6.15 Any person who has contravened s.6.13 or s. 6.14 of the Bylaw shall, within twenty-four (24) hours after being so directed by an Officer, remove the subject garbage, refuse, debris or other material from the property and place it in the nearest officially designated area.
- 6.16 Where garbage, refuse, debris or any other material has been discarded or left on private property without permission, the owner of the private property is responsible for removal of such discarded material and the owner of the private property is responsible for ensuring that the subject property is maintained in compliance with the provisions of the Bylaw.

EXEMPTIONS & EXCEPTIONS

- 6.17 The provisions of this Bylaw shall not be interpreted to prevent bona fide and lawfully permitted commercial, industrial, agricultural, construction, demolition, renovate, landscaping, clean-up, storage, or other legally approved activities from being carried out on, on in relation to a premises.
- 6.18 The Owner or Owners of a premises that legally carries on or permits the carrying on of any of the activities referred to in s. 6.13 to 6.16 of this Bylaw shall ensure that all reasonable steps are taken to minimize the duration and visual impact of any resulting untidiness or unsightly condition of the premises.
- 6.19 When making the determination, as required by s. 6.18 of this Bylaw, as to whether the Owner of a premises has taken all reasonable steps to minimize the duration and visual impact of the unsightly condition resulting from the particular legally permitted activity, the Court's consideration may include any admissible evidence as to any of the factors noted in this Bylaw.

COMPLIANCE NOTICES AND ORDERS

- 6.20 Where the Owner of a premises is found to be non-compliance with any provision of this Bylaw, an Officer and/or Development Authority may issue and serve upon the Owner of the premises a bylaw compliance Notice containing the following:
- a) the address and/or physical location where remedial action is required;
 - b) the condition or conditions that are not in compliance with this Bylaw;
 - c) the remedial action that is required;
 - d) the deadline for completion of the remedial action required. The deadline for completion of the remedial action must not be less than 14 days from the date of service of the Notice and must not be greater than 30 days from the date of service of the Notice.
- 6.21 An application for an extension of the deadline prescribed by a Notice or Order for the completion of the remedial action required must be applied for in writing to the Officer and/or Development Authority within 7 days of receipt of the Notice or Order. This

application must include the reasons why the deadline extension is required. Any deadline extension allowed may not extend more than 30 days past the deadline date on the Notice or Order, and any such extension is issued at the sole discretion of the Officer and/or Development Authority.

- 6.22 Where a Notice or Order regarding the removal of weeds or the cutting of grass is issued and served pursuant to this Section, and the specified remedial action is not taken within forty-eight (48) hours, the Town may take all reasonable measures to remedy in a timely manner any or all conditions specified in the Notice or Order.
- 6.23 Where a Notice has been previously issued to an Owner pursuant to and of this Bylaw and another similar non-compliant conditions occurs within the same season, no further Notice or Order is required before action pursuant to this Section may be taken by the Town to remedy the condition.
- 6.24 Where measures are taken by the Town following a failure to comply with a Notice issued in relation to this Bylaw, all expenses and costs incurred, including an administration fee, are a debt owing to the Town by the Owner of the subject premises.
- 6.25 The Owner of a premises who has been issued a remedial Notice shall fully comply with the Notice within the initial or subsequently extended time allowed for the subject remedial measures to be completed.

APPEALS

- 6.26 Any remedial Notice issued pursuant to any or all parts of this Bylaw, excepting Notices issued in relation to weeds and grass may be appealed to Council by delivering a written appeal to the Town within 7 days of the Owner's receipt of the subject Notice.
- 6.27 Upon receipt of a written appeal submitted pursuant to any and all parts of this Bylaw, Council will review the subject remedial notice, the enforcement file, the Bylaw, the written appeal and any materials provided therewith. Council may decide to uphold, vary or revoke the subject remedial Notice, and will communicate such decision to the appellant in writing within 10 days of the receipt of the appeal, including, where applicable, the date by which the upheld or varied remedial Notice must be complied with.
- 6.28 Where remedial measures are taken pursuant to s. 6.5 of this Bylaw (weeds and grass) and cost recovery action is commenced by the Town, an appeal only as to the amount of the debt owing to the Town may be made to the CAO by delivering a written appeal to the Town within 7 days of the Owner being notified of such cost recovery action.
- 6.29 Upon receipt of a written appeal submitted, the CAO will review the subject remedial notice, the enforcement file, the Bylaw, the costs of the remedial action taken by the Town, the written appeal and any other circumstances that are considered relevant to the subject appeal. The CAO may decide to uphold, vary or cancel the subject debt owing to the Town and will communicate such decision to the appellant in writing within 10 days of the receipt of the appeal.

PART 7: ENFORCEMENT

SCHEDULE

- 7.1 Where an Officer has reasonable grounds to believe that a Person has contravened any provision of this Bylaw, the Officer may commence proceedings against such Person by:

- a) issuing the Person, a Violation Ticket pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*;
- b) swearing out an information and complaint against the Person; or
- c) in lieu of prosecution, issuing the Person a Bylaw Violation Tag in a form as approved by the Chief Administrative Officer.

AUTHORIZATION TO INSPECT

- 7.2 A Town Officer, Officer or Development Authority may enter any land, building or premises to inspect for conditions that may constitute a contravention of this Bylaw in accordance with Section 542 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26.
- 7.3 The CAO and other duly appointed Town officials are charged with the responsibility and authority to enforce and carry out the provisions of this Bylaw. Any Person so authorized and/or contracted by the CAO to carry out any inspection and remedial work on a premises or property pursuant to the provisions of the Bylaw shall have the right to enter upon any such property, other than a dwelling house, to carry out such inspections or work.

VIOLATION TAGS

- 7.4 A Town Officer or Officer is hereby authorized and empowered to issue a Violation Tag to any Person who the Town Officer or Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 7.5 A Violation Tag may be issued to such Person:
 - a) either personally; or
 - b) by mailing a copy of such Violation Tag to the Person at his or her last know post office address.
- 7.6 The Violation Tag shall be in a form approved by the CAO and shall state:
 - a) the name of the Person;
 - b) the offence;
 - c) the appropriate penalty for the offence as set out herein;
 - d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
 - e) any other information as may be required by the CAO.
- 7.7 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by a Town Officer or Officer in respect of each day or part of day on which it continues.
- 7.8 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Sundre the penalty specified in the Violation Tag.
- 7.9 Nothing in this Bylaw shall prevent a Town Officer or Officer from immediately issuing a Violation Ticket.

VIOLATION TICKETS

- 7.10 A Town Officer or Officer is hereby authorized and empowered to issue a Violation Ticket to any Person who the Town Officer or Officer believes has contravened any provision of this Bylaw.

7.11 Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued by a Town Officer or Officer in respect of each day or part of day on which it continues.

SEVERANCE

7.12 If any section of the Bylaw is found to be illegal or beyond the power of Council to enact, such section shall be deemed to be severable from all other sections of this Bylaw.

EFFECTIVE DATE

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

REPEAL

Bylaws: 818 "Regulate and Control Noise"; 06.11 "Curfew Bylaw"; 2019-16 "Snow Removal"; and amendments thereto are hereby repealed.

Read for a first time on this 4th day of December 2023; Motion No. 332-04-12-23

Read for the second time on this ___ day of _____ 202__; Motion No. _____;

Given Unanimous Consent to Proceed to a Third Reading this ___ day of _____ 202__; Motion No. _____;

Read for the third time on this ___ day of _____ 202__; Motion No. _____.

Mayor

Chief Administrative Officer

SCHEDULE "A"

PART 1. GRAFFITI

	Description	Penalty
Clause 1.1	Placing Graffiti On Property	
	(a) first offence	\$250
	(b) second offence within 1 year	\$500
	(c) third and subsequent offences within 1 year	\$1000
Clause(s) 1.3 – 1.4	Failure To Remove Graffiti	
	(a) first offence	\$250
	(b) second offence within 1 year	\$500
	(c) third and subsequent offices within 1 year	\$1000

PART 2. NOISE

	Description	Penalty
Clause(s) 2.1 – 2.31	Any Contravention	
	a) first offence	\$50
	b) subsequent offences	\$100

PART 4. SIDEWALK SNOW REMOVAL

	Description	Penalty
Clauses 4.1 – 4.14	Failure To Remove Ice And Snow From Sidewalk Or Pathway Within 48 Hrs. After The Ice Or Snow Has Been Deposited	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Failure To Remove Snow Or Ice From Sidewalks Fronting Or Abutting Unoccupied Premises Within 48 Hrs. After A Snowfall Event Has Ceased	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Fail To Remove Snow Or Ice From Sidewalks Fronting Or Abutting Occupied Premises Within 48 Hrs. After A Snowfall Event Has Ceased	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Failure To Ensure Snow Or Ice From An Awing,	

	Canopy, Marquee Or Other Overhand Does Not Drip Upon The Sidewalk	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Fail To Ensure That Melting Snow Or Ice From Awning, Canopy, Marquee Or Other Overhand Does Not Cause An Icy Or Dangerous Situation On The Sidewalks	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Allow Excessive Ice/Snow To Accumulate On Roof Or Eaves	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Damage To Sidewalk Surface As A Result Of Snow Clearing From Any Power Device	\$250.00
	Deposit Snow Or Ice Upon Any Highway, Boulevard, Pathway, Walkway Or Other Town Owned Lands	\$100
	Deposit Snow Or Ice In A Manner That May Impede Storm Sewer Run Off Or Block Access To Any Storm Sewer Grate, Traffic Control Device Or Fire Hydrant	\$100
	Deposit Snow Or Ice In A Manner That May Cause Damage Or Hazardous Condition On Other Public/Private Property, Sidewalk, Driveway Or Parking Area	\$250.00
	Vehicle(S) Impounded For The Purpose Of Snow Clearing	At Owner's expense

PART 5. GARAGE SALES & SIGNS

Description	Penalty
Displaying More Than The Maximum Number Of Signs Allowed For A Garage Sale	
a) first offence	\$50
b) subsequent offence within two (2) years	\$100
Placing A Garage Sale Sign On A Boulevard Beyond The Allowed Timeframe	
a) first offence	\$100
b) subsequent offence within two (2) years	\$150
Placing A Sign On A Highway, Median, Road,	

	Sidewalk, Mailbox, Garbage/Recycle Receptacle, Street Light Standard, Pole, Traffic Control Device Or Traffic Island	
	a) first offence	\$200.00
	b) subsequent offence within two (2) years	\$400.00

PART 6. CONTROL OF NUISANCES, WEEDS and UNSIGHTLY PREMISES

	Description / Penalty	
	Property owner allows a premises to become, as defined in this Bylaw:	
	<ol style="list-style-type: none"> 1. Unsightly; 2. Fails to remediate an unsightly premises causing danger to the public, interferes with the amenities of an adjacent landowner or the neighbourhood; 3. Fails to control noxious weeds; 4. Fails to trim trees or shrubs that overhang onto a boulevard or sidewalk or causes damage to Town property or creates a pedestrian or vehicular hazard. 	
	a) 1 st Offence	\$50
	b) 2 nd Offence	\$100
	c) 3 rd Offence	\$250
	If a person violated the same provision of this Bylaw twice within a three-year period, the minimum and specified penalties for the second such violation shall be double the amounts provided under Part 7 of this Schedule "A".	
	If a person violates the same provision of this Bylaw three or more times within a five-year period, the minimum and specified penalties for a third and subsequent violation shall be triple the amounts provided under Part 7 of this Schedule "A".	
	In addition to any penalty, an Owner of a premises will be charged for the actual costs incurred due to the non-compliance of a clean-up Order plus, an administration fee of \$75.00 for any remedial action taken by the Town	



REQUEST FOR DECISION

COUNCIL DATE: March 25, 2024

SUBJECT: Bylaw 2024-01 "Chief Administrative Officer Bylaw"

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 6.3

BACKGROUND/PROPOSAL:

The Municipal Government Act requires council to establish the position of Chief Administrative Officer by bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report

ALIGNMENT WITH STRATEGIC PLAN

This Bylaw aligns with Strategic Pillar # 5 in the Strategic Plan – Sustainable and Responsible Government.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council approves Bylaw 2024-01 "Chief Administrative Officer Bylaw" as presented, and that Council gives all three readings to Bylaw 2024-01 "Chief Administrative Officer Bylaw" being a Bylaw to establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

MOTION:

That Council rescinds Bylaw No 2018-08 and amendments thereto.

That the Town of Sundre Council gives First Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

That the Town of Sundre Council gives Second Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

Date Reviewed: March 21, 2024 CAO: Aide Neb



REPORT TO COUNCIL

COUNCIL DATE **March 25, 2024**
SUBJECT: **BYLAW #2024-01 CHIEF ADMINISTRATIVE OFFICER BYLAW**
REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

The Municipal Government Act requires council to establish the position of Chief Administrative Officer by bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It is prudent for council to review bylaws from time to time to ensure the bylaws are reflective of current practices and compliant with legislation. The proposed CAO bylaw has been drafted by the Town’s legal counsel and has been updated to ensure the bylaw is compliant with current legislation. A copy of the previous CAO Bylaw has been provided for Council’s information.

The Municipal Government Act sets out the following:

Establishment of chief administrative officer

- 205(1)** Every council must establish by bylaw a position of chief administrative officer.
- (2)** Every council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer.
- (3)** If more than one person is appointed, the council must by bylaw determine how the powers, duties and functions of the position of chief administrative officer are to be carried out.
- (4)** Council may give the position of chief administrative officer any title the council considers appropriate.
- (5)** Council must ensure that the chief administrative officer appropriately performs the duties and functions and exercises the powers assigned to the chief administrative officer by this or any other enactment or by council.

Chief administrative officer’s responsibilities

- 207** The chief administrative officer
- (a)** is the administrative head of the municipality;
 - (b)** ensures that the policies and programs of the municipality are implemented;
 - (c)** advises and informs the council on the operation and affairs of the municipality;
 - (d)** performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

Performance of major administrative duties

208(1) The chief administrative officer must ensure that

(a) minutes of each council meeting

(i) are recorded in the English language,

(ii) include the names of the councillors present at the council meeting,

(iii) are given to council for adoption at a subsequent council meeting, and

(iv) are recorded in the manner and to the extent required under section 230(6) when a public hearing is held;

(b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;

(c) the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;

(d) the council is advised in writing of its legislative responsibilities under this Act.

(2) Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.

Delegation by chief administrative officer

209 A chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions under this Act, including the chief administrative officer's duties referred to in section 208(1), or under any other enactment or bylaw to a designated officer or an employee of the municipality.

201 (2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

CONCLUSION

This Bylaw is a living document that is amended from time to time to reflect the current legislative requirement. The Bylaw has been drafted by legal counsel and has had a review by the Bylaw Policy Review Committee.

RECOMMENDED ACTION

Administration recommends that Council approves Bylaw 2024-01 "Chief Administrative Officer Bylaw" as presented, and that Council gives all three readings to Bylaw 2024-01 "Chief Administrative Officer Bylaw" being a Bylaw to establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

MOTION:

That Council rescinds Bylaw No 2018-08 and amendments thereto.

That the Town of Sundre Council gives First Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

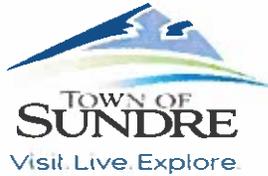
That the Town of Sundre Council gives Second Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Date Reviewed: March 21, 2024 CAO: Linda Nelson



**TOWN OF SUNDRE
BYLAW NO. 2024-01**

A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DELEGATE SPECIFIED POWERS, DUTIES AND FUNCTIONS TO THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS Section 205 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, requires a council to establish by bylaw a position of chief administrative officer;

AND WHEREAS Sections 207 and 208 of the *Municipal Government Act* set forth the mandatory statutory responsibilities and major administrative duties of the chief administrative officer;

AND WHEREAS section 203 of the *Municipal Government Act* authorizes a council to delegate by bylaw, its powers, duties and functions to the chief administrative officer subject to prescribed limits;

NOW THEREFORE the Council of the Town of Sundre, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be cited as the "Chief Administrative Officer Bylaw".

Definitions

2. In this Bylaw, words shall have the same meanings as in the *Municipal Government Act* except as otherwise defined below:
 - (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
 - (b) "Administration" means the general operations of the Town, including all personnel, financial and other related resources as permitted by the Act;
 - (c) "Chief Administrative Officer" or "CAO" means the person appointed as chief administrative officer of the Town of Sundre;
 - (d) "Council" means the municipal council of the Town of Sundre;
 - (e) "Mayor" means the chief elected official of the Town of Sundre;

(f) "Town" means the municipal corporation of the Town of Sundre.

Establishment

3. The position of chief administrative officer is established, and the individual appointed to that position will have the title "Chief Administrative Officer" or "CAO".

Appointment

4. Council will, by resolution, appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of the CAO's employment.

Sub delegation

5. Subject to the provisions of the Act, the Chief Administrative Officer is authorized to further delegate, and to authorize further delegations of any powers, duties and functions delegated to the CAO by Council under this, or any other bylaw, to a designated officer or an employee of the Municipality.

