



TOWN OF DIDSBURY AGENDA
Regular Council Meeting
Tuesday, December 8, 2020 at 6:00 p.m.
Held by ZOOM Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATION/ PRESENTATIONS
 - 3.1 Nathan Cooper, MLA Pg. 2
4. ADOPTION OF MINUTES Pg. 3
 - 4.1 November 24, 2020 Regular Council Meeting
5. PUBLIC HEARINGS - *None*
6. BYLAWS & POLICIES
 - 6.1 Bylaw 2020-14 Municipal Elections (2nd & 3rd Reading) Pg. 8
7. BUSINESS
 - 7.1 Rescinding FOIP Coordinator Appointment (Res. 262-19) Pg. 13
 - 7.2 Appointment of Returning Officer and Substitute Returning Officer Pg. 14
 - 7.3 Appointment to Committees of Council Pg. 15
 - 7.4 Interim operating budget Pg. 16
 - 7.5 COVID-19 Safeguard Waiver of Fees Pg. 17
 - 7.6 Municipal Finance Intern Position Pg. 18
8. REPORTS
 - 8.1 CAO Report Pg. 19
 - 8.2 Council Reports (Verbal) Pg. 22
9. CORRESPONDENCE & INFORMATION Pg. 23
10. QUESTION PERIOD
11. CLOSED MEETING (in accordance with Division 2 of the *FOIP Act*)
 - 11.1 Sec. 24(1)(g) Advice from officials (project)
 - 11.2 Sec. 24 & Sec. 27 (organizational/legal)
 - 11.3 Sec. 24 & Sec. 27 (land/legal)
 - 11.4 Sec. 23 Local public body confidences (draft proposal)
 - 11.5 Sec. 21(1) Intergovernmental relations (legal/contractual)
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	December 8, 2020
SUBJECT	Delegation – Nathan Cooper, MLA/Speaker of the House
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3.1

BACKGROUND/PROPOSA

Nathan Cooper was elected to the Legislative Assembly of Alberta, representing the constituency of Olds-Didsbury-Three Hills, on May 5, 2015.

On May 21, 2019, the Honourable Nathan Cooper was elected by his fellow MLAs to serve as the 14th Speaker of the Legislative Assembly of Alberta. He also serves as the chair of the Special Standing Committee on Members' Services.

He previously served on the Standing Committee on Privileges and Elections, Standing Orders and Printing, the Standing Committee on Legislative Offices and the Special Standing Committee on Members' Services.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Honourable Nathan Cooper has been invited to attend the Council meeting to provide a year-end update/check-in.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the update/check-in from Olds-Didsbury-Three Hills MLA the Honourable Nathan Cooper as presented.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	December 8, 2020
SUBJECT	Approval of Minutes
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	4.1

BACKGROUND/PROPOSAL:

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

- November 24, 2020 Regular Council Meeting Minutes

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached minutes.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to approve the November 24, 2020 Regular Council Meeting Minutes as presented.



Meeting Minutes of the Town of Didsbury
Regular Council Meeting
November 24, 2020
Held through ZOOM Meeting

The regular meeting of Council for the municipality of the Town of Didsbury was held through ZOOM Meetings on Tuesday, November 24, 2020 commencing at 6:00 p.m.

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

Staff: Chief Administrative Officer - E. Gorner
Assistant CAO/Chief Financial Officer - A. Riley
Manager of Legislative Services/Recording Officer - L. Smith

CALL TO ORDER

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

ADOPTION OF AGENDA

Remove 6.2 Bylaw 2020-14 Municipal Election

Add 7.4 COVID-19 Update

Res. 448-20 MOVED by Councillor Windsor to approve the agenda as amended with the exclusion of item 6.2 Bylaw 2020-14 and the addition of item 7.4 COVID-19 Update.

Carried

Delegation – Didsbury & District Historical Society (Rick Astle)

Res. 449-20 MOVED by Councillor Engel to accept the presentation by the Didsbury & District Historical Society as information.

Carried

ADOPTION OF MINUTES

Res. 450-20 MOVED by Councillor Engel to approve the November 10, 2020 Regular Council Meeting Minutes as presented.

