



AGENDA TOWN OF DIDSBURY  
REGULAR COUNCIL MEETING  
March 10, 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 25, 2020
4. DELEGATION/ PRESENTATIONS - None
5. PUBLIC HEARINGS – None
6. BYLAWS & POLICIES
  - a. Town of Didsbury Library Board Bylaw 2020-02 5
  - b. Economic Development Advisory Committee Bylaw 2020-05 10
  - c. Central Alberta Regional Assessment Review Board Bylaw 15
7. BUSINESS
  - a. Town of Didsbury/Mountain View County Inter-municipal Collaboration Framework 23
  - b. Financial Support Grant Request – Didsbury Museum 64
8. REPORTS
  - a. CAO Report 73
  - b. Council Reports 76
9. CORRESPONDENCE & INFORMATION
  - a. Correspondence & Financial Statement 94
10. GALLERY QUESTION PERIOD 103
11. CLOSED MEETING - Due to sections 16, 17, 24, 25 and 29 of the Freedom of Information and Privacy Act (FOIP)
  - a) Adjourn to Closed Meeting
    - i. Land Matter – as per Sections 16, 24, 25 of the FOIP Act
    - ii. Staffing Matter – as per Sections 17, 24, 25 of the FOIP Act
    - iii. Advice from Officials – as per Sections 24, 25, 29 of the FOIP Act
12. NOTICE OF MOTION 104
13. ADJOURNMENT



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE:** MARCH 10, 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:**

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

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community

**RECOMMENDATION:** That Council accept the minutes of the February 25, 2020 Regular Council Meeting as presented.

**ALTERNATIVE OPTIONS:** That Council accept the minutes of the February 25, 2020 Regular Council Meeting as amended.

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

1. *Regular Council Meeting minutes.*
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# Minutes of the Town of Didsbury Regular Council Meeting February 25, 2020

Present: Deputy Mayor: D. Moore (Chair)  
Councillors: J. Baswick, M. Crothers, C. Engel, E. Poggemiller, B. Windsor,  
Chief Administrative Officer: E. Gerner  
Recording Secretary: D. Porath

Absent: Mayor R. Hunter, Chief Financial Officer: A Riley

1. **CALL TO ORDER**

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

2. **ADOPTION OF AGENDA**

**Res. No. 074-20** Moved by Councillor Baswick to approve the agenda as presented.

Carried

3. **ADOPTION OF MINUTES**

a. Regular Council Meeting Minutes – February 11, 2020

**Res. No. 074-20** Moved by Councillor Engel to approve the minutes of the February 11, 2020 Regular Council Meeting as amended:  
AMEND: Under delegation, “partnership” should read “opportunity of affiliation”.

Carried

4. **DELEGATION/PRESENTATIONS**

None

5. **PUBLIC HEARINGS**

None

6. **BYLAWS & POLICIES**

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

**Res. No. 075-20** Moved by Councillor Windsor that the Second Reading of the Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.

Carried

7. **BUSINESS**

a. Additional Crown Prosecutor

**Res. No. 076-20** Moved by Councillor Engel that a letter be sent to the City of Red Deer expressing that the town agrees in principle with the request for an additional Crown Prosecutor and that a request be made to consider a draft of the letter prior to signing.

Carried

8. **REPORTS**

a. CAO Report

**Res. No. 077-20** Moved by Councillor Windsor to accept the CAO Report as information.

Carried

b. Council Reports

**Res. No. 078-20** Moved by Councillor Crothers to accept the Council Reports as information.

Carried

9. CORRESPONDENCE/EXTERNAL REPORTS

Res. No. 079-20 Moved by Councillor Windsor that the external reports be accepted as information.

Carried

10. GALLERY QUESTION PERIOD

11. NOTICE OF MOTION

None

12. ADJOURNMENT

Res. No. 080-20 Moved by Councillor Crothers to adjourn the meeting at 6:13 PM.

Carried

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Mayor Rhonda Hunter

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Chief Administrative Officer Ethan Gorner





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE:** March 10, 2020

**AGENDA ITEM NO.:** 6.a)

**SUBJECT:** TOWN OF DIDSBURY LIBRARY BOARD BYLAW 2020-02

**BACKGROUND:** The Town of Didsbury Library Board Bylaw is brought before Council for their information

**ADMINISTRATIVE REVIEW:** Administration has revised the draft bylaw document to incorporate the terms of reference, which Council had drafted and reviewed previously as a separated document. The Bylaw should now be referred to committee for a thorough review.

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**RELEVANT LEGISLATION:**

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community.

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**RECOMMENDATION:** That Council refer the Town of Didsbury Library Board Bylaw 2020-02 to committee for review.

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**ALTERNATIVE OPTIONS:**

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

1. Town of Didsbury Library Board Bylaw 2020-02
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**TOWN OF DIDSBURY**  
**TOWN OF DIDSBURY LIBRARY BOARD BYLAW NO. 2020-02**

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

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

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

**WHEREAS** Under the Authority and pursuant to Section 4 of the Libraries Act, R.S.A. 2000, Chapter 2-11, as amended, members of the Town of Didsbury Library Board are appointed by Council.

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

- ~~That the appointment of the members from Town of Didsbury and Mountain View Councils shall be made annually at the Organizational Meeting of the respective councils and shall be for a term of one (1) year.~~
- ~~,and tThe appointments of members at large shall be for a three (3) year term or any unexpired portion thereof and eligible to be re-appointed for two (2) additional three (3) year terms.~~

**1. Name of Committee: The Didsbury Municipal Library Board**

**2. Purpose of the Committee:**

1. The Didsbury Municipal Library Board is the corporate body empowered by law to operate the Didsbury Municipal Library in accordance with *The Alberta Libraries Act and Libraries Regulation*. It is an autonomous, decision-making board created under Town of Didsbury By-Law No. 05-15 and has full management and control of the Library. The following policies comply with the Act and guide the Board in its operation.

**3. Membership:**

1. The Didsbury Municipal Library Board, hereafter called the Board, will consist of between seven and five voting members appointed by the Didsbury Town Council. One of these voting members will also be a Town Councillor and one a County representative.

- i. In the event that the current membership of the Board exceeds nine members at the time of adoption of the Terms of Reference, any additional members shall be grandfathered until such time that the membership is reduced to nine members.
  - ii. The Board shall endeavour to ensure that the majority of voting members reside within the Town of Didsbury Municipal boundaries.
2. All prospective Board members will provide a current criminal record check when submitting a request for appointment to the Board.
3. A term of office for a Board member is three years, except Council members who are appointed annually. Ideally the terms will be staggered so that one or two terms expire each year. No member of the Board may serve more than three consecutive three-year terms, subject to the *Act*.
4. Within five working days of a vacancy becoming available on the Board, the Chairperson will report it to Town Council. The Board will then assume responsibility for filling the vacancy and will present Town Council with a recommended replacement for approval. Public notification shall be undertaken for two consecutive weeks prior to the Board recommending a replacement to Town Council for consideration of approval.
5. An annual organizational meeting will be held and, at that time, the Board will elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer and appoint committee members. The term of office for board executive positions is one year and two years for committee members.
6. A trustee who is absent without notification from two consecutive regular meetings will be contacted by the Board Chairperson. A trustee who is absent from three consecutive meetings is deemed to have resigned without notification.
7. A support individual may be allowed to accompany a regular committee member due to health considerations with permission of the Chair.
  - i. The support person shall have no voting power or privileges.

#### 4. Meetings:

1. Regular meetings of the Board will be held each month except July and August.
2. The date, time, and place of meetings are to be determined by Board majority vote and are entered on the annual Library Board calendar.
3. A special meeting of the Board may be held at any time at the call of two members. Verbal or written notice of such meetings must be given to all Board members at least 24 hours in advance.
4. All meetings of the Board are open to the public.
5. In a Town of Didsbury Municipal Election year, no meetings shall be held between the third Monday in October and two weeks following the third Monday in October.

#### 5. Authority:

1. Only Town Council appointed Library Board trustees may vote on Board matters.
2. A quorum of the Board will consist of 50% of the appointed members plus one.
3. Robert's Rules of Order will govern Board meetings.
4. An agenda for each regular Board meeting will be prepared by the Chairperson and the Library Director. Trustees wishing to have items included on the agenda should submit such items to the Chairperson or the Library Director. The agenda, minutes of the previous meeting, reports, and any other relevant material will be e-mailed, or otherwise made available to trustees at least four working days preceding the meeting. Items shall only be added to the agenda in the event that an emergent item requires immediate Board consideration.
5. The agenda and minutes of all meetings shall include:
  - call to order
  - opportunity to make changes to and approve the agenda
  - approval of the minutes of the previous meeting
  - financial reports
  - staff report
  - committee reports
  - correspondence

- Id business
  - new business
  - adjournment
6. No vote or action by the Board will be rescinded at any special Board meeting unless there are as many Board members present as were present when the vote or action was taken.
  7. Any member who has a personal and/or pecuniary interest in a matter before the Board may not vote on that matter and will remove himself from any discussion of the matter.

**6. Dissolution of Committee:**

1. None stated

**7. That Bylaw # 05-15 is hereby repealed.**

**8. That this Bylaw shall take effect on the date of final passing.**

READ a **FIRST** time this 14<sup>th</sup> day of January, 2020.

READ a **SECOND** time this 28<sup>th</sup> day of January, 2020.

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

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE:** MARCH 10, 2020

**AGENDA ITEM NO.:** 6.b)

**SUBJECT:** ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BYLAW 2020-05

**BACKGROUND:** Council has previously worked to create the frame work for an Economic Development advisory committee, passing drafts of the Terms of Reference and Committee Procedures. They have also created a Steering and a selection committee to oversee this preceding process and to commence a recruitment process for potential committee members.

**ADMINISTRATIVE REVIEW:** The Economic Development Bylaw is coming before Council for the first time, which Bylaw incorporates the terms of reference and procedures, and sets the framework for the formal creation of the Economic Development Advisory Committee.

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**RELEVANT LEGISLATION:**

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community.

**RECOMMENDATION:** That First Reading of the Economic Development Advisory Committee Bylaw 2020-05 be approved and the Bylaw referred to Policies and Priorities Committee.

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**ALTERNATIVE OPTIONS:**

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

1. *Economic Development Advisory Committee Bylaw 2020-05.*
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## TOWN OF DIDSBURY

### ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BYLAW 2020-05

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Being a Bylaw of the Town of Didsbury in the Province of Alberta, for the purpose of establishing an Economic Development Committee.

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate, and

WHEREAS the Municipal Government Act also provides that, a Council may pass bylaws in relation to the establishment and functions of Council committees, and the procedure and conduct of Council committees, and the conduct of Council committees established by the Council,

WHEREAS the Council of the Town of Didsbury considers it expedient to establish such an Economic Development Committee to advise them on Economic Development matters and enhance Didsbury's economic viability,

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

#### **I. TITLE**

This bylaw will be cited as the Didsbury Economic Development Advisory Committee Bylaw.

#### **II. DEFINITIONS**

In this bylaw, unless the content otherwise requires,

1. "Act" means the Municipal Government Act, RSA 2000, being Chapter M-26 of the Revised Statutes of Alberta, and amended thereto.
2. "Committee" means and includes the Town of Didsbury Economic Development Committee.
3. "Council" means the Council of the Town of Didsbury.
4. "Terms of Reference" - Schedule A, shall be included and form part of this Bylaw.
5. "Town" means the Town of Didsbury, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Didsbury, as the context may require.

#### **III. SCOPE**

The tasks of the Didsbury Economic Development Advisory Committee (DEDAC) include:

1. Provide input, feedback and advice on the strategies in the Economic Development Marketing Plan;
2. Provide input, feedback and advice on the strategies in the Integrated Community Sustainability Plan;
3. Provide advice and comment in recommendations that the Economic Development Officer may take forward to Council;

4. Recommend additional strategies, ideas and solutions related to economic development in the Town of Didsbury and area;
5. Bring forward and support projects that support the Town's economic development goals;
6. Serve as a conduit or collaboration channel to the public, business community or investors in support of development and prosperity of the business and tourism communities;
7. Monitor progress of the Economic Development Marketing Plan Action Plan and assist with revision to the Economic Development Marketing Plan as required.
8. Follow the operational guidelines contained in the Economic Development Advisory Committee Procedural Policy

#### **IV. APPOINTMENT TERM**

1. The Didsbury Economic Development Advisory Committee (DEDAC) is comprised of a minimum of eleven (11) members that are appointed by Council. Membership includes:
  - a. A maximum of two (2) Town Councillors;
  - b. A maximum of one (1) Mountain View County Councillor;
  - c. A minimum of eight (8) members from the public at large. Persons require experience in or a passion for business, innovation or economic development. Backgrounds in, but not limited to the following, are beneficial:
    - Didsbury area business owner and operator;
    - Didsbury and District Chamber of Commerce executive member;
    - Entrepreneur;
    - Investor/financier;
    - Commercial realty;
    - Land development;
    - Tourism operator;
  - d. The Chief Elected Officer and the Didsbury & District Chamber of Commerce President may serve as ex-officio voting members and may be involved in projects as requested by the Didsbury Economic Development Advisory Committee (DEDAC).
2. The terms of office shall be for two (2) years, with the term to expire at the October annual organizational meeting.
3. Should a vacancy occur, the Committee, through the Chair, shall recommend a replacement member. The Committee, through the Chair, may re-appoint a member whose term has expired, or the position shall be advertised. In the circumstance of a vacancy for an incomplete term, the appointment will be for the duration of the incomplete term.
4. Any member of the committee who is absent from three consecutive meetings shall be automatically removed from the Committee unless the absence was previously authorized by the Committee Chairperson.
5. The majority of members must maintain residence with the Town of Didsbury. Those without residence must have a vested interest in the community and economic development region by means of, but not limited to land or business ownership or investment.
6. Council will select and appoint all DEDAC members on the basis of demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the Volunteer Application Form. Academic qualification, availability, work experience, community involvement, knowledge and professional experience will also be



taken into consideration.

7. Individual community members interested in serving on the DEDAC shall complete the Committee Application Form available on the Town of Didsbury website. All members of DEDAC will actively seek out individuals within the community who would be an asset on the DEDAC.

#### **V. PROCEEDING**

1. The Committee will hold no less than eight (8) scheduled meetings per year unless otherwise approved by resolution of the Committee, and may call Special Meetings as it may determine upon the request of the Chairperson, or any two of its members
2. The Committee shall appoint a Chairperson and a Vice-chairperson
3. A majority of members of the Committee constitute a quorum
4. Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
5. The Committee may request the attendance of any person in an advisory capacity

#### **VI. ECONOMIC DEVELOPMENT OFFICER**

1. The Economic Development Officer shall:
  - a. Be the administrator to the Committee
  - b. Notify all members and advise the Committee of any Regular, or Special Meetings;
  - c. Keep minutes of the proceedings of all meetings which shall be retained in the Town Office;
  - d. Maintain all records and correspondence that are relevant to the Committee; and
  - e. Shall work with the Chairperson to establish the agenda for all meetings.

#### **VII. COMMITTEE MEMBERS**

1. Each Committee member shall have one vote
2. Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matters whatsoever
3. Neither the Committee nor any member thereof (except for the Economic Development Officer or Council) has any power to authorize any expenditure to be charged against the Town of Didsbury outside the approved budget.
4. DEDAC meetings are intended to be informal and structured to encourage maximum flexibility and open, honest debate. Format expectations include:
  - a. Consensus/majority driven decision-making, with voting done, when required, by show of hands or secret ballot as necessary;
  - b. DEDAC members will speak with one voice once a decision has been made;
  - c. Quorum will be considered as a majority of active voting members;
  - d. If votes are equal for and against, the motion is defeated.
5. Any decision of the DEDAC is not binding on the Town of Didsbury until it is approved by Council. Where administrator's recommendation varies from that of the DEDAC, both will be brought forward.
6. Meetings will typically take place starting at 7:00 pm on the first or second Monday of September, November, January, March, and May. The Chair may call additional meetings as

required; a minimum of every second month.

7. The DEDAC may establish project sub-committees as required. These sub-committees may include non-DEDAC members. Project sub-committees will report back to the DEDAC through the sub-committee Chair.
8. All meetings of the DEDAC shall be open to the public however, should any topic before the committee deal with land, legal or personnel issues then that portion of the meeting shall be closed to the public.

#### **VIII. DUTIES OF THE COMMITTEE**

1. The Committee's objectives shall be to devise methods of;
  - a. Improving Didsbury's image;
  - b. Attracting new residents;
  - c. Attracting new businesses.
2. The Committee shall carry out such other duties assigned by council to promote the Town.
3. Within the budget approved by Council, the committee shall carry out a December of each year.
4. Annually before September 30<sup>th</sup>, the Committee Chairperson shall submit to the Council a written statement showing in reasonable form and detail the expenditures proposed by the Committee during the next following year with respect to all matters over which the Committee has jurisdiction.
5. The Committee Chairperson shall present an annual written report to Council in December of each year.

#### **IX. COUNCIL PREROGATIVES**

1. Council may authorize, by motion, variance of any the preceding enactments.

READ a **FIRST** time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ a **SECOND** time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE:** MARCH 10, 2020

**AGENDA ITEM NO.:** 6.c)

**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 and second reading was approved on February 25, 2020.

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**RELEVANT LEGISLATION:**

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

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

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**ALTERNATIVE OPTIONS:** As directed by Council.

