



1. CALL TO ORDER
  2. ADOPTION OF AGENDA
  3. ADOPTION OF MINUTES
    - May 26, 2020 Regular Council Meeting Pg. 2
    - June 1, 2020 Special Council Meeting
  4. DELEGATION/ PRESENTATIONS - *None*
  5. PUBLIC HEARINGS
  6. BYLAWS & POLICIES
    - 6.1 Policy PS-022 Trapping of Cats Pg. 8
  7. BUSINESS
    - 7.1 Financial Support Request Pg. 10
    - 7.2 Keep Alberta Rolling Pg. 11
    - 7.3 Christmas Lighting Pg. 15
    - 7.4 Food Truck Pg. 16
    - 7.5 Sole Sourcing Pg. 23
  8. REPORTS
    - 8.1 CAO Report Pg. 24
    - 8.2 Council Reports (Verbal)
  9. CORRESPONDENCE & INFORMATION Pg. 36
    - 9.1 Alberta Municipal Affairs – 2020 MSI Allocation
    - 9.2 Alberta Health – Memorandum Municipal Council and Committee Meetings
  10. QUESTION PERIOD
  11. CLOSED MEETING
    - 11.1 Section 23(1) Local public body confidences
    - 11.2 Section 24(1) Advice from Officials
    - 11.3 Section 24(1) Advice from Officials
    - 11.4 Section 19 (1) Confidential Evaluations
- Motion to go into closed meeting
- Motion to return to open meeting
12. NOTICE OF MOTION
  13. ADJOURNMENT



COUNCIL MEETING DATE	June 9, 2029
SUBJECT	Approval of Minutes
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3.1

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**BACKGROUND/PROPOSAL:**

The May 26, 2020 Regular Council Meeting minutes and the June 1, 2020 Special Council Meeting minutes are being presented to Council for their review and approval.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Please see attached minutes.

**ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 5. An Informed & Engaged Community

**RECOMMENDATION**

1. That Council move to approve the May 26, 2020 Regular Council Meeting Minutes as presented.
2. That Council move to approve the June 1, 2020 Special Council Meeting Minutes as presented.



**Meeting Minutes of the Town of Didsbury  
Regular Council Meeting  
May 26, 2020**

The regular meeting of Council for the municipality of the Town of Didsbury was held electronically through “ZOOM Meeting” Tuesday, May 26, 2020 commencing at 6:00 p.m.

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

**Staff:** Chief Administrative Officer - E. Gorner  
Assistant CAO/Chief Financial Officer - A. Riley  
Manager of Community Services – N. Aasen  
Manager of Public Works – C. Fox  
Manager of Human Resources – S. Halfyard  
Manager of Finance - M. Moreau  
Manager of Legislative Services/Recording Officer - L. Smith

**CALL TO ORDER**

Mayor Hunter called the Regular Council Meeting to order at 6:03 p.m.

**ADOPTION OF AGENDA**

Res. 169-20 MOVED by Councillor Windsor to approve the agenda as presented.

**Carried**

**ADOPTION OF MINUTES**

Res. 170-20 MOVED by Councillor Engel to approve the May 12, 2020 Regular Council Meeting Minutes as amended.

**Carried**

**DELEGATION**

Res. 171-20 MOVED by Councillor Engel to thank the representatives from BDO LLP for their presentation on the 2019 Audited Financial Statements.

**Carried**

**BYLAWS & POLICIES**

**Electronic Communication (Taxes) Bylaw 2020-07**

Res. 172-20 MOVED by Councillor Moore to grant third and final reading to Bylaw 2020-07, a bylaw to establish a process for sending Assessment Notices, Tax Notices, Assessment Review Board Notices and other notices, documents and information by electronic means.

**Carried**

### **2020 Tax Rate & Penalties Bylaw 2020-08**

- Res. 173-20      MOVED by Councillor Baswick to grant third and final reading to Bylaw 2020-08, a bylaw to establish the rates and penalties for the 2020 Taxation Year.

**Carried**

### **Amending Bylaw 2020-09 for Rate & Fee Bylaw 2019-15**

- Res. 174-20      MOVED by Councillor Windsor to grant second reading to Bylaw 2020-09, a bylaw to amend the current Rate and Fee Bylaw 2019-15 by removing all tax penalty fees listed in Schedule "A" Administrative Fees.

**Carried**

- Res. 175-20      MOVED by Councillor Windsor to grant third and final reading to Bylaw 2020-09, a bylaw to amend the current Rate and Fee Bylaw 2019-15 by removing all tax penalty fees listed in Schedule "A" Administrative Fees.

**Carried**

### **Policy PS-017 CPIC**

- Res. 176-20      MOVED by Councillor Moore to approve the Canadian Police Information Centre (CPIC) Policy PS-017 as amended.

**Carried**

### **Policy PS-019 Records Management for CPO**

- Res. 177-20      MOVED by Councillor Engel to approve Records Management for Community Peace Officer Policy PS-019 as amended

**Carried**

### **Policy PS-020 CPO Notebook**

- Res. 178-20      MOVED by Councillor Baswick to approve Community Peace Officer Notebook Policy PS-020 as amended.

**Carried**

### **Policy PS-021 Reporting Requirements for CPO**

- Res. 179-20      MOVED by Councillor Windsor to approve Reporting Requirements for Community Peace Officer Policy PS-021 as presented.

**Carried**

## **BUSINESS**

### **2019 Audited Financial Statements**

- Res. 180-20      MOVED by Councillor Baswick to approve the 2019 Audited Financial Statements as presented.