Carried

BYLAWS & POLICIES

Committee of Council Bylaw 2020-11 had the following recommended changes:

Performance Evaluation Committee 3.3.4 – 4. will become its own separate line item 3.3.5 subsequently the following numbers changed for Policy & Governance Committee to 3.3.6 and 3.3.7.

Committees of Council Bylaw 2020-11

- Res. 451-20 MOVED by Councillor Windsor to grant Committees of Council Bylaw 2020-11 third and final reading as amended.

Carried

BUSINESS

2021 Group Accident Insurance

- Res. 452-20 MOVED by Councillor Windsor that Council choose to renew their 2021 Group Accident Insurance coverage choosing Plan D with 24/7 coverage.

Carried

- Res. 453-20 MOVED by Councillor Windsor that Council choose critical illness coverage under Plan 2 for 2021.

Carried

Letters to AUMA & RMA President(s)

- Res. 454-20 MOVED by Councillor Engel that Council approve Mayor Hunter sending a letter on behalf of Council to Barry Morishita for being re-elected President of the Alberta Urban Municipalities Association (AUMA).

Carried

- Res. 455-20 MOVED by Councillor Engel that Council approve Mayor Hunter sending letters on behalf of Council to Al Kemmere the outgoing President of Rural Municipalities Association of Alberta (RMA) and to Paul McLachlin the incoming President of RMA.

Carried

Appointment of Business Representative to CAEP

- Res. 456-20 MOVED by Councillor Windsor to appoint Helen Hafke as Business Representative to the Central Alberta Economic Partnership until the Organizational Meeting in 2021; and appointment of Jan Lukes as the Alternate to the Central Alberta Economic Partnership until the Organizational Meeting in 2021.

Carried

COVID-19 Update

- Res. 457-20 MOVED by Councillor Moore that in the best interest and wellbeing of our community, Council continue to support the Chief Medical Officer and strongly encourage our residents and businesses to follow the recommendations of the Public Health Orders as set out by the Province of Alberta all measures and recommended practices relating to COVID-19; and further the Town of Didsbury website maintain the COVID-19 alert and information system until further notice.

Carried

REPORTS

Chief Administrative Officer Report

- Res. 458-20 MOVED by Councillor Moore to accept the Chief Administrative Officer's report for November 24, 2020 as information.

Carried

Council Reports

Res. 459-20 MOVED by Councillor Crothers to accept the Council reports for November 24, 2020 as information.

Carried

CORRESPONDENCE

- MPC Minutes for August 2 and September 23 and November 12, 2020
- Rural Municipalities Association (RMA) Patronage Refund
- Parkland Regional Library Systems (Parkland's budget approval by 72% of the municipalities representing 76% of the population)

Res. 460-20 MOVED by Councillor Moore to accept the correspondence and information items as information.

Carried

EMAIL QUESTION PERIOD - None

CLOSED MEETING

Res. 461-20 MOVED by Councillor Moore to go into Closed Meeting at 7:20 p.m.

Carried

Council took a 5-minute break

The following people, including Council, attended the closed meeting session:

Staff: Ethan Gorner, Chief Administrative Officer
 Amanda Riley, ACAO/Chief Financial Officer
 Luana Smith, Manager of Legislative Services/Recording Officer

Amanda Riley and Luana Smith left the meeting at 7:25 p.m. and returned at 7:56 p.m.

Topics of Closed Meeting in accordance with the FOIP Act.

Sec. 24(1) Advice from officials (organizational discussion)
Sec. 24(1) Advice from officials (land/legal)
Sec. 24(1) Advice from officials (organizational discussion)
Sec. 24(1) Advice from officials (organizational discussion)
Sec. 23(1) Local public body confidences (draft legislation)
Sec. 24(1) Advice from officials (personnel contents)

RECONVENE

Res. 462-20 MOVED by Councillor Engel to come out of closed meeting at 8:56 p.m.

Carried

EXTEND MEETING

Res. 463-20 MOVED by Councillor Engel to extend the meeting until 9:30 p.m.

Carried Unanimously

CLOSED MEETING

Res. 464-20 MOVED by Councillor Engel to go into closed meeting at 8:57 p.m.

