



**TOWN OF DIDSBURY AGENDA**  
**Regular Council Meeting**

**Tuesday, March 14, 2023, 6:00 pm**  
**Council Chambers 1606 14 Street**

**Pages**

<b>1.</b>	<b><u>CALL TO ORDER</u></b>	
<b>2.</b>	<b><u>ADOPTION OF THE AGENDA</u></b>	
<b>3.</b>	<b><u>DELEGATIONS/PRESENTATIONS</u></b>	
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<b>13.</b>	<b><u>CLOSED MEETING</u></b>	
13.1	Personnel as per Section 24 of the FOIP Act	
13.2	Code of Conduct Complaint 23-02 as per Section 17 and 23 of the FOIP Act	
13.3	Code of Conduct Complaint 230-03 as per Section 17 and 23 of the FOIP Act	
<b>14.</b>	<b><u>RECONVENE</u></b>	
<b>15.</b>	<b><u>ADJOURNMENT</u></b>	



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 14, 2023  
SUBJECT: MP Earl Dreesen Red Deer-Mountain View  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the January 24, 2023 Regular Council Meeting, Council made a motion to invite Mr. Earl Dreesen, MP for Red Deer-Mountain View to attend a Council meeting to share dialog and information on current issues affecting the municipality.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As part of the discussion, Council indicated they would welcome any updated information he may have regarding the status of the responsibility for retroactive payments to the RCMP.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council thank MP Earl Dreesen for attending the Council meeting, and for the information he presented.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 14, 2023  
SUBJECT: February 28, 2023 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Minutes of the February 28, 2023 Regular Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council move to adopt the February 28, 2023 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting  
Held on February 28, 2023 in Council Chambers at 1606 14 Street  
Commencing at 6:00 p.m.**

Council Members Present   Mayor Rhonda Hunter  
Deputy Mayor Curt Engel  
Councillor John Baswick  
Councillor Joyce McCoy  
Councillor Dorothy Moore  
Councillor Ethan Williams  
Councillor Bill Windsor

Administration Present   Chief Administrative Officer, Ethan Gerner  
ACAO/Chief Financial Officer, Amanda Riley  
Director of Community Services, Nicole Aasen  
Director of Engineering & Infrastructure, Craig Fox  
Economic Development Officer, Alexandra Ross  
Development Officer, Lee-Ann Gaudette  
Planner, Tracey Connatty  
Recording Officer, Sarah Eichhorst

**1.     CALL TO ORDER**

Mayor Hunter Called the February 28, 2023 Regular Council Meeting to Order at 6:00 p.m.

**2.     ADOPTION OF THE AGENDA**

Remove item 8.7 *Women in Agri-Business Conference* and item 8.8 *Lions Club Request* and add a new item 8.7 *Former 5-0 Club Building*

**Res. 083-23**

MOVED by Councillor Windsor

To accept the February 28, 2023 Regular Council Meeting Agenda as amended.

**Motion Carried**

**3.     DELEGATIONS/PRESENTATIONS**

**3.1     Zion Youth Group**

**Res. 084-23**

MOVED by Councillor Moore

That Council thank the Zion Youth Group for their presentation of their proposal for the mural on the basketball court, and accept it as information.

**Motion Carried**

**4.     ADOPTION OF MINUTES**

**4.1     February 14, 2023 Regular Council Meeting Minutes**

**Res. 085-23**

MOVED by Councillor Williams

That Council move to adopt the February 14, 2023 Regular Council Meeting Minutes as presented.

**Motion Carried**



## **5. PUBLIC HEARINGS**

### **5.1 Bylaw 2023-02 and Bylaw No 2023-03**

*Mayor Hunter called the Public Hearing for Bylaw 2023-02 and 2023-03 to order at 6:13 p.m.*

The Public Hearing is to consider two Bylaws related to three parcels with the Civic Addresses, 1000, 1100 & 1200 Shantz Drive.

Bylaw 2023-02 is to update Appendix A - Map A of the Land Use Bylaw 2019-04 to reflect the redesignation of the three parcels from IS Institutional District to R5: Residential District – High Density:

Bylaw 2023-03 will amend the Shantz Village Area Structure Plan Figure 7 Land Use Policy Areas Map to reflect the change of the identified parcels to be within the Residential Policy area.

Members of Council and the Public were invited to ask questions and/or provide comment.

#### **Res. 086-23**

MOVED by Councillor Baswick

To adjourn the Public Hearing for Bylaw 2023-02 and 2023-03 at 6:35 p.m.

#### **Motion Carried**

### **5.2 Bylaw No. 2023-04 LUB Amendment Market Use**

*Mayor Hunter called to order the Public Hearing for Bylaw 2023-04 at 6:35 pm*

The Public Hearing is to consider amending the Land Use Bylaw to add Definitions and Uses of Market (Indoor) and Market (Outdoor) to the C1: Commercial District – General and the C3: Commercial District - Core.

The definition and Use of Market (Indoor) will be added as a Permitted Use and the definition and Use of Market (Outdoor) will be added as a Discretionary Use to C1: Commercial District General and C3: Commercial District – Core.

Members of Council and the Public were invited to ask questions and/or provide comment.

#### **Res. 087-23**

MOVED by Councillor Windsor

To adjourn the Public Hearing for Bylaw 2023-04 and return to the Regular Council Meeting at 6:47 p.m.

#### **Motion Carried**

## **6. REPORTS**

### **6.1 Council Reports for February 28, 2023**

#### **Res. 088-23**

MOVED by Deputy Mayor Engel

That Council accept the Council Reports for February 28, 2023 as information.

#### **Motion Carried**

### **6.2 CAO Report for February 28, 2023**

#### **Res. 089-23**

MOVED by Councillor Baswick

That Council accept the CAO Report for February 28, 2023 as information.

#### **Motion Carried**

**7.**

**BYLAWS & POLICIES**

**7.1 Bylaw 2023-02 Amending LUB and Bylaw 2023-03 Amending Shantz ASP (2nd and 3rd Reading)**

**Res. 090-23**

MOVED by Councillor Moore

That Council grant second reading to Bylaw 2023-02 Amendment to Land Use Bylaw.

**Motion Carried**

**Res. 091-23**

MOVED by Councillor Moore

That Council grant third and final reading to Bylaw 2023-02 Amendment to Land Use Bylaw.

**Motion Carried**

**Res. 092-23**

MOVED by Councillor Windsor

That Council grant second reading to Bylaw 2023-03 Amendment to Shantz ASP.

**Motion Carried**

**Res. 093-23**

MOVED by Councillor Windsor

That Council grant third and final reading to Bylaw 2023-03 Amendment to Shantz ASP.

**Motion Carried**

**7.2 Bylaw 2023-04 Amending the Land Use Bylaw**

**Res. 094-23**

MOVED by Councillor Windsor

That Council grant second reading to Bylaw 2023-04 Amendment to the Land Use Bylaw.

**Motion Carried**

**Res. 095-23**

MOVED by Councillor Windsor

That Council grant third and final reading to Bylaw 2023-04 Amendment to the Land Use Bylaw.

**Motion Carried**

**8.**

**BUSINESS**

**8.1 Business Arising from Delegation**

**8.1.1 Zion Youth Group - Basketball Court Mural Design**

**Res. 096-23**

MOVED by Councillor McCoy

That Council approve the mural design to be painted on the basketball court.

**Motion Carried**

**8.2 2023 FCSS Funding Recommendations**

**Res. 097-23**

MOVED by Councillor McCoy

That Council approve the 2023 Family and Community Support Services Community Grant funding as presented, valued at \$64,000.

**Motion Carried**

**8.3 FCSS Re-branding**

**Res. 098-23**

MOVED by Councillor Windsor

To approve the updated Didsbury Family & Community Support Services logo as presented.

**Motion Carried**

**8.4 Utilities Department Year End Surplus Allocation**

**Res. 099-23**

MOVED by Councillor McCoy

Refer the utility year-end allocation to the Strategic Planning Committee for review and recommendation.

**Motion Carried**

**8.5 2022 Year End Reserve Allocation**

**Res. 100-23**

MOVED by Councillor Windsor

Council refer 2022 Year-End Reserve Allocation to the Strategic Planning Committee for review and recommendation.

**Motion Carried.**

**Res. 101-23**

Moved by Deputy Mayor Engel

For Administration to bring back more information on the unrestricted surplus policy development.

**Motion Carried.**

**Res. 102-23**

Moved by Councillor Moore

To authorize Administration to transfer funds from saving accounts to checking accounts as required to save from using the operating line of credit.

**Motion Carried.**

**8.6 Setting date for Budget Meeting**

**Res. 103-23**

MOVED by Councillor Williams

To set March 23, 2023 at 5:00 p.m. for the 2023 Operating Budget Meeting discussion.

**Motion Carried**

**8.7 Former 5-0 Club Building**

**Res. 104-23**

MOVED by Councillor McCoy

For Administration to continue administering the use of the facility within the community on a temporary basis until Council is able to determine the future of the facility.

**Motion Carried**

**9. CORRESPONDENCE & INFORMATION**

- Town of Fox Creek - Ambulance Service

**Res. 105-23**

MOVED by Councillor Williams

To accept the correspondence presented as information.

**Motion Carried**

**10. COUNCIL MEETING HIGHLIGHTS**

- Zion Youth Group Basketball Mural
- Having a high attendance in the gallery
- Public Hearings and approval for Bylaws 2023-02; 2023-03 and 2023-04.
- FCSS Rebranding
- FCSS Funding Recommendations

- Public Budget Meeting Set for March 23, 2023

**11. CLOSED MEETING**

**Res. 106-23**

MOVED by Councillor Windsor

To go into Closed Meeting at 7:39 p.m. for the following items:

- 11.1 Library Project as per s. 24 of the FOIP Act
- 11.2 Development Access as per s. 16, 23 and 25 of the FOIP Act
- 11.3 Personnel as per s. 17 of the FOIP Act
- 11.4 Code of Conduct as per s. 17 and 23 of the FOIP Act
- 11.5 Code of Conduct as per s. 17 and 23 of the FOIP Act
- 11.6 Code of Conduct as per s. 17 and 23 of the FOIP Act

**Motion Carried**

**12. RECONVENE**

**Res. 107-23**

MOVED by Councillor Williams

To return to Open Meeting at 9:19 p.m.

**Motion Carried**

**Res. 108-23**

MOVED by Councillor Moore

To approve the grant application as discussed

**Motion Carried**

**Res. 109-23**

MOVED by Councillor Moore

To approve the land acquisition as discussed

**Motion Carried**

**Res. 110-23**

MOVED by Councillor Moore

That the Mayor and Deputy Mayor meet as discussed.

