



TOWN OF DIDSBURY AGENDA
Regular Council Meeting
Monday, April 28, 2020 at 6:00 p.m.
Held by ZOOM Meetings

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES Pg. 1
 - March 10, 2020 Regular Council Meeting
 - March 16, 2020 Special Council Meeting
 - April 6, 2020 Special Council Meeting
4. DELEGATION/ PRESENTATIONS Pg. 10
 - 4.1 Didsbury Library Board
5. PUBLIC HEARINGS - None
6. BYLAWS & POLICIES
 - 6.1 Bylaw 2020-06 Emergency Management Bylaw (1st Reading) Pg. 14
 - 6.2 Bylaw 2020-07 Electronic Communication (Taxes) (1st Reading) Pg. 24
 - 6.3 Bylaw 2020-05 Economic Development Advisory Committee (2nd Reading) Pg. 29
 - 6.4 Bylaw 2020-02 Didsbury Municipal Library (3rd Reading) Pg. 34
 - 6.5 Bylaw 2020-08 2020 Tax Rate (1st Reading) Pg. 36
7. BUSINESS
 - 7.1 ICC Terms of Reference Pg. 42
 - 7.2 Allocations of Year-end Operating Surplus Pg. 45
 - 7.3 New Crown Prosecutors for Red Deer Regional Courthouse Pg. 49
 - 7.4 Shovel Ready Projects Pg. 52
 - 7.5 Arena Floor Capital Budget Amendment Pg. 54
 - 7.6 Community Recognition for Frontline Workers Pg. 64
 - 7.7 Letter of Condolences to Nova Scotia Pg. 65
8. REPORTS
 - 8.1 CAO Report Pg. 67
 - 8.2 Council Reports (verbal)
9. CORRESPONDENCE & INFORMATION Pg. 88
 - Minister of Health, Tyler Shandro
 - Order In Council Meeting Procedures
 - Minister of Municipal Affairs, Ministerial Order 014/20 and 036/20
10. EMAIL QUESTIONS (*Question Period*)
11. CLOSED MEETING
 - 11.1 Advice from Officials Section 24(1)(g) of the *FOIPP Act*

Motion to go into closed meeting

Motion to return to open meeting
12. NOTICE OF MOTION
13. ADJOURNMENT



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	April 28, 2029
SUBJECT	Approval of Minutes
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3

BACKGROUND/PROPOSAL:

The following minutes are being presented to Council for their review and approval:

March 10, 2020 Regular Council Meeting

March 16, 2020 Special Council Meeting; and

April 6, 2020 Special Council Meeting

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached minutes.

Administration is recommending that Council approve all three meeting minutes as presented.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 5. An Informed & Engaged Community

RECOMMENDATION (3 separate motions)

1. That Council move to approve the March 10, 2020 Regular Council Meeting Minutes as presented.
2. That Council move to approve the March 16, 2020 Special Council Meeting Minutes as presented.
3. That Council move to approve the April 6, 2020 Special Council Meeting Minutes as presented.



Minutes of the Town of Didsbury
Regular Council Meeting
March 10, 2020

The regular meeting of Council of the Municipality of Didsbury was held in Council Chambers in the Municipal Office on Tuesday, March 10, 2020 commencing at 6:01 p.m.

Present: Mayor Rhonda Hunter
Deputy Mayor Dorothy Moore
Councillor John Baswick
Councillor Mel Crothers
Councillor Curt Engel
Councillor Erhard Poggemiller
Councillor Bill Windsor

Staff: Chief Administrative Officer: Ethan Gorner
Chief Financial Officer: Amanda Riley
Manager of Community Services, Nicole Aasen
Manager of Public Works, Craig Fox
Recording Secretary: Deborah Porath

CALL TO ORDER

Res. 082-02 MOVED by Councillor Baswick that Council approve the agenda with the following changes:
Add: Chamber of Commerce Trade Fair & Travel Expo – item 7 c
Supplemental Assessment Bylaw – item 6 c
Closed Meeting – item 11 d

Carried

ADOPTION OF MINUTES

Res. 083-20 MOVED by Councillor Window that Council approve the minutes of the February 25, 2020 Regular Council Meeting as presented.

Carried

DELEGATION/PRESENTATIONS – None

PUBLIC HEARINGS – None

BYLAWS & POLICIES

Bylaw 2020-20 Didsbury Library Bylaw

Res. 084-20 MOVED by Councillor Engle that Council refer Bylaw 2020-02 Town of Didsbury Library Board to Committee for review.

Carried

Bylaw 2020-05 Economic Development Advisory Committee

Res. 085-20 MOVED by Councillor Moore that Council grant first reading to Bylaw 2020-05 a bylaw to establish an Economic Development Advisory Committee; and that Bylaw 2020-05 be referred to the Policies and Priorities Committee.

Carried

Bylaw 2020-04 Central Alberta Regional Assessment Review Board

- Res. 086-20 MOVED by Councillor Moore that Council grant third and final reading to Bylaw 2020-04 a bylaw to establish the Central Alberta Assessment Review Board.

Carried

Bylaw 2020-03 Supplementary Assessments

- Res. 087-20 MOVED by Councillor Windsor that Council grant third and final reading to Bylaw 2020-03 a bylaw to authorize supplementary assessment to be prepared for the purpose of imposing a tax in the same year.

Carried

NEW BUSINESS

Town of Didsbury/Mountain View County Intermunicipal Collaboration Framework

- Res. 088-20 MOVED by Councillor Crothers that Council direct Administration to notify the Minister of Municipal Affairs that the Intermunicipal Collaboration Framework under Section 708.28 of the *Municipal Government Act* between the Town of Didsbury and Mountain View County has been completed.

Carried

- Res. 089-20 MOVED by Councillor Crothers, that Council direct Administration to notify the Minister of Municipal Affairs that Bylaw 2007-23 Town of Didsbury/Mountain View County Intermunicipal Development Plan shall be used to comply with Section 631(1) of the *Municipal Government Act*.

Carried

Financial Support Request – Didsbury Museum

- Res. 090-20 MOVED by Councillor Engle that Council approve a gold sponsorship of the Didsbury Museum's Spring Fling schedule for April 25, 2020 valued at \$500.00.

Carried

Didsbury & District Chamber of Commerce

- Res. 091-20 MOVED by Councillor Windsor that Council direct Administration to explore avenues for collaborating with the Didsbury & District Chamber of Commerce.

Carried

REPORTS

Chief Administrative Officer Report

- Res. 092-20 MOVED by Councillor Engle that Council accept the CAO Report as information.

Carried

Council Reports

- Res. 093-20 MOVED by Councillor Baswick that Council accept the Council Reports as information.

Carried

Initials

CORRESPONDENCE/EXTERNAL REPORTS

External Report

Res. 094-20 MOVED by Councillor Windsor that Council accept the external reports as information.

Carried

GALLERY QUESTION PERIOD

CLOSED MEETING

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

Staff: Ethan Gorner, Chief Administrative Officer

 Amanda Riley, Chief Financial Officer

Topic of Closed Meeting

Land Matter – as per Sections 16, 24, 25 of the FOIP Act

Personnel – as per Sections 17, 24, 25 of the FOIP Act

Advice from Officials –Sections 24, 25, 29 of the FOIP Act

Res. 095-20 MOVED by Councillor Baswick that Council go into closed meeting at ____ p.m.

Carried

RETURN TO OPEN MEETING

Res. 096-20 MOVED by Councillor Crothers that Council return to open meeting at 8:50 p.m.

Carried

NOTICE OF MOTION - *None*

ADJOURNMENT

Res. 097-20 MOVED by Councillor Baswick being that the agenda matters have been concluded the meeting adjourned at 8:51 p.m.

Carried

Deputy Mayor - Dorothy Moore

Chief Administrative Officer - Ethan Gorner

Initials



Minutes of the Town of Didsbury
Special Council Meeting
March 16, 2020

The special meeting of Council of the Municipality of Didsbury was held in Council Chambers in the Municipal Office on Monday, March 16, 2020 commencing at 6:00 p.m.

Present: Mayor Rhonda Hunter
Deputy Mayor Dorothy Moore
Councillor Mel Crothers
Councillor Curt Engel
Councillor Erhard Poggemiller
Councillor Bill Windsor

Absent: Councillor John Baswick

Staff: Chief Administrative Officer Ethan Gorner
Chief Financial Officer/Assistant CAO Amanda Riley
Manager of Community Services Nicole Aasen
Manager of Public Works Craig Fox
Manager of Human Resources Stefanie Halfyard
Recording Secretary Deborah Porath

CALL TO ORDER

Res. 098-02 MOVED by Deputy Mayor Moore that Council approve the agenda as presented.

Carried

CLOSED MEETING

Topic of Closed Meeting

Advice from Officials - Section 24 of the *FOIP Act*

Disclosure harmful to economic and other interest of a public body: Sections 25 of the *FOIP Act*

Information that is or will be available to the public - Section 29 of the *FOIP Act*

Res. 099-20 MOVED by Deputy Mayor Moore that Council go into closed meeting at 6:22 p.m.

Carried

RETURN TO OPEN MEETING

Res. 100-20 MOVED by Councillor Poggemiller that Council return to open meeting at 7:16 p.m.

Carried

REPORTS

Administrative Update on Measures Taken to Date

Res. 101-20 MOVED by Councillor Engle that Council support Administration and the steps being taken in light of the COVID-19 pandemic.

Carried

Res. 102-20 MOVED by Councillor Windsor that Council support Administration inclosing the Town Office to the public until further notice.

Carried

Res. 103-20 MOVED by Councillor Moore that a Special Council Meeting be called on April 6, 2020 and that all council meetings be suspended until that time.

Carried

NOTICE OF MOTION - *None*

ADJOURNMENT

Res. 104-20 MOVED by Councillor Crothers being that the agenda matters have been concluded the meeting adjourned at 7:15 p.m.

Carried

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gerner

Initials



**Minutes of the Town of Didsbury
Special Council Meeting
April 6, 2020**

The special meeting of Council for the municipality of the Town of Didsbury was held electronically through "ZOOM Meeting" Monday, April 6, 2020 commencing at 6:00 p.m.

Present: Mayor R. Hunter
Deputy Mayor D. Moore
Councillor M. Crothers,
Councillor C. Engel,
Councillor E. Poggemiller,
Councillor B. Windsor,
Councillor J. Baswick

Staff: Chief Administrative Officer E. Gerner
Chief Financial Officer A. Riley
Manager of Public Works C. Fox
Economic Development Officer P. Boucher
Manager of Community Services N. Aasen
Manager of Finance M. Moreau
Manager of Human Resources S. Halfyard
Manager of Legislative Services/Recording Officer L. Smith

CALL TO ORDER

Mayor Hunter called the Special Council Meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

Res. 105-20 MOVED by Councillor Crothers that the Town of Didsbury Council approve the agenda as presented.

Carried

UPDATES

Chief Administrative Officer Report

Res. 106-20 MOVED by Councillor Moore that the Town of Didsbury Council accept the verbal update from the Chief Administration Officer as information.

Carried

Director of Emergency Management

Res. 107-20 MOVED by Councillor Crothers that the Town of Didsbury Council accept the report from the Director of Emergency Management as information.

Carried

Business Continuity

Res. 108-20 MOVED by Councillor Engel that the Town of Didsbury Council accept the Business Continuity update from the Chief Financial Officer as information.

Carried

Economic Development

- Res. 109-20 MOVED by Councillor Baswick that the Town of Didsbury Council accept the verbal update from the Economic Development Officer as information.

Carried

BUSINESS

Approval of Measures since March 16, 2020

- Res. 110-20 MOVED by Councillor Moore that the Town of Didsbury Council approve the following measures until further notice in response to COVID-19:

- Close all playgrounds;
- Close Rosebud Valley Campground;
- Close the porta-potties at Memorial Park;
- Limit of 2 people at a time at the dog park;
- Close sports fields to all group activities, however allow single individual or immediate family while observing the 2-metre physical distancing requirements.

Carried

Municipal Relief Measures

- Res. 111-20 MOVED by Councillor Windsor that the Town of Didsbury Council provide an option for property owners to defer utility payments for April, May and June 2020 billing periods while eliminating penalties during this time, with the deferred balance to be evenly applied over the payments for the remainder of the calendar year.

Carried

- Res. 112-20 MOVED by Councillor Engel that the Town of Didsbury Council provide an option for property owners on the Tax Installment Payment Plan (TIPP) to defer property tax payments for the months of April, May and June 2020 without penalties applied to the deferred amounts, and the deferred balance be evenly applied over the remainder of the calendar year.

Carried

- Res. 113-20 MOVED by Councillor Moore that the Town of Didsbury Council waive all Non-Sufficient Fund (NSF) charges for the 90 day period beginning April 1, 2020.

Carried

- Res. 114-20 MOVED by Councillor Baswick that the Town of Didsbury Council suspend all public auctions until 2021.

Carried

- Res. 115-20 MOVED by Councillor Engel that the Town of Didsbury Council extend the Tax Notice payment period to 90 days from the time the tax notices are issued.

Carried

- Res. 116-20 MOVED by Councillor Moore that the Town of Didsbury waive the 2.5% administration fee for those paying taxes by credit card for the 2020 tax year.

Carried

- Res. 117-20 MOVED by Councillor Engel that the Town of Didsbury Council waive the 1.5% penalty charge for Account Receivables for 90 days.

Carried

Future Council Meetings

Res. 118-20 MOVED by Councillor Moore that the Town of Didsbury Council suspend Regular Council Meetings until the regularly scheduled meeting on April 28, 2020.

Carried

CLOSED MEETING

Mayor Hunter excused all public members participating electronically at 7:46 p.m.

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

Staff: Ethan Gorner, Chief Administrative Officer
 Amanda Riley, Chief Financial Officer
 Nicole Aasen, Manager of Community Services
 Maxine Moreau, Manager of Financial Services
 Craig Fox, Manager of Public Works
 Luana Smith, Manager of Legislative Services/Recording Officer

Topic of Closed Meeting

Local Public Body Confidences sec. 23(1)(b) of the *FOIPP Act*

Advice from Officials, sec. 24(1) of the *FOIPP Act*

Confidential Evaluations sec. (19(1) of the *FOIPP Act*

Res. 119-20 MOVED by Councillor Poggemiller that the Town of Didsbury Council go into closed meeting at 7:46 p.m.

Carried

Council took a five minute break

RECONVENE

Res. 120-20 MOVED by Councillor Crothers that the Town of Didsbury Council reconvene from Closed Meeting to Open Meeting at 8:58 p.m.

Carried

Res. 121-20 MOVED by Councillor Poggemiller that the Town of Didsbury Council direct Administration explore incentives for early payment of taxes.

Carried

Res. 122-20 MOVED by Councillor Crothers that the Town of Didsbury Council invite the Didsbury Municipal Library Board to present their 2020 Budget at the April 28, 2020 Regular Council Meeting.

Carried

ADJOURNMENT

Res. 121-20 MOVED by Councillor Crothers being that the agenda matters have been concluded the meeting adjourned at 8:58 p.m.

Carried

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	April 28, 2029
SUBJECT	Delegation – Town of Didsbury Library
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	4.1

BACKGROUND/PROPOSAL:

The *Libraries Act* RSA 2000 Chapter L-11 in relation to their annual budget states:

8(1) The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.

(2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.

(3) Council may approve the estimate under subsection (1) in whole or in part.

As per Council's request, the Didsbury Library Board are presenting their 2020 Budget to Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached information provided by the Didsbury Library.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 4. Economic Prosperity

RECOMMENDATION

That Council move to thank the Didsbury Library for their presentation on the 2020 Didsbury Library Budget and accept it as information.

DIDSBURY MUNICIPAL LIBRARY ~ 2020

Comparative Income Statement				
	BUDGET 2019		BUDGET 2020	
REVENUE				
RURAL SERVICES GRANT		12,300.00		12,300.00
MUNICIPAL APPROPRIATION		261,135.00		261,135.00
PROVINCIAL GRANT		27,500.00		27,500.00
COUNTY GRANT		38,000.00		38,500.00
OTHER GRANTS		5,000.00		5,000.00
FRIENDS		10,000.00		10,000.00
EMPLOYMENT GRANTS		13,400.00		5,000.00
OWL BANK DONATIONS [IN LIEU OF TAX]	1,500.00			
COFFEE DONATIONS			0.00	
DONATIONS	500.00		1,500.00	
DONATIONS - TAX RECEIPTED	2,000.00		2,000.00	
CORPORATE DONATIONS-TAX RECEIPTED	1,000.00		1,000.00	
SALES (MUGS, BAGS, ETC.)			0.00	
BOOK SALE (LOBBY)	200.00		800.00	
TOTAL DONATIONS		5,200.00		5,300.00
ROOM RENTALS			0.00	
Library Program Registration	100.00		0.00	
SERVICE REVENUE: PRINTING	3,200.00		3,200.00	
SERVICE REVENUE: 3D PRINTING	200.00		100.00	
SERVICE REVENUE: LAMINATING	100.00		200.00	
COPIER INVOICING	1,000.00		1,000.00	
SCAN TO EMAIL	200.00		200.00	
EQUIPMENT USE/DIGITAL CONVERSION	100.00		100.00	
TOTAL SERVICE REVENUE		4,900.00		4,800.00
BANK INTEREST		100.00	100.00	
CONFERENCE SUBSIDIES			200.00	
GST Rebate	3,000.00		3,000.00	
Lost / DAMAGED Books	700.00		700.00	
COUPONS AND REBATES	200.00		100.00	
TOTAL OTHER INCOME		3,900.00		4,100.00
SPECIAL PROJECT SALES			0.00	
FUND RAISING EVENT SALES		1,000.00	2,000.00	
RAFFLE TICKET SALES				
TOTAL FUNDRAISING SALES				2,000.00
TOTAL REVENUE		382,435.00		375,635.00
EXPENSES				
WAGES	239,000.00		235,000.00	