Carried

RECONVENE

Res. 465-20 MOVED by Councillor Crothers to come out of closed meeting at 9:26 p.m.

Carried

ADJOURNMENT

Res. 466-20 MOVED by Councillor Crothers to adjourn the meeting 9:26 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	December 8, 2020
SUBJECT	Bylaw 2020-14 Municipal Elections
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Municipal Elections Bylaw 2020-14 is a bylaw to establish certain election procedures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Bill 29: *The Local Authorities Election Amendment Act* (LAEA) was passed on July 21, 2020 to make further amendments to the LAEA.

Council granted first reading on September 22, 2020 and was reviewed by Council Committee on November 24 and December 8, 2020.

Administration is requesting Bylaw 2020-14 Municipal Elections be given second and third and final reading.

RECOMMENDATION

That Council grant second reading to Bylaw 2020-14, a bylaw to establish election procedures.

AND

That Council grant third and final reading to Bylaw 2020-14, a bylaw to establish election procedures.

TOWN OF DIDSBURY
MUNICIPAL ELECTIONS
BYLAW 2020-14

BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR MUNICIPAL ELECTIONS.

WHEREAS it is the desire of Council to establish certain election procedures;

AND WHEREAS to the *Local Authorities Election Act, being Chapter L-21, of the Revised Statutes of Alberta 2000*, and amendments thereto and the *Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Town of Didsbury to regulate such matters;

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

1.0 Title

- 1.1 This Bylaw may be cited as the "Municipal Election Bylaw".

2.0 Definitions

- 2.1 In this Bylaw:

Act means the *Local Authorities Election Act*, R.S.A. 2000, Chapter L-21 as amended from time to time.

Advance Vote means a vote taken in advance of Election Day;

Automated Voting System means the vote tabulators, memory storage, remote accumulation systems, printers, computers and software used to count votes and generate election results.

Campaign Period is one year (January 1 through December 31) of a general election year.

Council means the municipal council of the Town of Didsbury in the Province of Alberta;

Candidate means any person who is nominated for election as a councillor/mayor of the municipality.

Deputy/Deputies means the Election Worker appointed as Deputy Returning Officer;

Elector means a person eligible to vote at an election;

Election means a general election, by-election, or a vote on a bylaw of question;

Election Day means the date fixed for voting at an election;

Election Signs means a sign displayed during an election period, referendum or plebiscite;

Incapacitated Elector at Home means a voter who unable to leave their place of residence to attend to a voting station or an advance voting station to vote who may require assistance during the voting process by either a friend/relative or an election worker;

Institutional Vote means a voter who is unable to leave their institutional residence setting to attend to a voting station or an advance voting station in the usual manner.

Local Jurisdiction means a municipality of district or a division as defined in the *School Act*, as the case may be;

Nomination Day means the day set 4 weeks before Election Day to receive nominations of candidates;

Nomination Form means the form as prescribed under the *Local Authorities Election Forms*

Municipal Election Bylaw 2020-14

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Regulation 378/2003.

Nomination Period means the beginning of the campaign period (January 1 in the year of an election) to **4 weeks** prior to Election Day.

Returning Officer means a person appointed under the *Local Authorities Election Act, 2000, Chapter L-21* as amended from time to time and includes a person acting in the Returning Officer's place;

Substitute Returning Officer means a person appointed by Council at the time a Returning Officer is appointed;

Voter has the same meaning as "Elector" under the *Local Authorities Election Act*;

Voting Station means the place where an Elector votes.

3.0 Returning Officer/Substitute Returning Officer****

- 3.1 The Chief Administrative Officer will recommend to Council the appointment of the Returning Officer for the Town of Didsbury (hereinafter referred to as the "Returning Officer") for the purpose of conducting elections under the Act.
- 3.2 The Chief Administrative Officer will recommend to Council the appointment of a "Substitute" Returning Officer.

