



AGENDA
Town of Didsbury Organizational Meeting
Tuesday, October 27, 2020 at 6:00 p.m.
Council Chambers

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. COUNCIL MEETING SCHEDULE Pg. 2
4. COUNCIL APPOINTMENTS Pg. 4
5. MUNICIPAL PLANNING COMMISSION PUBLIC MEMBER APPOINTMENTS Pg. 6
6. DIDSBURY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE PUBLIC
MEMBER APPOINTMENT Pg. 11
7. DEPUTY MAYOR SCHEDULE Pg. 12
8. ADJOURNMENT



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 27, 2020
SUBJECT	Council Meeting Schedule
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3

BACKGROUND/PROPOSAL:

Regular Council Meetings have been held the second and fourth Tuesday of each month beginning at 6:00 p.m.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2020/2021 Christmas Break is being proposed for December 14, 2020 to January 4, 2021.

The Summer Break is proposed for July 14 to August 13, 2021.

The Municipal Election is October 18, 2021, election results are not official until 4 days after election day which is October 22nd. The Organizational Meeting would normally be held on October 26, however, with such tight timeline constraints it would be prudent for the current Council to set the swearing in of the new Council and Organizational Meeting dates.

As per section 192(1) of the *Municipal Government Act* a council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October.

Administration is recommending Council set October 26, 2021 as the date to swear in the new Council; and November 2, 2021 as the Organizational Meeting.

Please find attached a calendar setting out important meeting dates for Council.

RECOMMENDATION

That Council move to approve the 2020/2021 Council Meeting Calendar as presented; and that Council set October 26, 2021 as the date to swear in the new Council; and November 2, 2021 as the Organizational Meeting.

2020 - 2021 Town of Didsbury Council Meeting Calendar

Council Mtg
AUMA
Organizational Mtg
Statutory Holiday
Council Break

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 27, 2020
SUBJECT	Council Appointments Legislative
ORIGINATING DEPARTMENT	Services
AGENDA ITEM	4

BACKGROUND/PROPOSAL:

Attached is the current appointments to various committees/commissions and boards; and the proposed 2020-2021 appointments.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council should review the assignments for the upcoming coming year, which should be noted is the last year of Council's term.

The proposed 2020-2021 Appointment List has been broken down into four (4) categories: Council Appointment Committees; External Boards & Committees, Ad Hoc Committees and Other.

Due to the current amendment of the Didsbury Economic Development Advisory Committee Bylaw (DEDAC) is under consideration, Administration is recommending a Business Rep. for the CAEP not be appointed at this time.

Section 5 of Policy COUN 004 requires unanimously consent for Council members to be appointed for more than two (2) years.

The following appointments have reached their 2-year maximum limit, therefore a motion for an extension of their term is required:

- Library Board - Councillor Engel
- Waste Commission - Councillor Windsor
- Water Commission - Councillor Baswick
- MVSH - Councillor Moore
- MPC: Councillor Crothers and Councillor Baswick
- ICC: Councillor Crothers, Councillor Moore, Mayor Hunter
- Chamber: Councillor Poggemiller
- DDHS: Councillor Engel

RECOMMENDATION

That Council unanimously approves the above noted appointments to extend beyond two years.

AND

That Council move to approve the 2020/2021 Council Appointments as presented.



2020-2021 Council Committee Appointments

**Public members noted in red*

Council Appointed Committees (All members appointed by Council)

Emergency Management

Didsbury Economic Development Advisory Committee (DEDAC)

Didsbury Library Board

Municipal Planning Commission (MPC)

Assignments

All of Council

Crothers, Poggemiller

M. Crampton, S. Daly, G. Leeson, J. Lukes, M. Neis

L. Plewis,

Engel

N. Brander, B. Misener, J. Ross, D. Milne,

D. McWhinney, P. Brisebois, M. Crampgon, C. Massel

Crothers, Baswick, Moore (Alternate)

D. Loades, S. Madge, C. McLaughlin, K. Phillips,

External Boards and Committees (Council member required to be appointed)

Community Services Board (FCSS Funding)

Intermunicipal Cooperation Committee (ICC)