WAGES - EMPLOYMENT GRANTS	22,000.00		22,000.00	
PENSION FUND	11,200.00		9,800.00	
BENEFITS	18,000.00		17,500.00	
WORKERS' COMPENSATION	700.00		700.00	
SOURCE DEDUCTIONS EI	6,935.00		6,500.00	
SOURCE DEDUCTIONS CPP	14,000.00		13,300.00	
PAYROLL SERVICES	900.00		900.00	
COURSE OR CONFERENCE EXPEN	3,000.00		3,000.00	
TOTAL STAFF EXPENSES		315,735.00		308,700.00
AUDIT		600.00		600.00
BOOKS PURCHASED	4,000.00		5,685.00	
REPLACEMENT PURCHASES	500.00		700.00	
PERIODICALS	1,900.00		1,900.00	
AV MATERIALS	4,000.00		5,000.00	
DIGITAL RESOURCES	500.00		300.00	
VIDEO GAMES	500.00			
EBOOKS	1,500.00		1,500.00	
BOARD GAMES	100.00		100.00	
MUSIC COLLECTION	100.00		100.00	
MUSIC & MEMORY EQUIPMENT	300.00			
MUSIC & MEMORY CONTENT	300.00			
BACKPACK PROJECT	100.00		100.00	
TOTAL LIBRARY RESOURCES		13,800.00		15,385.00
BOARD EXPENSES CONFERENCE	2,100.00		2,500.00	
BOARD EXPENSES	300.00		300.00	
TOTAL BOARD EXPENSES		2,400.00		2,800.00
MAT SERVICES	700.00		700.00	
SECURITY SYSTEM	500.00		400.00	
TOTAL EQUIPMENT AND SERVICES		1,200.00		1,100.00
INTER-LIBRARY LOAN EXPENSES	50.00		50.00	
EXTERNAL ADMIN FINANCE FEES	100.00		100.00	
BANK CHARGES	100.00		100.00	
GST PAID GENERAL	2,700.00		2,700.00	
GST PAID BOOKS ONLY	300.00		300.00	
TOTAL OTHER CHARGES		3,250.00		3,250.00
LIBRARY SUPPLIES - COLLECTION	1,000.00		1,000.00	
LIBRARY SUPPLIES - ILL				
TOTAL LIBRARY SUPPLIES		1,000.00		1,000.00
ASSOCIATION MEMBERSHIPS		1,100.00		1,100.00
FREIGHT	250.00		400.00	
POSTAGE	100.00		100.00	
TOTAL POSTAGE/ SHIPPING		350.00		500.00
SPECIAL PROJECTS EXPENSES				
PUBLICITY AND ADVERTISING	1,000.00		1,000.00	
FUND RAISING EXPENSES	500.00		500.00	
PROGRAM EXP.-AUTHORS/STORY	1,500.00		1,500.00	
PROGAM EXP. SUPPLIES/CRAFTS	1,500.00		1,500.00	

PROGRAM EXP. INSTRUCTORS	500.00		500.00	
VOLUNTEER/ STAFF APPRECIATION	1,000.00		1,000.00	
TOTAL PROGRAM EXPENSES		6,000.00		6,000.00
ADMINISTRATIVE SUPPLIES	700.00		1,200.00	
PAPER	700.00		700.00	
B&W COPIES CONTRACT	800.00		900.00	
COLOUR COPIES CONTRACT	1,700.00		1,700.00	
LAMINATING SUPPLIES	200.00		200.00	
SIMPLY ACCOUNTING UPDATE	500.00		0.00	
TOTAL ADMIN. SUPPLIES		4,600.00		4,700.00
TELEPHONE	1,200.00		1,300.00	
INTERNET - SMART HUBS DATA	800.00		0.00	
TELECOMMUNICATIONS		2,000.00		1,300.00
TRAVEL AND HOSPITALITY (STAFF)		500.00		700.00
RESTROOM SUPPLIES	300.00		300.00	
JANITORIAL CONTRACT	12,000.00		11,400.00	
JANITORIAL SUPPLIES	300.00		300.00	
REPAIRS AND MAINTENANCE	500.00		500.00	
SNOW REMOVAL	500.00		0.00	
MAINTENANCE		13,600.00		12,500.00
FURNITURE AND EQUIPMENT	2,000.00		2,500.00	
COMPUTERS/MAKERSPACE	2,000.00		1,500.00	
TECHNOLOGY REPLACEMENT			500.00	
TOTAL CAPITAL		4,000.00		4,500.00
CONTENTS INSURANCE	1,200.00		1,000.00	
GENERAL LIABILITY	800.00		1,400.00	
INSURANCE		2,000.00		2,400.00
GAS	3,600.00		2,500.00	
ELECTRIC	5,000.00		5,000.00	
WATER AND SEWER	1,000.00		1,000.00	
CARBON LEVY	700.00		600.00	
UTILITIES		10,300.00		9,100.00
TOTAL EXPENSES		382,435.00		375,635.00



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Bylaw 2020-06 Emergency Management
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2020-06 is a bylaw to establish an Emergency Advisory Committee, an Emergency Management Agency and Emergency Management Protocols.

This bylaw and attachments are in compliance with *the Local Authority Emergency Management Regulation*, the *Emergency Management Act*; and the *Municipal Government Act*, as amended from time to time.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In January 2020 new regulations came into place with regards to Emergency Advisory Committee and the Emergency Management Agency and training requirements for municipal elected officials.

Schedule “A” of this bylaw is the Terms of Reference which lays out the duties of each committee and its authority.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

That Council move to grant first reading to Bylaw 2020-06 a bylaw to establish an Emergency Advisory Committee, an Emergency Management Agency and Emergency Management Protocol on the 28th day of April 2020.

TOWN OF DIDSBURY
EMERGENCY MANAGEMENT
BYLAW 2020-06

A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE, AN EMERGENCY MANAGEMENT AGENCY AND EMERGENCY MANAGEMENT PROTOCOL.

WHEREAS the *Municipal Government Act* provides that a Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the Council of the Town of Didsbury is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, *Revised Statutes of Alberta 2000, Chapter E-6.8*, (herein referred to as the "Act"), to appoint an Emergency Advisory Committee and to establish and maintain a Emergency Management Agency; and

WHEREAS the Council of the Town of Didsbury wishes to establish regulations and procedures to meet the obligations of the municipality under the *Emergency Management Act* and under the *Local Authority Emergency Management Regulation 203/2018*; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, and such an Agency be established and maintained to carry out Council's statutory powers and obligations under the said *Emergency Management Act*;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. TITLE

This By-law may be cited as the "Municipal Emergency Management Bylaw."

2. PURPOSE

The purposes of this Bylaw are:

- 2.1 To provide for the direction and control of the Town's emergency responses, and the preparation of the Emergency Management Plan and related plans and programs for approval by Council;
- 2.2 To establish and appoint an emergency advisory committee and provide for the payment of expenses of the emergency advisory committee, and
- 2.3 To establish an emergency management agency to act as Council's agent in exercising Council's powers and duties under the *Emergency Management Act*.

3. DEFINITIONS

- 3.1 **Act** means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, as amended;
- 3.2 **Agency** means the Town of Didsbury Emergency Management Agency appointed under this Bylaw;
- 3.3 **Alberta Emergency Management Agency (AEMA)** means the provincial government agency charged with the administration of the *Emergency Management Act* and the *Local Authority Emergency Management Regulations*;

- 3.4 **Chief Administrative Officer** means the Chief Administration Officer (CAO) of the Town of Didsbury, or delegate, who as per the *Municipal Government Act*, is the only employee of council;
- 3.5 **Committee** means the Town of Didsbury Emergency Advisory Committee established under this Bylaw;
- 3.6 **Council** means the duly elected municipal council of the Town of Didsbury in the Province of Alberta;
- 3.7 **Councillor** means the members of Council and includes the Mayor;
- 3.8 **Emergency Operations Centre (EOC)** means the site that functions as a point of coordination, addressing the needs of the municipality as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites within the municipality;
- 3.9 **Director of Emergency Management (DEM)** means an individual appointed under this Bylaw to lead the Emergency Management Agency;
- 3.10 **Deputy Director of Emergency Management (DDEM)** means the person(s) delegated to act in the capacity of the Director of Emergency Management in the event the Director of Emergency Management is unavailable, or requires rest during an emergency event;
- 3.11 **Disaster** means an event that has resulted or may result in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property;
- 3.12 **Emergency** means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- 3.13 **Emergency Advisory Committee (EAC)** means the committee established under this Bylaw;
- 3.14 **Emergency Management Agency (EMA)** means the agency that is responsible for the administration of the Local Authority Emergency Management program.
- 3.15 **Emergency Management Plan (EMP)** means the emergency plan prepared by the Municipal Emergency Management Agency to co-ordinate response to an emergency or disaster, as approved by the Council and by the Alberta Emergency Management Agency (AEMA);
- 3.16 **Emergency Management Program** means the development, coordination and execution of plans, measures and programs pertaining to the mitigation preparedness, response and recovery before, during and after an emergency event;
- 3.17 **Local authority** means where a municipality has a Council within the meaning of the *Municipal Government Act*, R.S.A 2000., c. M-26;
- 3.18 **MGA** means the *Municipal Government Act* R S.A 2000, c. M-26 and the regulations thereto, as amended or replaced from time to time.
- 3.19 **Minister** means the Minister charged with administration of the Act;
- 3.20 **Risk** means a probability or threat of damage, injury, liability, loss or other negative occurrence that is caused by external or internal factors and that maybe overcome through preventive action;
- 3.21 **State of Local Emergency or SOLE** means a state of local emergency declared in accordance with the Act and this Bylaw.

- 3.22 **Threat** means a negative event that can cause a risk to become a loss, expressed as an aggregate of risk, consequences of risk and the likelihood of the occurrence of the event. A threat may be a natural phenomenon such as an earthquake, flood, storm or man-made incident such as a fire, power failure, sabotage, etc.

4. EMERGENCY MANAGEMENT ADVISORY COMMITTEE

- 4.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
- 4.2 Roles and Responsibilities of the Didsbury Emergency Management Advisory Committee are contained in the Terms of Reference attached to this Bylaw as Schedule "A".

5. EMERGENCY MANAGEMENT AGENCY

- 5.1 There is hereby established an Emergency Management Agency (Agency) to act as the agent of Council to carry out its statutory obligations under the Act. This does not include the authority to declare, renew, or terminate a State of Local Emergency nor the authority contained in Section 7 of this Bylaw, however any decision to declare, renew, or terminate a State of Local Emergency shall be based on the recommendation of the Agency.
- 5.2 Council hereby authorizes the Agency, for the duration of such State of Local Emergency, do all acts and take necessary proceedings to address the emergency pursuant to the Act.
- 5.3 The Agency may be comprised of one or more of the following based on the direction of the DEM:
- 5.3.1 Director of Emergency Management
 - 5.3.2 Deputy Director(s) of Emergency Management
 - 5.3.3 Chief Administrative Officer (Agency Administrator)
 - 5.3.4 Emergency Social Services Director
 - 5.3.5 Other Person(s) at the discretion of the DEM.
- 5.4 Other members of core agencies and organizations as invited by the DEM. Such agencies and organizations may have a recurring seat at the Agency and others may be invited in as subject matter experts as required.
- 5.5 The Agency shall:
- 5.5.1 Be responsible for the administration of the Town's emergency management program;
 - 5.5.2 Act as the agent of Council to carry out all of the powers and duties of Council under the Act, except for the powers and duties delegated by this Bylaw to the Committee;
 - 5.5.3 Provide advice to the Committee as required;
 - 5.5.4 Review all emergency management plans and programs for the Town on at least an annual basis;
 - 5.5.5 Report to the Committee on all Agency activities and provide an update on the review of the EMP on an annual basis;
 - 5.5.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency;
 - 5.5.7 Cause the EMP and related plans and programs to be activated when required; and

5.5.8 Perform any other functions and duties as required by this Bylaw or by Council.

6. DIRECTOR OF EMERGENCY MANAGEMENT

- 6.1 The Manager of Protective Services for the Town of Didsbury shall hold the appointment of Director of Emergency Management (DEM). The Manager of Public Works shall hold the appointment of Deputy Director of Emergency Management (DDEM).
- 6.2 The DEM shall:
 - 6.2.1 Coordinate all emergency services and other resources used in an emergency.
 - 6.2.2 Ensure the preparation and coordination of the Emergency Management Plan and related plans and programs for the Town;
 - 6.2.3 Coordinate the Emergency Management Agency to fulfill the Agency's obligations laid out herein;
 - 6.2.4 Communicate recommendations made by the Emergency Management Agency to the Emergency Advisory Committee.
 - 6.2.5 Act as Director of the Emergency Operations Centre or as the Incident Commander in an Incident Command Post as needed.
 - 6.2.6 Ensure all training requirements and exercises prescribed by the managing director of the Alberta Emergency Management Agency are completed within the required timelines to maintain effectiveness in the event of an emergency.
 - 6.2.7 Perform other duties as prescribed by the local authority.
- 6.3 The DEM is authorized to delegate and authorize further delegations of any powers, duties and functions delegated DEM under this Bylaw.

7. DECLARATION OF STATE OF LOCAL EMERGENCY

- 7.1 The procedure to declare, renew or terminate a State of Local Emergency is contained in the Terms of Reference for the Emergency Advisory Committee set out in Schedule "A" of this Bylaw.
- 7.2 When a state of Local Emergency is declared, the Agency shall:
 - 7.2.1 Ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - 7.2.2 Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - 7.2.3 Forward a copy of the declaration to the Minister forthwith; and
 - 7.2.4 Notify the Alberta Emergency Management Agency when practicable.
 - 7.2.5 When a State of Local is declared, the DEM may, for the duration of the State of Local Emergency, do all acts and take necessary proceedings including the following:
 - 7.2.5.1 Cause the Emergency Management Plan or any related plans or programs to be put into operation;
 - 7.2.5.2 Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

- 7.2.5.3 Authorize or require any qualified person to render aid of a type the person is qualified to provide;
- 7.2.5.4 Control or prohibit travel to or from any area of Didsbury;
- 7.2.5.5 Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of Didsbury;
- 7.2.5.6 Cause the evacuation of persons and removal of personal property from any area of Didsbury that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons and of the personal property;
- 7.2.5.7 Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- 7.2.5.8 Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- 7.2.5.9 Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of property, service, resources or equipment within Didsbury for the duration of the State of Local Emergency.
- 7.2.5.10 Authorize the conscription of persons needed to meet an emergency; and
- 7.2.5.11 Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan and related plans or programs, any power specified in Section 8.2.5.2 through to 8.2.5.10 in relation to any part of the municipality affected by a declaration of a State of Local Emergency.
- 7.2.6 The Town of Didsbury will collaborate with the other communities in the Mountain View Regional Emergency Management Agency (MREMA) in sustaining a Regional Emergency Response Plan.
- 7.2.7 The Town of Didsbury will actively participate in the MVREMA for the purpose of assisting in the managing of the Regional Emergency Response Plan.

8. **STATEMENT**

No action lies against Didsbury or a person acting under Didsbury's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the *Emergency Management Act* or the regulations during a State of Local Emergency.

9. **SEVERABILITY**

Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain and be binding as though such provision had not been invalid.

10. **EFFECTIVE DATE**

This Bylaw comes into force and effect on Third and Final Reading.

11. **REPEAL**

Town of Didsbury Bylaw No. 2007-22, being a Bylaw to establish a Municipal Emergency Management Agency, cited as the Municipal Emergency Management Bylaw, is hereby rescinded.

Read a first time this day of 2020

Read a second time this day of 2020

Read a third and final time this day of 2020

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gorner

SCHEDULE "A"
TERMS OF REFERENCE
EMERGENCY ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

To establish an Emergency Advisory Committee to advise Council on the development of emergency plans and programs and to provide guidance and direction to the Didsbury Emergency Management Agency.

II. COMPOSITION OF THE COMMITTEE

- All members of the Town of Didsbury Council
- Town of Didsbury Chief Administrative Officer (non-voting)

III. QUORUM

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

IV. ROLES and RESPONSIBILITIES

The CAO shall:

- Is the liaison between the Emergency Advisory 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 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 (or by January 2021).

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:

- a. The Councillor holding the position of Deputy Mayor at the time of the meeting;
- b. The Councillor holding the position of Acting Mayor at the time of the meeting;
- c. The next available Councillor in priority according to the Deputy Mayor roster as established at the last organizational meeting.

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 person(s) or organization(s) for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

VII. DECLARATION OF 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 decision 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 provision of this Bylaw;
- b. A period of seven (7) 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 required by the Director of Emergency Management whether or not an emergency or disaster exists.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Bylaw 2020-07 Electronic Communications
ORIGINATING DEPARTMENT	Legislative Services/Financial Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Bylaw 2020-07 is a bylaw to establish a process for sending assessment notices, tax notices, assessment review board notices and other notices, documents and information by electronic means.

As per sec. 608(1) of the *Municipal Government Act* including Part 9, 10 or 11 or the regulations under Part 9, 10 or 11, in order to send out the information relating to taxation, a bylaw must be established to outline the process.

This is a new requirement as of 2020.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town of Didsbury has several property owners who wish to receive their tax assessment and tax notices electronically; therefore Administration has developed the attached bylaw which will allow the Town of Didsbury to continue to provide this service to all who wish to sign-up.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

That Council move to grant first reading to Bylaw 2020-07 a bylaw to establish a process for sending Assessment Notices, Tax Notices, Assessment Review Board Notices and other notices, documents and information by electronic means on the 28th day of April 2020.

TOWN OF DIDSBURY
ELECTRONIC COMMUNICATIONS
BYLAW NO. 2020-07

BEING A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH A PROCESS FOR SENDING ASSESSMENT NOTICES, TAX NOTICES, ASSESSMENT REVIEW BOARD NOTICES, AND OTHER NOTICES, DOCUMENTS AND INFORMATION BY ELECTRONIC MEANS.

WHEREAS, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto (the "**Act**"), the Council of the Town of Didsbury ("**Council**") may by bylaw establish a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 or the regulations under Part 9, 10 or 11 by electronic means;

AND WHEREAS, under the authority and subject to the provisions of the Act, Council may by bylaw establish a process for sending forms of notice relating to school support under the *Education Act*, Statutes of Alberta, 2012, Chapter E-0.3, and amendments thereto by electronic means;

AND WHEREAS, before making such a bylaw, it is required that Council be satisfied that the proposed bylaw includes measures to ensure the security and confidentiality of any of the information sent;

AND WHEREAS, such a bylaw passed requires Council to give notice of the proposed bylaw in a manner Council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it;

AND WHEREAS, such a bylaw passed by Council must provide for a method by which persons may opt to receive the notice, document or information by electronic means;

AND WHEREAS, the sending by electronic means of any notice, document or information under such a bylaw is valid only if the person to whom it is sent has opted under the bylaw to receive it by those means;

AND WHEREAS the Council of the Town of Didsbury wishes to pass a bylaw to establish a process for sending assessment notices, tax notices, and other notices, documents and information under Parts 9, 10, and 11 of the *Municipal Government Act* and the corresponding regulations as well as notices relating to school support under the *Education Act* by electronic means;

NOW THEREFORE the Council of the Town of Didsbury in Council duly assembled enacts as follows:

1. TITLE

- 1.1 This Bylaw may be cited as the "Electronic Communications Bylaw".