4.0 Nominations Period, Definition of A Candidate and Campaign Period

- 4.1 Nomination papers will be accepted by the Town of Didsbury at the beginning of the campaign period (January 1 in the year of an election) to 4 weeks prior to election day (s. 25(2)(a) LAEA) Nominations Day/Hours:
- 4.2 Nomination day (which is the final day to accept nominations) is 4 weeks before election day (s.25{1} LAEA).
- 4.3 **On Nomination Day, nominations papers will be accepted until 12:00 p.m. noon**, and on any subsequent day to which the time for receipt of nominations is adjourned.
- 4.4 In the case of a by-election, the nomination period will commence the day following the resolution of council setting the date of the by-election. Nominations will be accepted up until **12:00 p.m. noon** on the day **4 weeks** prior to the date of the by-election (s.25{2}(b) LAEA).

5.0 Nomination Deposit

- 5.1 All Nomination Forms shall be accompanied by a deposit of One Hundred Dollars (\$100.00).**
- 5.2 The deposit shall be in cash, certified cheque or money order payable to the Town of Didsbury.
- 5.3 A candidate's deposit will be returned in accordance with section 30 of the *Local Authorities Election Act*.

6.0 Rejection of Nomination Paper

- 6.1 The Returning Officer is required to refuse a nomination paper if it has not been signed by five eligible electors and is not sworn/affirmed by the candidate.

7.0 Modified Voting Procedure:

- 6.1 In accordance with Ministerial Order Number 532/86 the Town of Didsbury hereby adopts the modified system of conducting an Election as prescribed by Alberta Regulation 170/2000 to designate the locations of more than one voting station within the Town of Didsbury.
- 6.2 The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provision of the *Local Authorities Election Act*.

8.0 Advance Voting:

- 8.1 The holding of an Advance Vote on any Vote held in an Election for the Local Jurisdiction is hereby authorized.
- 8.2 In accordance with the *Local Authorities Election Act*, the Returning Officer will determine the location, days and hours when an Advance Vote will be held.

9.0 Incapacitated Elector at Home:

- 9.1 During the hours an Advance Voting Station is open or other times as arranged, two (2) Deputies will attend at the residence of an Elector, in order to take the vote of an Elector who is unable to attend a Voting Station or an Advance Voting Station to vote and may require assistance during the voting process by either a friend/relative or an election worker.

10.0 Institutional Vote:

- 10.1 During the hours an Advance Voting Station is open or other times as arranged, two (2) Deputies will attend at the institutional residence of an Elector, in order to take the votes of an Elector who are unable to attend a Voting Station or an Advance Voting Station to vote in the usual manner.

11.0 Voting Hours on Election Day:

- 11.1 The Voting Stations in the Town of Didsbury shall be open from 7:00 a.m. until 8:00 p.m. on Election Day.

12.0 Automated Voting System

- 12.1 The taking of votes of electors and the tabulation of election results on any questions or in any election conducted by the Town may be done by means of an automated voting systems, as directed by the Returning Officer.
- 12.2 In the event that an automated voting system is used in the election, the Returning Officer will:
 - 12.2.1 Satisfy themselves, prior to the date of the election, that the automated voting system has been pre-tested and is accurate and in good working order; and
 - 12.2.2 Take whatever reasonable safeguards may be necessary to secure the automated voting system and any part thereof, including but not limited to: the vote tabulators and the ballot boxes from unauthorized access, entry, use, tampering or any unauthorized use of the ballot cards or tabulated results.

12.3 Notwithstanding anything this bylaw, in the event of:

12.3.1 A malfunction of an automated voting system;

12.3.2 The unavailability of an automated voting systems or any of its components;

12.3.3 Anything related to the operation of an automated voting system or any of its components;

The Returning Officer will make any directions that they think necessary or desirable with respect:

12.3.4 To the voting procedures to be used;

12.3.5 For the counting of votes; and

12.3.6 Where required for a recount.

13.0 Authorized Elector Identification

13.1 As per Section 53 of the *Local Authorities Election Act*, Voter identification will be required for local authority elections where a list of Electors is not prepared. The identification will consist of government issued identification containing the Elector's photograph, current address and name. This includes an Operator's (Driver's) License or an Alberta Identification Card.

