



AGENDA TOWN OF DIDSBURY
REGULAR COUNCIL MEETING
January 28, 2020 - 6:00 PM

ATTENDANCE:

Mayor: R. Hunter; **Deputy Mayor:** D. Moore

Councillors: J. Baswick, M. Crothers, C. Engel, E. Poggemiller, B. Windsor

Chief Administrative Officer: E. Gorner **Chief Financial Officer:** A. Riley

Recording Secretary: D. Porath

1. CALL TO ORDER
2. ADOPTION OF AGENDA
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 - a. Library Board Budget Presentation
 - b. RCMP Quarterly Report
 - c. Manager of Community Services – Presentation of New Website
5. PUBLIC HEARINGS

None
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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 3.a)

SUBJECT: ADOPTION OF MINUTES

BACKGROUND: The minutes from the previous Regular Council Meeting are presented for Council's review and approval.

ADMINISTRATIVE REVIEW:

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Organizational Excellence

RECOMMENDATION: That Council accept the minutes of the January 14, 2020 Regular Council Meeting as presented.

ALTERNATIVE OPTIONS: That Council approve the minutes of the January 14, 2020 Regular Council Meeting as amended.

Attachments: (May take the form of pictures, graphs, letters, etc.)

1. *Regular Council Meeting minutes.*
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Minutes of the Town of Didsbury
Regular Council Meeting
January 14, 2020

Present: Mayor: R. Hunter Deputy Mayor: D. Moore
Councillors: B. Windsor, C. Engel, J. Baswick, E. Poggemiller, M. Crothers
Chief Administrative Officer: E. Gorner Chief Financial Officer: A Riley
Staff: C. Fox, M. Moreau, K. Pickett, P. Boucher
Recording Secretary: D. Porath

Absent: None

1. **CALL TO ORDER**

Mayor R. Hunter called the Regular Council Meeting to order at 6:02 PM.

2. **APPOINTMENT OF NEW CHIEF ADMINISTRATIVE OFFIER**

Mayor Hunter introduced the new Chief Administrative Officer, Ethan Gorner.
Res. No. 001-20 Moved by Councillor Baswick that Ethan Gorner be appointed as the Town of Didsbury Chief Administrative Officer, effective January 6, 2020.

Carried

3. **ADOPTION OF AGENDA**

Res. No. 002-20 Moved by Councillor Windsor that the agenda be adopted as amended.
ADD Budgets as Item 8.e under "Business"

Carried

4. **ADOPTION OF MINUTES**

a. Regular Council Meeting Minutes – December 10, 2019

Res. No. 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".

Carried

5. **DELEGATION/PRESENTATIONS**

None

6. **PUBLIC HEARINGS**

Land Use Bylaw 2019-13 Amendment

Mayor Hunter called the Public Hearing portion of the Regular Council Meeting to order at 6:14 PM.

Res. No.004-20 *Moved by Deputy Mayor Moore that Council approve the Public Hearing Agenda as presented.*

Carried

Development Officer K. Pickett detailed the content of the bylaw.

There were no comments or letters/emails from the public regarding these changes.

Res. No. 005-20 *Moved by Deputy Mayor Moore that Council close the Public Hearing portion of the meeting at 6:17 PM.*

Carried

7. **BYLAWS & POLICIES**

a. Town of Didsbury Library Board Bylaw 2020-02

Res. No. 006-20 Moved by Councillor Windsor that first reading of the Town of Didsbury Library Board Bylaw 2020-02 be approved.
Clause 1 – Mountain View County does not recommend, the Library Board makes that recommendation.
Clause 2 – Address that MVC appointment is also a one year term.

Carried

b. Town of Didsbury Library Terms of Reference

Res. No. 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.
1.3.1 rework of wording
Footer information needs to be updated.

Carried

c. Bylaw 2020-01 Wastewater Bylaw

Res. No. 008-20 Moved by Councillor Windsor that first reading of the Wastewater Bylaw 2020-01 be approved.

Carried

d. Bylaw 2019-13 Land Use Bylaw Amendment

Res. No. 009-20 Moved by Councillor Windsor that second reading of Land Use Amendment Bylaw 2019-13 be approved.

Carried

Res. No. 010-20 Moved by Councillor Windsor that third and final reading of Land Use Amendment Bylaw 2019-13 be approved.

Carried

8. **BUSINESS**

Councillor Windsor recused himself for pecuniary reasons at 6:38 PM

a. Residential Sub-Class Report (1 Acres Plus)

Res. No. 011-20 Moved by Councillor Engel that the Residential Sub-class be referred back to the Sub-class Committee.

Carried

Councillor Windsor returned to the meeting at 6:44 PM

b. Poplar Ridge off-Site Levies

Res. No. 012-20 Moved by Deputy Mayor Moore that the Poplar Ridge issues be referred to Administration for a comprehensive review.

Carried

c. Bank Signing Authorities

Res. No. 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 Gorner	Chief Administrative Officer
Amanda Riley	Chief Financial Officer
Maxine Moreau	Manager of Financial Services
Rhonda Hunter	Mayor
John Baswick	Councillor

Mel Crothers	Councillor
Curt Engel	Councillor
Dorothy Moore	Councillor
Erhard Poggemiller	Councillor
Bill Windsor	Councillor

Carried

d. Direct Control-Industrial (Services) Change of Use – Excavation Operation

-
- Res. No. 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.

Carried

e. Budgets

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- Res. No. 015-20** Moved by Councillor Windsor that the 2020 Capital Budget be referred back to Administration.

Carried

9. REPORTS

a. Council Reports

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- Res. No. 016-20** Moved by Deputy Mayor Moore that Council accept the attached Council Reports as information.

Carried

b. Council Directives

-
- Res. No. 017-20** Moved by Councillor Engel that Council accept the Council Directives report as information.

Carried

10. CORRESPONDENCE/INFORMATION

- Res. No. 018-20** Moved by Deputy Mayor Moore that Council accept the attached correspondence as information.

Carried

- Res. No. 019-20** Moved by Deputy Mayor Moore that the minutes of the Mountain View Regional Water Services Commission be accepted as information.

Carried

11. GALLERY QUESTION PERIOD

12. CLOSED MEETING

a. Adjourn to Closed Meeting

Res. No. 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 Session at 7:18 PM	Carried
Res. No. 021-20	Moved by Councillor Crothers to come out of the closed session at 8:41 PM.	Carried
Res. No. 022-20	Moved by Councillor Engel to approve the following Town of Didsbury Library Board appointments: Brad Meisner, Nicole Brander for a 3-year term and Duncan Milne for a 1-year term.	Carried
Res. No. 023-20	Moved by Councillor Engel that Council approve Dave McWhinney's appointment to the Town of Didsbury Library Board for a 3-year term.	Carried
Res. No. 024-20	Moved by Councillor Crothers that the utility right-of-way issue be referred back to Administration.	Carried
Res. No. 025-20	Moved by Deputy Mayor Moore that Councillors Engel, Windsor, Moore and Mayor Hunter be appointed to the Executive Review Committee.	Carried
Res. No. 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.	Carried

13. COUNCIL ROUNDTABLE

14. NOTICE OF MOTION

15. ADJOURNMENT

9	Res. No. 027-19	Moved by Councillor Crothers that the meeting be adjourned at 8:59 PM.	Carried
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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.*

DATE: JANUARY 28 , 2020

AGENDA ITEM NO.: 6.a)

SUBJECT: TOWN OF DIDSBURY LIBRARY BOARD BYLAW 2020-02

BACKGROUND: The Town of Didsbury Library Board is regulated by the Alberta Libraries Act, and Bylaw 2005-15 and this bylaw needed some updating to bring it in line with the Libraries Act.