General Authority

6. The Chief Administrative Officer:

- (a) has all the powers and functions given to a chief administrative officer under the Act or any other enactment;
- (b) must carry out all of the duties and functions of a chief administrative officer as required by the Act or any other enactment;
- (c) has all the powers, duties and functions given to a designated officer, other than an assessor, under the Act or any other enactment;
- (d) has all the powers, duties and functions as delegated to the CAO by Council by this or any other bylaw;
- (e) may exercise such other powers, duties and functions as may be required by Council from time to time.

Accountability

- 7. The Chief Administrative Officer is accountable to Council for the exercise of all the CAO's powers, duties, and functions.
- 8. The Chief Administrative Officer is responsible for Administration in accordance with the objectives, policies and plans approved by Council.

9. The Chief Administrative Officer shall be the contact between Administration and Council and communication from Council to Administration shall flow through the CAO.
10. Except for the purposes of a general inquiry, or as otherwise approved by the Chief Administrative Officer, Council and individual members of Council will deal with Administration only through the CAO.
11. The Chief Administrative Officer's signature and the signatures of any other employee or designated officer with signing authority may be printed lithographed, or otherwise reproduced, including an electronic signature as defined in the *Electronic Transactions Act*.

General Powers, Duties, Functions

12. In addition to the statutory powers, duties and functions prescribed in the Act, the Chief Administrative Officer shall:
 - (a) co-ordinate, direct, supervise, and review the performance of employees of the Town;
 - (b) provide corporate leadership in ensuring that all the Town's policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
 - (c) advise, inform, and make recommendations to Council regarding:
 - (i) the operations of the Town,
 - (ii) the financial condition of the Town, and
 - (iii) Council policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the Town;
 - (d) prepare and submit, annually or as otherwise directed by Council, operating and capital budgets for Council approval;
 - (e) prepare and submit to Council quarterly reports of operating and capital revenues and expenses with explanations of any material variances and account reallocations;
 - (f) regularly report to Council on all matters and issues affecting the Town including progress on Council's directions, plans, policies and strategic goals;
 - (g) prepare and submit to Council such other reports and recommendations as may be required by Council or deemed advisable by the CAO;

- (h) attend, or be represented by a designate, at all meetings of Council except where all or part of the meeting is closed to the public to discuss the CAO's employment agreement or performance evaluation;
- (i) attend, or be represented by a designate, at all meetings of such Council committees, boards, authorities and other bodies as are required by Council;
- (j) ensure the prompt and proper handling by Administration of all requests, enquiries, and complaints by residents of the Town, including development of appropriate administrative procedures for dealing with complaints;
- (k) unless Council directs otherwise, act as the Town's liaison with external organizations and representatives;
- (l) keep informed about community and governmental affairs and advise Council on issues and trends.

Acting CAO

13. In the event of a temporary absence of the Chief Administrative Officer, the CAO may designate an employee of the Town as Acting CAO and delegate all or any portion of the powers, duties, and functions of the CAO, and that employee shall be entitled to carry out those delegated powers, duties and functions of the CAO during the temporary absence of the CAO.
14. If the Chief Administrative Officer does not designate an Acting CAO prior to the CAO's temporary absence, Council may appoint an Acting CAO.

Human Resources

15. All employees and agents of the Town are subject to the supervisions and direction of the Chief Administrative Officer.
16. The Chief Administrative Officer shall develop comprehensive employee policies and programs for the Town.
17. The Chief Administrative Officer is authorized to:
 - (a) establish the structure of Administration, including establishing, merging, dividing and eliminating departments, and establishing a managerial hierarchy, but shall keep Council informed of any changes to the organizational structure;
 - (b) within Council approved budget appropriations and subject to any applicable legislation and any contract or agreement binding on the Town:

- (i) hire, appoint, transfer or promote any employee of the Town,
 - (ii) evaluate, discipline, suspend, demote, or remove any employee of the Town, and
 - (iii) determine salaries, benefits, hours of work and other working conditions;
- (c) establish and implement all policies, procedures, standards and guidelines for all matters within the powers of the CAO;
- (d) conduct audits, investigations, and studies of Administration, as the CAO deems necessary, subject to the right of Council to direct audits, investigations, and studies it sees fit.

Financial Powers and Functions

18. The Chief Administrative Officer is authorized to:

- (a) open and close accounts that hold the money of the Town;
- (b) expend funds and arrange for the procurement of goods and services within the budget appropriations and approvals of Council as may be required for operating and capital purposes;
- (c) expend funds and arrange for the acquisition of land within the budget appropriations and approvals of Council as may be required for operating and capital purposes;
- (d) in cases of an emergency, as determined by the CAO, expend monies for the emergency that are not in an approved budget and report to Council on the implications of those expenditures at the next meeting of Council;
- (e) invest funds on behalf of the Town in such amounts and on such terms as are permitted under the Act;
- (f) monitor and control expenditures within the budgets approved by Council and authorize expenditures, from time to time, that are outside the department budget or moving from one department to another provided that such expenditure does not put the Town in a deficit position;
- (g) with respect to approved expenditures where the expenditure is eligible to be funded from more than one source of grant funding, reallocating grant funding from one approved expenditure to another, provided the expenditure remains within the budgets approved by Council and consistent with the requirements of each eligible source of grant funding, and subsequently report to Council on the amounts moved and the implications of moving the amounts.

Legal Matters

19. The Chief Administrative Officer is authorized to:

- (a) retain and instruct legal counsel to provide legal services to the Town;
 - (b) initiate or respond to claims and make, in the best interests of the Town, all decisions regarding admissions, strategy and procedure;
 - (c) approve agreements to release and waive the Town from liability for claims;
 - (d) approve the settlement of insured claims advanced by or against the Town, and report all settlement claims to council as soon as reasonable practical;
 - (e) approve the settlement of uninsured claims advanced by the Town where the difference between the amount claimed and the amount recovered does not exceed \$150,000 in addition to judgment interest and legal costs;
 - (f) approve the settlement of uninsured claims against the Town where the amount claimed and the amount payable by the Town does not exceed \$150,000 in addition to judgment interest and legal costs; and
 - (g) pay any amounts which the Town is legally required to pay pursuant to an Order of Judgment of a court, board, or other tribunal of competent jurisdiction, relating to an action, claim or demand against the Town.
20. If, in accordance with section 19, the Chief Administrative Officer approves the settlement of a claim or pays an amount that the Town is legally required to pay the Chief Administrative Officer shall report to Council on the matter at the next Council meeting.

Contracts and Agreements

21. The Chief Administrative Officer is authorized to:

- (a) retain and instruct legal counsel to provide legal services to the Town;
- (b) retain the services of any individual or corporation for purposes related to the operations of the Town and complete all necessary documents required for the provision of such services, provided the expenditure under the agreement is included in an approved budget;
- (c) except as otherwise instructed by Council, award all tenders and enter into all agreements required for the completion of such tenders in accordance with approved Council policies, administrative directives, or guidelines, and subject to:

- (i) the expenditure being included in an approved budget;
 - (ii) the tender being subject to a competitive bid process;
 - (iii) the contract being awarded to the bidder offering the overall best value;
- (d) exercise all of the powers, duties and functions of a council or a municipality as prescribed under Part 10 - Taxation, of the Act, except as are to be done by bylaw, specifically reserved for Council pursuant to section 347 of the Act or delegated to the Town's assessor authorized under bylaw, and enter into all agreements and contracts and issue all documents incidental to the authority granted to a municipality under Part 10 of the Act;
- (e) enter into all agreements and contracts incidental to the development and subdivision of land within the Town's boundaries pursuant to Part 17 of the Act and complete any and all documents required for or incidental to such development or subdivision;
- (f) grant and revoke all powers of attorney allowing the Town's staff to execute all required documents, including without limitation, discharges, postponements, and affidavits, pertaining to land, or an interest in land, including those granted prior to the date of this Bylaw;
- (g) approve and enter into all documents, consents, approvals, acknowledgements and certificates required for or incidental to any agreement, contract, settlement, tender or investment;
- (h) sign:
- (i) along with the person presiding at the meeting, all minutes of Council and Council committee meetings,
 - (ii) along with the Mayor, all bylaws,
 - (iii) along the Mayor or any other person authorized by Council, cheques and other negotiable instruments,
 - (iv) acting alone, all orders, contracts, agreements, documents and certificates that may be required pursuant to any agreement, contract, bylaw, or statute;
- (i) enter into funding agreements with the Alberta Government and non-profit organizations for the provision of the family and community support services program in accordance with approved budget amounts and the *Family and Community Support Services Act*,

R.S.A. 2000, c. F-3 and the *Family and Community Support Services Regulations*, AR 218/94;

- (j) enter into any agreements necessary to provide insurance coverage and performance bonds for the Town;
- (k) enter into provincial and federal grant funding agreements.

Municipal Enforcement

22. The Chief Administrative Officer is authorized to:

- (a) prepare and issue distress warrants, and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears pursuant to the Act;
- (b) carry out inspections, remedies, enforcement or actions pursuant to section 542 of the Act where the Act or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- (c) make determinations and issue orders pursuant to the Act or any other statute, enactment or bylaw which the Town is authorized to enforce, in accordance with sections 545 and 546 of the Act;
- (d) add amounts to the tax roll of a parcel of land in accordance with sections 553 and 553.1 of the Act;
- (e) designate any road as one which is closed temporarily in whole or in part to traffic, as authorized by the Act or any other enactment and cause such road to be marked;
- (f) grant an application for a leave of absence without pay to an employee seeking to be nominated as a candidate in a municipal election, pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c. L-21;
- (g) conduct a census when required by Council and submit population affidavits in accordance with the requirements of the Act.

FOIP Head

23. The Chief Administrative Officer is the head of the Town, including any board, committee, commission, panel, agency, or corporation that is created or owned by the Town, for the purposes of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25.

Employment Agreement

- 24. There shall be a separate contract of employment approved by Council and executed by the Mayor on behalf of the Town and the Chief Administrative Officer on the CAO’s behalf which shall contain the terms and provisions negotiated and agreed upon between Council and the CAO which shall govern the employment of the CAO with the Town unless and until amended by mutual agreement in writing signed by both parties.

Performance Evaluation

- 25. Annually during the currency of the Chief Administrative Officer's employment with the Town, Council shall provide the CAO with a written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO's responsibilities under the Act and this Bylaw.

Conflict

- 26. The provisions of this Bylaw shall prevail in any case where there is a conflict between this Bylaw and any previous resolution or bylaw of Council.
- 27. If any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions remain valid.

Coming into force

- 28. This Bylaw shall come into effect when it has received third reading and has been duly signed.

Repeal

- 29. Chief Administrative Officer Bylaw No. 2018-08 is repealed.

Read for a first time on this 25th day of March 2024; Motion No.

Read for a second time on this 25th day of March 2024; Motion No.

Given Unanimous Consent to Proceed to a third reading this 25th day of March 2024; Motion No.

Read for a third and final time on this 25th day of March 2024; Motion No.

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson

**Town of Sundre
Bylaw No. 2018-08**

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF THE CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES POWERS AND FUNCTIONS OF THAT POSITION

WHEREAS Section 205 of the *Municipal Government Act R.S.A. 2000, c. M-26* provides that Council must by bylaw establish the position of the Chief Administrative Officer, and

WHEREAS the Council may, in accordance with the *Municipal Government Act R.S.A. 2000, c. M-26*, delegate any of its executive and administrative functions;

NOW THEREFORE, the Municipal Council of the Town of Sundre, in the Province of Alberta, in open Council duly assembled enacts as follows:

1. INTERPRETATION

This Bylaw shall be referred to as the “Chief Administrative Officer Bylaw”

2. DEFINITIONS

- 2.1. **Act** means the *Municipal Government Act, S.A. 2000, c.M-26*.
- 2.2. **Chief Administrative Office or CAO** means the person appointed to the position of CAO by Council.
- 2.3. **Council** means the Council of the Town of Sundre acting as a duly assembled meeting thereof.
- 2.4. **Town** means the Municipal Corporation of the Town of Sundre.

3. APPOINTMENTS

- 3.1. There shall be created the position of CAO of the Town of Sundre who shall carry out any and all of the executive and administrative powers, duties, and functions assigned to the CAO under the Act, or any other enactment or and any and all powers, duties, and functions delegated by Council.
- 3.2. Council by resolution shall appoint the person who will serve as CAO and prescribe the conditions and terms of employment.
- 3.3. The CAO has all the powers, duties and functions given to a designated officer under the Municipal Government Act or any other statute, except for the powers duties and functions of an assessor under the Act.

- 3.3. The CAO, may in accordance with Section 209 of the Act, delegate any of the powers, duties, or functions assigned to the CAO to any employee of the Town.
- 3.4 The Council may appoint an Acting CAO to act during the illness, absence or other incapacity of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than one month.
- 3.5 The Council must ensure that the CAO appropriately performs the duties and functions and exercises the powers assigned to the CAO as prescribed under section 205(5) of the Act or any other enactment or by council.

4. RESPONSIBILITY AND AUTHORITY

- 4.1. The CAO is responsible to Council for the overall administration of municipal operations of the Town in accordance with objectives, policies, and plans approved by Council. In carrying out these responsibilities, the CAO shall work in close liaison with the Council and supervise the Town’s administrative personnel and service contracts in the performance of their duties and responsibilities.

In addition to the powers, duties, and functions generally assigned and delegated under this bylaw, the Act or by Council, the CAO shall.

- a) be the contact between the Administration of the municipality and the Council and communication from the Council to Administration shall flow through the CAO.
- b) Co-ordinate and direct presentations by administrative staff to Council on policy proposals and ongoing municipal operations making recommendations thereon where appropriate.
- c) Ensure the Council receives such information and reports, as it requires, to make effective policy decisions and to monitor the effectiveness of administrative operations.
- d) Attend, or be represented by a delegate, at all meetings of Council and Council Committees and assist in the decision making process by providing advice, guidance, and consultation as required.
- e) Report to Council on the effectiveness of its policies and programs and recommend changes thereto to achieve Council’s objectives.
- f) Co-ordinate, direct, and supervise the implementation of the policies and programs of the Council, reporting regularly of the progress thereon to Council.
- g) Communicate with the Mayor, Councillors, and the staff in preparation of agendas for Council meetings.
- h) Enforce or cause to be enforced all bylaws and resolutions of the Town.
- i) Catalogue the policies of the Council and ensure that information concerning these policies are distributed to and understood by affected administrative personnel.
- j) Cause the development of satisfactory procedures concerning budget preparation and financial reporting of the Town’s revenues and expenditures including:
 - i) Preparation and submission to Council of annual budgets with appropriate explanations and substantiating information with potential cost reductions and eliminations identified which would not change established programs.

- ii) Quarterly reports to the Council of operating and capital revenues and expenditures with explanations of significant variations and account reallocations for ratification of council.
- iii) Reports to Council on any other matter either administrative or financial, that relates to the Town operations as may be requested by Council or which, in the opinion of the CAO, should be reported to Council.
- iv) Ensure accurate financial records and accounts are kept.
- v) Ensure financial reports are made to council.
- vi) Ensure revenues are collected, controlled, and receipted.
- vii) Ensure monies are deposited and held in a financial institution.
- viii) Ensure the corporate seal is kept safe.
- k) Perform liaison with other local governments and the provincial government, along with the Mayor when required.
- l) Ensure the prompt and proper handling by the administration of all requests, enquiries, and complaints by residents of the Town including development of policies and procedures for dealing with complaints.
- m) Keep informed about governmental and community affairs and ensure that the Council and the Town employees are made aware of significant trends.
- n) Exercise such natural person powers under the Act as may be consistent with or required to implement the powers, duties, and functions assigned.
- o) As prescribed under section 153.1 of the Act, where the CAO or a person designated by the CAO provides information referred to in section 153(d) of the Act to a councillor, the information must be provided to all other councillors as soon as is practicable.
- p) Perform major administrative duties in accordance with section 208(1) of the Act.
- q) Extend the time period for subdivision plans and for the registration of the subdivision plans in accordance with the Act.
- r) Retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the municipality.
- 2) Perform other duties as may be required by Council or where a matter is not specifically referred to herein and where the CAO deems it proper and expedient to implement changes, they may make such recommendations to Council as may be appropriate.

5. PERSONNEL ADMINISTRATION

- 5.1 It is the sole responsibility of the CAO to hire, discipline, and terminate staff. All information pertaining to staff employment matters is confidential in accordance with FOIPP sections 17(4)(d) and 17(4)(f).
- 5.2 All employees, and agents of the Town are subject to the supervision and direction of the CAO.
- 5.3. The CAO shall develop for approval of Council, comprehensive employee policies and programs of Town employees.

5.4 The CAO shall implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality, including creating, eliminating, merging or dividing departments, provided that such reorganization does not result in a decreased level of services to the community. If a major reorganizational change is effected, the CAO shall report such a change to Council. If the reorganization results in an over expenditure to the budget, the CAO shall bring the variance to Council for ratification.

