



TOWN OF DIDSBURY AGENDA
Regular Council Meeting
Tuesday, June 23, 2020 at 6:00 p.m.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 June 9, 2020 Regular Council Meeting Pg. 2
4. DELEGATION/ PRESENTATIONS - *None*
5. PUBLIC HEARINGS – *None*
6. BYLAWS & POLICIES
 - 6.1 Bylaw 2020-10 Land Use Bylaw Amendment (1st Reading) Pg. 7
 - 6.2 Trapping of Cats PS-022 Pg. 12
7. BUSINESS
 - 7.1 Establishment of playground zones Pg. 16
 - 7.2 Mobile Venders Pg. 22
 - 7.3 Council Priorities Pg. 32
 - 7.4 Awarding of DHS Scholarship Pg. 34
 - 7.5 Asset Management Capacity-Building Cohort Support Pg. 35
 - 7.6 Christmas Lights Update Pg. 37
 - 7.7 Recreation Master Plan Amendment Pg. 39
 - 7.8 Community Services Facility Reopening Pg. 75
 - 7.9 Arena Floors Capital Project – Additional Scope & Funding Pg. 81
 - 7.9 Arena Floors Capital Project – Additional Scope & Funding (Addendum) Pg. 85
 - 7.10 AUMA Resolution - Support for Alberta Film Industry (Addendum) Pg. 87
8. REPORTS
 - 8.1 CAO Report Pg. 91
 - 8.2 Council Reports (Verbal)
9. CORRESPONDENCE & INFORMATION Pg. 96
 - 9.1 Alberta Municipal Affairs – PERC program
 - 9.2 Alberta Municipal Affairs – 2020 Federal Gas Tax Fund
 - 9.3 Concrete Alberta
10. EMAIL QUESTIONS
11. CLOSED MEETING
 - 11.1 Advice from Officials, Section 24(1) (a) of the *FOIPP Act*
 - 11.2 Advice from Officials, Section 24(1) of the *FOIPP Act*
 - 11.3 Advice from Officials, Section 24(1) of the *FOIPP Act*
 - 11.4 Confidential Evaluations, Section 19(1) of the *FOIPP Act*
12. NOTICE OF MOTION
13. ADJOURNMENT

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Didsbury, including presentations made by speakers, are recorded in Minutes and posted on the Town of Didsbury website. If you have any questions about the collection of information, please contact the FOIPP Coordinator at 403-335-7731 or email legislative@didsbury.ca.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Approval of Minutes
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3.1

BACKGROUND/PROPOSAL:

The June 9, 2020 Regular Council Meeting minutes are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

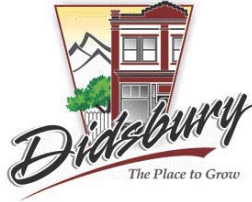
Please see attached minutes.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 5. An Informed & Engaged Community

RECOMMENDATION

That Council move to approve the June 9, 2020 Regular Council Meeting Minutes as presented.



Meeting Minutes of the Town of Didsbury
Regular Council Meeting
June 9, 2020

The regular meeting of Council for the municipality of the Town of Didsbury was held electronically through "ZOOM Meeting" Tuesday, June 9, 2020 commencing at 6:00 p.m.

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

Staff: Chief Administrative Officer - E. Gerner
Assistant CAO/Chief Financial Officer - A. Riley
Manager of Finance - M. Moreau
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

Add items: 7.6 Opening of Sports Fields to Groups
7.7 Committee Assignments
7.8 Move item 11.3 to open meeting FOIPP Legislation
7.9 Council Priorities

Res. 202-20 MOVED by Councillor Moore to approve the agenda as amended.

Carried

ADOPTION OF MINUTES

Res. 203-20 MOVED by Councillor Engel to approve the May 26, 2020 Regular Council Meeting Minutes as amended.

Carried

Res. 204-20 MOVED by Councillor Windsor to approve the June 1, 2020 Special Council Meeting Minutes as amended.

Carried

BYLAWS & POLICIES

Policy PS-022 Trapping of Cats

Res. 205-20 MOVED by Councillor Windsor to postpone Policy PS-022 Trapping of Cats to the June 23, 2020 Regular Council Meeting addressing the revisions from the previous policy and the correct references to related bylaws.

Carried

BUSINESS

Financial Support Request

- Res. 206-20 MOVED by Councillor Engel to approve a \$250 Financial Support for Community Groups grant for the Didsbury Golf Club for sponsorship of the flower garden at Hole #1.

Carried

Keep Alberta Rolling

- Res. 207-20 MOVED by Councillor Baswick to approve the letter from Mayor Hunter to Honourable Nathan Cooper requesting the Alberta Government increase the funding to the Film and Television Tax Credit Program with a copy sent to the following: Member of Parliament, Earl Dreeshen, Red Deer-Mountain View, Honourable Leela Aheer, Minister of Culture, Multiculturalism and Status of Women, Honourable Travis Toews, President of Treasury Board and Minister of Finance, Honourable Tanya Fir, Minister of Economic Development, Trade and Tourism, Honourable Jason Copping, Minister of Labour and Immigration, Honourable Kaycee Madu, Minister of Municipal Affairs, Honourable Nate Glubish, Minister of Service Alberta and Ethan Gerner, Chief Administrative Officer.

Carried

Christmas Lighting

- Res. 208-20 MOVED by Councillor Baswick that Administration come up with a basic plan and associated budget implications for Christmas Light Displays for 2020 for the June 23, 2020 Regular Council Meeting.

Carried

Food Truck

- Res. 209-20 MOVED by Councillor Crothers that Administration bring back a recommendation for a site fee for the food truck to be located at the Rosebud Valley Campground for the June 23, 2020 Regular Council Meeting.

Carried

- Res. 210-20 MOVED by Councillor Windsor to refer the Food Truck Vendor policy framework to Administration for consideration and recommendation.

Carried

Sole Sourcing

- Res. 211-20 MOVED by Councillor Windsor to accept the report on sole sourcing as information and that Administration proceed with the normal tendering process.

Carried

Opening of Sports Fields

- Res. 212-20 MOVED by Councillor Engel to approve the opening of the Town of Didsbury parks, sports fields and recreation grounds to group use effective June 12, 2020 following the Alberta Government Relaunch requirements.

Carried

Council Committee Assignments

- Res. 213-20 MOVED by Councillor Windsor to eliminate the alternate appointment to the Didsbury Library Board from the Council Committee Assignments.

Carried

FOIPP Legislation

Res. 214-20 MOVED by Councillor Windsor to accept the report on *Freedom of Information and Protection of Privacy Act* closed meeting requirements as information.

Carried

Council Priorities

Res. 215-20 MOVED by Councillor Windsor to bring the Council Priorities list to the June 23, 2020 Regular Council Meeting.

Carried

REPORTS

Chief Administrative Officer Report

Res. 216-20 MOVED by Councillor Engel to accept the CAO report for June 9, 2020 as information.

Carried

Council Reports (Verbal)

Res. 217-20 MOVED by Councillor Moore to accept the Council Reports for June 9, 2020 as information.

Carried

CORRESPONDENCE

Res. 218-20 MOVED by Councillor Moore to accept as information the correspondence received from:

- Alberta Municipal Affairs on the 2020 MSI Capital and Operating Allocation; and
- Office of the Chief Medical Officer of Health, Dr. Deena Hinshaw on Municipal Council and Committee Meetings.

Carried

EMAIL QUESTIONS

CLOSED MEETING

Res. 219-20 MOVED by Councillor Windsor to go into Closed Meeting at 8:17 p.m.

Carried

Council took a 5-minute break

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

Staff: Ethan Gerner, Chief Administrative Officer
 Amanda Riley, Assistant CAO/Chief Financial Officer
 Luana Smith, Manager of Legislative Services/Recording Officer

Topics of Closed Meeting

Section 23(1) Local public body confidences – Library Project
Section 24(1) Advice from Officials – Subdivision Update
Section 19 (1) Confidential Evaluations - Personnel

RECONVENE

Res. 220-20 MOVED by Councillor Windsor to reconvene from Closed Meeting to Open Meeting at 8:57 p.m.

Carried

EXTEND MEETING

Res. 221-20 MOVED by Councillor Windsor to extend the meeting until 10:30 p.m.

Carried

CLOSED MEETING

Res. 222-20 MOVED by Councillor Windsor to go back into close meeting at 8:58 p.m.

Carried

Amanda Riley and Luana Smith left the meeting at 9:33 p.m.

Ethan Gorner left the meeting at 9:36 p.m.

Ethan Gorner returned to the meeting at 10:00 p.m.

RECONVENE

Res. 223-20 MOVED by Councillor Crothers to reconvene from Closed Meeting to Open Meeting at 10:01 p.m.

Carried

Res. 224-20 MOVED by Councillor Moore to approve the contracting of consulting services for the CAO 6-month evaluation.

Carried

NOTICE OF MOTION

Res. 225-20 MOVED by Councillor Windsor that utility options be brought back in September.

Carried

Res. 226-20 MOVED by Councillor Windsor that a draft exit letter for Central Alberta Economic Partnership be brought back to Council in September.

Carried

Res. 227-20 MOVED by Councillor Windsor that Administration review the planning framework for cannabis operations in the Town of Didsbury to the June 23, 2020 Regular Council Meeting.

Carried

Res. 228-20 MOVED by Councillor Engel to release a joint public statement for the new library project upon approval of the Mayor and Board Chair.

Carried

ADJOURNMENT

Res. 229-20 MOVED by Councillor Engel to adjourn the meeting at 10:14 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	June 23, 2020
SUBJECT	Bylaw 2020-10 Amendment to Land Use Bylaw 2019-04
ORIGINATING DEPARTMENT	Planning & Development
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2020-10 is a bylaw to amend the Land Use Bylaw 2019-04 by adding “cannabis production” to the discretionary use in, DC-IND: Direct Control District Industrial.

The Land Use Bylaw 2019-04 defines Cannabis Production as follows:

CANNABIS PRODUCTION – means a Federal licensed facility, comprised of one or more buildings or structures used for the purpose of cultivation, processing, packaging, testing, destroying, or shipping of licensed cannabis products. A Cannabis Production Facility may consist of some, or all, of the following components: greenhouses, warehouses, laboratories, processing facilities, administrative offices and shipping facilities but does not include onsite retail sales of cannabis products or any derivatives thereof. All activities associated with growing, processing or shipping functions shall be located inside the fully enclosed buildings

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached Bylaw 2020-10, which adds Cannabis Production as a discretionary use in the Land Use Bylaw.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Organizational Excellence

RECOMMENDATION

Administration is recommending the following resolutions:

1. That Council move to grant first reading to Bylaw 2020-10, being a bylaw to amend the Land Use Bylaw 2019-04 by adding Cannabis Production to Direct Control District Industrial (DC-IND).
2. That Council move to set a Special Council Meeting on July 21, 2020; and
3. That Council move set a Public Hearing on July 21, 2020 for Bylaw 2020-10.

TOWN OF DIDSBURY
BYLAW 2020-10
Land Use Bylaw Amendment

A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Land Use Bylaw 2019-04.

WHEREAS, the Council of the Town of Didsbury deems it necessary to amend Bylaw 2019-04: Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Didsbury, in the Province of Alberta, duly assembled enacts the following:

That “cannabis production facility” to the added discretionary use.

DC-IND: Direct Control District Industrial

Discretionary Uses:

- a) Automotive Services (Minor/Major)
- b) Building, Public
- c) Care Facility (Animal)
- d) Establishment (Eating or Drinking Class 1)
- e) Gas Station
- f) Industrial (Manufacturing and Operations)
- g) Industrial (Services)
- h) Office
- i) Public Utility
- j) Recreation (Private)
- k) Retail (Small)
- l) Retail (General)
- m) School
- n) Warehouse
- o) Warehouse Sales
- p) Cannabis Production

1. This Bylaw may be cited as the Land Use Amending Bylaw No. 2020-10.
2. Bylaw 2019-04, being the Town of Didsbury Land Use Bylaw, is hereby amended
3. This Bylaw shall take effect on the date of the third and final reading.

Read a first time on the day of , 2020

Public Hearing held day of , 2020

Read a second time on the date of , 2020

Read a third time on the day of , 2020

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner

DC: DIRECT CONTROL DISTRICT

General Purpose

To provide for developments that, due to unique characteristics, innovative ideas or unusual site constraints, and/or require specific regulation unavailable in other Districts.

Additional Regulations

- a) Uses allowed shall be at the discretion of Council;
- b) All development regulations shall be at the discretion of Council;
- c) This District shall not be used in substitution for any other District that could be used to achieve the same objective either with or without relaxations of this Bylaw or to regulate matters typically addressed through Development Permit approval conditions.

DC-IND: DIRECT CONTROL DISTRICT- INDUSTRIAL

General Purpose

The purpose and intent of this District is to provide for quality industrial and commercial uses that carry out their operations such that no nuisance is created and such that the District is compatible with adjacent non-residential and non-commercial districts.

Permitted Uses

- a) Accessory Building
- b) Accessory Structure

Discretionary Uses

- a) Automotive Services (Minor/Major)
- b) Building, Public
- c) Care Facility (Animal)
- d) Establishment (Eating or Drinking Class 1)
- e) Gas Station
- f) Industrial (Manufacturing and Operations)
- g) Industrial (Services)
- h) Office
- i) Public Utility
- j) Recreation (Private)
- k) Retail (Small)
- l) Retail (General)
- m) School
- n) Warehouse
- o) Warehouse Sales
- p) Cannabis Production Facility

Site Requirements

Minimum Parcel Size	At the discretion of Council
Maximum Parcel Frontage	12.0 metres (39.37 feet) (30.0 metres (98.42 feet) where access is from a highway)
Min. Landscaping Parcel Coverage	At the discretion of Council
Maximum Building Height	At the discretion of Council

Minimum Setback Requirements

Front Yard	6.0 metres (19.68 feet)
Side Yard	3.0 metres (9.84 feet)
Side Yard abutting a road	6.0 metres (9.84 feet)*
Rear Yard	6.0 metres (19.68 feet)

*Where there is no provision for access to the rear of the lot, the setback on one side shall be 6.0 metres (19.68 feet)



Design Standards

The design and placement of buildings shall be subject of architectural controls, designed by the developer in conjunction with the approving authority, that include, but are not limited to:

- e) Building design;
- f) Building interface treatments;
- g) Site lighting;
- h) Outside storage;
- i) Landscaping;
- j) Pedestrian circulation.

Architectural and Development Guidelines

- a) Principal facades of buildings that are visible from the public street and adjacent residential sites shall be constructed of good quality materials. These materials are to extend along the front face and along the side for at least six (6) metres. Examples of good quality materials include: glass, metal composite panels, smooth stucco (must have relief), masonry and pre-cast concrete. The massing of the building is to be broken up and architectural interest created by combinations of these materials;
- b) All unused portions of site are to be landscaped to ensure weed control;
- c) The minimum required front yard setback must be landscaped.

Other Requirements

- a) Recommended that ten percent (10%) of the site be landscaped at the discretion of Council;
- b) Parking, signage, lighting, waste, storage, landscaping and screening shall meet the regulated requirements under the current Land Use Bylaw of the day.

The "DC-IND: Direct Control District- Industrial" pertains to the following parcels of land, described as:

Legal:	Plan 0714629, Block 5, Lot 1	Civic:	2825- 19 th Street
	Plan 0714629, Block 5, Lot 2		2837- 19 th Street
	Plan 0714629, Block 5, Lot 3		2849- 19 th Street
	Plan 0714629, Block 5, Lot 4		2861- 19 th Street
	Plan 0714629, Block 5, Lot 5		2873- 19 th Street
	Plan 0714629, Block 5, Lot 6		1801- 29 th Avenue
	Plan 0714629, Block 5, Lot 7		2901- 19 th Street
	Plan 2484JK, Block J, Lot 5		1213- 20 th Street
	Plan 2484JK, Block J, Lot 6		1209- 20 th Street
	Plan 2484JK, Block J, Lot 7		1205- 20 th Street

Meridian 5; Range 1; Township 31; Section 19; NW
3001- 23rd Street



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Policy PS 022 Trapping of Cats
ORIGINATING DEPARTMENT	Legislative Services/Municipal Enforcement
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

The Trapping of Cats Policy #2006 is a policy to provide guidelines to residents who use the Town owned cat traps to trap cats who are being a nuisance on their property in a humane way.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Cat traps are available to rent in the spring and summer months only. Cat traps are issued once the current temperature has remained consistently above 0 degree Celsius for a period of seven (7) days.

The policy sets out the responsibility and procedures for the use of the cat traps.

Policy #2006 is being updated into the new format and numbering system and will be now recorded as Policy PS-022 Trapping of Cats.

The only changes from Policy #2006 to PS-022 is the removal of a sentence from section 5 of #2006.

Please see attached Policy #2006 and PS 022 for Council's review and information.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. Healthy Active Living

RECOMMENDATION

That Council move to approve the Trapping of Cats Policy PS-022 as presented; and

That Council move to rescind Trapping of Cats Policy #2006.

POLICY #2006 TRAPPING OF CATS

Resolution #: 284-10; 431-09

Date Passed: July 20, 2010

Effective Date: September 29, 2009

Reviewed: July 2010

Bylaw(s): Cat Control Bylaw 2007-10

Policy Statement:

The Town of Didsbury supports trapping of at large cats in a humane manner.

Guidelines:

When Didsbury residents require the use of a cat trap, procedures outlined in this policy are to be followed.

1. When a Town of Didsbury resident requires the use of a cat trap, the resident is to call the Town of Didsbury Administration Office at 403-335-3391 during regular business hours 8:30 am to 4:30 pm Monday to Friday.
2. Cat traps can only be rented out in the spring and summer months. Cat traps are not to be issued to a resident until the current temperature has remained consistently above 0 degree Celsius for a period of seven (7) days. During the summer months the resident should also be instructed to set up the trap in the evenings, and not during the day so if a cat is caught in the trap, it is not subjected to long periods of heat exposure from the sun in warmer periods. Cat Trap renters are to feed, water and care for any trapped animal in a humane manner. Cat traps are to be checked every 2 to 3 hours.
3. When the resident requests a cat trap, the resident will be required to fill out a cat trap rental form and put down a refundable deposit. If there is not a cat trap available at the time, the resident can put their name on a waiting list, and when their name is next, the next available cat trap will be provided to them.
4. The resident must be instructed that there will be a refundable deposit of \$100 required to cover loss or damage to the trap. The resident does have the option of taking the trap again if there is a continuing problem with cats on their property and there is not a waiting list for the trap.

5. The resident must be instructed not to set the trap up unless the Officer will be in the Town of Didsbury on patrol the same or following business day. ~~The resident is not to set up the trap on a Friday unless the Officer is scheduled to be on patrol on the following Saturday.~~
6. When the residents catches a cat and needs it picked up, they are to call the Town of Didsbury Administration Office at 403-335-3391. A Town of Didsbury employee can then notify the Officer there is a trap to be picked up.
7. If the resident owns their own cat trap and catches a cat, it is their own responsibility to transport the cat-for impound at their own expense
8. All traps not provided by the Town of Didsbury-must be approved by the Animal Control Officer as humane. Trapping of cats must follow the guidelines of this policy as stated.
9. **End of Policy**



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	PS 022
Policy Title:	Trapping of Cats
Approval Date:	
Date to be Reviewed:	2025
Responsible Department:	Protective Services
Related Bylaws:	Cat Control Bylaw 2007-10

1. Policy Statement:

The Town of Didsbury supports trapping of at large cats in a humane manner.

2. Guidelines:

When Didsbury residents require the use of a cat trap, the following procedures are to be followed.

- 2.1 When a Town of Didsbury resident requires the use of a cat trap, the resident is to call the Town of Didsbury Administration Office at 403-335-3391 during regular business hours 8:30 am to 4:30 pm Monday to Friday.
- 2.2 Cat traps can only be rented out in the spring and summer months. Cat traps are not to be issued to a resident until the current temperature has remained consistently above 0 degree Celsius for a period of seven (7) days. During the summer months the resident should also be instructed to set up the trap in the evenings, and not during the day so if a cat is caught in the trap, it is not subjected to long periods of heat exposure from the sun in warmer periods. Cat Trap renters are to feed, water and care for any trapped animal in a humane manner. Cat traps are to be checked every 2 to 3 hours.
- 2.3 When the resident requests a cat trap, the resident will be required to fill out a cat trap rental form and put down a refundable deposit. If there is not a cat trap available at the time, the resident can put their name on a waiting list, and when their name is next, the next available cat trap will be provided to them.
- 2.4 The resident must be instructed that there will be a refundable deposit of \$100 required to cover loss or damage to the trap. The resident does have the option of taking the trap again if there is a continuing problem with cats on their property and there is not a waiting list for the trap.
- 2.5 The resident must be instructed not to set the trap up unless the Officer will be in the Town of Didsbury on patrol the same or following business day.
- 2.6 When the residents catches a cat and needs it picked up, they are to call the Town of Didsbury Administration Office at 403-335-3391. A Town of Didsbury employee can then notify the Officer there is a trap to be picked up.
- 2.7 If the resident owns their own cat trap and catches a cat, it is their own responsibility to transport the cat-for impound at their own expense
- 2.8 All traps not provided by the Town of Didsbury must be approved by the Animal Control Officer as humane. Trapping of cats must follow the guidelines of this policy as stated.

End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Establishment of playground zones
ORIGINATING DEPARTMENT	Assistant CAO/Chief Financial Officer
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

There are two locations in the Town of Didsbury where playground zones do not currently exist, and are being brought forward to Council for consideration of the establishment of a playground zone. The locations are Westhill Drive and Valarosa Drive.

Westhill Drive has an established playground and green space with entrances at the northeast corner (west of Westhill Crescent) and along Westhill Drive (just south of Westhill Close). These entrances are highlighted on the map with orange arrows. The bend on Westhill Drive is quite sharp and there are typically cars parked along this roadway. As well, natural foliage on adjacent properties on the east side of Westhill Drive, obscures northbound traffic's view of the pathway until vehicles are directly approaching it.





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

There is a new playground to be installed in the Valarosa Community in the current green space area east of Valarosa Drive, and south of Valarosa Court. Entrances to the park will be from the pedestrian pathway just south of Valarosa Court, which runs east and west from Valarosa Drive and the playground, as well as the pathway and green space which are located north and east of Valarosa Court. These entrances are highlighted on the map with orange arrows. Valarosa Drive has a sidewalk opposite the playground. Valarosa Drive in its entirety is quite narrow with three curves and a high density of residential street parking; there are three pathway entrance/exits onto Valarosa Drive; and typically a high level of pedestrian and bicycle traffic. There are also three school bus drop off/pick up locations located along Valarosa Drive.





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Alberta Traffic Safety Act states that the speed limit in playground zones throughout the province is 30km/h. Playground zones are in effect from 8:30am to one hour after sunset. Signs are used to warn motorists of the presence of a playground zone and hence the possibility of children entering the roadway. Playgrounds are defined as recreational facilities utilized primarily by children. This includes outdoor playgrounds with play equipment, sports fields, ball diamonds, tot lots and indoor or enclosed facilities such as skating rinks and swimming pools.

According to the Alberta Infrastructure and Transportation Guidelines for School and Playground Zones and Areas, Version 2, playground zones should be used sparingly. There are guidelines developed by the Province which should be considered along with stakeholder concerns and other factors. Playground zones are generally discouraged along roadways where certain conditions exist including playground is located on an arterial roadway or freeway; playground or field is fully fenced; playground is located an appreciable distance from the roadway; playground entrance is not located along the subject roadway.

The six criteria for establishing a playground zone include:

1. Playground type including capacity of equipment
2. Road classification - local, collector, arterial or freeway;
3. Fencing – whether the playground is fenced;
4. Property line separation –
5. Playground entrance
6. Location of sidewalks

The playground zone results matrix is as follows:

Total Score	Area or Zone?
0-40	Nothing
41-80	Playground Area
81-100	Playground Zone

Each of the proposed playground zones introduced above have been assessed against this criteria.

Westhill is scored as a 48 out of 100, therefore a playground area is recommended. The assessment criteria does not necessarily take into account road conditions, whether a road is curved or narrow, if blindspots exists, etc. Given that there are these other factors present in this area, Administration is recommending a playground zone be established along Westhill Drive with the starting and ending points located 30 metres east of the northeast corner of the park on Westhill Drive, and 30 metres south of the entrance to the pedestrian pathway from Westhill Drive.

Valarosa is scored as a 95 out of 100, therefore a playground zone is recommended. Administration agrees with this result, and considers the zone to include the greenspace around the pond and the vertical pathway system that is present. Therefore Administration recommends that the zone extend the entire



REGULAR COUNCIL MEETING Request for Decision (RFD)

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length of the current established roadway of Valarosa Drive.

The cost of establishing these two zones would be approximately \$1,000 (including supplies and contractor costs) which would be funded from the 2020 operational budget.

ALIGNMENT WITH STRATEGIC PLAN

4. Healthy Active Living

RECOMMENDATION

That Council move to approve the establishment of playground zones on Westhill Drive and Valarosa Drive as presented.

