



TOWN OF DIDSBURY AGENDA
Regular Council Meeting
Tuesday, October 13, 2020 at 6:00 p.m.
Council Chambers

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES Pg. 2
 - 3.1 September 22, 2020 Regular Council Meeting
4. DELEGATION/ PRESENTATIONS Pg. 7
 - 4.1 Sgt. C. Fournier, Didsbury RCMP Detachment
5. PUBLIC HEARINGS
6. BYLAWS & POLICIES Pg. 8
 - 6.1 Human Resource Authority
7. BUSINESS Pg. 9
 - 7.1 Parkland Regional Library Systems Pg. 29
 - 7.2 Franchise Fees Pg. 31
 - 7.3 Salt/Sand Truck – Replacement Pg. 33
 - 7.4 CP Rail Holiday Train Pg. 35
 - 7.5 Shantz - Alternative Pedestrian Connectivity
8. REPORTS Pg. 37
 - 8.1 CAO Report Pg. 72
 - 8.2 Council Reports (Verbal)
 - a. Mayor's AUMA Convention Reports
9. CORRESPONDENCE & INFORMATION Pg. 78
 - 9.1 Economic Impact of Wynonna Earp – Keep Alberta Rolling
 - 9.2 MVSH Press Release – 2021-2025 Strategic Plan and Partnership
 - 9.3 MLA Nathan Cooper, response to letter from Mayor Hunter on Linear Assessment
10. GALLERY QUESTION PERIOD
11. CLOSED MEETING as per Division 2 of the *Freedom of Information and Protection of Privacy Act*
 - 11.1 Sec. 24 Advice from Officials (Land Proposal)
 - 11.2 Sec. 24 Advice from Officials (Land/Legal Updates)
 - 11.3 Sec. 24 Advice from Officials (Organization Discussion)
 - 11.4 Sec. 24 Advice from Officials (Organization Discussion)
 - 11.5 Sec. 21 Intergovernmental Relations (Intergovernmental Confidences)
 - 11.6 Sec. 21 Intergovernmental Relations (Intergovernmental Confidences)
 - 11.7 Sec. 24 Advice from Officials (Land Update)
12. NOTICE OF MOTION
13. ADJOURNMENT

resort

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



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Approval of Minutes
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3.1

BACKGROUND/PROPOSAL:

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

- September 22, 2020 Regular Council Meeting Minutes

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

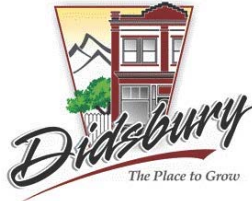
Please see attached minutes.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to approve the September 22, 2020 Regular Council Meeting Minutes as presented.



Meeting Minutes of the Town of Didsbury
Regular Council Meeting
September 22, 2020

The regular meeting of Council for the municipality of the Town of Didsbury was held in Council Chambers on Tuesday, September 22, 2020 commencing at 6:00 p.m.

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

Staff: Chief Administrative Officer - E. Gerner
Assistant CAO/Chief Financial Officer - A. Riley (via telephone)
Manager of Public Works – C. Fox
Manager of Community Services – N. Aasen
Manager of Legislative Services/Recording Officer - L. Smith

CALL TO ORDER

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

ADOPTION OF AGENDA

Deputy Mayor Poggemiller requested item 11.2 be removed.

Councillor Windsor added: 7.6 - 23rd Street and Shantz pedestrian connectivity.

Mayor Hunter added: 7.7 - Contingency plan for meetings in Council Chambers; and
7.8 - Virtual Town Hall (previously known as Coffee with Council)

CAO Ethan Gerner left the Chambers at 6:08 to gather information regarding closed meeting topics from the Municipal Government Act and returned at 6:10 p.m. which he presented to Council when he returned.

Res. 346-20 MOVED by Councillor Poggemiller to approve the agenda as amended.

Defeated

Res. 347-20 MOVED by Councillor Windsor to approve the agenda as amended to include items 7.6 - 23rd Street and Shantz pedestrian connectivity, 7.7- Contingency plan for Council Meetings and 7.8 - Virtual Town Hall.

Carried

ADOPTION OF MINUTES

Res. 348-20 MOVED by Councillor Moore to approve the September 8, 2020 Regular Council Meeting Minutes as presented.

Carried

DELEGATION - None

BYLAWS & POLICIES

Bylaw 2020-14 Municipal Elections

Res. 349-20 MOVED by Councillor Windsor to grant first reading to Bylaw 2020-14 a bylaw to establish certain election procedures and that it be referred to committee.

Carried

Amending Bylaw 2020-13 Didsbury Economic Development Advisory Committee

Res. 350-20 MOVED by Councillor Windsor to grant second reading to amending Bylaw 2020-13 to amend Bylaw 2020-05 Didsbury Economic Development Advisory Committee and that it be referred to committee.

Carried

BUSINESS

2019 Capital Budget Amendment

Res. 351-20 MOVED by Councillor Engel to amend the 2019 Capital Budget to remove Camera/Silent Partner Partition/Radar item in the amount of \$15,000.

Carried

Municipal Stimulus Program Project

Res. 352-20 MOVED by Councillor Moore to approve the 20th Street Stormwater and Surface Improvements to be funded from the Municipal Stimulus Program grant for \$626,202.

Carried

Utility Budget Options

Res. 353-20 MOVED by Councillor Engel to extend the return of utility budget options until more information is available.

Carried

2020 Community Profile

Res. 354-20 MOVED by Councillor Moore to approve the Community Profile for 2020 as presented.

Carried

Intermunicipal Cooperation Committee Terms of References

Res. 355-20 MOVED by Councillor Crothers to approve the Intermunicipal Cooperation Committee Terms of Reference with recommended changes.

Carried

23rd Street Shantz Pedestrian Connectivity

Res. 356-20 MOVED by Councillor Windsor that modified options of the 23rd Street pedestrian connectivity for Shantz be brought back for consideration to the October 13, 2020 Regular Council Meeting.

Carried

Contingency Plan for Meetings

Res. 357-20 MOVED by Councillor Windsor for Council to give Administration the authority to move Council Meetings to ZOOM Meetings at their discretion due to health or safety concerns.

Carried

Virtual Town Hall

Res. 358-20 MOVED by Councillor Moore for Council to conduct a Virtual Town Hall on Thursday, October 29 starting at 7:00 p.m.

Carried

REPORTS

Chief Administrative Officer Report

Res. 359-20 MOVED by Councillor Engel to accept the Chief Administrative Officer's report for September 22, 2020 as information.

Carried

Council Reports (Verbal)

Res. 360-20 MOVED by Councillor Windsor to accept the Council Reports for September 22, 2020 as information.

Carried

CORRESPONDENCE

- CPR Railway Safety Week – September 21-27, 2020
- TELUS – Prioritizing Rural Connectivity Across Canada
- World Cerebral Palsy Day – October 6, 2020

Res. 361-20 MOVED by Councillor Moore to accept the correspondence and information items as information.

Carried

GALLERY QUESTION PERIOD - None

CLOSED MEETING

Res. 362-20 MOVED by Councillor Crothers to go into Closed Meeting at 7:18 p.m.

Carried

Council took a 10 minute break

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

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

Topics of Closed Meeting in accordance with the *Freedom of Information and Protection of Privacy Act*.

Sec. 24(1) Advice from Officials
Sec. 24(1) Advice from Officials
Sec. 23(1) Local public body confidences
Sec. 19(1) Confidential Evaluations

Ethan Gorner and Luana Smith left the meeting at 8:25 p.m.

Ethan Gorner returned to the meeting at 8:35 p.m.

RECONVENE

Res. 363-20 MOVED by Councillor Crothers that Council reconvene from closed meeting to open meeting at 8:39 p.m.

Carried

ADJOURNMENT

Res. 364-20 MOVED by Councillor Crothers to adjourn the meeting at 8:40 p.m.

Carried

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Delegation
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	4.1

BACKGROUND/PROPOSAL:

Staff Sergeant Chad Fournier will be in attendance to deliver his Quarterly Report for the Didsbury RCMP Detachment.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The report will be provided at the meeting during Sgt. Fournier's presentation.

RECOMMENDATION

That Council moves to accept the quarterly report from Staff Sergeant Chad Fournier as information.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Human Resource Authority
ORIGINATING DEPARTMENT	Human Resources/Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

The Town of Didsbury Personnel Handbook was developed to set out the Town of Didsbury expectations of our employees and to compile information that was previously laid out in a variety of personnel policies.

Currently, all Policies being located in one easy to use handbook HR 004 for managers and staff and has improved Town staff's understanding of the Town of Didsbury's Human Resources administrative practices and procedures. Previously all such staffing protocols were approved by Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Chief Administrative Officer is the administrative head of the municipality; ensures that the policies and programs of the municipality are implemented; advises and informs the council on the operation and affairs of the municipality; performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council. (MGA Section 207)

CAO Bylaw No. 2018-14, Section - 2 Personnel Management states the CAO has the following authorities:

- 2.1 *Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Council policy or Bylaw;*
- 2.2 *Monitors the performance of all staff and ensures appropriate evaluation processes are in place;*
- 2.3 *Informs the Council of any changes to the organization chart before such changes are made.*
- 2.4 *Monitors adherence to Occupational Health and Safety requirements.*

The CAO also ensures that all provincial statutes are met as per Alberta Employment Standards and Regulations, *Alberta Human Rights Act* and the *Workers Compensation Act*.

As noted, these have previously been approved by Council, therefore to correct this framework, we are recommending that all staffing framework approved by Council be transferred back to the CAO who will incorporate into internal staffing directives.

The CAO will keep Council updated on internal staffing directives.

RECOMMENDATION

That the Town of Didsbury Council moves to transfer back to the Chief Administrative Officer all staffing framework and protocols.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Parkland Regional Library Budget 2021
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

Parkland Regional Library System has issued their 2021 budget for approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

For 2021, there is a zero increase to the municipal per capital requisition. The amount will remain the same as in 2020 which was \$8.55.

The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$197,400.

In compliance with our municipality's agreement with the Parkland Library Board, we are required to give council's decision regarding the 2021 per capita requisition by November 4th.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Economic Prosperity

RECOMMENDATION

That Council move to approve the Parkland Regional Library System 2021 per capita requisition in the amount of \$8.55.



PROPOSED BUDGET 2021

Notes for the Parkland Regional Library Budget 2021

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2021, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020, at \$8.55.

PRLS' budget projections for 2021 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2021, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Freight has been reduced with PLSB's change to government courier services, PRLS will now have shipments dropped here at headquarters (line 2.7).
- Postage Reimbursement expense has declined with the use of Polaris and PRLS standards for libraries for ship to patron requests (line 2.13).
- The Audit expense line (3.1) has increased due to our LAPP triannual audit requirement.
- Insurance increased slightly due to adding cyber insurance to Parkland's Policy (line 3.7).
- Publicity/Trade show expenses were reduced based on five-year averages (line 3.10).
- Trustee expenses have increased by \$2,000 to accommodate the Advocacy Committee meetings (line 3.16).
- Provincial grants amount to approximately 45.5% of PRLS' total income.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$197,400. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Brief Notes – September 2021

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2020 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 Line held at 2020 level - for platform fees/subscriptions for eContent - including Niche Academy, Novelist and the TAL core. Covers eResources subscriptions and includes Survey Monkey and the Audio Cine fees moved from periodicals
- 2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2020 is \$5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
- 2.7 Reduced significantly as Government Courier is now delivered straight to headquarters which eliminated Parkland's need for a local courier service
- 2.8 Held at the 2020 level \$14,400
- 2.9 New - two lines combined - used to provide tools for marketing, advocacy and other initiatives for PRLS and member library staff
- 2.10 Based on current population at \$0.30 per capita
- 2.11 Held at \$800
- 2.12 Held at \$1,100
- 2.13 New line which combines both ILL postage reimbursement to libraries and ILL postage at HQ – reduced due to fewer ship-to-patron requests
- 2.14 Held at 2020 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
- 2.15 Held at 2020 level – for the operations of three cargo vans and two consulting vehicles - anticipated maintenance costs for five vehicles and fuel, using a 5-year review of actual costs
- 2.16 Held at \$14,000 - used for projects for training library managers and staff, and library conference expenses

PRLS Circulating Collections

- 2.17 Reduced slightly to \$3,000
- 2.18 Line reflects materials allotment for the purchase of eContent, held at the 2020 level
- 2.19 Held at 2020 amount
- 2.20 Increased to \$2,000 for updating existing kits and building new kits
- 2.21 Held at 2020 amount

COST OF SERVICES

- 3.1 The fee for 2021 is increased to include our triannual LAPP audit requirement - line also includes the annual legal letter required from PRLS' lawyer for the auditor
- 3.2 Held at \$2,000 - to cover the cost of electronic banking services and cheques
- 3.3 Reduced slightly to \$4,300 based on actual over a three-year period
- 3.4 Held at \$18,000
- 3.5 Held at \$20,000
- 3.6 Increased slightly to \$11,750 - to cover PRLS' cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)
- 3.7 Increased - covers five vehicles to insure and the recently added cyber insurance, with the rest based on a 5-year review of actual costs
- 3.8 Held at 2020 level of \$32,500 - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)
- 3.9 Held at 2020 amount of \$7,000 based on usage over last three years
- 3.10 Reduced to \$4,100 - based on five-year averages
- 3.11 Increased slightly as per executive recommendation and reflects current staff levels
- 3.12 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.13 Increased slightly to balance - based on a five-year review
- 3.14 Held at 2020 level of \$12,000 - based on actual costs
- 3.15 Reduced to \$9,000 – based on actual expenses
- 3.16 Increased slightly in 2021 to \$34,000 to include an advocacy committee, executive committee meetings and to support trustee activities
- 3.17 Based on five-year averages – increased slightly to \$39,000

Complete Notes to the 2021 Budget

Proposed 2021 Budget PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2020	2021
Income		
1.1 Provincial Grants	990,831	990,831
1.2 First Nations Grant	145,602	145,602
1.3 Membership Fees	1,868,987	1,881,316
1.4 Alberta Rural Library Services Grant	428,738	428,738
1.5 Interest Income	35,000	32,000
TOTAL Income	3,469,158	3,478,487

Income – line details

1.1 Provincial Grants: for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant: the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita rural library services grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.6.

1.3 Membership Fees: \$8.55 per capita – requisition to municipalities to balance the budget.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRLS of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is slightly reduced.

Support Materials & Services Directly to Libraries		2020	2021
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	247,916	249,546
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maintenance Agreement Software licenses	192,967	197,690
2.5	eContent Platform fees, Subscriptions	53,700	53,700
2.6	FN Provincial Grant expenses	78,839	78,839
2.7	Freight	6,500	1,800
2.8	Internet Connection Fees	14,400	14,400
2.9	Marketing/Advocacy for Libraries	5,000	5,000
2.10	Member Library Computers Allotment	65,580	66,010
2.11	Outlets - Contribution to Operating	800	800
2.12	Periodicals	1,100	1,100
2.13	Postage /Postage Reimbursement to libraries	9,500	4,500
2.14	Supplies purchased Cataloguing/Mylar	25,000	25,000
2.15	Vehicle expense	46,000	46,000
2.16	Workshop/Training expense	14,000	14,000
PRLS Circulating Collections			
2.17	Audio Book	3,500	3,000
2.18	eContent	47,500	47,500
2.19	Large Print	10,000	10,000
2.20	Programming Kits	1,500	2,000
2.21	Reference	4,500	4,500
TOTAL Support Materials & Services Directly to Libraries		1,260,040	1,257,123

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2020 level – includes a number of electronic resources such as Library of Congress classification web, RDA Tool kit, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 eContent Platform fees and Subscription fees:* to pay for platform fees for CloudLibrary ebooks, and Novelist, subscriptions, Niche Academy, now includes Audio Cine and Survey Monkey fees, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help) – held at 2020 level.
- 2.6 FN Provincial Grant Expense:* line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is \$5.55 per capita to spearhead outreach activities and services. Based on 2016 population levels.
- 2.7 Freight:* vendor freight costs for library materials, in-house collections and shipment of computers for repairs and/or replacement parts – reduced due to reduced courier costs because Government Courier is now delivered directly to PRLS headquarters.
- 2.8 Internet Connection Fees:* for internet service provision to member libraries and HQ – held at 2020 levels.
- 2.9 Marketing/Advocacy for Libraries:* new two lines combined – used to provide tools for marketing, advocacy and other initiatives for PRLS and member library staff.

<i>2.10 Member Library Computers:</i>	income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
<i>2.11 Outlet - Contribution to Operating:</i>	amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.
<i>2.12 Periodicals:</i>	held at 2020 level, includes professional development publications and library journals.
<i>2.13 Postage Reimbursement:</i>	reduced to account for a change in the borrow by mail service – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.
<i>2.14 Supplies purchased Cataloguing/Mylar:</i>	held at 2020 level, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.
<i>2.15 Vehicle Expense:</i>	includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – held at 2020 amounts.
<i>2.16 Workshop/Training:</i>	includes costs for all workshops and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2020 amount.

