



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

**Tuesday, November 28, 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>	
<b>4.</b>	<b><u>ADOPTION OF MINUTES</u></b>	
4.1	November 14, 2023 Regular Council Meeting Minutes	2
<b>5.</b>	<b><u>PUBLIC HEARINGS</u></b>	
<b>6.</b>	<b><u>REPORTS</u></b>	
6.1	Council Reports for November 28, 2023	7
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7.1	Bylaw 2023-19 Social Services Rates and Fees (2nd and 3rd Reading)	20
7.2	Policy COUN 009-23 MPC Member Remuneration	23
7.3	Bylaw 2023-21 Utility Charges (1st Reading)	25
<b>8.</b>	<b><u>BUSINESS</u></b>	
8.1	Alberta Municipalities LGFF Funding Resolution	30
8.2	Provincial Consultations on Local Authorities Election Act and MGA	40
8.3	Level of Service Document	65
<b>9.</b>	<b><u>CORRESPONDENCE &amp; INFORMATION</u></b>	84
	• Parkland Regional Library System - Letter of Response to 2024 Budget	
<b>10.</b>	<b><u>COUNCIL MEETING HIGHLIGHTS</u></b>	
<b>11.</b>	<b><u>QUESTION PERIOD</u></b>	
<b>12.</b>	<b><u>CLOSED MEETING</u></b>	
12.1	Administrative Update - as per 23 and 24 of the FOIP Act	
12.2	Council Interface - as per Section 23 and 24 of the FOIP Act	
<b>13.</b>	<b><u>RECONVENE</u></b>	
<b>14.</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: November 28, 2023  
SUBJECT: November 14, 2023 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Minutes of the November 14, 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

5. Governance & Organizational Excellence

### RECOMMENDATION

To adopt the November 14, 2023 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting  
Held on November 14, 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 Joyce McCoy  
Councillor Dorothy Moore  
Councillor Ethan Williams  
Councillor Bill Windsor

Council Members Absent Councillor John Baswick

Administration Present Chief Administrative Officer, Ethan Gorner  
Director of Community Services, Nicole Aasen  
Manager of Legislative Services/Recording Officer, Luana Smith  
Municipal Intern, Jocelyn Baxter

**1. CALL TO ORDER**

Mayor Hunter called the November 14, 2023 Regular Council Meeting to Order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

Remove item 8.4 Alberta Municipalities LGFF Funding Resolution

**Res. 507-23**

MOVED by Councillor Moore

To adopt the November 14, 2023 Regular Council Meeting Agenda as amended.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS**

**3.1 Didsbury RCMP Detachment Staff Sgt. S. Browne**

**Res. 508-23**

MOVED by Councillor Moore

To thank Staff Sgt. Stephen Browne and Constable Bryan Walkey for their presentations and refer the Community Liaison Officer position to the 2024 budget process.

**Motion Carried**

**4. ADOPTION OF MINUTES**

**4.1 October 24, 2023 Regular Council Meeting Minutes**

**Res. 509-23**

MOVED by Councillor Williams

To adopt the October 24, 2023 Regular Council Meeting Minutes as presented.

**Motion Carried**

**5. PUBLIC HEARINGS *No public hearings***

**6. REPORTS**

**6.1 Council Report for November 14, 2023**

**Res. 510-23**

MOVED by Deputy Mayor Engel

To accept the Council Reports for November 14, 2023 as information.

**Motion Carried**

**Res. 511-23**

MOVED by Deputy Mayor Engel

To endorse Councillor Windsor to attend meetings with the Minister of Agriculture and Irrigation, Honourable RJ Sigurdson, Minister of Environment and Protected Areas, Honourable Rebecca Schulz and Deputy Minister of Environment and Protected Areas, Katarzyna (Kasha) Piquette in the capacity of his position as urban co-chair with Red Deer River Municipal Users Group in the coming weeks.

**Motion Carried**

**6.2 Chief Administrative Officer Report for November 14, 2023**

**Res. 512-23**

MOVED by Councillor Williams

To accept the Chief Administrative Officer Report for November 14, 2023 as information.

**Motion Carried**

**7. BYLAWS & POLICIES**

**7.1 Bylaw 2023-18 Corporate Services Rates and Fees**

**Res. 513-23**

MOVED by Councillor Moore

That Council grant first reading to Corporate Services Rates and Fees Bylaw 2023-18.

**Motion Carried**

**Res. 514-23**

MOVED by Councillor Moore

That Council grant second reading to Corporate Services Rates and Fees Bylaw 2023-18.

**Motion Carried**

**Res. 515-23**

MOVED by Councillor Moore

That Council grant unanimous consent to proceed to a third reading of Corporate Services Rates and Fees Bylaw 2023-18.

**Motion Carried Unanimously**

**Res. 516-23**

MOVED by Councillor Moore

That Council grant third and final reading to Corporate Services Rates and Fees Bylaw 2023-18.

**Motion Carried**

**7.2 Bylaw 2023-19 Social Services Rates and Fees**

**Res. 517-23**

MOVED by Councillor Windsor

That Council grant first reading to Bylaw 2023-19 Social Services Rates and Fees and refer it to the Strategic Planning Committee for review and recommendation.

**Motion Carried**

**7.3 Bylaw 2023-20 Committees of Council**

**Res. 518-23**

MOVED by Councillor Williams

That Council grant first reading to Bylaw 2023-20 Committees of Council and refer it to the Policy & Governance Committee for review and recommendation.

**Motion Carried**



**8. BUSINESS**

**8.1 2021 Population Census**

**Res. 519-23**

MOVED by Deputy Mayor Engel

To accept the 2021 Population Census response from Statistics Canada as information.

**Motion Carried**

**8.2 Art Banner Program**

**Res. 520-23**

MOVED by Deputy Mayor Engel

To refer the Art Banner Program to the Performance Evaluation Committee for program development and to bring back a recommendation to Council.

**Motion Carried**

**8.3 Amendment to 2023-2024 Council Assignments**

**Res. 521-23**

MOVED by Deputy Mayor Engel

To approve the amended 2023-2024 Council Assignment List as presented.

**Motion Carried**

**Res. 522-23**

MOVED by Deputy Mayor Engel

To endorse Mayor Hunter to seek re-election for the Board of Directors Towns and Villages on the Central Alberta Economic Partnership.

**Motion Carried**

**8.4 Pedestrian Connectivity Master Plan**

**Res. 523-23**

MOVED by Councillor Windsor

To accept the Pedestrian Connectivity Master Plan as information and refer it to the Committee of the Whole for further review.

**Motion Carried**

**9. CORRESPONDENCE & INFORMATION**

- Mountain View Seniors' Housing Board Thank You

**Res. 524-23**

MOVED by Councillor Windsor

To accept the correspondence items presented as information.

**Motion Carried**

**10. COUNCIL MEETING HIGHLIGHTS**

- Art Banner Program
- RCMP First Quarter Report and Community Liaison position
- Council Reports
- CAO Report
- Pedestrian Connectivity Master Plan
- Council Assignment List

**11. QUESTION PERIOD**

**12. CLOSED MEETING**

**Res. 525-23**

MOVED by Councillor Williams

To go into Closed Meeting at 7:27 p.m. for the following items:

12.1 Strategic Planning as per Section 23 and 24 of the FOIP Act

12.2 Administrative Updates - as per Section 23 and 24 of the FOIP Act

12.3 Council Interface - as per Section 23 and 24 of the FOIP Act

**Motion Carried**

**13. RECONVENE**

**Res. 526-23**

MOVED by Councillor Moore

To return to Open Meeting at 9:44 p.m.

**Motion Carried**

**Res. 527-23**

MOVED by Councillor McCoy

To accept the visioning principles and that the Mayor send a letter on behalf of Council as discussed.

**Motion Carried**

**Res. 528-23**

MOVED by Deputy Mayor Engel

To accept the administrative updates as information.

**Motion Carried**

**Res. 529-23**

MOVED by Councillor Williams

To accept the governance interface principles as discussed.

**Motion Carried**

**14. ADJOURNMENT**

**Res. 530-23**

MOVED by Councillor Windsor

To adjourn the November 14, 2023 Regular Council Meeting at 9:47 p.m.

**Motion 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.*

MEETING DATE: November 28, 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.

### COUNCIL PROFESSIONAL DEVELOPMENT FOR NOVEMBER 2023

- Councillor Windsor – Meeting with Deputy Minister of Environment and Protected Areas on November 15, 2023 in Red Deer, Alberta (report attached)
- Councillor Williams – ABMUNIS Committee Meeting on November 24, 2023 in Edmonton, Alberta (report attached)
- Mayor Hunter – Central Alberta Economic Partnership Fall Annual Meeting in Red Deer, Alberta (report attached)

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Council Reports for November 28, 2023 as information.

# **RMA Convention Report**

## **November 6 to 9, 2023**

### **Submitted by Councillor Bill Windsor**

#### **EPR Session - November 6, 2023 - 3 to 4 PM**

- November 30, 2022 regulations were put into effect
- Producers must fund recycle process
- Align with Waste collection where possible
- Not all collected products can be recycled
- ARMA - Alberta recycling oversight authority
- 2 streams - PPP (single use), HSP (hazardous products)
- AB last province to enact EPR
- Producer is responsible for the entire lifecycle of their product - to end of life
- PROs - Producer Responsibility Organizations - represent producers
- Application process - opened October 2, 2023
  - Community indicate current process
  - Apply through ARMA
  - PPP and HSP applications are separate
  - PRO will contact within 2 weeks to start discussions
- Eligibility
  - Application before December 31, 2023 and recycle service in place Nov 30, 2022
    - Phase 1 - EPR Service begins April 1, 2025
  - Application after December 31, 2023 or recycle service not in place Nov 30, 2022
    - Phase 2 - EPR Service begins October 1, 2026
- Application Notification
  - ABMunis - October 17, 2023 - Dan Rude letter to all CAOs
- **Recommendations**
  - Direct administration to complete the registration process for both PPP and HSP streams as appropriate
  - Direct administration to contact ARMA ([epr@albertarecycling.ca](mailto:epr@albertarecycling.ca)) and book a presentation for Council

#### **November 7, 2023**

- Opening Ceremonies
  - Brass Tactics Marching Band kicked off the conference
- Long Service Award - 9, 15, 20, 25, 30, 35, 40 and 50 years awards
- EOEP certificates awarded
- Keynote - Anna Maria Tremonti - the Power of Listening
- Minister McIver address
  - LGFF formula
    - Would accept whatever RMA and ABMunis agreed to - could not agree
    - Formula will be released before the end of the year
    - Tied to provincial prosperity - positive and negative

- \$722,000,000 for 2024
  - Because of 2023 performance 2025 will be 14% higher = \$823,080,000
- Local Elections Act revision - active now - asking for input
- Duane Gladden - CAO RMA business sectors
  - 3 business streams - trade, insurance, fuel
  - Vehicle (1/2 ton) insurance \$280/year - Canoe Insurance
- Victim Services - over the last 20 years
- RCMP - Police model funding update
- **Recommendation**
  - Discuss if Council would like to send potential Local Elections Act revision suggestions to Minister McIver
  - Direct administration to explore RMA services for potential efficiencies.

## November 8, 2023

- Annual General Meeting
- Ministerial Forum
  - Minister Yassen, Minister Nally, Minister Schow, Minister Ellis, Minister McIver, Minister Amery, Minister Jones, Minister Wilson, Minister Nicolaides, Minister Turton, Minister Fir, Minister Sawhney
- “Taking Care of Business” - Resolutions
  - 21 Resolutions - 19 passed, 2 failed
  - 1 Emergent Resolution (excluding Libraries from ICFs) - passed
- Vice-President Election - Amber Link, Kara Westerlund - Kara elected
- MLA Kyle Kasawski Alberta NDP address
- Carbon Tax Report - Holly Campbell, Nichols Applied Management Ltd.
  - See RMA website
- Workshop - Voices in Unison - Dealing with Conflict as a Councillor
  - Michael Scheidl, Paula Drouin - Mediators
  - Avoid adversarial behaviors
  - Dialogue versus Debate
  - Understanding is different than agreeing
  - Listen first to understand, talk second to be understood
  - Listen for facts, feelings, needs
  - Goal: to have the person feel heard
  - Set limits, when to disengage
- Workshop - Under Pressure: Rural FCSS Challenges
  - Expectation of FCSS agencies beyond resources
  - 3 challenges - insufficient funds, increased inaccessibility, changing social needs
  - Policy recommendations: more funding, increase accessibility, social service delivery through rural lens, social service policy with rural input
  - 8 FCSS regions across Alberta
  - Eligibility - preventative social needs
    - Homelessness, mental health and addiction, employment, family and sexual violence, aging well in the community

- \$1 of prevention = \$7 to \$12 of cure
- AB FCSS - 47,850 volunteers - 1.3M hours - \$19.5M at minimum wage
- 2022 success - \$72M returned to Albertans
- Last funding increase from GoA 2015 - Most recent increase in 2023 needed \$30M to keep pace, got \$5M
- Struggling with centralization
- Alberta is the only place in the world with a program of this kind

## **November 9, 2023**

- Alberta Airports Management Association Presentation
  - Alberta Rural Airport Report
  - Provincial Airport Funding
  - Alberta Medevac Services Airport Advocacy
  - Ungulate Control of Alberta Airports
  - Represent the tiny airports of Alberta
- Ministerial Forum
  - Minister Dreeshen, Minister Jean, Minister LaGrange, Minister Nixon, Minister Loewen, Minister Neudorf, Minister Sigurdson, Minister Horner, Minister McIver, Minister Schulz, Minister Williams, Minister Guthrie, Minister Glubish
- Premier Danielle Smith address
- Closing Ceremonies

Small Community Workshop.

Even though this workshop was geared towards communities of small size than didsbury. It did bring a lot of insight on the hiring and retention of CAOs in rural and smaller communities.

Make sure council is on the same page. Do they get along and work well together

Have support's available for your CAOs

On-boarding successful CAO

Them getting to know Council, staff and community.

Finding similar mentors from surrounding areas.

Look at external resources to help with on boarding.

CAO Council strong relationship

Clear and strong communication between council and CAO

Have a process in place and follow it.

In the Municipal Corporate Planning and Finance course. We covered these 4 modules highlighted below. As a councillor with two of experience. This course was able to widen my knowledge of the Municipal Finance. I look forward to taking similar future courses.

#### *Module 1: Setting the Strategic Context*

After completing this module, participants will be able to:

- Understand what the elected official's role is in the strategic planning process, citizen participation and risk management

#### *Module 2: Financial Planning Overview*

After completing this module, participants will be able to:

- Understand service levels and performance measures
- Feel comfortable with the annual budget process
- Ask good questions regarding their operating budget and capital planning
- Identify the contents of a capital budget and understand multi-year financial and capital plans

#### *Module 3: Revenue and Funding*

After completing this module, participants will be able to:

- Understand property tax
- Identify debt versus reserves
- Have an understanding about debt servicing, grants and transfers

#### *Module 4: Monitoring and Evaluation*

After completing this module, participants will be able to:

- Identify the segregation of duties
- Understand cashflow and investments
- Understand accounting systems, records and internal controls
- Read financial statements

I also attended the Political Parties in Municipal politics. It was very eye opening. They brought panelists they gave great insight of the pros and cons of political parties in local election. Two of the panelists were on different sides of the issue.



# Fall General Meeting

## ~ Agenda ~

Thursday, November 16<sup>th</sup>, 2023 at 8:30am

Setters Place Great Chief Park, Red Deer



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### **Members and Guests Please Enjoy Breakfast!**

8:30am Arrival, Registration & Breakfast Buffet

### **9:10am Delegation**

- Honorable Devin Dreesen, Minister of Transportation and Economic Corridors
- Photo & video with Devin & Board

**Present** ~ *acknowledgment of eligible voting members*

**Call to Order ~ 10:00am**

### **Welcome & Introductions**

### **Invocation & Land Acknowledgment ~**

- CAEP acknowledges and honour that the land we live, learn and work on is located in the Treaty 6 and Treaty 7 regions. This area is the traditional lands of the Cree, Niisitapi (Blackfoot), Tsuut'ina, Stoney Nakoda, Saulteaux, and Métis peoples. This is where we will strive to honour and transform our relationships with one another.

### **Agenda**

- Any additions/deletions to the Agenda
- Call for motion to approve the November 16<sup>th</sup>, 2023 Agenda as presented

### **Reports**

- President's Report
- Executive Director Report
  - Facing Forward... opportunity, teamwork, communication and action are the priorities
  - Oral Report of activities and accomplishments!
  - Show Up, do what you say you are going to do, finish what you start
  - Warren Bennis said, "Leadership is the capacity to translate vision and action into reality."
- Call for motion to approve the Reports as presented

### **CAEP Success Story Presentations**

- Mark Your Calendars for Upcoming CAEP Events!!!
  - Business in Blue Jeans ~ Camrose County
  - Business Support Network Workshops ~ Red Deer
  - Delegation Summit ~ Core Connections

**Vision:** Beyond ordinary, Central Alberta is a business friendly, diverse, and welcoming region that provides optimal opportunity for all.

**Mission:** Convenes business, communities, and people to foster local success and advance Central Alberta's regional competitive advantage.

**Values:** CAEP puts communities first, is open and inclusive, acts with integrity, and provides leadership.

- InvestAlberta ~ Siao Yong, Stakeholder Relations Manager re: Regional Investment Initiative
- Mountain View Regional Film Office ~ Jon Allen, Sundre
- Varme Energy, Rory Wheat, VP Development

## Elections

- A CAEP Thank you to all 2022-2023 Directors ~ Country Sophisticate gift
- A "Special Thank You" to Retiring Directors
  - Bruce Buruma, James Carpenter
- Official Moderator: Faye McGhee
  - *All terms 2023 - 2026*
  - Cities >20,000
  - Cities 10,000 – 20,000
  - Towns & Villages
    - Position 1:
    - Position 2:
  - Rural Municipalities
    - Position:
  - Business Representative
    - Position:
  - Associate Representative
  - First Nations
    - Montana First Nation Representative
- Official welcome to the 2023 – 2024 CAEP Board of Directors

**Adjournment:**\_\_\_\_\_

## Door Prizes from Red Deer area Partners

~ Short Break ~

## Waste Connections ~ Sponsor Greetings



- Introduction of Dan Rochette, Business Development with Waste Connections

## Keynote Speaker Introduction



- Dan Rochette will introduce Sunterra ~ Dave Price, Sunterra Family Businesses

## Closing Remarks & Door Prizes

- James Carpenter, Outgoing Chair

## Official Board Photo

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## CAEP 2022-23 Board Members



James Carpenter Chair  
Business Representative,  
Town of Olds



Leonard Standing-on-the-Road  
Vice Chair  
Chief, Montana First Nations



Jim Wood  
Treasurer  
Mayor, Red Deer County



Megan Hanson  
Secretary  
Mayor, Town of Sylvan Lake



Jean Barclay  
Director-at-Large Mayor,  
Town of Innisfail



Dean Billingsley  
Director  
Councillor, City of  
Wetaskiwin



Pieter Broere  
Director  
Business Representative,  
Ponoka County, Olds



Bruce Baruma  
Director  
Councillor, City of Red Deer



Graham Ingham  
Director  
Associate Representative,  
Red Deer Regional Airport



Barry Kletke  
Director  
Mayor, Town of Trochu



Brenda Knight  
Director  
Councillor, Lacombe County



Faye McGhee  
Director  
Councillor, Kneehill County



Lesley McMahon  
Director  
Business Representative,  
Red Deer County



Chris Vardas  
Director  
Councillor, Town of Sundre



Rhona Williams  
Director  
Mayor, Town of Didsbury

### CAEP'S EXECUTIVE DIRECTOR



*I am so incredibly proud to be serving the CAEP Board and its members in Central Alberta who are all committed to our collective growth and vibrancy. The forward thinking thought leaders, positive energy and entrepreneurial spirit are palpable and demonstrate our regions insatiable appetite for economic retention, expansion and attraction. A sincere thank you to every community who has welcomed me in as we facilitate productive and relevant conversation that demonstrates regional collaborative efforts.*

### DOOR PRIZES

**Generously donated by our Red Deer Area Partners!**

**CENTRAL ALBERTA ECONOMIC PARTNERSHIP:**

ADDRESS: 5013 49 AVE RED DEER T4N 3X1

EXECUTIVE DIRECTOR: TRACY GARDNER EMAIL: TRACY@CAEPALBERTA.COM



**caep**<sup>TM</sup>  
CENTRAL ALBERTA  
ECONOMIC PARTNERSHIP  
*Thriving Business...Vibrant Communities*

## 2023 FALL GENERAL MEETING

*Forward to 2024...*

**NOVEMBER 16, 2023**





## PROGRAM

9:00 am Enjoy Breakfast

9:10 am Honourable Devin Dreesen, Minister of Transportation and Economic Corridors

10:00 am FALL GENERAL MEETING

- Call to Order
- Welcome & Introductions
- Land Acknowledgement
- Approval of Agenda
- Reports:
  - President's Report
  - Executive Director's Report
  - Committee Reports
- CAEP Success Story Presentations:
  - Mark Your Calendar
    - November 24<sup>th</sup>: Business in Blue Jeans hosted by CAEP and Camrose County
  - InvestAlberta
  - Mountain View Regional Film Office
  - Varme Energy
- Elections
- Meeting Adjournment

### SPONSOR GREETINGS

Dan Rochette, Waste Connections of Canada



### KEYNOTE SPEAKER

Art Price, Sunterra Farms



CLOSING REMARKS & DOOR PRIZES James Carpenter, Outgoing Chair

2023-24 OFFICIAL CAEP BOARD PHOTO



## 2023 Success Stories



Central Alberta Economic Partnership  
November 16, 2023  
Submitted by Mayor Hunter

Executive and Board Members:

Chairperson: Mayor Jean Barclay, Town of Innisfail  
Vice Chairperson: Councillor Lawrence Lee, City of Red Deer (newly elected)  
Secretary: Councillor Faye McGhee, Kneehill County  
Treasurer: Mayor Rhonda Hunter, Town of Didsbury

Mayor Jim Wood, Red Deer County  
Mayor Megan Hanson, Town of Sylvan Lake  
Councillor Chris Vardas, Town of Sundre  
Councillor Dean Billingsly, City of Wetaskiwin  
Mayor Barry Kletke, Town of Trochu  
Councillor Brenda Knight, Lacombe County

Pieter Broere, Ponoka County, Business Rep  
Graham Ingham, Red Deer Regional Airport, Associate Rep  
Lesley McMahon, Red Deer County, Business Rep



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: November 28, 2023  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please see attached information for the Chief Administrative Officer (CAO) Report for November 28, 2023.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During the CAO Report, Council will have the opportunity to ask questions to the CAO and to make motions for information they would like Administration bring back to a future Council meeting.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Chief Administrative Officer Report for November 28, 2023 as information.



