



AGENDA TOWN OF DIDSBURY
REGULAR COUNCIL MEETING
February 25, 2020 - 6:00 PM

ATTENDANCE:

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

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

Chief Administrative Officer: E. Gorner

Chief Financial Officer: A. Riley

Recording Secretary: D. Porath

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES 2
 - a. Regular Council Meeting Minutes – February 11, 2020
4. DELEGATION/ PRESENTATIONS - None
5. PUBLIC HEARINGS – None
6. BYLAWS & POLICIES 7
 - a) Central Alberta Regional Assessment Review Board Bylaw 2020-04
7. BUSINESS 14
 - a) Additional Crown Prosecutor – Red Deer Region
8. REPORTS 16
 - a) CAO Report 18
 - b) Council Reports
9. CORRESPONDENCE & INFORMATION 24
 - a) Correspondence
 - i. Mountainview Science & Technology Society – January 28, 2020
 - b) Minutes - Other
 - i. Didsbury Chamber of Commerce – September 11, 2019
 - ii. Mountain View Regional Water Services Commission – December 11, 2019
 - iii. Town of Didsbury Library Board – January 21, 2020
 - iv.
10. GALLERY QUESTION PERIOD 33
12. NOTICE OF MOTION 36
13. ADJOURNMENT



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 3

SUBJECT: ADOPTION OF MINUTES

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

ADMINISTRATIVE REVIEW:

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: That Council accept the minutes of the February 11, 2020 Regular Council Meeting as presented.

ALTERNATIVE OPTIONS: That Council accept the minutes of the February 11, 2020 Regular Council Meeting as amended.

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

1. *Regular Council Meeting minutes.*
-



Minutes of the Town of Didsbury Regular Council Meeting February 11, 2020

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

Absent: None

1. **CALL TO ORDER**

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

2. **ADOPTION OF AGENDA**

Res. No. 052-20 Moved by Councillor Windsor that the agenda be adopted with the following amendment:
ADD Speaker Invitation to Budget as an In Camera item (as per Sections 21 and 29 as per the FOIP Act)

Carried

3. **ADOPTION OF MINUTES**

a. Regular Council Meeting Minutes – January 28, 2020

Res. No. 053-20 Moved by Councillor Engel that the minutes of the January 28, 2020 Regular Council Meeting be approved as presented:

Carried

4. **DELEGATION/PRESENTATIONS**

FCSS Board presented the proposed recipients of the funding for 2020.

Didsbury and District Chamber of Commerce presented a partnership proposal to Council.

5. **PUBLIC HEARINGS**

None

6. **BYLAWS & POLICIES**

a. Supplementary Assessments Bylaw 2020-03

Res. No. 054-20 Moved by Councillor Engel that Second Reading of the Supplementary Assessments Bylaw 2020-03 be approved and that it be referred to the Policies & Priorities Committee for further review.

Carried

b. Central Alberta Regional Assessment Review Board Bylaw 2020-04

Res. No. 055-20 Moved by Deputy Mayor Moore that First Reading of the Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.

Carried

7. **2020 Capital Budget**

Res. No. 056-20 Moved by Councillor Windsor that the 2020 Capital Budget of \$ 3,232,500.00 be approved as presented.

Carried

8. **BUSINESS**

a. Direct Control-Change of Use-Industrial (Manufacturing & Operations)

Res. No. 057-20 Moved by Deputy Mayor Moore that the DP 20-002 be approved for a Change of Use-Industrial (Manufacturing & Operations) located at Unit #2, 1213-20th Street subject to the following conditions:

1. That approval does not exclude the need and/ or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations.
2. That the Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw.
3. That construction proceed as per the submitted application and plot plan
4. That 1 onsite parking stall be allocated as per parking requirements in the land Use Bylaw 2019-04
5. If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence, as determined by the Development Authority, the permit ceases to be effective, unless an extension to this period, being no longer than an additional 12 months, has previously been granted by the Development Authority.
6. That the applicant adheres to all provisions of the Direct Control Industrial district requirements set out in Land Use Bylaw 2019-04.

Carried

b. FCSS Community Grant Funds - 2020

Res. No. 058-20 Moved by Deputy Mayor Moore that the 2020 FCSS recommendations with the exception of items #10-12.

Defeated

Councillor Baswick requested a recorded vote.

Res. No. 059-20 Moved by Deputy Mayor Moore that Administration obtain information from the Holy Trinity Catholic School in Olds on how many students are from Didsbury.

Yes:	Councillor Crothers	Councillor Poggemiller
	Deputy Mayor Moore	Mayor Hunter
No:	Councillor Baswick	Councillor Engel
	Councillor Windsor	

Carried

Res. No. 060-20 Moved by Councillor Crothers that the 2020 FCSS funding recommendations for \$61,151.00 be approved.