TABLE 2.3 PLAYGROUND ZONE INPUT WORKSHEET *Westhill*

INSTALLATION CRITERION	MAX. POINT VALUE (MPV)	DESCRIPTION		WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
Playground <u>Type</u>	40	Frontage	Playground Capacity (number of children)	N/A	T = 8
		≥ 50 m	16 or more	1.0	
			5 to 15 <i>87m</i>	0.75	
			1 to 4	0.4	
			No play equipment: sports field or open field only <i>39m</i> ✓	0.2	
		< 50 m	Any facilities	0.2	
<u>Fencing</u>	20	Fully Traversable		1.0	F = 10
		Partially Traversable ✓		0.5	
		Non-Traversable/Indoor Facility		0.1	
<u>Road Classification</u>	20	Urban Land Use	Rural Land Use		C = 20
		Local	✓	1.0	
		Minor Collector	Local	0.75	
		Collector	Collector	0.5	
		Major Collector / Minor Arterial	Arterial	0.25	
		Major Arterial / Expressway	Freeway*	0.0	
<u>Property Line Separation</u>	10	Abuts Roadway		1.0	L = 5
		Within 50 metres <i>39m</i> ✓		0.5	
		Further than 50 metres		0.0	
<u>Playground Entrance</u>	5	Main Entrance / <u>Multiple</u> Secondary Entrances ✓		1.0	E = 5
		Secondary Entrance		0.6	
		None		0.0	
<u>Sidewalks</u>	5	None (or non-playground side)		1.0	S = 0
		Playground side		0.4	
		Both sides ✓		0.0	

TOTAL SCORE (sum of T,F,C,L,E and S)

48

* All major provincial highways shall be treated as "Freeway" for the purpose of assignment of the weighting factor for the "Road Classification" under "Rural Land Use".

TABLE 2.3 PLAYGROUND ZONE INPUT WORKSHEET

Valarosa

INSTALLATION CRITERION	MAX. POINT VALUE (MPV)	DESCRIPTION		WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
Playground Type	40	Frontage	Playground Capacity (number of children)	N/A	T = 40
		≥ 50 m	16 or more ✓	1.0	
			5 to 15	0.75	
			1 to 4	0.4	
				No play equipment: sports field or open field only	
		< 50 m	Any facilities	0.2	
Fencing	20	Fully Traversable ✓		1.0	F = 20
		Partially Traversable		0.5	
		Non-Traversable/Indoor Facility		0.1	
Road Classification	20	Urban Land Use	Rural Land Use		C = 20
		Local	✓	1.0	
		Minor Collector	Local	0.75	
		Collector	Collector	0.5	
		Major Collector / Minor Arterial	Arterial	0.25	
		Major Arterial / Expressway	Freeway*	0.0	
Property Line Separation	10	Abuts Roadway		1.0	L = 5
		Within 50 metres 49m ✓		0.5	
		Further than 50 metres		0.0	
Playground Entrance	5	Main Entrance / Multiple Secondary Entrances		1.0	E = 5
		Secondary Entrance		0.6	
		None		0.0	
Sidewalks	5	None (or non-playground side) ✓		1.0	S = 5
		Playground side		0.4	
		Both sides		0.0	

TOTAL SCORE (sum of T,F,C,L,E and S)

95

* All major provincial highways shall be treated as "Freeway" for the purpose of assignment of the weighting factor for the "Road Classification" under "Rural Land Use".



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Mobile Vendors
ORIGINATING DEPARTMENT	Legislative & Economic Development
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

At the June 9, 2020 Regular Council Meeting, Council was presented with information on Mobile Vendors and in particular locating them at the Rosebud Valley Campground.

Administration contacted various municipalities and found a lot of variations and policies and fees or no fees in some cases relating to Mobile Vendors. For example, the Town of Olds has to approve when and where the Mobile Vendors can be located. They do not have a permit fee, but they do have a special business license fee of \$225. The Town of Innisfail handles it through a development permit application process.

The intent of allowing mobile vendors is to encourage use of public spaces and to further enhance the vitality of the street while maintaining pedestrian/vehicular flow and public safety, and to be considerate of potential impacts to permanent businesses and residential neighbourhoods.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Option 1

Mobile Vendors who want to be located on municipally owned land would be encouraged to be located at Memorial Park. The surrounding area is zoned Industrial and allows for the use of generators for the vendor's power therefore mitigating potential noise pollution. The Town of Didsbury Bulk Water Station is close by and there is ample room in the parking lot, and on-street parking at Memorial Park.

Mobile Vendor who wish to be located at the Rosebud Valley Campground would be required to pay for the campsite that they are located at and pay for the site at the rate set out in the Rate and Fee Bylaw (serviced or non-serviced fee).

The mobile vendor will be required to purchase a Business License and follow all requirements set out in the permit application form.

Option 2

Mobile Vendors will require a Mobile Vending Permit in order to sell food, beverage or merchandise from a mobile vehicle, including carts, to take place in the Town of Didsbury owned Right of Way (ROW), and municipally owned lands. The Permit process support the development of the mobile vending industry, as well as existing brick-and-mortar businesses as they expand to include mobile operations.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

In addition to the requirement to purchase a Town of Didsbury Business License, a suggested fee structure could be as follows:

- Daily Permit \$10.00
- Weekly Permit \$30.00
- Monthly Permit \$50.00
- 3-month Permit \$70.00
- 6-month Permit \$100.00
- 12-month Permit: \$150.00

Administration is recommending Option 1 and treat this as a Pilot Project for 2020. A full report will come back to Council in early 2021 with feedback from the public, the vendor(s) and any other outcomes that arise.

Administration is also recommending creating a special business license fee for mobile vendors when the Rate and Fee Bylaw comes before Council later in the year.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 4. Economic Prosperity

RECOMMENDATION

That Council move to approve Option ____ for Mobile Vending in Didsbury.

OR

That Council....



MOBILE VENDING

Guidelines & Permit Application Requirements

Introduction

A Mobile Vending Permit (Permit) is required in order for the sale of food, beverage or merchandise from a mobile vehicle, including carts to take place within the Town of Didsbury owned Right of Way (ROW) or municipally owned lands. The Permit process supports the development of the mobile vending industry, as well as existing brick-and-mortar businesses as they expand to include mobile operations.

The intent is to encourage the expanded use of public spaces and to further enhance the vitality of the street while maintain pedestrian/vehicle flow and public safety, and to be considerate of potential impacts to permanent businesses and residential neighbourhoods.

Purpose

This guideline will outline the Permit process and identify safety and operational requirements, as well as provide general conditions, clarity, and direction to individuals who would like to understand this process from the perspective of either the Permit applicant (Applicant), business or citizen.

There Permits provide the Town with a means to monitor and coordinate activities within the ROW in order to:

- Allow mobile vending to take place in anon-disruptive manner, and prevent conflicts between permanent businesses providing similar services.
- Efficiently use the ROW for the benefit of our citizens.
- Minimize disruption to businesses, residents and road users (i.e. motorists, cyclists and pedestrians).
- Maintain safety for all users.

Permit Types and Application Process

A Mobile **Food** Vending Permit allows a vendor to prepare and/or sell food and beverages from a mobile food truck or cart within the ROW, including while parked in a legal parking space or municipally owned lands.

A Mobile **Street** Vending Permit allows a vendor to sell or distribute merchandise from a mobile vehicle or cart within the ROW, including while parked in a legal parking space or municipally owned lands.

Permit applications shall be made to the Town of Didsbury Planning & Development Services :

- Address: 1606 – 14 Street
- Phone: 403-335-7732
- Email: planning@disdbury.ca

The Applicant will be required to meet with the Development Officer prior to a Permit being issued in order to ensure that a Permit is required. Discussion points include:

- Permit conditions and requirements.
- Locations of Town owned parcels, including parks.
- Identification of privately owned parcels.
- ROW limits, boundaries and restrictions.

If the Applicant choose to proceed with the Permit application, they shall submit valid copies of their:

- Town of Didsbury Business License
- Alberta Health Services (AHS) Food Handling Permit
- General commercial liability insurance with the Town of Didsbury listed as an “Additional Insured” with a minimum of \$2,000,000 coverage.

Fees

The following Permit durations are available for the associated fee:

- 4-month Permit \$50.00
- 6-month Permit \$70.00
- 12-month Permit: \$150.00

Payment is due upon the issuance of the Permit.

General Conditions

1. It is the Applicant’s responsibly to ensure that their Permit is valid prior to vending.
2. The Permit does not give exclusive rights to any location.
3. Mobile food vending is not permitted:
 - a. In Special Event locations, except when operating as part of a Special Event.
 - b. On arterial roadways
 - c. On Trails, pathways or sidewalks.
4. The Permit does not grant permission for parking or vending from private property.
5. Mobile Street Vending vehicles or carts are not permitted within residential playgrounds or parks unless authorization has is obtained.
6. Supplemental advertising signage must follow the guidelines set out in the Town of Didsbury Land Use Bylaw.

Safety Requirements

1. The Applicant must:
 - a. Maintain a minimum clearance for 1.8 m (6') of sidewalk for pedestrian movement.
 - b. Comply with all requirements set out by the National Fire Prevention Association (NFPA) (see attached Fact Sheet for Food Truck Safety).
2. A valid copy of the Applicant's AHS Food Handling Permit must be submitted to the Town of Didsbury and on site at all times. Renewed permits must be sent to planning@didsbury.ca if the current one expires.

Operational Requirements

1. The Applicant must:
 - a. Provide a garbage receptacle on or near the vehicle or cart.
 - b. Maintain a clean vending site.
 - c. Comply with any regulatory requirements, including the *Traffic Safety Act*.
 - d. Comply with relevant Town Bylaws, including the Noise Bylaw.
 - e. Comply with parking controls within the ROW.
2. Mobile Vendors may vend for a maximum of 15 minutes adjacent to one residential location and/or 30 minutes on one residential block face.
3. In support of Healthy Schools Alberta, mobile vending is not permitted within 50m of a school during school hours between 7:30 and to 4:30 p.m. The distance is measured from the nearest point of the mobile vendor's truck to the nearest point of the parcel of land on which the school is located.
4. In consideration of permanent restaurants (as defined in the Land Use Bylaw) or businesses:
 - a. Mobile food vendors, except when approved as part of a Special Event, is not permissible within 50m (164') of a restaurant that is open and operating (unless written permission has been obtained from the restaurant operator) measured from the nearest point of the mobile vendor to the nearest:
 - i. Public entrance to the restaurant; or
 - ii. Public entrance of the building in which the restaurant is located.
 - b. Mobile street vending except when approved as part of a Special Event, is not permissible within 50m (165') of a permanent businesses selling similar goods/merchandise (i.e. clothing, shoes, flowers, etc.) that is open and operating (unless written permission has been obtained from the permanent business operator) measured from the nearest point of the mobile street vendor to the nearest:
 - i. Public entrance to the permanent business; or
 - ii. Public entrance of the building in which the permanent business is located.

5. In support of Special Events, mobile vendors, except when approved as part of the Special Event, are not permissible within 1 block radius of the parcel of land on which the Special Event is located. To inquire about providing mobile vending as part of a Special Event, contact the event organizer directly.

Vendors operating without a valid Permit or in contradiction to any of the permit conditions or requirements outlined in these guidelines, or specific to their Permit, may be subject to a fine as per the Town of Didsbury Traffic Bylaw.

Attachments:

NFPA Fact Sheet on Food Truck Safety (2 pages)

Mobile Vending Permit Application

Location

List the location(s) hours of operation you are requesting for the vending unit below. By selecting "OR" option between locations you will indicate you are providing several locations of interest and would only like to operate at one. By selecting the "AND" option between locations you will indicate you wish to receive on permit for multiple locations. List locations by descending order of preference with the Location 1 being most preferable.

Location Example: Street: <u>14 St.</u> Ave: <u>23 Ave.</u> Corner: <u>SW</u> Or Named Location <u>N/A</u> Start Time: <u>8:00</u> End Time: <u>16:00</u> Start Date: <u>14-Apr-20</u> End Date: <u>30-Sept-20</u> Days of Week S M T W T F S <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Location #1:

Street: _____ Ave: _____ Corner: _____ Or Named Location _____
Start Time: _____ End Time: _____ Start Date: _____ End Date: _____ Days of Week S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Location #2:

Street: _____ Ave: _____ Corner: _____ Or Named Location _____
Start Time: _____ End Time: _____ Start Date: _____ End Date: _____ Days of Week S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Location #3:

Street: _____ Ave: _____ Corner: _____ Or Named Location _____
Start Time: _____ End Time: _____ Start Date: _____ End Date: _____ Days of Week S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐

I, _____ (full name):

☐ am the person whose name appears directly above and I have the authority to make this application on behalf of the named business.

☐ have fully and accurately completed this application form

☐ have read the Mobile Vending Guidelines & Permit Application Requirements and agree to abide by them.

Checklist

Processing may take up to 10 days. To minimize delays in processing, ensure the following requirements are met:

- ☐ This form is *fully* completed
- ☐ A business license has been obtained and the business license number is provided
- ☐ Insurance documentation displaying the amount and expiration date of the coverage is attached
(Minimum of \$2,000,000 (two million dollars) of General Public Compressive Liability Insurance)
- ☐ A copy of the Food Handling Permit for the vending unit is attached (if distributing food other than fresh fruit/vegetables)
- ☐ A picture of the vending unit is provided

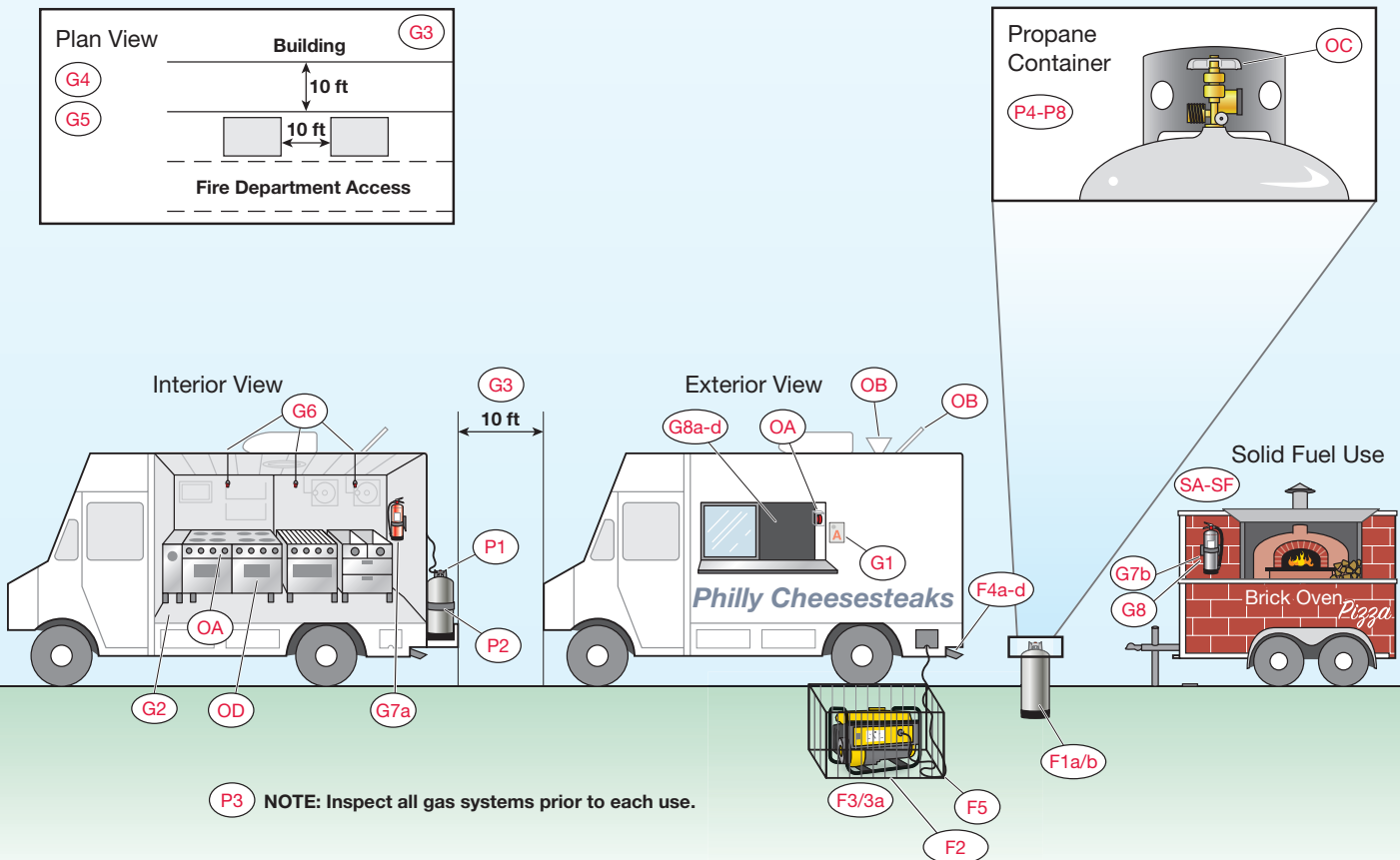
Please email, drop off or mail your application to:

Town of Didsbury Planning Department

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

Phone: 403-335-3391
Email: Planning@didsbury.ca

FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

General Safety Checklist

- ☐ Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- ☐ Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- ☐ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- ☐ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ☐ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- ☐ Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- ☐ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- ☐ Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- ☐ Ensure that workers are trained in the following: [96:B.15.1] **G8**
 - ☐ Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - ☐ Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - ☐ Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - ☐ Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**



FOOD TRUCK SAFETY *CONTINUED*

Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - ❑ At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - ❑ At least 10 ft from every means of egress [96:B.13] **F4b**
 - ❑ Directed away from all buildings [1:11.7.2.2] **F4c**
 - ❑ Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

Propane System Integrity Checklist

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition

NFPA 1 *Fire Code Handbook*, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, *National Electrical Code*®, 2017 Edition

National Electrical Code® *Handbook*, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition

NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

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FOR MORE OF THESE RESOURCES



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LET'S PROTECT IT TOGETHER.™

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Council Priorities
ORIGINATING DEPARTMENT	CAO
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

Council had requested to review the directives to administration and consider those in terms of their Council priorities and the Strategic Plan (2017-2027).

Attached is a list of Council priorities that have been identified this year.

The Strategic Plan (2017-2027) can be found here:

<http://www.didsbury.ca/p/strategic-plan>

The Strategic Plan identifies the following themes as the priority framework for all strategic initiatives for the years 2017-2027, which are:

1. Economic Prosperity
2. An Informed and Engaged Community
3. Infrastructure and Asset Management
4. Healthy Safe Living

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Therefore Administration will give priority to all initiatives in accordance with this priority framework and how each initiative fits within these themes.

Further, through the regular collaborative planning discussions of Council Business between the Mayor (representative of Council) and the CAO (representative of administration), all questions or concerns about specific initiatives can be sorted and resolved and regular updates and reports arranged for Council at their regular meetings as necessary.

ALIGNMENT WITH STRATEGIC PLAN

RECOMMENDATION

That Council accept this update as information

	A	B	C	D	E	F	G	I
1	Item	Date of resolution	Resolution #	Responsible Department	Other departments involved	Type	Reason	Amount of Resources (time, money, manpower) (1 = Low 4 = Very High)
2	Asset Management	23-Sep-19	402-19	ACAO	All	Strategic Plan	Strategic Plan	4
3	2021 budget	n/a	n/a	ACAO	All	Annual	Legislative requiren	4
4	Multi year capital plan	n/a	n/a	ACAO	All	Annual	Legislative requiren	4
5	Utility options 2020 budget	09-Jun-20	225-20	ACAO	CAO	Council resolution	2020 Budget	3
6	Library funding model	n/a	n/a	ACAO	CAO	no resolution	Strategic planning c	3
7	Financial Controls Policy	12-Nov-19	499-19	ACAO	Leg	Council resolution	Other	2
8	Traffic Bylaw	n/a	n/a	ACAO	eg; Ops; M	Administrative	Normal review	2
9	Animal Control Bylaw	n/a	n/a	ACAO	Leg; ME	Administrative	Normal review	2
10	Off Highway Vehicle Bylaw	n/a	n/a	ACAO	Leg	Administrative	Normal review	2
11	IDP	23-Sep-19	402-19	CAO	PD	ICC committee priority	Strategic Plan	4
12	MVC issues	23-Sep-19	402-19	CAO	ACAO; Leg	ICC committee priority	Strategic Plan	4
13	Review ICC Agreements	23-Sep-19	402-19	CAO	ACAO	ICC committee priority	Strategic Plan	4
14	Land Use Bylaw	09-Jun-20	227-20	CAO	Leg; PD	Council resolution	Other	4
15	Governance Policies	n/a	n/a	CAO	Leg	no resolution	Organizational Stru	4
16	MDP	12-Mar-19	090-19	CAO	PD	Budget 2019	Operational Project	3
17	Council Chambers modification	12-Nov-19	519-19	CAO	Leg	Council resolution	Other	3
18	Organizational Review	10-Dec-19	623-19	CAO	ACAO; HR	Council resolution	Organizational Stru	3
19	Historic Development Files	10-Dec-19	621-19	CAO	CAO; Ops; F	Council resolution	Other	3
20	CARE Action Items	28-Jan-20	036-20	CAO		Council resolution	Other	3
21	Prep for fall strategic planning	n/a	n/a	CAO	ACAO	Administrative	Fall strategic planni	3
22	Train Whistle cessation	n/a	n/a	CAO	Leg	no resolution	Fall strategic planni	4
23	Utility right of way issue	14-Jan-20	024-20	CAO	ACAO; PD	Council resolution	Other	3
24	Development Incentive Options	12-May-20	159-20	CAO	ACAO	Council resolution	Other	2
25	MPC Authorities	n/a	n/a	CAO	PD	P&P informal discussion	Other	3
26	Turning off street lights	n/a	n/a	CAO	CAO; ME; F	Administrative	Delegation Jan 2021	3
27	Organizational Asset Management Proc	23-Sep-19	402-19	CS		Administrative	Other	4
28	Communication master plan	23-Sep-19	402-19	CS		Strategic Plan	Strategic Plan	4
29	Implement Phase 1 of Memorial Com	23-Sep-19	402-19	CS		Strategic Plan	Strategic Plan	4
30	Facilities Openings	n/a	n/a	CS		Administrative	Other	4
31	Community profile	23-Apr-19	170-19	CS	Ec Dev	Budget 2019	Other directive	3
32	Culture Master Plan	25-Jun-19	274-19	CS		Council resolution	Other	3
33	New light standard banners to showc	23-Sep-19	402-19	CS	Ops	Strategic Plan	Strategic Plan	3
34	Develop and implement a sports field	23-Sep-19	402-19	CS	Ops	Strategic Plan	Strategic Plan	3
35	Full Policy Review	n/a	n/a	CS		Administrative	Other	3
36	Recreation facility recovery rates	n/a	n/a	CS		P&P informal discussion	Other	3
37	Recreation Master Plan Update	25-Jun-19	273-19	CS		Council resolution	Other	2
38	Arena project	28-Apr-20	137-20	CS		Budget 2020	Capital Projects	2
39	Wastewater bylaw	14-Jan-20	008-20	Leg	Ops	Administrative priority	Normal review	4
40	Bylaw Clean-up Project	n/a	n/a	Leg	All	Administrative	Normal review	4
41	Records Management	n/a	n/a	Leg	All	Administrative	Other	4
42	Economic development & tourism ma	23-Sep-19	402-19	Leg	Ec Dev	Strategic Plan	Strategic Plan	4
43	Strengthen relationship with Business	23-Sep-19	402-19	Leg	Ec Dev	Strategic Plan	Strategic Plan	4
44	Create and execute business walks	23-Sep-19	402-19	Leg	Ec Dev	Strategic Plan	Strategic Plan	4
45	Cemetery rates and fees (perpetual ca	10-Dec-19	593-19	Leg	ACAO	Council resolution	Other	3
46	Election Bylaw	n/a	n/a	Leg	CAO	Administrative	Legislative requiren	3
47	Procedural Bylaw	n/a	n/a	Leg	CAO	Administrative	Normal review	3
48	Committees of Council Bylaw	n/a	n/a	Leg	CAO	Administrative	Normal review	3
49	Land inventory analysis and acquisitio	23-Sep-19	402-19	Leg	Ec Dev	Strategic Plan	Strategic Plan	3
50	Facility closure policy	10-Dec-19	605-19	Leg	All	Council resolution	Other	2
51	Chamber collaboration (explore optio	11-Feb-20	061-20	Leg	Ec Dev	Council resolution	Other	2
52	Christmas Lights Options	09-Jun-20	208-20	Leg	Ec Dev	Council resolution	Other	2
53	Emergency Management Bylaw	n/a	n/a	Leg	All	Administrative	Legislative requiren	3
54	Organizational Asset Management Proc	23-Sep-19	402-19	Ops		Administrative	Other	4
55	15th Ave Stormwater	28-Jan-20	048-20	Ops		Budget 2020	Capital Projects	4
56	Westhill Place Sanitary	28-Jan-20	048-20	Ops		Budget 2020	Capital Projects	4
57	Pedestrian connectivity (Shantz, Mem	29-Jan-20	048-21	Ops		Budget 2021	Capital Projects	4
58	2020 sidewalk tender	12-May-20	156-20	Ops		Budget 2020	Operational Project	4
59	2020 road rehab tender	12-May-20	156-20	Ops		Budget 2020	Operational Project	4
60	Top Lift Ashphalt in Shantz	n/a	n/a	Ops		Administrative	Capital Projects	4
61	East reservoir project	n/a	n/a	OPs		Administrative	Capital Projects	4
62	Pedestrian Network Master Plan	23-Sep-19	402-19	Ops		Administrative	Strategic Plan	4
63	Trail Master Plan	23-Sep-19	402-19	Ops	CS	Administrative	Strategic Plan	4
64	Research and implement off-leash dog	n/a	n/a	Ops	CS	Strategic Plan	Strategic Plan	4
65	Road Preservation Policy	28-May-19	219-19	Ops		Council resolution	Other	3
66	Old fire hall demolition	10-Dec-19	601-19	Ops		Council resolution	Capital Projects	3
67	Library renovation/business case	12-May-20	167-20	Ops	ACAO	Council resolution	ICC	3
68	Emergency Response Plan (Didsbury)	n/a	n/a	Ops	All	Administrative	Legislative requiren	3



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Awarding of DHS Scholarships
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.4

BACKGROUND/PROPOSAL:

To recognize the contributions made by local youth to the Town of Didsbury, Council may award an annual High School Scholarship to a high school student who resides within the Town and is graduating in the current academic year and is attending an accredited post-secondary institution in the upcoming academic year.

