



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, January 23, 2024, 6:00 pm
Council Chambers 1606 14 Street

Pages

1.	<u>CALL TO ORDER</u>	
2.	<u>ADOPTION OF THE AGENDA</u>	
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10. CORRESPONDENCE & INFORMATION

- RCMP Commanding Officer C.M. (Curtis) Zablocki, M.O.M. – Retirement notice
- Alberta Municipal Affairs Minister Ric Mclver – Assessment Model Review
- Alberta Environment and Protected Areas Minister Rebecca Schulz - Drought Concerns
- Alberta Municipal Affairs Minister Ric Mclver – LGFF

11. COUNCIL MEETING HIGHLIGHTS**12. QUESTION PERIOD****13. CLOSED MEETING**

- 13.1 Infrastructure Priorities as per Section 23 and 24 of the FOIP Act
- 13.2 21st Avenue Land Offer - as per Section 16 and 25 of the FOIP Act
- 13.3 Mountain View Regional Water Services Commission Agreement - as per Section 24 of the FOIP Act
- 13.4 Provincial Engagement - as per Section 21 of the FOIP Act
- 13.5 Trailer Utilities - as per Section 17 of the FOIP Act
- 13.6 Organizational Update - as per Section 24 of the FOIP Act

14. RECONVENE**15. ADJOURNMENT**



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Second Quarter Report
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Staff Sergeant Stephen Browne, Commander of the Didsbury RCMP Detachment, will be presenting to Council the second quarter report for the Didsbury RCMP Detachment.

The RCMP's fiscal year runs April 1 to March 31; therefore, the second quarter report represents July 1, 2023 to September 30, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The attached report includes the following:

- Community Priorities
- Crime Statistics
- Municipal Overview – Human Resources
- Municipal Overview Financial / Operating and Maintenance
- Definitions

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

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To thank Staff Sgt. Stephen Browne for the presentation of the Didsbury RCMP Detachment Second Quarter Report for July 1 to September 30, 2023.



November 15, 2023

Mayor Rhonda Hunter
Town of Didsbury
Didsbury, Alberta.

Dear Mayor Hunter,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Didsbury Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Staff Sergeant Stephen Browne
Commander
Didsbury Detachment



RCMP Municipal Policing Report

Detachment	Didsbury
Detachment Commander	Staff Sergeant Stephen Browne
Quarter	Q2
Date of Report	2023-11-16

Community Consultations

Date	2023-07-12
Meeting Type	Meeting with Elected Officials
Topics Discussed	Annual Planning
Notes/Comments	Mayor and Council meeting with the general public in attendance. Discussed Q4 report and 2024-2029 Multi-Year Financial Plan for Didsbury MPSA.

Date	2023-08-04
Meeting Type	Meeting with Elected Officials
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	Met with Didsbury Mayor and CAO to discuss crime reduction initiatives within the downtown business district. Also discussed the 2022 CSI report by Statistics Canada.

Date	2023-08-05
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Days of Yore Outdoor Living History Museum Festival. Days of Yore is an outdoor living history festival entertaining and educating the public to cultural traditions, lifestyles, and activities of bygone eras through authentic representation of those times. Members attended the festival over the two days, interacting with the participants and the attendees.



Date 2023-09-13

Meeting Type Meeting with Elected Officials

Topics Discussed Victim Services

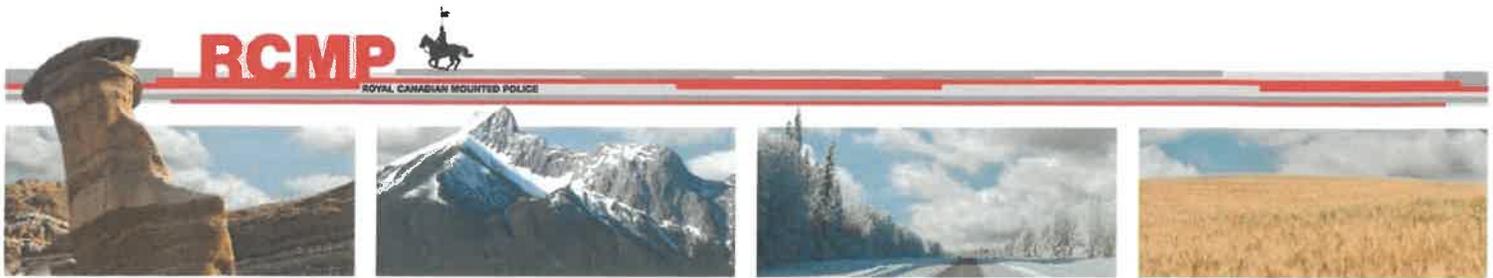
Notes/Comments Met with Mayor to discuss the proposed changes to Victim Services by the Province of Alberta and the anticipated effects on rural communities.

Date 2023-09-19

Meeting Type Meeting with Elected Officials

Topics Discussed Regular reporting information sharing

Notes/Comments Met with the Carstairs Mayor, Deputy Mayor and CAO, Mayor of Cremona, Deputy Reeve and CAO for Mountain View County, and the Mayor and CAO of Didsbury. Agreement in Principle obtained to further explore a regionalized policing model for the area.



Community Priorities

<p>Priority 1</p>	<p>Focus on Major/Serious Criminal Investigations</p>
<p>Current Status & Results</p>	<p>During Q2, nine (9) criminal investigations resulted in persons being charged.</p> <p>2023-07-13 - Uttering Threats Fail / Disobeying a Court Order - Adult female charged 2023-08-01 - Child Luring - Adult male charged 2023-08-03 - Assault / Unlawfully in a Dwelling House / Uttering Threats - Adult male charged 2023-08-21 - Assault - Adult female charged 2023-08-31 - Assault (Domestic) - Adult female charged 2023-09-16 - Trespass at Night / Resist Arrest / Assault a Police Officer - Adult male charged 2023-09-17 - Assault (Domestic) - Adult female charged 2023-09-18 - Assault (Domestic) - Adult male charged 2023-09-26 - Harassing Communications / Extortion - Adult male charged</p>
<p>Priority 2</p>	<p>Opioid and Fentanyl Drug Enforcement/Education</p>
<p>Current Status & Results</p>	<p>Didsbury RCMP members are continuing to combat controlled substance trafficking and use in the town of Didsbury and surrounding areas. Members do this by continuously using information led policing to determine the way that these substances are entering and being trafficked in our community. A large part of this is through speaking with the public and confidential informants to determine up and coming lines of distribution of opioid and other controlled substance. With this information members are able to work together to put pressure on these individuals and in most cases cause them to leave the area before they can set up strong trafficking roots. Members have been providing clients dealt with with options for education on addictions issues. One way that members have been doing this is through the use of the Virtual Opioid Dependency Program. Members provide known opioid users with cards and phone numbers for this educational and medical program to assist in getting them effective treatment. Members have also provided self identified alcoholics with pamphlets for Alcoholic's Anonymous and tried to provide support and advice in getting people into this program as it has been seen to sometimes be successful in the area. Didsbury RCMP also continues to liaise with the local Victim Services Unit and through them can often point clients toward a road of addiction recovery.</p>
<p>Priority 3</p>	<p>Increased visibility in the community, including late evenings and early morning</p>
<p>Current Status & Results</p>	<p>During this reporting period, Didsbury Detachment has experienced a reduction in our resource levels due to injuries and members on special leave. This has had a direct impact on scheduling and extended hours of patrols due to members having a heavier call volume. July had 53 Didsbury targeted patrols recorded, and August had 63 Didsbury targeted patrols recorded. Didsbury members have conducted 16 alcohol screening/bar walks and check stops in July, and 10 in August. Didsbury members have been making a strong effort in maintaining visibility and being out in the community with decreased numbers and scheduling adjustments.</p>



Crime Statistics¹

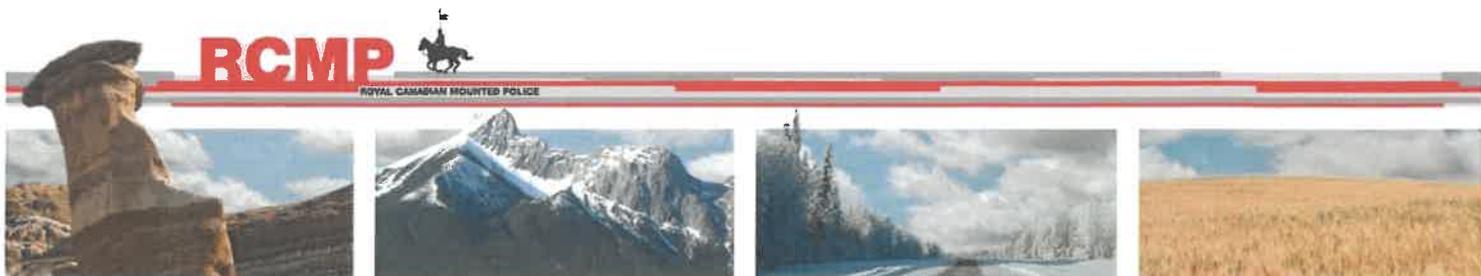
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	102	112	10%	496	368	-26%
<i>Persons Crime</i>	28	33	18%	125	92	-26%
<i>Property Crime</i>	41	45	10%	271	167	-38%
<i>Other Criminal Code</i>	33	34	3%	100	109	9%
Traffic Offences						
<i>Criminal Code Traffic</i>	3	1	-67%	9	6	-33%
<i>Provincial Code Traffic</i>	64	41	-36%	185	248	34%
<i>Other Traffic</i>	1	0	-100%	2	3	50%
CDSA Offences	0	2	N/A	20	13	-35%
Other Federal Acts	1	4	300%	28	19	-32%
Other Provincial Acts	38	25	-34%	166	149	-10%
Municipal By-Laws	9	11	22%	36	29	-19%
Motor Vehicle Collisions	22	16	-27%	62	81	31%

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

Trends/Points of Interest





Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave ³	Hard Vacancies ⁴	Revised Plan at Q2	2023 FTE Utilization Plan
Police Officers	4	3	1	0	4.0	4.0
Detachment Support	1	1				

² Data extracted on September 30, 2023 and is subject to change.

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

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

Comments

Police Officers: Of the four established positions, three are currently working with one on special leave (Parental). There are no hard vacancies. The annual plan for Didsbury is based on four working officers.

Municipal Employee position has been filled on a term basis.