2. DEFINITIONS AND INTERPRETATION

In this Bylaw, unless the context otherwise requires, the following terms when capitalized shall have the following meanings:

Assessment and Taxation Communications means assessment and tax and Assessment Review Board communications sent out by the Town and may include, but is not limited to:

- a. Assessment Notices;
- b. Tax Notices;
- c. School Support Notifications;
- d. Notifications relating to outstanding tax bills; and
- e. Other notices, forms and information relating to assessment and tax matters;

Assessment Notice means an assessment notice as outlined in the Act and can include an amended assessment notice and a supplementary assessment notice, but does not include any assessment notice sent by the Provincial Assessor;

Assessment Review Board means a local or composite assessment review board established by Council under the Act;

Assessment Review Board Communications means Assessment Review Board communications sent out by the Town and may include, but is not limited to:

- a. Notices with respect to Assessment Review Board hearings and decisions; and
- b. Other notices, forms and information relating to Assessment Review Board matters;

Assessment Review Board Communications shall specifically not include disclosures of evidence required to be provided by any party to an Assessment Review Board complaint;

Assessment Review Board Notice means a notice of hearing to appear before the Town's Assessment Review Board or a notice of decision resulting from that hearing;

CASL Act is the federal law dealing with spam and other electronic threats. It is meant to protect Canadians while ensuring that businesses can continue to compete in the global marketplace.

Electronic Format means an electronic method of sending or receiving Communications and can include emails, text messages or a web-based platform including www.didsbury.ca.

FOIPP Act means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25;

E.Gov is an integrated suite of applications that links to key MuniWare financial modules and enables 24/7 account interaction (and optional real-time payment processing) between ratepayers and the Town of Didsbury;

Provincial Assessor means the assessor designated by the Province under *the Act*;

School Support Notifications means a notice sent under the *Education Act*, R.S.A. 2012, Chapter E-0.3;

Tax Notice means a tax notice sent pursuant to *the Act* and can include an amended tax notice or a supplementary tax notice; and

Taxpayer means a taxpayer as defined in *the Act*.

Town means the municipal corporation of the Town of Didsbury or the area contained within the boundary thereof as the context requires;

Town Assessor means the municipal assessor duly appointed under the Act, or their delegate;

3.

COMMUNICATING BY ELECTRONIC FORMAT

Opting In

- 3.1 A Taxpayer may opt in to receive Assessment and Taxation Communications by completing the email enrollment form.
- 3.2 When opting in to receive Assessment and Taxation Communications, a Taxpayer must ensure the email address they have provided in the enrollment form remains current and is updated promptly by contacting the Town upon any change in such email address.
- 3.3 A Taxpayer may opt in to receive Assessment Review Board Communications by Electronic Format by providing written consent and a valid email address to receive Assessment Review Board Communications by Electronic Format, either by way of email or signed correspondence delivered by hand or mail to the Town. The Taxpayer must ensure the email address they have provided remains current and is updated promptly upon any change in such email address.
- 3.4 The Town Assessor may allow Taxpayers to opt in to receive Communications in an Electronic Format on some or all of the properties for which they are a Taxpayer.

Opting Out

- 3.5 Should a Taxpayer no longer wish to receive Assessment and Taxation Communications by Electronic Format, they may do so by contacting the Town indicating they no longer consent to receive Assessment and Taxation Communications by Electronic Format.
- 3.6 A Taxpayer shall be deemed to have opted out if the Town becomes aware that Assessment and Taxation Communications and/or Assessment Review Board Communications delivered by an Electronic Format are being returned as undeliverable, are otherwise being rejected.
- 3.7 A Taxpayer shall be deemed to have opted out if the Town becomes aware that a property has transferred ownership.

4. PROTECTION OF TAXPAYER INFORMATION

- 4.1 Any information collected from Taxpayers through Assessment and Taxation Communications or Assessment Review Board Communications using an Electronic Format shall only be used for purposes associated with the taxation, assessment and Assessment Review Board functions of the Town in accordance with the requirements of the Act, and its associated regulations.
- 4.2 Any information collected from a Taxpayer shall be protected in accordance with the provisions of the *FOIPP Act*.
- 4.3 The Town shall ensure that the requirements of the *CASL Act* are met when a Taxpayer opts in, opts out, or receives Assessment and Taxation Communications or Assessment Review Board Communications in an Electronic Format.

- 4.4 Communication through an Electronic Format with a Taxpayer shall only take place through an email address as provided by the Taxpayer under section 3.2 or 3.3 or through E.Gov access.
- 4.5 Once a Taxpayer has opted out or has been deemed to have opted out under section 3.5, 3.6 or 3.7, the Town shall no longer send Communications through an Electronic Format and shall send future Communications about a property to the last known mailing address of the Taxpayer, as listed in Town assessment records.

5. GENERAL PROVISIONS

- 5.1 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 5.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.
- 5.3 Headings or sub-headings in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
- 5.4 Where this Bylaw refers to another act, bylaw, regulation or agency, it includes reference to any act, bylaw, regulation or agency that may be substituted therefore.
- 5.5 This Bylaw shall come into full force and effect upon execution.

Read a first time this day of , 2020

Read a second time this day of , 2020

Read and third and final time this day of , 2020

Mayor Rhonda Hunter

Chief Administrative Officer Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Bylaw 2020-05 Economic Development Advisory Committee
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.3

BACKGROUND/PROPOSAL:

On March 10, 2020 Bylaw 2020-05, a bylaw to establish an Economic Development Advisory Committee was granted first reading.

Administration is bringing Bylaw 2020-05 for 2nd reading.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council provided input which have been included and are up for discussion during the meeting.

Some of the items are noted in red and highlight for clarification and direction.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

That Council move to grant second reading to Bylaw 2020-05 a bylaw to establish an Economic Development Advisory Committee on the 28th day of April 2020.

TOWN OF DIDSBURY
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
BYLAW 2020-05

BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate; and

AND WHEREAS the Municipal Government Act also provides that, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council Committees, and the conduct of Council Committees established by the Council; and

AND WHEREAS the Council of the Town of Didsbury considers it expedient to establish such an Economic Development Advisory Committee to advise them on Economic Development matters and enhance Didsbury's economic viability;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF DIDSBURY, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

This bylaw will be cited as the Didsbury Economic Development Advisory Committee Bylaw.

2. DEFINITIONS

- 2.1 In this bylaw, unless the content otherwise requires:

Act means the *Municipal Government Act*, RSA 2000, being Chapter M-26 of the Revised Statutes of Alberta, and amended thereto.

Committee means and includes the Town of Didsbury Economic Development Advisory Committee.

Council means the Council of the Town of Didsbury.

Steering Committee means an Ad Hoc Committee tasked with recruitment for the Town of Didsbury Economic Development Advisory Committee from time to time.

Town means the Town of Didsbury, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Didsbury, as the context may require.

3. POWERS/DUTIES & AUTHORITY OF COMMITTEE

- 3.1 The Committee shall have the authority to form ad hoc Committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.
- 3.2 The Committee shall not have the power to pledge the credit of the Town, to pass Bylaws or to enter into any contractual agreements.
- 3.3 The tasks of the Didsbury Economic Development Advisory Committee (DEDAC) include:
- a. Provide input, feedback and advice on the strategies in the Economic Development Marketing Plan to the Economic Development Officer;
 - b. Provide input, feedback and advice on the strategies in the Integrated Community Sustainability Plan to the Economic Development Officer;

- c. Provide advice and comment on Economic Development Officer recommendations that the Economic Development Officer may take forward to Council;
- d. Recommend additional strategies, ideas and solutions related to economic development in the Town of Didsbury and area to the Economic Development Officer.

4. PUBLIC PARTICIPATION

- 4.1 Community organizations and individuals that wish to appear before or communicate directly with Council on any matter related to Economic Development will be referred to within the Terms of Reference of the Economic Development Advisory Committee shall be encouraged to make representation to that Committee.

5. STEERING COMMITTEE

- 5.1 The Ad Hoc Steering Committee is responsible for the recruitment of members to the Town of Didsbury Economic Development Advisory Committee when required.
- 5.2 The Ad Hoc Steering Committee will be appointed by Council anew whenever it is required to recommend new individuals for appointment.
- 5.3 The Steering Committee may be made up of any number of individuals the Council sees fit, and the makeup may be any mix of members of Council and members of the public-at-large.
- 5.4 When a vacancy occurs on the Committee, the Steering Committee will recommend individual(s) for appointment to Council for their consideration.

6. MEMBERSHIP

- 6.1 The Town of Didsbury Economic Development Advisory Committee (DEDAC) shall consist of a minimum of eleven (11) voting members. Membership shall comprise the following:
 - a. A maximum of two (2) Town of Didsbury Councillors;
 - b. A minimum of eight (8) members of the public at large; that have experience in or a passion for business, innovation or economic development. Backgrounds in, but not limited to the following, are beneficial:
 - Didsbury area business owner and operator;
 - Didsbury and District Chamber of Commerce executive member;
 - Entrepreneur;
 - Investor/financier;
 - Commercial realty;
 - Land development;
 - Tourism operator;
 - c. President of the Didsbury & District Chamber of Commerce (non-voting ex-officio);
 - d. Mayor of the Town of Didsbury (non-voting ex-officio);
 - e. A youth member (target age Grade 11 or 12).
- 6.2 All members shall be appointed by Council Resolution in consideration of the recommendation of the Steering Committee.
- 6.3 The majority of members must maintain residence with the Town of Didsbury. Those without residence must have a vested interest in the community and economic development region by means of, but not limited to land or business ownership or investment.

- 6.4 Council will select and appoint all DEDAC members on the basis of demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the Volunteer Application Form. Academic qualification, availability, work experience, community involvement, knowledge and professional experience will also be taken into consideration.

7. TERM

- 7.1 The term of office shall be for two (2) years, with the term to expire at the organizational meeting of Council held as per Section 192(1) of the *Municipal Government Act*.
- 7.2 Prior to the expiry of the term, the Council will reappoint the Steering Committee to undertake the recruitment process and prepare a recommendation to Council for appointment(s) prior to the organizational meeting of that year.
- 7.3 Should a vacancy occur, the Steering Committee will be re-appointed to undertake the recruitment process and prepare a recommendation to Council for appointment(s). In the circumstance of a vacancy for an incomplete term, the appointment will be for the duration of the incomplete term.
- 7.4 Any member of the Committee who has an unauthorized absence from three consecutive meetings shall be automatically removed from the Committee.

8. PROCEEDING/MEETINGS

- 8.1 The Committee shall appoint a Chairperson and a Vice-chairperson from the members of the Committee excluding Councillors and ex-officio members.
- 8.2 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
- 8.3 The Committee may request the attendance of any person in an advisory capacity.
- 8.4 At least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting:
- a. To the members of the Committee; and
 - b. To the public.
- 8.5 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Didsbury website.
- 8.6 A majority of voting members shall constitute a quorum at the Committee meeting.
- 8.7 Notwithstanding 7.6, the Committee may act in the absence of a quorum provided all members have received notice as provided in subsection 7.4 a. and b.
- 8.8 All voting members of the Committee, including the chair shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be defeated.

9. ADMINISTRATIVE REPRESENTATIVE (ECONOMIC DEVELOPMENT OFFICER)

- 9.1 The Economic Development Officer shall:
- a. Be the administrative advisor to the Committee and provide administrative support;
 - b. Notify all members and advise the Committee of any Regular, or Special Meetings;
 - c. Keep minutes of the proceedings of all meetings which shall be retained in the Town Office;
 - d. Maintain all records and correspondence that are relevant to the Committee;

- e. Work with the Chairperson to establish the agenda for all meetings; and
- f. Shall not be a voting member of the Committee.

DRAFT

10. GENERAL

- 10.1 Committee members shall abide by the **Committee Roles and Responsibilities Policy COUN #002.**
- 10.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.
- 10.3 The proceedings and deliberations of the 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*.

11. COUNCIL PREROGATIVES

- 11.1 Council may authorize, by motion, variance of any the preceding enactments.

12. EFFECTIVE DAY

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

13. REPEAL

- 13.1 Bylaw 2005-11 and Bylaw 2019-14 and amendments thereto are hereby repealed.

Read a first time on the 10th day of March, 2020.

Read a second time on this day of 2020.

Read a third and final time on this day of 2020.

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Bylaw 2020-02 Town of Didsbury Library Board
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.4

BACKGROUND/PROPOSAL:

In January 2020, the Town of Didsbury Library Bylaw 2020-02 had first and second readings and is now being brought for third and final reading.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council considered a Terms of Reference be drafted for this board; however due to limitations under the *Libraries Act*, Administration has it removed. Administration made minor changes to the Bylaw to reflect the *Libraries Act* for the Establishment of a Municipal Library Board.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

That Council move to grant third and final reading to Bylaw 2020-02 a bylaw to establish a Town of Didsbury Library Board on the 28th day of April 2020.

TOWN OF DIDSBURY
ESTABLISHMENT OF TOWN OF DIDSBURY LIBRARY BOARD
BYLAW NO. 2020-02

A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF A TOWN OF DIDSBURY LIBRARY BOARD.

WHEREAS the Council of the Town of Didsbury deems it expedient to propose the establishment of a municipal library board.

NOW THEREFORE with the authority and under the provisions of Part 1 of the "*Libraries Act*," being Chapter L-11, the Council of the Town of Didsbury duly assembled, enacts as follows:

1. There shall be established a Library Board for the Town of Didsbury.
2. The Town of Didsbury Library Board shall manage, regulate and control the Town of Didsbury library in accordance with section 7 of the *Libraries Act*.
3. The policies of the Town of Didsbury Library Board shall be governed by Parts 1 and 5 of the "*Libraries Act*" and Amendments and Regulations pertaining thereto.
4. This Bylaw shall take effect on the date of the final passing thereof.
5. In accordance with Part 1 Section 4(1) of the *Libraries Act*, the board shall consist of not fewer than 5 and not more than 10 members appointed by council. This will include 1 member from the Town of Didsbury Council and 1 member from Mountain View County Council.
6. That Bylaw #05-15 is hereby repealed.

Read a first time on the 14th day of January, 2020.

Read a second time this 28th day of January 2020.

Read a third and final time on this day of 2020.

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Bylaw 2020-08 2020 Tax Rate
ORIGINATING DEPARTMENT	Assistant CAO – A. Riley
AGENDA ITEM	6.5

BACKGROUND/PROPOSAL:

Section 353(1) of the *Municipal Government Act* states that “council must pass a property tax bylaw annually.”

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

DRAFT Bylaw 2020-08 is being brought to Council for first reading to bring Council’s attention to the penalty schedule which is highlighted in yellow and found on page 2 and outlined in Schedule B page 5 of the bylaw.

Administration is recommending that current penalties be reduced by 1% overall from 16% over four months to 15% split over three months.

Administration is also recommending that the arrears penalty is split evenly over the 12 month period, to encourage payment throughout the year.

Assessment information is current as of April 14, 2020.

Following Council’s Strategic Planning and Budget Meeting the mill rates will be added prior to the final reading of the bylaw.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

That Council move to grant first reading to Bylaw 2020-08 a bylaw to establish the rates and penalties for the 2020 Taxation Year on the 28th day of April 2020.

TOWN OF DIDSBURY
BYLAW NO. 2020-08
2020 TAX RATE

WHEREAS, pursuant to section 353 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 (the “MGA”) Council must pass a property tax bylaw annually authorizing Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of the expenditures and transfers as set out in the budget of the municipality and the Requisitions;

AND WHEREAS, section 369 of the MGA provides that Council must pass a supplementary property tax bylaw annually to authorize the levying of supplementary property tax in respect for which Supplementary Assessments have been made;

AND WHEREAS, the tax rate to be established on areas annexed to The Town of Didsbury (the “Town”) is set by the Orders in Council by which those areas were annexed to the Town;

NOW THEREFORE COUNCIL OF THE TOWN OF DIDSBURY ENACTS AS FOLLOWS:

PART 1 – TITLE, PURPOSE AND DEFINITIONS

1. Title

1.1 This bylaw may be referred to as the “2020 Tax Rate Bylaw”.

2. Purpose

2.1 The purpose of this bylaw is to authorize the levying of a tax upon all taxable property shown on the Assessment Roll and a supplementary property tax in respect for which Supplementary Assessments Roll has been prepared.

3. Definitions

3.1 In this bylaw, unless the context otherwise requires:

Arrears means taxes that remain unpaid after December 31 of the year in which they are imposed.

Assessment Roll means assessment roll as set out in section 303 of the MGA;

Current Taxes means taxes levied within in the current calendar year.

Designated Industrial Property means designated industrial property as set out in Section 284 of the MGA;

Designated Manufactured Home means designated manufactured home as set out in Section 284 of the MGA;

Farm Land means farm land as set out in Section 297 of the MGA;

Machinery and Equipment means machinery and equipment as set out in Section 297 of the MGA;

Manufactured Home Community means manufactured home community as set out in Section 284 of the MGA;

MGA means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as may be amended.

Non Residential means non-residential property as set out in Section 297 of the MGA;

Provincial Assessor means provincial assessor as defined in Section 284 of the MGA;

Requisition means requisition as set out in Section 326 of the MGA;

Residential means residential as set out in Section 297 of the MGA;

Supplementary Assessment means supplementary assessment as set out in Section 314 of the MGA;

Supplementary Assessment Roll means supplementary assessment roll as set out in Section 315 of the MGA;

Taxes includes all property taxes, business revitalization zone taxes, local improvement taxes, penalties, and unpaid costs, charges and expenses as provided in Section 553 of the *Municipal Government Act* RSA 2000 c. M-26 or any other statute of the Province of Alberta.

PART II - ASSESSMENT CLASSES AND TAX RATES

4. Assessment Classes and Sub-Classes

4.1 For the purpose of the 2020 tax levy and supplementary tax levy, all assessed property within the Town of Didsbury is hereby divided into one of the following assessment classes and subclasses:

- a. Residential
- b. Non-Residential
- c. Farmland
- d. Machinery and Equipment

5. Allowance for non-Collection of Taxes

5.1 Pursuant to Section 359(2) of the MGA, for the 2020 tax levy and supplementary tax levy there may be an allowance for the non-collection of taxes at a rate not exceeding the actual rate of taxes uncollected from the previous year's tax levy as determined at the end of the year.

6. Levy of Tax Rates

6.1 The Chief Administrative Officer is hereby authorized to levy the tax rates set out in Schedule "A" against the assessed value of all taxable property shown on the Assessment Roll and the Supplementary Assessment Roll and classified according to this bylaw.

7. Penalties on Unpaid Current and Supplementary Taxes and Arrears

7.1 All annual property taxes, local improvement and frontages taxes shall be paid in full on or before the last business day in **August (90 days after tax notices are sent)** and when any portion of such taxes remain unpaid, there shall be imposed by way of penalty for the non-payment of taxes, or any portion, an amount equal to five per cent (5%) therefore of on the first day of **September as outlined in Schedule B.**

7.2 In the event any annual taxes in and associated penalties remaining unpaid on the last day of **September** there shall be added by way of penalty an amount equal to five per cent (5%) on the first day of **October as outlined in Schedule B.**

7.3 In the event of annual taxes and associated penalties remaining unpaid on the last day of **October** there shall be added by way of penalty an amount equal to five per cent (5%) on the first day of **November as outlined in Schedule B.**

7.4 In the event any annual taxes and associated penalties remaining unpaid on the thirty-first day of December of the year for which the same are levied, there shall be added by way of penalty an amount equal to **eighteen percent (18%) per annum calculated monthly** on the balance outstanding **as outlined in Schedule B.**

7.5 Any penalty added to current taxes or tax arrears shall be added to and form part of the unpaid taxes.

PART IV – GENERAL

8. That the minimum amount payable per tax roll as property tax for general municipal purposes shall be **\$100.00.**

9. Effective Date

9.1 This bylaw comes into force on the day it is passed.

10. Repeal

10.1 Bylaw 95-09; and amendments thereto are hereby repealed.

Read a first time on the day of 2020.