5.6. The CAO shall determine the rates of remuneration for any employee within approved budget appropriations.

6. EXPENDITURE AUTHORITY

6.1 The CAO shall have the authority to expend funds and arrange the purchase of goods and services within the appropriations and approvals of Council as may be required for operating and capital purposes.

6.2. When the value of any arrangement or purchase exceeds \$5,000.00 competitive quotations shall firstly be obtained except:

- a) where the arrangement or purchase is an extension of any existing contract or arrangement.
- b) where the goods or services are available only from a single supplier or vendor
- c) in cases of emergency.

6.3. The CAO may select tenders up to \$50,000.00 provided Council has provided appropriation for the project.

6.4. All tender offers estimated to exceed the sum of \$50,000.00 shall be received by the CAO and referred to Council for award.

6.5. The CAO shall ensure that where possible, local businesses and individuals are invited to tender.

6.6. Where capital projects have been approved and budget appropriations made, the CAO may exercise the natural person power of the municipality to acquire such land as may be necessary for the undertaking and completion of the capital project.

6.7. Where capital projects have not been approved or where budget appropriations have not been made, the CAO may acquire an option to purchase any property which may be needed for any present or future municipal purpose.

6.8 Designate the financial institutions to be used by the municipality in accordance with the provisions of the Act.

6.9 Invest funds on behalf of the municipality in accordance with the provisions of the Act.

6.10 Pay any amounts the Municipality as legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal having jurisdiction over an action, claim or

demand against or by the Municipality, provided that all rights to appeal the Order or Judgement have expired.

- 6.11 In the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council.
- 6.12 Negotiate contracts, agreements, ~~and~~ transactions, and any instrument or document made or executed on behalf of the municipality as required, for the effective operation of the municipality and to recommend the approval of such to Council.
- 6.13 Conclude contracts on behalf of the municipality to a financial limit established by policy or resolution.
- 6.14 Sign any order, agreement, or cheque, along with the Mayor.

7. DELEGATION AND ORGANIZATION

- 7.1. The administration of the operations of the Town shall be organized in accordance with the organization chart. The Council shall deal with the administrative service through the CAO and Council shall require that its directives be carried out through the offices of the CAO.

8. EVALUATION, SUSPENSION, AND TERMINATION

- 8.1. In each year, the Council thereof shall evaluate the performance of the Chief Administrative Officer, making such recommendations as deemed necessary. Such review shall evaluate the rates of remuneration of the CAO and the non-salary and fringe benefits received.

9. CODE OF ETHICS

- 9.1. The Code of Ethics of the Local Government Administration is hereby adopted as reference as "Schedule A" attached hereto, with the express intent that this shall be the code of professional behavior expected of the CAO.
- 9.2. Schedule A shall be attached hereto and deemed a part of this bylaw.

10 FOIPP HEAD

- 10.1 The CAO is the Head of the Municipality for the purposes of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25.

11. ROYAL CANADIAN MOUNTED POLICE

- 11.1 The CAO shall provide a liaison between the Municipality and the Commanding Officer of the R.C.M.P. detachment of the Town of Sundre.

12. REPEAL

12.1 Bylaw No 16-17 is hereby repealed.

Read for a first time on this _____ day of _____, 2018.

Read for the second time on this _____ day of _____, 2018.

Received Unanimous Consent for third Reading this _____ day of _____, 2018.

Read for the third time on this _____ day of _____, 2018.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE: March 25, 2024
SUBJECT: Bylaw 2024-02 "Council Committees Bylaw"
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 6.4

BACKGROUND/PROPOSAL:

Council may pass Bylaws in relation to the establishment and functions of council committees and other bodies, pursuant to Section 145(a) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report

ALIGNMENT WITH STRATEGIC PLAN

This Bylaw aligns with Strategic Pillar # 5 in the Strategic Plan – Sustainable and Responsible Government.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council approves Bylaw 2024-02 "Council Committees Bylaw" as presented, and that Council gives all three readings to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

MOTION:

That Council rescinds Bylaw No 2021-03 and amendments thereto.

That the Town of Sundre Council gives First Reading to Bylaw 2024-02 "Council Committees Bylaw", being a Bylaw to govern the establishment and regulation of Council Committees.

That the Town of Sundre Council gives Second Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

Date Reviewed: March 21, 2024 CAO: Dinda Nelson



REPORT TO COUNCIL

COUNCIL DATE **March 25, 2024**
SUBJECT: **BYLAW #2024-02 COMMITTEES OF COUNCIL**
REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

Council may pass Bylaws in relation to the establishment and functions of council committees and other bodies, pursuant to Section 145(a) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It is prudent for Council to review Bylaws to ensure current practices and compliance with legislation are reflected. The Bylaw Policy Review Committee have had an opportunity to review this Bylaw, and recommended amendments have been incorporated into the final draft before Council this evening.

Highlights of the Bylaw are as follows:

Remove the words “Boards and Commissions” from the Bylaw Title as follows:

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

Remove the words “Boards and” for the Name of Bylaw as follows:

1. NAME OF BYLAW

This Bylaw may be cited as “~~Boards and~~ **Council Committees** Bylaw

Insert a new clause under 5. Powers/Authority of Committees as follows:

5. POWERS/AUTHORITY OF COMMITTEES

5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.

Schedule “A” Terms of Reference Bylaw Policy Review Committee

II. Composition of Committee

Insert the words (Non Voting) after CAO

Insert the words “A quorum shall consist of a majority of the current committee members”

Schedule “B” Terms of Reference Grant Review Committee

II. Composition of Committee

Insert the words (Non Voting) after CAO

Insert the words “A quorum shall consist of a majority of the current committee members”

Remove Schedule “C” Terms of Reference for Council Vision for Sundre Committee in it’s entirety.

Remove Schedule “D” Terms of Reference for Sundre Tourism Association Committee (Ad Hoc) in it’s entirety.

Replace previous Schedule “C” with existing Terms of Reference for Emergency Advisory Committee (Previously Schedule E)

II. Composition of Committee

Insert the words (Non Voting) after CAO

Insert the words “A quorum shall consist of a majority of the current committee members”

Remove Schedule “F” Terms of Reference for Events and Festivals Committee in it’s entirety.

Remove Schedule “G” Terms of Reference for Fundraising Committee in it’s entirety.

Insert new Schedule “E” Terms of Reference for Sundre Strategic Advisory Committee.

Schedule “E” sets out the Terms of Reference for the Sundre Strategic Advisory Committee. The schedule identifies the purpose, composition of the committee, roles and responsibilities, term, frequency of meeting and conflict of interest. The committee is advisory in nature, no decisions can be made by this committee, and all recommendations shall be put before Council during a Regular Council meeting for decision.

Insert new Schedule “F” Terms of Reference for Sundre Hospital Steering Committee.

Schedule “F” sets out the Terms of Reference for the Sundre Hospital Steering Committee. The schedule identifies the purpose, composition of the committee, roles and responsibilities, term, frequency of meeting and conflict of interest. This is an Ad Hoc committee and shall be disbanded on the date a new Hospital officially opens.

Renumber Bylaw clauses and Schedules as appropriate.

CONCLUSION

This Bylaw is a living document that is amended from time to time to reflect the current status of Committees of Council. The Bylaw has been revised based on the recommendations of the

Bylaw Policy Review Committee and reflects changes to the Committees Bylaw by updating Terms of Reference for 3 current committees, deleting 4 committees, adding two new committees, and renumbering as appropriate. Administration is recommending all three Readings to Bylaw 2024-02.

RECOMMENDED ACTION

That Council approves Bylaw 2024-02 "Council Committees Bylaw" as presented, and that Council gives all three readings to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

MOTION:

That Council rescinds Bylaw No 2021-03 and amendments thereto.

That the Town of Sundre Council gives First Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

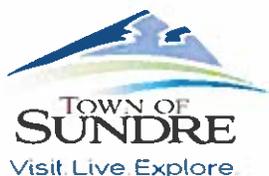
That the Town of Sundre Council gives Second Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Date Reviewed: March 21, 2024 CAO: Linda Nelson



TOWN OF SUNDRE
BYLAW NO. 2024-02

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE 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 "Council 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.

4. 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 may invite third party organizations, groups or other stakeholders to participate in committee meetings.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.5 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.
- 5.6 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 2021-03 and amendments thereto are hereby repealed.

Read for a first time on this 25th day of March 2024; Motion No.

Read for the second time on this 25th day of March 2024; Motion No.

Given Unanimous Consent to Proceed to a third reading this 25th day of March 2024; Motion No.

Read for the third time on this 25th day of March 2024; Motion No.

Mayor Richard Warnock

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 (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

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.

II. COMPOSITION OF COMMITTEE

- 3 Councillors
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. 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.

IV. 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.

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

VII. 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 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 Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

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.

Schedule E Terms of Reference Emergency Management Advisory Committee continued

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 "D"
TERMS OF REFERENCE

SUNDRE COMMUNITY WELLNESS ADVOCACY COMMITTEE

I. STATEMENT OF PURPOSE

To provide input to enhance current health service and provide direction for future health care services in the municipality. Recommendations are intended to strengthen and build upon local community partnerships between municipal government, other levels of government, local agencies and citizens.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Mayor and 1 Councillor
- Mountain View County 2 Councillors
- 2 members at large
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. ROLES AND RESPONSIBILITIES

The Committee shall:

- Be responsible to review and study the current capacity and functions of the health care facilities and programs within the municipality.
- Provide information and identification of health care needs to Council that may be used to approach other levels of governments or agencies to discuss actions that are in the best interests of our community.
- Abide by the Town of Sundre Committees Bylaw

I. 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. Members at large shall be a term of two years and may be renewed at the discretion of Town of Sundre Council.

II. FREQUENCY OF MEETINGS

The committee shall normally meet during regular business hours on a weekday, on such dates and locations as determined at the discretion of the committee.

III. CONFLICT OF INTEREST

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

Schedule "E"

TERMS OF REFERENCE

SUNDRE STRATEGIC ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

Under the *Municipal Government Act*, (MGA), councillors have the duty to: consider the welfare and interests of the municipality as a whole and, to bring to council's attention anything that would promote the welfare or interests of the municipality. participate generally in developing and evaluating the policies and programs of the municipality, participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council, obtain information about the operation or administration of the municipality from the chief administrative officer, keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public, perform any other duty or function imposed on councillors by the MGA or any other enactment or by the council.

Council's effectiveness depends on councillors providing input on specific areas, while thinking and voting for the whole municipality.

II. COMPOSITION OF COMMITTEE

- All members of Sundre Council
- Town of Sundre Chief Administrative Officer (Advisory)
- Staff members as designated by the Chief Administrative Officer (Advisory)
- Recording Secretary (Support Staff)
- A quorum shall consist of a majority of the current Council committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The Committee shall be responsible to:

- Attend the Orientation session during the first term of council.
- Participate in the Strategic Planning Session during the first term of council.
- Participate in the spring strategic advisory meeting. Review draft documents for further administrative research, and subsequent review at fall strategic advisory meeting.
- Participate in the fall strategic advisory meeting. Review draft budget documents for the debate and subsequent approval of Council at the regular council meetings in December.
- Review draft business plans for Town departments.
- Make best efforts to participate in the spring and fall open houses.
- Abide by the Town of Sundre Committees Bylaw

IV. 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.

V. FREQUENCY OF MEETINGS

- Orientation shall take place over 1 weekend, generally in November following the municipal election, this session is mandatory. More than one orientation session may occur over the four year term, according to best practices, (year 1 and year 3). Orientation sessions shall be coordinated and scheduled by the Chief Administrative Officer.

- Strategic Planning shall take place over 1 weekend in January following the municipal election, this session is mandatory.
- Spring Open House shall generally take place in March and shall be set at the Organizational meeting in the preceding year.
- Fall Open House shall generally take place in September and shall be set at the Organizational meeting in the preceding year.
- Spring strategic advisory meeting shall generally take place over three days in April and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the workshop, and all regulations for closed sessions shall be in effect. Typically, this meeting shall be held under sections 23 and 24 of the FOIP Act, with debate and decisions being made at a regular Council meeting.
- Fall strategic advisory meeting shall generally take place over three days in October and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the meeting, and all regulations for closed sessions shall be in effect. Typically, this workshop shall be held under sections 23 and 24 of the FOIP Act, with debate and decisions being made at a regular Council meeting.

VI. CONFLICT OF INTEREST

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

Schedule "F"

TERMS OF REFERENCE

SUNDRE HOSPITAL STEERING COMMITTEE (Ad Hoc)

VII. STATEMENT OF PURPOSE

The committee will work with P3 Capital Partners Inc. to identify and recommend to Council a method and process to negotiate and attract capital with partners in a P3 agreement for a new hospital/health complex.

IV. COMPOSITION OF COMMITTEE

- Town of Sundre Mayor
- Town of Sundre Council Representative
- Mountain View County Council Representative
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Town of Sundre Director of Corporate Services (Non-Voting)
- Mountain View County CAO or designate (Non-Voting)
- 1 Town of Sundre Physician
- 1 Hospital Futures Committee Member
- Sundre Hospital Site Lead (Advisory, Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

V. COMMITTEE ROLES AND RESPONSIBILITIES

The committee shall have an advisory role to the Town of Sundre Council.

The committee shall be responsible to:

- Meet with P3 Capital Partners Inc. on the requirements for a new Sundre hospital proposal.
- Review and approve communications related to the project.
- Review Request for Proposals (RFP) that will go out to public tender.
- Evaluate and interview proponents based on the proposals.
- Negotiate terms with potential shortlist partners for presentation to Town of Sundre Council.
- The CAO or their designate shall present the recommendations of the committee to Council for information or decision as appropriate.
 - Abide by the Town of Sundre Committees Bylaw.

VI. TERM

The committee appointment for members of Council shall be for one (1) year, renewable by motion of Council at the annual Organizational Meeting. The Chair shall be the Mayor of the Town of Sundre for a term of one (1) year, reappointed each year at the Organizational meeting. All other committee members shall be appointed for the term of the committee. The committee shall disband on the date the hospital is officially opened.

VII. FREQUENCY OF MEETINGS

Meetings are convened on an as needed basis and may include meetings with P3 Capital Partners Inc. as required. The committee will regularly report to Council.

VIII. CONFLICT OF INTEREST

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



REQUEST FOR DECISION

COUNCIL DATE: March 25, 2024
SUBJECT: Policy #A-007-01-POL Social Media Policy
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 6.5

BACKGROUND/PROPOSAL:

This Policy was originally approved on January 21, 2013.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report.

ALIGNMENT WITH STRATEGIC PLAN

This Bylaw aligns with Strategic Pillar # 5 in the Strategic Plan – Sustainable and Responsible Government.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council approves the amendments to Policy #A-007-01-POL, Social Media Policy, as presented.

MOTION:

That the Town of Sundre Council approves Policy #A-007-01-POL, Social Media Policy.

Date Reviewed: March 21, 2024 CAO: Linda Nelson



REPORT TO COUNCIL

COUNCIL DATE **March 25, 2024**

SUBJECT: **POLICY #A-007-01-POL SOCIAL MEDIA POLICY**

REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

This Policy was originally approved on January 21, 2013.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It is prudent for council to review Policies from time to time to ensure the Policies are reflective of Council's goals and objectives.

The Bylaw Policy Review Committee has reviewed the Policy and is recommending the following amendments:

Amend the Policy Statement by rearranging the words "Town hosted social media venues" as follows:

1. Policy Statement

The Town of Sundre values and encourages communication with its residents and businesses and supports the use of **Town hosted social media venues** as an additional communication tool for sharing information, encouraging dialogue with its citizens, and facilitating engagement by and with the community ~~on Town hosted social media venues~~. Social media shall be a tool for relaying the initiatives, strategies and goals of the Town, publishing news stories and events in a timely fashion, correcting false or misleading information, and promoting the Town of Sundre as a place to Visit. Live. Explore.

Adding the following under definitions:

3. Definitions

3.5 Misinformation is the sharing of inaccurate and misleading in an unintentional way and creates the general impression that the information is correct, and has the potential to create doubt and confusion, reduce confidence in the Town, and reduce trust and cooperation between citizens. This includes disseminating only partial or one-sided information. **(New Definition)**

- 3.9 "Social media user" means the people who post comments or questions on the social media channels populated by the Town, **or on other social media sites that reference Town business.**

7. General Provisions

Add in the word "Misinformation" under 7.5 as follows:

- 7.5 While endeavoring to allow free and unfettered conversation, the Town will not tolerate comments that are offensive to an individual or organization, rude in tone, or abusive as determined by the Town. Content, comments, or links containing any of the following will not be allowed on the Town's social media channels and the Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
- Comments not topically related to the particular social media article being commented on or to the social media site in general;
 - Slanderous or defamatory remarks, obscene language or sexual content;
 - Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - **Misinformation**
 - Promotion of commercial services or products other than significant sponsors, affiliations or business partnerships;
 - Comments in support of or opposition to political campaigns;
 - Promotion of illegal activities;
 - Information that may compromise the safety or security of the public or public systems;
 - Content that violates a legal ownership interest of any other party;
 - Content written in a language other than the official languages of Canada; or
 - Any other content deemed unsuitable for the social media site.