Municipal Overview: Financial/O&M

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

Municipal Overview	Year to Date Expenditures ⁵	Revised Plan at Q2	2023/24 Financial Plan
Divisionally Pooled Costs			
Pay	16,920,877	38,405,000	38,405,000
Equipment	877,897	4,234,584	4,234,584
Training	75,225	700,000	700,000
Unit Operations and Maintenance	1,427,232	3,715,536	3,715,536
Other	14,531	41,200	41,200
Indirect Costs	11,710,901	25,155,844	25,155,844
Total Pooled Costs at 100%	31,230,559	72,659,957	72,659,957
Cost Per Member at 70%	70,669	153,199	153,199
Location Specific Costs			
Extra Duty Pay	17,097	46,000	46,000
Commissionaire (guarding)	3,658	15,000	15,000
Public Service Employee Pay	-	-	-
Accommodation	-	-	-
Total Location Specific Costs at 100%	20,755	61,000	61,000
Total Costs After Final Adjustments (at applicable cost share)	266,216	665,795	665,795

⁵ Includes expenditures up to September 30, 2023.

Comments

The financial figures as identified above are in alignment with the recent Multi-Year Financial Plan and 2023/24 forecast. They reflect divisionally pooled costs as well as a location-specific costs. Please note, the location-specific forecasts costs listed above may include other forecasted items; future versions of this report will provide a more detailed breakdown. Changes to Pooled FTE reflect the movement of four municipalities out of the municipalities under 15K pool this fiscal year.

RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Quarter 2 invoicing for the 2023/24 fiscal year will be distributed no later than November 2nd. As we approach the end of the calendar year, we will continue to work with your Detachment Commander and community to align forecasts with current expenditures and expected costs, to ensure forecasts are as accurate as possible



Definitions

Municipal Overview: Human Resources

FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
2023/24 FTE Utilization Plan	This reflects the number of working FTEs planned to be in place for the fiscal year
Revised Plan at Q2	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Overview: Financial/O&M

Year-To-Date (YTD) Expenditures	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Revised Plan at Q2	This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
2023/24 Financial Plan	This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2023/24 fiscal year.
Pay	Includes salary costs and associated allowances for police officers, civilian support, and Public Service Employee Pay, if applicable.
Extra Duty Pay	Includes direct overtime costs for police officers and (if applicable) Public Service Employees.
Operating and Maintenance	Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
Commissionnaire Guarding	Reflects the costs of guarding prisoners within detachments.
Equipment	Includes expenditures for operational and technology equipment, police vehicles and the associated fit-up of those vehicles.
Other	This includes all remaining expenditures such as administration costs, secret expenditures and air services costs if applicable.
Indirect Costs	This reflects the indirect costs associated to employees, including benefits, Canada Pension Plan and Employment Insurance rates. Also included within indirect costs are the division administration charges associated to core administration costs, special leaves and health services costs.
Cost Per Member	This is a per capita rate determined by pooling applicable costs for municipalities under 15K population in the Province and dividing the total by the divisional total of working FTEs for the same municipalities.
Divisionally Pooled Costs	The majority of costs for Alberta municipalities with a population below 15K are pooled together and are divided over the total FTE utilization of members in the respective police service. This pooled rate assists to minimize drastic financial effects from one year to the next.



Municipal Overview: Financial/O&M

Accommodation	Municipalities are responsible for providing the building space for policing and for paying 100% of all costs to provide and maintain the space. If the Municipal Policing Service is operating within a Crown-owned (RCMP-owned) building, they are responsible for paying 100% of their share of those costs. Examples include desks, chairs, filing cabinets, and fitness equipment.
Total Pooled Costs	Reflects total costs at 100% of all divisionally pooled costs for Alberta municipalities with a population below 15K, but does not include location-specific costs or any adjustments.
Total Location Specific Costs	Reflects costs that are specific to location and are not included in the average cost per member pooled rate. This may include expenditures relating to accommodation, overtime, PROS, Corps of Commissionaires, PSE support and isolated post allowance.
Total Costs After Final Adjustments	Reflects total costs of all categories of expenditures and any cost adjustments at the contract partner share.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: January 9, 2024 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Minutes of the January 9, 2024 Regular Council Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the January 9, 2024 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting held on
Tuesday, January 9, 2024 in Council Chambers 1606 14 Street
Commencing at 6:00 p.m.**

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

Administration Present Chief Administrative Officer, Ethan Gorner
ACAO/Chief Financial Officer, Amanda Riley
Director of Community Services, Nicole Aasen
Economic Development Officer, Alexandra Ross
Manager of Legislative Services/Recording Officer, Luana Smith
Municipal Intern, Jocelyn Baxter

1. CALL TO ORDER

Mayor Hunter called the January 9, 2024 Regular Council Meeting to Order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Add item 3.1 Delegation 2023 Christmas Card Contest Winner
Add item 9.7 Committee of the Whole Recommendations

Res. 001-24

MOVED by Councillor Windsor

To adopt the January 9, 2024 Regular Council Meeting Agenda as amended.

Motion Carried

3. DELEGATIONS/PRESENTATIONS

3.1 Recognition of Christmas Card Contest Winner – Britnie Morrison

4. ADOPTION OF MINUTES

4.1 December 12, 2023 Regular Council Meeting Minutes

Res. 002-24

MOVED by Councillor Windsor

To adopt the December 12, 2023 Regular Council Meeting Minutes as amended.

Motion Carried

5. PUBLIC HEARINGS – *No public hearings*

6. REPORTS

6.1 Council Reports for January 9, 2024

Res. 003-24

MOVED by Councillor Moore

To accept the Council Reports for January 9, 2024 as information.

Motion Carried

Res. 004-24

MOVED by Councillor Windsor

That Administration return information related to the sale of treated bulk water for oilfield use to a Regular Council Meeting in February 2024.

Motion Carried

6.2 Chief Administrative Officer (CAO) Report for January 9, 2024

Res. 005-24

MOVED by Councillor Williams

To accept the Chief Administrative Officer Report for January 9, 2024 as information.

Motion Carried

7. 2024 BUDGET

7.1 Setting of Budget Meeting Date

Res. 006-24

MOVED by Councillor McCoy

To set the next two Budget Meeting dates on Wednesday, January 17 and Friday, January 19, 2024 from 5:00 to 9:00 p.m.

Motion Carried

8. BYLAWS & POLICIES

8.1 CS 003-24 Community Grant Program Policy

Res. 007-24

MOVED by Deputy Mayor Engel

To approve Policy CS 003-24 Community Grant Program as presented.

Motion Carried

9. BUSINESS

9.1 RCMP Detachment Project

Res. 008-24

MOVED by Councillor Windsor

To cancel the RCMP Interior Renovation project and remove it from the 2023 Capital Budget.

Motion Carried

Res. 009-24

MOVED by Councillor Windsor

To place this item on the January 23, 2024 Regular Council Meeting to look at funding the overage of the RCMP Detachment Parking Lot Expansion project through the RCMP Operating Reserve.

Motion Carried

9.2 Didsbury Municipal Library Board Appointment

Res. 010-24

MOVED by Deputy Mayor Engel

To appoint Mountain View County Councillor Alan Miller as Trustee to the Didsbury Library Board until the Organizational Meeting in 2024.

Motion Carried

9.3 Municipal-Federal Agreements

Res. 011-24

MOVED by Councillor Williams

To approve to send municipal-federal agreements to Municipal Affairs.

Motion Carried

9.4 LGFF Update

Res. 012-24

MOVED by Councillor Moore

To accept the Local Government Fiscal Framework (LGFF) update as information.

Motion Carried

9.5 Alberta Municipalities Board Structure

Res. 013-24

MOVED by Councillor Moore

To approve for Mayor Hunter to request a meeting with Alberta Municipalities President, Tyler Gandam, to follow up on the August 28, 2023 meeting and the information that was shared at that time.

Motion Carried

9.6 Regional Chili Cook-Off Mayoral Challenge

Res. 014-24

MOVED by Councillor McCoy

To accept the Regional Chili Cook Off Mayoral Challenge as information and inform Mayor Hunter will inform the Chamber that Council is unable to attend but wish them all the best.

Motion Carried

9.7 Committee of the Whole Recommendations

Councillor Windsor requested a recorded vote

Res. 015-24

MOVED by Deputy Mayor Engel

To refer HR Policy 004 passed in 2019 with changes in markup format, the current Salary Grid for all positions, and any comparative survey if there is one and the Hiring Policy with changes in markup format, enhanced wording for Res. 558-23 regarding staff travel and October 2020 RFD to the January 23, 2024 Regular Council Meeting.

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

Motion Carried

Res. 016-24

MOVED by Councillor McCoy

To request a current organizational chart be provided at the January 23, 2024 Regular Council Meeting.

Motion Carried

10. CORRESPONDENCE & INFORMATION- *No correspondence*

11. COUNCIL MEETING HIGHLIGHTS

- RCMP Detachment Parking Lot Expansion
- Community Grant Policy Update
- Municipal Enforcement Statistics
- Didsbury Library Board Appointment
- Award winner of the Christmas Card Contest recognition
- Setting the budget meeting dates

12. QUESTION PERIOD

13. CLOSED MEETING

Res. 017-24

MOVED by Councillor McCoy

To go into Closed Meeting at 7:44 p.m. for the following items:

- 13.1 Governance Interface - as per Section 23 and 24 of the FOIP Act
- 13.2 Governance Interface - as per Section 23 and 24 of the FOIP Act
- 13.3 Water Commission - as per Section 23 and 24 of the FOIP Act
- 13.4 Governance Updates - as per Section 21 of the FOIP Act
- 13.5 Personnel as per Section 17 and 19 of the FOIP Act

Motion Carried

Councillor Baswick left the meeting at 9:00 p.m.

14. RECONVENE

Res. 018-24

MOVED by Councillor Williams

To return to Open Meeting at 9:29 p.m.

Motion Carried

Res. 019-24

MOVED by Councillor McCoy

To approve Councillor Windsor to engage with the Mountain View Regional Water Commission Board as discussed.

Motion Carried

Res. 020-24

MOVED by Deputy Mayor Engel

To accept the governance interface items, governance updates, and personnel updates as information.

Motion Carried

15. ADJOURNMENT

Res. 021-24

MOVED by Councillor Williams

To adjourn the January 9, 2024 Regular Council Meeting at 9:32 p.m.

Motion Carried

Mayor - Rhonda Hunter

Chief Administrative Officer- Ethan Gerner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: January 17, 2024 Budget Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Minutes of the January 17, 2024 Budget Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the January 17, 2024 Budget Meeting Minutes as presented.