Read a second time on this day of 2020.

Read a third and final time on this day of 2020.

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner

BYLAW 2020-08
SCHEDULE "A"

2020 MUNICIPAL TAX RATES

Assessment Class	Tax Levy	Taxable Assessment	Tax Rate
Residential	\$ TBD	\$ 482,459,020	TBD
Residential - Vacant	\$ TBD	\$ 6,703,380	TBD
Farm Land	\$ TBD	\$ 5,810,260	TBD
Non-Residential	\$ TBD	\$ 65,865,560	TBD
Non-Residential Vacant	\$ TBD	\$ 2,877,890	TBD
Machinery & Equipment	\$ TBD	\$ 228,930	TBD
TOTAL TAX LEVY	\$ TBD	\$ 563,945,040	

2020 EDUCATION TAX RATES

(Requisitions by Alberta School Foundation and Red Deer Catholic Region)

Assessment Class	Tax Levy	Taxable Assessment	Tax Rate
Residential/Farmland	\$ 1,242,594	\$ 494,972,660	0.00251043
Non-Residential	\$ 260,419	\$ 67,495,220	0.00385834
TOTAL TAX LEVY	\$ 1,503,013	\$ 562,467,880	
Includes an Over Levy	\$ 53,060	\$	

2020 MANAGEMENT BODIES TAX RATES

(Requisitions by Mountain View Seniors' Housing)

Assessment Class	Tax Levy	Taxable Assessment	Tax Rate
Residential/Farmland	\$ 193,087	\$ 494,972,660	0.000390
Non-Residential	\$ 26,330	\$ 67,495,220	0.000390
TOTAL TAX LEVY	\$ 219,417	\$ 562,467,880	

DESIGNATED INDUSTRIAL PROPERTY REQUISITION TAX RATE

(Property assessment and tax rate are set by the Provincial Assessor)

Assessment Class	Tax Levy	Taxable Assessment	Tax Rate
Non-Residential	\$ 607	\$ 7,985,680	0.000076
TOTAL TAX LEVY	\$ 607	\$ 7,985,680	

BYLAW 2020-08
SCHEDULE "B"
Penalties on Unpaid Taxes

Applied on the 1 st day of:	Current Taxes	Arrears
January		1.5%
February		1.5%
March		1.5%
April		1.5%
May		1.5%
June		1.5%
July		1.5%
August		1.5%
September	5.0%	1.5%
October	5.0%	1.5%
November	5.0%	1.5%
December		1.5%



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Terms of Reference – ICC
ORIGINATING DEPARTMENT	Office of the CAO – A. Riley
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

In accordance with section 708 of the *Municipal Government Act*, Mountain View County and the Town of Didsbury have completed a Master Agreement in relation to the Intermunicipal Collaboration Framework.

As per the Agreement, a Terms of Reference for the Intermunicipal Cooperation Committee (ICC) is created with the following purpose:

To foster open, meaningful and ongoing communication, with the broad intent of fostering effective collaboration ensuring routine monitoring of the health of their intermunicipal relationship and agreements; and providing a forum both for dealing with issues before they become problems and capitalizing on opportunities that might arise in a mutually beneficial and timely fashion.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached the Terms of Reference which include the recommended changes made at the February 17, 2020 ICC Meeting.

The Terms of Reference was reviewed by the Committee and referred to each respective Council.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

That Council move to approve the Intermunicipal Cooperation Committee Terms of Reference as presented.

OR

That Council move to refer the Intermunicipal Cooperation Committee Terms of Reference back to the Committee to discuss the following:

Terms of Reference
Intermunicipal Cooperation Committee
Town of Didsbury and Mountain View County

I. Purpose

To foster open, meaningful and ongoing communication, with the broad intent of fostering effective collaboration ensuring routine monitoring of the health of their intermunicipal relationship and agreements; and providing a forum both for dealing with issues before they become problems and capitalizing on opportunities that might arise in a mutually beneficial and timely fashion.

II. Mandate

The mandate of the ICC given by both Councils is to carry out the work identified in the Intermunicipal Cooperation Master Agreement:

To foster open, meaningful and ongoing communication, the Signatories agree to establish a joint Intermunicipal Cooperation Committee (the “Committee”) with the broad intent of fostering effective collaboration between them; ensuring routine monitoring of the health of their intermunicipal relationship and agreements; and providing a forum both for dealing with issues before they become problems and capitalizing on opportunities that might arise in a mutually beneficial and timely fashion.

III. Duration

As long as the Master Agreement is in place, the ICC is required.

IV. Composition

Three Council Members and CAOs (or designates for CAOs) from each signatory.

V. Quorum

Six members consisting of any two elected officials and CAOs (or CAO designates).

VI. Meetings

Prior to November 15th annually, the ICC shall set a minimum of two (2) meetings for the following calendar year. Additional meetings held throughout the year can be held at the call of the Chair by providing seven (7) days prior notice to the Committee Members unless the required notice is waived by the majority of the ICC Members.

VII. Deliverables

- I. Establish any technical work/committee to help ICC achieve its purpose;
- II. Review of Master Agreement as per section 17.1;
- III. Development of Sub-Agreements listed in Section 21 for Councils to approve; and
- IV. Any other matter that fits with the ICC mandate or directive from Councils

VIII. Reporting

- i. Report to Councils (in closed session) the summary session notes from each ICC meeting
- ii. The Committee will routinely report but no less than once annually to the Signatory Councils in open session on the health of their intermunicipal relationship and cooperation agreements.
- iii. The full Councils of the Signatories are to meet together as required but no less than once a year in the first quarter (1 January – 31 March) with the primary intent of receiving the annual report of the Intermunicipal Cooperation Committee in accordance with Article 9.4 and of maintaining and building the relationship between the Town and the County.

IX. Administrative Support

The Committee Chair shall be elected by the members of the Committee from amongst the Elected Officials and shall normally serve for a term of two years with the position rotating between the Signatories. Unless otherwise determined by the Committee, the Signatory from which the Chair is chosen shall normally provide the administrative support to the Committee for the term of the Chair. The Administrative Support shall be responsible to canvass the Committee for agenda items and prepare a formal agenda, with any applicable attachments, and distribute the agenda to the Committee seven (7) days prior to the meeting. In the event that an emergency meeting is called by the Chair, the agenda may be distributed forty eight (48) hours in advance of the meeting unless this requirement is waived by the majority of the Committee members.

X. Review

Terms of Reference shall be reviewed by December 31 of each year.

XI. Dissolution

The ICC remains in place unless the Master Agreement is terminated as per section 17.3



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Allocation of Year End Operating Surplus
ORIGINATING DEPARTMENT	Office of the CAO – A. Ridley
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

In accordance with TOD Policy Fin 008 – Allocation of Year End Operating Surplus for Tax Purposes, Council is responsible for approving the allocation of the annual operating surplus for tax purposes on an annual basis by resolution. The annual operating surplus for tax purposes is the excess of revenues over expenditures including non-operational items, such as reserve transfers and debt payments.

During 2019, Council approved the following resolution 498-19 to reserve \$600,000 into general reserves, \$50,000 for pathways and trails, \$7,500 for municipal enforcement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Year End Operating Surplus for Tax Purposes is as follows:

	2019 Budget	Amortization adjustment	2019 Actual	Year End Operating Surplus
Council	(263,495)	-	(247,808)	15,687
General government	4,788,875	(56,507)	4,938,121	205,753
Protective Services	(924,434)	(183,382)	(1,025,796)	82,020
Public Works	(1,812,974)	(918,601)	(2,552,026)	179,548
Community Services	(140,566)	-	(147,919)	(7,353)
Planning & Development	(334,587)	-	(280,551)	54,036
Subdivision	-	-	(420,862)	(420,862)
Recreation	(1,042,398)	(236,348)	(1,289,988)	(11,242)
Culture	(270,421)	(6,615)	(275,914)	1,122
	-	(1,401,453)	(1,302,743)	98,710
Reserve transfers recommended				71,127
% of surplus allocated				72%



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

The yearend reserve transfer is recommended as follows:

Reserve	Amount	Explanation
Snow Removal	\$25,688	Per TOD Policy FIN 007, the unspent snow removal costs from a given budget year are to be reserved and used in a year that excess snow fall occurs. Currently there is \$0 in the snow removal reserve and the target amount is \$36,000. Administration is recommending the 2019 snow removal operating surplus be reserved.
Cemetery	\$4,943	An adjustment to the financial information was required for donations that were historically provided to the Cemetery, as well as remaining balance from the sign fundraising which occurred. These donations were accounted for in income this year. Administration is recommending the accumulation of donations be reserved.
Economic Development & Tourism	\$5,900	In the 2019 budget was \$12,500 for a robust community profile. Of this, \$5,900 is remaining and the project is complete. Administration is recommending this amount be reserved for future economic development projects.
Pathway and trails	\$1,890	An adjustment to the financial information was required for donations that historically were provided to the Town. These donations were accounted for in income this year. Administration is recommending the accumulation of donations be reserved.
Skatepark	\$27,706	In the 2019 budget was \$60,000 to hire a fundraising consultant. Administration recommends reserving the remaining balance to fund the outstanding contract commitments in 2020.
Campground	\$5,000	In the 2019 budget was \$5,000 for a septic upgrade in the campground. The project was not completed during the year. Administration recommends reserving the balance for completion of the project in the future.

The total of these transfers is \$71,727. The effect of these transfers on the reserve balances is shown in the schedule:



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

Town of Didsbury
Reserves Continuity
December 31, 2019

	2019 January 1 Actual	Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)	2019 Dec 31 (YTD)	Year End Proposed Transfers	2019 Dec 31 Proposed
General	534,688	707,068	12,145	204,600	1,049,301	-	1,049,301
Safety awards	4,272	2,263	100	4,595	2,040	-	2,040
In lieu of municipal reserve	61,441	-	1,294	-	62,735	-	62,735
General reserve	61,441	709,331	13,539	209,195	1,114,076	-	1,114,076
Old fire hall	70,000	-	749	44,500	26,249	-	26,249
Fire equipment	458,157	100,000	10,394	108,497	460,054	-	460,054
Small capital equipment	1,392	-	24	1,416	-	-	-
TOD fire hall maintenance	19,612	-	61	9,806	9,867	-	9,867
MVC/TOD operating	43,879	6,167	-	-	50,046	-	50,046
TOD small capital equipment	42,610	1,416	63	33,805	10,284	-	10,284
RCMP operating and capital	58,500	236,289	1,151	-	295,940	-	295,940
Municipal enforcement operating and cap	34,051	28,900	1,085	-	64,036	-	64,036
Protective services reserve	728,201	372,772	13,528	198,024	916,477	-	916,477
Vehicle & equipment replacement	301,358	302,000	4,112	215,899	391,571	-	391,571
Snow removal operating	-	-	-	-	-	25,688	25,688
Water	119,829	-	3,003	81,845	40,987	-	40,987
Water offsite levies	121,039	37,282	2,566	-	160,887	-	160,887
Water distribution offsite levies	79,881	-	1,698	-	81,579	-	81,579
Wastewater (unfunded)	1,076,907	88,462	-	516,471	648,898	-	648,898
Wastewater treatment offsite levies (unfunded)	5,083	35,819	-	-	40,901	-	40,901
Solid waste	314,840	6,669	6,546	-	328,056	-	328,056
Public works reserve	2,018,937	470,232	17,925	814,215	1,692,879	25,688	1,718,567
Cemetery	14,492	-	314	-	14,806	4,943	19,749
Economic development & tourism	94,637	-	1,972	27,891	68,717	5,900	74,617
Train station maintenance	40,979	-	888	-	41,866	-	41,866
Pathway & trail	120,682	58,284	2,642	-	181,608	1,890	183,498
Skatepark	21,317	-	423	-	21,740	27,706	49,446
Recreation facilities	566,793	234,700	10,707	167,192	645,008	-	645,008
Campground	23,368	1,405	502	-	25,274	5,000	30,274
CS/Recreation reserve	882,267	294,389	17,447	195,083	989,019	45,439	1,044,458
Total	3,690,846	1,846,724	62,438	1,416,517	4,722,452	71,127	4,793,579



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 4. Economic Prosperity

RECOMMENDATION

That Council move to approve the 2019 allocation of year end operating surplus for tax purposes of \$71,127 allocated as follows:

Snow Removal	\$25,688
Cemetery	\$4,943
Ec dev & tourism	\$5,900
Pathway & trails	\$1,890
Skatepark	\$27,706
Campground	\$5,000.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	New Crown Prosecutors for Red Deer Regional Courthouse
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

At the February 25, 2020 Regular Council Meeting, Council was presented with a letter from the City of Red Deer requesting the Town of Didsbury to be a signatory on a joint letter to the Government of Alberta requesting additional Crown Prosecutors for the larger Red Deer region.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following resolution was made:

Res. 077-20

Moved by Councillor Engel that a letter be sent to the City of Red Deer expressing that the Town agrees in principle with the request for additional Crown Prosecutors and that a request be made to consider a draft of the letter prior to signing.

Please see attached draft letter which includes Mayor Hunter as a signatory.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

That Council move to approve Mayor Rhonda Hunter to be a signatory on the joint letter to Minister Doug Schweitzer, Minister of Justice and Solicitor General, Deputy House Leader for the request of additional new Crown Prosecutors at the Red Deer Regional Courthouse.

March 19, 2020

Honourable Doug Schweitzer
Minister of Justice and Solicitor General, Deputy House Leader
Office of the Minister
Justice and Solicitor General
424 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Re: New Crown Prosecutors for Red Deer (Regional) Courthouse

Dear Minister Schweitzer:

Crime and public safety are the top priorities for the people in the communities that the Central Alberta Mayors represent. We believe the immediate allocation of new Crown Prosecutors in Central Alberta is essential to reduce crime and uphold justice in our region.

As you are well aware, R. v. Jordan establishes a need to guarantee that timely justice thresholds are met. Our local RCMP and police members do their best to ensure the viability of charges, but we are concerned that local Crown Prosecutors need to “triage” cases to adhere to the Jordan standard. Many victims in our communities are highly frustrated when cases are dismissed because too much time has passed, and criminal cases are delayed, thereby preempting formal court proceedings.

With the upward trend in crimes committed in our region, lack of local prosecution capacity and increases in rural cases, there is a high caseload per prosecutor in Red Deer and region which increases the possibility of cases being dismissed. We believe hiring additional Crown Prosecutors for Red Deer and the central region before the new Justice Centre is completed would go a long way to ensure that criminals are held accountable for their crimes and provide justice for victims.

We appreciate your attention to this important matter. If you would like to discuss further, I invite you to contact my office at 403.342.8154.

Sincerely,

Tara Veer
Mayor of Red Deer

Sean McIntyre
Mayor of Sylvan Lake

Michael Yargeau
Mayor of Penhold

Richard Poole
Mayor of Blackfalds

Sean Nolls
Mayor of Stettler

Rhonda Hunter
Mayor of Didsbury

Paula Law
Mayor of Lacombe
County

Rick Pankiw
Mayor of Rimbey

Rick Bonnett
Mayor of Ponoka

Bruce Beattie
Mayor of Mountain View
County

Paul McLauchlin
Mayor of Ponoka County

Luci Henry
Mayor of Clive

Stan Schulmeister
Reeve of County of
Paintearth

Terry Leslie
Mayor of Sundre

Tim Hoven
Reeve of Clearwater
County

Rhonda Hunter
Mayor of Didsbury

cc Jason Nixon, Minister of Environment and Parks and MLA for Rimbey-Rocky Mountain House and Sundre
Devin Dreeschen, Minister of Agriculture and Forestry and MLA for Innisfail-Sylvan Lake
Adriana LaGrange, Minister of Education and MLA for Red Deer North
Nathan Cooper, Speaker of the Legislative Assembly and MLA for Olds-Didsbury-Three Hills
Jason Stephan, MLA for Red Deer South
Ron Orr, MLA for Lacombe-Ponoka
Nate Horner, MLA for Drumheller-Stettler
Red Deer City Council
Allan Seabrooke, Red Deer City Manager
Steven Ellingson, Red Deer Intergovernmental Strategist



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Shovel Ready Projects
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.4

BACKGROUND/PROPOSAL:

The Province of Alberta is allowing municipalities to bring forward “Shovel Ready Projects” in order to keep the economy moving during this unprecedented time. Administration has identified 4 projects that are “Shovel-Ready”.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Memorial Complex – Replacement of Arena Floor, Brine Lines + Boards: Current infrastructure is 44 years old and well-past its usable life expectancy. This project would update this well-used community facility ensuring a safe, accessible recreation space for the next 30 years. This project would incorporate use of numerous trades and skills within Alberta - plumbers, millwrights, concrete workers, refrigeration technicians, pipefitters, construction workers, electricians and labourers.

- **Estimated investment: \$1.2 Million**

Potable Water Reservoir: The Town has committed to this high priority investment and is currently in the design process for 2021 construction. This project could easily be expedited.

The project will assist economic recovery by engaging engineers, architects, surveyors, deep utility contractors, concrete contractors, electricians, plumbers, pipe fitters, framers, finishers and asphalt contractors.

- **Estimated Investment: \$4.4 Million**

Heritage Core Revitalization: This is an opportunity to restore an entire downtown core of a heritage based municipality which serves as the back drop to several movie and television productions and will set the Town up for decades.

The project includes replacement of potable water and sanitary mains, install a stormwater system, replace sidewalks, and improve street furniture, heritage tree maintenance, lighting, and asphalt for 1.8 Km of commercial property.

The return on investment through the *Keep Alberta Rolling* program could keep Didsbury sustainable for decades.

The project will assist economic recovery by engaging engineers, planners, surveyors, deep utility contractors, asphalt companies, concrete contractors, and dozens of suppliers, fabricators and logistics companies.

- **Estimated Investment: \$5.5 Million**

15th Avenue Stormwater Main: The infrastructure studies identified several areas in Town which experience poor overland drainage. This opportunity to invest would construct a stormwater main along 15th Avenue and will eliminate the areas of concern and improve asphalt lifecycle costs.

The project will assist economic recovery by engaging engineers, planners, surveyors, deep utility contractors, asphalt companies, concrete contractors, suppliers and logistics companies.

