



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, September 27, 2022, 6:00 pm
Council Chambers 1606 14 Street

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>ADOPTION OF THE AGENDA</u>	
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11. <u>QUESTION PERIOD</u>	
12. <u>CLOSED MEETING</u>	
12.1. Personnel - as per Section 17 of the FOIP Act	
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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: September 27, 2022
SUBJECT: RCMP First Quarter Report (April to June, 2022)
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Staff Sergeant Steve Browne and/or his designate will be presenting to Council the RCMP first quarter report for the Didsbury RCMP Detachment.

The RCMP's fiscal year runs April 1 to March 31; therefore, the first quarter report represents April 1, 2022 to June 30, 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

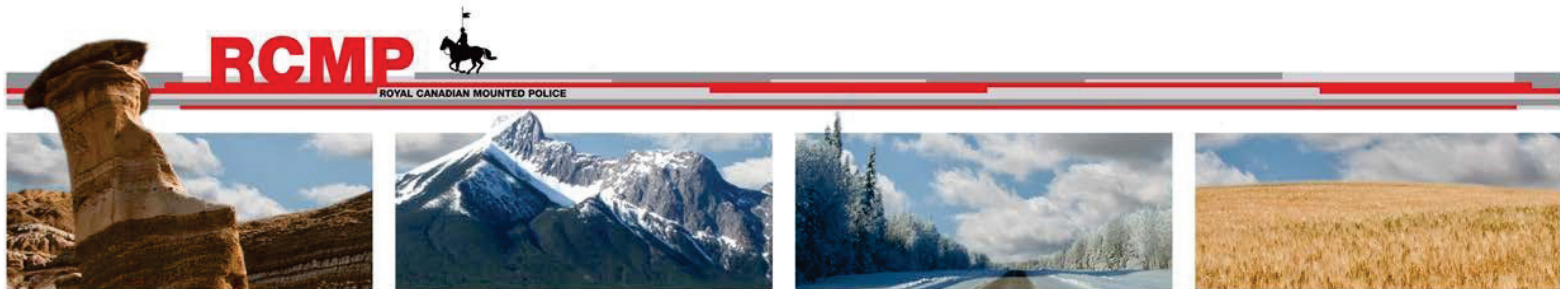
Council will have the opportunity to ask questions following the presentation.

ALIGNMENT WITH STRATEGIC PLAN

4. Healthy Active Living

RECOMMENDATION

That Council thank Staff Sergeant Steve Browne for the presentation of the First Quarter Report for April to June, 2022 and accept it as information.



RCMP Municipal Policing Report

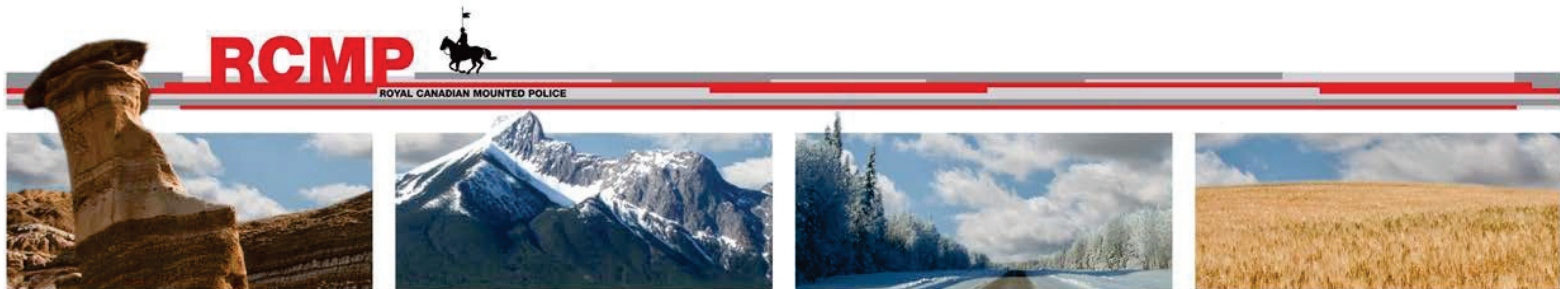
Detachment	Didsbury Municipal
Detachment Commander	Staff Sergeant Stephen Browne
Quarter	Q1 2022
Date of Report	2022-07-27

Community Consultations

Date	2022-05-07
Meeting Type	Community Connection
Topics Discussed	Traffic, Youth
Attendees	
Notes/Comments	2022 Didsbury Car Show - Dedicated uniformed presence at the event to interact with presenters, residents and youth and to educate on traffic safety.

Date	2022-05-11
Meeting Type	Meeting with Elected Officials
Topics Discussed	Education Session, Crime Reduction
Attendees	Didsbury
Notes/Comments	Met with the Didsbury Mayor to discuss new reporting structure for downtown/business district occurrences. Discussed the modification requirements for Didsbury Detachment building including additional workspace for members and support staff.

Date	2022-05-11
Meeting Type	Meeting with Elected Officials
Topics Discussed	Annual Planning, Crime Reduction, Reporting and Information Sharing
Attendees	Mountain View County
Notes/Comments	Presented to MVC regarding 2021 fourth quarter statistics, and strategic priorities for 2022/23.



Date	2022-05-21
Meeting Type	Community Connection
Topics Discussed	Education Session, Traffic
Attendees	MD of Bighorn
Notes/Comments	Enhanced ATV patrols on May 21 and 22 in the west district for Victoria Day long weekend. Interacted with campers and provided education on ATV and traffic safety. Visible presence in the backcountry was well received and appreciated by all residents who interacted with our members.

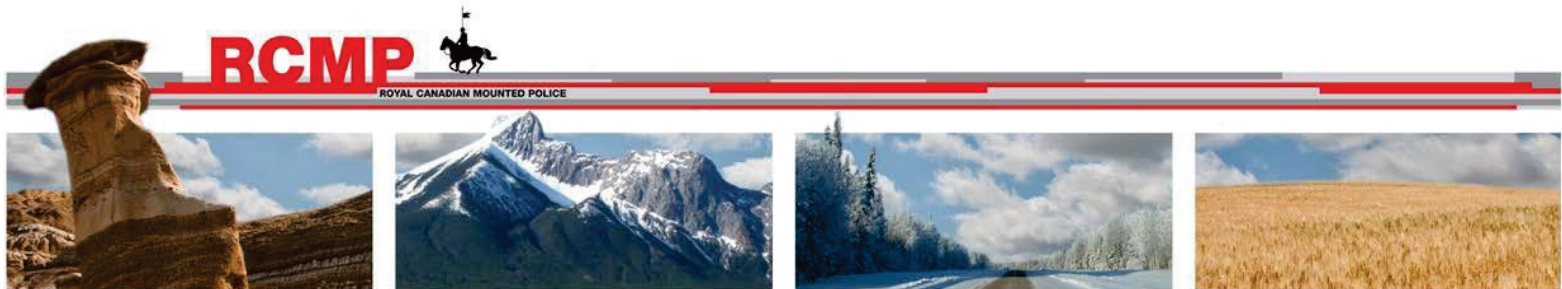
Date	2022-05-25
Meeting Type	Town Hall
Topics Discussed	Education Session, Crime Reduction, Property Crime
Attendees	
Notes/Comments	Town Hall with community members in conjunction with both Olds and Sundre detachments as Bergen is in the middle of all three detachment areas. Resident from all three areas attended. Discussed crime reduction initiatives and youth high risk behavior prevention. Zero concerns brought up by this engagement other than a request to have a livestock response trailer (panels) in the area to assist with incidents where fences are down and cattle are escaping (collisions through fencelines etc).

Date	2022-06-04
Meeting Type	Community Connection
Topics Discussed	Youth
Attendees	
Notes/Comments	Attended the 3025 Service Battalion Royal Canadian Army Cadet Corps Annual Ceremonial Review, upon invitation. Presented several awards to cadets and spoke with family members.