Carried

Councillor Crothers left the meeting at 7:31 PM.

c. Didsbury Chamber of Commerce - Opportunity

Res. No. 061-20 Moved by Councillor Poggemiller to refer this back to the Policies and Priorities Committee for further review that includes cost implications.

Carried

Councillor Crothers returned to the meeting at 7:36 PM.

- d. 2020 Regional Parks, Recreation and Culture Master Plan (Mountain View Region) – ACP Funding Grant Application

Res. No. 062-20 Moved by Councillor Baswick as follows:
Be it resolved that we authorize the Town of Didsbury to participate in an application for the Mountain View Regional Parks, Recreation and Culture Master Plan 2.0 submitted by the Town of Olds under the Intermunicipal Collaboration component Alberta Community Partnership Grant, further, that the Town of Didsbury, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Carried

- e. Mountain View Seniors' Housing – 5th Annual Gala & Fundraiser

Res. No. 063-20 Moved by Councillor Windsor to approve the Mayor and the MVSH Representative attend the Gala & Fundraiser event on the town's behalf.

Carried

9. **REPORTS**

- a. CAO Report

Res. No. 064-20 Moved by Councillor Crothers to accept the CAO Report as information.

Carried

- b. Council Reports

Mayor Hunter also provided a verbal report regarding her meetings and events in January.

Res. No. 065-20 Moved by Councillor Baswick to accept the Council Reports along with the Mayor's verbal report as information.

Carried

10. **CORRESPONDENCE/EXTERNAL REPORTS**

Res. No. 066-20 Moved by Councillor Engel that the external reports be accepted as information.

Carried

11. **GALLERY QUESTION PERIOD**

12. **CLOSED MEETING**

- a. Adjourn to Closed Meeting

Res. No. 067-20 Moved by Councillor Crothers that due to sections 16, 17, 18, 21, 24, 25, 27 and 29 of the Freedom of Information and Privacy Act (FOIP), the meeting be taken IN CAMERA to a Closed Session at 7:57 PM.

Carried

Res. No. 068-20 Moved by Deputy Mayor Moore to come out of the closed session at 8:58 PM.

Carried

Res. No. 069-20 Moved by Deputy Mayor Moore that the meeting be extended to 9:30 PM.

Carried

Res. No. 070-20 Moved by Deputy Mayor Moore that due to sections 16, 17, 18, 21, 24, 25, 27 and 29 of the Freedom of Information and Privacy Act (FOIP), that the meeting be taken back IN CAMERA to a Closed Session at 8:59 PM.

Carried

Res. No. 071-20 Moved by Deputy Mayor Moore to come out of the closed session at 9:21 PM.

Carried

a. Invitation to Tabling of the Budget

Res. No. 072-20 Moved by Deputy Mayor Moore to accept the invitation from the Speaker of the Legislature to attend the tabling of the 2020 budget on Thursday February 27, 2020 and for Mayor Hunter, Deputy Mayor Moore, and Councillors Baswick, Crothers, and Poggemiller to attend on Council's behalf.

Carried

13. **NOTICE OF MOTION**

None

14. **ADJOURNMENT**

Res. No. 073-20 Moved by Councillor Crothers that the meeting be adjourned at 9:24 PM.

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.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 6.a)

SUBJECT: CENTRAL ALBERTA REGIONAL ASSESSMENT REVIEW BOARD BYLAW 2020-04

BACKGROUND: Legislative changes require that the joint agreement we hold with the City of Red Deer be updated. Red Deer sent the attached bylaw that requires passage by Town of Didsbury Council, rescinding Bylaw 2018-02.

ADMINISTRATIVE REVIEW: First reading of Bylaw 2020-04 was approved on February 11, 2020.

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Organizational Excellence

RECOMMENDATION: That the Second Reading of Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.

ALTERNATIVE OPTIONS: As directed by Council.

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

1. *Central Alberta Regional Assessment Review Board Bylaw 2020-04*
-

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer

TOWN OF DIDSBURY
CENTRAL ALBERTA REGIONAL ASSESSMENT REVIEW BOARD
BYLAW NO. 2020-04

Being a bylaw of the Town of Didsbury, Alberta to establish a Joint Assessment Review Board.

WHEREAS Section 455 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Partner Municipalities jointly wish to establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

COUNCIL OF THE TOWN OF DIDSBURY ENACTS AS FOLLOWS:

1. Short Title

- (a) The short title of this Bylaw shall be the “Central Alberta Regional Assessment Review Board Bylaw”.

