



TOWN OF DIDSBURY AGENDA  
Regular Council Meeting  
Tuesday, November 24, 2020 at 6:00 p.m.  
Held through ZOOM Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATION/ PRESENTATIONS Pg. 2
  - 3.1 President Rick Astle, Didsbury & District Historical Society
4. ADOPTION OF MINUTES Pg. 5
  - 4.1 November 10, 2020 Regular Council Meeting
5. PUBLIC HEARINGS - *None*
6. BYLAWS & POLICIES
  - 6.1 Bylaw 2020-11 Committee Bylaw (3<sup>rd</sup> reading) Pg. 10
  - 6.2 Bylaw 2020-14 Municipal Elections (2<sup>nd</sup> reading) Pg. 15
7. BUSINESS
  - 7.1 2021 Group Accident Insurance Pg. 21
  - 7.2 Letters to RMA and AUMA Presidents Pg. 27
  - 7.3 Appointment of Business Representative to CAEP Pg. 28
8. REPORTS
  - 8.1 CAO Report Pg. 29
  - 8.2 Council Reports (Verbal) Pg. 35
9. CORRESPONDENCE & INFORMATION Pg. 36
  - 9.1 MPC Minutes Aug. 8, Sept. 23 & Nov. 12
  - 9.2 RMA Patronage Refund
  - 9.3 Parkland Regional Library Systems
10. QUESTION PERIOD
11. CLOSED MEETING
  - 11.1 Sec. 24(1) Advice from officials (organizational discussion)
  - 11.2 Sec. 24(1) Advice from officials (land/legal)
  - 11.3 Sec. 24(1) Advice from officials (organizational discussion)
  - 11.4 Sec. 24(1) Advice from officials (organizational discussion)
  - 11.5 Sec. 23(1) Local public body confidences (draft legislation)
  - 11.6 Sec. 24(1) Advice from officials (personnel contents)
12. NOTICE OF MOTION
13. ADJOURNMENT



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Delegation – Didsbury & District Historical Society
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3.1

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#### BACKGROUND/PROPOSAL:

Didsbury & District Historical Society President Rick Astle, has requested to speak with Council and bring an update on the Society.

#### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mr. Astle will give a recap of 2020 and what is being planned for 2021.

Please find attached a pamphlet developed by the Society for Council's information and reference.

#### RECOMMENDATION

That Council move to accept the presentation by the Didsbury and District Historical Society as information.

## *Didsbury Museum*

*Explore the Past*

*Discover our Roots*



Email: [ddhs@telusplanet.net](mailto:ddhs@telusplanet.net)

[www.didsburymuseum.ca](http://www.didsburymuseum.ca)

Follow us on Facebook: Didsbury Museum

403.335.9295



**Didsbury Museum Activities**  
**SEPTEMBER 2019 – AUGUST 2020**

**Partnerships within our community and Museum Network**

Railroad Club  
Mountain View Arts Society  
Chamber of Commerce  
Christmas Hamper Program  
Enhancing our Scouting display  
Mountain View Arts Society  
Veterans Banner Project  
Bells of Peace  
Town of Didsbury  
County of Mountain View  
Zion Church

**Partnerships beyond our community & area**

CARMN (Central Alberta Museum Network)  
Travel Alberta  
AMA (Alberta Museum Association)

**Museum Practises**

Strategic Planning for 2015-2019 updated  
Human Resources Policies updated  
Job Descriptions updated  
Financial Policies completed  
Binders produced for all Board Members, employees & volunteers  
Accessioning forms updated  
Networking in community

**Meeting Needs of our Youth**

When health protocols are eased the Museum will resume the games and

Educational programming for the Youth of the area.

**Meeting the Needs of our Seniors**

The museum cannot wait to visit the Seniors of the area and have them come Tour the museum

**Improvements within the Museum**

We are proud of the changes made through the years.

**Maintenance to our Building**

Fusion Plumbing and Heating repaired the heating system this summer. This was a donation of its materials and labour

**New Projects**

Photo Software-- scanning of photos  
Displays were refreshed  
Two rooms of artifacts have been Changed  
New displays have been created  
The Heritage book was completed  
Garden scale railroad developed in the front yard.

**Didsbury as a Destination (tourism)**

Culture Days – Celebration Site for the month Of September with 3 days in total with events  
September 19 – Indigenous Days with local artists, musicians, dancers & many more  
September 26 – Railroad Adventure, showing off the new G scale railway and old time music

We are a member of CARMN (Central Alberta Regional Museum

The museum is a member of Travel Alberta

**Fundraising & Donations**

The Board's fundraising efforts were very different during the year as were many other non-profit organizations. COVID 19 has made everyone think out the box. The community's health is the most important thing and events that were committed to be made that its main priority. On that note our first on-line auction was held. It was quite successful  
A call out to members was put out for donations and was very generously received  
We received several in-kind donations from local businesses as well.

In the last year the Didsbury Museum was host to 1390 visitors, enjoyed working with numerous volunteers donating 1290.75

The museum was closed to the public from March 17 – June 4 due to COVID 19

In a typical year, the museum hosted conversations of local interest, music was enjoyed, art was displayed and various other events took place.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Approval of Minutes
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	4.1

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### BACKGROUND/PROPOSAL:

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

- November 10, 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 November 10, 2020 Regular Council Meeting Minutes as presented.



Meeting Minutes of the Town of Didsbury  
Regular Council Meeting  
November 10, 2020  
Held through ZOOM Meeting

The regular meeting of Council for the municipality of the Town of Didsbury was held in through ZOOM Meetings on Tuesday, November 10, 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. Gorner  
Assistant CAO/Chief Financial Officer - A. Riley  
Manager of Public Works – C. Fox  
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.

**REMEMBRANCE DAY RECOGNITION**

Council participated in a recognition of remembrance day and 2 minutes of silence.

During this pandemic when we cannot gather to pay tribute on Remembrance Day, Council passed unanimously the following:

Res. 423-20      *MOVED by Councillor Engel "Be it Moved that to honour those who have served Canada, past and present, in times of war, military conflict, and peace, and to honor those who have made the ultimate sacrifice for our country so that we may enjoy our freedoms, Council encourages those citizens who can to join as one with our community on your front step at the 11<sup>th</sup> hour on the 11<sup>th</sup> day of the 11<sup>th</sup> month to reflect in 2 minutes of silence on Remembrance Day 2020."*

**Carried Unanimously**

We invite all our residents to join the Didsbury Mayor and Town Council in doing this. Lest We Forget.

**ADOPTION OF AGENDA**

The following items were either added or removed:

Remove              6.2 Municipal Elections for 2<sup>nd</sup> reading

Add:                7.8 Update on Provincial COVID-19 Watch List for Mountain View County

Res. 424-20      *MOVED by Councillor Baswick to approve the agenda as amended.*

**Carried**

## **ADOPTION OF MINUTES**

*Missing on Res. 394-20 the appointment of the Mountain View Regional Water Services Commission;*

*Res. 399-20 Should read that the MPC be reaffirmed and Cheryl Dahl be appointed as new member.*

Res. 425-20      MOVED by Councillor Engel to approve the October 27, 2020 Organizational Meeting Minutes as amended.

**Carried**

*Res. 410-20 should read "Didsbury Municipal Library Operation Grant."*

*Res. 416-20 and Res. 417-20 required unanimous approval which was achieved.*

Res. 426-20      MOVED by Councillor Engel to approve the October 27, 2020 Regular Council Meeting Minutes as amended.

**Carried**

## **BYLAWS & POLICIES**

### **Rates and Fees Bylaw 2020-15**

Res. 427-20      MOVED by Councillor Windsor to bring Bylaw 2020-15 Rates and Fees to the next Regular Council meeting outlining changes from 2019-13.

**Defeated**

Res. 428-20      MOVED by Councillor Moore to grant first reading to Bylaw 2020-15 to set the rates and fees for 2020, and that Council refer Bylaw 2020-15 to Council Committee for review.

**Carried**

## **BUSINESS**

### **2021 Group Accident Insurance**

Res. 429-20      MOVED by Councillor Windsor for Council to have Administration bring back 2021 Group Accident Insurance to the November 24, 2020 meeting with more information and clarification.

**Carried**

### **Community Recognition**

Res. 430-20      MOVED by Deputy Mayor Poggemiller to recognize Kevin Bentley for his Moose Project with a letter of recognition from Mayor Hunter on behalf of Council, as outlined in the Community Recognition Policy.