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

1. Central Alberta Regional Assessment Review Board Bylaw 2020-04
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### AMENDING AGREEMENT - #03

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2020;

Between:

The City of Red Deer

("Coordinator")

- and -

The Town of Didsbury

("Partner Municipality")

#### Background

- A. The parties entered into an agreement for Regional Assessment Review Services dated March 16, 2010 (the "Original Agreement");
- B. The parties wish to amend the Agreement as follows:

#### Now therefore the parties agree as follows:

- 1. The Background is part of this Agreement.
- 2. Schedule A is deleted and revised Schedule A is inserted as attached. These changes will be applicable for complaints filed starting February 3, 2020.
- 3. Except as otherwise modified by Amending Agreement #01, agreed to in November of 2015, and as otherwise modified by this Amending Agreement #02, all other Terms and Conditions remain the same per the Original Agreement.

**IN WITNESS WHEREOF** the Parties hereto have affixed their corporate seals signed by the hands of their proper officers in that behalf the day and year first above written.

The \_\_\_\_\_ of \_\_\_\_\_

The Town of Didsbury

\_\_\_\_\_  
Mayor R. Hunter

\_\_\_\_\_  
Chief Administrative Officer E. Gorner

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

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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 11<sup>th</sup> day of February, 2020.

READ a **SECOND** time this 25<sup>th</sup> day of February, 2020.

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

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE: MARCH 10, 2020**

**AGENDA ITEM NO.: 7.a)**

**SUBJECT: Town of Didsbury/Mountain View County Inter-municipal Collaboration Framework**

### **BACKGROUND:**

Inter-municipal Collaboration Frameworks (ICF) are intended to provide for integrated and strategic planning, delivery and funding of inter-municipal services; allocate scarce resources efficiently in the providing local services; and ensure municipalities contribute funding to services that benefit their residents. Municipalities which share a common boundary must have a Framework. Current legislation requires adoption of an ICF by April 1, 2020.

The current ICF was signed September 20, 2017.

Each ICF must have a corresponding Inter-municipal Development Plan (IDP) document which also is submitted to Alberta Municipal Affairs ahead of April 1, 2020. The Town of Didsbury and Mountain View County adopted the IDP by Bylaw in 2007.

ICC has referred this item to its respective Council for approval to notify the Minister of Municipal Affairs that the ICF has been completed and of the IDP Bylaw being used to comply with the Act.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** MGA s. 631, s. 708.27, s. 708.28, s. 708.29, s. 708.3, s. 708.31, s. 708.32, s. 708.321, s. 708.33, s. 708.45

**BUDGET IMPLICATIONS:** N/A

### **STRATEGIC PLAN ALIGNMENT:**

**RECOMMENDATION:** THAT Administration notify the Minister of Municipal Affairs that the Inter-municipal Collaboration Framework under Section 708.28 of the Municipal Government Act between the Town of Didsbury and Mountain View County is completed.

AND

THAT Administration notify the Minister of Municipal Affairs that Bylaw 2007-23 "Town of Didsbury/Mountain View County Inter-municipal Development Plan" shall be used to comply with Section 631 (1) of the Municipal Government Act.

**ALTERNATIVE OPTIONS:** N/A

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

1. *Inter-municipal Collaboration Framework (Town of Didsbury/Mountain View County)*
2. *Inter-municipal Development Plan Bylaw 2007-23*

**PREPARED BY:** A. Riley, Chief Financial Officer

**REVIEWED BY:** E. Gorner, Chief Administrative Officer



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TOWN OF DIDSBURY  
&  
MOUNTAIN VIEW COUNTY  
INTERMUNICIPAL COLLABORATION  
FRAMEWORK

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Master Agreement



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# ***INTERMUNICIPAL COLLABORATION FRAMEWORK***

## ***MASTER AGREEMENT***

***Between***

***The Town of Didsbury and Mountain View County***

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### **PREAMBLE**

WHEREAS Mountain View County and the Town of Didsbury are committed to the principles of “Mutual Benefit”, “Shared Responsibility”, “Municipal Autonomy”, “Making Our Community a Better Place” and “Influencing Our Future in a Positive Way”;

AND WHEREAS the Town and the County are committed to working cooperatively together to meet the challenges and capitalize on the opportunities that the future and their shared circumstances will bring;

AND WHEREAS trust and mutual respect are the foundation for a good, positive, enduring and effective relationship between the Town and the County;

AND WHEREAS the Town and the County subscribe to a belief in a broad sense of community that extends beyond their respective boundaries;

AND WHEREAS the Town and the County recognize that their common interests are greater than their differences and that the advancement of their shared interests will benefit all communities;

AND WHEREAS the Town and the County acknowledge that the advancement of their shared interests is best accomplished through effective and ongoing cooperation, collaboration, coordination and communication;

AND WHEREAS the Town and the County recognize that they both have a significant role to play in the success of their shared region and will ultimately share both the risks and the rewards of their cooperative efforts;

AND WHEREAS the Town and the County have undertaken an extensive facilitated municipal collaboration initiative;

AND WHEREAS the Town and the County want to provide quality of life to their shared community by ensuring that growth management, planning, programs and services are effectively, efficiently and economically delivered and are reasonably available;

AND WHEREAS this Intermunicipal Collaboration Framework is meant to be a master agreement from which a number of subsequent agreements flow;

AND WHEREAS this Agreement and all subsequent agreements are to be interpreted as encouraging and enabling cooperation between the Town and the County;

NOW THEREFORE THIS AGREEMENT BEARS WITNESS that the Town of Didsbury and Mountain View County agree as follows:

## **1 SIGNATORIES**

- 1.1 The Signatories to this Agreement are the Town of Didsbury and Mountain View County.
- 1.2 The terms “*Signatory*” and “*Signatory Municipalities*” are used interchangeably in this Agreement.

## **2 DEFINITIONS**

- 2.1 “**Consensus**” means “We can live with it, are comfortable with the result and will own it when we take it to our Councils.”
- 2.2 “**Community**” when used in this Agreement is the Town of Didsbury and Mountain View County together.
- 2.3 “**Capital**” means those tangible assets having significant value and physical substance that are used in the supply of goods and services related to that asset; and have a useful economic life greater than one year, are to be used on a continuing basis and are not for sale in the ordinary course of operations. Financial assets such as cash and reserves are not included in this definition.

### **3 PURPOSE**

- 3.1 The purpose of this Agreement and the sub-agreements that flow from it is to better serve and provide quality of life to the community that is the Town of Didsbury and Mountain View County by ensuring that growth management, land use planning, programs and services are effectively, efficiently and economically delivered and are reasonably available to them.
- 3.2 This Agreement is to be the foundational agreement from which a number of sub-agreements flow. It expresses the intent, common elements and broad parameters applicable to the sub-agreements.

### **4 PREAMBLE, SCHEDULES and ATTACHMENTS**

- 4.1 The Signatories confirm and ratify the contents, matters and commitments contained and referred to in the body, preamble, schedules and attachments to this Agreement.
- 4.2 The preamble, schedules and attachments are part of this Agreement.

### **5 EFFECTIVE DATE**

- 5.1 This Agreement shall have force and effect as of the date of signing.

### **6 TERM**

- 6.1 **Term.** The initial term of this Agreement is to be seven (7) years from its effective date so as to provide predictability, stability and certainty by spanning municipal election cycles. The Agreement will be automatically renewed for subsequent four (4) year terms unless there is a replacement agreement in place or it has been terminated under Article 17.3.

### **7 PRECEDENCE**

- 7.1 In the case of any conflict, the provisions contained in this Agreement shall have precedence over those in any sub-agreement unless otherwise stated.

### **8 DECISION-MAKING**

- 8.1 Unless otherwise delegated, decision-making related to this Agreement and/or its sub-agreements shall be vested in the Signatory Councils.
- 8.2 The process model included as Schedule 2 (*Process Model*) will guide how the Signatories will determine what issues, projects and initiatives are joint and therefore subject to this Agreement and a joint approach.

- 8.3 In the event that a Council decides to independently pursue an issue, project or initiative that has been subject to the process outlined in Schedule 2 (*Process Model*) and found not to be joint, that Council shall provide its rationale for so doing to the other Council to ensure understanding, avoid putting the other Council in a politically delicate position and reinforce the bonds of respect and trust between them.
- 8.4 The Signatories are each responsible for the initial vetting of proposals and initiatives emerging from their respective communities. If a Signatory has a proposal or initiative of its own or determines that a third-party proposal or initiative has the potential to deliver mutual benefit, then that proposal or initiative may be submitted to the Intermunicipal Cooperation Committee who will use the Process Model in Schedule 2 to decide whether to support or not support a recommendation for approval.
- 8.5 The over-arching criterion against which all proposals or initiatives will be tested shall be mutual benefit.

## **9 INTERMUNICIPAL COOPERATION COMMITTEE (ICC)**

- 9.1 **Intent.** To foster open, meaningful and ongoing communication, the Signatories agree to establish a joint *Intermunicipal Cooperation Committee* (the “Committee”) with the broad intent of fostering effective collaboration between them; ensuring routine monitoring of the health of their intermunicipal relationship and agreements; and providing a forum both for dealing with issues before they become problems and capitalizing on opportunities that might arise in a mutually beneficial and timely fashion.
- 9.2 **Effective Date.** The Committee is to be established as of the effective date of this Agreement and subsequently renewed at the respective Organizational Meetings of each Signatory Municipality on an annual basis as long as the Agreement is in effect.
- 9.3 **Composition and Quorum.** The Committee is to be three Elected Officials and the Chief Administrative Officers or designate of each Signatory. Quorum shall be six members consisting of any two Elected Officials and the CAO or designate from each Signatory.
- 9.4 **Reporting.** The Committee will routinely report but no less than once annually to the Signatory Councils in open session on the health of their intermunicipal relationship and cooperation agreements. This will normally take place in accordance with Article 10.1.
- 9.5 **Guided by Protocols.** The Committee shall be guided by the intent and provisions of the Protocol attached as Schedule 4 (*Intermunicipal Collaboration Framework Committee / Working Group Protocols*).



- 9.6 **Meeting Chair and Administrative Support.** The Committee Chair shall be elected by the members of the Committee from amongst the Elected Officials and shall normally serve for a term of two years with the position rotating between the Signatories. Unless otherwise determined by the Committee, the Signatory from which the Chair is chosen shall normally provide the administrative support to the Committee for the term of the Chair.
- 9.7 **Terms of Reference.** The Terms of Reference for the Committee are to be reviewed by both Signatory Councils by 15 September annually. The Committee Terms of Reference shall be written in accordance with Article 12.2.
- 9.8 **CAOs.** Unless otherwise specified by the Signatory Councils acting jointly, the CAOs for the Town and the County shall be accountable for the administration of this Agreement and its sub-agreements.

## 10 MEETINGS

- 10.1 **Councils.** The full Councils of the Signatories are to meet together as required but no less than once a year in the first half of the calendar year (1 January – 30 June) with the primary intent of receiving the annual report of the Intermunicipal Cooperation Committee in accordance with Article 9.4 and of maintaining and building the relationship between the Town and the County.
- 10.2 **Intermunicipal Cooperation Committee.** The ICC shall meet at least twice each year with an "issues" and "opportunities" focused agenda. Meeting dates are to be set by 15 September annually for the subsequent calendar year. Either Signatory may call for additional meetings if required.
- 10.3 **Chief Administrative Officers (CAOs).** The CAOs are to consult with each other at least monthly to ensure that intermunicipal cooperation is being effectively implemented.

## 11 JOINT POST MUNICIPAL ELECTION ORIENTATION

- 11.1 Recognizing the importance of this Agreement and the sub-agreements that flow from it to their relationship and the importance of ensuring that each Signatory Council as a whole and each member of Council individually have a common understanding of its provisions and the provisions of the sub-agreements, the Signatories agree to hold a joint orientation to the Agreements for their Councils and senior administrative staff by 30 June of the calendar year following a general Municipal Election.

## 12 JOINT COMMITTEES / WORKING GROUPS

- 12.1 Committees established under this Agreement may be "standing" or "ad hoc". A Standing Committee would typically fulfill a continual role while an Ad Hoc Committee

would be of short term duration. The same would apply to Working Groups established for specific purposes under this Agreement.

12.2 Terms of Reference for joint committees and working groups established under this Agreement or any of its sub-agreements shall as a minimum contain the following information:

- Committee / Working Group Title
- Purpose
- Mandate / Tasks and Limitations
- Duration
- Composition, Alternates and Observers
- Quorum
- Deliverables
- Reporting Expectations
  - To Whom
  - Frequency
  - Format
- Administrative Support
- Annual Review of Terms of Reference
- Dissolution of the Committee / Working Group

12.3 Unless otherwise mutually agreed, joint committees and working groups will operate in accordance with Schedule 4 (*Committee / Working Group Protocols*).

## **13 ACCESS to MUNICIPAL FACILITIES, PROGRAMS and SERVICES**

13.1 To contribute to the quality of life of their respective residents, the Signatory Municipalities want to ensure access to each other's facilities, programs and services. The Signatories therefore agree to provide access to municipal facilities, programs and services to each other's residents in a manner that does not differentiate between them.

## **14 CAPITAL PLANNING and COST-SHARING**

14.1 **Joint Capital Planning.** The Signatories agree that they will create a joint approach to capital planning for those capital assets that deliver mutual benefit. It is to be complementary to their individual plans and be aligned with respective budget cycles so that due consideration on capital funding can be made by the individual Councils.

14.2 **Capital Funding.** The Signatories agree to the principle of shared investment for shared benefit. Capital funding decisions will be informed by the joint capital planning contemplated in Article 14.1 with the funding share and method of funding being determined on a case-by-case basis.

- 14.3 **Business Case Requirement.** Any capital project proposed for joint funding must be supported by a business case that clearly identifies the benefits to both municipalities.
- 14.4 **Asset Management.** The Signatories agree that by 1 January, 2020 they will each create and make operational an asset management plan that they will share with each other. Such plans are to be updated and shared on an annual basis. The Signatory that is paying the largest share of the net operating costs for a facility or capital asset that is being jointly funded shall be responsible for managing that asset. Where the Signatories are paying an equal share of the net operating costs, by mutual agreement, one of them will be assigned responsibility for managing that asset.

## 15 OPERATING COST-SHARING

- 15.1 **Joint Policy and Service Level Development.** The Signatories agree that the opportunity for input into policy and service level development will accrue to all facilities, programs and services for which there is operational cost-sharing by the Signatories.
- 15.2 **Benefitting Area.** Unless otherwise specified in a sub-agreement, the benefitting area for purposes of operational cost-sharing will be the geographic area described in Schedule 5.
- 15.3 **Annual Adjustment.** Unless otherwise specified in a sub-agreement, the annual Alberta consumer price index (CPI) for “all goods” as calculated by Statistics Canada for the most recent one year period as of 1 January for the calendar year will be used to determine annual adjustments for operational cost-sharing.
- 15.4 **Sub-Agreements.** The Signatories agree that operational cost-sharing will be a component of each sub-agreement as appropriate.

## 16 GEOGRAPHIC AREA

- 16.1 Each sub-agreement as identified in Article 21 will be defined by a specific geographic area.
- 16.2 The provisions of this Agreement will apply to the geographic areas assigned in each sub-agreement.

## 17 REVIEW, RENEGOTIATION and TERMINATION

- 17.1 **Review.** At the request of either Signatory, the Agreement may be reviewed in calendar year 2019. The provisions of Article 17.2 apply to any amendment or renegotiation resulting from that review unless it be mutually agreed by the Signatories.

## **17.2 Renegotiation.**

- 17.2.1 Signatories may request renegotiation of all or part of this Agreement and/or its sub-agreements by providing a written request to the other Signatory within a 90 day period that begins two years prior to the expiry of the initial seven (7) year term or two years prior to the subsequent four year anniversary dates thereafter. A request to renegotiate shall identify what is to be negotiated and why the request to renegotiate is being made. Schedule 1 (*Review, Renegotiation and Termination Dates*) outlines relevant dates.
- 17.2.2 To ensure that the aim of providing predictability, stability and certainty is achieved, the provisions of Article 17.2.1 are to be the normal process for renegotiation. Notwithstanding this intent, the Signatories may mutually agree to renegotiate the Agreement in whole or in part outside of the process specified in Article 17.2.1 and timelines outlined in Schedule 1 (*Review, Renegotiation and Termination Dates*).
- 17.2.3 Renegotiation of all or part of this Agreement and/or any of its sub-agreements shall be completed within 18 calendar months of the date of receipt of a request to renegotiate or of the date on which mutual agreement to renegotiate is achieved.

## **17.3 Termination.**

- 17.3.1 Recognizing that this Agreement helps to define the relationship between the Signatories and that they wish to provide predictability, stability and certainty across municipal election cycles while balancing their right to terminate the Agreement if necessary, Signatories may terminate it by providing notice in writing to that effect to the other Signatory within a 90 day period that begins two years prior to the expiry of the initial seven (7) year term or two years prior to the subsequent four year anniversary dates thereafter.
- 17.3.2 A Notice to Terminate will automatically trigger the Dispute Resolution steps outlined in Article 18. Should Dispute Resolution be unsuccessful, the Agreement will then terminate as of the next anniversary date of its signing following the completion of the final step of the Dispute Resolution process. Schedule 1 (*Review, Renegotiation and Termination Dates*) outlines relevant dates.
- 17.4 **Changes to Federal and/or Provincial Legislation.** In the event that a change in Federal or Provincial Legislation has significant impact on the ability of the Signatories to fulfill their obligations under this Agreement, either may request an extraordinary meeting of the Signatories to determine what implications the change(s) may have for the Agreement and to negotiate any necessary changes to it.
- 17.5 **Other Changes.** In the event that any other change in circumstance has significant impact on the ability of either of the Signatory Municipalities to fulfill its obligations under this Agreement, either may request an extraordinary meeting of the Signatories

to determine what implications the change(s) may have for the Agreement and to negotiate any necessary changes to it.