Community Priorities

Priority 1	Serious Investigations
Current Status & Results	<p>During this reporting period members conducted seven (7) serious investigations:</p> <p>Assault with a weapon (Domestic Violence)- April 3, 2022 - One adult charged Assault (Domestic Violence) - May 1, 2022 - One adult charged Assault causing bodily harm - May 15, 2022 - One adult charged Mischief - June 2, 2022 - Three youth charge Firearms/Breach/Drugs - June 5, 2022 - One adult charged with 12 criminal and provincial offenses Assault (Domestic Violence) - June 16, 2022 - One adult charged Mischief under \$5000 - June 18, 2022 - One adult charged</p>
Priority 2	Intelligence-led Drug Enforcement
Current Status & Results	<p>Didsbury RCMP members are and have been involved in the majority of drug enforcement files not only in Didsbury Area but in Mountain View County as a whole. This is because Didsbury members use information gained through the use of confidential informants as well as through conversations with members of the detachment area. Didsbury detachment members are also in constant contact with the District Intelligence Analyst to allow for the flow of intelligence throughout the district. This intelligence-led file work and sharing of information has led to many charges related to CDSA files in the rural areas/ areas outside of the townsites of Didsbury and Carstairs. In total, Didsbury detachment members have been involved in four larger scale drug trafficking files in the area of Mountain View County. These resulted in 40 charges related to 6 individuals charged. Didsbury members also laid 5 other controlled drug related charges this quarter.</p>
Priority 3	Police Visibility and Traffic Enforcement
Current Status & Results	<p>On June 2, 2022 based on targeted patrols, three youth were charged with mischief in relation to spray painting graffiti at the Didsbury Skate Park.</p> <p>Traffic enforcement conducted by Airdrie/Innisfail Integrated Traffic Units and Didsbury Detachment resulted in 32 motorists being charged for moving/non moving driving offences within the Town of Didsbury. A focus on speed enforcement for 15th Avenue was requested, which resulted in 7 violation tickets being issued to motorists</p>



Crime Statistics¹

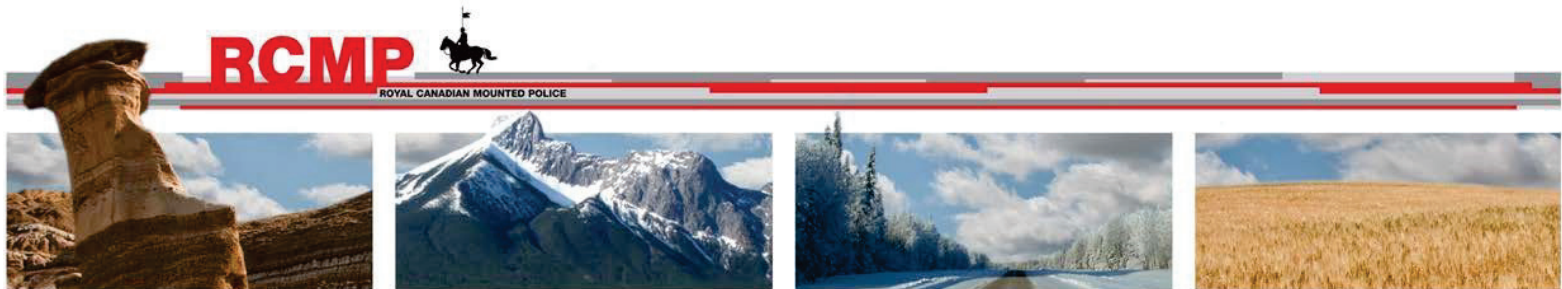
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	144	96	-33%	518	468	-10%
<i>Persons Crime</i>	43	15	-65%	98	111	13%
<i>Property Crime</i>	68	46	-32%	298	231	-22%
<i>Other Criminal Code</i>	33	35	6%	122	126	3%
Traffic Offences						
<i>Criminal Code Traffic</i>	1	2	100%	16	10	-38%
<i>Provincial Code Traffic</i>	41	51	24%	113	153	35%
<i>Other Traffic</i>	0	0	N/A	1	0	-100%
CDSA Offences	3	4	33%	5	18	260%
Other Federal Acts	6	5	-17%	9	19	111%
Other Provincial Acts	41	46	12%	187	160	-14%
Municipal By-Laws	7	13	86%	36	29	-19%
Motor Vehicle Collisions	14	16	14%	48	49	2%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Q1 Occurrence Report for Didsbury Business District attached.
51 reported occurrences during the Q1 reporting period.



Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave ³	Hard Vacancies ⁴	Revised Plan at Q1	2022 FTE Utilization Plan
Police Officers	4	4	0	0	4	4
Detachment Support	1	1	0	0	1	1

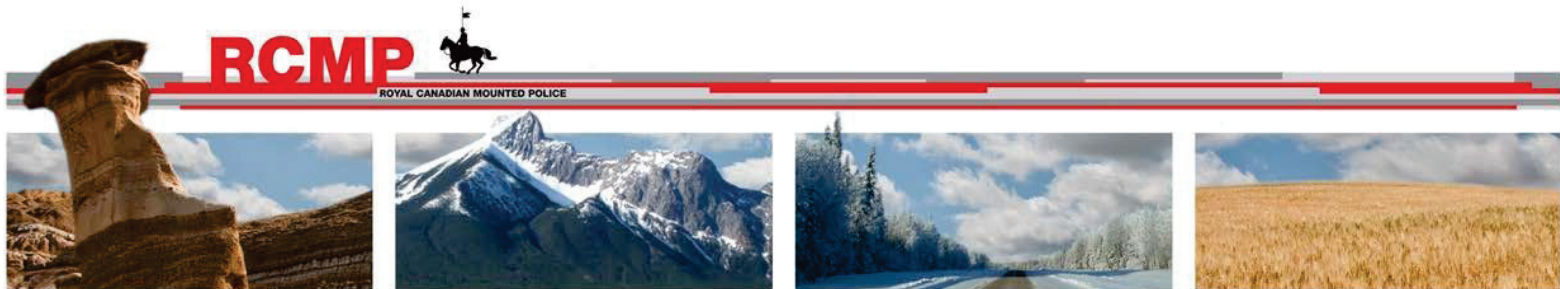
² Data extracted on June 30, 2022 and is subject to change.

³ Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

⁴ Hard vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - Of the 4 established positions, 4 officers are currently working.



Municipal Overview: Financial/O&M

As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissioner guarding costs are direct costs to the municipality, and are not included as pooled costs.

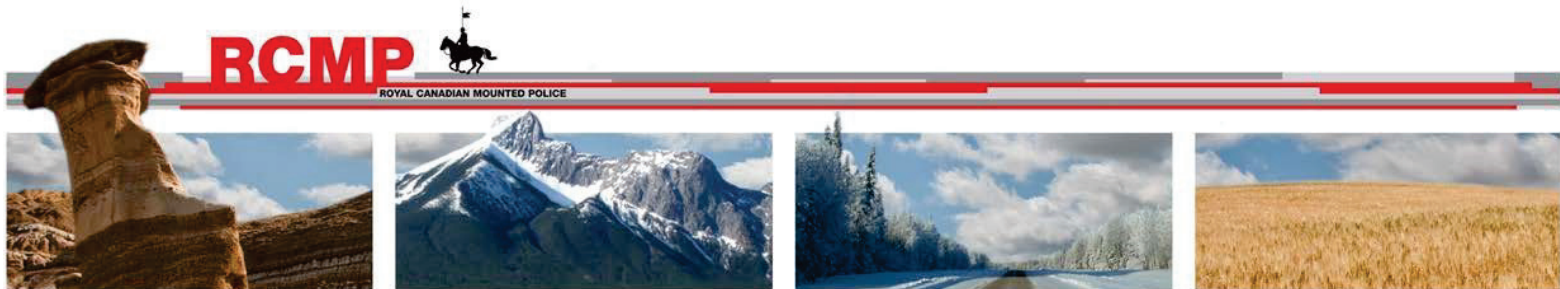
Municipal	Year to Date Expenditures ⁵	Revised Plan at Q1	2022 Financial Plan
Pay	101,843	331,476	331,476
Overtime	7,078	45,000	45,000
Operating and Maintenance	9,108	32,178	32,178
Commissionaire Guarding	1,050	15,067	15,067
Equipment	2,038	27,623	27,623
Other	600	6,906	6,906
Div. Admin & Indirect Costs	61,656	201,384	201,384
Total (<i>in 100% terms</i>)	368,341	662,840	687,773
Total (<i>with applicable cost share ratio of 70% applied</i>)	258,154	468,508	468,508

⁵ Includes expenditures up to June 30, 2022.