**Carried**

### **Utility Budget Options**

Res. 431-20      MOVED by Councillor Moore to fund the projected water deficit from the projected surplus generated from the wastewater department. If there is an overall deficit as projected in the high projection above, reduce the current year reserve transfer to account for that the water department breaks even.

**Defeated**

- Res. 432-20      MOVED by Councillor Windsor that the Utility Budget Options be deferred until a policy is created to address utility funding, and that such a policy be brought forward for Council's consideration.

**Carried**

**Central Alberta Economic Partnership Board Nomination – Mayor Hunter**

- Res. 433-20      MOVED by Councillor Windsor to approve Mayor Hunter's nomination for Director of Towns/Villages position on the Central Alberta Economic Partnership Board.

**Defeated**

- Res. 434-20      MOVED by Councillor Windsor that an exit letter to Central Alberta Economic Partnership be sent by the Mayor on behalf of Council.

**Carried**

- Res. 435-40      MOVED by Councillor Windsor that the Administrative investigation into the value of our Central Alberta Economic Partnership membership be ceased due to the approved exit letter.

**Defeated**

**Country Christmas**

- Res. 436-20      MOVED by Councillor Windsor to allocate up to \$2500 from the Economic Development budget to pay for contracted costs of hanging lights and garland in downtown Didsbury for Country Christmas.

**Carried**

- Res. 437-20      MOVED by Councillor Engel to allocate an additional \$2000 from the Economic Development budget for additional Christmas lights.

**Carried**

**AG Building**

- Res. 438-20      MOVED by Councillor Baswick to approve the commencement of the process to sell the AG Building.

**Carried**

**Crossing Signals at 23<sup>rd</sup> Street and Hwy. 582**

- Res. 439-20      MOVED by Councillor Baswick to install a solar crosswalk with flashing lights at the intersection of 23<sup>rd</sup> Street and Highway 582.

**Carried**

*Councillor Crothers left the meeting at 8:42 p.m. and returned at 8:43 p.m.*

**Update on Provincial COVID-19 Watch List for Mountain View County**

- Res. 440-20      MOVED by Councillor Moore that in the best interest and wellbeing of our community, that Council support the Chief Medical Officer and strongly encourage that our residents and businesses follow the recommendations of the Public Health Orders as set out by the Province of Alberta for all measures and recommended practices relating to COVID-19.

**Carried**

**EXTEND MEETING**

- Res. 441-20      MOVED by Councillor Windsor to extend the regular council meeting to 10:00 p.m.

**Carried Unanimously**



## **REPORTS**

### **Chief Administrative Officer Report**

Res. 442-20      MOVED by Councillor Engel to accept the Chief Administrative Officer's report for November 10, 2020 as information.

**Carried**

### **Council Reports**

Res. 443-20      MOVED by Councillor Moore to accept the Council reports for November 10, 2020 as information.

**Carried**

## **CORRESPONDENCE**

- Mountain View Seniors' Housing Requisitions
- AUMA Update on Alberta Police Interim Advisory Board
- Minister of Municipal Affairs Tracy Allard – Inquiry of public libraries located in schools
- AUMA Infrastructure and Energy Committee – Appointment of Mayor Rhonda Hunter

Res. 444-20      MOVED by Councillor Baswick to accept the correspondence and information items as information.

**Carried**

Res. 445-20      MOVED by Councillor Windsor that Council acknowledges and endorses the appointment of Mayor Hunter to the AUMA Infrastructure and Energy Committee.

**Carried**

## **EMAIL QUESTION PERIOD**

### **CLOSED MEETING**

Res. 446-20      MOVED by Councillor Baswick to go into Closed Meeting at 9:19 p.m.

**Carried**

*Council took a 5-minute break*

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

Staff:    Ethan Gorner, Chief Administrative Officer

*Ethan Gorner left the meeting at 9:34 and returned at 9:51.*

### **Topics of Closed Meeting in accordance with the FOIP Act.**

Sec. 19(1) confidential evaluations (personnel)

## **RECONVENE**

Res. 447-20      MOVED by Councillor Crothers to come out of closed meeting at 9:56 p.m.

**Carried**

## **ADJOURNMENT**

Res. 448-20      MOVED by Councillor Baswick to adjourn the meeting 9:57 p.m.

**Carried**

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Mayor - Rhonda Hunter

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Chief Administrative Officer - Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Bylaw 2020-11 Committees
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

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### BACKGROUND/PROPOSAL:

Committees Bylaw 2020-11 has received first reading on July 14, 2020 and second reading on September 8, 2020 and has been reviewed by Council at Committee meetings.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is requesting Bylaw 2020-11 Committees be given third and final reading.

Please see attached Bylaw 2020-11.

### RECOMMENDATION

That Council grant third and final reading to Bylaw 2020-11, a bylaw to establish Council Committees for the Town of Didsbury.

TOWN OF DIDSBURY  
BYLAW 2020-11  
Committees of Council Bylaw

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BEING A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH COUNCIL COMMITTEES OF THE TOWN OF DIDSBURY  
ENACTS AS FOLLOWS:

1. Short Title

1.1 The short title of this bylaw is the "The Committees Bylaw".

2. Definitions

2.1 In this bylaw:

**Ad Hoc Committee** means a Committee established for a specified period of time and for a specific purpose.

**Advisory Committee** means a Committee that is advisory in nature and may include community members and has specific focus.

**Agency Representative** means a Member of an agency bringing a level of knowledge or expertise to a Committee but who does not necessarily represent the mandate of the specific agency they represent.

**Committee** means a Committee, Commission, Board or other body established by Council; and in a section of this bylaw relating to a specific Committee, means that specific Committee.

**Councillor** means a member of Council but does not include the Mayor.

**Council Representative** means a member of Council appointed annually to act as Council's liaison to that committee and not as an advocate for the committee.

**Governance Committee** means a Committee of Council members only, tasked with specific governance responsibilities.

**Mayor** means the Chief Elected Official of the Town of Didsbury.

**Member** means a Member of a Committee.

**Organizational Meeting** means the organizational meeting of Council as required under the *Municipal Government Act* (MGA).

3. Governance Committees

3.1 The following Governance Committees are established:

- a. Strategic Planning Committee
- b. Performance Evaluation Committee
- c. Policy & Governance Committee
- d. Other Governance Standing Committees that Council deems necessary may be appointed and subject to the principles set out in 3.2.

### 3.2 General Governance Committee Principles

- 3.2.1 These committees are comprised of up to a maximum of three (3) members of the Town of Didsbury Council.
- 3.2.2 The Mayor shall only be a member of the Committees to which the Mayor is appointed.
- 3.2.3 The CAO or designate shall attend these committee meetings to provide administrative support and advice, which may include other departmental representation as deemed necessary;
- 3.2.4 Meeting schedules shall be set by each committee;
- 3.2.5 The Chair shall be appointed at the discretion of Council;
- 3.2.6 Members of these committees will be appointed at the Organizational Meeting. Rotation of the committee members shall be appointed for a one year, two year and three year rotation for each committee.
- 3.2.7 In addition to the below stated purpose and functions, these committees will also consider any matters referred to them by Council.

### 3.3 Purpose and Functions of the Governance Committees:

#### Strategic Planning Committee

- 3.3.1 The Strategic Planning Committee is a standing committee that provides recommendations or advice to Council regarding Financial Planning, Budget, Capital Expenditure, Land Development, Facility Development, Infrastructure Management and Fleet Management.
- 3.3.2 The functions of the Strategic Planning Committee to review and make recommendations on the following:
  - 1. Financial Planning
  - 2. Review of Development of Facilities and Infrastructure
  - 3. Review of Planning Documents and Plans
  - 4. Review of Development and Review of an Asset Plan
  - 5. Prioritize Performance Based Budgeting

#### Performance Evaluation Committee

- 3.3.3 The Performance Evaluation Committee is a standing committee that provides recommendations or advice to Council regarding service levels and facility utilization.
- 3.3.4 The functions of the Performance Evaluation Committee to review and make recommendations on the following:
  - 1. Review Service and make recommendations of Levels for Facilities
  - 2. Review Service Levels for Emergency Services
  - 3. Review Service Levels for all Departments
  - 4. Provides input and recommendation into Service Level Plans

## Policy & Governance Committee

- 3.3.5 The Policy & Governance Committee is a standing committee that provides recommendations or advice to Council regarding the development and compliance of Bylaws, Policies and Shared Service Agreements.
- 3.3.6 The Functions of the Policy & Governance Committee are to review and make recommendations on the following:
  - 1. Review draft policies, bylaws and other proposals, plans and studies as referred by Council
  - 2. Review existing Legislative framework for redundancies and recommend improvements;
  - 3. Review Shared Service agreements as necessary (not including ICC Sub-Agreements);
  - 4. Review and explore opportunities for collaboration.