ADMINISTRATIVE REVIEW: Administration made changes as recommended by Council. Those changes are found in this document for Council's approval

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: N/A

RECOMMENDATION:

That Council approve second reading of the Town of Didsbury Library Board Bylaw 2020-02.

ALTERNATIVE OPTIONS: As directed by Council.

Attachments: (May take the form of pictures, graphs, letters, etc.)

None

PREPARED BY: Legislative Services

TOWN OF DIDSBURY
TOWN OF DIDSBURY LIBRARY BOARD BY-LAW NO. 05-152020-02
Amended October 20, 2009

**A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA
RESPECTING THE TOWN OF DIDSBURY LIBRARY BOARD.**

WHEREAS the ~~Town Of Didsbury Library Board~~ Didsbury Municipal Library Board was established by the Town of Didsbury Bylaw No. 911, passed on October 20, 1964 and

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WHEREAS it is deemed right and proper to determine the composition of the Library Board and the method of appointments thereto, and

WHEREAS Under the Authority and pursuant to Section 4 of the Libraries Act, R.S.A. 2000, Chapter 2-11, as amended, members of the Town of Didsbury Library Board are appointed by Council. Sections 9 to 11 of the Libraries Act, Chapter L-12.1, 1983 statutes of Alberta provide for the continuation of and appointments to a Municipal Library Board.

**NOW THEREFORE THE COUNCIL OF THE TOWN OF DISBURY DULY
ASSEMBLED ENACTS AS FOLLOWS:**

- ~~1. That the Didsbury Municipal Library Board be continued.~~
- ~~2.1~~ 2.1 That the ~~Didsbury Municipal Library~~ Town of Didsbury Library Board shall consist of ***not fewer than five (5) and not more than ten (10) members***, one of whom shall be a member of Town of Didsbury Council, and one member ~~of~~ whom shall be ~~appointed~~ recommended by Mountain View County Council and the Town of Didsbury Library Board.
- ~~3. A quorum shall consist of simple majority.~~
- ~~4. That the appointment of the members from Town of Didsbury and Mountain View Councils shall be made annually at the Organizational Meeting of the respective councils and shall be for a term of one (1) year. That and the appointments to the Board, other than Councillors of members-at-large, shall be for a three (3) year term or any unexpired portion thereof and eligible to be re-appointed for two (2) additional three (3) year terms. The appointment of the member from Council shall be made annually at the Organizational Meeting of Council and shall be for a term of one (1) year.~~
- ~~5.2~~ 5.2 That Bylaw ~~#87-15~~ 05-15 is hereby repealed.
- ~~6.3~~ 6.3 That this Bylaw shall take effect on the date of final passing.

That Council grant first reading to Bylaw 2020-02 – The Town of Didsbury Library this 14 day of January 2020.

~~Read and amended a Second time~~ **That council grand second reading to Bylaw 2020-02 – The Town of Didsbury Library** this 28th day of January 2020. ~~20th day of October, A.D. 2009~~

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~~Read and amended a~~ **That Council grant -a third and final reading of Bylaw 2020-02 – The Town of Didsbury Library** this _____ day of _____, 2020.

~~Third time, by unanimous consent, 20th day of October, A.D. 2009~~

Mayor

Chief Administrative Officer



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 6.c)

SUBJECT: BYLAW 2020-03 SUPPLEMENTARY ASSESSMENTS

BACKGROUND:

Supplementary assessment reflects the assessed value of any new construction that has been completed or occupied during the current calendar year and was not included in your annual tax notice. The Town of Didsbury has levied on supplementary assessment since 2008.

The Supplementary Assessment Bylaw authorizes the assessments to be prepared for the purpose of imposing a tax under part 10 of the MGA.

ADMINISTRATIVE REVIEW:

If a Municipality wishes to require the preparation of supplementary assessments for improvements, the council must pass a supplementary assessment bylaw authorizing the assessment to be prepared for the purpose of imposing tax under Part 10 of the MGA in the same year.

RELEVANT LEGISLATION: MGA s.313(1)

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT:

RECOMMENDATION:

That Council grants first reading to Bylaw 2020-03 "Supplementary Assessments" on this 28th day of January 2020.

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

1. *Bylaw 2020-03 Supplementary assessments bylaw*

TOWN OF DIDSBURY
BYLAW 2020-03 (Supplementary Assessments)

BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA TO AUTHORIZE SUPPLEMENTARY ASSESSMENTS.

WHEREAS the Municipal Government Act R.S.A. 2000, Chapter M-26 came into force on January 1, 2000;

AND WHEREAS Section 313(1) of the Act allows a Council to pass a bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax under Part 10 of the Act in the same year.

AND WHEREAS Section 314 of the Act authorizes the Assessor of the Town of Didsbury to prepare supplementary assessments during the taxation year for all improvements and designated manufactured homes that are:

1. completed or begin to operate in the year in which they are to be taxed,
2. occupied during all or any part of the year, in which they are to be taxed,
3. moved into the Town of Didsbury during the year in which they are to be taxed and they will not be taxed in that year by another municipality.

AND WHEREAS the supplementary assessments must reflect:

1. the value of an improvement that has not been previously assessed; or
2. the increase in the value of an improvement since it was last assessed;

AND WHEREAS the supplementary assessments must be prepared in the same manner as assessments are prepared under Division 1, Part 9 of the Act, but must be pro-rated to reflect only the number of months during which the improvement is:

1. complete,
2. occupied,
3. located in the Town of Didsbury,
4. in operation.

AND WHEREAS Council wishes to pass a bylaw whereby supplementary assessments may be made for 2020.

NOW THEREFORE the Council of the Town of Didsbury enacts as follows:

1. This bylaw may be cited as the “Supplementary Assessment Bylaw”.
2. The Assessor of the Town of Didsbury is hereby authorized to make supplementary assessments pursuant to the provisions of the Act.
3. The Assessor of the Town of Didsbury shall provide for the preparation and maintenance of a supplementary assessment roll.
4. This bylaw shall come into full force and effect upon the date of the third and final reading.

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

Chief Administrative Officer



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 7.a)

SUBJECT: WRITE OFF OF UNCOLLECTIBLE GRANTS IN PLACE OF TAXES

BACKGROUND: Annually, Municipalities submit taxation notices to the Province of Alberta for Provincial buildings within the Municipality. The Province announced as part of the 2019 Provincial budget that for the 2019 tax levy year, only 75% of the requested amount would be paid. In 2020 and future years this would drop to 50%.

Town of Didsbury Policy FIN 005 states the request to write off tax accounts shall be submitted to Council as required.

ADMINISTRATIVE REVIEW:

2019 tax notice balance	\$ 11,682.94
2019 GIPOT actually received (75%)	8,762.21
Difference (amount to be written off)	\$ 2,920.73

RELEVANT LEGISLATION: FIN 005 Accounts Receivable

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: N/A

RECOMMENDATION: That Council authorizes Administration to write off the outstanding tax receivable balance for roll 139800 in the amount of \$2,920.73.

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.): n/a



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	FIN 005
Policy Title:	Accounts Receivable
Approval Date:	November 10 th , 2015
Date to be Reviewed:	2020
Responsible Department:	Financial Services
Related Bylaws:	Rates, Fees and Fines Bylaw

Policy Statement:

The Town of Didsbury shall provide guidelines for accounts receivable transactions in the Town of Didsbury.

1. Definitions

- 1.1 Accounts Receivable means the monies due from all customers for merchandise or services delivered.

2. Responsibilities

2.1 Manager of Financial Services:

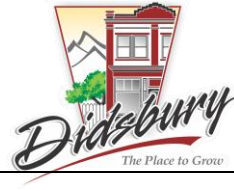
- 2.1.1 Shall make recommendations to Council relative to writing off accounts as required.