Comments

The financial plans as identified above are in alignment with the recent multi-year financial plan and 2022/23 forecast. The forecast includes the approximate 4% pay-raise increase for Non-Commissioned Officers which was effective as of April 1, 2022, as per the collective bargaining agreement. Quarter 1 invoicing for the 2022/23 fiscal year as well as the 2021/22 reconciliation package, will be distributed no later than August 23rd.

Inquiries regarding the retroactive pay-raise can be directed to the to the CMC Secretariat at ps.cmcsec-cgesec.sp@ps-sp.gc.ca.



Definitions

Municipal Overview: Human Resources

FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
2021/22 FTE Utilization Plan	This reflects the number of working FTEs planned to be in place for the fiscal year.
Revised Plan at Q1	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Overview: Financial/O&M

Year-To-Date (YTD) Expenditures	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Revised Plan at Q1	This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
2021/22 Financial Plan	This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2021/22 fiscal year.
Pay	Includes salary costs and associated allowances for police officers and civilian support.
Overtime	Includes direct overtime costs for police officers.
Operating and Maintenance	Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
Commissionnaire Guarding	Reflects the costs of guarding prisoners within detachments.
Equipment	Include expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
Div. Admin & Indirect Costs	This reflects the division administration charges associated to core administration costs, special leaves and health services costs, and the indirect costs associated to all employees, including benefits, Canada Pension Plan and Employment Insurance rates.
Other	This includes all remaining expenditures including applicable training costs, secret expenditures and air services costs if applicable.
Total	Reflects the total costs of all categories of expenditures.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: September 27, 2022
SUBJECT: Adoption of September 13, 2022 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The September 13, 2022 Regular Council Meeting Minutes are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can approve the adoption of the Minutes as presented or amended.

See attached Minutes.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council adopt the September 13, 2022 Regular Council Meeting Minutes as presented.

OR

That Council adopt the September 13, 2022 Regular Council Meeting Minutes as amended.



**Minutes of the Town of Didsbury
Regular Council Meeting
Held in Council Chambers at 1606 14 Street
September 13, 2022 at 6:00 p.m.**

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

Council Members Absent Mayor Rhonda Hunter

Administration Present Chief Administrative Officer, Ethan Gorner
 ACAO/Chief Financial Officer, Amanda Riley
 Director of Community Services, Nicole Aasen
 Director of Engineering & Infrastructure, Craig Fox
 Economic Development Officer, Alexandra Ross
 Manager of Legislative Services/Recording Officer, Luana Smith

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

Add item 7.9 Federal Electoral Boundaries

Res. 419-22

MOVED by Councillor Moore

To adopt the September 13, 2022 Regular Council Meeting as amended.

Motion Carried

3. DELEGATIONS/PRESENTATIONS

4. ADOPTION OF MINUTES

4.1 Adoption of August 23, 2022 Regular Council Meeting Minutes

Res. 420-22

MOVED by Councillor Williams

That Council adopt the August 23, 2022 Regular Council Meeting Minutes as presented.

Motion Carried

Res. 421-22

MOVED by Councillor Windsor

That Administration explore alternative options to place bike racks in front of the Didsbury Library.

Motion Carried

5. PUBLIC HEARINGS

6. BYLAWS & POLICIES

6.1 Policy and Governance Committee Recommendations

Res. 422-22

MOVED by Councillor Moore

That Council accept the recommendation from the Policy and Governance Committee to not make any changes to the Council Remuneration Policy COUN 004-22.

Motion Carried

Res. 423-22

MOVED by Councillor McCoy

That the Policy and Governance Committee review the comparable claimable time amounts for Council members within the region.

Motion Carried

7. BUSINESS

7.1 Rosebud Valley Campground - Year-Round Proposal

Councillor Windsor requested a recorded vote.

Res. 424-22

MOVED by Councillor Baswick

To approve the Rosebud Valley Campground – Year-Round Proposal for a trial period of October 2022 to April 2023, and that a report on this trial effort be brought back to Council following the winter camping season.

Deputy Mayor Engel	For
Councillor Baswick	For
Councillor McCoy	For
Councillor Moore	For
Councillor Windsor	Opposed
Councillor Williams	For

Motion Carried

7.2 Request to Remove Yellow No Parking Curb

Res. 425-22

MOVED by Councillor Moore

To refer the yellow curb request at 2405 20 Street to Administration.

Motion Carried

7.3 Capital Replacement - Electric Zamboni

Res. 426-22

MOVED by Councillor McCoy

To approve the purchase of a Zamboni M450 Electric model, valued at \$166,997.50, and proceed with entering into a funding agreement with the Municipal Climate Change Action Centre, under the Electric Vehicles for Municipalities Program.

Motion Carried

Res. 427-22

MOVED by Councillor McCoy

To amend the 2022 Capital Budget and the Multi Year Capital Plan to reflect the 2022 Zamboni replacement to be funded from the Recreation Reserve and the Municipal Climate Change Action Centre grant program.

Motion Carried

7.4 Cemetery Pathway - Award

Res. 428-22

MOVED by Councillor Moore

To approve an amendment to the 2022 Capital Budget for the Deer Coulee/Cemetery Pathway Replacement project, increasing the current amount by \$17,000 to a cost of \$68,000. The additional amount will also be funded from the Trails and Pathways Reserve fund.

Motion Carried

7.5 Rosebud Campground Forcemain Tie-in

Councillor Windsor requested a recorded vote.

Res. 429-22

MOVED by Councillor Moore

To approve an additional \$20,000 (for a project total of \$40,000) for the supply and installation of pumps, controls, forcemain, interlocks and landscape rehabilitation at the Rosebud Valley Campground to be funded from the remaining Campground reserve, with the remainder from the General Reserve.

Deputy Mayor Engel	For
Councillor Baswick	For
Councillor McCoy	For
Councillor Moore	For
Councillor Windsor	Opposed
Councillor Williams	For

Motion Carried

7.6 Provincial Police Service Engagement

Councillor Windsor requested a recorded vote.

Res. 430-22

MOVED by Councillor McCoy

To approve Mayor Rhonda Hunter, and Councillor Moore to attend the Provincial Police Service Engagement Sessions September 28 and 29, 2022 in Calgary.

Deputy Mayor Engel	For
Councillor Baswick	For
Councillor McCoy	For
Councillor Moore	For
Councillor Windsor	Opposed
Councillor Williams	For

Motion Carried

Res. 431-22

MOVED by Councillor McCoy

That Councillor Windsor be appointed as an alternate to attend the Provincial Police Service Engagement in the event Mayor Hunter or Councillor Moore cannot attend.

Motion Carried

7.7 RCMP Regimental Ball

Res. 432-22

MOVED by Councillor Baswick

To approve Council Members to attend the Didsbury RCMP Regimental Ball on September 24, 2022, and that only the ticket be funded from the Council Professional Development budget line.

Motion Carried

7.8 Natural Gas Contract Rates

Res. 433-22

MOVED by Councillor Moore

To lock in natural gas rates for the Town of Didsbury's Natural Gas Sites at the current lowest available plan for a period of 24 months.

Motion Carried

7.9 Federal Electoral Boundaries

Res. 434-22

MOVED by Councillor Moore

To accept the discussion on the Federal Electoral Boundaries as information.