Three applications have been received prior to the due date. Only one application met the residency qualification.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

To be eligible for the Award, the student must be a resident of the Town of Didsbury and be in their final year of high school;

Candidates must maintain a good academic standing in their high school programs;

The Award will be presented to a graduating Grade 12 student who demonstrates a good attitude, who is involved in extra-curricular activities, shows enthusiasm and initiative, has demonstrated involvement in voluntary community activities and exhibits leadership qualities.

The selection decision is based on the following principles:

Youth involvement in local community contributes to the success of the community;

Youth involvement will translate into future involvement and leadership in the community;

Youth need to be encouraged and recognized for contributions to the community.

The amount of monies for High School Scholarship Award(s) will be \$1500.00.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 5. An Informed & Engaged Community

RECOMMENDATION

That Council move to award the 2020 High School Scholarship Award to Paton Rothenbusch in the amount of \$_____.00.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Asset Management Capacity-Building Cohort Support
ORIGINATING DEPARTMENT	Assistant CAO/Chief Financial Officer
AGENDA ITEM	7.5

BACKGROUND/PROPOSAL:

AUMA, RMA, and Infrastructure Asset Management Alberta (IAMA) have partnered to offer asset management capacity-building cohorts to support small municipalities in embracing asset management. Each cohort will support a small group of ten to twelve municipalities in collaboratively improving their asset management capacity and sharing lessons learned with other municipalities. At a minimum by the end of this process each municipality will have achieved the following:

- Establishment and development of an internal asset management team
- Development of an asset management policy
- Development of an asset management strategy.

The program is funded by FCM, therefore participation is free, aside from travel costs. Participation will include in person workshops and frequent conference calls. Participants will operationalize learnings within their municipality throughout the project period by engaging others in their municipality in the development of asset management policies, internal teams, etc.

Participants will report on their progress through completion of an asset management self-assessment using the MAMP Asset Management Readiness Scale prior to the project's commencement and upon completion of the project. Participants will also engage with the project team and one another through phone, email, and / or other means as needed to share challenges, ideas, concerns, etc., as such regular engagement supports an effective group learning process.

This project seeks municipalities with little to no current asset management uptake, but with an interest in developing asset management processes and capacity. Any type of municipality (town, village, municipal district, etc.) may apply. Preference will be given to the following:

- Population of 10,000 or below;
- Little to no asset management processes in place, but a willingness to develop them;
- A willingness to commit two to three representatives (ideally from different departments within the municipality) to participating throughout the cohort term;
- Demonstrated council support for participation in the cohort, ideally through a formal council motion (see attachment for optional motion template);
- Preference will be given to municipalities who apply as a group.

The deadline for application is July 31, 2020, with selections being made by end of September, 2020. Participation will occur later in 2020 and into 2021.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Municipalities must apply for this program. Due to the commitment required by the participants, a Council resolution supporting participation in the cohort must accompany the application. The Town of Didsbury does not currently have an Asset Management program which takes a significant amount of resources to administer. Therefore Administration is requesting Council to support the increase in service level by supporting the Asset Management Capacity Building Cohort application.

ALIGNMENT WITH STRATEGIC PLAN

3. Infrastructure and Asset Management

RECOMMENDATION

That Council approve Administration to apply for the Asset Management Capacity-Building Cohort program from RMA, AUMA and IAMA, therefore committing Town resources to participate in the cohort to advance the Town's asset management program and supporting the increase in service level.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Christmas Lights Update
ORIGINATING DEPARTMENT	Legislative & Economic Development
AGENDA ITEM	7.6

BACKGROUND/PROPOSAL:

At the June 9, 2020 Regular Council Meeting, a resolution was made to direct Administration to come up with a basic plan and associated budget implications for Christmas light display for 2020 for the June 23, 2020 meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has been working on preparing a report for Christmas lights/decoration for the 2020 season as well as a phased in plan for future enhancements. Meetings with the chamber, members of the Didsbury Economic Development Advisory Committee as well as visiting and discussing with other municipalities has been taking place.

Administration is looking at a 3 Phase project starting with the Rosebud Valley Campground.

Phase I – Rosebud Valley Campground

The gazebo and buildings all have power and it would be fairly simple to attach lights. The trees would look nice lit, however the campground has a wide variety of wildlife including owls that currently live in the trees and would likely negatively disturb them. . Administration would recommend using the projector style for lighting up the trees. The estimated cost is approximately \$1000.00 to purchase the decorations. The campground manager could hang the lights during the and be ready for the 2020 Christmas season.

Phase 2 – 20th Avenue – information still being collected.

Phase 3 – 20th Street– information still being collected.

More time is required to gather information, budget implication in order to put together a complete proposal for Council.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 4. Economic Prosperity

RECOMMENDATION

That Council move to accept the update on Christmas Lights as information.

Campground





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Recreation Master Plan Addendum
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.7

BACKGROUND/PROPOSAL:

At the June 25, 2019 Regular Council Meeting, Council was presented with the 2019 Recreation and Culture Survey Review. This document provided Council with the following information:

- A recap and updated timeline of the 2013 Recreation & Culture Master Plan priorities
- An overview of the 2016 Didsbury Memorial Complex Outlying Plan
- Satisfaction levels for 2013 and 2019, where available
- Changes in satisfaction levels from 2013 to 2019, where available
- Current use and projected use from 2016 survey, where available
- Ranking of importance for future improvements from 2019
- Other suggestions from 2019 survey
- Other comments from 2019 survey
- Recommendations for updates to current planning documents

Council requested that Administration provide a final report that would be used as an addendum to the 2013 Recreation and Culture Master Plan that saw the following updates:

- Removal of all heritage-related items, which will be included in a future Culture, Heritage and Arts Master Plan
- Removal of all completed action items from previous plans
- Development of a Blended Recreation Priorities chart, as per Council's request
- Development of an updated Priority List with Timelines for future planning and budgeting processes

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2019 Town of Didsbury Recreation Master Plan Addendum is attached for Council's review and approval. Once approved, this document will be added as a formal addendum to the 2013 Recreation and Culture Master Plan.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. Healthy Active Living

RECOMMENDATION

That Council move to approve the 2019 Town of Didsbury Recreation Master Plan Addendum as presented.

2019 TOWN OF DIDSBURY

Recreation Master Plan

ADDENDUM



BACKGROUND

In early 2019, Didsbury Town Council requested a review of priorities for recreation and culture that were established in two separate planning documents: the 2013 Didsbury Recreation & Culture Master Plan and the 2016 Didsbury Memorial Complex Outlying Plan report.

The 2013 Didsbury Recreation & Culture Master Plan was a document borne out of work done by the Recreation and Culture Master Plan Committee, comprised of six Town of Didsbury residents, one Mountain View County resident, and Town of Didsbury staff. This committee, over a period of six months and through a variety of community input opportunities, established a list of fourteen priorities for future improvement and development of recreation and cultural facilities and programs in Didsbury. Below, find a chart identifying these fourteen priorities and completion information:

Master Plan Priorities	Timeline	Completion
Planned Maintenance of Recreation Facilities	Ongoing	Ongoing
Building Condition Assessments	0-2 years	Completed in 2014
Pathway and Trail Master Plan	0-2 years	Incomplete
Off-Leash Dog Park	0-5 years	Planning in 2019 & use of old lawnbowling site as off-leash dog park
Multi-Use Library Complex	0-5 years	Ongoing
Sportsfields	0-5 years	Some completion, some ongoing
Skatepark	0-8 years	Part of Future Outlying Plan
Memorial Complex Outlying Plan	0-2 years	Completed in 2016
Tennis Courts	0-5 years	Part of Future Outlying Plan
Community Gardens	0-1 years	Incomplete

Arena	10-20 years	Incomplete
Curling Rink	Ongoing support	Ongoing support
Train Station	0-5 years	Upgrades complete in 2019
Playgrounds	Ongoing	Annual budget investment

In 2016, as a directive from the Didsbury Recreation & Culture Master Plan, the Didsbury Memorial Complex Outlying Plan was developed. This document plans for the development of the grounds of the Didsbury Memorial Complex, and would see construction and/or updates to the following outdoor amenities:

- Adventure playground
- Basketball court
- Four-season washrooms/ picnic shelter
- Sand volleyball court
- Updated and expanded parking areas
- Skatepark
- Tennis/ pickleball courts
- Walking paths
- Enhanced greenspaces
- Event plaza



2019 RECREATION & CULTURE SURVEY

Utilizing components identified in both the 2013 Didsbury Recreation & Culture Master Plan and the 2016 Didsbury Memorial Complex Outlying Plan, a survey was developed to review community priorities in regards to recreation and culture in Didsbury. The Recreation & Culture Survey ran from March 18 to April 19, 2019. Council was presented with a review of the survey data and recommendations for updates at their June 25, 2019 Regular Council Meeting.

2019 UPDATES

In June 2019, Didsbury Town Council was presented with the 2019 Recreation & Culture Survey Review (Appendix 1). This report detailed response data from the public survey, as well as a number of recommendations for updates to both the Recreation & Culture Master Plan and the Didsbury Memorial Complex Outlying Plan. Directives from Council include:

CULTURE, HERITAGE AND ARTS

In June 2019, Council ratified a decision to proceed with a separate Culture, Heritage and Arts Master Plan (CHAMP), to be completed in 2020. The CHAMP will be a facilitated process that will see a consultant work with members of Didsbury's culture organizations and the public to determine future priorities and plans for culture, heritage and arts in Didsbury. As such, the 2019 Recreation Master Plan Update does not identify priorities relative to culture, heritage and arts.

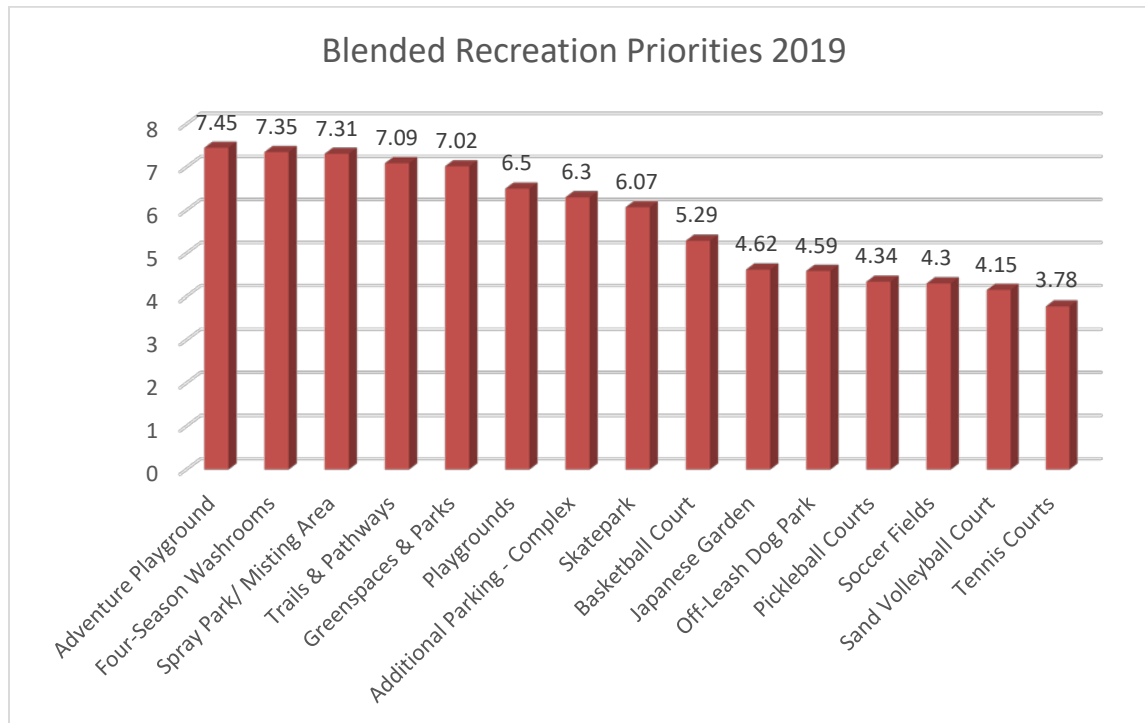
REMOVAL OF COMPLETED ACTION ITEMS

Council requested that all completed action items of the 2013 Recreation & Culture Master Plan be removed within the priority list in the 2019 Recreation Master Plan Update. As such, the following items were removed from the forthcoming 2019 Recreation Master Plan Update Priority List:

- Building Condition Assessments on Recreation Facilities – Completed in 2014
- Development of Memorial Complex Outlying Plan – Completed in 2016
- Updates to Didsbury Train Station – Completed in 2019

2019 BLENDED RECREATION PRIORITIES

In an effort to update the community priorities regarding recreation in Didsbury, Council directed Administration to utilize survey responses to create a blended list of priorities that was inclusive of both the 2019 Recreation Priorities data and the 2019 Outlying Plan Priorities. Please see the chart below, listing all priorities identified within the 2019 Recreation & Culture Survey.



UPDATED 2019 PRIORITY LIST & TIMELINES

Council also requested that Administration provide for updated timelines for priorities, combining outstanding items from the 2013 Recreation & Culture Master Plan, the 2016 Outlying Plan and the recommendations made in the 2019 Recreation & Culture Survey Review.

Please note: Items have been placed in chronological order, however the placement of items that are currently in development and/or construction have been adjusted.

2019 Recreation Priority Listing	
RECOMMENDATION	TIMELINE
1. Annual maintenance plan + budget for all indoor recreation facilities at Didsbury Memorial Complex	Annual
2. Construction of skatepark, once full project funding has been secured.	2020-21
3. Sportsfield improvements – Wesglen School + Memorial Park ball diamonds	2020-21
4. Playgrounds – develop improvement cycle for all outstanding playground improvements (Memorial Complex Adventure Playground, Eric’s Park, Southridge, Westhills, 17 Avenue, Kinsmen playgrounds).	2020-2025
5. Off-leash dog park – review current location and develop long-term plan for relocation	2021
6. Update Town of Didsbury Trail Master Plan	2021-22
7. Review additional comments and suggestions from respondents for other potential recreation opportunities in Didsbury.	2021
8. Addition of splash park to the Outlying Plan concept – revision of drawings and cost projects required	2021
9. Consider development of community garden space	2022
10. Installation of sport courts phase of Outlying Plan – tennis/pickleball/ basketball/ sand volleyball. Explore multi-use court systems as alternative.	2022-24
11. Sportsfields – consider improvements and/or addition of soccer fields based on demand	2023
12. Consider remaining Outlying Plan components for future improvements – four-season washroom, expansion of green space, Japanese Garden, plaza space development	2023
13. Updates to parking lots at the Memorial Complex	2024
14. Plan for a review and update in five years	2025

Appendix 1

2019 Recreation and Culture Survey Results



TOWN OF DIDSBURY

2019 Recreation and Culture Survey Review



2019 RECREATION & CULTURE SURVEY

Utilizing components identified in both the 2013 Didsbury Recreation & Culture Master Plan and the 2016 Didsbury Memorial Complex Outlying Plan, a survey was developed to review community priorities in regards to recreation and culture in Didsbury.

The Recreation & Culture Survey ran from March 18 to April 19, 2019. The survey was administered to the community both online via the Town of Didsbury website, and through paper copies that were made available at the following locations: Didsbury Town Office, Didsbury Memorial Complex, Didsbury Neighborhood Place and the Didsbury Municipal Library. Paper copies were also made available at the Didsbury Art, Travel and Trade Expo on April 13 and 14, 2019. The survey was advertised to the community on the Town website, through Town of Didsbury social media accounts (Facebook, Twitter, Instagram), in the local newspaper, and in the Town of Didsbury Town Hall News. No specific groups or associations were targeted for this survey.

Council requested that they would like to see 500 surveys completed. Based on statistical calculations to determine sample size, which utilizes the population of eligible respondents (4930 people), confidence level (industry standard of 95%) and a margin of error (industry standard of 5%), the required response rate for this survey is 357 people. The number of eligible respondents was pulled from the 2016 Stats Canada data for Didsbury and includes age ranges of 5 years and up, as the next age range available was 10 years and up and Administration felt that there may have been children under the age of 10 that completed the survey.

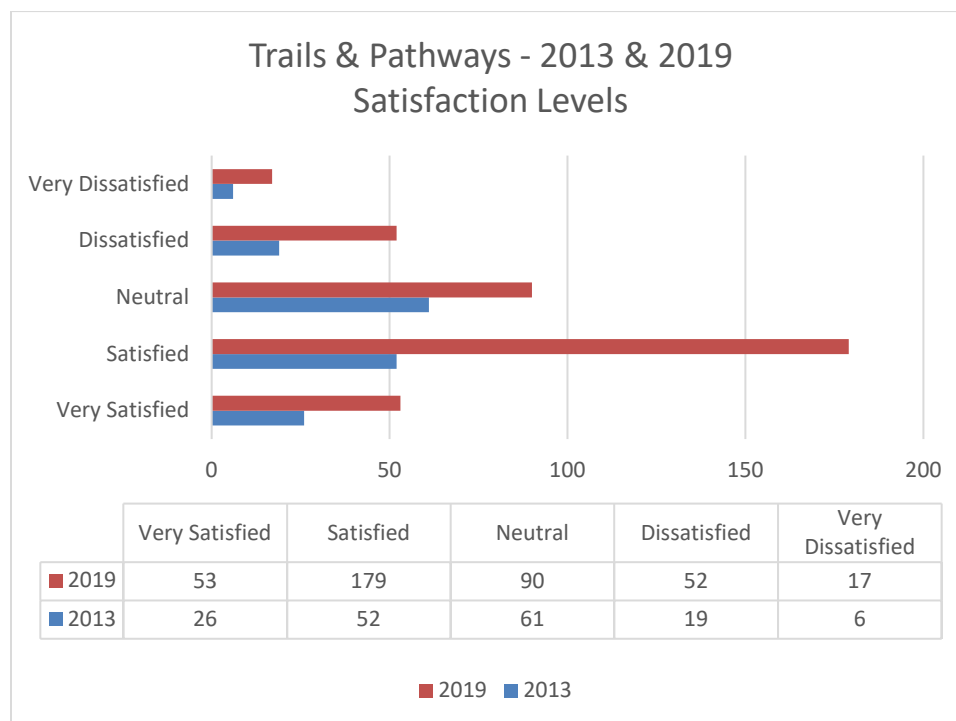
This survey received 420 valid responses: 374 from the Town of Didsbury, 44 from Mountain View County, and 2 from Other. Of the survey respondents, 124 (30%) were male and 286 (70%) were female. The respondents' age ranges were as follows: under 18 years - 69; 18-29 years - 24; 30-45 years - 146; 45-60 years - 78; 61-75 years - 80; and over 75 years - 18.

Council's intention is to utilize the results from the 2019 survey in comparison to the 2013 Didsbury Recreation & Culture Master Plan priorities and Didsbury Memorial Complex Outlying Plan information, to determine the best future course for recreation and culture improvements in Didsbury. This comparison has proven to be a bit difficult, as the surveys utilized in 2013, 2016 and now in 2019, do not all ask the same questions. The Outlying Plan survey in 2016 is markedly different, as it address features only to be considered for the grounds of the Memorial Complex.

To address these differences, while still making the data relevant to this report, Administration is presenting the following:

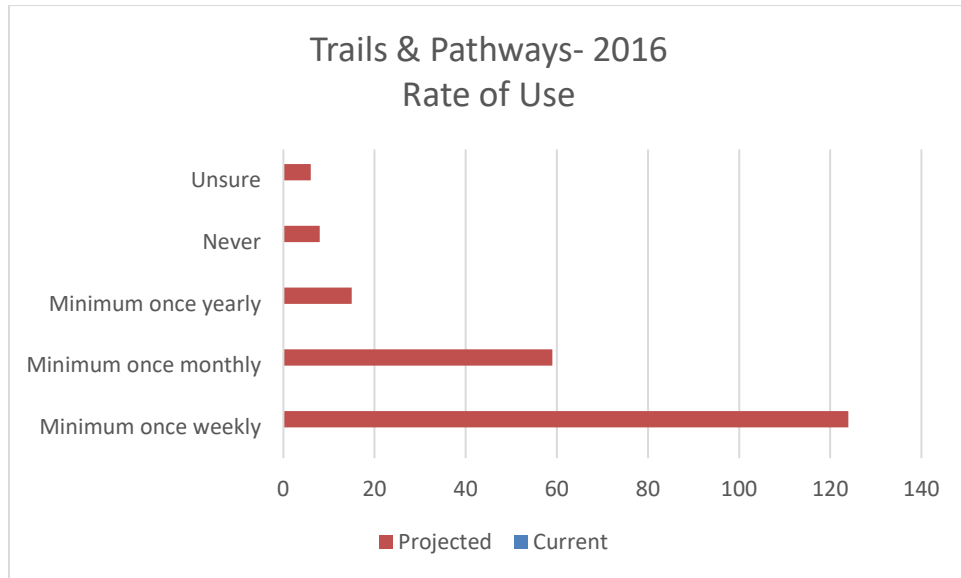
- Satisfaction levels for 2013 and 2019, where available
- Changes in satisfaction levels from 2013 to 2019, where available
- Current usership and projected usership from 2016 survey, where available
- Ranking of importance of future improvements from 2019 survey
- Other suggestions from the 2019 survey
- Other comments from the 2019 survey

TRAILS & PATHWAYS

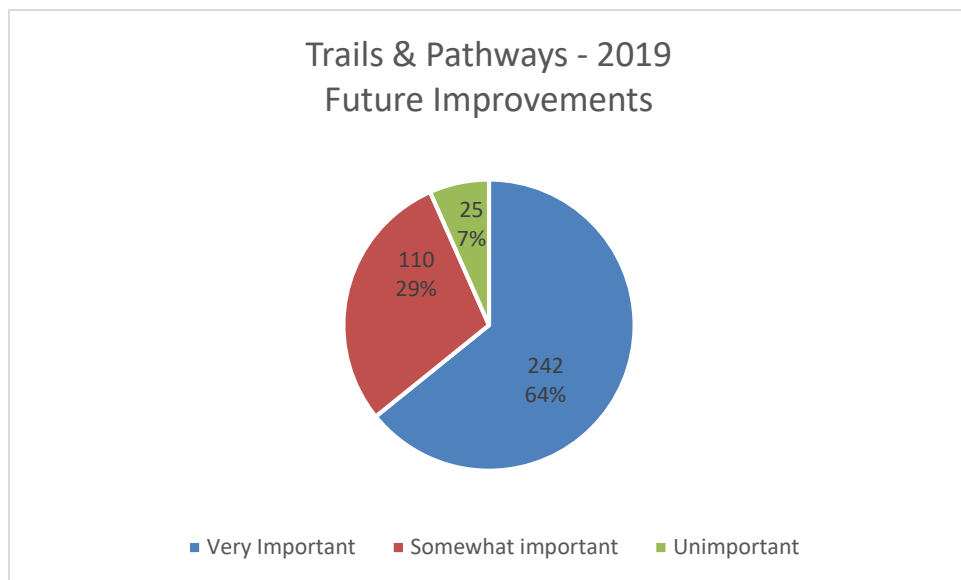


Level of Satisfaction	2013*	2019*	Change
Very Satisfied	16%	14%	-2%
Satisfied	32%	46%	+14%
Neutral	37%	23%	-14%
Dissatisfied	12%	13%	+1%
Very Dissatisfied	3%	4%	+1%

* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.

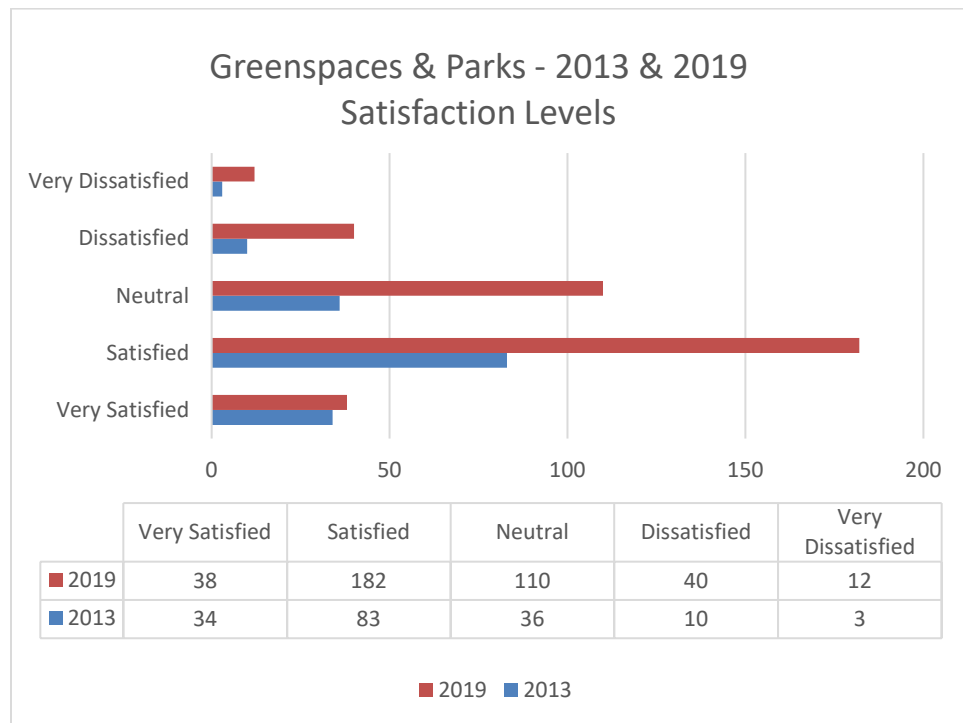


In the 2016, Didsbury Memorial Complex Outlying Plan Survey, current rate of use was not asked of respondents. The table above includes only Projected Use if improvements were to be made to Trails and Pathways as part of the Outlying Plan.