3. Guidelines

3.1 General Receivables

- 3.1.1 All payments for General Accounts Receivables are due at the end of the month following the date of invoice.
- 3.1.2 Any account that remains unpaid on the last day of the month is considered overdue and is assessed a penalty based on the current Rates, Fees and Fines Bylaw.
- 3.1.3 Accounts that remain unpaid after all collection procedures have been followed shall be transferred to the corresponding tax roll for the service address where permitted under the Municipal Government Act.
- 3.1.4 For accounts that are not transferable to the corresponding tax roll, the Manager of Financial Services or Chief Financial Officer may designate a collection agency to recover unpaid accounts.
- 3.1.5 Returned payments shall be charged back to the appropriate account. Any service charges, as outlines in the current Rates, Fees and Fines Bylaw, shall be charged to the account.
- 3.1.6 Approval of Council shall be required to write off any account receivable balance greater than \$300.00.

3.2 Tax Receivables



- 3.2.1 All Taxation Notices shall be prepared and sent in accordance with the Municipal Government Act.
- 3.2.2 Taxes that remain outstanding after the due date will be assessed interest charges according to the current Rates, Fees and Fines Bylaw.
- 3.2.3 Returned payments shall be charged back to the appropriate tax account. A service charge, as outlined in the current Rates, Fees and Fines Bylaw, will be charged to the account.
- 3.2.4 Outstanding tax arrears will be processed in accordance to the Municipal Government Act.
- 3.2.5 The request to write off tax accounts shall be submitted to Council as required.
- 3.3 Utility Receivables
 - 3.3.1 All payments for Utility Receivables are due on the invoice due date.
 - 3.3.2 An account that remains unpaid after the invoice due date is considered overdue and shall be assessed a penalty according to the current Rates, Fees and Fines Bylaw.
 - 3.3.3 An account that remains unpaid after the invoice due date may be transferred to the tax roll in accordance with the Municipal Government Act.
 - 3.3.4 An applicant with outstanding utility arrears may be denied any new utility services until the arrears are paid in full.
 - 3.3.5 All historical outstanding utility accounts owed by the same Account Holder shall be transferred to any active utility account and will be subject to collection.
 - 3.3.6 Returned payments shall be charged back to the appropriate account. A service charge, as outline in the current Rates, Fees and Fines Bylaw will be charged o the utility account.
 - 3.3.7 Approval of Council shall be required to write off utility account balances greater than \$300.00.

4. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 7.b)

SUBJECT: CYBER SECURITY

BACKGROUND: At the last Policies and Priorities meeting Council commented on cyber security protocols that the Town have in place to combat cyber threats.

ADMINISTRATIVE REVIEW: On a cursory review, Town Administration employs Kaspersky Endpoint Security for Windows to protect against online threats while on the web and sending and receiving emails. Back up of all files is done each evening and stored off site. Also routinely Administration sends out tips on phishing scams, etc.

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Organizational Excellence

RECOMMENDATION: That Council direct Administration to perform a review of cyber security protocols and report back to Council.

ALTERNATIVE OPTIONS:

Attachments: (May take the form of pictures, graphs, letters, etc.)



Town of Didsbury Council Training & Education Report

Submitted by: Bill Windsor		
Meeting: AUMA Convention 2019		
Date: September 25, 2019	Time: 10:15 to 11:30 AM	Location: Edmonton Convention Centre
Type of meeting	Let's go Phishing – Protecting Yourself both Professionally and Personally	
Attendees	various delegates	
Meeting Highlights		
<ul style="list-style-type: none">❖ Started with a promo from the AUMA audit and finance Committee❖ AUMA insurance introduced a phishing education program<ul style="list-style-type: none">▪ offers a cybersecurity plan and program▪ offers an overall cyber insurance program to subscribers❖ Let's Go Phishing – Fortinet (Douglas Santos, FortiGuard Security Software)❖ Ransomware<ul style="list-style-type: none">▪ Target is government institutions and municipalities▪ 1989 - first incident – distribution was via diskette▪ 2000 – distribution was accomplished as tools▪ 2005 – distribution was via email▪ 2013 – real ransomware – zip file distribution▪ 2015 – cryptowall – email and hacked websites distribution with a jump script – 500,000 computers affected▪ 2016 – huge explosion – ransomware as a service (worms) – changed the way distribution was done▪ 2017 – ransomware worms – scan and infect networks – up to this point it was individual computer infections – now network infections - \$8B impact▪ 2018 – GameCraft – brand new – deterred virus detection▪ 2019 – government and municipality target focus and infections▪ 2020 – expecting attacks on mobile devices and mobile access distribution▪ 80% volume drop but now more targeted activity and more devastating▪ 200 municipalities attacked in 2018 – 80% running up-to-date endpoint protection▪ ransomware is now using cloud based private key storage▪ recently they are using new programming language – harder to detect▪ distribution remains as mainly email – attachments, links, vendor connections, downloads, mouseovers, bugs (software)▪ How it works – email link, launches browser, script executes in memory▪ Robinhood (current attack) – targets schools and municipalities – 10,000 computers affected in Baltimore - \$18M in lost revenue – they don't know how it's distributed – acts like a ransomworm▪ Recommendations – segmentation, backup data, patching, security mindset, set up control drills, focus on TTPs▪ Recovery – data backups critical, a group effort, hardcopy list of contacts		
Council Action Required?		
Urge administration to ensure the Town is adequately protected and prepared.		



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 7.c)

SUBJECT: ALBERTA CARE ACTION ITEMS

BACKGROUND: The Association of Alberta Coordinated Action for Recycling Enterprises (Alberta CARE) was established in 2010 as a non-profit enterprise for the purpose of supporting recycling and waste management activities, at the community level, in Alberta. The goals of Alberta CARE, are summarized, as follows:

- Coordinate recycling and waste management activities at the community level.
- Establish partnerships that will bring together diverse interest groups towards a common focus and implementation strategy for recycling and waste management.
- Promote recycling and waste management as part of the day-to-day lifestyle and culture of Albertans.
- Promote awareness of new recycling initiatives to the general public.

ADMINISTRATIVE REVIEW: On March 12, 2019, Councillor Windsor attended the Alberta Care Conference in High River. From the conference, Councillor Windsor put forth the following action items:

- Council and Didsbury must participate in EPR discussions and studies. Ensure the letter of support is sent as per the City of Calgary request.
- Does Didsbury ERP include a disaster debris management plan/strategy? If not, this needs to be done and involve the waste commission in developing it.
- The Waste Commission and Town needs to pre-negotiate debris management contracts (hauling, cleaning, demolition, etc.).
- Council write a letter(s) to AEP to have eco fees removed from regulation (cc Alberta Recycling, MLA and Deputy Minister). The letter should include expanding the electronics program to include everything with a battery or a cord
- Research and apply for applicable Alberta Recycling grants.

From the above action items, the Town of Didsbury has written a letter of support for an EPR in the Province.

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Infrastructure and Asset Management

RECOMMENDATION: That this be referred to Administration for further review and consideration:

ALTERNATIVE OPTIONS:

Attachments: (May take the form of pictures, graphs, letters, etc.)

1.



