



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, March 22, 2022, 6:00 pm
Council Chambers 1606 14 Street

Pages

1. CALL TO ORDER	
2. ADOPTION OF THE AGENDA	
Add: 7.7 - Temporary Firehall Lease Agreement with AHS	
3. DELEGATIONS/PRESENTATIONS	3
3.1. Helen Hafke - Didsbury & District Chamber of Commerce	
4. ADOPTION OF MINUTES	
<ul style="list-style-type: none">• March 5, 2022 - 2022 Operating Budget• March 8, 2022 - Regular Council Meeting• March 17, 2022 - 2022 Operating Budget	
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9. CORRESPONDENCE & INFORMATION

- City of Red Deer - Letter of appreciation for supporting the Red Deer Regional Hospital project
- Central Alberta Crime Stoppers - Request for Donations
- Minister of Municipal Affairs Ric McIver - Budget 2022 Update

9.1. Correspondence and Information

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10. COUNCIL MEETING HIGHLIGHTS

11. QUESTION PERIOD

12. CLOSED MEETING

12.1. Legal Case Update - Section 27 of the FOIP Act

12.2. Library Project - Sections 24 and 25 of the FOIP Act

12.3. Personnel - Section 24 of the FOIP Act

13. RECONVENE

14. ADJOURNMENT



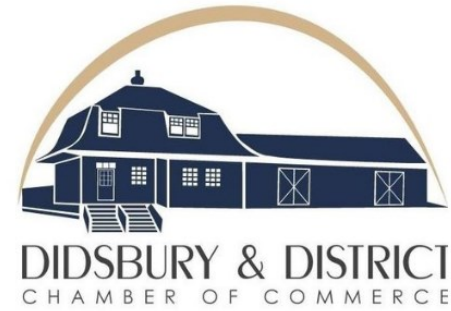
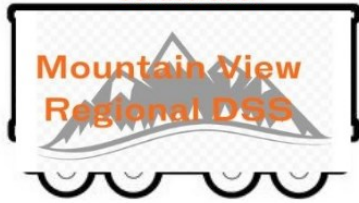
2022

This year of celebration has been planned to celebrate the Didsbury business community

Admit One
Collaboration with
Mountain View
Chambers

Business Link Grant
Mountain View County Chambers
Collaboration

Admit One
3 Grants
applied and
received



2021
Year in Review

Admit One
Track 7

Admit One
55+ hrs per
week
volunteer time

Admit One
Business
Rapid Test
kits

Admit One
Track 8



Launched in
November we have 9
Live vendors and 9 in
the pipeline. 10 more
have expressed
interest.



Member
Partnership
Smokin 1.0
Demo



Admit One
Track 1

Admit One
Social Media
records record
high hits



Started the year
at 62 members.
Ended with 72
members.



Nominate
someone
today!

6 Awards
Each business
received a gift basket
for the whole office to
celebrate! They also
received their 2022
Membership!



2021
As a Chamber
we mandated
to not ask our
membership
for further
support
through
sponsorships.
All
opportunities
were funded
by Grants or
our budget.

Journey thru Didsbury - Shop local grant

- Each week over July/August there was a virtual tour through Didsbury that highlighted our businesses and places to visit.
- It was a video posted on Social media and on website
- Also on the radio and newspaper



COVID and Didsbury Chamber

- As with any other business we felt the financial crunch
 - Our budget went from \$93,000 to \$10,000
 - We had to lay off our staff member and do not see replacing that role for at least another 2 years
 - We are presently being run by volunteers only. We have 2 members who are in the office on Tuesday & Thursday overseeing programming, grants and day to day running of the Chamber. They are also business owners so they are running their own businesses as well.
 - Our budget for 2022 has increased to \$12,300 as we are striving for 96 members

Rapid Test Kits

Through the Alberta Chambers of Commerce and AHS we have been able to provide Covid Rapid Test kits for our local businesses at no cost

We have had 17 businesses take part in this programming



At present we have :
17 Vendors
12 in the pipelines

Shop Local Funding has allowed us to cover the \$25 setup fee for the first 25 vendors.



Chamber Market is an e-commerce marketplace initiative created by the Alberta Chambers of Commerce (ACC). This online marketplace will allow Chamber Members and Small Businesses from across the province to sell their products and services to consumers locally and beyond.

The overall goal of the Chamber Market is to make it easy for local businesses to sell their products/services online and make it easy for consumers to find local vendors to shop with. Your site will be seen across the country, not just locally. Anyone can order from anywhere.

ChamberMarket is different from other ecommerce platforms in a number of ways:

- the ACC does marketing and promotions for all vendors on the platform
- the only fee is the transaction fee 4.9% - there are no monthly or listing fees
- in-store pickup is an option

Check out the market on CHAMBERMARKET.CA

Check our website www.didsburychamber.ca for more information.

When you are ready to join the platform

contact info@didsburychamber.ca

and we will get you going!





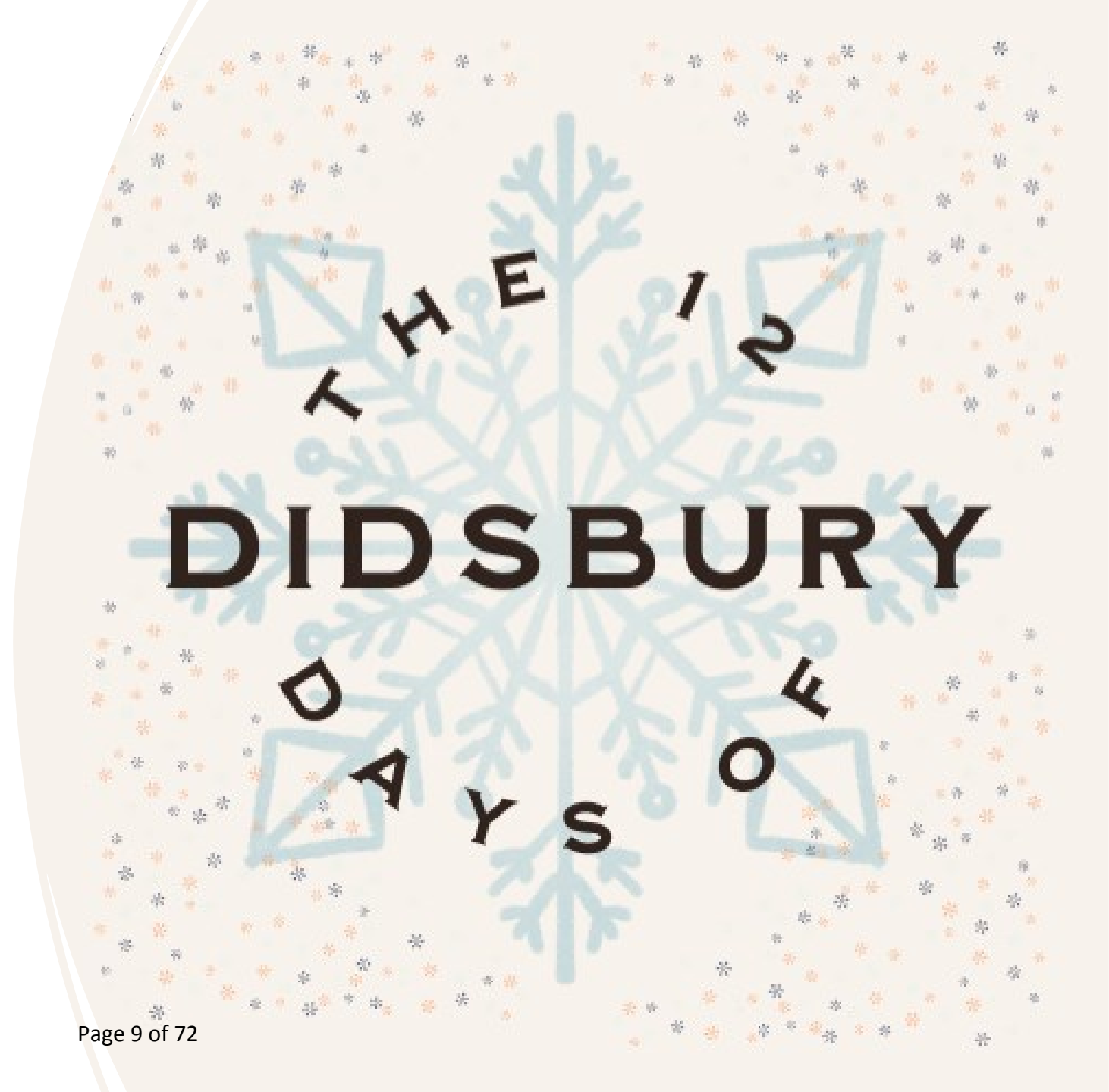
Country Christmas 2021

We had a great evening and had many opportunities to showcase our businesses.