## **18 DISPUTE RESOLUTION**

- 18.1 The Town of Didsbury and Mountain View County are committed to acting reasonably and in good faith and to making their best efforts to find common ground and to reach consensus. The tenets reflected in the Preamble to this Agreement are an expression of that commitment. They and the philosophy that they define as well as the commitment embodied by this Agreement to working collaboratively to achieve mutual benefit shall guide dispute resolution.
- 18.2 In the event of a dispute between the Signatories concerning but not limited to a default or breach or about the interpretation or application of any of the provisions, terms, covenants or conditions contained within this Agreement or any of its sub-agreements as set out in Article 21 or when a Notice to Terminate the Agreement has been given the Signatories shall undertake the following Dispute Resolution steps:
- a. Step One – Negotiation (between the Signatories);
  - b. Step Two – Mediation and/or Facilitation in accordance with Schedule 3 (*Dispute Resolution*); and
  - c. Step Three – Arbitration in accordance with Schedule 3 (*Dispute Resolution*).

## **19 OTHER PROVISIONS**

- 19.1 **Further Assurances.** The Signatories covenant and agree to do such things and execute such further documents, agreements and assurances as may be reasonably necessary or advisable from time to time to carry out the terms and conditions of this Agreement and/or any of its sub-agreements in accordance with their true intent.
- 19.2 **Assignment of Agreement.** No Signatory will assign its interest in this Agreement.
- 19.3 **Notices.** Any notice required to be given hereunder by any Signatory will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the Signatory for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth business day after it was postmarked.
- 19.4 **Entire Agreement.** This Agreement and its sub-agreements constitute the entire agreement between the Signatories relating to the subject matter contained within them and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Signatories in relation to that subject

matter. There are no warranties, representations or other agreements among the Signatories in connection with the subject matter of the Agreement and its sub-agreements except as specifically set forth within them.

- 19.5 **Unenforceable Terms.** If any term, covenant or condition of this Agreement and/or its sub-agreements or the application thereof to any Signatory or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and/or its sub-agreements or the application of such term, covenant or condition to a Signatory or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby and each remaining term, covenant or condition of this Agreement and/or its sub-agreements will be valid and enforceable to the fullest extent permitted by law.
- 19.6 **Amendments.** This Agreement and/or its sub-agreements may only be altered or amended in any of its provisions when any such changes are put in writing and signed by all of the Signatories. (See also Articles 17.2, 17.4 and 17.5).
- 19.7 **Remedies Not Exclusive.** No remedy herein conferred upon any Signatory is intended to be exclusive of any other remedy available to that Signatory but each remedy will be cumulative and will be in addition to every other remedy given hereunder or now or hereafter existing by law or in equity or by statute.
- 19.8 **No Waiver.** No consent or waiver, express or implied, by any Signatory to or of any breach or default by any other Signatory, in the performance by such other Signatory of their obligations hereunder will be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Signatory. Failure on the part of any Signatory to complain of any act or failure to act of another Signatory or to declare such Signatory in default, irrespective of how long such failure continues, will not constitute a waiver by such Signatory of its rights hereunder.
- 19.9 **Counterparts.** This Agreement and/or its sub-agreements may be executed in several counterparts each of which when so executed, will be deemed to be an original. Such counterparts will constitute the one and same instrument as of their Effective Date.
- 19.10 **Governing Law.** This Agreement and its sub-agreements will be exclusively governed by and construed in accordance with the laws of the Province of Alberta.
- 19.11 **Time.** Time will be of the essence for this Agreement and its sub-agreements.
- 19.12 **Binding Nature.** This Agreement and its sub-agreements will be binding upon the Signatories and their respective successors and permitted assigns.

## 20 LIST of SCHEDULES

- 20.1 The following Schedules are part of this Agreement:

1. Review, Renegotiation and Termination Dates
2. Process Model
3. Dispute Resolution
4. Joint Committee and Working Group Protocols
5. Benefitting Area: Didsbury Recreation Area

## **21 SUB-AGREEMENTS**

- 21.1 Responsibility for negotiating and implementing any sub-agreement may be delegated to the CAOs. (See Article 8.1)
- 21.2 Potential sub-agreements that may flow from and be subject to the provisions of this Agreement might include but not be limited to the following:
- Joint Growth Management
    - Land Use Planning
      - Intermunicipal Development Plan (IDP)
    - Master Servicing Plan
  - Economic Development and Tourism
  - Utilities
  - Agricultural Services
  - Shared Facility Funding
  - Family and Community Support Services (FCSS)
  - Airport
  - Shared Services - May include but not be limited to:
    - Payroll
    - Water and wastewater
    - Planning and Development
    - Community Services
    - Cemeteries
    - Grant and RFP Writing
  - Fire, Disaster and Protective Services including Policing
  - Animal Control


**IN WITNESS WHEREOF** the Signatories have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this 20 day of September, 2017 in Didsbury, Alberta.

**MOUNTAIN VIEW COUNTY**

**TOWN OF DIDSBURY**

Per:   
Reeve Bruce Beattie

Per:   
Mayor Rick Mousseau

Per:   
CAO Tony Martens

Per:   
CAO Harold Northcott



## **SCHEDULE 1**

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### **Review, Renegotiation and Termination Dates**

**October 2017** – Municipal Election.

**10 August 2017** – Effective date of the Agreement.

**1 January – 31 December 2019** – Agreement review if requested by either Signatory.

**October 2021** – Municipal Election.

**15 October 2022** – On this date a ninety (90) calendar day window opens during which a Request for Renegotiation or a Notice of Termination can be filed. If the latter, Dispute Resolution as outlined in Article 18 is triggered.

**15 October 2024** – Agreement renews for an additional four (4) year term unless: the Agreement has been amended or a new Agreement has been negotiated in response to a Request for Renegotiation; or, Dispute Resolution in response to a Notice of Termination has been unsuccessful, in which case the Agreement terminates.

**October 2025** – Municipal Election.

**15 October 2026** – On this date a ninety (90) calendar day window opens during which a Request for Renegotiation or a Notice of Termination can be filed. If the latter, Dispute Resolution as outlined in Article 18 is triggered.

**15 October 2028** – Agreement renews for an additional four (4) year term unless: the Agreement has been amended or a new Agreement has been negotiated in response to a Request for Renegotiation; or, Dispute Resolution in response to a Notice of Termination has been unsuccessful, in which case the Agreement terminates.

**October 2029** – Municipal Election.

**15 October 2030** – On this date a ninety (90) calendar day window opens during which a Request for Renegotiation or a Notice of Termination can be filed. If the latter, Dispute Resolution as outlined in Article 18 is triggered.

**15 October 2032** – Agreement renews for an additional four (4) year term unless: the Agreement has been amended or a new Agreement has been negotiated in response to a Request for Renegotiation; or, Dispute Resolution in response to a Notice of Termination has been unsuccessful, in which case the Agreement terminates.

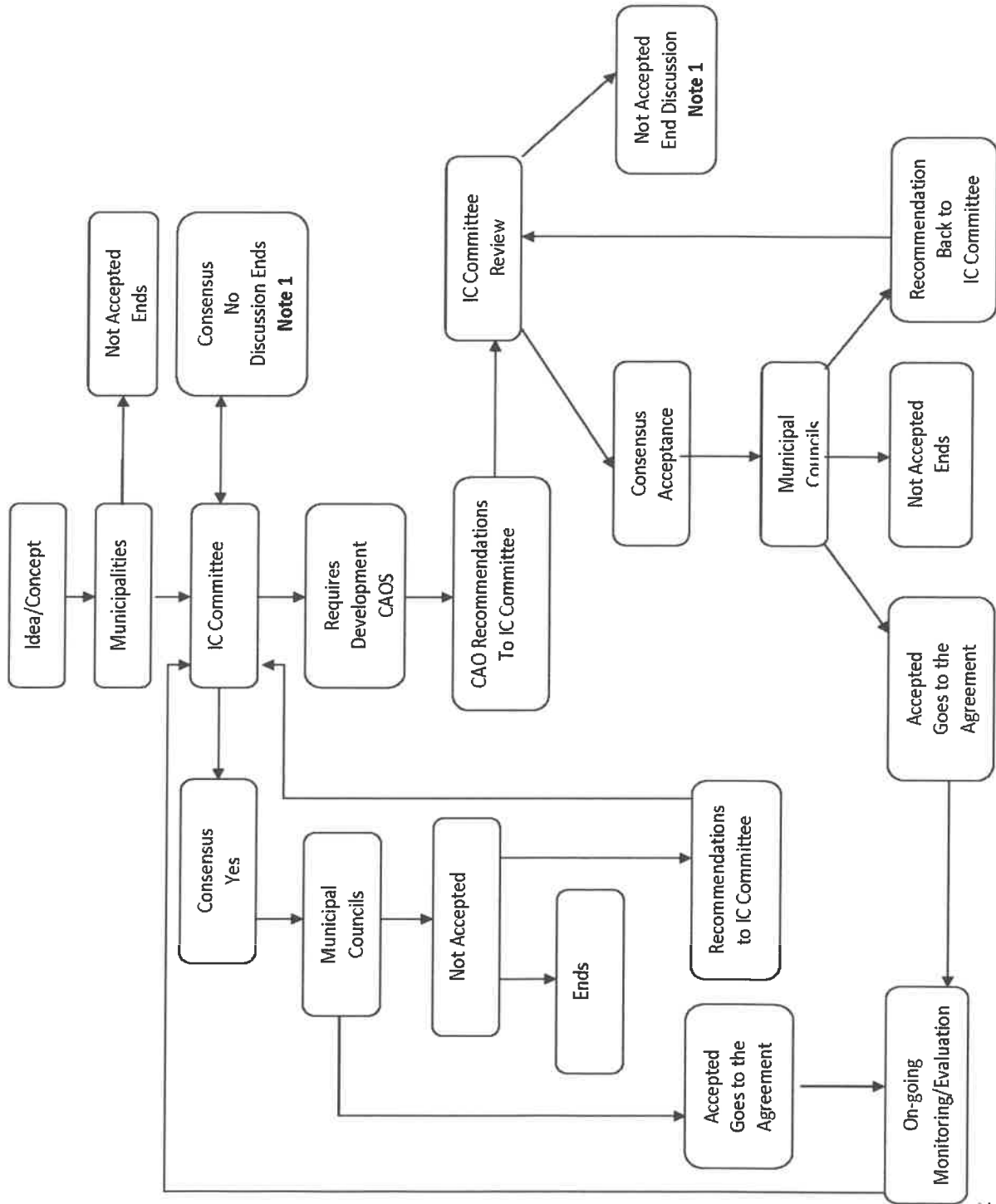
**October 2033** – Municipal Election.

The elements outlined above continue to repeat on a four (4) year cycle unless the Agreement in place at the time has been renegotiated or terminated.

The intent is to ensure that any renegotiation or negotiation triggered by a request for termination takes place in the middle two years of a Council's term to ensure an informed discussion of the issues and to avoid the political uncertainty that often characterizes an election year.

## SCHEDULE 2

### PROCESS MODEL



**Note 1:**

- In cases where the ICC reaches a "No" consensus for an idea or concept, the proponent of the idea or concept always has the right to apply to one or both municipal Councils for support of their idea or concept.
- If one or both of the municipal Councils approves the idea or concept, it will be reported to the next ICC meeting.

## **SCHEDULE 3**

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### **DISPUTE RESOLUTION**

#### **Dispute Resolution**

Notwithstanding the provisions laid out in this Schedule (Schedule 3) for the Mediation/Facilitation and Arbitration steps of the Dispute Resolution process specified in Article 18, nothing in this Agreement shall prevent the Signatories from using other mutually agreed methods of resolving the dispute.

#### **Mediation/Facilitation**

Mediation is the second step in the Dispute Resolution process outlined in Article 18 of this Agreement. It assumes that both Signatories will act reasonably and make best efforts to understand the interests of the other and to reach consensus on a resolution to the issue(s), dispute or disagreement that brought them to the table. When Mediation/Facilitation is triggered, the following initiating process will apply:

- If the Signatories, acting reasonably, have been unable to resolve an issue, dispute or disagreement in the first step of the Dispute Resolution process laid out in Article 18 of this Agreement, either of them may request in writing that the matter be referred to Mediation/Facilitation.
- Within 20 business days of the receipt of a written request to submit a matter to Mediation/Facilitation, the Signatories shall agree upon a mediator/facilitator to assist them.
- Mediation/Facilitation will begin within 15 business days of the engagement of the mediator/facilitator.
- The Signatories agree that they shall pay the cost of the mediation/facilitation equally.

#### **“Cooling Off” Period**

In the event that Mediation/Facilitation is unsuccessful in resolving the issue(s), dispute or disagreement, there will be a “cooling off” period of 30 days before the Arbitration step of the Dispute Resolution process begins. This 30 day “cooling off” period will commence on the day following the final day of the involvement of the mediator/facilitator under Article 18 of this Agreement.

## **Arbitration**

Arbitration is the third and final step of the Dispute Resolution process outlined in Article 18 of this Agreement. When Arbitration is triggered, the following process will apply:

- Thirty days after Mediation/Facilitation has ended, if no consensus has been reached on a mutually acceptable resolution to the issue(s), dispute or disagreement that triggered the Dispute resolution process, the Arbitration step will automatically commence.
- The issue(s), dispute or disagreement will be referred to a single arbitrator.
- Within 15 business days of the start of this step (Arbitration), each Signatory will provide the other with a list naming three persons that they would accept to act as a single arbitrator.
- If the Signatories can agree on an acceptable arbitrator from their initial combined list of candidates, they shall jointly appoint that arbitrator within 15 business days of agreeing on the name.
- If none of the initial arbitrator candidates are acceptable to both Signatories, then each Signatory will provide the other with a list of three alternative persons that they would accept to have act as a single arbitrator.
- If the Signatories can agree on an acceptable arbitrator from their second combined list of candidates, they shall jointly appoint that arbitrator within 15 business days of agreeing on the name.
- If the Signatories cannot agree on an arbitrator from the two combined lists of candidate arbitrators, they shall within five business days each appoint one arbitrator. The two arbitrators thus appointed will in turn, within five business days, appoint a third arbitrator who will then arbitrate the dispute.
- Both Signatories must act reasonably throughout.
- Once the arbitrator has been appointed and has accepted the appointment, each Signatory will provide the arbitrator and the other Signatory with a written submission outlining their respective positions on the issue(s), dispute or disagreement within 20 business days of the appointment of the arbitrator.
- Each Signatory will then provide both the arbitrator and the other Signatory with a written response to the initial written submission of the other Signatory within 20 business days of receipt of that initial submission.
- Thereafter the arbitrator may hear oral submissions.

- Within 25 business days of the receipt of the Signatories' written responses to each other's initial written submissions or of the conclusion of oral submissions if oral submissions are provided, whichever is the latest, the arbitrator shall deliver his/her decision which shall be binding on the Signatories.
- The Signatories agree that they shall pay the cost of the arbitration equally unless the arbitrator determines otherwise and so indicates in his/her decision.

## **SCHEDULE 4**

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### ***TOWN of DIDSBURY / MOUNTAIN VIEW COUNTY***

#### ***Intermunicipal Collaboration Framework***

#### ***COMMITTEE / WORKING GROUP PROTOCOLS***

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##### **CONTEXT**

1. These Protocols have been agreed to by the Town of Didsbury and Mountain View County in support of and to enable their shared desire to work collaboratively together to achieve mutual benefit for both municipalities. In so doing they want to better understand each other and each other's aspirations while recognizing that neither can exist nor succeed in isolation of the other. Together they want to better position themselves to meet the challenges and take advantage of the opportunities that the future will inevitably hold.

##### **PARTIES**

2. The parties are the Town of Didsbury ("the Town") and Mountain View County ("the County").

##### **AGREEMENT to COOPERATE**

3. The parties agree that they will cooperate in good faith while taking into account the interests of each municipality.

##### **JOINT COMMITTEE / WORKING GROUP COMPOSITION, ALTERNATES and OBSERVERS**

4. The composition of joint committees and working groups will be specified in the Terms of Reference for each in accordance with Article 12 of the Master Agreement. Alternates and/or observers may be permitted if such permission has the mutual agreement of the parties.

## **ROLE and ATTENDANCE of ADMINISTRATIVE SUPPORT and/or TECHNICAL or EXPERT ADVISORS**

5. Either party may, with the agreement of the other, invite external consultants and/or administrative support to attend a joint committee or working group meeting or session with no less than seven days' notice to the other party.

## **REPRESENTATION at MEETINGS / SESSIONS and QUORUM**

6. Both parties agree that attending all meetings is a priority for all representatives.
7. All appointed representatives will have a voice at the table. Administrative support and/or external consultants when in attendance will only speak on technical advice and only when requested to do so by one of the parties and allowed by the Chair of the committee or working group.
8. Quorum will be specified in the Terms of Reference for each joint committee and working group in accordance with Article 12 of the Master Agreement and established at the start of a meeting or session. If there is no quorum within a reasonable period of time after the time set for the meeting, as determined by the committee or working group as one of its operating procedures, the meeting will be adjourned to the date and time of the next meeting or to a mutually agreed date and time.