PRLS Circulating Collections

<i>2.17. Audiobook Materials:</i>	reduced slightly – used to support the physical audiobook collection.
<i>2.18 eContent:</i>	includes allotment for CloudLibrary, RB Digital magazines and eAudiobooks, and potentially other eContent - held at 2020 level.

- 2.19 Large Print Books:* held at 2020 level.
- 2.20 Programming Boxes:* increased slightly to \$2,000 - to refresh and build new programming kits for programming in member libraries.
- 2.21 Reference Materials:* held at 2020 level – to purchase limited amounts of reference material for use by PRLS staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2020	2021
3.1	Audit	15,200	17,400
3.2	Bank expenses	2,000	2,000
3.3	Bank Investment Fees	4,500	4,300
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Continuing Education	20,000	20,000
3.6	Dues/Fees/Memberships	11,500	11,750
3.7	Insurance	17,200	18,500
3.8	Janitorial/Outdoor maintenance expense	32,500	32,500
3.9	Photocopy/Printing	7,000	7,000
3.10	Publicity/Trade Shows	6,500	4,100
3.11	Salaries	1,599,769	1,607,281
3.12	Salaries - Employee Benefits	351,949	354,497
3.13	Supplies/Stationery/Building	30,000	30,036
3.14	Telephone	12,000	12,000
3.15	Travel	12,000	9,000
3.16	Trustee expense	32,000	34,000
3.17	Utilities	37,000	39,000
TOTAL Cost of Services		2,209,118	2,221,364

Cost of Services – line details

3.1 Audit: Increased to include costs for Parkland's triannual LAPP Audit requirement – includes costs for an annual letter from PRLS' lawyer required for the audit process.

3.2 Bank Expenses: Held at 2020 amount - to cover the cost of cheques and other banking services including enhanced electronic services.

3.3 Bank Investment Fees: fee for management of the RBC Dominion investment program – based on actual charges – reduced slightly.

3.4 Building-Repair/Maintenance. Held at 2020 amount – costs are based on five-year averages.

- 3.5 Continuing Education:* funds PRLS staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.6 Dues/Fees/Memberships:* for Parkland's membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators' Council (APLAC); and The Alberta Library (TAL). Increased slightly.
- 3.7 Insurance:* this line has increased slightly to account for the addition of cyber insurance. It includes the building, HQ's contents, PRLS' outlet libraries contents, vehicles, general liability, bond and crime - based on a review of actual historical costs.
- 3.8 Janitorial Expense:* held at \$32,500 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.
- 3.9 Photocopy/Printing:* held at 2020 amount – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if an outside source is used for publications.
- 3.10 Promotion/Trade Shows/
Publicity:* includes, but not limited to, printing systems' brochures and hospitality expenses for the Alberta Library Conference (ALC), the trade shows for the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus gifts/donations, flowers for libraries' anniversaries, and promotional items – based on five-year averages; reduced.
- 3.11 Salaries:* estimated to support current positions at Parkland's Executive Committee's recommendation as per PRLS' compensation policy.
- 3.12 Salaries-Employee
Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

*3.13 Supplies/Stationery/
Building:*

held at 2020 amount - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.

3.14 Telephone:

includes line charges, toll free number, mobile telephones, and long-distance costs – held at 2020 amount.

3.15 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$9,000.

3.16 Trustee Expense:

increased to account for the Advocacy Committee meetings – along with costs for a 10-member Executive Committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).

3.17 Utilities:

based on five-year averages – increased slightly to \$39,000.

Proposed 2021 Budget
PARKLAND REGIONAL LIBRARY

	Present Budget 2020	Proposed Budget 2021
TOTAL Income	3,469,158	3,478,487
TOTAL Support Materials & Services Directly to Libraries	1,260,040	1,257,123
TOTAL Cost of Services	2,209,118	2,221,364
TOTAL Expenses (library materials & cost of service)	3,469,158	3,478,487
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement

Explanation points to the 2021 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no new vehicles in 2021. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are purchased from reserves.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2021

Explanation points to the 2021 Budget dealing with Capital Assets, Amortization and Reserves

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2021	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward	\$71,136	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$0	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$197,400	B
<i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets)</i>		
<i>(Estimated capital PRLS assets - 2021, \$48,400 -B)</i>		
	\$268,536	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$0	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$32,430	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		
Proceeds from the sale of vehicles	\$0	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
Technology Reserve		
Budgeted for member library computers	\$66,010	

\$98,440

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets \$15,970 **B**
(actual amounts will be based on exact purchase amounts in the year)

Amortization expense anticipated from years (Jan 2009 forward) \$71,136 **A**
(actual amount will be affected by asset disposals during the year)

\$87,106

5 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - from years previous to Dec 31, 2008 \$17,305
(actual amounts will be based on exact disposals amounts in the year)

Proposed 2021 Budget

PARKLAND REGIONAL LIBRARY

Present
Budget

	2020	2021
Income		
1.1 Provincial Grants	990,831	990,831
1.2 First Nations Grant	145,602	145,602
1.3 Membership Fees	1,868,987	1,881,316
1.4 Alberta Rural Library Services Grant	428,738	428,738
1.5 Interest Income	35,000	32,000
TOTAL Income	3,469,158	3,478,487
Support Materials & Services Directly to Libraries		
2.1 Alberta Rural Library Services Grant	428,738	428,738
2.2 Allotment Funds issued to Libraries	247,916	249,546
2.3 Cataloguing Tools	3,000	3,000
2.4 Computer Maint. Agree. Software licenses	192,967	197,690
2.5 eContent Platform fees, Subscriptions	53,700	53,700
2.6 FN Provincial Grant expenses	78,839	78,839
2.7 Freight	6,500	1,800
2.8 Internet Connection Fees	14,400	14,400
2.9 Marketing/Advocacy for Libraries	5,000	5,000
2.10 Member Library Computers Allotment	65,580	66,010
2.11 Outlets - Contribution to Operating	800	800
2.12 Periodicals	1,100	1,100
2.13 Postage /Postage Reimbursement to libraries	9,500	4,500
2.14 Supplies purchased Cataloguing/Mylar	25,000	25,000
2.15 Vehicle expense	46,000	46,000
2.16 Workshop/Training expense	14,000	14,000
PRL Circulating Collections		
2.17 Audio Book	3,500	3,000
2.18 eContent	47,500	47,500
2.19 Large Print	10,000	10,000
2.20 Programming Kits	1,500	2,000
2.21 Reference	4,500	4,500
TOTAL Support Materials & Services Directly to Libraries	1,260,040	1,257,123
Cost of Services		
3.1 Audit	15,200	17,400
3.2 Bank expenses	2,000	2,000
3.3 Bank Investment Fees	4,500	4,300
3.4 Building-Repairs/Maintenance	18,000	18,000
3.5 Continuing Education	20,000	20,000
3.6 Dues/Fees/Memberships	11,500	11,750
3.7 Insurance	17,200	18,500
3.8 Janitorial/Outdoor maintenance expense	32,500	32,500
3.9 Photocopy/Printing	7,000	7,000
3.10 Publicity/Trade Shows	6,500	4,100
3.11 Salaries	1,599,769	1,607,281
3.12 Salaries - Employee Benefits	351,949	354,497
3.13 Supplies/Stationery/Building	30,000	30,036
3.14 Telephone	12,000	12,000
3.15 Travel	12,000	9,000
3.16 Trustee expense	32,000	34,000
3.17 Utilities	37,000	39,000
TOTAL Cost of Services	2,209,118	2,221,364
TOTAL Expenses (library materials & cost of service)	3,469,158	3,478,487
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Franchise Fees
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

ATCO GAS

ATCO Gas pays the Town of Didsbury a franchise fee which is collected from customers in the community based on a percentage of ATCO's Delivery Tariff. This percentage is currently set at 25%. The Town has the ability to amend the franchise fee rate up to a maximum of 35%. The impact of an increase in the franchise fee percentage will be charged directly to individual customers within the Town of Didsbury as an increase to their monthly natural gas bill.

The following chart shows the impact to the budget of leaving the rate at 25%, and increasing it by 1%, 5% and 10%. By setting the maximum fee of 35%, the Town would generate additional revenue of over \$170,000 in the 2021 year, with an impact on an average customer of \$4.42 per month.

ATCO Rate	25% (+0%)	26% (+1%)	30% (+5%)	35% (+10%)
Impact on Town Revenue (compared to 2020 budget)	35,000	49,000	103,000	170,000
Impact on Customer Bill	n/a	\$ 0.44	\$ 2.21	\$ 4.42

FORTIS ALBERTA

Fortis Alberta pays the Town of Didsbury a franchise fee which is collected from customers in the community based on a percentage of Fortis' Distribution and Transmission (D&T). This percentage is currently set at 17%. The Town has the ability to change the franchise fee percentage to a maximum of 20%. The effect on an increase in the franchise fee percentage will be charged directly to individual customers within the Town of Didsbury as an increase to their monthly electricity bill.

The following chart shows the impact to the budget of leaving the rate at 17%, and increasing it by 1%, 2% and 3%. By setting the maximum fee of 20%, the Town would generate additional revenue of almost \$100,000 in the 2021 year, with an impact on an average customer of \$2.81 per month.

FORTIS Rate	17% (+0%)	18% (+1%)	20% (+2%)	20% (+3%)
Impact on Town Revenue (compared to 2019 budget)	13,340	41,760	69,200	97,620
Impact on Customer Bill*	0.74	1.43	2.12	2.81
*takes into account proposed rate increases				

A decision must be made before November 1st and communicated by that time to the respective companies to allow enough time for advertising prior to January 1, 2020 implementation.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

The rates charged in other Municipalities in Mountain View County are as followed:

	Comparisons (as of Jan 1/20)				
	Didsbury	Olds	Carstairs	Cremona	Sundre
Natural Gas (ATCO)	25%	30%	25%	25%	n/a
Electricity (FORTIS)	17%	15%	10%	10%	10%

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Advantages to increasing Franchise fees:

- Will generate additional revenue without an impact on property taxes.
- Will spread the cost among property tax exempt organizations such as the hospital, Seniors Lodges, churches and Schools.

Disadvantages to increasing Franchise fees:

- Will be increasing fees during an economic downturn.

The increase in fees may offset taxation revenue overall, or Council may choose to allocate the additional funds to a specific project, such as road rehabilitation and repair.

Given the current economic downturn in Alberta and across the Globe, Administration is recommending both the ATCO and FORTIS franchise fees be maintained at their current rates.

ALIGNMENT WITH STRATEGIC PLAN

Economic Prosperity

RECOMMENDATION

That Council maintains the ATCO Natural Gas Franchise Fee at 25%.

AND

That Council maintains the FORTIS Alberta Electricity Franchise Fee at 17%.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Salt/Sand Truck - Replacement
ORIGINATING DEPARTMENT	Operations
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

In preparation for the 2020/2021 winter season, Public Works conducted the Commercial Vehicle Inspection Program (CVIP) inspection for our 2008 Ford F-450 Truck (PW-09 – the sanding truck). The normal estimated useful life for a truck is 10 years, and this vehicle is currently in its 12th year. During the inspection an additional \$11,400 of additional repairs were identified. This includes a substantial box rebuild to combat the corrosion that has eaten away the metal.

In 2019 the truck required \$5,500 and 2018 required \$7,000. A routine CVIP is \$250.

PW-09 is equipped with a front plow. The plow operates off a Power Take Off (PTO) hydraulic system. This is not a stock “off the shelf” system and it has not operated properly for several years. The plow has had several re-builds but it remains a fickle and inconsistent tool.

PW-09 is equipped with a top load 1.75 cuyd high density Polypropylene salt/sand hopper (2016). The size of this unit requires several trips to the yard to complete our Priority 1 roads and parking lots. The plastic interior has frequent issues with material sticking to it. The conveyor belt and chain show signs of wear and will need to be replaced soon. Drive belt bearings were replaced fall of 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There are three options for Council’s consideration:

Option 1: Invest \$11,400 to complete necessary repairs and have the plow PTO system rebuilt. Total estimated cost \$13,400. These repairs will likely only increase the vehicle’s useful life by one year. There is room in the Public Works Equipment Repairs and Maintenance budget to cover this expenditure.

Pro: Defer the investment for a replacement vehicle for another year.

Con: Vehicle is beyond its usable lifespan. Vehicle will require replacement imminently.

Option 2: Purchase a plow to fit our 2009 Freightliner (PW20 – Gravel Truck) and install an existing salt/sand hopper. Total estimated cost \$11,000. If this option is chosen it is a capital expenditure and it is recommended to be paid through reserves.

Pro: Defer the investment for a replacement vehicle for another year. Plow purchased could be mounted on a future PW-09 replacement.

Con: PW-20 is also beyond its usable lifespan. Vehicle is oversized for the task, it would be difficult to maneuver. Efficiency and accuracy of dispersion would decrease. Using this piece of equipment would increase wear on the vehicle which would increase maintenance costs and expedite the need to replace this piece of our fleet.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

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Adding the snow maintenance task to the gravel truck will remove it from our fleet for snow removal which would substantially increase snow removal costs paid to contractors. Historically, the gravel truck is used significantly more in the winter than it is in the summer.

Option 3: Replace PW-09, purchase a reliable plow, and purchase a 4.5 cu yd stainless steel salt/sand hopper. Estimated cost for a Ford F-550 is approximately \$85,000, a plow is \$11,000, and the salt/sand hopper is \$11,500. Total investment - \$107,500. Administration recommends funding this replacement with the Vehicle & Equipment replacement reserve with an estimated yearend balance of \$586,071.

Vehicle & Equipment Replacement Reserve	
2019 Year end balance	391,571
Budgeted transfers out	(51,687)
2020 budgeted reserve transfer	302,000
	693,571
Replacement truck	(107,500)
Estimated 2020 year end balance	586,071

Pro: Reliability. Reduced operating costs. Capacity improvement. Increased operator safety. Overall improved level of service.

Con: Unplanned expenditure.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Infrastructure & Asset Management

RECOMMENDATION

That Council approve the purchase of a replacement truck, plow and salt/sand hopper for a maximum of \$107,500 to be allocated from the Vehicle & Equipment replacement reserve.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	CP Rail Holiday Train
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.4

BACKGROUND/PROPOSAL:

Mayor Hunter received an email from Canadian Pacific Railway regarding the Holiday Train.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Due to the current Pandemic situation, the CP Holiday Train will not be running this holiday season, instead they are planning a virtual concert with donations going to local food banks.

Please see attached letter.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the letter from CP Rail on the 2020 Holiday Train event as information, and that the Mayor send a letter on behalf of Council, thanking CPR for the update and expressing our regrets and well wishes.



September 24, 2020

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

via email: rhunter@didsbury.ca

Dear Mayor Hunter:

I am writing to inform you that Canadian Pacific (CP) has made the decision to hold a virtual holiday themed concert for the 2020 CP Holiday Train season, instead of running our typical CP Holiday Train program. This difficult decision is necessary to protect the health and safety of our neighbours and employees, given the ongoing global health threat posed by the COVID-19 pandemic.

CP intends to resume the traditional CP Holiday Train tour in 2021.

This year CP will donate to all communities that the program benefits, including communities that typically receive the CP Holiday Train in alternating years.

CP launched the Holiday Train in 1999. Every year since, it has traveled across Canada and the northern U.S. to raise money, collect food and draw attention to the important work of local food banks. In its first 21 years, the CP Holiday Train program raised C\$17.8 million and collected 4.8 million pounds of food for local food banks in communities along CP's network.

Live music and entertainment has always been part of the CP Holiday Train show. To keep that tradition alive, CP will produce a virtual benefit concert. We will share details of this concert in the coming weeks on our social media channels. If you have any questions about this year's CP Holiday Train virtual program, please reach out to us at Holiday_Train@cpr.ca.

The CP Holiday Train relies on the generous support of great communities like yours. I look forward to your community's engagement and support with our virtual program this year.