# CAO Report – November 28, 2023

## 1. Planning and Development Permits Issued (Planning & Development)

The Town of Didsbury has authorized the conditional issuance of the following permits:

### Development Officer (Permitted Use) Decisions:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 23-071	1413 – 22 Avenue	Addition to Existing Garage	Mathers, George Alton (a/o)	Nov 9, 2023
DP 23-072	2016 & 2018 – 17 Ave	Change of Use: Recreation (Private)	Jhinger, Jaskaran (Elk Fitness) (a) Estate of Paul Lappas (o)	Nov 9, 2023
DP 23-073	2016 – 17 Avenue	Retail: BabyPaws Inc. o/a BabyPaws Blinds	Jhinger, Jaskaran (BabyPaws Blinds) (a) Estate of Paul Lappas (o)	Nov 9, 2023
DP 23-074	25 Westpoint Drive	Rear Yard Deck Extension with Stairs	Payne Lynne (a) Payne, Richard & Shandelle Lynne (o)	Nov 14, 2023

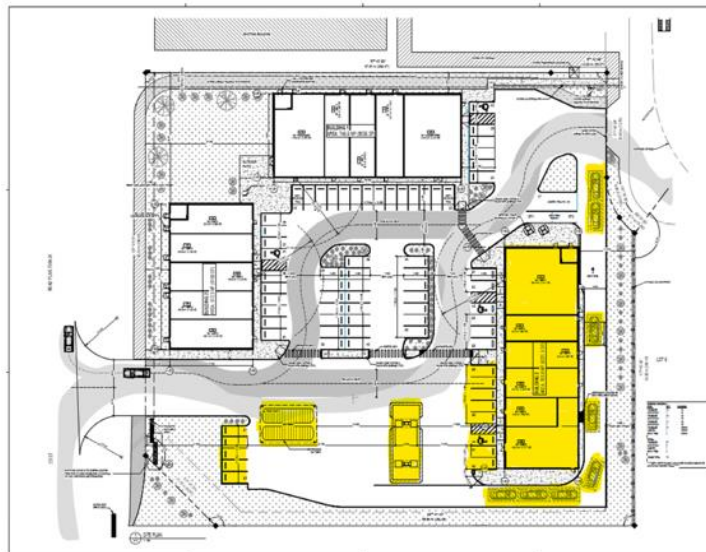
**DP 23-072:** Elk Fitness is currently located at 2018 – 17 Avenue and will be expanding into the adjacent bay (2016 – 17 Avenue) to provide more space for the gym. We also updated the Use on both bays to reflect the current Land Use Bylaw Use of Recreation (Private).

**DP 23-073:** BabyPaws Blinds is a Blinds Store that has been operating in Calgary since 2019. The owners are now opening a second retail space in Didsbury.

### Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT #	ADDRESS	TYPE	DECISION DATE	APPEAL PERIOD ENDS	APPLICANT/ OWNER
DP 23-070	800 Shantz Drive	Gas Station & Amendment to Building #3	Nov 22, 2023	Dec 14, 2023	Developments 2 Inc.

**DP 23-070:** MPC approved a Development Permit for the Phase 2 development located at 800 Shantz Drive. This application is for the Gas Station and an amendment to Building #3. The original plan was to have 4 buildings with a Drive-Through & Gas Station. The applicants decided to combine building #3 and building #4 into one larger building which requires an amendment to the original DP 22-031 which was approved by MPC on February 8, 2023. Phase 2 Site Plan is as follows:





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: November 28, 2023  
SUBJECT: Bylaw 2023-19 – Social Services Rates & Fees  
ORIGINATING DEPARTMENT: Community Services

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### BACKGROUND/PROPOSAL:

At the November 14, 2023 Regular Council Meeting, Council was presented with proposed updates to the rates and fees associated with the Town of Didsbury social services portion of the organization, which includes the Didsbury Out of School Care Association (DOSCA) and Didsbury Summer Fun programs.

The rate recommendations are in consideration of:

- Increasing program costs overall (staffing, supplies, rentals)
- Increasing Summer Fun field trip costs (bus and entrance fees) and staffing ratio requirements
- Administrative time required to set up new registrations within our systems, manage contracts, and submit subsidy requests to Alberta Children's Services

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council granted first reading and referred Bylaw 2023-19 to the Strategic Planning Committee (SPC) for review and recommendation.

The SPC met on November 22, 2023 to discuss the proposed rates and fees and suggest the following changes for Council's consideration:

1. Removal of registration fee for DOSCA program
2. Better description of Weekly and Four-Day fees
3. Inclusion of "Monday to Friday" in all weekly fee rates

The changes recommended by the SPC are in **burgundy** on the attached bylaw, whereas the original suggestions are shown in **red**.

The committee is recommending the attached changes, and that Council give second and third reading to Bylaw 2023-19, allowing for adequate time to advertise the new rates which would go into effect on January 1, 2024.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

That Council grant second reading to Bylaw 2023-19 Social Services Rates and Fees.

That Council grant third and final reading to Bylaw 2023-19 Social Services Rates and Fees.



**TOWN OF DIDSBURY**  
**Social Services Rates and Fees Bylaw**  
**Bylaw No. 2023-19**

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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 "Communities Services Rates and Fees Bylaw".
2. That the rates specified in the Schedules 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. The effective date of the rates and fees are listed and form part of the Schedules.
4. The schedules attached to this Bylaw form part of this Bylaw.

**5. Definitions**

**DOSCA** means the Didsbury Out of School Care Association.

**Summer Fun** means a licensed week-long summer camp program, run by the Didsbury Out of School Care Association.

**6. General Provision**

- 6.1 The DOSCA department in the Town of Didsbury is self-supported, therefore is not subsidized by property taxes.

**7. Paramount Rules**

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

**8. Transitional**

- 8.1 Bylaw 2022-03 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"**  
**2024 Proposed Didsbury Out of School Care Association (DOSCA) Fees**  
*Effective January 1, 2024*

<b>DOSCA Childcare Before and After School Care</b>	<b>Current Rate</b>	<b>Proposed Rate</b>
Registration Fee	n/a	\$25.00/family one time fee
DOSCA — Before and After School Care Hourly Fee	\$8.50/ hour	\$9.00/hour
DOSCA — No School-Full Day: Daily-Fee	\$50.00/ day	No change
No School Full Day: Four-Day Fee (consecutive days)	n/a	\$170.00/week
No School Full Day: Weekly Fee (Monday to Friday)	n/a	\$200.00/week

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**SCHEDULE "B"**  
**2024 Summer Fun Fees**  
*Effective January 1, 2024*

<b>Summer Fun Day Camp Program:</b>	<b>Current Rate</b>	<b>Proposed Rate</b>
Registration Fee	n/a	\$5.00/child/year
Weekly Early Bird Fee (Monday to Friday)	\$180.00/week, until June 15	\$190.00/week, until June 14
Weekly Early Bird Fee, additional siblings (Monday to Friday)	\$170.00/week/sibling, until June 15	\$180.00/week, until June 14
Weekly Fee (Monday to Friday)	\$190.00/week, after June 15	\$200.00/week, after June 14
Weekly Fee, additional siblings (Monday to Friday)	\$180.00/week/sibling, after June 15	\$190.00/week, after June 14
Four-Day Fee (consecutive days)	n/a	\$170.00/week
Daily Drop-In Fee	\$50.00/day	\$55.00/day
Field Trip Drop-In Fee	\$65.00/day	\$75.00/day

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## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: November 28, 2023  
SUBJECT: Policy COUN 009-23 MPC Member Remuneration  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

The Municipal Planning Commission (MPC) of the Town of Didsbury is established by bylaw to serve as a Development Authority to review and consider specific types of development applications on behalf of the Town.

Administration has developed Policy COUN 009-23 which serves to allow members of the public serving on the Municipal Planning Commission to be compensated for their time and service

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

MPC meetings are held, when required, on the second and fourth Wednesdays of each month. The MPC consists of seven members, two of which are members of Council, appointed by Resolution of Council and are appointed for a two-year term, in accordance with Bylaw 1995-30 amended in 2006.

The Council members who are appointed to the MPC are compensated as per Council Remuneration Policy COUN 004-22. The public members are not compensated. As there is much preparation and additional training required for MPC members, Administration is recommending that members attending MPC meetings qualify for hourly per diem remuneration for Commission Meetings, as specified in the Council Remuneration Policy.

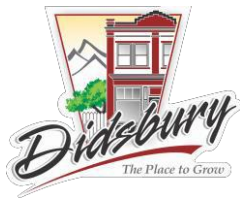
Please see attached policy.

### **ALIGNMENT WITH STRATEGIC PLAN**

2. Vibrant & Connected Character Community

### **RECOMMENDATION**

To approve Municipal Planning Commission Remuneration Policy COUN 009-23 as presented.



### Policy Statement:

The Municipal Planning Commission of the Town of Didsbury is established by bylaw to serve as a Development Authority to review and approve development permit applications. This policy serves to allow members of the public serving on the Municipal Planning Commission to be compensated for their time and service.

### 1. Definitions

**Council** means the Council of the Town of Didsbury, Alberta

**Meeting Claim Form** means the form in which the date, time, and location of the meeting(s) attended by members is filled out in order to receive compensation.

**Members** means public members of the Municipal Planning Commission appointed by Council pursuant to Bylaw 95-30 as Amended on March 21, 2006

**Municipal Planning Commission (MPC)** means the Municipal Planning Commission established by Bylaw 95-30 as Amended on March 21, 2006, as amended from time to time.

### 2. Qualifications

- 2.1 Members attending MPC meetings will qualify for hourly per diem remuneration for Commission Meetings as specified in the Council Remuneration Policy as amended from time to time.
- 2.2 Members that are absent from an MPC meeting are not eligible to be remunerated.
- 2.3 Members are required to fill in a Town of Didsbury Meeting Claim Form, outlining each meeting title, hours, date and amount claimed. The meeting timeframe begins when the meeting is called to order and ends when the meeting is adjourned.
- 2.4 Should a member be required to attend a meeting for greater than four hours, they will be eligible to claim the maximum per day amount as specified in the Council Remuneration Policy as amended from time to time.

### 3. End of Policy



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: November 28, 2023  
SUBJECT: Bylaw 2023-21 Utility Charges (First Reading)  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

Annually, to coincide with the budget process, Administration recommends an update to the Utility Charges Bylaw.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Utility departments are self-supported; therefore, an increase/decrease in budgetary costs equates to a corresponding increase/decrease in utility charges. The budget has not yet been presented or approved. However, the bylaw is coming for first reading to provide a first look at expected rate changes and for other considerations.

The bylaw is attached for Council's review with changes identified in yellow and deletions identified by red strikethrough.

Administration is proposing the rates be adjusted to align with the 2024 proposed budget which is forthcoming. Each of the rates is calculated using the budgeted expenditures, number of customers and/or expected consumption.

The proposed bulk water rates have been revised to only include one customer type and, therefore, one rate class.

In addition, Administration is proposing a reduced change of service fee for changes to green bin service. This fee is charged when a customer requests to remove or add an additional green bin to their service. It has been reduced by motion of Council for the past two years, so it is being recommended it be written into the bylaw at this time.

The bylaw will come into effect January 1, 2024.

Administration is recommending Council grant first reading of Bylaw 2023-21 and refer to the Strategic Planning Committee for further review.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

That Council grant first reading to Utility Charges Bylaw 2023-21 and refer it to the Strategic Planning Committee for review and recommendation.

TOWN OF DIDSBURY  
Utility Charges Bylaw  
Bylaw No. 2023-21

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**A BYLAW IN THE TOWN OF DIDSBURY FOR REGULATING AND PROVIDING FOR THE TERMS, CONDITIONS, RATES AND FEES FOR THE SUPPLY AND USE OF WATER, WASTEWATER and SOLID WASTE SERVICES.**

**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(g) of the *Municipal Government Act* a Council of a municipality may pass bylaws for municipal purposes respecting public utilities; and

**WHEREAS**, it is deemed just and proper to levy a water service rate on all Persons occupying property connected with the water system of the Town to assist with the costs of constructing and maintaining the system including the cost of treatment and distribution of water; and

**WHEREAS**, the Town of Didsbury is a member of Mountain View Regional Water Services Commission, a municipally owned corporation which operates the Anthony Henday Regional water system and delivers water to the Town; and

**WHEREAS**, it is deemed just and proper to levy a wastewater service rate on all Persons occupying property connected with the wastewater system of the Town to assist with the costs of constructing and maintaining the system including the cost of treatment and distribution of wastewater; and

**WHEREAS**, it is necessary to protect both the systems and the environment; and

**WHEREAS**, the Town of Didsbury is a member of Mountain View Regional Waste Management Commission, a municipally owned corporation, which operates a regional landfill and receives solid waste from the Town.

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

**1. Short Title**

This Bylaw shall be known as the “Utilities Charges Bylaw”

**2. Definitions**

**Customer** means any person, business and any other municipal corporation, the Government of Alberta or the Government of Canada, who utilizes municipal utility services or any lessee or Occupant, or any person who requests utility services or has applied for an account or is otherwise responsible for paying such account for utility services.

**Dwelling Unit** means a complete building or self-contained portion of a building for the use of one or more individuals living as a single housekeeping unit, containing sleeping, cooking and separate toilet facilities intended as a permanent residence.

**Eligible Residence** means a residential building, which contains four or less dwelling units.

**Fixed** means a flat monthly charge, which does not fluctuate month to month.

**Variable** mean charges that are based on water consumption for the billing period.

**3. Paramount Rules**

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

#### **4. General Provisions**

- 4.1 Utility departments in the Town of Didsbury are self-supported, therefore are not subsidized by property taxes.
- 4.2 For rate accuracy and justification, each utility service (water, wastewater and solid waste), is its own product line and is budgeted for and accounted for separately.
- 4.3 All customers receiving utility services shall pay the utility charges set out in Schedule "A".
- 4.4 Water and Wastewater Infrastructure Fees are fixed and will cover debt coverage and future capital investment.
- 4.5 Water Consumption Charges are variable and will cover the cost of water from the Mountain View Regional Water Services Commission.
- 4.6 Water and Wastewater Distribution Charges are variable and will cover the cost of operations and maintenance associated with the system.
- 4.7 Solid Waste Service Fees cover all costs associated with the solid waste utility.

#### **5. Water and Wastewater Utility Charges:**

- 5.1 A water and wastewater Infrastructure Fee will be determined annually based on the customer's connected water meter size as set out in Schedule "A" of this Bylaw.
- 5.2 In the case of non-use of service(s), each customer shall continue to pay an infrastructure fee as set out in Schedule "A" of this Bylaw.
- 5.3 Consumption and distribution rates will be determined annually in accordance with the annual collective water consumption.
- 5.4 Where the calculation of a utility charge is based on the consumption of water, the quantity used shall be determined from the current and previous water meter readings as recorded by the Town, or if an actual water meter reading is not available, by an estimated consumption based on the previous average consumption of the service.
- 5.5 Where a serviced property is not located in the Town of Didsbury, a security deposit equal to an estimated three months of service must be collected prior to services being provided due to the inability to transfer unpaid accounts to the tax roll.
- 5.6 Where a serviced property is not located in the Town of Didsbury, a surcharge of 35% on all charges will be applied.
- 5.7 If any part of a utility bill remains unpaid after the due date specified on the utility bill, there shall be added thereto a penalty in the amount as set out in Schedule "A" of this bylaw compounded monthly on the charges of the bill.
- 5.8 If payment is not received a) on residential property forty-five (45) days or b) on commercial property thirty (30) days after the due date specified on the utility bill, the water service may be turned off and not turned on until such time as the utility account including arrears and a reconnection fee as specified in Schedule "A" of this bylaw is paid in full.
- 5.9 No reduction in charges shall be made for any interruption in water or wastewater services during a billing period.
- 5.10 Where service to a customer is to be discontinued, a final billing shall be calculated on a pro-rated basis from the date of the last billing to the date of discontinuance.
- 5.11 The Town shall levy utility charges for all customers on a monthly basis.
- 5.12 Any customer to whom utility services have been shut off, shall, upon having paid any utility fees owing, and upon requesting the Town to restore utility services, pay to the Town a non-refundable disconnection fee and reconnection fee as set out in Schedule "A" of this Bylaw.

- 5.13 Any debit or credit adjustments to a customer's account for utility services will be applied up to a maximum of one year.
- 5.14 The charge for Water and Wastewater Services will apply even where there is no water and/or wastewater being consumed except in the case in which the water meter has not been installed.

## **6. Utility Services to Tenants**

- 6.1 Utility bills shall only be issued to the owners of the property. The owner may request a duplicate copy to be sent to the tenants. Information or account changes regarding the utility account shall be communicated solely with the owner of the property.

## **7. Solid Waste Service Fees:**

- 7.1 The property owner or occupant of a premises receiving Solid Waste Services from the Town is charged a fee as set out in Schedule "A" of this bylaw.
- 7.2 A Solid Waste Service Fee for Residential Garbage (black bin), Residential Recycling (blue bin) and Residential Compost (green bin) collection shall be determined annually.
- 7.3 The service fee shall be charged to each eligible residence receiving the solid waste utility service.
- 7.4 Additional fees for each added black bin, blue bin and green bin will be determined annually. Each additional collection container shall be charged a fee as set out in Schedule "A" of this bylaw.
- 7.4.1 Thirty (30) days' notice is required when additional collection containers are added or removed.
- 7.5 The charge for Solid Waste Services will apply even where there is no Solid Waste set out for collection, except in the case in which occupancy has not been granted.
- 7.6 An administrative fee for any change of service will be charged as set out in Schedule "A" of this bylaw.

## **8. Transitional**

- 8.1 All versions Utility Charges Bylaw 2022-19 are hereby repealed.
- 8.2 That this Bylaw shall take effect on January 1, 2024.