## **DECISION-MAKING AUTHORITY**

9. The parties acknowledge and agree that unless within the delegated authority of a joint committee or working group as set out in its Terms of Reference, any agreement reached or decision made by the committee or working group is an agreement in principle that is subject to approval by the Councils for the Town and the County.

## **CONSENSUS**

10. Unless otherwise specified by the parties acting together, joint committees and working groups will operate using a consensus model. Consensus as defined in the Master Agreement means, "I am comfortable with the result and will own it when we take it to our Councils" or stated another way, "I can live with it".

## **MEETINGS, SESSIONS and CONFIDENTIALITY**

11. Except as mutually agreed by the parties and set out in their Terms of Reference, joint committees and working groups will operate in a manner that is open, transparent and accountable. Joint committees and working groups may use in camera sessions and hold information confidential but in so doing must conform the legislative guidelines laid out in the Alberta *Municipal Government Act (MGA)* or its successors and the



Alberta *Freedom of Information and Protection of Privacy Act (FOIP Act)* or its successors.

## **FULL DISCLOSURE and WITHOUT PREJUDICE DELIBERATIONS**

12. Full disclosure is essential to coming to the effective operation of joint committees and working groups. Both parties agree that all deliberations of joint committees and working groups will be based on the principle of full disclosure and are made “Without Prejudice” and cannot be used as evidence or information in any other process or proceeding by either party without the express written agreement of the other party.

## **INFORMATION SHARING**

13. Both parties will make best efforts to provide requested information to the joint committees and working groups.

## **REPORTING to COUNCILS**

14. Joint committees and working groups will report to Town and County Councils as specified in the committee or working group Terms of Reference.

## **RESPECTFUL DISCUSSION and BEHAVIOUR**

15. Joint committee and working group members agree to engage in respectful behaviour at all times.

## **CAUCUSING**

16. Both parties agree that caucusing is a useful tool for fostering effective joint deliberations and will be used as needed by joint committees and working groups. Either party or the Chair may call a caucus during the course of a meeting or session.

## **COMMUNICATION with the MEDIA**

17. The parties may agree to prepare and distribute a joint media release at various times throughout the operation of joint committees and working groups. Unless otherwise agreed the Mayor and Reeve will act as the spokesperson for each party. Key messages to be released to the media and/or to the public will be mutually agreed.

## **COMMUNICATION with the PUBLIC**

18. Any consultation, communication or dissemination of information with or to the public will be done jointly. Each party’s logo and authorized signatures are required on each joint communication with the public. Each municipality will act as the post office for joint communication to their respective ratepayers.

## **CHAIRING MEETINGS / SESSIONS**

19. Joint committees and working groups will elect a Chair annually.

## **ADMINISTRATIVE SUPPORT and RECORD KEEPING**

20. Responsibility for administrative support to joint committees and working groups will be mutually agreed to by the parties and set out in the Terms of Reference in accordance with Article 12 of the Master Agreement. Minutes, summary notes and/or records of decisions will be kept for each joint committee and working group and be freely available to both parties.

## **MAIN MUNICIPAL CONTACT**

21. Unless otherwise mutually agreed, the municipal contact for joint committees and working groups shall be the CAOs for each party.

## **SCHEDULE 5**

### **Benefitting Area: Didsbury Recreation Area**

The Town of Didsbury and the lands legally described as follows within the boundaries of Mountain View County:

#### **Twp 30 Rge 3 W5M**

- Section 25 to 29 inclusive
- Section 32 to 36 inclusive
- W ½ of Section 24

#### **Twp 30 Rge 2 W5M**

- Section 27 to 36 inclusive
- Section 19,25
- NW of Section 21
- NE of Section 26

#### **Twp 30 Rge 1 W5M**

- Section 30 to 36 inclusive

#### **Twp 30 Rge 29 W4M**

- Section 34 to 36 inclusive

#### **Twp 30 Rge 28 W4M**

- Section 31 to 36 inclusive

#### **Twp 30 Rge 27 W4M**

- Section 31 to 36 inclusive

#### **Twp 31 Rge 26 W4M**

- Section 5 to 8 inclusive
- Section 17 to 20 inclusive

#### **Twp 31 Rge 27 W4M**

- Section 1 to 36 inclusive

#### **Twp 31 Rge 28 W4M**

- Section 1 to 36 inclusive

**Twp 31 Rge 29 W4M**

- Section 1 to 2 inclusive
- Section 11 to 14 inclusive
- Section 23 to 26 inclusive
- Section 35 to 36 inclusive

**Twp 31 Rge 1 W5M**

- Section 1 to 36 inclusive

**Twp 31 Rge 2 W5M**

- Section 1 to 36 inclusive

**Twp 31 Rge 3 W5M**

- Section 1 to 36 inclusive

**Twp 31 Rge 4 W5M**

- Section 1 to 2 inclusive
- Section 11 to 14 inclusive
- Section 23 to 26 inclusive
- Section 35 to 36 inclusive

**Twp 32 Rge 4 W5M**

- Section 1 to 2 inclusive
- Section 11 to 12 inclusive

**Twp 32 Rge 3 W5M**

- Section 1 to 12 inclusive

**Twp 32 Rge 2 W5M**

- Section 1 to 12 inclusive

**Twp 32 Rge 1 W5M**

- Section 1 to 7 inclusive

**Twp 32 Rge 29 W4M**

- Section 1 to 2 inclusive

**Twp 32 Rge 28 W4M**

- Section 1 to 6 inclusive

**Twp 32 Rge 27 W4M**

- Section 1 to 6 inclusive



## **Town of Didsbury and Mountain View County Intermunicipal Development Plan**

### **A. INTRODUCTION**

- 1) The Town of Didsbury (hereinafter called "Town") and Mountain View County (hereinafter called "County") have agreed to prepare and adopt by bylaw an Intermunicipal Development Plan (IDP)
- 2) The Town and the County recognize that all municipalities are equals and have the right to growth and development.
- 3) The purpose of the IDP is to:
  - a) Ensure orderly development, while protecting the area surrounding the Town for future expansion
  - b) Establish a framework for attracting economic opportunities
  - c) Improve opportunities to secure a long-term economic base for the region
  - d) Ensure the municipalities are development ready and future oriented in their efforts to attract economic activity
  - e) Ensure that municipalities are developed in a manner that is equitable and fair to the residents of the municipalities
- 4) The Town and the County have agreed to enter into a Memorandum of Agreement (MOA) relating to the sharing of costs for the provision of services by the Town to the residents of the County and for the sharing of revenue in exchange for the extension of water and wastewater services by the Town to the County.
- 5) The IDP and the MOA together form the basis of cooperative effort between the Town and the County to work together to serve the needs of their communities.

### **B. GOALS**

- 1) Identification of Urban Fringe. The area surrounding the Town that will be protected for the future growth of the Town
- 2) Identification of Referral Area. The area in the County to be protected for the long term growth of the Town, while ensuring permitted uses may be developed. The area in the Town where new developments will be completed to minimize the impact on existing developments in the County.
- 3) Identification of areas for the development of Industrial Parks within the urban fringe and the referral area, including the development standards, Area Structure Plan principles
- 4) Development of land use policies to provide for and in support of economic development that will benefit the region both economically and socially

- 5) Development of a Plan for the provision of utility corridors to provide for future growth and development of the region, and to ensure oil and gas development/pipelines do not inhibit or restrict the future development of the region
- 6) Effective coordination of transportation systems and protection of required land for future road and trail network developments,
- 7) Development of land use policies to ensure that future sites for schools and recreation areas are protected,
- 8) Identification and protection of physical features and environmentally sensitive areas.
- 9) Effective referral mechanisms and dispute resolution mechanisms
- 10) Plan administration and implementation
- 11) Annexation policies, to ensure land is available to enable the Town to grow in an orderly manner.

#### **C. URBAN FRINGE (Map 1)**

- 1) The urban fringe will be those lands within the County as identified in Map 1. All subdivisions, and discretionary developments within the fringe that normally require the approval of the County Municipal Planning Commission, will be referred to a Intermunicipal Planning Commission.
- 2) The urban fringe will, where growth patterns remain as anticipated, be the priority area for future annexations by the Town.
- 3) No new or expanded confined feeding operations will be permitted within the urban fringe
- 4) The planning process in the urban fringe will be a cooperative effort between the Town and the County. Developers will be required to work with the Town and County planning departments to ensure that the development is compatible with the future growth patterns of the Town.
- 5) An area structure plan will be required for any multi-lot subdivisions of three or more parcels in the urban fringe. The area structure plan will be referred to the Town for input and the County shall consider the input from the Town prior to approval.

#### **D. REFERRAL AREA (Map 1)**

- 1) The referral area will be defined as all lands within the County and Town as outlined on Map 1
  - a) to protect future long term growth areas for the eventual growth of the Town, while still permitting compatible development to occur.
  - b) those areas in the County proposed to be connected to water and wastewater services provided by the Town.
  - c) The area within the Town that may impact on existing developments adjacent to the Town boundary

- 2) All discretionary development applications, subdivision applications, Land Use Bylaw amendments and Area Structure Plans within the referral area will be referred to the other municipality for comment.
- 3) Development standards will be applied by the County that will ensure that orderly redevelopment of the referral area can occur.
- 4) All new industrial and commercial developments and residential developments of more than 3 lots within the referral area will be designed for water and wastewater infrastructure at the same standard as the Town, for the eventual connection to Town water and wastewater services which would be at the property owner's cost.
- 5) No new or expanded confined feeding operations will be permitted within the referral area.
- 6) The County will apply to the Town for connection to water and wastewater services for new developments within the referral area that require these services.
- 7) **The Urban Referral Area is those lands within the Town identified as Urban Referral Area on Map 1. These lands are intended to identify those areas where the County has an interest in protecting the adjacent land uses.**
- 8) **All subdivision and discretionary use development permit applications, Land Use Bylaw amendments and Area Structure Plans within the Urban Referral Area will be referred to the County for comment.**

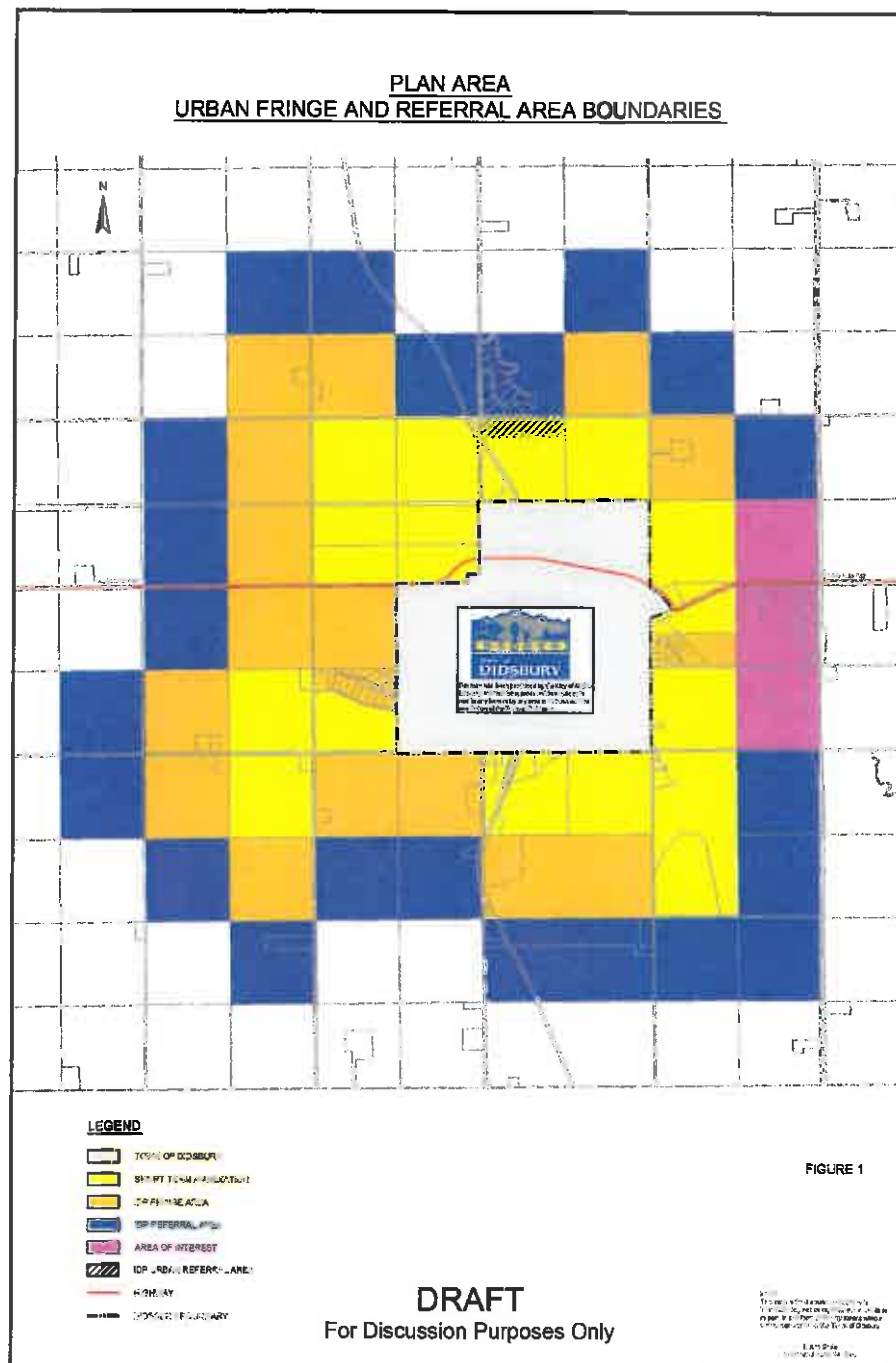
#### **E. AREA OF INTEREST**

**An area of interest has been identified on Map 1 Plan Area, Urban Fringe and Referral Area Boundaries.**

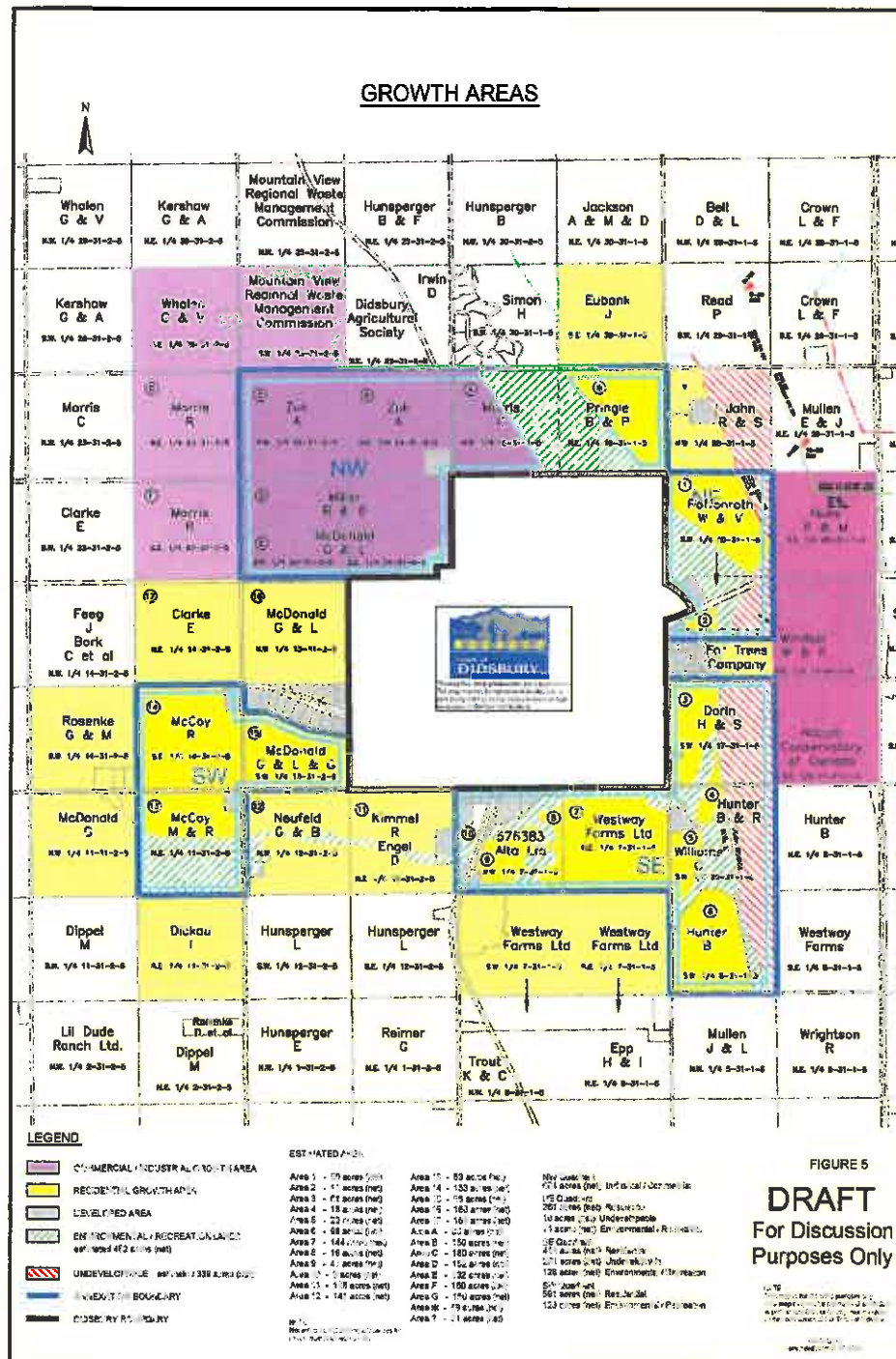
- 1) **All subdivision and discretionary use development permit applications within the area of interest that normally require the approval of the County Municipal Planning Commission, will be referred to IPC.**
- 2) **Development standards shall be applied by the County that will ensure that orderly redevelopment of the area of interest can occur.**
- 3) **All new developments of three or more lots within the area of interest will be designed to be serviced by municipal water and wastewater infrastructure at the same standard as lands within the Town, for the eventual connection to Town water and wastewater services. Water and wastewater connections shall be at the property owner's cost.**
- 4) **No new or expanded confined feeding operations will be permitted within the area of interest.**
- 5) **The remainder portion of SE 17-31-1-W5M provides the potential to preserve a large tract of land for a natural recreation area.**



**Map 1: Plan Area – Urban Fringe and Referral Area Boundaries**



### Map 2: Land Use Concept



## **F. INTERMUNICIPAL PLANNING COMMISSION**

- 1) All developments within the fringe area, that would normally require the approval of the County Municipal Planning Commission will be referred to a Intermunicipal Planning Commission for consideration, including:
  - a) subdivision approval,
  - b) discretionary uses.
- 2) The Intermunicipal Planning Commission will consist of two representatives from each municipality, who will be appointed by the Municipal Councils.
- 3) The Intermunicipal Planning Commission will have all of the powers of a Municipal Planning Commission as it relates to the land included in the fringe area.
- 4) The Intermunicipal Planning Commission will also meet to discuss issues of mutual concern that relate to the Intermunicipal Development Plan. All area structure plans and land use bylaw amendments will be referred to the Intermunicipal Planning Commission for their review and comment.
- 5) The County agrees to adopt a bylaw to create the Intermunicipal Planning Commission for the urban fringe area and to delegate necessary approval authorities.