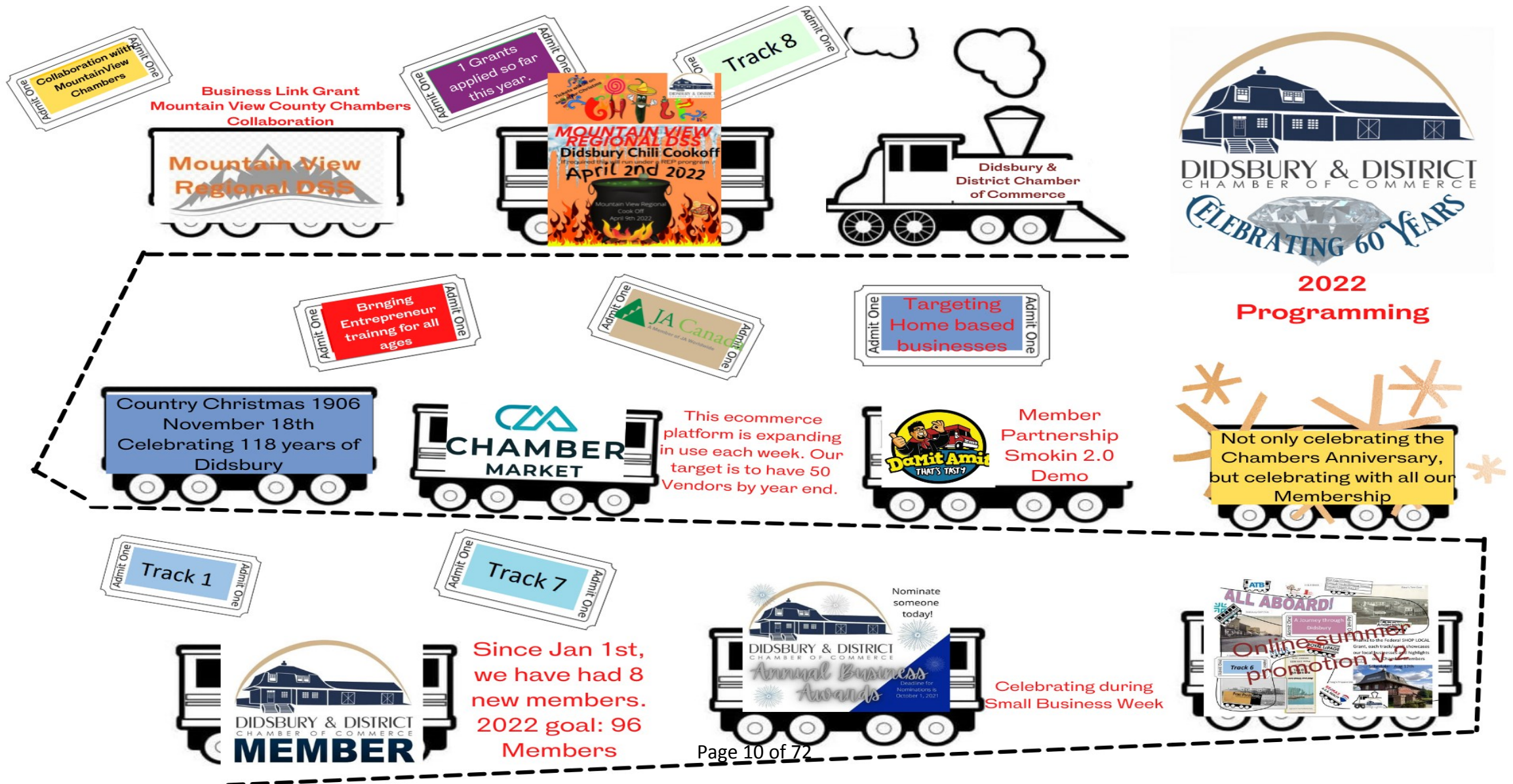
We had a special treat – again through Local funding – if you purchased something during the evening and brought your receipt to the train station, you were able to pick an envelope off the tree. The envelope contained gift cards from various Didsbury businesses ranging from \$10 to \$450

12 Days of Didsbury

- Again Shop Local Grant – part 2
- Each day we highlighted a different segment of business on Social media to the tune of the 12 days of Christmas
- Everyone who “liked” the post was put into a daily draw for \$80 of gift cards. There were 4 \$20 gift cards from local businesses around town.



2022 Overview



Going the Full Mile

Our goal for 2022 is 96 Memebbers!

Why 96?

There are 96 rail cars in a train a mile long! So we want to go the FULL MILE!

Going the Extra Mile

Sponsorship is a little different this year.

**In a mile of rail track there are approx. 5200 feet. So Sponsorship this year is based on a foot of track. \$1 per foot
There are no minimums if all you can spare is \$1 then it all goes to help!
Sponsorship can by in cash or gift cards.**

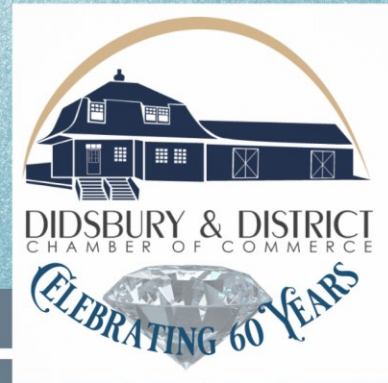
Membership & Sponsorship 2022 Goals

GOING THE EXTRA MILE!

Membership
Renewals
Change of Date:

**APRIL
1
2022**

**96 RAIL CARS
EQUALS 1 MILE
..LETS GO THE
FULL MILE!**








A grant opportunity was presented that would allow us to assist our local businesses with their on-line presence. There was a “magic” number that needed to be met in order to qualify. As individual locations we did not meet that number. We approached the other Chambers in Mountain View County, and with their collaboration / support we qualified.

Your Customers Are Online. You Should Be Too.

JOIN FOR
FREE



-  Reach **new customers online**
-  **Increase sales** with a digital strategy
-  Elevate your business' **website or eCommerce presence**

Digital
Economy
Program

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Digital Economy Program



We were awarded the grant!

- This grant, \$64,500, will allow us to assist over 90 businesses within the County
- Grant programming must be completed by March 2023
- We are presently hiring the DSS (digital support squad) who will assist each business
- the squad is made up of Young Adults, under 29
- we are not allowed to hire a business
- our first squad member is completing his training and has started to contact the list
- Our present list has over 43 companies on it

The Chili Cook Off was supposed to be our official launch, but due to COVID the cook off was delayed. We did start the programming and moved onwards!



- We are hosting 2 Chili Cook offs!
- The first one is for local teams. We wanted each region to host their own Local cook off
- The winner from the Local CookOff will then compete at the regional event
- The regional has also seen a Mayoral Challenge. Mayor Rhonda challenged all the other councils within Mountain View County to compete at the Regional
- Tickets for each event are available on the Chamber website: www.didsburychamber.ca they are \$10
- We are looking at making this an annual event across the county and all the Chambers are looking forward to working together to promote Mountain View County as well as our local businesses.





- Chamber Market pt 2
- This year the Alberta Chambers of Commerce, who developed the ChamberMarket.ca ecommerce platform, is expanding the platform for Chambers.
- It will provide a more comprehensive site for the Chambers and develop the Customer Management aspect.
- We, the Didsbury Chamber, have been asked to be the sole Beta Chamber for Alberta. All we have to do use the program and find any glitches.

Didsbury Swag is coming to the Chamber!

Each year we get a number of visitors who visit the Train Station looking for Didsbury Swag, so the Board approved for us to run a test market.

We will have on hand:

Baseball shirts: \$25 – 2 different logos

Engineer Hats: \$25

RFID card wallets: \$5

Power bars: \$15

Mini Blue Tooth Speakers: \$30

Lunch Bags: \$8



All will have the Chamber Train station logo
And are travel orientated.



April begins our extremely busy calendar of opportunities for our Business Community..

HOME BASED BUSINESS EVENING

FRIDAY

APRIL 22, 2022

7 PM - 9 PM

Come and collaborate with other home based business owners; This is a great opportunity for everyone to get together. This is open to all Didsbury & District businesses.

DON'T FORGET TO BRING INFO ABOUT YOUR COMPANY TO DISPLAY



ENTREPRENEUR TRAINING

REGISTER ONLINE

9 AM TO 4 PM

SATURDAY

APRIL 23, 2022

➡ **MAKING SENSE OF YOUR BUSINESS IDEA**

➡ **GOING BEYOND THE BACK OF THE NAPKIN IDEAS**

➡ **Learn the Fundamentals of Starting a Business from Successful Business owners**

Launch Your Business Today!



May sees our Entrepreneur training continue for our Younger Generation



Be Entrepreneurial
JA Canada
A Member of JA Worldwide

Entrepreneur training for
Middle & High School students
May 14th 1:00am - 4:30pm
At the Train Station

Come and spend a Saturday
learning how to run your own
business!

The Didsbury & District Chamber of Commerce is proud to
bring Junior Achievement training to our Young Entrepreneurs!

Have you run your own business? Are you looking at
expanding what you have started? Are you still looking for
ideas? Register today: [Entrepreneur Training](#)

In this interactive, in-class
program students will:

- Receive an introduction to entrepreneurship
- Understand why planning is key to starting a business
- Identify products or services they can take to market
- Determine their competitive advantage and define a target market
- Lay the foundation for a venture and develop a business strategy
- Learn what resources are available to help them move forward with their entrepreneurial dreams



A Business of Our Own
JA Canada
A Member of JA Worldwide

Entrepreneur training for
grades 4 & 6
May 14th 9:00am - 12:30pm
At the Train Station

Come and spend a Saturday
learning how to run your own
business!

The Didsbury & District Chamber of Commerce is proud to
bring Junior Achievement training to our Young Entrepreneurs!

Have you run your own business? Are you looking at
expanding what you have started? Are you still looking for
ideas? Register today: [A Business of Our Own](#)

Key Outcomes

In this interactive program, students will:

- Learn about different types of organizations
- Develop an understanding of management and financial record keeping
- Create business goals
- Practice the skills needed to run a business
- Create and implement a business plan for their own retail business
- Learn about pricing and promotions
- Describe their experience in operating a business
- Draw conclusions about planning and running a retail business

*EY Global Job Creation Survey 2016

For details regarding program availability by grade level please contact your local JA Charter office.

Junior Achievement is coming to Didsbury!

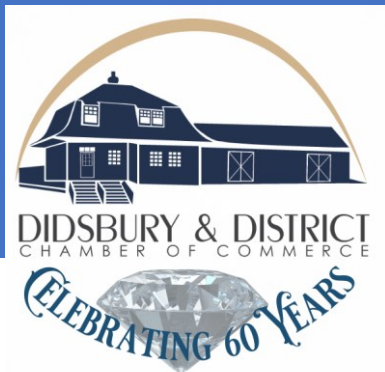
If the program is a success, we are looking to Partner with the Library for 2023 and expanding the program.

June we are celebrating Didsbury Business with our
Summer "Sell"abration Street Market

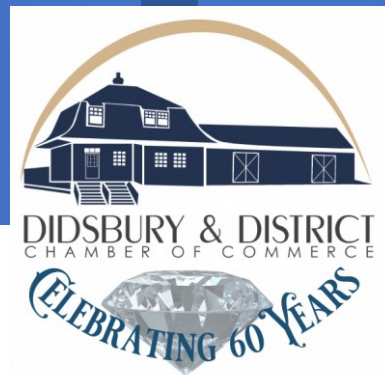


We have over 15 businesses signed up, live entertainment, beer patio and food trucks! This event is open for Didsbury Business Only, although we are advertising across the county!

July/August will see our Journey Thru Didsbury pt 2



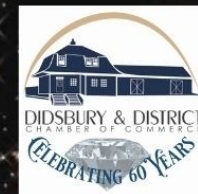
As we celebrate 60 Years and Business in Didsbury, we also want to take time throughout the year to recognize our Frontline Workers and their commitment to keeping us moving forward!