Read a first time this this—day of \_\_\_\_\_ 202\_\_

Read a second time this this—day of \_\_\_\_\_ 202\_\_

Read a third and final time this this—day of \_\_\_\_\_ 202\_\_

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner



**SCHEDULE "A"**  
(GST exempt, unless otherwise stated)

**Residential Solid Waste Service Charges**

Solid Waste Service Fee	\$ 19.75	per month
Additional Black Bin Service (garbage)	\$ 7.00	per month
Additional Blue Bin Service (recycling)	\$ 4.65	per month
Additional Green Bin Service (compost)	\$ 2.25	per month
Replacement Bin (plus GST)	\$ 110.00	each
Change of Service Fee – added black or blue bin (plus GST)	\$ 35.00	per change
Change of Service Fee – added green bin service (plus GST)	\$ 15.00	per change

**Water Service Charges**

Bulk Water Charge – <del>Local on Account</del>	\$ 6.50	per m <sup>3</sup>
<del>Bulk Water Charge – Non Local on Account and Coin Purchase</del>	<del>\$ 8.10</del>	<del>per m<sup>3</sup></del>
Infrastructure Fee – connections with meters 1" and less	\$ 18.15	per month
Infrastructure Fee – connections with meters from 1 ¼" to 2"	\$ 72.50	per month
Infrastructure Fee – connections with meters 3" to 4"	\$ 163.15	per month
Water Consumption Rate	\$ 3.25	per m <sup>3</sup>
Water Distribution Rate	\$ 1.50	per m <sup>3</sup>
Water meter testing deposit	\$ 200.00	Each
Water disconnect/re-connect fee	\$ 100.00	Each
Water Meter Sales – all sizes (plus GST)		Cost plus 10%

**Wastewater Service Charges**

Infrastructure Fee – connections with meters 1" and under	\$ 9.15	per month
Infrastructure Fee – connections with meters from 1 ¼" to 2"	\$ 36.65	per month
Infrastructure Fee – connections with meters 3" and over	\$ 82.55	per month
Wastewater Distribution Rate	\$ 1.50	per m <sup>3</sup>
Wastewater Distribution Rate – users without water service	\$ 24.10	per month

**Miscellaneous Charges (charged to each account)**

Utility Penalties on overdue balances	1.5%	per month
Printed Utility Bill (no charge for emailed bill)	\$ 2.00	per month
Non-Resident Account Deposit	\$ 200.00	each
Non-Resident surcharge		35%



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: November 28, 2023  
SUBJECT: Alberta Municipalities LGFF Funding Resolution  
ORIGINATING DEPARTMENT: Office of the Mayor

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### **BACKGROUND/PROPOSAL:**

In 2019, the Government of Alberta passed the *Local Government Fiscal Framework (LGFF) Act* as a means of replacing the existing *Municipal Sustainability Initiative (MSI)* program which was launched in 2007. The purpose of these funding programs is to support municipalities as they create, maintain, and replace essential community infrastructure.

At the Alberta Municipalities Convention in September, a resolution was passed *to restore municipal infrastructure funding to an adequate level by setting the new Local Government Fiscal Framework Capital funding program at a starting amount of \$1.75 billion when the program begins in 2024*. The full resolution is attached.

According to Alberta Municipalities' calculations and studying, MSI has historically delivered approximately \$1.1 billion in funding annually to municipalities in the province. Comparatively, LGFF is set to deliver \$722 million, representing a 36% decrease to community infrastructure funding.

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

Provincial funding for local infrastructure has dropped from about \$420/Albertan in 2011 to about \$150/Albertan in 2023. A decrease of about \$270 per Albertan. Which means the Town, based on the population of 5070 would be receiving \$2,129,400. In 2022 we received \$713,410.00.

The province has not announced an allocation formula for LGFF Operating, and we don't expect they will for 2024 so likely that they will continue using the MSI Operating allocation formula for at least another year until that review can be done.

The BMTG allocation is not shown in 2022 and 2023 because the province changed the MSI and BMTG allocation formulas in those years. This is explained by the following paragraph that was in ABMUNIS 2022 Budget Analysis report:

#### **Changes to allocation formula for MSI Capital**

*Due to the significant reduction in MSI Capital funding in 2022 and 2023 and the related complexities of the MSI Capital and BMTG formulas, the province changed the allocation model for 2022 and 2023. The change was announced in October 2021, whereby each municipality's 2022 and 2023 MSI Capital allocations are set at 40.6 per cent of the 2021 MSI Capital allocation. Municipal Affairs opted*

*As the LGFF is set to replace the MSI in 2024, Alberta Municipalities has been calling on the Government of Alberta to increase the starting amount of funding from \$722 million to \$1.75 billion.*

To provide context as to the possible expenses incurred for infrastructure initiatives, in 2022, the water and wastewater lines, curb, gutter, and asphalt were replaced on 21<sup>st</sup> Street from 15<sup>th</sup> Avenue to 18<sup>th</sup> Avenue, the sum of the project was \$2 million. Similar initiatives in future years are budgeted at approximately \$700,000 per block of road to have similar services replaced.



## **REGULAR COUNCIL MEETING Request for Decision (RFD)**

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

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

### **ALIGNMENT WITH STRATEGIC PLAN**

1. Strategically Managed Infrastructure
5. Governance & Organizational Excellence

### **RECOMMENDATION**

To write a letter the Minister of Municipal Affairs expressing Council's support of Alberta Municipalities' advocacy to increase the starting amount of the Local Government Fiscal Framework funding program to \$1.75 billion.

## E2: Adequate Level of Provincial Funding for Community Infrastructure

Moved by: Alberta Municipalities Board of Directors  
 Seconded by: N/A  
 Category: E – Emergent Resolutions  
 Subject: Infrastructure  
 Status: Adopted - Active

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**WHEREAS** Albertans rely on public infrastructure for a broad spectrum of daily uses including transportation, access to safe water, removal of wastewater, fire and emergency services, recreation facilities, public buildings, and other day-to-day public services provided by municipal governments across Alberta;

**WHEREAS** the Government of Alberta plans to replace the Municipal Sustainability Initiative (MSI) Capital with a new municipal infrastructure funding program in 2024 called the Local Government Fiscal Framework (LGFF) Capital program and LGFF Capital will represent the bulk of infrastructure funding that the Government of Alberta provides to municipalities;

**WHEREAS** the LGFF Capital program will meet ABmunis' principles for increased predictability and responsiveness; however, the program does not meet the principle of revenue adequacy because the starting amount of funding in 2024 is set to be \$722 million, which is 36 per cent lower than the historical funding average under the MSI program and does not compensate for changes in Alberta's population and inflationary changes in the cost of construction and materials;<sup>1</sup>

**WHEREAS** municipal governments have limited fiscal capacity to generate the revenue needed to maintain existing infrastructure as well as build new infrastructure to support community growth;

**WHEREAS** the Government of Alberta currently collects \$2.5 billion in property taxes, an amount that Budget 2023 signals will increase by a rate determined by combination of inflation and population, which further limits municipalities own revenue generation potential without unduly burdening Alberta homeowners and renters;<sup>2</sup>

**WHEREAS** Alberta's population has grown at an average of 1.8 per cent annually since 2011<sup>3</sup>, but provincial investment in community infrastructure has declined over that same period;

**WHEREAS** Alberta's population continues to grow with the province's "Alberta is Calling" campaign helping to contribute to a 3.5 per cent increase in Alberta's population between July 2022 and July 2023 and the Government of Alberta estimates that population growth will be up to 4.4 per cent in 2023;<sup>4</sup>

**WHEREAS** in 2011, the Government of Alberta delivered \$420 per capita across all municipal capital funding programs, but that level of investment has trended downward since that time to only \$151 per capita in 2023-24 and will only rise to a projected amount of \$180 per capita in 2024-25;<sup>5</sup>

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<sup>1</sup> The historical average of the Municipal Sustainability Initiative (including the Basic Municipal Transportation Grant) was \$1.13 billion per year between 2011 to 2020 before the province front-loaded the 2022 and 2023 funding years in 2021.

<sup>2</sup> Government of Alberta's 2023-2026 Fiscal Plan, page 66.

<sup>3</sup> ABmunis calculations using Statistics Canada Table 17-10-0005-01 (2011-2022) and Table 17-10-0009-01 (2023)

<sup>4</sup> Statistics Canada. Table 17-10-0009-01 Population Estimates and the Government of Alberta's 2023-24 First Quarter Fiscal Update and Economic Statement.

<sup>5</sup> Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the

**WHEREAS** over the last decade, the province has placed a lower priority on funding community infrastructure with total municipal capital funding dropping from 3.7 per cent of provincial spending in 2011-12 to only 1.0 per cent of budgeted spending in 2023-24;<sup>1</sup>

**WHEREAS** the quality of community infrastructure is a critical factor in the quality of life offered in Alberta's communities and is a key element to create a competitive advantage to attract and retain people, families, workers, and business investment in Alberta;

**WHEREAS** the Government of Alberta is making great efforts to encourage people to move to Alberta but there needs to be a corresponding increase in investment in community infrastructure to support new and existing residents;

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to restore municipal infrastructure funding to an adequate level by setting the new Local Government Fiscal Framework Capital funding program at a starting amount of \$1.75 billion when the program begins in 2024.

#### **BACKGROUND:**

Since ABmunis' initial work to design an infrastructure funding program to replace MSI, ABmunis has been consistent in our principles that LGFF:

1. deliver an adequate level of funding,
2. be responsive to changes in Alberta's economy and community needs,
3. provide increased predictability for municipalities to plan for their financial future, and
4. be embedded in legislation for improved stability of the program.

The Government of Alberta has delivered all of the principles, with the exception of funding adequacy. ABmunis appreciates that the Government of Alberta acted on the calls from municipalities to remove the 50 per cent cap on the revenue growth index factor calculation. However, the starting amount of the LGFF funding pot is the primary determinant of what level of funding municipalities will receive into the future.

For example, if the Government of Alberta's revenue grows at the rate seen between 2008 and 2020, then it will take about 20 years for LGFF Capital to return to the same funding level that was already in place under MSI from 2010 to 2019.<sup>2</sup> This doesn't consider the significant shortfall municipalities will face to address inflationary increases in the cost of infrastructure and new growth needs associated with a rising population over the upcoming decades.

ABmunis' members have called for an increase in LGFF since the *Local Government Fiscal Framework Act* was passed in fall 2022. The purpose of this resolution is to define what funding increase is necessary for LGFF Capital

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Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01, Population Estimates on July 1<sup>st</sup>. The projection for 2024-25 is based on targets presented in the Government of Alberta's 2023 Fiscal Plan and estimated population based on the average annual change from 2011 to 2023.

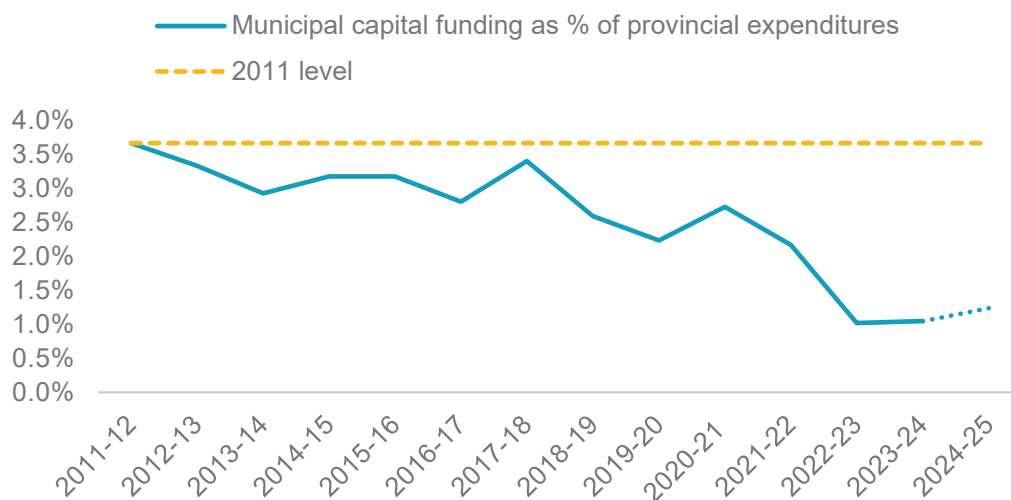
<sup>1</sup> ABmunis calculations using total provincial expenditures reported in the Government of Alberta's 2023-2026 Fiscal Plan, page 164. Infrastructure spending is based on total municipal capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta (same funding programs listed in footnote 5 above).

<sup>2</sup> Between 2008 and 2020, the Government of Alberta's revenue grew at an average annual rate of 1.1%. If the same growth rate is projected against an LGFF funding pot of \$722 million, it would take until the year 2043 until LGFF reaches a funding amount of \$1.1 billion, which was the average of MSI between 2010-2019. The 2021 and 2022 years were excluded from the calculation of annual average changes in provincial revenue due to the unique increase in resource revenues in those years.

to address community needs and that will be considered acceptable by municipalities. The request for the LGFF Capital funding pot to be increased from \$722 million to \$1.75 billion is based on three metrics:

### 1. Provincial Capital Funding as a Percentage of Provincial Expenditures

In 2011-12, provincial capital funding for municipalities represented 3.7 per cent of provincial expenditures. In 2023-24, that figure has dropped to about 1 per cent and is forecasted to be 1.2 per cent in 2024 when LGFF is implemented. If the province committed to reinstate municipal capital funding to 3.7 per cent of provincial expenditures, then LGFF should be \$2.4 billion.<sup>1</sup>

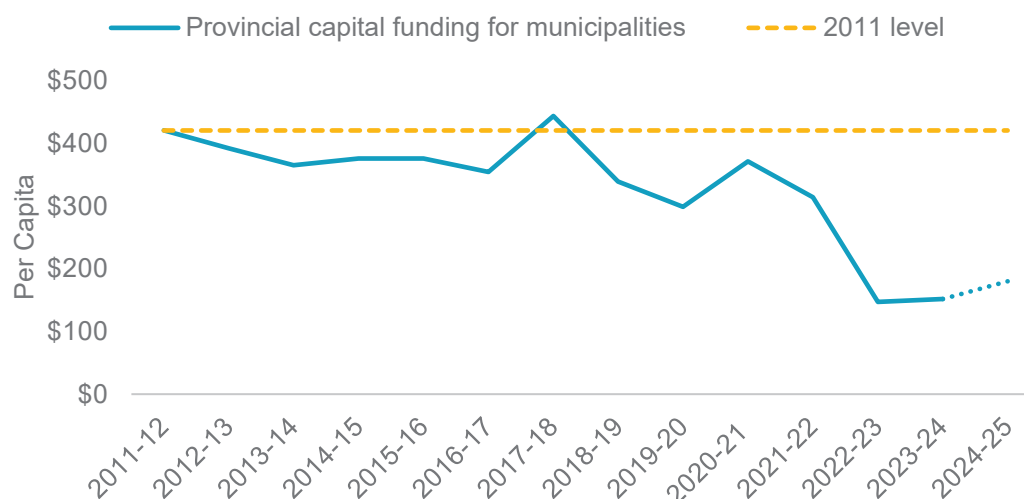


### 2. Provincial Capital Funding per Capita

In 2011, provincial capital funding for municipalities amounted to \$420 per capita. In 2024, the total provincial capital funding for municipalities is forecasted to be only \$180 per capita. If the province committed to reinstate funding per capita to the 2011 level, then LGFF should be \$1.9 billion.<sup>2</sup>

<sup>1</sup> Refer to footnotes 5 and 6.

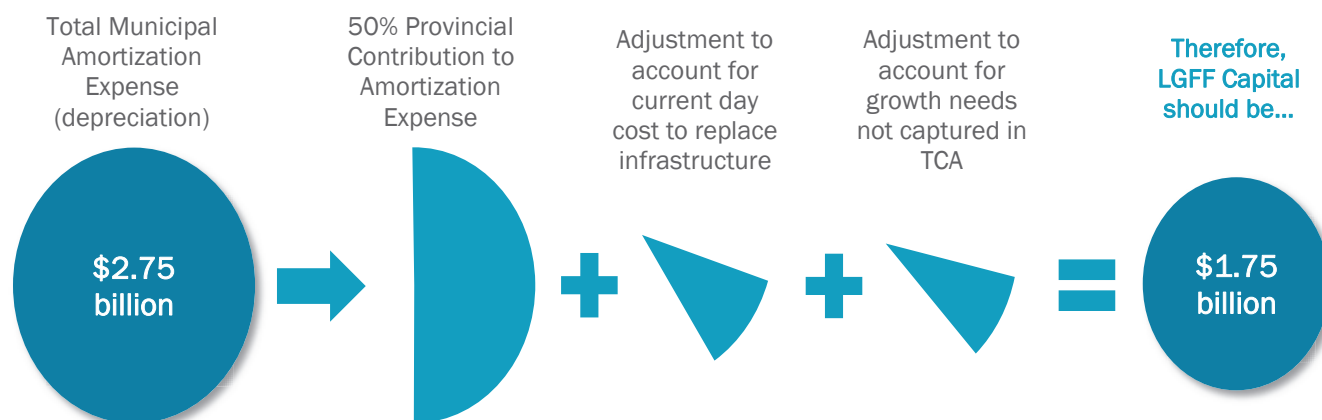
<sup>2</sup> Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding federal funding that flows through the Government of Alberta. Funding figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population from 2011-2023 is sourced from Statistics Canada Table 17-10-0005-01 and Table 17-10-0009-01 and 2024 is estimated based on the average annual change from 2011 to 2023.



### 3. Funding Depreciation Cost of Community Infrastructure Plus Growth Needs

Municipal governments manage 53 per cent of Alberta's public infrastructure but collect significantly less taxes from Albertans compared to the Government of Alberta and the Government of Canada.<sup>1</sup> With the inadequacies of the municipal property tax system and the revenue generating capacity of the provincial government, there is a strong argument that the province should be responsible for at least 50 per cent of community infrastructure costs.<sup>2</sup>

In 2021, amortization expense from all municipalities totaled \$2.75 billion. This is a fair indicator of how much needs to be spent annually to maintain community infrastructure. But those figures must be adjusted upwards to reflect the current day cost to replace that existing infrastructure plus add the cost to build new infrastructure to support the growth in Alberta's population. When rolled together, the figures support ABmunis' request for LGFF to be \$1.75 billion.



Alberta Municipalities acknowledges that asking the Government of Alberta to increase investment in community infrastructure by \$1 billion is a significant request. However, the figures demonstrate how provincial support for

<sup>1</sup> Ownership of public infrastructure is measured by the reported the historical cost of tangible capital assets excluding land. Figures are based on ABmunis' calculations using Alberta Municipal Affairs' 2021 Financial Information Returns – Schedule G(4) with the total of all municipalities and the Government of Alberta's 2021-22 Annual Financial Report, Schedule E14.

<sup>2</sup> The Government of Alberta's 2023 Fiscal Plan (page 121) states that Alberta has a tax advantage of \$19.7 billion compared to other provinces.



community infrastructure has declined over time, Alberta continues to be a place of growth, and there will be significant long-term consequences in terms of future costs to Albertans and challenges to retain people if the construction of infrastructure continues to be deferred.

### **Replacement of Provincial Property Taxes**

In addition to these three metrics, municipalities are increasingly concerned with the amount of provincial property taxes that are extracted from municipalities with lower levels of grant funding being returned. When MSI was created in 2007, the program was intended to return all provincial property taxes to municipalities in the form of funding for local infrastructure. At the time, the Government of Alberta was collecting \$1.4 billion in provincial education property taxes and planned to deliver \$1.4 billion in MSI to municipalities starting in 2010. On top of that, the province was delivering hundreds of millions of dollars of other capital funding programs to municipalities.

Since then, provincial education property taxes have grown to \$2.5 billion and the total of all provincial capital funding to municipalities in 2023 was significantly less at only \$712 million. This is concerning because increases in provincial property taxes constrain a municipality's flexibility to increase property tax to fund municipal services and at the same time, there is less infrastructure funding coming back from the Government of Alberta.

The Government of Alberta recognizes that changes are needed. Premier Smith's August 2023 mandate letter to the Honourable Ric McIver, Minister of Municipal Affairs directs the Minister to review "the feasibility of amending the education property tax to assist municipalities with retaining more funding for local priorities". The scope and outcome of that review is unknown and is likely many years away and therefore, an increase in the LGFF Capital program is the best solution to fund community infrastructure in Alberta until there are any meaningful changes in provincial education property taxes.

### **ALBERTA MUNICIPALITIES COMMENTS:**

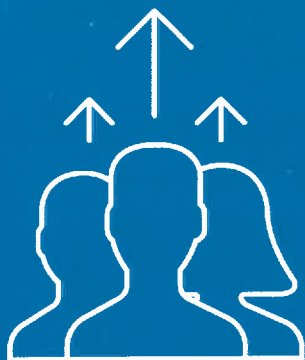
ABmunis members approved a 2022 resolution on [Provincial-Municipal Revenue Sharing](#) that calls for the Government of Alberta to increase LGFF funding but it does not quantify the amount that would be acceptable to support current and future community needs.



**Local governments in Alberta  
manage over  
\$100 billion  
worth of infrastructure systems.**

Alberta Municipalities estimates that upwards of **\$1 billion a year in additional provincial funding** is needed to meet current and future community infrastructure needs.

**Municipal governments** are responsible for building and maintaining **over half of Alberta's public infrastructure.**



**Alberta's population is on track to set a record 4.4% increase in 2023 and maintain a solid pace of 2.3% growth in 2024.**

While the prospect of well-paying jobs and more affordable housing is enticing many people from outside the province to move to Alberta, it may not be enough to convince them to stay. Without a significant increase in provincial capital funding, Albertans will face substantial increases in their property taxes or insufficient local infrastructure that will only worsen as more and more people move to Alberta.