Motion Carried

8. REPORTS

8.1 CAO REPORT

Res. 435-22

MOVED by Councillor Baswick

To accept the CAO Report for September 13, 2022 as information.

Motion Carried

8.2 COUNCIL REPORTS

Res. 436-22

MOVED by Councillor Williams

To accept the Council Reports for September 13, 2022 as information.

Motion Carried

9. CORRESPONDENCE & INFORMATION

- Town of Tofield – Victim Services Redesign
- Alberta Justice and Solicitor General to Town of Tofield
- Recycling Council of Alberta (RCA) – Summit for Elected Officials

Res. 437-22

MOVED by Councillor McCoy

To accept the correspondence items presented as information.

Motion Carried

10. COUNCIL MEETING HIGHLIGHTS

- Rosebud Valley Campground Year Round Proposal
- Capital Replacement for Electric Zamboni
- Awarding of Cemetery Pathway
- Rosebud Valley Campground Forcemain Tie-in
- Natural Gas Contract Rates

11. QUESTION PERIOD

12. CLOSED MEETING

Res. 438-22

MOVED by Councillor Baswick

To go into Closed Meeting at 8:36 p.m.

Motion Carried

12.1 Alberta Transportation Intersection - Section 21 of the FOIP Act

12.2 Provincial Engagement - Section 21 of the FOIP Act

12.3 Housing Needs - Section 23 and 24 of the FOIP Act

13. RECONVENE

Res. 439-22

MOVED by Councillor Moore

To come out of Closed Meeting at 9:11 p.m.

Motion Carried

Res. 440-22

MOVED by Councillor Williams

To approve the principles of the MOA with AT and to commit to the intersection upgrade project at 23rd Street and Highway 582.

Motion Carried

Res. 441-22

MOVED by Councillor Windsor

To approve the ICC committee representatives to attend the meeting with Municipal Affairs at the AB Municipalities Convention on Council's behalf.

Motion Carried

Res. 442-22

MOVED by Councillor McCoy

To approve Mayor Hunter, Councillor Williams and Councillor Windsor to meet with the Minister of Transportation at the AB Municipalities Convention

Res. 443-22

MOVED by Councillor McCoy

To approve Mayor Hunter, Councillor Williams and Councillor Windsor to meet with the RCMP "K" Division at the AB Municipalities Convention on Council's behalf.

Motion Carried

14. ADJOURNMENT

Res. 444-22

MOVED by Councillor Moore

To adjourn the September 13, 2022 Regular Council Meeting at 9:15 p.m.

Motion Carried

Deputy Mayor – Curt Engel

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: September 27, 2022
SUBJECT: By-law 2022-12–Rosebud Valley Campground Rates and Fees
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

Council approved the Rosebud Valley Campground Rates and Fees at the April 12, 2022 Regular Council Meeting.

At the September 13, 2022 Regular Council Meeting, Council approved the proposal for the Rosebud Valley Campground to be open year-round for a trial period of October 2022 to April 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Bylaw 2022-12 is attached for Council's review and consideration. The rates are found in Schedule A of the bylaw.

Administration has reviewed rates of other area campgrounds offering winter service and note the following:

- Westerner RV Park in Red Deer currently charges \$520/month for winter camping which includes water. Each site is metered and power is charged by consumption, which averages \$150/month. Total average cost per site is \$670.
- Balzac Campground charges \$875/month for winter camping and includes water, power and sewer in that price.

In considering an appropriate winter rate for the Rosebud Valley Campground for the trial period of October 2022 to April 2023, Administration considered the following:

- Power to individual sites is not metered currently. In considering power costs, we recognize that summer camping on 30 amp sites allows for use of air conditioners, which would be the main power draw during these months. During the winter months, the main power draws will be extended lighting use due to darker days and more indoor living than in summer (i.e. television, gaming, etc.).
- All sites on the inner loop approved for use in this trial period have been filled. The tenants have worked with a local propane company to arrange for delivery of small propane pigs for heating during the winter months, which means that the use of electric heaters will be greatly limited. All propane costs belong to the tenants.
- Administration acknowledges that although water service to each campsite will not be available due to shallow water lines, there could be more demand on the facility washrooms located at the campground, dependent on how often the users fill and dump their units.

Based on this information, Administration is recommending a winter rate of \$650/month for the trial period, which is the same rate as the 30 amp power-only site for the regular camping season. We cannot offer other services, such as water and sewer, so rates similar to the campgrounds listed above would not be justified. All other costs for winter camping (propane, water fills, septic cleanouts) are at the expense of the camper.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION (four separate motions)

That Council grant first reading to Bylaw 2022-12–Rosebud Valley Campground Rates and Fees.

AND

That Council grant second reading to Bylaw 2022-12–Rosebud Valley Campground Rates and Fees.

AND

That Council grant unanimous consent to proceed to a third reading to 2022-12–Rosebud Valley Campground Rates and Fees.

AND

That Council grant third and final reading to Bylaw 2022-12–Rosebud Valley Campground Rates and Fees.

TOWN OF DIDSBURY
Rosebud Valley Campground Rates and Fees Bylaw
Bylaw No. 2022-12

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 "Campground Rates and Fees Bylaw".
2. That the rates specified in the Schedule "A" attached be charged for the goods and services as specified.
3. This bylaw comes into full force and effect on October 1, 2022.
4. The schedules attached to this Bylaw form part of this Bylaw.

5. Definitions

Campground means the Rosebud Valley Campground.

6. Paramount Rules

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

7. Transitional

7.1 Rosebud Valley Campground Rates and Fees Bylaw 2022-04 is hereby repealed.

Read a first time this ____ day of _____ 2022

Read a second time this ____ day of _____ 2022

Read a third and final time this ____ day of _____ 2022

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner

SCHEDULE "A"
2022 Rosebud Valley Campground Rates
Effective October 1, 2022

REGULAR SEASON RATES – April 1 to September 30:

	Daily	Weekly	Monthly
Power Only (15 amp)	\$25.00 + gst	\$150.00 + gst	\$600.00 + gst
Power Only (30 amp)	\$30.00 + gst	\$180.00 + gst	\$650.00 + gst
Power + Water (15 amp)	\$30.00 + gst	\$180.00 + gst	\$650.00 + gst
Power + Water (30 amp)	\$35.00 + gst	\$200.00 + gst	\$700.00 + gst
Unserviced Site	\$20.00 + gst	Not available	Not available

WINTER SEASON RATES – October 1 to March 31:

	Daily	Weekly	Monthly
Power Only (30 amp)	N/A	N/A	\$650.00 + gst



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 27, 2022
SUBJECT: DEDAC Bylaw Revision 2022-13
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

BACKGROUND/PROPOSAL:

The Didsbury Economic Development Advisory Committee (DEDAC) has been governed over the last two years by the original DEDAC Bylaw 2020-05. DEDAC has recently undertaken a full review of this bylaw and have made some recommendations to create a new, updated and simplified bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration reviewed the recommended revisions in the new bylaw and made additional revisions, which DEDAC has reviewed and are also recommending for consideration.

Principles were clarified, processes and membership simplified and red tape reduced. DEDAC and administration are recommending that Council consider this updated new DEDAC bylaw for first reading and that it then be referred to the Policy and Governance Committee for further review and improvement as necessary.

Attachment: Bylaw 2020-05 document with revisions.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

That Council grant first reading to Bylaw 2022-13 and refer it to the Policy & Governance Committee for further review.

TOWN OF DIDSBURY
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
BYLAW 2020-05-2022-13

BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate;

AND WHEREAS the Municipal Government Act also provides that, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council Committees, and the conduct of Council Committees established by the Council;

AND WHEREAS the Council of the Town of Didsbury considers it expedient to establish such an Economic Development Advisory Committee to advise them on Economic Development matters and enhance Didsbury's economic viability;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF DIDSBURY, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

This bylaw will be cited as the Didsbury Economic Development Advisory Committee Bylaw.