Sincerely,

Mike LoVecchio
Director Indigenous Relations and Government Affairs
Canadian Pacific
General Yard Office
[1670 Lougheed Highway](#)
[Port Coquitlam BC V3B 5C8](#)
778 772-9636
mike_lovecchio@cpr.ca



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Shantz - Alternative Pedestrian Connectivity
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.5

BACKGROUND/PROPOSAL:

Administration is exploring alternatives for completing pedestrian connectivity to Shantz Crossing in a timely fashion including:

One option is to install an asphalt pathway along 23rd Street where the sidewalk for the original capital project design was intended to be built (represented by the red line along 23rd Street in the image below). The pathway would run from the existing sidewalk on 23rd Street and tie in again at Shantz Drive. It is not known exactly what portion of this pathway would have to be removed when the intersection is upgraded. Asphalt is typically less costly than concrete sidewalks so the investment removed at a later date would also be lower



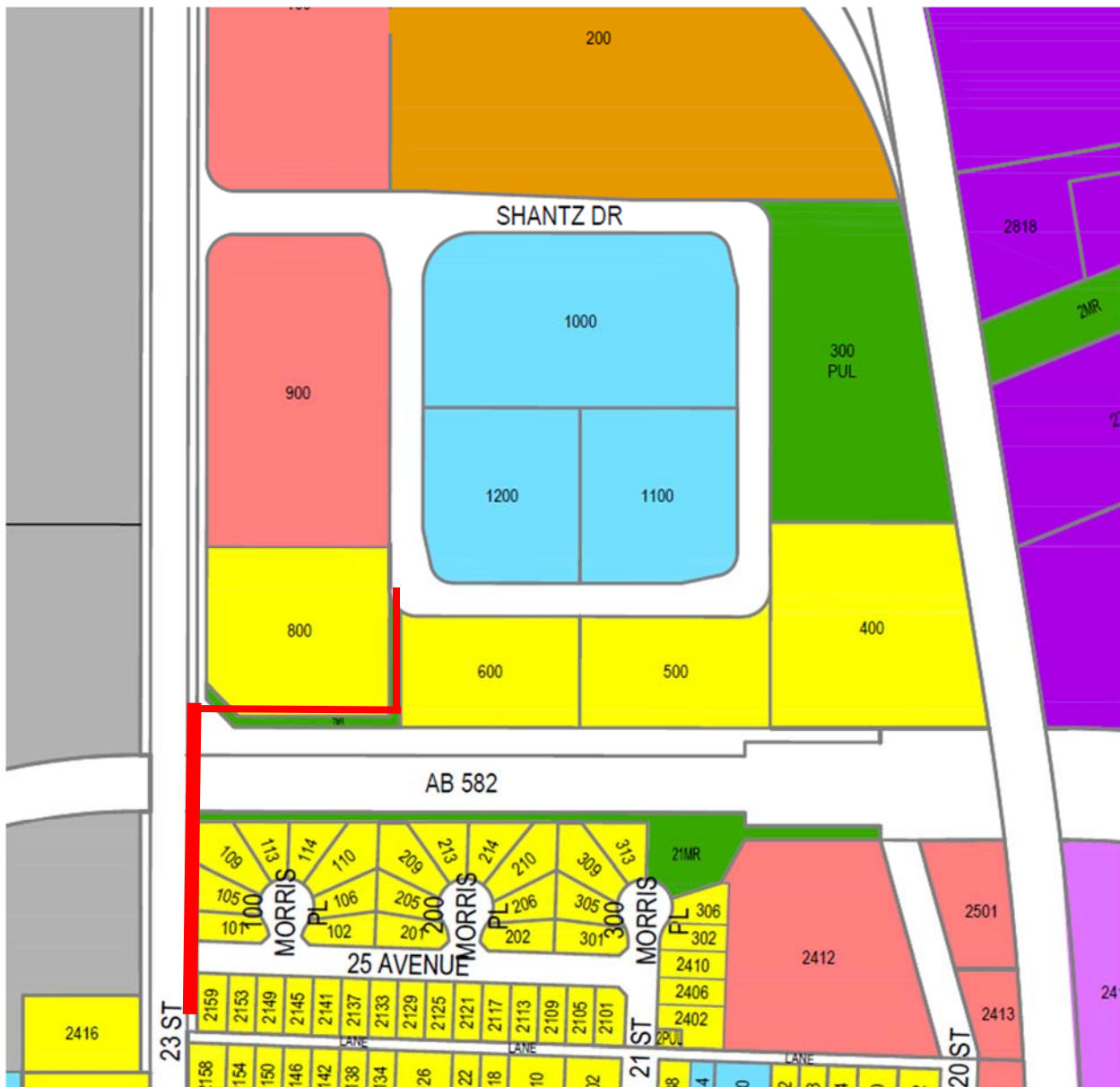


REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

A second option is to install an asphalt pathway on the south side of highway 582 to the highway and continue through the Town's municipal reserve as demonstrated on the map below. Again, a portion of this pathway would need to be removed when the intersection is updated. Both of these options would be inaccessible during the construction of the intersection upgrade.



DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Other options involve confidential discussions relating to land.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engagement Community

RECOMMENDATION

Council to make a resolution after all options have been reviewed at the end of the meeting.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for October 13, 2020 as information.

1. Readers' Choice Star Awards – Best Local Politician

It was inadvertently missed that Councillor Mel Crothers received the Bronze in the best Politician Award and the Didsbury Train Station a Silver for Best Tourist Attraction.



2. Development Stats 3rd Quarter (Planning & Development)

Attached is the Development and Building Permit Stats for the 3rd Quarter.

3. Legislative Services 3rd Quarter Report

Please find the Council Resolution up to September 22, 2020, and Legislative Registry showing status of bylaws and policies being presented to Council or Committee and what is in the works for 2020.

4. Municipal Enforcement 3rd Quarter Report (ACAO/Community Peace Officers)

Please see attached 3rd quarter report from Municipal Enforcement department.

5. Didsbury & District Fire Department (ACAO/CFO)

We welcomed Fire Chief Curtis Mousseau who was appointed effective August 1, 2020.

Capital

Engine (50% TOD/50% MVC) build is progressing. We are expecting delivery prior to December 1, 2020.

County-owned Tender was delivered in September – this doubles the amount of water that can be taken to a fire call.

Operational Call Statistics (see attached).

6. Public Works 3rd Quarter Summary Report (Operations)

Attached is the 3rd Quarter Report for the Public Works Department.

7. Community Services 3rd Quarter Report

Attached is the 3rd Quarter Report from the Community Services Department.

8. Financial Services 3rd Quarter Report (Financial Services)

Please find attached the 3rd Quarter for the Financial Services department.

9. Health & Safety Audit (Safety Committee)

An internal safety audit took place in September as part of the Certificate of Recognition. Results will be provided at a later date.



PLANNING & DEVELOPMENT SERVICES
2020 Quarterly Development Report (Q2)

Prepared for the Regular Council Meeting

Page | 1

RESIDENTIAL DEVELOPMENTS

	Q1	Q2	Q3	2020
Permits Issued – All development relating to Residential Use	11	7	9	27
Total Construction Values [in the \$ millions]	(957,000)	(466,000)	1.1	2.59
Date of First Permit Issued	Mar. 11	May. 19	July 9	Mar. 11
Date of Last Permit Issued	Mar. 20	Jun. 24	Sept. 29	Sept. 29

Note: Residential Development consists of Dwellings, Accessory Buildings, Additions, Decks, Suites, Demolitions & Misc.

COMMERCIAL DEVELOPMENTS

	Q1	Q2	Q3	2020
Permits Issued – All development related Commercial Use	7	7	10	24
Total Construction Values [in the \$ millions]	(159,000)	(22,810)	2.2	2.39
Date of First Permit Issued	Jan. 17	May. 19	July 9	Jan. 17
Date of Last Permit Issued	Mar. 12	Jun. 24	Sept. 28	Jun. 24

Note: Commercial Development consists of Commercial Retail Units, Changes of Use, Signage and Misc.

LAND USE APPLICATIONS & APPEALS

	Q1	Q2	Q3	2020
Subdivisions- Approved	-	1	-	1
Redesignations- Approved	-	-	-	-
Development & Subdivision Appeals	-	-	-	-

Certificates of Compliance

Though not fully accurate, the number of Compliance Letters issued is a reflection of real estate activity in the town as the issuing of a Compliance Letter often accompanies the selling of a property. For the most part, Compliance Letters issued by the Development Office are done so for Residential lots.

	Q1	Q2	Q3	2020
Certificates of Compliance Issued	13	6	16	35

January 14, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
001-20	Moved by Councillor Baswick that Ethan Gerner be appointed as the Town of Didsbury Chief Administrative Officer, effective January 6, 2020.		
002-20	Moved by Councillor Windsor that the agenda be adopted as amended. Add: Budgets as Item 8.e under "Business"		
003-20	Moved by Councillor Windsor that the minutes of the December 10, 2019 Regular Council Meeting be approved as amended. AMEND Resolution 578-19 to include "Councillor" before "Baswick" and place "Carried" after the resolution. ADD To Resolution 609-19, the word "Executive" before Committee and "additional" between "no" and "cost".		
004-20	Moved by Deputy Mayor Moore that Council approve the Public Hearing Agenda as presented.		
005-20	Moved by Deputy Mayor Moore that Council close the Public Hearing portion of the meeting at 6:17 PM.		
006-20	Moved by Councillor Windsor that first reading of the Town of Didsbury Library Board Bylaw 2020-02 be approved.		
007-20	Moved by Councillor Engel that the Library Terms of Reference be postponed until such time that the TOD Library Board Bylaw is approved and with revisions as noted	LS to work on ToR for Library & bring back to Council	April 28 RCM
008-20	Moved by Councillor Windsor that first reading of the Wastewater Bylaw 2020-01 be approved.	LS to bring back Wastewater Bylaw 2020-01 for 2nd & 3rd Reading	May 26 RCM
009-20	Moved by Councillor Windsor that second reading of Land Use Amendment Bylaw 2019-13 be approved.		Completed
010-20	Moved by Councillor Windsor that third and final reading of Land Use Amendment Bylaw 2019-13 be approved.		Completed
011-20	Moved by Councillor Engel that the Residential Sub-class be referred back to the Sub-class Committee.	ad hoc incentive committee created	Completed
012-20	Moved by Deputy Mayor Moore that the Poplar Ridge issues be referred to Administration for a comprehensive review.	EG to provide letter to Poplar Ridge - follow up with EG?	Completed
013-20	Moved by Deputy Mayor Moore that Council rescinds Resolution # 336-18 (the Town of Didsbury Bank Signing Authorities) and that Council appoints the following Bank Signing Authorities for the Town of Didsbury: Ethan Gormer, Amnda Riley, Maxine Moreau. Rhonda Hunter, John Baswick, Mel Crothers, Curt Engel, Dorothy Moore, Erhard Poggemiller, Bill Windsor.	MM/AR to have updated with bank	Completed

014-20	Moved by Councillor Windsor that DP 19-058 for a Change of Use - Industrial (Services), be approved subject to the following conditions: 1. That approval does not exclude the need and/or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations. 2. That the Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw. 3. That construction proceed as per the submitted application and plot plan. 4. If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, or carried out with reasonable diligence, as determined by the Development Authority, the permit ceases to be effective, unless an extension to this period, being no longer than an additional 12 months, has previously been granted by the Development Authority. 5. That the applicant adheres to all provisions of the Direct Control Industrial district requirements set out in Land Use Bylaw 2019-04.		
015-20	Moved by Councillor Windsor that the 2020 Capital Budget be referred back to Administration.		Completed
016-20	Moved by Deputy Mayor Moore that Council accept the attached Council Reports as information.		
017-20	Moved by Deputy Mayor Moore that Council accept the attached correspondence as information.		
018-20	Moved by Deputy Mayor Moore that Council accept the attached correspondence as information.		
019-20	Moved by Deputy Mayor Moore that the minutes of the Mountain View Regional Water Services Commission be accepted as information.		
020-20	Moved by Councillor Crothers that due to sections 16, 17, 19, 23, and 24 of the Freedom of Information and Privacy Act (FOIP), that the meeting be taken IN Camera to a closed meeting at 7:18 pm.		
021-20	Moved by Councillor Crothers to come out of the closed session at 8:41 PM.		
022-20	Moved by Councillor Engel to appoint the following to the Town of Didsbury Library Board: Brad Meisner, Nicole Brander and Dave McWhinney for a 3-year term.		
023-20	Moved by Councillor Engel that Council appoint Duncan Milne to the Town of Didsbury Library Board for a 1-year term.		
024-20	Moved by Councillor Crothers that the utility right-of-way issue be referred back to Administration.	AR Under Review	On-going
025-20	Moved by Deputy Mayor Moore that Councillors Engel, Windsor, Moore and Mayor Hunter be appointed to the Executive Review Committee.		
026-20	Moved by Councillor Crothers that Councillor Poggemiller express to the Community Policing Advisory Committee on behalf of Council, that the proposed Terms of Reference be approved by Council prior to ratification by the Committee.	LS to develop TR for this committee & bring back to Council	Completed
027-20	Moved by Councillor Crothers that the meeting be adjourned at 8:59 PM.		
January 28, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
028-20	Moved by Councillor Windsor that the agenda be adopted with the following amendments: ADD Economic Development Terms of Reference as Item 6.c		

029-20	Moved by Councillor Baswick that the minutes of the January 14, 2020 Regular Council Meeting be approved with the following amendments: AMEND Resolution 022-20/023-20 – all appointees to the Town of Didsbury Library Board for a 3-year term should be under Resolution 022-20 and in Resolution 023-20 Council approved the MVC candidate to a one-year term.		
030-20	Moved by Councillor Engel that Second Reading of the Town of Didsbury Library Board Bylaw 2020-02 be approved.	LS to bring back Library Bylaw for 3rd reading	Completed
031-20	Moved by Deputy Mayor Moore that First Reading of the Supplementary Assessments Bylaw 2020-03 be approved.		Completed
032-20	Moved by Deputy Mayor Moore that Section 1.4.1.e of the EDAC Terms of Reference be revised to include the Didsbury Chamber of Commerce President as an ex-officio member.	LS to follow up if done.	Completed
033-20	Moved by Deputy Mayor Moore that the EDAC Procedural Policy be referred to Administration for updating: In particular, the organizational chart, code of conduct and membership.	LS & EG review bylaw	Completed
034-20	Moved by Deputy Mayor Moore that the outstanding tax receivable balance for Roll 139800 in the amount of \$2,920.73 be written off.	MM/AR to have entered.	Completed
035-20	Moved by Councillor Windsor that Administration perform a review of cyber security protocols and report back to Council.	Include in CAO Update	Completed
036-20	Moved by Councillor Windsor that the Alberta CARE Action Items be referred to Administration for further review and consideration.		Pending
037-20	Moved by Councillor Engel that the CAO Report be accepted as information.		
038-20	Moved by Councillor Baswick that the Council reports be accepted as information.		
039-20	Moved by Councillor Engel that the correspondence and external reports be accepted as information.		
040-20	Moved by Councillor Windsor that due to sections 17, 18, 19, 23, 24 and 29 of the Freedom of Information and Privacy Act (FOIP), the meeting be taken IN CAMERA to a Closed Session at 7:40 PM.		
041-20	Moved by Councillor Windsor to come out of the closed session at 9:00 PM.		
042-20	Moved by Councillor Windsor that the meeting be extended to 10:00 PM.		
043-20	Moved by Councillor Windsor that due to sections 17, 18, 19, 23, 24 and 29 of the Freedom of Information and Privacy Act (FOIP), that the meeting be taken back IN CAMERA to a Closed Session at 9:00 PM.		
044-20	Moved by Councillor Baswick to come out of the closed session at 9:12 PM		
045-20	Moved by Councillor Windsor that the Mayor send a letter on behalf of Council to the Resident expressing gratitude for his contribution to our understanding of the history of the Town.	Send letter	Completed
046-20	Moved by Councillor Windsor that a letter be drafted to the Minister of Health asking that the Town of Didsbury and surrounding municipalities be included in discussions and decisions regarding space optimization and utilization of the Didsbury & District Health Services facility.	Send letter	Completed
047-20	Moved by Councillor Windsor that in response to the invitation from the Speaker of the Legislature, that Mayor Hunter attend on behalf of council the upcoming Alberta Speech From The Throne.		
048-20	Moved by Councillor Windsor that Project 5 – 15th Avenue Stormwater Main Extension and Project 6, Westhill Place Sanitary Service Line Replacement from the proposed Capital Budget be approved.		
049-20	Moved by Councillor Windsor that the town's involvement with CPAC transition from a political one to an administrative involvement.	CPAC Transition of membership	Complete
050-20	Moved by Deputy Mayor Moore that a letter be sent to the RCMP advising them of the town's transitioned involvement with CPAC.	Send letter	Completed

051-20	Moved by Deputy Mayor Moore that the meeting be adjourned at 9:56 PM.		
February 11, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
052-20	Moved by Councillor Windsor that the agenda be adopted with the following amendment:ADD: Speaker Invitation to Budget as an In Camera item (as per Sections 21 and 29 as per the FOIP Act)		
053-20	Moved by Councillor Engel that the minutes of the January 28, 2020 Regular Council Meeting be approved as presented:		
054-20	Moved by Councillor Engel that Second Reading of the Supplementary Assessments Bylaw 2020-03 be approved and that it be referred to the Policies & Priorities Committee for further review.		Completed
055-20	Moved by Deputy Mayor Moore that First Reading of the Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.		Completed
056-20	Moved by Councillor Windsor that the 2020 Capital Budget of \$ 3,232,500.00 be approved as presented.		
057-20	Moved by Deputy Mayor Moore that the DP 20-002 be approved for a Change of Use-Industrial (Manufacturing & Operations) located at Unit #2, 1213-20th Street subject to the following conditions: 1. That approval does not exclude the need and/ or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations. 2. That the Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw. 3. That construction proceed as per the submitted application and plot plan 4. That 1 onsite parking stall be allocated as per parking requirements in the land Use Bylaw 2019-04 5. If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence, as determined by the Development Authority, the permit ceases to be effective, unless an extension to this period, being no longer than an additional 12 months, has previously been granted by the Development Authority. 6. That the applicant adheres to all provisions of the Direct Control Industrial district requirements set out in Land Use Bylaw 2019-04.		
058-20	Moved by Deputy Mayor Moore that the 2020 FCSS recommendations with the exception of items #10-12.	Defeated	
059-20	Moved by Deputy Mayor Moore that Administration obtain information from the Holy Trinity Catholic School in Olds on how many students are from Didsbury.	Information in CAO report.	Completed
060-20	Moved by Councillor Crothers that the 2020 FCSS funding recommendations for \$61,151.00 be approved.		
061-20	Chamber of Commerce Opportunity to participate in Trade Show: Moved by Councillor Poggemiller to refer this back to the Policies and Priorities Committee for further review that includes cost implications.	Event Cancelled	Completed