**We appreciate that the provincial government made an increase to Municipal Sustainability Initiative Operating funding (an increase from \$30 million to \$60 million in 2023) and removed the cap on future growth of LGFF Capital funds, but it falls far short of what needs to be spent on local infrastructure.**

<sup>i</sup> ABmunis' calculations are based on total expenditures presented in the Government of Alberta's 2023 Fiscal Plan, page 164. Infrastructure spending is based on total municipal capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta.

<sup>ii</sup> Figures are based on ABmunis' calculations using the total of municipal capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population for 2011-2022 is from Statistics Canada Table 17-10-0005-01, Population Estimates on July 1st. Population for 2023 is from Statistics Canada Table 17-10-0009-01 quarterly estimate for Q2 2023.

<sup>iii</sup> Premier Smith's August 2023 letter to the Minister of Municipal Affairs mandates a review of the feasibility of amending education property taxes to assist municipalities with retaining more funding for local priorities.

<sup>iv</sup> ABmunis' calculations using the Government of Alberta's Municipal Financial Information Returns, 2021, Schedule G(4) Change in Tangible Capital Assets, total of all municipalities excluding land, electricity systems, and gas distribution systems.

<sup>v</sup> ABmunis' calculations are based on tangible capital asset values (historical cost). Government of Alberta data is sourced from the province's 2021-22 Annual Report (March 31, 2022), page 67. Municipal government data is sourced from Alberta Municipal Affairs' municipal financial information returns, Schedule G(4) Change in Tangible Capital Assets, as of December 31, 2021.

<sup>vi</sup> Source is the Government of Alberta's First Quarter Fiscal Update and Economic Statement, pages 16 and 17.



**Connect**

310.MUNI ■ [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca) ■ [abmunis.ca](http://abmunis.ca)

# Funding of Local Infrastructure



**Albertans rely on well-built and properly maintained infrastructure to succeed now and for the success of generations to come.**

We seldom think about the roads, bridges and pathways we travel on every day, or the water and wastewater systems that supply clean drinking water and manage our sewage. We only realize how much our communities rely on essential infrastructure when it either fails or needs to be repaired. Then, we realize how costly and disruptive it is to either replace or fix it.

While no single level of government can fully fund all the infrastructure needed for Alberta to continue thriving and prospering, the provincial government can and should provide more funding.

We appreciate that the Government of Alberta is planning to review provincial education property taxes with a view towards giving more funding to municipalities, however, such changes are probably years away. As things stand now, **the Local Government Fiscal Framework (LGFF) simply won't provide municipalities with enough funding** to deliver on the provincial government's ambitious claim – that Alberta is the best province in Canada in which to live, work, and raise a family.

We want Alberta to succeed as the province's population expands, but it will take more funding for local infrastructure to do it.



The provincial government's **spending** on local infrastructure **has dropped** from **3.7%** of total spending a decade ago

to just **1%** today

Provincial **funding** for local infrastructure



**has dropped**

from about \$420/Albertan in 2011 to about

**\$150/Albertan in 2023**

– a **DECREASE** of about \$270 per Albertan.



**What does this mean?**

This represents about

**\$1.3 billion less investment**

in community infrastructure every year.

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## Didsbury Funding since 2017

### 2017

MSI CAP.	BMTG	MSI OP.	TOTAL
\$ 821,193.00	\$ 297,420.00	\$ 136,927.00	\$ 1,255,540.00

### 2018

MSI CAP.	BMTG	MSI OP.	TOTAL
\$ 472,281.00	\$ 316,080.00	\$ 169,360.00	\$ 957,721.00

### 2019

MSI CAP.	BMTG	MSI OP.	TOTAL
\$ 443,832.00	\$ 279,683.00	\$ 159,336.00	\$ 882,851.00

### 2020

MSI CAP.	BMTG	MSI OP.	TOTAL
\$ 783,029.00	\$ 316,080.00	\$ 168,329.00	\$ 1,267,438.00

### 2021

MSI CAP.	BMTG	MSI OP.	TOTAL
\$ 1,016,797.00	\$ 316,080.00	\$ 172,904.00	\$ 1,505,781.00

### 2022

MSI CAP. Including BMTG	MSI OP.	TOTAL
\$ 540,506.00	\$ 172,904.00	\$ 713,410.00

### 2023

MSI CAP. Including BMTG	MSI OP.	TOTAL
\$ 540,506.00	\$ 345,808.00	\$ 886,314.00

*\*2023 MSI Operating Grant was a one-time double payment for 2023 only*

*\*BMTG allocation is not shown in 2022 and 2023 because the province changed the MSI and BMTG allocation formulas in those years.*



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: November 28, 2023  
SUBJECT: Provincial Consultations on LAEA and MGA  
ORIGINATING DEPARTMENT: Office of the Mayor

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### **BACKGROUND/PROPOSAL:**

The Government of Alberta launched two online public surveys on the potential changes to the *Local Authorities Election Act* (LAEA) and the potential changes to the *Municipal Government Act* (MGA).

**What is ABmunis doing?** Alberta Municipalities (ABmunis) has stated that their members do not support the introduction of political parties within municipal government and will strongly carry that message forward. That said, many of the consultation questions focus on other matters, so ABmunis staff have been reaching out to members and municipal administrative associations to better understand technical aspects and potential consequences should any of the proposed changes be made. ABmunis has developed a draft on positions that will go to the Board of Directors for review and they will then make a written submission to the Minister of Municipal Affairs before the December 6, 2023 deadline.

Alberta Municipalities is hosting a Virtual Town Hall meeting for members on November 30, 2023 from 3:30 to 4:30 p.m.

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

ABmunis believes it is important that municipal elected officials, municipalities, and Albertans take time to fill out the surveys so the Government of Alberta has a clear understanding of Albertans' views on these matters.

- Council will discuss the value of keeping local government nonpartisan and representing the voice of the citizens and communities.
- Complete both surveys by December 6, 2023. Survey links are available at <https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>
- Consider sending additional written communication to Municipal Affairs through [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).
- Encourage Didsbury residents to complete one or both surveys.
- Attend the ABmunis Town Hall on November 30, 2023 at 3:30 p.m.

### **Potential changes to the *Local Authorities Election Act* (LAEA) on topics of:**

- Supporting the use of political parties in municipal governments
- Advance voting
- Making voter lists available to candidates
- Rules for postponement of local elections
- Ability to vouch for electors without ID
- Use of special ballots
- Using runoff elections for the position of mayor/reeve



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### Potential changes to the *Municipal Government Act* (MGA):

- Mandating orientation training for councillors
- Expanding the ability for councils to meet in private
- Authority for the Minister to remove a councillor
- Changes to recall legislation
- Rules for councillors to disclose business interests or other personal history
- Rules for councillor disqualification
- Clarify councillor conflicts of interest

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To support the agreed-on outcomes of discussion on the benefits of local government elections remaining nonpartisan.

This document is a copy and paste of the Government of Alberta's online survey that was launched on November 7, 2023.

<https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

Content sourced on November 10, 2023

## Municipal Government Act (MGA) Councillor Accountability Review

The Government of Alberta wants your input on municipal councillor accountability related to legislation under the *Municipal Government Act*.

This confidential survey is collecting feedback regarding the Municipal Government Act as it relates to councillor accountability. The *Municipal Government Act* provides the legislative framework supporting councillor accountability once they're elected. Your input will be used to inform decisions regarding:

- Municipal councillor training requirements
- Allowing a council to meet in private
- Authority to remove a councillor
- Disclosures by a municipal councillor, including conflicts of interest
- Disqualification rules for municipal councillors
- Municipal councillor recall thresholds.

The survey will take 10 to 15 minutes to complete and closes December 6, 2023.

All fields marked with an asterisk (\*) are required.

### Your privacy is important

The views or opinions you provide, as well as the personal information about you, are protected by the Freedom of Information and Protection of Privacy (FOIP) Act. We are collecting this information to help inform decisions about the Municipal Government Act (councillor accountability), as authorized by Section 33(c) of the FOIP Act. We will not use or disclose your personal information for any other purpose without your written consent or unless required to do so by law.

If you have questions about how we collect or use your information, contact the FOIP Coordinator, Service Alberta and Red Tape Reduction at 10405 Jasper Avenue, Edmonton, Alberta, T5J 3N4 by calling 310-0000 or by emailing [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Please do not submit responses that include personal information about other people.

## Councillor Training

Section 201.1 of the Municipal Government Act requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking oath. This is intended to ensure a councillor is informed of their responsibilities and the mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

**1. Attending orientation training offered by the municipality should be mandatory for all councillors.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

## Allowing Council Meet in Private

Section 193 of the Municipal Government Act (MGA) requires that when council meets, they do so at pre-scheduled meetings. Sections 197 and 198 of the MGA establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed.

Allowing a council to meet with more flexibility reduces red tape and increases efficiency of public meeting time by allowing councillors to discuss broad strategic issues in another forum. It also provides an avenue to address interpersonal dynamics with greater privacy.

The legislation currently allows the councils to have in-camera meetings, this option will continue to be available for any matters requiring a closed meeting. All decisions of council will still need to be made in a scheduled meeting that is advertised and allows participation of all councillors and the public.

**2. Municipal councils should have the ability to meet in private outside of scheduled council meetings.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

**3. There should be limitations on what councils can discuss in private meetings.\***

- Disagree
- Neutral
- Agree

*If the responder selects "agree" in the previous question, the following question is added:*

**4. What should those limitations include?**

- Comment box

**5. What other rules could be considered for private council meetings?**

- Comment box

## Authority to Remove a Councillor

Consistent with the principle of local accountability, and out of respect for the role and responsibility for voters, councils, appeal boards and the courts, the Municipal Government Act (MGA) does not give the Minister of Municipal Affairs significant authority to directly intervene in municipal decisions, except in very specific circumstances.

Section 602.39 of the MGA provides the Minister of Municipal Affairs with the authority to remove a councillor only in very specific circumstances, and after specific legislated processes related to a municipal inspection or inquiry have taken place. A municipal inspection is a comprehensive process that closely examines the management, administration, and operation of the municipality. A municipal inquiry is a quasi-judicial process that can be used to examine the same matters as an inspection, depending on the circumstances.

In practice, due to the principles of natural justice, this process takes 12 – 18 months to complete.

### **6. The current process for dismissing a municipal council or a councillor needs to be changed.\***

- Yes
- No
- Don't know

## Changes to Recall Legislation

As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population of the ward or municipality. These signatures must be collected within 60 days.

However, this threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

### **7. Are you familiar with the new municipal recall legislation?\***

- Not at all familiar
- Somewhat familiar
- Moderately familiar
- Very familiar

### **8. The threshold of a municipal recall petition should be based on:\***

- Percentage of all eligible voters in the municipality or ward (currently 40 per cent)
- Percentage of eligible voters who voted in the previous municipal election
- Varied based on the municipality's population size
- Don't know
- Other (Please specify)

### **9. What percentage should it be?**

*[The nature of this question changes to match the selection made in the previous question.]*

- Comment box



**10. Are there any other measurements that could be considered as a threshold for a municipal recall petition?**

- Comment box

## **Clarifying Conflicts of Interest**

The Municipal Government Act requires councillors to disclose when they, or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, a zoning or other land use related bylaw that may benefit the councillor or their family.

A councillor must vote in any meeting they're in attendance and they are not permitted to abstain from the vote, unless it is due to a financial conflict of interest. A municipality may by bylaw require a councillor to proactively disclose business interests.

**11. Councillors should be required to abstain from voting in situations that present non-financial conflicts of interest.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

**12. Besides financial conflicts of interest, what other situations may create conflicts of interest for municipal councillors?**

- Comment box

## **Disclosure by Council Candidates**

Sections 171 and 172 of the Municipal Government Act (MGA) allow municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. This is to ensure that councillors and residents are aware of any potential financial conflicts of interest that may occur in the future.

Under section 174, failure to do so can result in councillor disqualification. The MGA does not have any rules for what candidates for council must disclose. The Local Authorities Election Act provides financial disclosure rules for candidates about what financial information must be disclosed after the election.

**13. Disclosure of business interests should be mandatory for all council candidates prior to an election.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[Business interests mean shareholder status, including each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer, each distributing corporation in which the councillor beneficially owns voting

shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and each partnership or firm of which the councillor is a member.]

**14. Prior to an election, should council candidates should be required to disclose any additional information related to:\***

- Criminal history
- Disciplinary records from a professional association
- Business interests, including ownership
- Shareholder status
- None of the above
- Other (please specify)

## **Disqualification Rules for Councillors**

Section 174 of the Municipal Government Act (MGA) provides criteria for councilor disqualification, such as:

- A councillor not being eligible for nomination as a candidate,
- Failing to file the disclosure statement as required under in the Local Authorities Election Act,
- Absent from all council meetings for eight consecutive weeks, or
- Taking a position as judge of a court, a member of the Senate or House of Commons.

[Currently, the MGA requires a disqualified councilor to resign their seat voluntarily. If a disqualified councilor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays and costs for taxpayers.]

**15. A councillor's seat should automatically become vacant if they are disqualified.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[This would require a councillor to dispute their disqualification in the courts instead of the public taking them to court. This would also trigger a by-election for the vacant seat, unless the vacancy occurs six months before a general election or council consists of six or more councillors (see Section 162 and 163 of the Municipal Government Act (MGA) for more information).]

## **About You**

**16. What are first three characters of your postal code?\***

- Comment box

**17. What best describes the municipality that you live in?\***

- Summer Village or Village
- Town or City (population less than 20,000)
- City (population of 20,000 or more)
- County or Municipal District
- Special Area or Improvement District
- Metis Settlement

**18. What best describes your role?\***

- Albertan with an interest in this topic

- Municipal elected official
- Municipal administrator

**19. What is your age?\***

- Under 18 year old
- 18 - 24 years old
- 25 - 34 years old
- 35 - 44 years old
- 45 - 54 years old
- 55 - 64 years old
- 65 - 74 years old
- 75 - 84 years old
- 85 years or older
- Prefer not to answer

# Municipal Councillor Accountability

## Discussion Guide

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### Preamble

Municipal Affairs is exploring potential legislative amendments to enhance accountability and public trust in locally elected officials. Building upon the consultation done in 2022, Municipal Affairs is further engaging with stakeholders and the public on additional topics to strengthen *Municipal Government Act (MGA)* provisions related to councillor accountability.

### Background

There are many requirements in the *MGA* that support councillor accountability, including a mandatory council code of conduct, councillor disqualification criteria, and requirements to disclose financial conflicts of interest.

In previous engagements, municipal stakeholders have raised concerns regarding unclear requirements, challenges with enforcement, and the inability to legislate against bad actors. The topics previously explored included council code of conduct, candidate eligibility, councillor disqualification, and ministerial authority to remove a councillor.

Municipal recall is a new tool for the public to hold councillors accountable as of April 24, 2023. The period for electors to initiate a recall petition will close on December 31, 2024, as the campaign period for the next general municipal election begins on January 1, 2025. Since recall legislation came into force, there have been six petitions initiated as of October 20, 2023. Of the four petitions, two have been completed with one of the two being successful.

### Purpose

Councillor behaviour has been identified as an ongoing issue by residents and municipal councils. From a lack of mandatory pre-election disclosure to behaviour on council there are limitations to the current suite of enforcement and corrective policy tools.

The engagement will focus on developing potential legislative amendments by engaging with municipal stakeholders and Albertans on key policy questions. Feedback gathered will be summarized and used to:

- identify opportunities to more effectively hold councillors and candidates accountable for unethical behaviour;
- highlight gaps in legislation that may contribute to an erosion of public trust in councils; and
- inform the development of legislative amendments for consideration by the Minister.

## Scope

### In scope

- Enhanced councillor accountability:
  - Disqualification rules for councillors;
  - Councillor training;
  - Disclosure by council candidates;
  - Allowing council to caucus in private;
  - Cabinet's authority to remove a councillor;
  - Clarifying financial conflicts of interest; and
  - Changes to recall legislation thresholds.

### Out of scope

- Candidate training;
- Rules for election campaign financing; and
- Requirement for a council code of conduct.

## Discussion Questions

### Disqualification Rules for Councillors

Section 174 of the *MGA* provides criteria for councillor disqualification, such as a councillor not being eligible for nomination as a candidate, failing to file the disclosure statement as required in the *Local Authorities Election Act (LAEA)*, absence from all council meetings for eight consecutive weeks, or taking a position as judge of a court, a member of the Senate or House of Commons.

The *MGA* currently requires a disqualified councillor to resign their seat voluntarily. If a disqualified councillor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays as well as costs for taxpayers.

1. Should the *MGA* be amended to make a councillor's seat vacant upon disqualification, thus putting the onus on the councillor to make an application to court to dispute the disqualification?

[Disqualification Rules for Councillors | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### Councillor Training

Section 201.1 of the *MGA* requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking the oath of office. This is intended to ensure a councillor is informed of their responsibilities and mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. Do you think it should be mandatory for councillors to attend orientation training?
  - a. If yes, should the training be made mandatory before a Councillor takes the oath, within 90 days of taking the oath (as in the current legislation) or at some other time?

### **Disclosure by Council Candidates**

Section 171 of the *MGA* allows municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. Section 172 of the Act sets out requirements for council members to disclose any pecuniary interest in any matter before council and to abstain from voting on any question relating to the matter. Under section 174, failure to follow the pecuniary interest requirements can result in councillor disqualification. The *MGA* does not have any rules for what candidates for council must disclose. The *LAEA* provides financial disclosure rules for candidates of what financial information must be disclosed after the election.

1. Other than financial information, what should candidates for municipal office disclose?
2. Should financial disclosure be mandatory for council candidates prior to an election?
3. Should council candidates be required to disclose other information that is not financial in nature?
4. Should financial disclosure be mandatory for all councillors?

[Disclosure by Council Candidates | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Allowing Council to Caucus in Private**

Section 193 of the *MGA* requires that when council meets, they do so at pre-scheduled meetings. Section 197 and 198 of the *MGA* establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed. Some commentators have suggested that councils should be able to caucus (meet) in private to discuss broad strategic issues in another forum, and this might also provide an avenue to address interpersonal dynamics with greater privacy. All decisions of council would still need to be made in an open public meeting.

1. Should councils have the ability to meet in private, beyond the current provisions for closed sessions?
2. Should there be limitations on what could be discussed in such meetings?

[Allowing Council to meet in Private \(outside scheduled meetings\) | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Minister's Authority to Remove a Councillor**

Section 602.39 of the *MGA* provides the Minister with the authority to dismiss a councillor. This can happen as the result of not following ministerial directives or orders following an inspection or a report of an official administrator. In practice, procedural fairness requirements create challenges for the Minister to provide timely decisions to remove a council or councillor.

1. Do you think that the current process of dismissing a council or councillor needs to be changed?
2. What other options are there for a more streamlined process to address instances of severely inappropriate councillor behaviour?

[Cabinet's Authority to Remove a Councillor | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Clarifying Conflicts of Interest**

The *MGA* requires councillors to disclose when they or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, or a zoning or other land use related bylaw that may benefit the councillor or their family.

1. Are there additional situations where a councillor may be considered being in a conflict of interest?
  - a. If yes, what additional provisions should be added to the *MGA*?

[Clarifying Conflicts of Interest | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Changes to Recall Legislation**

As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population as a whole within 60 days.

This threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

1. Should the threshold for a municipal recall petition be revisited, and if so, should it be:
  - a. based on percentage of total number of electors?
  - b. based on the percentage of electors who voted in the previous election?
  - c. tiered by population size?
  - d. Any other suggestions?

[Changes to Recall Legislation | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Revisiting Prior Discussion Topics from 2022**

During the 2022 engagement sessions, the following topics were discussed:

- Strengthening code of conduct legislation;
- Simplifying the code of conduct investigation process and responsibility to investigate;
- Role of third party in investigating code of conduct Issue;
- Enforcement of code of conduct; and
- Provincial role in code of conduct disputes.

A summary document is attached from our 2022 engagement. If you have any additional comments on these topics, please email us at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

*The Engagement HQ idea board links will be accessible until October 27, 2023 to provide additional feedback. You may also submit your feedback by submitting it to the Municipal Affairs, Municipal Policy and Engagement, Engagement Team at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) by November 17, 2023.*

*In addition, your feedback may be sent through the survey which will be available online November 2023.*



**This document is a copy and paste of the Government of Alberta's online survey that was launched on November 7, 2023.**

<https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

Content sourced on November 7, 2023

## Local Authorities Election Act

The Government of Alberta wants your input on the Local Authorities Election Act.