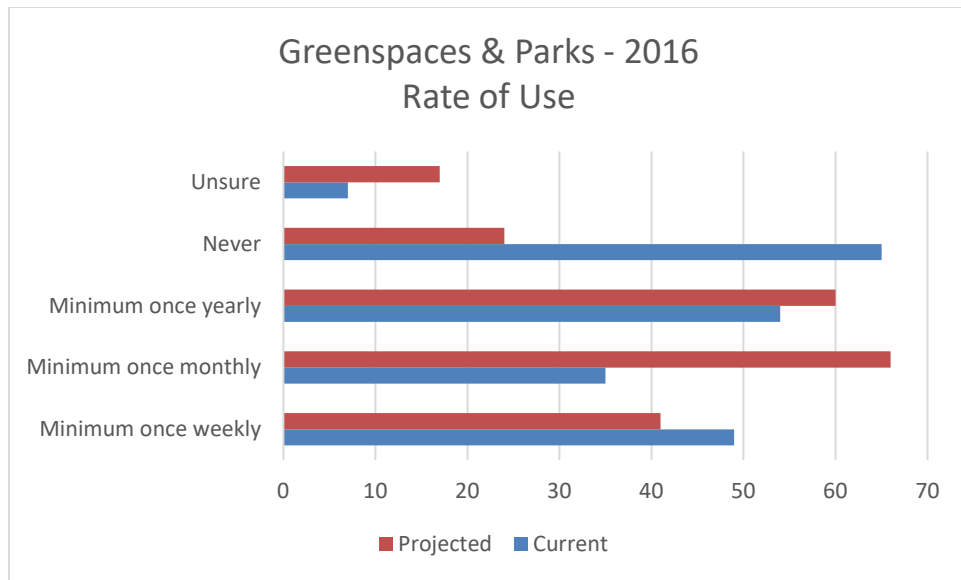


Trails and pathways were rated the number one priority for 2019 survey respondents, with 65% of people saying that they were regular users. The above chart shows that future improvements are very important to 64% of respondents.

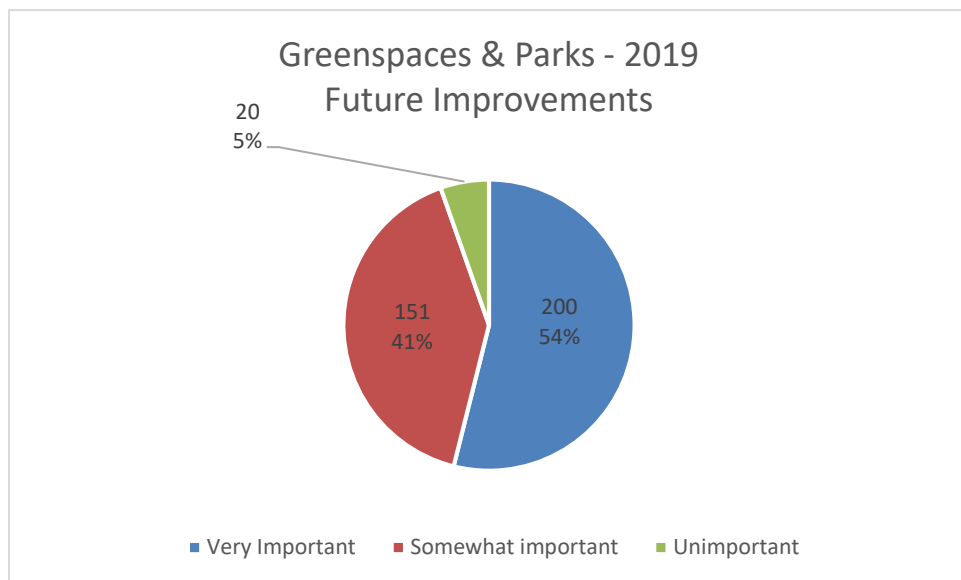
GREENSPACES & PARKS:



Level of Satisfaction	2013*	2019*	Change
Very Satisfied	20%	10%	-10%
Satisfied	50%	48%	-2%
Neutral	22%	29%	+7%
Dissatisfied	6%	10%	+4%
Very Dissatisfied	2%	3%	+1%
* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.			

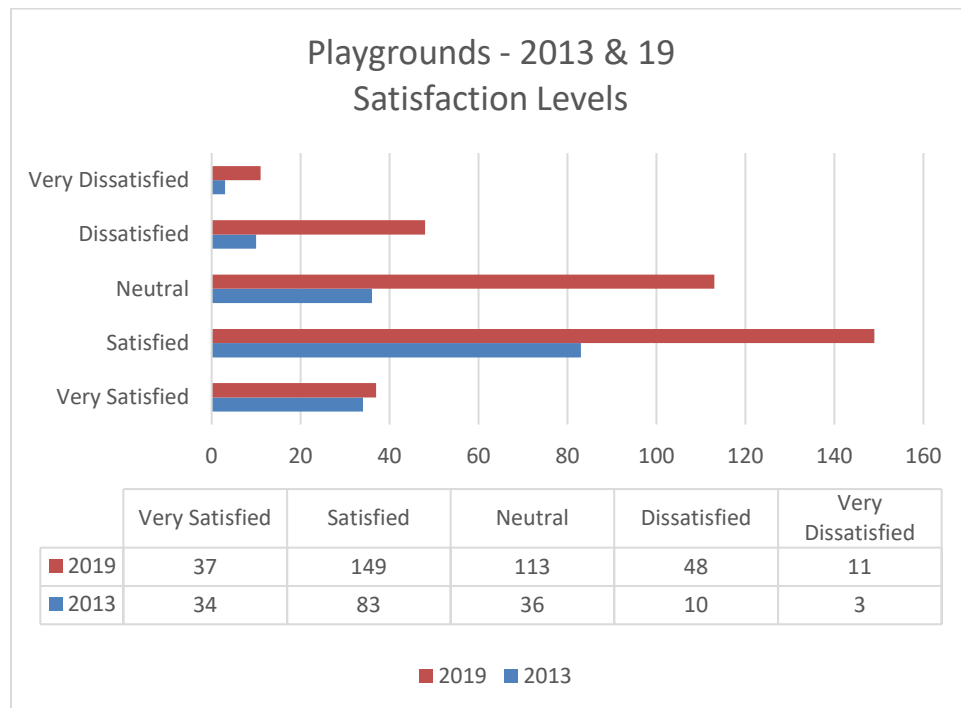


The 2016 Outlying Plan survey shows both current users and projected users for Greenspaces & Parks in Didsbury. This question was specific to greenspace and parks area at the Didsbury Memorial Complex, both current and proposed.



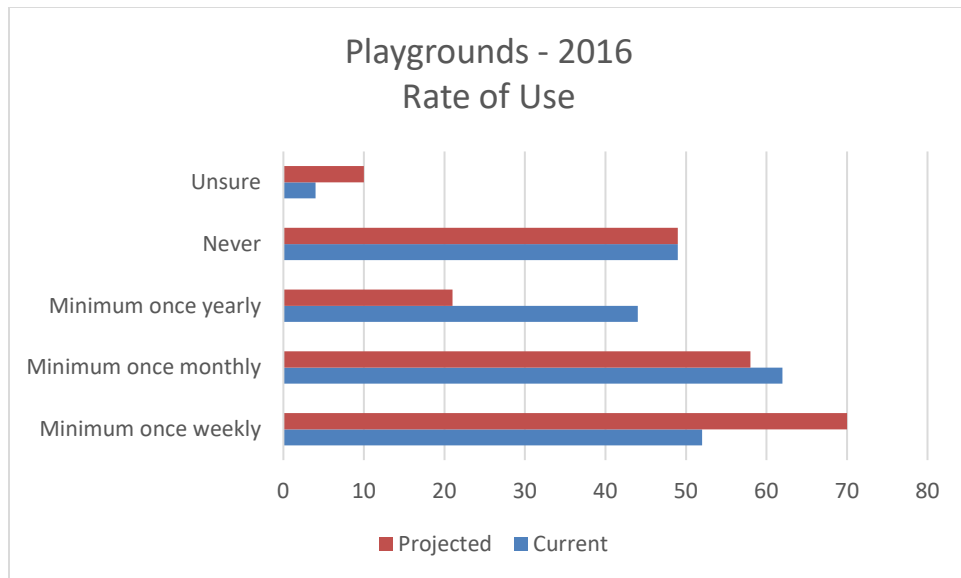
Greenspaces and parks were rated the number two priority for 2019 survey respondents, with 66% of people saying that they were regular users. The above chart shows that future improvements are very important to 54% of respondents.

PLAYGROUNDS:

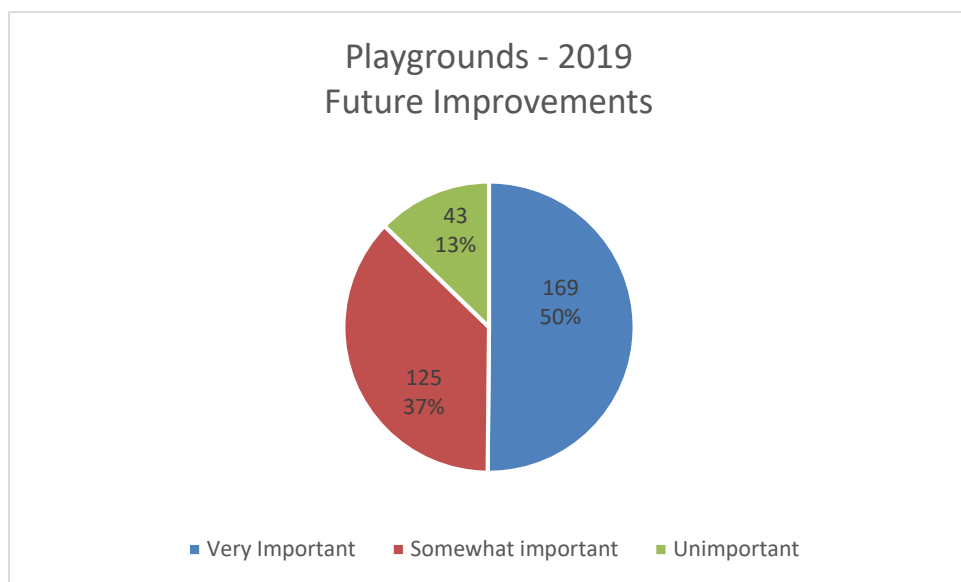


Level of Satisfaction	2013*	2019*	Change
Very Satisfied	20%	10%	-10%
Satisfied	50%	43%	-7%
Neutral	22%	32%	+10%
Dissatisfied	6%	14%	+8%
Very Dissatisfied	2%	1%	-1%

* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.

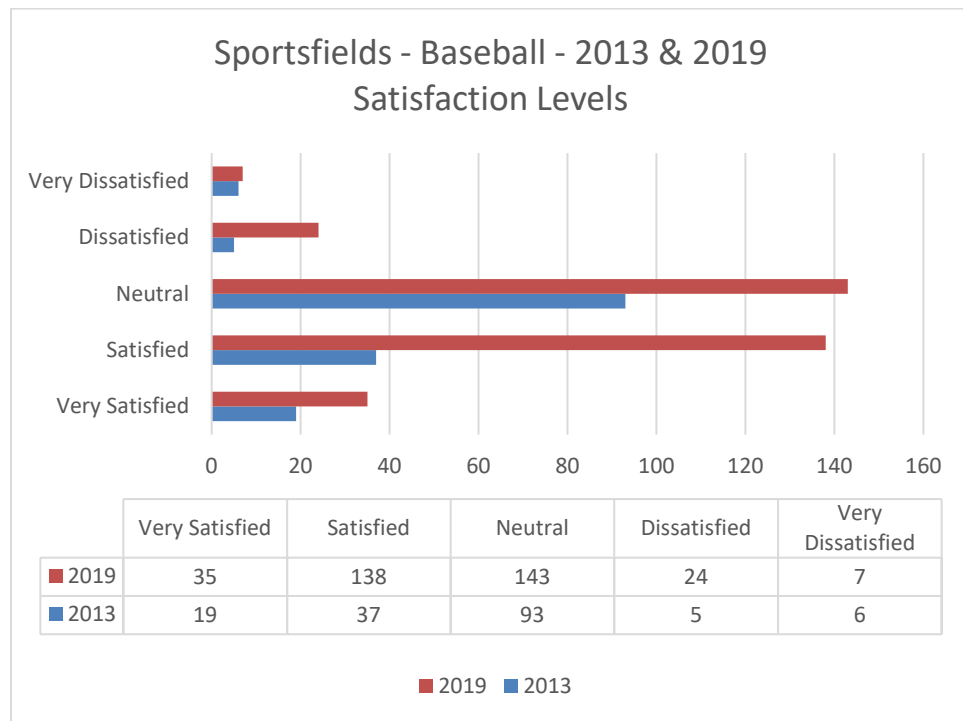


The 2016 Outlying Plan survey shows both current users and projected users for Playgrounds in Didsbury. This question was specific to the playground located at the Didsbury Memorial Complex, and the proposed future installation of an Adventure Playground at the same site.

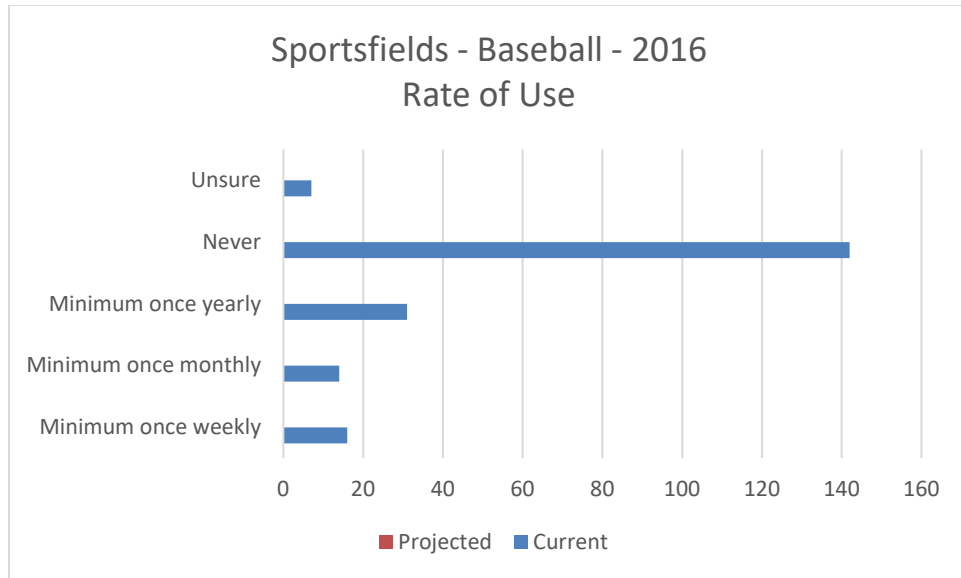


Playgrounds were rated the number three priority for 2019 survey respondents, with 47% of people saying that they were regular users. The above chart shows that future improvements are very important to 50% of respondents.

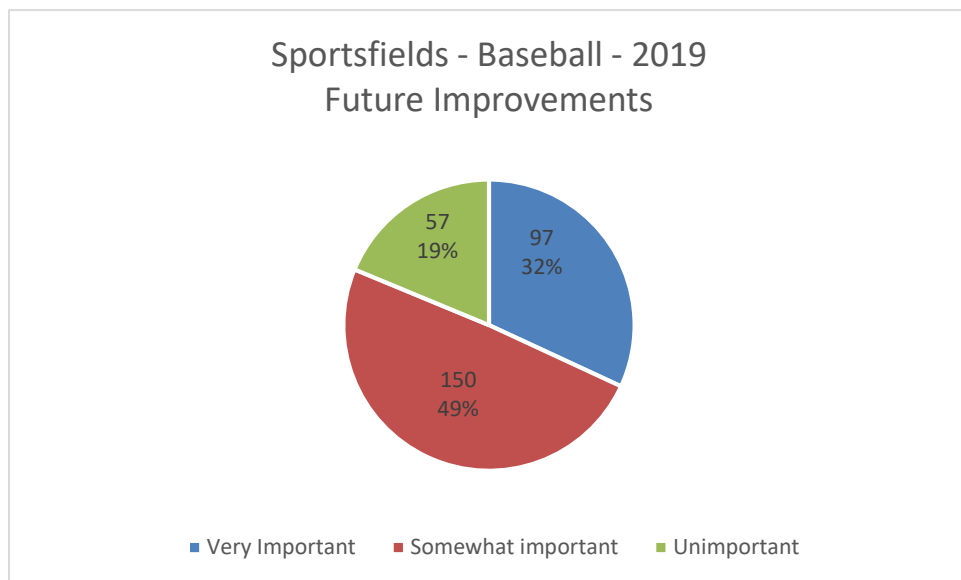
SPORTSFIELDS – BASEBALL:



Level of Satisfaction	2013*	2019*	Change
Very Satisfied	12%	10%	-2%
Satisfied	23%	40%	+17%
Neutral	58%	41%	-17%
Dissatisfied	3%	7%	+4%
Very Dissatisfied	4%	2%	-2%
* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.			



In the 2016 Outlying Plan survey, only current use was asked about as the plan, if installed as presented, would see the removal of the Jets Ball Diamond currently located at the Didsbury Memorial Complex grounds.

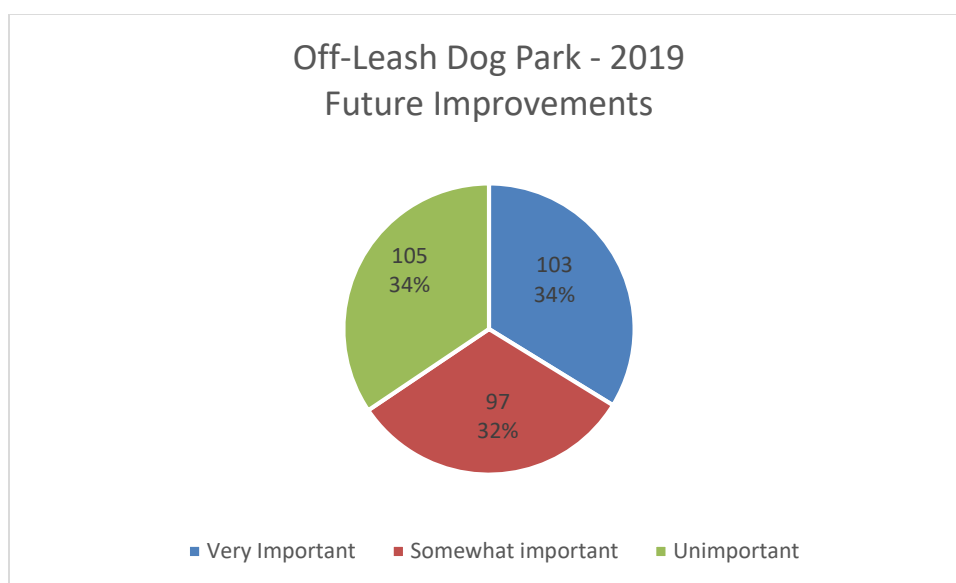


Sportsfields – Baseball were rated the number four priority for 2019 survey respondents, with 33% of people saying that they were regular users. The above chart shows that future improvements are very important to 32% of respondents.

OFF-LEASH DOG PARK:

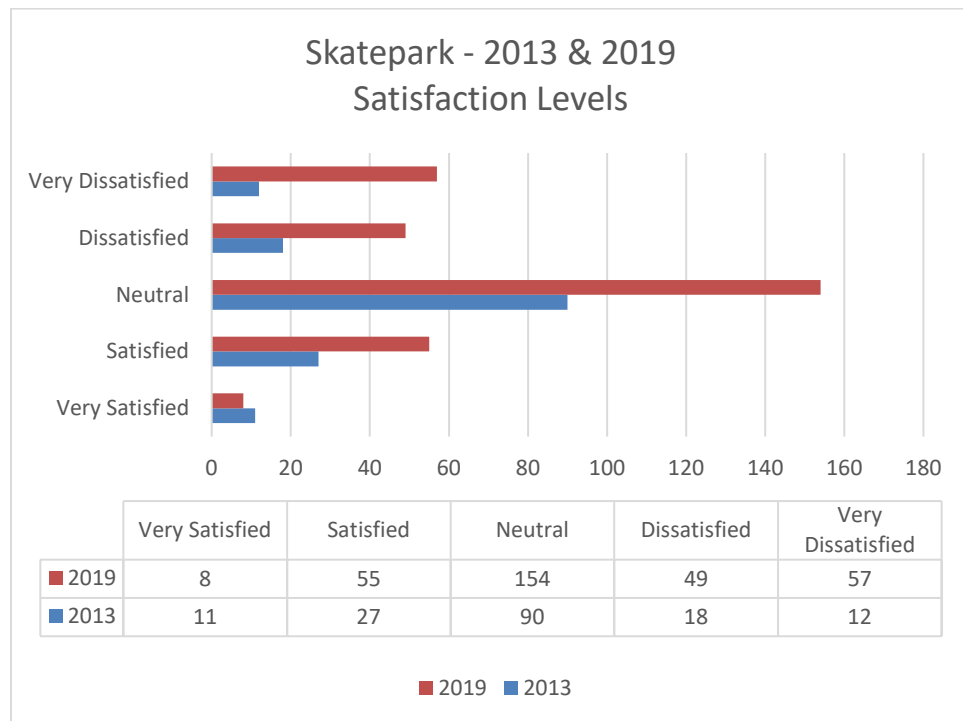
An off-leash dog park was not part of the 2013 Recreation & Culture Master Plan Survey, so no survey data exists. However, in the comment section of the survey, an off-leash park was identified a number of times. Based on this information, as well as other research conducted by the committee, an off-leash dog park was identified as a priority of the 2013 plan, with construction to occur between 0-5 years from the date of the plan's adoption.

An off-leash dog park was not part of the proposed 2016 Didsbury Memorial Complex Outlying Plan, so no questions were asked regarding this park within that survey.

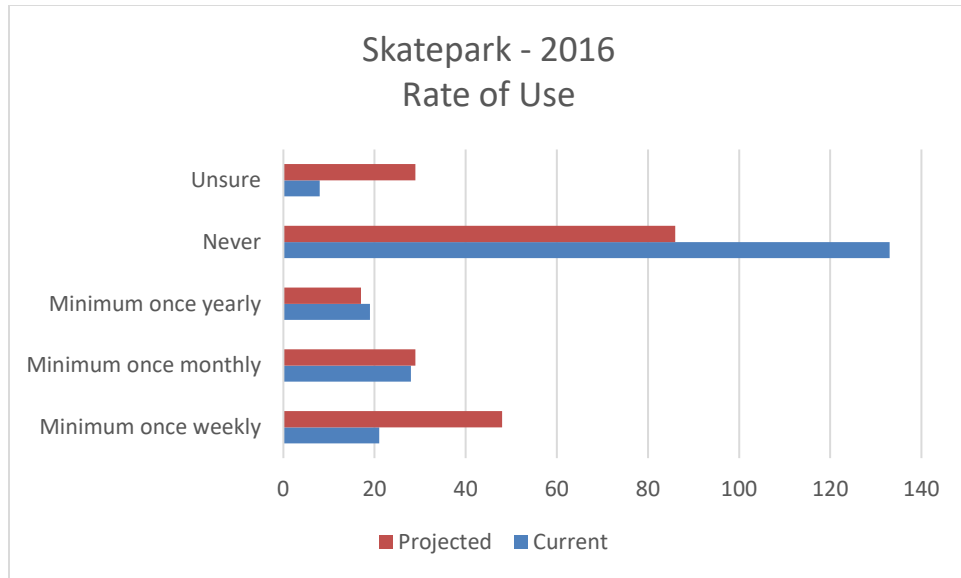


In the 2019 survey, respondents were asked about the importance of having an off-leash dog park in Didsbury. An off-leash dog park was rated the number five priority for 2019 survey respondents, with 18% of people saying that they were regular users. The above chart shows that future improvements are very important to 34% of respondents.

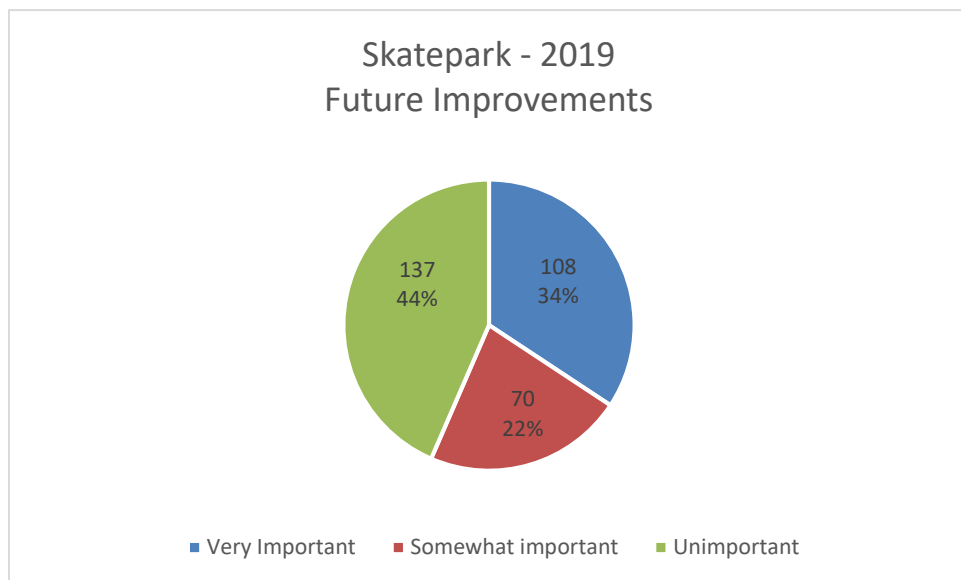
SKATEPARK:



Level of Satisfaction	2013*	2019*	Change
Very Satisfied	7%	2%	-5%
Satisfied	17%	17%	0%
Neutral	57%	48%	-9%
Dissatisfied	11%	15%	+4%
Very Dissatisfied	8%	18%	+10%
* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.			