## **5. Ad Hoc and Sub Committees**

- 4.1 Council may establish, by resolution, Ad Hoc Committees for reviewing a specific issue or issues.
- 4.2 The composition of an Ad Hoc Committee is at the discretion of Council.
- 4.3 Ad Hoc Committees are disbanded at the completion of their mandate.
- 4.4 A Committee may establish a subcommittee(s) to review a specific issue or issues and make recommendations back to the Committee.
- 4.5 These committees shall not have a chair or vice-chair but will be facilitated by Administration.
- 4.6 The CAO or designate shall attend these committee meetings to provide administrative support and advice, which may include other departmental representation as deemed necessary;
- 4.7 The Mayor shall only be a member of the Committees to which the Mayor is appointed.

## **5. Advisory Committees**

- 5.1 Advisory Committees are advisory in nature and may include community members and has are specific focus.
- 5.2 Advisory Committees are established by Bylaw.
  - 5.2.1 Appointments to Advisory Committees are by Council resolution.
- 5.3 Composition of the Committee:
  - 5.3.1 Up to two (2) members of Council may be appointed to Advisory Committees.
  - 5.3.2 The composition of the Advisory Committee will be stated in the establishment bylaw.
- 5.4 Terms of Appointment
  - 5.4.1 Members will be appointed at the discretion of Council, which will be reviewed at the annual Organizational Meeting of Council.
  - 5.4.2 The appointment of chair and vice chair shall be at the discretion of Council.
  - 5.4.3. All other matters related to the Terms of Appointment will be addressed in the establishment bylaw.2

## 5.5 Meetings

5.5.1 All Advisory Committee Meetings are to be conducted in Town of Didsbury facilities and facilitated by Town of Didsbury staff, at their discretion and in accordance with their availability.

5.6 Administration will provide an annual orientation to all advisory committees, which will include ongoing training on guiding principles and roles and responsibilities.

## 6. General Considerations

### 6.1 Power of Authority

6.1.1 Committee members serve at the pleasure and discretion of Council to undertake the work assigned by Council.

6.1.2 Council at any time retains the power to change the disposition of any Committee by resolution of Council.

### 6.2 Except as otherwise specified in this bylaw, no Committee or Member has:

6.2.1 Power to pledge the credit or course of action of The Town or enter into any agreement on behalf of the Committee or the Town.

6.2.2 Power to authorize any expenditure to be charged against The Town without prior approval by Council.

6.2.3 Authority to act administratively, or to direct administrative staff.

## 7 Effective Date

7.1 This bylaw comes into force on the day it is passed.

## 8. Repeal

8.1 Bylaw 2019-14 and amendments thereto are hereby repealed.

Read a first time on the 14<sup>th</sup> day of July 2020.

Read a second time on this 8<sup>th</sup> day of September 2020.

Read a third and final time on this day of 2020.

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Mayor - Rhonda Hunter

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Chief Administrative Officer - Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Bylaw 2020-14 Municipal
ORIGINATING DEPARTMENT	Elections Legislative Services
AGENDA ITEM	6.2

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### **BACKGROUND/PROPOSAL:**

Municipal Elections Bylaw 2020-14 is a bylaw to establish certain election procedures.

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

Bill 29: *The Local Authorities Election Amendment Act* (LAEA) was passed on July 21, 2020 to make further amendments to the LAEA.

Council granted first reading on September 22, 2020 and was reviewed by Council Committee on November 24<sup>th</sup>, 2020.

Administration is requesting Bylaw 2020-14 Municipal Elections be given second reading and if required referred back to Committee.

### **RECOMMENDATION**

That Council grant second reading to Bylaw 2020-14, a bylaw to establish election procedures, and that it be referred to committee for review.

TOWN OF DIDSBURY  
MUNICIPAL ELECTIONS  
BYLAW 2020-14

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**BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR MUNICIPAL ELECTIONS**

**WHEREAS** it is the desire of Council to establish certain election procedures;

**AND WHEREAS** to the *Local Authorities Election Act, being Chapter L-21, of the Revised Statutes of Alberta 2000*, and amendments thereto and the *Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Town of Didsbury to regulate such matters;

**NOW THEREFORE**, the Municipal Council of Didsbury, in the Province of Alberta, duly assemble, hereby enacts as follows:

**1.0 Title**

1.1 This Bylaw may be cited as the “Municipal Election Bylaw”.

**2.0 Definitions**

2.1 In this Bylaw:

**Act** means the *Local Authorities Election Act, R.S.A. 2000, Chapter L-21* as amended from time to time.

**Advance Vote** means a vote taken in advance of Election Day;

**Automated Voting System** means the vote tabulators, memory storage, remote accumulation systems, printers, computers and software used to count votes and generate election results.

**Campaign period** is one year (January 1 through December 31) of a general election year.

**Council** means the municipal council of the Town of Didsbury in the Province of Alberta;

**Candidate** means any person who is nominated for election as a councillor/mayor of the municipality.

**Elector** means a person eligible to vote at an election;

**Election** means a general election, by-election, or a vote on a bylaw of question;

**Election Day** means the date fixed for voting at an election;

**Incapacitated Elector at Home** means a voter who unable to leave their place of residence to attend to a voting station or an advance voting station to vote who may require assistance during the voting process by either a friend/relative or an election worker;

**Institutional Vote** means a voter who is unable to leave their institutional residence setting to attend to a voting station or an advance voting station in the usual manner.

**Local Jurisdiction** means a municipality of district or a division as defined in the *School Act*, as the case may be;

**Nomination Day** means the day set 6 weeks before Election Day to receive nominations of candidates;

**Nomination Form** means the form as prescribed under the *Local Authorities Election Forms Regulation 378/2003*.

**Nomination Period** means the beginning of the campaign period (January 1 in the year of an



election) to 6 weeks prior to Election Day.

**Returning Officer** means a person appointed under the *Local Authorities Election Act, 2000, Chapter L-21* as amended from time to time and includes a person acting in the Returning Officer's place;

**Substitute Returning Officer** means a person appointed by Council at the time a returning officer is appointed;

**Voter** has the same meaning as "Elector" under the *Local Authorities Election Act*;

**Voting Station** means the place where an Elector votes.

### **3.0 Returning Officer**

- 3.1 The Chief Administrative Officer will recommend to Council the appointment of the Returning Officer for the Town of Didsbury (hereinafter referred to as the "Returning Officer") for the purpose of conducting elections under the Act.
- 3.2 The Chief Administrative Officer will recommend to Council the appointment of a "Substitute" Returning Officer.

### **4.0 Nominations Period, Definition of A Candidate And Campaign Period**

- 4.1 Nomination papers will be accepted by the Town of Didsbury at the beginning of the campaign period (January 1 in the year of an election) to 6 weeks prior to election day (s. 25(2)(a) LAEA) Nominations Day/Hours:
- 4.2 Nomination day (which is the final day to accept nominations) is 4 weeks before election day (s. 25(1) LAEA).
- 4.3 The Returning Officer will receive nominations of Candidates for the Town of Didsbury Council elections at the Town of Didsbury Office between the hours of 10:00 a.m. and 12:00 noon on Nomination Day and on any subsequent day to which the time for receipt of nominations is adjourned.
- 4.4 In the case of a by-election, the nomination period will commence the day following the resolution of council setting the date of the by-election. Nominations will be accepted up until 6 weeks prior to the date of the by-election (s. 25(2)(b) LAEA).

### **5.0 Nomination Deposit**

- 5.1 Every Nomination Form for a candidate for the position as a member of Council for the Town of Didsbury shall be accompanied by a deposit of One Hundred Dollars (\$100.00).
- 5.2 The deposit shall be in cash, certified cheque or money order payable to the Town of Didsbury.
- 5.3 A candidate's deposit will be returned in accordance with (s. 30 LAEA).

### **6.0 Rejection of Nomination Paper**

- 6.1 The Returning Officer is required to refuse a nomination paper if it has not been signed by five eligible electors and is not sworn/affirmed by the candidate.

## **Modified Voting Procedure:**

- 6.1 In accordance with Ministerial Order Number 532/86 the Town of Didsbury hereby adopts the modified system of conducting an Election as prescribed by Alberta Regulation 170/2000 to designate the locations of more than one voting station within the Town of Didsbury.
- 6.2 The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provision of the *Local Authorities Election Act*.