2. Purpose

- (a) The purpose of this bylaw is to establish a joint assessment review board that will enable municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

3. Definitions

- (a) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act (MGA)*.
- (b) In this bylaw, the following terms shall have the meanings shown:
 - (i) “Board” means the Central Alberta Regional Assessment Review Board;
 - (ii) “Composite Assessment Review Board” or “CARB” means the Composite Assessment Review Board established in accordance with the *MGA* hears complaints on assessment notices for property other than the property described in section 3(2)(d) of this bylaw and section 460.1 of the *MGA*;
 - (iii) “Designated Officer of the Central Alberta Regional Assessment Review Board (Designated Officer)” means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the *MGA*;
 - (iv) “Local Assessment Review Board” or “LARB” means the Local Assessment Review Board established in accordance with the *MGA* who hears complaints about assessment notices for:

- a. residential property with 3 or fewer dwelling units, or
 - b. farm land, or
 - c. a tax notice other than a property tax notice, business tax notice or improvement tax notice;
- (v) “Member” means a member of the Central Alberta Regional Assessment Review Board;
- (vi) “Minister” means the Minister determined by the Province to be responsible for the *MGA*;
- (vii) “Partner Municipality” means a municipality who enters into an agreement with The City of Red Deer to jointly establish the Central Alberta Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw, as well as The City of Red Deer;
- (viii) “Provincial Member” means a person appointed as a provincial member to a CARB by the Minister.

4. Partner Municipalities

- (a) The Partner Municipalities, which includes The City of Red Deer, hereby jointly establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.
- (b) Each Partner Municipality is responsible for establishing filing fees and administering policies in respect of refunding filing fees in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.

5. Regional Board Review Committee

- (a) The Regional Board Review Committee is established and will consist of 5 Administrators who volunteer from the Partner Municipalities.
- (b) The term for Regional Board Review Committee volunteers is one year.
- (c) The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.
- (d) The Regional Board Review Committee:
 - (i) reviews applications from persons applying to be Members and makes recommendations to the Designated Officer concerning the appointment of Members from the applicants; and
 - (ii) may make recommendations to the Designated Officer concerning the revocation of appointment of a Member.

6. Appointment of Board Members

- (a) The Designated Officer shall appoint not more than 20 citizens-at-large to be Members of the Board.
- (b) The total number of Members appointed shall be determined by the Designated Officer.

7. Establishment of Boards

- (a) The following joint Central Alberta Regional Assessment Review Boards are established:
 - (i) a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and
 - (ii) a CARB that hears complaints referred to in section 460.1(2) of the *MGA*.

8. Jurisdiction of the Board

- (a) The Boards shall have jurisdiction to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board under the provisions of the *MGA* in respect of assessment complaints made by taxpayers of a Partner Municipality.

9. Terms of Appointment

- (a) Unless otherwise stated in their appointment letters, all Members are appointed for three year terms.
- (b) If a vacancy on the Board occurs at any time the Regional Board Review Committee may recommend the appointment of a new person to fill the vacancy for the remainder of that term.
- (c) A Member may be re-appointed to the Board at the expiration of his/her term.
- (d) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (e) The Designated Officer may remove a Member for cause or misconduct, or on the recommendation of the Regional Board Review Committee.
- (f) Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

10. Regional Advisory Group

- (a) Members will elect from among themselves a Regional Advisory Group consisting of up to four (4) members, and comprised of one Advisory Group Chair and up to three (3) Vice Chairs.
- (b) The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:

- (i) assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;
 - (ii) evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
 - (iii) ensure other Members are provided mentoring; and
 - (iv) act as a liaison between the Members and the Designated Officer.
- (c) The duties of the Regional Advisory Group Chair include:
 - (i) chairing meetings of the Regional Advisory Group;
 - (ii) establishing agendas for the Regional Advisory Group meetings in consultation with the Designated Officer;
 - (iii) liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Board;
 - (iv) appointing a Regional Advisory Group member as Acting Chair of the Regional Advisory Group;
 - (v) signing correspondence on behalf of the Regional Advisory Group.
- (d) If the Regional Advisory Group Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Designated Officer may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

11. Designated Officer of the Central Alberta Regional Assessment Review Board

- (a) The position of Designated Officer of the Central Alberta Regional Assessment Review Board to carry out the duties and functions of the Assessment Review Board Clerk is established.
- (b) The Town of Didsbury jointly appoints The City of Red Deer Legislative Services Manager as the Assessment Review Board Clerk of the Central Alberta Regional Assessment Review Board.
- (c) The salary of the Designated Officer will be made routinely available in the City of Red Deer annual Financial Statements.
- (d) The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
- (e) The Designated Officer:
 - (i) shall assist the Board in fulfilling its mandate;
 - (ii) may delegate to an employee, the duties and functions of the Assessment Review Board Clerk provided they have successfully completed the training as prescribed by the Minister;

- (iii) shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters;
- (iv) shall consult with the Regional Advisory Group and Members on matters affecting the Boards;
- (v) shall issue instructions to independent legal counsel for the Boards when required
- (vi) may, at the request of a Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the Board;
- (vii) may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group;
- (viii) may set fees payable for persons to obtain copies of the Board's decisions and documents.