This confidential survey is collecting feedback related to the Local Authorities Election Act (LAEA) that provides the legislative framework for municipal and school board elections. Municipalities include cities, towns, villages, summer villages, counties, municipal districts, and specialized municipalities. Metis Settlements and Irrigation Districts also rely on the LAEA to conduct their elections. Some questions refer to municipality, however these changes may also apply to school boards, Metis Settlements and Irrigation Districts.

Your input will be used to inform decisions regarding:

- Voter eligibility
- Voter list
- Political parties
- Advance voting
- Runoff elections for Chief Elected Officials

**The survey will take 10 to 15 minutes to complete and closes December 6, 2023.**

All fields marked with an asterisk (\*) are required.

### **Your privacy is important**

The views or opinions you provide, as well as the personal information about you, are protected by the Freedom of Information and Protection of Privacy (FOIP) Act. We are collecting this information to help inform decisions about the Local Authorities Election Act, as authorized by Section 33(c) of the FOIP Act. We will not use or disclose your personal information for any other purpose without your written consent or unless required to do so by law.

If you have questions about how we collect or use your information, contact the FOIP Coordinator, Service Alberta and Red Tape Reduction at 10405 Jasper Avenue, Edmonton, Alberta, T5J 3N4 by calling 310-0000 or by emailing [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Please do not submit responses that include personal information about other people.

## Advance Voting

Currently, any municipality with a population over 5,000 must allow for an advance voting period for municipal elections. That period cannot be held within 24 hours of the general election day. The returning officer (the person who is in charge of the election for the municipality) sets the actual days and hours for the advance voting period.

**1. Have you used advance voting in a previous municipal election?\***

- Yes
- No

*If the responder selects “yes” in the previous question, then the following question is added:*

**2. How was your experience with advance voting?**

- Very poor
- Poor
- Acceptable
- Good
- Very good

**3. In my opinion, the opportunity for advance voting in municipal elections is:\***

- Not at all important
- Not important
- Neutral
- Important
- Very important
- Don't know

**4. During advance voting, voters should be able to cast their vote at a polling station outside of their ward or municipality.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[In large municipalities, such as the City of Edmonton, a registered voter in Edmonton may vote outside of their ward during advance voting.]

## Voter List

Currently under section 50 of the Local Authorities Election Act (LAEA), local authorities are granted the ability to prepare a list of voters via bylaw. The LAEA stipulates that the elected authority must conduct an enumeration of voters to create the list. Elections Alberta maintains a list of voters for provincial elections and may provide this information to municipalities for local elections.

Voter lists may include individual names and personal information (e.g., residential address, telephone number, gender, birth date, public or separate school resident). Section 50 of the LAEA requires a returning officer to provide a candidate of the list upon request following the close of the nomination period.

**5. If there is a municipal voter list, candidates should be able to request access to a redacted list (personal information is removed).\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

## **Rules for Election Postponement in Case of Unforeseen Circumstances**

Natural disasters and other unforeseen circumstances can affect elections. The province of Alberta has been affected by wildfires, floods, snowstorms and tornadoes, all of which have at some point concerned authorities and candidates about access to voting stations.

This would only apply to the jurisdiction(s) that are experiencing the unforeseen circumstance. For example, due to a flood or wildfire, a municipality may have to evacuate their citizens, which could affect their municipal election.

**6. In the case of unforeseen circumstances, affected municipalities or wards should be able to postpone their local elections.\***

- Disagree
- Neutral
- Agree

*If the responder selects “agree” in the previous question, then the following question is added:*

**7. Under what circumstances should a local election be allowed to be postponed?**

- [Comment box]

## **Political Parties**

There are no provisions in the Local Authorities Election Act (LAEA) prohibiting a candidate or councillor from being part of an organization such as a political party. The LAEA provides strict parameters for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate arranged alphabetically by surname, or if approved by bylaw, in a randomized order.

Accordingly, the LAEA does not permit a political affiliation or endorsement to be included on a ballot. The Act also does not contain provisions addressing financial reporting and accountability measures for these organizations.

**8. The electoral ballot should be amended to allow political parties to be listed by municipal candidates.\***

- Strongly disagree
- Disagree
- Neutral
- Agree

- Strongly agree
- Don't know

*If the responder selects “agree” or “strongly agree” on question 7, the following question is added:*

**9. Political parties at the municipal level (if permitted) should be required to follow the same financial rules as provincial political parties.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

**10. Could there be any issues or challenges with listing political parties on the electoral ballot for local elections?**

- [Comment box]

## **Proof of Voter Eligibility**

The Local Authorities Election Act (LAEA) outlines requirements for proof of eligibility for a voter. Electors must have proper identification. The LAEA also outlines attesting and vouching for a voter without proper identification. Attesting is the act in which another voter can vouch on behalf of a voter who does not have proper identification.

Voter identification requirements are one piece of identification issued by a federal, provincial, or local government that contains a photograph of the person, the person's name and the address of the person's residence; or one piece of identification authorized by the Chief Electoral Officer under the Election Act. Identification requirements may also be established by the municipality, by bylaw, to verify a voter's name and address.

**11. Have you vouched or attested for another voter in a municipal election?\***

- Yes
- No

[Attesting is the act in which another voter can vouch on behalf of a voter who does not have proper identification.]

*If the responder selects “yes” in the previous question, then the following question is added:*

**12. How was your overall experience vouching for another voter? Please elaborate:**

- [Comment box]

**13. A voter's ability to attest or vouch for another voter should be removed from the Local Authorities Election Act.\***

- Disagree
- Neutral
- Agree

*If the responder selects “agree” in the previous question, then the following question is added:*

**14. Why should the ability to attest or vouch be removed? \***

- [Comment box]

## Special Ballots

Special ballots, commonly known as mail-in voting, allow a voter to vote who would otherwise not be able to attend a polling station on election day. To be eligible to vote by a special ballot under the LAEA, a voter must have:

- a physical disability,
- be absent from the local jurisdiction, or
- be working at a polling station on election day other than that of their place of residence.

### 15. Have you used a special ballot in a previous municipal election?\*

- Yes
- No

*If the responder selects “yes” in the previous question, then the following question is added:*

### 16. How was your overall experience voting by special ballot? Please elaborate:

- [Comment box]

### 17. In my opinion, the option to vote via special ballot in municipal elections is:\*

- Not at all important
- Not important
- Neutral
- Important
- Very important
- Don't know

### 18. Special ballot criteria should be removed so any registered voter can choose to vote by special ballot.\*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

## Runoff Elections for Chief Elected Officials

A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. For example, this can be facilitated by rounds of voting or ranked ballots.

Under the two-round election system, the election process usually proceeds to a second round only if in the first round no candidate received a simple majority (more than 50%) of votes cast, or some other lower prescribed percentage. There are various methods to structure a runoff ballot.

The following questions relate only to municipalities where the chief elected official (including mayors and reeves) is elected at large, rather than selected by council.

**19. In a municipal election with more than three candidates for Mayor or Reeve, there should be a runoff election.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

**20. What issues or challenges might exist with adopting a runoff election system for municipal Chief Elected Officials (Mayor or Reeve)?**

- [Comment box]

**21. What are the first three characters of your postal code?\***

- [Comment box]

**22. What best describes the municipality that you live in?\***

- Summer Village or Village
- Town or City (population less than 20,000)
- City (population of 20,000 or more)
- County or Municipal District
- Special Area or Improvement District
- Métis Settlement

**23. What best describes your role?\***

- Albertan with an interest in this topic
- Municipal administrator
- Municipal elected official
- None of the above

**24. Are you associated with any of the following groups?**

- School division
- Metis settlement
- Irrigation district

**25. What is your age?\***

# Local Authorities Election Act

## Discussion Guide

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### Preamble

Municipal Affairs is exploring potential legislative amendments to strengthen integrity and public trust in local elections. Building upon the consultation done in 2022, Municipal Affairs is further engaging on additional topics to strengthen the *Local Authorities Election Act (LAEA)*.

### Background

The *LAEA* establishes the framework for local elections in the province, which includes municipalities and school boards. In 2021, the *LAEA* was used by 332 municipalities and 60 school boards to run both municipal and school board elections involving more than 3,700 candidates province-wide. Local general elections occur every four years, with the next general elections taking place in October 2025.

The *LAEA* governs processes and procedures for election workers, voters, and candidates. It sets out procedures for the nomination period, the election, and the post-election period. It also includes provisions regulating campaign finances, third party advertising, and the role of the Chief Electoral Officer of Alberta in local elections.

Following the 2021 municipal election, Municipal Affairs engaged with stakeholders to examine changes to the *LAEA* related to election integrity and procedural streamlining. Municipal Affairs is continuing these conversations to strengthen local elections legislation.

The following discussion guide is to be used during the stakeholder sessions. The questions below build on the past engagement and seek to clarify and elicit advice on additional areas including: electors' privacy and elector lists, postponement of elections, municipal political parties, and third party advertising.

### Purpose

A review of the *LAEA* occurs after every municipal general election. Furthermore, a review of the *LAEA* is a commitment identified in the Minister of Municipal Affairs' mandate letter: "In collaboration with the Minister of Justice, reviewing the *Local Authorities Election Act*, and making recommendations for any necessary amendments to strengthen public trust in and the integrity of our municipal election laws."

The engagement will focus on developing potential legislative amendments by engaging with municipal stakeholders and providing all Albertans an opportunity to submit feedback on key policy challenges (identified in the Scope section of this document). Feedback gathered will be summarized and used to:

- identify opportunities to strengthen local authority elections;
- highlight gaps in legislation that may contribute to an erosion of public trust; and
- inform the development of legislative proposals for consideration by the Minister.

# Scope

## In Scope

- Proof of Elector Eligibility (vouching)
- Requirement to prepare list of electors
- Rules for postponement of a local election during a natural disaster or other unforeseen circumstances
- Political parties at the municipal level
- Rules for advance polling, including the ability to vote outside of the elector's jurisdiction
- Judicial recount for elections using tabulators
- Special ballots criteria
- Rules and criteria for mayoral runoffs
- Protection of electors' personal information
- Reporting rules for third party issue advertising (e.g. plebiscites)
- General clarification of current election rules and procedures

## Out of Scope

- Changes to voter age
- Changes to voter eligibility (including permanent residents)
- Removing third party advertising and finance rules
- Provincial Senate votes and provincial referenda votes
- Online voting

# Discussion Questions

## Proof of Elector Eligibility

The *LAEA* outlines requirements for proof of eligibility for an elector. Electors must have proper identification. Voter identification requirements are one piece of identification issued by a federal, provincial, or local government that contains a photograph of the person, the person's name and the address of the person's residence; or one piece of identification authorized by the Chief Electoral Officer under the *Election Act*. Identification requirements may also be established by the municipality, by bylaw, to verify an elector's name and address.

The *LAEA* also outlines stipulations regarding attesting and vouching for an elector without proper identification. Attesting is the act in which another elector can vouch on behalf of an elector who does not have proper identification.

1. Should the *LAEA* be amended to remove the ability for another elector to vouch on an elector's behalf?
2. Are there any challenges with the current *LAEA* voter identification requirements?

[Proof of elector Eligibility List | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)



## Elector List

Currently under section 50 of the *LAEA*, local authorities are granted the ability to prepare a list of electors via bylaw. The *LAEA* stipulates that the elected authority must conduct an enumeration of electors to create the list of electors. Elections Alberta maintains a list of electors for provincial elections and may provide this information to municipalities for local elections.

1. Should Elections Alberta be required to share a voter list for local elections?
2. Should municipalities be required to create a municipal list of electors for local elections based on the provincial voter registry?
3. What would be the implications if a list of electors were required for local elections?
  - a. What are the pros and/or cons of requiring or using an elector list?
4. Should candidates have access to the municipal list of electors upon request with individual names and personal information? Why or why not?

[Elector List | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

## Rules for Election Postponement in Case of Unforeseen Circumstances

Natural disasters and other unforeseen circumstances can affect elections. The province of Alberta has been affected by wildfires, floods, snowstorms and tornadoes, all of which have at some point caused concern among authorities and candidates about access to voting stations.

1. Should elections be postponed in the case of unforeseen circumstances?
2. What considerations should be taken into account for the postponement of an election?

[Rules for Election Postponement in Case of Unforeseen Circumstances | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

## Political Parties

There are no *LAEA* provisions prohibiting a candidate or councillor from being part of an organization such as a political party. The *LAEA* provides strict parameters for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate arranged alphabetically by surname, or if approved by bylaw, in a randomized order. Accordingly, the *LAEA* does not permit a political affiliation or endorsement to be included on a ballot. The Act also does not contain provisions addressing financial reporting and accountability measures for these organizations.

1. Should the *LAEA* be amended to allow political party affiliation to be listed on the electoral ballot?
  - a. What are the pros/cons, opportunities and issues related to this?

2. If political parties are permitted, should they follow the same financial disclosure rules as provincial political parties?

[Political Parties | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Advance Voting**

Any municipality with a population over 5,000 must allow for an advance vote period. That period cannot be held within 24 hours of the general election day, and the actual days and hours are set by the returning officer.

1. Are there any issues with the current rules for advance voting?
2. Should electors have the ability to cast a vote at a polling station outside of their ward or municipality?

[Advance Voting | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Special Ballots**

Special ballots, commonly known as mail-in voting, allow an elector to vote who would otherwise not be able to attend a polling station on election day. To be eligible to vote by a special ballot, an elector must have a physical disability, be absent from the local jurisdiction, or be working at a polling station on election day other than that of their place of residence.

1. Should the criteria for special ballots be removed or expanded?
  - a. If expanded, what other criteria could be used for special ballots?

[Special Ballots | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Runoff Elections for Chief Elected Officials**

A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. For example, this can be facilitated by rounds of voting or ranked ballots. Under the two-round election system, the election process usually proceeds to a second round only if in the first round no candidate received a simple majority (more than 50%) of votes cast, or some other lower prescribed percentage. There are various methods to structure a runoff ballot.

The following questions relate only to municipalities where the chief elected official is elected at large, rather than selected by council.

1. Would a runoff election lead to a stronger and more accountable local electoral system?
2. What are the pros and/or cons of a runoff election?

3. Are there any issues or opportunities that exist with adopting this system of election for chief elected officials?
4. If a runoff election system was adopted, should it apply to all municipalities that elect their chief elected official, or only a subset of those municipalities (e.g. population, municipal type, etc.)

[Runoff Elections for Chief Elected Officials | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

## Revisiting Prior Discussion Topics from 2022

### **Elector Privacy (Protecting voters)**

Through prior engagement, stakeholders were asked their opinions regarding “objecting to an individual who has shown up to vote”. Allowing candidates, their scrutineers, or their official agents the opportunity to object to electors had some support from respondents. The rationale provided was to ensure accountability and an opportunity to discourage fraudulent voters. The responses also indicated a need for further discussions on this topic.

1. Should candidates, their scrutineers, or their official agent continue to have the opportunity to object to an individual who has shown up to vote? Please explain your answer.

[Elector Privacy \(Protecting voters\) | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Third Party Advertisers**

Third party advertisement is an important aspect of the election process. The participants in the engagement sessions, and the written feedback, were in agreement that Third Party Advertisers (TPAs) involved in advertising for or against an issue on a ballot (e.g. plebiscite), should be required to register. Respondents to the survey also indicated a need for more clarity on definitions of some of the terms (such as “promoting”, “issues”, and “influence” etc.), the provision of guidelines, and addressing any impacts on transparency of legislative changes relating to TPAs. Stakeholders also supported that issues-based TPA campaigns should follow the same financial rules as candidate-based TPAs.

1. Should issues-based TPAs follow the same financial obligations and regulations as candidate-based TPAs?

[Third Party Advertisers | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Ballot Recounts for Elections Using Tabulators**

Section 84(1) of the LAEA enables an elected authority to, by bylaw, provide for the taking of the votes of electors by means of voting machines, vote recorders or automated voting systems (note: this does not include

online computer voting). Section 84(3) states that a judicial recount is not available for votes collected by voting machines, vote recorders or automated voting systems including tabulators.

1. Should elections conducted with electronic voting equipment be eligible for judicial recount, whereby the judge can determine how to recount ballots?

[Ballot Recounts for Elections Using Tabulators | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

*A What We Heard document is attached from our summer 2022 engagement. If you have any additional comments on these topics, please email us at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).*

*The Engagement HQ idea board links will be accessible until October 31, 2023 to provide additional feedback. You may also submit your feedback by submitting it to the Municipal Affairs, Municipal Policy and Engagement, Engagement Team at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) by November 17, 2023.*

*In addition, your feedback may be sent through the survey which will be available online in November 2023.*



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: November 28, 2023  
SUBJECT: Level of Service Document  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL

Administration has prepared the Level of Service (LOS) document which details the external services currently provided by the Town of Didsbury. The document is categorized by various municipal programs and sub-programs, along with related services and sub-services. Sub-services are further categorized by service type, level of service, and a specified process.

The creation and adoption of a Level of Service Document were identified as a key action item in the Strategically Managed Infrastructure section of the Town of Didsbury Strategic Plan (2023 – 2025).

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The purpose of the LOS document is to define the Town's current levels of service, identify any service gaps, and serve as a tool for priority-based budgeting when adjusting service levels during the budget cycle. This approach will allow the Town to continuously meet the evolving needs of the community.

The service levels outlined in the draft document represent an initial representation of the public services offered by the Town, and are subject to adjustment from time to time. This document is meant to become a guiding document in the budgeting process. It is also critical in the asset management process, as the assets that are considered annually for replacement, maintenance and operation are drivers in providing the levels of service. Going forward, the document will be reviewed by Council and updated annually to ensure it continues to represent Council's strategic vision for the Town.

The level of service document will be a live document in order to remain flexible and achieve a *make it happen* approach to providing services. Therefore, Administration is recommending the document be adopted in principle as a budget planning tool.

The document is attached for Council's review.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

To adopt the Level of Service Document in principle as a budget planning tool.



# Level of Service Document



DRAFT: November 28, 2023

# Document Purpose

The Service Level Document outlines the specific external service levels currently in effect within the Town of Didsbury. The defined service levels are based on an average day, and actual service levels may fluctuate from the document.

The Service Level Document will be reviewed annually to help set the direction for planning, budgeting and service delivery in Didsbury. This document will serve as a priority-based budgeting tool to adjust levels of service to consistently meet the evolving needs of the community.

The Service Level Document is categorized into the following groups:

- **Program:** A collection of services provided by a municipal government.
- **Sub-Program:** A refined focus of a Program within various target groups.
- **Service:** Tangible actions or offerings aimed at achieving program objectives.
- **Sub-Service:** A refined focus of a Service, tailored to meeting requirements of specific Service outputs.
- **Service Type:** Classification of Sub-Services as either essential, ancillary, support.
  - *Essential:* These are direct services integral to the Town's statutory municipal obligations; Service levels can be adjusted, but significant alterations would be unlikely.
  - *Ancillary:* Direct services that contribute to achieving the Town's desired outcomes and priorities to meet residents' needs; alterations to service levels would be considered.
  - *Support:* Support services that enable the delivery of Core or Ancillary Services; alterations to service levels would be considered.
- **Level of Service:** The standard of the service level that residents can expect.
- **Process:** The actions necessary to fulfil the standards of the level of service.