## **7.0 Advance Voting:**

- 7.1 The holding of an Advance Vote on any Vote held in an Election for the Local Jurisdiction is hereby authorized.
- 7.2 In accordance with the *Local Authorities Election Act*, the Returning Officer will determine the location, days and hours when an Advance Vote will be held.

## **8.0 Incapacitated Elector at Home:**

- 8.1 During the hours an Advance Voting Station is open or other times as arranged, two (2) Deputies will attend at the residence of an Elector, in order to take the vote of an Elector who is unable to attend a Voting Station or an Advance Voting Station to vote and may require assistance during the voting process by either a friend/relative or an election worker.

## **9.0 Institutional Vote:**

- 9.1 During the hours an Advance Voting Station is open or other times as arranged, two (2) Deputies will attend at the institutional residence of an Elector, in order to take the votes of an Elector who are unable to attend a Voting Station or an Advance Voting Station to vote in the usual manner.

## **10.0 Voting Hours on Election Day:**

- 10.1 The Voting Stations in the Town of Didsbury shall be open from 8:30 a.m. until 8:00 p.m. on Election Day.

## **11.0 Automated Voting System**

- 11.1 The taking of votes of electors and the tabulation of election results on any questions or in any election conducted by the Town may be done by means of an automated voting systems, as directed by the Returning Officer.
- 11.2 In the event that an automated voting system is used in the election, the Returning Officer will:
  - a. Satisfy themselves, prior to the date of the election, that the automated voting system has been pre-tested and is accurate and in good working order; and
  - b. Take whatever reasonable safeguards may be necessary to secure the automated voting system and any part thereof, including but not limited to: the vote tabulators and the ballot boxes from unauthorized access, entry, use, tampering or any unauthorized use of the ballot cards or tabulated results.
- 11.3 Notwithstanding anything this this bylaw, in the event of:
  - a. A malfunction of an automated voting system;
  - b. The unavailability of an automated voting systems or any of its components;
  - c. Anything related to the operation of an automated voting system or any of its components;

11.4 The Returning Officer will make any directions that they think necessary or desirable with respect:

- a. To the voting procedures to be used;
- b. For the counting of votes; and
- c. Where required for a recount.

## **12.0 Authorized Elector Identification**

- 12.1 As per Section 53 of the *Local Authorities Election Act*, Voter identification will be required for local authority elections where a list of Electors is not prepared. The identification will consist of government issued identification containing the Elector's photograph, current address and name. This includes an Operator's (Driver's) License or an Alberta Identification Card.
- 12.2 If the Elector is unable to produce government issued identification, they must produce two (2) pieces of identification. Both pieces of identification must establish the Elector's name. One piece must establish the Elector's current address.

## **13.0 Candidate Election Signs**

- 13.1 Candidate Election Signs for Municipal Election, by-election or School Board election or by-election; can be placed on the side of roads or on Town boulevards promoting candidates receive exceptions related to the length of time they can remain in place for the period from the close of nominations and ending after the close of polls.
- 13.2 In order to be legal, election signs must be placed according to particulate guidelines. Any election sign is not legal on municipal property if it:
  - a. Is closer than 15 metres to any intersection;
  - b. Is closer than 20 metres from an election sign promoting the same candidate;
  - c. Is closer than two metres from the curb or edge of the road;
  - d. Is placed on any traffic island or centre median;
  - e. Obstructs any traffic control device or creates a traffic or pedestrian hazard.
  - f. Has a position, shape, colour, format or illumination which is similar to a Traffic Control Device.
  - g. Is attached to a street light pole, traffic signal pole or a Town signs pole (except for posters);
  - h. Could be a hazard to either the person erecting the sign, or any members of the public;
  - i. Exceeds three square metres;
  - j. Is attached to a sound wall.
  - k. Is lit, electrified or inflatable;
  - l. Is permanently affixed;
  - m. Is supported by string, rope or wire;
  - n. Causes or could cause damage to municipal property;
  - o. Is damaged or becomes unsightly;
  - p. Is placed within 10 metres of a crosswalk that is not at an intersection;
  - q. Is placed on or within 2 metres of a fire hydrant;
  - r. Is placed in a Park or Pathway;
  - s. Is not removed within 72 hours after the polls close;
- 13.3 Home owner's permission is required before placing a sign on their property.

## **14.0 Effective Date**

- 14.1 The Bylaw comes into full force and effect upon third and final reading;

## 15.0 Repeal

- 15.1 Bylaw 2007-01 and any amendments thereto are hereby repealed on the date that this Bylaw comes into full force and effect.

Read a first time this 22<sup>nd</sup> day of September 2020.

Read a second time this \_\_ day of \_\_\_\_\_, 2020.

Read a third and final time this \_\_ day of \_\_\_\_\_, 2020.

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

COUNCIL MEETING DATE November 24, 2020  
SUBJECT 2021 Group Accident Insurance  
ORIGINATING DEPARTMENT Human Resources  
AGENDA ITEM 7.1

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### BACKGROUND/PROPOSAL:

Annually, the Town of Didsbury Council has the option to change their group accident insurance benefits. Currently, Council has coverage under Plan F, on-duty coverage with no critical illness.

Plan	AD&D	Paralysis	Seat Belt	Disability	Total On-Duty Price	Total 24/7 Price
A	\$25,000	\$50,000	\$2,500	\$150/wk	\$56.00	\$224.00
B	\$50,000	\$100,000	\$5,000	\$200/wk	\$91.00	\$336.00
C	\$100,000	\$200,000	\$10,000	\$250/wk	\$154.00	\$525.00
D	\$150,000	\$300,000	\$15,000	\$250/wk	\$196.00	\$700.00
E	\$200,000	\$400,000	\$20,000	\$300/wk	\$266.00	\$945.00
F	\$250,000	\$500,000	\$25,000	\$350/wk	\$322.00	\$1155.00

"On-Duty" – Covers travel to, during and from all business activities of the municipality.

"24/7" – Covers the member 24 hours a day.

Council does not currently have critical illness coverage and has the option of adding critical illness with one of the following plans:

Plan	Coverage	Total Price
1	\$5,000	\$245.00
2	\$10,000	\$490.00
3	\$15,000	\$735.00

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has brought back further information to assist Council in making a decision about group insurance for 2021.

1. Can Council individually pick separate packages or are they to agree on one?
  - a. Council has to agree on one package.
2. Is there an eligible age limit on the Group Accident Insurance for Council?
  - a. No, all Councillors are eligible.
3. Can some Council members choose to opt out?
  - a. No, Council Members are not able to opt out of Group Accident Insurance. Council must agree on one plan which will cover all 7 Council members for their remaining term.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

The following information is required:

- Choose a Group Accident Insurance Benefit (Plan A through F)
- Choose level of Coverage (on duty or 24/7 Coverage)
- Choose to add Critical Illness coverage (Plan 1 through 3).

### RECOMMENDATION

That Council chooses to renew their coverage from 2020, which includes Plan F with on-duty coverage and no critical illness.

OR

That Council chooses Plan \_\_\_\_ with \_\_\_\_\_ coverage for 2021 Group Accident Insurance; and Plan \_\_\_\_ with \_\_\_\_\_ coverage for critical illness.

OR

That Council chooses Plan \_\_\_\_ with \_\_\_\_\_ coverage for 2021 Group Accident Insurance; and no coverage for critical illness.



## AMSC Council Coverage

This brochure provides an abbreviated description of the benefits available under the AUMA coverage provided by AMSC. For a complete description of the coverage, please refer to your municipalities specific copy of your policy.

**Eligible Participants-** Any individual of the municipality, including members of council, whom premium has been paid. All other members of the municipality, excluding full-time firefighters and police officers, may be covered if premium has been paid.

**Scope of Coverage-** On Duty Only- travel to, during and from all business activities of the municipality.  
24 Hour (Off Duty) Coverage-if selected, protects the member 24 hours a day.

The AUMA provides its members with 6 plan choices. Please refer to the plan specific to your municipality.

	Plan A	Plan B	Plan C	Plan D	Plan E	Plan F
AD&D	\$25,000	\$50,000	\$100,000	\$150,000	\$200,000	\$250,000
Paralysis	\$50,000	\$100,000	\$200,000	\$300,000	\$400,000	\$500,000
Seat Belt	\$2,500	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000
Disability	\$150/wk	\$200/wk	\$250/wk	\$250/wk	\$300/wk	\$350/wk
Premium-On Duty	\$8/member/yr	\$13/member/yr	\$22/member/yr	\$28/member/yr	\$38/member/yr	\$46/member/yr
Premium-Off Duty	\$32/member/yr	\$48/member/yr	\$75/member/yr	100/member/yr	\$135/member/yr	\$165/member/yr

### DEATH BENEFITS

**Loss of Life-** Accidental Death benefits are paid when a member dies as a result of an accident.

**Spousal Loss of Life-** Accidental Death benefit of \$25,000 is paid when a member's spouse dies as a result of an accident.