12. Hearings

- (a) Hearings will be held at such time and place as determined by the Designated Officer.
- (b) The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* and section 464.1 of the MGA.

13. Commencement of Complaints

- (a) In accordance with the MGA, a taxpayer may commence an assessment complaint by:
 - (i) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the 'Matters Relating to Assessment Complaints Regulation', Alberta Regulation 201/2017 (Regulations) and within the time limits specified in the MGA; and
 - (ii) paying the applicable fee.

14. Rules of Order

- (a) The Board will conduct hearings in accordance with:
 - (i) the provisions of the MGA and related regulations;
 - (ii) principles of natural justice and procedural fairness; and
 - (III) its policies and procedures.

15. Notice of Decisions & Record of Hearing

- (a) After the hearing of a complaint, the Designated Officer shall:
 - (i) under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the MGA; and

- (ii) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the *MGA* and Regulations.
- (b) The Designated Officer will maintain a Record of Hearing in accordance with the *MGA* and the Regulations.

16. Delegation of Authority

- (a) In accordance with its authority under *MGA*, Council hereby delegates to the Designated Officer the authority to:
 - (i) appoint members to the Central Alberta Regional Assessment Review Board;
 - (ii) jointly prescribe the remuneration and expenses payable to each Member of the Board;
 - (iii) jointly appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair; and
 - (iv) set fees payable by persons wishing to be involved as a party or intervenor in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents.

17. Reimbursement of Costs

- (a) The City of Red Deer shall pay for the administrative costs associated with the operation of the Board as set out in the agreement with the City of Red Deer.

18. Transitional

- (a) Bylaw 2018-02 is repealed.
- (ii) That this Bylaw shall take effect on the date of final passing.

READ a **FIRST** time this 11th day of February, 2020.

READ a **SECOND** time this _____ day of _____, 2020.

READ a **THIRD** time and fully **PASSED** this _____ day of _____, 2020.

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 7.a)

SUBJECT: ADDITIONAL CROWN PROSECUTOR

BACKGROUND: Council received a letter from the city of Red Deer requesting the Town of Didsbury to be a signatory on a joint letter to the Government of Alberta requesting additional Crown Prosecutors for the larger Red Deer region.

ADMINISTRATIVE REVIEW: Council may want to consider requesting additional background information from the City of Red Deer about this request. It is anticipated that additional resources in the region for prosecutions will help bring about more timely prosecutions of crimes in the area.

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT:

RECOMMENDATION: That Council approve being a signatory on a letter requesting additional Crown Prosecutors for Red Deer and region.

ALTERNATIVE OPTIONS:

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

1. Letter from Steven Ellingson, City of Red Deer – February 7, 2020
-

February 7 2020

In the fall of 2019, Mayor Veer forwarded a copy of her letter to Premier Kenney requesting additional Crown Prosecutors for Red Deer. Mayor Poole followed up with a letter of support for more Crown Prosecutors for Red Deer. With Mayor Wood's recent comments in the media over the need for more Crown Prosecutors in the region. Mayor Veer is wondering who would be interested or willing to be a signatory on a joint letter to the Government of Alberta requesting additional Crown Prosecutors for Red Deer and region. Please let me know.

Thanks,

Steven

Steven Ellingson

Intergovernmental Strategist

Office of the Mayor and City Manager

The City of Red Deer

P: 403-342-8738

Steven.ellingson@reddeer.ca



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 8.a)

SUBJECT: CAO REPORT

BACKGROUND: The CAO presents a report for Council's consideration.

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION: COUN 004 – Council Remuneration.

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Organizational Excellence

RECOMMENDATION: That Council accept the CAO Report as information.

ALTERNATIVE OPTIONS:

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

1. CAO Report
-



CAO Report – February 25, 2020

1. MEMORIAL COMPLEX CONCESSION UPDATE [COMMUNITY SERVICES]

The Community Service department is pleased to announce that we will be re-contracting with the Prairie Whistle Food Co. to offer concession food service at the Memorial Complex for both the Spring 2020 season, as well as for next Winter season 2020-21. As per their current contract, they were given first option to renew for an additional year. The Didsbury Memorial Complex looks forward to working with Prairie Whistle Food Co. for another year. Their commitment to delicious, affordable food and high standard of customer service has been well-received by our users, staff and visitors.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 8.b)

SUBJECT: COUNCIL REPORTS

BACKGROUND: According to the Procedural Bylaw 2019-03:

16. Councillor Reports

- a. Each Council member will be provided a maximum of two (2) minutes for the purpose of providing a verbal update on Committees and/or Boards.
- b. Any action required as a result of a Council Report shall be brought forward as a separate business item or Notice of Motion.
- c. Council members attending Committee, Commission and/or Board meetings as the appointed Council representatives shall provide a written report outlining the highlights of the meeting within 2 weeks of the meeting for inclusion in the next Regular Council Meeting Agenda.