**Carried**

### **Opening Procedures**

- Res. 181-20      MOVED by Councillor Moore to approve the opening of Town of Didsbury Playgrounds, Skatepark, Basketball Court on May 22, 2020 and the Rosebud Valley Campground, Town Office, Community Services Facility Parking Lots and Porta Potties on Town land on June 1, 2020 in accordance of the Alberta Government Relaunch Stage 1 requirements.

**Carried**

### **COVID-19 Cancellations**

Res. 182-20      MOVED by Councillor Moore to approve the cancellation of Canada Day Celebrations and the Summer Fun program due to COVID-19.

**Carried**

### **Financial Support Requests – Grad 2020 and Junior Golf Program**

Res. 183-20      MOVED by Councillor Engel to approve a \$500 Financial Support for Community Groups grant for the Didsbury Graduating Class of 2020 for the Grad 2020 Signage campaign.

**Carried**

Res. 184-20      MOVED by Councillor Engel to approve a \$500 Financial Support for Community Groups grant for the Didsbury Junior Golf Program Wind-up event, for the purchase of prizes.

**Carried**

### **REPORTS**

#### **Chief Administrative Officer Report**

Res. 185-20      MOVED by Councillor Crothers to accept the CAO report for May 26, 2020 as information.

**Carried**

#### **Council Reports (Verbal)**

Res. 186-20      MOVED by Councillor Windsor to accept the Council Reports for May 26, 2020 as information.

**Carried**

### **EMAIL QUESTIONS**

### **CLOSED MEETING**

Res. 187-20      MOVED by Councillor Engel to go into Closed Meeting at 7:51 p.m.

**Carried**

*Council took a 5-minute break*

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

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

#### **Topics of Closed Meeting**

Local Public Body Confidences – Sec. 23(1)(a)  
Disclosure harmful to personal privacy - Sec. 17(2)(f)(i)  
Local Public Body Confidences – Sec. 23(1)(a)  
Advice from Officials – Sec. 24(1)(g)  
Confidential Evaluations – Sec. 19(1)

### **RECONVENE**

Res. 188-20      MOVED by Councillor Moore to reconvene from Closed Meeting to Open Meeting at 8:54 p.m.

**Carried**

Res. 189-20      MOVED by Councillor Poggemiller to extend the Meeting until 9:20

**Carried**

### CLOSED MEETING

Res. 190-20 MOVED by Councillor Moore to go into Closed Meeting at 8:55 p.m.

Carried

*L Smith and A. Riley left the meeting at 9:15 p.m.*

### RECONVENE

Res. 191-20 MOVED by Councillor Windsor to reconvene from Closed Meeting to Open Meeting at 9:19 p.m.

Carried

Res. 192-20 MOVED by Councillor Windsor to extend the Meeting until 9:35 p.m.

Carried

*A. Riley returned to the meeting at 9:32 p.m.*

### CLOSED MEETING

Res. 193-20 MOVED by Councillor Windsor to go into Closed Meeting at 9:19 p.m.

Carried

### RECONVENE

Res. 194-20 MOVED by Councillor Crothers to reconvene from Closed Meeting to Open Meeting at 9:33 p.m.

Carried

### NOTICE OF MOTION

Res. 195-20 MOVED by Councillor Baswick to request Christmas lights be on the June 9, 2020 Agenda.

Carried

Res. 196-10 MOVED by Councillor Crothers to explore sole sourcing for worst-case road projects.

Carried

### ADJOURNMENT

Res. 197-20 MOVED by Councillor Crothers to adjourn the meeting at 9:35 p.m.

Carried

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Mayor - Rhonda Hunter

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Chief Administrative Officer - Ethan Gorner



Meeting Minutes of the Town of Didsbury  
Special Council Meeting  
June 1, 2020

The special meeting of Council for the municipality of the Town of Didsbury was held electronically through "ZOOM Meeting" Tuesday, May 26, 2020 commencing at 6:00 p.m.

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

**Staff:** Chief Administrative Officer - E. Gorner

**Guest:** Sean Ward - Legal Representative from RMRF LLP

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

Res. 198-20 MOVED by Councillor Engel to approve the agenda as presented.

Carried

**CLOSED MEETING**

Res. 199-20 MOVED by Councillor Windsor to go into Closed Meeting at 6:01 p.m.

Carried

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

Staff: Ethan Gorner, Chief Administrative Officer

**Topics of Closed Meeting**

27(1)(a) Privileged Information & 24 24(1) (a)(b iii) *FOIP Act*

19(2) Confidential Evaluations *FOIP Act*

*Ethan Gorner left the meeting at 8:15 p.m. and returned at 8:51 p.m.*

**RECONVENE**

Res. 200-20 MOVED by Councillor Engel to reconvene from Closed Meeting to Open Meeting at 8:59 p.m.

Carried

**ADJOURNMENT**

Res. 201-20 MOVED by Councillor Crothers to adjourn the meeting at 9:00 p.m.

Carried

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Mayor - Rhonda Hunter

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Chief Administrative Officer - Ethan Gorner



COUNCIL MEETING DATE	June 9, 2020
SUBJECT	Policy PS 022 Trapping of Cats
ORIGINATING DEPARTMENT	Legislative Services/Municipal Enforcement
AGENDA ITEM	6.1

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#### **BACKGROUND/PROPOSAL:**

A policy is required to provide guidelines to residents who use the Town owned cat traps to trap cats who are being a nuisance on their property in a humane way.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Cat traps available to rent in the spring and summer months only. Cat traps are not issued until the current temperature has remained consistently above 0 degree Celsius for a period of seven (7) days. During the summer months the resident are instructed to set up the trap in the evenings, and not during the day so if a cat is caught in the trap, it is not subjected to long periods of heat exposure from the sun in warmer periods.