13.2 If the Elector is unable to produce government issued identification, they must produce two (2) pieces of identification. Both pieces of identification must establish the Elector's name. One piece must establish the Elector's current address.

14.0 Election Signs

14.1 Elections Sign are allowed in accordance with the Town of Didsbury Land Use Bylaw as amended from time to time (see Bylaw 2019-14 section 3-47).

15.0 Effective Date

15.1 The Bylaw comes into full force and effect upon third and final reading;

16.0 Repeal

16.1 Bylaw 2007-01 and any amendments thereto are hereby repealed on the date that this Bylaw comes into full force and effect.

Read a first time this 22nd day of September 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



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	December 8, 2020
SUBJECT	Rescinding FOIP Coordinator Appointment
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

The FOIP Coordinator is responsible for the overall management of access to information and protection of personal information within a public body.

The delegation of an individual to act as the FOIP Coordinator for the public body is under the jurisdiction of the Chief Administrative Officer (CAO).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Maxine Moreau was appointed as *Freedom of Information and Protection of Privacy Act* (FOIP) Coordinator for the Town of Didsbury on June 11, 2019 Resolution 262-19.

Ms. Moreau is no longer the FOIP Coordinator and the CAO has delegated those duties to the Manager of Legislative Services.

As there is a resolution on the books appointing Maxine Moreau as FOIP Coordinator, Administration is recommending the rescinding of resolution 262-19.

RECOMMENDATION

That Council move to rescind resolution 262-19 the appointment of Maxine Moreau as *Freedom of information and protective of Privacy Act* Coordinator.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	December 8, 2020
SUBJECT	Appointment of Returning & Substitute Returning Officer
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

Section 13(1) of the *Local Authorities Election Act (LAEA)* says an elected authority, may by resolution appoint a returning officer for the purpose of conducting elections. Further an elected authority must by resolution appoint a substitute returning officer by June 30, of the year in which the election occurs.

The Act automatically designates the CAO as Returning Officer in the absence of an individual being appointed to that position. The CAO has delegated the Returning Officer position and duties to the Manager of Legislative Services.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending the appointments of Returning Officer (RO) and Substitute Returning Officer (SRO) be done prior to January 1, 2021 because of the new Nomination Period which is January 1, 2021.

The Returning Officer must sign all nomination papers and carry out the duties set out in *the Act*. In the absence of the Returning Officer the Substitute Returning Officer shall fulfill duties of the RO as well as other duties delegated by the Returning Officer.

RECOMMENDATION

That Council move to appoint Luana Smith as Returning Officer for the 2021 Municipal Election.

AND

That Council move to appoint Deborah Porath as Substitute Returning Officer for the 2021 Municipal Election.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	December 8, 2020
SUBJECT	Appointment to Committees of Council
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

Council approved Committees of Council Bylaw 2020-11 at the November 24th Regular Council Meeting. Bylaw 2020-11 establishes the following Governance Committees:

- a. Strategic Planning Committee
- b. Performance Evaluation Committee
- c. Policy & Governance Committee

Each of these committees will consist of three (3) members of Council. Annually members of these committees will be appointed at the Organizational Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Strategic Planning Committee is a standing committee that provides recommendations or advice to Council regarding Financial Planning, Budget, Capital Expenditure, Land Development, Facility Development, Infrastructure Management and Fleet Management.

The Performance Evaluation Committee is a standing committee that provides recommendations or advice to Council regarding service levels and facility utilization.

The Policy & Governance Committee is a standing committee that provides recommendations or advice to Council regarding the development and compliance of Bylaws, Policies and Shared Service Agreements.

RECOMMENDATION

That Council move to appoint _____, _____ and _____ to the Strategic Planning Committee until the organizational meeting in 2021.

That Council move to appoint _____, _____ and _____ to the Performance and Evaluation Committee until the organizational meeting in 2021.

That Council move to appoint _____, _____ and _____ to the Policy & Governance Committee until the organizational meeting in 2021.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	December 8, 2020
SUBJECT	2021 Interim Operating Budget
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.4

BACKGROUND/PROPOSAL:

Section 242 of the MGA stipulates that each year, Council must adopt an operating budget for that calendar year. A council may adopt an interim operating budget for part of a calendar year. The interim operating budget will cease to have any effect when the operating budget for that calendar year is adopted.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2021 interim operating budget being proposed by Administration is the 2020's operating budget.