## **G. INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

- 1) The Town and County agree to form a Intermunicipal Subdivision and Development Appeal Board that will deal with all subdivision and development appeals within the urban fringe area identified in the Inter-municipal Development Plan.
- 2) The terms of reference and membership will be agreed to by both Councils and both Councils will adopt the appropriate bylaw authorising the Intermunicipal Subdivision and Development Appeal Board. The Board will be comprised of two members appointed by each Council.

## **H. LAND USE POLICIES**

- 1) Mountain View County agrees that all development within the urban fringe will be planned to minimize the impact on the growth of the Town
- 2) Mountain View County agrees that all development in the urban fringe and referral areas will be planned with an urban overlay.
- 3) The Town agrees that development in the Town's referral area will be planned to minimize the impact on adjoining County land uses.
- 4) In considering developments in the urban fringe, the Intermunicipal Planning Commission will ensure the proposed developments conform with the intent of the future land use map (Map 2).

- 5) In considering developments in the referral area, the County Municipal Planning Commission will ensure the proposed developments conform with the intent of the future land use map (Map 2).
- 6) The Intermunicipal Planning Commission will consider the impact developments will have on the appearance of the entrance corridors to the Town.
- 7) The Intermunicipal Planning Commission will review all developments to ensure environmentally sensitive areas are protected.
- 8) **The Town and the County recognize that certain circumstances may merit joint development within areas of mutual benefit and interest.**

#### **I. MAJOR GREEN SPACE, PARKS AND TRAILS**

**The Rosebud River is an important feature of the Didsbury area. The river and its tributaries create a natural green space corridor that should be preserved and enhanced for the enjoyment of the region. Through cooperation of the Town and the County, intermunicipal green spaces and trail linkages may be created.**

- 1) **Green corridors shall be maintained throughout the areas identified as environmental/recreation lands on Figure 2.**
- 2) **Green corridors may be used for recreational and/or utility uses, other forms of development shall be subject to joint planning and approval.**
- 3) **Environmentally sensitive areas as defined by a study undertaken by the Town of Didsbury, primarily the floodplain of the Rosebud River, shall be preserved and protected from adverse negative impacts.**

#### **J. WATER AND WASTEWATER SERVICES**

- 1) Mountain View County agrees to require all new developments in the urban fringe to be developed with water and wastewater services to the same standards as the Town.
- 2) The Town agrees that all development within the urban fringe will be permitted to connect to the Town's water and wastewater services based on the conditions of the Memorandum of Agreement, and subject to the Memorandum of Agreement being executed.
- 3) For developments located within the urban fringe or referral area requiring or proposed to require water and wastewater services from the Town, the County will submit the relevant portions of the development agreement, including full details on the water and wastewater servicing standards and anticipated volumes, for the Town's approval.
- 4) The Town, subject to available capacity, payment of the user fees and Alberta Environment approval, agrees to continue to accept, from County residents and developments, wastewater from holding tanks that complies with the standards set by the Town.

## **K. TRANSPORTATION SYSTEMS**

The Town and County will work together to ensure a safe and efficient transportation network is developed and maintained to service the residents and businesses in the region.

- 1) The Town and County will cooperate on the development of all future Transportation Master Plans.
- 2) When subdivisions are approved in the Plan area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3) As a condition of development in the urban fringe, all internal roads shall be paved to the Town standards.
- 4) As a condition of development in the referral area, the County may require that the internal roads are paved to Town standards.
- 5) The Intermunicipal Committee formed under the MOA will be the forum used to discuss issues relating to transportation that effect both municipalities.

## **L. UTILITY CORRIDORS**

- 1) The Town and County acknowledge that the future development of the region is dependent on access to water and wastewater services, and the Town and County agree to work together to ensure the corridors for these services are protected.
- 2) The Town and County also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. The Town and County will work with the oil and gas industry to ensure that the orderly development of the Plan area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.
- 3) The Intermunicipal Committee formed under the MOA will be the forum used to discuss issues relating to utility corridors. The County and the Town will work together to develop an agreement to implement a land use policy that will ensure municipal utility corridors are protected and gas and oil utility pipeline developments and power lines do not place undue restrictions on future development.

## **M. ECONOMIC DEVELOPMENT**

- 1) The municipalities with the Mountain View region have agreed to work together to promote and support economic development that is good for the region as a whole. Land use policies will be developed that will support and encourage a cooperative effort in support of economic development.

## **N. PLAN ADMINISTRATION AND IMPLEMENTATION**

### **Adoption Process**

- 1) The Intermunicipal Development Plan shall be adopted by bylaw by the Town and the County in accordance with the Municipal Government Act.
- 2) The Town's adopting bylaw will specify that although the Town adopts the policies and objectives of the plan, the Town has no legal jurisdiction for lands in the Plan area which are outside of the boundaries of the Town. Similarly the County's adopting bylaw will specify that the County has no legal jurisdiction for lands which are outside of the boundaries of the County.
- 3) Any amendments to the Municipal Development Plans and Land Use Bylaws of the Town and County required to implement the policies of the Intermunicipal Development Plan should occur simultaneously with the adoption of the plan.

### **Approving Authorities**

- 1) In the hierarchy of statutory plans, the Intermunicipal Development Plan shall take precedence over the other municipal statutory plans and documents.
- 2) The Town shall be responsible for the administration and decisions on all statutory plans, land use bylaw amendments thereto, and subdivision applications falling within the Plan area within the boundaries of the Town.
- 3) The County shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto, except for those powers delegated to the Intermunicipal Planning Commission created under this plan.

### **Plan Amendments**

- 1) An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located.
- 2) An amendment to this Plan has no effect unless adopted by both municipalities by bylaw in accordance with the Municipal Government Act.

### **Plan Review**

- 1) The Plan will be formally reviewed by the Intermunicipal Planning Commission once every three years, beginning in **2010**, in order to confirm or amend any particular policy contained herein. The Commission will prepare recommendations for consideration by the municipal councils.

### **Plan Termination/Repeal**

- 1) After ten years from the date of the final approval of the Intermunicipal Development Plan, either municipality may initiate the process to terminate/repeal the plan.
- 2) The following procedure to the repeal the Plan shall be followed:

- a) The Town or County may give the other municipality written notice of its intention to repeal the plan.
  - b) Within thirty days of the written notice, an Intermunicipal Committee meeting shall be convened.
  - c) Following the Intermunicipal Committee meeting, the municipality initiating the repeal procedure may either withdraw its intention to repeal the Plan by giving written notice to the other municipality or proceed to consider a bylaw in accordance with the Municipal Government Act to repeal the plan.
  - d) Once one municipality has passed a bylaw to repeal the Plan the other municipality shall also proceed to pass a bylaw repealing the plan.
- 3) In the event the Plan is repealed, the Town and County shall amend their Municipal Development Plan to address the intermunicipal issues in accordance with the Municipal Government Act. Should these required amendments not satisfy the neighbouring municipality the matter may be appealed to the Municipal Government Board.
  - 4) Should the Plan be repealed all other agreements relating to developments in the fringe will continue to be in force, unless otherwise stipulated in the agreements.

#### **O. ANNEXATION**

- 1) The County recognizes and agrees that the Town will need additional land to grow and will support annexations that will provide for 20 years of projected growth within the boundaries of the Town.
- 2) The County also recognizes that due to some previous planning decisions that the Town could incur additional costs to service areas within the fringe and will work with the Town to support the annexation and to defray the cost of leap frogging these developments, and
- 3) The annexation process may be initiated by the Town in accordance with the Municipal Government Act.
- 4) The Town and County will endeavour to reach an intermunicipal agreement on the annexation prior to submitting the annexation to the Municipal Government Board.

#### **P. DISPUTE RESOLUTION**

- 1) The Town and County agree that disputes relating to the Intermunicipal Development Plan shall be restricted to the following:
  - a) Lack of agreement on proposed amendments to the plan,
  - b) Lack of agreement on any proposed statutory plan, land use bylaw, or amendment to either located within or affecting the Plan area.
  - c) Lack of agreement on an interpretation of this plan.

- 2) A dispute is defined as a statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a municipality.
- 3) A dispute shall be limited to the decisions on the matters listed in 1). Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.
- 4) The dispute resolution process may only be initiated by Town or County Councils.
- 5) Identification of a dispute and the desire to go through the dispute resolution process shall occur within 30 calendar days of a decision made pursuant to 2) and 3). Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 6) In the event the dispute resolution process is initiated the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.
- 7) In the event mediation does not resolve the dispute, the Municipality may proceed to adopt the bylaw and in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

#### **Dispute Resolution Process**

Stage 1 – Administrative Review - the Chief Administrative Officers of both municipalities will meet in an attempt to resolve the issue first. Failing resolution, the dispute will then be referred to,

Stage 2 – Intermunicipal Committee Review – the Committee created under the MOA will convene to consider and attempt to resolve the dispute. Failing resolution, the dispute will then be referred to,

Stage 3 – Mediation – the services of an independent mediator will be retained, with the mediator to present a written recommendation to both Councils.

Stage 4 – Municipal Government Board – in the event the mediation process does not resolve the dispute, the Municipality may proceed to adopt the bylaw and in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

#### **Q. CORRESPONDENCE**

- 1) Written notice under this Agreement shall be addressed as follows:

- a. In the case of Mountain View to:

Mountain View County  
c/o Chief Administrative Officer



Bag 100, Didsbury, Alberta T0M 0W0

b. In the case of the Town of Didsbury to:

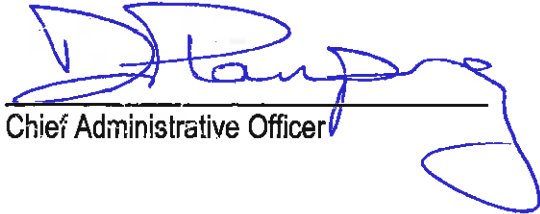
Town of Didsbury  
c/o Chief Administrative Officer  
P.O. Box 790, Didsbury, Alberta T0M 0W0

**IN WITNESS WHEREOF** the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

MOUNTAIN VIEW COUNTY

A blue ink signature, likely of the Reeve, written over a horizontal line.

Reeve

A blue ink signature, likely of the Chief Administrative Officer, written over a horizontal line.

Chief Administrative Officer

TOWN OF DIDSBURY

A blue ink signature, likely of the Mayor, written over a horizontal line.

Mayor

A blue ink signature, likely of the Chief Administrative Officer, written over a horizontal line.

Chief Administrative Officer

**COPY**

**TOWN OF DIDSBURY  
BYLAW NO. 2007-23 (IDP)**

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**A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA,  
BEING A BYLAW TO ADOPT THE TOWN OF DIDSBURY /  
MOUNTAIN VIEW COUNTY  
INTER-MUNICIPAL DEVELOPMENT PLAN**

**WHEREAS**, Section 631(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, provides that two or more Councils may, by each passing a Bylaw, adopt an Inter-municipal Development Plan;

**AND WHEREAS**, Council deems it desirable to adopt an Inter-municipal Development Plan with Mountain View County;

**AND WHEREAS**, Council recognizes that the lands contained within the Inter-municipal Development Plan will remain under the jurisdiction of Mountain View County, and that the Inter-municipal Development Plan provides a basis for cooperation and communication on matters of mutual interest;

**AND WHEREAS**, notice of the proposed Bylaw and Public Hearing was given pursuant to Section 606(2) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta;

**AND WHEREAS**, a Joint Public Hearing into the proposed Bylaw was scheduled for and held on October 11, 2007 commencing at 6:00 p.m. at the Mountain View County Office;

**NOW THEREFORE**, the Municipal Council of the Town of Didsbury duly assembled enacts as follows:

**THAT THE TOWN OF DIDSBURY / MOUNTAIN VIEW COUNTY INTER-MUNICIPAL DEVELOPMENT PLAN, AS ATTACHED AND FORMING PART OF THIS BYLAW BE ADOPTED.**


Read a first time on the 4<sup>th</sup> day of September, 2007

Joint Public Hearing held on the 11<sup>th</sup> day of October, 2007

Read a second time on the 11<sup>th</sup> day of October, 2007

Read a third and final time on the 11<sup>th</sup> day of October, 2007

  
Dorothy Moore, Mayor

  
Roy Brown, Chief Administrative Officer

**Mountain View County  
Province of Alberta**

**Bylaw No. 18/07**

**BYLAW NO. 18/07, OF MOUNTAIN VIEW COUNTY, IN THE PROVINCE OF ALBERTA, BEING  
A BYLAW TO ADOPT THE TOWN OF DIDSBURY / MOUNTAIN VIEW COUNTY INTER-  
MUNICIPAL DEVELOPMENT PLAN**

101. **WHEREAS**, Section 631(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, provides that two or more Councils may, by each passing a Bylaw, adopt an Inter-municipal Development Plan;
102. **WHEREAS**, Council deems it desirable to adopt an Inter-municipal Development Plan with the Town of Didsbury;
103. **WHEREAS**, notice of the proposed Bylaw and Public Hearing was given pursuant to Section 606(2) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta;
104. **WHEREAS**, a Joint Public Hearing into the proposed Bylaw was scheduled for and held on October 11, 2007 commencing at 6:00 p.m. at the Mountain View County Office;
201. **NOW THEREFORE**, the Municipal Council of Mountain View County duly assembled enacts as follows:

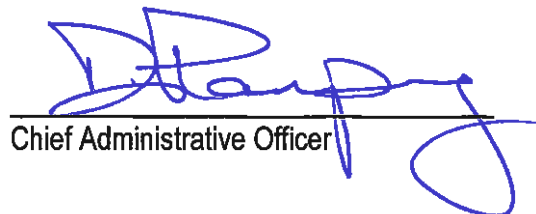
**THAT THE TOWN OF DIDSBURY / MOUNTAIN VIEW COUNTY INTER-MUNICIPAL  
DEVELOPMENT PLAN, AS ATTACHED AND FORMING PART OF THIS BYLAW BE  
ADOPTED.**

**READ** the first time this 10<sup>th</sup> day of October, 2007.

**READ** the second time this 11<sup>th</sup> day of October, 2007.

**READ** the third time this 11<sup>th</sup> day of October, 2007.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date of Signing



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *The place to grow.*

**Mission:** *Creating the place to grow.*

**DATE: MARCH 10, 2020**

**AGENDA ITEM NO.: 7.b)**

**SUBJECT: FINANCIAL SUPPORT GRANT REQUEST – DIDSBURY MUSEUM**

**BACKGROUND:** At their November 28, 2019 RCM, Council approved Policy CS 211 – Financial Support for Community Groups which provides for modest financial support to Didsbury community groups in the form of sponsorship and/or ticket purchases.

The first request under this new policy has been received from the Didsbury Museum, who is offering a sponsorship opportunity and complimentary tickets to the Town of Didsbury for their upcoming Spring Fling, scheduled for April 25, 2020 in the Multi-Purpose Room.

The Didsbury Museum is offering a Gold Sponsorship opportunity to the Town of Didsbury, valued at \$500.00, which includes:

- Advertising at the Spring Fling event via a Town of Didsbury banner
- Recognition prior to, and at the event, as a gold sponsor
- Seven complimentary tickets for Council to attend the event.

**ADMINISTRATIVE REVIEW:** Administration reviewed the application from the Didsbury Museum, and it meets all requirements under Policy CS 211 – Financial Support for Community Groups.

Please be advised that the Didsbury Museum was granted a Promotion Request for this event, which gives the organization a 50% waiver of the rental fees for the Multi-Purpose Room, valued at \$175.00.