Cat Trap renters are to feed, water and care for any trapped animal in a humane manner. Cat traps are to be checked every 2 to 3 hours.

Please see attached Policy PS 022 for Council's review and approval.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 2. Healthy Active Living

#### **RECOMMENDATION**

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





TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	PS 022
Policy Title:	Trapping of Cats
Approval Date:	
Date to be Reviewed:	2025
Responsible Department:	Protective Services
Related Bylaws:	Cat Control Bylaw 200Animal Control Bylaw (being developed)

**1. Policy Statement:**

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

**2. Guidelines:**

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

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

**End of Policy**



COUNCIL MEETING DATE	June 9, 2020
SUBJECT	Financial Support Requests – Didsbury Golf Club
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.1

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#### **BACKGROUND/PROPOSAL:**

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.

We have received one request for funding under this program for Council's consideration:

#### **Didsbury Golf Club**

The Didsbury Golf Club has requested a \$500.00 sponsorship from the Town of Didsbury, which will be used for the large flower garden at Hole 1 at the course. Funds will be used for the purchase of bedding plants for this garden, and once planted, will be maintained by volunteers. In recognition of this sponsorship, a Town of Didsbury sign will be displayed in the garden.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration reviewed the application from both groups, and both meet all requirements under Policy CS 211 – Financial Support for Community Groups.

No additional funding support is being provided to this group through other Town of Didsbury programs.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Economic Prosperity, Healthy Active Living

#### **RECOMMENDATION**

That Council move to approve a \$500 Financial Support for Community Groups grant for the Didsbury Golf Club for sponsorship of the flower garden at Hole #1.



COUNCIL MEETING DATE	June 9, 2020
SUBJECT	Keep Alberta Rolling
ORIGINATING DEPARTMENT	Legislative Services - Mayor Hunter
AGENDA ITEM	7.2

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**BACKGROUND/PROPOSAL:**

Council was provided with the attached letter at the May 12, 2020 for Council's review prior to it being sent to MLA Nathan Cooper.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The attached letter to Honourable Nathan Cooper, MLA for Olds-Didsbury-Three Hills, is asking the Alberta Government to consider increasing the funding towards the Film and Television Tax Credit Program. Alberta could be at the forefront of film productions if attractive and effective initiatives and incentives were in place for Alberta to continue to grow the industry, which could result in billions of dollars of investment in our province.

Council agreed to delay the letter until the time was appropriate. With the relaunch measures, the Province is putting into place, sending the letter out now would be a good time.

**ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 4. Economic Prosperity

**RECOMMENDATION**

That Council move to approve the letter from Mayor Hunter to Honourable Nathan Cooper requesting the Alberta Government increase the funding to the Film and Television Tax Credit Program.

**ATTACHMENTS:**

Letter to Honourable Nathan Cooper



## Town of Didsbury

PO Box 790 | 1606 - 14 STREET DIDSBURY, ALBERTA T0M 0W0  
T. 403.335.3391 | F. 403.335.9794 | [www.didsbury.ca](http://www.didsbury.ca)

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June 10, 2020

Honourable Nathan Cooper  
MLA for Olds-Didsbury-Three Hills

**Constituency Office**

Box 3909  
4905 B - 50 Avenue  
Olds, AB T4H 1P6

**Legislature Office**

325 Legislature Building  
10800 - 97 Avenue NW  
Edmonton, AB T5K 2B6

Dear Mr. Cooper:

Alberta municipalities who have the good fortune of hosting the filming industry to shoot major film and television productions appreciate the Government of Alberta's recent funding announcement regarding the Film and Television Tax Credit program. This Tax Credit program was promoted as providing long-term stability, helping attract large-scale productions, and that it is more in line with other provinces' funding. Municipalities that may be future film hosts could also benefit from the announcement; however, following the announcement, the Alberta film industry expressed their concern and worry that it has lost its competitive edge in film and television funding and that the changes to government incentives for the film industry are not enough to keep the province competitive with the rest of the country.

More investment needs to occur to realize Alberta's full potential. This is the time to look at all areas of diversification for our province, and the filming industry in Alberta should be looked at as a way to increase revenue and to diversify Alberta's economy. The province benefits from film industry due to the number of Albertans employed through their projects. Communities hosting those projects also benefit because of the film industry utilizing the businesses and services in those towns, participating in programs and buying homes in our communities.

Members of Alberta's film industry are concerned that it will be hard to maintain its current level of production with only \$90 million over the next 4 years. While Alberta projects that the industry will do more than \$300 million in business this year, Alberta remains far back from the \$3 billion industry in Ontario, \$2 billion in Quebec, and over \$4 billion in BC. BC, Ontario, Quebec and Manitoba do not have annual caps on their tax credits. These provinces are leading the way with initiatives and incentives promoting profound contribution to local economies. Alberta's cap will make it difficult for the film industry in Alberta to grow and thrive.

We support the efforts of Keep Alberta Rolling to increase the awareness of the benefits the film industry can and does provide to Alberta and Albertans through the celebration of local success stories. At a time when economic development initiatives are vital to Alberta's future, the film industry provides an opportunity to add diversity to Alberta's economy.



## Town of Didsbury

PO Box 790 | 1606 - 14 STREET DIDSBURY, ALBERTA T0M 0W0  
T. 403.335.3391 | F. 403.335.9794 | [www.didsbury.ca](http://www.didsbury.ca)

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Alberta is blessed with a wide array of natural and environmental features that should be making Alberta a prime target for film industry productions. From spectacular mountains to prairie landscapes, from modern metropolitan centers to glimpses of our historic past, from contemporary cities to vast wilderness, Alberta could be at the forefront of film productions if attractive and effective initiatives and incentives were in place. Without matching initiatives and incentives being offered by other Canadian provinces, it is impossible for Alberta to continue to grow the industry. Building studios, investing in training and programs, and creating film funds for areas that are film friendly could result in billions of dollars of investment in our province.