2. DEFINITIONS

2.1 In this bylaw, unless the content otherwise requires:

Act means the *Municipal Government Act*, RSA 2000, being Chapter M-26 of the Revised Statutes of Alberta, and amended thereto.

Committee means and includes the Town of Didsbury Economic Development Advisory Committee (referred to as **DEDAC**).

Council means the Council of the Town of Didsbury.

~~**Steering Committee** means the committee tasked with recruitment of inaugural members of the Didsbury Economic Development Advisory Committee.~~

Chair means the Chair appointed by Council, or the Vice Chair when acting in their stead, or an acting Chair, appointed to this role when required.

Economic Development Officer is Town of Didsbury administration employee (referred to as **EDO**)

Town means the Town of Didsbury, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Didsbury, as the context may require.

3. POWERS/DUTIES & AUTHORITY OF COMMITTEE

3.1 The Committee shall have the authority to form ad hoc Committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.

3.1.1 The Committee shall have authority to invite any persons in an advisory capacity as deemed

necessary.

3.2 The Committee shall not have the power to pledge the credit of the Town, to pass Bylaws or to enter into any contractual agreements.

3.3 The tasks of the ~~Didsbury Economic Development Advisory Committee (DEDAC)~~ include:

- ~~a. Provide input, feedback and advice on the strategies in the Economic Development Marketing Plan to the Economic Development Officer;~~
- ~~b. Provide input, feedback and advice on the strategies in the Integrated Community Sustainability Plan to the Economic Development Officer;~~
- ~~c. Provide advice and comment on Economic Development Officer recommendations that the Economic Development Officer may take forward to Council;~~
- ~~d. Recommend additional strategies, ideas and solutions related to economic development in the Town of Didsbury and area to the Economic Development Officer.~~

a. Provide advice and comment on all economic development matters that the EDO brings forward for their consideration and recommendations that the EDO may take forward to Council;

b. To provide potential strategies, ideas and solutions related to economic development in the Town of Didsbury and area to the EDO.

c. To provide input, feedback and recommendations that is referred to DEDAC by motion of Council.

4. MEMBERSHIP

4.1 The ~~Town of Didsbury Economic Development Advisory Committee (DEDAC)~~ Membership shall comprise the following:

a. Two (2) Town of Didsbury Councillors;

~~b. Two (2) Didsbury & District Chamber of Commerce Executive Members~~

b. Up to two (2) Didsbury & District Chamber of Commerce Executive Members (including the President);

b.i A Chamber Executive that leave the Chamber board, may automatically transition to regular member at large, if space is available.

c. Up to Ten (10) regular members of the public at large above the age of 21 years old that have experience in or a passion for business, innovation and economic development. Backgrounds in, but not limited to the following, are beneficial:

- Didsbury area business owner and operator (non-Executive Member of Chamber);
- Entrepreneur;
- Investor/financier;
- Commercial realty;
- Land development;
- Tourism operator;

- Retailer;
- Industrial/Manufacturing;
- Hospitality Industry;
- Art & Culture;
- Health & Wellness.

AMENDED MEMBERSHIP OCTOBER 27, 2020 – BYLAW 2020-13

- c. The Committee may be comprised of at least eight (8) voting members of the public at large where possible; that have experience in or a passion for business, innovation or economic development. Backgrounds in, but not limited to the following, are beneficial:
 - Didsbury area business owner and operator (non-Executive Member of Chamber);
 - Entrepreneur;
 - Investor/financier;
 - Commercial realty;
 - Land development;
 - Tourism operator;
- d. President of the Didsbury & District Chamber of Commerce (non-voting ex-officio);
- e. Mayor of the Town of Didsbury non-voting ex-officio);
- f. A youth voting member (target age Grade 11 or 12).

- d. Up to two (2) youth members between the ages of 15 and 21 years.
- d.i. any youth member that turn 22 years old may automatically transition to regular member at large, if space is available.

4.2 The inaugural recommendations for appointment of members of the public at large to the Economic Development Advisory Committee shall be provided by the Economic Development Steering Committee.

4.3 All subsequent members shall be appointed by Council Resolution at the recommendation of the Economic Development Advisory Committee submitted in writing.

AMENDED MEMBERSHIP OCTOBER 27, 2020 – BYLAW 2020-13

4.6 Where possible, the Central Alberta Economic Partnership Business Representative will be selected from the Didsbury Economic Development Advisory Committee.

4.2 All members shall be appointed by Council Resolution at the recommendation of DEDAC.

4.2.1 Applicants are recommended to Council by DEDAC on the basis of demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the Volunteer Application Form. Academic qualification, availability, work experience, community involvement, knowledge and professional experience will also be taken into consideration.

4.3 The majority of members must maintain residence within the Town of Didsbury. Those without residence must have a vested interest in the community and economic development region by means of, but not limited to land or business ownership or investment.

4.4 Where possible, the Central Alberta Economic Partnership Business Representative will be selected from DEDAC.

5. TERM

~~5.1 The term of office shall be for two (2) years, with the term to expire at the organizational meeting of Council held as per Section 192(1) of the *Municipal Government Act*.~~

5.1 Each appointment to DEDAC shall be until the following Organizational meeting of Council, at which time all appointments will be reviewed and reappointed at the discretion of Council.

~~5.2 Should a vacancy occur, the vacancy shall be advertised through all regular methods of the Town of Didsbury communications when possible. The committee through the Chair, shall recommend a replacement member. The Committee through the Chair, may recommend re-appointment of a member whose terms has expired. In the circumstance of a vacancy for an incomplete term, the appointment will be for the duration of the incomplete term.~~

5.2 Should a vacancy occur mid-term, Council may appoint a replacement on the recommendation of the Committee.

6. RESIGNATIONS & REMOVALS

6.1 Any member shall be able to resign by providing a resignation in writing to the Chair.

6.2 ~~5.3~~ Any member of the Committee who has an unauthorized absence from three consecutive meetings shall be automatically removed from the Committee.

~~6-7.~~ PROCEEDING/MEETINGS

~~AMENDED OCTOBER 27, 2020 BYLAW 2020-13~~

~~6.1 The appointment of a Chair and a Vice chair shall be at the discretion of Council~~

7.1 The Chair and Vice Chair shall be appointed by Council on the recommendation of DEDAC.

7.1.1 In the event that both the Chair and Vice Chair are unavailable, the DEDAC may, by motion, appoint an acting Chair.

~~6.2~~ 7.2 A majority of voting members shall constitute a quorum at the Committee meeting.

~~6.3 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.~~

7.3 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the

decision of the Committee; in the event of a tie, the motion shall be deemed defeated.

7.4 Meetings shall be held at the discretion of the Chair and the EDO.

7.5 All members of the Committee, including the Chair shall have the right to vote on any motion before the Committee.

7.6 As per Section 23 & 25 of the *Freedom of Information and Protection of Privacy Act* (FOIP), the DEDAC discussions shall be held in closed session. Members of DEDAC shall be bound to confidentiality with regards to items discussed.