- **Estimated Investment: \$1.1 Million**



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Infrastructure & Asset Management

RECOMMENDATION

That Council move to approve the following “Shovel-Ready Projects” to be forwarded to the Minister of Municipal Affairs:

- Replacement of Arena Floor, Brine Lines + Boards - estimated investment: \$1.2 Million
- Potable Water Reservoir - estimated Investment: \$4.4 Million
- Heritage Core Revitalization - estimated Investment: \$5.5 Million
- Memorial Complex - 15th Avenue Stormwater Main - estimated Investment: \$1.1 Million



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE: April 28, 2020
SUBJECT: Capital Project – Arena Floors + Boards
ORIGINATING DEPARTMENT: Community Services
AGENDA ITEM: 7.5

BACKGROUND/PROPOSAL:

Please find attached a Capital Project Business Case for the replacement of the arena refrigerated concrete floors, brine lines and arena boards for both the Main Ice and Leisure Ice surface.

There are concerns with the arena floors, which are showing increasing signs of failure, as the Capital Business Case outlines. We have seen an increasing decline in the refrigerated Main Ice surface over the past two seasons, but most especially between January-March 2020. This is an indication of larger issues with the brine line system housed within the concrete floor.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This project is currently scheduled for consideration in 2021, however, with the current COVID-19 situation and the resulting long-term facility closures we are facing, it is a project that Council may wish to consider for completion in 2020. Justifications for the change in timeline include:

- Current COVID-related closures mean no spring/summer use in 2020
- If project occurred in 2021, we would have to move users to other facilities or communities for their spring/summer events and programs, risking them not returning in 2022
- Potential for shovel-ready funding from the Province

As outlined in the Capital Business Case Administration recommends funding the project 50% by the GTF grant and 50% by Recreation Facilities Reserves.

According to the GTF program guidelines for 2019, Sport Infrastructure including amateur sports facilities like skating rinks and arenas is an eligible project category. The GTF grants available is as follows:

GTF Reserve	
2019 Year end balance	740,334
2020 allocation expected	301,339
2020 capital projects	-
	1,041,673
Arena Floors and Boards	(600,000)
Estimated 2020 year end balance	441,673

The recreation facilities reserve is currently tied to the 2020 capital project – MPR/Lobby Roof Replacement for \$150,000. Should the arena floors and boards project be approved, Council should be aware that the reserve balances will fall below the annual inflow from budgeted reserves transfers.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

Recreation Facilities Reserve	Floor and roof Project
2019 Year end balance	645,008
Curling rink lift	(25,411)
2020 reserve transfer (not yet approved)	234,700
	854,297
MPR/Lobby Roof Replacement	(150,000)
Arena Floors and Boards	(600,000)
Estimated 2020 year end balance	104,297

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. Healthy Active Living

Strategic Priority 3. Infrastructure and Asset Management

RECOMMENDATION

That Council move to amend the 2020 Capital Budget to include the Didsbury Memorial Complex Arena Floor and Boards project estimated at \$1.2M.



Capital Project Business Case

Project Title: Didsbury Memorial Complex Arena
Replacement of Floor + Boards

Budget Year: 2020
Asset Type:
Department: Recreation
Est. Start Date: May 2020
Est. Completion Date: Sept. 2020

Description: *(please include pictures on page 2 of current state of capital and item to be purchased, if applicable)*

This project would see the replacement of the refrigerated concrete floors, brine lines and boards for both the Main Ice and Leisure Ice surfaces.

The arena surfaces, especially the Main Ice surface, have exceeded their usable lifespan. On average, refrigerated floors and boards can be expected to last 30 years. Our floor and boards have been in place for 44 years. We are seeing failures with the refrigerated floors – heaving, large cracks and loss of ice quality and thickness, which have all gotten progressively worse over the past two seasons.

The arena boards also require replacement. As you can see from the attached photos, we are seeing rot in the wooden braces and plywood. Additionally, the steel supports have lost their form from years of hard hits and Zamboni usage. Each year, thousands of dollars of plywood and 2x4 is replaced by arena staff in an effort to make the boards safe for the next season, as well as the costs associated with repairing welding on our metal gate and supports.

Deferral Impact: *(describe impact if the project does not go ahead)*

The risk in not replacing the floors and boards soon is significant. With the heaving and cracking that we are seeing in the concrete, combined with ice temperature and thickness issues we experienced last season, it is expected that the refrigeration and/or floor will fail soon. This will most likely occur during our winter season as a result of broken brine lines due to the concrete fully failing. The safety risk of this potential situation is substantial and should be avoided. A failure such as this will essentially close our facility to all winter users for the remainder of that season. This project was planned for 2021, however, the issues we saw this past season indicate that we should not wait another winter season.

Justification: *(include public engagement results, number of action requests, linkage to strategic plan, legislative requirements, effect on service levels, safety, alternative options, infrastructure decision making analysis, etc.)*

There are a number of reasons why this project makes sense in 2020:

- We are currently closed to public use because of COVID-19, and expect that we will remain closed for a large portion of the spring and possibly into summer. All spring users that would require the arena surface in 2020 (Trade Show, Grad, Lacrosse, Swim Meet) have cancelled their event and/or league for 2020. All budgeted revenues for the spring and summer are lost due to this closure and cancellations. Proceeding with this project in 2020 would not impact our users.

- If the project were to proceed in 2021, as currently planned for, all spring and summer leagues and events would have to be held in other facilities or even other communities, as in the case of lacrosse. This puts future use of our facility at risk, as leagues may choose to continue use in other communities, rather than return to Didsbury in 2022. This would also result in the loss of any potential revenues in 2021 for spring and summer use.
- There is a significant safety risk in continuing use of the floor in its current declining condition. When the floor fails, it will happen when we are in our winter season. The failure will likely occur as a result of a broken brine line due to the floor heaving, cracking and shifting. This situation would immediately close our facility to winter use, resulting in loss of revenues and frustrations from our winter leagues and events.
- There is potential for shovel-ready funding from the Province of Alberta for this project in 2021.

The anticipated cost for this project is:

Removal and replacement of two arena surfaces and brine line	\$890,000.00
Addition of underpad heating to prevent future cracking of concrete	\$ 38,000.00
Replacement of Main and Leisure arena boards + gates	<u>\$272,000.00</u>
TOTAL	\$1,200,000.00

Project Estimate and Funding Sources:

Operations:	\$
Grants:GTF	\$600,000
Reserves: Recreation Facilities Reserve	\$600,000
Sale Proceeds:	\$
Debenture:	\$
Other (explain):	\$
Total:	\$1,200,000

Operating budget impact (\$): (include current year plus 3 years)

Budget Year	Exp(Rev) (\$)	Description
2020	\$	
2021	\$	
2022	\$	
2023	\$	

Department Manager Approval:















REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE:	April 28, 2020
SUBJECT	Community Recognition of Frontline Workers
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.6

BACKGROUND/PROPOSAL:

Mayor Hunter has brought forward a suggestion that the Town show our support to the frontline workers during the COVID-19 pandemic in Didsbury by erecting Town signs at key locations in the Town expressing our appreciation.

Further, the graphic used for these signs could then be applied to individual signs that are sold to the public for a nominal fee to raise money for outreach programs in the community. This will provide residents the opportunity to show their support and appreciation to frontline workers.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

FCSS will administer the program and design the signs. The estimated cost of the signs is approximately \$300.00.

Monies raised from the purchase of the signs would go directly to Essentials for the Community for their outreach program.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. Healthy Active Living

RECOMMENDATION

That Council move to approve the Community Sign Project supporting frontline workers during the COVID-19 pandemic, with funds raised going to Essentials for the Community outreach programs.

OR

A resolution at Council's discretion



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE:	April 28, 2020
SUBJECT	Condolence Letter to Nova Scotia
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.7

BACKGROUND/PROPOSAL:

On April 19, 2020 Nova Scotia experienced an unimaginable tragedy in already difficult times.

The Department of Intergovernmental Affairs have invited those who wish to share condolences by posting on Facebook “StrongerTogetherNS” or by sending to letters of condolence to: condolences@novascotia.ca.

The impact of the tragedy extends throughout the province and the Country. Together, we can support each other.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In light of this event, the Town of Didsbury has lowered its flags to half-mast to show our support to the families and victims of this crime.

In addition there are other ways to show support:

Showing our strength and love

We can honour the victims, their families and loved ones by hanging tartan and blue scarves and ribbons from our trees, windows and balconies. It’s a way to show our strength and our love for one another. It’s a way to come together while staying apart.

Social media graphics



We can also download and share graphics on social media to show our support and honour the victims, their families and loved ones.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 5. An Informed & Engaged Community

RECOMMENDATION

That Council move to approve the attached letter to be sent to the Government of Nova Scotia expressing our condolences of the tragedy that took place on April 19, 2020 taking the lives of at least 22 people.



Town of Didsbury

PO Box 790 | 1606 - 14 STREET DIDSBURY, ALBERTA T0M 0W0
T. 403.335.3391 | F. 403.335.9794 | www.didsbury.ca

April 29, 2020

condolences@novascotia.ca

On behalf of Didsbury, Alberta, Mayor and Council, our Administration, and our community, we want to express our deepest sympathies and condolences on the recent loss of so many Nova Scotians who were valued family, friends, and neighbours in your communities. We are saddened, as are so many across Canada, about the loss of these 22 valued and cherished lives.

Such tragedies are difficult to absorb, accept, or understand. Please know that our Mayor and Council, our administration, and our community share your sorrow, and that our thoughts are with the families, the communities, and the province at this very difficult time.

Sincerely,

Rhonda Hunter
Mayor – Town of Didsbury



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

The Chief Administrative Officer provides Council with a regular report for Council's review and information.

Included are the first quarter reports from each department which are either included directly in CAO Report or as a separate attachment.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

That Council move to accept the CAO report for April 28, 2020 as information.



CAO Report – April 28, 2020

1. COMMUNITY SERVICES - NEW OUTREACH PROGRAMS

Community Services will be launching the following new outreach initiatives:

- ***Caring Calls*** - We will be inviting residents to register to receive a weekly check-in phone call from our FCSS staff. This will be conversation without judgement, and a means for those feeling isolated to connect with another during these difficult times. Our trained staff will have available a list of resources and supports for use during the phone call, ensuring that our residents have access during this unprecedented time.
- ***From Didsbury, With Love*** - Children, Individuals, Families and Seniors are invited to create signs of encouragement, notes, drawings and cards that will be distributed to others in our community that may need a positive boost during this time of social distancing and isolation to remind others that we are not alone during this time. Completed art work can be dropped off at DNP (M-F 8:30-4:30) at the blue mailbox and they will then be distributed within our community. Please do not include names on your artwork.
- ***Doorstep Companions*** - Those residents that need some connection during the COVID crisis are encouraged to register to receive a doorstep companion visit. Our trained FCSS staff will bring a lawn chair and spend some time with those registered for the program, while ensuring proper social distancing practices. Our staff will bring resources, information and even a treat during their visit.
- We will begin intake of these three programs on Monday, April 20. Residents are encouraged to call DNP at 335-8719 to get connected, or for more information.

2. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement team has ramped up patrol to parks and pathways, both due to the pandemic and the beautiful weather causing greater traffic in those areas. In addition to normal and foot patrol by both officers, and Officer Anderson will be doing bike patrol throughout the Town. This interaction with community members of all ages has been positive.

3. COMMUNITY SERVICES - Closure of Outdoor Basketball

After becoming aware of large groups using the outdoor basketball court (and due to the very close contact inherent with basketball), and in the spirit of the closure of our recreation facilities, we have closed this amenity to the public until further notice. A lock was placed on the gate, as well as signage to indicate that this facility is closed due to COVID-19.

4. FINANCIAL SERVICES

Provincial deferral of non-residential education taxes - we attended a call with Municipal Affairs last week who detailed specifics of the program. The deferral originated April 1, 2020 and does not coincide with our due date. The expectation is that a Municipality either:

- a. Defers non-residential taxes for a period of 6 months (or October 1st); or
- b. A combined method - which is a deferral of all taxes (municipal, education, and seniors) for a period equivalent to 6 months deferral of education tax.

Because Council resolved to defer collection of all taxes until 90 days after tax notices are mailed, we meet method b. Even if the due date for our taxes is before October 1st, we will have met the expectation by the Province.

Those non-residential customers on the TIPP program are required to have their automatic payments automatically stopped due to this deferral unless they inform us not to. Therefore we are contacting each non-residential property owner to ask if they would like their payment to remain the same and not have their payment deferred and their monthly amount owing increased later.

5. DEVELOPMENT ANNUAL REPORT

See attached

6. TOWN OF DIDSBURY 2019 ANNUAL REPORT

See attached

7. 1st QUARTER DEPARTMENT UPDATES

7.1 Community Services

Aquatics - Jan-March 2020:

- January - 3092 visitors
- February - 3284 visitors
- March - 1756 visitors

TOTAL - 8132 visitors

DOSCA - Jan-March 2020:

- January - 677 spaces used + 40 full-day spots
- February - 536 spaces used + 72 full-day spots
- March - 372 spaces used + 18 full-day spots

TOTAL - 1586 spaces used + 130 full-day spots

Arena - Jan-March 2020:

- January - 3939 users
- February - 4577 users
- March - 1331 users

TOTAL - 9847 users

7.2 Didsbury & District Fire Department

See attached

7.3 Financial Services

See attached

7.4 Legislative Services

The attached resolution index for Q1 is provided for Council to review the status of Council resolutions. Items highlighted in yellow are items that are action items. Items in blue and red text is bylaw and policy related.

7.5 Municipal Enforcement

215 files processed including:

- 38 Provincial tickets
- 17 Municipal tickets
- Processed 34 action requests
- Issued 68 warnings

7.6 Public Works

See attached

8. 2019 4th Quarter Financial Reports

See attached.



PLANNING & DEVELOPMENT SERVICES
2019 Year End Statistical Development Report

Prepared for the Regular Council Meeting

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PRINCIPAL DWELLING UNITS

	2019	2018	2017	2016	2015
<i>Permits Issued – Principal Dwelling Units</i>	1	11	10	25	23
<i>Total Construction Values [in the \$ millions]</i>	(15,000)	1.08	2.15	4.6	4.5
<i>Date of First Permit Issued</i>	July 10	Jan. 2	Jan. 3	March 21	Feb. 11
<i>Date of Last Permit Issued</i>	July 10	Oct. 29	Nov. 3	Nov. 28	Nov. 27

ACCESSORY BUILDINGS, STRUCTURES & USES

	2019	2018	2017	2016	2015
<i>Permits Issued – Accessory/Additions/Decks & Discretionary Uses</i>	22	19	24	21	31
<i>Total Construction Values</i>	357,367	426,000	294,300	272,300	554,150

Garages/Sheds

	2019	2018	2017	2016	2015
<i>Permits Issued – Garages & Sheds</i>	3	11	9	7	10

Additions

	2019	2018	2017	2016	2015
<i>Permits Issued – Additions</i>	2	6	6	3	4

Decks

	2019	2018	2017	2016	2015
<i>Permits Issued – Decks</i>	13	1	5	9	8

Demolitions

	2019	2018	2017	2016	2015
<i>Permits Issued – Demolitions</i>	-	1	4	1	5

Secondary Suites

	2019	2018	2017	2016	2015
<i>Permits Issued – Secondary Suites</i>	1	-	-	1	-



Miscellaneous

	2019	2018	2017	2016	2015
<i>Permits Issued – Miscellaneous</i>	3	-	-	4	4

Waivers Granted

	2019	2018	2017	2016	2015
<i>No Waiver Applications Approved</i>	3	5	4	9	4

Home Occupations

	2019	2018	2017	2016	2015
<i>Permits Issued -Home Occupations</i>	7	6	6	5	5

COMMERCIAL RETAIL UNITS

	2019	2018	2017	2016	2015
<i>Permits Issued – Commercial Retail Units</i>	1	1	2	6	3
<i>Total Construction Values [in the \$ millions]</i>	4.5	200,000	105,000	4.7	4.6
<i>Date of First Permit Issued</i>	July 10	Nov. 18	March 16	April 1	March 26
<i>Date of Last Permit Issued</i>	July 10	Nov. 18	Dec. 13	Nov. 14	Sept. 13

Change of Use

	2019	2018	2017	2016	2015
<i>Permits Issued – Change of Use</i>	10	13	20	8	7

Signage

	2019	2018	2017	2016	2015
<i>Permits Issued – Signage</i>	12	22	32	12	9

**LAND USE APPLICATIONS & APPEALS****Subdivisions**

	2019	2018	2017	2016	2015
<i>Subdivisions Approved</i>	-	1	3	2	5

Redesignations

	2019	2018	2017	2016	2015
<i>Redesignations Approved</i>	1	-	4	6	4

Development & Subdivision Appeals

	2019	2018	2017	2016	2015
<i>Development Appeals</i>	-	-	-	-	-

Certificates of Compliance

Though not fully accurate, the number of Compliance Letters issued is a reflection of real estate activity in the town as the issuing of a Compliance Letter often accompanies the selling of a property. For the most part, Compliance Letters issued by the Development Office are done so for Residential lots.

	2019	2018	2017	2016	2015
<i>Certificates of Compliance Issued</i>	62	50	70	67	51

Annual Report



A Message from the Mayor

Partnerships, volunteers, recognition, and investment are all significant themes in highlights of Didsbury 2019 in review.

Shantz Crossing, 10 years since its creation, saw welcome investment and development with a new Buy Low Foods store starting construction in August. Buy Low Foods representatives stated "the benefits of this project are numerous, and we are very pleased to do our part to elevate the services and offerings in town." We welcome Buy Low Foods to Didsbury!

Our volunteer groups were busy, as usual, and some new and unique projects accomplished by volunteers added to the spirit and character of our town: The Veterans Banners project displayed tribute to 13 local Veterans along 20th street light standards in October and November. The Valarosa Parks Association achieved their fundraising goal to install a community playground in spring of 2020. The first Alley Art project beautified the back of the Elks building, a community participation project spearheaded at the Mountain View Arts Festival in September and presented with a Community Recognition award.



Konnektion Kitchen was launched in October by Essentials for our Community, serving free Thursday night meals in the spirit of community outreach. The Sk8park Society had reached \$178,000 in fundraising as of the writing of this message, looking at a 2020 construction date. The Didsbury Farm and Ranch Bonspiel celebrated 25 years. A local swimmer gathered 5 gold medals at the 2019 Canada Summer Games, another Community Recognition recipient, and Didsbury once again brought huge crowds and food bank donations to greet the arrival of the CP Holiday Train in December. While Council is not always directly involved in these achievements, we support, applaud, and celebrate the value and impact that they have on the attraction, appeal, and sparkle of all our community is and offers.

Town Council and the Didsbury Chamber continued their partnership through meetings as an Economic Development Steering Committee, preparing for the appointment and incorporation of an Economic Development Advisory Committee in 2020. Business Walks took place together, and the Town joined in with financial support for the Country Christmas garland project in downtown Didsbury.

Revenue from taxes were reduced by \$52,275 and nonresidential property tax was lowered by 2% in recognition of the provincial economic downturn. Council appointed its first representative to Red Deer River Municipal Users Group (RDRMUG), we signed the Municipal Policing Servicing Agreement in September 2019 in preparation for the April 1 2020 contract start. A Recreation and Culture Master Plan community survey received 420 valid surveys, ultimately identifying that Recreation and Culture will have their own master plans. Final answer: Overall satisfaction with Didsbury's current recreation and culture amenities.