Town of Didsbury Council Training & Education Report

Report Submitted by: Bill Windsor		
Alberta CARE (Coordinated Action for Recycling Enterprises) Seminar		
February 27, 28 and March 1	9 AM to 7 PM, 8 AM to 10 PM, 8 AM to 1 PM	Heritage Inn, High River, Alberta
Type of meeting	3-day Seminar	
Attendees	Waste, Recycle and Elected Officials from across Alberta (~150)	
Meeting Highlights		
<ul style="list-style-type: none">• Wednesday, February 27<ul style="list-style-type: none">○ Tour - Caliber Environmental Ltd.<ul style="list-style-type: none">▪ Paint Recycling Facility▪ Funded by the Paint Recycling fee and sales▪ Produce Interior/Exterior Latex – EcoCoat – about ½ price of virgin paint▪ Blend residual paint to attain market colours▪ Do not handle any oil base paints, only latex paints▪ Recover about 80% of the recycled paint received, 20% is unrecoverable (freeze/thaw limits)▪ Recycling fee at point of purchase hasn't changed since 2008 – (more in Alberta Recycle Session Report)▪ 6224 - 29 Street SE, Calgary○ Tour – Foothills Regional Landfill<ul style="list-style-type: none">▪ Serves the County of Foothills (High River, Okotoks, etc.)▪ 70 years of available airspace▪ Footprint is 160 acres▪ Lost 2 years of airspace to the 2013 Highwood River flood▪ Embarking on a HVAC sludge facility▪ Demonstration of the Tylta Terminator shredder (awesome for mattresses)○ Tour – Foothills Salvage and Recycling Society<ul style="list-style-type: none">▪ Like our Zion Thrift store only 3 buildings about the size of the current Library▪ Allow donations as well as salvaging from the tipping bins▪ Resale donated and salvaged items▪ Generate about \$720K per year▪ Half of profits are made available to local non-profit organizations▪ Other half of profits are allotted base on volunteer directives○ Welcome from the Mayor of High River, Reeve of Foothills, MLA• Thursday, February 28<ul style="list-style-type: none">○ Session - Disaster Debris Management<ul style="list-style-type: none">▪ major disaster events are happening more frequently<ul style="list-style-type: none">• steadily increasing since 1980• damage is exceeding \$314 billion world-wide annually▪ 2013 flood<ul style="list-style-type: none">• Bow River peak flow 2000+ M3/second• Previous high 1740 M3/second• Highwood River flow exceeded 2000 M3/second (beyond measuring devices limits)▪ these events have the greatest impact on the lowest income segment of the population<ul style="list-style-type: none">• cities/communities have been historically designed this way▪ Canadian disaster systems are based on response and recovery, not prevention▪ event impact is increasing because of our desire/willingness to live in hazardous areas/regions<ul style="list-style-type: none">• and municipalities allow development in these areas/regions▪ while municipalities should be limiting development in high risk areas the current mindset is to just accept the risk▪ High River was not prepared to deal with the 2013 flood<ul style="list-style-type: none">• most key processes were not in place to deal with it• EOC plan was actually a training manual (1997 vintage)• Land use bylaw allowed development where it shouldn't have been allowed• they were missing most of the components of a disaster response plan• debris management was never even a thought in the ERP• mountains of garbage that had to be dealt with▪ Did the Town of High River follow best practices?<ul style="list-style-type: none">• asbestos exposure was a real problem		



Town of Didsbury Council Training & Education Report

- EOC should set up of transfer stations for residents
 - organizers should plan for bigger than what is expected
 - don't underestimate the resiliency, ingenuity and creativity of the public
 - they will get it done in spite of your plan
 - contractors undertaking tasks without authority or coordination and exploiting the situation
 - this was a huge problem
- KPI (key performance indicator) result from a waste point of view
 - develop a disaster debris management plan
 - incorporate the debris management plan in the ERP
 - comprehensive training of ERP staff and support staff
 - pre-negotiate contracts (hauling, cleaning, demolition, etc.)
- What to do today
 - have ERP planners work with and incorporate waste commission in the plan
 - have staff complete the SWANA course
 - pre-negotiate contracts (hauling, cleaning, demolition, etc.)
 - develop a disaster event recycling management strategy.
- Session – Alberta Recycling
 - existing programs – electronics, waste oil, tire, paint
 - eco fee for these programs at point of sale has not changed since 2008 or earlier
 - minimum wage in 2008 was \$8.40
 - municipalities/individuals must write letters to AEP to have these fees removed from regulation
 - Alberta Recycling mandate is legislated
 - collection of fees
 - research and development (way to use products)
 - grant funding
 - Alberta Recycling roles
 - recover and recycle all program materials
 - collect fees
 - ensure sustainability
 - educate the public on the money flow
 - 440 collection sites in Alberta
 - paint – 319 sites, 75 roundups per year
 - electronics – 366 sites, 78 roundups per year
 - tires – 345 sites, 2000+ retailers
 - used oil – 230 sites
 - Alberta Recycling gives out collection site awards
 - Grant funding available for
 - municipal roundup advertising (perpetual and one-time events)
 - 4-H groups - \$1M per year is awarded to 4-H groups
 - electronic roundups (perpetual and one-time events)
 - some school programs
 - There is an increase coming on April 1 to the electronics eco fee.
 - What needs to be done?
 - need to remove eco fees from regulation (letter writing)
 - expand electronics program to include everything with a battery or a cord
- Session – EPR (Extended Producer Responsibility)
 - EOL (End of Live) management/responsibility for all product and packaging
 - paper, packaging, plastic
 - All provinces but Alberta have signed on to a EPR in one form or another
 - EPR is part of the CCME (Canadian Council of Ministers of the Environment) Canada wide action plan
 - costs of recycling are already built in to the price of products sold across Canada
 - BC - \$74M back to municipalities (\$15.88 per capita)
 - AB - \$0
 - SK - \$5.6 M back to municipalities
 - At 2018 AUMA convention – questions regarding ERP at the Ministers' forum
 - What need to be done?



Town of Didsbury Council Training & Education Report

<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • participate in EPR discussions and studies • ensure letter of support is sent as per the City of Calgary request ○ Tour – Bomber Command Museum of Canada (Nanton) • Friday, March 1 <ul style="list-style-type: none"> ○ Session – Landfill Noise management <ul style="list-style-type: none"> ▪ has to take place in the planning stage <ul style="list-style-type: none"> • consideration to be given to neighbours, wildlife, employees, etc. ▪ once noticed, sensitivity is heightened (noise, odour, everything but particularly noise) ▪ there are no provincial standards, only municipal bylaws ▪ noise management in the design process involves <ul style="list-style-type: none"> • agree on criteria with residents/neighbours • most municipal bylaws set thresholds too high (65 db is too high) ▪ intermittent sounds are more annoying than constant sounds ▪ mitigation <ul style="list-style-type: none"> • reverse alarm is very annoying – change the tone, lower frequency is less annoying • train employees on quiet equipment operation • go with electric drivers and equipment ○ Session – SAEWA Update (Southern Alberta Energy from Waste Association) <ul style="list-style-type: none"> ▪ focus is no EOL product that cannot be recycled ▪ EFW (Energy From Waste) facilities actually improve recycling ▪ according to their member map, MVRWMC is not a member ▪ employed HDR Inc. for engineering services <ul style="list-style-type: none"> • did a feasibility study • did a project development plan • invested \$1.5M ▪ determined that Vulcan County was the best location (central to members) at the time ▪ EFW facilities involve no post-closure costs – no extended liability ▪ build new facility totally financed tipping fee would be \$91/tonne ▪ based on grant and investment funding the tipping fee will likely be in the \$50/tonne area ▪ what to members want? – utility model or private sector owned/operated ▪ have received \$400K provincial grant to select a site <ul style="list-style-type: none"> • evaluating site selection/options (6 potential sites identified) • some municipalities have already zoned for EFW facilities ▪ designing for 350,000 tonne per year facility – sufficient for about 1/6th to 1/7th of the province ○ Session – Cannabis Waste Management <ul style="list-style-type: none"> ▪ unwanted cannabis – solid and liquid waste ▪ liquid wastes – solvent, hazardous and non-hazardous ▪ solid wastes <ul style="list-style-type: none"> • compostable - non-hazardous - must be made unrecognizable (grinding, shredding, mixing) and mixed with an equal amount of non-cannabis material • non-compostable – disposed of in a landfill ▪ receiving cannabis waste compliance rests on the shoulders of the landfill manager <ul style="list-style-type: none"> • there are no federal or provincial requirements • reliant on taking the word of the supplier as to content and makeup • there is no regulatory body to enforce or report to 	<p>Council Action Required?</p> <ul style="list-style-type: none"> • Does Didsbury ERP include a disaster debris management plan/strategy? If not, this needs to be done and involve the waste commission in developing it. • The Waste Commission and Town needs to pre-negotiate debris management contracts (hauling, cleaning, demolition, etc.). • Council write a letter(s) to AEP to have eco fees removed from regulation (cc Alberta Recycling, MLA and Deputy Minister). • The letter should include expanding the electronics program to include everything with a battery or a cord • Research and apply for applicable Alberta Recycling grants. • Council and Didsbury must participate in EPR discussions and studies. Ensure the letter of support is sent as per the City of Calgary request.
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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 8.b)