**Minutes of the Town of Didsbury Budget Meeting held on
January 17, 2024 in Council Chambers 1606 14 Street
Commencing at 5:00 p.m.**

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

Council Members Absent Councillor John Baswick

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
 Manager of Legislative Services/Recording Officer, Luana Smith
 Municipal Intern, Jocelyn Baxter

1. CALL TO ORDER

Mayor Hunter called the January 17, 2024 Budget Meeting to order at 5:02 p.m.

2. ADOPTION OF THE AGENDA

Res. 022-24

MOVED by Councillor Windsor

To adopt the January 17, 2024 Budget Meeting Agenda as presented.

Motion Carried

3. CAPITAL BUDGET

Res. 023-24

MOVED by Councillor Windsor

To approve to move forward with the following capital projects in 2024:

- East Reservoir Design - \$125,000
- 21 Avenue Connector – Water Design (20 St. to 16 St) - \$250,000
- RV Sani-dump Design - \$30,000
- 20 Avenue Mill & Overlay (CPR Mainline to 21 St.) - \$150,000
- 15 Avenue Mill & Overlay (23 St. to 24 St.) - \$150,000
- Co-op Road Surface Works (15 Avenue to 19 St) - \$225,000
- Advanced Metering Infrastructure System – Remote Reading - \$250,000
- 23rd St. Sanitary Main Replacement (23 Ave to 24 Ave) - \$85,000
- Valarosa Link Pathway Design - \$30,000
- Playground Replacement Program, Southridge - \$65,000
- JD Mower Replacement - \$30,000
- Didsbury Fire Department Command Vehicle - \$150,000

For a total of \$1,558,000.

Motion Carried

Res. 024-24

MOVED by Councillor Moore

That the East Reservoir Project come back with scenarios of financing to the January 23, 2024 Regular Council Meeting.

Motion Carried

4. OPERATING BUDGET

Res. 025-24

MOVED by Deputy Mayor Engel

To bring back the reduction of Planning Services from \$17,000 to \$10,000 in the draft 2024 Operating Budget.

Motion Carried

Res. 026-24

MOVED by Councillor Windsor

To bring back the draft 2024 Operating Budget with the following items included:

- GIS Software to use reserves for the \$60,000 initial implementation
- Enhanced Christmas lights \$12,500
- MPC Member Pay addition of \$3000 – *policy in place*
- High School Scholarship from \$1500 to \$2000 (\$500 increase)
- Communities in Bloom addition of \$5000

Motion Carried

Res. 027-24

MOVED by Councillor Williams

To transfer the following items funded through Operations to the Capital Budget:

- Train Station Floor Replacement – additional \$15,000
- E-draulic Ram \$8,000
- Snow Wing – Grader Attachment - \$30,000
- Streetlight improvement Program Design (17 Ave. to 18 Ave.) additional \$10,000

Motion Carried

Res. 028-24

MOVED by Councillor Windsor

To amend Res. 023-24 to add the VMware Virtual Host Server to the 2024 Capital Budget Projects for a total of \$1,558,000.

Motion Carried

Res.029-24

MOVED by Councillor McCoy

To cancel the January 19, 2024 Budget Meeting.

Motion Carried

5. ADJOURNMENT

Res. 030-24

MOVED by Councillor McCoy

To adjourn the January 17, 2024 Budget Meeting at 8:23 p.m.

Motion Carried



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Council Reports
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

Councillor Windsor has provided a YouTube link from Environment and Protected Areas on a presentation about Drought Risk Management and the severity they are anticipating in 2024:

<https://youtu.be/hrFSNVre8as>

2023 COUNCIL REMUNERATION FINAL

	TOTAL
Mayor Hunter	\$ 44,706.89
Deputy Mayor Engel	\$ 22,040.16
Councillor Baswick	\$ 22,604.73
Councillor McCoy	\$ 20,967.08
Councillor Moore	\$ 21,868.51
Councillor Williams	\$ 23,018.73
Councillor Windsor	\$ 26,101.51
	\$ 181,307.61

COUNCIL PROFESSIONAL DEVELOPMENT FOR JANUARY

Mayor Hunter Impact Breakfast – Red Deer Polytechnic January 25, 2024

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Council Reports for January 23, 2024 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: CAO Report
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Please see attached information for the Chief Administrative Officer (CAO) Report for January 23, 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Chief Administrative Officer Report for January 23, 2024 as information.



CAO Report – January 23, 2024

1. Mountain View Arts Society – Downtown Mural Update (Community Services)

At Council's request, Administration reached out to the Mountain View Arts Society regarding the planned mural on the west-side of the Didsbury Inn.

At their September 12, 2023 Regular Council Meeting, Council approved \$2000 in funding for this project, which is to be undertaken by local artist, Michael Sydoryk.

Michael has confirmed that the project is still planned for this location; however, it will not begin until late spring/ early summer 2024, when the weather improves.

2. Fourth Quarter Action Request Report (Corporate Services)

Please see attached the Q4 Action Request Detail Report.

3. Development Officer (Permitted Use) Decisions (Planning & Development)

Please find attached information on the Planning & Development Permits issued as of January 18, 2024.

4. 35th Didsbury Trade Show (Legislative Services/Economic Development)

The Didsbury Trade Show is set for April 6 and 7, 2024 at the Didsbury Memorial Complex. The Town of Didsbury has a booth for this event and a schedule will be sent out at a later date for Council members to sign up to attend the booth.

**Action Requests Report
October - December 2023**

# of Requests	Department/Concern
<u>Municipal Enforcement</u>	
1	Animals
1	Barking Dog
3	Noise
1	Rooster crowing
2	Complaint about noisy neighbor/construction
9	Property
8	Snow and ice clearing complaints
1	Tree branch about to break
4	Streets
4	Parking complaints
3	Other
1	Disruption of Town property
1	Questions about burning bylaw
1	Abandoned vehicle reported
<u>Public Works</u>	
20	Streets
15	Snow clearing and sanding requests
1	Large pothole needs filling
2	Request for construction mess to be cleaned up
1	Storm drain grate missing
1	Solar crosswalk lights uneven/not working after construction
9	Water / Sewer
5	Water meter needing replacement
1	Request to repair sidewalk after water leak
3	Curb stop or water valve repair / adjustment requested
1	Sidewalks/Pathways
1	Dirt on pathway by BuyLow
3	Other
2	Garbages on main street need emptying
1	Christmas lights on Town sign unsightly
3	Solid Waste
1	Broken Bin
1	Additional Bin
1	Bin not picked up
1	<u>Planning</u>
1	Signage complaints

57 **Total**

CAO Report: Planning & Development Permits

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

Development Officer (Permitted Use) Decisions:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 23-080	20 Valarosa Park	Dwelling, Row House (Unit 5) Plan 1711795; Block 3; Lot 65	Jonboyz Construction Inc.	January 8, 2024
DP 23-081	22 Valarosa Park	Dwelling, Row House (Unit 6) Plan 1711795; Block 3; Lot 66	Jonboyz Construction Inc.	January 8, 2024
DP 23-082	24 Valarosa Park	Dwelling, Row House (Unit 7) Plan 1711795; Block 3; Lot 67	Jonboyz Construction Inc.	January 8, 2024
DP 23-083	26 Valarosa Park	Dwelling, Row House (Unit 8) Plan 1711795; Block 3; Lot 68	Jonboyz Construction Inc.	January 8, 2024
DP 23-084	28 Valarosa Park	Dwelling, Row House (Unit 9) Plan 1711795; Block 3; Lot 69	Jonboyz Construction Inc.	January 8, 2024
DP 23-085	30 Valarosa Park	Dwelling, Row House (Unit 10) Plan 1711795; Block 3; Lot 70	Jonboyz Construction Inc.	January 8, 2024
DP 23-086	32 Valarosa Park	Dwelling, Row House (Unit 11) Plan 1711795; Block 3; Lot 71	Jonboyz Construction Inc.	January 8, 2024
DP 23-087	34 Valarosa Park	Dwelling, Row House (Unit 12) Plan 1711795; Block 3; Lot 72	Jonboyz Construction Inc.	January 8, 2024
DP 24-001	930 Shantz Drive	Signage (Fascia) Diamond Liquor Plan 1310247; Block 1; Lot 9	Bellco Ltd. (a) Shantz Village Market GP Inc. (o)	January 4, 2024
DP 24-002	2025 – 20 Avenue	Addition, Residential Plan 474 I; Block 8; Lot 21	Wiens, Gary	January 10, 2024

Comments

DP 23-080 to DP 23-087: residential developments which also include the 4 files below (DP 23-076 to DP-23-079). The four files below required setback variances, to be approved by MPC. The permits are for three (4 unit) Row Houses which are individually titled and have 3 bedrooms & 2 bathrooms.



DP 24-002: This development is for a residential addition which was previously approved in 2021. However, due to COVID the development was never completed. The applicant re-applied as the 2 year development timeline had expired.

Municipal Planning Commission (Discretionary Use) Decisions:

Permit #	Address	Type	Decision Date	Appeal Period	Applicant/Owner
DP 23-076	12 Valarosa Park P 1711795; Blk 3; L61	Dwelling, Row House (Unit 1) & Rear Yard Setback Variance	Jan 10, 2024	Jan 31, 2024 (4:30 p.m.)	Jonboyz Construction Inc.
DP 23-077	14 Valarosa Park P 1711795; Blk 3; L62	Dwelling, Row House (Unit 2) & Rear Yard Setback Variance	Jan 10, 2024	Jan 31, 2024 (4:30 p.m.)	Jonboyz Construction Inc.
DP 23-078	16 Valarosa Park P 1711795; Blk 3; L63	Dwelling, Row House (Unit 3) & Rear Yard Setback Variance	Jan 10, 2024	Jan 31, 2024 (4:30 p.m.)	Jonboyz Construction Inc.
DP 23-079	18 Valarosa Park P 1711795; Blk 3; L64	Dwelling, Row House (Unit 4) & Rear Yard Setback Variance	Jan 10, 2024	Jan 31, 2024 (4:30 p.m.)	Jonboyz Construction Inc.
DP 23-088	2115 – 22 Avenue P 2312364; Blk 15; L45	Dwelling, Single Detached with Covered Patio & Front Yard Setback Variance	Jan 10, 2024	Jan 31, 2024 (4:30 p.m.)	Neufeld, Stanley & Linda



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Cost of Living Adjustment (COLA) Comparison
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The *cost of living adjustment* (COLA) is reviewed annually during Council's budget process in consideration of the decreasing value of wages due to increasing inflation as measured by the *Consumer Price Index* (CPI). The COLA is reflected as a percentage and has impacts to the Operational Budget of the municipality.