Services	Description	Sub-Services	Service Type	Level of Service	Process
<b>PROGRAMS</b>					
<b>A. Community Amenities</b>					
<b>SUB-PROGRAMS</b>					
<b>A.1 Access to Amenities</b>					
<b>A.1.1 Cemetery Management</b>	Didsbury Cemetery interment sales and service.	<b>A.1.1.a Cemetery Sales and Service</b>	Support	Provide assistance, advice and resources to visitors and clients. Maintain records. Facilitate the sale of cemetery plots and columbariums	Maintain records in full compliance with the Cemetery Bylaw and the Alberta Cemetery Act.
		<b>A.1.1.b Burial Service</b>	Support	Provide assistance for requests pertaining to the opening and closing or burials require minimum 72 hours notice - in accordance with the bylaw.	Maintain services in full compliance with the Cemetery Bylaw and the Alberta Cemetery Act.
<b>A.1.2 Management of Educational Use Agreements</b>	Provision of management services related to facility and/or amenity partnerships.	<b>A.1.2.a Joint Use Agreements</b>	Essential	Agreement management between Town of Didsbury and Chinook's Edge school division for collaborative use of Town recreation and cultural facilities and school facilities.	Educational use agreements are in place between the Town of Didsbury and Chinook's Edge schools.
<b>A.1.3 Parks, Open Spaces and Recreation Sites</b>	Ensure the provision of recreation and park sites for community users in a safe and comfortable environment.	<b>A.1.3.a Park and Open Spaces</b>	Ancillary	A dedicated park or open space that may include a collection of recreation amenities and natural features that provides opportunities for scheduled and spontaneous use.	Park sites are offered for spontaneous use, booked use or a combination based on a balance of community and operational need.
		<b>A.1.3.b Site Amenities</b>	Ancillary	Amenities that support the primary function(s) of recreation and park sites such as parking lots, outdoor lighting, bike racks, garbage cans or benches.	Amenities are offered in alignment with the Open Spaces Asset Management Plan.
<b>A.1.4 Recreation and Sport Amenities</b>	Ensure the provision of scheduled and spontaneous use of recreation amenities for community users in a safe and comfortable environment.	<b>A.1.4.a Aquatics Amenities</b>	Ancillary	Provision of public access aquatics amenities for scheduled and spontaneous recreation and sport activity.	Recreation schedules for aquatics amenities are provided and amenities are offered during Memorial Complex regular operating hours (Appendix). Aquatics amenities are offered for spontaneous use, booked use or a combination based on a balance of community and operational need. Lifeguarding and pool standards are provided in alignment with the Lifesaving Society Alberta and Northwest Territories Policies and Procedures, the Lifesaving Society Alberta Northwest Territories Public Aquatic Facility Safety Standards, the Public Health Act, Public Swimming Pools Regulation, and the Government of Alberta Pool Standards. Fees are in alignment with the Recreation Rates and Fees Bylaw.
		<b>A.1.4.b Ice Surfaces</b>	Ancillary	Provision of maintained indoor and outdoor ice dedicated to use for recreation and sport activities.	Recreation schedules for ice surface amenities are provided and amenities are offered during Memorial Complex regular operating hours (Appendix). On-site staffing and amenities varies based on location of amenity. Ice surfaces are offered for spontaneous use, booked use or a combination based on a balance of community and operational need. Outdoor amenities are available seasonally as weather permits for spontaneous use. Fees are in alignment with Recreation Rates and Fees Bylaw. Didsbury Curling Rink is operated based on facility use agreements.
		<b>A.1.4.c Multi-purpose Spaces</b>	Ancillary	Multi-purpose spaces to be used for a variety of programming and events.	Multi-purpose spaces are offered during Memorial Complex regular operating hours (Appendix). Multi-purpose spaces are offered for booked use. On-site staffing and amenities varies based on the site. Fees are in alignment with Recreation Rates and Fees Bylaw. Terms and conditions are in alignment with facility use agreements.
		<b>A.1.4.d Dog Park</b>	Ancillary	Provide dog park facility for public use.	Dog park is available for spontaneous use. Dog waste bags are free to users.
		<b>A.1.4.e Playgrounds</b>	Ancillary	Provide recreational play structures for public use.	Playgrounds are free access spontaneous spaces in accordance with Playground Safety CSA standards.
		<b>A.1.4.f Skatepark</b>	Ancillary	Provision of maintained skatepark.	Skateboard, scooter, and people-powered BMX Skatepark is offered for spontaneous use. Outdoor amenities are available seasonally as weather permits.
		<b>A.1.4.g Sport Fields</b>	Ancillary	Provision of maintained soccer fields and baseball diamonds.	Soccer fields and baseball diamonds are offered for spontaneous and booked-use. Specific sports fields are operated through user agreements. Fees are in alignment with the Recreation Rates and Fees Bylaw.
		<b>A.1.4.h Basketball Court</b>	Ancillary	Provision of outdoor basketball court.	Basketball courts are offered free of charge for spontaneous use. Outdoor amenities are available seasonally as weather permits.



Services	Description	Sub-Services	Service Type	Level of Service	Process
SUB-PROGRAMS					
A.2 User Experience					
A.2.1 Client Services	Provision of assistance, advice, resources and transactional support to visitors and users of community and recreation amenities, facilities, and parks.	A.2.1.a Community Services Inquiries and Assistance	Support	Responding and directing inquiries received to the appropriate resource. Provision of assistance, advice and resources to visitors and users at community and recreation facilities.	Provide access by phone, email, or in-person during regular Memorial Complex regular operating hours (Appendix). After hours and on the weekends, emergency contact information is provided through automated response. All messages are responded to within two business days.
		A.2.1.b Bookings and Sales	Support	Provide transactional support to the community for purchases, bookings, reservations, program registrations, and access to recreation facilities, community facilities and parks in person and via telephone.	Bookings and sales will be available in person and via telephone. Admission and sales are available during Memorial Complex regular operating hours (Appendix). Fees are in alignment with the Recreation Rates and Fees Bylaw.
A.2.2 Provision of Food and Beverage Services	Provision of food and beverage services to enhance the customer experience at Didsbury Memorial Complex.	A.2.2.a Food and Beverage Services	Ancillary	Third party provision of food and beverage services at Didsbury Memorial Complex.	Third Party Operated concession and bar in the second level of the Didsbury Curling Rink. Operational guidelines are set out in user agreement.
PROGRAMS					
B. Community Development					
SUB-PROGRAMS					
B.1 Community Events					
B.1.1 Town Delivered Events	The coordination and delivery of events to the community.	B.1.1.a Seasonal Community Events	Ancillary	Annual town-wide events for residents and visitors to participate in indoor and outdoor activities which may include Canada Day Fireworks, Showcase Didsbury and others.	Events delivered to the community at various times throughout the year.
B.1.2 Community Events Support	Support to Didsbury event organizing groups in the coordination of identified services for the benefit of the community.	B.1.2.a Event Administration and Liaison	Support	Support to community event organizers for event administration/application and coordination of available civic supports.	Formal approval is granted to the event organizer through the application process. Terms and conditions as outlined in Special Events Bylaw. Liaise and advise event organizers regarding available civic supports and requirements. Provide event organizers with the opportunity to list events on various Town communication mediums.
		B.1.2.b Event Supports	Support	Provision of logistical supports and resources to community organized events.	Support and service is dependent on location and availability of Town support, taking into consideration competing priorities.
SUB-PROGRAMS					
B.2 Community Organizations and Groups Support					
B.2.1 Community Organization Supports	Facilitation and support to non-profit organizations and community groups to provide advice, educate, communicate, inform and support program delivery in the community.	B.2.1.a Information and Referral	Support	Facilitate the exchange of information by informing, connecting, and referring groups to appropriate resources in support of group development.	Provided by relevant staff members on an as-needed basis. Response and level of support is dependent on the type of request, complexity of work and requested timelines.
SUB-PROGRAMS					
B.3 Cultural Development					
B.3.1 Cultural Programming	The provision of cultural programming for participants.	B.3.1.a Film Permitting	Support	Facilitation of film permits for filming in various Town recreational and cultural spaces.	Film permits provided on an as needed basis.
SUB-PROGRAMS					
B.4 Economic Development					
B.4.1 Business Retention and Expansion	Activities that retain existing businesses in Didsbury and help them grow or expand.	B.4.1.a Business Support Programs	Support	Develop and provide information on programs that support business growth, business retention and vitalization within key business districts (downtown, commercial and industrial areas). Recognize Didsbury business achievements by encouraging and driving local business tourism efforts through the creation of local campaigns, events and programs. Provide relevant and appealing information to visitors, residents and businesses.	Connect with existing businesses throughout the year to understand and identify priority needs based on common challenges. Conduct business survey every other year or as needed.  Develop and implement priority programs that support local businesses. Maintain and update content on the Town of Didsbury's Economic Development website.  Review marketing materials and campaigns annually and update as needed to promote Didsbury and its businesses to locations outside of the Town's boundaries.

Services	Description	Sub-Services	Service Type	Level of Service	Process
		<b>B.4.1.b Entrepreneurship Support</b>	Support	Foster a startup and entrepreneurial ecosystem in Didsbury that helps local, homegrown businesses grow and expand. Identifying and working to remove any barriers for expansion.	Provide or host opportunities for networking and mentoring, facilitate ad hoc meetings with entrepreneurs to understand entrepreneurs' needs, connect entrepreneurs with the appropriate resources as needs become apparent and celebrate entrepreneurial success stories.
		<b>B.4.1.c Business Support</b>	Support	Provide direct contact to help businesses navigate challenges that come with starting a new business, relocating or expanding their business in Didsbury. Develop, manage and maintain relationships with local businesses through formal and informal liaising opportunities. Provide access to and support navigating current Town of Didsbury, government, and private business supports including grants, incentives and other relevant information.	Respond to inquiries in a timely manner and provide or connect businesses with resources and information or the opportunity to meet for one on one consultation. Business needs are analyzed regularly and support programs or incentives are explored and pursued as see fit, including in collaboration with regional partners.
		<b>B.4.1.d Business Events, Education and Information Sharing</b>	Support	Offer timely and valuable information and learning opportunities that strengthen and support the growth of local businesses. Empower the business community by hosting or supporting business and industry events that build connections that inspire ideas through networking between local business leaders and support organizations.	Providing network and learning opportunities annually.
<b>B.4.2 Investment Attraction</b>	Activities that attract new businesses to Didsbury.	<b>B.4.2.a Emergent Investment Opportunity Response</b>	Support	Response to emergent, time sensitive investment opportunities. This requires shifting resources as required	Time sensitive inquiries will be addressed as required including outside of regular business hours. Respond to requests for information within a timely manner.
		<b>B.4.2.b Investment and Business Attraction</b>	Support	Actions taken to promote business and investment opportunities within Didsbury to domestic and international markets. This includes identifying opportunities, targeting prospects, providing site tours, developing marketing campaigns, attending industry specific events, and relationship development.	Attend a minimum of four industry specific events annually. Annual Marketing campaigns. Attend investor presentations, events and site tours as needed.
		<b>B.4.2.c Investment and Development Facilitation</b>	Support	Assisting new businesses, developers, and investors in navigating the Town's regulatory processes, including facilitation of meetings, problem solving, and interpretation of statutory documents and Town guidelines. Liaison between private sector developers and Town administration to help expedite and simplify development within the town.	Host or facilitate meetings between internal Town staff and prospective businesses/developers as required. Providing economic expertise related to internal town planning and development policies, land use and legislative standards as required. Represent the Town at regular industry association meetings such as UDI, CHBA, BILD.
		<b>B.4.2.d Investment and Development Readiness</b>	Support	Reducing barriers to investment or development in Didsbury by identifying future business needs and taking actions to address any current gaps such as infrastructure, servicing capatown, land availability, etc. Incorporate external developers/business feedback into Town processes and internal working groups (i.e. LUB, offsite levies, ASPs).	Annually assess business needs and identify gaps.

Services	Description	Sub-Services	Service Type	Level of Service	Process
<b>B.4.3 Stakeholder Relations</b>	Consultation, coordination, and collaboration with external and local business and property owners, investors, post-secondary insitutions, government entities, business and economic development organizations.	<b>B.4.3.a Consultation and Engagement property owners, investors, post-secondary insitutions, government entities, business and economic development organizations.</b>	Support	Regular consultation and liaison to improve the Town's understanding of local, regional and provincial business interests and perspectives. Including, but not limited to meetings and events with regional and provincial business and economic development organizations, such as CAEP, MVRFO, Community Futures, Chamber of Commerce, EDA, Invest AB, Travel AB.	Coordinating, collaborating, and consulting, where there is an organizational requirement or strategic alignment, as opportunities arise.
SUB-PROGRAMS					
<b>B.5 Financial Grants and Supports</b>					
<b>B.5.1 Community Granting</b>	Provision of funding to eligible applicants whether organizations/groups/clubs/ individuals with a demonstrated needed to enhance a project, program or service.	<b>B.5.1.a Community Grant Program</b>	Support	Manage programs for the purpose of providing funding in the form of grants to eligible applicants to assist in offsetting costs associated with programs, projects, activities and events which enhance the social fabric, environmental sustainability and quality of life for Didsbury residents.	Responsibilities and Terms and Conditions of community granting are identified in Community Grant Program.
SUB-PROGRAMS					
<b>B.6 Funding Partnerships</b>					
<b>B.6.1 Institutional Partnerships</b>	Provision of funding to provincially regulated organizations to provide services to the community.	<b>B.6.1.a Didsbury Municipal Library</b>	Essential	Ensuring adherence and implementation of lease, Memorandum of Understanding (MOU), Library Bylaw and Library Act.	Communications as needed between Town Administration and Library Manager.
		<b>B.6.1.b MVFRN</b>	Support	Provide management oversight of the Mountain View Family Resource Network in accordance with Provincial Agreement.	The Town is a contract holder for these services which are provided and fully funded through the Province.
<b>B.6.2 Management of Partnerships for Delivery of Social Services</b>	Provision of funding to deliver preventive social services in the community.	<b>B.6.2.a Program Funding</b>	Ancillary	Provide a framework for the delivery of funding to eligible community non-profit organizations for the provision of preventive social programs.	Program funding is available through an application form. This program is governed by the FCSS Act of Alberta and FCSS Policy.
SUB-PROGRAMS					
<b>B.7 Recreation Development</b>					
<b>B.7.1 Recreation Programming</b>	The provision of recreation programming for registered and drop-in participants at recreation facilities.	<b>B.7.1.a Aquatics Programming</b>	Support	The direct provision of aquatics registered and drop-in programs.	All programs are open for registration for Didsbury residents in alignment with Aquatic Centre User Policy. Programs offered in alignment with the Lifesaving Society Alberta and Northwest Territories Policies and Procedures, Lifesaving. Fees are in alignment with the Recreation Rates and Fees Bylaw.
		<b>B.7.1.b Aquatic Fitness</b>	Support	The direct provision of aquatic fitness registered and drop-in programs.	All programs are open for registration for Didsbury residents in alignment with Aquatic Centre User Policy. Programs offered in alignment with the Lifesaving Society Alberta and Northwest Territories Policies and Procedures, Lifesaving. Fees are in alignment with the Recreation Rates and Fees Bylaw.
		<b>B.7.1.c Arena Programming</b>	Support	The direct provision of arena registered and drop-in programs.	All programs are open for registration for Didsbury residents in alignment with the Memorial Complex Ice Arena User Policy and Memorial Complex Off-Season Arena User Policy. Fees in alignment with the Recreation Rates and Fees Bylaw.
SUB-PROGRAMS					
<b>B.8 Social Development</b>					
<b>B.8.1 Didsbury Neighborhood Place</b>	The development of skills and competencies to enable all Town residents to achieve their greatest potential and strengthen the community as a whole.	<b>B.8.1.a Education and Training</b>	Support	Social programs that are preventive in nature that promote and enhance well-being among individuals, families, and communities.	Annually host or partner presentations, facilitate workshops on social based topics relevant to the community to educate and support residents.
		<b>B.8.1.b Enhance Community Well-Being</b>	Support	Coordination of community response to facilitate actions to build community. Town FCSS personnel bring partners and residents together; collect information; facilitate action; and build community partnerships and relationships that strengthen community.	Services are delivered as per provincial Family and Community Support Services (FCSS) legislation and based on community need.

Services	Description	Sub-Services	Service Type	Level of Service	Process
		<b>B.8.1.c Information and Resources</b>	Support	Provision of public information and resources to inform residents of available social services and support. Individual, group, and community initiatives and supports are provided to schools, local organizations and residents of all ages and circumstance to help build knowledge of and facilitate access to social services programs and resources. Includes referral services, awareness campaigns, subscriptions and inventories.	Services are delivered as per provincial Family & Community Support Services (FCSS) legislation and based on community need.
<b>B.8.2 Individual and Family Support Services</b>	Assist individuals and families with resources, support and individualized services.	<b>B.8.2.a Counselling, Consultation and Navigation Services</b>	Support	Provision of confidential counselling, consultation and navigation to school-aged children, youth, young adults, adults and families.	Counselling services are contracted and offered through MVFRN (0-18 years old) plus families. Family & Community Support Services (FCSS) resources are available to assist school aged children with a family centered model and provide navigation support to residents.
<b>PROGRAMS</b>					
<b>C. Environmental Stewardship</b>					
<b>SUB-PROGRAMS</b>					
<b>C.1 Environmental Maintenance</b>					
<b>C.1.1 Maintenance of Sport Fields, Parks and Natural Areas</b>	Grass cutting, fertilizing, sweeping, and litter collection of sports fields, parks and open spaces	<b>C.1.1.a Cemetery Grounds Maintenance and Landscaping</b>	Essential	Maintain landscape within Cemetery boundaries.	Grass-cutting, trimming, weed-wipping and general cleanup as required.
		<b>C.1.1.b Maintenance of Parks</b>	Ancillary	Maintenance of Town-owned open spaces within the Town.	Grass-cutting, trimming, weed-wipping and general cleanup as required and as outlined in the Open Spaces Asset Management Plan.
		<b>C.1.1.c Maintenance of Sport Fields</b>	Ancillary	Maintenance sports fields and line painting at Town sport field amenities.	Maintenance and line painting of soccer field, baseball diamonds, and basketball court as needed.
<b>C.1.2 Tree Planting and Maintenance</b>	Maintenance of the tree canopy, including tree planting, maintenance and inspections.	<b>C.1.2.a Tree Care and Maintenance</b>	Ancillary	Routine maintenance to ensure Town-owned tree health.	Structural pruning as required. All trees inspected at time of pruning, defects noted, re-inspection within cycle based on severity of defect. Pest control treatments are done immediately upon identification and chemicals may be used depending on type of treatment needed.
		<b>C.1.2.b Tree Inspections</b>	Ancillary	Routine Inspections to ensure Town-owned tree health.	Trees visually inspected to find rotten trees, leaning, broken limbs and as noted by residents. Diseased trees are inspected annually through visual inspection.
		<b>C.1.2.c Tree Planting</b>	Ancillary	Routine planting to ensure Town-owned tree health.	Use species acceptable. Generate planting list through visual inspections, customer service requests and tree inventory removal data. Purchase nursery stock, regionally if possible, for in-house plantings.
<b>C.1.3 Beekeeping</b>	Maintenance of the Didsbury Bees/Beehives	<b>C.1.3.a Beekeeping</b>	Ancillary	Maintenance of hives, winterization of hives, collection and jarring of honey honey collection, jarring of honey	Services contracted and performed as needed.
<b>C.1.4 Vegetation and Pest Control</b>	Maintenance of healthy turf and vegetation.	<b>C.1.4.a Pest Control</b>	Ancillary	Management of vertebrate pests impacting infrastructure. Includes, but not limited to beavers, gophers, insects, etc.	Remove or control pests as governed by legislation.
		<b>C.1.4.b Weed Control</b>	Ancillary	Management of noxious and invasive vegetation.	Remove or control noxious and restricted weeds as governed by legislation in partnership with Mountain View County.
<b>SUB-PROGRAMS</b>					
<b>C.2 Environmental Protection</b>					
<b>C.2.1 Release Prevention, Reporting and Response</b>	Direct release or spill response, support and reporting and maintenance of the spills and release database. The service includes corporate wide	<b>C.2.1.a Release Prevention</b>	Essential	Proactive approach for environmental release prevention. Train Town employees who work with substances that have the potential to be released with the knowledge and resources to mitigate risk.	Protective measures are built into town infrastructure Storm ponds include isolation vavles. Crews are equipped with spill resonse equipment to barrier, absorb, and stop underground systems from being impacted.