**Motion Carried**

**Res. 111-23**

MOVED by Councillor Williams

That Council administer the Code of Conduct reviews as discussed and bring back recommendations.

**Motion Carried**

**13. ADJOURNMENT**

**Res. 112-23**

MOVED by Councillor Williams

To adjourn the February 28, 2023 Regular Council Meeting at 9:26 p.m.

**Motion Carried**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 14, 2023  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Council Members will each provide a verbal and/or written report on any business or committee activity in which they have participated.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the Council Reports for March 14, 2023 as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 14, 2023  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please see attached information for the Chief Administrative Officer Report (CAO) for March 14, 2023.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the CAO Report for March 14, 2023 as information.



## CAO Report – March 14, 2023

### 1. AHS Lease of Didsbury Firehall (Corporate & Protective Services)

AHS has terminated their agreement to lease the Firehall effective March 31, 2023. The agreement was initially expected to last 6 months during renovations of the hospital, but due to project delays ended up being almost 12 months in duration. Overall the lease has been successful with only a couple minor requests that were quickly tended to by AHS.

### 2. Review of Peace Officer Services (Legislative Services)

Please find attached a letter from Alberta Public Safety and Emergency Services regarding the Peace Officer Program audit which took place in October 2022.

### 3. Municipal Planning Commission (Discretionary Use) Decisions (Planning & Development)

PERMIT #	ADDRESS	TYPE	DECISION DATE	APPEAL PERIOD ENDS	APPLICANT/ OWNER
HO 23-001	6 Westhill Crescent	Home Occupation – TnT Nail Bar	Mar 8, 2023	Mar 29, 2023 (4:30 p.m.)	Neufeld, Tiernan (a/o)
HO 23-002	4 West Wood Drive	Home Occupation – Day Home	Mar 8, 2023	Mar 29, 2023 (4:30 p.m.)	Norton, Rebecca (a) Norton, Kevin & Rebecca (o)
DP 23-006	1525 – 21 Avenue	Secondary Suite (External)	Mar 8, 2023	Mar 29, 2023 (4:30 p.m.)	McNaughton, Jeremy (a/o)

### 4. Fourth Quarter Financial Reports (Corporate Services)

Please find attached the 2022 Q4 Financial Reports.

File: A2019-074

February 23, 2023

Ms. Luana Smith  
Manager of Legislative Services  
Town of Didsbury  
1606 14 Street  
Didsbury, AB T0M 0W0  
Via Email: [lsmith@didsbury.ca](mailto:lsmith@didsbury.ca)

Dear Ms. Smith:

**Subject: Review of Peace Officer Services**

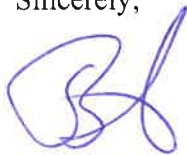
Thank you for facilitating the review of peace officer services for the Town of Didsbury on October 27, 2022. Peace Officer Program auditor, Mr. Jason Vanderwal, conducted the review in order to determine compliance by the authorized employer and its peace officers with the *Peace Officer Act*, regulation and policy.

Six recommendations or modifications of the Town of Didsbury's peace officer policy were required and provided as a result of this audit.

The Town of Didsbury is in full compliance with the *Peace Officer Act*, *Peace Officer (Ministerial) Regulations*, *Peace Officer Regulations* and Peace Officer Program Policy and Procedures Manual.

If you have any questions pertaining to the Town's audit, please do not hesitate to contact Ms. Tammy Spink, Manager of the Peace Officer Program at 780-427-6896. Thank you.

Sincerely,



Sean Bonneteau, CD  
Director  
Law Enforcement Standards and Audits



Town of Didsbury								
4th Quarter Financial Report								
Revenues and Expenditures by Division								
Not including Amortization								
(Jan 1, 2022 to December 31, 2022)								
<b>Budget vs Actual Comparison</b>								
by DIVISION								
	Quarter 1 2022 Actual	Quarter 2 2022 Actual	Quarter 3 2022 Actual	Quarter 4 2022 Actual	Cumulative YTD Actual	2022 Budget (May 10, 22)	% of Budget	Notes
<b>Revenue - by division</b>								
<b>Net municipal taxes</b>								
Total Property Taxes	-	6,669,924	56	6,967	6,676,947	6,669,711	100%	1
LESS Requisitions	(434,618)	(434,618)	(434,618)	(442,835)	(1,746,688)	(1,745,715)	100%	1
<b>Net municipal taxes</b>	<b>(434,618)</b>	<b>6,235,307</b>	<b>(434,562)</b>	<b>(435,868)</b>	<b>4,930,259</b>	<b>4,923,996</b>	<b>100%</b>	<b>1</b>
<b>General municipal revenue</b>	<b>288,301</b>	<b>276,294</b>	<b>278,028</b>	<b>328,887</b>	<b>1,171,510</b>	<b>955,000</b>	<b>123%</b>	<b>2</b>
<b>Council</b>	<b>8,000</b>	<b>20,999</b>	<b>1,001</b>	<b>7,800</b>	<b>37,800</b>	<b>30,000</b>	<b>126%</b>	<b>3</b>
<b>Election</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Government</b>	<b>38,582</b>	<b>26,770</b>	<b>71,672</b>	<b>17,028</b>	<b>154,052</b>	<b>209,737</b>	<b>73%</b>	<b>4</b>
<b>Protective Services</b>								
RCMP	79,276	37,668	31,518	250,518	398,980	437,764	91%	5
Fire Department	81,322	26,873	111,552	(2,650)	217,096	247,386	88%	6
Municipal Enforcement	23,498	14,962	10,194	8,089	56,744	65,000	87%	7
	<b>184,096</b>	<b>79,503</b>	<b>153,264</b>	<b>255,957</b>	<b>672,819</b>	<b>750,150</b>	<b>90%</b>	
<b>Community Services</b>								
FCSS	57,076	32,316	53,495	32,201	175,088	174,984	100%	
DOSCA	42,987	47,517	55,715	41,166	187,385	201,000	93%	8
Didsbury Neighborhood Place	2,535	7,026	6,394	10,218	26,173	34,298	76%	9
	<b>102,597</b>	<b>86,859</b>	<b>115,604</b>	<b>83,586</b>	<b>388,646</b>	<b>410,282</b>	<b>95%</b>	
<b>Recreation Services</b>								
Arena	58,675	215,272	39,581	81,322	394,851	411,906	96%	
Aquatics	36,198	250,689	104,141	40,902	431,931	415,806	104%	
Ice Plant	-	-	-	139,748	139,748	109,500	128%	10
Curling Rink	12,828	6,513	600	7,812	27,754	33,500	83%	11
Parks	-	17,715	14,449	36,751	68,914	60,239	114%	12
MPR	2,122	3,176	3,180	3,874	12,352	6,000	206%	13
Concession	2,426	2,946	2,911	3,446	11,729	10,000	117%	14
Train Station	6,925	2,449	2,146	2,118	13,638	10,000	136%	15
Memorial Complex	11,714	196	3,759	(4,151)	11,519	15,000	77%	16
Campground	-	29,307	33,588	8,651	71,546	60,000	119%	17
	<b>130,888</b>	<b>528,263</b>	<b>204,356</b>	<b>320,473</b>	<b>1,183,981</b>	<b>1,131,951</b>	<b>105%</b>	
<b>Communications/ Community Relations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Engineering &amp; Infrastructure</b>								
Roads and Streets	11,454	21,936	27,837	158,314	219,541	112,400	195%	18
Cemetery	2,325	4,900	8,865	6,760	22,850	27,000	85%	19
Emergency Management	-	-	-	-	-	-	0%	
	<b>13,779</b>	<b>26,836</b>	<b>36,702</b>	<b>165,074</b>	<b>242,391</b>	<b>139,400</b>	<b>174%</b>	
<b>Utilities</b>								
Water Utility	423,209	455,612	488,744	463,767	1,831,332	1,830,483	100%	
Wastewater Utility	158,845	172,616	176,297	162,057	669,815	669,358	100%	
Solid Waste Utility	119,335	117,062	117,141	164,752	518,291	516,091	100%	
	<b>701,389</b>	<b>745,291</b>	<b>782,182</b>	<b>790,576</b>	<b>3,019,437</b>	<b>3,015,932</b>	<b>100%</b>	
<b>Planning and Development</b>								
Planning and Development	14,427	31,631	30,167	23,559	99,784	124,501	80%	20
Economic Development	32,525	2,845	2,320	32,359	70,049	50,000	140%	21
Subdivision	-	-	-	238,198	238,198	240,594	99%	
	<b>46,952</b>	<b>34,476</b>	<b>32,487</b>	<b>294,116</b>	<b>408,031</b>	<b>415,095</b>	<b>98%</b>	
<b>Culture and Other Facilities</b>								
Museum	-	-	-	-	-	-	-	
Library	-	40,226	75,000	-	115,226	115,907	99%	
Other Community Facilities	-	-	-	-	-	-	-	
	<b>-</b>	<b>40,226</b>	<b>75,000</b>	<b>-</b>	<b>115,226</b>	<b>115,907</b>	<b>99%</b>	
<b>Total Operating Revenue</b>	<b>1,079,966</b>	<b>8,100,823</b>	<b>1,315,734</b>	<b>1,827,628</b>	<b>12,324,151</b>	<b>12,097,450</b>	<b>102%</b>	