SUBJECT: COUNCIL REPORTS

BACKGROUND: For Councils consideration, attached are Council Reports.

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw".

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community.

RECOMMENDATION: That Council accept the attached Council reports as information.

ALTERNATIVE OPTIONS: N/A

ADDITIONAL INFORMATION: (May take the form of pictures, graphs, letters, etc.)

- i. Red Deer River Municipal Users Group – Councillor Windsor – January 16, 2020
- ii. Community Policing Advisory Committee – Councillor Poggemiller – January 15, 2020



Town of Didsbury Councillor Committee & Board Report

Submitted by: Bill Windsor		
Meeting: RDRMUG (Red Deer River Municipal Users Group)		
Date: January 16, 2020	Time: 1 PM to 3:15	Location: Drumheller
Type of meeting	Regular Board Meeting	
Attendees	Various municipal representatives	
Meeting Highlights		
<div>❖ AGM and election of Executive</div> <div><div>➤ Re-elected Co-Chairs - Terry Leslie (Mayor of Sundre, Urban), J. Ireland (Councillor Lacombe County, Rural)</div><div>➤ Re-elected Executive - Mr. T. Ainscough (City of Red Deer, Resource), G. Bates (Councillor Town of Innisfail), Councillor A. Campbell (Councillor Town of Stettler), Councillor G. Campion (Councillor Town of Hanna), Councillor M. Dawe (Councillor City of Red Deer), Mayor R. Poole (Mayor Town of Blackfalds), Mr. J. Slemph (Special Areas, Council Representative), Mr. J. Wallsmith (MD of Acadia), CM. Marshall (Councillor Starland County), Mr. Bill Shaw (City of Red Deer Water, RDRMUG Advisor/ExResource)</div><div>➤ Additionally Elected Executive – Wanda Blatz (Councillor Town of Olds)</div><div>➤ Audit Report from Auditors Mayor Terry Leslie and Mayor Richard Poole</div><div>➤ Year-end financial statement – submitted under separate cover</div><div>➤ Signing Authorities remain the same</div><div>➤ Accounting Authority remains Town of Drumheller</div><div>➤ 2020 Auditors appointed - Mayor Terry Leslie and Mayor Richard Poole</div></div> <div>❖ Regular Board Meeting</div> <div><div>➤ Rosemarie Ferjuc from RDRWA (Red Deer River Watershed Alliance) in attendance</div><div>➤ Year-end financial statements submitted under separate cover</div><div>➤ 2020 Operating budget submitted under separate cover</div><div>➤ Presentation – Alberta Water License Viewer</div><div>➤ Special Committee review – Tasks and Actions 2019-2022</div><div>➤ Comparison of Municipal utility rates</div><div>➤ https://docs.google.com/spreadsheets/d/1lzYXYZxBnr6oyruvAOG4ApB9nocH8yN9VWm5tmdX7HI/edit#gid=24</div><div>➤ Set Meeting dates - January 16, March 19, May 21, July 16, September 17, and November 19.</div><div>➤ Review of Executive Director contract – stays the same as 2019</div><div>➤ Rating Challenges Worksheet – homework, will need to review with CAO</div></div>		
Council Action Required?		
None		

Town of Didsbury Councillor Committee & Board Report

Submitted by: E BOGGMILLER		
Meeting: CPAC		
Date: JAN 15/20	Time: 7:00	Location: RCMP DIDSBURRY
Type of meeting COMMITTEE		
Attendees COMMITTEE MEMBERS FROM DETACHMENT AREA		
Meeting Highlights		
<ul style="list-style-type: none"> - OVERALL CRIME STAYS DOWN FOR 2019 - PLAN IN PLACE TO TRY AND APPREHEND VEHICLE THEFTS. - PERSON CRIMES ALWAYS TRUMP OTHER CRIMES - DISCUSSION ON NEW POLICING FOR STAKEHOLDERS - DISCUSSION ON TERMS OF REFERENCE FOR CPAC 		
Council Action Required?		
<ul style="list-style-type: none"> - LOOK AT TOR - STAFF SERGEANT CHAD COMING TO NEXT COUNCIL MEETING. 		

Submitted by:		
Meeting:		
Date:	Time:	Location:
Type of meeting		
Attendees		
Meeting Highlights		
Council Action Required?		



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 9)

SUBJECT: CORRESPONDENCE & INFORMATION

BACKGROUND: The following correspondence, which includes correspondence received, minutes from other agencies and financial statements from other agencies, has been received for Council's attention:

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: N/A

RECOMMENDATION: That Council accept the correspondence presented as information.

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

- a. *Correspondence*
 - i. *Alberta Order of Excellence*
- b. *Minutes - Others*
 - i. *Red Deer River Municipal Users Group – November 21, 2019*
 - ii. *Community Policing Advisory Committee – September 18, 2019*
- c. *Financial Statements – Others*
 - i. *Red Deer River Municipal Users Group – Ending December 2019*



THE ALBERTA ORDER OF EXCELLENCE

January 10, 2020

*Her Worship Rhonda Hunter
Town of Didsbury
PO Box 790
Didsbury AB T0M 0W0*

Dear Her Worship Hunter,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.

Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2020. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.

More information and nomination forms are available on our website at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is Friday, February 15, 2020.

Sincerely,

*Andrew C.L. Sims
Chair*

*Facebook: @AlbertaOrderofExcellence
Twitter: @AOEalberta*

Minutes of the Red Deer River Municipal User Group Regular Meeting

November 21, 2019 at 1:00 PM

Badlands Community Facility, Drumheller, Alberta

Attendance: Co-Chair Terry Leslie – Town of Sundre
Co-Chair John Ireland – Lacombe County
Keith Ryder - RDRMUG Executive Director
Tim Besuijen - Village of Alix
Richard Poole - Town of Blackfalds
Bill Windsor – Town of Didsbury
Jay Garbutt – Town of Drumheller
Gerald Campion - Town of Hanna
Gavin Bates – Town of Innisfail
Jim Hugo – Kneehill County
Glen Keiver – Kneehill County
Peggy Johnson – Mountain View County
Wanda Blatz – Town of Olds
Mary Anne Overwater – Town of Olds
Bill Shaw – City of Red Deer
Phillip Massier – Red Deer County
Murray Marshall – Starland County
Al Campbell – Town of Stettler
Graham Parsons - Town of Sylvan Lake
Chris Reeds – Town of Trochu
Harold Leo – Town of Three Hills
Recording Secretary – Libby Vant

1.0 Call to Order: Co-Chair Terry Leslie called the meeting to order at 1:00 PM.

2.0 Adoption of Agenda

2.1 Additions

None.