Miki Town and Didsbury marked the 10-year anniversary of the twinning of our municipalities. The Russian National Men's Curling Team made Didsbury their home base in March. Some famous visitors were in Didsbury as we continued to attract the filming industry, with filming expanding to a wide variety of locations in our town. Movies *Let Him Go* and *Land* were shot here in April and September, respectively, and while *Wynonna Earp* wasn't in town for 2019, season four filming was coming in 2020.

Town Council underwent a successful search for a new CAO, and secured the services of Ethan Gorner in December 2019, starting date effective January 6, 2020. Council is looking forward to working with Ethan and all the experience he brings in municipal, provincial, and national government as well as his planning and development experience and expertise.

Council celebrates with Administration and with our community, our partners, our businesses, and our volunteers in all that has been accomplished in 2019! You will read about Town Department accomplishments on the next page. While I am writing this during the realization that we are in the midst of a global pandemic with COVID-19, I am hopeful and optimistic that together we will succeed to be an even stronger community, country, and world going forward.



33%

Customers received emailed utility bills.



389

Business Licences registered & renewed in 2019



921

Animal Licences registered and renewed in 2019



50%

Residents using automated services for their Taxations.



448

Action Requests filed and completed in 2019!

Contact us

inquiries@didsbury.ca

403-335-2030



@TownofDidsbury



@TownofDidsbury



@TownofDidsburyAB

2019 Town of Didsbury Annual Report

inquiries@didsbury.ca
403-335-2030



COMMUNITY SERVICES HIGHLIGHTS

Repair and recoating of the Memorial Complex Arena Roof occurred during the summer months. Despite a very windy and rainy summer, the project was able to reach completion and came in more than \$57,000 under budget.

The Memorial Complex concession was leased to a third party contractor, the Prairie Whistle Food Co, for our 2019/20 winter season. A high standard of food quality, creative menu items and exemplary customer service has made the concession a great alternative for eating out in Didsbury. The Prairie Whistle Food Co. has renewed their lease for the 2020/21 season, and is also offering food service for spring and summer months as well.

The Didsbury Train Station received fresh paint and other updates during the Spring of 2019 in an effort to increase usership of this community facility. The Train Station became the new home to the Essentials for Our Community program, as well as the Spotlight Dance School, and revenues for this facility increased by \$4000 in 2019.

The Didsbury Family and Community Support Services (FCSS) program issued almost \$56,000 in Community Grant Funding to eleven eligible community groups in our area. These funds were used for preventative social programs and services for Didsbury residents and included programs like the Family School Wellness program offered in-schools in Didsbury, the Didsbury Preschool and Accredited Supports to our Community Healthy Families program.

The Town of Didsbury developed a new website and app as a capital project in 2019. This new site was launched in January 2020 and offers visitors a more interactive, organized experience, while ensuring that all vital information is made available on the website.

39,472 People used the
Didsbury Aquatic Centre in 2019!

36,538* People used the
Didsbury Arena in 2019!

*Statistics are approximate



PROTECTIVE & EMERGENCY SERVICES

MUNICIPAL ENFORCEMENT HIGHLIGHTS

- 119 - Action Requests assigned to and completed!
- 58 - Municipal Citations recorded.
- 75 - Warnings delivered.

In Spring 2019, the Town of Didsbury's POSI-Ticket Program was implemented. Officers Anderson and Trotter handed out a total of 25 Positive Tickets to youth and adults exhibiting positive and constructive behavior in our community. Thank you to our local sponsors, Pizza 73, Subway, Tim Hortons, and the Didsbury Memorial Complex!

DIDSBURY FIRE DEPARTMENT

- 194 - Total number of calls (89 Municipal, 100 Rural, 5 Mutual Aid)
- 6 - Number of new recruits to the department for a total of 34 members at year end.

January and February 2019 was cold and snowy, leading to a number of multi-vehicle collisions and vehicles fires due to plug in heaters. In June 2019, crews were deployed as a Mountain View County response force to help fight the Chuckegg Wildfire that threatened the Town of High Level.



FINANCIAL SERVICES HIGHLIGHTS

- Rolled out the new customer service E-GOV portal with 24/7 online access!
- Received a "Clean" annual Financial Audit report.
- 2581 Tax Assessment Notices were mailed out with no formal Taxation Appeals.
- Implemented a digitization system for permanent records.
- Provided service to 4771 customers at the Administration building during the 2019 year. (2018 - 4309) with the highest amount of traffic in January and June due to animal and business licence renewal, and property tax payments.

AT DECEMBER 31, 2019 (YEAR END)

UTILITIES:

Customers receiving bills by email - 33%
Customers on the Pre-Authorized Payment Plan - 22%

TAXATION:

Customer's on the Pre-Authorized Payment Plan - 50%

ACTION REQUESTS:

448 Action Requests were filed in the year 2019 (2018 - 403) with 100% of those closed and completed in December 2019.

ANIMAL LICENCES:

In 2019, 719 pet licences were renewed in January. That's 78% of pet licences that were renewed at a discounted rate. 202 pet licences were purchased new, and/or renewed after January. The total number of pet licences registered in the year 2019 is 921! (194 cats, and 727 dogs).

HUMAN RESOURCES AND SAFETY HIGHLIGHTS



The Town of Didsbury employed **58** Permanent Staff (38 Full Time and 20 Part Time) and 2 Seasonal Full Time positions.



In 2019, an internal recruitment process took place with an assigned committee for our Chief Administrative Officer. This was a significant cost savings for the Town, as the recruitment process was done without outsourcing!



In 2019, the Town of Didsbury achieved a Certificate of Recognition through the external OH&S Audit process with an overall score of **95%!**

PUBLIC WORKS HIGHLIGHTS

- Public Works excitedly received our new John Deere 524L Loader. It is a critical piece of equipment that supports numerous maintenance operations throughout town, in all four seasons.

- 23rd Street surface works were completed in early spring and the road opened in May.



- Rosebud Lift station was successfully completed in June. The system is a vital service and will support future development for the Town.
- Roadworks were completed throughout Town to address areas which exhibited significant deterioration and to repair the unusual number of wastewater and water main breaks over the winter months. The project included the rehabilitation of the 10 Street approach to Hwy 582 north to Valarosa Drive.
- 23rd Street north of Hwy 582 was pulverized to grind the asphaltic surface. The surface is now granular and maintainable.

Over 390 meters of sidewalks were repaired/replaced in 2019!

Contact us

inquiries@didsbury.ca
403-335-2030



@TownofDidsbury



@TownofDidsbury

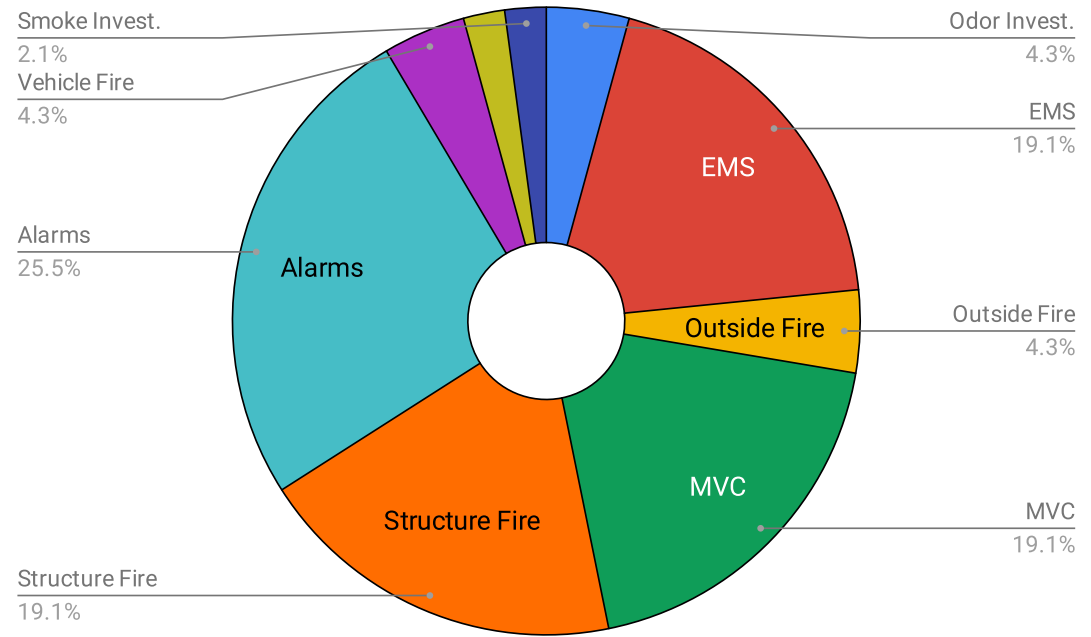


@TownofDidsburyAB

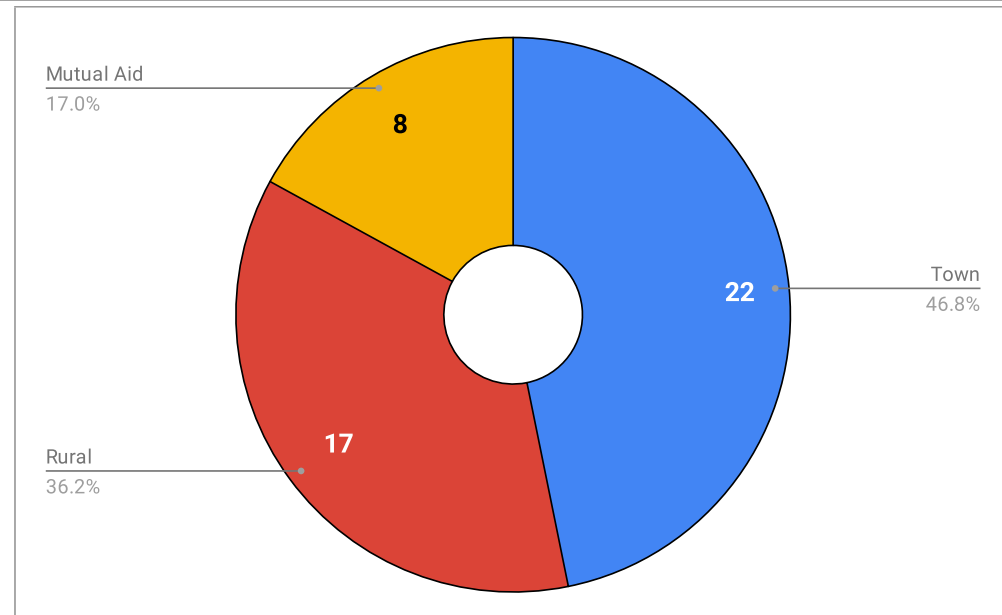
Page 2 of 2

Didsbury Fire Department - Response
First Quarter - January 1 to March 31

Type	Total
Odor Invest.	2
EMS	9
Outside Fire	2
MVC	9
Structure Fire	9
Alarms	12
Vehicle Fire	2
Citizen Assist	1
Smoke Invest.	1
	47



Call Location	Total
Town	22
Rural	17
Mutual Aid	8



1st Quarter Reporting

Finance Department

The following are some highlights of the work performed in the first quarter of 2020 in the Finance department.

January

- Animal and Business License Renewals
- Close all sub-ledgers and prepare for the new year transactions
- Preparations started for the 2019-year end
- Waste Schedule magnets produced and mailed
- E.Gov resident training
- 2020 Certificates of Insurance processed
- 2 Tax Notification discharges processed

February

- Reconciling and processing T4, T4A, and WCB
- 2427 Tax Assessments prepared and mailed – 3 notices questioned; 2 resolved
- 22 tax Notification discharges processed
- Final preparation of year end files for Audit
- 4 Lawyers set up with E. Gov to request and prepay Tax Certificates
- 20 Tax Notification Warning Letters; 3 Tax Sale Warning Letters; 13 Personal Property Liens Letters

March

- Final on-site work with auditors
- Assessments questioned 1 – all assessment inquiries now resolved
- **March 17 - Office Closure due to COVID-19**
- Set up access with staff to work from home
- Implement COVID electronic timesheets, office safety protocols & procedures
- Design Online Utility and Taxation Deferral program forms
- Respond to increased resident COVID concerns and inquiries
- Numerous refunds issued to customers for facility closures

	<u>2020</u>	<u>2019</u>		<u>March 2020</u>	
Customer Service walk in traffic	1276	1563	Active UT Accounts	2265	
Cemetery Burials	2	1	Utility Auto- Pay	497	
E. Gov Users	84	0	UT Bills Emailed	761	
Tax Certificates Prepared	82	64	Active Property Tax Rolls	2251	
			Tax – Payments by TIPP	1177	

January 14, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
001-20	Moved by Councillor Baswick that Ethan Gorner be appointed as the Town of Didsbury Chief Administrative Officer, effective January 6, 2020.		
002-20	Moved by Councillor Windsor that the agenda be adopted as amended. Add: Budgets as Item 8.e under "Business"		
003-20	Moved by Councillor Windsor that the minutes of the December 10, 2019 Regular Council Meeting be approved as amended. AMEND Resolution 578-19 to include "Councillor" before "Baswick" and place "Carried" after the resolution. ADD To Resolution 609-19, the word "Executive" before Committee and "additional" between "no" and "cost".		
004-20	Moved by Deputy Mayor Moore that Council approve the Public Hearing Agenda as presented.		
005-20	Moved by Deputy Mayor Moore that Council close the Public Hearing portion of the meeting at 6:17 PM.		
006-20	Moved by Councillor Windsor that first reading of the Town of Didsbury Library Board Bylaw 2020-02 be approved.		
007-20	Moved by Councillor Engel that the Library Terms of Reference be postponed until such time that the TOD Library Board Bylaw is approved and with revisions as noted	LS to work on ToR for Library & bring back to Council	April 28 RCM
008-20	Moved by Councillor Windsor that first reading of the Wastewater Bylaw 2020-01 be approved.	LS to bring back Wastewater Bylaw 2020-01 for 2nd & 3rd Reading	May 26 RCM
009-20	Moved by Councillor Windsor that second reading of Land Use Amendment Bylaw 2019-13 be approved.		
010-20	Moved by Councillor Windsor that third and final reading of Land Use Amendment Bylaw 2019-13 be approved.		Completed
011-20	Moved by Councillor Engel that the Residential Sub-class be referred back to the Sub-class Committee.	Committee to met	Committee met on Feb. 12
012-20	Moved by Deputy Mayor Moore that the Poplar Ridge issues be referred to Administration for a comprehensive review.	AR Under Review	On-going
013-20	Moved by Deputy Mayor Moore that Council rescinds Resolution # 336-18 (the Town of Didsbury Bank Signing Authorities) and that Council appoints the following Bank Signing Authorities for the Town of Didsbury: Ethan Gormer, Amnda Riley, Maxine Moreau. Rhonda Hunter, John Baswick, Mel Crothers, Curt Engel, Dorothy Moore, Erhard Poggemiller, Bill Windsor.	MM/AR to have updated with bank	Completed

014-20	Moved by Councillor Windsor that DP 19-058 for a Change of Use - Industrial (Services), be approved subject to the following conditions: 1. That approval does not exclude the need and/or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations. 2. That the Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw. 3. That construction proceed as per the submitted application and plot plan. 4. If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, or carried out with reasonable diligence, as determined by the Development Authority, the permit ceases to be effective, unless an extension to this period, being no longer than an additional 12 months, has previously been granted by the Development Authority. 5. That the applicant adheres to all provisions of the Direct Control Industrial district requirements set out in Land Use Bylaw 2019-04.		
015-20	Moved by Councillor Windsor that the 2020 Capital Budget be referred back to Administration.		
016-20	Moved by Deputy Mayor Moore that Council accept the attached Council Reports as information.		
017-20	Moved by Deputy Mayor Moore that Council accept the attached correspondence as information.		
018-20	Moved by Deputy Mayor Moore that Council accept the attached correspondence as information.		
019-20	Moved by Deputy Mayor Moore that the minutes of the Mountain View Regional Water Services Commission be accepted as information.		
020-20	Moved by Councillor Crothers that due to sections 16, 17, 19, 23, and 24 of the Freedom of Information and Privacy Act (FOIP), that the meeting be taken IN Camera to a closed meeting at 7:18 pm.		
021-20	Moved by Councillor Crothers to come out of the closed session at 8:41 PM.		
022-20	Moved by Councillor Engel to appoint the following to the Town of Didsbury Library Board: Brad Meisner, Nicole Brander and Dave McWhinney for a 3-year term.		
023-20	Moved by Councillor Engel that Council appoint Duncan Milne to the Town of Didsbury Library Board for a 1-year term.		
024-20	Moved by Councillor Crothers that the utility right-of-way issue be referred back to Administration.	AR Under Review	On-going
025-20	Moved by Deputy Mayor Moore that Councillors Engel, Windsor, Moore and Mayor Hunter be appointed to the Executive Review Committee.		
026-20	Moved by Councillor Crothers that Councillor Poggemiller express to the Community Policing Advisory Committee on behalf of Council, that the proposed Terms of Reference be approved by Council prior to ratification by the Committee.	LS to develop TR for this committee & bring back to Council	
027-20	Moved by Councillor Crothers that the meeting be adjourned at 8:59 PM.		
January 28, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
028-20	Moved by Councillor Windsor that the agenda be adopted with the following amendments: ADD Economic Development Terms of Reference as Item 6.c		