Town of Didsbury								
4th Quarter Financial Report								
Revenues and Expenditures by Division								
Not including Amortization								
(Jan 1, 2022 to December 31, 2022)								
<b>Budget vs Actual Comparison</b>								
by DIVISION								
	Quarter 1 2022 Actual	Quarter 2 2022 Actual	Quarter 3 2022 Actual	Quarter 4 2022 Actual	Cumulative YTD Actual	2022 Budget (May 10, 22)	% of Budget	Notes
<i>Expenditures - by division</i>								
Council	63,474	86,593	52,450	76,443	278,959	298,358	93%	
Election	-	-	-	-	-	-	-	
General Government	229,878	160,140	353,084	272,556	1,015,658	806,136	126%	22
Protective Services								
RCMP	34,018	252,266	75,786	412,949	775,019	802,555	97%	
Fire Department	75,929	116,595	81,925	326,326	600,774	609,100	99%	
Municipal Enforcement	68,786	88,194	83,644	121,278	361,903	371,055	98%	
	178,733	457,055	241,355	860,553	1,737,696	1,782,710	97%	
Community Services								
FCSS	63,870	70,119	49,862	66,223	250,074	250,787	100%	
DOSCA	32,790	58,216	64,410	31,969	187,385	201,000	93%	
Didsbury Neighborhood Place	7,505	8,050	7,043	3,576	26,173	34,298	76%	9
	104,165	136,385	121,314	101,768	463,632	486,085	95%	
Recreation Services								
Arena	133,553	176,635	123,200	358,031	791,419	741,930	107%	10
Aquatics	124,488	169,153	128,724	352,476	774,840	794,820	97%	
Ice Plant	24,378	10,932	40,858	63,579	139,748	109,500	128%	10
Curling Rink	33,361	21,608	10,364	94,379	159,712	142,895	112%	10
Parks	46,719	82,498	85,199	120,960	335,376	349,850	96%	
MPR	8,705	6,423	1,781	24,608	41,517	43,050	96%	
Concession	933	795	-	1,874	3,602	4,500	80%	
Train Station	9,765	9,402	6,986	11,466	37,619	41,720	90%	
Memorial Complex	31,553	51,552	62,211	76,658	221,974	226,168	98%	
Campground	6,259	27,000	20,315	30,902	84,476	81,114	104%	
	419,713	555,999	479,639	1,134,933	2,590,284	2,535,547	102%	
Communications/Marketing	29,417	36,890	47,809	55,375	169,492	181,034	94%	
Public Works								
Roads and Streets	286,244	324,968	332,737	812,355	1,756,304	1,682,115	104%	
Cemetery	8,053	16,123	28,737	1,778	54,691	73,780	74%	
Emergency Management	10,123	9,427	7,110	8,258	34,920	37,305	94%	
	304,419	350,518	368,585	822,392	1,845,914	1,793,200	103%	
Utilities								
Water Utility	302,733	370,898	254,426	989,623	1,917,681	1,830,483	105%	23
Wastewater Utility	56,322	162,158	98,475	300,374	617,329	669,358	92%	
Solid Waste Utility	111,129	106,637	123,230	177,294	518,291	516,091	100%	
	470,185	639,693	476,131	1,467,292	3,053,300	3,015,932	101%	
Planning and Development								
Planning and Development	64,523	86,123	84,032	121,998	356,676	353,647	101%	
Economic Development	38,108	58,474	43,979	87,860	228,420	258,983	88%	
Subdivision	91,599	74,498	-	72,102	238,198	240,594	99%	
	194,230	219,094	128,011	281,959	823,294	853,224	96%	
Culture								
Museum	177	31,114	123	170	31,584	31,650	100%	
Library	75,072	72,919	76,349	77,034	301,374	303,194	99%	
Other Community Facilities	4,631	120	-	15,513	20,264	10,380	195%	24
	79,880	104,153	76,472	92,717	353,223	345,224	102%	
Total Expenditures	2,074,094	2,746,520	2,344,852	5,165,988	12,331,453	12,097,450	102%	
	(994,127)	5,354,303	(1,029,118)	(3,338,360)	(7,302)	-		

<b>Town of Didsbury</b>								
<b>4th Quarter Financial Report</b>								
<b>Revenues and Expenditures by Division</b>								
<b>Not including Amortization</b>								
<b>(Jan 1, 2022 to December 31, 2022)</b>								
<b>Budget vs Actual Comparison</b>								
by DIVISION								
	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>		<b>2022 Budget</b>	<b>% of</b>	
	<b>2022 Actual</b>	<b>2022 Actual</b>	<b>2022 Actual</b>	<b>2022 Actual</b>	<b>Cumulative YTD Actual</b>	<b>(May 10, 22)</b>	<b>Budget</b>	<b>Notes</b>
<b>Notes</b>								
1. Property taxes were levied in the second quarter. Property taxes includes Municipal, MVSH, DIP and Education taxes. Requisitions paid to MVSH and Alberta Education are paid on a quarterly basis. The final collected is higher than budget as there were supplementary assessments that occurred in the year.								
2. General municipal revenues are stronger than expected as franchise fees and interest income have been higher than budget.								
3. Council revenues are higher than budget by 7,800 as a Council resolution approved a transfer from reserves to fund the Strat Planning Consultant.								
4. General Government revenues is lower than budget 1. because of the change in recording photocopying expense causing there to be no offsetting revenue, which had been budgeted for; and 2. the budgeted transfer from reserves for \$50,000 did not occur as there was already a budgetary surplus for the year.								
5. RCMP revenues is lower than budget as there was a budgeted transfer from reserves for \$52,000 which did not occur as there was already a budgetary surplus for the year.								
6. Fire revenues were lower than budget for the year as the number and value of billable fire calls was about half of what was budgeted for. These billable calls vary year to year making it difficult to budget for.								
7. Municipal Enforcement revenues were lower than budget mainly due to fines being about half of what was budgeted for; fines are a lagging indicator and are often collected many months after the infraction occurred, so it is still a reflection of tickets from when things were a lot slower in 2020/2021.								
8. DOSCA revenues were lower this year with decreased usership; with higher costs, a deficit for the department occurred which is covered from the surplus from previous years; the remaining surplus available approximately \$11,000. DOSCA is a self-sufficient department and does not impact taxes.								
9. DNP revenues were lower than budget, mainly due to the lack of photocopy revenue, due to internal changes. This department is a cost-recovery department and all costs are allocated to the users in DOSCA, FCSS and MVFRN.								
10. Ice Plant department is a cost recovery department which allocates the cost of running the ice plant to the arena and curling rink. There are more revenues here as there were more expenses to operate, related to servicing the ice plant and the utilities used to run it.								
11. Curling rink revenues were lower than budget for both in-season and off-season rentals.								
12. Parks revenue higher than budget as a result of the Canada Summer Jobs grant and the MAMP grant, and a donation of a bench.								
13. MPR rental revenues have been stronger than expected throughout the year. With the first full year back to normal, it was difficult to predict what demand for rentals there would be when setting the budget for the year.								
14. Concession revenue is lease revenue of the concession and bar in the upper floor of the curling rink and includes a portion to reimburse utilities which were higher than expected.								
15. Train Station rental revenues have been have been stronger than expected throughout the year. With the first full year back to normal, it was difficult to predict what demand for rentals there would be when setting the budget for the year.								
16. Memorial Complex revenues is lower than budget, again due to the lack of photocopy revenue, due to internal changes related to copy expenses.								
17. Campground revenues are higher the budget overall as there has been continued demand for regular season camping, as well as added revenues with the addition of winter camping.								
18. Roads and Streets revenue is higher than budget as there were a couple of projects, approved by resolution, funded from reserves, including adding the plug ins to light poles along 20th Ave and the 23 St North road repair project that is currently ongoing. Both of these projects have corresponding expenditures in the Roads and Streets department.								
19. Cemetery revenues come from sale of burial plots and crypt space. Budgets are based on a 5 year average and this year the actuals have been lower than budget.								
20. Planning revenues overall was under budget due to the transfer from reserve to fund the MDP project, which is still outstanding; however, the remainder of planning permit and development revenue was strong at approximately \$15,000 higher than budget.								
21. Economic development revenues was stronger than budget due to the FDI CanExport grant which was received.								
22. General Government expenditures are higher than target due to the higher interest income for the reserve accounts which is transferred to the reserves (which creates a higher expense).								
23. Water expenses are higher than budget due to the higher purchase of water (higher consumption by the Town) than budgeted for.								
24. Other Community Facilities appears to be higher than budget, which is due to moving the costs for the old town hall and old fire hall to this budget line. These building expenses budgets are included in the general government expense line.								

Town of Didsbury				
4th Quarter Financial Report				
Revenues and Expenditures by object				
(January 1, 2022 to December 31, 2022)				
<b>Budget vs. Actual Comparison</b>				
by OBJECT				
	2022 Actual (as of December 31, 2022)	2022 Approved Budget (2022-05- 10)	% of Budget	Notes
<b>Revenue</b>				
Total Property taxes	6,676,947	6,669,711	100%	1
LESS Requisitions	(1,746,688)	(1,745,715)	100%	1
Net municipal taxation (Tax Revenues)	4,930,259	4,923,996	100%	1
Government operating grants	1,287,658	1,282,233	100%	
Utility user charges	2,959,937	2,960,432	100%	
Sales and user fees	1,286,371	1,303,694	99%	
Lot sales	-	240,594	0%	2
Franchise fees	896,231	815,000	110%	
Penalties and fines	135,395	124,500	109%	
Licenses and permits	139,396	130,000	107%	
Investment income	178,006	50,000	356%	3
Other revenue	62,880	40,000	157%	
Gain on disposal of fixed assets	7,782	-	#DIV/0!	4
Internal transfer from other department	238,198	-	#DIV/0!	2
From reserve	202,039	227,001	89%	5
<b>Total - Revenue</b>	<b>12,324,151</b>	<b>12,097,450</b>	<b>102%</b>	
<b>Expenditures</b>				
Salaries and benefits	4,205,241	4,277,560	98%	
Training, conferences and travel	131,496	143,973	91%	
Memberships	24,396	24,155	101%	
Advertising and printing	71,876	107,125	67%	6
Professional services	300,491	308,420	97%	
Contracted services	1,001,053	936,576	107%	7
Municipal Policing Contract	520,796	539,000	97%	
Telecommunications	208,834	225,237	93%	
General supplies	453,936	447,550	101%	
Cost of water	1,006,749	916,250	110%	8
Repairs and maintenance	660,266	724,250	91%	
Utilities	777,928	720,150	108%	9
Insurance	174,409	171,870	101%	
Leases	46,734	66,670	70%	10
Bank charges and interest	23,854	18,400	130%	11
Interest on long term debt	89,115	101,928	87%	12
Long term debt repaid	544,504	544,505	100%	
Grants and other payments to organizations	577,200	584,258	99%	
Loss on disposal of fixed assets	46,670	-	#DIV/0!	4
To capital	125,093	3,500	3574%	13
To reserve	1,340,813	1,236,073	108%	14
<b>Total - Expenditures</b>	<b>12,331,452</b>	<b>12,097,450</b>	<b>120%</b>	
<b>Total Town of Didsbury, before amortization</b>	<b>(7,302)</b>	<b>-</b>		
Amortization	2,246,584	-		
<b>Total Town of Didsbury, incl amortization</b>	<b>(2,253,886)</b>	<b>-</b>		