As
**Didsbury & District Chamber of
Commerce
Celebrates 60 years...**

**We would like to
Celebrate All Frontline Workers
who have kept us moving forward**

*Thank
you*



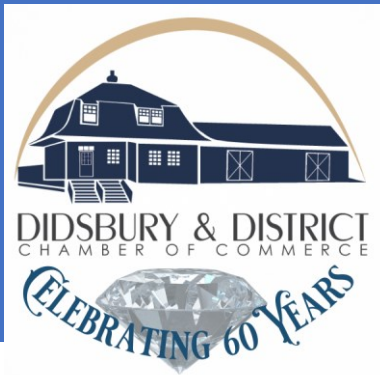
*Thank
you*

October is Small Business Week and Didsbury Business Awards

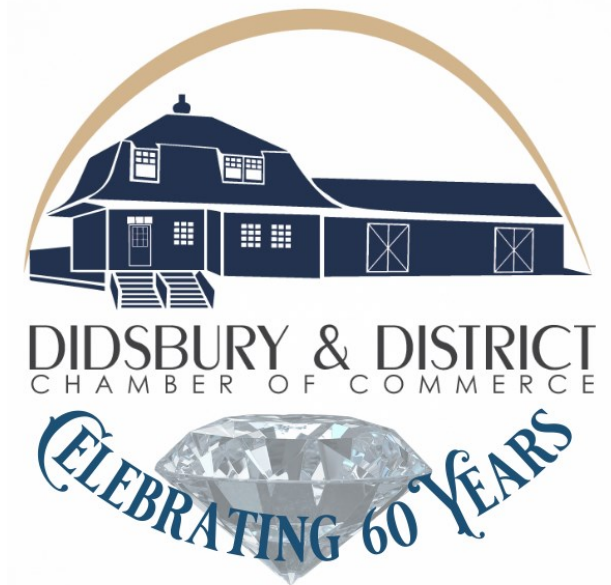
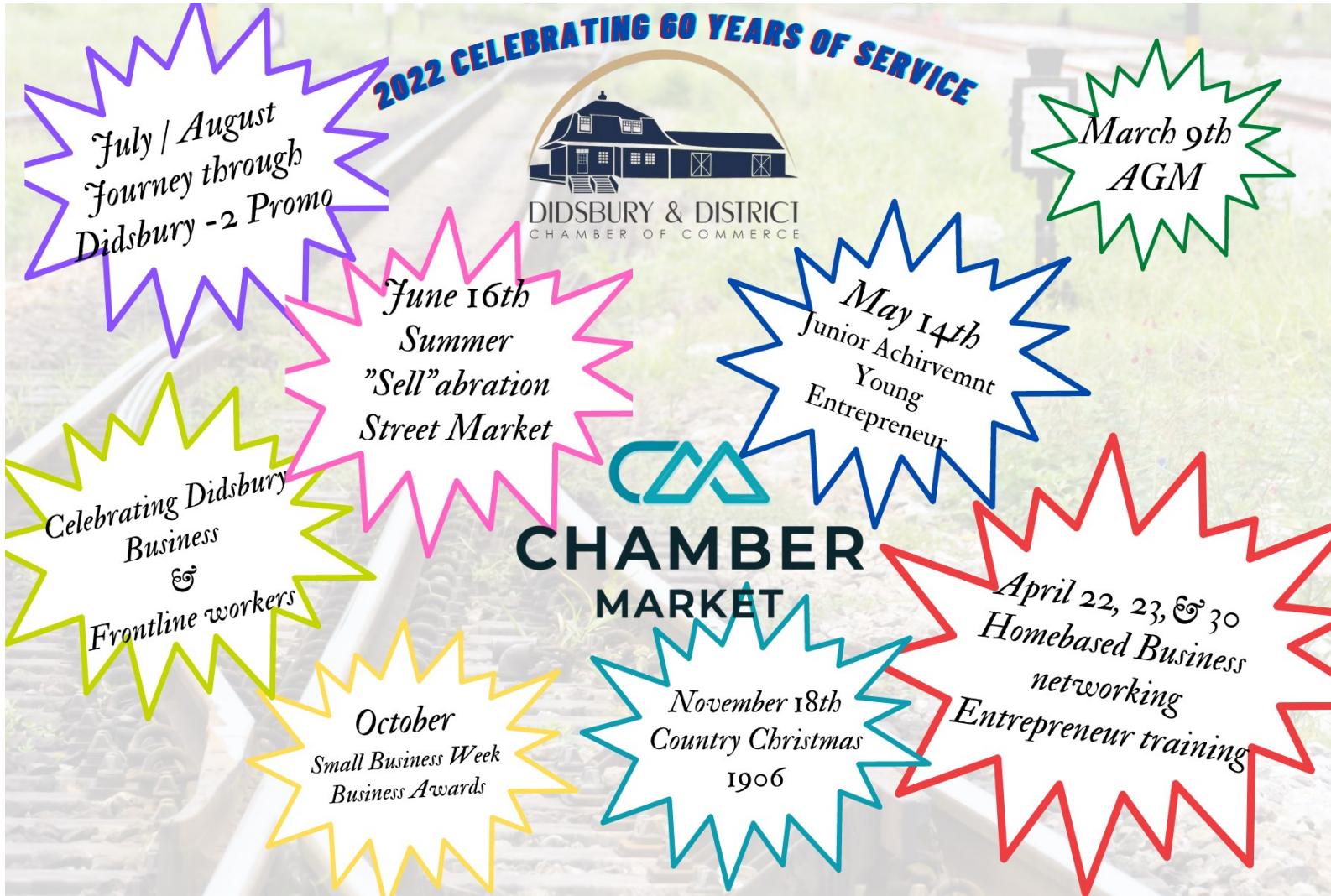


November is Country Christmas!

Celebrating:
60 years Chamber
120 Years Train Station
118 Years Town of Didsbury
And
All our businesses!



Thank you for your time!





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: Adoption of Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

- March 5, 2022 Operating Budget Meeting
- March 8, 2022 Regular Council Meeting
- March 17, 2022 Operating Budget Meeting

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 (3 separate motions)

That Council adopt the March 5, 2022 Operating Budget Meeting Minutes as presented.

AND

That Council adopt the March 8, 2022 Regular Council Meeting Minutes as presented.

AND

That Council adopt the March 17, 2022 Operating Budget Minutes as Presented.



**Meeting Minutes of the Town of Didsbury
Operating Budget Meeting
Held in Council Chambers at 1606 - 14 Street
March 5, 2022, 9:00 a.m.**

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

Council Members Absent Councillor Joyce McCoy

Administration Present: Chief Administrative Officer, Ethan Gorner
ACAO/Chief Financial Officer, Amanda Riley
Director of Engineering & Infrastructure, Craig Fox
Director of Community Services, Nicole Aasen
Kelsey Hawkins, Municipal Finance Intern/Recording Officer

1. CALL TO ORDER

Mayor Hunter called the Meeting to order at 9:00 a.m.

2. ADOPTION OF AGENDA

Res. 095-22

MOVED by Councillor Baswick
To approve the Agenda as presented.

Motion Carried

3. BUSINESS

3.1 Capital Budget Items

Res. 096-22

MOVED by Councillor Baswick
That Administration bring back a project report on the proposed 23 Street North
Resurfacing Project.

Motion Carried

Res. 097-22

MOVED by Deputy Mayor Engel
To use the current Trails Reserve balance, sitting at \$165,000, to fund the Deer
Coulee/Cemetery Pathway (Alternative 2).

Motion Carried

Res. 098-22

MOVED by Councillor Baswick
To fund the purchase of the Columbarium with future Columbarium sales
(Alternative 3).

Motion Carried

3.2 Special Operating Projects

Res. 099-22

Moved by Councillor Moore

To have Administration bring back Special Projects in a Council prioritization plan.

Motion Carried

3.3 External Funding

Res. 100-22

MOVED by Deputy Mayor Engel

To approve \$4,000 from the Community Grant Program to assist the 5-0 Club with utility expenses as per their request.

Motion Carried

Res. 101-22

MOVED by Deputy Mayor Engel

To approve \$4,000 from the Community Grant Program to assist the Didsbury & District Historical Society Funding request.

Motion Carried

3.4 Serve Level Review

Res. 102-22

MOVED by Councillor Moore

To direct Administration to provide data and include cost comparisons regarding the existing overtime wage and salary costs with the existing shift schedule to be measured against/compared with the proposed Public Work Level of Service change for budget discussion. Motion Carried

Motion Carried

Res. 103-22

MOVED by Councillor Windsor

To direct Administration to bring back cost comparisons for existing budgeted contracted planning services to be measured against/compared with the cost to hire a professional planning officer for our municipality and staff complement.

Motion Carried

3.5 Council Projects

Res. 104-22

MOVED by Councillor Moore

To direct Administration to bring back the following projects:

- Canada Day Special Event;
- Add Bathroom to Council Chambers; and
- Council Professional Development Budget for future discussion and decision.

Motion Carried

Res. 105-22

MOVED by Deputy Mayor Engel

To direct Administration to bring back references for Strategic Planning Consultants, Rynic Strategic Solutions, WCS and Westwind Management.

Motion Carried

4. **ADJOURNMENT**

Res. 106-22

MOVED by Councillor Moore

To adjourn the Operating Budget Meeting of March 5, 2022 at 4:53 p.m.

Motion Carried

Mayor- Rhonda Hunter

Chief Administrative Officer- Ethan Gorner



Meeting Minutes of the Town of Didsbury
Regular Council Meeting
Held in Council Chambers at 1606 - 14 Street

March 8, 2022, 6:00 p.m.

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

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Councillor McCoy requested a recorded Vote.

Res. 107-22

MOVED by Councillor McCoy

To approve the Agenda as amended removing the Closed Meeting items from the Agenda.

Mayor Hunter	No
Deputy Mayor Engel	No
Councillor Baswick	Yes
Councillor McCoy	Yes
Councillor Moore	No
Councillor Williams	No
Councillor Windsor	No

Motion Defeated

Councillor McCoy requested a recorded Vote.