Services	Description	Sub-Services	Service Type	Level of Service	Process
	environmental risk and opportunities assessment and management in addition to on-scene spill response and mitigation of hazardous materials.	<b>C.2.1.b Release Reporting and Incident Database Management</b>	Essential	Reporting all environmental releases to the provincial regulatory authorities. Maintaining the Town's database for Environmental Releases.	Legal requirement to report all spills to Environment and Protected Areas, as required by the Environmental Protection and Enhancement Act. Report and document release immediately upon discovery and comply with any additional reporting requirements by the province.
		<b>C.2.1.c Release Response</b>	Essential	Activities required to respond to an environmental release. Collaborate with Fire Services or Utilities depending on nature of release. Procure third-party contractor should release response require specialized materials or support.	Immediate response to environmental releases upon notification or discovery and engage Town supports or Contractor depending on nature of release.
SUB-PROGRAMS					
<b>C.3 Waste Management</b>					
<b>C.3.1 Solid Waste Collection</b>	Collection, processing and disposal of landfill, organic waste and recyclable material for residents, Town facilities and community schools. Bylaw No. 17/2018 - Residential Solid Waste Management	<b>C.3.1.a Garbage Collection</b>	Support	Collection, processing and disposal of landfill material for residents, Town facilities. Residents are provided Town owned waste carts, available in three sizes (240L) with corresponding monthly rates.	Automated collection of garbage every two weeks per the Waste Management Bylaw.
		<b>C.3.1.b Compost Collection</b>	Support	Collection, processing and disposal of organic waste for residents, Town facilities. Organics collected via Town owned organic carts, available in two sizes (240L) .	Automated collection of organic material: • March - November - every two weeks
		<b>C.3.1.c Recycling Collection</b>	Support	Collection, processing and disposal of recyclable material for residents, Town facilities	Automated collection of garbage every two weeks per the Waste Management Bylaw.
<b>C.3.2 Solid Waste Programming</b>	Targeted annual or season community events designed to encourage appropriate disposal of solid waste.	<b>C.3.2.a Community Cleanup</b>	Support	Offer Community Cleanup Event for residents to purchase landfill, appliance, or curbside tickets to remove unwanted household items.	Organized event to occur once per year.
<b>C.3.3 Waste Water Management</b>	Operation, maintenance and management of the infrastructure and facilities that collect wastewater from all properties within the Town of Didsbury that are connected to the municipal wastewater system. This service includes lagoons, residential wastewater service and collection maintenance, and	<b>C.3.3.a Wastewater Treatment - Lagoon Maintenance</b>	Essential	Utility conveyance of wastewater from the wastewater collection system to the Town's Lagoon systems for further conveyance and treatment.	Compliance with the standards prescribed within the Wastewater Bylaw and compliance with provincial and federal regulatory/legislative requirements.
		<b>C.3.3.b Wastewater Collection Maintenance</b>	Essential	Operation and maintenance of all Town utility wastewater collection systems from all properties connected to the municipal wastewater collection system for conveyance to the Lagoon.	Compliance with the standards prescribed within the Wastewater Bylaw and compliance with provincial and federal regulatory/legislative requirements.
		<b>C.3.3.c Wastewater Management Facilities (lift stations)</b>	Ancillary	Operation and maintenance of Town utility and identified developer/private owned lift stations.	Compliance with the standards prescribed within the Wastewater Bylaw and compliance with provincial and federal regulatory/legislative requirements.
SUB-PROGRAMS					
<b>C.4 Water Services</b>					
<b>C.4.1 Storm Water Drainage</b>	Operation and maintenance of the storm water collection systems, management facilities and outfalls that support the flow of rainfall and snowmelt.	<b>C.4.1.a Stormwater Management Facilities and Outfalls</b>	Essential	Operation and maintenance of Town storm ponds.	Compliance with the provincial and federal regulatory/legislative requirements (Alberta Environment).
<b>C.4.2 Water Supply and Distribution Management</b>	Supply, operation and maintenance of the distribution of drinking	<b>C.4.2.a Bulk Water Services</b>	Ancillary	Operation and maintenance of Town utility bulk water systems that convey water to truck haul customers.	Compliance with the standards prescribed within the Water Bylaw and compliance with provincial and federal regulatory/legislative requirements. Rates are set by Council every year and published in the Utility Rates Bylaw.

Services	Description	Sub-Services	Service Type	Level of Service	Process
	water and other water systems within the Town of Didsbury.	<b>C.4.2.b Public Hydrant Inspection and Water Distribution maintenance</b>	Essential	Inspection and testing of public fire hydrants; and Operation and maintenance of Town utility water service valves and meters.	Hydrants are inspected two times a year following Fire code. Water service valves and meter inspected at the same time. Compliance with provincial and federal regulatory/legislative requirements.
		<b>C.4.2.c Residential Water Services</b>	Essential	Operation and maintenance of Town utility water service valves and meters.	Compliance with the standards prescribed within the Water Bylaw and compliance with provincial and federal regulatory/legislative requirements. Rates are set by Council every year and published in the Utility Rates Bylaw.
		<b>C.4.2.d Water Reservoirs and Pump Stations</b>	Essential	Operation and maintenance of Town utility reservoirs and pump stations that convey water to the Town utility water distribution system.	Compliance with the standards prescribed within the Water Bylaw and compliance with provincial and federal regulatory/legislative requirements.

## PROGRAMS

### D. Land Use and Development

#### SUB-PROGRAMS

#### D.1 Application Reviews and Permitting

<b>D.1.1 Environmental Reviews of Development Applications</b>	The service includes conducting environmental reviews, providing environmental stewardship for long-term development plans, and ensuring compliance to environmental legislation.	<b>D.1.1.a Planning and Development Approvals Review</b>	Essential	Environmental review and support for planning and development approvals. Review all planning and development referrals for environmental protection and environmental legislation requirements.	Requests for review are completed based on complexity of the referral as part of the submission of application for Area Structure Plans.
<b>D.1.2 Issuance of Land Use and Development Permits and Licenses</b>	Services related to the review and issuance of land use and development permits or licenses.	<b>D.1.2.a Business Licensing Issuance</b>	Support	Assist business owners in obtaining the required municipal approvals for a Business Licence to legally operate.	Respond to inquiries regarding municipal regulations for businesses as required. Application processed upon payment and license issued when all licensing requirements are met. Fees are outlined in Business License Bylaw.
		<b>D.1.2.b Development Permit Application Review</b>	Essential	The review and processing of development applications.	Respond to applicants within 20 days to verify the completeness of the application. Applications processing time is 40 days following the formal acceptance of the application
		<b>D.1.2.c Compliance Certificate Application Review</b>	Ancillary	The review and processing of Compliance Certificates.	This service is provided on an as-needed basis, when property is being sold. Includes dealing with inquiries related to public land encroachment.
		<b>D.1.2.d Development Signage Permit Assistance</b>	Ancillary	Review and evaluation of proposed development (non-traffic control related) signage.	Comments are provided and/or permit issued within 7-10 days.
		<b>D.1.2.e Issuance of Development permits with development agreements (Site Servicing)</b>	Essential	Issuance of servicing permits required to connect new development into any Town utilities.	Issue site servicing permit in accordance with MGA.
		<b>D.1.2.f Supplemental Technical Reviews</b>	Ancillary	The service includes technical review of related infrastructure required to service lands and traffic related data with growth.	Report evaluation timelines vary depending on the complexity of the request or the volume of requests.
		<b>D.1.2.g Technical Drawing Reviews</b>	Ancillary	The service includes reviewing drawings of related infrastructure required to service lands.	Drawing evaluation timelines vary depending on the complexity of the request or the volume of requests.
		<b>D.1.3.h Construction Permit</b>	Support	Review, issuance of approval of Construct Agreement and associated traffic accommodation plans.	Process applications and issue a Construct Agreement, including an On-Street or On-Public Lands permit following completed packages.
<b>D.1.3 Planning and Development Related Customer Inquiries</b>	Respond to inquiries relating to planning and development	<b>D.1.3.a General Planning and Development Inquiries</b>	Support	Responding to customers' general inquiries related to planning and development.	Respond within 2 business days unless more time is required to respond to inquiries. If more time is needed, estimated response time is provided to customer based on complexity of the inquiry.

#### SUB-PROGRAMS

#### D.2 Infrastructure Planning



Services	Description	Sub-Services	Service Type	Level of Service	Process
D.2.1 Off-Site Levy Program	Support growth and development by administering Town's off-site levy program for essential infrastructure needed.	D.2.1.a Off-site Levy Program Administration	Ancillary	Administration of off-site levy policy on all development and planning applications including calculation of levies, the requests to off-set approved projects and ensuring that any work approved is consistent with best practices and Council-approved policies.	Condition of subdivision as as application is submitted for lands covered by offsite levy. Fees are calculated in the Offsite Levy Bylaw.
SUB-PROGRAMS					
D.3 Land Development					
D.3.1 Recreation Facility and Park Development	Using identified and demonstrated community need to plan and construct new and redeveloped recreation facilities and park sites	D.3.1.a Parks Planning and Development	Ancillary	The process of using identified and demonstrated community need to plan and construct new and redeveloped park sites and amenities that reflect a wide variety of recreation, community services and conservation priorities.	Terms are as identified in the Strategic Plan, the Municipal Development Plan (upon completion), Open Spaces Asset Management Plan, and the Pedestrian Connectivity Master Plan
		D.3.1.b Recreation Facility Planning and Development	Ancillary	The process of using identified and demonstrated community need to plan and construct new and redeveloped recreation facilities and amenities.	Terms are as identified in the Strategic Plan, the Municipal Development Plan (upon completion), Open Spaces Asset Management Plan, and the Pedestrian Connectivity Master Plan
SUB-PROGRAMS					
D.4 Land Use Planning					
D.4.1 Current Planning Application Processing	Processing and coordination of the approval of statutory plans and amendments, subdivision and condominiums applications.	D.4.1.a Land Use Bylaw Amendments	Essential	The review and processing of applications for changes to the Land Use Bylaw.	Processing time depends on the complexity of the application for amendments.
		D.4.1.b Statutory Plans Amendments	Essential	The review and processing of applications for changes to Statutory Plans.	Acknowledge requests within 2 business days and provide information on the process and approximate timelines. Review is coordinated internally and is typically completed within 4 weeks of receiving a complete draft plan with all supporting documents. Processing time is 6 months from the day the completed application is received (statutory process).
		D.4.1.c Subdivision and Condominium Review and Approval	Essential	The review and processing of applications for division of land for ownership purposes.	Respond to the applicant with a letter within 3 business days with estimated timelines for completion. A decision on a subdivision is made within 60 days per the MGA.
D.4.2 Long Range Land Use Planning	Management of long range land use plans including the Municipal Development Plan (MDP), Statutory and Regulatory plans and future growth policies.	D.4.2.a Development, Management and Implementation of Long Range Land Use Plans	Essential	Planning for future municipal growth. This work includes long range planning, statutory and regulatory planning, creation and management of guidelines and procedures, infill planning, etc.	Plans and policies are reviewed at least every 5 years or as set out in the plan or policy.
PROGRAMS					
E. Movement of Goods and People					
SUB-PROGRAMS					
E.2 Road Accessibility					
E.2.1 Snow Removal	Snow clearing and ice control of all Town parking lots and hard surface infrastructure, roads, trails and sidewalks.	E.2.1.a Snow Clearing and Ice Control	Ancillary	Town snow and ice control for: <ul style="list-style-type: none"><li>Roads within Didsbury</li><li>Parking lots and hard surface infrastructure</li><li>Sidewalks, trails</li><li>Residential roads</li></ul>	Services are maintained as per the Snow Clearing Policy.
E.2.2 Street Sweeping	Annual spring cleaning and ongoing cleaning on all types of roadways.	E.2.2.a Boulevard and Roadway	Support	Routine street sweeping of Town road network to remove debris and road hazards.	Boulevards dumped with town snow and road network is cleaned and swept in spring; road network continually swept as required.
PROGRAMS					
F. Public Safety					
SUB-PROGRAMS					
F.1 Emergency Management					

Services	Description	Sub-Services	Service Type	Level of Service	Process
F.1.1 Emergency Management	Provincial legislation and regulation requires the Town of Didsbury to maintain Emergency Management plans and programs. This service addresses preparation, approval, maintenance and coordination of local authority emergency plans and programs required by the province. Emergency Management plans and programs are intended to provide prompt coordination of the Town's resources when the consequences of an emergency or disaster and subsequent recovery are outside the scope of normal operations.	F.1.1.a Emergency Operations Centre	Essential	The Emergency Operations Centre (EOC) coordinates effective response and recovery outside of normal operations. Emergency Management legislation identifies training requirements needed for staff to participate in the EOC.	The Emergency Operations Centre will be active and staffed with qualified individuals within 1 hour of a required activation.
		F.1.1.b Emergency Management Planning	Essential	The Town of Didsbury (the Town) municipal Emergency Management Plan provides a framework for how the Town conducts its comprehensive Emergency Management program. Planning involves: Hazard, Risk and Vulnerability Assessment; Emergency Operations Centre Plan; Training and Exercise Plans; Emergency Social Services Plan; Emergency Preparedness Communication Plans; Crisis Communication Plan; Business Continuity Plans; Hazard Specific plans; and Community Recovery plans, and Mutual Aid.	The municipal Emergency Management Plan is reviewed annually or after activations to ensure compliance with Emergency Management legislation and regulations.
		F.1.1.c Emergency Management Public Education and Preparedness	Essential	Education and awareness is provided to residents for both preparing for and recovering from a disaster.	Online resources and information sessions on Emergency Preparedness and recovery are provided for residents before and after disasters.
		F.1.1.d Emergency Management Training and Exercises	Essential	The Local Authority Emergency Management Regulation directs municipalities on what is required by municipalities to comply with the Emergency Management Act. This includes utilizing and training in the provincially mandated incident management system, training and exercise requirements.	The Town annually conducts staff training in the mandated Emergency Management System. The Town also conducts annual exercises to test plans ensuring compliance with Emergency Management legislation and regulations.
SUB-PROGRAMS					
F.2 Enforcement and Licensing					
F.2.1 Building Codes Enforcement	Service provided to stakeholders such as architects engineers, contractors, property owners and building occupants to review and ensure ongoing compliance with the Alberta Safety Codes Act in the following disciplines: Building, Electrical, Plumbing, HVAC, Gas, Fire. Provision of technical advice on Code questions from the public and on	F.2.1.a Building and Safety Codes Permit Issuance	Essential	Issuance of Building, Electrical, Plumbing, HVAC, Gas and Fire permits in accordance with the Alberta Safety Codes Act. This includes the review of drawings and documents before every building permit application is made to ensure compliance.	Services are contracted and delivered as per the contractor's conditions.
		F.2.1.b Building Inspection Services	Essential	Inspection of buildings to ensure compliance with the Alberta Safety Codes Act. Reinspections may be required based on outcomes.	Services are contracted and delivered as per the contractor's conditions.
		F.2.1.c Technical Advice	Support	Provision of technical advice related to the Alberta Safety Codes Act in the following disciplines: Building, Electrical, Plumbing, HVAC, Gas and Fire.	Services are contracted and delivered as per the contractor's conditions.
F.2.2 Business Licensing	Responding to complaints regarding business licensing regulations.	F.2.2.a Compliance and Complaint Investigations	Essential	Respond to, investigate, and follow up with complaints regarding business activity that does not comply with the Land Use Bylaw 2019-04 or Business License Bylaw 2023-09. Enforcement of bylaw through fines/penalties as a last resort.	Investigate and respond to all resident complaints related to business activities. Timing is dependent on the complexity of the complaint.
F.2.3 Municipal Enforcement	Responding to public complaints and enforcing select municipal bylaws and provincial statutes. This includes, but is not	F.2.3.a Administration, Licensing, Permits and Parking Ticket Processing	Ancillary	Services provided to residents related to dog licensing, false alarm, parking ticket processing/ inquiries. Administrative support provided to the Municipal Enforcement related to statistic reporting and violation notice preparation.	Providing and maintaining the services in this category per the Alberta Peace Officer Program during Town Office regular operating hours (Appendix).



Services	Description	Sub-Services	Service Type	Level of Service	Process
	limited to community standards, animal control, parking enforcement, as well as the Alberta Traffic Safety Act and portions of the Alberta Gaming and Liquor Act.	<b>F.2.3.b Community Peace Officer – General Duty Services</b>	Ancillary	Municipal Peace Officers provide the primary response to select Municipal Bylaw Complaints including but not limited to community standards, animal control, noise and parking. Also provided calls response and enforcement of select Provincial Statutes including but not limited to Traffic Safety Act, Trespass to Premises Act, Dangerous Dog, etc.	This service endeavours to meet the standards outlined in the Community Standards Bylaw, Traffic Bylaw, Pet Ownership Bylaw, and the Community Peace Officers Manual.
		<b>F.2.3.c Community Peace Officer - Traffic Enforcement Services</b>	Ancillary	Municipal Peace Officers to supplement RCMP Traffic Unit and directed primarily towards providing pro-active traffic enforcement including but not limited to speeding, distracted driving, seatbelt, parking offences.	This service endeavours to meet the standards outlined in the Traffic Bylaw and the Alberta Traffic Safety Act.
<b>SUB-PROGRAMS</b>					
<b>F.3 Fire, Rescue, and Emergency Medical Services</b>					
<b>F.3.1 Fire Prevention</b>	As an accredited municipality under the Safety Code Act, the Didsbury Fire Department assesses risk and provides services oriented to minimizing fire and explosion risk and addressing injury prevention.	<b>F.3.1.a Fire and Risk Education</b>	Essential	Didsbury Fire Department will provide information to the public using a variety of channels (social media, media, face-to-face) on request. DFD will attend public events and schools on request.	This service is offered by request when resources are available.
		<b>F.3.1.b Fire Inspection and Enforcement</b>	Essential	Occupancies are inspected for compliance with Fire Code requirements on a risk assigned basis for type of occupancy and frequency of inspections. As required by the Didsbury Quality Management Plan, all occupancies are inspected based on their assigned frequency of inspections using certified and qualified personnel. Inspections may also be carried out on request or complaint on any property as permitted by the Safety Codes Act.	Inspections are conducted upon request or complaint.
<b>F.3.2 Fire Response</b>	Response to all types of emergency events including fire, rescue, medical first response, service calls, dangerous goods releases, motor vehicle accidents and ice/water rescue.	<b>F.3.2.a Alarm Investigation</b>	Essential	Investigation and response is initiated immediately to determine cause of alarm.	There are paid on-call fire fighters available 24/7/365 to provide this service.
		<b>F.3.2.b Fire Suppression</b>	Essential	Fires are investigated as required by the Didsbury Quality Management Plan (QMP). All fires with damaged or destroyed property, an injury, or a fatality, are investigated for cause, origin, and circumstances. Investigations are conducted by certified Fire Investigators through the Safety Codes Council of Alberta.	There are paid on-call fire fighters available 24/7/365 to provide this service.
		<b>F.3.2.c Medical First Response</b>	Essential	Provide medical care to ill and injured persons within Didsbury until EMS arrival, and to augment EMS crews during treatment and transport for life threatening emergencies.	There are paid on-call fire fighters available 24/7/365 to provide this service.
		<b>F.3.2.d Confined Space Rescue</b>	Essential	Response to persons entrapped in enclosed areas with limited access and egress, and potentially hazardous atmospheres. Utilizes specialized equipment to access, assess, treat, package, and remove patients safely.	There are paid on-call fire fighters available 24/7/365 to provide this service.
		<b>F.3.2.e Dangerous Goods</b>	Essential	The sub-service includes on-scene environmental risk assessment and management in addition to dangerous goods incident response and recovery of hazardous materials. Response time is determined according to complexity and severity of the spill and/or release.	There are paid on-call fire fighters available 24/7/365 to provide this service.
		<b>F.3.2.f High Angle/Elevated Rescue</b>	Essential	Response to persons entrapped on buildings, towers, pylons, antennas, or cliffs. Utilizes specialized techniques to access, assess, treat, package, treat and remove patients safely.	There are paid on-call fire fighters available 24/7/365 to provide this service.

Services	Description	Sub-Services	Service Type	Level of Service	Process
		F.3.2.g Urban Rescue	Essential	Response to persons entrapped in structurally unstable buildings and collapsed or unstable excavations. Utilizes specialized techniques and equipment to access, assess, package, treat, and remove patients safely.	There are paid on-call fire fighters available 24/7/365 to provide this service.
		F.3.2.h Water/Ice Rescue	Essential	Response to persons in distress who are located near, on or in a body of water. Utilizes specialized techniques and equipment to access, assess, package, treat, and remove patients safely.	There are paid on-call fire fighters available 24/7/365 to provide this service.
SUB-PROGRAMS					
F.4 Policing Services					
F.4.1 RCMP Police Services	Contract with the Government of Canada that designates the RCMP as the Municipal Police Service for Didsbury.	F.4.1.a Policing Civilian Support Services	Ancillary	Municipal Employee Civilian Support services provided to the RCMP pursuant to the Municipal Police Services Agreement (MPSA).	Providing operational and administrative support services as required and compliant with the Municipal Police Service Agreement (MPSA).
		F.4.1.b RCMP Front Counter and Reception Services	Ancillary	Front Counter/Reception services at the Didsbury RCMP Detachment for Policing related services including but not limited to In person crime, disorder and offence reporting, Criminal Record Checks and finger printing, collision reporting.	Reception provided during RCMP regular operating hours (Appendix) in accordance with the Municipal Police Service Agreement (MPSA).
		F.4.1.c RCMP Police Services	Ancillary	As per the Municipal Police Service Agreement (MPSA), the RCMP provides services necessary to preserve the peace, protect life and property, prevent crime and offences against the laws of Canada and Alberta. This service includes apprehending criminals, offenders and others who may be lawfully taken into custody and executing all warrants. It may also include providing services necessary to prevent bylaw offences after giving due consideration to policing demands. The RCMP determines appropriate policing responses in accordance with the MPSA.	Provides 4 RCMP Members.
PROGRAMS					
G. Business and Financial Management					
SUB-PROGRAMS					
G.1 Asset Management					
G.1.1 Recreation Asset Management and Maintenance	Maintenance of the Town's recreation assets including indoor and outdoor facilities and amenities.	G.1.1.a Recreation Facility and Amenities Maintenance	Essential	Maintenance and upgrade of recreation facilities and amenities to ensure safe, well- maintained, well-functioning facilities for residents' enjoyment.	Maintenance repairs and replacement are addressed as needed.
G.1.2 Transportation Network Asset Management and Maintenance	Management and stewardship of the Town's assets, including the operational processes required to maintain existing assets.	G.1.2.a Sidewalk Repair and Maintenance	Essential	Repair & maintenance to provide safe surfaces for pedestrian travel. Includes sidewalk replacement, mud jacking and crack sealing.	Repairs are informed by customer concerns and are addressed based on priority criteriums.
		G.1.2.b Maintenance of Bridge Structures	Essential	Repair & maintenance to provide safe bridge surfaces for pedestrian travel.	Bridge structures are inspected annually. Repair work is based on priority criteriums.
		G.1.2.c Maintenance of Town Parking Lots	Essential	Repair & maintenance of Town Parking Lots to provide safe surfaces for vehicle and pedestrian travel.	Town parking lots are inspeced annually during facility and grounds inspection. Repair work is based on priority criteriums.
		G.1.2.e Maintenance of Roadway Surface Repair	Essential	Patch potholes on all asphalt roadways and parking lots throughout the town.	Gravel road maintenance as required.
		G.1.2.g Maintenance of Pathways & Trails	Essential	Repair & maintenance of pathways and trails to provide safe surfaces for pedestrian travel.	Pothole inspection and repair: Proactive response following the priority areas set out in the Snow Clearing Policy. Pathways and trails are inspected annually. Repairs are conducted as-needed based on condition assessment.