<b>Town of Didsbury</b>						
<b>4th Quarter Financial Report</b>						
<b>Revenues and Expenditures by object</b>						
<b>(January 1, 2022 to December 31, 2022)</b>						
<b>Notes</b>						
1. Property taxes were levied in the second quarter. Property taxes includes Municipal, MVSH, DIP and Education taxes. Requisitions paid to MVSH and Alberta Education are paid on a quarterly basis. The final collected is higher than budget as there were supplementary assessments that occurred in the year.						
2. While the budget included \$240,594 for lot sales in 2022, there were no lot sales in the Shantz subdivision, resulting in 0% of budget being obtained by year end. Alternatively, the costs of the department were funded internally, increasing the internal loan of the subdivision department.						
3. Of the total investment income earned for the year, \$139,691 was earned on the town's savings/reserve accounts and re-invested into those accounts. The remainder of \$38,315 was earned on the operating account.						
4. There was a net loss on disposal of fixed assets. A loss of \$46,670 was realized on the HVAC system that was replaced at the Town office. This was netted with a gain of \$7,782 from the sale of vehicles.						
5. The amount transferred from reserve included \$30,000 to fund the Community Grant Program (\$30,000 approved in budget), \$7,800 to fund a portion of the Strategic Plan Consultant (\$18,575 approved by resolution), \$5,992 to fund roof/waterproofing repairs of the Old Fire Hall (\$15,000 approved by resolution), \$7,500 to fund CPO professional development (\$7,500 approved in budget), \$52,474 to fund 23 St N work (\$150,000 approved by resolution), \$51,220 to fund plug ins on light poles (\$52,000 approved by resolution), \$47,053 transferred to solid waste department (\$47,500 approved in budget).						
6. Photocopying expense is much lower than budget by approximately \$30,000, as the way it is allocated to each department has changed. In the past each copy was charged out at 10 cents per copy, creating an internal revenue which was overstated. In 2022 the actual photocopy cost is just that related to the cost per copy, and the lease of the machines. By doing so, photocopy revenues is eliminated.						
7. Contracted services is over budget by 64,477 for a couple of reasons. The first is due to the ice plant internal allocation expense that is allocated to the arena and the curling rink. They were budgeted for \$109,500, but the actual was \$139,748, a difference of \$30,000. In addition, an expense of \$51,220 for adding plug ins to the power poles along 20th, which was approved outside of the budget process by resolution, was included in contracted services. This was funded from economic development reserves which is represented in the From reserve revenue line.						
8. The cost of water was higher than budget by \$90,500 as the consumption of water was higher than expected. The purchase of water is offset by utility fees that are charged to users each month.						
9. Utilities expense was higher than budget by almost \$60,000 due to volatility of the market that occurred during the year.						
10. Although the lease expense appears to be lower than budget, all of the lease payments that were scheduled did occur in the year. The difference between budget and actual is allocated to other expense accounts when a copy is made. This relates to note 6 and the changed in how photocopy expense is treated.						
11. Included in bank charges and interest is write offs for both the 2021 and 2022 balance of the Province's Grants in Place of Taxes which were approved by Council to be written off.						
12. Interest on long term debt appears to be below budget. This is due to an adjustment done at year end for financial reporting to accrue interest. Even so, the full amount of interest budgeted for was paid in the year. (This is the difference between the cash basis for the budget and accrual basis for financial statement reportings).						
13. The amount in the transfer to capital line includes two items that were approved by Council, including costs associated with a right of way purchase, as well as costs associated with the 23 St N road improvement project. The one item included in the budget for \$3,500 was for the renewal cost of the Bobcat. The municipal program ended for the bobcat replacement and therefore that asset was never purchased.						
14. The transfer to reserves is higher than budgeted due to the amount of interest earned on the reserve accounts. The interest is re-invested into the reserve accounts and is represented as added transfer to reserves.						

<b>Town of Didsbury</b>								
<b>2022 4th Quarter Financial Report</b>								
<b>Capital Grants Continuity Schedule</b>								
	<b>January 1, 2022</b>	<b>2022 Grant Allocation Received</b>	<b>Interest (YTD)</b>	<b>2022 Actual Expenditures (YTD)</b>	<b>December 31, 2022 Balance</b>	<b>Expenditures Projected - Unfinished Projects</b>	<b>Dec 31, 2022 Available</b>	<b>Notes</b>
Municipal Sustainability Initiative Grant (MSI)	2,775,212	540,506	46,625	(1,956,955)	1,405,388	(535,624)	869,764	1
Canada Community Building Fund (CCBF)*	919,661	315,690	4,592	(115,273)	1,124,670	(411,440)	713,231	2
<b>Total</b>	<b>3,694,873</b>	<b>856,196</b>	<b>51,217</b>	<b>(2,072,228)</b>	<b>2,530,059</b>	<b>(947,064)</b>	<b>1,582,995</b>	
*Formerly known as Gas Tax Fund (GTF)								
<b>Notes</b>								
1. MSI funded projects outstanding: \$200,000 East Reservoir Land Purchase (2020); \$61,311 Pedestrian Connectivity (2020); \$50,894 Co-op Rd design (2022); \$223,419 21 St (2022).								
2. CCBF funded projects outstanding: \$56,076 Main Street Lighting Project; \$280,364 21 Avenue; \$75,000 Outlying Plan Pathway.								

Town of Didsbury											
4th Quarter Financial Report											
2022 Capital Budget PROGRESS TO DATE											
2022 CAPITAL BUDGET [Amended November 8, 2022 (Res # 541-22)]											

Town of Didsbury												
2022 4th Quarter Financial Report												
Reserves Continuity Schedule												
	Jan 1 2022, Actual	Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)	December 31, 2022 Account Balance	Budgeted Transfers to Reserves (outstanding)	Capital Budget Transfers from Reserves (outstanding)	Operating Budget Transfers from Reserves (outstanding)	Transfers from Reserves Approved by Resolution (outstanding)	Resolution #	Dec 31 2022 RESERVE AVAILABLE	Notes
General	674,281	-	14,819	(119,124)	569,976	-	-	(40,000)	(115,613)	225-22, 226-22, 379-22; 429-22	414,363	1
Tax Stabilization Fund	57,950	-	1,347	-	59,297	-	-	-	-		59,297	
Council Community Grant Program	30,064	-	217	(30,000)	281	-	-	-	-		281	
Election	10,500	-	244	-	10,744	-	-	-	-		10,744	
In Lieu of Municipal Reserve	62,975	-	1,541	-	64,515	-	-	-	-		64,515	
Legacy Fund	17,343	-	424	-	17,767	-	-	-	(17,297)	385-21; 386-21	470	2
<b>General reserve</b>	<b>853,113</b>	<b>-</b>	<b>18,592</b>	<b>(149,124)</b>	<b>722,580</b>	<b>-</b>	<b>-</b>	<b>(40,000)</b>	<b>(132,910)</b>	<b>-</b>	<b>549,670</b>	
Old fire hall demolition/removal	26,447	-	690	-	27,137	-	-	-	-		27,137	
Fire dept large equipment	330,315	100,000	8,209	(36,740)	401,785	-	(369,561)	-	-		32,225	3
Fire dept building maintenance	9,941	5,000	239	-	15,181	-	-	-	-		15,181	
Fire dept operating	25,212	-	607	-	25,819	-	-	-	-		25,819	
Fire dept small capital equipment	12,127	-	290	-	12,417	-	-	-	-		12,417	
RCMP capital	39,875	10,000	873	(33,978)	16,770	-	-	-	-		16,770	
RCMP operating	432,281	-	10,310	-	442,591	-	-	-	-		442,591	
Municipal enforcement operating and capital	101,080	15,000	2,404	(7,500)	110,983	-	(30,000)	-	-		80,983	4
<b>Protective services reserve</b>	<b>977,277</b>	<b>130,000</b>	<b>23,622</b>	<b>(78,217)</b>	<b>1,052,683</b>	<b>-</b>	<b>(399,561)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>653,123</b>	
Vehicle & equipment replacement	750,635	207,000	18,312	(120,695)	855,252	-	-	-	-		855,252	
Snow removal	36,000	-	847	-	36,846	-	-	-	-		36,846	
Water	722,832	466,320	21,395	-	1,210,547	-	-	-	-		1,210,547	
Water offsite levies	171,129	7,779	4,106	-	183,014	-	(91,353)	-	-		91,661	5
Water distribution offsite levies	79,054	-	1,500	(20,900)	59,654	-	(59,654)	-	-		-	5
Wastewater	931,560	101,060	22,998	-	1,055,618	-	-	-	-		1,055,618	
Wastewater (unfunded - non-interest bearing)	425,828	-	-	(17,623)	408,205	-	(8,377)	-	-		399,828	6
Wastewater offsite levies	73,556	13,325	1,752	-	88,632	-	-	-	-		88,632	
Solid waste	385,604	-	8,998	(47,053)	347,549	-	-	-	-		347,549	
<b>Public works reserve</b>	<b>3,576,197</b>	<b>795,483</b>	<b>79,908</b>	<b>(206,271)</b>	<b>4,245,317</b>	<b>-</b>	<b>(159,384)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,085,933</b>	
Cemetery	19,898	-	480	-	20,378	-	-	-	-		20,378	
DOSCA	38,808	-	-	(27,536)	11,271	-	-	-	-		11,271	
Economic development & tourism	115,679	-	2,578	(57,212)	61,045	-	-	-	(9,008)	322-21, 383-22	52,037	7
Train station maintenance	42,182	-	1,018	-	43,200	-	-	-	-		43,200	
Pathway & trail	164,799	8,475	4,038	(1,300)	176,012	-	(141,700)	-	-		34,312	8
Vehicle & equipment replacement	30,973	50,000	756	-	81,729	-	-	-	-		81,729	
Recreation facilities	249,415	244,700	7,928	(43,120)	458,923	-	(126,998)	-	-		331,925	9
Campground	31,918	-	770	-	32,688	-	-	-	(32,688)	116-22; 429-22	-	10
<b>Community/Recreation Services reserve</b>	<b>693,671</b>	<b>303,175</b>	<b>17,569</b>	<b>(129,169)</b>	<b>885,246</b>	<b>-</b>	<b>(268,698)</b>	<b>-</b>	<b>(41,696)</b>	<b>-</b>	<b>574,852</b>	
<b>Total</b>	<b>6,100,258</b>	<b>1,228,658</b>	<b>139,692</b>	<b>(562,781)</b>	<b>6,905,826</b>	<b>-</b>	<b>(827,642)</b>	<b>(40,000)</b>	<b>(174,606)</b>	<b>-</b>	<b>5,863,578</b>	



<b>Town of Didsbury</b>													
<b>2022 4th Quarter Financial Report</b>													
<b>Reserves Continuity Schedule</b>													
<b>Continued</b>													
<b>Notes</b>													
1. General reserve approved transfers outstanding: \$40,000 transfers in to fund completion of MDP; up to \$10,775 for Strategic Planning Consultant (225-22; 226-22); \$97,526 23 St Project; \$7,312 Campground sanitary tie in (429-22).													
2. Legacy Fund approved transfers outstanding: \$15,296.89 for future development of interior community mural (385-21); \$2,000 for athletic scholarship (386-21).													
3. Fire large equipment transfers outstanding: \$56,300 for Didsbury's portion of emergency backup generator; \$313,261 of \$350,000 for Didsbury's remaining portion of Rescue.													
4. Municipal enforcement transfers out remaining: \$30,000 for budgeted replacement of radios (2022 capital budget).													
5. Water offsite levies transfers outstanding: \$151,007 of \$175,000 for East Reservoir Design Phase (2020 capital budget).													
6. Wastewater reserve transfer outstanding: \$8,377 for Southridge Sewage Lift Station Emergency Backup Generator (2021 capital budget).													
7. Ec dev reserve transfer outstanding: \$9,008 for Old Fire Hall Weatherproofing (383-22).													
8. Pathway & trail reserve transfer outstanding: \$68,000 for cemetery pathway project; \$73,700 for Outlying Plan pathway project.													
9. Recreation facilities approved transfer outstanding: \$126,998 for Zamboni Replacement project (2022 capital budget).													
10. Campground reserve transfer outstanding: \$32,349 to tie in sanitary system (116-22; 429-22).													