Res. 108-22

MOVED by Councillor Windsor

To accept the Agenda as amended adding items 7.10 Council Remuneration and Professional Development; 7.11 Central Alberta Economic Development (CAEP) and Closed Meeting 12.4 Personnel.

Mayor Hunter	Yes
Deputy Mayor Engel	Yes
Councillor Baswick	Yes
Councillor McCoy	Yes
Councillor Moore	Yes
Councillor Williams	Yes
Councillor Windsor	Yes

Motion Carried

3. DELEGATION/ PRESENTATIONS

4. ADOPTION OF MINUTES

Res. 109-21

MOVED by Councillor Moore

To approve the February 22, 2022 Regular Council Meeting Minutes as presented.

Motion Carried

5. PUBLIC HEARINGS

6. BYLAWS & POLICIES

6.1 Bylaw 2022-02 Utility Rates (1st Reading)

Res. 110-22

MOVED by Councillor Windsor

To grant first reading to Utility Charges Bylaw 2022-02 and refer the Bylaw to the Council Visioning Committee (Committee of the Whole) to be considered in conjunction with the 2022 Draft Operating Budget.

Motion Carried

7. BUSINESS

7.1 2022 Enforcement Priorities

7.1.1 RCMP Policing Priorities

Res. 111-22

MOVED by Councillor Williams

To set the 2022 Enforcement Priorities for the Didsbury RCMP Detachment to focus on as follows:

1. Focus on major crimes
2. Opioid and Fentanyl Crisis
3. Increase visibility in the community, including late evenings and early morning.

Motion Carried

7.1.2 Town of Didsbury Municipal Enforcement Priorities

Res. 112-22

MOVED by Councillor Williams

To set the 2022 Enforcement Priorities for the Town of Didsbury Municipal Enforcement Team as follows:

1. Unsightly Properties
2. Responsible Pet Ownership Enforcement
3. Protecting the downtown vitality, which includes, 2 hour parking, graffiti and other nuisance behaviors

Motion Carried

7.2 Letter of Support for Satori Health - Didsbury Medical Clinic

Res. 113-22

MOVED by Deputy Mayor Engel

That the Mayor, on behalf of Council, provides a letter of support to Satori Health for the Didsbury Medical Clinic to address the need for teleradiology services to the CPSA.

Motion Carried

- 7.3 2021 Capital Project Summary - Didsbury Skatepark**
Res. 114-22
MOVED by Councillor Moore
To accept the Skatepark Project summary as information and that the additional project costs of \$2,665 be funded \$355 from Reserves, \$244 from Grant monies and the remaining \$2,066 from the proceeds from sale of old skatepark equipment.
Motion Carried
- 7.4 2021 Capital Project Summary - Jets Playground**
Res. 115-22
MOVED by Councillor Moore
To accept the Jets Playground summary as information and that the additional project costs of \$2,912 be funded from the Parks Vehicle & Equipment Replacement Reserve.
Motion Carried
- 7.5 Rosebud Valley Campground Upgrade**
Res. 116-22
MOVED by Councillor Windsor
To approve for the Rosebud Valley Campground to be connected to the wastewater collection system, funded through the Campground Reserve.
Motion Carried
- 7.6 2022 FCM Conference and Trade Show**
Res. 117-22
MOVED by Councillor Moore
To approve Mayor Hunter, Councillor Windsor, and Councillor Williams to attend the 2022 FCM Conference and Trade Show, from June 2 to 5, 2022 in Regina, SK. as per their submitted professional development plan.
Motion Carried
- Res. 118-22**
MOVED by Councillor Windsor
That the Professional Development Policy be reviewed by the Policy and Governance Committee for recommendations on revisions and updates.
Motion Carried
- 7.7 Foreign Investment and Workforce Attraction Program**
Res. 119-22
MOVED by Councillor Baswick
To direct Administration to apply and sign up for the Provincial Program and join CAEP's regional effort to position Central Alberta and its communities as the best place for this program.
Motion Carried
- 7.8 2022 Operating Budget**
Res. 120-22
MOVED by Councillor Windsor
To accept the DRAFT 1 2022 Operating Budget as information and refer it to the Council Visioning Committee (Committee of the Whole) for further review and recommendation.
Motion Carried

Res. 121-22

MOVED by Deputy Mayor Engel

To direct Administration to bring back the following items to be discussed at the Council Visioning Committee meeting on the 2022 Operating Budget:

- All Council Professional Development Requests
- Organizational Chart by department
- Tax Rate Impacts on households and businesses
- Full breakdown by Department and item of the \$705,847 increase to 2022 Draft Budget
- Summary of \$75,000 for the MDP from previous years' budgets versus what is included in contract services in 2022.
- What is the COLA increment (%) that is included in the salaries and benefits line and the total amount of the COLA impact on this year's budget

Motion Carried

Res. 122-22

MOVED by Councillor Windsor

To set a Council 2022 Operating Budget Meeting on March 17, 2022 at 6:00 p.m. and that further Meetings be set by the Committee.

Motion Carried

Res. 123-22

MOVED by Councillor Windsor

To refer the Year End Reserve Allocations and Water and Wastewater Year End Allocations to the Council Visioning Committee (Committee of the Whole).

Motion Carried

7.9 Discussion on Budget Presentation**Res. 124-22**

MOVED by Councillor Williams

To accept the discussion on the Budget Presentation as information.

Motion Carried

7.10 Council Remuneration and Professional Development**Res. 125-22**

MOVED by Councillor Windsor

That the Council Remuneration Policy COUN 004-21 and the Council Professional Development Policy COUN 001-21 be reviewed by the Policy and Governance Committee to consider recommendations for any revisions.

Motion Carried

Res. 126-22

MOVED by Deputy Mayor Engel

That the Brownlee LLP Emerging Trends in Municipal Law, held in Edmonton on February 17, 2022, be approved as a February expenseable workshop.

Motion Carried

7.11 Central Alberta Economic Development - Follow-up

Res. 127-22

MOVED by Deputy Mayor Engel

To bring back Council's input and direction on conveying Council's priorities through our CAEP Representative on the Board of Directors.

Motion Carried

8. REPORTS

8.1 CAO Report

Res. 128-22

MOVED by Deputy Mayor Engel

That Council approve the CanExport Community Investments - Foreign Direct Investment Contribution funding and that any request for municipal matching funds in 2022 be deferred to the 2022 Operating Budget Meeting for discussion.

Motion Carried

Res. 129-22

MOVED by Deputy Mayor Engel

To invite Mountain View County and the Town of Sundre, to participate in the distribution of a joint press release to announce support of this Economic Development Contribution Funding initiative.

Motion Carried

Res. 130-22

MOVED by Deputy Mayor Engel

To direct Administration to prepare a summary of goals, objectives and projects identified for use in this contribution funding in Didsbury and that this information be brought back to Council for review and further direction.

Motion Carried

Res. 131-22

MOVED by Deputy Mayor Engel

To accept the CAO Report for March 8, 2022 as information.

Motion Carried

8.2 Council Reports

Res. 132-22

MOVED by Deputy Mayor Engel

To accept the Council Reports for March 8, 2022 as information.

Motion Carried

9. CORRESPONDENCE & INFORMATION

- Alberta Municipal Affairs - 2022 MSI and CCBF Allocations

Res. 133-22

MOVED by Councillor Moore

To accept the presented correspondence items as information.

Motion Carried

10. COUNCIL MEETING HIGHLIGHTS (Roundtable)

- RCMP Policing Priorities
- Future Discussion items for Operating Budget
- Letter of Support for Satori Health Group
- Joint Partnership Contribution Funding and Film growth in the region
- Campground wastewater upgrade
- Didsbury Projects and Improvements
- Economic Development items

11. QUESTION PERIOD

12. CLOSED MEETING

Res. 134-22

MOVED by Councillor Moore

To go into Closed Meeting at 8:51 p.m.

Motion Carried

12.1 Intergovernmental Relations (MCSA Mayor) - Section 21 of the FOIP Act

12.2 Intergovernmental Relations (AHS) - Section 21 of the FOIP Act

12.3 Advice from Officials (Personnel) - Section 24 of the FOIP Act

12.4 Advice from Officials (Personnel) - Section 24 of the FOIP Act

13. RECONVENE

Res. 135-22

MOVED by Councillor Baswick

To come out of Closed Meeting at 9:34 p.m.

Motion Carried

Res. 136-22

MOVED by Councillor McCoy

That the Mayor and Deputy Mayor complete the Administration of the CAO Year End Evaluation.

Motion Carried

Res. 137-22

MOVED by Councillor Baswick

That Administration explore addressing the technical shortcoming in Council Chambers and bring back professional recommendations.

Motion Carried

Res. 138-22

MOVED by Councillor Windsor

To refer the Procedural Bylaw to the Policy & Governance Committee for review and recommendations.

Motion Carried

Res. 139-22

MOVED by Councillor Windsor

That the CAO quarterly and year-end expense reporting framework resume.

Motion Carried

14. **ADJOURNMENT**

Res. 140-22

MOVED by Councillor Moore

To adjourn the Regular Council Meeting of March 8, 2022 at 9:38 p.m.

Motion Carried

Mayor- Rhonda Hunter

Chief Administrative Officer- Ethan Gorner



Meeting Minutes of the Town of Didsbury
Operating Budget Meeting
Held in Council Chambers at 1606 - 14 Street
March 17, 2022, 6:00 p.m.

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

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

1. CALL TO ORDER

Mayor Hunter called the Meeting to order at 6:02 p.m.

2. ADOPTION OF AGENDA

Res. 141-22

MOVED by Councillor Windsor
To approve the Agenda as presented.
Motion Carried

3. BUSINESS

3.1 Year End Reserves

Res. 142-22

MOVED by Councillor Moore
To allocate \$444,851.50 from the 2021 Surplus to the General Reserve.
Motion Carried

Res. 143-22

MOVED by Councillor Moore
To allocated the 2021 Surplus from the Wastewater Department to fund the water deficit.
The Water Reserve balance will remain at \$722,832 and the Wastewater Reserve will be \$1,331,388.
Motion Carried

3.2 Utility Rates

Res. 144-22

MOVED by Windsor
That 2022 Utility Charges be brought to the March 22, Regular Council Meeting for second and third reading of the Bylaw 2022-02 with the discussed revisions.
Motion Carried

3.3 Council Professional Development

Council was asked to review their Professional Development Plan and submit the changes to Administration prior to the next Budget Meeting.