7.6.1 Voting on formal recommendations will be held in the open meeting after coming out of closed session.

~~6.4 The Committee may request the attendance of any person in an advisory capacity.~~

~~6.5 At least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting must be given:~~

~~a. To the members of the Committee; and~~

~~b. To the public.~~

~~6.6 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Didsbury website.~~

~~6.7 Notwithstanding 7.6, the Committee may act in the absence of a quorum provided all members have received notice as provided in subsection 7.4 a. and b.~~

~~6.8 All voting members of the Committee, including the chair shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be defeated.~~

~~7. ADMINISTRATIVE REPRESENTATIVE (ECONOMIC DEVELOPMENT OFFICER)~~

8. EDO & ADMINISTRATIVE REPRESENTATIVE

~~7.1 The Economic Development Officer shall:~~

~~a. Be the administrative advisor to the Committee and provide administrative support;~~

~~b. Notify all members and advise the Committee of any Regular, or Special Meetings;~~

~~c. Keep minutes of the proceedings of all meetings which shall be retained in the Town Office;~~

~~d. Maintain all records and correspondence that are relevant to the Committee;~~

~~e. Work with the Chairperson to establish the agenda for all meetings; and~~

~~f.~~

8.1 The EDO shall be the administrative support and advisor to the Committee and shall facilitate the meeting of DEDAC.

8.2 The EDO provides updates on economic development matters pertaining, but not limited to Didsbury and the region; provides suggestions, ideas, projects and strategies for input and discussion to DEDAC;

8.3 Under the direction of the CAO, the EDO is the liaison between DEDAC and Town of Didsbury Council;

8.4 ~~f~~ The EDO shall not be a voting member of the Committee;

8.5 Works with the Chair to establish the agenda for all meetings.

8. 9. GENERAL

~~8.1~~ 9.1 Committee members shall abide by all Town of Didsbury Bylaws and Policies related to committees.

~~8.2~~ 9.2 Committee members shall abide by the Council Code of Conduct Bylaw ~~enacted by Council.~~

~~8.3~~ The proceedings and deliberations of the Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

9. COUNCIL PREROGATIVES

~~9.1~~ Council may authorize, by motion, variance of any the preceding enactments.

~~9.2~~ Where there is a conflict of this bylaw with other bylaws, this bylaw shall take precedent.

10. EFFECTIVE DAY

~~10.1~~ This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

11. REPEAL

~~11.1~~ Bylaw ~~2005-11~~ 2020-05 and 2020-13 and amendments thereto are hereby repealed.

Read a first time on the ~~10th day of March, 2020.~~

Read a second time on this ~~28 day of April 2020.~~

Read a third and final time on this ~~12th day of May 2020~~

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner

**TOWN OF DIDSBURY
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (DEDAC)
BYLAW 2022-13**

BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate;

AND WHEREAS the Municipal Government Act also provides that, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council Committees, and the conduct of Council Committees established by the Council;

AND WHEREAS the Council of the Town of Didsbury considers it expedient to establish such an Economic Development Advisory Committee to advise them on Economic Development matters and enhance Didsbury's economic viability;

THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF DIDSBURY, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

This bylaw will be cited as the Didsbury Economic Development Advisory Committee Bylaw.

2. DEFINITIONS

2.1 In this bylaw, unless the content otherwise requires:

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Council means the Council of the Town of Didsbury.

Chair means the Chair appointed by Council, or the Vice Chair when acting in their stead, or an acting Chair, appointed to this role when required.

Economic Development Officer is Town of Didsbury administration employee (referred to as **EDO**)

Town means the Town of Didsbury, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Didsbury, as the context may require.

3. POWERS/DUTIES & AUTHORITY OF COMMITTEE

3.1 The Committee shall have the authority to form ad hoc Committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.

3.1.1 The Committee shall have authority to invite any persons in an advisory capacity as deemed

necessary.

3.2 The Committee shall not have the power to pledge the credit of the Town, to pass Bylaws or to enter into any contractual agreements.

3.3 The tasks of (DEDAC) include:

- a. Provide advice and comment on all economic development matters that the EDO brings forward for their consideration and recommendations that the EDO may take forward to Council;
- b. To provide potential strategies, ideas and solutions related to economic development in the Town of Didsbury and area to the EDO.
- c. To provide input, feedback and recommendations that is referred to DEDAC by motion of Council.

4. MEMBERSHIP

4.1 The DEDAC Membership shall comprise the following:

- a. Two (2) Town of Didsbury Councillors;
- b. Up to two (2) Didsbury & District Chamber of Commerce Executive Members (including the President);
 - b.i A Chamber Executive that leave the Chamber board, may automatically transition to regular member at large, if space is available.
- c. Up to Ten (10) regular members of the public at large above the age of 21 years old that have experience in or a passion for business, innovation and economic development. Backgrounds in, but not limited to the following, are beneficial:
 - Didsbury area business owner and operator (non-Executive Member of Chamber);
 - Entrepreneur;
 - Investor/financier;
 - Commercial realty;
 - Land development;
 - Tourism operator;
 - Retailer;
 - Industrial/Manufacturing;
 - Hospitality Industry;
 - Art & Culture;
 - Health & Wellness.
- d. Up to two (2) youth members between the ages of 15 and 21 years.
 - d.i. any youth member that turn 22 years old may automatically transition to regular member at large, if space is available.

4.2 All members shall be appointed by Council Resolution at the recommendation of DEDAC.

4.2.1 Applicants are recommended to Council by DEDAC on the basis of demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the Volunteer Application Form. Academic qualification, availability,

work experience, community involvement, knowledge and professional experience will also be taken into consideration.

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4.4 Where possible, the Central Alberta Economic Partnership Business Representative will be selected from DEDAC.

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6. RESIGNATIONS & REMOVALS

6.1 Any member shall be able to resign by providing a resignation in writing to the Chair.

6.2 Any member of the Committee who has an unauthorized absence from three consecutive meetings shall be automatically removed from the Committee.

7. PROCEEDING/MEETINGS

7.1 The Chair and Vice Chair shall be appointed by Council on the recommendation of DEDAC.

7.1.1 In the event that both the Chair and Vice Chair are unavailable, the DEDAC may, by motion, appoint an acting Chair.

7.2 A majority of voting members shall constitute a quorum at the Committee meeting.

7.3 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee; in the event of a tie, the motion shall be deemed defeated.

7.4 Meetings shall be held at the discretion of the Chair and the EDO.

7.5 All members of the Committee, including the Chair shall have the right to vote on any motion before the Committee.

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7.6.1 Voting on formal recommendations will be held in the open meeting after coming out of closed session.

8. EDO & ADMINISTRATIVE REPRESENTATIVE

8.1 The EDO shall be the administrative support and advisor to the Committee and shall facilitate the meeting of DEDAC.

8.2 The EDO provides updates on economic development matters pertaining, but not limited to Didsbury and the region; provides suggestions, ideas, projects and strategies for input and discussion to DEDAC;

8.3 Under the direction of the CAO, the EDO is the liaison between DEDAC and Town of Didsbury Council;

8.4 The EDO shall not be a voting member of the Committee;

8.5 Works with the Chair to establish the agenda for all meetings.

9. GENERAL

9.1 Committee members shall abide by all Town of Didsbury Bylaws and Policies related to committees.

9.2 Committee members shall abide by the Council Code of Conduct Bylaw.

10. EFFECTIVE DAY

This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

11. REPEAL

Bylaw 2020-05 and 2020-13 amendments thereto are hereby repealed.

Read a first time on the ____ day of _____, 2022

Read a second time on this ____ day of _____ 2022

Read a third and final time on this ____ day of _____ 2022

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 27, 2022
SUBJECT: Parkland Regional Library Systems 2023 Budget
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Town of Didsbury is a member of the Parkland Regional Library System (PRLS). Annually, their budget is submitted to the members for notification of approval. PRLS requires two-thirds approval from its member population for it to move forward.

PRLS's 2023 proposed budget is attached for Council's review and consideration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

PRLS continues to follow a municipal per capita membership fee. The 2022 per capita requisition was \$8.55. For 2023, there is a twenty-cent per capita increase; the municipal per capita requisition is \$8.75.

The population number used is deemed to be the most recent population figure as published by Alberta Municipal Affairs (AMA). The AMA website states that the Municipal Affairs Population List has been discontinued and replaced by population estimates from Treasury Board and Finance. PRLS used 5,337 as the population in 2022 and has expressed that they will use 5,221 as the population in 2023. So while the per capita amount has increased, the population number has decreased.

In 2022, the total requisition amounted to \$45,632. Based on the proposed budget for 2023, this would increase to \$45,684, which is a slight increase overall of \$52.