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: March 14, 2023  
SUBJECT: Didsbury Neighborhood Place Ramp and Entrance Improvements  
ORIGINATING DEPARTMENT: Community Services

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### BACKGROUND/PROPOSAL:

The Didsbury Neighborhood Place ramp and entrance is intended to be barrier-free but, in its current condition, does not eliminate obstacles for wheelchair or other mobility aid users. The existing ramp is too small in width (3.7 ft.) and there is insufficient space for a wheelchair user to comfortably maneuver through the area. Additionally, there is no accessible push button to open the door, so users need be able to manually open the door. Wheelchair users are often required to use the Town Office entrance and then navigate through the building to get to Didsbury Neighborhood Place.



### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Last year, Administration was made aware of the *Enabling Accessibility Fund*, which is a fund for Canadian communities and workplaces to enhance accessibility for persons with disabilities. In October 2022, Administration submitted an application to upgrade the existing ramp, structural framing, and guardrails, as well as install a barrier-free door push button. The grant application was approved for funding.

The total project is expected to cost \$26,924. Approximately 83% (\$22,437) of the total cost will be covered by the grant, and the municipality will fund the remaining 17% (\$4,487). The Town's portion will be funded from the building's budget for repairs and maintenance, and can be accommodated in the current draft of the operating budget.

Administration is seeking Council's approval of the project to change the entryway to Didsbury Neighborhood Place, and Council's approval to amend the capital budget to include the project as described above.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### ALIGNMENT WITH STRATEGIC PLAN

- 4. Healthy Active Living
- 3. Infrastructure & Asset Management
- 1. Economic Prosperity

### RECOMMENDATION

That Council approve the 2023 Capital Budget Amendment to add the Didsbury Neighborhood Place Ramp and Entrance Improvement Project for a total of \$26,924, with \$22,437 to be funded through the *Enabling Accessibility Fund* grant, and \$4,487 to be funded from Operations; and that the 2023 Capital Budget and Multi Year Capital Plan be updated accordingly.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: March 14, 2023  
SUBJECT: Water Department - Leak Detection Equipment Purchase  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### **BACKGROUND/PROPOSAL:**

During the December 13, 2022 Regular Council Meeting, Administration updated Council on techniques used to detect water leaks on our system. Council was advised that, "... acoustic techniques are an important component of a water loss reduction program," and that Administration would like to expand the program of invasive investigation.

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

Recently, Administration was advised of a piece of acoustical equipment that has been used successfully in a neighbouring community. The Fuji Digital Noise Reduction Water Leak Detector DNR-18 is the newest detector engineered to reduce traffic noise and other impedances such as footsteps, power distribution hum, and physical vibrations. Removing background noise is critical to hearing what is happening on the water distribution system.

The unit was quoted at \$6,450 in late January. The department proceeded with the purchase and had intended to finance it through the department's repair and maintenance budget. Upon further administrative review, and in accordance with the Town's Tangible Capital Asset Policy #1017, it was noted that Capitalization is defined as an asset costing \$5,000 or greater.

Administration seeks approval to add the purchase of the leak detector equipment to the capital budget for \$6,450, to be funded from the Water Department operating budget.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **3. Infrastructure & Asset Management**

### **RECOMMENDATION**

That Council approve the 2023 Capital Budget Amendment to add the Leak Detector Equipment purchase for a total of \$6,450, to be funded from Operations; and that the 2023 Capital Budget and Multi Year Capital Plan be updated accordingly.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: March 14, 2023  
SUBJECT: Bylaw 2023-05 Recreation Rates  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Bylaw 2023-05 is a bylaw respecting the rates and fees to be charged for various goods and services provided by the Town of Didsbury Recreation Department.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council approved Bylaw 2022-09 in June of 2022; however, the rates for Parks and Sportsfields were not included in the fee schedule.

Bylaw 2023-05 includes the current and proposed rates for Parks and Sportsfields, which are found on Schedule A page 6 of the Bylaw. Council granted first reading to Bylaw 2023-05 at their February 14, 2023 Regular Council Meeting and referred it to the Strategic Planning Committee for review.

The Strategic Planning Committee reviewed Bylaw 2023-05 on February 23, 2023 and are recommending two options for Council to consider:

1. Leave all Parks and Sportsfield rate recommendations as presented, and grant second, and third and final readings to Bylaw 2023-05 as presented.

	Current Rate	Proposed Rate
Season Rate: Youth – Local	\$125.00/team	\$200.00/ team
Season Rate: Adult - Local	\$200.00/team	\$275.00/team
Season Rate: Non-Local	\$225.00/team	\$325.00/team
Tournament Rate – Youth – Local (weekend)	\$200.00/tournament	\$250.00/tournament
Tournament Rate – Adult – Local (weekend)	\$300.00/tournament	\$350.00/tournament
Tournament Rate – Non- Local (weekend)	\$350.00/tournament	\$400.00/tournament
Daily Rate – Youth – Local	\$100.00/diamond/day	\$100.00/diamond/day
Daily Rate – Adult – Local	N/A	\$125.00/diamond/day
Daily Rate – Non-Local	\$125.00/diamond/day	\$150.00/diamond/day
Hourly Rate – Youth – Local	\$15.00/diamond/hour	\$15.00/diamond/hour
Hourly Rate – Adult – Local	N/A	\$20.00/diamond/hour
Hourly Rate – Non-Local	\$20.00/diamond/hour	\$25.00/diamond/hour
Memorial Park Stage Rental	\$150.00/day	\$175.00/day



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

2. Offer a staggered implementation of both the Season Rate: Local – Youth and Season Rate: Local –Adult as follows, and grant second, and third and final readings to Bylaw 2023-05 as amended.

	Current rate	2023 Proposed	2024 Proposed
Season Rate: Local Youth	\$125.00/team	\$165.00/ team	\$200.00/ team
Season Rate: Local Adult	\$200.00/team	\$240.00/ team	\$275.00/ team

This option would see a \$40/team increase to rates in 2023, and then an additional \$35/team increase in 2024. All other recommended rates would remain as presented.

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Healthy Active Living

#### RECOMMENDATION (up to three separate motions)

That Council go with Option \_\_\_\_ for the Local Youth and Adult Season Rates.

That Council grant second reading to Bylaw 2023-05 Recreation Rates as presented

That That Council grant third and final reading to Bylaw 2023-05 Recreation Rates as presented

OR

That Council grant second reading to Bylaw 2023-05 Recreation Rates as amended

That Council grant third and final reading to Bylaw 2023-05 Recreation Rates as amended

OR

A motion at Council's discretion.

**TOWN OF DIDSBURY**  
**Recreation Rates and Fees Bylaw**  
**Bylaw 2023-05**

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**BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, RESPECTING RATES AND FEES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES PROVIDED BY THE TOWN OF DIDSBURY.**

**WHEREAS**, pursuant to section 3 of the *Municipal Government Act*, being the Revised Statutes of Alberta 2000, Chapter M-26, as amended, the purposes of a municipality are to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality; and

**WHEREAS**, pursuant to section 7(f) of the *Municipal Government Act* a Council of a municipality may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality; and

**WHEREAS**, Section 7 and 8 of the *Municipal Government Act*, Chapter M-26, 2000 and amendments thereof authorizes the Council to repeal or amend any bylaws; and

**WHEREAS**, section 6 of the *Municipal Government Act* Revised Statutes of Alberta 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided, and

**WHEREAS**, Goods and Services Tax (GST) is included or exempt where it is not stated;

**NOW, THEREFORE**, the municipal Council of the Town of Didsbury, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw shall be known as the "Recreation Rates Bylaw".
2. That the rates specified in the Schedule attached be charged for the goods and services as specified.
3. This bylaw comes into full force and effect upon third reading of the bylaw.
4. The schedules attached to this Bylaw form part of this Bylaw.

**5. Paramount Rules**

5.1 If the provisions in any other bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.

**6. Transitional**

6.1 Upon passing of this Bylaw, Recreation Rates Bylaw No. 2022-09 is hereby repealed.

Read a first time this    day of            2023

Read a second time this    day of            2023

Read a third and final time this    day of            2023

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

**SCHEDULE "A"**  
**2023 PROPOSED Recreation Rates**

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**DIDSBURY ARENA:**

**Main Ice In-Season (August 15 – March 31):**

	<b>Current Rate</b>
Youth – Local	\$110.00/ hour
Youth – Non-Local	\$170.00/hour
Juniors – Practice	\$110.00/hour
Juniors – Game	\$140.00/hour
Adult – Local	\$144.00/hour
Adult – Non-Local	\$210.00/hour
Non-Prime Rate (M-F 7 am-3pm, except no school days)	\$80.00/hour

**Leisure Ice In-Season (August 15 – March 31):**

	<b>Current Rate</b>
Local	\$55.00/hour
Non-Local	\$70.00/hour
Minor Groups with both surfaces booked (Contract rates ONLY)	\$40.00/hour
Non-Prime (M-F 7 am-3pm, except no school days)	\$42.00/hour

**Main Surface Off-Season (April 1 – August 14):**

	<b>Current Rate</b>
Minor Sport Groups: (Contract rates ONLY)	
- Practice	\$40.00/hour
- Game	\$50.00/hour
Local Community Groups	\$65.00/hour
Daily Rate	\$525.00/day
Daily Combined Rate (Main and Leisure Surfaces)	\$625.00/day