At the November 30, 2023 Budget Meeting, Council requested examples of *cost of living adjustment* (COLA) from other communities (Res. 563-23).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached is a summary of the *cost of living adjustments* from a variety of municipalities across Alberta, as well as their census populations.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the *cost of living adjustment* (COLA) comparison as information.

Municipality	Current Population (2021 Census)	2024 Approved Increases
Brazeau County	7,179	3.75%
Camrose County	8,504	3.75%
City of Beaumont	20,888	2.00%
City of Lacombe	13,396	3.00%
Clearwater County	11,865	3.00%
Kneehill County	4,992	2.70%
Lacombe County	10,283	3.00%
MD of Bonnyville	12,897	2.00%
Red Deer County	21,930	2.00%
Town of Blackfalds	11,000	1.50%
Town of Devon	6,545	3.00%
Town of Drayton Valley	7,291	Non-Union - 2.50% Union - 2.00%
Town of Hinton	9,817	2.00%
Town of Morinville	10,385	Non-Union - 2.25% Union - 2.25%
Town of Okotoks	30,405	3.00%
Town of Penhold	3,484	3.55%
Town of Ponoka	7,331	Union - 2.00%
Town of Rocky Mountain House	6,765	3.68%
Town of Stony Plain	17,993	Union - 2.00%
Town of Whitecourt	9,927	4.29%
Wheatland County	8,738	2.00%
Yellowhead County	10,426	3.00%
Olds	9,209	2.50%
Sundre	2,672	2.00%
Carstairs	3,660	3.50%
Mountain View County	12,981	3.00%
Raymond	4,199	Union - 2.00%
Barnwell	978	2.50%
Claresholm	3,804	Union - 2.50%
Magrath	2,481	3.50%
Cochrane	32,199	2.50%
MD of Taber	7,447	3.00%
Fort MacLeod	3,297	2.00%



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: 2024 Operating Budget
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

Under the Municipal Government Act (MGA) Council is required each year to adopt an Operating Budget outlining the revenues and expenses required to operate the Town. The proposed 2024 Operating Budget was presented at a public meeting with Council on November 30, 2023. Discussions continued at a Budget Meeting on January 17, 2024 and further direction was provided through Council resolution to bring back draft 2 of the budget with the following adjustments:

- Reduce Planning Services from \$17,000 to \$10,000.
- Add the following items:
 - GIS Software Implementation (\$60,000) funded from Strategic Initiatives Reserve
 - Enhanced Christmas lights \$12,500
 - MPC Member Pay addition of \$3000
 - High School Scholarship from \$1500 to \$2000 (\$500 increase)
 - Communities in Bloom addition of \$5000
- Add the following capital projects funded through operations:
 - Train Station Floor Replacement – additional \$15,000
 - E-draulic Ram \$8,000
 - Snow Wing – Grader Attachment - \$30,000
 - Streetlight improvement Program Design (17 Ave. to 18 Ave.) additional \$10,000

In addition to these items, there are some administrative adjustments including increasing grant revenue for the 2024 portion of the municipal internship grant (\$33,237), increasing grant revenue by \$1,584 for the actual amount of the Policing Support Grant, and reducing fees paid by Mountain View County due to an error in the original calculation (\$4,016).

Council requested that the GIS Software Implementation be funded from the Strategic Initiatives and Contingency Reserve. The reserve currently holds \$186,450; however, included in this reserve is \$119,436 that was transferred for the purpose of completing a future road project. Therefore, this reserve only has \$67,014 available for use and, after using the funds for this project, would have only \$7,014.

At the January 17, 2024 meeting, Council reviewed the list of possible service enhancements, but has not yet discussed the Lagoon Desludging Project. Although this project has a net impact of \$0 on taxes, it still requires approval to be added to the operating budget for Administration to be able to go ahead with it. The business case is attached for Council's review.



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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The changes are summarized as follows.

**TOWN OF DIDSBURY 2024 OPERATING BUDGET
Summary of Changes throughout the 2024 Operating Budget Process**

TAX REVENUES (Draft Budget Nov 30/23)	\$ 5,180,146
Council Adjustments:	
Decrease to Planning Services Expense	\$ (7,000)
GIS Software Implementation (funded from reserves)	\$ -
Enhanced Christmas Lighting (already in budget)	\$ -
MPC Member Pay	\$ 3,000
Increase to High School Scholarship expense	\$ 500
Communities in Bloom	\$ 5,000
Train Station Floor Replacement	\$ 15,000
Edraulic Ram (already in budget)	\$ -
Snow Wing Grader Attachment	\$ 30,000
<i>Streetlight Improvement Program Design</i>	\$ 10,000
Administrative Adjustments:	
Increase to Municipal Intern Grant Revenue	\$ (33,237)
Increase to Policing Support Grant Revenue	\$ (1,584)
Decrease to FD shared revenue (miscalculation)	\$ 4,016
<hr/> TAX REVENUES (Draft Budget Jan 23/24)	<hr/> \$ 5,205,841
 \$ Increase from Prior Year	 \$ 84,885
% Increase from Prior Year	1.66%

Draft 2 of the 2024 Operating Budget is attached with the above changes incorporated.

In consideration of the information presented, Council may consider making further adjustments to the Operating Budget or make other requests for information prior to adopting the final budget for the year.

Council will still consider a Council contingency, COLA, external requests, as well as the draft budget again after the finalization of the 2023 Year-End Actualsj and prior to the setting of municipal tax rates.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

RECOMMENDATION

To approve the Sanitary Lagoon Maintenance Program Stage 1 as outlined in the business case for \$250,000 to be funded from Wastewater Reserves.

AND

To approve the GIS Software Implementation project for \$60,000 to be funded from the Strategic Initiatives and Contingency Reserve.

AND

To accept the draft 2 Operating Budget as information

AND

Any further direction at the discretion of Council

2024 Consolidated Operating Budget

By Object

	2023 Approved	2024 Proposed	2023 - 2024 Variance	
REVENUES				
Utility user charges	3,242,114	3,334,325	92,211	2.8%
Government operating grants	1,434,498	1,466,267	31,769	2.2%
Sales & User Fees	1,174,547	1,210,188	35,641	3.0%
Lot Sales	240,595	240,594	(1)	0.0%
Franchise Fees	890,000	880,000	(10,000)	-1.1%
Penalties	101,000	106,000	5,000	5.0%
Fines	22,500	23,500	1,000	4.4%
Licence Fees	56,000	63,000	7,000	12.5%
Permit Fees	72,000	85,500	13,500	18.8%
Investment income	75,000	75,000	-	0.0%
Other Revenue	37,000	60,200	23,200	62.7%
Transfers From Reserves	195,000	115,000	(80,000)	-41.0%
	<u>\$ 7,540,254</u>	<u>\$ 7,659,574</u>	<u>\$119,320</u>	<u>1.6%</u>
EXPENSES				
Salaries, Wages & Benefits	\$ 4,653,120	\$ 4,700,898	\$ 47,778	1.0%
Training, conferences and travel	137,855	139,850	1,995	1.4%
Memberships	26,285	27,924	1,639	6.2%
Advertising and printing	70,475	73,880	3,405	4.8%
Professional services	229,800	191,500	(38,300)	-16.7%
Contracted services	782,710	851,590	68,880	8.8%
Contracted Municipal Policing	655,000	697,500	42,500	6.5%
Telecommunications	234,315	306,742	72,427	30.9%
General supplies	465,050	476,220	11,170	2.4%
Cost of Water	1,050,000	1,108,380	58,380	5.6%
Repairs and maintenance	687,813	628,430	(59,383)	-8.6%
Utilities	800,185	865,740	65,555	8.2%
Insurance	189,058	203,155	14,097	7.5%
Leases	64,687	63,724	(963)	-1.5%
Bank charges	12,900	15,500	2,600	20.2%
Write off	6,000	6,500	500	8.3%
Interest on long term debt	82,748	63,155	(19,593)	-23.7%
Long term debt repaid	563,683	583,276	19,593	3.5%
Grants and other payments to organizations	581,598	505,276	(76,322)	-13.1%
Transfers to capital	10,937	96,000	85,063	777.8%
Transfers to reserve	1,356,991	1,260,175	(96,816)	-7.1%
	<u>\$ 12,661,210</u>	<u>\$ 12,865,415</u>	<u>\$204,205</u>	<u>1.6%</u>
Municipal Tax Levy Required	<u>\$5,120,956</u>	<u>\$5,205,841</u>	<u>\$84,885</u>	<u>1.66%</u>

2024 Consolidated Operating Budget

By Costing Center (revenues)

	2023 Approved	2024 Proposed	2023 - 2024 Variance	
REVENUES				
Council	30,000	30,000	-	0.0%
General Municipal Revenue	1,130,000	1,050,000	(80,000)	-7.1%
General Government	314,571	322,737	8,166	2.6%
Protective Services				
RCMP	385,764	392,766	7,002	1.8%
Fire Department	247,239	254,866	7,627	3.1%
Municipal Enforcement	56,000	29,000	(27,000)	-48.2%
	689,003	676,632	(12,371)	-1.8%
Community Services				
FCSS	173,984	182,159	8,175	4.7%
DOSCA	207,630	218,686	11,056	5.3%
Didsbury Neighborhood Place	39,525	36,375	(3,150)	-8.0%
	421,139	437,220	16,081	3.8%
Recreation & Community Facilities				
Arena	425,075	436,249	11,174	2.6%
Aquatics	432,975	461,349	28,374	6.6%
Curling Rink	35,000	49,500	14,500	41.4%
Parks	24,250	22,216	(2,034)	-8.4%
MPR	9,000	16,000	7,000	77.8%
Concession	12,000	-	(12,000)	-100.0%
Train Station	10,000	10,000	-	0.0%
Memorial Complex	10,000	10,000	-	0.0%
Campground	68,000	80,000	12,000	17.6%
Community hall	3,000	-	(3,000)	-100.0%
Other community facilities	-	-	-	-
	1,029,300	1,085,314	56,014	5.4%
Engineering & Infrastructure				
Roads and Streets	78,400	75,400	(3,000)	-3.8%
Cemetery	27,000	24,900	(2,100)	-7.8%
	105,400	100,300	(5,100)	-4.8%
Utilities				
Water Utility	2,003,433	2,162,454	159,021	7.9%
Wastewater Utility	728,401	716,312	(12,089)	-1.7%
Solid Waste Utility	568,280	516,259	(52,021)	-9.2%
	3,300,114	3,395,025	94,911	2.9%
Planning and Economic Development				
Planning and Development	124,500	160,000	35,500	28.5%
Economic Development	38,000	42,500	4,500	11.8%
Subdivision	240,595	240,594	(1)	0.0%
	403,095	443,094	39,999	9.9%
External Service Organizations				
Library	117,632	119,252	1,620	1.4%
	117,632	119,252	1,620	1.4%
	\$ 7,540,254	\$ 7,659,574	\$ 119,320	1.6%