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**RELEVANT LEGISLATION:** Policy CS 211 – Financial Support for Community Groups

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**BUDGET IMPLICATIONS:** Council sets an annual budget for administration of the Financial Support for Community Groups policy. The 2020 budget is proposed at \$4000.

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**STRATEGIC PLAN ALIGNMENT:** Economic Prosperity, Healthy Active Living

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**RECOMMENDATION:** Approval of a gold sponsorship of the Didsbury Museum's Spring Fling, scheduled for April 25, 2020, valued at \$500.00.

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**ALTERNATIVE OPTIONS:** That Council accepts the item as information only.

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**PREPARED BY:** N. Aasen, Manager of Community Services

**REVIEWED BY:** E. Gorner, Chief Administrative Officer



TOWN OF DIDSBURY POLICY # CS 211  
POLICY NAME: Financial Support for Community Groups

APPENDIX A

Financial Support for Community Groups – Application Form

Didsbury and District Historical Society  
Organization: Didsbury Museum

Representative: Lerna Dorin

Contact Number: 403-335-4164

Email: ldorin@mytelcom@gmail.com

Date of Event: April 25, 2020

Time of Event: 530 -

Description of Event:

Attached



**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

**APPENDIX A**  
**Financial Support for Community Groups – Application Form**

**Organization:** Didsbury Museum  
**Contact Number:** 403.335.4164

**Representative:** Leona Dorin, treasurer  
**Email:** doringaryleona@gmail.com

**Date of Event:** April 25, 2020



**Time of Event:** 5:30 – 11:30pm

**Description of Event:**

**Description of How Funds Will Be Used:**

**Funding Amounted Requested:** \$500.00

**Other Sources of Funding Include:**

		<b>Signature of</b>
<b>Representative</b>	<b>Treasurer</b>	
<b>Date</b>		
<i>Feb 21, 2020</i>		

**FOR OFFICE USE ONLY:**

**Approval:** Yes ☐ No ☐ **Funding Amount Approved:** \$ \_\_\_\_\_  
**Receipt Submitted:** Yes ☐ No ☐ **Date Received:** \_\_\_\_\_

**Manager of Community Services:** \_\_\_\_\_

### Description of Event:

The Didsbury and District Historical Society will be hosting a "Spring Fling" to be held on April 25, 2020 at the Multi-Purpose Room in the Didsbury Complex.

Our event will start at 5:30 with a full dinner served at 6:30, dancing will commence at 8:00 with music by The Jeske's a local band.

During the evening we will hold a silent auction presenting items donated by local individuals and businesses in support of the Museum.

Special gifts will be given out during the evening as well as a final gift of an Alberta Prairie Railways Trip also donated to support our event by Bob Willis owner of the railroad.

At this time our President Richard Astle will give information on the plans to construct a garden railroad on the grounds of our Museum. Construction will hopefully commence spring of this year and completion of phase one in time for the Mountain View Arts Festival.

The evening will wind down with the closing of the silent auction and last twirls around the dance floor by 11:00pm.

With requested support from the Town of Didsbury they would be our "Gold Sponsor" and recognition would be announced as such during the evening and on our printed sponsor lists that will be on all tables.

The DDHS would be pleased to offer (7) tickets to our event for mayor and council to attend and would display a banner (yours) to show our partnership.

### Description of How Funds Will Be Used:

The requested funds of \$500.00 would be used to cover the cost of the band The Jeske's which is \$500.00 for the evening.

#### Our Event Budget:

Income	
Ticket Sales 100X\$40.00	\$4,000.00
Bar Sales	\$1,500.00
Silent Auction	\$ 500.00
Total	\$6,000.00
Expenses	
Band The Jeske's	\$ 500.00
MPR(1/2 rate)	\$ 175.00
Bar expense	\$ 500.00
Food Expense	\$ 700.00
Total	\$ 1,875.00
Projected Net Income	\$ 4,175.00

There are some variables that are hard to nail down such as the bar income and expense as it will depend on the crowd in attendance. The silent auction will very likely be higher however we are just in the process of gathering items for the evening and have leaned to a conservative figure.

Funds from this evenings event will be used to offset the increasing operating expenses at the Didsbury Museum.

For example: The utilities (power and gas)alone for the Museum building ran \$8,412 last fiscal year, this year we are projecting them to be closer to \$9,000 if we are fortunate and no further extreme cold settles in.

Our thanks to the Town of Didsbury for considering our application, please do not hesitate to contact us for further information if required.





**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	CS 211
Policy Title:	Financial Support for Community Groups
Approval Date:	December 10, 2019
Date to be Reviewed:	2024
Responsible Department:	Community Services
Related Bylaws:	N/A

**Policy Statement:**

Didsbury Town Council may consider modest financial support for Didsbury community groups offering a service or benefit to Didsbury residents. This support is provided in recognition of the value these organizations bring to the well-being, support and growth of Didsbury.

**1. Definitions:**

- 1.1 Community Groups means any community charity or not-for-profit agency group operating with the Didsbury municipal boundaries.
- 1.2 Council means the Council of the Town of Didsbury.
- 1.3 Financial Support means monetary donations in the form of sponsorship opportunities and/or the purchase of tickets for Community Group fundraising events.
- 1.4 Manager of Community Services means the individual designated responsibility for the overall operation of the Community Services department within the Town of Didsbury.

**2. Responsibilities:**

2.1 Council:

- 2.1.1 Shall receive for ratification recommendations for Financial Support for Community Groups from the Manager of Community Services.
- 2.1.2 Shall determine the budget amount to be distributed annually as part of the Financial Support for Community Groups program.



**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

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**2.2 Manager of Community Services:**

2.2.1 Shall receive Financial Support for Community Groups applications from community charities or not-for-profit agencies.

2.2.2 Shall review Financial Support for Community Groups applications to ensure accuracy and eligibility.

2.2.3 Shall maintain an updated list of all donations, financial or otherwise, to community groups for annual review during budget preparation.

**3. Application Guidelines:**

3.1 Applications for Financial Support for Community Groups shall only be accepted by community charities or not-for-profit groups operating within the Didsbury Municipal boundaries.

3.2 Funding shall be provided through monetary donations in the form of sponsorship opportunities and/or the purchase of tickets for Community Group fundraising events only. Funding shall not be provided for Community Group operations and/or capital costs, and debt repayment.

3.3 The applying Community Group shall have demonstrated support from other sources of funds. ie. Ticket sales, membership fees, donations and/or other grants.

3.4 Financial Support for Community Groups decisions are made on a first-come, first-served basis. Submissions are encouraged starting January 1 of each calendar year.

3.5 At any time, grant applications may not be accepted due to lack of available funding.

3.6 The maximum amount of Financial Support received by a Community Group shall not exceed \$500.00 annually.

3.7 Groups who do not receive subsidies and/or grants from the municipality shall receive priority.

3.8 Community groups shall provide a receipt of their donation by the end of the calendar year in which the donation was received. If a receipt is not provided, the group will not be eligible to receive Financial Support the next year.



**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

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- 3.9 Any Community Groups receiving Financial Support shall acknowledge the Town of Didsbury as a sponsor at their event and/or through their publications and advertising.
- 3.10 All applications for Financial Support for Community Groups must be on the approved application form (Appendix A) and have all necessary information contained within the approved form.
- 3.11 Appendix A may be updated without notice.

**4. End of Policy**



**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

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**APPENDIX A**  
**Financial Support for Community Groups – Application Form**

**Organization:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Description of Event:**

**Description of How Funds Will Be Used:**

**Funding Amount Requested:** \$ \_\_\_\_\_

**Other Sources of Funding Include:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Representative**

\_\_\_\_\_  
**Date**

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**FOR OFFICE USE ONLY:**

Approval: Yes ☐ No ☐

Funding Amount Approved: \$ \_\_\_\_\_

Receipt Submitted: Yes ☐ No ☐

Date Received: \_\_\_\_\_

Manager of Community Services: \_\_\_\_\_



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE:** MARCH 10, 2020

**AGENDA ITEM NO.:** 8.a)

**SUBJECT:** CAO REPORT

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

**ADMINISTRATIVE REVIEW:** N/A

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**RELEVANT LEGISLATION:** COUN 004 – Council Remuneration.

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

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**RECOMMENDATION:** That Council accept the CAO Report as information.

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**ALTERNATIVE OPTIONS:**

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

1. CAO Report
-



## CAO Report – March 10, 2020

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### 1. DIDSBURY STUDENTS AT HOLY TRINITY SCHOOL – COMMUNITY SERVICES

Holy Trinity School has advised that there are 26 students presently enrolled.

### 2. AUDITORS – FINANCIAL SERVICES

The financial auditors from BDO Canada LLP, were on site the week of March 2 - 6th. The Finance department has been working very hard to have all the year-end processes complete for this annual audit.

### 3. EMERGENCY PREPAREDNESS (GLOBAL VIRAL OUTBREAKS) – EMERGENCY MANGEMENT

Our acting Director of Emergency Management (DEM) has been in communication with the local AHS (Hospital) officials regarding their local plans and preparations. Local staff are monitoring the unfolding situation and are being updated regularly. Our acting DEM is meeting with his counterparts with the regional emergency management team to review the regional plans and state of preparation. The public is being advised to monitor the AHS website.

### 4. CYBER SECURITY – CHIEF FINANCIAL OFFICER

#### What is Cyber Security?

The practice of protecting systems, networks and programs from digital attacks typically aimed at accessing, changing, or destroying sensitive information; extorting money from users; or interrupting normal business processes.

#### Examples of Cyber security threats

- Phishing – the practice of sending fraudulent emails that resemble emails from reputable sources with the aim to steal sensitive data.
- Ransomware – a type of malicious software designed to extort money by blocking access to files or the computer system until the ransom is paid.
- Malware – a type of software designed to gain unauthorized access to cause damage to a computer.

#### Systems Currently in Place to protect the Town

- Personnel policy addresses security of corporate data.
- Users urged to use strong passwords.
- Users urged to take precautionary measures when opening an e-mail and its attachments.
- Routine educational emails to all staff are sent on topics such as “precautionary measures you should take when you receive an email.”

- Secondary verbal confirmation required for Accounts Payable and Payroll when a request is received by e-mail to change banking information of a vendor or employee.
- Current system in place to manually back up financial data to an external device and taking off-site daily.
- Current system in place to back up all data to an external device and taking off-site weekly.
- Remote desktop access through a secure website.
- Each Town site is connected via a Virtual Private Network (VPN)/Firewall for safe communication.
- Anti-virus software installed on all computers, laptops and tablets.
- Software on server protecting data from ransomware.
- Town use of Google Apps which meets stringent privacy and security standards based on industry best practices.
- Liability insurance (Cyber Extortion, Network Interruption)

## Conclusion

Implementing cybersecurity measures is particularly challenging in today's environment because attackers and threats are constantly evolving and becoming more innovative. The Town's IT department works to keep educated and apprised of cyber threats. It is very important for all users on the system to be aware of the threats and to do their part in ensuring the network and the data stored upon it remains safe. Administration is routinely considering additional measures which could be taken to protect the data.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE:** MARCH 10, 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. Chamber of Commerce – Councillor Poggemiller – January 20, 2020
- ii. Parkland Regional Library ROI – Council Windsor
- iii. Parkland Regional Library Board Meeting – Councillor Windsor – February 20, 2020
- iv. Didsbury & District Library Board – Councillor Engel - February 13, 2020
- v. Didsbury & District Historical society – Councillor Engel - February 19, 2020
- vi. Municipal Emerging Trends Law Seminar – Deputy Mayor Moore – February 6, 2020
- vii. Ross Ford Science Fair - Deputy Mayor Moore – February 7, 2020
- viii. Spring CARE Seminar – Councillor Windsor – February 26, 2020

**PREPARED BY:** D. Porath, Executive Assistant

**REVIEWED BY:** E. Gorner, Chief Administrative Officer

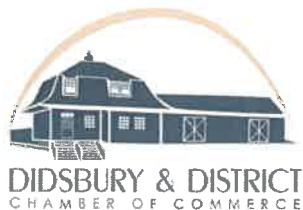




# Town of Didsbury Councillor Event Report

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



# Town of Didsbury Councillor Committee & Board Report

Submitted by: Bill Windsor		
Meeting: Parkland Regional Library		
Date: February 20, 2020	Time: 12:30 to 3 PM	Location: PRL Lacombe
Type of meeting	Regular Board Meeting	
Attendees	Various members from across the PRL service region	
Meeting Highlights		
<ul style="list-style-type: none"><li>• Library Board Basics Workshop March 21 Red Deer Regional Library – Registration by March 13</li><li>• Financial Budget Summary to December 2019 – provided under separate cover</li><li>• Shannon Wilcox (Carstairs) was appointed to sit on the Advocacy Committee for a one-year term</li><li>• Board member attendance is being monitor by Public Library Services Branch (PLSB) to ensure all regional libraries Boards are in compliance with Alberta Library Regulations. PRL will be sending out letters to Board members absent from 2 consecutive meetings, 3 consecutive meetings and on the Board for more than 9 one-year terms. Member absent from 3 consecutive meetings are considered to have resigned.</li><li>• There was considerable discussion regarding the ROI (Return On Investment) Reports that the advocacy committee prompted. ROI documents are provided under separate cover.</li><li>• Construction on the new PRL Headquarters is well underway, expected occupancy is October 2020, construction is expected to be on or under budget, location is in the southeast corner or Lacombe off highway 2A.</li><li>• In 2019, PRL migrated to Polaris, an entirely new integrated library system (ILS), and significant staff resources were allocated to implementation and rollout. If local libraries are having difficulties with Polaris then they need to direct comments and concerns to PLSB and PRL.</li></ul>		
Council Action Required?		
None		

## 2019 Return on Investment for Town of Didsbury

**Town of Didsbury membership levy to Parkland Regional Library = \$43,461.00**

(Based on official 2019 population of 5,268 x \$8.25 requisition amount)

### Direct financial return to Didsbury Municipal Library

2019 materials allotment	\$5,952.84
2019 Rural Services Grant	\$12,554.10
2019 allotment from county population <sup>1</sup>	\$2,705.22
Postage reimbursement for resource sharing	\$166.90
	<b>\$21,379.06</b>

### Technology Savings to Didsbury Municipal Library

Computers for library use	\$0.00
Software & licensing	\$6,372.80
SuperNet connection	\$10,776.00
	<b>\$17,148.80</b>

### Resource Sharing Savings to Didsbury Municipal Library

21,412 items borrowed from other libraries <sup>2</sup>	\$247,736.84
3,328 digital items borrowed from PRL <sup>3</sup>	\$149,760.00
	<b>\$397,496.84</b>

### Total Savings from Technology & Resource Sharing <sup>4</sup>

**\$414,645.64**

**Total financial benefits to Didsbury Municipal Library \$436,024.70**

**Town of Didsbury Return on Investment \$1= \$10.03**

Didsbury Municipal Library averaged a 37% discount on books purchased through PRL

<sup>1</sup> Mountain View County assigned a rural population of 2,394 to Town of Didsbury

<sup>2</sup> With bulk purchasing, PRL's average purchase price for library books was \$11.57

<sup>3</sup> PRL paid an average price of \$45 each for eBooks and eAudiobooks

<sup>4</sup> Value of items Didsbury Municipal Library did not have to purchase to meet patron needs

*Strong Libraries, Strong Communities*



## With PRL membership, Town of Didsbury residents gain:

- Access to the 650,000 items in the collective PRL collection
- Free access to 7,000+ eBooks, 9,500 eAudiobooks, 72 eMagazine subscriptions, eComics and shared eBooks from 4 other regional libraries
- Free access to subscription online resources Ancestry (genealogy), Solaro (Alberta curriculum support), Consumer Reports, and Grant Connect; Press Reader international newspaper and magazine collection, Pronunciator language learning software, and Alberta eBooks collection
- Free broadband internet connection (SuperNet) and free wi-fi
- Access to library collections across Alberta and Canada

## With PRL membership, Didsbury Municipal Library has access to:

- Province-wide resource sharing, including interlibrary lending and onsite borrowing at libraries across Alberta, to meet patron needs
- SuperNet connection paid for by the Government of Alberta
- The database that manages library borrowers and materials (Integrated Library System)
- The online library catalogue providing public access to library resources and personal account management
- The library's free managed website
- Free delivery of materials weekly or twice weekly
- Free library supplies including library cards
- 37% bulk discount on library books purchased through Parkland
- Free cataloguing and shelf-ready processing of purchased and donated library material
- Access to digital content, including books, audio, magazines, newspapers, comics, and subscription databases
- Shared regional specialty collections including
  - large print books
  - audio books
  - program Kits (storytime, maker activities, coding, gaming, virtual reality)
  - technology equipment & promotional items
- Access to national library collections for the blind and print-disabled
- Free computer, network, and website support
- Free professional library expertise (consulting service) and access to regional knowledge sharing
- Free training for library staff and trustees