**Leisure Surface Off-Season (April 1 – August 14):**

	<b>Current Rate</b>
Hourly	\$22.00/ hour
Daily	\$130.00/day
Minor Groups with both surfaces booked (Contract rates ONLY)	\$16.00/hour



**Arena Programs:**

	<b>Current Rate</b>
<b>MAIN ICE</b>	
Public Skate	\$5.00/person
Family Skate	\$16.00/family
Shinny/ Sticks + Pucks	\$5.00/person
<b>LEISURE ICE</b>	FREE

**Arena Advertising:**

	<b>Current Rate</b>
Arena Board (33.5" x 8')	\$330.00 + gst/year
Arena Board (33.5" x 8') (between blue lines)	\$355.00 + gst/year
Hanging Advertisement	\$340.00 + gst/year
In-Ice/ Surface Advertising	\$360.00 - \$550.00 + gst/year (depending on size and location) \$325.00 - \$450.00 + gst/year (second advertisement depending on size and location)

**DIDSBURY CURLING RINK:****In-Season (October 15 – March 15):**

	<b>Current Rate</b>
Didsbury Curling Club Rates: (Contract Rates ONLY)	
- Adult	\$90.00/hour
- Seniors	\$80.00/hour
- Juniors	\$75.00/hour
- Farm & Ranch	\$105.00/hour
- Bonspiel	\$90.00/hour
Community Rates:	
- Youth – Local	\$30.00/hour
- Youth – Non-Local	\$50.00/hour
- Adult – Local	\$45.00/hour
- Adult – Non-Local	\$65.00/hour

**Off-Season (March 16 – October 14):**

	<b>Current Rate</b>
Surface – Hourly	\$32.00/hour
Surface – Daily	\$325.00/day
Surface – Youth Activities	\$25.00/hour

**DIDSBURY AQUATIC CENTRE:****Daily Admission Rates:**

	<b>Current Rate</b>
Baby – 0-2 years	FREE
Child – 3-7 years	\$3.00
Youth – 8-17 years	\$4.75
Adult – 18 years +	\$6.00
Senior – 55 years +	\$4.75
AISH	\$3.25
Family (2 adults + up to 3 kids)	\$18.00

**Monthly Passes:**

	<b>ONE (1) MONTH</b>	<b>THREE (3) MONTH</b>	<b>TWELVE (12) MONTH</b>
Baby – 0-2 years	FREE	FREE	FREE
Child – 3-7 years	\$22.00	\$54.00	\$175.00
Youth – 8-17 years	\$35.00	\$90.00	\$280.00
Adult – 18 years +	\$45.00	\$110.00	\$350.00
Senior – 55 years +	\$35.00	\$90.00	\$280.00
AISH	\$25.00	\$60.00	\$200.00
Family – 2 adults + up to 3 kids	\$110.00	\$280.00	\$730.00

**Punch Passes:**

	<b>10x PUNCH PASS</b>	<b>20x PUNCH PASS</b>
Baby – 0-2 years	FREE	FREE
Child – 3-7 yrs	\$27.00	\$48.00
Youth – 8-17 yrs	\$42.50	\$80.00
Adult – 18 yrs +	\$54.00	\$100.00
Senior – 55 yrs +	\$42.50	\$80.00
AISH	\$29.00	\$52.00
Family (2 adults + up to 3 kids)	\$144.00	\$255.00

**Group Swim Lessons:**

Preschool	\$42.00/ person – Local \$45.00/person – Non-Local
Swim Kids: Levels 1-4	\$45.00/ person – Local \$50.00/person – Non-Local
Swim Kids: Levels 5-7	\$50.00/ person – Local \$55.00/person – Non-Local
Swim Kids: Levels 8-10	\$58.00/ person – Local \$64.00/person – Non-Local
School Board Lessons	\$35.00/ person

**Private Swim Lessons:**

Private: 30 minutes	\$25.00/ person
Semi-Private: 30 minutes	\$22.50/ person
Private: 60 minutes	\$45.00/ person
Semi-Private: 60 minutes	\$35.00/ person
Private: 6 x 30 minutes	\$130.00/ person
Semi-Private: 6 x 30 minutes	\$110.00/ person

**Advanced Courses:**

National Lifeguarding	\$325.00/person
Bronze Medallion	\$170.00/person
Bronze Cross	\$150.00/person

**Pool Rentals:**

One hour pool rental + classroom	\$130.00/hour – Local \$150.00/hour – Non-Local
Extra Lifeguard	\$45.00/hour
Classroom Only Rental	\$22.00/hour
Swim Club Rental	\$66.00/hour

**Multi-Purpose Room:**

Hourly	\$30.00/hour – Local \$35.00/hour – Non-Local
Daily	\$250.00/day – Local \$275.00/day – Non-Local
Half Day (6 hours)	\$180.00 – Local \$200.00 – Non-Local
Kitchen + Bar - Hourly	\$20.00/hour – Local \$25.00/hour – Non-Local
Kitchen + Bar - Daily	\$100.00/day – Local \$110.00/day – Non-Local

**DIDSBURY TRAIN STATION (Eldon Foote Hall):**

Hourly	\$20.00/hour – Local \$25.00/hour – Non-Local
Daily	\$175.00/day – Local \$200.00/day – Non-Local
Half Day (6 hours)	\$125.00 – Local \$135.00 – Non-Local

**Equipment Rentals:**

Tables (\$100 deposit required)	\$3.00/table/day
Chairs (\$100 deposit required)	\$0.75/chair/day
Spotlights (\$100 deposit required)	\$30.00/spotlight/day

**PARKS & SPORTSFIELDS:**

	<b>Current Rate</b>	<b>Proposed Rate</b>
Season Rate: Youth – Local	\$125.00/team	\$200.00/ team
Season Rate: Adult - Local	\$200.00/team	\$275.00/team
Season Rate: Non-Local	\$225.00/team	\$325.00/team
Tournament Rate – Youth – Local (weekend)	\$200.00/tournament	\$250.00/tournament
Tournament Rate – Adult – Local (weekend)	\$300.00/tournament	\$350.00/tournament
Tournament Rate – Non- Local (weekend)	\$350.00/tournament	\$400.00/tournament
Daily Rate – Youth – Local	\$100.00/diamond/day	\$100.00/diamond/day
Daily Rate – Adult – Local	N/A	\$125.00/diamond/day
Daily Rate – Non-Local	\$125.00/diamond/day	\$150.00/diamond/day
Hourly Rate – Youth – Local	\$15.00/diamond/hour	\$15.00/diamond/hour
Hourly Rate – Adult – Local	N/A	\$20.00/diamond/hour
Hourly Rate – Non-Local	\$20.00/diamond/hour	\$25.00/diamond/hour
Memorial Park Stage Rental	\$150.00/day	\$175.00/day



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 14, 2023  
SUBJECT: Bylaw 2023-06 Corporate Services Rates and Fees  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL

Council gave Corporate Services Rates and Fees Bylaw 2022-18 third and final reading at the December 13, 2022 Regular Council Meeting and passed resolution #610-22 to refer the matter of a surcharge on credit card payments to the Strategic Planning Committee (SPC) for review and recommendation.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration sought advice and clarification regarding surcharges or administrative fees for credit card payments on taxes. There is no regulation or statute, nor a requirement by agreement, regarding surcharges. The information previously received from the service provider for the Point of Sale Machines was not clear; the credit card surcharge of 2.75% can be charged on credit card payments on tax amounts. After reviewing this information, the SPC, by consensus, recommends including the charge in the corporate services bylaw.

Please find attached, Bylaw 2023-06, which includes rates and fees charged for an administrative fee on credit card payments on tax amounts noted in red in Appendix "A". Administration recommends that Bylaw 2023-06 receive three readings.

### ALIGNMENT WITH STRATEGIC PLAN

#### **2. An Informed & Engaged Community**

### RECOMMENDATION (Four separate motions)

That Council grant first reading to Corporate Services Rates and Fees Bylaw 2023-06

AND

That Council grant second reading to Corporate Services Rates and Fees Bylaw 2023-06

AND

That Council give unanimous consent to proceed to a third reading to Corporate Services Rates and Fees Bylaw 2023-06

AND

That Council grant third and final reading to Corporate Services Rates and Fees Bylaw 2023-06

TOWN OF DIDSBURY  
General Services Rates and Fees Bylaw  
Bylaw No. 2023-06

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**BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, RESPECTING RATES AND FEES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES PROVIDED BY THE TOWN OF DIDSBURY.**

**WHEREAS**, pursuant to section 3 of the *Municipal Government Act*, being the Revised Statutes of Alberta 2000, Chapter M-26, as amended, the purposes of a municipality are to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality; and

**WHEREAS**, pursuant to section 7(f) of the *Municipal Government Act* a Council of a municipality may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality; and

**WHEREAS**, Section 7 and 8 of the *Municipal Government Act*, Chapter M-26, 2000 and amendments thereof authorizes the Council to repeal or amend any bylaws; and

**WHEREAS**, section 6 of the *Municipal Government Act* Revised Statutes of Alberta 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided, and

**WHEREAS**, Goods and Services Tax (GST) is included or exempt where it is not stated;

**NOW, THEREFORE**, the municipal Council of the Town of Didsbury, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw shall be known as the “Corporate Services Rates and Fees Bylaw”.
2. That the rates specified in the Schedule attached be charged for the goods and services as specified.
3. This bylaw comes into full force and effect upon third reading of the bylaw.
4. The schedules attached to this Bylaw form part of this Bylaw.

**5. Paramount Rules**

5.1 If the provisions in any other bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.

**6. Transitional**

6.1 Bylaw 2022-18 is hereby repealed.

Read a first time this    day of    2023

Read a second time this    day of    2023

Read a third and final time this    day of 2023

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

## SCHEDULE "A"

<b>Administrative Fees</b>	
<b>Description</b>	<b>Rate/Fee</b>
Accounts Receivable Penalties (on outstanding balance)	1.5% per month
Returned Item Fee (payments)	\$30 each
Photo Copy of statutory and general information documents	\$.25 per page +GST
<b>Taxation (GST exempt)</b>	
Tax Certificates	\$35
Administration fee on Taxation Account Payments made by Credit Card	2.75%
<b>Property Assessment Appeals</b>	
Residential property 3 or fewer dwellings	\$50
Residential property 4 or more dwellings	\$200
Non-residential property	\$250
<b>Freedom of Information and Protection of Privacy Act (FOIP) Requests</b>	
Initial fee for one-time general information requests	\$25
Continuing requests (processed more than once at pre-determined intervals)	\$50
Additional charges not listed above	As per the FOIP Act
Personal Information requested by applicant – fewer than 40 pages	No charge
Personal Information requested by applicant – exceeds 40 pages	As per the FOIP Act
<b>Fire Services and Response Fees (includes all personnel involved)</b>	
Fire Services fees	As per current Alberta Transportation rates
Expendable/Consumable supplies used in response	Town cost plus 10%
<b>RCMP/Policing Fees</b>	
Police Information Checks	\$40
Police Information Checks – Volunteer	n/c
Fingerprints	\$50
<b>Equipment Rental Rates</b>	
All equipment rentals will be charged at the current rates set out by the Alberta Roadbuilders & Heavy Construction Association (ARHCA – arhca.ab.ca)	



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: March 14, 2023  
SUBJECT: Unrestricted Surplus Policy  
ORIGINATING DEPARTMENT: Corporate Services

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### **BACKGROUND/PROPOSAL:**

On March 22, 2022, Council passed resolution 171-22 to request additional information be brought back on best practices for policy development on budgetary unrestricted surplus. A report was prepared and included on the October 11, 2022 CAO report.