RECOMMENDATION

That Council adopts the 2021 interim operating budget with total revenues including municipal taxation of \$11,523,862 and total expenditures of \$11,523,862 as presented.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	DECEMBER 8, 2020
SUBJECT	COVID-19 Safeguard Waiver of Fees
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.5

BACKGROUND/PROPOSAL:

Administration is proposing to Council to waive business license fees, development permit fees and animal license fees for the first 3 months of 2021. The 'lost' revenue is expected to be approximately \$40,000 for business licenses, \$5,000 for development permit fees, and \$15,000 for animal licenses, for a total of \$60,000. This deficit would be made up with the MOST (Municipal Operating Support Transfer) Grant announced in 2020, resulting in a net impact to the 2021 budget of \$0.

The MOST grant allocation for Didsbury is \$538,432. It can be used on costs related to COVID-19 response and restart, and lost revenues up to the period March 31, 2021. In 2020, Didsbury budgeted in a way that already took into account some of our lost revenues, therefore we are anticipating lower impacts to our user fees than other municipalities are experiencing. This gives Didsbury an opportunity to allocate some of this grant revenue to 2021.

Throughout the year we have been looking for an easy way to move registration and payment for these licenses online. The Town can easily implement an online form for renewing licenses, however the payment piece is more difficult. Our current online payment platform EGov is not set up for business licenses, development permit fees or animal license payments. This would require an update from the developer which we understand that they are working on but were delayed, due to COVID-19. There are other online payment modules we could invest in, however they would increase the chance of error for the customer, and add significant manual processes for both the customer and Administration, resulting in more red tape.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This proposal is being brought forward for several reasons:

- This initiative will benefit business owners who may be struggling due to the impacts of COVID-19.
- Reduce person to person contact – By charging no business license fees, development permit fees, or animal license fees, we can reduce the number of in-person visits from hundreds of customers (January, 2020 visits for business and animal licenses were approximately 500 people), thus reducing close contacts, which is an important measure in reducing the spread of COVID-19.
- Updated information – Although the fee is eliminated, the application is still required which individuals could easily apply for directly on our website at their convenience.
- Red Tape Reduction – applicants will be able to access user-friendly fillable form on our website, and can renew their license at any time of the day from the comfort of their own home. We will also still allow those who prefer registration in person at the office to do so. Red Tape reduction is also a requirement of the MOST grant.
- EDO follow up – this initiative will include phone calls from our EDO to business owners to encourage the use of the online fillable form and to obtain other information as necessary.
- Development incentives – waiving of the development permit fees is an incentive that we can grant developers in the first 3 months of 2020.

RECOMMENDATION

That Council move to waive business license fees, development permit fees and animal license fees for the period January 1, 2021 to March 31, 2021.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	December 8, 2020
SUBJECT	Municipal Finance Intern Position
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.6

BACKGROUND/PROPOSAL:

One of the streams of the Alberta Community Partnership grant is the Municipal Internship grant which covers \$43,000 of salary, benefits and professional development costs of an intern. The Alberta Municipal Internship Program is Canada's largest and longest running program to train new and recent post-secondary graduates in municipal government. Internships are one year in length and may be extendable to two years. Interns typically start in April or May of each year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is preparing a grant application for a Finance intern position which is due December 15, 2020. An intern is a low-cost way to build capacity in the organization. The work plan for the intern will include assisting with and understanding the organization's financial services, financial reporting, budgeting and financial planning, capital assets and asset management, payroll reporting, municipal governance and strategic priorities.

The application requires Council commitment by way of Council resolution to support the Town's request to host an intern and that sufficient budget will be allocated to support the application. The Town would be required to pay \$17,000 towards salary and benefits of the intern. Approximately 75%, or \$12,750, as part of the 2021 budget, and 25%, or \$4,250 as part of the 2022 budget.