ADMINISTRATIVE REVIEW: N/A

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

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community.

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

ALTERNATIVE OPTIONS: N/A

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

- i. Didsbury & District Chamber of Commerce – Councillor Poggemiller – January 20, 2020
- ii. Mountain View Regional Water Services Commission – Councillor Baswick – February 12, 2020

PREPARED BY: D. Porath, Executive Assistant

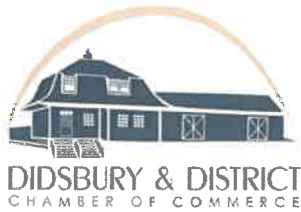
REVIEWED BY: E. Gorner, Chief Administrative Officer



Town of Didsbury Councillor Event Report

Submitted by: E BOGGENMILLER		
Meeting: CHAMBER OF COMMERCE		
Date: Jan 22/20	Time: 2:00 P.M.	Location: DIDSBURY
Type of meeting	MEMBER	
Attendees	E Boggenmiller & Chamber Members	
Meeting Highlights		
<ul style="list-style-type: none"> - 83 MEMBERS - 44 REVIEWED + 1 NEW TO DATE - 114 ATTENDEES AT AWARDS GALA - COUNTRY CHRISTMAS - 1 WEEK EARLIER NEXT YEAR BECAUSE OF BLACK FRIDAY - TRAVEL - SPAIN - SCOTLAND - VIETNAM, CAMBODIA - THAILAND. - AGM MARCH 11 		
Council Action Required?		
- NOW REQUIRED AT THIS TIME.		

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



**For Release Time
January 20, 2020**

Didsbury Chamber launches their #LeapOfKindnessDay Initiative

What is Leap of Kindness Day?

Didsbury— January 20, 2020

On Saturday, February 29, 2020, we all have one additional day in this #LeapYear.

We believe the best way to use this one extra day is to do something kind for someone else. We call this Leap of Kindness Day.

Leap of Kindness Day was invented in 2016. That Leap Year, on February 29th, all across Saratoga County, USA, employers, employees, individuals and families took action and did something kind for someone else.

There were contributions of food, clothing and money to area impact sector organizations. Special meals were prepared and delivered to first responders, police, fire, and health care workers. Gift cards were donated to US Navy Sailors stationed in Saratoga County. Flowers and socks were brought to residents of local nursing homes and children in area pediatric units received coloring books and toys.

The 2020 Leap of Kindness Day initiative is being managed in Mountain View County by the Didsbury & District Chamber of Commerce. But the idea is spreading within the Chamber community and we believe there will be more chambers of commerce organizing their own Leap of Kindness Day events.

So, as the 2020 Leap Year approaches, we are inviting everyone in Didsbury (and beyond) to celebrate February 29, 2020, as Leap of Kindness Day.

You can join our #leapofkindnessday celebration simply by doing something kind for someone else and if someone else does something kind for you then pay it forward. You can band together with your coworkers and organize a food or clothing drive. You can champion your own community's celebration of Leap of Kindness Day.

However, if you choose to participate, we're here to help. So, what will you do with your extra day in 2020?

For more information on Event:

https://didsburychamber.ca/Content/Leap_of_Kindness_Day/

Taking the big leap - How to participate!

For 2020, the following list describes some of the suggestions the Didsbury & District Chamber of Commerce offers to encourage people to help celebrate Leap of Kindness Day:

1. Local nursing homes have hundreds of residents who would love to receive flowers and/or new socks.
2. By Feb. 29, many local pantries will be in desperate need of food. Your organization can collect and deliver food to a local food pantry on Leap Day.
3. On Feb. 29, when you get your daily cup of coffee, dine out for lunch or dinner or patronize any local business where tips are accepted, tip big as a way of doing something kind for those who serve you on this special day.
4. Send a note of gratitude to your child's teacher.
5. Before Feb. 29, employers could host a staff meeting to solicit ideas to do something together as a team at the start of the day, at lunch or after work.
6. Leap of Kindness Day offers everyone a great opportunity to thank our first responders — police, fire and EMS. Contact your local department to see if they'd accept a small token of thanks from your organization.
7. Consider doing something nice for those who work in health care and/or their patients.
8. Call your local senior center to ask if there is something you can do to help them.
9. Consider it your extra day to write a thank-you note to a co-worker or to bring someone in your organization a cup of coffee or to take them out to lunch. If you do this, invite them to "pay it forward" and you might see your workplace at its best on this extra day.
10. Make an online donation to a charity or non-profit of your choice.