**Seat Belt Benefit-** If a member dies while wearing a properly fastened seatbelt at the time of a motor vehicle accident, which caused death, 10% of the Principal Sum will be paid to the beneficiary.

**Dependent Child Education Benefit-** If a member dies of an accident, the company will pay a dependent per child/ren enrolled as a full-time student in an institute of higher learning for reasonable expenses actually incurred, subject to 5% of the Insured Persons principal sum to a maximum of \$5,000 for each year, not to exceed 4 years.

**Spousal Education Benefit-** will pay to the Insured Person's Spouse the actual cost incurred for a professional or trades training program in which such Spouse enrolls for the purpose of obtaining an independent source of support and maintenance provided such cost is incurred within 30 days of the loss subject to the maximum of \$15,000.

**Day Care Benefit-** If a member dies of an accident, the company will pay for each dependent child/ren necessary expenses actually incurred to be enrolled in a legally licensed Day Care centre on the date of death. These expenses are subject to 5% of the Insured Person's principal sum to a maximum of \$5,000 for each year, not to exceed 4 years.

**Funeral Expense Benefit-** If a member dies, the company will pay up to \$15,000 for actual expenses incurred for preparing the deceased for burial and funeral expenses subject to a maximum of \$15,000.

**Repatriation Benefit-** When loss of life occurs outside 50 kilometers, expenses will be paid for shipment of the body to the city of residence. Expenses not to exceed \$15,000.

**Identification Benefit-** If accidental loss of life occurs where the Insured Person's body needs identified by an immediate family member, we will pay for accommodations and transportation up to \$15,000.

### MEDICAL BENEFITS

**Accident Reimbursement Benefit-** Will pay up to \$15,000 for reasonable expenses listed in the policy.

**Dental Expense Benefit-** Will pay for whole and sound teeth, if within 30 days of the accident requires dental surgery and is incurred within one year from the date of the accident up to \$5,000.

### **LUMP SUM LIVING BENEFITS** (all lump sum benefits are paid in addition to medical and disability income benefits)

**Accidental Dismemberment -** A lump sum benefit will be provided to the member when a loss incurs which is indicated in the accidental dismemberment table. Hearing loss is also part of this table. See policy for breakdown of percentages. *Para, Quadra and Hemi Plegias pay 2 times the principal sum.*

**Permanent Total Disability** If an Insured Person suffers Injury causing Permanent and Total Disability, and after 12 months of total and permanent disability cannot perform at least two Activities of Daily Living without assistance from another person, for the remainder of his or her life, the Company shall pay the amount which is 100% of the Principal Sum for the Insured Person less any amounts under the Table of Losses which have been paid or which are payable by the Company for Losses of the Insured Person. The disability must be determined to be total, permanent, and irreversible and certified to be such by a licensed Physician acceptable to the Company. The Insured Person's inability to actually obtain employment is not a criteria to qualify for the Permanent and Total Disability benefit.

**Fracture and Dislocation Benefit-** Payable in addition to accident weekly disability. A minimum lump sum paid for fracture or dislocations as a result of an accident. Maximum payable is \$4,200.

### **WEEKLY INCOME**

**Total Disability-** The company will pay a weekly disability if an Insured Person becomes totally disabled as a result of an accident provided that: 1) such period of disability commences within 30 days of the accident causing such injury; 2) such disability shall be after a 15 day waiting period commencing on day 16; 3) the maximum period for which, such indemnity shall not exceed 52 weeks.

**Home Alteration & Vehicle Modification-** If an insured sustains injuries under the accidental dismemberment and is now required to be wheel chair ambulatory, this benefit will pay for the one time cost of alterations, up to \$15,000 to the members home or vehicle to make them wheel chair accessible.

**Eyeglasses, Contact Lenses and Hearing Aids Benefit-** As a result of an accident the Insured Person receives treatment by a physician which results in the purchase of eyeglasses, contact lenses or hearing aids within 365 days of the accident, when none of which were previously required or worn, the company will pay up to \$2,000 for reasonable expenses.

**Family Transportation Benefit-** In the event the Insured Person suffers loss under the table of losses, which occurs outside 100 kms from residence, the company will reimburse up to \$15,000 for the actual cost of transporting one immediate member of the family to be with the Insured Person. Member of Immediate Family means a Spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, parent (includes stepparent), brother or sister (includes stepbrother or stepsister), or child (including legally adopted or stepchild).

**Rehabilitation Benefit-** If an insured sustains injuries under the accidental dismemberment section of the policy, the company will pay the reasonable expenses up to \$15,000 for special training provided; 1) such training is required because of injuries sustained prevent him/her to engage in their occupation; 2) expenses be incurred within 2 yrs of accident; 3) no payment shall be made for ordinary living, traveling or clothing expenses.

**Psychological Therapy-** If accidental loss occurs under the Table of Losses, other than a Loss of Life, and as a result needs Psychological Therapy within 2 years of such loss, we will pay Reasonable and Customary Expenses up to \$5,000.

## **AUMA Volunteer Coverage**

Some municipalities have basic coverage for all volunteers acting on behalf of and in conjunction with the Municipal Office and are under the age of 80. The following benefits are for those municipalities selecting this coverage.

**Accidental Death and Dismemberment-** Benefits of \$50,000 including paralysis.

**Total Disability-** Will pay \$200/wk Accident Weekly Disability (See above)

**Accident Reimbursement Benefit-** Will pay up to \$1,000 for reasonable expenses listed in the policy.

Also included in this coverage are benefits such as **Repatriation, Rehabilitation, Family Transportation and Home Alteration & Vehicle Modification.** Note: please see the above for amounts and benefit description.





## Group Critical Illness

### No one is immune to illness.

Today, many people survive a critical illness that may have been fatal 30 years ago. Many Canadians will develop a critical illness, survive and live longer and thus have to deal with the reality, including the financial effects of survival.

Critical Illness (CI) Insurance is a supplemental product which can lift the burden of the financial and emotional stress associated with a critical illness so that the victim and his/her family can continue to lead their lives in as normal a way as possible. It is a product for the living, providing living benefits, as opposed to typical life or accident insurance plans, which provide benefits when an Insured Person dies.

#### Advantages of Critical Illness Coverage

- The benefit is paid to the insured person
- Benefits are tax-free under current Canadian law
- The benefit can be used at the insured's discretion
- The coverage is complementary to other group benefits
- Full recovery does not impact payment of the benefit

#### Comprehensive Coverage

- 31 adult covered conditions
- 16 child covered conditions
- High Non-Evidence Maximums
- Multiple event coverage
- Early Diagnosis benefit
- Cancer recurrence benefit
- Best Doctors Second Opinion service
- Mandatory and optional plans are available



# 9 / 10

Canadians have at least  
**one risk factor for heart  
disease or stroke**

---

# 95%

of Canadians who make  
**it to the hospital after a  
heart attack survive**

© 2017 Heart and Stroke Foundation of Canada

### 31 Adult Covered Conditions:

Alzheimer's Disease	Loss of Independent Existence
Aortic Surgery	Loss of Limbs
Aplastic Anemia	Loss of Speech
Bacterial Meningitis	Major Organ Failure - Waiting List
Benign Brain Tumour	Major Organ Transplant
Blindness	Motor Neuron Disease
Coma	Multiple Sclerosis
Coronary Artery Bypass Surgery	Muscular Dystrophy
Deafness	Occupational HIV
Dilated Cardiomyopathy	Paralysis
Fulminant Viral Hepatitis	Parkinson's Disease
Heart Attack	Primary Pulmonary Hypertension
Heart Valve Replacement	Progressive Systemic Sclerosis
Kidney Failure	Severe Burns
Life Threatening Cancer	Stroke
Liver Failure of Advanced Stage	

### 16 Child Covered Conditions:

Blindness	Loss of speech
Cerebral Palsy	Major Organ Transplant
Coma	Mental Deficiency
Congenital Heart Disease (requiring surgery)	Muscular Dystrophy
Cystic Fibrosis	Paralysis
Deafness	Severe Burns
Down Syndrome	Spina Bifida Cystica
Life Threatening Cancer	Diabetes Mellitus (Type 1)



**1 / 2**

**Canadians will be  
diagnosed  
with cancer in their  
lifetime.**

**60%**

**will survive.**

© Canadian Cancer Society 2017

Pick from three plans:	1) \$5,000	2) \$10,000	3) \$15,000
Premiums per person	\$35/year	\$70/year	\$105/year



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Letter to RMA President(s) and AUMA President
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.2

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### BACKGROUND/PROPOSAL:

Mayor Barry Morishita was re-elected as President of the Alberta Urban Municipalities Association (AUMA) and at the Annual Fall Rural Municipalities Association (RMA) Convention, a new president was elected for the Association.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Outgoing President, Al Kemmere did not seek reelection to the RMA Board, and Mr. Paul MacLachlin, Reeve of Ponoka County was elected President for the RMA.