*Strong Libraries, Strong Communities*

## 2019 Return on Investment Overview

### Member with a Library Board

<b>Municipality</b>	<b>\$1=</b>	<b>Municipality</b>	<b>\$1=</b>
Village of Alix	\$15.50	Village of Edberg	\$20.00
Village of Alliance	\$12.35	Village of Elnora	\$20.97
Village of Amisk	\$14.44	Village of Forestburg	\$7.93
Town of Bashaw	\$14.05	Town of Hardisty	\$6.43
Village of Bawlf	\$12.49	Village of Hay Lakes	\$14.03
Town of Bentley	\$14.70	Village of Heisler	\$33.02
Village of Big Valley	\$17.92	Village of Hughenden	\$22.91
Town of Blackfalds	\$2.67	Town of Innisfail	\$5.80
Town of Bowden	\$7.16	Town of Killam	\$7.46
City of Camrose	\$5.60	City of Lacombe	\$5.55
Village of Caroline	\$37.33	Village of Loughheed	\$9.67
Town of Carstairs	\$9.15	Town of Olds	\$6.65
Town of Castor	\$6.30	Town of Penhold	\$9.90
Village of Clive	\$15.10	Town of Ponoka	\$6.45
Town of Coronation	\$8.45	Town of Provost	\$5.19
Village of Cremona	\$16.26	Town of Rimbey	\$11.75
Village of Czar	\$10.07	Town of Rocky Mtn. House	\$9.93
Town of Daysland	\$10.07	Town of Sedgewick	\$7.65
Village of Delburne	\$12.92	Town of Stettler	\$14.47
Town of Didsbury	\$10.03	Town of Sundre	\$12.81
Village of Donalda	\$19.84	Town of Sylvan Lake	\$4.15
Town of Eckville	\$10.29		



## 2019 Return on Investment Overview

### Member without a Library Board

<b>Municipality</b>	<b>\$1=</b>
Camrose County	\$4.31
Flagstaff County	\$5.68
Lacombe County	\$4.39
Ponoka County	\$3.74
Stettler County	\$3.30
SV of Birchcliff	\$22.75
Village of Bittern Lake	\$15.09
SV of Half Moon Bay	\$60.22
SV of Gull Lake	\$9.42
SV of Jarvis Bay	\$14.38
SV of Norglenwold	\$11.72
SV of Parkland Beach	\$16.51
SV of Rochon Sands	\$28.82
Village of Rosalind	\$9.09
SV of Sunbreaker Cove	\$32.00
SV of White Sands	\$21.75
MD Provost #52	\$4.17

**2019 Return on Investment Overview**  
**Member Without a Library Board plus Outlet**

<b>Municipality</b>	<b>\$1 =</b>
Clearwater County	\$4.25
Mountain View County	\$4.73
Paintearth County	\$5.39
Red Deer County	\$4.52



# Town of Didsbury Councillor Committee & Board Report

<b>Submitted by: Curtis Engel</b>		
<b>Meeting: Didsbury Municipal Library</b>		
Date: Feb, 13 2020	Time: 7:00 PM	Location: Didsbury Library
Type of meeting	Board meeting	
Attendees	Town of Didsbury Library Board	
<b>Meeting Highlights</b>		
<p>Financial reports. Income statement, balance sheet 2019, 2020          personal policies revised and signed          staff has been met with regarding Library manager performance evaluation          library was closed Feb 7 from 9am until 12 for a staff meeting</p>		
<b>Council Action Required?</b>		
<p>the DNP is booked for march 17th 2020 for joint presentation with Carstairs.</p>		

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# Town of Didsbury Councillor Committee Report

Submitted by: Dorothy Moore		
Meeting: Brownlee LLP Municipal Emerging Trends Law Seminar		
Date: February 6, 2020	Time: 8:00 am – 5 pm	Location: BW Hotel Conference Centre, Calgary
Type of meeting	Brownlee Law Seminar	
Attendees	John Baswick, Ethan Gorner, Me	
Meeting Highlights		
<div><div>1.</div><div><u>Environmental Compliance</u>: Greater scrutiny to municipalities. Highly regulated. Know your rights and responsibilities! Municipalities have person powers, but there is a lower expectation of privacy. Inspection is reasonable, but they must disclose if and when it moves to an investigation. Ask- is this an inspection or an investigation? Make an express statement that our cooperation does not mean that we are waiving our rights, and ask that that be noted. Best practice: Handle privileged documents separately, and clearly label them. Put them in a sealed envelope or box. Password protect computer records, insist on a list, and receipt for what is taken. Always ask for ID! Ask for purpose- must be an Environmental Protection Officer (EPO) to have lawful authority. Designate one municipal person to accompany an EPO. Ask for written questions, and have legal advice for answers.</div></div> <div><div>2.</div><div><u>Judicial Reviews</u>: Ensures the legality of decision-making. Can review bylaws, council resolutions, failure to act and administrative decisions for reasonableness and correctness. Grounds for review are lack of procedural fairness, <i>ultra vires</i> (outside of the authority of the municipality), unconstitutional, or with substantive errors. Remedies can be to declare it cannot be done, to quash the decision, to prohibit exercising authority it does not have, or compel the performance of a public duty. This process just involves documents and lawyers. Best to have clear, documented procedures and enforce those. Document everything.</div></div> <div><div>3.</div><div><u>Code of Conduct in Practice</u>: Councils must have a Code of Conduct bylaw and review it every 4 years. Education, training, and relationship building investment lessens the necessity of enforcement and investigation of complaints. Keep council issues away from administration. External investigations by experts like an Integrity Commissioner, Municipal Solicitor, third party law firm, or qualified consultant is a best practice and more accepted and credible. Require a written report. Enforcement can be a letter of reprimand, written apology, mandatory training, suspension/removal of executive duties, or suspension/removal of committee appointments and/or remuneration, removal of access privileges. Sanctions must be fair and based on the evidence.</div></div> <div><div>4.</div><div><u>Harassment liability for Employers</u>: Occupational Health and Safety Act (OHS) spells out duties for employers, supervisors and workers. Normal employer correction and discipline is exempt. Prevention of harassment and violence. Test is regarding actions that a person should reasonably know are offensive or inappropriate at work or elsewhere. Violence is physical attack or aggression that could infringe on workers’ health or safety. Develop a violence and harassment prevention plan (avoids redundancy). OHS is minimum. Action must be taken sooner than later, reasonable time- opportunity to respond. Harassment must have led to a diagnosable injury or illness. Document everything! Carefully follow Workers Compensation Act requirements.</div></div> <div><div>5.</div><div><u>Municipalities and municipal utility buyouts</u> have special legal implications- we don’t have one- Sundre has a gas utility.</div></div> <div><div>6.</div><div><u>Intermunicipal Collaboration Frameworks (ICF)</u>: MGA Part 17.2: Lots going on at different stages, some good, some bad, some ugly. ICFs are still mandatory between adjoining municipalities, optional between non-adjoining municipalities. Municipalities can be exempt from the requirement for an Intermunicipal Development Plan (IDP) by mutual agreement (revocable-1 year) An IDP is not required to create an ICF. Notify Municipal Affairs of ICF, but does not need to be filed. IDP can be created by either a Bylaw or a Resolution of Council. IDPs are now optional- not required. An inventory of all services is no longer required, and there are no more mandatory services that need to be listed. The only requirement is to describe services that benefit the residents in more than one of the municipalities. Goals of ICFs: Compliance, Document and provide clarity, and provide opportunities to evolve, enhance and improve. Include: Collaboration principles, Sub-committees to review and steer each component, and provide a process for considering new or changed services.</div></div> <div><div>7.</div><div><u>Municipally controlled corporations</u>: Any municipally owned corporation with an MGA approval process. Over ½ of all Canadian municipal corporations are in Alberta. Province has approved every one that applied, but it took up to 18 months. Will be much faster. Normal corporate due diligence required.</div></div> <div><div>8.</div><div><u>Case law review and update</u>: One is the RMA recovery of property taxes including linear, one is Alberta Energy Regulator now being first for abandonment, so companies will probably not declare bankruptcy, but become “walking dead”.</div></div>		
Council Action Required? Not specifically, but best practices could be incorporated.		

Submitted by: Dorothy Moore		
Meeting: Ross Ford Science Fair Judging		
Date February 7, 2020	Time: 9 am to 11:30 am	Location: Ross Ford Gym
Type of meeting	Community engagement and service- elementary science fair judging	
Attendees	Ross Ford teachers, students, community members and another Council member	
Meeting Highlights .		
Students Grades 1-4 presented their Science Projects to judges. All levels of engagements, some innovative and very impressive!		
Council Action Required?		
No.		



# Town of Didsbury Council Training & Education Report

Report Submitted by: Bill Windsor		
Alberta CARE (Consolidated Action of Recycling Enterprises)		
February 26, 27, 28	7 AM to 8 PM	Westlock Convention Centre
Type of meeting	Spring Conference	
Attendees	CARE executive, CAER staff, various delegates and business representatives	
Meeting Highlights		
Dapp Power – Tour		
<ul style="list-style-type: none"><li>• Woody bio mass plant relocated from California to Westlock area in 1996.</li><li>• Designed to burn peat.</li><li>• Ran for 2 years then shut down, the peat was too wet to be cost effective.</li><li>• Started back up in 2005 using wood byproducts.</li><li>• Currently employs 25 people.</li><li>• Produces 17 Mega-Watts of electrical power – steam generated.</li><li>• Supply stock comes from Slave Lake, Edson, Blue Ridge, Edmonton.</li><li>• Only burns wood waste – 500 tonnes/day – 25 to 30 semi loads.</li><li>• Waste wood has to be clean.</li><li>• 1700 F at the burner – 160,000 lbs of steam per hour</li><li>• Local farmers take the ash to address the PH of the peat soil.</li><li>• 70 to 80 yards of ash/day – 0.86 Tonnes/yard – i.e. 60 to 70 Tonnes/ash per day.</li><li>• This equates to a 7:1 supply:waste conversion.</li><li>• Water supply is well water.</li><li>• Only such plant in Canada – 2 turn-arounds per year.</li><li>• Although they profess to have no emissions, the soot being emitted from the flue gas stack would suggest otherwise. It was alarming to see a plant like this still in operation given the execution of the coal industry. However disgusting the effluent was at least some wood waste is being used for a valuable purpose although the fossil fuel requirements to transport the supply stream and process waste (ash) can hardly be ignored.</li></ul>		
Neeralta Manufacturing – Tour		
<ul style="list-style-type: none"><li>• Manufacturer of agricultural grain bag equipment – for filling and emptying grain bags.</li><li>• All their metal components are pre-cut by a third-party plasma cutter.</li><li>• I’m not exactly sure why this was a tour stop on a recycling convention. Certainly their equipment is the only equipment that roles up the grain bag while the bag is being emptied and that they are a depot for end-of-life grain bags but in terms of recycling, there was nothing notable. Having said that, it was really cool to see an innovative entrepreneur manufacturing their product in the middle of nowhere and marketed around the world.</li></ul>		
Westlock Landfill and Drone Demo – Tour		
<ul style="list-style-type: none"><li>• Recycle Centre is a sorting facility. Sort and market their own recyclables. They don’t take town stuff there. Since they do their own sorting making sure all streams are super clean, they have no problem getting rid of their plastics, cardboard and tin.</li><li>• Plastics are 4 to 6 M³ per tonne, cardboard is about 3 M³ per tonne.</li><li>• Airspace in any landfill is worth about \$100 per M³.</li><li>• The drone demo was pretty cool. They use the drone to do surveys of their landfill, monthly if not more often. The photos provided by the drone are fed into a cloud based software to be analyzed and provide information on airspace consumption, packing efficiency and contour compliance. There is potential application for this technology at our landfill and municipality. It would be worth a demo by the drone company to see if the Town or Landfill has an appropriate application for it.</li><li>• Of note, the Westlock Landfill is not required to do daily cover over the winter. How is it they get away with that?</li></ul>		
From a “Dump” to a “Landfill” – Westlock Waste Commission		
<ul style="list-style-type: none"><li>• Serves Westlock County and Clyve – about 12,000 people</li><li>• Class II landfill – about 8500 T/yr.</li><li>• Class III landfill – 500 T/yr</li><li>• In 2015 they developed at 1, 3, 10 and 20 year Strat Plan and a Business Plan.</li><li>• One objective was to get serious about recycling.</li><li>• Initiated a “Talking Trash” radio spot.</li><li>• Want to be leaders in waste diversification and innovation.</li><li>• Residential: \$70/T, Commercial: \$85/T</li><li>• Elected officials have to get away from micromanaging landfill operations.</li></ul>		



# Town of Didsbury Council Training & Education Report

- They believe they have to develop markets for recyclables.
- Commission is running its own sorting facility and establishing markets rather than consuming \$100/M<sup>3</sup> airspace in the landfill.
- Disaster planning is vital for landfills.

## Optimize Your Compaction – Drone Project – Luke Dixon, Civil Tracker Land Survey

- Hardware and Software components
- DJI is the preferred drone manufacturer – Westlock uses the Phantom 4 (~\$2000)
- Drone surveys are quicker, cheaper and can be repeated more often.
- Depending on locale, may need pilot certification.
- Site control points reduce costs significantly.
- Cloud computing for unlimited accessibility to data and analysis.
- Drone surveying is simply a tool for providing timely information.
- The MVRWMC needs to look at this to see if there is a viable application for this technology.
- It may be there may be appropriate applications in this technology for the Town as well.
- Luke was directed to contact MVRWMC personnel on this.

## Alberta Sustainable Harvest & Management of Wildlife Stewardship of the Land

- Alberta Trappers Association
- Talked about the humane harvesting of fur bearing animals.
- Working with AEP on the Woodland Caribou and wolf programs.
- Lots of propaganda about how trappers are helping maintain healthy wildlife populations.
- I'm not really sure why this was included in the program other than the Alberta Trappers Association office is located just outside Westlock.

## Future Sustainable Recycled Plastics – Johnathan Beekmann, Full Circle Plastics

- 3 components of sustainability – Society, Economy and Environment
- For many recycling starts with a purchase and ends at a bin.
- Their mission is to make plastics have a home.
- They want to see value in waste.
- Plastics play a valuable role in our lives.
- Contamination is a big, big, big problem. Most people don't understand what contamination is.
- Full Circle started in 2016.
- Produce plastic lumber from recycled plastics.
- In terms of plastic lumber, there are no industry survivors and no established markets.
- DBS Environmental partnership.
- Annual plastic waste – 3,000,000 T in Canada, on average 80 Kg per person
- 16 recycled 1"x6"x6' plastic boards utilize 1 person worth of annual waste plastic.
- They may not fix yesterday's problems but are looking to the future.
- Consumers need to know where their waste plastics end up.
- Full Circle offers a discount on lumber purchased through Alberta CARE.

## Enable Collaboration & Awareness in Plastic Issues – Tammy Shwass, Alberta Plastic Recycling Association

- Propose a zero plastics waste strategy.
- Purpose is to facilitate and develop efficient and effective programs to manage plastic waste.
- To divert plastic waste from landfills.
- Offering a waste to energy workshop on March 12 in Fort Saskatchewan.
- "Operation Clean Sweep" – City of Calgary – reduce and eliminate plastic pellets going into the environment.
- Alliance to end plastic waste - \$1.5B trying to divert from landfills.
- 0.9% of all plastics in Canada is being recycled.
- APRA is demanding recyclable content in all plastics.

## Van Brabant Used Oil Facility - Tour

- Handles used oil and oil containers: oil filters, hydraulic filters, oil jugs, oil pails, etc.
- Compresses oil filters to extract oil and reduce volume.
- Oil containers are shredded, washed and baled for recycling. The plastic for recycling was unbelievably clean and dry.
- The facility was so noisy it was impossible to hear what we were being told or talk.
- Only saw the filter and container side of the facility, didn't see the used oil side.
- Under the authority and jurisdiction of the Alberta Recycling Management Authority (paint, oil, electronics)



# Town of Didsbury Council Training & Education Report

## Eco Flex Rubber Products - Tour

- Uses tire grind from Liberty Tire in 2 grades; a course grade and a fine grade.
- Manufacture a variety of rubber products using molds they produce themselves. Eco Wall, curb ramps, sidewalk blocks, patio blocks, driveway blocks, interlocking mats and blocks, rubber planks, bumper stops, speed bumps, speed humps, stair nosing, residential, commercial and industrial.
- Manufacturing based on pressure more than temperature; two 20,000 tonne presses, on 30,000 tonne press.
- Produce about 4 interlocking block per hour each representing equivalent of about 7 car tires.
- The facility was so clean you could have eaten off the floor.

## Alberta Trappers Association - Tour

- Provided displays of the hides of a variety of fur bearing animals.
- Provided displays of a variety of taxidermized animals.
- Showed a variety of traps and snares used in today's fur industry.
- The office features a stores will virtually anything and everything a trapper would need.

## Evaporation Technology – Shawn Boudreau, Slimline Manufacturing

- The most flexible and affordable waste water solution.
- Manufacturer of the EcoMister – Pincher Creek success story.
- For anyone with an excess water issue.
- Evaporation factors:
  - increased surface area increases evaporation
  - increased volume increases evaporation
  - increased hang time increases evaporation
  - decrease droplet size increases evaporation
- Best droplet size for evaporation is 1.5 micron diameter.
- Use the ecomister to concentrate the content of leachate ponds.
- Cost of leachate disposal based on percent reduction in volume:
  - 20% - \$0.71/M<sup>3</sup>
  - 30% - \$0.48/M<sup>3</sup>
  - 40% - \$0.34/M<sup>3</sup>
  - 50% - \$0.29/M<sup>3</sup>
- EcoMister provides flexibility, mobility, durability and is warranted.
- sboudreau@slimlinemfg.com

## Clean Farms – Grain Bag Project Update

- Ag Plastics Recycling Group (APRG) spearheaded the program.
- Clean Farms is the program operator, run multiple ag waste programs nation wide, 60 member companies.
- There is a lack of receiving sites and end point markets.
- Current process is to collect data to determine the best program. There is a small market for twine and grain bags. There is no market for silage bags.
- APRG is hoping to have 20 collection sites in year 1, 5 additional in year 2, 5 more in year 3.
- \$55/T receiving site incentive – bags have to be rolled an impeccably clean - twine is just bagged, no knots.
- \$1000 grain bag would hold about \$100,000 of grain.
- APRG role is to provide full education to the collection sites and producers.
- 118 to 120 500 foot grain bags makes up a load at the receiving site for shipping to a recycler.
- Twine must have less than 5% contamination.
- Net wrap is not accepted, there is no market for net wrap because of the manufacturing components.