Mountainview Regional Water Services Commission

Feb 12th - 1st Meeting of 2020

Councillor, John Baswick's Report



ISL Pipeline Didsbury to Carstairs Twinning Update: Pipeline twinning has been completed. The holdback on all contracts has been released. The two year warranty period has started. About 2% of the restoration after digging remains to be done ,(Spring of 2020). ISL to attend the final commissioning expected in March 2020.

Technical Services: Wes Olstad, Operations Manager, Turbidity issues were resolved with Didsbury being first in line from the midline pump and received the brunt of the murky water.

Operations: Terry Stigings, Operations Manager, Didsbury fill control valve (controls the reservoir) was problematic. It has been replaced with a more reliable PLC controller

Maintenance: Van Stonhocker, Maintenance Manager, completed various continuous maintenance duties. All relatively minor fixes.

Manager's Report: John Van Doesburg relayed normal business activity, preparing for the auditor's report.

Financial: Samantha LaFontaine, Administrative Assistant. Normal duties, waiting for a million dollar GST refund to include in the audit.

Gleniffer Lake/ Dickson Dam Raw Water Study Report was commissioned and presented for review with 4 pipeline route options. The location is 14 kms west of the Anthony Henday Water Treatment Plant.

Over the last 40 years, there have been long term issues with silt and flooding. Three (3) major flood events have caused damage to the intake and deflection berms. The current location (draw from the Red Deer River) annually results in poor water quality, increasing water filtration operations. The commission is considering relocation of the intake to the Gleniffer Lake Reservoir. An outline and a draft report is included.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 9)

SUBJECT: CORRESPONDENCE & INFORMATION

BACKGROUND: The following correspondence has been received for Council's attention:

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: N/A

RECOMMENDATION: That Council accept the correspondence presented as information.

ALTERNATIVE OPTIONS: N/A

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

- a) Correspondence
 - i. Mountainview Science & Technology Society – January 28, 2020
- b) Minutes - Other
 - i. Didsbury Chamber of Commerce – September 11, 2019
 - ii. Mountain View Regional Water Services Commission – December 11, 2019
 - iii. Town of Didsbury Library Board – January 21, 2020
- c) Financial Statements
 - i.

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____

R.R. #1
Carstairs, Alberta
TOM ONO

January 28, 2020

Welcome to another season of Mountainview Science and Technology Society's Science Fairs.

Once again, I am looking for judges to judge the annual MSTs fair. This year, the fair will be held on SATURDAY, FEBRUARY 29, 2020 at Olds High School. Please park on the east side of the school or in the student parking lot on the south side and enter through the east doors. If you need any other information, please contact me.

We are asking our judges to follow three principles. Please be at a project one judge at a time so as not to overwhelm the participants. Also, please do not leave in the middle of a participant's speech. You may encourage them to hurry in their presentation if necessary, but otherwise try to let them conclude what they have to say. And we also ask you to spend at least ten minutes with each project. In most cases, this will not be a difficult thing to do!

At 8:20 a.m. on the morning of the fair, I will be available to lead you through the judging forms. The location in Olds High School will be announced that morning. Judging itself will start at 9:00 a.m. We will also be supplying you with a light lunch. Please note that you will be asked to fill in a comment sheet on each project.

Would you please let me know WHETHER OR NOT you can judge either by phone (403-337-2483) or (403-863-9344) or by email (roedlerr@gmail.com) before February 27, 2020?

If you know of anyone else who would be interested in judging, would you please share this information with them?

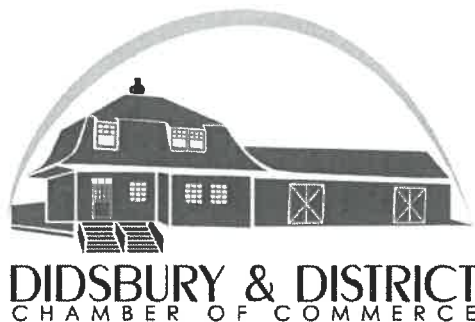
Thank you in advance for your interest in our young students. We all appreciate your time and expertise in judging the projects.

Sincerely

Ruth Roedler

Chief Judge

Mountainview Science and Technology Society



GENERAL MEETING MINUTES

September 11, 2019

Didsbury Chamber Office in Train Station

Board Attendees: Kyle Turner, Acting President; Deb Johnson, Secretary; Greg Poirier, Director; Rob Steer, Director; Meghan Neis, Director; Diana Steer; Executive Director.