Revise 7.9 as follows:

- 7.9 The Town of Sundre Council is committed to transparency and is accountable to the electors of the municipality. The public have a right to know when information is incorrect or is ~~deliberately~~ posted ~~to~~ that misrepresents or misleads the public **on any social media site.**
- 7.9.1 Rather than using digital tools to inform people and elevate civic discussion, social and digital platforms have been used to deceive, mislead, or harm others through creating or disseminating information that is incorrect, malicious, or one sided, with the intent to cause harm. In this case, the Town may correct the information **by reporting the information at a regular council meeting or posting a Council statement on the Town of Sundre Website.**

CONCLUSION

Amendments to this policy will allow council and administration to provide clarity and transparency on Town related business to Town citizens where appropriate.

RECOMMENDED ACTION

Administration recommends that Council approves the amendments to Policy #A-007-01-POL, Social Media Policy, as presented.

MOTION:

That the Town of Sundre Council approves Policy #A-007-01-POL, Social Media Policy.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Date Reviewed: <u>March 21, 2024</u> CAO: <u>Linda Nelson</u>



TOWN OF SUNDRE POLICY #A-007-01-POL
POLICY NAME: Social Media

TOWN OF SUNDRE POLICY INDEX	
Policy Number	A-007-01-POL
Policy Title	Social Media
Approval Date	January 21, 2013
Resolution Number	35/13
Revision Date	March 25, 2024
Date of Review	2024
Responsible Department	Legislative Services
Related Bylaws/Acts/Regulations	MGA

1. Policy Statement

The Town of Sundre values and encourages communication with its residents and businesses and supports the use of Town hosted social media venues as an additional communication tool for sharing information, encouraging dialogue with its citizens, and facilitating engagement by and with the community on Town hosted social media venues. Social media shall be a tool for relaying the initiatives, strategies and goals of the Town, publishing news stories and events in a timely fashion, correcting false or misleading information, and promoting the Town of Sundre as a place to Visit. Live. Explore.

2. Purpose

This Policy will establish guidelines and protocols that the Town of Sundre (including Council and all employees), will follow primarily in the use of its social media profiles, with additional guidance on the use of personal accounts, in order to:

- Promote a positive “voice” online.
- Set expectations in accordance with best practices.
- Mitigate risk, and
- Manage elector expectations.

3. Definitions

- 3.1 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Sundre.
- 3.2 "Director" or "Manager" means the staff member accountable for their department.
- 3.3 "Employee" means a person who is filling a position for the town. This includes a permanent, part time, casual employees, and paid on call positions.
- 3.4 "Message" means any online communications including posts, blog posts, wall posts, tweets, document posting, video posting, comments, replies, direct messages, events, invitations, and any other means of online communication.
- 3.5 Misinformation is the sharing of inaccurate and misleading in an unintentional way and creates the general impression that the information is correct, and has the potential to create doubt and confusion, reduce confidence in the Town, and reduce trust and cooperation between citizens. This includes disseminating only partial or one-sided information.

- 3.6 "Official correspondence" means communications written, faxed, or emailed to the Town of Sundre that include the writer's name and contact information.
- 3.7 "Social Media channels" means technologies and on-line sites used by the Town to share opinions and information, promote discussion, and build relationships, including, but not limited to:

- Microblogging: Twitter
- Blogging: all branded and non-branded platforms
- Video sharing: YouTube
- Photo sharing: Flickr, Picasa, Photobucket, Document sharing: Google docs, SlideShare, Bookmarking: dig, reddit
- Social Networking: LinkedIn, Facebook, Myspace, Twitter
- Forums
- Wikipedia
- Geo-mapping: Google maps, Bing maps

- 3.8 "Regular business hours" means 8:00 am - 4:00 pm, Monday - Friday, exclusive of statutory holidays, or as amended by Council from time to time.
- 3.9 "Social media user" means the people who post comments or questions on the social media channels populated by the Town, or on other social media sites that reference Town business.
- 3.10 "Town" means the Town of Sundre as incorporated under the *Municipal Government Act* R.S.A. 2000, C.M-26 as amended.

4. Responsibilities

- 4.1 Town Council to:
 - 4.1.1 approve this policy and any amendments by resolution.
 - 4.1.2 consider the allocation of resources for successful implementation of this policy in the annual budget process.
 - 4.1.3 understand and adhere to this policy.
- 4.2 Chief Administrative Officer to:
 - 4.2.1 administer this policy and approve procedures.
 - 4.2.2 ensure policy and procedure reviews occur.
 - 4.2.3 verify the implementation of this policy and its procedures.
- 4.3 Director or Manager to:
 - 4.3.1 ensure that all Department employees are familiar with the policy.
 - 4.3.2 administer the policy within the Department.
 - 4.3.3 recommend changes in policy and procedures.
- 4.4 Dedicated Social Media Personnel to:
 - 4.4.1 populate, manage, monitor, and maintain the Town's online presence (including website and social media)
 - 4.4.2 ensure the use of social media complies with all approved policies and procedures.
- 4.5 Employees to:
 - 4.5.1 understand and adhere to this policy and procedure.
 - 4.5.2 ensure any use of social media related to Town business is only for the purpose of fulfilling job duties.

5. Scope

This policy applies to all Town of Sundre departments, functions, employees, paid volunteers, consultants or contractors working on behalf of or as a representative of the Town, who use any official Town social media accounts.

This Policy applies to Staff and Council. If Councilors establish their own social media accounts, a disclaimer stating that the opinions presented are their own and do not reflect the official position of the Town. This policy does not relieve Councilors of their legal obligations under the Municipal Government Act, the Council Code of Conduct Bylaw, or any other applicable legislation.

6. Single Entity and Voice

- 6.1 The Town will conduct itself on social media sites as a single entity identified as the Town of Sundre in the username.
- 6.2 Town Departments shall participate in social media through preparing information regarding important events and communications for posting in Town social media sites through the dedicated social media personnel.
- 6.3 Town social media accounts will be maintained with a single "voice" being representative of the Town as a whole organization and be maintained as consistently as possible with the broader communication goals of the Town in mind.
- 6.4 The Town may use associated social media accounts for specific projects provided that the account is clearly linked to the Town's main social media accounts, is consistent with this policy, is maintained with the same principles as the main accounts and is limited to the lifespan and scope of the project. Information that may be "sensitive" shall be approved by the CAO prior to posting.
- 6.5 Dedicated Social Media Personnel will develop a social media "persona" for each area of social media activity i.e., a guideline for tone, language, attitude, writing style and other specifications for interacting with the community.

7. General Provisions

- 7.1 Social media messages of any kind will not be considered official correspondence.
- 7.2 Messages of any kind will not be considered official records of public opinion and will not be recorded as such. In some cases, comments may be forwarded to administration for information purposes.
- 7.3 The Town of Sundre cannot commit to replying to every comment; however, Dedicated Social Media Personnel will make every effort to respond to questions and comments posted on Town Social Media sites as quickly as possible during regular business hours as appropriate.
- 7.4 Posts and comments to and from the Town in connection with the transaction of public business are subject to the Freedom of Information and Protection of Privacy Act and may be disclosed to third parties.
- 7.5 While endeavoring to allow free and unfettered conversation, the Town will not tolerate comments that are offensive to an individual or organization, rude in tone, or abusive as determined by the Town. Content, comments, or links containing any of the following will not be allowed on the Town's social media channels and the Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

- Comments not topically related to the particular social media article being commented on or to the social media site in general;
- Slanderous or defamatory remarks, obscene language or sexual content;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Misinformation
- Promotion of commercial services or products other than significant sponsors, affiliations or business partnerships;
- Comments in support of or opposition to political campaigns;
- Promotion of illegal activities;
- Information that may compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party;
- Content written in a language other than the official languages of Canada; or
- Any other content deemed unsuitable for the social media site.

7.6 Should a comment or post contravene any of the guidelines listed above, Dedicated Social Media Personnel shall make a copy of the comment for the record and delete the post. The offending user may be blocked from the Town's social media channels at the discretion of Town Administration.

7.7 All content created by employees using Town Social Media channels must be professional, accurate, and consistent with the Town's policies and meet the Town's visual standards.

7.8 Town social media profiles will all contain a disclaimer with information about the hours when responses can be expected, and the kind of dialogue permitted on the site. Dedicated Social Media Personnel will set up disclaimers when the social media account is set up.

7.9 The Town of Sundre Council is committed to transparency and is accountable to the electors of the municipality. The public have a right to know when information is incorrect or is posted that misrepresents or misleads the public on any social media site.

7.9.1 Rather than using digital tools to inform people and elevate civic discussion, social and digital platforms have been used to deceive, mislead, or harm others through creating or disseminating information that is incorrect, malicious, or one sided, with the intent to cause harm. In this case, the Town may correct the information by reporting the information at a regular council meeting, or by posting a Council statement on the Town of Sundre Website.

7.9.2 In situations where misinformation is related to information that the Town is legally obligated to protect, such as where an individual's rights to privacy may be violated through the release of such information, the Town may correct the information by posting a Council statement on the Town of Sundre Website, to the extent that is legally permissible. Where information is protected, the Town of Sundre will at a minimum state the information is incorrect, and provide details related to legal responsibilities for protecting the information.

8. Ethical Social Media Conduct

- 8.1 Town Social Media channels shall be used for business communication and for the purpose of fulfilling job duties in accordance with Town goals and objectives and not for personal use.
- 8.2 Employees participating in any online discussion on their own are expected to conduct themselves at all times in accordance with accepted ethical conduct and practices. Use professional judgment even when on personal social media profiles. Employees are perceived as a representative of the Town, due to the nature of municipal government.
- 8.3 Ethical Social Media conduct includes:
- Participant protection and respect are paramount;
 - Employees will use every effort to keep their interactions factual and accurate;
 - Employees will strive for transparency and openness in interactions;
 - Employees will provide links to credible sources of information to support their interactions, when possible;
 - Employees will publicly correct any information that is later found to be in error;
 - Employees will protect privacy and permissions;
 - Employees will respect the rules of the social media site;
 - Employees will exercise caution and discretion when commenting publicly on issues, programs and policies related to Town activities, or any activities of other levels of government and shall not use their position to lend weight to the public expression of any personal views.
- 8.4 When participating online as their own person, employees should use a disclaimer. Inform people that your views are your own, and do not necessarily reflect the views of the Town of Sundre.
- 8.5 This policy is subject to the provisions of the Town of Sundre Employee Handbook.

9. End of Policy

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	March 25, 2024
SUBJECT	2023 Q4 Financial Reports
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Included are the four quarterly schedules outlining the revenues and expenses for each department, cash balances, Restricted Surplus provisions, and capital expenditures as at December 31, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same time frame in 2022, as well as corresponding budget information.

Cash Balances: As at December 31, 2023, there is approximately \$2.0M in the operating account. There is also approximately \$825k in investment accounts and \$8.4M in Restricted Surplus identified accounts, for total holdings of over \$11.2M.

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

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

ALIGNMENT WITH STRATEGIC PLAN

Pillar 5: Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Q4 2023 Quarterly Financial Reports, as information.

MOTION:

That the Town of Sundre Council accept the Q4 2023 Quarterly Financial Reports, as information.

Date Reviewed: March 21, 2024

CAO: Aminda Nesbitt

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

SUMMARY

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>(Over) / Under Budget</u>
Taxes and Other Revenue								
Municipal Taxes	-	4,794,001	(931)	(2,507)	4,790,563	4,700,427	3,514,377	1,276,186
Tax Penalties	83,412	-	35,224	27,749	146,385	142,334	115,000	31,385
Investment Income	111,072	115,884	143,527	124,308	494,791	230,639	50,000	444,791
FortisAlberta Franchise Fee	42,861	59,740	59,699	77,727	240,027	239,191	245,000	(4,973)
MSI - Operating	-	-	-	66,181	66,181	53,000	30,000	36,181
Total Taxes and Other Revenue	237,345	4,969,625	237,519	293,458	5,737,947	5,365,591	3,954,377	
Less Interest, Requisitions and Transfers								
ASFF & MVSH Requisitions	(321,352)	(321,351)	(321,352)	(319,462)	(1,283,517)	(1,264,485)	-	(1,283,517)
Interest on Long-Term Debt	(28,738)	(30,834)	(55,188)	(56,382)	(171,142)	(183,662)	(175,000)	3,858
Provincial Police Funding Model	(109,668)	-	-	-	(109,668)	(85,311)	(115,000)	5,332
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue for Operations	(222,413)	4,617,440	(139,021)	(82,386)	4,173,620	3,832,133	3,664,377	
Net Operational Excess/(Shortfall)								
11 - Legislative	(60,691)	(118,165)	(78,705)	(158,131)	(415,692)	(420,496)	(455,470)	39,778
12 - Corporate Services	(111,464)	(148,781)	(134,067)	(260,397)	(654,709)	(604,184)	(606,531)	(48,178)
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-	-
21 - Municipal Enforcement	(42,800)	(39,886)	(32,922)	(37,317)	(152,925)	(117,366)	(126,172)	(26,753)
23 - Fire	(8,573)	(104,552)	40,280	(159,150)	(231,995)	(117,234)	(188,001)	(43,994)
24 - Emergency Management	(2,842)	(4,334)	(7,569)	(6,491)	(21,236)	(20,633)	(25,355)	4,119
26 - Animal Control	(2,568)	(4,597)	(10,391)	(8,051)	(25,607)	(24,269)	(23,500)	(2,107)
32 - Roads	(64,590)	(140,577)	(178,734)	(184,325)	(568,226)	(587,730)	(535,730)	(32,496)
35 - Shop	(91,902)	(47,460)	(54,858)	114,018	(80,202)	(73,837)	(54,208)	(25,994)
41 - Water	13,666	114,223	106,333	19,823	254,045	217,741	354,659	(100,614)
42 - WasteWater	84,793	80,441	114,227	(43,488)	235,973	187,850	227,734	8,239
43 - Solid Waste	34,940	11,250	14,448	5,676	66,314	59,116	56,891	9,423
51 - FCSS	-	-	(32,770)	(602)	(33,372)	(32,770)	(32,770)	(602)
61 - Planning & Development	(30,599)	(1,964)	(61,024)	(190,335)	(283,922)	(205,002)	(301,878)	17,956
63 - Economic Development	3,429	(36,560)	(137,496)	(88,932)	(259,559)	(217,441)	(263,974)	4,415
75 - Library	(33,301)	(33,302)	(33,301)	(33,301)	(133,205)	(133,258)	(136,500)	3,295
77 - Sundre Community Centre	(15,652)	26,278	(31,162)	(25,960)	(46,496)	(31,015)	(45,966)	(530)
80 - Arena	(58,978)	68,588	(73,128)	(85,566)	(149,084)	(149,024)	(163,338)	14,254
82 - Greenwood Campground	(13,675)	(2,716)	19,507	(16,869)	(13,753)	(31,646)	(33,119)	19,366
84 - Parks	(37,808)	(7,103)	(67,305)	(77,872)	(190,088)	(142,070)	(178,468)	(11,620)
85 - Recreation & Culture	(102,875)	192,639	(85,848)	(94,197)	(90,281)	(76,974)	(70,000)	(20,281)
86 - Community Services	(35,001)	44,481	(76,203)	(39,117)	(105,840)	(124,900)	(136,931)	31,091
87 - Trails	(11,833)	11,648	(10,838)	(14,028)	(25,051)	(22,100)	(38,638)	13,587
89 - Outdoor Recreation	(17,495)	12,317	(24,766)	(29,915)	(59,859)	(60,510)	(39,457)	(20,402)
91 - Gas	211,531	(54,858)	83,617	(61,564)	178,726	199,831	251,845	(73,119)
Total Net Operational Excess/(Shortfall)	(394,288)	(182,990)	(752,675)	(1,476,091)	(2,806,044)	(2,527,921)	(2,564,877)	
Year End Surplus/(Deficit)	(616,701)	4,434,450	(891,696)	(1,558,477)	1,367,576	1,304,212	1,099,500	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

00 - General Services / Taxation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues								
Municipal Taxes	-	4,794,001	(931)	(2,507)	4,790,563	4,700,427	3,514,377	1,276,186
Tax Penalties	83,412	-	35,224	27,749	146,385	142,334	115,000	31,385
Investment Income	111,072	115,884	143,527	124,308	494,791	230,639	50,000	444,791
FortisAlberta Franchise Fee	42,861	59,740	59,699	77,727	240,027	239,191	245,000	(4,973)
MSI - Operating	-	-	-	66,181	66,181	53,000	30,000	36,181
Expenses								
Requisitions	(321,352)	(321,351)	(321,352)	(319,462)	(1,283,517)	(1,264,485)	-	(1,283,517)
Interest on Long-Term Debt	(28,738)	(30,834)	(55,188)	(56,382)	(171,142)	(183,662)	(175,000)	3,858
Provincial Police Funding Model	(109,668)	-	-	-	(109,668)	(85,311)	(115,000)	5,332
FortisAlberta Infrastructure Reserve Transfer		-	-	-	-	-	-	-
Surplus (Deficit)	(222,413)	4,617,440	(139,021)	(82,386)	4,173,620	3,832,133	3,664,377	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	25	-	25	-	-	25
Expenses								
Salaries & Wages	(29,007)	(90,656)	(64,448)	(127,014)	(311,125)	(284,975)	(327,470)	16,345
Contracted Services	(499)	(1,689)	(726)	(712)	(3,626)	(41,442)	(34,100)	30,474
Materials & Supplies	(31,185)	(25,820)	(13,556)	(30,405)	(100,966)	(94,079)	(93,900)	(7,066)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(60,691)	(118,165)	(78,705)	(158,131)	(415,692)	(420,496)	(455,470)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