Mayor Hunter would like to send letters of acknowledgment on behalf of Council to Barry Morishita for his reelection as AUMA President and to outgoing President Kemmere and to incoming President MacLachlin.

### RECOMMENDATION

That Council move to approve Mayor Hunter to send a letter on behalf of Council to AUMA President Barry Morishita for being re-elected.

AND

That Council move to approve Mayor Hunter to send letters on behalf of Council to outgoing RMA President Al Kemmere and incoming RMA President Paul MacLachlin.



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

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

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

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Appointment of Business Representative to CAEP
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.3

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

Article 5.5 of the DEDAC Bylaw 2020-05 and amendments thereof, states: *Where possible, the Central Alberta Economic Partnership Business Representative will be selected from the Didsbury Economic Development Advisory Committee.*

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

At the November 9, 2020 Didsbury Economic Development Advisory Committee agreed to recommend two of their members as the Business Representatives to the Central Alberta Economic Partnership.

The Committee could not agree on who would be the alternate, therefore decided to recommend two members ensuring if one is unable to attend the other can, and if they both attend, between the two they will choose which one will be the voting member.

#### **RECOMMENDATION**

That Council move to appoint Jan Lukes and Helen Hafke as Business Representatives to the Central Alberta Economic Partnership until the Organizational Meeting in 2021.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

### ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

### RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for November 24, 2020 as information.



## CAO Report – November 24, 2020

1. **MAMP Application (Municipal Asset Management Grant)** (ACAO/CFO): The application for our Open Spaces Asset Management Plan was submitted to FCM at the end of September prior to the intake deadline. Recently Administration received notice that given the number of applications, it will likely take 10-12 months for the application to be processed. Administration will update the Council when additional information is received.
2. **Asset Management Cohort Workshop)** (ACAO/CFO): The Town's application to this program was successful. The first workshop was previously scheduled for November 18, 2020 but now, due to the rising cases of COVID-19 is postponed until the new year. The team assigned to this program includes Amanda Riley (ACAO/CFO), Nicole Aasen (Manager of Community Services) and Craig Fox (Manager of Public Works).
3. **Economic Development:** There were 2 new home occupations with 1 new business license since the last update on November 10<sup>th</sup>.  
The Buy-Low Grocery store opened on November 18.  
Local Businesses locations are being added to our website and Town App.  
Feel Good story was submitted to CAEP with the focus on the Grand Opening of Buy Low Foods.  
The Garland and lighting was hung throughout the downtown core, exactly how it was done in previous years. Administration sourced lights and installation of lights for 10 trees along the west side of 20th street running between 18 Avenue and 21 Avenue. Additional lights were sourced and hung by our PW department on the Train Station building.
4. **October Action Requests Report** (Financial Services): Please find attached the October Action Report and Summary.
5. **Report from Cst. Bossert** (Legislative Services): Please find attached a report from Cst. Bossert of the Didsbury RCMP Detachment on a CPARA Project Overview which took place in September.

## Action Requests    October, 2020

<u>Department</u>	<u>Previous Outstanding</u>	<u>Current Monthly Requests</u>	<u>Completed</u>	<u>Total Outstanding</u>
Public Works		10	9	1
Municipal Enforcemen		9	9	0
Waste Managemen		1	1	0
Parks/Rec		1	1	0
Finance		4	4	0
Administration				0
Plan/Dev				0
Leg/Ec Dev				0
Totals	0	25	24	1

2020 ACTION REQUESTS LISTING									
MONTH	STREETS	PW - PROPERTY	ANIMALS	VEHICLES	ME - PROPERTY	SOLID WAST	PARKS PROPERTY	UTILITIES	TOTAL
October	III	III	III	III	I	I	I	III	
	5	5	5	3	1	1	1	4	25

- 5 STREETS      21 Ave alley needs grading, Object in alley, Salt needed at Post Office, Pavement needs fixing in Deer Coulee Dr, Potholes at 23rd St & 20th A
- 5 PW - PROPERTY      Grass in yard torn up, Business concerned with road, Blue bin not picked up, Overhead line on property, Road work effected lawn
- 5 ANIMALS      Caught cat, Cat issue, Dogs barking, Dog barking all night, Barking dog
- 3 VEHICLES      Deer Coulee Dr needs speed signs, Vehicles parked on main street, Condo parking
- 1 ME - Property      Tree branches hanging into alley
- 1 SOLID WASTE      Green bin not picked up
- 1 PARKS - Property      Clean up fertilizer on boulevard (1306 23 Ave)
- 4 UTILITIES      High consumption, Consumption for toilet issue, High consumption, High consumption



## **CAPRA Project Overview**

**By, Cst. Matthew Bossert**

As per the outline Cst. BOSSERT spent three days watching the school zones (2), a playground zone, and stop signs from 15 Avenue to 24 Avenue on 23 Street. Cst. BOSSERT watched these zones from 1200 hrs till 1600 hours on Monday September 7, 2020, Monday September 14 2020, and due to a scheduling change, Tuesday September 22 202. During these three days Cst. BOSSERT, the rest of the RCMP detachment, and the local Peace officers were made aware of just how bad the traffic violations had become in Didsbury due to the lack of traffic enforcement during COVID-19.

Cst. BOSSERT started his project on September 7, 2020, where he just monitored the traffic through the area. No traffic stops occurred on this day. During the 4-hour period Cst. BOSSERT noticed 44 stop signs ran (this included complete fail to stops and rolling stops) and 25 people speeding in the playground area (40 km and above in the 30 km per hour zone). This information was passed on to Peace Officer Ryan ANDERSON (P. O. ANDERSON) and to the rest of the RCMP officers serving Didsbury. These numbers were concerning given the population size of Didsbury (5,268). Cst. BOSSERT did also notice that the intersection of 15 Avenue and 23 Street was the most concerning as more people failed to stop at that stop sign.

On the second day of the project, September 14 2020, Cst. BOSSERT, Cst. NESS, and P. O. ANDERSON spent another 4 hours in the concerned area, pulling over and speaking to anyone who was disobeying the traffic laws. As discussed with the Mayor of Didsbury, the traffic stops completed on this day were for information purposes and relationship building. This meant that if possible only warnings were given instead of violation tickets. During the day Cst. NESS provided two warnings, one for speeding in the playground zone and one for a loud exhaust. P. O. ANDERSON was able to give 9 speeding warnings (speeds ranging from 44-53 km per hour in a 30 km per hour zone), one fail to produce a driver's license, and one fail to produce an insurance card. Cst. BOSSERT gave out 7 stop sign warnings and 3 speeding warnings. Cst. BOSSERT believed the day was about building community relations and showing police presence so Cst. BOSSERT was in a mark police cruiser and sat in the playground zone, where other motorists would have seen him before they decided to speed or run/roll a stop sign. Cst. BOSSERT was surprised by how many people continued to commit traffic infractions in front of a police officer. In total **13 speeding** and **7 fail to stop** warnings were given as per the main directive of this project.

On the morning of September 14 2020, a terrible situation occurred that just reassured how important it is to follow traffic laws. During the drop off time for the local middle school at approx. 0830 hrs an 11-year-old student was hit by a motor vehicle at the intersection of 19 Avenue and 23 Street. This student had forgotten his water bottle at home and began to bike home quickly, when he failed to stop before entering an intersection and collided with a vehicle that was creeping forward to see around

a bush. The student was wearing a helmet and only receive minor injuries but was scared as a result of the incident. In this situation the student was at fault but this incident just shows the need for drivers to be aware of their surroundings and come to a complete stop before entering an intersection.

On Tuesday September 22, 2020 Cst. BOSSERT monitored the area again to see if the community of Didsbury had reacted to increased police presence and traffic stops. During the 1200 – 1600 hrs time frame Cst. BOSSERT noted 3 speeders (40-45 km per hour) in the playground zone and 20 stop signs that were ran (rolling stops). In general, the numbers did go down so the project was successful. These numbers are still noted as high. P. O. ANDERSON has made note of these numbers and stated that for the size of Didsbury and the numbers being produced it was time to start ticketing people. The Didsbury RCMP detachment has also been notified of these numbers and more traffic stops are going to be conducted in an attempt to bring these numbers down to ensure public safety.