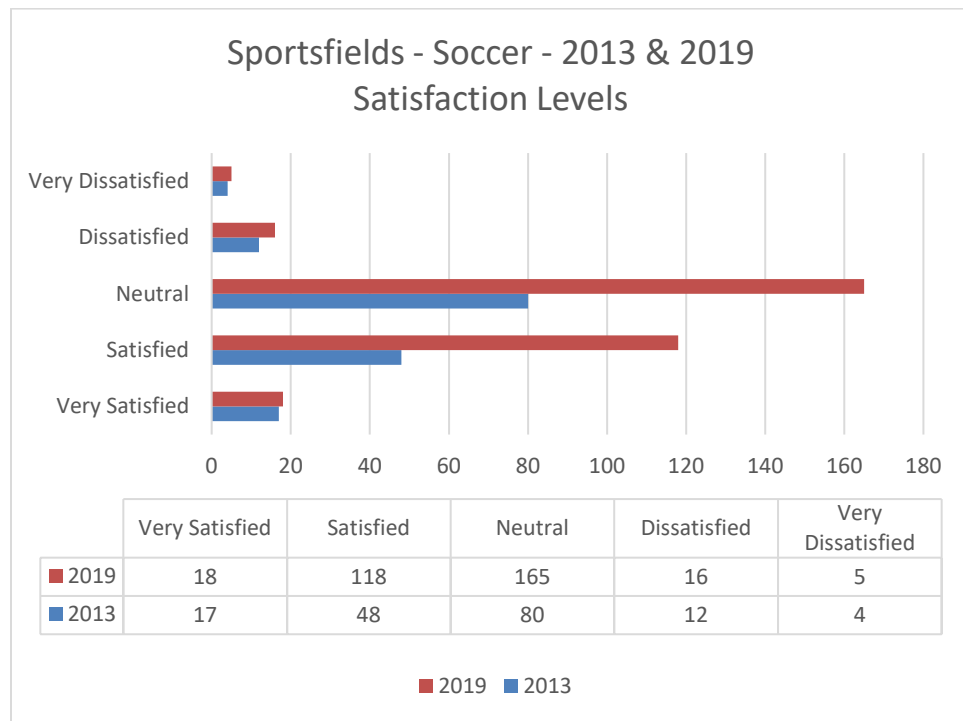


The 2016 Outlying Plan survey shows both current users and projected users for a Skatepark in Didsbury, as the plan showed a skatepark as one of the first facilities to be installed as part of the larger project.



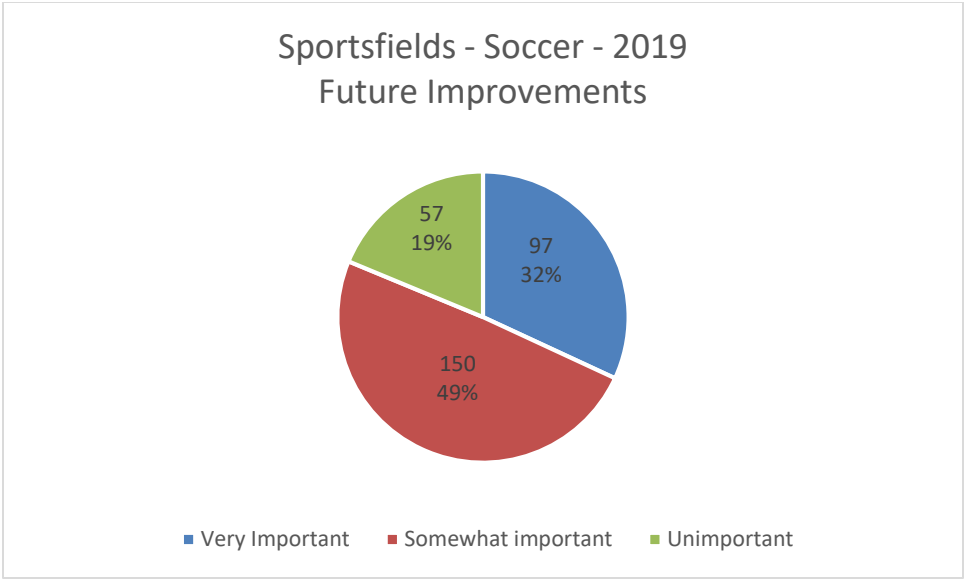
A skatepark was rated the number six priority for 2019 survey respondents, with 18% of people saying that they were regular users. The above chart shows that future improvements are very important to 34% of respondents.

SPORTSFIELDS – SOCCER:



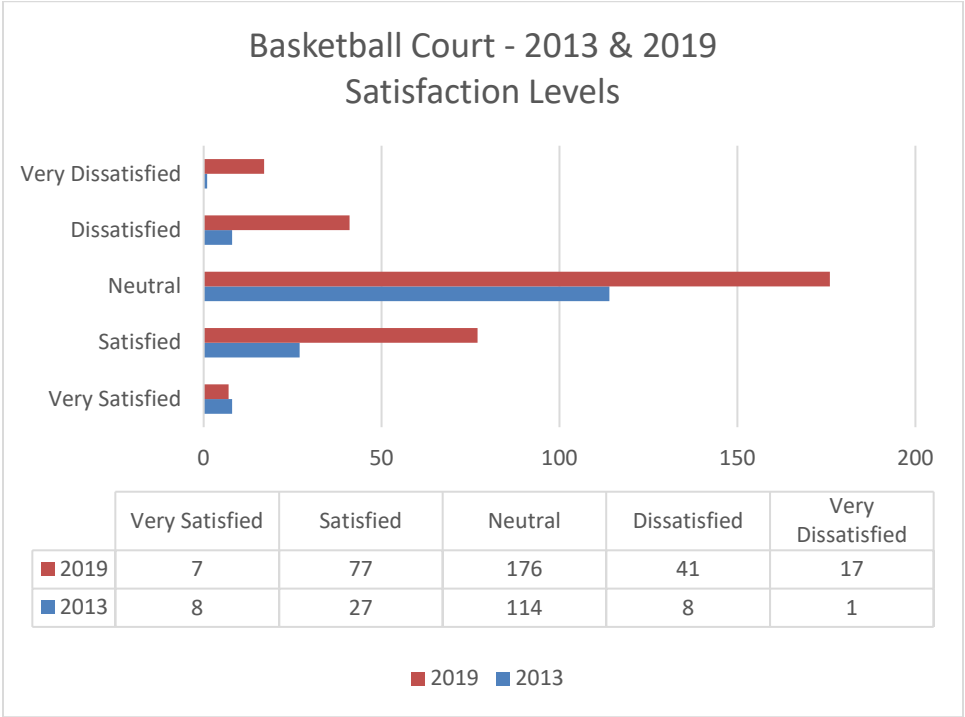
Level of Satisfaction	2013*	2019*	Change
Very Satisfied	11%	6%	-5%
Satisfied	30%	37%	+7%
Neutral	50%	51%	+1%
Dissatisfied	7%	5%	-2%
Very Dissatisfied	2%	1%	-1%
* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.			

Questions regarding Sportsfields - Soccer were not part of the 2016 Didsbury Memorial Complex Outlying Plan survey, as soccer fields were not part of the facilities proposed for the Didsbury Memorial Complex grounds.

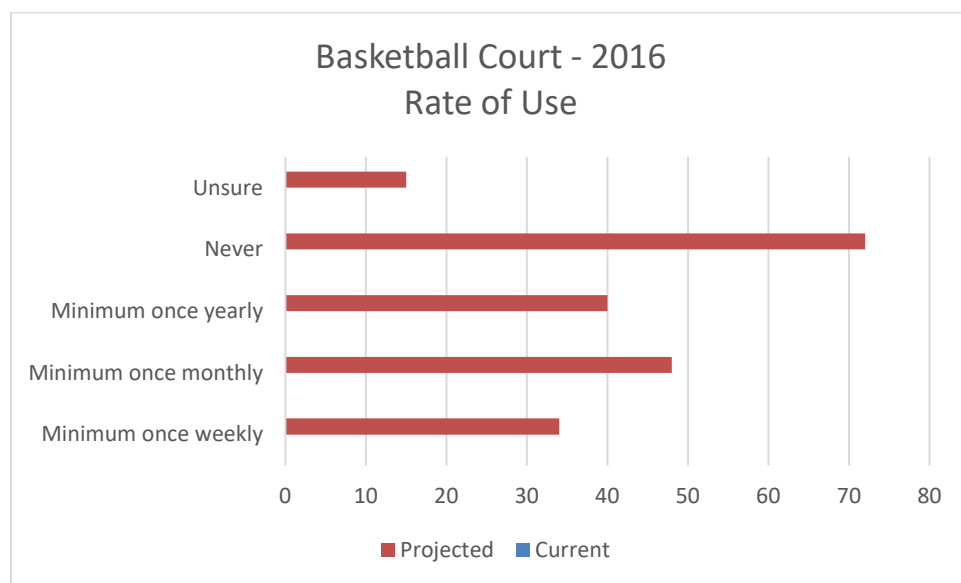


Sportsfields – Soccer were rated the number seven priority for 2019 survey respondents, with 19% of people saying that they were regular users. The above chart shows that future improvements are very important to 32% of respondents.

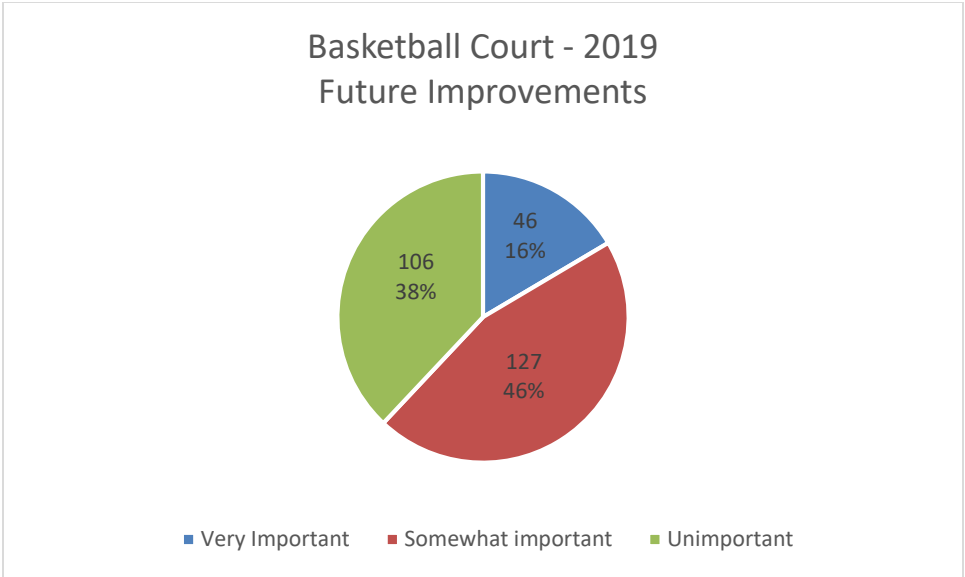
BASKETBALL COURT:



Level of Satisfaction	2013*	2019*	Change
Very Satisfied	5%	2%	-3%
Satisfied	17%	24%	+7%
Neutral	72%	55%	-17%
Dissatisfied	5%	13%	+8%
Very Dissatisfied	1%	6%	+5%
* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.			

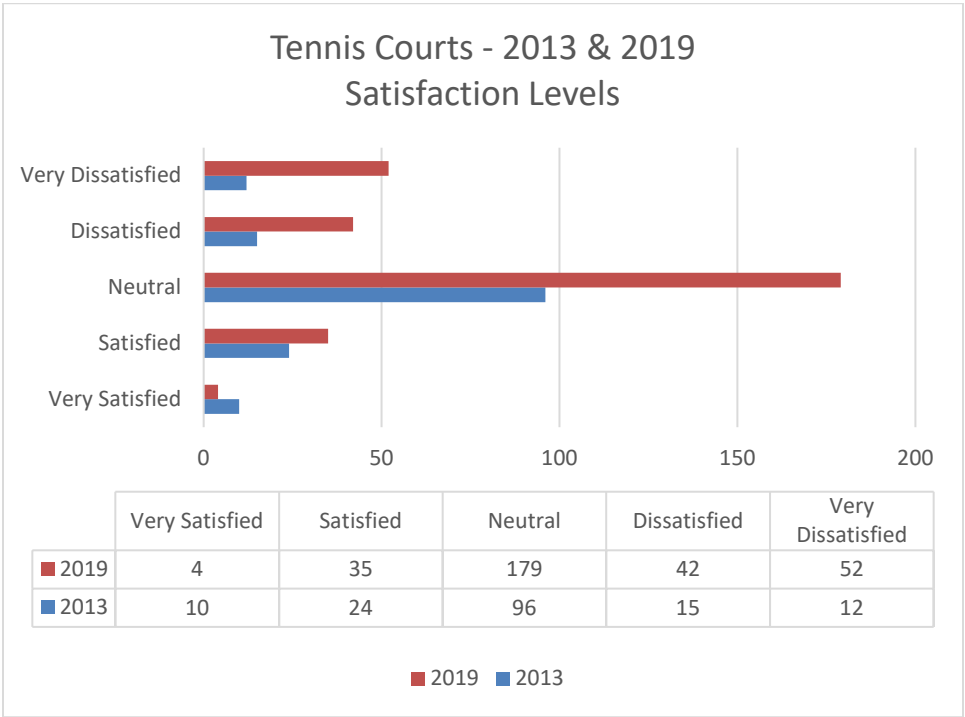


The 2016 Outlying Plan survey shows only projected users for a basketball court, as the current court is not located at the Didsbury Memorial Complex grounds, but rather at another location within the community.



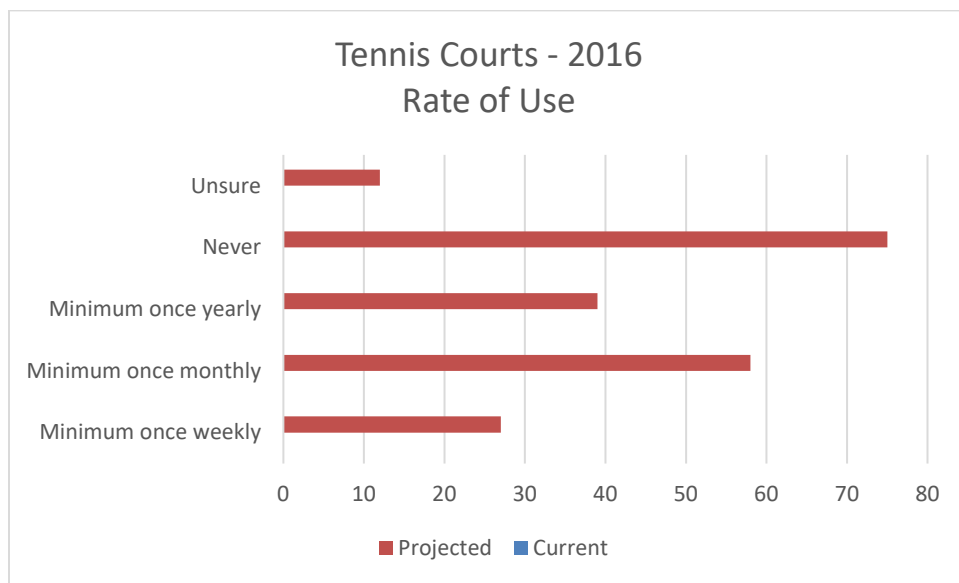
A Basketball Court was rated the number eight priority for 2019 survey respondents, with 16% of people saying that they were regular users. The above chart shows that future improvements are very important to 16% of respondents.

TENNIS COURTS:

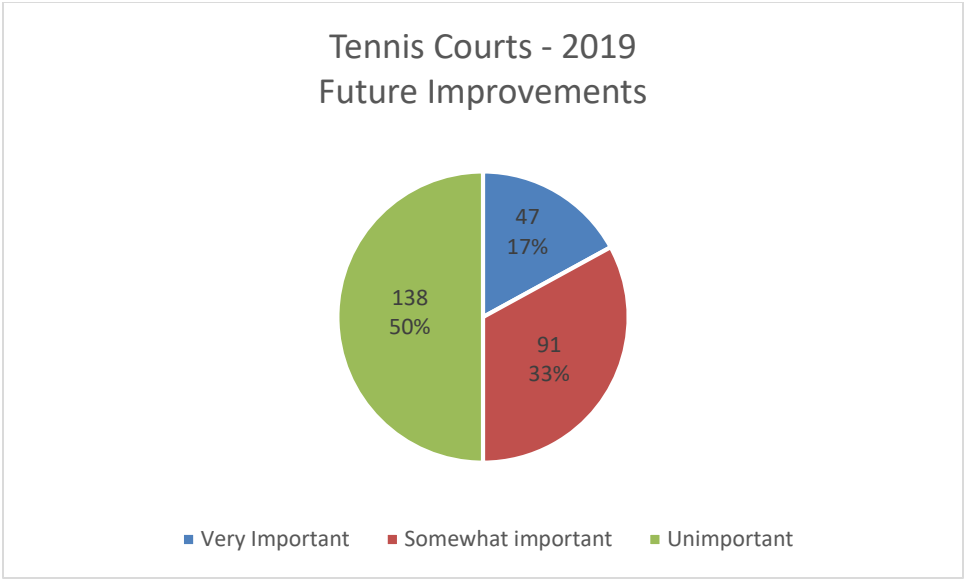


Level of Satisfaction	2013*	2019*	Change
Very Satisfied	6%	2%	-4%
Satisfied	15%	11%	-4%
Neutral	61%	57%	-4%
Dissatisfied	10%	13%	+3%
Very Dissatisfied	8%	17%	+9%

* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.



The 2016 Outlying Plan survey shows only projected users for Tennis Courts, as the current courts are not located at the Didsbury Memorial Complex grounds, but rather at another location within the community.

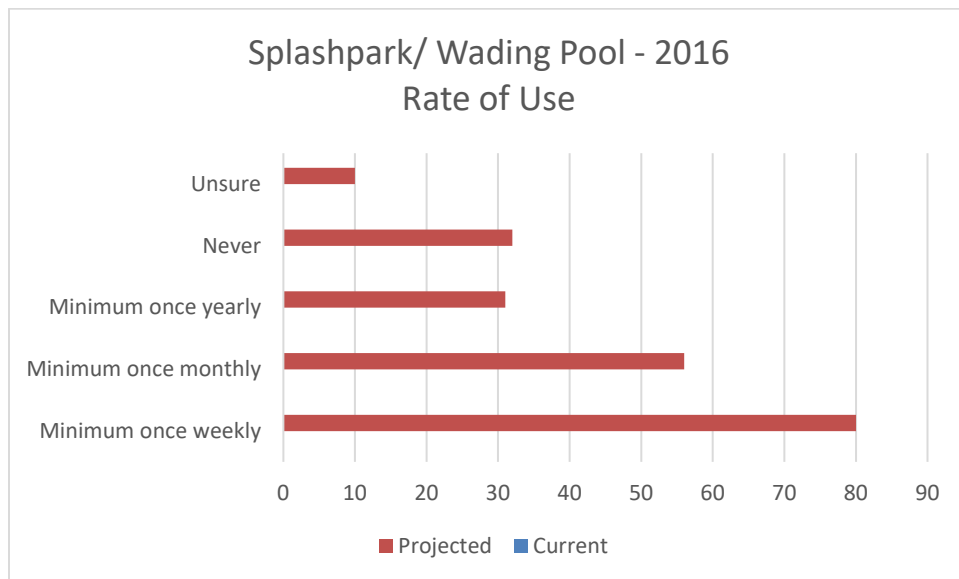


Tennis Courts were rated the number nine priority for 2019 survey respondents, with 6% of people saying that they were regular users. The above chart shows that future improvements are very important to 17% of respondents.

SPLASH PARK:

A splash park was not included in the 2013 Recreation & Culture Master Plan Survey, so no survey data exists. However, in the comment section of the survey, a splash park was identified a number of times. The committee decided that due to the proximity of splash parks in Carstairs and Olds, along with the fact that Didsbury had a swimming pool, a splash park was not a priority.

A splash park was not part of the proposed 2016 Didsbury Memorial Complex Outlying Plan, however an outdoor wading pool was part of the features initially proposed with this plan. Since then, it has been discovered that a wading pool would require a full-time lifeguard while in operation, so a wading pool was abandoned from the final designs. However, data does exist on projected users of a wading pool that Administration feels would be in-line with projections for splash park usage as well. Please see the chart below.



In 2019, a splash park was included in the survey as part of the Outlying Plan priority ranking question. It was ranked third by respondents. Additionally, in the 2019 survey results, a splash park is mentioned on numerous occasions within the comment section of the survey, showing that this type of facility has the potential for a great deal of use in Didsbury.

OTHER FEEDBACK:

2019 survey respondents were encouraged to submit their feedback on other suggestions for recreation facilities within Didsbury through comment boxes on many of the survey questions. Below, find a list of suggestions. *Please note that this list does not encompass all comments and feedback received through the survey. That information is available within the raw survey data.*

- Outdoor Rink
- More trees
- Cross-country skiing
- Gymnastic studio
- Drop-in Centre
- Soccer fields
- Climbing wall
- Spray park
- Pickleball courts
- Lawnbowling
- 18-hole golf course
- Parcour
- Indoor walking track
- More benches
- More walking trails
- Additional ball diamonds
- Dance studio
- Fieldhouse
- Challenging playgrounds
- Gymnasium
- Multi-use court

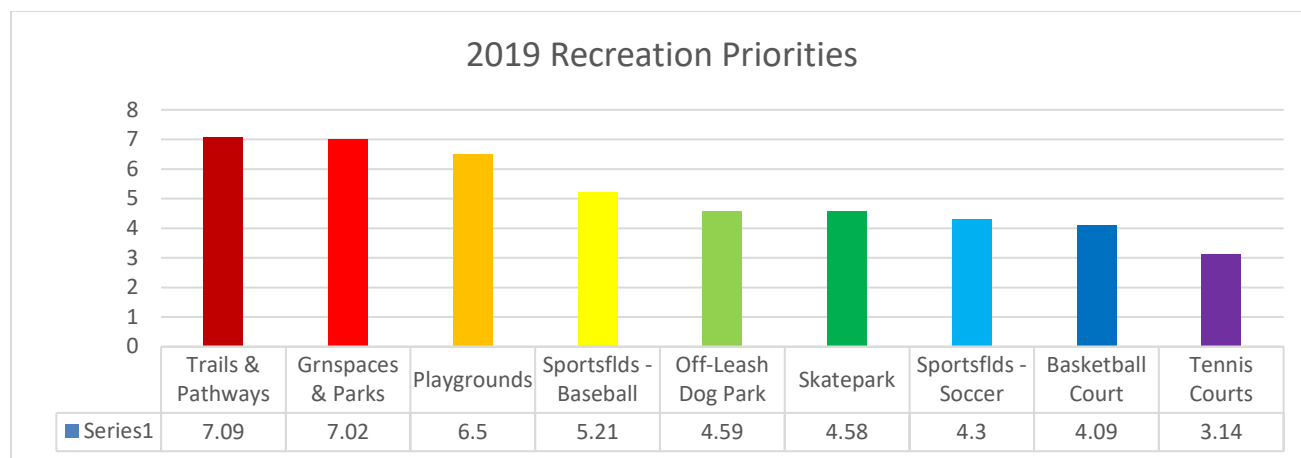
Survey respondents were also asked to provide any other comments they would like to have considered. Comments included:

- Sport places are important
- Lack facilities for the winter
- More four-season facilities
- Need a new multi-plex
- Additional street lights – safer at night
- Not enough for children and teens to do
- Arena is old
- Want to see Outlying Plan constructed
- Sidewalk repairs to connect trails
- Low-cost/ free recreation

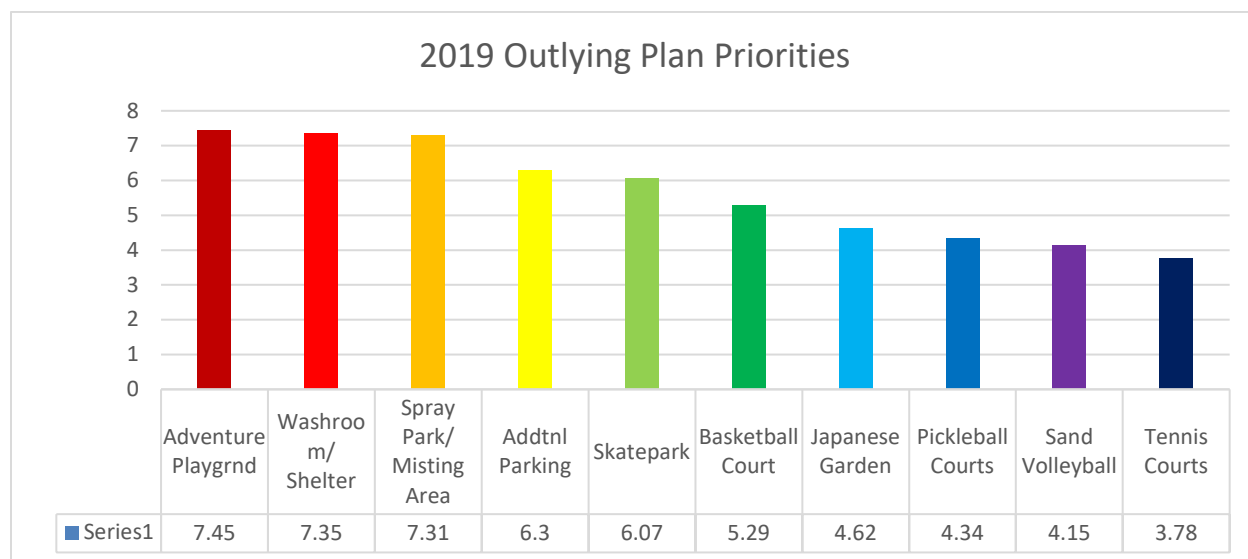
A word cloud of survey feedback comments. The words are arranged in a roughly rectangular shape, with some words appearing larger and more prominent than others. The words are in various shades of blue and green. The most prominent words include: 'facilities', 'Didsbury', 'need', 'park', 'community', 'library', 'new', 'space', 'walking', 'center', 'space', 'place', 'better', 'bicycle', 'polo', 'connect', 'trails', 'pathways', 'fieldhouse', 'youth', 'meeting', 'basketball', 'court', 'seniors', 'really', 'town', 'needs', 'youth', 'leash', 'dog', 'park', 'well', 'want', 'place', 'people', 'walking', 'center', 'space', 'place', 'meet', 'friends', 'need', 'new', 'future', 'better', 'spending', 'money', 'bicycle', 'polo', 'money', 'connect', 'teen', 'drop-in', 'place', 'see', 'family', 'one', 'hours', 'indoor', 'arena', 'important', 'option', 'trails', 'actually', 'pathways', 'large', 'sidewalks', 'off-leash', 'dog', 'park', 'great', 'much', 'skatepark', 'meet', 'friends', 'fieldhouse', 'youth', 'meeting', 'basketball', 'court', 'seniors', 'really', 'town', 'needs', 'youth', 'leash', 'dog', 'park', 'well', 'new', 'arena', 'part', 'area', 'teen', 'drop-in', 'kids', 'winter', 'make', 'adding', 'park', 'Olds', 'arts', 'center', 'Please', 'community', 'way', 'library', 'proper', 'park', 'green', 'space', 'new', 'splash', 'park', 'town', 'activities', 'need', 'want', 'facilities', 'residents', 'Didsbury', 'exist', 'use', 'sports', 'build', 'Also', 'place', 'people', 'walking', 'center', 'space', 'place', 'meet', 'friends', 'need', 'new', 'future', 'better', 'spending', 'money', 'bicycle', 'polo', 'money', 'connect', 'teen', 'drop-in', 'place', 'see', 'family', 'one', 'hours', 'indoor', 'arena', 'important', 'option', 'trails', 'actually', 'pathways', 'large', 'sidewalks', 'off-leash', 'dog', 'park', 'great', 'much', 'skatepark', 'meet', 'friends', 'fieldhouse', 'youth', 'meeting', 'basketball', 'court', 'seniors', 'really', 'town', 'needs', 'youth', 'leash', 'dog', 'park', 'well', 'something', 'use', 'library', 'consider', 'low', 'Valarosa', 'gymnastics', 'children', 'businesses', 'dog', 'priority', 'playgrounds', 'arts', 'New', 'library', 'tax', 'plan', 'look', 'things', 'year', 'time', 'pool', 'keep', 'run', 'dance', 'studio', 'think', 'dog', 'park', 'memorial', 'complex', 'town', 'needs', 'bigger', 'skate', 'park', 'new', 'arena', 'part', 'area', 'teen', 'drop-in', 'kids', 'winter', 'make', 'adding', 'park', 'Olds', 'arts', 'center', 'Please', 'community', 'way', 'library', 'proper', 'park', 'green', 'space', 'new', 'splash', 'park', 'town', 'activities', 'need', 'want', 'facilities', 'residents', 'Didsbury', 'exist', 'use', 'sports', 'build', 'Also', 'place', 'people', 'walking', 'center', 'space', 'place', 'meet', 'friends', 'need', 'new', 'future', 'better', 'spending', 'money', 'bicycle', 'polo', 'money', 'connect', 'teen', 'drop-in', 'place', 'see', 'family', 'one', 'hours', 'indoor', 'arena', 'important', 'option', 'trails', 'actually', 'pathways', 'large', 'sidewalks', 'off-leash', 'dog', 'park', 'great', 'much', 'skatepark', 'meet', 'friends', 'fieldhouse', 'youth', 'meeting', 'basketball', 'court', 'seniors', 'really', 'town', 'needs', 'youth', 'leash', 'dog', 'park', 'well'.