As the world embarks on the new era of streaming video where Disney, Netflix and Amazon will be investing billions and billions of dollars into the creation of film content, it is paramount to position Alberta as an inviting and welcoming host to the film industry. It is critical that we embrace and work collaboratively to Keep Alberta Rolling.

I have included some statics on the following pages for your information and would enjoy having a discussion with you on how we can work together on this initiative.

Sincerely,

On behalf of the Town of Didsbury Council

Rhonda Hunter

Mayor – Town of Didsbury



## Town of Didsbury

PO Box 790 | 1606 - 14 STREET DIDSBURY, ALBERTA T0M 0W0  
T. 403.335.3391 | F. 403.335.9794 | [www.didsbury.ca](http://www.didsbury.ca)

### SUPPORTING FACTS AND NUMBERS:

#### How does film and television help Alberta?

- Creates jobs – every skill and sector
- Employs 3,357 highly skilled individuals
- Diversifies our economy adding another employment and growth industry

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

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

#### Ghostbusters

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

#### Jumanji:

- 2800 room nights \$455,400 Kananaskis

#### Togo

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

#### Let Him Go:

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

#### Tin Star – season 2

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

#### Heartland seasons 1 to 10:

- 278.5 mill production expenditure
- 469.1 mill total economic output

#### Industry Comparison in 2018 - \$ spent on production per year (billions):

- BC 3.6
- ON 2.9
- QC 1.8
- AB 0.255

#### Jobs in industry:

- BC 60,000 +
- ON 50,000
- QC close to 50,000
- AB less than 4,000



COUNCIL MEETING DATE	June 9, 2020
SUBJECT	Christmas Lighting
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.3

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#### **BACKGROUND/PROPOSAL:**

Councillor Baswick made a Notice of Motion at the May 26<sup>th</sup> Regular Council Meeting to discuss Christmas Lights.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The following options are for Council's consideration:

1. Council can refer this to committee for recommendation;
2. Council can refer this to the Didsbury Economic Development Advisory Committee for recommendation;
3. Council to move forward to direct Administration to come up with a plan and associated budget implications;
4. Council can refer to the fall Strategic Planning session;
5. Council can choose not to make this a priority for 2020.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 4. Economic Prosperity.

#### **RECOMMENDATION**

Council to move on one or more of the following options:

1. Council move to refer Christmas Lights to committee for recommendation;
2. Council move send Christmas Lights to the Didsbury Economic Development Advisory Committee for recommendation;
3. Council move to direct Administration to come up with a plan and associated budget implications;
4. Council move Christmas Lighting be discussed at the fall Strategic Planning session;
5. Council move to not to make this a priority for 2020.



COUNCIL MEETING DATE	June 9, 2020
SUBJECT	Food Truck
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.4

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#### **BACKGROUND/PROPOSAL:**

The owners of El Churro Treats Food Truck has approached the Town to locate their business at the Rosebud Valley Campground.

Their food service offers different selections than other restaurant services in Didsbury.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The owners have requested to be at the campground 7 days a week from 11 am to 9 p.m. during the months the campground is open.

Please see attached the approval from AHS Food Handling Permit and their COVID-19 Policy.

Administration has spoken with the Chamber of Commerce to see how they feel about this service in Didsbury and the location and they were very positive and made the comment how it could “bring new life” into the Town.

The Town does not have a bylaw or policy in place relating to Food Trucks, and Administration is currently exploring potential frameworks for addressing this issue. In the meantime, Administration will be bringing requests such as this to Council for approval on a case by case bases.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 4. Economic Prosperity.

#### **RECOMMENDATION**

Administration is recommending the following motions:

1. That Council move to approve El Churro Treats be located at the Rosebud Valley Campground while the campground is open with the following conditions:
  - The owners obtain a Town of Didsbury Business License;
  - The owners sign a waiver indemnifying the Town;
  - The owners not be located on a campsite, if they do they will be required to pay for the site.

AND

2. That Council move to refer the Food Truck issue to the Didsbury Economic Development Advisory Committee for consideration and recommendation of a policy framework.



# EL CHURRO TREATS

**\*\*Yummy treats for your next event\*\***

**587-832-4345**

**elchurrotreats@shaw.ca**

Hello

You are probably wondering what Churros are, they are a sweet, sugary deep-fried pastry that originated in Spain. They are 10 inches long. They are fried until they become crunchy and are rolled in a sugar and cinnamon mixture.

Churros are extruded out through a star shaped die which leaves a hole in the middle which can now be filled with a flavour of your choice, flavours available are:

Caramel, Bavarian Cream, Plain no filling

Our concession trailer is 12'X6' and is certified through the Alberta Health Department. Our personnel have their Safe Food Handling Certificate.

Our trailers are capable of doing inside events as well, as there are no fumes or exhaust from our warmers.

**Events we have participated in:**

**-Airdrie Air Show -Airdrie Food Fair -Cold lake air show Edmonton air show -Medicine Hat Rodeo/Exhibition Taber corn festival Edmonton latino festival High river car show  
-Vulcan Alberta 100<sup>th</sup> Anniversary -Clareshome Festival -Lethbridge Exhibition**

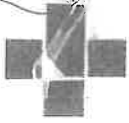
We would be pleased to introduce this new treat at your upcoming event. Our concession trailer also supplies Nachos with Cheese, Water and soft drinks.

Most events charge a % or a daily rate for their organization or charity.