ALIGNMENT WITH STRATEGIC PLAN

Economic Prosperity

RECOMMENDATION

That Council grant support to the 2021/22 ACP Municipal Internship Program application and will include \$17,000 towards salaries and benefits for the Intern, including \$12,750 as part of the 2021 budget and \$4,250 as part of the 2022 budget.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	December 8, 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.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for December 8, 2020 as information.



CAO Report – December 8, 2020

1. Public Works and Infrastructure - Update

- Westhill Place Sanitary Service Line Replacement - Completed Nov 2020
- Pedestrian Connectivity - High School - Completed Nov 2020
- 15th Avenue Stormwater Main Extension - Completed Nov 2020
- Pedestrian Connectivity - Memorial Park - Not complete, project objectives are under review.
- East Reservoir Land Acquisition & Design - In progress. Acquisition prospects continue to be pursued.
- Pedestrian Connectivity - Shantz – In progress. Signalization details for the submission of the roadside development permit are being finalized. Ongoing maintenance of the new segment will be executed by the Town.
- Road Rehab & Repair Program (operating budget) - Completed Aug 2020
- 2020 Sidewalk R&M - completed Nov 2020

2. Bylaw Update – Animal Control (ACAO/CFO)

Administration is currently undergoing a review of the current Cat Bylaw (2007-10) and Dog Bylaw (2007-09) and looking to consolidate them into a single Animal Control bylaw. We are currently in the research phase to determine what information is required and the most effective way to format the bylaw.

3. Community Services Department Update (Community Services)

Arena Project Update:

The capital arena project of replacement of floors, boards, brine lines and the addition of an under pad heat floor is almost complete. The new board installation was mostly complete by Nov. 23, 2020. We are awaiting the arrival of a couple pieces of custom-cut glass which are to be installed on Dec 9, 2020. After that the board system will be fully complete.

Staff, along with our refrigeration contractor CIMCO Refrigeration, have worked to cool the slabs to prepare for ice installation, which began on Dec 2, 2020. The first installation of ice on the new slabs is a more complex process in order to protect the integrity of the new concrete.

Other minor projects within the arena are nearing completion in anticipating of reopening to the public and our users, which include: painting of benches and railing; overhead door repairs; updated signage; deep cleaning and new sport flooring installation.

With the new COVID restrictions announced recently by the Province, we will reopen to our users on December 19, 2020, barring any additional restrictions put into effect in the coming weeks.

FCSS:

We have been busy developing programs to offer within our community during the upcoming holiday season. These programs include:

Phone Calls with Santa

Do our Didsbury kids have their lists ready this year? Why not book a time for them to enjoy a jolly chat with Santa on the phone during the week ahead of Christmas?

- a. families can call in to add their child to the list to receive a phone call from Santa
- b. phone calls will happen between Dec 17-22
- c. blocks of time will be set and families will be given a time that Santa will call
- d. registration for a time block can be booked by calling DNP at 403-335-8719
- e. Deadline to book a slot is Dec 16

Unplugged Christmas Activity Kits

Our annual Unplugged Christmas event cannot happen this year, due to COVID restrictions for gatherings. Instead, Didsbury FCSS is offering a way to enjoy all the fun activities of this annual event right in your own home!

- a. Kits for families of all ages, you will find special treats, activities and games for the whole family
- b. pick up kits at DNP between December 14-18
- c. first come first serve (limited amounts available)
- d. no pre-registration required

School Break Survival Kit

Looking for a fun way to survive the upcoming holiday school break? Watch for our upcoming Facebook contest and enter to win a huge prize pack guaranteed to keep your kids busy during the holidays!

- a. like and share for a chance to win 1 of 3 Christmas survival baskets (valued at \$200.00 each of local goodies)
- b. Survival Kits will include fun activities and treats for the whole family
- c. draw date will be Dec 18.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	December 8, 2020
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

Council members will give a verbal and/or written report on any business or committee activity they have participated in.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Council Reports for December 8, 2020 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	December 8, 2020
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- Municipal Affairs – Municipal Stimulus Program Project Acceptance Notification
- June 29, 2020 Didsbury Economic Development Advisory Committee Meeting Minutes

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engagement Community

RECOMMENDATION

That Council move to accept the correspondence and information items as information.