062-20	Moved by Councillor Baswick as follows: Be it resolved that we authorize the Town of Didsbury to participate in an application for the Mountain View Regional Parks, Recreation and Culture Master Plan 2.0 submitted by the Town of Olds under the Intermunicipal Collaboration component Alberta Community Partnership Grant, further, that the Town of Didsbury, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.		
063-20	Moved by Councillor Windsor to approve the Mayor and the MVSH Representative attend the Gala & Fundraiser event on the town's behalf.		
064-20	Moved by Councillor Crothers to accept the CAO Report as information.		
065-20	Moved by Councillor Baswick to accept the Council Reports along with the Mayor's verbal report as information.		
066-20	Moved by Councillor Engel that the external reports be accepted as information.		
067-20	Moved by Councillor Crothers that due to sections 16, 17, 18, 21, 24, 25, 27 and 29 of the Freedom of Information and Privacy Act (FOIP), the meeting be taken IN CAMERA to a Closed Session at 7:57 PM.		
068-20	Moved by Deputy Mayor Moore to come out of the closed session at 8:58 PM.		
069-20	Moved by Deputy Mayor Moore that the meeting be extended to 9:30 PM.		
070-20	Moved by Deputy Mayor Moore that due to sections 16, 17, 18, 21, 24, 25, 27 and 29 of the Freedom of Information and Privacy Act (FOIP), that the meeting be taken back IN CAMERA to a Closed Session at 8:59 PM.		
071-20	Moved by Deputy Mayor Moore to come out of the closed session at 9:21 PM.		
072-20	Moved by Deputy Mayor Moore to accept the invitation from the Speaker of the Legislature to attend the tabling of the 2020 budget on Thursday February 27, 2020 and for Mayor Hunter, Deputy Mayor Moore, and Councillors Baswick, Crothers, and Poggemiller to attend on Council's behalf.		
073-20	Moved by Councillor Crothers that the meeting be adjourned at 9:24 PM.		
February 25, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
074-20	Moved by Councillor Baswick to approve the agenda as presented.		
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".		
075-20	Moved by Councillor Windsor that the Second Reading of the Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.		
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.	Letter to go to April 28 RCM	Completed
077-20	Moved by Councillor Windsor to accept the CAO Report as information.		
078-20	Moved by Councillor Crothers to accept the Council Reports as information.		
079-20	Moved by Councillor Windsor that the external reports be accepted as information.		
080-20	Moved by Councillor Crothers to adjourn the meeting at 6:13 PM.		
March 10, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
081-20	Numbering error from Feb. 25, 2020- no Res. 081-20		

082-20	Moved by Councillor Bawsick to approve the agenda with the following changes:ADD: Chamber of Commerce Trade Fair & Travel Expo as Item 7.c ADD: Supplemental Assessment Bylaw as Item 6.c ADD: Staffing to Closed Meeting Item 11.d		
083-20	by Councillor Windsor to approve the minutes of the February 25, 2020 Regular Council Meeting as presented.		
084-20	Moved by Councillor Engel that the Town of Didsbury Library Board Bylaw 2020-02 to Committee for review.	LS to bring to April 28 RCM	Completed
085-20	Moved by Councillor Moore that First Reading of the Economic Development Advisory Committee Bylaw 2020-05 be approved and the Bylaw referred to Policies and Priorities Committee.	LS to bring April 28 RCM for 2nd Reading	Completed
086-20	Moved by Councillor Moore that the Third Reading of Central Alberta Regional Assessment Review Board Bylaw 2020-04 be approved.	Approved	Completed
087-20	Moved by Councillor Windsor to grant third reading to Bylaw 2020-03 "Supplementary Assessments".	Approved	Completed
088-20	Moved by Councillor Crothers 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.	AR to send email to MVC	Completed
089-20	Moved by Councillor Crothers 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.	AR to send email to MVC	Completed
090-20	Moved by Councillor Engel to approve of a gold sponsorship of the Didsbury Museum's Spring Fling, scheduled for April 25, 2020, valued at \$500.00.	NA to manage	Completed
091-20	Moved by Councillor Windsor to direct Administration to explore avenues for collaboration with the Chamber of Commerce.		
092-20	Moved by Councillor Engel to accept the CAO Report as information.		
093-20	Moved by Councillor Baswick to accept the Council Reports as information.		
094-20	Moved by Councillor Windsor that the external reports be accepted as information.		
095-20	Moved by Councillor Baswick that due to sections 16, 17, 24, 25 and 29 of the Freedom of Information and Privacy Act (FOIP), the meeting be taken IN CAMERA to a Closed Session PM.		
096-20	Moved by Councillor Crothers to come out of the closed meeting at 8:50 PM.		
097-20	Moved by Councillor Baswick to adjourn the meeting at 8:51 PM.		
March 16, 2020 Special Council Meeting			
Res. #	Motion	Follow-up	Status
098-20	Moved by Deputy Mayor Moore that the agenda be adopted as presented.		
099-20	Moved by Deputy Mayor Moore that due to Sections 24, 25 and 29 of the Freedom of Information and Privacy Act, we move to a closed meeting.		
100-20	Moved by Councillor Poggemiller that we return to the open meeting at 7:16 PM.		
101-20	Moved by Councillor Engel that we support Administration and the steps being taken in light of the COVID-19 pandemic.		
102-20	Moved by Councillor Windsor that we support Administration in closing the Town Office to the public until further notice.		
103-20	Moved by Deputy Mayor Moore that a Special Council Meeting be called for April 6, 2020 and that all council meetings be suspended until that time.		
104-20	Moved by Councillor Crothers to adjourn the meeting at 7:15 PM.		
April 6, 2020 Special Council Meeting			
Res. #	Motion	Follow-up	Status

105-20	MOVED by Councillor Crothers that the Town of Didsbury Council approve the agenda as presented.		
106-20	MOVED by Councillor Moore that the Town of Didsbury Council accept the verbal update from the Chief Administration Officer as information.		
107-20	MOVED by Councillor Crothers that the Town of Didsbury Council accept the report from the Director of Emergency Management as information.		
108-20	MOVED by Councillor Engel that the Town of Didsbury Council accept the Business Continuity update from the Chief Financial Officer as information.		
109-20	MOVED by Councillor Baswick that the Town of Didsbury Council accept the verbal update from the Economic Development Officer as information.		
110-20	MOVED by Councillor Moore that the Town of Didsbury Council approve the following measures until further notice in response to COVID-19: <ul style="list-style-type: none"> • Close all playgrounds; • Close Rosebud Valley Campground; • Close the porta-potties at Memorial Park; • Limit of 2 people at a time at the dog park; • Close sports fields to all group activities, however allow single individual or immediate family while observing the 2-metre physical distancing requirements. 		
111-20	MOVED by Councillor Windsor that the Town of Didsbury Council provide an option for property owners to defer utility payments for April, May and June 2020 billing periods while eliminating penalties during this time, with the deferred balance to be evenly applied over the payments for the remainder of the calendar year.	AR/MM to implement	Completed
112-20	MOVED by Councillor Engel that the Town of Didsbury Council provide an option for property owners on the Tax Installment Payment Plan (TIPP) to defer property tax payments for the months of April, May and June 2020 without penalties applied to the deferred amounts, and the deferred balance be evenly applied over the remainder of the calendar year.	AR/MM to implement	Completed
113-20	MOVED by Councillor Moore that the Town of Didsbury Council waive all Non-Sufficient Fund (NSF) charges for the 90 day period beginning April 1, 2020.	AR/MM to implement	Completed
114-20	MOVED by Councillor Baswick that the Town of Didsbury Council suspend all public auctions until 2021.	AR/MM to implement	Completed
115-20	MOVED by Councillor Engel that the Town of Didsbury Council extend the Tax Notice payment period to 90 days from the time the tax notices are issued.	AR/MM to implement	Completed
116-20	MOVED by Councillor Moore that the Town of Didsbury Council to waive the 2.5% administration fee for those paying taxes by credit card for the 2020 tax year.	AR/MM to implement	Completed
117-20	MOVED by Councillor Engel that the Town of Didsbury Council to waive the 1.5% penalty charge for Account Receivables for 90 days.	AR/MM to implement	Completed
118-20	MOVED by Councillor Moore that the Town of Didsbury Council suspend Regular Council Meetings until the regularly scheduled meeting on April 28, 2020.		
119-20	MOVED by Councillor Poggemiller that the Town of Didsbury Council go into closed meeting at 7:46 p.m.		
120-20	MOVED by Councillor Crothers that the Town of Didsbury Council reconvene from Closed Meeting to Open Meeting at 8:58 p.m.		
121-20	MOVED by Councillor Poggemiller that the Town of Didsbury Council direct Administration to look into an incentive for those who pay their 2020 Taxes for in full 30 days from the date of Tax Notices being sent.	AR/EG to discuss at Strat Planning Session	Completed

122-20	MOVED by Councillor Crothers that the Town of Didsbury Council invite the Didsbury Municipal Library Board to present their 2020 Budget at the April 28, 2020 Regular Council Meeting.	LS/EG to invite Library Board	Completed
123-20	MOVED by Councillor Crothers being that the agenda matters have been concluded the meeting adjourned at 8:58 p.m.		
April 28, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
124-20	MOVED by Councillor Windsor that the Town of Didsbury Council approve the agenda as amended.		
125-20	MOVED by Councillor Moore that the Town of Didsbury Council approve the March 10, 2020 Regular Council Meeting Minutes as amended.	LS to fix minutes	
126-20	MOVED by Councillor Moore that the Town of Didsbury Council approve the March 16, 2020 Special Council Meeting Minutes as amended.	LS to fix minutes	
127-20	MOVED by Councillor Moore that the Town of Didsbury Council approve the April 6, 2020 Special Council Meeting Minutes as presented.		
128-20	MOVED by Councillor Moore that Council move to thank the Didsbury Library for their presentation on the 2020 Didsbury Library Budget and accept it as information.	AR & EG to bring to Strategic Meeting	Completed
129-20	MOVED by Councillor Windsor that Council move to grant first 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 on the 28th day of April 2020.	LS to bring to May 12 meeting for 2nd reading	Completed
130-20	MOVED by Councillor Moore that Council move to grant second reading to Bylaw 2020-05 a bylaw to establish an Economic Development Advisory Committee on the 28th day of April 2020; and to bring back to Policies and Priorities Meeting on May 12, 2020.	LS & EG to bring back to P&P on May 12 for discussion with changes	Completed
131-20	MOVED by Councillor Engel that Council move to grant third and final reading to Bylaw 2020-02 a bylaw to establish a Town of Didsbury Library Board on the 28th day of April 2020.	LS to have signed, sealed and put on website. Send copy to Library	Completed
132-20	MOVED by Councillor Windsor that Council move to grant first reading to Bylaw 2020-08 a bylaw to establish the rates and penalties for the 2020 Taxation Year on the 28th day of April 2020	LS to bring back for 2nd Reading. AR & EG to provide tax rates.	Completed
133-20	MOVED by Councillor Baswick that Council move to refer back to the Intermunicipal Cooperation Committee the Terms of Reference to discuss clause VIII i.	Returned to Council May 12 - approve.	Completed
134-20	MOVED by Councillor Windsor that Council move to approve the 2019 allocation of year end operating surplus for tax purposes of \$71,127 allocated as follows: Snow Removal \$25,688; Cemetery \$4,943; Ec Dev & Tourism \$5,900; Pathway & Trails \$1,890; Skatepark \$27,706; Campground \$5,000.	AR & MM to make those changes.	Completed
135-20	MOVED by Councillor Baswick that Council move to approve Mayor Rhonda Hunter to be a signatory on the joint letter to Minister Doug Schweitzer, Minister of Justice and Solicitor General, Deputy House Leader for the request of additional New Crown Prosecutors at the Red Deer Regional Courthouse.	LS to send letter of approval.	Completed

136-20	MOVED by Councillor Engel that Council move to approve the following “Shovel-Ready Projects” to be forwarded to the Minister of Municipal Affairs: Replacement of Arena Floor, Brine Lines + Boards - estimated investment: \$1.2 Million; Potable Water Reservoir - estimated Investment: \$4.4 Million; Heritage Core Revitalization - estimated Investment: \$5.5 Million; Memorial Complex - 15th Avenue Stormwater Main - estimated Investment: \$1.1 Million	EG to send letter to Municipal Affairs	Completed
137-20	MOVED by Councillor Crothers that Council move to approve to amend the 2020 Capital Budget to include the Memorial Complex Arena Floor and Boards project estimated at \$1.2M and defer the Memorial Complex Roof project to 2021 Capital Plan.	AR to update Capital Plan, NA to begin tender process.	Completed
138-20	MOVED by Councillor Baswick that Council move to approve the Community Sign Project supporting frontline workers during the COVID-19 pandemic, with funds raised going to Essentials for the Community outreach programs.	NA to work with FCSS on signage and program.	Completed
139-20	MOVED by Councillor Baswick that Council move to approve the letter from Mayor Hunter to be sent to the Government of Nova Scotia expressing our condolences of the tragedy that took place on April 19, 2020 taking the lives of at least 22 citizens.	LS, EG & Mayor to send letter.	Completed
140-20	MOVED by Councillor Engel that Council move to accept the CAO report for April 28, 2020 as information.		
141-20	MOVED by Councillor Windsor that Council move to accept the Council Reports for April 28, 2020 as information.		
142-20	MOVED by Councillor Engel that Council move to accept as information the correspondence received from: Minister of Health, Tyler Shandro – Response on Didsbury Hospital facility vacant wing; Order in Council Meeting Procedure; Minister of Municipal Affairs, Kaycee Madu, changes to Ministerial Order 014/20 and 036/20.		
143-20	MOVED by Councillor Baswick that Council move to go into Closed Meeting at 8:19 p.m.		
144-20	MOVED by Councillor Crothers that Council move to reconvene from Closed Meeting to Open Meeting at 8:50 p.m.		
145-20	MOVED by Councillor Crothers being that the agenda matters have been concluded the meeting adjourned at 8:59 p.m.		
May 12, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
146-20	MOVED by Councillor Crothers that Council approve the agenda as presented.		
147-20	MOVED by Councillor Engel that Council approve the April 28, 2020 Regular Council Meeting Minutes as presented.		
148-20	MOVED by Councillor Crothers that Council accept the RCMP for their presentation and accept it as information.		
149-20	MOVED by Councillor Engel that Council grant second 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.	LS take to May 26 RCM for adoption	Completed
150-20	MOVED by Councillor Windsor that Council grant third and final reading to Bylaw 2020-05, a bylaw to establish a Didsbury Economic Development Advisory Committee as amended with recommendations from the Policy and Priorities Committee on the 12 th day of May 2020.	LS to have signed, sealed and put on website.	Completed
151-20	MOVED by Councillor Baswick that Council grant second reading to Bylaw 2020-08 a bylaw to establish the rates and penalties for the 2020 Taxation Year.	LS to take to May 26 RCM for adoption	Completed

152-20	MOVED by Councillor Moore that Council grant first 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.	LS take to May 26 RCM for 2nd & 3rd Reading	Completed
153-20	MOVED by Councillor Crothers that Council approve the Intermunicipal Cooperation Committee Terms of Reference as presented.	LS to send letter to MVC	Completed
154-20	MOVED by Councillor Engel that Council appoint the following individuals to the Didsbury Economic Development Advisory Committee for a term of 2 years ending at the Organizational Meeting in 2022. Helen Hafke, Gord Leeson, Meaghan Neis, Jan Lukes, Mike Crampton, Shelly Daly and Lance Plewis.	LS to send letter to those appointed.	Completed
155-20	MOVED by Councillor Moore that Council appoint the following Council members to the Didsbury Economic Development Advisory Committee for a term ending at the Organizational Meeting in 2021: 1. Councillor Crothers 2. Councillor Poggemiller		
156-20	MOVED by Councillor Windsor that Council approve the total operating budget in the amount of \$11,523,862. The total 2020 proposed tax revenue requirement is \$4,676,174, which is a 3.3% decrease from the prior year.	AR to post approved budget on website, and have implemented.	Completed
157-20	MOVED by Councillor Crothers that Council accept the letter from Mayor Hunter on Keep Alberta Rolling as information, and that the letter be forwarded to southern municipalities to encourage endorsement of the letter and forward their own letter to their MLA at the appropriate time.	LS/EG to send letter to southern municipalities	Completed
158-20	MOVED by Councillor Baswick that Council set the following Policing Priorities for 2020-2021: 1. Increased focus on late evening and early morning patrols. 2. Increase in traffic enforcement, particularly speeding. 3. Focus on correcting poor driving habits.	LS/EG to send letter to RCMP & EG to sign RCMP Document.	Completed
159-20	MOVED by Councillor Engel that Council accept the recommendation that the Subclass Committee be repurposed to explore development incentives and that the committee be renamed the Ad Hoc Development Incentive Committee with the members being Mayor Hunter, Councillor Moore and Councillor Poggemiller.		
160-20	MOVED by Councillor Windsor that an early Tax Payment Incentive Program is not required and accept the update report as information only.		
161-20	MOVED by Councillor Engel that Council accept the CAO report for May 12, 2020 as information.	Bring back info on Skatepark once hear back from CFEP. Include MPC Minutes in the External Reports document.	Completed
162-20	MOVED by Councillor Windsor that Council accept the Council Reports for May 12, 2020 as information.		
163-20	MOVED by Councillor Crothers that Council accept as information the correspondence received from: Rajan Sawhney Minister of Community & Children's Services – Temporary Relaxation of FCSS Funding requirements; and Intermunicipal Collaboration Recreation and Culture Funding Re-Allocation.		