029-20	Moved by Councillor Baswick that the minutes of the January 14, 2020 Regular Council Meeting be approved with the following amendments: AMEND Resolution 022-20/023-20 – all appointees to the Town of Didsbury Library Board for a 3-year term should be under Resolution 022-20 and in Resolution 023-20 Council approved the MVC candidate to a one-year term.		
030-20	Moved by Councillor Engel that Second Reading of the Town of Didsbury Library Board Bylaw 2020-02 be approved.	LS to bring back Library Bylaw for 3rd reading	April 28 RCM
031-20	Moved by Deputy Mayor Moore that First Reading of the Supplementary Assessments Bylaw 2020-03 be approved.		
032-20	Moved by Deputy Mayor Moore that Section 1.4.1.e of the EDAC Terms of Reference be revised to include the Didsbury Chamber of Commerce President as an ex-officio member.	LS to follow up if done.	April 28 RCM
033-20	Moved by Deputy Mayor Moore that the EDAC Procedural Policy be referred to Administration for updating: In particular, the organizational chart, code of conduct and membership.	LS & EG review bylaw	April 28 RCM
034-20	Moved by Deputy Mayor Moore that the outstanding tax receivable balance for Roll 139800 in the amount of \$2,920.73 be written off.	MM/AR to have entered.	Completed
035-20	Moved by Councillor Windsor that Administration perform a review of cyber security protocols and report back to Council.	Include in CAO Update	Completed
036-20	Moved by Councillor Windsor that the Alberta CARE Action Items be referred to Administration for further review and consideration.		
037-20	Moved by Councillor Engel that the CAO Report be accepted as information.		
038-20	Moved by Councillor Baswick that the Council reports be accepted as information.		
039-20	Moved by Councillor Engel that the correspondence and external reports be accepted as information.		
040-20	Moved by Councillor Windsor that due to sections 17, 18, 19, 23, 24 and 29 of the Freedom of Information and Privacy Act (FOIP), the meeting be taken IN CAMERA to a Closed Session at 7:40 PM.		
041-20	Moved by Councillor Windsor to come out of the closed session at 9:00 PM.		
042-20	Moved by Councillor Windsor that the meeting be extended to 10:00 PM.		
043-20	Moved by Councillor Windsor that due to sections 17, 18, 19, 23, 24 and 29 of the Freedom of Information and Privacy Act (FOIP), that the meeting be taken back IN CAMERA to a Closed Session at 9:00 PM.		
044-20	Moved by Councillor Baswick to come out of the closed session at 9:12 PM		
045-20	Moved by Councillor Windsor that the Mayor send a letter on behalf of Council to the Resident expressing gratitude for his contribution to our understanding of the history of the Town.	Send letter	Completed
046-20	Moved by Councillor Windsor that a letter be drafted to the Minister of Health asking that the Town of Didsbury and surrounding municipalities be included in discussions and decisions regarding space optimization and utilization of the Didsbury & District Health Services facility.	Send letter	Completed
047-20	Moved by Councillor Windsor that in response to the invitation from the Speaker of the Legislature, that Mayor Hunter attend on behalf of council the upcoming Alberta Speech From The Throne.		
048-20	Moved by Councillor Windsor that Project 5 – 15th Avenue Stormwater Main Extension and Project 6, Westhill Place Sanitary Service Line Replacement from the proposed Capital Budget be approved.		
049-20	Moved by Councillor Windsor that the town's involvement with CPAC transition from a political one to an administrative involvement.	CPAC Transition of membership	Complete
050-20	Moved by Deputy Mayor Moore that a letter be sent to the RCMP advising them of the town's transitioned involvement with CPAC.	Send letter	Completed

051-20	Moved by Deputy Mayor Moore that the meeting be adjourned at 9:56 PM.		
February 11, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
052-20	Moved by Councillor Windsor that the agenda be adopted with the following amendment:ADD: Speaker Invitation to Budget as an In Camera item (as per Sections 21 and 29 as per the FOIP Act)		
053-20	Moved by Councillor Engel that the minutes of the January 28, 2020 Regular Council Meeting be approved as presented:		
054-20	Moved by Councillor Engel that Second Reading of the Supplementary Assessments Bylaw 2020-03 be approved and that it be referred to the Policies & Priorities Committee for further review.		
055-20	Moved by Deputy Mayor Moore that First Reading of the Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.		
056-20	Moved by Councillor Windsor that the 2020 Capital Budget of \$ 3,232,500.00 be approved as presented.		
057-20	<p>Moved by Deputy Mayor Moore that the DP 20-002 be approved for a Change of Use-Industrial (Manufacturing & Operations) located at Unit #2, 1213-20th Street subject to the following conditions:</p> <ol style="list-style-type: none"> 1. That approval does not exclude the need and/ or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations. 2. That the Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw. 3. That construction proceed as per the submitted application and plot plan 4. That 1 onsite parking stall be allocated as per parking requirements in the land Use Bylaw 2019-04 5. If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence, as determined by the Development Authority, the permit ceases to be effective, unless an extension to this period, being no longer than an additional 12 months, has previously been granted by the Development Authority. 6. That the applicant adheres to all provisions of the Direct Control Industrial district requirements set out in Land Use Bylaw 2019-04. 		
058-20	Moved by Deputy Mayor Moore that the 2020 FCSS recommendations with the exception of items #10-12.	<i>Defeated</i>	
059-20	Moved by Deputy Mayor Moore that Administration obtain information from the Holy Trinity Catholic School in Olds on how many students are from Didsbury.	<i>Information in CAO report.</i>	<i>Completed</i>
060-20	Moved by Councillor Crothers that the 2020 FCSS funding recommendations for \$61,151.00 be approved.		
061-20	Moved by Councillor Poggemiller to refer this back to the Policies and Priorities Committee for further review that includes cost implications.		

062-20	Moved by Councillor Baswick as follows: Be it resolved that we authorize the Town of Didsbury to participate in an application for the Mountain View Regional Parks, Recreation and Culture Master Plan 2.0 submitted by the Town of Olds under the Intermunicipal Collaboration component Alberta Community Partnership Grant, further, that the Town of Didsbury, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.		
063-20	Moved by Councillor Windsor to approve the Mayor and the MVSH Representative attend the Gala & Fundraiser event on the town's behalf.		
064-20	Moved by Councillor Crothers to accept the CAO Report as information.		
065-20	Moved by Councillor Baswick to accept the Council Reports along with the Mayor's verbal report as information.		
066-20	Moved by Councillor Engel that the external reports be accepted as information.		
067-20	Moved by Councillor Crothers that due to sections 16, 17, 18, 21, 24, 25, 27 and 29 of the Freedom of Information and Privacy Act (FOIP), the meeting be taken IN CAMERA to a Closed Session at 7:57 PM.		
068-20	Moved by Deputy Mayor Moore to come out of the closed session at 8:58 PM.		
069-20	Moved by Deputy Mayor Moore that the meeting be extended to 9:30 PM.		
070-20	Moved by Deputy Mayor Moore that due to sections 16, 17, 18, 21, 24, 25, 27 and 29 of the Freedom of Information and Privacy Act (FOIP), that the meeting be taken back IN CAMERA to a Closed Session at 8:59 PM.		
071-20	Moved by Deputy Mayor Moore to come out of the closed session at 9:21 PM.		
072-20	Moved by Deputy Mayor Moore to accept the invitation from the Speaker of the Legislature to attend the tabling of the 2020 budget on Thursday February 27, 2020 and for Mayor Hunter, Deputy Mayor Moore, and Councillors Baswick, Crothers, and Poggemiller to attend on Council's behalf.		
073-20	Moved by Councillor Crothers that the meeting be adjourned at 9:24 PM.		
February 25, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
074-20	Moved by Councillor Baswick to approve the agenda as presented.		
074-20	Moved by Councillor Engel to approve the minutes of the February 11, 2020 Regular Council Meeting as amended: AMEND: Under delegation, "partnership" should read "opportunity of affiliation".		
075-20	Moved by Councillor Windsor that the Second Reading of the Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.		
076-20	Moved by Councillor Engel that a letter be sent to the City of Red Deer expressing that the town agrees in principle with the request for an additional Crown Prosecutor and that a request be made to consider a draft of the letter prior to signing.	Letter to go to April 28 RCM	
077-20	Moved by Councillor Windsor to accept the CAO Report as information.		
078-20	Moved by Councillor Crothers to accept the Council Reports as information.		
079-20	Moved by Councillor Windsor that the external reports be accepted as information.		
080-20	Moved by Councillor Crothers to adjourn the meeting at 6:13 PM.		
March 10, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
081-20	Numbering error from Feb. 25, 2020- no Res. 081-20		

082-20	Moved by Councillor Bawsick to approve the agenda with the following changes:ADD: Chamber of Commerce Trade Fair & Travel Expo as Item 7.c ADD: Supplemental Assessment Bylaw as Item 6.c ADD: Staffing to Closed Meeting Item 11.d		
083-20	by Councillor Windsor to approve the minutes of the February 25, 2020 Regular Council Meeting as presented.		
084-20	Moved by Councillor Engel that the Town of Didsbury Library Board Bylaw 2020-02 to Committee for review.	LS to bring to April 28 RCM	
085-20	Moved by Councillor Moore that First Reading of the Economic Development Advisory Committee Bylaw 2020-05 be approved and the Bylaw referred to Policies and Priorities Committee.	LS to bring April 28 RCM for 2nd Reading	
086-20	Moved by Councillor Moore that the Third Reading of Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.		Completed
087-20	Moved by Councillor Windsor to grant third reading to Bylaw 2020-03 "Supplementary Assessments".		Completed
088-20	Moved by Councillor Crothers that Administration notify the Minister of Municipal Affairs that the Inter-municipal Collaboration Framework under Section 708.28 of the Municipal Government Act between the Town of Didsbury and Mountain View County is completed.	AR to send email to MVC	Completed
089-20	Moved by Councillor Crothers that Administration notify the Minister of Municipal Affairs that Bylaw 2007-23 "Town of Didsbury/Mountain View County Inter-municipal Development Plan" shall be used to comply with Section 631 (1) of the Municipal Government Act.	AR to send email to MVC	Completed
090-20	Moved by Councillor Engel to approve of a gold sponsorship of the Didsbury Museum's Spring Fling, scheduled for April 25, 2020, valued at \$500.00.	MM/AR to follow up if required	
091-20	Moved by Councillor Windsor to direct Administration to explore avenues for collaboration with the Chamber of Commerce.		
092-20	Moved by Councillor Engel to accept the CAO Report as information.		
093-20	Moved by Councillor Baswick to accept the Council Reports as information.		
094-20	Moved by Councillor Windsor that the external reports be accepted as information.		
095-20	Moved by Councillor Baswick that due to sections 16, 17, 24, 25 and 29 of the Freedom of Information and Privacy Act (FOIP), the meeting be taken IN CAMERA to a Closed Session PM.		
096-20	Moved by Councillor Crothers to come out of the closed meeting at 8:50 PM.		
097-20	Moved by Councillor Baswick to adjourn the meeting at 8:51 PM.		
March 16, 2020 Special Council Meeting			
Res. #	Motion	Follow-up	Status
098-20	Moved by Deputy Mayor Moore that the agenda be adopted as presented.		
099-20	Moved by Deputy Mayor Moore that due to Sections 24, 25 and 29 of the Freedom of Information and Privacy Act, we move to a closed meeting.		
100-20	Moved by Councillor Poggemiller that we return to the open meeting at 7:16 PM.		
101-20	Moved by Councillor Engel that we support Administration and the steps being taken in light of the COVID-19 pandemic.		
102-20	Moved by Councillor Windsor that we support Administration in closing the Town Office to the public until further notice.		
103-20	Moved by Deputy Mayor Moore that a Special Council Meeting be called for April 6, 2020 and that all council meetings be suspended until that time.		
104-20	Moved by Councillor Crothers to adjourn the meeting at 7:15 PM.		
April 6, 2020 Special Council Meeting			
Res. #	Motion	Follow-up	Status



Town of Didsbury

1606 – 14 Street, Box 790, Didsbury Alberta T0M 0W0

Phone: 403.335.3391 Fax: 403.335.9794 www.didsbury.ca

April 22, 2020

Subject: First Quarter Report
From: Manager of Public Works
To: CAO

Operations

Public Works has been conducting normal operational processes. Snow and ice related cleaning and clearing, residential water concerns and a couple residential sanitary sewer issues which required assistance. We have responded to 48 Action Requests and there were 41 at the same time last year.

Water

The Town has experienced one water line failure in a back lane adjacent to the Memorial Complex parking lot. The water line was associated with the old curling rink. Unfortunately, it was not on any record drawing and it took considerable time to identify the source of the leak. Public Works attempted to locate the connection to the main, but was unsuccessful at the time. Public Works did successfully terminate the leak at the source. The department will complete the repair this summer and place asphalt in the fall.

Sanding

The Town experienced several snow falls this quarter. The beginning of February was particularly on the weekend. The department deployed sanding equipment to keep the intersections and priority 1 routes open and safe.

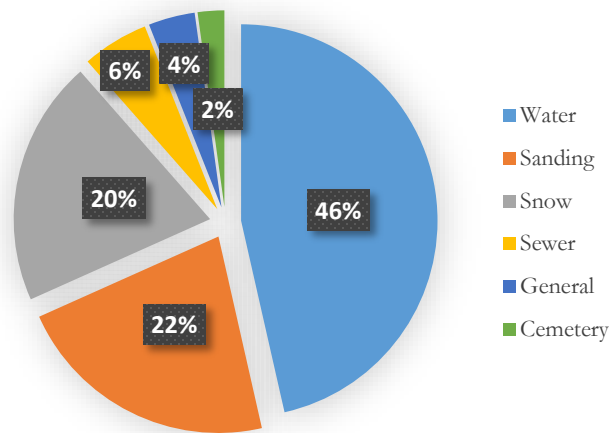
Snow

The department conducted three evening snow removals on our downtown core and on 20th Street. The department used several local contractors to assist with snow and ice operations. This equated to approximately 100 hours of contractor time. In the first quarter we removed approximately 9000 m³ of snow from the Town and transferred it to the various snow dump sites.

The department has incurred 91.5 overtime hours in Q1. The departments are broken down below:

Hour Allocation

April 22, 2020



Capital Projects

Southeast Reservoir: Site selection commenced following Councils approval. This process is ongoing in conjunction with our engineering consultant.

15th Stormwater Main: Project survey has been completed and design is ongoing.

23rd Street & Hwy 582 Crossing: Discussions with the Province are ongoing.



**CONSOLIDATED STATEMENT
OF OPERATIONS
for the period ended
December 31, 2019**

	2019 BUDGET	2019 December 31	2018 December 31
Revenue			
Net Municipal Taxes	4,837,046	4,846,195	4,893,710
Government transfers for operating	881,354	857,217	886,628
Sales & user fees	4,953,322	4,809,899	4,173,130
Franchise Fees and Concessions	745,000	759,070	716,074
Investment Income	25,000	103,317	72,939
Penalties and fines	165,700	186,773	235,157
Licenses and permits	146,450	133,095	139,073
	11,753,872	11,695,566	11,116,711
Expenditures			
Legislative	264,495	249,132	202,776
Administration	866,764	715,762	656,765
Protective services	1,059,248	952,389	1,261,065
Transportation services	1,104,462	1,139,598	1,853,829
Water and wastewater	1,545,750	1,549,131	2,129,504
Waste management	546,864	518,758	439,633
Planning and development	859,055	660,207	567,733
Recreation and parks	2,222,239	1,943,139	2,288,487
Culture	392,106	394,990	380,407
Community Services	646,068	571,490	599,215
adjustments: Amortization (not budgeted)	2,028,100	2,028,100	
	11,535,151	10,722,696	10,379,414
Excess of revenue over expenditures before other	218,721	972,870	737,297
Other			
Government Transfers for capital	1,050,000	704,172	2,128,150
Gain (loss) on disposal of capital assets	-	9,457	(75,105)
Excess of revenue over expenditures	1,268,721	1,686,499	2,790,342
Accumulated surplus, beginning of year	62,309,874	62,309,874	59,519,532
Accumulated surplus, end of period	63,578,595	63,996,373	62,309,874



**2019 CAPITAL
at
December 31, 2019**

Capital Spending

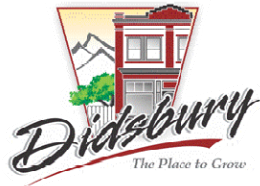
Department	2019 Actual to date	2019 Budget	Status*
12-00 Administration			
Vmware virtual host server	13,339	13,339	C
Phone system upgrade	10,181	11,000	C
26-00 Protective Services			
Camera/Silent partner/radar	-	15,000	NS
23-00 Protective Services			
321 Engine	77,193	775,000	IP
Aerial (Council res Apr 9/19)	69,900	69,900	C
32-00 Roads & Streets			
Main Street Drainage/rehab**	32,617	32,617	C
10th Street paving	163,211	250,000	C
Wheel loader JD	209,300	230,000	C
Skid steer Replacement	46,509	50,000	C
Solar powered pedestrian xwalk	15,667	17,000	C
Dirt screener	15,000	16,000	C
62-01 Economic development			
Website/stock photo update	27,891	30,000	IP
72-05 Parks			
Playgrounds	37,431	55,000	IP
72-01 Recreation Complex			
Arena roof upgrade	167,192	225,000	C
Grand Total	885,431	1,789,856	

Capital Financing (budgeted)

Funding Sources					Budget
Operations	Debenture	Reserves	Grants	Other	Total Funds
13,339	-	-	-	-	13,339
11,000	-	-	-	-	11,000
-	-	15,000	-	-	15,000
-	-	387,500	-	387,500	775,000
-	-	69,900	-	-	69,900
-	-	-	800,000	-	800,000
-	-	-	250,000	-	250,000
-	-	165,000	-	65,000	230,000
-	-	3,500	-	46,500	50,000
-	-	17,000	-	-	17,000
-	-	16,000	-	-	16,000
-	-	30,000	-	-	30,000
-	-	55,000	-	-	55,000
-	-	225,000	-	-	225,000
24,339	-	983,900	1,050,000	499,000	2,557,239

*Status: Not started ("NS"), In Progress ("IP"), Completed ("C")

**Budget amendment November 26, 2019 (Res #548-19)



2018 CAPITAL CARRY OVER
December 31, 2019

Capital Spending						Capital Financing (budgeted)					
Department						Funding Sources					Budget
	2019 Actual YTD	2018 Actual	Prior Years Actual	Total YTD		Operations	Debenture	Reserves	Grants	Other	Total Funds
	32-00 Roads										
	23rd Street	337,648	863,313	-	1,200,961	1,287,202	-	-	-	1,287,202	-
42-00 Wastewater											
Rosebud Lift Station	687,167	993,964	38,222	1,719,353	1,642,870	-	-	478,209	1,164,661	-	1,642,870
Grand Total	1,024,815	1,857,277	38,222	2,920,314	2,930,072	-	-	478,209	2,451,863	-	2,930,072



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	April 28, 2020
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9

BACKGROUND/PROPOSAL:

Correspondence received from other agencies that may be of importance and interest, is being provide for Council's review and information.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached information from the following organizations:

- Minister of Health, Tyler Shandro – Response on Didsbury Hospital facility vacant wing
- Order in Council Meeting Procedure
- Minister of Municipal Affairs, Kaycee Madu, changes to Ministerial Order 014/20 and 036/20.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 5. An Informed &Engagement Community

RECOMMENDATION

That Council move to accept as information the correspondence received from:

- Minister of Health, Tyler Shandro – Response on Didsbury Hospital facility vacant wing
- Order in Council Meeting Procedure
- Minister of Municipal Affairs, Kaycee Madu, changes to Ministerial Order 014/20 and 036/20.