3.4 Strategic Planning Consultants

Res. 145-22

MOVED by Windsor

That Mayor Hunter, Councillor Williams and Councillor Windsor form an Ad hoc Committee to explore the Strategic Planning Consultants with recommendations to be presented at the March 22, 2022 Regular Council Meeting for consideration.

Motion Carried

3.5 Special Project Listing

Res. 146-22

MOVED by Councillor Windsor

That the Operating Budget Special Project Listing items 2 to 5, be referred to the Strategic Plan Workshop.

Motion Carried

3.6 Items for Consideration

Library Funding

Discussed funding framework to be brought back at a later date.

Cost of Living Allowance (COLA)

Council discussed Council foregoing a COLA increase in 2022.

Council will bring back the discussion of COLA at the next Operating Budget Meeting.

4. Next Operating Budget Meeting

Res. 147-22

MOVED by Councillor Windsor

To set the following dates for Operational Budget Meeting:

March 24 and 31, 2022 from 6:00 to 8:30 p.m.

Motion Carried

4. ADJOURNMENT

Res. 148-22

MOVED by Councillor Williams

To adjourn the Operating Budget Meeting of March 17, 2022 at 7:36 p.m.

Motion Carried

Mayor- Rhonda Hunter

Chief Administrative Officer- Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: Bylaw 2022-02 Utility Charges
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Council gave first reading to Utility Charges Bylaw 2022-02 on March 8, 2022 and referred the Bylaw to the Council Visioning Committee for review and recommendation.

The Council Visioning Committee met on March 17, 2022 and recommended that Utility Charges Bylaw 2022-02 go to Regular Council for approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Utility departments are self-supported, therefore an increase/decrease in costs equates to a corresponding increase/decrease in utility charges.

Water, Wastewater and Solid Waste fixed charges are proposed to be decreased while variable charges (distribution and consumption) are proposed to be increased.

The impact to a residential user with a 15 cubic meter consumption would be an additional \$2.57 per month.

ALIGNMENT WITH STRATEGIC PLAN

3. Infrastructure & Asset Management

RECOMMENDATION (2 separate motions)

That Council grant second reading to Bylaw 2022-02 Utility Charges.

AND

That Council grant third and final reading to Bylaw 2022-02 Utility Charges.

TOWN OF DIDSBURY
Utility Charges Bylaw
Bylaw No. 2022-02

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 once the required data is available to implement. Until such time, a water and wastewater Infrastructure Fee will be determined annually as follows:
 - 5.1.1 For residential use, infrastructure fees are charged to each dwelling unit, regardless of whether a unit is individually metered.
 - 5.1.2 For commercial or industrial use, infrastructure fees are charged per metered account.
 - 5.1.3 For properties deemed to be institutional in nature, infrastructure fees are charged per metered account.
- 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 2021-03 are hereby repealed.
- 8.2 That this Bylaw shall take effect on April 1, 2022.

Read a first time this 8th day of March 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"

(GST exempt, unless otherwise stated)

Residential Solid Waste Service Charges

Solid Waste Service Fee	\$	19.50 19.00	per month
Additional Black Bin Service (garbage)	\$	7.00	per month
Additional Blue Bin Service (recycling)	\$	4.00	per month
Additional Green Bin Service (compost)	\$	3.00	per month
Replacement Bin (plus GST)	\$	80.00	each
Change of Service Fee (plus GST)	\$	35.00	per change

Water Service Charges

Bulk Water Charge	\$	6.50 7.00	per m ³
Infrastructure Fee - Residential	\$	18.65 17.52	per month
Infrastructure Fee - Commercial/Industrial	\$	18.65 17.52	per month
Infrastructure Fee - Institutional	\$	270.00	per month
Water Consumption Rate	\$	2.40 2.62	per m ³
Water Distribution Rate	\$	1.20	per m ³
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 - Residential	\$	9.10 8.50	per month
Infrastructure Fee - Commercial/Industrial	\$	9.10 8.50	per month
Infrastructure Fee - Institutional	\$	130.00	per month
Wastewater Distribution Rate	\$	1.10 1.20	per m ³
Wastewater Distribution Rate – users without water service	\$	18.45 20.41	per month

Miscellaneous Charges

Utility Penalties on overdue balances		1.5%	per month
Non-Resident Account Deposit	\$	200.00	each
Non-Resident surcharge		35% over and above charges above	



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: Bylaw 2022-03 – Community Social Services Rates and Fees
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

Council is presented with proposed updates to the rates and fees associated with the Town of Didsbury social services portion of the organization, which include the Didsbury Out of School Care Association (DOSCA), Didsbury Summer Fun program, and Didsbury Neighborhood Place facility rental fee structures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending a small fee increase for both the DOSCA hourly rate and daily (full-day) rate. For the Summer Fun program, rate increases are recommended for all fees associated with this program (early bird and regular daily, weekly, sibling rates).

The reasons behind these fee increases include:

- increased rental costs (DOSCA and Summer Fun)
- increased transportation and field trip costs (Summer Fun)
- increased costs for goods and services (DOSCA and Summer Fun)

An increase to these rates and fees has not been applied for three years. The Summer Fun fees would be in effect on May 1, 2022 (when early bird registration begins) and DOSCA would go into effect on September 1, 2022 (at the start of the next school year).

The Didsbury Neighborhood Place facility rental rates will also be part of the Community Social Services Rates and Fees bylaw, but no changes are requested to these rates at this time. Just that they be accepted as part of this bylaw to ensure rates and fees are placed appropriately within the bylaws.

ALIGNMENT WITH STRATEGIC PLAN

4. Healthy Active Living

RECOMMENDATION (4 separate motions)

That Council grant first reading to Bylaw 2022-03 – Community Social Services Rates and Fees.

AND

That Council grant second reading to Bylaw 2022-03 – Community Social Services Rates and Fees.

AND

That Council grant unanimous consent to proceed to a third reading to Bylaw 2022-03 – Community Social Services Rates and Fees.

AND

That Council grant third and final reading to Bylaw 2022-03 – Community Social Services Rates and Fees.

TOWN OF DIDSBURY
Community Social Services Rates and Fees Bylaw
Bylaw No. 2022-03

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 “Community Social 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.

DNP means the Didsbury Neighbourhood Place.

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

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 Schedule “F” of Bylaw 2019-15 are 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 Proposed Didsbury Out of School Care Association (DOSCA) Fees
Effective September 1, 2022

	Current Rate	Proposed Rate
Childcare		
DOSCA – Hourly Fee	\$7.50/ hour	\$8.50/ hour
DOSCA – Full Day Fee	\$45.00/ day	\$50.00/ day

SCHEDULE "B"
2022 Summer Fun Fees
Effective May 1, 2022

Summer Fun:	Current Rate	Proposed Rate
Weekly Early Bird Fee	\$175.00/week, until June 15	\$180.00/week, until June 15
Weekly Early Bird Fee, additional siblings	\$165.00/week/sibling, until June 15	\$170.00/week/sibling, until June 15
Weekly Fee	\$185.00/week, after June 15	\$190.00/week, after June 15
Weekly Fee, additional siblings	\$175.00/week/sibling, after June 15	\$180.00/week/sibling, after June 15
Daily Drop-In Fee	\$45.00/day	\$50.00/day
Field Trip Drop-In Fee	\$55.00/day	\$65.00/day

SCHEDULE "C"
2022 Didsbury Neighbourhood Place Rental Rates

	Current Rate
Community Groups – Hourly Rate	\$12.00/hour + gst
Community Groups – Daily Rate	\$60.00/hour + gst
Private Rentals – Hourly Rate	\$20.00/hour + gst
Private Rentals – Daily Rate	\$100.00/day + gst



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: Bylaw 2022-04 – Rosebud Valley Campground Rates and Fees
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

Council is presented with proposed rate and fee updates for the Rosebud Valley Campground, which will open for operations in early April 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A thorough review of campground fees was conducted earlier this year, to ensure that the Rosebud Valley Campground proposed fee structure was appropriate for the size, location and services available to users, in relation to other campgrounds of a similar nature.

Rates for the Rosebud Valley Campground have remained stagnant for many years, while costs have continued to increase. Utility costs projections are expected to continue to rise and have been considered within these fees. Additionally, new and improved services (power improvements, playground upgrades, increased activities for users) have been offered over the past two seasons.

Administration is recommending a modest fee increase for all types of sites, and lengths of stay. These fees would go into effect on April 1, 2022.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION (4 separate motions)

That Council grant first reading to Bylaw 2022-04 – Rosebud Valley Campground Rates and Fees.

AND

That Council grant second reading to Bylaw 2022-04 – Rosebud Valley Campground Rates and Fees.

AND

That Council grant unanimous consent to proceed to a third reading to 2022-04 – Rosebud Valley Campground Rates and Fees.

AND

That Council grant third and final reading to Bylaw 2022-04 – Rosebud Valley Campground Rates and Fees.