Services	Description	Sub-Services	Service Type	Level of Service	Process
		G.1.2.h Maintenance of Signs and Road-markings	Essential	Repair & maintenance of signs & road markings for safe travel.	Signs and road-markings are inspected annually to ensure visibility and legibility. Repair work is based on priority criteriums.
		G.1.2.i Maintenance of Street Lights	Essential	Repair & maintenance of street lights for community safety.	This service is provided by Fortis Alberta who address issues that arise.
		G.1.2.d Maintenance of Curbs and Gutters	Essential	Repair & maintenance of curbs and gutters for safe travel.	Address issue sites of standing water remaining for a substantial period following a storm event. Repair work is based on priority criteriums.
SUB-PROGRAMS					
G.2 Strategic and Business Planning					
G.2.1 Corporate Alignment and Planning	The Town establishes it's operational plans in alignment with the Town of Didsbury Council's Strategic Plan.	G.2.1.a Strategic Planning	Support	Town of Didsbury Council Strategic Plan is the primary directional plan that establishes Council's strategic priorities and expected outcomes. The Plan guides Administration's corporate, business and financial planning activities over the Council's term.	A newly elected Council develops the Didsbury Council Strategic Plan as soon as possible following the municipal election. There is a retreat mid-way through the Council term to formally review progress towards the achievement of priorities and expected outcomes, to discuss emergent items and re-prioritize the plan if required.
G.2.2 Economic Strategy, Planning and Policies	Consultation with the private sector and community to help inform the development of strategies, plans, and policies related to growing and strengthening	G.2.2.a Economic and Market Data	Support	Curation and provision of local economic data for business decision-making via economic development tools available through our website tools (LocalIntel).	Data is updated annually or as needed and shared regularly through the website or directly with businesses as required.
		G.2.2.b Economic Competitiveness	Support	Identifying, monitoring, and promoting Didsbury's competitive economic advantages and benchmarking against key comparators.	Research, analysis and promotion of competitive economic advantages are conducted on an ongoing basis.
SUB-PROGRAMS					
G.3 Business Development					
G.3.1 External Funding	Securing and raising funds to support the delivery of cultural, recreational and business services to the community.	G.3.1.a Advertising/ Sponsorship Opportunities	Support	Provide businesses with advertising and sponsorship opportunities through agreements for physical spaces, programs, services, or events.	Liase with businesses regarding donations in-kind in exchange for advertising/ sponsorship opportunities. Opportunities depend on community need.
		G.3.1.b Grant Applications	Support	Continuously explore grant opportunities to secure external funding for projects that align with the Town's goals and priorities.	Grant opportunities actively sought out. Applications submitted when funding aligns with Town planned projects and strategic priorities.
SUB-PROGRAMS					
G.4 Communication and Marketing					
G.4.2 External Communications and Marketing	Dissemination of information externally with the intent to inform and educate the public or to promote and encourage the public to take a certain action. This includes Crisis Communication when required. External communications will be conducted through the website, social media, newspaper, Town Hall news, Mayor's Note and radio.	G.4.2.a Media Relations	Ancillary	Includes management of media relations, preparation of key messages, monitoring Town related media coverage, preparation and distribution of news releases, and public service announcements.	Town responds to media inquiries and/or accommodates requests within requested or negotiated timelines. Confirmation of easily accessible factual information is completed as required.
		G.4.2.b Public Information	Ancillary	Dissemination of information externally with the intent to inform and educate the public on various matters related to the Town's and Council's business, programs, services, amenities and events.	Phone, website and social media inquiries are monitored during Town Office regular operating hours (Appendix). General phone inquiries are responded to immediately as staff time allows, and specific inquiries are directed to appropriate departments for response. Emergency contact information is clearly listed on Town Website.
SUB-PROGRAMS					
G.5 Account Management					
G.5.1 Utility Account Management	Management of utility accounts for water, wastewater, storm water and solid waste (organics)	G.5.1.a Account Set up and Closure	Support	Management of set up and closure of utility accounts.	E-mail, phone, and walk-in inquiries may be received during the Town Office regular operating hours (Appendix). Accounts are set up and closed within 30 business days. Refunds or credits payable issued via EFT within 60 days.

Services	Description	Sub-Services	Service Type	Level of Service	Process
	and recycling).	<b>G.5.1.b Utility Customer Billing Issuance</b>	Support	Management of billing.	Bills are processed and issued by the 10th of the month. Paper and electronic options are available. Bills are due on the last day of the month before late payment fee is applied. Forms can be accessed online 24/7.
		<b>G.5.1.c Utility Payment Collection</b>	Essential	Payment of utility accounts.	Payments are collected through pre-authorized withdrawals, Egov, external banking services, by mail, drop box, and in person at the Town Office. Customers are contacted by phone or written notice to advise of non-payment.
SUB-PROGRAMS					
<b>G.6 Municipal Assessment and Taxation</b>					
<b>G.6.1 Property Assessments</b>	The delivery of accurate and equitable property assessments that are essential for the distribution of the annual tax levy.	<b>G.6.1.a Annual Assessment Roll Development</b>	Essential	Development of the annual assessment roll used internally for forecasting purposes and for the preparation of the annual tax levy process as per a legislative requirement. (MGA 285, 302-303).	Completed by February 28th of the year following the valuation year.
		<b>G.6.1.b Assessment Inquiries</b>	Essential	Front line customer service for inquiries. 60 days after Combined Assessment and Tax Notices are mailed property owners have the opportunity to review and appeal the assessed value. MGA 284 (4)	E-mail and phone inquiries may be received during the Town Office regular operating hours (Appendix); online form access 24/7.
		<b>G.6.1.c Maintenance of the Assessment Roll</b>	Support	Re-inspection of existing property to help maintain accurate and up-to-date property data. This includes a Request for Information mail-out and updating building permit data.	Re-inspection of all residential improved properties is done within provincial audit standards.
<b>G.6.2 Tax Account Management</b>	Administration of the annual and supplementary tax levy, pre-authorized payment system, school support declarations, property tax collection process and land title changes.	<b>G.6.2.a Annual and Supplemental Tax Levy Administration</b>	Support	Collection of levies from property owners. Includes administration of Tax Installment Payment Plan (TIPP), property tax billing, collections, school support declarations, and land title changes.	Tax levy preparation meets annual deadlines as contained within the Municipal Government Act (MGA)-Part 10. Land title changes are processed on an as-required basis. TIPP accounts are administered monthly, on as as-required basis.
		<b>G.6.2.b Annual Property Tax Levy</b>	Essential	Prepare tax rates for the review and approval by Council. Property tax bylaw is maintained as per the Municipal Government Act requirement (MGA 353-354). The municipal property tax rates are set by Council annually through the Property Tax Bylaw.	Property tax rates and tax split between residential and non-residential assessments classes are considered annually by Council.
PROGRAMS					
<b>H. Corporate Governance and Standards</b>					
SUB-PROGRAMS					
<b>H.1 Community, Business and Financial Reporting</b>					
<b>H.1.2 Corporate Reporting</b>	Corporate reporting process to Council and the community to maintain transparency to the community through reporting of the Town's achievements. It helps monitor and report on results against plans, including strategic plans, long-term plans, business plans and budgets.	<b>H.1.2.a Town's Annual Year in Review</b>	Essential	An Annual Year in Review that includes progress towards the Town's Strategic Plan.	The Town's Annual Year in Review is published each year.
		<b>H.1.2.b Town's Annual Audited Financial Statements</b>	Essential	An Annual Audit of the Town's Financials for the year.	Audited financial statements are audited annually by an external auditor by April 30 of each year.
		<b>H.1.2.c Corporate Budget Reports</b>	Essential	Corporate Proposed Budget is provided to Council and through website to residents annually. This provides information on the Strategic Plan of the Corporation and proposed budget for upcoming year. The report is used by Council when determining the approved tax increase.	Proposed budget of next year provided in November-December to be deliberated and approved by Council by the end of March.
		<b>H.1.2.d Quarterly Financial and Departmental Reports</b>	Essential	Corporate reports are provided to Council on a quarterly basis to meet needs for regular and formal communication. Financial Reports outline the Town's financial performance for a quarter.	Reports are provided within 2 months of the quarter being completed.
PROGRAMS					
<b>I. Local and Regional Governance</b>					
SUB-PROGRAMS					
<b>I.1 Municipal Elections and Democratic Processes</b>					

Services	Description	Sub-Services	Service Type	Level of Service	Process
<b>I.1.1 Administrative Tribunals</b>	Provision of advice regarding legislative and procedural processes and processing of required information for Subdivision and Development Appeal Board (SDAB) and Assessment Review Boards (ARB).	<b>I.1.1.a Assessment Review Boards (Local, Composite, and Preliminary)</b>	Essential	Statutorily mandated administrative tribunals to hear appeals of tax and assessment matters.	Member of the RARB which processes appeals in accordance with the MGA.
		<b>I.1.1.b Subdivision and Development Appeal Board</b>	Essential	Statutorily mandated administrative tribunals to hear appeals of subdivision and development decisions of Planning and Development.	Appeals are received, and hearings are scheduled within 30 days of receipt of the appeal. One Legislative Services Officer attends all appeal hearings to facilitate the orderly flow of appeals and provide procedural advice. Applicants, appellants, Town Departments and Board members receive notices and agendas at least 5 days prior to the hearing. All proceedings are recorded and notes of the meeting are provided within 1 week of the hearing. Decisions are provided to the parties of the appeal within 15 days of the hearing.
<b>I.1.2 Council Committees</b>	Provision of advice regarding legislative and procedural processes for Council committees. This includes support for various governance Council Committees.	<b>I.1.2.a Advisory Committees; Internal Economic and Community Advice</b>	Support	Council's lead Advisory Committee for Economic Development s DEDAC. With regular meetings and preparation of meeting notes and discussions of economic development matters according to the Economic Development Strategy and annual project/work plan. Economic Development provides feedback and advice to other Council Committees' as it relates to economic and community development as see fit. Provision of the business community's perspective in Town administration decision-making and policy development.	DEDAC meeting notes are prepared and distributed by the Econmic Development Department, in a timely manner. Meeting agendas are prepared and distributed in advance to the next meetings. Council Committees outside of DEDAC, advise Town administration regarding the impacts of decisions on the business community through regular corporate initiative participation.
		<b>I.1.2.b Council Members Appointments</b>	Support	Mayor and Deputy Mayor review Council members input and makes recommendations to Council regarding Council members appointments.	The process is completed annually, meeting the standards set by the Council Procedural Bylaw and Council Committees Bylaw.
		<b>I.1.2.c Recruitment of Public Members</b>	Support	Legislative Services reviews applicants to Advisory Committees and makes recommendations to Council.	Advertising for recruitment of public members is done annually or when vacancies occur. Postings are advertised in advance. Letters are sent to successful and unsuccessful applicants to inform them of the decision within two weeks per the Council Committees Bylaw.
		<b>I.1.2.d Governance Council Committees</b>	Support	This services provides procedural advice, prepares and distributes agendas and minutes, and books meeting rooms as required to support all Governance Council Committees.	Agendas are prepared and distributed in advance to the meeting. Minutes of meetings are prepared and distributed with the next meeting agenda Agendas and Minutes are posted to website.
<b>I.1.3 Council Meetings</b>	Management of Council Meetings including development of agendas, drafting minutes, and circulating agenda packages, and other services as required.	<b>I.1.3.a Council Meeting Streaming</b>	Support	The online streaming of all public Regular Council Meeting, Special Council Meetings, Budget Meetings.	All public Town Council meetings will be streamed live and recorded for future online reference per the Council Procedural Bylaw.
		<b>I.1.3.b Council Meetings Management</b>	Essential	Management of Council Meetings including development of agendas, drafting minutes, and circulating agenda packages, and other services required.	Legislative Services attend all Council meetings. Council meeting agendas are prepared in advance of meetings and are distributed on the Friday in advance of the Tuesday meeting per the Council Procedural Bylaw. Agenda package is available to Council in three formats: through the E-Scribe platform, in PDF form, and posted publicly to the website. Actionable items (Resolution Index) from Council meetings are provided to the Leadership Team following a Council meeting.
<b>I.1.4 Municipal Elections</b>	Organization, coordination and delivery of municipal elections.	<b>I.1.4.a Election Voting Opportunities</b>	Essential	This sub-service carries out established election standards and processes. The general election is organized and conducted every four years as per legislation.	Voting is conducted in accordance with the Local Authorities Election Act and the Town of Didsbury's Municipal Elections Bylaw and by Council resolution setting advanced and specialized voting options.
<b>I.1.5 Public Notices and Advertisements</b>	Notices are developed and advertised to inform the public of hearings, meetings and workshops.	<b>I.1.5.a Special Council Meeting Notices</b>	Essential	Special Council Meeting notices are advertised in accordance with the Municipal Government Act or Council Policy as applicable.	Advertised and communicated through social media and the town website within 24 hours of the Special Council Meeting as per the MGA
		<b>I.1.5.b Budget Consultation</b>	Support	Community engagement conducted to inform Town budget decision-making.	Annually host stakeholder consultations to inform decision-making to create the approved budget. Biennially host discussions with residents to provide input to inform decision-making to create the approved budget. Budget consultation shall be available to the community prior to the budget meeting.

Services	Description	Sub-Services	Service Type	Level of Service	Process
		<b>I.1.5.c Public Participation Opportunities</b>	Ancillary	Town offers opportunities for residents to provide input into community design, capital projects, customer client satisfaction and other items that have an effect on the community. Types of opportunities may include surveys, forums, pop-ups, public meetings, workshops, etc.	Public participation activities are developed to adhere to principles within Public Participation Policy. Formal reports on public participation input are shared with public through the Town's website after the activity has taken place.

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TOWN FACILITY REGULAR OPERATING HOURS		
Town Office	Memorial Complex	RCMP
Monday to Friday: 8:30 a.m. to 4:30 p.m. (Closed from 12:00 p.m. to 1:00 p.m. on Fridays) Closed on holidays	Customer Service Booth: Monday to Sunday 8:00 a.m. to 9:00 p.m. Weekly recreation schedules made available on the Town Website	Monday to Friday: 8:00 a.m. to 4:00 p.m. Closed on holidays

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## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: November 28, 2023  
SUBJECT: Correspondence & Information  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- Parkland Regional Library System – Response to Letter on 2024 Budget

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the correspondence items presented as information.



November 9, 2023

Ms. Rhonda Hunter  
Town of Didsbury Council  
Box 790  
Didsbury, AB T0M 0W0

**Re: Parkland Regional Library System 2024 Proposed Budget**

Dear Ms. Hunter

Thank you for your letter of October 27, 2023 regarding Parkland's 2024 budget. In it a number of points were made which I will try to address below. You also made a request that the Parkland board amend the 2024 budget in accordance with the four concerns identified within your letter. Your letter and this response will be included in Parkland's November 16<sup>th</sup> board package.

I will address your points individually, in order.

**1. "Salary grid increases not based on performance."**

Performance management is not generally within the purview of the board. As Parkland's Director stated at the September 14<sup>th</sup> board meeting, if an employee's performance is not satisfactory enough to qualify for a salary increase, they do not remain an employee. Performance management is ongoing throughout the year.

**2. "Cost of Living Allowance increases for staff based on CPI with no other comparisons"**

In September 2020, the Parkland board passed its current Cost of Living and Compensation policy. Within the policy it states:

*"In order to ensure that the grid remains current, changing costs of living will be based, within financial limitations, on the change in the Consumer Price Index, as reported by Statistics Canada, for 12 months ending May 30 for the year previous to the budget year"*

This means when the 2024 budget was being developed, it was done so within the expectations laid out within board approved policy. Should Parkland's board representative for Didsbury wish to see a policy change using a different method for calculating how the cost of living is calculated, they are invited to bring their recommendations and justification to the Parkland board for the board's consideration.

**3. “The use of population statistics supplied by the Office of Statistics and information at Alberta Treasury Board and Finance for membership revenue, while using the Government of Alberta population 2019 statistics for grants.”**

This matter continues to be an issue before the board for discussion. However, at the electronically recorded February 2023 board meeting a vote was made:

*Motion by Darren Wilson to amend the Parkland Member Agreement Article 8.3, such that the Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding.*

*DEFEATED 17/21*

Given that the motion related to changing the membership agreement was defeated, and changing the agreement would further require that 2/3 of the municipalities representing 2/3 of the population endorse any changes to the agreement for it to take effect, it is not possible to change which population figures are used for calculating the 2024 budget before the New-Year, even assuming the board and municipalities had an interest in doing so.

Since this motion was defeated, the board continued to use the Population Estimates from Treasury Board and Finance for creating Parkland’s budget. If the representative for the Town of Didsbury would like to see the board amend Parkland’s 2024 budget in some other way, I invite Didsbury’s board appointed representative to present those parts of the budget they would like to see changed at the Parkland board meeting on November 16<sup>th</sup>. As it is, the budget has now also been formally approved by 70.41% of the population representing 67.19% of the municipalities with more approvals coming in daily.

Including the Town of Didsbury, only four member municipalities have formally declined the budget. Since Parkland’s 2024 budget has now been approved by both the board and member municipalities, it would be helpful if the representative for Didsbury could explain to both the municipalities and board why Parkland’s 2024 budget should be amended when the budget approval process was arrived at so democratically and through such a rigorous process.

Parkland is a municipal cooperative existing through an intermunicipal agreement between sixty-four member municipalities. “Parkland” does not sign its own agreement. The agreement for membership is signed by the municipalities with each other. Therefore, when disputes arise (e.g., over which population figures are used for invoicing the member municipalities), the dispute is actually between the member municipalities.

**4. “A 5% increase to the overall budget; however there is a 10+% increase in salaries which indicates a reduction in services”**

Included with this letter is a copy of the same one-page budget that was provided both to the Parkland board and the municipalities for their approval. Some additional annotations have been made to show the increases in both income and expenses expressed in percentages. Using simple math, you will see Parkland's overall income increased by 6.40%. Our total *Support Materials and Services* expenditures lines increased by 6.69% and our *Cost of Services*, which include salaries and benefits, increased by 6.23%. The salaries and benefits lines each increased by 6.66%. At the upcoming board meeting it would be very helpful for the Didsbury representative to explain how "*there is a 10+% increase in salaries*" as your letter states.

Furthermore, I assure you that no services to libraries are being reduced. As you can see from examining section two of the budget, *the Support Materials and Direct Services to Libraries* expense lines are up by 6.69%. Perhaps at the upcoming meeting the board member from Didsbury can elaborate on what services are being cut in 2024 as your letter suggests.

As for why the salary and benefits lines have experienced the increases they have, it is because Parkland has had difficulty hiring for a number of vacant positions which are now filled. One position was vacant for over a year. Due to the competitive labour market, Parkland had to start some newly hired individuals at salary levels higher than what we anticipated. Moreover, as explained in the budget package provided to both the board and municipalities, Parkland staff only received a cost-of-living adjustment to their wages for the last two consecutive years. No step increments were provided. For 2024, staff are to receive a step increment (calculated at 2.5%) plus a cost-of-living adjustment in accordance with Parkland's *Compensation and Cost of Living Policy*.

In our age of "misinformation" and "disinformation," Parkland has always strived for transparency. To this end, should you wish to discuss this matter further, I am sure Parkland's Board Chair would be happy to attend a council meeting along with Parkland's Director to answer any of your questions.

Sincerely,



Barb Gilliat

Parkland Regional Library Vice-Chair

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