12 - Corporate Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	10,037	9,456	5,322	3,868	28,683	20,651	14,000	14,683
Expenses								
Salaries & Wages	(31,223)	(57,371)	(52,623)	(75,918)	(217,135)	(202,267)	(198,506)	(18,629)
Contracted Services	(24,683)	(45,648)	(47,178)	(128,168)	(245,677)	(212,800)	(209,500)	(36,177)
Materials & Supplies	(57,765)	(48,649)	(33,698)	(52,832)	(192,944)	(177,442)	(187,350)	(5,594)
Utilities	(7,830)	(6,569)	(5,890)	(7,347)	(27,636)	(32,326)	(25,175)	(2,461)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(111,464)	(148,781)	(134,067)	(260,397)	(654,709)	(604,184)	(606,531)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

18 - Elections

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	-

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

21 - Municipal Enforcement

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	105	1,121	750	4,591	6,567	6,110	4,000	2,567
Expenses								
Salaries & Wages	(19,038)	(28,912)	(26,236)	(33,990)	(108,176)	(100,018)	(106,372)	(1,804)
Contracted Services	(1,880)	-	(189)	(199)	(2,268)	(2,226)	(2,000)	(268)
Materials & Supplies	(21,987)	(12,095)	(7,247)	(7,719)	(49,048)	(21,232)	(21,800)	(27,248)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(42,800)	(39,886)	(32,922)	(37,317)	(152,925)	(117,366)	(126,172)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

23 - Fire Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	94,825	33,077	179,516	40,315	347,733	390,881	348,000	(267)
Expenses								
Salaries & Wages	(45,448)	(85,188)	(70,917)	(90,243)	(291,796)	(250,221)	(288,801)	(2,995)
Contracted Services	(10,268)	(6,488)	(6,430)	(9,416)	(32,602)	(27,206)	(40,100)	7,498
Materials & Supplies	(42,943)	(40,342)	(56,790)	(79,265)	(219,340)	(183,660)	(187,450)	(31,890)
Utilities	(4,739)	(5,611)	(5,099)	(5,129)	(20,578)	(24,103)	(19,650)	(928)
Transfers to Local Organizations	-	-	-	(15,412)	(15,412)	(22,925)	-	(15,412)
Surplus (Deficit)	(8,573)	(104,552)	40,280	(159,150)	(231,995)	(117,234)	(188,001)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	(6,193)	-	(6,193)	-	-	(6,193)
Expenses								
Salaries & Wages	(1,838)	(3,674)	(873)	(5,970)	(12,355)	(17,489)	(15,555)	3,200
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(1,004)	(660)	(503)	(521)	(2,688)	(3,144)	(9,800)	7,112
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(2,842)	(4,334)	(7,569)	(6,491)	(21,236)	(20,633)	(25,355)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	4,404	319	116	28	4,867	4,931	6,000	(1,133)
Expenses								
Salaries & Wages	-	-	-	(270)	(270)	(242)	-	(270)
Contracted Services	(6,840)	(4,335)	(10,155)	(6,840)	(28,170)	(28,035)	(28,500)	330
Materials & Supplies	(132)	(581)	(352)	(969)	(2,034)	(923)	(1,000)	(1,034)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(2,568)	(4,597)	(10,391)	(8,051)	(25,607)	(24,269)	(23,500)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

32 - Roads

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	42,248	20,236	418	20,719	83,621	91,377	85,000	(1,379)
Expenses								
Salaries & Wages	(63,280)	(100,697)	(78,418)	(107,041)	(349,436)	(419,751)	(374,730)	25,294
Contracted Services	(2,070)	(9,503)	(45,290)	(24,652)	(81,515)	(37,125)	(47,000)	(34,515)
Materials & Supplies	(9,797)	(1,622)	(8,027)	(11,208)	(30,654)	(38,019)	(24,000)	(6,654)
Utilities	(31,691)	(48,991)	(47,417)	(62,143)	(190,242)	(184,212)	(175,000)	(15,242)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(64,590)	(140,577)	(178,734)	(184,325)	(568,226)	(587,730)	(535,730)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

35 - Shop

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	165,000	165,000	165,000	165,000	-
Expenses								
Salaries & Wages	(4,286)	(7,104)	(5,640)	(12,669)	(29,699)	(24,337)	(32,938)	3,239
Contracted Services	(6,846)	(8,833)	(14,579)	(8,958)	(39,216)	(31,977)	(31,500)	(7,716)
Materials & Supplies	(77,900)	(29,037)	(33,223)	(26,196)	(166,356)	(172,158)	(146,770)	(19,586)
Utilities	(2,870)	(2,486)	(1,416)	(3,159)	(9,931)	(10,365)	(8,000)	(1,931)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(91,902)	(47,460)	(54,858)	114,018	(80,202)	(73,837)	(54,208)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

41 - Water

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	221,394	237,068	235,277	221,402	915,141	918,450	950,500	(35,359)
Expenses								
Salaries & Wages	(39,452)	(70,115)	(57,479)	(82,221)	(249,267)	(262,372)	(275,491)	26,224
Contracted Services	(113,832)	(5,512)	(29,229)	(82,911)	(231,484)	(186,302)	(152,500)	(78,984)
Materials & Supplies	(28,186)	(15,722)	(5,088)	(6,756)	(55,752)	(124,100)	(77,350)	21,598
Utilities	(26,258)	(31,496)	(37,148)	(29,691)	(124,593)	(127,935)	(90,500)	(34,093)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	13,666	114,223	106,333	19,823	254,045	217,741	354,659	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

42 - WasteWater

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	165,892	190,728	224,542	192,538	773,700	795,381	820,000	(46,300)
Expenses								
Salaries & Wages	(37,430)	(66,260)	(54,184)	(81,641)	(239,515)	(248,829)	(263,166)	23,651
Contracted Services	(10,269)	(2,870)	(23,116)	(118,118)	(154,373)	(178,522)	(153,000)	(1,373)
Materials & Supplies	(11,743)	(12,132)	(3,737)	(5,282)	(32,894)	(51,569)	(36,350)	3,456
Utilities	(21,657)	(29,025)	(29,278)	(30,985)	(110,945)	(128,611)	(139,750)	28,805
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	84,793	80,441	114,227	(43,488)	235,973	187,850	227,734	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

43 - Solid Waste

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	80,899	80,829	83,110	78,638	323,476	323,606	323,500	(24)
Expenses								
Salaries & Wages	(10,092)	(15,807)	(12,636)	(21,765)	(60,300)	(57,695)	(63,509)	3,209
Contracted Services	(18,051)	(36,192)	(38,765)	(45,581)	(138,589)	(138,400)	(132,100)	(6,489)
Materials & Supplies	(555)	(319)	-	(318)	(1,192)	(1,180)	(1,000)	(192)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(17,261)	(17,261)	(17,261)	(5,298)	(57,081)	(67,215)	(70,000)	12,919
Surplus (Deficit)	34,940	11,250	14,448	5,676	66,314	59,116	56,891	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

51 - FCSS

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	21,572	76,876	17,870	23,753	140,071	133,348	-	140,071
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(3,702)	-	-	-	(3,702)	(2,863)	-	(3,702)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(17,870)	(76,876)	(50,640)	(24,355)	(169,741)	(163,255)	(32,770)	(136,971)
Surplus (Deficit)	-	-	(32,770)	(602)	(33,372)	(32,770)	(32,770)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	25,104	87,560	12,489	(62,535)	62,618	41,678	53,300	9,318
Expenses								
Salaries & Wages	(50,248)	(80,549)	(61,781)	(86,264)	(278,842)	(216,569)	(306,628)	27,786
Contracted Services	(1,913)	(8,239)	(9,279)	(38,106)	(57,537)	(27,297)	(40,150)	(17,387)
Materials & Supplies	(3,542)	(736)	(2,453)	(3,430)	(10,161)	(2,814)	(8,400)	(1,761)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(30,599)	(1,964)	(61,024)	(190,335)	(283,922)	(205,002)	(301,878)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	75,205	33,850	2,245	1,758	113,058	117,610	33,500	79,558
Expenses								
Salaries & Wages	(19,398)	(50,332)	(42,611)	(71,240)	(183,581)	(164,337)	(190,274)	6,693
Contracted Services	(5,948)	-	-	(1,238)	(7,186)	(7,091)	(9,000)	1,814
Materials & Supplies	(30,139)	(20,078)	(97,130)	(18,114)	(165,461)	(150,476)	(87,200)	(78,261)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(16,291)	-	-	(98)	(16,389)	(13,147)	(11,000)	(5,389)
Surplus (Deficit)	3,429	(36,560)	(137,496)	(88,932)	(259,559)	(217,441)	(263,974)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	60,973	-	-	60,973	204,031	-	60,973
Expenses								
Salaries & Wages	-	-	-	-	-	(146,499)	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(33,301)	(94,275)	(33,301)	(33,301)	(194,178)	(190,790)	(136,500)	(57,678)
Surplus (Deficit)	(33,301)	(33,302)	(33,301)	(33,301)	(133,205)	(133,258)	(136,500)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

77 - Sundre Community Centre

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	28,962	65,286	18,597	18,979	131,824	135,294	127,000	7,712
Expenses								
Salaries & Wages	(10,687)	(18,377)	(16,410)	(26,059)	(71,533)	(55,680)	(68,116)	(3,417)
Contracted Services	(18)	(587)	(1,085)	(428)	(2,118)	(1,769)	(4,500)	2,382
Materials & Supplies	(20,108)	(6,206)	(16,302)	(2,851)	(45,467)	(41,742)	(47,350)	1,883
Utilities	(13,801)	(13,838)	(15,962)	(15,601)	(59,202)	(67,118)	(53,000)	(6,202)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(15,652)	26,278	(31,162)	(25,960)	(46,496)	(31,015)	(45,966)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

80 - Arena

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	35,675	152,818	75	55,502	244,070	226,492	247,500	(3,430)
Expenses								
Salaries & Wages	(41,700)	(66,139)	(57,589)	(86,967)	(252,395)	(218,723)	(265,488)	13,093
Contracted Services	(885)	(515)	(3,813)	(3,018)	(8,231)	(6,742)	(13,650)	5,419
Materials & Supplies	(30,562)	(5,771)	(4,486)	(17,387)	(58,206)	(62,527)	(68,700)	10,494
Utilities	(21,506)	(11,805)	(7,315)	(33,696)	(74,322)	(87,524)	(63,000)	(11,322)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(58,978)	68,588	(73,128)	(85,566)	(149,084)	(149,024)	(163,338)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

82 - Greenwood Campground

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	14,808	46,907	-	61,715	57,345	54,500	7,215
Expenses								
Salaries & Wages	(6,659)	(8,650)	(6,572)	(9,386)	(31,267)	(32,630)	(37,969)	6,702
Contracted Services	(750)	(4,245)	(13,448)	(4,021)	(22,464)	(23,947)	(23,500)	1,036
Materials & Supplies	(4,679)	(3,202)	(2,918)	(424)	(11,223)	(17,039)	(15,950)	4,727
Utilities	(1,587)	(1,427)	(4,462)	(3,038)	(10,514)	(15,375)	(10,200)	(314)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(13,675)	(2,716)	19,507	(16,869)	(13,753)	(31,646)	(33,119)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

84 - Parks

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	1,890	65,000	4,177	750	71,817	70,250	67,250	4,567
Expenses								
Salaries & Wages	(31,492)	(53,813)	(47,785)	(66,871)	(199,961)	(167,681)	(187,518)	(12,443)
Contracted Services	(905)	(10,503)	(3,860)	(4,143)	(19,411)	(10,560)	(12,000)	(7,411)
Materials & Supplies	(7,301)	(7,787)	(19,837)	(7,608)	(42,533)	(34,079)	(46,200)	3,667
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(37,808)	(7,103)	(67,305)	(77,872)	(190,088)	(142,070)	(178,468)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

85 - Recreation & Culture

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	260,546	-	-	260,546	224,062	230,000	30,546
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(102,875)	(67,907)	(85,848)	(94,197)	(350,827)	(301,036)	(300,000)	(50,827)
Surplus (Deficit)	(102,875)	192,639	(85,848)	(94,197)	(90,281)	(76,974)	(70,000)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

86 - Community Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	330	75,000	1,520	-	76,850	81,676	76,500	350
Expenses								
Salaries & Wages	(16,513)	(18,897)	(17,056)	(19,254)	(71,720)	(97,126)	(111,331)	39,611
Contracted Services	(600)	(2,160)	(600)	(1,640)	(5,000)	(6,595)	(6,000)	1,000
Materials & Supplies	(11,518)	(9,462)	(10,067)	(3,682)	(34,729)	(41,323)	(44,100)	9,371
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(6,700)	-	(50,000)	(14,541)	(71,241)	(61,532)	(52,000)	(19,241)
Surplus (Deficit)	(35,001)	44,481	(76,203)	(39,117)	(105,840)	(124,900)	(136,931)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	25,000	-	-	25,000	25,000	25,000	-
Expenses								
Salaries & Wages	(7,684)	(13,352)	(10,838)	(14,028)	(45,902)	(40,461)	(52,938)	7,036
Contracted Services	-	-	-	-	-	(1,381)	(3,000)	3,000
Materials & Supplies	(4,149)	-	-	-	(4,149)	(5,258)	(7,700)	3,551
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(11,833)	11,648	(10,838)	(14,028)	(25,051)	(22,100)	(38,638)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

89 - Outdoor Recreation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	41,454	-	-	41,454	41,172	41,300	154
Expenses								
Salaries & Wages	(13,574)	(26,651)	(23,379)	(29,214)	(92,818)	(85,940)	(65,257)	(27,561)
Contracted Services	2	(1,238)	(1,009)	(627)	(2,872)	(2,130)	(2,500)	(372)
Materials & Supplies	(3,923)	(1,248)	(378)	(74)	(5,623)	(13,612)	(13,000)	7,377
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(17,495)	12,317	(24,766)	(29,915)	(59,859)	(60,510)	(39,457)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

91 - Gas

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	646,547	255,112	241,236	365,805	1,508,700	2,104,630	1,441,000	67,700
Expenses								
Salaries & Wages	(63,548)	(95,310)	(81,103)	(108,239)	(348,200)	(312,218)	(364,155)	15,955
Contracted Services	(30,240)	(29,625)	(18,268)	(78,314)	(156,447)	(138,969)	(124,000)	(32,447)
Materials & Supplies	(339,173)	(159,486)	(57,264)	(238,012)	(793,935)	(1,421,505)	(669,500)	(124,435)
Utilities	(2,055)	(25,549)	(984)	(2,804)	(31,392)	(32,107)	(31,500)	108
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	211,531	(54,858)	83,617	(61,564)	178,726	199,831	251,845	

**TOWN OF SUNDRE
CASH STATEMENT
Month Ending December 31, 2023**

8.1b

OPERATING ACCOUNTS					
ATB Operating	1,547,964.34				
CIBC Operating	496,835.82	<i>GENERAL ACCOUNT BALANCE</i>			
		Q3 2023	Q2 2023	Q1 2023	Q4 2022
TOTAL OPERATING	2,044,800.16	3,305,771.10	4,173,947.35	2,427,539.11	2,845,147.08

INVESTMENTS					
ATB 31 Day Municipal Notice Demand Account	0.00	<i>TOTAL INVESTMENTS</i>			
ATB 90 Day Municipal Notice Demand Account	825,012.57	Q3 2023	Q2 2023	Q1 2023	Q4 2022
TOTAL INVESTMENTS	825,012.57	925,420.05	912,266.50	900,342.30	888,991.66

RESTRICTED SURPLUS ACCOUNTS					
Account Name	Amount				
ATB Acct MUSH-04	5,374,529.12				
CIBC Acct 1687107	0.00				
CIBC Acct 1686909 (Off-site Levy)	0.00				
CIBC Acct 1686801 (Mun Cash-in-lieu)	0.00				
TOTAL TOWN RESTRICTED SURPLUS	5,374,529.12				
CIBC Acct 1686305 (MSI Capital)	2,102,494.00				
CIBC Acct 1686607 (CCBF)	872,394.00				
CIBC Acct 1686704 (FRIAA)	24.00				
CIBC Acct 1686402 (MSI Operating)	65,894.00				
TOTAL GRANT RESTRICTED SURPLUS	3,040,806.00	<i>TOTAL RESTRICTED SURPLUS</i>			
		Q3 2023	Q2 2023	Q1 2023	Q4 2022
TOTAL RESTRICTED SURPLUS	8,415,335.12	8,792,694.91	8,611,249.31	6,944,126.43	6,861,108.09