RECREATION PRIORITIES:

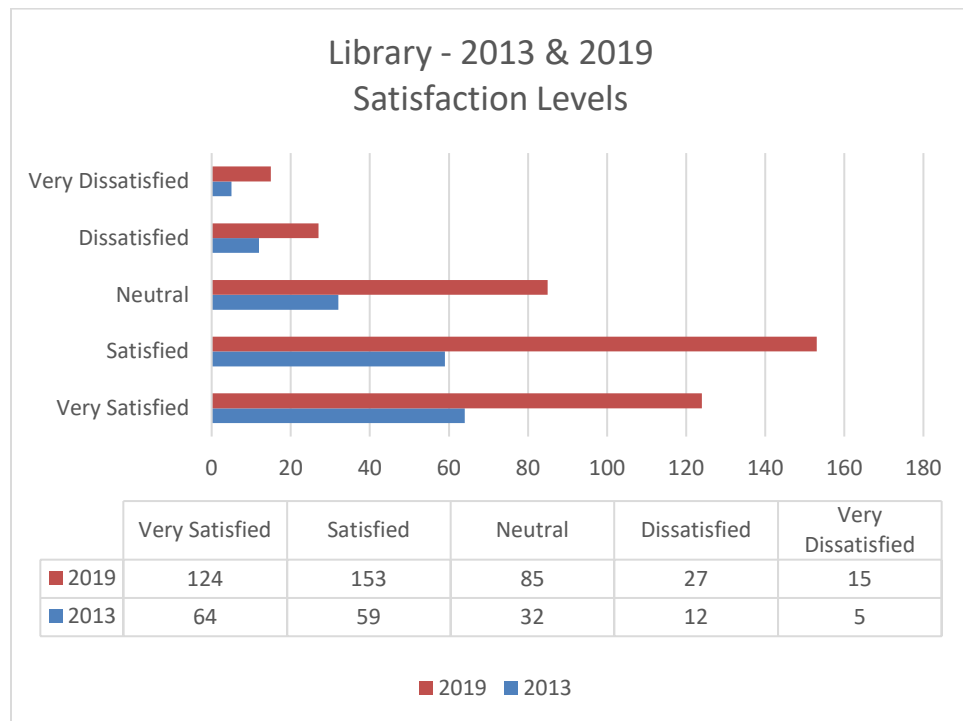
In the 2019 Recreation & Culture Master Plan Survey, respondents were asked to rank the aforementioned facilities in order of most to least important to them. The graph below utilizes the scores allocated to each facility through this ranking process, and orders them from highest to lowest ranked.



Additionally within the 2019 Recreation & Culture Master Plan Survey, respondents were asked to also rank the proposed facilities contained within the 2016 Didsbury Memorial Complex Outlying Plan. The graph below utilizes the scores allocated to each proposed facility through this ranking process, and orders them from highest to lowest ranked.

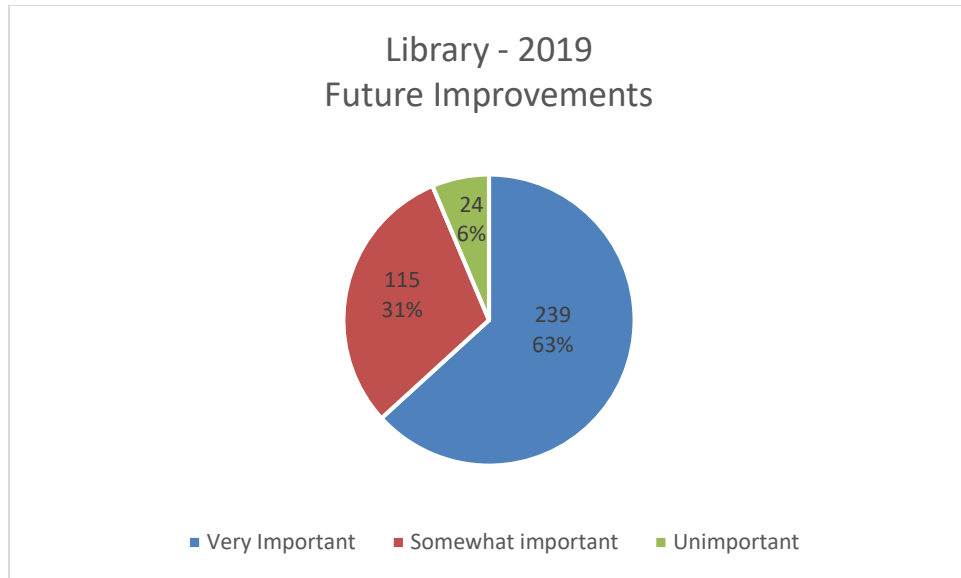


DIDSBURY MUNICIPAL LIBRARY:



Level of Satisfaction	2013*	2019*	Change
Very Satisfied	37%	31%	-6%
Satisfied	34%	38%	+4%
Neutral	19%	21%	+3%
Dissatisfied	7%	7%	0%
Very Dissatisfied	3%	3%	0%
* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.			

Questions regarding the Library were not part of the 2016 Didsbury Memorial Complex Outlying Plan survey, as a library was not part of the facilities proposed for the Didsbury Memorial Complex grounds.

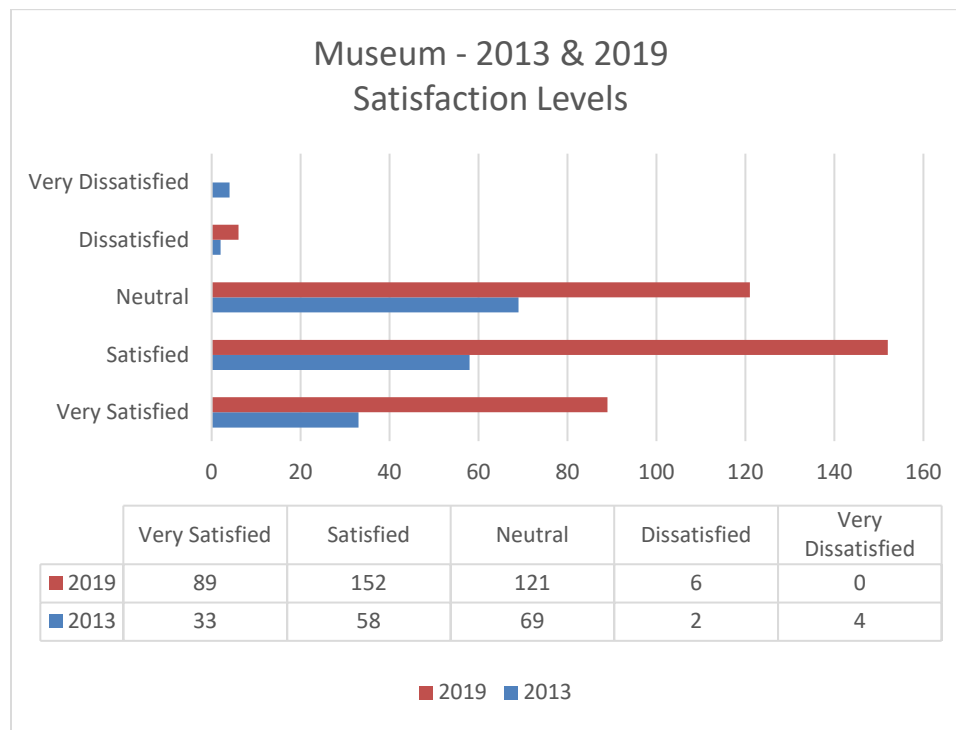


Future improvements of the Didsbury Municipal Library were very important to 63% of survey respondents. Within the comment section regarding cultural facilities, some of the feedback received regarding the Library includes:

- More size for the library
- Homeschool uses library
- Library needs to stay within downtown core. Should have a new facility built where the old firehall is and include other town services like senior services and childcare
- Library has outgrown its current space
- Library needs an expansion. Small for size of Town (Great though!)
- Important we continue to maintain, conserve, promote and use this resource
- I am satisfied with the Didsbury Municipal Library because of the staff. I am not however, satisfied with the current facility. It needs to be expanded.

Please note that this list does not encompass all comments and feedback received through the survey. That information is available within the raw survey data.

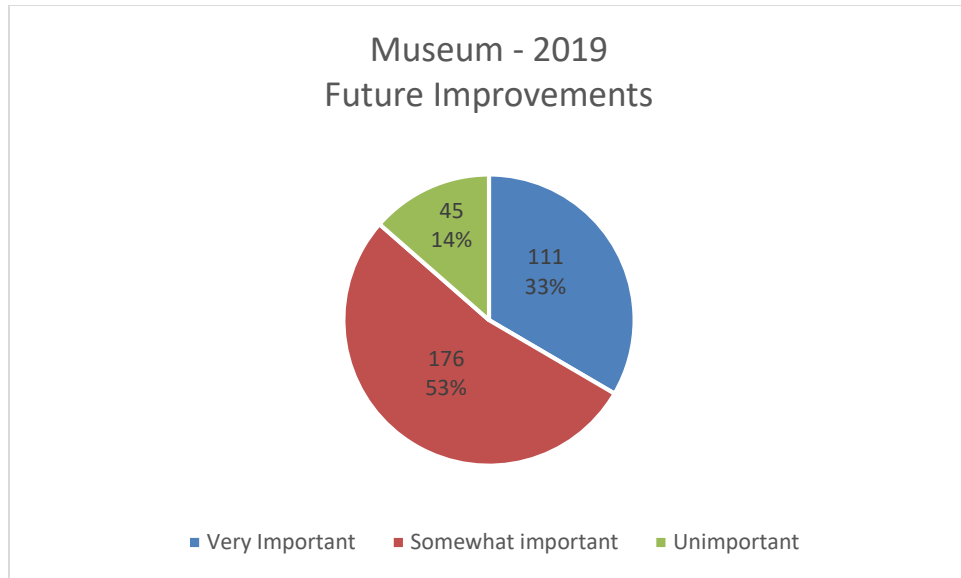
DIDSBURY MUSEUM:



Level of Satisfaction	2013*	2019*	Change
Very Satisfied	20%	24%	+4%
Satisfied	35%	41%	+6%
Neutral	42%	33%	-9%
Dissatisfied	1%	2%	+1%
Very Dissatisfied	2%	0%	-2%

* Percentages are formulated by dividing the number of responses per satisfaction level by the total number of respondents to the question. This was done for both the 2013 and 2019 surveys.

Questions regarding the Museum were not part of the 2016 Didsbury Memorial Complex Outlying Plan survey, as a museum was not part of the facilities proposed for the Didsbury Memorial Complex grounds.



Future improvements of the Didsbury Museum were very important to 33% of survey respondents. Within the comment section regarding cultural facilities, some of the feedback received regarding the Museum includes:

- Important we continue to maintain, conserve, promote and use this resource
- Maintenance for the museum
- Museum needs more operating fiscal support

Other suggestions received regarding cultural facilities within Didsbury include:

- With only two selections, it's obvious we need more cultural venues and services. A park for Days of Yore.
- More theatre, music, art events
- Bandstand in park
- There is a LOT more to our culture than two buildings. I would place the events like Days of Yore, MV Arts Festival, Show and Shine, NOT held in our buildings high on our culture index.
- Heritage buildings in downtown and heritage neighborhood, Train Station
- Worried about loss of appreciation and importance in maintaining the heritage buildings
- 5-0 Club
- Need a movie theatre

Please note that this list does not encompass all comments and feedback received through the survey. That information is available within the raw survey data.

RECOMMENDATIONS:

As part of this report, Council requested that Administration provide some recommended changes to both the 2013 Recreation & Culture Master Plan and the 2016 Didsbury Memorial Complex Outlying Plan as a result of the information received in the 2019 survey. Below, please find recommendations for Council's consideration:

2013 Recreation & Culture Master Plan	
RECOMMENDATION	TIMELINE
15. Consider separating culture from this document, and allow arts & culture community within Didsbury to develop a community-led Culture Master Plan.	2020
16. Remove completed items from the 2013 plan.	2019
17. Establish a chronological list of priorities in the Master Plan, as per the 2019 Recreation Priorities Graph (Page 24), with the exception of current projects (off-leash dog park and skatepark)	2019
18. Update timelines for established priorities, based on Council direction and the budget cycle	2019
19. Update Town of Didsbury Trail Master Plan	2020
20. Review additional comments and suggestions from respondents for other potential recreation opportunities in Didsbury.	2020
21. Update Town of Didsbury Strategic Plan to incorporate new recreation priority listing	2020
22. Plan for a review and update in five years	2024

2016 Didsbury Memorial Complex Outlying Plan	
RECOMMENDATION	TIMELINE
1. Establish a chronological list of priorities in the Outlying Plan, as per the 2019 Outlying Plan Priorities Graph (Page 24), with the exception of current projects (skatepark)	2020
2. Consider addition of a splash park to the Outlying Plan – would require a revision of the drawings and cost projections	2021
3. Update timelines for established priorities, based on Council direction and the budget cycle	2019
4. Update Town of Didsbury Strategic Plan to incorporate new Outlying Plan priority listing	2020
5. Plan for a review and update in five years	2024

Culture Facilities	
RECOMMENDATION	TIMELINE
1. Consider separating culture from the 2013 Recreation & Culture Master Plan, and allow arts & culture community within Didsbury to develop a community-led Culture Master Plan.	2020
2. Continued efforts in providing Didsbury Municipal Library with a larger facility	Ongoing
3. Update timelines for established priorities, based on Council direction and the budget cycle	2019
4. Review additional comments and suggestions from respondents for other potential cultural opportunities in Didsbury.	2020
5. Update Town of Didsbury Strategic Plan to incorporate new cultural opportunities and/or Culture Master Plan considerations.	2021



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Reopening of Community Service facilities
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.8

BACKGROUND/PROPOSAL:

Since mid-March 2020, all Town of Didsbury Community Service department facilities have been closed to the public as a result of COVID-19. These facilities include: the Didsbury Memorial Complex (pool, arena, MPR and curling rink); the Didsbury Train Station; and Didsbury Neighborhood Place.

On June 12, 2020, the Province of Alberta announced the entering of Phase II of reopening and included within this phase are: recreation facilities including arenas and swimming pools; community halls; and the Family Resource Network hub programs and services.

Administration is proposing a phased-in opening of our facilities, which would see the Didsbury Memorial Complex arena, MPR and curling rink; the Didsbury Train Station and Didsbury Neighborhood Place opening for public use on July 6, 2020 and then the reopening of the Didsbury Aquatic Centre a week later, on July 13, 2020.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The schedule below shows information on each proposed facility reopening, including changes to facility times, items required to meet COVID-19 reopening requirements and the staffing callbacks involved in reopening.

JULY 6, 2020:

FACILITY NAME	PROPOSED HOURS	OPERATIONAL UPDATES	COVID-19 ITEMS REQUIRED	STAFFING CALLBACK
Didsbury Train Station	Available for rent 7 days/week	<ul style="list-style-type: none">- Rentals will be scheduled around Essentials For Our Community use- COVID-19 screening/ social distancing required by user group- List of users for contact tracing- Schedule custodial around rental times- Maximum users - 16	<ul style="list-style-type: none">- Updates to rental agreements re: COVID- Signage re: COVID- Installation of additional hand-sanitizer stations	CSR staff



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

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Didsbury Memorial Complex	Open 7 days/ week on reduced hours until Phase III (12 pm -7 pm)	<ul style="list-style-type: none"> - Open building for public use of washrooms, lobby areas, access to CSR booth - COVID-19 screening by staff members - List of users for contact tracing - Increased custodial of touch points/ shared spaces - Maximum users: Front lobby – 8 Arena lobby – 14 	<ul style="list-style-type: none"> - Signage re: COVID - Sneeze guard at CSR booth - Floor decals/ directional signage - Installation of additional hand-sanitizer stations 	CSR staff
Multi-Purpose Room	Open 7 days/ week on reduced hours until Phase III (12 pm -7 pm)	<ul style="list-style-type: none"> - Available for rentals during reduced hours (rental requests outside reduced hours may be accommodated) - COVID-19 screening/ social distancing required by user group - List of users for contact tracing - Schedule custodial around rental times - Maximum users – 70 or as set by public health (whichever is lower) 	<ul style="list-style-type: none"> - Updates to rental agreements re: COVID - Signage re: COVID - Installation of additional hand-sanitizer stations 	CSR staff
Arena	CLOSED FOR CONSTRUCTION	<ul style="list-style-type: none"> - Due to arena floor project, this facility will not open until Fall 2020 for public use - Approval now would 	N/A at this time	N/A at this time



REGULAR COUNCIL MEETING

Request for Decision (RFD)

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		reduce the need to return to Council at a future date		
Curling Rink - Upstairs Lobby	Open 7 days/ week on reduced hours until Phase III (12 pm -7 pm)	<ul style="list-style-type: none"> - Available for rentals during reduced hours (rental requests outside reduced hours may be accommodated) - Available for use by Prairie Whistle Food Co. (PWFC) for eat-in dining - COVID-19 screening/ social distancing required by user group and PWFC - List of users for contact tracing - Schedule custodial around rental times - Maximum users - 50 	<ul style="list-style-type: none"> - Updates to rental agreements re: COVID - Signage re: COVID - Installation of additional hand-sanitizer stations 	CSR staff
Curling Rink Surface	CLOSED DURING ARENA PROJECT	<ul style="list-style-type: none"> - This area is being used for storage of Zamboni, arena glass, etc. during arena project, not open for public use until Fall 2020 - Approval now would reduce the need to return to Council at a future date 	N/A at this time	N/A at this time
Didsbury Neighborhood Place	Open 5 days/ week (M-F) 8:30 am – 4:30 pm	<ul style="list-style-type: none"> - Open facility for Mountain View Family Resource Network and FCSS supports + programs - COVID-19 screening by staff members - List of users for contact tracing 	<ul style="list-style-type: none"> - Signage re: COVID - Sneeze guard at front desk - Floor decals/ directional signage - Installation of additional hand-sanitizer stations 	All MVFRN + DNP staff currently working



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

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		<ul style="list-style-type: none"> - Increased custodial of touch points/ shared spaces - Maximum users: 13 		
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PLEASE NOTE:

- The July 6, 2020 opening of the above facilities would require the call-back of all CSR staff members (3 people), who would return to work July 2, 2020 to prepare for the opening date
- Reduced operational hours within the Memorial Complex result in one staff shift/ day, as opposed to two staff shifts/day during regular operations, which sees a savings of 5 staffing hours/ day.
- Reduced hours would be in effect until the Province announces Phase III of reopening, or until demand for use requires additional hours.
- The approval 2020 Operational Budget set August 1, 2020 as the return to full operations for recreation. It is anticipated there will be a cost-savings past August 1, 2020 with the reduced hours as presented, which will make up for the earlier opening of July 6, 2020.

JULY 13, 2020:

FACILITY NAME	PROPOSED HOURS	OPERATIONAL UPDATES	COVID-19 ITEMS REQUIRED	STAFFING CALLBACK
Didsbury Aquatic Centre	Open 7 days/ week on reduced hours until Phase III (12 pm -7 pm)	<ul style="list-style-type: none"> - Meet all protocols from Lifesaving Society - Registration for all programs in Phase II (see attached schedule) - Limited capacity during Phase II List of users for contact tracing - No hot tub, rope swing and steam room during Phase II - COVID-19 screening required by staff - Maximum users – dependent on program – see schedule limits - Increased disinfection 	<ul style="list-style-type: none"> - Signage re: COVID - Sneeze guard at front desk - Floor decals/ directional signage - Installation of additional hand-sanitizer stations - Increased training for lifeguard staff re: first aid administration, cleaning, rescue protocols, PPE and guarding procedures 	CSR staff Lifeguards



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

		of pool equipment - Increased cleaning of change rooms/ touchpoints after each program (30 minute closure between program times) - Maximum users for pool lobby - 8		
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PLEASE NOTE:

- The July 13, 2020 opening of the Didsbury Aquatic Centre would require the call-back of all aquatic staff members (7 people), who would return to work July 8, 2020 to prepare for the opening date and receive additional training requirements
- Reduced operational hours within the Memorial Complex result in one staff shift/ day, as opposed to two staff shifts/day during regular operations, which sees a savings of 10 staffing hours/ day.
- Reduced hours would be in effect until the Province announces Phase III of reopening, or until demand for use requires additional hours.
- For swimming pools, Phase III would see the reopening of unregistered swims, hot tubs, rope swings and steam rooms. Operations during Phase III would be a modified version of our regular pool operations, prior to COVID-19, but much less restricted than Phase II.
- Opening during Phase II will allow staff and patrons to get comfortable with new protocols and expectations in anticipation of Phase III changes. Swimming lessons can be introduced during Phase II, and would be implemented once staff and patrons are comfortable with new protocols.
- The approval 2020 Operational Budget set August 1, 2020 as the return to full operations for recreation. It is anticipated there will be a cost-savings past August 1, 2020 with the reduced hours as presented, which will make up for the earlier opening of July 13, 2020.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. Healthy Active Living

RECOMMENDATION

That Council move to approve the reopening of Town of Didsbury Community Service facilities as presented.

Didsbury Aquatic Centre
1702 21st Ave
Didsbury, Alberta
TOM OW0
403.335.7369

Admission Rates
2 & under - free
Child 3-7 - \$2.75
Student 8-17- \$4.50
Adult 18+ - \$5.75
Senior 55+ - \$4.50



Please call 403-335-7369 to register for your swim times. No drop-ins at this time.