ALBERTA
HEALTH

*Office of the Minister
MLA, Calgary - Acadia*

AR 167890

April 3, 2020

Her Worship Rhonda Hunter
Mayor
Town of Didsbury
1606 14 St
Didsbury AB T0M 0W0

His Worship Peter Brown
Mayor
City of Airdrie
400 Main St SE
Airdrie AB T4B 3C3

His Worship Lance Colby
Mayor
Town of Carstairs
P.O. Box 370, 844 Centre St
Carstairs AB T0M 0N0

Her Worship Jo Tennant
Mayor
Town of Crossfield
P.O. Box 500, 1005 Ross St
Crossfield AB T0M 0S0

His Worship Tim Hagen
Mayor
Village of Cremona
P.O. Box 10, 205-1 St E
Cremona AB T0M 0R0

Reeve Bruce Beattie
Mountain View County
Postal Bag 100
1408, Twp Rd 320
Didsbury AB T0M 0W0

Dear Mayor Hunter, Mayor Brown, Mayor Colby, Mayor Tennant, Mayor Hagen and Reeve Beattie:

Thank you for your letter regarding the vacant wing of the Didsbury District Health Services facility. The Government of Alberta acknowledges the importance of rural health facilities to their community and surrounding catchment areas.

Alberta Health Services (AHS) is the provincial health authority responsible for administering and delivering health care services in Alberta. AHS also develops their capital plan submission to the Ministry of Health, which informs capital investment decisions by government.

My staff have consulted with AHS, which indicated they have not completed the Facilities Optimization Review Report for Didsbury. The report was put on hold pending the completion of a Rural Strategic Plan and awaiting the outcome of the AHS Performance Review conducted by Ernst and Young. Once this process is complete, the report will be generated.

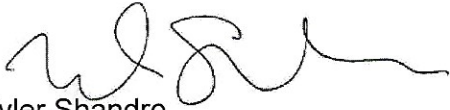
Should you have further questions regarding the Didsbury District Health Services facility or AHS' planning process, please contact Mr. Nicholas Thain, Senior Operating Officer, Community, Rural and Continuing Care. Mr. Thain can be reached at Nicholas.thain@ahs.ca or 403-943-2225.

Municipalities and regional districts in rural Alberta are recognized as a key stakeholder in the health system in Alberta and will be consulted regarding any changes to health facilities in their community.

.../2

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler Shandro', with a stylized, flowing script.

Tyler Shandro
Minister of Health



Province of Alberta
Order in Council

O.C. 099 /2020

MAR 26 2020

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Meeting Procedures
(COVID-19 Suppression) Regulation set out in the attached Appendix.

CHAIR

FILED UNDER

THE REGULATIONS ACT

as ALBERTA REGULATION 50/2020

ON MARCH 27 2020

REGISTRAR OF REGULATIONS

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(section 603)

APPENDIX
Municipal Government Act
MEETING PROCEDURES
(COVID-19 SUPPRESSION) REGULATION

Table of Contents

- 1 Definitions
- 2 Purpose
- 3 Public meetings may be held electronically
- 4 Information to be made public
- 5 Arbitration hearing
- 6 Reduced quorum

Definitions

1 In this Regulation,

- (a) “arbitrator” means a person who is chosen as an arbitrator under section 708.35 of the Act;
- (b) “board” means an assessment review board, the Municipal Government Board, a subdivision and development appeal board or a growth management board and includes any panel of the board;
- (c) “Chief Medical Officer” means the Chief Medical Officer of Health as may be appointed under the *Public Health Act*;
- (d) “commission” means a regional services commission or a municipal planning commission;
- (e) “council” means a council of a municipal authority or a committee of the council;
- (f) “COVID-19” means COVID-19 as described or determined by the World Health Organization;
- (g) “information” includes a report, financial statement, bylaw, order, decision, record or other document;
- (h) “meeting” includes a hearing;
- (i) “quarantine” includes any self isolation and self quarantine as a result of COVID-19 or recommendations of the Chief Medical Officer or the World Health Organization relating to COVID-19.

Purpose

2 The purpose of this Regulation is to provide for meetings under the Act to be held in a manner that avoids exposing persons to COVID-19.

Public meetings may be held electronically

3(1) Where the Act requires a council, board or commission to hold a meeting in public, that requirement is deemed to have been complied with by holding the meeting by electronic means, including, without limitation, a teleconference or a live, publicly streamed broadcast, if

- (a) members of the public are able to hear the meeting as it occurs,
- (b) any members of the public who would be entitled to make submissions at the meeting if the meeting were being held in person are able, before and during the meeting, to make submissions by email or any other method that the council, board or commission considers appropriate, and
- (c) the following persons attend the meeting by electronic means:
 - (i) in the case of a meeting of a council, the chief administrative officer or a designated officer;
 - (ii) in the case of a meeting of a commission, growth management board or subdivision and development appeal board, the chair or vice-chair;
 - (iii) in the case of a meeting of an assessment review board or the Municipal Government Board, the presiding officer.

(2) Where a meeting is intended to be held by electronic means under this section and the Act requires that notice of the meeting be given to the public, the notice must state the electronic means by which the meeting is to be held and give the information necessary for the public to access the meeting.

(3) Where a meeting of a council is held by electronic means in compliance with subsections (1) and (2),

- (a) electronic access to the meeting may be restricted or suspended in order to close all or part of the meeting to the public under section 197 of the Act, and, for the purposes of section 197(5) of the Act, any members of the public whose access to the meeting is restricted or suspended are considered to be present outside the meeting room during the restriction or suspension,
 - (b) the meeting is deemed to be conducted in public for the purposes of section 198 of the Act,
 - (c) section 199(1)(b) and (c) of the Act do not apply in respect of the meeting,
 - (d) the council is deemed to have met its obligations under section 230(4) of the Act,
 - (e) the reference in section 230(5) of the Act to representations made at the public hearing is to be interpreted as a reference to the submissions received by the council in accordance with subsection (1)(b), and
 - (f) the term “address” in section 606(6)(b) of the Act and the expression “place where it will be held” in section 606(6)(d) of the Act are to be interpreted as meaning a website address, telephone number or other information identifying where the meeting can be accessed electronically.
- (4)** Where a meeting of a regional services commission or a growth management board is held by electronic means in compliance with subsections (1) and (2), electronic access to the meeting may be restricted or suspended in order to close all or part of the meeting to the public
- (a) under section 602.08 of the Act, in the case of a meeting of a regional services commission, or
 - (b) under section 708.041 of the Act, in the case of a meeting of a growth management board.
- (5)** For the purposes of
- (a) section 602.08(5) of the Act, in the case of a meeting of a regional services commission, or

- (b) section 708.041(6) of the Act, in the case of a meeting of a growth management board,

any members of the public whose access to the meeting is restricted or suspended as described in subsection (4)(a) or (b), whichever is applicable, are considered to be present outside the meeting room during the restriction or suspension.

Information to be made public

4 Where a provision of the Act requires a council, board or commission to make information available to the public or for public inspection, the provision is deemed to have been complied with

- (a) by making the information available electronically on the website of the council, board or commission or on any other website where the council, board or commission considers the information is likely to be easily found by the public, or
- (b) if requested to do so by a person, by sending the information to the person by email, mail or facsimile.

Arbitration hearing

5(1) An arbitration hearing under Division 2 of Part 17.2 of the Act may be held by electronic means, including, without limitation, a live, publicly streamed broadcast, if members of the public are able to hear the meeting as it occurs.

(2) An arbitration hearing held in compliance with subsection (1) is deemed to be open to the public for the purposes of section 708.36(5) of the Act.

Reduced quorum

6 Where under the Act a certain number of members of a council, board or commission is required to constitute quorum and the council, board or commission is unable to achieve quorum because one or more of its members are in quarantine, quorum is constituted by the number of members not in quarantine, if that number is 2 or more.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

MINISTERIAL ORDER NO. MSD: 019/20

I, Kelechi Madu, Minister of Municipal Affairs, pursuant to Sections 605, 631(3) and 708.28(5) of the *Municipal Government Act* (MGA), make the following order:

1. Subject to Section 631(2), two or more councils of municipal authorities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the MGA on the condition that all parties agree that they do not require an intermunicipal development plan.
2. That the requirements for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the MGA and an intermunicipal development plan to be adopted pursuant to Section 631(1) of the MGA do not apply where the framework or plan would be between the following municipal authorities:
 - Improvement District No. 13 and Lamont County
 - Improvement District No. 13 and Beaver County
 - Improvement District No. 13 and Strathcona County
 - Improvement District No. 24 and Regional Municipality of Wood Buffalo
 - Improvement District No. 24 and Mackenzie County
 - Improvement District No. 25 and Yellowhead County
 - Improvement District No. 25 and Municipal District of Greenview No. 16
 - Improvement District No. 25 and Improvement District No. 12
3. That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the MGA or an intermunicipal development plan to be adopted pursuant to Section 631(1) of the MGA is extended to April 1, 2021 for all municipal authorities.

.../2

4. That the time for an arbitrator to make an award pursuant to Section 708.36(1)(a) of the MGA is April 1, 2022.
5. Ministerial Order No. MSL: 047/18 is hereby rescinded.

Dated at Edmonton, Alberta, this 25th day of March, 2020.



Kelechi Madu
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

MINISTERIAL ORDER NO. MSD:022/20

I, Kelechi Madu, Minister of Municipal Affairs, pursuant to Sections 577 and 605(2) of the *Municipal Government Act* make the following order:

1. Each municipality must complete a 2019 Statistical Information Return in accordance with the instructions prepared by Municipal Affairs.
2. The Statistical Information Return must be signed by the Chief Administrative Officer or designated officer and submitted to Municipal Affairs by October 1, 2020.
3. The time for all municipal authorities, persons or entities to do anything required to be done by or on a certain date in the *Municipal Government Act* and its associated regulations as referenced in the attached Appendix 1 is extended to October 1, 2020 such that the thing required to be done must be done by or on October 1, 2020.
4. The time for all municipal authorities, persons or entities to do anything within a certain time period triggered by an event under the *Municipal Government Act* and its associated regulations as referenced in the attached Appendix 2 is extended to October 1, 2020 such that the time period triggered by the event is deemed to end on October 1, 2020 or to end as specified within the *Municipal Government Act* and its associated regulations, whichever time is later.

Dated at Edmonton, Alberta, this 25th day of March, 2020.

Kelechi Madu
Minister of Municipal Affairs

APPENDIX 1

Municipal Government Act

s.192(2)

s.278

s.308.1

s.310(1)

s.412:

s.417

s.418(2)

s.436.08

s.602.34

Regulations

Clean Energy Improvements Regulation (AR 212/2018)

s.12(2)

APPENDIX 2

Municipal Government Act

s.122
s.188
s.201.1
s.226(1)
s.229
s.231(3)
s.231(4)
s.233(2)
s.233(3)
s.233(4)
s.233(5)
s.233(6)
s.233(7)
s.234(3)
s.235
s.284(4)
s.295(4)
s.354(6)
s.364.3(1)
s.396(3)
s.396(4)
s.446
s.462(1)(a)
s.462(2)(a)
s.468(1)(a)
s.469
s.470(1)
s.470(3)
s.470(4)
s.494(1)(a)
s.500(1)(a)
s.500(2)(a)
s.505
s.508.1(1)
s.508.1(3)
s.508.1(4)
s.531(2)
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s.537
s.547(1)(a)
s.547(1)(b)
s.548(1.1)(a)
s.548(1.1)(b)
s.606(2)
s.606(5)
s.608(2)
s.610(1)
s.610(4)

s.619(3)(a)
s.619(6)
s.632(2.1)
s.644(1)
s.648(6)
s.653.1(1)
s.656(3)
s.657(1)
s.657(5)
s.664.2(2)
s.667(1)(a)
s.678(2)
s.678(3)
s.678(5)
s.679(1)
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s.683.1(1)
s.684(1)
s.686(1)
s.686(2)
s.686(3)
s.687(2)
s.688(2)
s.688(2.1)
s.688(4.3)
s.690(1.1)
s.690(3)
s.691(1)
s.708.09(1)
s.708.09(2)

Regulations

Business Improvement Area Regulation (AR 93/2016)

s.3(3)
s.4(2)
s.25
s.28

City of Calgary Charter, 2018 Regulation (AR 40/2018)

s.4(37.1): s.670.01(1)
s.4(39): s.708.69, s.708.73(1), s.708.75(1), s. 708.75(4), s. 708.75(5)
s.10

City of Edmonton Charter, 2018 Regulation (AR 39/2018)

s.4(37.1): s.670.01(1)
s.4(39): s.708.69, s.708.73(1), s.708.75(1), s. 708.75(4), s. 708.75(5)
s.10

Matters Relating to Assessment and Taxation Regulation, 2018 (AR 203/2017)

s.34(2)

s.34(4)

s.35(2)

s.35(4)

s.36(3)

Matters Relating to Assessment Complaints Regulation, 2018 (AR 201/2017)

s.15(2)

s.23(a)

s.57

Municipally Controlled Corporations Regulation (AR 112/2018)

s.2(2)

Off-site Levies Regulation (AR 187/2017)

s.11

Subdivision and Development Appeal Board Regulation (AR 195/2017)

s.2

Subdivision and Development Regulation (AR 43/2002)

s.6



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

Dear Mayors, Reeves and Councils:

Earlier this spring, Municipal Affairs put in place a Ministerial Order that extended timeframes under the Municipal Government Act for a wide variety of activities for municipalities and your residents. The intent of these extensions was to relieve pressure on municipalities and allow you to focus on supporting your communities through the current public health emergency, and to preserve the right to a meaningful appeal process at a time when it was not yet clear how or when council meetings, appeal hearings or similar proceedings could be conducted.

Unfortunately, some of the time extensions were leading to unintended consequences. As a result, today I have signed two new Ministerial Orders to replace the previous Order. A copy of each of the new Ministerial Orders is attached for your information.

Ministerial Order MAG: 014/20 deals specifically with various assessment-related timelines, and makes important changes to clarify and shorten some of the original timeline extensions.


Ministerial Order MSD: 036/20 addresses the non-assessment items from the original Ministerial Order. This Order retains some timeline extensions for things like financial reporting and other routine activities that can easily be deferred for now. However, for the most part, timelines for things like appeal processes have been returned to the standard timelines under the Municipal Government Act.

To ensure that some Albertans are not deprived of their right of appeal, this second Ministerial Order includes transitional provisions. If a legislated timeline for a particular matter either ended or started between the date of the original Ministerial Order and this one (March 25 to April 17, 2020), these transitional provisions "restart the clock" for the applicable appeal periods. This ensures that anyone who might have considered an appeal of a municipal decision, but chose to defer filing that appeal because they thought they had until October 1, will not inadvertently lose their right to appeal through a return to the normal timelines.

I want to thank key partners like the AUMA, RMA, City of Edmonton, City of Calgary, and BILD Alberta for helping us work through these issues to arrive at this solution. Working together, we have again showed our ability to collaborate to identify and solve problems quickly and efficiently.

I trust that these new Ministerial Orders will address the concerns that many of you have raised with me in recent days. As new issues and challenges arise, please do not hesitate to reach out to me and/or to ministry officials so that we can be aware of those issues and work with you to find solutions.

Sincerely,



Kaycee Madu, QC
Minister of Municipal Affairs

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

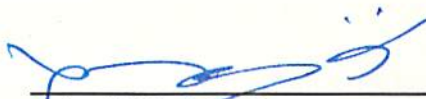
MINISTERIAL ORDER NO. MAG:014/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act* make the following order:

1. The complaint deadline pursuant to Section 284(4) of the *Municipal Government Act*, for an assessment notice with a notice of assessment date that falls on or after January 31, 2020 is extended to July 1, 2020 or 60 days from the notice of assessment date, whichever time is later.
2. The date by which a municipality must perform the actions articulated under Sections 412 and 436.03(1) of the *Municipal Government Act* is extended to June 30, 2020.
3. For properties for which a tax sale was required to be held between March 31, 2019 and March 31, 2020 pursuant to Section 418(2) of the *Municipal Government Act*, the time to complete a sale is extended to October 1, 2020.
4. The date by which municipalities, persons, or entities must perform the actions articulated under Sections 417 and 436.08(1) of the *Municipal Government Act* is extended to October 1, 2020.
5. The time set out in Section 295(4) for a person to provide information requested pursuant to Section 295(1) of the *Municipal Government Act* is extended to July 1, 2020 or within 60 days from the date of request, whichever time is later.
6. The time set out in Sections 34 and 35 of the *Matters Relating to Assessment and Taxation Regulation, 2018* for an assessor to provide information requested pursuant to Sections 299, 299.1, 300, and 300.1 of the *Municipal Government Act* is extended to July 1, 2020 or within 15 days of receiving the request, whichever time is later.
7. The time for municipalities, persons, or entities to perform the actions required under Section 364.3(1) of the *Municipal Government Act*, and Section 36(3) of the *Matters Relating to Assessment and Taxation Regulation, 2018* is extended to October 1, 2020 or within the time specified in the sections, whichever is later.

8. Anything that, under normal timelines pursuant to Parts 9, 10, 11, 12 of the *Municipal Government Act* and its associated regulations, would have been required to be done between the period of March 25, 2020 and the date this Order is signed, which as a result of Ministerial Order MSD 022/20 was not done, and which is not otherwise addressed in this Order, must be completed no later than May 31, 2020.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

MINISTERIAL ORDER NO. MSD:036/20

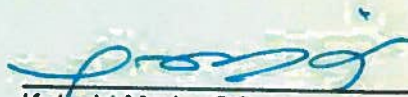
I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Sections 577 and 605(2) of the *Municipal Government Act*, make the following order:

1. Each municipality must complete a 2019 Statistical Information Return in accordance with the instructions prepared by Municipal Affairs.
2. The Statistical Information Return must be signed by the Chief Administrative Officer or designated officer and submitted to Municipal Affairs by October 1, 2020.
3. The time for a municipality to make publically available its financial statements or a summary of them and the auditor's report of the financial statements pursuant to Section 276(3) of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
4. The time for a municipality to submit its financial information return, the auditor's report on the financial information return, its financial statements and the auditor's report on the financial statements to the Minister pursuant to Section 278 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
5. The time for a regional services commission to submit its financial information return and audited annual financial statements to the Minister and each member of the commission pursuant to Section 602.34 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
6. The time for a summer village to hold an organizational meeting under Section 192(2) of the *Municipal Government Act* is extended to October 1, 2020 from August 31, 2020.
7. The 120 day period for a growth management board to submit a report to the Minister under Section 708.09(1) of the *Municipal Government Act* is extended so that the report must be filed by October 1, 2020.

8. Where the normal timeline associated with a requirement under the sections of the *Municipal Government Act* or its associated regulations as listed in the attached Appendix either began or ended during the period between March 25, 2020 and the date this Order is signed, the timeline is hereby modified such that the timeframe for taking action is to be calculated as starting on the date this Order is signed.

9. Ministerial Order MSD: 022/20 is hereby rescinded.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs

APPENDIX

s.226(1)
s.229
s.231(3)
s.231(4)
s.233(2)
s.233(3)
s.233(4)
s.233(5)
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s.233(7)
s.234(3)
s.235
s.531(2)
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s.547(1)(a)
s.547(1)(b)
s.548(1.1)(a)
s.548(1.1)(b)
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s.664.2(2)
s.667(1)(a)
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s.688(2.1)
s.688(4.3)

Subdivision and Development Regulation (AR 43/2002)
s.6

Off-site Levies Regulation (AR 187/2017)
s.11