For more information please contact Denis

Thank You

Denis and Debby Lafleur



## ***Food Handling Permit***

### **Public Health Act - Food Regulation**

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Issued To: Denis LaFleur  
Trade Name: El Churro Treats - CGY-601  
Location : 6215 - 302 Skyview Ranch Drive NE  
Calgary AB T3N 0P5  
Canada

Terms and Conditions: Single use, disposable customer utensils only  
Limited food handling only  
Water samples must be submitted to an approved lab annually or as required for microbiological analysis  
Restricted to the operation of a Type D mobile food vending unit

Permit Valid: October 01, 2019 - September 30, 2020

Issued By: **Alberta Health Services**

Per:

Lynne Navratil, BSc, CPHI(C)  
Director, Calgary Zone  
Environmental Public Health  
Safe Healthy Environments

*This Permit is valid between the dates above, or until it is suspended or cancelled pursuant to the Food Regulation under the Public Health Act. The Permit is not transferable and is the property of Alberta Health Services. An operator must ensure the permit is displayed in a conspicuous location in the approved food establishment where it may be easily viewed by clients/patrons.*

## **COVID-19 POLICIES IN EFFECT**

- Inspections completed by Local Fire and Health Departments**
- Sanitizer on table outside trailer**
- 2 meter lines in place for Social Distancing**
- Sanitization inside food trailer and all equipment before sales and frequently during open hours**
- Proper PPE while in contact with customers (Gloves, Mask)**
- Hand Sanitizing after each serving**



### PRICES

Churros w/ fillings	\$3.00
- strawberry	
- chocolate	
- caramel	
Nachos w/	\$3.00
cheese sauce 2.5 oz	
Smoothies 16oz	\$3.50
- strawberry	
- wildberry	
- strawberry banana	
Soft Drinks 355ml	\$1.50
- coke - diet coke	
- orange	
- gingerale	
- root beer	
Bottled Water	\$1.00
cold 500ml	
No MSG - Gluten Free	
prices include tax	

# EL CHURRO TREATS



Cash Only - No Debit

Cash Only - No Debit









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The vendor agrees to the following terms and conditions:

1. The original vending permit and business license must be kept in the vending unit and must be presented upon request to members of Bylaw Enforcement, RCMP, and Town of Didsbury Planning and Development Employees.
2. The vending permit and business license are not assignable.
3. The vendor agrees to:
  - a. Assume all responsibility for themselves and anyone whom they have hired or otherwise authorized to sell goods or products at the vending location and to see that they are aware of and comply with the terms and conditions of their Permission.
  - b. Indemnify and save harmless the Town of Didsbury, its employees and agents, from and against all claims, expenses, actions, losses, costs and suits caused by or arising out of, directly or indirectly, the performance of the Vending Permit or by reason of any matter or thing done by or not done by the Vendor, its employees or agents. **Vendors are required to show proof of liability insurance satisfaction to the Town of Didsbury's planning department.**
  - c. Have received all necessary permits, licenses, and letters of permission required by various federal, provincial or municipal agencies.
  - d. Comply with all laws, regulations and bylaws whether federal, provincial or municipal in regard to the vending operation.
  - e. Not actively solicit or harass park users or pedestrians.
  - f. Not sell to customers in their vehicles (the client must approach you).
  - g. Keep the unit and immediate area clean and neat.
  - h. Provide garbage and recycling receptacles at the vending unit for all customers to discard any waste from the product sold.
  - i. Collect and dispose of any refuse produced directly or indirectly by the vending operation within a 6 meter (20 foot) area of the stand. This also includes any packages that may be discarded by the operator or customers. IF a commercial container is not provided then the operator shall take the garbage away from the site.
  - j. Adhere to all restrictions and requirements specified in the Vending Guidelines.



COUNCIL MEETING DATE	June 26, 2020
SUBJECT	Sole Sourcing
ORIGINATING DEPARTMENT	Operations
AGENDA ITEM	7.5

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#### **BACKGROUND/PROPOSAL:**

The road rehab R&M program was approved as part of the 2020 operating budget on May 12, 2020. Included in this program are the following six locations and almost 2,500 square meters. The tender is currently in progress to go out to market for this program.

1. 18 Westwood Drive
2. 18 Valarosa Drive
3. 2149 24 Ave
4. 1309 22 Ave
5. 1309 22 Ave
6. 1806 Anderson Place

At the RCM on May 26, 2020 Council moved to explore sole sourcing of worst case road projects.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Under the free trade agreements governing the Town, construction projects under \$200,000 may be sole sourced. The Town of Didsbury procurement policy states that all construction projects over \$75,000 must undergo a formal tender or RFP process which is to be approved by Council. The Town's policy allows for exceptions to the limit where an unforeseeable situation of urgency exists.

The roads have deteriorated in each of the six locations, however there are two lanes of travel open in all six locations. Thus it is difficult to prove that an unforeseeable situation of urgency exists to meet the exception of the TOD procurement policy. Both the policy and the free trade agreements disallow disaggregating a project in order for it to fall below an allowable threshold.

Because each of the sections of road are passable, in order to prioritize the routes Administration recommends using the number of properties impacted. The top three properties requiring attention under this model are Valarosa Drive (126 homes), Westwood Drive (27 homes) and 22<sup>nd</sup> Ave (12 homes).

The advantage of sole sourcing a project is that the project would be expedited. The disadvantages include that The Town would be outside its procurement policy, and there is no chance to obtain competitive pricing, thus the cost of the project may come in much higher than anticipated or budgeted for.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Infrastructure and Asset Management

#### **RECOMMENDATION**

That Council accept this report as information.



COUNCIL MEETING DATE	June 9, 2020
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

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**BACKGROUND/PROPOSAL:**

The Chief Administrative Officer provides Council with a regular report for Council's review and information.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Please see attached.

**ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Organizational Excellence

**RECOMMENDATION**

That Council move to accept the Chief Administrative Officer's report for June 9, 2020 as information.





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1. **MPC Minutes** (Planning & Development)

The MPC minutes from February, March and May are provided for Council's information.

2. **Recycling program** (Assistant CAO/CFO)

We have received news from our waste contractor e360s that they are opening up their recycling facility as of July 6, 2020. Therefore, we will resume the regular collection schedule that week, meaning the first week of recycling pick up will be July 14, 2020.

3. **Birthday Parade program** (Assistant CAO/CFO)

This Successful program put on by FCSS and the CPOs will be ending June 26, 2020, which corresponds with the end of the regular school year.

4. **Main Office Reopen** (Financial Services)

The week of June 1st saw a slow start to customer traffic with the reopening of the Main Office. Working from home staff have returned and COVID-19 stay safe recommendations are in place inside and outside the building to protect staff and the general public.

Tax notices were mailed June 1st with a due date of August 31, 2020.



**Minutes of the Town of Didsbury Municipal Planning Commission Meeting**

**Held on February 12, 2020 – Commencing 4:30 p.m.**

**Present:**           **Chair:**  
                          **Vice-Chair:** S. Madge  
                          **Members:** J.Baswick, M.Crothers  
                          **Members at Large:** C.McLaughlin, D.Loades  
                          **Manager of Planning and Development Services:**  
                          **Development Officer:** P.Boucher, K.Pickett  
                          **Secretary:** P.Boucher

**Absent:** C.Fox, N. Quantz, K, Phillips

**CALL TO ORDER**

- 1) Call to order by Vice Chair S.Madge at 4:30pm

**AGENDA**

The agenda was presented for the Commission's approval.

**MOTION:** Moved by Member M.Crothers that the February 12, 2020 Municipal Planning Commission Meeting agenda be accepted as presented.

**Carried**

**MINUTES**

**3 b) Municipal Planning Commission Regular Meeting-December 11, 2019**

**MOTION:** Moved by Member M.Crothers that the Municipal Planning Commission Meeting accept the minutes of the December 11, 2019 regular meeting as amended.

**Carried**

**NEW BUSINESS**

**6 a) Development Permits Issued**

**MOTION:** Moved by Member C.McLaughlin that the Municipal Planning Commission accept the Development Permits Issued report as information only.

**Carried**

**Member M.Crothers recused himself at 4:34**

**6 b) DP 20-004**

**BACKGROUND:** Administration has received an application for permanent Fascia Signage located at 2016- 17<sup>th</sup> Avenue. Signage within the Central Core Heritage Plan is of discretionary nature, thus requiring approval from the Municipal Planning Commission. The property is currently zoned C1- Commercial District- General and is situated in the Central Core Heritage District.

1. That approval does not exclude the need and/ or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations.
2. That the Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw.
3. That if the development authorized by this development permit is not completed as per the requirements of the Land Use Bylaw and Central Core Heritage Plan such permit approval ceases and the permit is deemed void, expired and without effect, unless an extension to this period has been previously granted.
4. That the permit holders are advised that they are subject to the standards set forth in the Safety Codes Act of Alberta and are responsible to meet the requirements of said Act in regards to building, electrical, gas and plumbing aspects. Prior to construction, required permits must be obtained from the Town of Didsbury's contracted agencies. The Town of Didsbury shall not be responsible or liable in any manner for any structural failures, defects or deficiencies whether or not the said development has complied with the Safety Codes Act of Alberta.

**MOTION:** Moved by Member D.Loades that the Municipal Planning Commission approve DP 20-004 for Fascia Signage, option # 1 or #2, located at 2016-17<sup>th</sup> Avenue Subject to the following conditions:

1. That approval does not exclude the need and/ or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations.
2. That the Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw.
3. That if the development authorized by this development permit is not completed as per the requirements of the Land Use Bylaw and Central Core Heritage Plan such permit approval ceases and the permit is deemed void, expired and without effect, unless an extension to this period has been previously granted.

4. That the permit holders are advised that they are subject to the standards set forth in the Safety Codes Act of Alberta and are responsible to meet the requirements of said Act in regards to building, electrical, gas and plumbing aspects. Prior to construction, required permits must be obtained from the Town of Didsbury's contracted agencies. The Town of Didsbury shall not be responsible or liable in any manner for any structural failures, defects or deficiencies whether or not the said development has complied with the Safety Codes Act of Alberta.

**Carried**

**Member M. Crothers returned at 4:36**

**ADJOURNMENT**

**MOTION:** Moved by Member D. Loades that the Municipal Planning Commission adjourn from the February 12, 2020 meeting at 4:37 pm

  
Chair

  
Secretary

**Carried**



**Minutes of the Town of Didsbury Municipal Planning Commission Meeting**

**Held on March 11, 2020 – Commencing 4:30 p.m.**

**Present:**       **Chair:** N.Quantz  
                     **Vice-Chair:** S. Madge  
                     **Members:** J.Baswick, M.Crothers  
                     **Members at Large:** C.McLaughlin, D.Loades, K.Phillips  
                     **Development Officer:** P.Boucher, K.Pickett  
                     **Secretary:** P.Boucher

**Absent:**       **Manager of Planning and Development Services:** C.Fox

**CALL TO ORDER**

- 1) Call to order by Chair N.Quantz at 4:30pm

**AGENDA**

The agenda was presented for the Commission's approval.

**MOTION:** Moved by Member M.Crothers that the March 11, 2020 Municipal Planning Commission Meeting agenda be accepted as presented.