## ARMA Update – (Alberta Recycling Management Authority)

- Has been around for 27 years.
- Vision: Inspiring a future without waste.
- Strategic Focus: Evolution and Innovation.
- New "R"s of Recycling: Rethink, Reduce, Reuse, Recycle, Recover, Residuals Management.
- Lobbying for a new fee setting mechanism – allows for fee structure updating.
- Electronics expansion of materials initiative failed.
- 121 million scrap tires, 9.8 million e-waste items annually
- 450 register collections sites in Alberta.
- Advertising grant program available – not being taken advantage of.





# Town of Didsbury Council Training & Education Report

- Municipal Roundup – funding available.
- Addition of new products to the paint program – need to know what’s not included so loads are not contaminated.
- \$30,000 available for Tire Marshaling Grant.
- Introducing used oil self-contained collection units:
  - ARMA wants on in every collection site
  - \$30,000 each
  - ARMA can only afford 6 in 2020 if ARMA is fully funding them.
  - ARMA is considering shared funding.
- Tire Processors: Liberty Tire, AB Enviro Rubber Products, CRM (new)

## Liberty Tire

- Tire processing since 1998
- 100 million Tonnes of tires overall
- 50,000 Tonnes of Tires annually – equivalent to 5 million passenger/light truck tires.
- Liberty is the only one in Alberta that can process industrial/mining tires to crumb.
- Tire designations:
  - PLT – Passenger/Light Truck Tires
  - MTT – Monster Truck Tires (Semi-Truck Tires)
  - OTR – Off The Road Tires (Industrial/Mining Tires)
  - Ag Tires
- Not eligible – solid rubber tires, silicone filled tires, rubber matts, rubber hosing, belts, skid tracks, rims.
- It takes 2200 PLT tires to fill a 53 foot trailer load. Pictures of a stockpile of tires really helps in determining load size.
- Liberty processes the equivalent of 200 Tonnes of PLT tires per day.

## Council Action Required?

None



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE:** MARCH 10, 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. Parkland Regional Library Press Release
- b) Minutes - Other
  - i.
- c) Financial Statements
  - i. Parkland Regional Library Financial Statement to December 3, 2019



5404 56<sup>th</sup> Ave, Lacombe, AB

[www.prl.ab.ca](http://www.prl.ab.ca)

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## MEDIA RELEASE

*for Immediate Release*

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February 24, 2020

### **A NEW CHAPTER FOR THE PARKLAND REGIONAL LIBRARY**

**(Lacombe, Alberta)**

After 60 years of serving Central Alberta from their building at 5404 56<sup>th</sup> Avenue in Lacombe, The Parkland Regional Library (PRL) is pleased to announce that construction has begun on a new, two-storey head office in the Iron Wolf Crossing subdivision in the south end of the City of Lacombe.

PRL Director Ronald Sheppard explains the decision to build new was carefully evaluated over renovation and was deemed to be more cost effective. “Our current building was constructed in 1960, and renovated in 1989. Due to our current operating requirements, it is not feasible to renovate the existing facility to meet our present and future needs.”

Facilitated by the sale of the current office building, as well as a \$2.4M capital funding grant generously provided by the Government of Alberta, construction of a new head office is not expected to negatively impact its municipal stakeholders financially.

‘The Parkland Regional Library System is really a library for libraries,’ explains Donna Williams, Manager of Finance and Operations at PRL. ‘We offer support, material, training, resources, and IT network support to 49 public libraries serving 64 municipalities throughout Central Alberta, including the Mary C. Moore Public Library in Lacombe.’

The new building will incorporate many new features that will enable Parkland to offer state of the art services to support public libraries in the 21<sup>st</sup> century. “Careful planning and consideration for the present needs and potential growth of the region were implemented in the design and function of our new head office,” says Sheppard, “with flexibility to adapt to new technologies and service demands well into the future.”

The transition to the new building is expected by Fall 2020. Careful planning is underway to ensure there is minimal disruption to services provided to member libraries.



Front & Side Elevation rendering supplied by The Tricon Group – not final.

It is the belief of PRL that now, and in the future, libraries will continue to grow and adapt to the needs of the communities they serve. With traditional offerings such as internet access and book-lending, to new resources such as radon-detection kits and virtual reality headsets, the member libraries of the Parkland Regional Library System provide world class service from right here in Central Alberta.

“Moving forward and growing to meet the demands of our region is a wonderful thing.” Sheppard comments. “Our new building is the foundation for another 60 years to come.”

Details on the grand opening of PRL’s new head office will become available closer to completion.

**For Media Inquiries, Please Contact:**

Ronald Sheppard, Director  
**Parkland Regional Library**  
[rsheppard@prl.ab.ca](mailto:rsheppard@prl.ab.ca)  
 (T): 403-782-3850 xt.230

**For Additional Information:**

[www.prl.ab.ca](http://www.prl.ab.ca)

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**About The Parkland Regional Library**

Parkland Regional Library was formed in 1959 to bring cost-effective service to libraries across rural Alberta. Headquartered in Lacombe, PRL is today a cooperative network supporting 49 public libraries serving over 220,000 residents of 64 municipalities, including 14,200 on reserve and on-settlement indigenous residents in Central Alberta by the sharing of material, resources and expertise. For more information, please visit [www.prl.ab.ca](http://www.prl.ab.ca)



# Budget Update as at December 31, 2019

**BALANCE SHEET**

	12/31/2018 2018	12/3/2019 estimate 2019
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Servus Credit Union	547,899	0
ATB Financial - Operating	9,236	659,509
ATB Financial - Interact Acct	168	2,842
Petty Cash	300	242
RBC Cash account	23,651	19,005
Prepaid Expenses	149,357	83,874
Supplies Inventory	13,403	9,263
Accounts Receivable	20,702	29,152
Accrued Interest Receivable	2,590	2,902
Cash Investments-RBC Dominion	720,385	737,927
Fair Value Adjustment	-187	13,022
	<u>1,487,503</u>	<u>1,557,736</u>
<b>CAPITAL ASSETS</b>		
Vehicle	133,058	133,058
Vehicle - Accum. Depr.	-66,957	-86,787
Building	1,375,359	1,375,359
Building - Accum. Depr.	-939,437	-956,874
Computer Equipment	495,688	293,848
Computer Equipment - Accum. Depr.	-415,760	-221,438
Equipment	86,693	78,144
Equipment - Accum. Depr.	-56,968	-57,866
Furniture & Fixtures	25,095	16,900
Furniture & Fixtures - Accum. Depr.	-23,759	-15,949
	<u>613,013</u>	<u>558,395</u>
<b>TOTAL ASSETS</b>	<u><u>2,100,516</u></u>	<u><u>2,116,131</u></u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	54,241	52,073
Accrued Sick Time Liability	35,000	35,000
Unearned Grant Revenue - Voices of Amiskwaciy	10,026	0
GST Payable/Receivable	8,281	12,298
Allotment Payable	20,362	14,946
	<u>127,911</u>	<u>114,316</u>
<b>RESERVES</b>		
Reserves - Vehicle	70,174	120,174
Reserves - Amortization	252,762	221,864
Reserves - Building	250,000	250,000
Reserves - Technology	282,193	357,712
Reserves - Contingent Liability & Consultation Reserve	50,000	50,000
Reserves - Equipment/Furnishings	50,000	50,000
	<u>955,130</u>	<u>1,049,750</u>
<b>EQUITY</b>		
Equity in Capital Assets	613,012	558,395
Accumulated Remeasurement gain	-187	13,022
Unrestricted Operating Fund	151,397	132,097
Unallocated Surplus/Deficit for the period	253,254	248,546
	<u>1,017,475</u>	<u>952,059</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>16 2,100,516</u></u>	<u><u>2,116,126</u></u> <sup>98</sup>



## PARKLAND REGIONAL LIBRARY

## INCOME STATEMENT - Detail

PAGE 1 of 2

PERIOD ENDING 12/3/2019estimate

	LAST YEAR	THIS YEAR		BUDGET VARIANCE	% RECEIVED
	ACTUAL	BUDGET	ACTUAL		
<b>INCOME</b>					
Membership Fees	1,772,955	1,801,371	1,803,409	-2,038	100.11%
Government Grant - Provincial	990,831	990,831	990,831	1	100.00%
Provincial First Nations Grant	109,624	109,624	145,602	-35,978	132.82%
Provincial Onetime Grant CIP	50,000	0	0	0	N/A
Provincial Onetime Grant Voices	0	0	10,079	-10,079	N/A
Library Services Grant	428,738	428,738	428,738	1	100.00%
Interest Income	35,458	27,000	33,040	-6,040	122.37%
Misc. Income	937	0	1,426	-1,426	N/A
Non-Member Fees	0	0	46	-46	N/A
Outside Sales - Books	103,521	0	99,694	-99,694	N/A
Workshop Sponsorship Fees	1,000	0	0	0	N/A
Hoopla Subscription Revenue	31,000	0	0	0	N/A
Scanners/Computer/materials resale Income	37,657	0	34,813	-34,813	N/A
Summer Reading Income	2,097	0	1,462	-1,462	N/A
<b>TOTAL INCOME</b>	3,563,817	3,357,564	3,549,139	-191,575	105.71%
<b>SUPPORT MATERIALS &amp; SERVICES DIRECTLY TO LIBRARIES</b>					
Library Materials Purchased	380,473	0	393,838	-393,838	N/A
Discount - Library Materials	-141,006	0	-143,807	143,807	N/A
Hoopla Subscription expense	24,909	0	6,041	-6,041	N/A
Reference Purchases	9,212	0	4,184	-4,184	N/A
Discount - Reference	-274	0	-37	37	N/A
Personal Shopping	6,187	0	10,309	-10,309	N/A
Discount - Personal Shopping	-1,953	0	-3,000	3,000	N/A
Large Print Purchases	19,273	0	9,739	-9,739	N/A
Discount - Large Print Books	-2,952	0	-1,691	1,691	N/A
Programming Kits	677	0	1,917	-1,917	N/A
Programming kits Discount	-120	0	-266	266	N/A
Outside Sales Books Exp	103,521	0	99,809	-99,809	N/A
Audiobook Materials	5,078	0	4,445	-4,445	N/A
Audiobook Materials Discounts	-309	0	-73	73	N/A
eContent Purchases Allotment	118,973	0	43,195	-43,195	N/A
eContent Purchases Discounts	-4,240	0	-1,228	1,228	N/A
PRL Allotment 2019	247,637	247,637	247,916	-279	100.11%
Large Print Allotment 2019	13,000	10,000	10,000	0	100.00%
eContent Allotment 2019	80,600	45,000	45,000	0	100.00%
Reference Allotment 2019	6,000	4,500	4,500	0	100.00%
Programming Kits Allotment 2019	750	1,000	1,000	0	100.00%
Audiobook Allotment 2019	5,000	3,800	3,800	0	100.00%
Allotment Shipped #2	-390,378	0	-317,207	317,207	N/A
Library Services Grant	428,738	428,738	428,738	1	100.00%
Computers for Libraries	79,715	65,504	41,068	24,436	62.69%
Computer Maint. Agree./Software & updates	164,339	168,049	148,054	19,995	88.10%
Cataloguing Tools	2,834	3,800	2,053	1,747	54.04%
Dues / Fees / Membership	10,745	11,500	11,066	434	96.23%
FN Provincial Grant Expense	73,957	59,357	95,501	-36,144	160.89%
FN Voices of Amiskwaciy	0	0	9,752	-9,752	N/A
Freight & Handling	5,975	6,500	5,717	783	87.96%
Internet/Dedicated lines	10,800	10,800	10,800	0	100.00%
Outlets - Contribution to Operation	800	800	800	0	100.00%
Periodicals	1,981	1,100	654	446	59.45%
Postage Reimbursement	8,776	7,000	3,101	3,899	44.29%
Marketing & Advocacy Project	0	0	23,664	-23,664	N/A
Library Programing one time Project	0	0	6,040	-6,040	N/A
Supply Purchased Cataloguing	6,279	12,500	12,137	363	97.10%
Supplies - Purchased processing	8,000	12,500	8,802	3,698	70.42%
eContent Subscriptions, Platform fees	27,625	44,400	50,702	-6,302	114.19%
<b>TOTAL MATERIALS</b>	1,310,624	1,144,485	1,277,032	-132,547	111.58%

	LAST YEAR ACTUAL	THIS YEAR		BUDGET VARIANCE	% RECEIVED
		BUDGET	ACTUAL		
<b>EXPENSES</b>					
Audit	20,700	16,200	14,900	1,300	91.98%
Bank Expenses	1,549	1,500	1,487	13	99.13%
Investment Fees PRL	4,014	4,500	4,176	324	92.80%
Write Down of Investments	1,522	0	4,595	-4,595	N/A
Building Repairs & Maintenance	17,390	17,000	15,754	1,246	92.67%
Communications/Marketing/Advocacy	7,183	5,000	3,819	1,181	76.37%
Computer unbudgeted Polaris	37,494	0	146,615	-146,615	N/A
Continuing Education	14,786	20,000	14,349	5,651	71.75%
Insurance	14,113	13,750	14,968	-1,218	108.86%
Janitorial & Ground Maintenance	29,063	34,500	23,788	10,712	68.95%
Legal/Professional Fees	1,074	0	352	-352	N/A
Photocopy	5,909	7,000	5,837	1,163	83.39%
Postage	4,981	5,500	2,322	3,178	42.23%
Promotion/Trade Show/Publicity	6,534	6,500	5,640	860	86.77%
Salaries	1,434,023	1,566,669	1,435,594	131,075	91.63%
Benefits	264,508	346,960	269,702	77,258	77.73%
Business Insurance Expense	1,812	0	1,411	-1,411	N/A
Scanners/Computer resale expense	37,428	0	34,334	-34,334	N/A
Summer Reading Program - PRL	2,133	0	1,461	-1,461	N/A
Supplies / Stationery	28,824	30,000	25,337	4,663	84.46%
Telephone	11,234	11,000	10,798	202	98.17%
Travel - PRL	9,065	12,000	7,834	4,166	65.28%
Trustee Expenses	26,730	22,000	32,087	-10,087	145.85%
Utilities	35,518	35,000	37,659	-2,659	107.60%
Van Expense	40,146	43,000	44,659	-1,659	103.86%
Workers Compensation Board	4,236	0	4,284	-4,284	N/A
Workshop / Training / PRL	16,525	15,000	11,333	3,667	75.56%
Loss on Disposal of Asset	3,361	0	6,381	-6,381	N/A
Amortization	18,322	0	17,337	-17,337	N/A
Amortization from reserve	70,191	0	56,270	-56,270	N/A
<b>TOTAL EXPENSES</b>	2,170,368	2,213,079	2,256,109	-43,030	101.94%
<b>SURPLUS</b>	82,825	0	15,997	-15,997	
Unrestricted Operating Fund	404,651	0	132,097	-132,097	
Operational funds transfers balancing account	175,429	0	232,548	-232,548	
Transfers from Reserves to Operating	170,429	0	232,549	-232,549	
Transfers from Operating to Reserves	0	0	0	0	
Transfers Reserves to Reserves	-81,775	0	184,628	-184,628	
Transfers to/from all Reserves balancing account	-93,654	0	-417,178	417,178	
Interfund Transfers	0	0	0	0	
Unrestricted Operating Fund to balance	-404,651	0	-132,097	132,097	
<b>NET CHANGE IN FUND BALANCE</b>	253,254	0	248,546	-248,546	



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01/16/20

Accrual Basis

# Parkland Regional Library Building Funding

## Balance Sheet

As of December 31, 2019

	Dec 31, 19
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
10010 ATB Financial	2,458,068.18
Total Chequing/Savings	2,458,068.18
Total Current Assets	2,458,068.18
<b>TOTAL ASSETS</b>	<b>2,458,068.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
23000 GST of Purchases	-99.07
Total Other Current Liabilities	-99.07
Total Current Liabilities	-99.07
Total Liabilities	-99.07
Equity	
Opening Balance Equity	2,400,000.00
Unrestricted Net Assets	11,219.88
Net Income	46,947.37
Total Equity	2,458,167.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,458,068.18</b>

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01/16/20

Accrual Basis

## Parkland Regional Library Building Funding

### Profit & Loss

January through December 2019

February 20, 2020  
Agenda Item 2.1. 6

	Jan - Dec 19
Income	
41390 Investment Income	51,626.29
Total Income	51,626.29
Gross Profit	51,626.29
Expense	
60300 Banking fees	67.67
60400 - Consulting fee	2,630.00
61510 Legal	1,981.25
Total Expense	4,678.92
Net Income	46,947.37



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**DATE: MARCH 10, 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:** March 10, 2020

**AGENDA ITEM NO.:** 1 )

**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

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

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**BUDGET IMPLICATIONS:** N/A

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**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.)