In conclusion, Cst. BOSSERT's project did bring awareness and education to the general public of Didsbury as the number of traffic violations did decrease. It has been acknowledged that since the numbers are still high, frequent traffic stops must be conducted. Airdrie RCMP traffic unit had been requested to join in on this CAPRA project but due to a COVID-19 scare within the unit, as a result of a previous traffic stop, no traffic members were able to assist. That being said this, project has brought the traffic situation to Staff Sergeant Chad FOURNIER's attention and a formal request was sent to the Airdrie traffic unit requesting more patrols. Through interagency cooperation and continued communication, the traffic concerns within Didsbury can be and will be addressed.

Cst. BOSSERT  
#66576



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

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#### BACKGROUND/PROPOSAL:

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

#### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

#### ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

#### RECOMMENDATION

That Council move to accept the Council Reports for November 24, 2020 as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	November 24, 2020
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

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### 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:

- MPC Minutes for August 2 and September 23 and November 12, 2020
- Rural Municipalities Association (RMA) Patronage Refund
- Parkland Regional Library Systems (Parkland's budget approval by 72% of the municipalities representing 76% of the population)

### ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engagement Community

### RECOMMENDATION

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

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

**August 12, 2020**



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

**Absent:**

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

**CALL TO ORDER**

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

**AGENDA**

The agenda was presented for the Commission's approval:

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

**Carried**

**MINUTES**

**3.a)   Municipal Planning Commission Regular Meeting-July 22, 2020**

**MOTION:**       Moved by Vice Chair Madge to approve the minutes of the July 22, 2020 regular Municipal Planning Commission meeting as amended.

Change Recording Secretary to K. Pickett.

**Carried**

**NEW BUSINESS**

**6.a)   Development Permits Issued**

**MOTION:**       Moved by Councillor Crothers that the Development Permits Report be accepted as information.

**Carried**

**6.b)   DP 20-047 – Home Occupation**

**MOTION:**       Moved by Councillor Crothers that the Municipal Planning Commission approves DP 20-047 for addition to the existing Building subject to the following conditions:

1. That the nature of the development conforms to the approved site plan, building plans, and the principles set forth in the application.
2. That the applicant/developer ensure that drainage and storm water collection is directed to a road without crossing adjacent land.
3. That the applicant/developer obtain a Building Permit and any other applicable safety codes permits (i.e. electrical, plumbing, gas) in accordance with the Safety Codes Act. Note: The dwelling shall not be occupied until a final inspection has been completed and a Permit Services Report has been issued.
4. That refuse and garbage during construction shall be kept in appropriate containers and/or properly screened and placed in an approved enclosure until removed for

- disposal. The applicant/developer is responsible for all construction waste and garbage, site cleanliness and is financially responsible for the clean-up of the same.
5. That the Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw.
  6. That if the development authorized by this development permit is not completed as per the requirements of the Land Use Bylaw such permit approval ceases and the permit is deemed void, expired and without effect, unless an extension to this period has been previously granted.
  7. That the applicant adhere to the architectural and design guidelines set forth in the Central Core Heritage Plan (CCHP)
  8. That the addition shall only be used for residential use as per Section 3-15 "Mixed Use Development" c).

Carried

ADJOURNMENT

**MOTION:** Moved by Member Loades that August 12, 2020 Municipal Planning Commission meeting be adjourned a.4:44 PM.

Carried

  
Chair N. Quantz  
Secretary D. Porath

Minutes of the Town of Didsbury  
Municipal Planning Commission Meeting

September 23, 2020



Present:            Chair:                    N. Quantz  
                 Vice-Chair:                S. Madge  
                 Councillors:                M. Crothers, J. Baswick  
                 Members-at-Large:        D. Loades, K. Phillips,  
                 Development Officer:    K. Pickett  
                 Ec. Dev. Officer:            P. Boucher  
                 Guests:                    Mayor R. Hunter  
                 Recording Secretary:       D. Porath

Absent:            Member-at-Large C. McLaughlin

CALL TO ORDER

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

AGENDA

The agenda was presented for the Commission's approval:

Amendments: Remove "Organizational" from the Call to Order  
Change date on adjournment to September 23, 2020.

**MOTION:**        Moved by Council Crothers that the September 23, 2020 Municipal Planning Commission Meeting agenda be accepted as amended.

Carried

MINUTES

**3.a)      Municipal Planning Commission Regular Meeting-August 12, 2020**

**MOTION:**        Moved by Councillor Crothers to approve the minutes of the August 12, 2020 regular Municipal Planning Commission meeting as amended.

Carried

NEW BUSINESS

**6.a)      Development Permits Issued**

**MOTION:**        Moved by Member Madge that the Development Permits Report be accepted as information.

Carried

**6.b)      DP 20-003**

**MOTION:**        **MOVED by Councillor Crothers** that the Municipal Planning Commission approves HO 20-003 for a Home Occupation-Counselling Services subject to the following conditions:

1. That the applicant notifies the Town of Didsbury if there is any change in the business practice (i.e. change of business, intensification of use, storage of materials, etc.). A change in the business practice, as deemed by the Development Authority, may require a review of the original application, a requirement for a new application, or possible revocation of the existing permit;

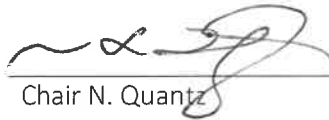
2. That approval does not exclude the need and/or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations;
3. There shall be no more than two (2) persons employed in a home occupation activity of which one (1) person shall be a resident of the principal dwelling on the lot in which the home occupation is being carried out.
4. That all customer parking be off-street as per the submitted parking plan;
5. That Business License Bylaw 2012-08 as amended and adhered to;
6. That this permit is only valid for 2113 24th Avenue. If the owner/applicant moves to another location within Didsbury and/or continues to do business within the Town of Didsbury, a new application will be required.

Carried

ADJOURNMENT

**MOTION:** Moved by Member Phillips that September 23, 2020 Municipal Planning Commission meeting be adjourned at 4:41 PM.

Carried



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Chair N. Quantz



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Recording Secretary, D. Porath



**Minutes of the Town of Didsbury  
Municipal Planning Commission Organizational Meeting  
November 12, 2020**



**Present:**                      **Chair:**                                      S. Madge  
   **Councillors:**                                      M. Crothers, J. Baswick  
   **Members-at-Large:**                                      D. Loades, K. Phillips, C. Dahl  
   **Dev. Officer/Recording Officer:**                                      K. Pickett  
   **Ec. Development Officer:**                                      Phil Boucher  
   **Recording Officer:**                                      D. Porath

**Guests:**                      Mayor Hunter, L. Forseth, S. Morris

**1. CALL TO ORDER**

Call to order by Chair Madge at 4:31 PM.

**2. AGENDA**

The agenda was presented for the Commission's approval:

**MOTION:** Moved by Councillor Crothers that the November 12, 2020 Municipal Planning Commission Organizational Meeting agenda be accepted as presented.

**Carried**

**3. ADOPTION OF MINUTES**

Amend Item 4 to remove "Chair".

Amend signature line at end of minutes to read "Chair S. Madge".

**MOTION:** Moved by Member Dahl that the minutes of the October 28, 2020 Municipal Planning Commission Organizational Meeting be approved as amended.

**Carried**

Councillor Baswick joined the meeting at 4:34 PM

**4. ELECTION OF VICE-CHAIR**

**MOTION:** Moved by Councillor Crothers that Kelly Phillips be elected as Vice-Chair of the Municipal Planning Commission whose term will end at the Organizational Meeting in 2021.

**Carried**

**6. NEW BUSINESS**

**6.a)      Development Permits issued**

**MOTION:** Moved by Councillor Crothers that the report on Development Permits Issued be accepted as information.

**Carried**

**6.b)      HO 20-004**

**MOTION:** Moved by Councillor Crothers that the Municipal Planning Commission approves HO 20-004 for a Home Occupation-Daycare Services subject to the following conditions:

1. That the applicant notifies the Town of Didsbury if there is any change in the business practice (i.e.: change of business, intensification of use, storage of materials, etc.). A change in the business practice, as deemed by the Development Authority, may require a review of the original application, a requirement for a new application, or possible revocation of the existing permit;
2. That approval does not exclude the need and/or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations;
3. There shall be no more than two (2) persons employed in a home occupation activity of which one (1) person shall be a resident of the principal dwelling on the lot in which the home occupation is being carried out.
4. That all customer parking be off-street as per the submitted parking plan;
5. That Business License Bylaw 2012-08 as amended be adhered to;
6. That this permit is only valid for 66 Sandpiper Drive. If the owner/applicant moves to another location within Didsbury and/or continues to do business within the Town of Didsbury, a new application will be required.
7. That this permit is for the operation of 6 children maximum at one time. Should this number be increased to 7 or more, the provincial rules would apply for additional staff.