		<i>TOTAL INVESTMENTS & RESTRICTED SURPLUS</i>			
		Q3 2023	Q2 2023	Q1 2023	Q4 2022
TOTAL INVESTMENTS & RESTRICTED SURPLUS	9,240,347.69	9,718,114.96	9,523,515.81	7,844,468.73	7,750,099.75

TOWN OF SUNDRE
2023 Restricted Surplus Continuity Schedule
As at December 31, 2023

<u>RSA Designation</u>	<u>Restricted Surplus Account Name</u>	<u>Opening Balance</u>	<u>Interest</u>	<u>Increase</u>	<u>Decrease</u>	<u>Intra-Fund Transfer</u>	<u>Ending Balance</u>
A.1	General Corporate Stabilization	1,440,068.33	90,641.59	471,038.00	(119,500.00)	-	1,882,247.92
A.2	Corporate Services Stabilization	54,513.01	4,005.55	32,688.00	-	-	91,206.56
A.3	Protective Services Stabilization	13,358.85	1,148.79	14,077.00	-	-	28,584.64
A.4	Municipal Operations Stabilization	36,778.62	2,092.90	-	-	-	38,871.52
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	31,349.60	4,048.61	82,063.00	-	-	117,461.21
A.7	Community Services Stabilization	77,248.96	7,698.87	119,673.00	-	-	204,620.83
B.1	Municipal "New" Projects	116,180.97	8,970.06	73,174.00	-	-	198,325.03
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	879,546.71	48,694.25	117,497.00	(160,000.00)	-	885,737.96
C.2	Utility Infrastructure Lifecycling	1,925,045.78	115,557.55	475,000.00	(336,000.00)	-	2,179,603.33
D.1	Municipal Cash-in-Lieu	65,867.45	3,244.94	-	-	-	69,112.39
D.2	Shared Fire - Capital	478,682.53	27,297.32	127,123.00	(75,000.00)	-	558,102.85
D.3	Shared Fire - Operating	122,705.71	7,515.67	-	-	-	130,221.38
D.4	Sundre Golf Society	57,570.85	3,276.93	-	-	-	60,847.78
D.5	Transportation Off-Site Levy	-	-	259.00	-	-	259.00
D.6	Water Off-Site Levy	323,431.30	15,933.76	2,222.00	-	-	341,587.06
D.7	Wastewater Off-Site Levy	-	-	1,408.00	-	-	1,408.00
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
Totals		5,622,348.67	340,126.79	1,516,222.00	(690,500.00)	-	6,788,197.46

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

Town of Sundre Capital Project Listing

Q4 As at December 31, 2023

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of March 19, 2024
Feb 12/18	65/18	CS18-01 (CCBF-1892)	Sundre Enhanced Trail Connections	Federal Gas Tax Fund	70,000.00	43,880.63	Project is complete, all costs in
19-Mar-2019	124-18-03-19	OP19-01	Old Town Shop Remediation	Municipal Lifecycling RSA	105,000.00	47,385.60	Site will be utilized in 2024 and 2025 by AB Transportation for a temporary roadway in conjunction with the Highway 27 paving project. Monitoring of the site will continue in 2024 and 2025 with final remediation after AB Transportation no longer needs the site.
19-Mar-2019	124-18-03-19	OP19-02	Main Avenue (phase 2)	Municipal Lifecycling RSA	400,065.00	355,499.24	Infrastructure work complete July 2020. Shrubs planted, mulch and edging complete 2022. Banner sign frame installed, outdoor furniture installed, construction of foot bridges over swales and gazebo complete in 2023. Final stage is to connect power in Spring 2024. Anticipated on budget.
				MSI Capital	280,000.00	280,000.00	
				MSI Capital	151,456.00	151,456.00	
				Debentures	1,307,200.00	1,307,200.00	
					2,138,721.00	2,094,155.24	
16-Dec-2019	422-16-12-19	OP19-04	Gas Line Heater	Utilities Lifecycling RSA	80,000.00	0.00	Study of cold weather temperature operation completed. Preliminary quote and scope underway. Two quotes have been obtained for the replacement of the line heater. Final costing and recommendation will be sent to the CAO for approval by April 15, 2024.
16-Dec-2019	422-16-12-19	OP19-08	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	53,667.31	Discussion with Alberta Environment and Alberta Transport ongoing. Permit for testing new technology approved. Budget Reduced from \$13M July 2021. Sept 30th, 2022 Groundbreaking Ceremony. Excavation has commenced. Site specific technology testing for Alberta Environment has begun. Testing of the proposed wastewater treatment is ongoing, final results to be sent to Alberta Environment for review.
28-Jun-21	198-28-06-21			MSI Capital	800,000.00	0.00	
28-Jun-21	201-28-06-21			Federal Gas Tax Fund	150,000.00	0.00	
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling R	950,000.00	0.00	
28-Jun-21	200-28-06-21			Provisional Utilities Lifecycling R	200,000.00	0.00	
				Provincial Funding AMWWP	7,500,000.00	0.00	
					11,700,000.00	53,667.31	
06-Dec-21	331-06-12-21	CPO22-01	CPO AFRRACS Radio	Municipal Lifecycling RSA	12,500.00	11,064.50	Project complete complete all costs in.
06-Dec-21	331-06-12-21	CS22-01	Lions Pk and Prairie Creek Pathway Lighting	GTF	39,722.00	39,722.00	Project complete, all costs in.
	095-28-03-22	CS22-01		CCRF	45,278.00	45,278.00	
		CS22-01		Municipal New Projects RSA	40,354.00	39,781.66	
					125,354.00	124,781.66	
06-Dec-21	331-06-12-21	FD22-02	Superior Pumper Unit Replacement	Fire RSA	500,000.00	266,129.90	Unit in Calgary for final inspection, delivery anticipated April 2024, anticipated on budget.
				MVC Fire	500,000.00	266,129.90	
					1,000,000.00	532,259.80	

05-Dec-22	348-05-12-22	CS23-01	Permanent Outdoor Rink	CCBF	362,500.00	373,139.51	Project Complete. All costs in
05-Dec-22	348-05-12-22	CS23-02	Tall Timber Playground Replacement	CCBF	75,000.00	66,379.67	Project Complete, all costs in
05-Dec-22	348-05-12-22	CS23-03	Arena Dehumidifier	Municipal Lifecycling RSA	92,500.00	93,499.50	Project complete, all costs in
05-Dec-22	348-05-12-22	CS23-04	Boardwalk	CCBF - pending	80,000.00	47,079.01	Constructions complete 2023. Trail signage to be installed Spring 2024
05-Dec-22	348-05-12-22	CS23-05	Passive Use/Campground	CCBF Other Funding	100,000.00 200,000.00 300,000.00	6,833.20 6,833.20	Public Engagement was held at the Library June 27, 2023, Envelope Study complete. McElhanney submitted a proposed servicing budget for the site on March 5, 2024, proposal is under review.
05-Dec-22	348-05-12-22	PKS23-01	Replace Unit 110 (2002 GMC)	Municipal Lifecycling RSA	67,500.00	66,370.25	Project complete, all costs in
05-Dec-22	348-05-12-22 263-02-10-23	FD23-01	Replace Command Truck Unit 510 (2010 Chev 2500)	Fire RSA MVC Fire	84,000.00 84,000.00 168,000.00		Order placed as per quote, waiting for estimated delivery. Res# 263-02-10-23 Budget increase of \$38,000, Town's portion of \$19,000 to be drawn from Fire RSA.
05-Dec-22	348-05-12-22	FD23-02	Lucas Resuscitation Machine	Fire RSA MVC Fire	10,000.00 10,000.00 20,000.00	9,491.21 9,491.21 18,982.42	Project complete, all costs are in.
05-Dec-22	348-05-12-22	OPS23-01	Water Treatment Plant Software Upgrade	Utility Lifecycling RSA	30,000.00		Estimated completion late 2024. Utility Operations Staff has contacted the contractor to verify the hardware and software requirements.

05-Dec-22	348-05-12-22 218-14-08-23	OPS23-02	Highway 27 Water & Wastewater Upgrades	MSI Utility Lifecycling RSA	1,500,000.00 1,400,000.00	1,098,282.00	Tenders received, project scope and schedule being reviewed. Motion #218-14-08-23 approved Aug 14th to increase cost to \$2.9M; Start date September 24th, upgrades to w/ww completed to 2nd St; shutdown for winter with stop signs in place at interesections. Project to continue Spring 2024. MSI Extension granted (letter received Nov 2023). McElhanney to submit Traffic Accommodation Plan to AB Transport for approval. Construction to commence no later than May 1, 2024 (weather dependant)
					2,900,000.00	1,098,282.00	
43690	217-14-08-23	PKS23-02	Temporary Dog Park	Municipal New Project RSA	21,587.00	21,349.05	Project complete, all costs in.



REQUEST FOR DECISION

COUNCIL DATE March 25, 2024
SUBJECT February 2024 Departmental Reports
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for February 2024 are provided to Council for their review and information:

- a) Chief Administrative Officer
 - i. Motion Log and Appendix 7 & 8
 - ii. Council Expenses
- b) Fire Chief
- c) Senior Manager Planning & Economic Development
 - i. Planning and Development
 - ii. Community Services
- d) Community Peace/Bylaw Officer
- e) Operations
- f) Economic Development

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by CAO.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the February 2024 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the February 2024 Departmental Reports as information.

ATTACHMENTS:

January Departmental Reports

Date Reviewed: March 21, 2024

CAO *D Linda Nelson*

	#/D/M/Y	January 08, 2024 Regular Council Meeting		
Res. #	Date	Council Motion	Action	Status
001	08-01-24	MOVED by Councillor Vardas that the Agenda be approved as amended as follows: Add 13.4 Confidential Evaluations FOIPP Act s. 19		
002	08-01-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on December 18, 2023, be approved as presented.		
003	08-01-24	MOVED by Councillor Dalke that the Town of Sundre Council directs administration to commence the planning of proactive drought measures and provide further updates	Legislative Services / Corporate Services	Pending Appendix #1
004	08-01-24	MOVED by Councillor Petersen that the Town of Sundre Council grant the extension for the use of the 2023 Grants to Organizations funding to Suds and Sundries to purchase and install a store	Legislative Services	Completed Appendix #2
005	08-01-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the letter from the Honourable Ric McIver, Minister of Municipal Affairs as information		Appendix #3
006	08-01-24	MOVED by Councillor Marr that the Town of Sundre accept the letter to the Sundre & District Museum as information		Appendix #4
007	08-01-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter to the Town of Olds as information. Opposed: Councillor Anderson		Appendix #5
008	08-01-24	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 6:42 p.m.		
<i>Mayor Warnock called a 5 minute recess at 6:42 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 6:47 p.m.</i>				
009	08-01-24	MOVED by Councillor Anderson that Council return to an open meeting at 8:20 p.m.		
010	08-01-24	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 8:21 p.m.		
	#/D/M/Y	January 22, 2024 Regular Council Meeting		
Res. #	Date	Council Motion	Action	Status
011	22-01-24	MOVED by Councillor Vardas that the agenda be approved as amended as follows: Add to New Business: 8.1 RFD Mid-Sized Towns Mayor's Caucus		
012	22-01-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on January 8, 2024, be approved as presented.		
013	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation by Karen Fahrlanders, Board Member of the Red Deer River Watershed Alliance, as information.		
014	22-01-24	MOVED by Councillor Anderson that the Town of Sundre Council approve the membership in the Mid-Sized Towns Mayor's Caucus as per the Terms of Reference and agrees to pay the \$250	Legislative Services	Completed Appendix #6
015	22-01-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the Community Peace Officer's annual report as information		
016	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the December and 2023 Year-End Departmental Reports as information.		
017	22-01-24	MOVED by Councillor Petersen that the Town of Sundre Council accept Mayor Warnock's report for December 2023 as information.		
018	22-01-24	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's report for October, November, and December 2023 as information.		
019	22-01-24	MOVED by Councillor Isaac that the Town of Sundre accept the Key Messages of Council for the Year 2023 as information.		
020	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 7:27 p.m.		
<i>Mayor Warnock called a 5 minute recess at 7:27 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 7:32 p.m.</i>				
021	22-01-24	MOVED by Councillor Petersen that Council return to an open meeting at 8:05 p.m.		
022	22-01-24	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 8:05 p.m.		
	#/D/M/Y	February 12, 2024 Regular Council Meeting		
Res. #	Date	Council Motion	Action	Status
023	12-02-24	MOVED by Councillor Dalke that the agenda be approved as presented		
		<i>Councillor Absence: Councillor Chris Vardas notified CAO in compliance of 14.6 of Council's Procedural Bylaw</i>		
024	12-02-24	MOVED by Councillor Marr that the Minutes of the Regular Council Meeting of Council held January 22, 2024, be approved as presented.		
025	12-02-24	MOVED by Councillor Dalke that the Minutes of the Special Closed Council Meeting of Council held on February 5, 2024, be approved as presented		
026	12-02-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the RCMP Detachment 3rd Quarter Sundre Provincial Community Report as presented by NCO i/c Sgt. Trent Sperlie, as		
027	12-02-24	MOVED by Councillor Anderson that the Town of Sundre Council support the CAO's approval of the budget adjustment in the amount of \$10,691.00 for a total purchase price of \$175,691.00, with the additional fund of \$10,691.00 drawn from the Municipal New Restricted Surplus Account		

028	12-02-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation regarding the Town of Sundre Design Guidelines as information		
029	12-02-24	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 6:42 p.m.		
<i>Mayor Warnock called a 5 minute recess at 6:42 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 6:48 p.m.</i>				
<i>The following were in attendance for the closed meeting session: Staff: Chief Administrative Officer Linda Nelson, Betty Ann Fountain, Admin. Support; Fire Chief Ross Clews, Captain Nicole Toth, Lt. Daniel Corbett</i>				
<i>Topic of Closed Meeting, 13.1 Advice from Officials, FOIPP Act, Section 24</i>				
<i>Members of Sundre Fire Department left the closed meeting at 7:30 p.m.</i>				
<i>Topic of Closed meeting, 13.2 Advice from Officials, FOIPP Act, Section 24</i>				
<i>Admin. Support left the closed meeting at 7:48 p.m.</i>				
030	12-02-24	MOVED by Councillor Anderson that Council return to an open meeting at 8:20 p.m.		
031	12-02-24	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:20 p.m.		

Town of Sundre Meeting Calendar 2024

January						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
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25	26	27	28	29		

March						
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24	25	26	27	28	29	30
31						

April						
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21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	TH	F	S
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	TH	F	S
				1	2	3
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25	26	27	28	29	30	31

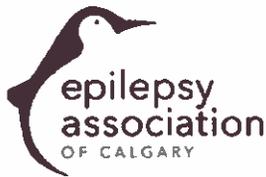
September						
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29	30					

October						
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27	28	29	30	31		

November						
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24	25	26	27	28	29	30

December						
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22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Regular Council Meeting
OCT. 7 Organizational Meeting
Holidays
Council Hiatus
ABMuni's Convention Red Deer, Sept 25-27
RMA Edmonton, Nov. 4 - 7
New Year's Day - Jan 1
Family Day - Feb 19
Good Friday - March 29
Easter Monday - April 1
Victoria Day - May 20
Canada Day - July 1
Council Hiatus - July 1 - Aug 31
Heritage Day - Aug 5
Labour Day - Sept 2
NDT&R - Sept 30
Thanksgiving - Oct 14
Remembrance Day - Nov 11 (Monday)
Christmas Day - Dec 25 (Wednesday)
Boxing Day - Dec 26 (Thursday)
Spring Workshop, April 19-21
Fall Workshop October 18-20
Open House (Spring Mar. 19 / Fall Sept. 10)
FCM - Calgary, June 6-9



#120, 6835 Railway Street SE Calgary, AB T2H 2V6
Telephone: (403) 230-2764 | Toll-Free: 1-866-EPILEPSY (1-866-374-5377) Email: info@epilepsycalgary.com | epilepsycalgary.com
Charitable Registration Number: 11890 0778 RR0031

Purple Day March 26 Proclamation

Epilepsy is a neurological disorder characterized by recurring seizures that can significantly impact an individual's physical, psychological, and social well-being.

- One in one hundred Albertans are currently living with a diagnosis of epilepsy.
- People of all ages, races, and backgrounds can develop epilepsy at any time in their lives.
- By learning about epilepsy and seizure first aid, we are better prepared to offer acceptance, understanding, and support for those impacted by epilepsy.

The Town of Sundre commends the work of the Epilepsy Association of Calgary in raising awareness and understanding of epilepsy, reducing stigma, and empowering those who live with epilepsy to participate fully in their communities.

I, Mayor Richard Warnock do hereby proclaim on behalf of the Citizens of Sundre, March 26, 2024 as "Purple Day" in Sundre.