164-20	MOVED by Councillor Crothers that Council send a letter of appreciation to Reeve Beattie of Mountain View County for their continued support.	LS to send letter to MVC from the Mayor	Completed
165-20	MOVED by Councillor Crothers that Council go into Closed Meeting at 7: 18 p.m.		
166-20	MOVED by Councillor Crothers that Council reconvene from Closed Meeting to Open Meeting at 8:32 p.m.		
167-20	MOVED by Councillor Moore that Council direct Administration to move forward with developing a plan for the Library renovation.	EG/CF look into the renovation of current library and bring back a plan to Council	Completed
168-20	MOVED by Councillor Crothers that the meeting be adjourned at 8:34 p.m.		
May 26, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
169-20	MOVED by Councillor Windsor that Council approve the agenda as presented.		
170-20	MOVED by Councillor Engel that Council approve the May 12, 2020 Regular Council Meeting Minutes as amended.		
171-20	MOVED by Councillor Engel that Council thank the Representatives from BDO LLP for their presentation on the 2019 Audited Financial Statements.		
172-20	MOVED by Councillor Moore that Council 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.	LS Have signed & put on website	Completed
173-20	MOVED by Councillor Baswick that Council grant third and final reading to Bylaw 2020-08, a bylaw to establish the rates and penalties for the 2020 Taxation Year.	LS Have signed & put on website	Completed
174-20	MOVED by Councillor Windsor that Council 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.		
175-20	MOVED by Councillor Windsor that Council 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.	LS Have signed & put on website	Completed
176-20	MOVED by Councillor Moore to approve the Canadian Police Information Centre (CPIC) Policy PS-017 as amended.	AR to send to Sol Gen	Completed
177-20	MOVED by Councillor Engel to approve Records Management for Community Peace Officer Policy PS-019 as amended	AR to send to Sol Gen	Completed
178-20	MOVED by Councillor Baswick to approve Community Peace Officer Notebook Policy PS-020 as amended.	AR to send to Sol Gen	Completed
179-20	MOVED by Councillor Windsor to approve Reporting Requirements for Community Peace Officer Policy PS-021 as presented.	AR to send to Sol Gen	Completed
180-20	MOVED by Councillor Baswick to approve the 2019 Audited Financial Statements as presented.	MM/AR to post on website	Completed
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 with the Alberta Government Relaunch Stage 1 requirements.	NA/MM/CF to prepare opening & signage	Completed
182-20	MOVED by Councillor Moore to approve the cancellation of Canada Day Celebrations and the Summer Fun program due to COVID-19.	NA to advertise	Completed
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.	NA/MM to process	Completed

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.	NA/MM to process	Completed
185-20	MOVED by Councillor Crothers to accept the CAO report for May 26, 2020 as information.		
186-20	MOVED by Councillor Windsor to accept the Council Reports for May 26, 2020 as information.		
187-20	MOVED by Councillor Engel that Council go into Closed Meeting at 7:51 p.m.		
188-20	MOVED by Councillor Moore that Council reconvene from Closed Meeting to Open Meeting at 8:54 p.m.		
189-20	MOVED by Councillor Poggemiller extend the Meeting until 9:20		
190-20	MOVED by Councillor Moore to go into Closed Meeting at 8:55.		
191-20	MOVED by Councillor Windsor that Council reconvene from Closed Meeting to Open Meeting at 9:19 p.m.		
192-20	MOVED by Councillor Windsor extend the Meeting until 9:35 p.m.		
193-20	MOVED by Councillor Windsor to go into Closed Meeting at 9:19.		
194-20	MOVED by Councillor Crothers that Council reconvene from Closed Meeting to Open Meeting at 9:33 p.m.		
195-20	MOVED by Councillor Baswick to add Christmas Lights on the June 9, 2020 RCM Agenda	LS to put on agenda	Completed
196-20	MOVED by Councillor Crothers to explore sole sourcing of worst case road projects.	CF to look into	Completed
197-20	MOVED by Councillor Crothers to adjourn the meeting at 9:35 p.m.		
June 1, 2020 Special Council Meeting			
Res. #	Motion	Follow-up	Status
198-20	MOVED by Councillor Engel to approve the agenda as presented.		
199-20	MOVED by Councillor Windsor to go into Closed Meeting at 6:01 p.m.		
200-20	MOVED by Councillor Engel to reconvene from Closed Meeting to Open Meeting at 8:59 p.m.		
201-20	MOVED by Councillor Crothers to adjourn the meeting at 9:00 p.m.		
June 9, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
202-20	MOVED by Councillor Moore to approve the agenda as amended.		
203-20	MOVED by Councillor Engel to approve the May 26, 2020 Regular Council Meeting Minutes as amended.		
204-20	MOVED by Councillor Windsor to approve the June 1, 2020 Special Council Meeting Minutes as amended.		
205-20	MOVED by Councillor Windsor to postpone to the June 23, Regular Council Meeting addressing the revisions from the previous policy and the correct references to related bylaws.	LS/AR to bring Trapping of Cats Policy to the June 23 RCM	Completed
206-20	MOVED by Councillor Engel to approve a \$250 Financial Support for Community Groups grant for the Didsbury Golf Club for sponsorship of the flower garden at Hole #1.	NA to send letter to Golf Clu, MM to send cheque.	Completed

207-20	MOVED by Councillor Baswick to approve the letter from Mayor Hunter to Honourable Nathan Cooper requesting the Alberta Government increase the funding to the Film and Television Tax Credit Program with the a copy to the following: Member of Parliament, Earl Dreeshen, Red Deer-Mountain View, Honourable Leela Aheer, Minister of Culture, Multiculturalism and Status of Women, Honourable Travis Toews, President of Treasury Board and Minister of Finance, Honourable Tanya Fir, Minister of Economic Development, Trade and Tourism, Honourable Jason Copping, Minister of Labour and Immigration, Honourable Kaycee Madu, Minister of Municipal Affairs, Honourable Nate Glubish, Minister of Service Alberta and Ethan Gorner, Chief Administrative Officer	LS to send letters	Completed
208-20	MOVED by Councillor Baswick to direct Administration to come up with a basic plan and associated budget implications for Christmas Light Display for 2020 for the June 23, 2020 Regular Council Meeting.	LS/PB to bring back plan to June 23 RCM	C
209-20	MOVED by Councillor Crothers to direct Administration to recommend a site fee for the food truck to be located at the Rosebud Valley Campground for the June 23, 2020 Regular Council Meeting.	LS/PB to bring back plan to June 23 RCM	Completed
210-20	MOVED by Councillor Windsor to refer the Food Truck Vendor policy framework to Administration for consideration and recommendation.	LS/PB to bring back plan to June 23 RCM	Completed
211-20	MOVED by Councillor Windsor to accept the report on sole sourcing as information and direct Administration with the normal tendering process.		
212-20	MOVED by Councillor Engel to approve the opening of the Town of Didsbury parks and sports fields to group use and recreation grounds effective June 12, 2020 following the Alberta Government Relaunch requirements.	NA to communicate	Completed
213-20	MOVED by Councillor Windsor to eliminate the alternate appointment to the Didsbury Library Board from the Council Committee Assignments.	LS to update list and send out to Council & on website	Completed
214-20	MOVED by Councillor Windsor to accept the report on Freedom of Information and Protection of Privacy Act closed meeting requirements as information.		
215-20	MOVED by Councillor Windsor to bring the Council Priorities list to the June 23, 2020 Regular Council Meeting	EG/AR to bring to June 23 RCM	Completed
216-20	MOVED by Councillor Engel to accept the CAO report for June 9, 2020 as information.		
217-20	MOVED by Councillor Moore to accept the Council Reports for June 9, 2020 as information.		
218-20	MOVED by Councillor Moore to accept as information the correspondence received from: Alberta Municipal Affairs on the 2020 MSI Capital and Operating Allocation and from the Office of the Chief Medical Officer of Health, Dr. Deena Hinshaw on Municipal Council and Committee Meetings		
219-20	MOVED by Councillor Windsor to go into Closed Meeting at 8:17 p.m.		
220-20	MOVED by Councillor Windsor to reconvene from Closed Meeting to Open Meeting at 8:57 p.m.		
221-20	MOVED by Councillor Windsor to extend the meeting until 10:30 p.m.		
222-20	MOVED by Councillor Windsor to go back into close meeting at 8:58 p.m.		
223-20	MOVED by Councillor Crothers to reconvene from Closed Meeting to Open Meeting at 10:01 p.m.		
224-20	MOVED by Councillor Moore to approve the contracting of consulting services for the CAO 6-month evaluation	Mayor & Council	
225-20	MOVED by Councillor Windsor that utility options be brought back in September.	AR bring back to a Sept. RCM	Res. #353-20

226-20	MOVED by Councillor Windsor that a draft exit letter for Central Alberta Economic Partnership be brought back to Council in September.	LS to bring back to a Sept. RCM	Postponed to January 2021
227-20	MOVED by Councillor Windsor that Administration review the planning framework for cannabis operations in the Town of Didsbury to the June 23, 2020 Regular Council Meeting.	EG/KP/LS to bring to June 23 RCM for 1st Reading	Completed
228-20	MOVED by Councillor Engel to release a joint public statement for the new library project upon approval of the Mayor and Board Chair.	NA to release week of June 15th	Completed
229-20	MOVED by Councillor Engel to adjourn the meeting at 10:14 p.m.		
June 23, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
230-20	MOVED by Councillor Windsor to approve the agenda as amended.		
231-20	MOVED by Councillor Windsor to approve the June 23, 2020 Regular Council Meeting Minutes as amended.		
232-20	MOVED by Councillor Moore to grant first reading to Bylaw 2020-10 being a bylaw to amend the Land Use Bylaw 2019-04 by adding Cannabis Production to the discretionary use under Direct Control Industrial (DC IND).	LS set up agenda & public hearing	Completed
233-20	MOVED by Councillor Moore to set a Special Council Meeting on July 21, 2020 at 6:00 p.m.	LS to do agenda	Completed
234-20	MOVED by Councillor Moore to set a Public Hearing on Tuesday, July 21, 2020 at 6:00 p.m. for Bylaw 2020-10, being a bylaw to amend the Land Use Bylaw 2019-04.	LS/KP to do agenda	Completed
235-20	MOVED by Councillor Engel to approve the establishment of playground zones on Westhill Drive and Valarosa Drive as presented.	AR/RA to post signage	Completed
236-20	MOVED by Councillor Windsor to set the fee for Mobile Vendors locating at the Rosebud Valley Campground site at the power/no power fee as established in the Rate and Fee Bylaw and that they obtain a business license.	LS/PB to inform Vendor of El Churro	In progress
237-20	MOVED by Councillor Moore to approve Option 1 for Mobile Vendors in Didsbury as a Pilot Project for 2020.	LS/PB to work on framework & report back to council in fall.	On-going to fall 2020
238-20	MOVED by Councillor Windsor to accept the Council priorities as: 1. Development 2. Committee Governance 3. Strategic Plan Actions and Activities 4. Council Resolutions (defeated)		
239-20	MOVED by Councillor Crothers to accept the Council Priorities presented as information.		
240-20	MOVED by Councillor Windsor to go into closed meeting as per section 24 (1) of FOIPP Act at 6:50 p.m.		
241-20	MOVED by Councillor Crothers to return to open meeting at 6:57 p.m.		
242-20	MOVED by Councillor Moore to award the 2020 Didsbury High School Scholarship Award to Paton Rothenbush in the amount of \$1500.00 and that the Mayor present the award on Council's behalf.	LS to work with Mayor on Letter. MM to have cheque.	Completed
243-20	MOVED by Councillor Moore to approve Administration to apply for the Asset Management Capacity Building Cohort program from RMA, AUMA and IAMA, therefore committing Town resources to participate in the cohort to advance the Town's Asset Management Capacity Building Cohort application.	AR to submit application	Completed

244-20	MOVED by Councillor Moore to accept the update on Christmas Lights as information and bring back more information when available.	LS/PB to bring back report to July 14	Completed
245-20	MOVED by Councillor Baswick to approve the 2019 Town of Didsbury Recreation Master Plan Addendum as presented.	NA to have on website	Completed
246-20	MOVED by Councillor Engel to approve the re-opening of Town of Didsbury Community Services Facilities as presented.	NA to communicate information	Completed
247-20	MOVED by Councillor Crothers to approve the addition of \$250,000 to the 2020 Capital Project for arena floors and boards with funding from 50% Gas Tax Fund and 50% Town of Didsbury Recreation Facilities Reserve.	NA & AR to oversee	Completed
248-20	MOVED by Councillor Windsor to happily approve to second the Town of Okotoks AUMA Resolution for support for the Keep on Rolling initiative for Alberta Film Industry & Economic Diversification.	EG/LS & Mayor to send letter	Completed
249-20	MOVED by Councillor Windsor to accept the CAO report for June 23, 2020 as information.	EG to provide a summary update on public works first 6 months timelines.	Completed
250-20	MOVED by Councillor Baswick to accept the Council Reports for June 23, 2020 as information.		
251-20	MOVED by Councillor Moore to accept as information the correspondence received from: Alberta Municipal Affairs Re: recent application under the Provincial Education Requisition Credit (PERC) program; Alberta Municipal Affairs – Re: 2020 Federal Gas Tax Fund allocation for the Town of Didsbury; and Concrete Alberta and the Cement Association of Canada.		
252-20	MOVED by Councillor Windsor to go into Closed Meeting at 7:58 p.m.	EG to continue to update Council on Valarosa.	On-going
253-20	MOVED by Councillor Crothers to reconvene from Closed Meeting to Open Meeting at 8:56 p.m.		
254-20	MOVED by Councillor Crothers to extend the Council meeting be extended to 9:30 pm.		
255-20	MOVED by Councillor Crothers to go into closed meeting at 8:57 p.m.		
256-20	MOVED by Councillor Crothers to reconvene from Closed Meeting to Open Meeting at 9:22 p.m.		
257-20	MOVED by Councillor Crothers to extend the Council meeting be extended to 10:00 pm.		
258-20	MOVED by Councillor Crothers to go into closed meeting at 9:23 p.m.		
259-20	MOVED by Councillor Engel to reconvene from Closed Meeting to Open Meeting at 9:50 p.m.		
260-20	MOVED by Councillor Engel to adjourn the meeting at 9:51 p.m.		
July 14, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status
261-20	MOVED by Councillor Moore to approve the agenda as presented.		
262-20	MOVED by Councillor Engel to approve the June 23, 2020 Regular Council Meeting Minutes as amended.		
263-20	MOVED by Councillor Moore to grant first reading to Bylaw 2020-11, a bylaw to establish Council Committees and that this bylaw be referred to committee for review.	LS to bring bylaw to Committee in fall	Aug. 25, 2020
264-20	MOVED by Councillor Engel to sponsor a Podcast Episode with Craig Baird of Canadian History Ehx. in the amount of \$250.00 to come from the Council Community Engagement Budget.	LS to arrange	Completed

265-20	MOVED by Councillor Poggemiller to award the 2020 Road Rehabilitation and Repair contract to Netook Contracting with a tendered total of \$191,387.46.	CF to award Tender	Completed
266-20	MOVED by Councillor Crothers that all Council Meetings, Municipal Planning Commission, Committee Meetings, and Public Hearings take place using an on-line format until the end of August 2020.	LS & AR to continue meetings through on-line means.	Completed
267-20	MOVED by Councillor Crothers and bring back more information to the August 25, 2020 Meeting on how change, including audio and accommodating more than 12 members of the public to the Council Chamber can be achieved and the budget implications for these changes.	MM/LS/AR to work on report for Aug. 25th	Completed
268-20	MOVED by Councillor Windsor to accept the update on Christmas Lights as information and refer to the fall Strategic Planning session.	EG to have on Fall Strategic Session. See about power on poles at each corner drape lit garland	
269-20	MOVED by Councillor Moore to provide a letter of support for the Didsbury and District Historical Society application for the Alberta Culture 2020 Grant Program.	LS write letter for Mayor	Completed
270-20	MOVED by Councillor Moore to approve Mayor Hunter present a cheque on behalf of Council and the Town of Didsbury in the amount of \$850.00 from the Essential Worker Signage campaign to Essentials For Our Community.	MM to have cheque prepared	Completed
271-20	MOVED by Councillor Engel to approve \$50,000 for the Valarosa Pathway Project as presented to be funded from the Pathway & Trail Reserves.	MM/AR to make transfer	Completed
272-20	MOVED by Councillor Baswick to represent the Town of Didsbury at the grand opening of Valarosa Playground and that the members of the Valarosa Park Association be awarded with a special recognition award as per policy ADMIN 004, to be administered and presented by the Mayor.	LS/EG to provide award for Mayor to present	Completed
273-20	MOVED by Councillor Baswick to appoint Deborah Porath as Secretary to the Town of Didsbury Municipal Planning Commission.		
274-20	MOVED by Councillor Engel to appointment Mayor Hunter, Councillors: Baswick, Crothers, Engel, Moore, Poggemiller and Windsor to the Emergency Advisory Committee; and that each member take the required Municipal Elected Officials (MEO) course prior to January 1, 2021.	DP/LS to set up accounts for Council on ameas	In progress
275-20	MOVED by Councillor Moore to accept the CAO report for July 14, 2020 as information.	Have CAO Report on website	Completed
276-20	MOVED by Councillor Moore to accept the Council Reports for July 14, 2020 as information.		
277-20	MOVED by Councillor Baswick to accept as information the May 27, 2020 Municipal Planning Commission, the July 11, 2020 Didsbury Economic Development Advisory Committee meeting minutes, the letter from Honourable Kaycee Madu, Minister of Municipal Affairs on Economic Recovery Plan – Shovel Ready Projects and the letter from AUPE Executive Secretary-Treasurer on the issue of Persons with Development Disabilities.		
278-20	MOVED by Councillor Windsor to go into Closed Meeting at 7:20 p.m.		
279-20	MOVED by Councillor Engel to reconvene from Closed Meeting to Open Meeting 8:49 p.m.		
280-20	MOVED by Councillor Moore to deny the request to defer taxes on roll numbers 2546000, 2547000, 2548000 and 2550000.		
281-20	MOVED by Councillor Engel to approve the letter to be sent on behalf of Council.		