2024 Consolidated Operating Budget

By Costing Center (expenses)	2023 Approved	2024 Proposed	2023 - 2024 Variance	
EXPENSES				
Council	295,572	297,467	1,895	0.6%
General Government	759,059	666,905	(92,154)	-12.1%
Communications and Community Relations	194,880	194,428	(452)	-0.2%
Protective Services				
RCMP	926,775	961,991	35,216	3.8%
Fire Department	626,310	656,988	30,678	4.9%
Municipal Enforcement	393,234	373,248	(19,986)	-5.1%
	<u>1,946,319</u>	<u>1,992,227</u>	<u>45,908</u>	<u>2.4%</u>
Community Services				
FCSS	253,553	235,541	(18,012)	-7.1%
DOSCA	207,630	218,686	11,056	5.3%
Didsbury Neighborhood Place	39,525	36,375	(3,150)	-8.0%
	<u>500,708</u>	<u>490,602</u>	<u>(10,106)</u>	<u>-2.0%</u>
Recreation & Community Facilities				
Arena	796,497	807,082	10,585	1.3%
Aquatics	841,738	870,929	29,191	3.5%
Curling Rink	154,618	183,823	29,205	18.9%
Parks	355,220	328,355	(26,865)	-7.6%
MPR	43,480	49,028	5,548	12.8%
Concession	4,500	-	(4,500)	-100.0%
Train Station	57,547	91,084	33,537	58.3%
Memorial Complex	229,180	222,403	(6,777)	-3.0%
Campground	76,353	89,376	13,023	17.1%
Community hall	23,750	-	(23,750)	-100.0%
Other community facilities	17,171	19,500	2,329	13.6%
	<u>2,600,054</u>	<u>2,661,580</u>	<u>61,526</u>	<u>2.4%</u>
Engineering & Infrastructure				
Roads and Streets	1,805,358	1,838,990	33,632	1.9%
Cemetery	76,840	71,054	(5,786)	-7.5%
	<u>1,882,198</u>	<u>1,910,044</u>	<u>27,846</u>	<u>1.5%</u>
Emergency Management				
	35,973	30,559	(5,414)	-15.1%
Utilities				
Water Utility	2,003,433	2,162,454	159,021	7.9%
Wastewater Utility	728,401	716,312	(12,089)	-1.7%
Solid Waste Utility	568,280	516,259	(52,021)	-9.2%
	<u>3,300,114</u>	<u>3,395,025</u>	<u>94,911</u>	<u>2.9%</u>
Planning and Economic Development				
Planning and Development	395,560	452,912	57,352	14.5%
Economic Development	175,235	192,803	17,568	10.0%
Subdivision	240,595	240,594	(1)	0.0%
	<u>811,390</u>	<u>886,309</u>	<u>74,919</u>	<u>9.2%</u>
External Service Organizations				
Museum	31,500	31,800	300	1.0%
Library	303,443	308,469	5,026	1.7%
	<u>334,943</u>	<u>340,269</u>	<u>5,326</u>	<u>1.6%</u>
	<u>\$ 12,661,210</u>	<u>\$ 12,865,415</u>	<u>\$ 204,205</u>	<u>1.6%</u>
Municipal Tax Levy Required	<u>\$ 5,120,956</u>	<u>\$ 5,205,841</u>	<u>84,885</u>	<u>1.66%</u>

2024 Consolidated Operating Budget

By Costing Center (net surplus)	2023 Approved	2024 Proposed	2023 - 2024 Variance	
NET SURPLUS				
Council	(265,572)	(267,467)	1,895	0.7%
General Municipal Revenue	1,130,000	1,050,000	80,000	-7.1%
General Government	(444,488)	(344,168)	(100,320)	-22.6%
Communications and Community Relations	(194,880)	(194,428)	(452)	-0.2%
Protective Services				
RCMP	(541,011)	(569,225)	28,214	5.2%
Fire Department	(379,071)	(402,122)	23,051	6.1%
Municipal Enforcement	(337,234)	(344,248)	7,014	2.1%
	(1,257,316)	(1,315,595)	58,279	4.6%
Community Services				
FCSS	(79,569)	(53,382)	(26,187)	-32.9%
DOSCA	-	-	-	-
Didsbury Neighborhood Place	-	-	-	-
	(79,569)	(53,382)	(26,187)	-32.9%
Recreation & Community Facilities				
Arena	(371,422)	(370,833)	(589)	-0.2%
Aquatics	(408,763)	(409,580)	817	0.2%
Curling Rink	(119,618)	(134,323)	14,705	12.3%
Parks	(330,970)	(306,139)	(24,831)	-7.5%
MPR	(34,480)	(33,028)	(1,452)	-4.2%
Concession	7,500	-	7,500	-100.0%
Train Station	(47,547)	(81,084)	33,537	70.5%
Memorial Complex	(219,180)	(212,403)	(6,777)	-3.1%
Campground	(8,353)	(9,376)	1,023	12.2%
Community hall	(20,750)	-	(20,750)	-100.0%
Other community facilities	(17,171)	(19,500)	2,329	13.6%
	(1,570,754)	(1,576,266)	5,512	0.4%
Emergency Management	(35,973)	(30,559)	(5,414)	-15.1%
Engineering & Infrastructure				
Roads and Streets	(1,726,958)	(1,763,590)	36,632	2.1%
Cemetery	(49,840)	(46,154)	(3,686)	-7.4%
	(1,776,798)	(1,809,744)	32,946	1.9%
Utilities				
Water Utility	-	-	-	-
Wastewater Utility	-	-	-	-
Solid Waste Utility	-	-	-	-
	-	-	-	-
Planning and Economic Development				
Planning and Development	(271,060)	(292,912)	21,852	8.1%
Economic Development	(137,235)	(150,303)	13,068	9.5%
Subdivision	-	-	-	-
	(408,295)	(443,215)	34,920	8.6%
External Service Organizations				
Museum	(31,500)	(31,800)	300	1.0%
Library	(185,811)	(189,217)	3,406	1.8%
	(217,311)	(221,017)	3,706	1.7%
Municipal Tax Levy Required	\$ 5,120,956	\$ 5,205,841	\$ 84,885	1.66%

2024 Consolidated Operating Budget

By Department/Function

	2024			2023	Variance	
	Budgeted Revenues	Budgeted Expenditures	Budgeted Net Surplus / Deficit	Budgeted Surplus/Deficit	\$	%
General Municipal Revenue	1,050,000	-	1,050,000	1,130,000	(80,000)	-7.1%
Council	30,000	297,467	(267,467)	(265,572)	1,895	-0.7%
General Government	322,737	666,905	(344,168)	(444,488)	(100,320)	22.6%
Communications and Community Relations	-	194,428	(194,428)	(194,880)	(452)	0.2%
Protective Services	676,632	1,992,227	(1,315,595)	(1,257,316)	58,279	-4.6%
Community Services	437,220	490,602	(53,382)	(79,569)	(26,187)	32.9%
Recreation & Community Facilities	1,085,314	2,661,580	(1,576,266)	(1,570,754)	5,512	-0.4%
Emergency Management	-	30,559	(30,559)	(35,973)	(5,414)	15.1%
Engineering & Infrastructure	100,300	1,910,044	(1,809,744)	(1,776,798)	32,946	-1.9%
Utilities	3,395,025	3,395,025	-	-	-	-
Planning and Economic Development	443,094	886,309	(443,215)	(408,295)	34,920	-8.6%
External Service Organizations	119,252	340,269	(221,017)	(217,311)	3,706	-1.7%
	\$ 7,659,574	\$ 12,865,415	\$ (5,205,841)	\$ (5,120,956)	\$ (84,885)	1.7%
Municipal Tax Levy Required	5,205,841	-	5,205,841	5,120,956	84,885	1.66%
NET SURPLUS	12,865,415	12,865,415	-	-	-	-

Special Operating Project

Sanitary Lagoon

Maintenance Program Stage 1

DESCRIPTION

This proposed special operating project involves removing the sludge from cells within the lagoon. Scheduled to begin in 2024, Stage 1 will remove the sludge from Primary Treatment Cells #1 and #2. Following this, Primary Treatment Cells #3 and #4 are scheduled for 2026, Facultative Cell #1 in 2028, and Facultative Cell #2 in 2030.

LEVEL OF SERVICE

The lagoon collects wastewater from the town and undergoes natural and chemical treatment processes. The treatment cells are currently at capacity and are due for remediation.

JUSTIFICATION

The maintenance of the treatment cells is required to preserve infrastructure value and service to continue meeting the needs of the community.

DEFERRAL IMPACT

Operating the lagoon will be subject to severe operational cost increases. Without desludging, there is a risk of system failure and infrastructure damage which can lead to structural issues within the treatment cells



2024 PROJECT ESTIMATE & FUNDING SOURCES

WASTEWATER RESERVE: \$250,000



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
 SUBJECT: East Reservoir Financing Scenarios
 ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the January 17, 2024 Budget Meeting, Council prioritized the East Reservoir project and approved the following projects that are related to the East Reservoir:

- East Reservoir Design—\$125,000
- 21 Avenue Connector - Water Design (20 St to 16 St)—\$250,000
- RV Sani-dump Design—\$30,000

Council requested Administration to bring back scenarios relating to the financing of this project.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The funding models of this project depend on whether the Town is successful in its AMWWP grant application.

The East Reservoir facility is eligible for funding under the AMWWP. A grant application was submitted in November 2023. The Province has confirmed design costs incurred prior to the decision are eligible if the grant is awarded. The Town will likely know by the end of May if it was successful. The grant could cover up to 44.72% of the costs for the reservoir.

The funding model that is recommended and was used in the grant applications includes 44.72% AMWWP and the remainder to be split 50%/50% between Water Reserves and Long Term Debt.