2.2 Approval of Agenda

MOTION B. Windsor moved that the agenda for the November 21, 2019 Red Deer River Municipal User Group Meeting be adopted as presented. Carried unanimously.

3.0 Confirmation of Minutes

3.1 Confirmation of Minutes of the Regular Meeting of September 19, 2019

MOTION M. Marshall moved that the Red Deer River Municipal User Group Meeting minutes of September 19, 2019 be adopted as presented. Carried unanimously.

3.2 Business arising from minutes of September 19, 2019

None.

4.0 Financial

4.1 Financial Statements to October 31, 2019

Executive Director K. Ryder provided an overview of the financial statements to October 31, 2019 and highlighted the following:

Balance Statement: Current Assets - \$65,470.57

Closing Surplus – \$65,470.57

Statement of Revenue and Expenses – Revenue - \$57,099.40; Expenses - \$57,763.39

Surplus (Loss) for Year to-date – \$4,336.01.

4.2 2019 Operating Budget

K. Ryder presented the 2019 operating budget

MOTION G. Campion moved to accept the Financial Statements to October 31, 2019 and the 2019 Operating Budget as presented. Carried.

4.3 2020 Draft Operating Budget

Executive Director Keith Ryder presented the draft 2020 Operating Budget and noted that the expenses mirror the previous year, with the exception of the costs for the Integrated Land Use Planning, which is budgeted at \$10,000 for 2020. Discussion took place on whether this amount would be sufficient, and how the scope of the Integrated Land Use Planning has altered. After round table discussion the following points were incorporated:

2.3.1. 2020 per capita request will remain at .25 cents. Efforts will be made to invite and encourage municipalities who are not currently RDRMUG members to attend future meetings and consider joining and contributing to RDRMUG

2.3.2. Integrated Land Use amount to be eliminated and these funds would be included in the Next Steps budget for 2020.

MOTION P. Massier moved to approve the draft 2020 Operating Budget as amended. Carried.

5.0 New Business

5.1 Welcome to New Municipal Appointees

Executive Director K. Ryder provided a brief history and overview of the Red Deer River Municipal Users Group for the newly appointed members in attendance.

5.2 Allocation Update- Current allocations/licenses for the Red Deer River

Executive Director K. Ryder presented a chart on the total allocations /license for the Red Deer River. He advised that the current total allocations is 300,100,674 cubic metres of water, which is less than the previous figures because these are only for issued licenses (out of the 550,000 available Dam³).

5.3 How to Use the Alberta Environment License Viewer - to check municipalities' total allocated/licensed amounts of water from the Red Deer River.

Executive Director K. Ryder provided a link to the Alberta Environment License Viewer and advised that the Province is continually working to update the online viewer. (note due to internet service not being available this information will be provided directly to members).

5.4 Integrating Municipal Planning with Source Water Protection and Watershed Conservation

B. Shaw and Executive Director K. Ryder recently led a workshop to highlight the purposes and importance of this report to all RDRMUG members and municipalities. With the tremendous amount of information included in this report and the resources used to create it, it was deemed important to provide members with a briefing that would enable a full understanding be beneficial to members when they are sharing this information with their Councils and Administration-Planning staff.

B. Shaw took the members through the document section by section to provide members an opportunity to be aware of and interested in integrating land use planning and water management, including conservation. Discussion took place on the need for the members to be champions for water and to ensure that their Administrators as well as Councils become aware of and interested in water conservation. It was agreed that the Executive Director will provide two copies of the Integrating Municipal Planning with Source Water Protection and Watershed Conservation report to the members Councils and Chief Administrative Officers/Planning Staff. It was also agreed that if required, K. Ryder and B. Shaw could be available to present the document to the member municipalities directly as resources permit.

[Click here](#) for report.

Co-Chair T. Leslie called for a short break at 2:20 pm.

Co-Chair T. Leslie called the meeting back to order at 2:31 pm.

Executive Director Report:

5.5 Report on Joint Forum with RDRWA

Executive Director K. Ryder advised that the RDRMUG/RDRWA Joint Forum was held on November 6 in Sundre. The event was successful with 58 attendees. The selection of speakers at the joint forum was excellent, including the Nature Conservancy of Canada, a speaker from Strathcona, a speaker from Calgary, and B. Shaw who was able to present the recent RDRMUG report on Integrating Municipal Planning with Source Water Protection and Watershed Conservation.

5.6 Administrative Information

Multiple meetings with BPS Consulting, County of Settler, RDRWA re Joint Forum

and arrange a presentation to the Mountain View County Council.

5.7 Review of information shared with members. K. Ryder advised that he provides unedited items of information that he identifies may be of interest to RDRMUG members. It is up to each member if they wish to use or share this information.

5.8 K. Ryder advised that due to the internet not being available at the November 21, 2019 meeting he would provide information and links to members relating to current municipal utility rates and an update on the Provinces Water License Viewer.

MOTION J. Ireland moved to accept the Executive Director's report as presented. Carried.

6.0 Executive Committee Recommendations:

Bill Shaw prepared a power point that provided members with possible guidelines that should be considered in future RDRMUG Planning, Goals and Strategies. After round table discussion a motion was approved to establish an adhoc "Steering Committee" to review recommendations and investigate directions, goals and established that will be relevant to RDRMUG members.

[Click here](#) for power point: Why RDRMUG?

MOTION G. Campion moved to create a working group/steering committee to come back and report at the March meeting to provide direction to RDRMUG. Carried.

The following RDRMUG members volunteered to serve on this committee:

Co-Chairs T. Leslie – Town of Sundre and J. Ireland – Lacombe County,

R. Poole – Town of Blackfalds, J. Slemph – Special Areas, T. Ainscough – City of Red Deer, B. Shaw – City of Red Deer, RDRMUG, W. Blatz – Town of Olds, G. Parsons – Town of Sylvan Lake.

7.0 Agenda Additions:

None.

8.0 Correspondence and Articles:

- 8.1 Lead in pipes
- 8.2 North Red Deer Regional Wastewater Services Commission wins A.P.W.A. Public Works Project of the Year Award
- 8.3 My Everyday Water Decisions

9.0 Municipal Project Review: *An opportunity for all representatives to share their current and future water/waste water projects.*

9.1 Next Meeting:

Regular Meeting date is scheduled for January 16, 2020. This meeting will include RDRMUG Annual General Meeting and Election of Officers/Directors.

10.0 Adjournment

MOTION A. Campbell moved to adjourn the meeting at 3:40 PM. Carried.