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

Council requested the report be returned to facilitate a discussion regarding the creation of an unrestricted surplus policy.

The report from the October 11, 2022 RCM is attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **1. Economic Prosperity**

### **RECOMMENDATION**

That Council refer the development of an Unrestricted Surplus Policy to the Strategic Planning Committee for consideration.



## Report on Best Practices for Policy Development on Unrestricted Surplus

On March 22, 2022 Council passed resolution 171-22 asking Administration to bring back best practices for policy development on budgetary unrestricted surplus.

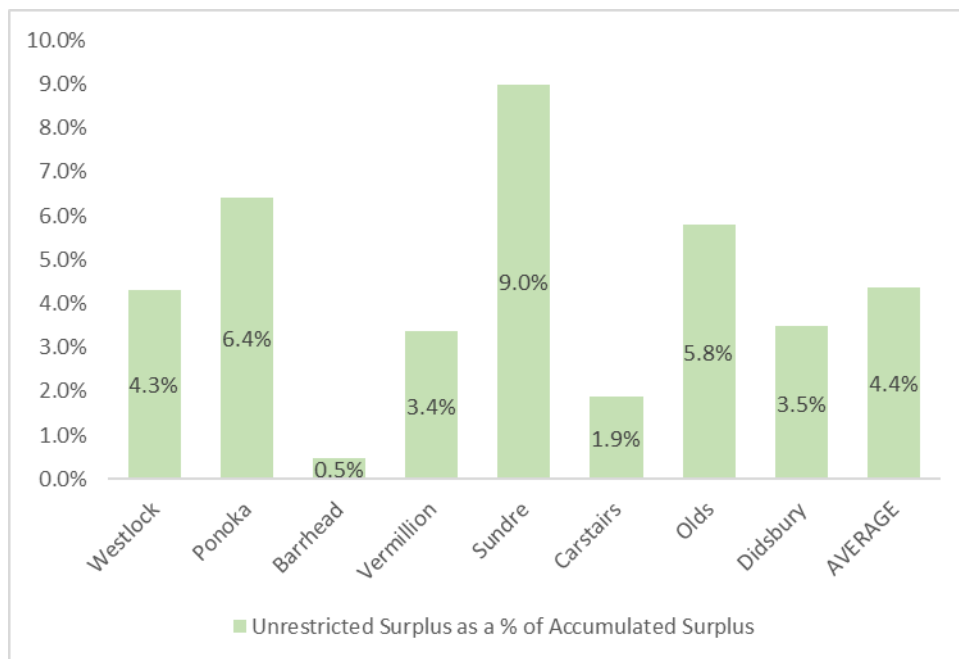
Accumulated Surplus is the aggregate of prior year annual surpluses achieved, net of any annual deficits incurred and capital transactions. It is made up of Equity in TCA, *Unrestricted Surplus* and Restricted Surplus.

Equity in TCA represents the investment in Capital Assets.

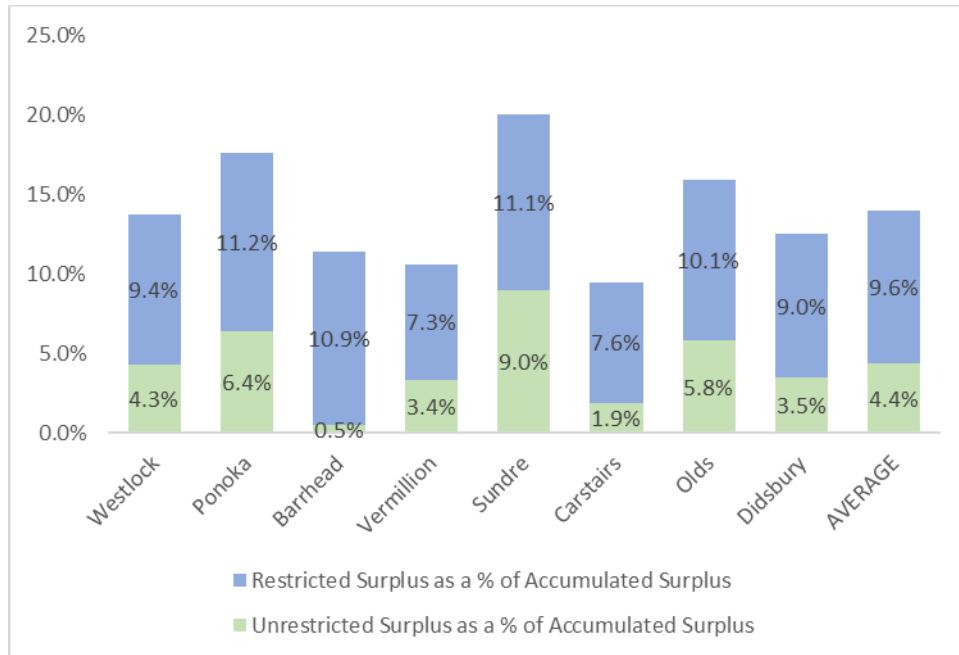
Restricted Surplus is represented by the amount reserved for future use.

Unrestricted Surplus is the portion of Accumulated Surplus that results from excess revenue and expenses available for any future use, and is made up of cash, accounts receivable, land held for resale, other non-cash financial assets, accounts payable and other non-cash financial liabilities. It does not equal the amount of excess cash on hand.

Administration completed an analysis of Unrestricted Surplus, Restricted Surplus and Equity in TCA as a percentage of Accumulated Surplus comparing Didsbury to its population group and neighboring municipalities. Of the group of municipalities, Didsbury's unrestricted Surplus as a percentage of Accumulated Surplus is lower than average, but close to the mid-point.



When looking also at Didsbury's Restricted Surplus as a percentage of Accumulated Surplus, it is also below average, but close to the mid-point.



Administration has only been successful on one count to obtain a municipal policy speaking expressly to the levels of unrestricted surplus which states:

‘Operating funds in excess of \$2M (all operating revenue less operating expenses and not including any revenue/receipt of a capital nature) will be transferred to restricted surplus accounts as per Council direction’.

*Brazeau County – Restricted Surplus Accounts Policy*

For comparison purposes, Brazeau County’s Accumulated Surplus for the 2021 year end was made up of 81.4% Equity in TCA, 10% Restricted Surplus and 8.6% Unrestricted Surplus.

## Summary

In summary, what is not being restricted goes into the unrestricted surplus. Although many municipalities are silent on the amount of unrestricted surplus, they all have reserve policies expressing how reserves are grown and what they are used for, including Didsbury. Didsbury goes one step further and has a policy framework which requires an annual look at year end surpluses and allocation of those to reserve funds.

Due to changes to various reserve funds over the years, the Town’s Reserve policy is recommended to be reviewed. Council may consider adding direction on to what amount of surplus may be restricted each year, similar to Brazeau County.

The Year End Reserve Allocation policy has been recently updated and does not need a review at this time.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 14, 2023  
 SUBJECT: Utilities Departments Year End Allocation  
 ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

The Utility Charges Bylaw 2022-19 sets out the framework for the Town's Self-Supported Utility Departments, outlining that the revenues collected for utility services will offset the expenses and that taxes will not fund these departments.

The Water Department ended up with a deficit of \$86,349. The Revenues were close to target overall, while the expenses were much higher—mainly due to the cost of water purchased from the commission, which was not offset by higher revenues from consumption. The consumption of water purchased was higher than budget, and the consumption of water sold was lower than budget.

The Wastewater Department has an overall surplus of \$52,486 due to lower than expected operating expenses.

The Solid Waste Department broke even. In the 2022 budget, Council allowed for a \$47,500 transfer from reserves to offset revenues. Of that budget amount, \$47,052.78 was required to break even. This included \$150 to fund compost bin rebates as approved in Resolution #381-22. Costs were slightly higher than budgeted, as contract costs rose throughout the year to compensate for fuel pricing.

The amounts are outlined below:

Town of Didsbury				
Utilities Departments - Year end allocation				
December 31, 2022				
			2022 Budget	2022 Actual
		Water Revenues	1,830,483	1,831,332
		Water Expenses	1,830,483	1,917,681
		Year end Surplus/(Deficit)	-	(86,349)
			2022 Budget	2022 Actual
		Wastewater Revenues	669,358	669,815
		Wastewater Expenses	669,358	617,329
		Year end Surplus/(Deficit)	-	52,486
		TOTAL WATER & WASTEWATER		
		SURPLUS / (DEFICIT)		(33,863)
			2022 Budget	2022 Actual
		Solid Waste Revenues	516,091.00	518,290.57
		Solid Waste Expenses	516,091.00	518,290.57
		Year end Surplus/(Deficit)	-	-



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In accordance with the Bylaw, the deficit from the Water Department is to be funded from the Water Reserve Fund, and the surplus from the Wastewater Department is to be transferred to the Wastewater Reserve Fund.

Council may decide to reduce some of the water deficit by transferring the surplus from the wastewater department. This approach was taken for the 2021 year end, as in the short term the water reserves are being saved for the significant East Reservoir Project.

The current balance of the Water Reserve Fund is approximately \$1,206,000. The current balance of the Wastewater Reserve Fund is approximately \$1,451,000. These balances include the 2022 budgeted transfers to reserves.

At the February 28, 2023 Regular Council Meeting, this item was referred by Council to the Strategic Planning Committee. The Committee met on March 7, 2023 to discuss this topic and, through consensus, is recommending that the wastewater surplus be used to reduce the water deficit for the year, and that the remaining deficit be funded from the water reserve.