Intermunicipal Planning Commission

Mountain View Regional Water Services Commission

Mountain View Regional Waste Management Commission

Mountain View Seniors' Housing

Municipal Area Partnership

Parkland Regional Library Board

Didsbury Chamber of Commerce

Didsbury & District Historical Society

Baswick, Windsor (Alternate)

Crothers, Moore, Hunter

Poggemiller, Moore, Hunter (Alternate)

Baswick, Poggemiller (Alternate)

Windsor, Moore (Alternate)

Moore, Hunter (Alternate)

Mayor and Deputy Mayor

Windsor, Baswick (Alternate)

Poggemiller, Engel (Alternate)

Engel, Windsor (Alternate)

Ad Hoc Committees (Special Interests of Council)

Cemetery Committee

Development Incentives

Engel, Baswick (Alternate)

Poggemiller, Hunter, Moore

Other

Red Deer Municipal Users Group

Central Alberta Economic Partnership (CAEP)

Inter Agency Committee

Windsor, Poggemiller (Alternate)

Municipal Rep: Hunter, Crothers (Alternate)

Business Rep: Vacant

Crothers, Moore (Alternate)



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 27, 2020
SUBJECT	Municipal Planning Commission Public Member Appointments
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5

BACKGROUND/PROPOSAL:

In accordance with Bylaw 95-30: The Municipal Planning Commission (MPC) consists of seven (7) members who are appointed by Resolution of Council, two of those members are Council members.

Each member is appointed for a two (2) year term.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see the attached list of the current members and one new member for the Municipal Planning Commission.

Phyllis Provencher and Cheryl Dahl submitted a letter requesting to sit on the MPC. Administration is recommending Cheryl Dahl based on her experience.

Kelly Phillips has submitted a letter requesting to be re-appointed for another two-year another term.

Mr. Norm Quantz has indicated he does not wish to remain on the MPC for another term.

RECOMMENDATION

That Council moves to appoint the following Public Members to the Municipal Planning:

Shirley Madge (2021), David Loades (2021), Kelly Phillips (2022), Chelsea McLaughlin (2021) and Cheryl Dahl (2022).

Kelly Phillips
PO Box 1838
Didsbury, AB T0M 0W0

September 8, 2020

Town of Didsbury
PO Box 790
Didsbury, AB T0M 0W0

Attention: Deborah Porath
Executive Assistant, Office of the CAO

Re: Municipal Planning Commission Term

Thank you for sending me an e-mail advising that my term as a member of the Municipal Planning Commission (MPC) will expire in October 2020.

Please accept this correspondence as my request to extend my position on MPC for another term.

Best regards,



Kelly Phillips



Kris Pickett <kpickett@didsbury.ca>

Letter of Intent - application - member at large - MPC - Cheryl Dahl

1 message

Westway Seed Farms Ltd. <westway@airenet.com>
To: planning@didsbury.ca

Wed, Oct 21, 2020 at 1:09 PM

Hi,

Please accept this email as my Letter of Intent to apply for the member at large position coming open with MPC.

In the early 2000s I was a member of the MPC as well as being a town councillor at that time.

Prior to that time period I was a volunteer member of the Development Appeal Board.

I always enjoyed being a part of the MPC and found it to be a very worthwhile Board to be involved with.

Sincerely appreciate you considering my application.

Thank you,

Cheryl Dahl

403-415-6500 (cell)

October 7, 2020

Planning and Development Services
Box 790
Didsbury, Alberta
T0M 0W0

Re: Municipal Planning Commission Volunteer Member

I am writing to make application for the volunteer position above. Attached please find my completed Commission Application.

I am a new resident of Didsbury. My husband, Real and I moved to Didsbury from Beaumont in June of 2019. In our 29 years in Beaumont, the Town grew from 4,000 to more than 20,000. Beaumont went from a small little town to city status in 2019. We saw both the great things steady growth brings and the difficult things that occur.


I had the opportunity to witness those changes first hand while being employed by the Municipality for 9 years. I worked for 4 years as a Lot Grading Coordinator Contractor and one year as Admin Support, both positions in Planning and Development Department and 4 years as Admin Support in Parks and Facilities Department. Most of that time my focus was dealing with residents' needs and concerns. Beaumont has a special place in my heart. It's a great community with many great people who are its strongest resource!