2019 Red Deer River Municipal User Group Association

Membership is for the period of January 2019 to December 2019

For The Year Ended December 2019

Chq Date	Deposited	Municipality	Amount Paid	Commitment	Population	Outstanding	Arrears
14-Feb-19	01-Mar-19	Acadia Valley, County	123.25	123.25	493	-	
11-Feb-19	01-Mar-19	Acme, Village	163.25	163.25	653	-	
20-Feb-19	01-Mar-19	Alix, Village	183.50	183.50	734	-	
		<i>Bashaw, Town</i>		-		-	
15-Feb-19	01-Mar-19	Big Valley, Village	87.25	87.25	349	-	
27-Mar-19	03-Apr-19	Blackfalds, Town	2,531.25	2,531.25	10,125	-	
12-Feb-19	01-Mar-19	*Bowden, Town	310.00	310.00	1,240	-	
12-Feb-19	01-Mar-19	*Carstairs, Town	1,019.25	1,019.25	4,077	-	
21-Feb-19	21-Mar-19	Clearwater, County	2,986.75	2,986.75	11,947	-	
19-Feb-19	01-Mar-19	Consort, Village	182.25	182.25	729	-	
		<i>Coronation, Town</i>		-		-	
12-Feb-19	01-Mar-19	*Crossfield, Town	827.00	827.00	3,308	-	
22-Feb-19	01-Mar-19	Delburne, Village	223.00	223.00	892	-	
12-Feb-19	01-Mar-19	*Didsbury, Town	1,317.00	1,317.00	5,268	-	
19-Feb-19	01-Mar-19	Donalda, Village	54.75	54.75	219	-	
07-Feb-19	01-Mar-19	Drumheller, Town	1,995.50	1,995.50	7,982	-	
		<i>Elnora, Village</i>		-		-	
14-Feb-19	01-Mar-19	Halkirk, Village	28.00	28.00	112	-	
15-Feb-19	01-Mar-19	Hanna, Town	639.75	639.75	2,559	-	
12-Feb-19	01-Mar-19	*Innisfail, Town	1,961.75	1,961.75	7,847	-	
19-Feb-19	01-Mar-19	Kneehill, County	1,250.25	1,250.25	5,001	-	
21-Feb-19	01-Mar-19	Lacombe County	2,585.75	2,585.75	10,343	-	
		<i>Linden, Village</i>		-		-	
19-Feb-19	01-Mar-19	Mountain View County	3,268.50	3,268.50	13,074	-	
		<i>Munson, Village</i>		-		-	
auto	20-Feb-19	Newell, County	1,881.00	1,881.00	7,524	-	
12-Feb-19	01-Mar-19	*Olds, Town	2,296.00	2,296.00	9,184	-	
22-Feb-19	01-Mar-19	Oyen, Town	255.50	255.50	1,022	-	
22-Feb-19	21-Mar-19	Paintearth, County	525.50	525.50	2,102	-	
20-Feb-19	01-Mar-19	Red Deer, City	25,104.50	25,104.50	100,418	-	
22-Feb-19	01-Mar-19	Red Deer, County	4,885.25	4,885.25	19,541	-	
14-Mar-19	21-Mar-19	Special Areas	1,046.00	1,046.00	4,184	-	
13-Feb-19	01-Mar-19	Starland, County	516.50	516.50	2,066	-	
12-Feb-19	01-Mar-19	Stettler, County	1,381.50	1,381.50	5,526	-	
15-Feb-19	01-Mar-19	Stettler, Town	1,488.00	1,488.00	5,952	-	
20-Feb-19	01-Mar-19	Sundre, Town	682.25	682.25	2,729	-	
22-Feb-19	01-Mar-19	Sylvan Lake, Town	3,704.00	3,704.00	14,816	-	
07-Mar-19	21-Mar-19	Three Hills, Town	803.00	803.00	3,212	-	
28-Feb-19	21-Mar-19	Trochu, Town	264.50	264.50	1,058	-	
		<i>Veteran, Village</i>		-		-	
		* members of the Mountain View Regional Water Services Commission			0.00	-	
Paid Communities: 33			66,571.50	66,571.50	266,286	-	-



**Didsbury and District CPAC
Minutes of Meeting
September 18, 2019
Didsbury RCMP Boardroom**

Attendance: Chad Fournier, Staff Sergeant, Didsbury RCMP Detachment
Duncan Milne – Mountain View County, Councillor
Pam Thomas – Mountain View County, Community Services
Erhard Poggemiller, Town of Didsbury, Councillor
Greg Poirier, Town of Didsbury, Chamber
Dave Ness – Town of Carstairs – Protective Services
Chris Mueller – Town of Carstairs – Protective Services
Lori de Rosemond – Town of Carstairs
Dennis Paulin, Town of Carstairs, Chamber
Joseph Shi – Village of Cremona, Councillor

Agenda Item 1: Call to Order

- The meeting was called to order at 6:55 p.m.

Agenda Item 2: Agenda

(2.1) Agenda – Additions or Deletions

- Nil

(2.2) Adoption of Agenda

Motion: moved by E. Poggemiller that the September 18th, 2019 Agenda be adopted as amended.

Carried

Agenda Item 3: Adoption of Minutes

(3.1) Adoption of Minutes

- Reviewed the May 15th, 2019 meeting minutes.

Motion: moved by G. Poirier that the May 15th, 2019 minutes be adopted as presented.

Carried

Agenda Item 4:

(4.1) Chair Report.

- Attended info session @ county building with 2 lawyers, informative but wasn't what residents were looking for
- Rumor county to start paying for policing service, meeting Sept. 23

(4.2) Carstairs Chamber Report.

- Attended Chamber meeting still working out "growing pains"
- Chamber has started up sub committee's
- Going through policies and bylaws
- Crazy Christmas - Dec. 6
- Wanting to host more educational sessions for business owners

(4.3) Didsbury Chamber Report.

- Business Award night held
- Membership up
- Would like to start business walks - town and chamber combined looking to see goals are - Should include RCMP / CPO's to look @ secure premise

Agenda Item 5: Policing Statistics (YTD) - Staff Sergeant Chad Fournier

(5.1) Policing Report - Verbal report by Staff Sergeant Chad Fournier

- Report presented from Jan. - end of June 2019

Agenda Item 6: Olds Rural Crime Watch Association

- New president has been elected - Jason Leech

Agenda Item 7: Correspondence

(7.1) Nil

Agenda Item 8: New Business

(8.1) Change meeting dates to quarterly

- Motion to move meetings quarterly Jan / April / July / Oct - J. Shi

Agenda Item 9: Old Business

- (9.1) Musical Ride - combined group effort to make the event a success, Ride Master would like to come back again, Pictures to come

(9.2) Terms of Reference: -

- 1st Reading Sept.18.2019
- Present to council MVC / Carstairs / Didsbury as information
- Changes have been made by the committee
- Pam to make changes and send out
- Next reading at January's meeting

Agenda Item 10: Open Round Table Discussion

- Carstairs - Summer was good / Crosswalk issues since school started (vehicles and crossing guards) / Carl suggested would we be prepared to write a letter to the Sol. Gen. to express support to continue having Crime Reduction Units - Dave to write letter
- Didsbury - Show Case Sept.19 / Interm CAO until Nov. / Commend Musical Ride / Car Show event in town
- MVC - Pam to update broucher, look more into the updates in the new year / RMA in fall - attending / starting into Budget's / Successful summer with grading & chipping projects
- Cremona - New CAO has started / Lots of break in's / Canada Day was a good event / Still trying to set up Crime Watch / Citizen's on Patrol in Cremona
- Greg Poirier - New grocery store next year, feedback on lights meeting with AB transportation to discuss

Agenda Item 11: Next Meeting Date

- The next meeting is scheduled for January 15th, 2020 at 7:00 pm - Didsbury RCMP Detachment.

Agenda Item 12: Adjournment

- The meeting adjourned at 8:25 pm.