From: **MA Municipal Stimulus** <MA.MunicipalStimulus@gov.ab.ca>
Date: Thu, Nov 19, 2020 at 11:47 AM
Subject: MSP Project Acceptance Notification - Town of Didsbury
To: rhunter@didsbury.ca <rhunter@didsbury.ca>
Cc: egorner@didsbury.ca <egorner@didsbury.ca>

Dear Mayor Hunter,

The Government of Alberta is proud to provide municipalities and Metis Settlements with new infrastructure funding through the Municipal Stimulus Program (MSP). The MSP will help your community recover from the economic challenges posed by the pandemic and the downturn in energy prices. It also positions communities to support local jobs and participate in future economic growth.

I am pleased to accept the following eligible project submitted by your community under the MSP program:

20 Street Storm Water Drainage and Surface Improvements: \$626,202

My ministry welcomes the opportunity to celebrate your MSP project announcements with you. Municipalities and Metis Settlements are encouraged to refrain from making an MSP public announcement unless you have been in contact with your local MLA, or my office directly for approval, toll-free at 310-0000, then 780-427-3744, or at Minister.MunicipalAffairs@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Tracy L. Allard
Minister

cc: Ethan Gorner, Chief Administrative Officer, Town of Didsbury



Town of Didsbury Economic Development Advisory Committee
Meeting Minutes
June 29, 2020 at 7:00 p.m. via ZOOM Meetings

Present: Lance Plewis , Chair
Mike Crampton, Vice Chair
Shelly Daly
Helen Hafke
Gord Leeson
Jan Lukes
Mel Crothers, Council Representative
Erhard Poggemiller, Council Representative
Rhonda Hunter, Mayor
Laurie Klassen, President Didsbury & District Chamber of Commerce

Absent: Meaghan Neis

Town Staff: Phil Boucher, Town of Didsbury Economic Development Officer
Luana Smith, Manager of Legislative Services/Recording Officer

CALL TO ORDER

Lance Plewis called the meeting to order at 7:02 p.m.

ADOPTION OF AGENDA

The following item was corrected on the agenda:

- Call to order was communicated as wrong time (4:30 p.m. should be 7:00 p.m.)

Moved by member Crothers that the agenda be accepted as amended.

ADOPTION OF MINUTES

Moved by member Crothers that the minutes of the June 11, 2020 Didsbury Economic Development Advisory Committee meeting be accepted as presented.

BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

None

BYLAWS & POLICIES

No bylaws or policies are being presented

NEW BUSINESS

Document Sharing (Vice Chair Crampton)

The committee discussed if there would be a need for document sharing. It was decided that this will likely become a requirement of the committee in the near future.

Report from the EDO (Phil Boucher)

Phil Boucher updated the committee on the Mobile Vendor Pilot Project, which was approved by Council at the June 23, 2020 meeting, where Mobile Vendors are allowed on municipally owned lands. They are required to have a business license to operate in Didsbury. At this time, the Town is encouraging the vendors to set up in Memorial Park.

The committee raised concerns that Memorial Park would not be utilized by the vendors. Other comments were related to brick and mortar and competition with restaurants who were only recently able to open up due to COVID-19. Chairperson Plewis asked Mayor Hunter to clarify the role of the committee in decisions and direction to Council. Mayor Hunter referred the committee to the Bylaw, which states:

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.*

Strategic Plan Creation

Chairperson Plewis, Vice Chairperson Crampton and Phil Boucher met after the last meeting and discussed the committee creating an Economic Development Plan for the Town of Didsbury. Chairperson Plewis would like to start with an informal in-person orientation meeting with council in attendance. The purpose of the meeting is to get to know each other, their vision and dreams for Didsbury.

The members of the committee all agreed that an in-person meeting is important with no agenda items just a meet and greet and invite Council to attend.

Roundtable/Follow-up

- Next meeting to be a meet and greet in-person meeting, and invite Council members to attend as well. Send your preferred date to Chairperson Plewis which date and time works best for the week of July 6, 2020.

ADJOURNMENT

Moved by member Leeson to adjourn the meeting at 7:54 p.m.