PRLS requests that Council respond as soon as possible with their decision whether or not to approve the proposed 2023 budget. The results will be reviewed at the next PRLS board meeting on November 17, 2022.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

To approve the Parkland Regional Library System proposed 2023 budget as presented, with a fee of \$8.75 per capita, representing an increase to the membership fees from 2022 of \$0.20 per capita or a total of \$52.

OR

To accept the Parkland Regional Library System proposed 2023 budget as information and that the Mayor respond with a letter on behalf of Council communicating the following principles: _____.



Proposed BUDGET 2023

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

Present

Budget

Income

1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500

TOTAL Income

3,536,451	3,597,800
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Support Materials & Services Direct to Libraries

2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	201,885	207,512
2.5	Cooperative Collection Fund	35,835	0
2.6	eContent Platform fees, Subscriptions	78,100	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,200
2.9	Internet Connection Fees	8,820	8,820
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000

PRL Circulating Collections

2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	4,000

TOTAL Support Materials & Services Direct to Libraries

1,345,787	1,329,492
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Cost of Services

3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000

TOTAL Cost of Services

2,190,664	2,268,308
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TOTAL Expenses (library materials & cost of service)

3,536,451	3,597,800
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Surplus/Deficit

0	0
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AMOUNT PER CAPITA REQUISITION

8.55	8.75
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Notes for the Parkland Regional Library System Budget 2023

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

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

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2023, there is a twenty-cent increase to the municipal per capita requisition to \$8.75. Parkland has held the requisition at \$8.55 for the previous three consecutive years. For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.55 per capita and based on 2016 population statistics.

Points within the budget to note include:

Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases. The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement. The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.

Cooperative Collection Fund has been discontinued as a line item but for this year will be funded from reserves, (see the Budget Supplement section). This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs.

Provincial grants amount to approximately 43.6% of PRLS' total income.

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$219,600 which includes a wireless upgrade project for libraries. In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at \$40,500). One other reserve fund transfer for 2023 is for the one-time use of funds to continue the Cooperative Collection project requested at \$35,000. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 98% of the 2023 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2022 and 2023 Budgeted Amounts

		2022	2023
Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$256,396	\$259,362
Rural Library Services Grant		\$429,742	\$429,742
Cooperative Collection Fund	(from Reserves in 2023)	\$35,835	\$35,000
Technology	(Hardware– budget plus reserves)	\$162,800	\$219,600
Postage	(Reimbursement for Interlibrary Loan)	\$4,500	\$2,000
Software	(For computers, ILS, etc.)	\$201,885	\$208,205
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$21,000	\$21,000
Internet	(Connectivity provided to member libraries)	\$8,820	\$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$135,600	\$135,600
Vehicle Expense	(\$40,500 from reserves for new van plus ongoing budgeted expenses)		\$99,500
Marketing/Advocacy		\$20,000	\$20,000
Workshop/Training		\$14,000	\$14,000
Cataloguing Supplies		\$31,500	\$32,000
Contribution to Outlet Libraries*		\$800	\$800
Materials Discount	(42% in 2022)	\$107,686	\$98,558
SuperNet	(Fiber Optic connection provided by GOA to library system members)	\$370,022	\$370,022
Sub-Total		\$1,800,586	\$1,954,209
Requisition		\$1,939,986	\$2,001,335
		93%	98%
Difference Between Levy & Direct Return		\$139,400	\$47,126

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

Brief Notes – September 2023

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$8.75
- 1.4 Based on statements from PLSB and calculated at \$5.55 per capita
- 1.5 Held at 2022 level - reflects the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – has been discontinued as a line item and will be funded through reserves.
- 2.5 Line reduced to \$45,000 due to changes in use patterns and changes in fees covered – funds shifted to 2.9 and 2.19 - for platform and library services subscriptions
- 2.6 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Reduced - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2022 level
- 2.9 Name changed and items consolidated from line 2.5 – increased to \$6,500
- 2.10 Newly created in 2022 -amount held - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual
- 2.14 Reduced based on actual - includes both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Increased, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Increased significantly – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs continuing to rise
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2022 amount
- 2.19 Increased to \$87,500 to reflect use patterns – funds shifted from 2.5
- 2.20 Increased slightly to \$11,000
- 2.21 Held at 2022 amount
- 2.22 Reduced to \$2,600 – Grant Connect fee moved to line 2.5

COST OF SERVICES

- 3.1 Increased to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS’ lawyer required for the audit process
- 3.2 Increased slightly to \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2022 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$21,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$12,750 - to cover PRLS’ cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased slightly – reflects fees for photocopiers and estimated usage
- 3.9 Reflects current staff levels
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2022 amount
- 3.12 Reduced slightly - based on a five-year review
- 3.13 Increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2022 level – based on 3-year review of actual expenses
- 3.15 Reduced to \$26,000 – due to the use of virtual meetings. Includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.16 Based on actual in new building to date and then estimated – reduced to \$36,000

Complete Notes to the 2023 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

Income	
1.1	Provincial Operating Grant
1.2	First Nations Grant
1.3	Membership Fees
1.4	Alberta Rural Library Services Grant
1.5	Interest Income
TOTAL Income	

Present Budget	
2022	2023
992,621	992,621
145,602	145,602
1,939,986	2,001,335
429,742	429,742
28,500	28,500
3,536,451	3,597,800

Income – line details

1.1 Provincial Operating Grant:

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

1.2 First Nations Grant:

The First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system, the \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.75 per capita – requisition to municipalities to balance the budget, a twenty cent increase per capita. The previous note was held at \$8.55 for three consecutive years.

*1.4 Alberta Rural Library
Services Grant:*

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

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is estimated at 2022 levels.

Support Materials & Services Direct to Libraries		2022	2023
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Computer Maint.Agree. Software licenses	201,885	207,512
2.4	Cooperative Collection Fund	35,835	0
2.5	eContent Platform fees, Subscriptions	78,100	45,000
2.6	FN Provincial Grant expenses	78,839	78,839
2.7	Freight	1,800	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	3,000	6,500
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	87,500
2.20	Large Print	10,000	11,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	2,600
TOTAL Support Materials & Services Direct to Libraries		1,345,787	1,329,492

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

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

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at the 2022 level.

2.3 Computer Maint. Agree.

Software Licenses:

line slightly increased – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system. Also includes small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection:

this line has been eliminated as a budgeted item but for this year will be funded from reserves, see the Budget Supplement at the end of the budget section. This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs.

2.5 eContent Platform fees

and Subscription fees:

decreased from 2022 level due to the cancelation of two resources based on usage statistics and feedback from local library staff - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume and Grant Connect.

2.6 FN Provincial

Grant Expense:

funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – reduced based on actual.

2.8 Internet Connection

Fees:

for internet service provision to member libraries and HQ – held at 2022 level.

- 2.9 Library Services Tools:* name changed from Cataloguing Tools, also consolidates all in-house subscriptions into one line – based on actual costs – includes resources previously in this line (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly and LibraryData which were previously in eContent Platform fees line (2.5).
- 2.10 Marketing/Advocacy:* newly created in 2022, amount held at the same level – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.
- 2.11 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
- 2.12 Outlet - Contribution to Operating:* operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.
- 2.13 Periodicals:* held at 2022 level - based on actual, includes professional development publications and library journals.
- 2.14 ILL Postage Reimbursement for Libraries:* reduced based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.
- 2.15 Supplies purchased Cataloguing/Mylar:* increased slightly - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.
- 2.16 Vehicle Expense:* increased significantly - estimates for fluctuation in fuel prices are the major reason, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2022 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2022 level– used to support the physical audiobook collection.

2.19 eContent: increased from 2022 with funding shifted from the eContent Platform fees line (2.5) - based on feedback from local library staff and usage statistics - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, as well as Overdrive eMagazines and potentially other eContent.

2.20 Large Print Books: slight increase from 2022 level to help refresh the collection.

2.21 Programming Boxes: held at 2022 level - to refresh and build new programming kits for programming in member libraries.