Members: Paul Nicholls, Grillz Weenie Wagon; Kathleen Windsor, Windsor Graphics; Helen Hafke; Erhard Poggemiller, Town of Didsbury, Rhonda Hunter, Mayor of Didsbury; Brooke Mierke, Vintage Coffee Bar; Kim Proulx, Didsbury Family Pharmacy; Mark Dorin, Dorin Land Management.

1. CALL TO ORDER 6:30 pm

2. ADOPTION OF AGENDA
 - a. Additions None
 - b. Adopt Agenda Motion to adopt agenda made by Greg Poirier
Seconded by Paul Nicholls CARRIED

3. MINUTES of the April 17, 2019 General Meeting and May 23, 2019 Special Meeting

Motion to adopt Minutes of April 17, 2019, General Meeting
and May 23, 2019 Speical Meeting
Made by Meghan Neis
Seconded by Greg Poirier CARRIED

4. TREASURER'S REPORT
 - a. Balance and Income reports Attached. Motion to accept financial reports as
Presented made by Kim Proulx
Seconded by Paul Nicholls CARRIED

5. COMMITTEE REPORTS
 - a. Membership Attached
 - b. Business Awards and Gala Attached
 - c. Country Christmas Attached

Motion to accept reports as presented made by Kathleen Windsor
Seconded by Rob Steer CARRIED

6. Town of Didsbury Verbal from Erhard Poggemiller



7. OLD BUSINESS

- a. By-law approval Still awaiting approval.

8. NEW BUSINESS

- a. Economic Development Update Verbal from Kyle Turner
A thank you from Mayor Rhonda Turner to Bill Windsor and
Brian Chita for their contributions to the Plan

9. CORRESPONDENCE

None

10. ADJOURNMENT

7:05 pm Motion made by Kim Proulx

Minutes
Mountain View Regional Water Services Commission
Regular Meeting
December 11, 2019

Meeting held at the Anthony Henday Water Treatment Plant

Members Present:

Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail - Vice
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jane Harper – Town of Olds

Also Present:

John Van Doesburg – Manager
Wes Olstad – Technical Manager
Van Stonehocker – Maintenance manager
Samantha Lafontaine – Finance Manager
Terry Wood – Finance Manager/Consultant
Erhard Poggemiller – Town of Didsbury alternate

1. Call to Order

Chairman Rick Blair called the meeting to order at 10:00 am.

2. Adoption of Agenda

Moved by John Baswick to adopt the agenda as amended to include Conference Protocol in New Business C.

Carried

3. Approval of Nov 20, 2019 Organizational/Regular Meeting Minutes

Mary Jane Harper motioned to amend the minutes showing that her name was spelled incorrectly on the Organizational Meeting Minutes, that Mary Anne Overwater was spelled incorrectly and Jo Tennant was not present for the Organizational Meeting. Mary Jane Harper then motioned to accept the minutes as amended.

Moved by John Baswick to approve the Regular Meeting Minutes.

Carried

4. ISL Engineering Project Review

John Van Doesburg presented the ISL Engineering's Progress Report.

5. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – Van Stonehocker presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Mary Jane Harper asked John Van Doesburg to email speaking notes to the Board, as per the last meeting.

Jo Tennant motioned to accept reports for information.

Carried

Finance Report – Samantha Lafontaine and Terry Wood presented the Finance Report.

Moved by Robb Stuart to accept the Financial Report for information.

Carried

6. New Business

a. Rates Bylaw 14-2019 – 2nd & 3rd Reading

Jo Tennant motioned to approve the 2nd Reading of Rates Bylaw 14.

Carried

John Baswick motioned to approve the third and final reading of Bylaw 14-2019.

Carried

c. Conference Protocol

Board Conference Protocol Policy presented. Mary Jane Harper suggested the policy needs more detail and information prior to passing. John Van Doesburg will amend and present at the January 8, 2020 meeting.

8. Next Meeting January 8, 2020 at Anthony Henday Water Treatment Plant

9. Adjournment

Moved by Jo Tennant to adjourn the meeting at 11:20.

Carried

Chairman

Manager

Be prepared. Be present in the moment. Be Respectful of all.