I approve these minutes as an accurate account of the above meeting

Signed by: _____
Chairperson

Date: _____

Red Deer River Municipal User Group Association
224 Centre Street
Drumheller, Alberta T0J 0Y4

Balance Sheet (un-audited)
For The Year Ended December 2019

Assets		
Current Assets		
Cash on Hand	-	
Bank - Scotiabank	50,031.43	
Bank - Investments	-	
Bank - Chinook	17.56	
Prepaid Expenses	-	
Accounts Receivable	-	
Accrued Revenue	-	
GST Clearing	1,050.03	
GST Recoverable	-	
	<hr/>	51,099.02
Capital Assets		
Furniture and Fixtures	-	
Equipment	-	
Tools and Software	-	
	<hr/>	-
Total Assets		<hr/> <hr/> 51,099.02
Liabilities and Equity		
Current Liabilities		
Accounts Payable	4,059.36	
Accrued Liabilities	-	
Deferred Memberships	-	
Reserves	-	
	<hr/>	4,059.36
Surplus		
Opening Surplus	50,039.31	
Surplus (Loss) for Year	(2,999.65)	
Closing Surplus	<hr/>	47,039.66
Total Liabilities and Surplus		<hr/> <hr/> 51,099.02

Red Deer River Municipal User Group Association
224 Centre Street
Drumheller, Alberta T0J 0Y4

Statement of Revenue and Expense (un-audited)
For The Year Ended December 2019

	Budget	Actual	Variance
Revenue			
Municipal Membership	67,500	66,571.50	(928.50)
Interest Earned	1,800	1,855.40	55.40
Other Income		-	-
	<u>69,300.00</u>	<u>68,426.90</u>	<u>(873.10)</u>
Expenses			
Administration			
Contract Services (includes per diems)	46,000	39,925.26	(6,074.74)
Meeting Expense	1,200	1,339.83	139.83
Bank Charges		-	-
Town of Drumheller	5,125	5,125.00	-
Memberships/subscriptions	150	166.12	16.12
Office Supplies	500	320.00	(180.00)
Conference, Meetings	750	-	(750.00)
Travel Expense (Staff)	2,000	846.85	(1,153.15)
Web Site Maintenance	1,000	479.70	(520.30)
Miscellaneous	500	250.00	(250.00)
Accounting/Legal	1,000	-	(1,000.00)
GST Expense		-	-
Members Expenses			
Per Diems (Members)	500	-	(500.00)
Travel (Members)	500	-	(500.00)
Projects			
Special Projects		-	-
Consulting/Professional		-	-
Pamphlets and Written		-	-
Miscellaneous		-	-
Integrating Land Use Planning	10,000	21,814.00	11,814.00
RDRMUG Water Quality Water Protection Plan			
Contract Staff		-	-
Travel		-	-
Facility/Office Rental		-	-
Printing, mailing, etc.		1,159.79	1,159.79
Miscellaneous		-	-
	<u>69,225.00</u>	<u>71,426.55</u>	<u>2,201.55</u>
Surplus (Loss) for Year	<u>75.00</u>	<u>(2,999.65)</u>	<u>(3,074.65)</u>

Reviewed by:

Date:

2020 RDRMUG OPERATING BUDGET

	2018	2019	2020	
	Actual	Actual	Budget	
Opening Surplus (Deficit)	55466.64	50,039.31	47,039.66	
REVENUE	@.25 per capita	@ .25 per capita	@.25 per capita	Note 1
Memberships	66456.00	66,571.50	68,000.00	Note 4
Interest Earned	1600.39	1,855.40	2,000.00	
Other Income	1610.00			
Total Revenue	69666.39	68,426.90	70,000.00	Note 2
EXPENSES				
Administration				
Contract Services/per diems/Expenses	43053.12	39,925.26	45,000.00	Note 7
Meeting Expenses	1155.88	1,339.83	1,200.00	
Bank Charges				
Town of Drumheller	5125.00	5,125.00	5,125.00	
Membership/Subscriptions	120.00	166.12	175.00	
Office Supplies	440.00	320.00	400.00	
Conference, Meetings			500.00	
Travel Expense (staff)	1761.35	846.85	1,500.00	
Web Site Maintenance	959.40	479.70	500.00	
Miscellaneous		250.00	500.00	
Accounting Legal			1,000.00	Note 3
GST Expense				
Sub Total	52,614.75	48,452.76	55,900.00	
Members Expenses				
Per Diems (Members)			500.00	
Travel Expense (Members)			500.00	
Sub Total	-		1,000.00	

2020 RDRMUG OPERATING BUDGET

RDRMUG Next Steps					
Government Meetings/Consulting				5,000.00	
Integrating Land Use Planning		21,814.00		10,000.00	
Sub Total		21,814.00		15,000.00	
RDRMUG Water Quality Water Protection					
Contract Staff	17,449.60				
Travel	792.84			500.00	
Facility/Office Rental	1,123.40				
Printing, mailing, etc.	1332.81	1,159.79		500.00	
Miscellaneous	1,780.32				
Sub Total	22,478.97	1,159.79		1,000.00	
TOTAL EXPENSES	75,093.72	71,426.55		72,900.00	
Suplus/(Deficit) for Year	(5,427.33)	(2,999.65)		(2,900.00)	
Total Closing Surplus/(Deficit)	50,039.31	47,039.66		44,139.66	
1. 2020 revenue remains at .25 per capita based on Estimated Membership population - increase in memberships					
2. 2019 totals are estimated to December 31, 2019					
3. RDRMUG Bylaws require an external audit for the fiscal year of 2022 (AGM Minutes January 17, 2019)					
4. Revenue is based on a per capita rate of .25 cents					
5. All projects must be approved by the RDRMUG membership prior to being committed					
6. Any expenditures that are not covered in the approved RDRMUG budget or exceed a budgeted amount must be approved by the RDRMUG membership prior to any financial commitment being made.					
7. Executive Director's 2018 Contract hourly rate is approved to be \$55.00 per hour (Average 15 hours/week) Minutes of January 17, 2019					
8. New projects will include meetings with Provincial departments to promote RDRMUG projects and concerns.					



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 10)

SUBJECT: GALLERY QUESTION PERIOD

BACKGROUND:

The Town of Didsbury Procedural Bylaw gives an opportunity for gallery members to ask Council a question or make a comment relative to any current Town-related Issue. The following regulations to Gallery Question Periods apply:

- A maximum of fifteen (15) minutes shall be allocated for Gallery Question Period. No presenter shall be permitted to utilize more than two (2) minutes for their respective question or comment. Gallery members may be permitted a second 2-minute allocation only if no other gallery members indicate a desire to speak when the Chair asks the question; gallery members may be provided a maximum of two (2) opportunities to present in Gallery Question Period, if time permits.
- A presenter who utilizes Gallery Question Period shall state their name and direct all questions and comments to the Chair.
- Questions and comments must be of a professional nature and shall at no point make personal attack against any Council Member or member of Administration. At the discretion of the Chair questions or comments that have been previously posed in front of Council may be restricted.
- In the event that more than two presenters would like to speak on the same topic, they are encouraged to utilize the Delegation period as outlined in Section 17.
- Members of Council and Administration shall not provide response to questions or comments during the Gallery Question Period. The Chair may choose to respond to comments or questions on behalf of the Town of Didsbury. If Council determines that the question or comment necessitates a response or further investigation, a notice of motion in accordance with Section 13 shall be issued.

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: N/A

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

None



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 11.a)

SUBJECT: ADJOURNMENT TO CLOSED MEETING

BACKGROUND: Section 197(2) of the MGA states: Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 or Part 1 of the Freedom of Information and Protection of Privacy Act.

Section 197(3): When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

ADMINISTRATIVE REVIEW:

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: That Council close the meeting to the public at _____ PM.

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

i.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 11.b)

SUBJECT: MOVE TO OPEN MEETING

BACKGROUND: N/A

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT:

RECOMMENDATION: That Council return to the Regular Council Meeting at _____ PM.

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

None



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 28, 2020

AGENDA ITEM NO.: 13)

SUBJECT: NOTICE OF MOTION

BACKGROUND: The Town of Didsbury Procedural Bylaw 2019-03 allows for Council to direct Administration to include an agenda item at a future Council meeting through the use of a "Notice of Motion".

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Organizational Excellence

RECOMMENDATION: That Council direct Administration to return to a future Council meeting with the following items:

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)