282-20	MOVED by Councillor Moore to adjourn the meeting at 8:54 p.m.		
July 21, 2020 Special Council Meeting			
Res. #	Motion	Follow-up	Status
283-20	MOVED by Councillor Moore to approve the agenda as amended		
284-20	MOVED by Councillor Moore to accept the Public Hearing Agenda as presented.		
285-20	Moved by Councillor Crothers adjourn the Public Hearing was adjourned at 6:46 p.m.		
286-20	MOVED by Councillor Windsor to grant second reading to Land Use Amendment Bylaw 2020-10.		
287-20	MOVED by Councillor Windsor to grant third and final reading to Land Use Amendment Bylaw 2020-10.	<i>LS have Bylaw signed and put on website.</i>	<i>Completed</i>
288-20	MOVED by Councillor Moore to award the 15th Avenue Stormwater & Sidewalk Capital Project Tender contract to Netook with a tendered total of \$923,637 (includes 10% contingency) and includes Option 2 Outfall design. Total project cost \$1,055,976 (includes engineering).	<i>CF to award Tender</i>	<i>Completed</i>
289-20	MOVED by Councillor Crothers that Council amend the Capital Budget to reflect the additional cost of the sidewalk project in the amount of \$16,406.	<i>AR/MM to implement changes</i>	<i>Completed</i>
290-20	MOVED by Councillor Moore to approve a rate reduction of 30% for all local arena ice in-season rates until March 31, 2021.	<i>NA to inform user groups</i>	<i>Completed</i>
291-20	MOVED by Councillor Windsor to approve DP 20-049 with the following conditions: a. That compliance with all Federal Regulations and Licensing requirements for Cannabis Production are adhered to, b. The operation complies with the principles set forth in the application.	<i>KP to implment</i>	<i>Completed</i>
292-20	MOVED by Councillor Windsor to accept item on Section 153.1 of the MGA as information.		
293-20	Moved by Councillor Crothers to go into Closed Meeting at 7:09 p.m.		
294-20	Moved by Councillor Crothers reconvene to the Council Meeting at 7:15 p.m.		
295-20	MOVED by Councillor Poggemiller to adjourn the meeting at 7:15 p.m.		
August 25, Regular Council Meeting			
Res. #	Motion	Follow-up	Status
296-20	MOVED by Councillor Windsor to approve the agenda as presented.		
297-20	MOVED by Councillor Moore to approve the July 14, 2020 Regular Council Meeting Minutes as presented		
298-20	MOVED by Councillor Moore I to approve the July 21, 2020 Council Meeting and Public Hearing #2020-02 Meeting Minutes as amended.		
299-20	MOVED by Councillor Windsor that Draft Bylaw 2020-12 be referred to committee for review. (DEFERRED)		
300-20	MOVED by Councillor Crothers that Council grant first reading to Bylaw 2020-12 and be referred to committee for review.	<i>LS bring to Committee on Sept. 8</i>	<i>Completed</i>
301-20	MOVED by Councillor Engel to set September 8, 2020 at 4:30 p.m. for a Committee Meeting to review Bylaws 2020-11 and Bylaw 2020-12.		
302-20	MOVED by Councillor Crothers to refer the Municipal Stimulus Program background and options to the Committee meeting on September 8, 2020 for more information as item #1 of the agenda.	<i>AR/CF to bring to Committee on Sept. 8</i>	<i>Completed</i>
303-20	MOVED by Councillor Windsor to approve the sponsorship of the Mountain View Seniors' Housing Annual Golf Tournament as a "Gold Sponsor" in the amount of \$2000, and to send a "Mayor's Team" to represent the Town with funds from Council's Community Engagement Budget.	<i>LS to submit registration. Mayor to submit team</i>	<i>Completed</i>

304-20	MOVED by Councillor Engel to approve to move forward with the re-configuration of the Council Chambers with funds coming from the Council Materials budget, and that meetings continue to be held via electronic means until this project is completed.	LS to organize reconfiguration	Completed
305-20	Moved by Councillor Engel to direct administration to bring a contingency plan to accommodate more members of the public to Council meetings at the next meeting.	LS/EG to bring to Sept. 8 RCM	Completed
306-20	MOVED by Councillor Windsor to accept the letter from the City of Cold Lake requesting support for their resolution on the criminal code amendment as information and send a letter of encouragement and thanks to the City of Cold Lake in their initiative.	LS to have letter sent from Mayor	Completed
307-20	MOVED by Councillor Windsor to approve to send a letter from Mayor Hunter on behalf of Council thanking of the wonderful community partnership and continuing use of their land as an off leash dog park.	LS to have letter sent from Mayor	Completed
308-20	MOVED by Councillor Windsor to approve for the 2020 Didsbury High School Graduates hold a Parade on Saturday, August 29, 2020 in principle, and that Administration work out the details.	AR/RA to organize with DHS & PW	Completed
309-20	MOVED by Councillor Windsor to approve the Town's participation in the two Showcase Your Municipality event, at the AUMA Convention in September.	LS/PB to work on project and post on website & submit by Sept. 7 to AUMA	Completed
310-20	MOVED by Councillor Engel to accept the Chief Administrative Officer's report for August 25, 2020 as information.		
311-20	MOVED by Councillor Windsor to accept the Council Reports for August 25, 2020 as information.		
312-20	MOVED by Councillor Moore to accept the correspondence and information items provided, as information.		
313-20	MOVED by Councillor Crothers to go into Closed Meeting at 7:54 p.m.		
314-20	MOVED by Councillor Windsor that Council reconvene from Closed Meeting to open meeting at 8:57 p.m.		
315-20	MOVED by Councillor Windsor to extend the Council Meeting to 9:15 p.m.		
316-20	MOVED by Councillor Windsor to return to Closed Meeting at 8:57 p.m.		
317-20	MOVED by Councillor Crothers to reconvene from Closed Meeting to Open Meeting 9:07 p.m.		
318-20	MOVED by Councillor Windsor for Mayor and Council to submit a letter to the editor in response to the Friends of the Library Society's letter to the editor that was published in the August 12, 2020 edition of The Albertan.	LS/Mayor to work on draft to send to newspaper	Completed
319-20	MOVED by Councillor Crothers to adjourn the meeting at 9:10 p.m.		
September 8, Regular Council Meeting			
Res. #	Motion	Follow-up	Status
320-20	MOVED by Councillor Moore to approve the agenda as amended.		
321-20	MOVED by Councillor Windsor to approve the August 25, 2020 Regular Council Meeting Minutes as presented.		
322-20	MOVED by Councillor Windsor to accept the presentation Kimberley Worthington Executive Director and Board Chair John Vandermeer from the Central Alberta Economic Partnership as information.		
323-20	MOVED by Councillor Moore that Council grant first reading to Bylaw 2020-06 a bylaw to establish an Emergency Advisory Committee an Emergency Management Agency and Emergency Management Protocol, and that it be referred to Committee.	LS to bring to Committee Sept. 22	Completed

324-20	MOVED by Councillor Engel that Council grant first reading to amending Bylaw 2020-13 a bylaw to amend the membership portion of the Didsbury Economic Development Advisory Committee and that it be referred to Committee.	LS to bring to Committee Sept. 22	Completed
325-20	MOVED by Councillor Windsor that advertising for members on the Didsbury Economic Development Advisory committee commence, and to actively recruit for the youth member.	LS/PB Advertise and contact DHS	Completed
326-20	MOVED by Councillor Engel that Council grant second reading to Bylaw 2020-11 a bylaw to establish Council Committees of the Town of Didsbury, and refer to committee.	LS/EG to bring to Committee as well as the Governance Committees	
327-20	MOVED by Councillor Moore to approve the use of ZOOM Meeting if the attendance of individuals in Council Chambers exceeds the capacity under the public health order recommendations.		
328-20	MOVED by Councillor Moore to approve that the Town of Didsbury commit to construction of the new skatepark in Round Two construction period of 2021 and further, that Administration be directed to send a letter to New Line Skateparks to notify them of this commitment and book construction dates.	NA to submit information to contractors.	Completed
329-20	MOVED by Councillor Engel to accept the letter from Mountain View County and the information from the Alberta Urban Municipalities Association on the Impacts of Assessment Model Changes on Municipalities as information.		
330-20	MOVED by Councillor Windsor that the Mayor to send a letter on behalf of Council to MLA Nathan Cooper on the Impacts of Assessment Model Changes on Municipalities and copied to the appropriate ministries.	LS/RH to prepare and send letter	Completed
331-20	MOVED by Councillor Moore to approve the extension of the Municipal Development Plan update after the Intermunicipal Development Plan has been adopted by the Town of Didsbury and Mountain View County Councils, and that Administration bring back more information on the MDP project status.	LS/EG to bring back information on CAO report for Sept 22 Agenda.	Completed
332-20	MOVED by Councillor Crothers to approve for Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for an Asset Management Plan for our Pathways, Play Structures and Parks thus committing the Town of Didsbury to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program: * The Collection of Inventory Data on our Pathways, Play Structures, Sports Fields and other park equipment. * Condition Assessment of each group of assets stated above; * Developing an Open Space Asset Management Plan, which addresses annual maintenance and capital costs for our Open Spaces. Be it further resolved that the Town of Didsbury commit up to \$10,000 of staff time from its budget toward the costs of this initiative.	AR work with NA & CF to submit informatio. AR to put into budget	Completed
333-20	MOVED by Councillor Crothers to accept as information for the Fall Cleanup from September 28 to October 3, 2020 as follows: Registration is required to obtain tickets. September 29 – Appliance Day (\$15.00 per appliance); September 30 – Senior & Disabled Curbside Pick (\$10.00); September 28 – Oct. 3 - Landfill Tickets \$10 per load.		
334-20	MOVED by Councillor Windsor to accept the Chief Administrative Officer's report for September 8, 2020 as information.		

335-20	MOVED by Councillor Crothers to approve to Re- tender through Request for Proposal the demolition of the old fire hall building.	CF to re-send out RFP	
336-20	MOVED by Councillor Crothers to accept the Council Reports for September 8, 2020 as information.		
337-20	MOVED by Councillor Windsor to go into Closed Meeting at 8:18 p.m.		
338-20	MOVED by Councillor Engel that Council reconvene from closed meeting to open meeting at 8:58 p.m.		
339-20	MOVED by Councillor Crothers to extend the council meeting to 9:30 p.m.		
340-20	MOVED by Councillor Crothers to return to closed meeting at 8:59 p.m.		
341-20	MOVED by Councillor Crothers to reconvene from Closed Meeting to Open Meeting 9:28 p.m.		
342-20	MOVED by Councillor Windsor for Council to extend to 9:35 p.m.		
343-20	MOVED by Councillor Windsor to bring the 2019 Capital Budget revision on the Camera Silent Partner/Radar item.	AR to bring to Sept. 22 RCM	Completed
344-20	MOVED by Councillor Windsor to have the Economic Development Officer bring a report on remaining as members with Central Alberta Economic Partnership to a meeting in January 2021.	LS/PB to bring report back in January 2021	In progress
345-20	MOVED by Councillor Crothers to adjourn the meeting at 9:33 p.m.		
September 22, Regular Council Meeting			
Res. #	Motion	Follow-up	Status
346-20	MOVED by Councillor Poggemiller to approve the agenda as amended (Defeated)		
347-20	MOVED by Councillor Windsor to approve the agenda as amended to include items 7.6 - 23rd Street and Shantz pedestrian connectivity, 7.7- Contingency plan for Council Meetings and 7.8 - Virtual Town Hall.		
348-20	MOVED by Councillor Moore to approve the September 8, 2020 Regular Council Meeting Minutes as presented.		
349-20	MOVED by Councillor Windsor to grant first reading to Bylaw 2020-14 a bylaw to establish certain election procedures and that it be referred to committee.	LS to bring back to Committee Oct. 27	
350-20	MOVED by Councillor Windsor to grant second reading to amending Bylaw 2020-13 to amend Bylaw 2020-05 Didsbury Economic Development Advisory Committee and that it be referred to committee.	LS/EG to bring back to Committee & send to Chamber for comment	Sent to Chamber Sept. 23
351-20	MOVED by Councillor Engel to amend the 2019 Capital Budget to remove Camera/Silent Partner Partition/Radar item in the amount of \$15,000.	AR to amend Capital budget.	Completed
352-20	MOVED by Councillor Moore to approve the 20th Street Stormwater and Surface Improvements to be funded from the Municipal Stimulus Program grant for \$626,202.	AR & CF to submit application to province.	Completed
353-20	MOVED by Councillor Engel to extend the return of utility budget options until more information is available.	AR to provide informaiton when available.	
354-20	MOVED by Councillor Moore to approve the Community Profile for 2020 as presented.		
355-20	MOVED by Councillor Crothers to approve the Intermunicipal Cooperation Committee Terms of Reference with recommended changes.	LS to send letter to MVC.	Completed
356-20	MOVED by Councillor Windsor that modified options of the 23rd Street pedestrian connectivity for Shantz be brought back for recommendations to the October 13, 2020 Regular Council Meeting.	CF to bring back options to Oct. 13 RCM	
357-20	MOVED by Councillor Windsor for Council to give Administration the authority to resort to ZOOM Meetings at the discretion of Administration.		