**Carried**

**MINUTES**

**3 b) Municipal Planning Commission Regular Meeting-February 12, 2020**

**MOTION:** Moved by Member J.Baswick that the Municipal Planning Commission Meeting accept the minutes of the February 12, 2020 regular meeting as amended.

**Carried**

**NEW BUSINESS**

**6 a) Development Permits Issued**

**MOTION:** Moved by Member at Large D. Loades that the Municipal Planning Commission accept the Development Permits Issued report as information only.

**Carried**

**6 b) DP 20-009**

**BACKGROUND:** Administration has received an application for a Home Occupation-Hair Salon located at 901-10th Street. The property is currently zoned UR-Urban Reserve.

1. That the applicant notifies the Town of Didsbury if there is any change in the business practice (ie: change of business, intensification of use, storage of materials, etc.). A change in the business

practice, as deemed by the Development Authority, may require a review of the original application, a requirement for a new application, or possible revocation of the existing permit;

2. That approval does not exclude the need and/ or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations;
3. There shall be no more than two (2) persons employed in a home occupation activity of which one (1) person shall be a resident of the principal dwelling on the lot in which the home occupation is being carried out.
4. That all customer parking be off-street as per the submitted parking plan;
5. That Business License Bylaw 2012-08 as amended be adhered to;
6. That this permit is only valid for 901-10th Street. If the owner/applicant moves to another location within Didsbury and/or continues to do business within the Town of Didsbury, a new application will be required;

**MOTION:** Moved by Member M.Crothers that the Municipal Planning Commission approve DP 20-009 for a Home Occupation-Hair Salon located at 901-10th Street. The property is currently zoned UR-Urban Reserve.


1. That the applicant notifies the Town of Didsbury if there is any change in the business practice (ie: change of business, intensification of use, storage of materials, etc.). A change in the business practice, as deemed by the Development Authority, may require a review of the original application, a requirement for a new application, or possible revocation of the existing permit;
2. That approval does not exclude the need and/ or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations;
3. There shall be no more than two (2) persons employed in a home occupation activity of which one (1) person shall be a resident of the principal dwelling on the lot in which the home occupation is being carried out.
4. That all customer parking be off-street as per the submitted parking plan;
5. That Business License Bylaw 2012-08 as amended be adhered to;
6. That this permit is only valid for 901-10th Street. If the owner/applicant moves to another location within Didsbury and/or continues to do business within the Town of Didsbury, a new application will be required;

**Carried**

**ADJOURNMENT**

**MOTION:** Moved by Vice Chair S.Madge that the Municipal Planning Commission adjourn from the March 11, 2020 meeting at 4:40pm

**Carried**

  
\_\_\_\_\_  
Chair  
\_\_\_\_\_  
Secretary



**Present:**       **Chair:** N. Quantz  
                  **Vice-Chair:** S. Madge  
                  **Members:** J. Baswick, M. Crothers  
                  **Members at-Large:** C. McLaughlin, D. Loades, K. Phillips  
                  **Development Officer:** K. Pickett  
                  **Secretary:** D. Porath

**Absent:**         None

The meeting was held via Zoom Meeting with the general public able to be involved via audio conferencing.

### **CALL TO ORDER**

Call to order by Chair N. Quantz at 4:30 PM.

### **AGENDA**

The agenda was presented for the Commission's approval. Item 7b should correctly be numbered 6b.

**MOTION:** Moved by Member M. Crothers that the May 6, 2020 Municipal Planning Commission Meeting agenda be accepted as presented.

**Carried**

### **MINUTES**

#### **3.b)     Municipal Planning Commission Regular Meeting-March 11, 2020**

Item 3.b in the minutes incorrectly numbered, changes to 3.a.

Item 6.b, changed to reflect that Member M. Crothers made the motion.

**MOTION:**       Moved by Vice Chair S. Madge that the Municipal Planning Commission Meeting accept the minutes of the March 11, 2020 regular meeting as amended.

**Carried**

### **NEW BUSINESS**

#### **6.a)     Development Permits Issued**

**MOTION:**       Moved by Member-at-Large K. Phillips that the Municipal Planning Commission accept the Development Permits Issued report as information only.

**Carried**



**6.b) SD 20-01**

**MOTION:** Moved by Vice Chair S. Madge that the Municipal Planning Commission approves SD 20-01 subject to the following conditions:

1. Subdivision is carried out by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
2. All outstanding taxes to be paid, or satisfactory arrangement for payment thereof, to the Town of Didsbury [Section 654 (1)(d) of the Municipal Government Act];
3. That a utility right-of-way for the servicing, as shown on the site plan provided, be applied for and registered to titles resulting from subdivision;
4. That a Party Wall Agreement be applied for and registered to titles resulting from subdivision;
5. That utility right-of-way required by TELUS Communications Inc. to service the newly created lots, as outlined in Schedule B, be provided and be registered on the newly created titles.

**Carried**

**ADJOURNMENT**

**MOTION:** Moved by Member-at-Large C. McLaughlin that the Municipal Planning Commission adjourn the May 6, 2020 meeting at 4:58 PM.

**Carried**

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Chair N. Quantz

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Secretary D. Porath

Minutes of the Town of Didsbury  
Municipal Planning Commission Meeting

May 6, 2020



**Present:**      **Chair:** N. Quantz  
                  **Vice-Chair:** S. Madge  
                  **Members:** J. Baswick, M. Crothers  
                  **Members at-Large:** C. McLaughlin, D. Loades, K. Phillips  
                  **Development Officer:** K. Pickett  
                  **Secretary:** D. Porath

**Absent:**        None

The meeting was held via Zoom Meeting with the general public able to be involved via audio conferencing.

**CALL TO ORDER**

Call to order by Chair N. Quantz at 4:30 PM.