Dated: February 26, 2024

Mayor Richard Warnock

Mayor Richard Warnock

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 22,000.00
9-Jan-24	MVC	S. McDougall Flat ASP	Per Diem	\$ 140.00	\$ 21,860.00
9-Jan-24	MVC	S. McDougall Flat ASP	Travel Per Diem	\$ 30.00	\$ 21,830.00
18-Jan-24	Drumheller	RDRMUG Annual Mtg	Per Diem	\$ 40.00	\$ 21,790.00
18-Jan-24	Drumheller	RDRMUG Board Mtg	Per Diem	\$ 80.00	\$ 21,710.00
23-Jan-24	Via Zoom	Community Health Needs Session	Per Diem	\$ 60.00	\$ 21,650.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Milage	\$ 147.00	\$ 21,503.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Per Diem	\$ 60.00	\$ 21,443.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Travel Per Diem	\$ 40.00	\$ 21,403.00
6-Feb-24	Rocky Mtn. Hou	Refocusing AB Health	Milage	\$ 117.60	\$ 21,285.40
6-Feb-24	Rocky Mtn. Hou	Refocusing AB Health	Per Diem	\$ 100.00	\$ 21,185.40
6-Feb-24	Rocky Mtn. Hou	Refocusing AB Health	Travel Per Diem	\$ 40.00	\$ 21,145.40
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Accomodations	\$ 140.34	\$ 21,005.06
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Registration	\$ 190.00	\$ 20,815.06
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Per Diem	\$ 280.00	\$ 20,535.06
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Travel Per Diem	\$ 60.00	\$ 20,475.06
23-Feb-24	In House	MTMC Mtg. Zoom	Per Diem	\$ 80.00	\$ 20,395.06

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 9,500.00
NO Claims filed in February 2024					

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 9,500.00
17-Jan-24	Sundre	GNP Meeting	Per Diem	\$ 80.00	\$ 9,420.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Accomodations	\$ 140.34	\$ 9,279.66
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Registration	\$ 190.00	\$ 9,089.66
21-Feb-24	Sundre	GNP Meeting	Per Diem	\$ 80.00	\$ 9,009.66

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
01-Jan-24		Balance			\$ 9,500.00
NO Claims filed in February 2024					

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 9,500.00
NO Claims filed in February 2024					

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 9,500.00
NO Claims filed in February 2024					

Councillor Chris Vardas

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
01-Jan-24		Balance			\$ 9,500.00
18-Jan-24	Ponoka County	CAEP	mileage	\$ 227.85	\$ 9,272.15
18-Jan-24	Ponoka County	CAEP	Per Diem	\$ 120.00	\$ 9,152.15



DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
DATE	March 6, 2024
FOR MONTH(S) OF	February 2024
911 DISPATCHES:	
	Emergency Response Numbers, 66 Year to Date February 2024, Responses – 45
Response Types:	<ul style="list-style-type: none"> ➤ Alarm – No Fire – Detector Activated – 1 ➤ Alarm – No Fire – Steam or Smoke Mistaken - 2 ➤ False Alarm – confirmed with telephone - 1 ➤ Fire – 1 ➤ Medical First Response – 32 ➤ Medical Assist (lift) - 2 ➤ Motor Vehicle Collisions – 5 ➤ Outside Fire – Investigation – 1
Results:	➤ All incidents Responded, Managed and Resolved by SFD Members
TRAINING & ACTIVITIES	
In-Hall/Weekly:	<p>February 2024 consisted of the following:</p> <ul style="list-style-type: none"> ➤ 30 Year Service Award to Darryl Murphy (Fire Axe Presentation) ➤ Officer Meeting ➤ General Meeting <ul style="list-style-type: none"> ○ Truck Checks and Hall Duties ➤ Cadet Intro Night for Highschool Student ➤ NFPA - 1001 Class <ul style="list-style-type: none"> ○ Building Construction Skills ○ Rescue Operations Skills ○ Rope Rescue Haul Systems <ul style="list-style-type: none"> ▪ 2:1, 3:1, 5:1 and 9:1 ○ Fire Dynamics ➤ Incident Scene Communications <ul style="list-style-type: none"> ○ Reports (CAN & PAR) ○ Transmissions ○ MAYDAY & Scene Size Up ➤ Toxins and Decontamination <p><u>Community/Public Relations Events</u></p> <ul style="list-style-type: none"> ➤ Highschool Cadet Program ➤ Senior Fire Fighter Darryl Murphy and Fire Chief Ross Clews were presented 30 years of service medals in the performance of their duties by MLA Jason Nixon in council 26 February 2024. (Picture Attached)
Formal Courses in-Progress/Upcoming:	<ul style="list-style-type: none"> ➤ 10 members partaking NFPA – 1001(Professional Fire Fighter Qualifications) <ul style="list-style-type: none"> ○ End June 2024 completion

	<ul style="list-style-type: none"> ➤ NFPA – 1140 - Wildland Urban Interface Fire Fighter Training (was NFPA 1051) <ul style="list-style-type: none"> ○ March 2024 Start ➤ High Quality CPR – 3 March 2024
Fire Hall:	
Building/Maintenance:	
SFD Units - Equipment	
Units:	<ul style="list-style-type: none"> ➤ Unit #540 has been written off, investigating replacement options and delivery timelines <ul style="list-style-type: none"> ○ Unit #541 being used ○ Obtaining quotes for #540 replacement ➤ Trailer waiting for insurance company approval to proceed ➤ Unit 510 Replacement ordered ➤ Fire Chief and Deputy Fire Chief inspected New Replacement February 2024 ➤ New Replacement Fire Truck Expected Delivery Changed to March 2024
Equipment:	<ul style="list-style-type: none"> ➤ Radio Programming to be completed
Safety Codes:	<ul style="list-style-type: none"> ➤ Town of Sundre Quality Management Plan due 15 March 2024
Inspections -Occupancies	<ul style="list-style-type: none"> ➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
Status:	<ul style="list-style-type: none"> ➤ Safety Codes Officer training 2 Members - 90% completed, 1 member complete. ➤ 4 Additional SFD Members to take training in 2024



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



Sundre Fire Department February 2024 Departmental Report Incident Location Breakdown



INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	Monthly Total	Last Month's Total	Year to Date Total
Outside Fires - Investigation		1			1	2	3
Control Burn - Arrived on scene							0
Rubbish/Grass Fires							0
Fire		1			1		1
Investigation of Smoke							0
Alarm -No Fire - Steam or Smoke mistaken	1	1			2	1	3
Alarm -No Fire - detector activated		1			1	2	3
False Alarm – Confirmed telephone		1			1		1
False Alarms-internal or local alarm system							0
Medical First Response	19	13			32	10	42
Medical Assist (lift)	1	1			2		2
Medical Assists							0
Miscellaneous Rescues							0
Motor Vehicle Collisions		2	3		5	5	10
Rupture – Water Pipes						1	1
Total	21	21	3	0	45	21	66



Sundre Fire Department

Town of Sundre and Mountain View County Incident Hours



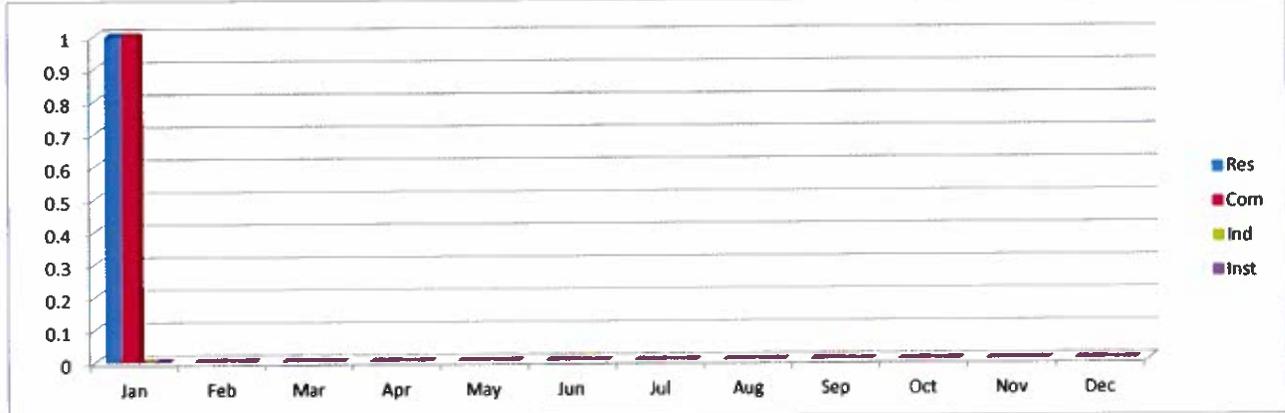
INCIDENTS	Incident Time in Hours	2024 Town Of Sundre Year to Date				2024 Mountain View County Year to Date			
		Incidents	Total Incident Hours	Responders	Total Incident Hours	Incidents	Total Incident Hours	Responders	Total Incident Hours
Alarm -No Fire - detector activated	1.0					1	1	4	4.0
Alarm -No Fire - detector activated	2.0					2	4	8	32.0
Alarm -No Fire - Steam or Smoke mistaken	1.0	2	2	10	20.0	1	1	1	1.0
False Alarm – Confirmed telephone	1.0					1	1	3	3.0
Fire	2.5					1	2.5	10	25.0
Medical Assist (lift)	1.0	1	1	2	2.0	1	1	4	4.0
Medical First Response	1.0	22	22	61	1342.0	6	6	23	138.0
Medical First Response	1.5	2	3	7	21.0	5	7.5	15	112.5
Medical First Response	2.0					4	8	12	96.0
Medical First Response	2.5					1	2.5	2	5.0
Motor Vehicle Collisions	1.0	1	1	5	5.0				
Motor Vehicle Collisions	1.5					2	3	11	33.0
Motor Vehicle Collisions	2.0					1	2	6	12.0
Motor Vehicle Collisions	2.5					1	2.5	7	17.5
Motor Vehicle Collisions	3.0								
Outside Fires - Investigation	1.0					2	2	8	16.0
Outside Fires - Investigation	2.0								
Rupture – Water Pipes	1.0	1	1	5	5.0				
Total	--N/A--	29	30	90	1395.0	29	44	114	499.0

DEPARTMENTAL REPORT

DEPARTMENT	Planning & Development
SUBMITTED BY	Benazir Thaha Valencia, Director of Community Development
COUNCIL DATE	March 25, 2024
FOR MONTH OF	February 2024
Development Permits: 2	<ul style="list-style-type: none"> • Fascia Commercial Sign (Tim Hortons) • Home Office
Building Permits: 0	
Electrical Permits: 1 Gas Permits: 1 Plumbing Permits: 2 Safety Code Permits were issued for a new residential dwelling and a variety of minor residential projects	
Real Property Reports: 1	RPR's are submitted with a request for a Stamp of Compliance to facilitate the sale of a property. The role of Administration is to assist property owners to solve non-compliant issues.
Area Structure Plans	<ul style="list-style-type: none"> • Administration continues to collaborate with developer's representatives to develop a plan for adoption by Council (Sundre Hills, Mountain Springs);
Land Use Bylaw	<ul style="list-style-type: none"> • Review of land use bylaw to ensure clarity in language and regulations for applicants is an ongoing process;
Municipal Development Plan	<ul style="list-style-type: none"> • Continued work on MDP mdocument and policies based on stakeholder input. • Next step: stakeholder engagement on land use concept
Brookside Subdivision	<ul style="list-style-type: none"> • Consulting Engineering issuing Construction Completion Certificate for development. Review of Endorsement package • Next Steps: Subdivision registration.
Design Guidelines	<ul style="list-style-type: none"> • Design Standards documents final copy completed. • Presentation and update provided to Council.
Utilities Master Plan	<ul style="list-style-type: none"> • Town's Engineer Consultant has completed an update to the UMP. • Next Step: To be reviewed by Planning & Development, Operations, and Water & Wastewater staff.
Attachments:	<ul style="list-style-type: none"> • February 2024 Building Permit Statistics • February 2024 CAO Commercial/Industrial/Institutional Report • February 2024 Home Office/Occupation Report

MONTHLY BUILDING REPORT FOR THE MONTH OF FEBRUARY 2024

	February 2024			2024 Year To Date			February 2023		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey Bungalows Bi-Level			\$ -	0	0	\$ -			
Duplex/Semi Det.			\$ -	0	0	\$ -			
Multi-Family/Mixed Use	0	0	\$ -	24	1	\$ 1,000,000			
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -		0	\$ -		0	\$ -
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0				
Sub-Total	0	0	\$ -	0	1	\$ 1,000,000	0	0	\$ -
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 800,000		0	\$ -
Sub.Tot		0	\$ -		1	\$ 800,000		0	\$ -
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0	\$ -		0	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	0	\$ -	24	2	\$ 1,800,000	0	0	\$ -





MEMO

TO: Linda Nelson, CAO
 FROM: Carey Keleman; Development Officer
 RE: February 2024 Commercial, Industrial, Institutional Projects

COMMERCIAL

<u>Development / Building Permit No.</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
2024-D05	C-2	849 Main Ave. W.	Permanent Fascia Sign – Tim Horton’s	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



MEMO

TO: Linda Nelson, CAO
FROM: Carey Keleman; Development Officer
RE: February 2024 Home Office/Home Occupation Permits

HOME OCCUPATION:

Home Office or Home Occupation	Permitted or Discretionary	Civic Address	Business to be Conducted
Home Office	Permitted	4 Alder Close NE	Home Office for 2 businesses: Live Elements Yoga & Muralistic Painting

Home Occupation Development Permits are issued for business conducted in residential districts, and each applicant requires a Town of Sundre Business License.

Bylaw 2023-02

Home Occupation means a business, occupation, trade, profession, or craft carried on by an occupant of a dwelling and which does change the character of the building in which it is located. The Home Occupation may be located in the primary dwelling or in some cases a detached accessory building. A Home Occupation may include, but is not restricted to, hairdressings, esthetics, massage therapy, mental health therapy, medical/physician health care, travel agency, dressmaking, millinery, and similar domestic crafts, music and/or dance instruction, fitness instruction, minor repairs to household equipment and appliances, small engine repair, day home (childcare), and educational tutoring.

Home Office means development consisting of the use of a dwelling as a “desk-phone-computer” business only by a person who occupies the dwelling as their private residence. There shall be no warehousing of goods and not clients attending the home. All transactions with clients to be conducted by traditional mail services, phone or digitally. A Home Office may include, but is not restricted to, professional accounting and bookkeeping services, business and professional consultants, online catalogue sales and service, internet sales, contractors.



DEPARTMENTAL REPORT

DEPARTMENT	Community Services
SUBMITTED BY	Geoff Whittaker
COUNCIL DATE	March 25, 2024
FOR MONTH OF	February 2024

TOPIC #1	Community Centre <ul style="list-style-type: none"> ● Community Centre has been heavily booked between user groups, birthday parties and meetings in the conference room. ● Pickleball is looking for more available gym time as they are getting more people joining the club. ● The Trapper banquet was held in the Community Centre at the beginning of the month.
TOPIC #2	Parks <ul style="list-style-type: none"> ● There were many users of the outdoor rinks this month. The weather this winter was fairly difficult for keeping ice around but we stayed on top of it. ● Staff assisted with the preparations for Winterfest. ● The new online booking system was initiated in February for Greenwood Campground. It appears to be an easy system to use, and campground staff has been doing a great job keeping up with it.
TOPIC # 3:	Arena <ul style="list-style-type: none"> ● A good number of people enjoyed the free public skates at the arena during Winterfest. ● There have been extra weekday ice times booked for the high school, parties, and advanced hockey training for days when there was not school.



Town of Sundre Municipal Enforcement attended Wagons West for a presentation to Honour Roll students from Mountain View Christian School





DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
COUNCIL DATE	March 25, 2024
FOR MONTH OF	February 2024

TOPIC #1	Capital Project 2nd Ave NW
Progress	The scope of this project has been defined with additional improvements for water loop/pressure increases, sidewalk and pedestrian safety
Action	Scheduling and quotes are being collected. Scope to be brought forward to CAO
TOPIC #2	Snow removal
Progress	Snow and ice has intermittently continued to build up throughout Town affected by winter & spring like temperatures and snow fall events
Next Steps	Staff have continued to complete maintenance streets and removal of excess snow. Snow clearing will continue for residential streets and hubs in February.
TOPIC # 3:	HWY 27
Progress	
Next Steps	Planning & scheduling for the final construction of waterworks, wastewater and gas pipeline crossing schedule underway.
TOPIC # 4:	Department PM'S
Progress	The gas department has noted several PM projects for 2024. These will have general schedules to plan appropriate season.
Next Steps	Projects to note: Dairy Queen gas service, Brookside show home service, Aspen phase2 gas loop, scope and plan SW gas loop for emergency additional supply, critical valve maintenance and GIS, HWT 27 gas crossing project management
TOPIC # 5:	Gas Audit
Progress	Documentation and record management have been sent to the Fed Gas auditor
Next Steps	Staff will continue to complete operational requirements for preparation of field audit in April
TOPIC # 6:	Roads Department Equipment
Progress	The spray patching unit was ordered
Next Steps	Staff are identifying target areas for repairs utilizing the snow removal zone map for public information and reporting

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development
SUBMITTED BY	Jonathan Allan
COUNCIL DATE	March 25, 2024
FOR MONTH OF	February 2024

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<ul style="list-style-type: none"> • VACANCY RATES <ul style="list-style-type: none"> ○ February commercial vacancy was estimated at 5.9% as a proportion of square footage available in the C1 district downtown.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> • Met with prospective investors as part of Rural Entrepreneur Stream. • Sent correspondence to prospective film/TV production. • Attended a meeting regarding tree lighting and décor solutions for lighting trees in various areas of town. • Met with several businesses about workforce attraction challenges; • Corresponded with Ukrainian refugees regarding potential move to Sundre.
TOPIC #2	Tourism Development
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> • Continued coordination of Explore Sundre tourism advertising campaign. • Completed 2023 Travel Alberta grant report; • Commenced research and planning for 2024 Explore Sundre tourism promotion grant; • Completed new 2024 Visitor Guide. • Completed organization and hosting of Winterfest 2024 and the 4th annual Mountain Survivalist Competition. • Conducted inventory of campsites within 10 to 20 minutes of Sundre; calculated there are approximately 2700 managed campsites, which is an enormous number from the context of a small town and the proportion of summertime population influx.
TOPIC # 3:	Committees, Conferences and Professional Development
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> • Attended Tourism Industry Association of Alberta conference in Edmonton.
TOPIC # 4:	Communications
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> • Updated website(s) as necessary.