I have been a member of several boards and committees; Camp Silversides Board Member, Beaumont Air Cadet Parent Committee Vice-President, Ellerslie Road Baptist Church Board Member and Beaumont High School Parent Committee Member.

I would like to discuss this opportunity further. I wasn't able to find any information on line at the website noted.

I can be reached at 780-913-3490 or at phyllis.provencher@gmail.com. It's my desire to make a contribution to this community.

Yours truly,



Phyllis Provencher



Committee/Board/Commission - Application

READ THE FOLLOWING: This personal information is being collected under the authority of the Municipal Government Act and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Privacy Act. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about collecting or use of this personal information, please contact the Town of Didsbury FOIP Coordinator at 403-335-3391.

PLEASE PRINT CLEARLY

Provancher Phyllis
Last Name First Name TOM OWO
#7 Poplar Ridge Close, Didsbury phyllis.provancher@gmail.a
Address, including Postal Code Email Address
780-913-3490 _____
Residence Phone Day Time Phone Business Phone

SEEKING APPOINTMENT TO: (Name of Committee/Board/Commission)

- Municipal Planning Commission Volunteer Member
- _____

BACKGROUND INFORMATION / RE-APPLICATION

Provide a brief outline of your experience/education/interest in this area of volunteerism OR explanation for reapplication.

See attached letter

WHY DO YOU WISH TO SERVE ON THIS/THESE COMMITTEE(S)?

I wish to make a positive contribution to my
community

LENGTH OF APPOINTMENT – is a two-year term, except as required by statute or if the appointment is to fill a vacancy.

LENGTH OF RESIDENCE – In the Town of Didsbury 16 months years (or) in the Didsbury area _____ years.

Provancher
Signature

Oct 7/20
Date

COMPLETED APPLICATIONS MUST BE RETURNED TO:

LEGISLATIVE SERVICES

P.O Box 790, Didsbury, AB T0M 0W0

Phone: 403.335.3391 Fax: 403.335.9794



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 27, 2020
SUBJECT	Didsbury Economic Development Advisory Committee Member Appointments
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6

BACKGROUND/PROPOSAL:

In accordance with Section 6.1 of the Didsbury Economic Development Advisory Committee Bylaw 2020- 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*.

The following members were appointed at the May 12, 2020 Regular Council Meeting:

*Res. 165-20: MOVED by Councillor Engel that Council appoint the following individuals to the Didsbury Economic Development Advisory Committee for a term of 2 years ending at the Organizational Meeting in 2022:
Helen Hafke, Gord Leeson, Meaghan Neis, Jan Lukes, Mike Crampton, Shelly Daly and Lance Plewis.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Appointments for committees are typically made or reaffirmed at the Organizational Meeting, even if the appointment is for more than one year.

Administration is recommending that Council reaffirm the appointment of the Didsbury Economic Development Advisory Committee.

RECOMMENDATION

That Council moves to reaffirm the appointment of Helen Hafke, Gord Leeson, Meaghan Neis, Jan Lukes, Mike Crampton, Shelly Daly and Lance Plewis to the Didsbury Economic Development Advisory Committee.



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 27, 2020
SUBJECT	Deputy Mayor Schedule
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7

BACKGROUND/PROPOSAL:

In accordance with Section 152(1) of the *Municipal Government Act*, Council must appoint a Councillor as a deputy chief elected official (deputy mayor). This role is intended to not only fill in for the Mayor when necessary at special events, or presiding over Council Meetings, but also to support the Mayor throughout their term.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council approved a Deputy Mayor Schedule in 2017 for the term of this Council.

The 2020-2021 Deputy Mayor Schedule is as follows:

Councillor Poggemiller	September 15, 2020 to February 15, 2021
Councillor Windsor	February 16, 2021 to October 15, 2021

It is recommended that Council reaffirm the appointment of the above deputy mayor schedule.

RECOMMENDATION

That Council moves to reaffirm the 2020-2021 Deputy Mayor Appointment as follows:

Councillor Poggemiller	September 15, 2020 to February 15, 2021
Councillor Windsor	February 16, 2021 to October 15, 2021