**AGENDA**

The agenda was presented for the Commission's approval. Item 7b should correctly be numbered 6b.

**MOTION:** Moved by Member M. Crothers that the May 6, 2020 Municipal Planning Commission Meeting agenda be accepted as presented.

**Carried**

**MINUTES**

**3.b)      Municipal Planning Commission Regular Meeting-March 11, 2020**

Item 3.b in the minutes incorrectly numbered, changes to 3.a.

Item 6.b, changed to reflect that Member M. Crothers made the motion.

**MOTION:**      Moved by Vice Chair S. Madge that the Municipal Planning Commission Meeting accept the minutes of the March 11, 2020 regular meeting as amended.

**Carried**

**NEW BUSINESS**

**6.a)      Development Permits Issued**

**MOTION:**      Moved by Member-at-Large K. Phillips that the Municipal Planning Commission accept the Development Permits Issued report as information only.

**Carried**

**6.b) SD 20-01**

**MOTION:** Moved by Vice Chair S. Madge that the Municipal Planning Commission approves SD 20-01 subject to the following conditions:

1. Subdivision is carried out by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
2. All outstanding taxes to be paid, or satisfactory arrangement for payment thereof, to the Town of Didsbury [Section 654 (1)(d) of the Municipal Government Act];
3. That a utility right-of-way for the servicing, as shown on the site plan provided, be applied for and registered to titles resulting from subdivision;
4. That a Party Wall Agreement be applied for and registered to titles resulting from subdivision;
5. That utility right-of-way required by TELUS Communications Inc. to service the newly created lots, as outlined in Schedule B, be provided and be registered on the newly created titles.

**Carried**

**ADJOURNMENT**

**MOTION:** Moved by Member-at-Large C. McLaughlin that the Municipal Planning Commission adjourn the May 6, 2020 meeting at 4:58 PM.

**Carried**



Chair N. Quantz

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Secretary D. Porath



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

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#### **BACKGROUND/PROPOSAL:**

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

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Please see attached information from the following organizations:

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

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 5. An Informed &Engagement Community

#### **RECOMMENDATION**

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

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



ALBERTA

MUNICIPAL AFFAIRS

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

AR100068

May 19, 2020

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

Dear Mayor Hunter,

Over the past few months, our government has taken strong measures to protect Albertans and to support our communities through these extraordinarily difficult times. This includes passing Budget 2020, which builds on our government's commitment to support Alberta municipalities and Metis Settlements. It also includes numerous other measures to support Albertans and respond to the impacts of the COVID-19 pandemic.

As part of the commitment to our local government partners, I am pleased to confirm that \$993 million will be allocated to local governments in 2020 under the Municipal Sustainability Initiative (MSI).

For the Town of Didsbury:

- The **2020 MSI capital allocation is \$1,099,109**. This includes \$783,029 in MSI capital funding and \$316,080 in Basic Municipal Transportation Grant funding.
- The **2020 MSI operating allocation \$168,329**. This includes \$122,684 in Sustainable Investment funding.

In light of the current public health and economic crisis, communities are facing unprecedented financial pressures and our government understands this. To help you in addressing these pressures, we are allowing local governments to use MSI operating for any local government expenditure in the 2020 program year and expediting payment of 2020 MSI operating allocations to qualifying local governments.

.../2

We are also making an administrative change to the MSI Capital program to ensure you will receive your payment when you truly need it. Capital funding will be available for those projects that are ready to proceed, which will support economic activity and increase employment across Alberta. You will have received information on these changes recently via email.

To help municipalities and Metis Settlements with capital planning, we have updated the 2021 MSI allocation estimates. Like the estimates provided in November 2019, these amounts are based on the 2021 MSI funding target of \$927.2 million; however, they incorporate more current formula data. In 2022 and beyond, grant funding amounts will be determined by the *Local Government Fiscal Framework Act*.

Links to the 2020 MSI funding amounts for all municipalities and Metis Settlements, the 2021 MSI capital allocation estimates, and the program guidelines are available on the program website. Funding amounts under the federal Gas Tax Fund (GTF) will be confirmed after Infrastructure Canada confirms the total GTF funding amount allocated to the Province in 2020.

I am proud of the work you and your staff are doing to protect our communities in these challenging times, and Municipal Affairs will continue working with you to ensure Alberta's recovery.

Yours very truly,



Kaycee Madu, QC  
Minister

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

## Memorandum

May 26, 2020

**Subject: Municipal Council and Committee Meetings**

Thank you to those who participated in the municipal telephone town hall last week and, most importantly, thank you for taking the necessary steps to keep your community members healthy as we work together to stop the spread of COVID-19.


Since our last meeting, I have received a few questions about whether or not the restrictions on indoor gatherings also apply to municipal council and committee meetings. I would like to clarify that, similar to the provincial government, municipal council and committee meetings can take place in-person with more than 15 people in one indoor location, as long as physical distancing of two metres can be maintained between participants. In addition, high-touch surfaces must be cleaned and disinfected regularly, good hand hygiene should be encouraged and hand sanitizer should be available for participants. It is also important that there is a mechanism in place for ensuring anyone who is ill does not attend in-person.

At this time, public attendance at council meetings should continue to be facilitated through virtual means.

All workplaces, including municipal governments, are expected to develop and implement policies and procedures to address COVID-19. General workplace guidance for business owners re-opening or continuing operations are available on Alberta Biz Connect: [www.alberta.ca/biz-connect.aspx](http://www.alberta.ca/biz-connect.aspx).

Thank you for your continued efforts as we work to prevent the spread of COVID-19.

Yours truly,



Dr. Deena Hinshaw, BSc, MD, MPH, CCFP, FRCP  
Chief Medical Officer of Health