TOWN OF DIDSBURY
Rosebud Valley Campground Rates and Fees Bylaw
Bylaw No. 2022-04

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 April 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 Schedule "H" Campground Charges of Bylaw 2019-15 are 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 Proposed Rosebud Valley Campground Rates
Effective April 1, 2022

	Daily - Current	Daily - Proposed	Weekly - Current	Weekly - Proposed	Monthly - Current	Monthly - Proposed
Power Only (15 amp)	\$24.76 + gst	\$25.00 + gst	\$142.86 + gst	\$150.00 + gst	\$571.43 + gst	\$600.00 + gst
Power Only (30 amp)	\$24.76 + gst	\$30.00 + gst	\$142.86 + gst	\$180.00 + gst	\$571.43 + gst	\$650.00 + gst
Power + Water (15 amp)	\$28.57 + gst	\$30.00 + gst	\$171.43 + gst	\$180.00 + gst	\$619.05 + gst	\$650.00 + gst
Power + Water (30 amp)	\$28.57 + gst	\$35.00 + gst	\$171.43 + gst	\$200.00 + gst	\$619.05 + gst	\$700.00 + gst
Unserviced Site	\$14.29 + gst	\$20.00 + gst	Not available	Not available	Not available	Not available



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: 2021 Year End Reserve Allocations
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

1. The allocation of the 2021 year end surplus totaling \$789,114 was discussed at the Strategic Visioning Committee of Council on March 17, 2022. The Committee moved to allocate 95% of the surplus to the following reserve accounts at December 31, 2021:

\$ 57,950.00	to the	Tax Stabilization reserve
\$ 10,500.00	to the	Election reserve (new)
\$ 1,765.00	to the	FD small capital equipment reserve
\$ 21,460.00	to the	Recreation facilities reserve
\$ 30,000.00	to the	Community Grant Program Reserve
\$ 17,500.00	to the	FD Large Capital Equipment reserve
\$ 81,110.00	to the	PW vehicle and equipment replacement re
\$ 8,526.00	to the	Snow removal reserve
\$ 74,600.00	to the	RCMP operating reserve
\$444,851.50	to the	General reserve
<u>\$748,262.50</u>		

2. The Water and Wastewater year end surplus (deficit) was also discussed at the March 17, 2022 Strategic Visioning Committee meeting. The Committee moved to allocate \$174,228 of the surplus from the Wastewater department to fund the deficit in the Water department and to reserve the remaining surplus of \$77,150 to Wastewater reserves – funded.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As discussed above.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

RECOMMENDATION [2 Separate Motions]

To allocate a total of \$748,262.50 of the 2021 year end surplus as follows:

- \$444,851.50 to the General Reserve;
- \$57,950 to the Tax Stabilization Reserve;
- \$10,500 to the Election Reserve;
- \$30,000 to the Council Community Grant Program Reserve;
- \$17,500 to the Fire Department Large Equipment Reserve;
- \$1,765 to the Fire Department Small Equipment Reserve;
- \$74,600 to the RCMP Operating Reserve;
- \$81,110 to the Vehicle & Equipment Replacement Reserve – PW;
- \$8,526 to the Snow Removal Reserve; and,
- \$21,460 to the Recreation Facilities Reserve.

AND

To allocate \$174,228 of the Wastewater surplus to the Water department to fund the deficit and to allocate the remaining Wastewater surplus of \$77,150 to the Wastewater reserve (funded).

Town of Didsbury
2021 4th Quarter Financial Report

Reserves Continuity Schedule

							DISCUSSED MARCH 5/22	DISCUSSED MARCH 17/22	UTILITY DEPARTMENTS		
	Jan 1 2021, Actual	Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)	Dec 31 2021 Actual	Outstanding Reserve Transfers Out	Year End Reserve Allocation	Year End Reserve Allocation	Year End Reserve Allocation	Dec 31 2021 Projected	Notes
General	1,169,301	45,000	1,857	(986,728)	229,430	-	-	444,851.50		674,282	
Tax Stabilization Reserve					-		57,950			57,950	
Election Reserve					-		10,500	-		10,500	
Council Community Grant Program	30,000	-	64	(30,000)	64	-	30,000	-		30,064	
Safety awards	2,944	-	5	(2,949)	-	-	-	-		-	
In lieu of municipal reserve	62,735	-	239	-	62,974	-	-	-		62,974	
Legacy Fund	-	17,297	46	-	17,343	-	-	-		17,343	
General reserve	1,264,980	62,297	2,211	(1,019,677)	309,811	-	98,450	444,851.50	-	853,113	
Old fire hall demolition/removal	26,249	-	198	-	26,447	-	-	-		26,447	
Fire dept large equipment	211,223	100,000	1,592	-	312,815	-	17,500	-		330,315	
Fire dept building maintenance	9,867	-	74	-	9,941	-	-	-		9,941	
Fire dept operating	25,023	-	189	-	25,212	-	-	-		25,212	
Fire dept small capital equipment	10,284	-	78	-	10,362	-	1,765	-		12,127	
RCMP capital	29,651	10,000	224	-	39,875	-	-	-		39,875	
RCMP operating	350,042	5,000	2,639	-	357,681	-	74,600	-		432,281	
Municipal enforcement operating and capital	85,436	15,000	644	-	101,080	-	-	-		101,080	
Protective services reserve	747,775	130,000	5,638	-	883,413	-	93,865	-	-	977,278	
Vehicle & equipment replacement - Public Works	459,137	207,000	3,388	-	669,525	-	81,110	-		750,635	
Snow removal	27,277	-	197	-	27,474	-	8,526	-		36,000	
Water	255,987	465,000	1,846	-	722,833	-	-	-	-	722,833	
Water offsite levies	164,225	5,720	1,184	-	171,129	(92,852)	-	-		78,277	1
Water distribution offsite levies	78,859	-	569	(373)	79,055	(79,055)	-	-		-	1
Wastewater	-	853,040	1,370	-	854,410	-	-	-	77,150	931,560	
Wastewater (unfunded - non-interest bearing)	1,178,868		-	(753,040)	425,828	(26,000)	-	-		399,828	2
Wastewater offsite levies	64,642	8,447	466	-	73,555	-	-	-		73,555	
Solid waste	374,653	8,250	2,701	-	385,604	-	-	-		385,604	
Public works reserve	2,603,648	1,547,457	11,721	(753,413)	3,409,413	(197,907)	89,636	-	77,150	3,378,292	
Cemetery	19,749	-	149	-	19,898	-	-	-		19,898	
DOSCA	4,694	-	-	-	4,694	-	-	-		4,694	
Economic development & tourism	74,617	40,500	562	-	115,679	(52,000)	-	-		63,679	3
Train station maintenance	41,866	-	315	-	42,181	-	-	-		42,181	
Pathway & trail	155,140	8,475	1,183	-	164,798	-	-	-		164,798	
Skatepark	27,814	-	210	(28,006)	18	(18)	-	-		-	
Vehicle & equipment replacement - Parks	80,293	50,000	592	(99,912)	30,973	-	-	-		30,973	
Recreation facilities	142,853	234,700	1,285	(150,883)	227,955	-	21,460	-		249,415	
Campground	31,679	-	239	-	31,918	-	-	-		31,918	
Community/Recreation Services reserve	578,705	333,675	4,535	(278,801)	638,114	(52,018)	21,460	-	-	607,556	
Total	5,195,108	2,073,429	24,105	(2,051,891)	5,240,752	(249,925)	303,411	444,852	77,150	5,816,239	
							TOTAL	748,262.50			

Notes

1. Outstanding project funded from water levies is 2020 project - East Reservoir Design Phase.
2. Outstanding project funded from wastewater reserves is 2021 project - Southridge Sewage Lift Station Emergency Backup Generator.
3. Outstanding project funded from economic development reserves is 2021 resolution 322-21 - Electrical Outlets added to Light Standards on 20th Avenue.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE	March 22, 2022
SUBJECT	2022 Amended Capital Budget
ORIGINATING DEPARTMENT	Corporate Services

BACKGROUND/PROPOSAL:

Council approved the 2022 Capital Budget on January 11, 2022 and deferred projects with an operational impact to the Operating Budget Workshop.

At the Operating Budget Meeting on March 5, 2022, Council approved the following:

- To fund the Deer Coulee/Cemetery Pathway replacement project for \$51,000 from the Trails & Pathway Reserve; and,
- To fund the Columbarium purchase and fund the project with future sales of the niche space.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2022 Capital Budget Summary has been amended and included for Council's information. The changes are highlighted in yellow.

RECOMMENDATION

That Council move to approve the 2022 Amended Capital Budget totaling \$2,894,500 as presented.

2022 Capital Projects:

Dept	Description	2022 Budget Request:	Operations	Reserves	MSI	CCBF	Debt	Other/ External	Total
Infrastructure									
EI	21 Street Storm, Water, Sanitary & Surface Works (Phase 1 - Construction)	1,050,000	-	-	1,050,000		-	-	1,050,000
EI	21 Street Storm, Water, Sanitary & Surface Works (Phase 2 - Design)	84,000	-	-	84,000		-	-	84,000
EI	Co-op Road Water, Sanitary, Storm & Surface Works (Design)	70,000	-	-	70,000	-	-	-	70,000
EI/CS	21 Avenue Storm & Surface Works (Complex Road)	300,000	-	-	-	300,000	-	-	300,000
Land Improvements									
CS	Didsbury Memorial Complex Outlying Plan Pathway & Landscaping Phase 1	150,000	-	75,000	-	75,000	-	-	150,000
EI	Deer Coulee/Cemetery Pathway Replacement	51,000	-	51,000	-	-	-	-	51,000
EI	Columbarium Purchase and Installation	35,000	-	-	-	-	-	35,000	35,000
Buildings									
CP	Fire Hall Emergency Backup Generator	100,000	-	56,300	-	-	-	43,700	100,000
EI	HVAC System Replacement [Town Office]	65,000	-	65,000	-	-	-	-	65,000
CS	Make-Up Air Unit Replacement [Curling Rink]	65,000	-	65,000	-	-	-	-	65,000
EI	HVAC System Upgrades [RCMP Detachment]	50,000	-	13,900	-	-	-	36,100	50,000
EI	Interior Painting [RCMP Building]	20,000	-	20,000	-	-	-	-	20,000
CS	Multi-Purpose Room Stage Upgrades	30,000	-	30,000	-	-	-	-	30,000
Vehicles									
CP	Didsbury Fire Department Rescue Vehicle	700,000	-	350,000	-	-	-	350,000	700,000
EI	Fleet Replacement Program - 3/4 Ton Standard Cab [Public Works]	66,000	-	66,000	-	-	-	-	66,000
CS	Fleet Replacement Program - 1/2 Ton Crew Cab [Parks]	55,000	-	55,000	-	-	-	-	55,000
Equipment									
EI	Skid Steer Annual Program	3,500	3,500	-	-	-	-	-	3,500
		2,894,500	3,500	847,200	1,204,000	375,000	-	464,800	2,894,500



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: 2022 Operating Budget
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

In accordance with s. 242 of the Municipal Government Act, Council must adopt an Operating Budget for each calendar year.

The 2022 Draft Operating Budget was presented to Council on March 5, 2022. It was then referred to the Strategic Visioning Committee meeting of March 17, 2022 with additional information brought back.

Additional meetings, to discuss the 2022 operating budget, are scheduled for March 24 and 31, 2021 from 6:00pm - 8:30pm.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends that Council request additional information as deemed necessary to facilitate the budget discussion and decision and/or provide direction on changes to Draft budget.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

As Directed by Council.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: DEDAC Professional Development Request
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

BACKGROUND/PROPOSAL:

The Economic Development Alberta (EDA) conference is taking place in Kananaskis, Alberta on April 6 to 8, 2022.