	Option 1
	Grant is Successful
Total Cost	5,683,054
Funding Sources	
AMWWP	2,541,681
Water Reserves	1,570,686
Long Term Debt	1,570,686
	5,683,053

The alternative funding model would be if the AMWWP Grant was not successful. In this case, Administration would recommend 1/3 of the total be funded through long-term debt and the remaining through a split between LGFF Grants and Reserves. It is estimated that \$3M in Water Reserves will be available for this project.



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

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

	Option 2
	Grant Unsuccessful
Total Cost	5,683,054
Funding Sources	
AMWWP	-
LGFF - 2024	788,703
LGFF - 2025	
Water Reserves	3,000,000
Long Term Debt	1,894,351
	5,683,054

The 21 Ave Connector Project – Construction phase which is required and associated with the East Reservoir is approximately \$1,500,000. It is planned to be funded with remaining MSI grant funds and the remaining to be funded from the LGFF grant.

The RV Sani-dump – Construction phase, which is required due to its proximity to the project, is approximately \$100,000. It is planned to be funded with Wastewater Reserve funds.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To approve the East Reservoir Project for \$5,683,053 funded from AMWWP Grant for \$2,541,681, Water Reserves for \$1,570,686 and Long-term Debt for \$1,570,686 and include it in the 2024 Capital Budget.

AND

To approve the 21 Ave Connector Project – Construction phase for \$1,500,000 to be funded through MSI and LGFF grants and include it in the 2024 Capital Budget.

AND

To approve the RV Sani-Dump Construction Phase for \$100,000 to be funded through Wastewater Reserves and include it in the 2024 Capital Budget.

AND

To return the East Reservoir Project to Council for an alternative funding scenario should the AMWWP Grant be unsuccessful.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: CS 001-24 – Financial Assistance for Athletic Excellence
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

Policy COUN 009-22, Financial Assistance for Recognition of Athletic Achievement, was developed in 2022 as a way for Council to provide modest means of support for Town of Didsbury athletes/ teams that have qualified to attend high levels of competition. The program is supported by funds received through the now disbanded Mountain View Summer Games Legacy Fund, of which Council has reserved \$2,000 for this financial assistance program.

This policy was directed to the Policy Governance Committee (PGC) for review and updates. The PGC met on December 13, 2023 and January 10, 2024 regarding this policy and their suggestions are listed below.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The PGC is making the following recommended changes to Policy CS 001-24 – Financial Assistance for Athletic Excellence:

- Moving the policy placement from Council to Community Services to better direct applications as they are submitted. This also requires a new policy number.
- Revising the policy name to Financial Assistance for Athletic Excellence to better describe the intent of this program.
- Addition of clause 1.1, which now directs applications to the Community Services department for review and presentation to Council. Decisions on funding remain with Council.
- Updates to 1.4 to increase the maximum grant value from \$1500 to \$2000, which is the full value of funding available through this program. Additionally, the wording “at Council’s discretion” was added to this same clause, giving Council the option to fund an application at a different value if they see fit.
- Addition of clause 1.14, which will see this policy rescinded once Council has fully distributed the \$2000 reserved for this program.
- Minor changes to the accompanying application form to be in line with new policy name and number, as well as the addition of the date and location of the event that the applicant would be attending.

Through consensus, the PGC members are recommending this updated policy for Council’s approval.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve Policy CS 001-24 – Financial Assistance for Athletic Excellence as presented, and rescind Policy COUN 009-22 – Financial Assistance for Recognition of Athletic Achievement.



Policy Statement

The Town of Didsbury may provide financial assistance to teams, groups of participants or individuals who qualify to compete at provincial, national and/or international sporting or athletic events to recognize their significant achievement.

1. Principles

- 1.1 The Town of Didsbury Community Services department shall receive and review all applications.
- 1.2 Council will be presented with applications, as received, and shall select recipients.
- 1.3 Council will dedicate the Mountain View Summer Games Legacy Fund Reserve to fund requests of this nature.
- 1.4 Applicants are eligible for up to a maximum \$2,000 for costs associated with an athletic event, at Council's discretion.
- 1.5 If grant funds are unutilized, unaccounted for, or if an application for extension was not received, funds shall be returned to the Town of Didsbury.
- 1.6 Applicant must be attending a recognized provincial, national and/or international sporting or athletic event.
- 1.7 Applicant resides within the corporate limits of the Town of Didsbury. In the case of a team or group of individuals, funding will only be provided to members residing within corporate Town limits at the time of the application.
- 1.8 Applicant must demonstrate financial need.
- 1.9 Applicant has demonstrated athletic excellence.
- 1.10 Applicant has not previously received funding of this nature for this sport/ team.
- 1.11 Applicant must be attending said event within 180 days of financial request.
- 1.12 Applications are made on "Schedule A", Application for Financial Assistance for Athletic Excellence form. Applicant form must be completed in full.
- 1.13 DISCRETIONARY CONSIDERATION: In consideration of the public interest, Council may exercise discretion in approving applications which fall outside the general intent of this program, based on the extent to which the applicant can demonstrate their contribution to the sporting/ athletic community.
- 1.14 When all funds are expended, this policy will be rescinded.

2. End of Policy

Application for Grant for Financial Assistance for Athletic **Achievement** Excellence

Policy **COUN 009-22** CS 001-24



Application is hereby made to the Town of Didsbury for a grant to be awarded to:

NAME:

ADDRESS:

This application is being made in accordance with the Town of Didsbury's "Financial Assistance for Athletic **Achievement** Excellence" Policy **COUN 009-22** CS 001-24.

The achievement level I/we have reached:

The level of competition I/we will be participating is (**Regional** Provincial/National/International) Include dates and location of the event:

The area/district/team I/we will be representing is:

The amount of grant I/We am/are seeking is: \$

FINANCIAL INFORMATION (to be supplied by applicant):

<i>Income Sources</i>	<i>Amount</i>	<i>Expenses</i>	<i>Amount</i>
Donations		Registration	
Sponsorship		Travel	
		Meals	
		Accommodation	

NAMES OF PARTICIPANTS:

I/We hereby agree to the following terms and conditions of receiving a grant for this purpose: The grant shall be used only for those purposes for which the application was made. If the original application purpose is altered in any way, the applicant will inform the Town of Didsbury immediately. Evidence of expenditures to the satisfaction of the Town of Didsbury will be provided upon request. I/We agree to submit an evaluation of the achievement upon completion. Any unexpended funds will be refunded to the Town of Didsbury.

AGREED TO this _____ day of _____, _____

Signature of Applicant

Any personal information that the Town of Didsbury may collect on this form is in compliance with Section 32 of the Freedom of Information and Protection of Privacy Act, and is required for the purpose of carrying out an operating program or activity of the Town, in particular for the purpose of our recreational grant program. If you have any questions about the collection please contact the Freedom and Protection of Privacy coordination at 403-335-7731.

Application for Grant for Financial Assistance for Athletic Excellence

Policy CS 001-24



Application is hereby made to the Town of Didsbury for a grant to be awarded to:

NAME:

ADDRESS:

This application is being made in accordance with the Town of Didsbury's "Financial Assistance for Athletic Excellence" Policy CS 001-24.

The achievement level I/we have reached:

The level of competition I/we will be participating is (Provincial/National/International). Please include dates and location of event:

The area/district/team I/we will be representing is:

The amount of grant I/We am/are seeking is: \$

FINANCIAL INFORMATION (to be supplied by applicant):

<i>Income Sources</i>	<i>Amount</i>	<i>Expenses</i>	<i>Amount</i>
Donations		Registration	
Sponsorship		Travel	
		Meals	
		Accommodation	

NAMES OF PARTICIPANTS:

I/We hereby agree to the following terms and conditions of receiving a grant for this purpose: The grant shall be used only for those purposes for which the application was made. If the original application purpose is altered in any way, the applicant will inform the Town of Didsbury immediately. Evidence of expenditures to the satisfaction of the Town of Didsbury will be provided upon request. I/We agree to submit an evaluation of the achievement upon completion. Any unexpended funds will be refunded to the Town of Didsbury.

AGREED TO this _____ day of _____, _____

Signature of Applicant

Any personal information that the Town of Didsbury may collect on this form is in compliance with Section 32 of the Freedom of Information and Protection of Privacy Act, and is required for the purpose of carrying out an operating program or activity of the Town, in particular for the purpose of our recreational grant program. If you have any questions about the collection please contact the Freedom and Protection of Privacy coordination at 403-335-7731.



COUN-009-22CS 001-24 – Financial Assistance for ~~Recognition of Athletic Achievement~~ Excellence

Date Approved:
Effective Date:
Resolution #:

Policy Statement

The Town of Didsbury may provide financial assistance to teams, groups of participants or individuals who qualify to compete at ~~regional~~, provincial, national and/or international sporting or athletic events to recognize their significant achievement.

1. Principles

~~1.1~~ 1.1 The Town of Didsbury Community Services department shall receive and review all applications.

~~1.2~~ 1.2

~~1.1.3~~ 1.1.3 Council will review ~~be presented with~~ applications ~~on an as needed basis, as received,~~ and shall select recipients.

~~1.2.1.4~~ 1.2.1.4 Council will dedicate the Mountain View Summer Games Legacy Fund Reserve to fund requests of this nature.

~~1.3.1.5~~ 1.3.1.5 Applicants are eligible for up to a maximum \$~~1,500,000~~ for costs associated with an athletic event, at Council's discretion.

~~1.4.1.6~~ 1.4.1.6 If grant funds are unutilized, unaccounted for, or if an application for extension was not received, funds shall be returned to the Town of Didsbury.

~~1.5.1.7~~ 1.5.1.7 Applicant must be attending a recognized ~~regional~~, provincial, national and/or international sporting or athletic event.

~~1.6.1.8~~ 1.6.1.8 Applicant resides within the corporate limits of the Town of Didsbury. In the case of a team or group of individuals, funding will only be provided to members residing within corporate Town limits at the time of the application.

~~1.7.1.9~~ 1.7.1.9 Applicant must demonstrate financial need.

~~1.8.1.10~~ 1.8.1.10 Applicant has demonstrated athletic excellence.

~~1.9.1.11~~ 1.9.1.11 Applicant has not previously received funding of this nature for this sport/ team.

~~1.10.1.12~~ 1.10.1.12 Applicant must be attending said event within 180 days of financial request.