The Committee also discussed the reason for the water deficit, mainly being the rate of unmetered water and, by consensus, recommend to Council to direct Administration to track the unmetered water usage by the Fire Department, including hydrant flushing, for a period of time and to return a report ahead of the 2024 budgeting process.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION (2 separate motions)

To transfer \$52,486 from the Wastewater department to the Water department to reduce the wastewater 2022 surplus to \$0, and to fund the remaining water department 2022 deficit of \$33,863 from the Water Reserve Fund.

AND

That Administration track the unmetered water usage by the Fire Department, including hydrant flushing, and return a report ahead of the 2024 budgeting process.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: March 14, 2023  
SUBJECT: 2022 Year End Reserve Allocation  
ORIGINATING DEPARTMENT: Corporate Services

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### **BACKGROUND/PROPOSAL:**

In accordance with the Town's Policy FIN 008-22 – Year End Reserve Allocations, Council is responsible for approving the allocation of the operating surplus for tax purposes and unbudgeted revenues on an annual basis by resolution. Throughout the document, 'surplus/deficit for tax' or 'surplus' refers to the operating surplus for tax purposes and unbudgeted revenues.

The annual operating surplus for tax purposes is the excess of revenues over expenditures including items like reserve transfers and debt payments. Unbudgeted revenues are new and/or one-time revenues for which no budget amount was included in the corresponding year's approved budget.

Each year, after all revenues and expenditures for the year have been recorded, Administration prepares an analysis of the year end surplus or deficit compared to the approved budget, and makes a recommendation for reserve allocations.

When a budget is prepared, it is based on estimates and assumptions as to what will occur during the year. Often, municipalities end up with a surplus generated from revenues that are higher than budget, or expenses that were lower than budget.

The 2022 year end operating surplus for tax supported departments is \$197,954; the breakdown by department is as follows:

	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>SURPLUS / (DEFICIT)</b>
Council	(268,358)	(241,160)	27,199
General government	5,307,027	5,336,958	29,931
Protective Services	(1,069,865)	(1,093,173)	(23,308)
Public Works	(1,616,495)	(1,545,001)	71,494
Community Services	(256,837)	(240,598)	16,239
Planning & Development	(438,129)	(406,070)	32,059
Recreation	(1,438,406)	(1,395,272)	43,134
Culture	(218,937)	(217,731)	1,206
	-	197,954	197,954

A report was originally brought forward at the February 28, 2023 Regular Council Meeting and the 2022 year end reserve allocation was referred to the Strategic Planning Committee. The Committee met on March 7, 2023 to discuss the item.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee discussed the following:

1. In 2022, the approved budget included \$50,000 to be transferred from the General Reserve and \$52,000 to be transferred from the RCMP Reserve Fund, both which reduced the impact on tax revenues. Neither of the transactions have been completed, as they would have further increased the surplus.

Had the \$52,000 and \$50,000 transfers from reserves occurred, the surplus for the year would have amounted to \$299,954. The Committee agreed that the transfer was not required, as it would have just been returned to the reserve accounts. However, since the year end transfer to the Community Grant Program is based on a percentage of the year end surplus, this should be taken into consideration when calculating the amount to be reserved for that fund.

With this in mind, the Committee agreed to recommend that the transfer to the Community Grant Program should be 10% of \$299,954, or \$29,954.

2. Based on the information that was provided in the original report dated March 14, 2023, the Committee agreed to recommend the transfers to reserves be approved as presented.
3. The Committee also agreed that the remaining portion of the surplus, to a total of \$197,954, be reserved to the Tax Stabilization Fund.

A summary of the recommended year end reserve transfer is as follows:

DESCRIPTION	AMOUNT	%	RESERVE FUND RECOMMENDED
Supplementary taxes	6,263		Tax Stabilization Fund
Sale of stairs/hvac system	2,205		General Reserve
Sales of vehicles	7,782		Vehicle & Equipment Replacement Reserve
Lease revenue - firehall	13,558		Firehall R&M Reserve
Ec Dev Surplus	54,820		Economic Development Reserve
Professional Development Surplus	12,475		Professional Development Reserve (NEW)
Community Grant Fund 10%	29,995		Council Community Grant Fund
Return of funds from Community Grant	2,000		Council Community Grant Fund
Remaining surplus	68,856		Tax Stabilization Fund
	<b>197,954</b>	<b>100%</b>	



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

To allocate the 2022 year end surplus totaling \$197,954 (not cash funded) as follows:

- \$75,119 to the Tax Stabilization Reserve;
- \$54,820 to the Economic Development Reserve;
- \$31,995 to the Council Community Grant Program Reserve;
- \$13,558 to the Firehall R&M Reserve;
- \$12,475 to the Professional Development Reserve;
- \$7,782 to the Vehicle & Equipment Replacement Reserve;
- \$2,205 to the General Reserve;

AND

To refer the development of a Professional Development Reserve Fund policy to the Policy and Governance Committee.



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

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

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

MEETING DATE: March 14, 2023  
SUBJECT: 2023 Operating Budget Meeting Prep (March 23, 2023)  
ORIGINATING DEPARTMENT: Corporate Services

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

Under the *Municipal Government Act*, Council is required, each year, to adopt an Operating Budget outlining the revenues and expenses required to operate the Town. The proposed 2023 Operating Budget was presented at a public budget meeting with Council on Saturday, December 3, 2022. Discussions continued at the Regular Council Meetings (RCMs) on December 13, 2022 and January 10, 2023, and further direction was provided by council resolution. Council also considered the potential financial impact on individual properties at the January 10, 2023 meeting.

At the RCM on January 24, 2023, Council passed a resolution to table the discussion on the 2023 Operating Budget until the 2022 Year End Surplus information was available. This information was first brought forward to Council at the February 28, 2023 RCM and the budget meeting was set for March 23, 2023.

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

Based on Council resolutions to date, Tax Revenues in the draft budget are currently at \$5,260,406, which is an increase over 2022 of \$336,410 (6.8%) as Council continues to deliberate.

The Provincial Government tabled their budget on February 28, 2023 and announced that the MSI Operating Grant allocation would be doubling. This will be additional revenue of \$172,904, which if used to offset operating costs of the Town, would lower the overall increase to total tax revenues to approximately 3.3%.

There are additional adjustments that need to be made to the draft budget, some of which that will lessen expenditures even further and some that will increase them, including the net costs of taking over the 5-0 Club Building. Administration is currently working on these adjustments and will report on them and implement them in the draft documents for the budget meeting on March 23, 2023.

Administration is bringing this item forward to determine if Council requires any other information for the March 23, 2023 budget meeting.

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

##### **1. Economic Prosperity**

#### **RECOMMENDATION**

A motion at Council's discretion for administration to provide any additional information for the budget meeting on March 23, 2023.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 14, 2023  
SUBJECT: Community Engagement  
ORIGINATING DEPARTMENT: Office of the Mayor

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### BACKGROUND/PROPOSAL:

The Town of Didsbury Council Procedural Bylaw No. 2020-12, Section 8, Items 26 and 27, currently outlines the process by which public questions are presented during a Council meeting:

26. "The holding of the Gallery Question Period shall be at the discretion of Council and the format of it shall be at the discretion of the meeting chair and will only be for questions related to Council business or governance. All questions are to be made through the chair."

27. "The chair shall have discretion in response to the questions or comments that arise."

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There is interest from the public in having the opportunity to engage with Council members on a variety of issues important to them.

To provide this opportunity to the public and Council, scheduling time for Didsbury's citizens to engage with Council members in Chambers before Council meetings are called to order is being proposed to address this current interest. These sessions would not have a chairperson and would provide the opportunity for citizen engagement with individual Council members.

It is being recommended, with this proposed new engagement process, that the Policy and Governance Committee then review Procedural Bylaw 2020-12 and this revised Council Engagement process, and bring back a recommendation to Council.

### ALIGNMENT WITH STRATEGIC PLAN

#### **2. An Informed & Engaged Community**

### RECOMMENDATION

That Council approve the implementation of Council Engagement sessions on the second Tuesdays, before regularly scheduled Council meetings, and that these sessions be hosted from 5:15 p.m. to 5:45 p.m. in Council Chambers on these days, and that the sessions begin on Tuesday, April 11, 2023.

AND

That the proposed Council Engagement Process be sent to the Policy and Governance Committee for review and recommendation.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: March 14, 2023  
SUBJECT: Sponsorship for Women in Agri-Business Conference  
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

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### **BACKGROUND/PROPOSAL:**

Farmers and agri-business owners approached the Didsbury & District Chamber of Commerce to organize an agricultural themed women's conference. The Chamber collaborated with the Mountain View County Agri Services Board for this event. The conference is slated for March 28, 2023 from 9 a.m. to 4 p.m. at Crate and Barrel Estates. The Chamber is seeking sponsorship for two coffee breaks and a lunch. Please see the attached letter below.

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

Volunteers and speakers stepped up to be part of the conference, and it all came together quickly. The Chamber has commitments from businesses and speakers. The Chamber is now asking for sponsorship for the two coffee breaks and a lunch.

To ensure the event is affordable for most, ticket prices will be approximately \$25 per attendee. The Chamber is hoping that this event will become an annual event. This year, approximately 100 participants are expected, and vendors will be displaying their goods and services. Topics of the conference include agriculture, finance, health, and wellness. The Didsbury boutique, *Fashion on Main*, will put on a fashion show. Organizers have asked Mayor Rhonda Hunter to provide the closing remarks at the conference.

This event will shine a spotlight on our area and increase the interest of agriculture-based businesses for Didsbury.

Economic Development suggests a \$500 sponsorship that will be covered through the Economic Development budget, under the Promotions/Public Relation line item.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **1. Economic Prosperity**

### **RECOMMENDATION**

To provide \$500 in sponsorship to the Chamber of Commerce for their Women in Agri-Business Conference to cover one coffee break.

Didsbury & District Chamber of Commerce  
205-2034 19th Ave  
Didsbury T0M0W0

Town Council  
Town of Didsbury  
Didsbury T0M0W0

March 10, 2023

Dear Sir/Madam:

March 28th will be the 1st Annual Mountainview Women in Agri-business conference. We respectfully request the Town sponsor the event with a \$500 sponsorship.

This will cover the cost of the afternoon coffee session that will be catered for the anticipated 100 women in attendance.

Sponsorship includes the Town logo on all media, tickets, website and programs. The coffee area will also have additional signage indicating that it was sponsored by the Town of Didsbury.

The event has several speakers, a fashion show and a wellness and yoga break.

We are also looking for any items or information that would be of interest to add to our "swag" bags that each participant will receive.

We look forward to your response.

Regards

Helen Hafke  
President  
Per Didsbury & District Chamber of Commerce