358-20	MOVED by Councillor Moore for Council to conduct a Virtual Town Hall on Thursday, October 29 starting at 7:00 p.m. And future Virtual Town Hall dates be brought back for Council's consideration.	LS/AR to set up ZOOM meeting and advertise	
359-20	MOVED by Councillor Engel to accept the Chief Administrative Officer's report for September 22, 2020 as information.		
360-20	MOVED by Councillor Windsor to accept the Council Reports for September 22, 2020 as information.		
361-20	MOVED by Councillor Moore to accept the correspondence and information items as information.		
362-20	MOVED by Councillor Crothers to go into Closed Meeting at 7:18 p.m.		
363-20	MOVED by Councillor Crothers that Council reconvene from closed meeting to open meeting at 8:39 p.m.		
364-20	MOVED by Councillor Crothers to adjourn the meeting at 8:40 p.m.		
October 13, 2020 Regular Council Meeting			
Res. #	Motion	Follow-up	Status

Town of Didsbury

Legislative Registry - Current

Legislative Registry – In Progress

Bylaw Docket		
Bylaw No.	Short title	Status
2020-01	Wastewater	TBD
2020-06	Emergency Management Agency	1 st Reading Sept. 8
2020-11	Committee Bylaw	Committee Docket
2020-12	Procedural Bylaw	Committee Docket
2020-13	Amending DEDAC Bylaw	1 st Reading Sept. 8
2020-14	Elections	1 st Reading Sept. 22
Policy Docket		
Policy No.	Short title	Status
HR 004	Authority of Human Resources under the CAO	Oct. 13
Committee Meeting Item Docket		
Item	Short title	Status
Bylaw 2020-13	Didsbury Economic Development Advisory Committee	Oct. 8 th
Bylaw 2020-11	Committee Bylaw	Oct. 8 th
Bylaw 2020-12	Procedural Bylaw	Oct. 8 th if time permits
2020-01	Wastewater	TBD
2020-14	Elections	TBD
2020-06	Emergency Management	TB

Legislation to be Explored & Developed (2020)

Bylaws	Purpose
<i>Off highway Vehicle</i>	<i>To regulate the use of off-highway vehicles in Town</i>
<i>Repealing Bylaw</i>	<i>Repealing outdated and extraneous bylaws that are no longer needed or irrelevant.</i>
<i>Animal Control</i>	<i>To regulate dogs and cats in the Town.</i>
<i>Council Computers</i>	<i>To establish the requirements and use of computer and/or electronic devices for council use.</i>
<i>Rates & Fees</i>	<i>To provide the 2021 rates and user fees for services.</i>
<i>Fines</i>	<i>To provide the penalties and fines for municipal and bylaw offences.</i>
Policies	Purpose
<i>Protective Services</i>	<i>Trapping of Cats (animal control bylaw)</i>
<i>Peace Officer Policies</i>	<i>PS-012 Emergency Scenes Motor Vehicle</i> <i>PS-013 Encountering Criminal Activity</i> <i>PS-014 First Aid & PPE</i> <i>PS-015 Private Property Site Inspections</i> <i>PS-016 Traffic Enforcement</i> <i>PS-018 Shotgun Policy & Procedure</i>

Updated Oct. 8, 2020

Didsbury Municipal Enforcement

2020 2nd Quarter Report – July 1, 2020 – September 30, 2020

There was 140 files processed including:

- Provincial tickets – 9
- Municipal tickets – 7
- 77 warnings issued
- 41 Action requests
- 5 Posi-tickets (issued to youth for the positive behavior of wearing their bike helmets)

Community Peace Officer Ryan Anderson participated in the 2020 Didsbury High School Graduation Parade on August 29, 2020, by leading the parade on its route throughout the town, and then after its conclusion, Officer Anderson conducted traffic control at the four way stop intersection of 15 Avenue and 16 Street, to allow parade participants to disperse from the High School Bus lane area safely.

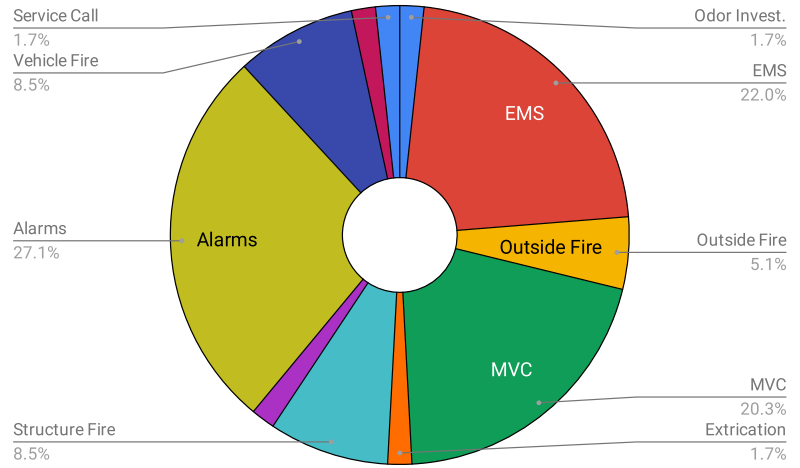
On September 14, 2020, Community Peace Officer Ryan Anderson participated in a Motorist Education Joint Force Operation with Didsbury RCMP, for the purpose of reminding motorists of that School Zones are in effect morning, noon, and afternoon, during school days, now that school sessions have resumed.

Officers also educated motorists on the importance properly stopping at posted stop signs at the four way stop intersection of 20th Avenue and 23 Street, as well as obeying the speed limit at the existing Playground Zone located on 23 Street between 16th and 19th Avenue.

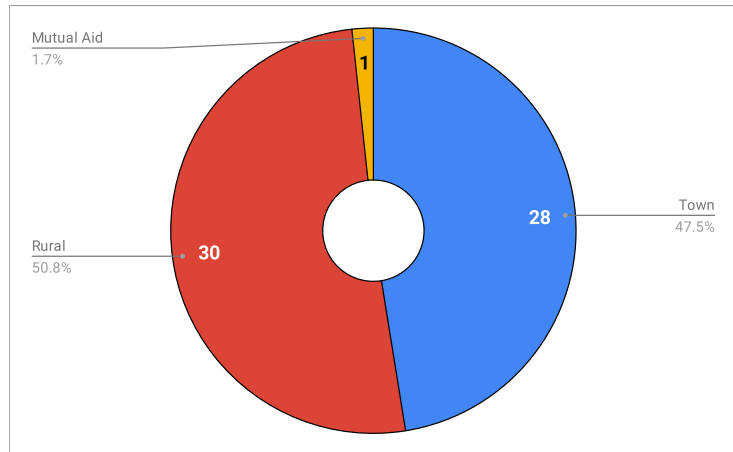
The Operation resulted in 12 warnings being issued for speeding violations, 7 warnings for failing to obey stop signs, and 2 warnings being issued for failing to provide proper documentation to Officers upon request.

Didsbury Fire Department - Response
Third Quarter - July 1 to September 30

Type	Total
Odor Invest.	1
EMS	13
Outside Fire	3
MVC	12
Extrication	1
Structure Fire	5
High Angle Rescue	1
Alarms	16
Vehicle Fire	5
Electrical Haz.	0
Smoke Invest.	0
Gas Leak	1
Service Call	1
	59



Call Location	Total
Town	28
Rural	30
Mutual Aid	1





Town of Didsbury

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

Phone: 403.335.3391 Fax: 403.335.9794 www.didsbury.ca

Subject: Third Quarter Report
From: Manager of Public Works
To: CAO

October 8, 2020

Operations

The department focused on roads and repairing drainage issues around town. Significant improvements were made to RR15 through the south coolie. The area was lacking defined drainage channels and water was beginning to wash the southern leg out completely. The crew hauled, placed and shaped the material into a roadway. This improvement will reduce ongoing maintenance costs.

Valarosa's southerly back lane was another area of focus. Overland runoff from the Hwy 582 corridor was overwhelming the drainage system constructed as part of the Valarosa subdivision. Public Works crews surveyed, excavated, hauled and shaped material to create well defined drainage boundaries. The intent is to channel water away from the subdivision to decrease operational costs. This improvement will also reduce the burden on local residents who have been inundated by the water.

Several other sites are being assessed for 2021 drainage improvements to further reduce operational costs.

Both the Valarosa Drive and the Westhill Drive Playground Zones signs were installed along with the solar powered pedestrian crossing signals on 20th Avenue.

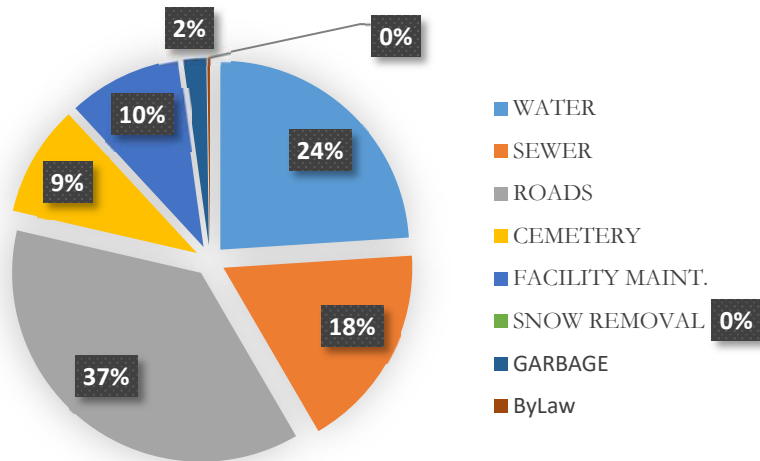
The department responded to 30 Action Requests during Q3. As of the end of September, there was a total of 126 for the year.

- 14 Roads & Alleys
- 6 Utility (water)
- 4 Utility (Solid)
- 1 Cemetery
- 5 General (not necessarily Town issues but support was needed)

Utilization

The department permanently grew by one member during Q3. On-call rotation remains at five weeks and continues to wear on our staff. The existing staffing levels and with snow season approaching, the department is currently susceptible to absenteeism. (Sickness, holidays, leave) The department lacks redundancy and this continues to stretch our existing resources. Approximately 2709 hours were invested by the department.

Q3 Hourly Allocation



Water

The department has identified two locations where chlorinated water is entering sanitary sewer lines. The department is planning to conduct an intrusive investigation of the water main in the impacted areas. This program will involve cutting small areas of asphalt to hydrovac to the water line. The intent is to isolate the location(s) of failure. Once we have narrowed down the location(s) we will conduct the repairs.

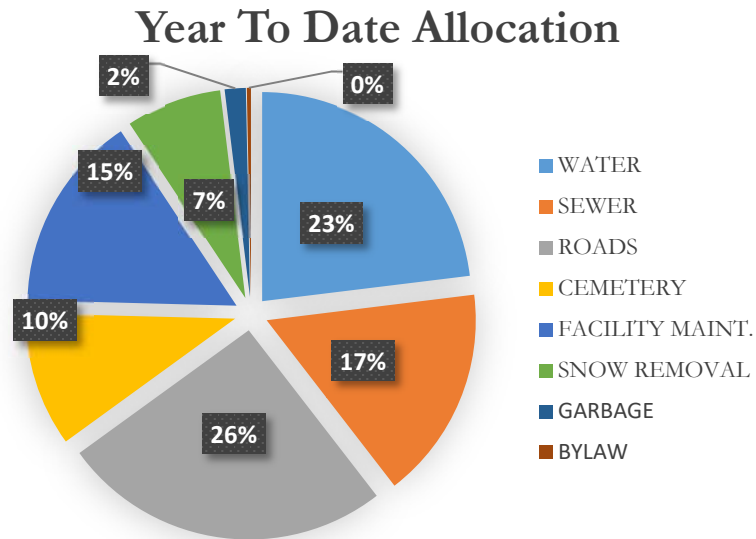
Wastewater

The Town's lagoon system has experienced a significant increase of inflow. Given the town's water consumption has not significantly changed from previous years, the department is investigating the source of the increase. Complicating the increased volume; the upper pond is experiencing operational issues. Routine testing indicated the effluent is not habitable (minnow test). The department is in contact with counterparts at Alberta Environment regarding effluent quality and it is following applicable Federal and Provincial regulatory procedures.

Roads

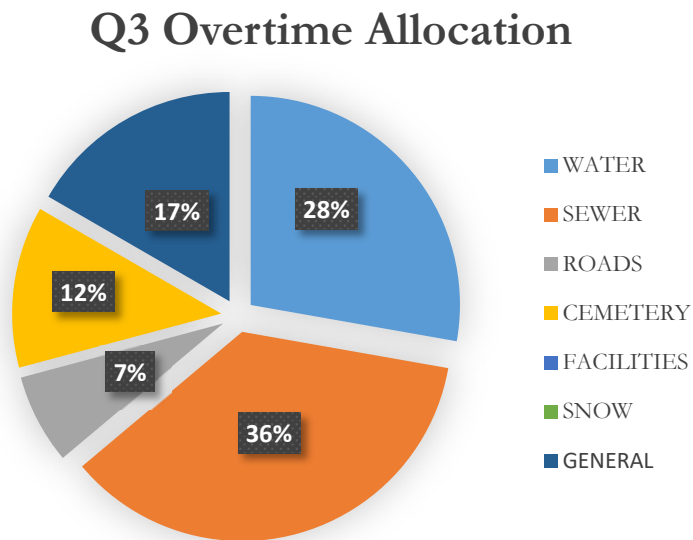
The Town's road network continues to receive significant fiscal investment along with a substantial amount of the department's human resource allocation. Crews crack filled priority one roads, painted curbs, centerlines, and wheelchair parking spaces throughout town. The crews filled potholes and installed network signs. Crews also reset several catch basins to improve drainage from our network. The road network in town is

beginning to show the results of Council's focus. The department also began winter maintenance planning this quarter.



Overtime

The department has incurred 36 overtime hours in Q3. The departments are broken down below:



Capital Projects

Southeast Reservoir: Land negation ongoing.

2020 Road Rehabilitation and Repair – Project Complete and Construction Completion Certificates have been issued.

15th Stormwater Main, Sidewalk & Westhill Sanitary Replacement: Construction began this quarter.

Pedestrian crossing on 16th Street & Hwy 582: Project has been postponed pending further strategic planning.

Pedestrian crossing on 16th Street & 20th Avenue: Project has been completed.

23rd Street & Hwy 582 Crossing: Discussions with the Province are ongoing.

Valarosa Playground – Pathway was completed in early September and Construction Completion Certificates were issued.

2020 Sidewalk Repair & Maintenance Program – This scope of work was added to the contract for the 15th Ave Storm project to expedite the delivery.

Report to the CAO – Community Services

October 13, 2020 RCM

Arena Project Update:

The capital arena project of replacement of floors, boards, brine lines and the addition of an underpad heat floor continues. To date, the following stages of the project have been completed:

- Removal of old board systems, concrete slabs, fill, and buried slabs
- Disposal of all old concrete floors
- Repair of cross-ties for building structure
- Installation of new header system for refrigeration
- Installation of weeping tile system for added draining
- Installation of under-pad heat floor
- Installation of sand floor, compacted and laser levelled
- Geotechnical testing is ongoing
- Manufacturing of new board systems, in Calgary awaiting installation
- Installation of insulation, chair rails, brine lines and rebar on both surfaces
- Installation of piping for small low-heat area outside Zamboni bay to provide for ice melt
- Pouring of all periphery concrete around arena surfaces
- Updates within the ice plant room to accommodate new floor systems
- Final measurements for board installation

As of October 10, 2020, the project is on schedule with an anticipated reopening of the facility between the last week of November to the first week of December. The contractor is working to gain back time on the project that was lost due to the unanticipated repairs that were required early on in the project.

On October 16, 2020 the Main Ice surface concrete pour is taking place and will be a very busy day in the arena with over 25 contract workers on-side, alongside our local concrete company. Visitors from other Alberta arenas will also be in attendance to watch the pour and ask questions relative to similar projects they have coming up in the near future.

Arena staff have been working to schedule ice bookings with our local users beginning in December, and the ice schedule is filling up quickly. Staff have developed re-entry plans based on provincial guidelines for COVID-19 in preparation for reopening. This information has been shared with our local users, with the note that changes can be made at any time due to changes from either the Government of Alberta or AHS.

DOSCA:

The before and after-school program operated by the Town of Didsbury, and located within Ross Ford Elementary School, is seeing significantly increased usage since the beginning of school in September. The usage numbers we are experiencing are the best we have had in three years. High usage, combined with additional funding from Alberta Children's Services, has put the DOSCA program into a very positive financial position heading into year-end.

Aquatics:

Since the last update, the Didsbury Aquatic Centre has been given approval through AHS to reopen our hot tub and steam room, both of which are very desirable amenities for our users. We have seen a large increase in attendance at our evening adult swims as a result of this change.

Additionally, we launched a new fitness program on October 6 called Aqua Groove. This new aquatic fitness program features current music, and a high intensity, action-packed workout with a new fitness instructor. The first two classes sold out quickly and we look forward to continuing with this exciting new program.

Parks:

The first season of having Parks relocated into the Community Services department has been very successful. Outside of the regular parks maintenance duties, several other projects were achieved this spring/summer, including:

- Playground builds at Valarosa and Westheights
- Development of tree nursery at cemetery, funded by Fortis grant
- Tree maintenance/removal in heritage area of town – 21 Ave and 22 Ave
- Updates to basketball court
- Goat trial project in Deer Coulee stormwater area
- Replacement of fence at Memorial Complex
- Painting of gazebo at campground

We are working on several more projects this fall, including ball diamond updates, planning for improvements to the welcome sign, issuing a Request for Quotes for hanging baskets/ barrels, and developing more flower beds within the community.