Didsbury Municipal Library – Meeting Minutes – January 21, 2020

Present: Dave McWhinney, Nicole Brander, Carolyn Massel, Patricia Brisbois, Julian Ross, Melynda Crampton, Curt Engel, Melynda Crampton

Call to Order at 7:04pm by Carolyn

1. Nicole MOVED to approve the agenda. APPROVED.
2. Melynda MOVED to approve the minutes for December 17, 2019. APPROVED.
3. Patricia MOVED to approve the consent agenda. APPROVED.
 - a. Manager's Report
 - b. Financial Reports (Balance Sheet 2019 and 2020, YTD Income Statement 2019 and 2020)
4. Items for Information
 - a. Circulation Statistics 2019 -
 - b. Correspondence: Hannah McNeil
 - c. Public Library Services Branch Survey and Annual Report – must be approved in February.
 - d. Customer Satisfaction Survey
 - e. Volunteer Job Description
 - f. Personnel Policies- Revised and Signed
 - g. Personnel Policies- Recommended Revisions
5. Old Business
 - a. Trustee Term Renewal – Brad and Nicole have been approved for 3 more years. Duncan has been approved for one more year and to be renewed annually. At the same council meeting town council looked at the bylaw and terms of reference. Will be in accordance with The Libraries Act.
 - b. Public Library Services Branch Presentation – March 17, 2020 at 7pm, Carolyn is planning to drop off an invitation for the Carstairs Library this week. Curt has requested The Neighborhood Place and if that doesn't work the firehall may be an option.
 - c. Presentation of 2020 Budget to Council – January 28, 2020 at 6pm. Julian commends Monique's work and the finance committee work on creating the presentation.
 - d. Library Manager Performance Evaluation – Monique and Carolyn have met and prepared some questions for staff and board to fill out. Carolyn will send out a google form and it will collate the answers.
6. New Business
 - a. Policy Manual – Board approved the following policies:
PER 6-Notice of Vacancies
PER 16- Annual Vacation
PER 17- Employee Health and Pensions

Our Vision:

The Didsbury Municipal Library is a community hub that makes the world of information, imagination, and ideas freely accessible to all.



PO Box 10 Didsbury, Alberta T0M 0W0

Phone: (403)335-3142 Fax: (403)335-3141

<http://dml.prl.ab.ca> didsburylibrary@libs.prl.ab.ca

PER 19- Worker's Compensation
PER-20- Performance Reviews
PER-21- Work Outside the Library
PER-22- Staff Training and Development
PER-23- Replacement Personnel
PER-24- Grievances
PER-25- Disciplinary Action
PER 26- Dismissal of Employee
PER 27- Resignation of an Employee
PER 28- Memberships in Associations
PER 29- Personnel Files
PER 31- Workplace Safety
PER 32- Service Recognition
PER 33- Violence and Harassment

And the policies that need more work are:

- PER-3- Police Information Checks (will wordsmith with Nicole)
- PER 18- Leave of Absence (will check with Stef about clarifying pension/benefits for employees on leave)
- PER 30- Volunteers (waiting on the information check policy wording)

All policies will be approved by a motion when complete.

- Alberta Library Conference – two members of staff and two members of the board (Nicole and Melynda) will attend.
- Purchase Request: Rolling tables – hoping to purchase 4 tables. Curt mentioned that the town has a new fund for non-profits, Monique and Curt will investigate further. Monique has received quotes from many sources and found a company that can provide the tables for about \$481 with installation and shipping on top. Curt MOVED to approve Monique begin the process of obtaining the tables. APPROVED.

7. In Camera: Personnel – Carolyn MOVED to go IN CAMERA at 8:25pm.

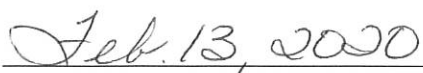
Carolyn MOVED to come out of CAMERA at 8:38pm.

Nicole MOVED THAT Donna and Monique's vacations will be grandfathered in as 15 days after 1 year of service, 20 days after 5 years of service and 25 days after 15 years of service. APPROVED.

8. Adjourned at 8:49pm by Carolyn

Prepared by: Carolyn Massel and Monique Fiedler

Chair: 

Date:  Feb. 13, 2020

Our Vision:

The Didsbury Municipal Library is a community hub that makes the world of information, imagination, and ideas freely accessible to all.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 10)

SUBJECT: GALLERY QUESTION PERIOD

BACKGROUND:

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

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

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: N/A

ALTERNATIVE OPTIONS: N/A

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

None

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 11.a)

SUBJECT: ADJOURNMENT TO CLOSED MEETING

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

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

ADMINISTRATIVE REVIEW:

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: That Council close the meeting to the public per Section 27, FOIP at _____ PM.

ALTERNATIVE OPTIONS: N/A

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

i.

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 11.b)

SUBJECT: MOVE TO OPEN MEETING

BACKGROUND: N/A

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT:

RECOMMENDATION: That Council return to the open meeting at _____ PM.

ALTERNATIVE OPTIONS: N/A

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

None



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: FEBRUARY 25, 2020

AGENDA ITEM NO.: 12)

SUBJECT: NOTICE OF MOTION

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

ADMINISTRATIVE REVIEW: N/A

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Organizational Excellence

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

ALTERNATIVE OPTIONS: N/A

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