REQUEST FOR DECISION

COUNCIL DATE March 25, 2024
SUBJECT Council Committee Reports
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 10.1

BACKGROUND/PROPOSAL:

Council have provided reports for Council’s review and information for the month of February 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

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 February 2024 as presented.

That Council accept Councillor Marr’s reports for January and February 2024 as presented.

MOTION:

That the Town of Sundre Council accept Mayor Warnock’s report for February 2024 as information.

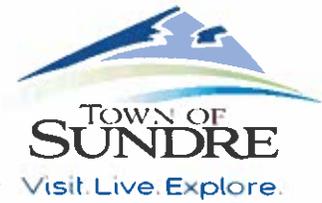
That the Town of Sundre Council accept Councillor Marr’s report for January and February 2024 as information.

ATTACHMENTS:

- 10.1a Mayor Warnock’s report
- 10.1b Councillor Marr’s reports

Date Reviewed: March 21, 2024

CAO: Amanda Nubun



**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 February 2024

Bylaw Policy Review Committee

Date of Meeting:

No February Meeting

Emergency Management Advisory Committee

Date of Meeting:

No February Meeting

Intermunicipal Collaboration Committee

Date of Meeting:

No February Meeting

Mountain View Senior's Housing

Date of Meeting: Feb 15

A special Board meeting was held on Feb 05 for information gathering to be brought forward to the regular Board meeting of Feb 15. The Feb 15 Board meeting agenda included, MVSH Facilities update from Director of Facilities/Maintenance Al Smart, Update on construction at Wild Rose Court in Sundre, Update on completed repairs at Chinook Winds Lodge at Carstairs, Committee report on asset transfer work being done with ABGov, Housing report, Long term debt summary and End of Life care.

Mountain View Regional Waste Management Committee

Date of Meeting:

No February Meeting

Intermunicipal Planning Commission

Date of Meeting:

No February Meeting

Red Deer River Municipal Users Group

Date of Meeting:

No February Meeting

Red Deer River Watershed Alliance

Date of Meeting:

No February Meeting

Sundre Petroleum Operators Group

Date of Meeting:

No February Meeting

Sundre Wellness Advocacy Committee

Date of Meeting:

No February Meeting

Other:

Date of Meeting: Month of February

Feb 05 Sundre Special Council Meeting – Agenda & Minutes – www.sundre.com

Feb 06 Attended AB Govt. Health Care Engagement Session at Rocky Mtn House to have a workshop in person meeting to Shape The Way for the future of health care in Alberta

Feb 07 Attended the Brownlee LLP Emerging Trends in Municipal Law seminar in Calgary. This training session involved, Teamwork, Municipal utility by-laws, Tax incentives/Tax Base Expansions, Work place conduct and harassment, Municipal risk management and case law.

Feb 12 Attended as a volunteer judge for the River Valley School science fair exposition. This is very rewarding time spent, because these school children are very involved and dedicated to their individual projects.

Feb 12 Attended the Regular Council Meeting – Agenda/Minutes – www.sundre.com

Feb 14 Attended the Sundre Ministerial monthly meeting that gave me information on the annual Sundre Mayor's Breakfast being held April 26, 7AM at the Sundre Golf Club.

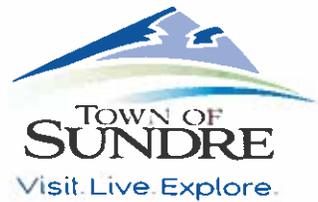
Feb 15 Attended the Alberta Municipalities Sustainability and Environment committee meeting that was a full day meeting. This meeting was dedicated to the potential of the 2024 drought that Alberta Environment is leading preparedness with possible water sharing agreements across southern Alberta. There was extensive discussion on what Big City's, Mid Sized City's, Mid Sized Towns and Summer Villages can do to help each other during drought.

Feb 18 Attended Winterfest activities at the Sundre Museum – this is an amazing event for promoting Sundre, Thank you to all volunteers- Town of Sundre, Museum, Chamber of Commerce

Feb 23 Attended the first meeting of the New Mid-sized Towns Mayors Caucus held at Didsbury Council chambers – This inaugural meeting is the start of towns from 1000 to 14999 populations to advocate for collaboration and funding from the Provincial Government.

Feb 26 Attended the Regular Council Meeting – Agenda/Minutes – www.sundre.com

Feb 29 Participated in the online Alberta Government presentation of the Budget by Minister Horner and as well participated in a phone call review and question period on the 2024 budget held by Minister McIvor.



**COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF COUNCILLOR MARR**

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 **JANUARY**

Bylaw Policy Review Committee

Date of Meeting: TBD

Nothing to report.

Emergency Management Advisory Committee

Date of Meeting: TBD

Nothing to report.

Grant Review Committee

Date of Meeting: TBD

Nothing to report.

Sundre Municipal Library Board

Date of Meeting: January 17, 2024 1pm

Board has started their 2024 programs, free tutoring for kids grades 1 – 10. Large print books going to senior’s lodge. MVCAL has closed its doors and library is stepping up to take over programming needs. Silent auction went well – looking to add more members to the “Friends of the Library” committee. Finances are healthy – final budget will be ready for board before end of February. Reminder of member terms – will need to look at recruiting more members for the library board.

Sundre Aquatic Society

Date of Meeting: January 10, 2024 6:30pm

Doors have been replaced, hot tub is on schedule and other minor repairs have been conducted. A list of future maintenance issues have been compiled of which the roof and various basement leaks higher on priority list. New quotes on treadmills, more lighting in new expanded gym area, staffing requirements and payroll review. More questions on town funding – a meeting has been set up and should be occurring later this month or early February.

SPOG

Date of Meeting: TBD

Nothing to report.

Other:

Date of Meeting:

- January 3, 2024 – Meeting with the Mayor 1:30pm
- January 8, 2024 – Regular Council Meeting 6pm
- January 17, 2024 – Meeting with Mayor and CAO 10am
- January 18, 2024 – LGFF Online meeting
- January 22, 2024 – Regular Council Meeting 6pm

**COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF COUNCILLOR MARR**

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 **FEBRUARY**

Bylaw Policy Review Committee

Date of Meeting: TBD

Nothing to report.

Emergency Management Advisory Committee

Date of Meeting: TBD

Nothing to report.

Grant Review Committee

Date of Meeting: TBD

Nothing to report.

Sundre Municipal Library Board

Date of Meeting: February 21, 2024 1pm

Board was chaired by programmer and she did a great job. 5th year of “Books to Eat” program underway, scheduled to occur in April with 4 local restaurants participating (Boondox, Piros, Old Hotel, and Backwoods Café). Board wants to showcase how the library serves the intergenerational demographic in Sundre – as seen in the Opera event they hosted at the school.

Sundre Aquatic Society

Date of Meeting: February 15, 2024 6:30pm

Exterior doors replaced, waiting on roof quote for leaks, replacement of 2 treadmills approved, 2 new computers approved for office. CAO and Aquaplex manager met and had a good meeting – pool requested town help with parking lot maintenance / cleanup. Hot Tub repair is underway. Grout and tile scheduled and should be done by end of March. Board approved an increase in membership fees. New fundraiser idea “Comedy Night” tentatively scheduled for September 28th at SCC. AGM date set for Wednesday, March 20th 7pm in Curling Rink Lounge. Board changed their age restrictions for the gym to allow 14+ to purchase a membership and FOB and access the gym after hours. Under 14 years, youth will require parent supervision.

SPOG

Date of Meeting: TBD

Nothing to report.

Other:

Date of Meeting:

February 3, 2024 – Judge for Sundre 4-H public speaking event
February 12, 2024 – Regular Council Meeting 6pm
February 26, 2024 – Regular Council Meeting 6pm



REQUEST FOR DECISION

COUNCIL DATE	March 25, 2024
SUBJECT	Council Key Messages
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.

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:

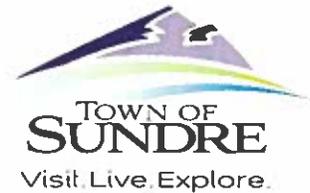
That the Town of Sundre Council accept the Key Messages of Council for the month of February 2024 as information.

ATTACHMENTS:

10.2a Key Messages from the Office of Council for February 2024.

Date Reviewed: March 21, 2024

CAO: Linda Nelson



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 COUNCIL

KEY MESSAGES FOR THE MONTH OF February, 2024

February 12, 2024

Council received the 3rd Quarter report from the Sundre RCMP Detachment Commander. The report services to provide a snapshot of the Human Resources, Financial Data and Crime Statistics for the Town of Sundre.

Council approved additional funding for the Spray Patch Equipment, which will increase the road maintenance level of service to the community.

February 25, 2024

The Honorable Jason Nixon presented 2 of our firefighters with 30 Year Long Service medals. Council expressed appreciation, and commented on how fortunate we are to have such dedicated, community minded professionals on our department.

Council approved the Fire Services and 10th Street Maintenance Agreements between the Town and Mountain View County. This is an excellent example of the collaborative efforts, and great working relationship we have with our County neighbors.

The dates for the Spring Open House and Fall Open House dates have been changed to March 19th and September 10th.

FROM THE DESK OF THE MAYOR

Council had some big decisions to make at the regular February Council meetings.

On Feb 12 Council gave final approval of funding so that administration could order the new roads "Spray Patch Machine", that will greatly improve the durability of potholes and road repairs with a more permanent fix. This we hope will be appreciated by everyone.

At the Feb 12 meeting administration presented the final "Development Design Guidelines" that provides developers with the information required to comply with the Engineering Standards for all development within the Town.

Two major Sundre/Mountainview County Inter collaboration agreements were approved by Council, the 10th street road agreement and the Fire Services Sub-Agreement. This resulted from great collaboration between Sundre and Mountainview County at both the ICC and Council meetings.

As we all look forward to spring, a reminder to please mark your calendars and attend if possible the Council open house being held on March 19th.

Respectfully
Mayor Richard



REQUEST FOR DECISION

COUNCIL DATE	March 25, 2024
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence for information by passing a separate Motion for each item of correspondence.

MOTION:

That the Town of Sundre Council accept the letter from the Honourable Ric McIver, Minister of Municipal Affairs pertaining to an update to the regulated property assessment system and stakeholder engagement strategy, as information.

That the Town of Sundre Council accept the letter to the Sundre & District Museum in support of the 2024 Culture Days Grant as information.

ATTACHMENTS:

- 11.1 Minister Municipal Affairs AMR Announcement
- 11.2 Letter to the Sundre & District Museum

Date Reviewed: March 21, 2024

CAO

Linda Nelson



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

A handwritten signature in blue ink that reads 'Ric McIver'.

Ric McIver
Minister

.../2

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

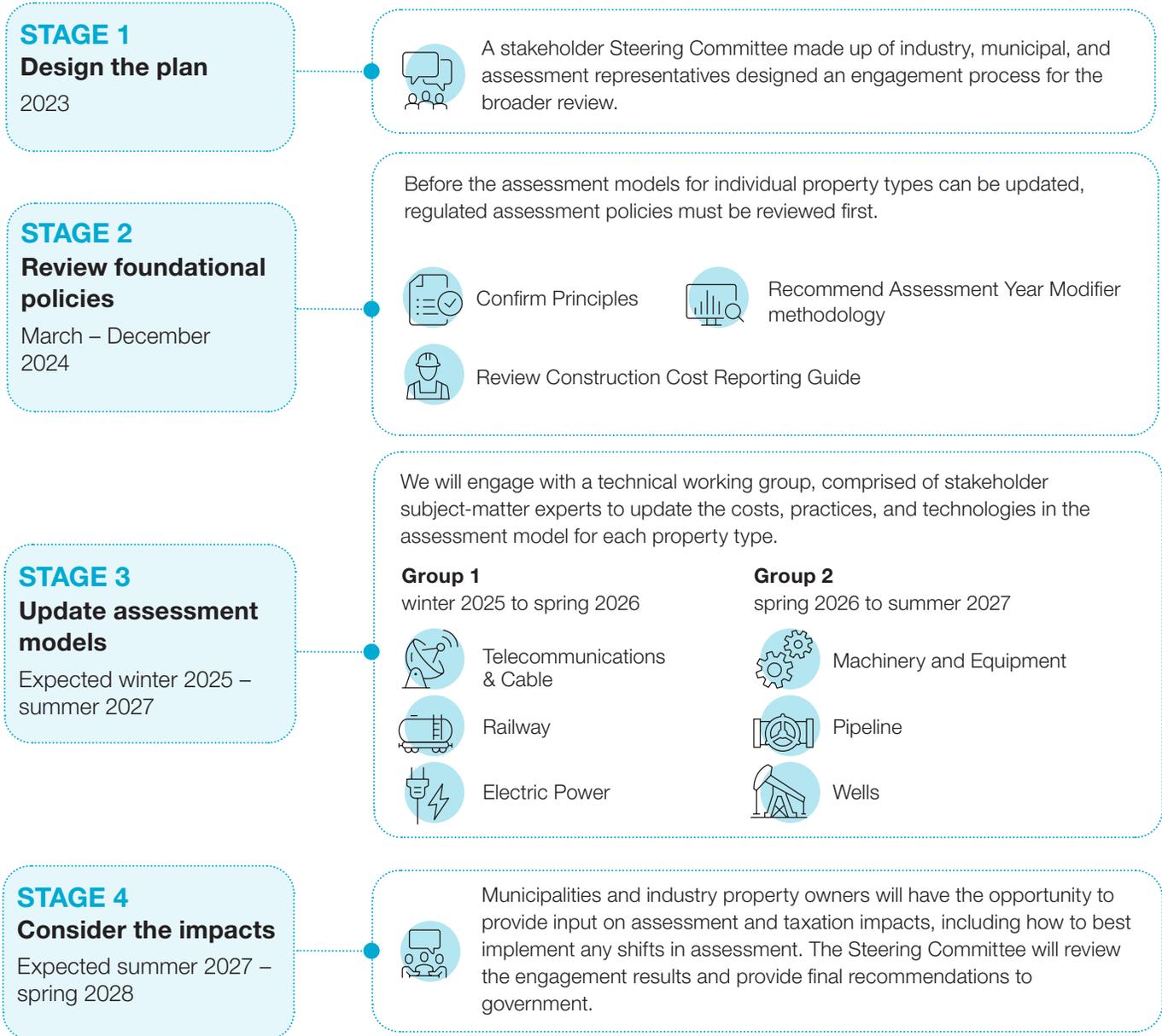
Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta’s regulated property assessment system resulting in fairer valuation of regulated property.

Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at ma.amr@gov.ab.ca.



Frequently Asked Questions

Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at ma.amr@gov.ab.ca.

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS



FROM THE DESK OF THE MAYOR

March 18, 2024

To Whom It May Concern:

RE: LETTER OF SUPPORT 2024 CULTURE DAYS
SUNDRE & DISTRICT HISTORICAL SOCIETY & MUSEUM

I am very pleased to provide a letter of support to the Sundre & District Historical Society and Museum, in their application for the Alberta Culture Day 2024 Grant.

The Town of Sundre is pleased with the partnership we have with the Historical Society & Museum, and are proud of the amazing events and activities that the museum offers to the community and visitors on a regular basis.

In 2023, the museum, staff and volunteers were recognized by National Cultural Days Canada, as a top participating community. They achieved a ranking of 8th overall out of all the towns and rural areas in Canada.

Culture Days events enrich our lives and would not come to life if not for the collective efforts of the Historical Society and Museum.

In summary, the Town of Sundre is supportive of the Museum's application for Alberta Culture Days 2024 Grant, and we look forward to another fun filled and culturally educational weekend of events.

Yours truly,

Richard Warnock, Mayor

/file
Council