Please see over page for a list of restrictions and requirements for entering the Didsbury Aquatic Centre facility



Effective July 20th to August 30th
Subject to change

Sat	Sun	Mon	Tue	Wed	Thu	Fri
Lap 12-1 16 swimmers 3 Staff	Lap 12-1 16 swimmers 3 Staff	Lap 12-1 16 swimmers 3 Staff	Lap 12-1 16 swimmers 3 Staff	Lap 12-1 16 swimmers 3 Staff	Lap 12-1 16 swimmers 3 Staff	Lap 12-1 16 swimmers 3 Staff
CLOSED 1-1:30 15 min change 15 min clean	CLOSED 1-1:30 15 min change 15 min clean	CLOSED 1-1:30 15 min change 15 min clean	CLOSED 1-1:30 15 min change 15 min clean	CLOSED 1-1:30 15 min change 15 min clean	CLOSED 1-1:30 15 min change 15 min clean	CLOSED 1-1:30 15 min change 15 min clean
Lap 1:30-2:30 16 swimmers 3 Staff	Lap 1:30-2:30 16 swimmers 3 Staff	AquaFit 1:30-2:30 18 swimmers 3 staff	Senior Swim 1:30-2:30 16 swimmers 3 staff	AquaFit 1:30-2:30 18 swimmers 3 staff	Senior Swim 1:30-2:30 16 swimmers 3 staff	AquaFit 1:30-2:30 18 swimmers 3 staff
CLOSED 2:30-3 15 min change 15 min clean	CLOSED 2:30-3 15 min change 15 min clean	CLOSED 2:30-3 15 min change 15 min clean	CLOSED 2:30-3 15 min change 15 min clean	CLOSED 2:30-3 15 min change 15 min clean	CLOSED 2:30-3 15 min change 15 min clean	CLOSED 2:30-3 15 min change 15 min clean
2 Lane Rental 3-4 18 swimmers 3 staff	2 Lane Rental 3-4 18 swimmers 3 staff	2 Lane Rental 3-4 18 swimmers 3 staff	2 Lane Rental 3-4 18 swimmers 3 staff	2 Lane Rental 3-4 18 swimmers 3 staff	2 Lane Rental 3-4 18 swimmers 3 staff	2 Lane Rental 3-4 18 swimmers 3 staff
CLOSED 4-4:30 15 min change 15 min clean	CLOSED 4-4:30 15 min change 15 min clean	CLOSED 4-4:30 15 min change 15 min clean	CLOSED 4-4:30 15 min change 15 min clean	CLOSED 4-4:30 15 min change 15 min clean	CLOSED 4-4:30 15 min change 15 min clean	CLOSED 4-4:30 15 min change 15 min clean
2 Lane Rental 4:30-5:30 18 swimmers 3 staff	2 Lane Rental 4:30-5:30 18 swimmers 3 staff	2 Lane Rental 4:30-5:30 18 swimmers 3 staff	2 Lane Rental 4:30-5:30 18 swimmers 3 staff	2 Lane Rental 4:30-5:30 18 swimmers 3 staff	2 Lane Rental 4:30-5:30 18 swimmers 3 staff	2 Lane Rental 4:30-5:30 18 swimmers 3 staff
CLOSED 5:30-6 15 min change 15 min clean	CLOSED 5:30-6 15 min change 15 min clean	CLOSED 5:30-6 15 min change 15 min clean	CLOSED 5:30-6 15 min change 15 min clean	CLOSED 5:30-6 15 min change 15 min clean	CLOSED 5:30-6 15 min change 15 min clean	CLOSED 5:30-6 15 min change 15 min clean
2 Lane Rental 6-7 18 swimmers 3 staff	2 Lane Rental 6-7 18 swimmers 3 staff	Adult Swim 6-7 18 Swimmers 3 staff	Adult Swim 6-7 18 Swimmers 3 staff	Adult Swim 6-7 18 Swimmers 3 staff	Adult Swim 6-7 18 Swimmers 3 staff	Adult Swim 6-7 18 Swimmers 3 staff
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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Arena Floors Capital Project – Additional Scope & Funding
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.9

BACKGROUND/PROPOSAL:

At the April 28, 2020 Regular Council Meeting, Council approved the 2020 Capital Project to replace the refrigerated floors, brine lines and dasher boards in the Didsbury Memorial Complex arena. This project was required due to significant issues that were being experienced with the previous Main Ice Surface, which was constructed in 1976. The cause of these issues was unknown until the existing floor was removed, but was anticipated that significant frost was the culprit.

The existing Main and Leisure Ice surfaces have since been removed and two issues were found that are the cause of the failure, both of which are outside the scope of the current contract for the new floor systems:

1. Cross Ties & Pilasters– the underground cross ties that are part of the structural support of the building have rusted and deteriorated past the point of repair (see pictures below). They must be replaced prior to the installation of the new floors to ensure structural stability of the building. Additionally, whenever the Leisure Ice surface was installed, it appears that the cross ties were cut to accommodate the header trench required for this surface. This has since resulted in two pilasters (supporting beams) moving approximately one inch, which seriously impacts the building's ability to withstand snow loads in the future. Both of these items must be repaired prior to proceeding with the installation of the new floors. This repair will add two weeks to the current construction schedule. The anticipated cost to repair all items to today's standards is \$75,000.

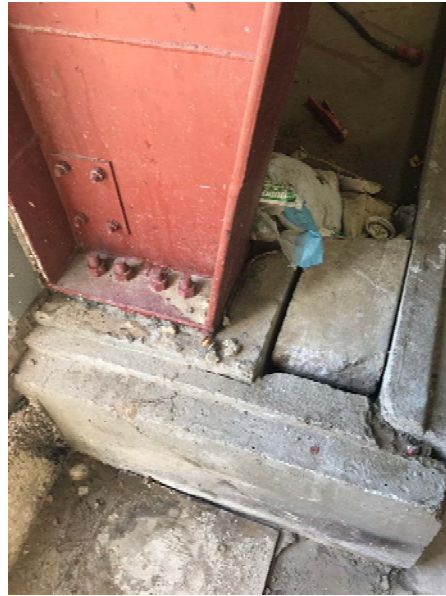




REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*



2. Secondary slab – during removal of the fill under the Main and Leisure Ice floors, a second buried concrete slab was discovered. This slab runs approximately 2/3 of the length of the building and is thought to have been either a former arena pad or floor of a previous building. The contractor believes this slab is the cause of the issues we have experienced over the past couple seasons with cracking and ice loss, as the cracks in our surface matched where the buried slab ended and the dirt began. Fluctuation of the buried slab caused pressure on the Main Ice surface which then resulted in breakage and loss of refrigeration in some areas. This slab needs to be removed and it is still unknown what type of substrate is under the slab, which may result in additional excavation costs. There will be additional geotechnical testing required as part of this repair, as well. This repair will add an additional two weeks to the current construction schedule. The anticipated cost to remove the slab, replace fill, geotechnical testing and a contingency for additional excavation and repair costs is \$95,000.





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

There were two items that were missed on the original contract for the arena dasher board system, both of which are required items for the project:

- Addition of Lexan ad covers for seamless playing surface – protection for ads sold on Main Ice Surface, required for advertising program - \$5000.
- Replacement and installation of white knotless nylon netting – current netting we have is now too long due to increased glass height, netting is a safety requirement - \$8000.

The total for these items is \$13,000.

Additionally, there are two upgrade options that are available for the arena dasher board systems that enhance the project greatly for both our users and our staff, offer additional revenue sources, and meet safety requirements for both staff and users. These options include:

- Installation of an electric overhead machine gate for use by the Zamboni to access the Main Ice Surface – reduces safety risk of staff having to close gates while on ice surface – additional cost of \$6000.
- Backside sheathing of arena boards with white puckboard – allows for advertising sales around outside of Main Ice Surface and offers a finished look to the boards - \$11,000.

The total for these items is \$17,000.

Administration is recommending all four items related to the dasher board systems be approved.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Both of these unanticipated issues with the arena project must be completed prior to being able to proceed with the installation of the new floors. Once complete, the structural integrity of the building will be returned, and there will be no concerns about failure of the new floors due to the secondary slab being left. Once completed, the new floors will last 50+ years, so it is important that all concerns be addressed now to ensure that this project lasts.

In regards to the new dasher board system changes, all items requested are either required (Lexan covers and netting), or value-added (overhead door and backside sheathing). All offers a benefit to the Town of Didsbury through either enhanced revenue potential, increased risk mitigation and enhanced safety factors for staff and users.

The total budget amendment requested is \$200,000. Administration recommends that it be funded in the same manner as the original project; being 50% by the GTF grant and 50% by the Recreation Facilities Reserves. The estimated year end balances of these funds, accounting for the additional \$200,000 is as follows:



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

GTF Funding	
2019 year end balance	740,334
2020 allocation	301,339
Arena Floors and Boards	(600,000)
	441,673
Additional funding requested	(100,000)
Estimated 2020 year end balance	341,673

Recreation Facilities Reserve	
2019 year end balance	645,008
Curling rink lift (actual)	(25,411)
2020 reserve transfer	234,700
	854,297
Arena Floors and boards	(600,000)
	254,297
Additional funding requested	(100,000)
Estimated 2020 year end balance	154,297

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. Healthy Active Living and Strategic Priority 3. Infrastructure and Asset Management

RECOMMENDATION

That Council move to approve the addition of \$200,000 to the 2020 Capital Project for arena floors and boards, as presented.



ADDENDUM
REGULAR COUNCIL MEETING
Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Arena Floors Capital Project – Additional Scope & Funding
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.9 Updated

BACKGROUND/PROPOSAL:

On Monday, June 22, 2020, it was brought to Administration's attention by the arena floor contractor that a second buried slab had been found directly under the first buried slab addressed in the initial Request for Decision: Arena Floors Capital Project – Additional Scope and Funding.

According to the contractor, the two slabs date back to somewhere in the late 50s or early 60s and were developed using arena technology available at that time. The bottom buried slab is called a mud floor and was concrete that was poured directly into the dirt in sections, which was levelled in preparation for the top buried refrigerated floor. There was a fire that burned that arena down in the mid-70s, and rather than remove the two floors, they were buried and the existing arena was built on top.

In order to proceed with the installation of our new 2020 floors, both of these slabs need to be removed as they are the cause for the issues we experienced on the floors installed in 1976. These buried slabs were shifting and lifting, which causes the heaves and cracks we experienced on the floors that we are replacing.



DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This unanticipated second buried slab that requires removal has increased the request for additional



ADDENDUM

REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

funds for this project by \$50,000. These dollars will be used for the removal of the second buried slab, trucking and disposal of concrete and purchase of additional backfill that will be required.

Funding is recommended as 50% GTF and 50% Rec Facilities Reserve leaving the following estimated balances:

GTF Funding	
2019 year end balance	740,334
2020 allocation	301,339
Arena Floors and Boards	(600,000)
	441,673
Additional funding requested	(100,000)
Additional funding requested	(25,000)
Estimated 2020 year end balance	316,673

Recreation Facilities Reserve	
2019 year end balance	645,008
Curling rink lift (actual)	(25,411)
2020 reserve transfer	234,700
	854,297
Arena Floors and boards	(600,000)
	254,297
Additional funding requested	(100,000)
Additional funding requested	(25,000)
Estimated 2020 year end balance	129,297

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. Healthy Active Living and Strategic Priority 3. Infrastructure and Asset Management

RECOMMENDATION

That Council move to approve the addition of \$250,000 to the 2020 Capital Project for arena floors and boards, as presented.



ADDENDUM
REGULAR COUNCIL MEETING
Request for Decision (RFD)

***Vision:** The Place to Grow.*

***Mission:** Creating the Place to Grow.*

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	AUMA Resolution – Support for Alberta Film Industry
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.10

BACKGROUND/PROPOSAL:

In order to have a resolution before AUMA members to vote on at the annual convention, a motion is required to be passed by June 30, 2020. The Town of Okotoks council had made the attached motion and but needs a seconder to be official.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mayor Hunter is asking the Town of Didsbury Council to second the attached motion on support for Alberta Film Industry & Economic Diversification.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 4. Economic Prosperity

RECOMMENDATION

(See attached)

TOWN OF OKOTOKS
Support for Alberta Film Industry & Economic Diversification

WHEREAS with the advent of streaming services increasing the distribution of screen content worldwide, the screen industry is a growing global economic driver.

WHEREAS the number of “scripted original series” television shows produced per year worldwide increased from 266 to 496 in the period of 2011-2018 and the number of feature films produced per year increased from 7455 to 8204 in the period of 2014-2018 each representing tens of millions in investment where produced.

WHEREAS the screen industry in Alberta is the 4th largest jurisdiction in Canada being a driver of indirect and induced GDP spending of \$236 Million in 2018.

WHEREAS the screen industry in Alberta employs an estimated 3357 highly skilled professionals in jobs that are transferable from other sectors.

WHEREAS the screen industry in Alberta has failed to see the explosive growth of its competitor province jurisdictions of British Columbia and Ontario because of a capped tax credit (previously a grant system). British Columbia saw \$2.6 billion in motion picture expenditures in the province in 2017/2018 and 60,870 jobs. Ontario saw 2.36 billion in motion picture expenditures in 2017/2018 and roughly 32,000 jobs.

WHEREAS the screen industry is a proven effective driver of tourism and promotion for the areas that embrace it, attracting fans of the shows to the location productions were made.

IT IS THEREFORE RESOLVED THAT AUMA advocate for the Government of Alberta to further enhance its Film and Television Tax Credit (FTTC) to be more competitive with the jurisdictions of Ontario, British Columbia, and Manitoba in attracting screen industry production to the Province and expand the growing sector into an economic engine for the province.

The key elements for a competitive Film and Television Tax Credit include:

1. An open yearly cap depending on # of applicants and crew capacity
2. No Per Project Cap (Currently GoA policy \$10M/Project)
3. A Rural Location Bump Up of up to 5% for productions shooting outside of Calgary & Edmonton (in line with other jurisdictions)

FURTHER BE IT RESOLVED THAT the Government of Alberta promote and develop the screen industry in rural Alberta as a tool to leverage for tourism by:

1. The addition of a “rural location” incentive towards projects that shoot in rural locations
2. Promotion of towns which feature projects
3. Coordinated marketing and infrastructure projects towards screen based tourism initiatives

Resolution Background:

The importance of the screen industry to Canada is obvious, as is the impact to the local, provincial, and federal economies that are well researched and promoted. In Alberta, despite having some of the most naturally beautiful and diverse landscapes available to productions, we have previously lacked a competitive incentive and provincial strategy to take advantage of this opportunity.

- The recognized return on investment for the screen industry is at least \$3.50 dollars per \$1 dollar spent as per Minister of Culture Leela Aheer's statement in Alberta Legislature June 20, 2019.
- According to an Ontario film study for each dollar of their incentive spent \$1.20 is returned to provincial coffers.
- According to a study done by the Association of Film Commissioners International, incentives next to infrastructure and labour force are the key deciding factor in where productions choose to shoot and which jurisdictions are chosen as "hubs"

The estimated production spend of major screen industry companies is growing exponentially each year

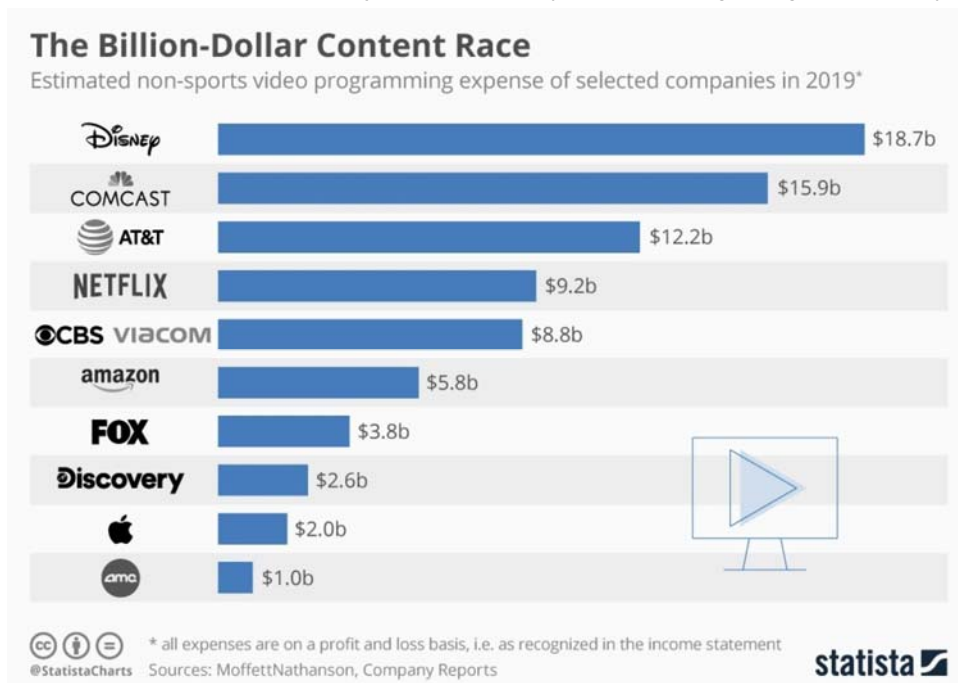


Figure 1:
Estimated Worldwide Feature Film
Production, 2014-2018

Number of feature films produced

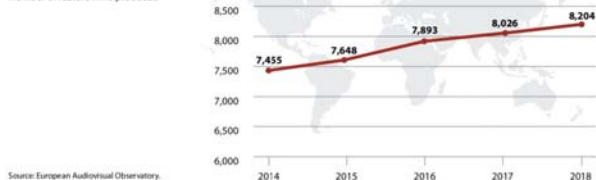
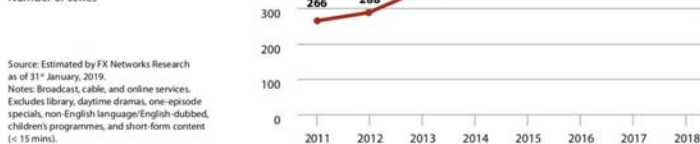


Figure 2:
Estimated Number of Scripted
Original Series, 2011-2018

Number of series



Given these numbers, the need for Alberta governments to support a strong and vibrant screen industry sector is clear.

Investment in the film and television industry extends beyond the set:

- Heavy equipment rentals, Location owners, Catering companies, Taxi services, Hotels, Airlines, Commercial real estate, Building supply stores, Gas stations, Restaurants and Pubs, Coffee shops,
- Clothing stores, Vehicle rental home décor

Ghostbusters

- 14,627 room nights: \$2,025,647 hotels in Calgary, Fort MacLeod, Drumheller
- 225,000 L of gas rental and crew vehicles
- \$395,560 on catering local grocers, restaurants, distributors
- \$800,000 rental vehicles
- \$500,000 lumber for construction of sets

Jumanji:

- 2800 room nights \$455,400 Kananaskis

Togo

- 2900 room nights \$539,400 Kananaskis and Nordegg hotels.
- \$2,100,000 spent in Cochrane

Let Him Go:

- | | |
|----------------------|--------------------------|
| ▪ Okotoks: \$196,000 | ▪ Fort Macleod \$217,000 |
| ▪ Cochrane \$353,000 | ▪ Lethbridge \$52,000 |
| ▪ Didsbury \$70,000 | |

Tin Star – season 2

- | | |
|------------------------|--------------------|
| ▪ Okotoks 137 k | ▪ High River 385 k |
| ▪ Cochrane/Mason 580 k | ▪ Lethbridge 18 k |
| ▪ Didsbury 94 k | |

Heartland seasons 1 to 10:

- 278.5 mill production expenditure
- 469.1 mill total economic output

The film industry is a great leveraging tool to attract tourists. Every show has some tourism potential - some already have fan bases (Ghostbusters), some build them up over time (Heartland, Wynonna Earp) and some people are fans of a certain genre or actor. By working together as an industry with Municipalities, DMOs and agencies like Travel Alberta we can reach new markets and create new experiences for people to take part in throughout the province. This allows places in rural Alberta an especially unique opportunity (examples seen in High River with Heartland, Didsbury with Wynonna Earp).

On January 28, 2020 the Film and Television Tax Credit Act was proclaimed by the Government of Alberta - this tax credit put in place a per project cap of 10 million, allocated only 22 million for the 2020 year, 31 million for 2021, and 45 for 2022 and had no rural incentive. These limits service only a few projects and will cause a loss of crew to other jurisdictions and plateau of the industry if not addressed.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 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 1. Organizational Excellence

RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for June 23, 2020 as information.



CAO Report – June 23, 2020

1. Arena Floors Update (Community Services)

The 2020 capital project of the installation of new floors and boards at the Didsbury Memorial Complex continues. The contractor has recently run into two issues that were unanticipated: a secondary buried concrete slab was found and the underground cross ties that are part of the main building structure have been found in very poor condition. Both issues have been experienced by the contractor and can be resolved, however this work is outside of our current contract and will require additional funding. This additional work will also have an impact on the schedule. More information will be presented to Council at the June 23, 2020 RCM.

2. Skatepark Update (Community Services)

The Didsbury Skatepark Project has raised a total of \$186,793.62 to date - \$102,811.62 in cash and \$83,982.00 in gift-in-kind donations. We continue to await a decision on our January 2020 CFEP application, which could add up to \$125,000 to the project. If successful with the full grant request, we would have \$311,793.62 for the project, leaving only \$38,206.38 to be raised.

3. Essential Worker Signage (Community Services)

The Essential Worker Signage fundraising campaign that was launched in May 2020 for Essentials for Our Community has sold 33 signs to date, which will result in a donation of \$825 for the EFOC program. The program will end on June 30, or until we run out of signs, and funding will be presented to EFOC in early July. Signs are still available for purchase for \$25 each through Didsbury Neighborhood Place by calling 403-335-8719.

4. 15th Avenue Stormwater Main Extension (Operations)

The 15th Avenue stormwater main is the initial leg of underground infrastructure necessary to mitigate drainage deficiencies along 20th and 21st Streets. This multi-year project will alleviate ponding water along the curb lines, intersections and crosswalks. The removal of surface water will have a positive impact on the lifecycle of our asphalt network. Perpetually ponding water can infiltrate into the subgrades and swell the subsoils. If subsoils remain saturated near freezing temperatures, the soils can further expand and rapidly deteriorate our surfaces. This investment will decrease operation and maintenance costs for the adjacent segments of our network.

The project is in the final stages of design and tender document preparation. Anticipated investment for 2020 is approximately \$1.07 MCAD

5. 15th Avenue Pedestrian Connectivity (Operations)

This investment into our sidewalk network will double the available walking area for residents to alleviate the pressure during high traffic volumes at the beginning and end of each school day. The project will begin at the entrance of the High School and traverse west.

This project is in the final stages of design and tender document preparation. This scope of work, along with the 15th Avenue Stormline, will be tendered in the same construction package. Combining scopes improves the investment efficiency. Anticipated investment for 2020 is \$206,000 CAD

6. Westhill Sanitary Service Replacement (Operations)

Several residents of this neighbourhood have experienced issues with sanitary service connections to the Town's sanitary main. Historically, the Town has maintained the service lines on a scheduled maintenance program. The maintenance program was intended to be a short term solution until remediation plans could be implemented. The remediation activity has been incorporated into the 15th Avenue Stormline project and is also in the late stages of tender package preparation. Anticipated investment for 2020 is \$90,000 CAD

7. East Reservoir Land Acquisition & Preliminary Design (Operations)

The East Reservoir is a multi year project to ensure the health and safety of our residents. The Town is currently assessing options for a new potable water reservoir site. Several locations are feasible and discussions are currently ongoing. Anticipated investment in land and engineering for 2020 is \$375,000 CAD

8. 2020 Road Rehabilitation and Repair Program (Operations)

Once again, spring thaw was unkind to several sections of our network. Frost boils arose in several areas around town which resulted in complete asphalt failure. The Town has released the tender package for this scope of work and we anticipate having repairs starting early July. Anticipated investment for 2020 is \$190,000

9. 2020 Sidewalk Rehabilitation and Repair Program (Operations)

Residential input regarding deteriorated segments along with planned replacements have resulted in over 300 m of sidewalk and several wheelchair ramps to be rehabilitated and/or repaired in 2020. The Town is in the process of assembling the tender package and it will be available shortly. Anticipated investment for 2020 is \$80,000 CAD

10. Westheights Playground Replacement (Operations)

This project was initiated in 2019 however, the season ended prior to Operations having capacity to install. The existing playground equipment has been removed and the Town is preparing for the installation of the new equipment. This is an exciting project for all and we hope to have the equipment installed and the playground open by August 2020.

11. Shantz Connectivity & Hwy 582 Intersection (Operations)

This project is intended to provide safe and efficient pedestrian access to the new Buy Low Grocery store located in the Shantz Subdivision. Discussions with Alberta transportation are ongoing and an intersection improvement analysis is underway. The intersection improvement is necessary to provide capacity to support business development in the subdivision. The estimate for a sidewalk extension was \$150,000. The intersection improvement analysis will be finalized prior to the sidewalk installation.

12. May Action Request Report (Financial Services)

Please see attached report for May 2020.

May, 2020

<u>Department</u>	<u>Previous Outstanding</u>	<u>Current Monthly Requests</u>	<u>Completed</u>	<u>Total Outstanding</u>	<u>Action Request # Outstanding</u>
Public Works		19	19	0	
Municipal Enforcement		22	22	0	
Waste Management		7	7	0	
Parks/Rec		5	5	0	
Finance		3	3	0	
Administration		1	1	0	
Plan/Dev		1	1	0	
Leg/Ec Dev		0	0	0	
Totals	0	58	58	0	

2020 ACTION REQUESTS LISTING

MONTH	SIDE WALKS	STREETS	WATER SEWER	PW - PROPERTY	ANIMALS	VEHICLES	ME - PROPERTY	SOLID WASTE	PARKS / REC	UTILITIES	ADMIN	PLAN/DEV	OTHER	TOTAL
May	III	III III I	IIII	I	III III	III I	III	III II	III	III	I	I	I	58

3 SIDEWALK Sidewalk needs repair, Cracks in new sidewalk, Sidewalk has lifted

11 STREETS Potholes on Valarosa Dr, Cul-de-sac has front bubble, Pipe coming through pavement, Street did not get swept, Grader left ridges, Storm sewer cover missing, Frost heave, Dip in pavement, 7th Ave in rough shape, Streets need repairing, Damaged vehicle from pothole on 21 Street

4 WATER/SEWER Low water pressure, Water leak on Town property, Lagoon smell, Sewer back-up,

1 PW - PROPERTY 5-0 building needs repairs

10 ANIMALS Cat trap information, Pick up dead deer, Dog barking, Dog running at large, Picked up stray cat, Needs a cat trap, Wants animal by-law info, Abundance of gophers, Fox under shed, Moles taking over property

6 VEHICLES Bikes blocking vehicle, Parking trucks with dangerous goods, Vehicle parked by sign, Music blaring from vehicle, RV not hooked up to truck, Motorhome not moved

5 ME - Property No safety gear, Neighbours tree causing issues, Unsanitary yard next door, Loud parties & loud hottub, Sign for Playground

7 SOLID WASTE 2 Concerns about blue bin pickup, 5 Bins not picked up

5 PARKS/REC Unhealthy trees, Clean up leaves on walking path, Info on playground relaunch, Poplar trees in park, Eric's playground unsightly

3 UTILITIES Three high consumption queries

1 ADMIN Storage of Lions Shuttle Bus

1 PLAN/DEV Information on Hot-tub setbacks

1 OTHER By-law Officer complaint



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	June 23, 2020
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached a joint letter from Concrete Alberta and the Cement Association of Canada asking for your support in stimulating local construction activity.