~~1.11.1.13~~ 1.11.1.13 Applications are made on "Schedule A", Application for Financial Assistance for ~~Recognition of Athletic Achievement~~ Athletic Excellence form. Applicant form must be completed in full.

1.14 DISCRETIONARY CONSIDERATION: In consideration of the public interest, Council may exercise discretion in approving applications which fall outside the general intent of this program, based on

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the extent to which the applicant can demonstrate their contribution to the sporting/ athletic community.

~~4.121.15~~ When all funds are expended, this policy will be rescinded.

2. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Council Remuneration Policy
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Policy and Governance Committee met on December 13, 2023 and discussed Policy COUN 004-22 Council Remuneration.

The Committee requested Administration bring back the previous policy's appendices that shows the list of duties and what is claimable.

The Committee recommended that the appendices be added back into the Council Remuneration Policy and to provide an updated policy to the January 10, 2024 Policy and Governance Committee meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee was presented with a revised policy with the updated Appendix B at their January 10, 2024 meeting. Other changes to the policy were discussed and are noted in red in the attached DRAFT Policy COUN 006-24.

These changes include section 5, providing clarification on Submission and Approval of Council Remuneration Forms; and the addition of section 7 Council Reports.

Appendix A had a change to state the mileage rate is at the current CRA rate and to not have any cost listed in the table.

Appendix B has revisions noted in red.

The Committee is recommending Council approve Policy COUN 006-24 Council Remuneration.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve Policy COUN 006-24 Council Remuneration as presented, and to rescind Policy COUN 006-21.



Policy Statement:

The Municipal Government Act (MGA) allows for compensation to be made to Elected Officials for duties performed. The Town of Didsbury will provide remuneration and benefits to the elected officials, which reflects the demands of Council and Council's value to the community. The purpose of this policy is to outline the type and frequency of remuneration for the Town of Didsbury Elected Officials.

1. Definition

Council Assignments: means official responsibilities as related to their Council assignments and appointments as well as all those assigned by motion of Council that are not reimbursed by some other external body.

Eligible Travel Time: means travel on the day before or the day after a full day meeting; or travel time on the same day (*see Schedule "A"*).

2. Remuneration Guidelines

Honoraria

- 2.1 Members of Council shall be compensated with a monthly honorarium at the rates set out in Appendix A.
- 2.2 Members of Council are paid an honorarium for participation in all formal Council Meetings as defined by the *Municipal Government Act*.
- 2.3 The honorarium is also for all non-formal duties. Non-formal duties are activities undertaken by Council due to their position, but are neither formal nor related to Council's governance function.
- 2.4 Annually, the honoraria shall be reviewed during the budget process.

Per Diem

- 2.5 In addition to the honorarium, Council members will be compensated for attendance at Council workshops and committee meetings.
- 2.6 Members of Council will be compensated for executing their formal Council Assignments at the rates set out in Appendix A.
 - 2.6.1 The minimum claim is half an hour, unless otherwise agreed to by Committee; claims shall be rounded up to the nearest half hour.
 - 2.6.2 When eligible, members of Council may claim remuneration for travel time.
- 2.7 Alternate representatives are encouraged to attend Committee meetings.
 - 2.7.1 Alternate representatives shall only be paid for two (2) meetings annually that they attend when the primary representative is already attending, unless allowed for by motion of Council.

Internet Allowance

- 2.8 Members of Council shall be reimbursed for the use of personal internet at the rates set out in Appendix A.

3. Expenses

- 3.1 Expenses associated to Council assignments paid out-of-pocket by a Member of Council may be submitted for reimbursement with receipts.

Meals

- 3.2 While traveling on Town business, meals may be claimed at the amount shown on itemized receipts submitted. The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages, plus a reasonable gratuity as per Appendix A.
- 3.3 Members of Council cannot claim for meals that are included in the registration fees of the function, except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the provided meal.

Travel

- 3.4 Members of Council may claim mileage as per Appendix A.

Miscellaneous

- 3.5 Members of Council will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances as approved by Council.
- 3.6 Any professional development related expenses must comply with the current Town of Didsbury Council Professional Development policy.

4. Review of Council Compensation

- 4.1 In the year of an election, Council shall undertake a thorough review of this policy, and make any revisions they feel appropriate to take effect at the start of the next term.

5. Submission and Approval of Council Remuneration Forms

- 5.1 Members of Council must utilize the monthly remuneration form as supplied by Administration and amended from time to time.
 - 5.1.1 In the event that there is incorrect information submitted on the remuneration form, the Member of Council shall be notified relative to the adjustments made.
- 5.2 Any discrepancies may result in the claim being denied.
- 5.3 Claims submitted by Councillors shall be approved by the Mayor.
 - 5.3.1 Claims submitted by the Mayor shall be approved by the Deputy Mayor.
- 5.4 Any disagreement over the suitability of a specific claim may be submitted to Council for their consideration.
- 5.5 Expense Claim forms are due on the third day of the month.
 - 5.5.1 Expense claims received after the deadline may be processed in the next pay period.

6. Financial Reporting

- 6.1 Members of Council that are compensated directly by a Committee, Board, or Commission shall provide their remuneration annually for inclusion on the audited financial statements.

7. Council Reports

- 7.1 Professional Development time is only claimable when the Council Expense Claim Form is accompanied by a written report.

8. End of Policy

Appendix A – Council Remuneration

Remuneration Type	Frequency	Mayor	Deputy Mayor	Councillor
Honorarium (superseded)	Per month	\$2,448.56.	\$1452.37	\$1452.37
Additional Meeting Top-up (superseded)	Per meeting, seminar or function, when attending in place of the Mayor	n/a	\$53.05	\$53.05
Per Diem (superseded)	Per hour (to a maximum of \$265.23 per day)	\$48.51	\$38.73	\$38.73
Internet Allowance	per month	\$21.00	\$21.00	\$21.00
Mileage Rate	Current Canada Revenue Agency per-kilometre rate (*note 2024 is \$.70/km)			
Maximum Gratuity Rate	Current Industry Standard Rate	20%	20%	20%

Appendix B

Types of Claimable Meetings as approved by **motion of Council**
or in accordance with the *Municipal Government Act*

Meeting Type	Classification
Committee Meeting/Workshop (As primary representative)	Claimable
Committee Meeting/Workshop (As secondary representative with primary representative in attendance)	Claimable
Committee Meeting/Workshop (As secondary representative without primary representative in attendance)	Claimable
Conferences	Claimable
Council Workshops including Strategic and Financial Planning	Claimable
Meetings with External Agencies (Including Government Representatives)	Claimable
Meetings with Resident or Business Owner	Claimable
Online Professional Development	Claimable
Open Houses	Claimable
Other duties with Council approval	Claimable
Special Council Meetings or any other additional Council Meetings	Claimable
Trade Shows	Claimable
Travel (Outside of Didsbury Corporate Limits)	Claimable
Travel Time (Outside of Didsbury Corporate Limits)	Claimable



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Council Proclamation Policy
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Policy and Governance Committee discussed Proclamation Policy COUN 006-21 at their January 10, 2024 meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee made one revision, adding section 2.3 to provide the ability to make a special local recognition.

The Committee is recommending Council approve Policy COUN 006-24 as presented and rescind Policy COUN 006-21.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve Proclamation Policy COUN 006-24 as presented, and to rescind Policy COUN 006-21.



Policy Statement

The Town of Didsbury-Council shall not make or authorize a formal endorsement or proclamation for any event, day, message, interest, cause or activity, not specifically related to town-sponsored, municipal purposes or operations, regardless of the merit of such.

Policy Purpose

This policy is intended to guide council and administration in dealing with requests for proclamations. The making of such proclamations regarding non-Town matters is not within the legislative prerogative or purpose of the Town, regardless of how worthy such matters may be in and of themselves.

1. Definitions

- 1.1 Proclamation means a formal public statement made by a mayor or on behalf of council to declare a day, week or month to raise awareness for an event or cause.

2. Standards

- 2.1 Any requests for a Proclamation received by the Town shall be directed to the Chief Administrative Officer or designate.
- 2.2 The Chief Administrative Officer or designate will inform the requesting group or individual of this policy.
- 2.3 **In the event that special local recognition is warranted, it will be considered in accordance with the Council Recognition Policy.**

3. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Bylaw 2024-01 Portion of SW-18-32-1-5 to Amend LUB 2019-01
ORIGINATING DEPARTMENT: Planning & Development

BACKGROUND/PROPOSAL:

The area of land that is being considered for redesignation is an undeveloped area. The proposal is to redesignate a portion of the property from R2 Residential District – General to R3 Residential District – Manufactured. The developer wants to provide more affordable housing options within the ASP area.

This proposal also requires an amendment to the Fox Hollow ASP as it currently does not include manufactured homes as a development option within the property.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This property is surrounded by residential lots on two sides and the redesignation of the area will allow for the development of some more affordable housing options. The northern portion of the area is adjacent to a developed group of R3 lots.

ALIGNMENT WITH STATUTORY PLANS

Municipal Development Plan Bylaw 2012-09

➤ Part 3.0: Residential Development

- 3.2.1 The Town will ensure the provision of a variety of housing types and styles to meet the diverse needs of the community.
- 3.2.2 The Town supports the development of the following housing types:
 - (a) Single-detached dwellings,
 - (b) Semi-detached dwellings,
 - (c) Duplexes,
 - (d) Fourplexes,
 - (e) Townhouses,
 - (f) Apartments,
 - (g) Manufactured/modular homes,
 - (h) Seniors housing (retirement, assisted living, and nursing and lodging homes),
 - (i) Secondary suites (where deemed appropriate by this Plan and other Town policies and documents), and
 - (j) Other innovative forms of housing.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION (two motions)

That Council grant first reading of Bylaw 2024-01 Portion of SW-18-31-2-5 amending the Land Use Bylaw 2019-01.

AND

To set February 27, 2024 as the Public Hearing for Bylaw 2024-01.

TOWN OF DIDSBURY
Bylaw 2024 -01 Portion of SW 18-31-2-5
to Amend the Land Use Bylaw 2019-04

A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Land Use Bylaw 2019-04.

WHEREAS, the Council of the Town of Didsbury deems it necessary to amend Bylaw 2019-04: Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Didsbury, in the Province of Alberta, duly assembled enacts the following:

(1) This Bylaw may be cited as Bylaw No. 2024-01 to amend the Land Use Bylaw 2019-04.