Carried

**6.c) HO 20-005**

**MOTION:** Moved by Member Loades that the Municipal Planning Commission approves HO 20-005 for a Home Occupation-Art Studio subject to the following conditions:

1. That the applicant notifies the Town of Didsbury if there is any change in the business practice (ie: change of business, intensification of use, storage of materials, etc.). A change in the business practice, as deemed by the Development Authority, may require a review of the original application, a requirement for a new application, or possible revocation of the existing permit;
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. There shall be no more than two (2) persons employed in a home occupation activity of which one (1) person shall be a resident of the principal dwelling on the lot in which the home occupation is being carried out.
3. That all customer parking be off-street as per the submitted parking plan;
4. That Business License Bylaw 2012-08 as amended be adhered to;
5. That this permit is only valid for 35 Southridge Crescent. If the owner/applicant moves to another location within Didsbury and/or

Carried

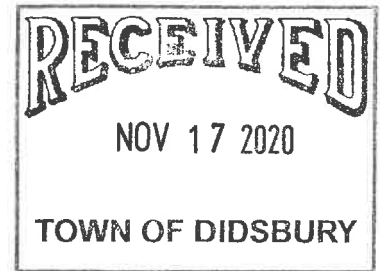
**ADJOURNMENT**

**MOTION:** Moved by Vice-Chair Phillips that November 12, 2020 Municipal Planning Commission meeting be adjourned at 4:58 PM.

**Carried**

  
Chairwoman S. Madge

  
\_\_\_\_\_  
Recording Officer, D. Porath



## Town of Didsbury

### Mayor/Reeve and Councilors

#### RE: Benefits of membership with the Rural Municipalities of Alberta (RMA)

The Board of Directors and staff of the RMA are pleased to provide valued services to our members. From power to grader blades, pens to fire trucks, tires to fuel, advocacy to insurance – your best interests are at the heart of all programs and activities.

The **External Relations & Advocacy Department** is your voice to the government. We provide information and advocacy based on the resolutions made by you at our semi-annual conventions. We work hard to create and maintain positive relationships with the provincial and federal governments and participate in governmental committees to ensure the rural perspective is always represented.

**In 2019/20, we worked on 32 resolutions and participated on numerous committees.**

Our **Trade Division** provides Alberta local governments and affiliated organizations with access to a wide variety of products at competitive prices, while also offering a streamlined and convenient system for invoicing and payment. Members participating in the trade program receive an annual patronage refund reflecting their share of the profits realized by RMA through the operations of our RMA Trade Division and RMA Insurance subsidiary.

**This year you received \$117.66 for the 2019/20 patronage refund.**

**RMA Insurance** continues to provide Alberta local governments and affiliated organizations with an unparalleled program of comprehensive and cost-effective risk management services. RMA Insurance is also providing qualified members with nearly \$370,000 in RiskPro credits this year.



continues to provide stable premiums with access to all the coverage you need.

**Your municipality has added \$ 0.00 in Risk Pro credits to use this year.**

**RESOURCEFUL. RESPONSIVE. RESILIENT.**

2510 Sparrow Drive  
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639

FAX: 780.955.3615

RMAAlberta.com



**RMA Fuel** is your supplier of fuel and lubricants at discounted prices across Canada. We provide bulk purchasing pricing without the minimum purchase requirements and find the best supplier to suit your needs. Call us for a cost analysis to see how much you could save.

**In 2019/20, we supplied over 57 million litres of fuel to our members.**

The success we continue to experience is largely due to the strength and commitment of our membership. We wish to express our sincere thanks for your support of the RMA Trade, Insurance, and Fuel divisions. With your ongoing support, we will continue to grow and adapt to changing local government and market circumstances while improving the services and benefits available to our members.

If you have any questions or concerns with respect to any of our programs, please call our main number to be directed to the best person to serve you at (780) 955-3639.

Yours truly,

A handwritten signature in blue ink, appearing to be "P. McLauchlin".

Paul McLauchlin  
President

A handwritten signature in blue ink, appearing to be "Gerald Rhodes".

Gerald Rhodes CLGM, MBA, CAE  
Executive Director

A handwritten signature in blue ink, appearing to be "Duane Gladden".

Duane Gladden, MBA  
Director of Business Services

A handwritten signature in blue ink, appearing to be "Tasha Blumenthal".

Tasha Blumenthal, MBA  
Director of External Relations & Advocacy

A handwritten signature in blue ink, appearing to be "Olly Morrison".

Olly Morrison, CMA, CPA  
Director of Corporate Services

**RESOURCEFUL. RESPONSIVE. RESILIENT.**

# Parkland Regional Library System 2021 Budget Approved

## **PRL Operations**

to PRL, Municipal

Good afternoon,

As part of the annual approval process, Parkland Regional Library System's budget must be approved by 2/3 of the member municipalities representing 2/3 of the member population. This process is rooted in Parkland's membership agreement.

We are writing to inform you that as of November 19<sup>th</sup>, Parkland's budget has been approved by 72% of the municipalities representing 76% of the population.

For the sake of transparency, we have attached a list showing municipal approvals to date.

The Parkland Board thanks all municipalities for their continued support.

**Kara Hamilton, APC**

**Office Administrator**

Parkland Regional Library System | 4565 46 Street Lacombe AB T4L 0K2  
403-782-3850 ext 232 | 1-800-567-9024 ext 232 | [prl.ab.ca](http://prl.ab.ca)

*Strong Libraries, Strong Communities*

# Parkland Regional Library System

## 2021 Budget information

Council notification		Approved	Declined
1	Village of Alix	734	
2	Village of Alliance	154	
3	Village of Amisk	204	
4	Town of Bashaw	830	
5	Village of Bawlf	422	
6	Town of Bentley	1,078	
7	Village of Big Valley	349	
8	Village of Birchcliff		
9	Village of Bittern Lake		
10	Town of Blackfalds	10,125	
11	Town of Bowden		
12	City of Camrose		8,686
13	Camrose County		
14	Village of Caroline		
15	Town of Carstairs	4,077	
16	Town of Castor		
17	Clearwater County	11,947	
18	Village of Clive	715	
19	Town of Coronation	940	
20	Village of Cremona		
21	Village of Czar	202	
22	Town of Daysland	824	
23	Village of Delburne	892	
24	Town of Didsbury	5,268	
25	Village of Donalda	219	
26	Town of Eckville	1,163	
27	Village of Edberg		
28	Village of Elnora	298	
29	Flagstaff County		3738
30	Village of Forestburg	875	
31	Summer Village of Gull Lake		
32	Summer Village of Half Moon Bay		
33	Town of Hardisty	554	
34	Village of Hay Lakes		
35	Village of Heisler	160	
36	Village of Hughenden	243	
37	Town of Innisfail	7,847	
38	Summer Village of Jarvis Bay	213	
39	Town of Killam	989	
40	City of Lacombe		
41	Lacombe County	10,343	
42	Village of Loughheed	256	
43	Mountain View County	13,074	
44	Summer Village of Norglenwold		
45	Town of Olds	9,184	
46	County of Paintearth	2,102	
47	Summer Village of Parkland Beach	153	
48	Town of Penhold	3,563	
49	Town of Ponoka	7,229	
50	Ponoka County	9,806	
51	Town of Provost		
52	MD of Provost	2,205	
53	Red Deer County	19,541	
54	Town of Rimbey	2,567	
55	Summer Village of Rochon Sands	86	
56	Village of Rosalind	188	
57	Town of Rocky Mountain House	6,635	
58	Town of Sedgewick	811	
59	Summer Village of Sunbreaker Cove		
60	Town of Stettler	5,952	
61	Stettler County	5,526	
62	Town of Sundre	2,729	
63	Town of Sylvan Lake	14,816	
64	Summer Village of White Sands		
		<b>168,088</b>	<b>12,424</b>
Percentage of Population		76.39%	5.65%

46 members out of 64 approved the budget  
 2 members out of 64 declined the budget  
 16 members out of 64 have not yet responded

71.88%  
 3.13%