This is a great opportunity for DEDAC members to learn about economic development, trends and best practice.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Every year, the Economic Development of Alberta Association organizes a conference for economic development professionals, government officials and administration involved in economic development, as well as economic development committee members and organizations.

The conference provides an opportunity to learn about new trends, best practice and education in the field of economic development, in addition to network opportunities with peers and other communities. Moreover, the conference offers an opportunity to determine the best projects in the Province at the awards night.

DEDAC receives an annual budget for activities. However, the budget has not been approved and time is of essence due to the conference timelines. Therefore DEDAC is seeking Council approval to send one of their members to the EDA conference.

The cost breakdown is as follows:

Registration: \$625

Accommodation (2 nights): 525.42

Mileage: \$170

One Meal: \$35

Park Fee: \$45

Total cost: \$1,400

In the past DEDAC has not utilized any of the funds available, but feels that it would be important to send at least one member of the committee for professional development in the field of economic development.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

That Council approve \$1400 of initial budget for DEDAC to send a member to the Economic Development Alberta Conference held April 6 to 8, 2022 in Kananaskis, Alberta.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: DEDAC Member Re-appointment
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

BACKGROUND/PROPOSAL:

The Didsbury Economic Development Advisory Committee (DEDAC) would like to make a recommendation for the reappointment of a member to the DEDAC Committee for Council's consideration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

At the recent Chamber of Commerce AGM, the Chamber Executive representative on DEDAC, Meaghan Neis, stepped down from the Chamber Board. DEDAC would like to make a recommendation to Council to reappoint Meaghan Neis to the DEDAC Committee as a regular member.

Meaghan Neis of Connect First Credit Union has been a member of DEDAC since its inception. While she stepped down from the Chamber Board, she expressed interest to stay on the DEDAC Committee. As per the Town of Didsbury Bylaw for the Economic Development Advisory Committee, Meaghan Neis would need to be reappointed by Council.

As per the Town of Didsbury Bylaw for DEDAC two Chamber Representatives are part of the DEDAC Committee. However, a second appointment by the Chamber has not taken place.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

That Council appoints Meaghan Neis as a 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.

MEETING DATE: March 22, 2022
SUBJECT: Priorities for CAEP
ORIGINATING DEPARTMENT: Office of the Mayor

BACKGROUND/PROPOSAL:

At the March 8, 2022 Regular Council Meeting, Council passed a motion to convey Council's expectations to the Central Alberta Economic Partnership (CAEP) through Councillor McCoy who represents Didsbury on the CAEP Board of Directors as a Municipal Representative

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

With the successful nomination and appointment of Councillor McCoy to the CAEP Board in a Municipal Representative position, Council has the opportunity to provide input and direction on expected outcomes as well as the need for increased information and communication from our CAEP Board that we believe needs to be made available to the Town as a member municipality of CAEP.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

That Council move the following items be brought forward to the Central Alberta Economic Partnership Board through our CAEP Board Municipal Representative:



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: Firehall Temporary Lease Agreement
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

The Town has been contacted by members of the Calgary Zone Emergency Medical Services team of Alberta Health Services looking for temporary space to house an ambulance and crew during renovations of the Didsbury Hospital. Finding a temporary space for the Didsbury EMS crew will allow the renovation project to be facilitated more efficiently. The Crew requires the space beginning April 11, 2022 and renovations will last approximately 5 to 6 months.

Administration and the departments involved recognize the importance of both the Didsbury Hospital and Ambulance team for Didsbury and has worked to facilitate this request.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Although all of the apparatus bays are currently in use, there is enough space in a bay to share the space with the Community Peace Officers' vehicles. AHS also requires space on site for their employees to have 'downtime' between calls and access to a computer. The Town proposed the use of the EOC room contingent on the requirement to quickly free up the space in case of an emergency. The agreement would result in new lease revenue for the Town.

The EMS team toured the facility and would like to move forward with a temporary lease agreement.

ALIGNMENT WITH STRATEGIC PLAN

4. Healthy Active Living

RECOMMENDATION

To approve Administration moves forward with a temporary lease agreement for space at the Firehall to be occupied by Alberta Health Services Calgary Zone Emergency Medical Services.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: March 22, 2022
SUBJECT: CAO Report for March 22, 2022
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Please find attached the CAO Report for March 22, 2022

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following items are included in the CAO Report:

- February 2022 Action Request Report
- Revenue and Expenses impacted by the Federal Census
- Summary of Projects

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the CAO Report for March 22, 2022 as information.



CAO Report – March 22, 2022

1. February 2022 Action Request Report (Financial Services)

Please find attached the Action Report for February 2022.

2. Revenues and Expenses impacted by Federal Census (ACAO/CFO)

Please find attached the impacts to the Federal and Regional grant funding (MSI, BMTG, CCBF, ICF), as well as implications to per capital funding of groups funded by the Town of Didsbury.

3. Projects Summary (Engineering and Infrastructure)

20th Street Storm and Surface Revitalization

The second phase of the commercial district stormwater improvements were completed this year. The project involved the installation of approximately 200 m of storm main and several catch basins to collect the surface water. The water is conveyed to the Southridge coulee outfall, which was constructed in 2021. The revitalization included the replacement of asphalt, 200 m of sidewalk and 200 m of new curb and gutter installed on the east side. Several improvements to the overall landscaping were also completed including the installation of 200 m of chain link fencing and over 200 trees, shrubs and ornamental plants along the east side and at the 17th Avenue T-intersection. A picnic table and refuse container will be installed in the spring of 2022 for resident enjoyment. The project was on time and on budget.

Streetlight Continuity

Concurrent with the 20th Street Stormwater project, street lighting was improved in the project area to align with the heritage aesthetic and create continuity along the 20th Street corridor. The project was completed in early January and is on budget.

A second phase of street light improvements was approved in 2021 to replace four (4) older industrial style gooseneck overhead lights with heritage style lights to match the lights installed during the 20th Street Stormwater project. The project has not commenced yet, but it anticipated to be completed in 2022

Grader

Council approved the leasing of a new grader following the catastrophic failure of the power plant on the existing machine. Although ordered, the equipment has experienced a multitude of challenges associated with logistical and part availability due to COVID-19. Caterpillar has provided the town with a loaner model in the meantime and the department is still waiting for the ordered unit to arrive. We are optimistic the ordered unit will be here this year.

Memorial Park Connectivity

This is a 2020 project, which required AT approval. Although AT approved the permit in 2021, the solar crossing signal equipment was delayed until late fall. Signals were installed; however, sidewalk improvements, to eliminate the water ponding, have not been completed yet. The concrete works will be completed this summer.

Southridge Genset

This approved project was awarded and the equipment was ordered. COVID-19 had delayed the completion of this project into 2022.

**Action Requests Report
February 2022**

of
Requests

1	<u>Administration</u> Utility Inquiry
1	<u>Pool</u> Inquiry regarding family swim
11	<u>Municipal Enforcement</u> <u>Animals</u> Resident has 6 stray cats regularly wandering onto their property Resident complaint about neighbour's dog <u>Property</u> Concern of Protests Complaint of snow removal notice Resident inquiring why notice was on their door <u>Streets</u> Inquiry of Snow Removal Bylaws Icy Sidewalks along Westhill Drive <u>Noise</u> Skid Steer clearing snow early in the morning <u>Vehicles</u> Vehicle parked in handicap stall without handicap permit Resident complaint about another vehicle parked in their parking stall Business owner complaint about vehicle parked in their parking stall
14	<u>Public Works</u> <u>Streets</u> Coulee Road needs sand Standing water on street that needs to be drained 13th Ave and 24th Street needs sand Snow needs to be removed from 23rd Ave Icy Hill at 20th Ave. needs gravel Walkway for Shantz Drive needs to be cleared Dead dog on road needs to be removed 20th street needs to be plowed Tree in front of residents home needs to be pruned Gravel section of 23rd street is very rough <u>Water / Sewer</u> Water running under resident's trailer Bulk water inquiry Storm drains are not draining due to ice <u>Solid Waste</u> Recycling bin was missed during pick-up <u>Property</u>

27 **Total**

MOVED by Deputy Mayor Engel that information be brought back on the impacts to Federal, and Regional grant funding (MSI, BMTG, CCBF, ICF), as well as implications to per capita funding of groups funded by the Town of Didsbury.

	2016 - Prior Census Data	2021 - Current Census Data
Town of Didsbury Population	5268	5070
County Population - Recreation Area	2394	2336
County Population - Fire Area	2428	2067

Revenues	2021 Funding Formula (per capita unless otherwise stated)	2022 Funding Formula (per capita unless otherwise stated)	2021 Total	2022 Total	2023 Total	2022-2021	2023-2022
						Change (\$)	Change (\$)
Mountain View County FCSS Funding (no CPI adjustment)	\$ 17.00	\$ 17.00	40,698	39,712	39,712	(986)	-
Mountain View County Shared Facility Funding:							
Recreation (4.8% CPI for 2022)	\$ 173.66	\$ 182.00	415,742	425,152	433,655	9,410	8,503
Library (4.8% CPI for 2022)	\$ 16.43	\$ 17.22	39,333	40,226	41,030	893	805
					(estimate)		
Mountain View County Fire Services Funding - portion tied to population	32% Fixed Operating Costs	29% Fixed Operating Costs	140,986	131,775	131,775	(9,211)	-
MSI Capital * change not due to population - funding front loaded to 2021	funding formula	40.6% of 2021	1,332,877	540,506	540,506	(792,371)	-
					(published)		
MSI Operating	funding formula	Same as 2021	172,904	172,904	172,904	-	-
					(published)		
Canada Community Building Fund (CCBF) (formerly GTF)	funding formula	funding formula	315,428	315,690	315,690	262	-
					(estimate)		
Municipal Policing Assistance Grant (MPAG) *effective Apr 1/22	\$200,000 + \$8 per capita	\$200,000 + \$8 per capita	242,144	240,956	240,560	(1,188)	(396)

Expenditures	2021 Per Capita Rate	2022 Per Capita Rate	2021	2022	2023	2022-2021 Change in \$	2023 -2022 Change in \$
Mountain View Regional Waste Management Commission:							
Transfer Station	6.90	6.90	35,559	36,349	34,510	790	(1,839)
Recycling	14.35	14.35	69,222	75,596	71,771	6,374	(3,825)
Landfill	3.38	3.38	25,497	17,806	16,905	(7,691)	(901)
	24.63	24.63	130,278	129,751	123,186	(527)	(6,565)
* MVRWMC - Census data will not go into effect until 2023							
Parkland Regional Library * used population estimates in 2022	8.55	8.55	45,041	45,635	43,349	594	(2,287)
Town of Didsbury Library Board Operating Grant	\$ 46.39	o/s	244,383	o/s	o/s		

TOWN OF DIDSBURY
Council Procedural Bylaw
Bylaw No. 2020-12

A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCTING OF ORDERLY COUNCIL MEETINGS.