A letter from Minister of Municipal Affairs Kaycee Madu regarding the application made by the Town of Didsbury under the Provincial Education Requisition Credit (PERC) program.

A letter from Minister of Municipal Affairs Kaycee Madu regarding the 2020 Federal Gas Tax Fund for the Town of Didsbury.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 5. An Informed & Engagement Community

RECOMMENDATION

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

- Alberta Municipal Affairs – Re: recent application under the Provincial Education Requisition Credit (PERC) program;
- Alberta Municipal Affairs – Re: 2020 Federal Gas Tax Fund allocation for the Town of Didsbury; and
- Concrete Alberta and the Cement Association of Canada

June 2, 2020

Her Worship Rhonda Hunter
Mayor
Town of Didsbury
PO Box 790
Didsbury AB T0M 0W0
rhunter@didsbury.ca

Dear Mayor Hunter,

Thank you for your recent application under the Provincial Education Requisition Credit (PERC) program. Through the PERC program, the Government of Alberta supports municipalities by providing a tax credit for uncollectable education property taxes on oil and gas properties.

I have worked with my colleague, the Honourable Adriana LaGrange, Minister of Education, to process your PERC application. Minister LaGrange has subsequently approved your application, and I am pleased to inform you that a credit adjustment of \$1,568 will be applied to the June 2020 Alberta School Foundation Fund requisition invoice.

Thank you for working in partnership with the province on this issue.

Sincerely,



Kaycee Madu, QC
Minister

cc: Honourable Adriana LaGrange, Minister of Education
Honourable Nathan Cooper, MLA, Olds-Didsbury-Three Hills
Ethan Gorner, Chief Administrative Officer, Town of Didsbury



ALBERTA

MUNICIPAL AFFAIRS

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

AR100068

June 10, 2020

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

Dear Mayor Hunter,

In these extraordinarily difficult times, Alberta remains committed to working with the federal government to ensure infrastructure funding continues to flow to Alberta communities. Recognizing the urgency for local government funding and the critical role of communities in the relaunch of the economy, the federal government has recently confirmed that \$244 million will be provided to our province in 2020 under the Gas Tax Fund (GTF).

The 2020 GTF allocation for the Town of Didsbury is \$301,339.

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at open.alberta.ca/publications/gas-tax-fund-allocations.

Please note that payment of 2020 GTF allocations to municipalities and Metis Settlements is subject to the same conditions as in prior years, including submission of year-end reporting and sufficient project commitment requirements.

I look forward to continuing to work together with you and the federal government to help your community safely restart and stabilize your economy.

Yours very truly,

Kaycee Madu, QC
Minister

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

June 3, 2020

*Via email: rhunter@didsbury.ca
cc: egorner@didsbury.ca*

Mayor Rhonda Hunter
Town of Didsbury
PO Box 790
Didsbury, Alberta T0M 0W0

Mayor Hunter,

We are writing on behalf of the concrete and cement industry in Alberta to ask for your support in stimulating local construction activity as you continue to mitigate the unprecedented health and economic impacts of COVID-19.

With over 110 concrete plants and two cement plants in Alberta, our industry has a significant local presence in virtually all Alberta communities. Our industry is founded on local jobs, using local sand, gravel, and water in addition to Alberta produced cement, to produce sustainable, long-lasting concrete building materials. We are a critical part of the local economic structure, supporting up to 34,000 direct and indirect jobs across the province.

In these difficult times, it is vital that all levels of government continue to stimulate local economic activity by proceeding with infrastructure projects that will get local construction businesses back in operation and employees back to work. More than ever, shovel-ready and shovel-worthy projects and simplified procurement and tendering processes will be of immediate advantage in stimulating your local construction activity and economic supply-chain channels.

Concrete plays an essential role in ensuring the infrastructure you build on behalf of your residents will serve your community now and for generations to follow, manufactured in an environmentally responsible manner using materials such as lower carbon cements. Concrete is resilient in the harshest of conditions; strong enough to resist impacts, strong winds, blasts and natural catastrophes like earthquakes, tornadoes and floods (concrete does not swell, warp or rot when wet). Concrete is durable in all environments, maintaining a finish resistant to damage from direct exposure to fire, rain, hail, UV rays, airborne pollutants and other persistent weathering conditions.

A road made of concrete provides the potential for cost savings when lifecycle costs are considered, and almost always provides significant savings on maintenance costs.

- Over a 50-year period, a concrete road requires only a third of the maintenance of an asphalt road.
- Concrete pavements require significantly less energy and base material (stone, sand and gravel) than asphalt pavements.
- Concrete's light colour and natural reflectance brightens roads, parking areas and sidewalks, reducing exterior lighting requirements at night by up to 24%.
- Concrete pavement keeps communities cooler by reducing the urban heat island effect.

As all levels of government move forward with economic recovery plans in response to the COVID-19 pandemic, and you begin to make decisions on stimulus funding for strategic capital investments, the concrete and cement industry in Alberta encourages you to ensure that concrete is strongly considered as the building material of choice.

Specifically, for roads and pavements, we ask that you consider concrete as an alternative to asphalt. Alberta Transportation has recently confirmed concrete as a potential alternative paving material for roundabouts and other slow-moving, heavy-traffic applications (turning lanes, intersections, etc.). We ask that municipalities do the same and consider concrete pavement as long-lasting solution to your pavement projects. There are numerous success stories of concrete pavements in communities across Alberta, Canada and the United States. Attached are only a few of those examples. Our industry is available to you as a resource for any questions you may have regarding this approach.

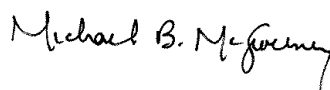
It is important that we highlight how our industry has implemented extraordinary measures to support your efforts and those of local health authorities to stop the spread of COVID-19. Our new health and safety protocols are designed to protect our employees, our construction colleagues and the communities in which they operate.

We are committed to working with you and our provincial and federal partners to stimulate local economic activity and your municipality's shovel-ready infrastructure projects. Please contact Concrete Alberta at dan.hanson@concretealberta.ca or (780) 436-5645 at your earliest convenience so that we can discuss how we can best work through this unprecedented crisis and economic recovery together.

Sincerely,



Dan Hanson
Executive Director
Concrete Alberta
4944 Roper Road NW
Edmonton, AB T6B 3T7



Michael McSweeney
President and CEO
Cement Association of Canada
86 Elgin Way SE
Calgary, AB T2Z 3Y8

Attachment: Concrete Pavement in Alberta Case Studies

Overview of Alberta's Concrete Pavements

Last Update: June 2020



Cement
Association
of Canada

Association
Canadienne
du Ciment

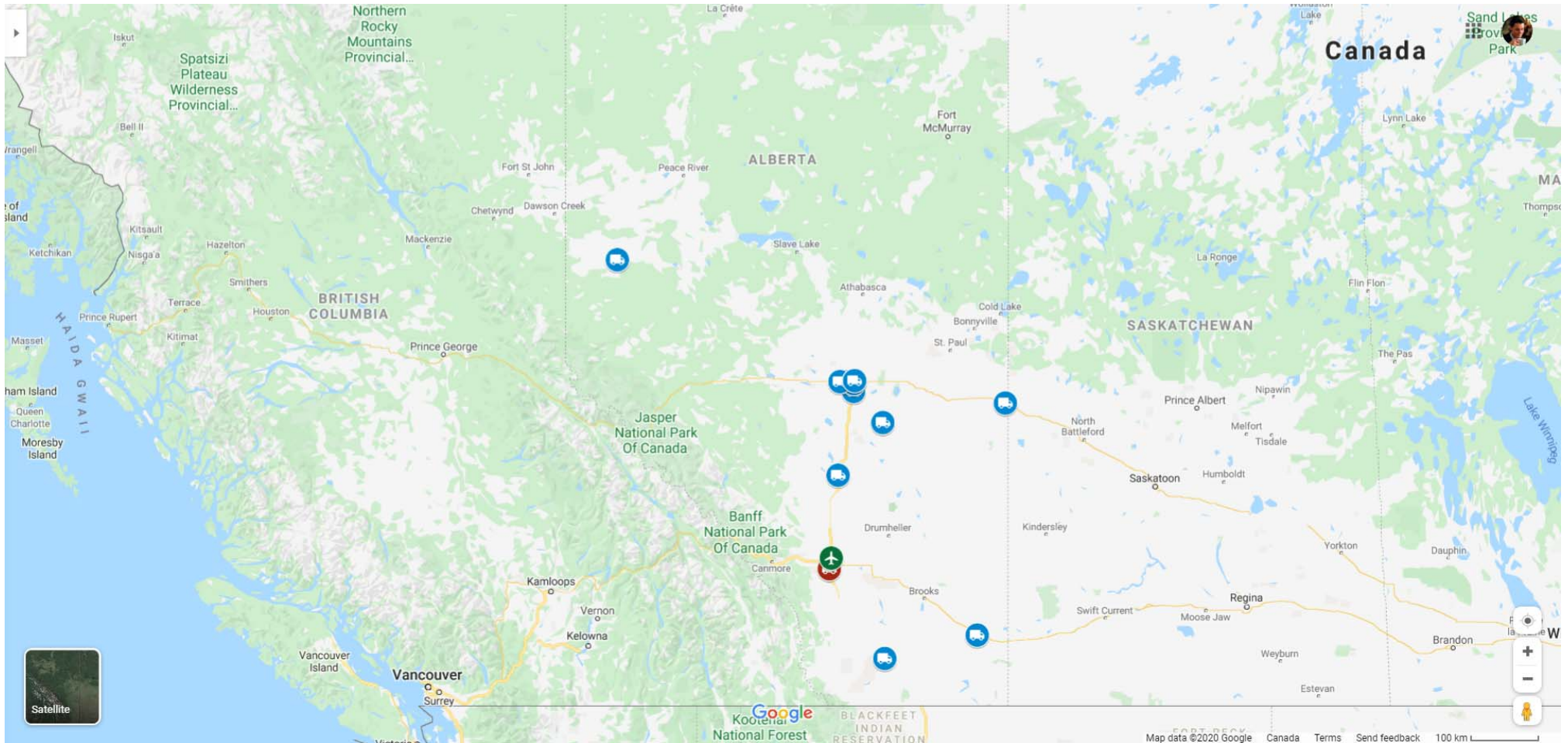


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Concrete Pavements in Alberta



SW Anthony Henday Drive Edmonton, AB – Constructed 2005

In 2003 Alberta Infrastructure and Transportation began a consultative process with stakeholders to establish specifications for alternate tendering. Subsequently alternate tenders, which include maintenance and rehabilitation schedules, have allowed contractors to respond with concrete or asphalt bids. The SW Anthony Henday Drive Tender in Edmonton was issued using these guidelines, and when the tender was awarded, the concrete bid was the lowest. This new Tender approach became one of the inaugural winners of the 'Ministers Award for Excellence in Process Innovation' competition, which began in 2005.

Anthony Henday Drive is part of Edmonton's ring road network that provides Edmonton drivers with an efficient way to move around the City. When completed in 2006, the concrete roadway was the longest in Western Canada at approximately 14.4 kilometers in length. What also makes this roadway distinctive is the use of longitudinal tining, which is a first not only for the West but for Canada. Tining is a process whereby small grooves are made in the pavement surface. Many concrete roadways use transverse tining in which the grooves run across the roadway in a shoulder-to-shoulder direction. On the Henday roadway, longitudinal tining has been substituted so that the tining will run in the same direction as the traffic flow. Tests have shown that longitudinal tining actually makes the roadway quieter.

- Divided highway of 14.4 kilometers.
- 230 mm concrete pavement over a 150 mm granular base course.
- Concrete 30 MPa at 28 days, flexural 4.2 MPa at 28 days.
- Tie bars at longitudinal joints 15M X 800 mm epoxy coated at 900 mm spacing O/C.
- Dowels at transverse joints 32 mm X 450 mm at 300 mm spacing O/C.
- 105,000 cubic metres portland cement concrete pavement.
- Transverse joint spacing 4.5 m.



Note: Higher quality photographs of project required (for follow up during 2020 construction season as part of lane extension).

Anthony Henday Drive (SW) - Edmonton



Anthony Henday Drive (SW) - Edmonton



Anthony Henday Drive (SW) - Edmonton



Highway 43

Grand Prairie, AB – Constructed 2008

Highway 43, which passes through the City of Grande Prairie, is a major highway in northwestern Alberta and key component of the north-south trade corridor. Braking and turning by a high volume of heavy truck traffic caused severe, constantly recurring asphalt rutting at two intersections. Alberta Transportation sought a durable pavement solution with extended service life and less frequent resurfacing.

Full-depth concrete pavement has worked very well in other locations in Alberta that carry heavy vehicle loads, and Knelsen Rock Products GP Ltd. assembled a project team (EBA Engineering Consultants Ltd., Proform Concrete Services Inc.) to replace the rutted asphalt with concrete.

- Existing asphalt concrete pavement (ACP) was milled off four left turn lanes at two different intersections, a total of about 2050 sq m.
- Enough base material was removed to accommodate the proposed portland cement concrete (PCC) pavement.
- Where there was PCC under the ACP, it was completely removed as well, and where required, additional base material was brought in to maintain grade.
- Concrete was poured in sections to a nominal thickness of 240 mm; no edge thickening was required.
- All longitudinal and transverse joints were saw-cut and hot-sealed over backing rod.
- Transverse joints were made at 4.5 m intervals with wired dowel baskets, using 32 mm x 450 mm epoxy coated smooth steel dowels at 300 mm o/c.



Highway 43 – Grande Prairie



Highway 43 – Grande Prairie



Highway 43 – Grande Prairie



Highway 16

Lloydminster, AB – Constructed 2009

Highway 16, part of the Trans-Canada Highway system, is a major inter-provincial and international trade corridor. It passes through The City of Lloydminster and is a key component to the growth of the area's heavy oil and oilsands industries. Increased heavy truck traffic has led to severe rutting at four signal-controlled intersections along this corridor. This was typically dealt with by milling and inlaying or rut filling with standard asphalt mixes. In Lloydminster, this would last only two to four years.

The City of Lloydminster wanted to find a durable pavement solution with minimized maintenance and extended service life. Similar problem areas in Edmonton, Medicine Hat and Grande Prairie have shown concrete pavement to be a suitable solution for heavy truck and high traffic intersections. Using a slip-form paver, full depth concrete was placed at four intersections extending 100 meters or more at two side by side lanes. Construction of the new concrete pavement was completed while traffic was easily rerouted around the intersection.

- Four Hwy 16 intersections at 52 Ave, 54 Ave, 70 Ave, and 75 Ave
- Lengths of 125 m, 100 m, 145 m, and 125 m respectively, side by side lanes
- Widths of 7.9 m in each direction
- 240 mm concrete pavement
- Flexural strength of 4.2 MPa
- Dowels at 4.5 m joints with tie bars at 900 mm between lanes



Highway 16 – Lloydminster (Before)



Highway 16 – Lloydminster (After)



Highway 16 – Lloydminster (After)



Highway 4

Lethbridge, AB – Constructed 2004

At the intersection on Highway 4 (43 Street), within the City of Lethbridge, heavy trucks transporting goods from the United States have caused severe rutting in the existing asphalt. Alberta Transportation has undertaken frequent repairs to this section of road which historically has lasted between one and two years.

Alberta Transportation was very interested in having a durable, long-term solution to the rutting issues experienced at this intersection. After consultation with the Cement Association of Canada and Concrete Alberta, a concrete overlay was chosen to solve the rutting problems for this intersection. The concrete construction was completed over a two day span while traffic was easily rerouted around the construction.

- Two turning lanes, 40 m in length and 3.7 m wide.
- Average of 125 mm asphalt thickness left under the concrete inlays.
- The asphalt was removed to an average depth of 100 mm on the inside lane and 125 mm on the outside (the heavy truck traffic) lane.
- Concrete was hand-placed one lane at a time.
- Joints were saw cut at 1.5 m.
- Minimum Compressive Strength: 20 MPa at 3-days and 30 MPa at 28-days.
- Synthetic Structural Fiber was utilized (no dowels or tie bars were used).



Highway 4 – Lethbridge



Highway 4 – Lethbridge



Highway 4 – Lethbridge



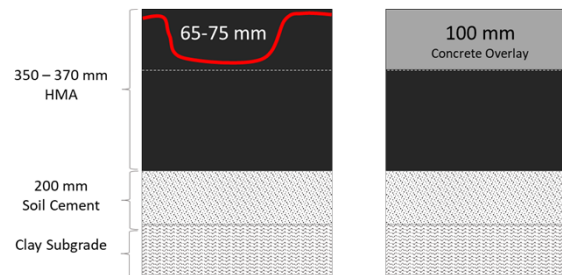
118 Ave and 170 St Edmonton, AB – Constructed 2002

170 Street at 118 Avenue in the City of Edmonton is subject to very heavy truck traffic, which led to severe rutting of the original asphalt surface.

In the past, milling and filling the intersection approaches proved unsuccessful in combating the rutting problem □ rutting would return within months of the work taking place.

According to Hugh Donovan, P.Eng., Construction Services Engineer with the City of Edmonton, a bonded concrete overlay “was chosen because traffic volumes coming into this intersection are some of the highest recorded within the City of Edmonton”.

- Compressive strength 20 MPa in 24 hours and 35 MPa at 28 days.
- Polypropylene structural fibres utilized.
- Joints sawcut in 1.8 m square panels.



118 Ave and 170 St – Edmonton



118 Ave and 170 St – Edmonton

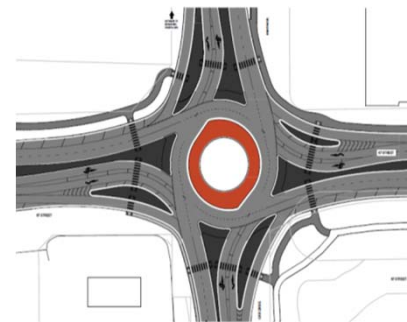


Roundabout at 67th Street and Johnstone Dr. Red Deer, AB – Constructed 2016

67th Street and Johnstone Drive/Orr Drive Intersection in Red Deer continues to experience challenging traffic demands due to its location as an entrance to The City of Red Deer, The Edgar Industrial Area and the Flying J Truck Stop, leading to extensive damage to the road structure with heavy traffic at high volumes demanding an extensive maintenance schedule to keep the intersection in good condition.

The City of Red Deer wanted to find a durable pavement solution with minimized maintenance and extended service life, therefore in their Request for Proposal (RFP) allowed Portland Cement Concrete Paving to compete with asphalt through a Life Cycle Cost Analysis basis giving the opportunity for both materials to be compared at an equal level. Portland Cement Concrete Paving with a 40+ year expected service life was selected for this project.

- Traffic volumes: Average Annual Daily Traffic (AADT) through the job site were estimated at 22720 vehicles; peak hour at 10%.
- PCCP designed to 240mm thickness reinforced with Euclid Tuf-strand SF Macro Synthetic Fibers at 1.8 kg/m³.
- PCCP was supplemented with dowel baskets made with 32mm smooth epoxy coated dowels spaced at 305mm on centre under all joints. Dowels were extended into adjacent curb and gutter structures.
- Curb and gutter structures were increased in thickness to match the PCCP structure to eliminate a need for pavement edge thickening.
- The concrete for the PCCP was designed to achieve a minimum flexural strength of 4.2 MPa at 28 days.
- The colored truck apron at the traffic circle was designed to match the PCCP structure.



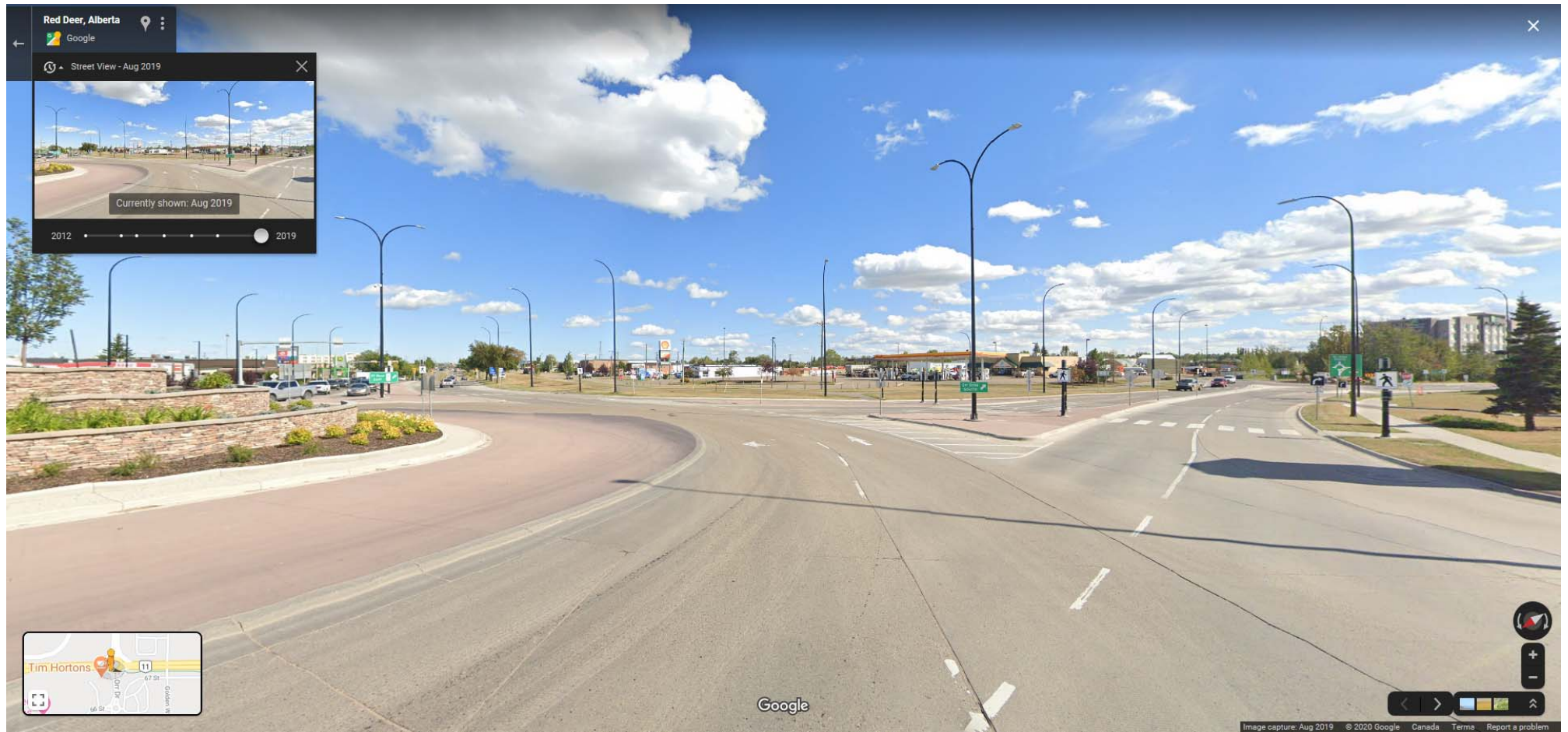
Roundabout at 67th Street and Johnstone Dr (Before)



Roundabout at 67th Street and Johnstone Dr (During)



Roundabout at 67th Street and Johnstone Dr (After)



Roundabout at 67th Street and Johnstone Dr – Red Deer



Roundabout at 67th Street and Johnstone Dr – Red Deer



TransCanada Highway

Medicine Hat, AB

The Trans-Canada Highway at Dunmore Road in Medicine Hat is one of the City's busiest intersections with a particularly high volume of truck traffic. The braking and turning action of heavy vehicles at this controlled intersection caused severe rutting in the existing asphalt pavement. The frequency of asphalt resurfacings led to a search for a more permanent solution to ensure that vehicles would not continue to damage the pavement surface. The goal was to break the cycle of ongoing maintenance and to keep the roadway open on an extended basis.

The owner was interested in having a durable long-term solution to recurring asphalt rutting problems at this intersection. Previous experience with full-depth concrete pavement at other locations had demonstrated that concrete pavement does not rut or deform under heavy vehicle loading. Using concrete pavement provided the benefits the owner required. Construction of the new concrete pavement was completed while traffic was easily rerouted around the intersection.

- Existing asphalt thickness was 130-160 mm over 300 mm of granular base. Two through lanes, 145 m east bound lane, 100 m west bound lane.
- Average concrete thickness 230 mm, edge thickened at transition between concrete pavement and adjoining asphalt pavement.
- Minimum Compressive Strength 32 MPa at 28 days.
- Tie bars 15M epoxy coated used between concrete panels.



TransCanada Highway – Medicine Hat



TransCanada Highway – Medicine Hat



Concrete Paving at Lafarge Exshaw Cement Facility



City of Calgary – Coloured Concrete Bus Lanes