2.22 Reference Materials: decreased due to moving Grant Connect costs to the eContent Platform fees line (2.5) – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2022	2023
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
TOTAL Cost of Services		2,190,664	2,268,308

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* increased slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2022 level.
- 3.4 Building-Repair/Maintenance.* increased slightly – costs are based on actual in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

3.5 Dues/Fees/

Memberships:

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

3.6 Insurance:

this line has increased slightly and accounts for cyber insurance, the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime employee drivers abstracts and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor

Maint. Expense:

increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal.

3.8 Photocopy:

reflects fees for photocopiers and estimated usage with a slight increase, based on actual.

3.9 Salaries:

to reflect the current staffing level.

3.10 Salaries-Employee

Benefits:

to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.

3.11 Staff Development:

funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at \$20,000.

3.12 Supplies/Stationery/

Building:

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies - reduced slightly. Based on a five year review.

- 3.13 Telephone:* increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* reduced due to virtual meetings - accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf).
- 3.16 Utilities:* based on actual since moving into the new building in October 2020 and then estimated for a full year – reduced slightly.

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget

	Present Budget 2022	Proposed Budget 2023
TOTAL Income	3,536,451	3,597,800
TOTAL Support Materials & Services Direct to Libraries	1,345,787	1,329,492
TOTAL Cost of Services	2,190,664	2,268,308
TOTAL Expenses (library materials & cost of service)	3,536,451	3,597,800
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.75

Budget Supplement

Explanation points to the 2023 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

Parkland will be purchasing one new vehicle in 2023 (estimated at \$40,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

As described elsewhere in the budget document, Parkland will continue to fund the Cooperative Collection project in 2023 using funds from the Unrestricted Reserve (\$35,000).

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2023

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

Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME		2023
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$72,720	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$40,500	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$219,600	
<i>(may include Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRL assets - 2023, \$40,600 -B)</i>		
Unrestricted Reserve		
Funds to purchase library materials for Cooperative Collection project	\$35,000	D
	\$367,820	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Anticipated vehicle selling price	\$5,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$46,620	B
Current Year Amortization estimated - PRLS Assets	\$34,480	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		

Proceeds from the sale of vehicles	\$5,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		

Technology Reserve

Budgeted for member library computers	\$68,617
---------------------------------------	----------

\$154,717

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	\$72,720	A
<i>(actual amount will be affected by asset disposals during the year)</i>		

Amortization expense anticipated for building	\$78,939
<i>(actual amount will be affected by asset disposals during the year)</i>	

\$151,659



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 27, 2022
SUBJECT: Planning & Dev Orientation/MDP Commencement Workshop
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Council is being asked to choose a date for a **Planning and Development Orientation/Municipal Development Plan Commencement Workshop**.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council is being asked to consider one of the following suggested dates for this event:

Monday, October 17, 2022 from 6 to 8:30 p.m.

OR

Wednesday, October 19, 2022 from 6 to 8:30 p.m.

OR

Thursday, October 20, 2022 from 6 to 8:30 p.m.

A calendar survey has been sent out to Council and the up-to-date results of the survey will be reviewed Tuesday night in conjunction with this item.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

That Council set _____, October __, 2022 from 6 to 8:30 p.m. for the Planning and Development Orientation/Municipal Development Plan Commencement Workshop.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 27, 2022
SUBJECT: Appointments to DEDAC
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

BACKGROUND/PROPOSAL:

The Didsbury Economic Development Advisory Committee (DEDAC), along with the Economic Development Officer, are requesting Council appoint two members to DEDAC.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Brooke Mierke was the Executive Representative for the Didsbury & District Chamber of Commerce. In August, Brooke Mierke stepped down from the Chamber Board and is now looking to become a regular member of DEDAC.

The members of DEDAC discussed her membership and agreed that Ms. Mierke is a valuable member in good standing with DEDAC and the Committee sees great benefit from her continued involvement on DEDAC. As an Entrepreneur and business owner in Didsbury with great interest in economic development, she will continue to bring a valuable perspective to DEDAC projects.

As a second appointment, Phil Boucher is an active member of the Didsbury community and has provided an application for membership on DEDAC. His submission has been reviewed by the Committee members, and they find Phil to be an excellent addition to the Committee due to his tremendous contribution to the community and his great work at the Rosebud Campground. He has demonstrated great interest in business, entrepreneurship, economic development, and the greater good of this community.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION (2 separate motions)

That Council appoint Brooke Mierke as a regular member to the Didsbury Economic Development Advisory Committee.

AND

That Council appoint Phil Boucher as a new regular member to the Didsbury Economic Development Advisory Committee.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 27, 2022
SUBJECT	Chief Administrative Officer (CAO) Report
ORIGINATING DEPARTMENT	Legislative Services

BACKGROUND/PROPOSAL:

Please find attached the CAO Report for September 27, 2022.

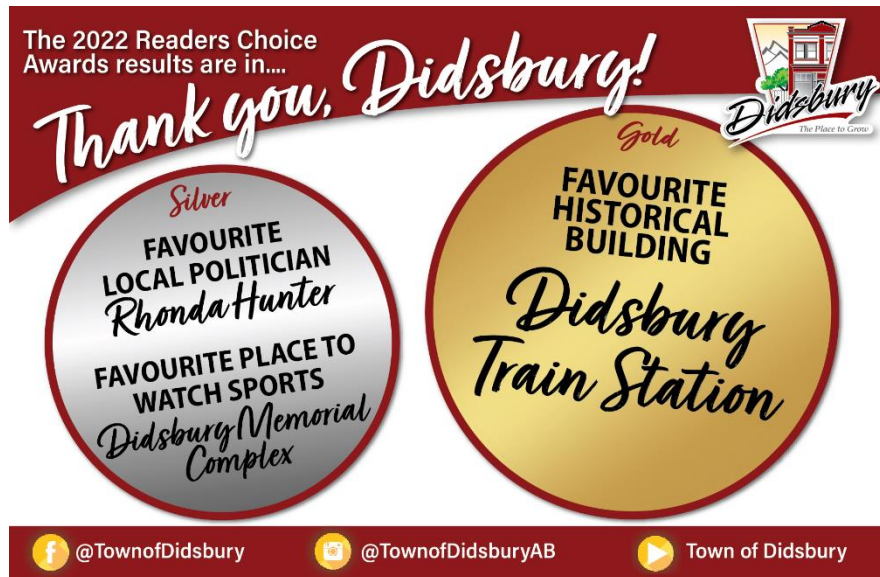
ALIGNMENT WITH STRATEGIC PLAN

An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the CAO Report for September 27, 2022 as information.

1. 2022 Readers Choice Awards (Communications)



2. EV Grant Application Update (Economic Development)

In August the Town of Didsbury received word that the grant application for 2 EV stations was denied. The current intake of EVCP that provided funding for up to 100% of costs has been fully subscribed and closed due to extensive demand.

However, the Action Centre has partnered with the SouthGrow Regional Economic Development Initiative to offer another funding stream that could support our project. The SouthGrow EVCP is available to applicants province-wide and offers a rebate of up to 46% of eligible costs to a maximum of \$100,000.00 per organization for both level 2 and level 3 EV charging infrastructure. This funding is available on a first-come, first-served basis to a variety of organization types province-wide, including municipalities. At this point Didsbury Economic Development recommends, unless another grant that provides funding for this project in the future, to leave the establishment of EV stations to the private sector.

3. Bike Racks (OCAO)

During their last meeting Council passed a motion for Administration to explore options for returning a bike rack to the Library. Due to the inexpensive nature of bike racks, Parks will acquire a simple bike rack and make arrangements for it to be placed at the Library.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 27, 2022
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services

BACKGROUND/PROPOSAL:

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

ALIGNMENT WITH STRATEGIC PLAN

An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Council Reports for September 27, 2022 as information.