The Council of the Town of Didsbury enacts the following:

PART 1: PURPOSE

Purpose

1. The purpose of this bylaw is to establish rules to follow in governing Town of Didsbury Council Meetings.
2. The following meetings are carried out in accordance with the *Municipal Government Act* RSA C-M26:
 - a. Regular Council Meetings
 - b. Special Council Meetings
 - c. Organizational Meeting
 - d. Public Hearings
 - e. Closed (in-camera) Meetings
3. All references to Chief Administrative Officer (CAO) will be taken to also mean any designate as directed by the CAO.

PART 2: APPLICATION

Paramount Rules

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

PART 3: MEETING FRAMEWORK

Meeting Chair

5. The Mayor shall be the Chair of all Council Meetings unless absent, and in the event the Deputy Mayor will act in their stead. Where both the Mayor and Deputy Mayor are absent, Council shall appoint one of the remaining members to Chair that meeting by motion.
6. The Chair presides over the meeting and all comments and questions shall be addressed through the Chair. This includes members of Council and other participants including delegations.

Meeting Dates and Times

7. The days and times of Regular Council Meetings shall be set by resolution at the Organizational Meeting each year. Other meetings as needed may be set by motion of Council.
8. The meeting schedule may be amended in any way, including the addition or cancellation of meetings, by motion of Council.

Quorum

9. The majority of all the Councillors that comprise the Council shall establish a quorum.

Extending Meeting Time of Meetings

10. Regular Council meetings that reach the four (4) hour mark will adjourn to the next day or a date and time designated by motion.

PART 4: COUNCIL MEETING BUSINESS

Order of Business

11. The order of business at a meeting is the order of the items on the agenda except:
 - a. When a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;
 - b. When Council alters the order of business for the convenience of the meeting by motion.

PART 5: MEETING AGENDAS AND MINUTES

Agenda Format

12. The agenda sets forth the order of business for a given meeting and will follow in accordance with the motion of Council that adopts the agenda at the start of the meeting.

Agenda Distribution

13. The CAO will ensure copies of the agenda are available to Council members before each regular Council meeting (generally two (2) business days before the meeting).

Adoption of Agenda

14. Council must vote to adopt the agenda prior to transacting other business and may by motion:
 - a. Add new items to the agenda;
 - b. Delete any matter from the agenda;
 - c. Revise the order of business on the agenda.

Preparation of Minutes

15. The CAO will ensure that Council minutes are taken and prepared, in accordance with the privileges set forth in the *Municipal Government Act*.

Adoption of Minutes

16. The minutes of each meeting will be circulated, prior to the meeting, as part of the agenda package for which they are to be adopted. Council will do one of the following:
 - a. Pass a motion adopting the minutes if there are no errors or omissions;
 - b. If there are minor errors or omissions, Council shall make a motion to adopt the minutes as amended;
 - c. If there are major errors or omissions, the minutes shall be referred to the following meeting.

PART 6: PERSONS WISHING TO ADDRESS COUNCIL (Delegations)

17. If a person wishes to speak to Council on any matter, that person must notify Administration in writing and must state the reason for the request to speak. The written request must include an outline of the issue to be addressed, along with any pertinent background information, and an overview of any action being requested of Council. After receiving the request and determining it to have merit to speak, the CAO will place the matter on the next or as soon as reasonably possible Agenda under "Delegations".
18. If the CAO deems an upcoming agenda business list to already be significantly full, the CAO at their discretion, may schedule a delegation for a later meeting date.
19. If, for whatever reason, the CAO in consultation with the Mayor deems a delegation request to not have merit, the requesting person will not be placed as a delegation on the Council agenda.
 - 19.1 A request will be deemed to not have merit if it is, including but not limited to the following:
 - a. Is a re-addressing of a previously heard issue, where there is no new information being brought forth;
 - b. Incoherent; or
 - c. Libelous, impertinent or improper;
 - d. Is irrelevant to Town business or not in the scope of local government;
 - e. Self-promoting or politicking.
20. Generally, delegations will have up to 15 minutes to speak; however, their time will be at the discretion of the chair.

Council Consideration of Request

21. If a person appears at a Council meeting wishing to speak to Council without having given prior notice;
Council may:
 - a. Choose to add them to the "Delegation" portion of the Agenda by unanimous motion;
 - b. If such request is not approved by unanimous motion, the person will not be allowed to speak.

Public Events Procedures

22. The Mayor (Chief Elected Official) is the official representative and spokesperson for Council and the Town at public events and will perform official duties as required. If the Mayor is not available, the Deputy Mayor will be delegated on behalf of the Mayor. If the Mayor and Deputy Mayor are not available, the Mayor and/or Deputy Mayor will delegate a member of Council in their stead.
23. Other members of Council may accompany the Mayor/Deputy Mayor when appropriate or when approved by motion of Council.

Petitions

24. Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the *Municipal Government Act* or other applicable legislation.

PART 7 - SPECIAL CIRCUMSTANCES

Suspension of Rules

25. If a special circumstance arises that would justify, in the opinion of Council, a relaxing of any of these protocols, then any of these clauses, where not already allowed, may be waived or set aside by the unanimous motion of Council. Such a motion must be unanimous by those Council members participating in the meeting.

PART 8 - GALLERY QUESTION PERIOD

26. The holding of Gallery Question Period shall be at the discretion of Council and the format of it shall be at the discretion of the meeting chair and will only be for questions related to Council business or governance. All questions or comments are to be made through the chair.
27. The Chair shall have discretion in response to the questions or comments that arise.

PART 9 - GENERAL PROVISIONS

28. All versions of Bylaw 2014-12 passed on November 25, 2014, February 9, 2016, November 2, 2017, September 11, 2018, January 8, 2019 and Bylaw 2019-03 are hereby repealed.
29. The Terms of Reference of the Priorities and Policy Committee - Res. No. 189-18 and all other amendments thereto are hereby rescinded.
30. That this Bylaw shall take effect on the date of final passing.

Read a first time this 25 day of August, 2020.

Read a second time this 26 day of January, 2021.

Read a third and final time this 9 day of February, 2021.



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: March 29, 2022
SUBJECT: Council Reports for March 22, 2022
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.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In addition to the Council Reports, a Council External Report Package is sent out prior to the Council Meeting and posted on the Town of Didsbury website.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Council Reports for March 22, 2022 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: March 22, 2022
SUBJECT: Correspondence and Information
ORIGINATING DEPARTMENT: Legislative Services

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:

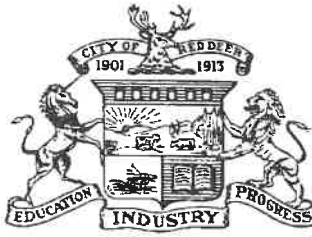
- City of Red Deer – Letter of appreciation for supporting the Red Deer Regional Hospital project
- Crime Stoppers Alberta – Request for Donation
- Minister of Municipal Affairs Ric McIver – Budget 2022 Update

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

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



OFFICE OF THE MAYOR

February 25, 2022

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

Dear Mayor Hunter,

As you know, Government of Alberta announced a \$1.8 Billion investment in the Red Deer Regional Hospital on February 23, 2022.

On behalf of my City Council colleagues and the citizens of Red Deer, may I extend our appreciation for your partnership and support in the advocacy for this critical project for Central Alberta.

You added the voice of the Town of Didsbury to the voice of our City and those of the medical community in the common request, the common need of equity in health care for all Central Albertans.

Simply put, we could not have accomplished this without your efforts and for that, we are both thankful and grateful.

Yours in service,



Mayor Ken Johnston
City of Red Deer



Box 33, Red Deer, AB T4N 5E7

www.centralalbertacrimestoppers.ca

March 2022

Greetings,

Central Alberta Crime Stoppers, established in 1984, is a non-profit organization. Crime Stoppers programs are one of the most successful, cost-effective crime fighting tools available to law enforcement. For each tip, thousands of hours of an investigator's time are saved, allowing crimes to be solved more quickly and effectively.

In 2021 over 1,872 TIPS were received-an average of 156 per month. These TIPS resulted in recovery of \$216,976. worth of cash and drugs, 40 arrests and 28 cases cleared. Imagine the amount of police hours saved!!

Trained call takers receive information from TIPSTERS who want to report a crime and wish to remain anonymous. We take information regarding the whereabouts of wanted persons, stolen property, narcotics, or any other criminal activity. If a tip leads to an arrest or seizure of drugs/stolen property, it may be eligible for a reward of up to \$2,000.

Crime Stoppers is solely funded through donations and volunteer fundraising activities. Our fundraising has been stopped since the arrival of Covid 19. We cannot survive without donations from concerned citizens. All donations \$20.00 and over will receive an official donation receipt, which is tax deductible. PLEASE consider this letter as a request for help and a donation. EVEN small amounts do add up and will help us continue to provide this anonymous service to TIPSTERS.

The easiest way to donate is to visit our website www.centralalbertacrimestoppers.ca and click on the "DONATE" button. If you prefer to send a cheque it can be mailed to Box 33, Red Deer, AB T4N 5E9

Thank you for supporting this fundraising effort; helping us create safer communities through out Central Alberta.

Sincerely,

Don Stirling - Chairperson
Central Alberta Crime Stoppers
Email: info@centralalbertacrimestoppers.ca



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2022*, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the *Local Government Fiscal Framework (LGFF) Act*, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website [here](#).

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website [here](#).

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MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

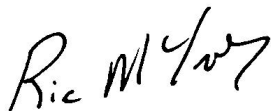
I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver", with a stylized flourish at the end.

Ric McIver
Minister