Campground:

In early August 2020, the Rosebud Valley Campground contract management transitioned to the Community Services Department. Despite a shortened season (June-September) due to COVID-19, the campground saw success in 2020. Please find below use statistics for 2020, compared to 2019:

	2019	2020
OCCUPANCY:		
June	286	255
July	687	641
August	534	598
September	514	545
TOTAL OCCUPANCY:	2021	2039
REVENUE:		
June	\$4824.00	\$3279.00
July	\$9365.00	\$5631.00
August	\$6228.00	\$7382.00
September	\$7176.00	\$4685.00
TOTAL REVENUE:	\$27,539.00	\$20,977.00

October 6, 2020

Finance Department - 3rd Quarter Reporting by Maxine Moreau, Manager of Financial Services

Highlights of the work performed in the third quarter of 2020 over and above the routine scheduled tasks

July

- Staff required to do additional coverage, tasks and cleaning due to COVID
- Followed up with property owners in regards to end of COVID deferral programs
- Processed 2nd quarter Fire Department remuneration
- Filed 2nd quarter GST claim
- Discharge 1 Tax Notification and 1 PPL Discharge
- Staff required to cover for staff on holidays

August

- Staff required to do additional coverage, tasks and cleaning due to COVID
- Staff required to cover for staff on holidays
- Busy month receipting 2020 Tax Payments as deadline of August 31 nears
- Changed UT mailing process to find efficiencies with multiple property owners
- Move prior year's files to storage and prepare older records for retention and disposal
- Staff completed on-line position FOIP training

September

- Staff required to do additional coverage, tasks and cleaning due to COVID
- 196 Tax Penalty letters mailed (257 in July 2019)
- 2 Tax Notification Discharges and 1 PPL Discharge
- Preparation for 2020 OH&S audit
- Staff annual Performance Reviews Completed
- Review/balance Payroll PIER report for 3rd quarter
- Receive, organize and bill accounts for the Community Fall Clean-up

July – August - September	<u>2020</u>	<u>2019</u>		<u>Sept 2020</u>	<u>December 2019</u>
Customer Service walk in traffic	847	952	Active UT Accounts	2261	2254
Cemetery Burials	3	10	Utility Auto- Pay	514	497
Tax Certificates Prepared	91	65	UT Bills Emailed	801	745
Fire Incidents Billable Calls	16	8	Active Property Tax Rolls	2341	2341
			Tax – Payments by TIPP	1183	1167
			E. Gov Users	180	47



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mayor Hunter has provide a written report from the AUMA Convention held virtually from September 22 to 24, 2020.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Council Reports for October 13, 2020 as information, and that Council move to accept the Mayor's Report for the AUMA Convention from September 22-24, 2020 as information.



Bill Sweeney, Senior Assistant Deputy Minister
Curtis Zablocki, RCMP Deputy Commissioner
Marlin Degrand, Exec Dir Law Enforcement and Oversight
Rachel Melnychuk, A/Exec Director Policy and Program oversight

Busy since UCP elected; the pace has picked up considerably in the last few months.

Updates from the Public Security Division:

1. Provincial police feasibility study
2. Police Act Review
3. Alberta Victims of Crime program engagement
4. Chief Firearms Office
5. Biological Casework Analysis Agreement (BCAA)
6. Police Funding Model

Fair Deal Panel made the following recommendation:

“Create a provincial police force to replace RCMP.” JSG is conducting an analysis on the creation of an Alberta Police Service

External tender for contractors – up to \$2 million to conduct a feasibility study that should be done within about a year
Municipalities will be approached by vendor for engagement

- Costs
- Efficiencies
- Most importantly for AUMA is that municipalities will be engaged in one form or another

Police act review and engagement

- Past engagement
- New engagement – photo

Full rewrite of police act, complaints process being addressed, standards that reflect some pressures and change in landscape of policing in last while.

Engagement approach:

Governance and Public Trust

Indigenous Policing

The Role of the Police

Victims of Crime:

Phase I – Financial Benefits and Fund (completed January 2020)

Phase II – Permanent Victim Assistance Program and Service Delivery (launched September 2020)

Chief Firearms Office report/presentation

- Will be appointing a provincial firearms officer
- JSG has established a Chief Provincial Firearms Transition Team tasked with setting up the office of the Chief Provincial Firearms Officer
- Advisory committee in place for provincial firearms to examine the impact of federal firearms legislation on firearms owners in Alberta and consider how provincial firearms policies can best meet needs of Albertans

Biological casework analysis agreement

- Federal and provincial governments have shared costs of forensic DNA analysis and enter into BCAA
- In 2018/19 Alberta was the largest source of DNA service requests in Canada
- The funding/payment model will be changing going forward

Police Funding Model

- Acute needs that Minister Sweitzer had heard in terms of rural crime and challenges faced and concerns around equity in police funding remain; thus, the model is moving forward

RCMP Staffing – Anticipated resource deployment by the RCMP as procured by the PFM over the next 3 years – new RCMP positions = 203; new civilian positions 185

Deputy Commissioner presentation:

Focus on current year and resource deployment for this year. Will not qualify all positions deployed. Will talk about growth in province. Positions that have been deployed.

In year 1 create and fill total of 76 in frontline policing

46 detachment positions – 24 are not filled; another 10 cadets allocated not yet arrived; and 11 transferred

Reopened depot in mid June; First academy to become functional after lockdowns; has impacted training; capacity cut in half for this fiscal year; at a time when we were getting a real good handle on vacancy rates with some detachments having 0 vacancies

Can deliver on resources – late last fiscal year required a number of cadets from depot and brought into divisions at start of fiscal year; hit the ground running to satisfy expectations for the fiscal year;

Expectations faced this year around growth are significant; 76 RM growth of 13 RM ; 30 new positions ALERT funding ; 7 new CTA position provincially –prov 48% of salaries; attrition 80 to 90 regular members; significant expectations are well over 200 regular members that are striving to bring into division to meet expectations.

Year one this year is frontline policing; majority of regular member positions going into detachment is decided on a number of factors; geography, demographics, population growth, crime trends and severity; weighted workload analysis; methodology incorporated into weight workload analysis; members go to detachments based on these stats.

Reporting of crime is important; take every opportunity report crime; use crime stats and trends to help tell where resources need to go; 31 detachment service positions take work off police officers; previously operated on 1 to 4 RM ratio; new funding is 1 to 3 ratio to take administrative work off police officers; expect to see overall reduction in response time, increased police visibility, in context of safety

Other discussion around support services, forensic identification, police dogs, operational communication centre, ERT, Call-back unit

Focus to address challenges of vulnerable populations, homeless, and mental health just to name a few; Also need to work to prevent crime; Vulnerable don't belong in police system, they need other assistance

Rural crime reduction strategy has 4 new positions; focus to help prolific offenders break the cycle; need to work collaboratively with many agencies to get at root causes; community engagement and outreach also; 4 new positions to analytical rural crime reduction strategy

Enhance response to mental health incidents; look at ways to give expertise to members to assist with these situations

Beginning to consult and engage advisory board and consult around province with communities; be flexible and responsive to changing needs going forward; deployment of forces over 4-year time; need to be responsive to all in collaboration in way forward and use of resources used appropriately

Community Consultation

To meet the needs of communities, need to listen, respond, and understand

Long gone are days of police deciding what is best for community; there is a need for consultation

Policing priorities belong to community and need to work together

Since arrival over a year ago is to enhancement engagement and relationships; room to build; enhance consultation is a priority of commanding officer

RCMP continue to have strong focus on working with communities; annual performance plan

January brought district advisory – supervise detachment commanders; spent day in workshop with them to enhance consultation process; to make clear the importance of consultation; engage with communities; annual performance process was to be rolled out earlier this year but pandemic interrupted this initiative; faced with changing strategies; some commanders have moved to virtual town halls; host 2 town halls in communities talked with this focus and have had to adjust a bit due to pandemic;

What can we do to help police; safer community; community safety advisory committee, FCSS, housing. Bring community together and create a strategy to help community;

Working with AUMA and RMA to put on webinars relative to policing ; different topics that are relevant to contract policing; roles and resp; police budgeting; let them know what needs are and will accommodate as best they can.



Dr Karen Lee – follow photos for content

Public health priorities have changed significantly from 19th and 20th century

Chronic diseases today; diabetes, cancer, stroke, mental health plus new emerging and infectious such as covid.

Healthcare costs are eating up and growing portion of our provincial budget.

There are high levels of physical inactivity in Canada: Only 15% of adults and 5% of children are getting the minimum recommended amount of physical activity needed for health benefits.

Evidence-based Solutions:

Design elements: Closeness of residents to stores, jobs, schools, recreation facilities; continuity of connectivity of sidewalks and streets; aesthetic appeal and safety of the physical environment; improved street lights;

Policies: Zoning regulations; building codes; builders practices; government policies

Outcomes: 161% median improvement in physical activity; increased sense of community and decreased sense of isolation; reduced crime and stress

Example: Play streets – close a street on Sundays to have a place for kids to bike, people to meet, etc

Note: Increasing walkability of communities; community gardens - cobenefits of healthier communities:

Every 10 minutes of commuting cuts community involvement by 10%, living near green space reduces the odds of stress by 30%; more foot traffic boosts employment and visitors; investment in trails and greenways can stimulate residential, commercial, art, and entertainment projects; active design and walkability boost property values – communities with a high walk score have higher property values; community gardens boost community adhesion

Underused parking lot became pedestrian plaza; retail spiked 172%

Friends of the Highline –old railway line became active plaza

Look for feasible opportunities to integrate low-cost/cost-neutral elements into affordable/mixed-income housing projects to support health. Mixed income housing and CMHC funding – 20% mixed income better chance

Adopt Guidelines for Healthier Development and Buildings

Healthy Community Guidelines – Alberta and Canada:

Guided reference for planning and building communities through health and wellbeing lens

Create communities that are safe, vibrant, and healthy for residents

Healthy Community Guidelines Subcommittee: Municipalities, provincial ministries, private sector, community organizations in Saskatchewan, Alberta, Manitoba

Designing Healthy Cities conference June 2021

Fit Cities book is published

MDP – how to put health into an MDP?

How we design neighborhoods is critical; master plans have put healthy community goals into the goals of the plan; key strategic goals of plan; following are strategies such as focus on key part of plan being healthy communities and then define objectives such as improve active living through specific opportunities that are offered; all neighborhoods have access to healthy food stores; ensuring we have spaces for social connection in different neighborhoods; build a park or playground or pedestrian park within a certain distance from each neighborhood;



AUMA Convention Thursday September 24 2020
9 a.m. to 4 p.m.

Below is the convention agenda. Councillor Windsor and I participated in the 3-hour Resolutions sessions in Council Chambers. There were many great resolutions that can be found on the AUMA website. Election results for the 2020/2021 Board of Directors can also be found on the AUMA website.

9:00 a.m. – Opening Ceremonies
9:45 a.m. – Keynote Speaker, Peter Mansbridge
10:30 a.m. – Coffee Break
10:50 a.m. – Annual General Meeting
11:00 a.m. – Board of Directors Elections
12:00 p.m. – Lunch
12:30 p.m. – 2020 AUMA Awards Videos
1:00 p.m. – Resolutions
*Times are fluid and subject to change

The Town of Didsbury seconded the Resolution made by the Town of Okotoks, Film Industry Support 93.68% support with 268 delegates voting on the resolution. Of note, this was a Didsbury Town Council agenda item and motion (#157-20) in our May 12 agenda that started this initiative that led to the resolution being submitted to AUMA by Okotoks.

A brief overview of the resolution:

AUMA Resolution 2020.C1

TOWN OF OKOTOKS Support for Alberta Film Industry & Economic Diversification

Seconded by: Town of Didsbury

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

Friday September 25 2020 AUMA

This was a great day of dialog, with the Ministers' Sessions taking place for 2 sessions. It was an informative and valuable morning.

9:00 a.m. – Opening Remarks
9:05 a.m. – Vice-President Elections
9:15 a.m. – Address from Opposition Leader, Rachel Notley
9:25 a.m. – Video remarks from other dignitaries
9:40 a.m. – Municipal Affairs Address
9:45 a.m. – Minister Dialogue #1
10:40 a.m. – Coffee Break
10:55 a.m. – Minister Dialogue #2
11:50 a.m. – Video remarks from the Premier
12:00 p.m. – Closing Keynote, Hayley Wickenheiser
12:30 p.m. – Introduction of 2020/2021 Board
12:45 p.m. – Prizes & Closing remarks
*Times are fluid and subject to change



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- Economic Impact of Wynonna Earp – Keep Alberta Rolling
- September 25, 2020 Press Release Mountain View Seniors' Housing 2021-2025 Strategic Plan and Partnership
- Nathan Cooper, MLA Olds-Didsbury-Three Hills – response to letter from Mayor Hunter on linear assessment.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engagement Community

RECOMMENDATION

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

From: **Brock Skretting** <brock@keepalbertarolling.ca>
Date: Thu, Jul 23, 2020 at 1:55 PM
Subject: New Wynonna Earp/Film Industry numbers
To: Rhonda Hunter <rhunter@didsbury.ca>

Hey Rhonda,

The Candian Media Producers Association just released this graphic (I believe study to follow) of the economic impact of Wynonna Earp over 4 seasons - Wanted to pass it along to add to the figures you already have.



Keep well!

--

With Gratitude,
Brock Skretting
Head of Advocacy

September 25, 2020

For immediate release:

Mountain View Seniors' Housing (MVSH) Board Notice Announcement of MVSH 2021-2025 Strategic Plan and Partnerships

The MVSH Board has completed an in-depth revision of our 2021-2025 strategic plan resulting in a decision to focus its future work on providing high quality Seniors' Housing in Mountain View County. Our primary goal is to continue development of our core capacities and strengths in facility management and resident services for seniors at each of its four Lodges in Sundre, Olds, Didsbury and Carstairs.

The Board will also continue to work in partnership with the Alberta Minister of Seniors and Housing in managing the low-income public housing portfolio on behalf of all Municipalities in Mountain View County. This includes housing for eligible residents of the Provincial Seniors Self-Contained (Manors) and Community Housing programs.

The Board is pleased to announce it has signed a Memorandum of Understanding to form a strategic care partnership with Bethany Care Society (Bethany) to provide health care management and delivery for residents at its Lodges in Sundre, Olds and Didsbury. The MVSH Lodge in Carstairs currently has care management and delivery for residents provided by Alberta Health Services and this will continue.

"Our history of working closely with Bethany Care Society gives me full confidence that this new strategic partnership will benefit both our residents and MVSH as we return to our primary purpose of providing quality housing options for seniors to live in their home community as they age, while continuing to receive the best of health care in our Lodge." – Bruce Beattie, MVSH Board Chair

Bethany Care Society is well recognized in Central and Southern Alberta as a respected and strong organization in care management and delivery. The Board is confident this strategic care partnership will continue the MVSH tradition of providing the best care for residents at our Lodges. Working together, this transition will take place in a seamless manner, to ensure our residents will not be affected by this change.

"We are excited to enter into a strategic care partnership with MVSH to ensure quality care and services are provided to these communities. Our commitment is to work collaboratively with all parties to ensure a seamless transition." – Jennifer McCue, President and CEO, Bethany Care Society

The Board has now been notified by Alberta Health Services (AHS) that a Master Services Agreement (MSA) for care has been awarded to Bethany Care Society to be effective April 1, 2021. This MSA has now been signed by both parties (AHS and Bethany)

Mountain View Seniors' Housing

Mountain View Seniors' Housing is a non-profit organization committed to enhancing the lives of seniors in our community. We operate seniors' lodges, seniors' life leases, seniors' self-contained apartments and subsidized community housing, striving to provide the highest level of service and support in friendly, home-like environments.

Bethany Care Society

Bethany is one of the largest faith-based, not-for-profit providers of seniors' services and affordable housing in central and southern Alberta. Bethany Care Society is among Alberta's leading continuing care providers. In 2020 Bethany Care Society celebrated its 75th Anniversary. Since 2000, Bethany has been a multiple winner of Top Employer in Canada awards, Top Employer in Alberta awards, and Best Employer Awards for 50+ Canadians

Alberta Health Services

Alberta Health Services (AHS) is Canada's first and largest provincewide, fully integrated health system, responsible for delivering health services to the more than 4.4 million people living in Alberta, as well as to some residents of Saskatchewan, B.C. and the Northwest Territories.

For more information, media may contact Sam Smalldon, MBA, CPA, CMA
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LEGISLATIVE ASSEMBLY
ALBERTA

Hon. Nathan Cooper
MLA, Olds-Didsbury-Three Hills
Speaker of the Legislative Assembly

September 24, 2020

Dear Mayor Hunter,

Thank you for your recent letter regarding proposed changes to municipal linear taxation.

As a former municipal councillor, I know firsthand the importance of such tax revenue for the successful operations of local governments. I also know that years of low prices have led to an unprecedented wave on bankruptcies, especially among small and medium sized oil and gas operators. Right now Alberta's municipalities are owed more than a hundred million dollars in back taxes from these operations. If these companies continue to go under, municipalities will face dire consequences as well. There is no quick fix, and the provincial government needs to help strike the right balance.

This is why the government has committed to reviewing its options, and will examine the issue more closely in the days to come. The current assessment model for wells, pipelines, facility machinery, and equipment was created in 2005 at a time when energy prices were near historic highs. At the end of the day, changes will be needed and ignoring the current circumstances would be shortsighted. In the meantime, the government intends to continue consulting with both municipalities and industry to determine the best path forward. I want you to know that as rural resident, I share many of your concerns and will advocate on our behalf. Also, to be clear, no final decisions have been made at this time.

Thank you for coming to me with your concerns regarding this matter.

Sincerely,

Hon. Nathan Cooper,
MLA, Olds-Didsbury-Three Hills