(2) Bylaw 2019-04, being the Town of Didsbury Land Use Bylaw, is hereby amended

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

1. SHORT TITLE

1.1. This Bylaw may be referred to as the “Bylaw 2024-01 – Portion of SW 18-31-2-5”.

2. PROPOSED AMENDMENTS

2.1. That Appendix A Land Use Bylaw Map, of the Land Use Bylaw 2019-04 is hereby amended, to change the designation of a portion of SW 18-31-2-5 from R2: Residential District - General to R3: Residential District – Manufactured as shown on the attached Schedule A map.

3. EFFECTIVE DATE

3.1. This Bylaw shall come into force upon passing of the third and final reading.

Read a First time on this day of 2024

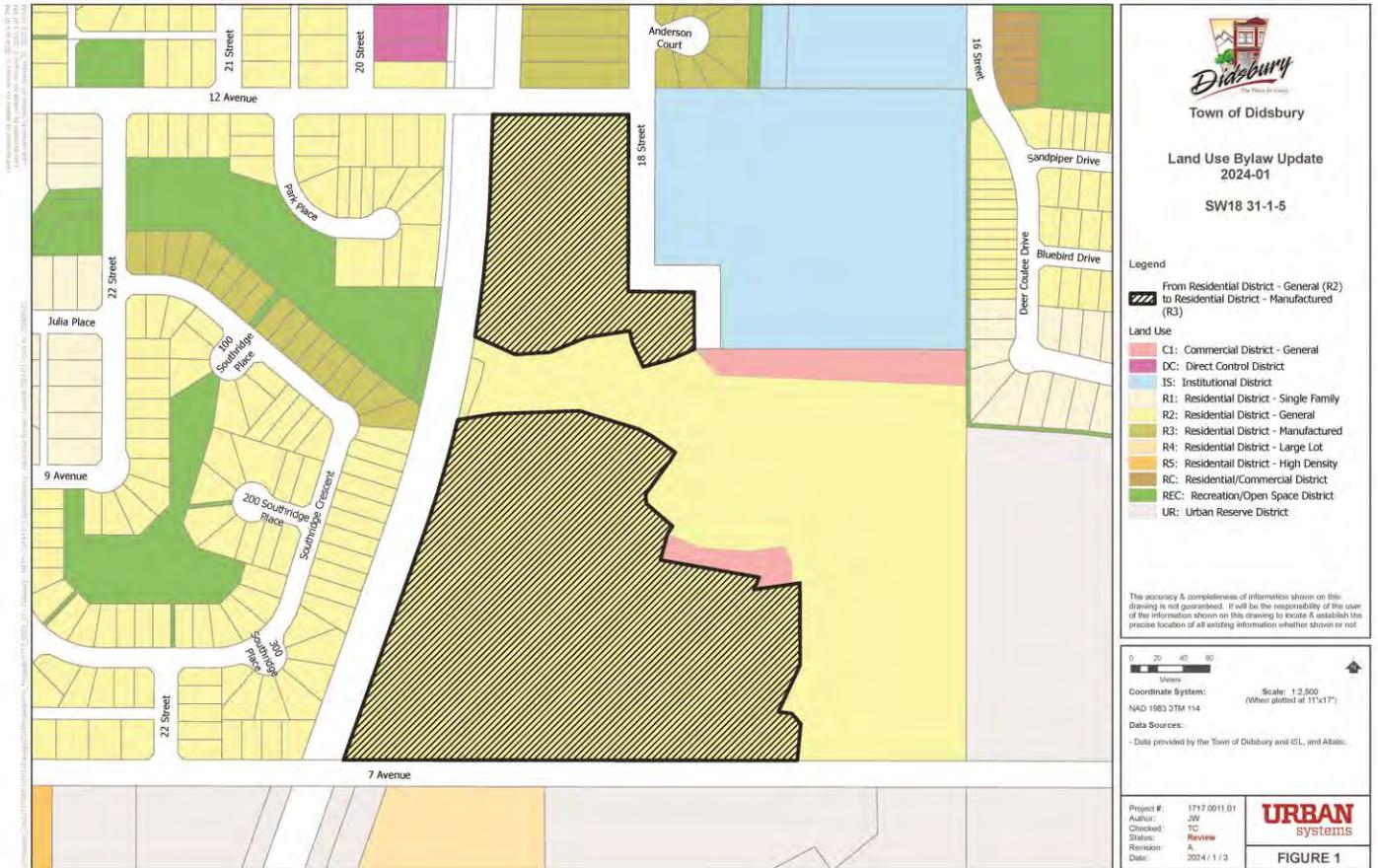
Read a Second time on this day of

Read a Third and Final time on this day of

Mayor Rhonda Hunter

Chief Administrative Officer Ethan Gorner

Schedule A





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
 SUBJECT: Bylaw 2024-02 Amending Fox Hollow ASP Bylaw 2008-05
 ORIGINATING DEPARTMENT: Planning & Development

BACKGROUND/PROPOSAL:

Bylaw 2024-01 is regarding the area of land that is being considered for redesignation is an undeveloped area. The proposal is to redesignate a portion of the property from R2 Residential District – General to R3 Residential District – Manufactured.

As the developer wants to provide more affordable housing options within the ASP area, Bylaw 2008-05 requires an amendment to the Fox Hollow ASP as it currently does not include manufactured homes as a development option within the property. Bylaw 2024-02 is to amend the Fox Hollow Areas Structure Plan.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This property is surrounded by residential lots on two sides and the redesignation of the area will allow for the development of some more affordable housing options. The northern portion of the area is adjacent to a developed group of R3 lots.

ALIGNMENT WITH STATUTORY PLANS

Municipal Development Plan Bylaw 2012-09

➤ Part 3.0: Residential Development

- 3.2.1 The Town will ensure the provision of a variety of housing types and styles to meet the diverse needs of the community.
- 3.2.2 The Town supports the development of the following housing types:
 - (a) Single-detached dwellings,
 - (b) Semi-detached dwellings,
 - (c) Duplexes,
 - (d) Fourplexes,
 - (e) Townhouses,
 - (f) Apartments,
 - (g) Manufactured/modular homes,
 - (h) Seniors housing (retirement, assisted living, and nursing and lodging homes),
 - (i) Secondary suites (where deemed appropriate by this Plan and other Town policies and documents), and
 - (j) Other innovative forms of housing.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION (two motions)

That Council grant first reading to Bylaw 2024-02 Amending Fox Hollow Area Structure Plan.

AND

To set February 27, 2024 as the Public Hearing for Bylaw 2024-02.

TOWN OF DIDSBURY
Bylaw 2024 - 02 Amending Fox Hollow Area Structure Plan
Bylaw 2008-05

A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Fox Hollow Area Structure Plan Bylaw 2008-05.

WHEREAS, the Council of the Town of Didsbury deems it necessary to amend Fox Hollow Area Structure Plan Bylaw 2008-05.

NOW THEREFORE, the Council of the Town of Didsbury, in the Province of Alberta, duly assembled enacts the following:

- (1) This Bylaw may be cited as Amending Bylaw 2024-02 to amend the Fox Hollow Area Structure Plan Bylaw 2008-05.
- (2) Bylaw 2008-05, being the Fox Hollow Area Structure Plan Bylaw, is hereby amended

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

1. SHORT TITLE

1.1. This Bylaw may be referred to as the “Amending the Fox Hollow Area Structure Plan”

2. PROPOSED AMENDMENTS

2.1. That Figure 4.3: Land Use Policy Areas, of the Fox Hollow Area Structure Plan be included as defined in Schedule A, to demonstrate a change in future land use from R2: Residential District - General to R3: Residential District – Manufactured for a portion of the area.

2.2. That Section 2.1 Design Elements includes the following key design element:

- A Manufactured Home shall not be approved unless it is no more than two (2) years old at the date of the Development Permit Application.

2.3. That Section 2.2 Land Use be reworded to include the Use Manufactured Home as follows:

The proposed land uses for the ASP area consist of Single Detached residential and Manufactured Homes and attached residential both including laned and laneless lots.

2.4. That Section 2.2 references Figures 4.1, 4.2 and 4.3

3. EFFECTIVE DATE

3.1. This Bylaw shall come into force upon passing of the third and final reading.

Read a First time on this day of 2024

Read a Second time on this day of 2024

Read a Third and Final time on this day of 2024

Mayor Rhonda Hunter

Chief Administrative Officer Ethan Gorner

SCHEDULE A



 <p>Town of Didsbury Fox Hollow ASP Land Use Map FIGURE 4.3</p>	<p>Proposed Land Use</p> <ul style="list-style-type: none"> R2 R3 R5 Fox Hollow ASP Boundary 	<p>0 20 40 60 Meters</p> <p>Coordinate System: NAD 1983 CSRS 10TM AEP Resource</p> <p>Scale: 1:3,000</p>	<p>Project #: 1717.0011.01 Author: JW Checked: TC Status: Review Revision: A Date: 2024 / 1 / 3</p> <p>URBAN systems</p> <p><small>The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.</small></p>
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U:\Projects_CAL\17170011\01\Design\GIS\Projects\Pro_Projects\1717_0001_01 - Didsbury - MDP - 20191212.aprx\Didsbury - Proposed Land Use - Fox Hollow ASP - Sch A - 20240102



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: RCMP Reserves
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

At the December 12, 2023 RCM, Council moved that the amount of the RCMP Reserve be presented to the Financial Planning Committee (FPC) (formerly Strategic Planning Committee) for review and recommendation to Council. The FPC discussed the item at the January 15, 2024 committee meeting for which they were provided with the following information.

Resolution #445-19 was a resolution passed in 2019 regarding the 2020 operating budget to be brought back with conditions, including one that Administration continue to put \$266,000 (the 2019 amount) into reserves every year for RCMP and top up the RCMP reserve annually to meet the next budget year's needs cost projection.

The intent of the motion was to cover the next year's incremental costs in the current year's budget and that the excess be reserved for future need related to the contract. There was no amount budgeted to be transferred to this reserve in 2022. The RCMP policing contract reserve is an interest earning reserve and its balance is currently \$460,575, as of October 31, 2023 with the transactions to date detailed below.

<i>RCMP Contract Policing Reserve</i>	
<i>2018</i>	<i>\$ 50,000</i>
<i>2019</i>	<i>226,289</i>
<i>2020</i>	<i>73,753</i>
<i>2021</i>	<i>74,600</i>
<i>Interest</i>	<i>35,933</i>
<i>Total</i>	<i>\$ 460,575</i>

Since that date, there will be additional interest accrued on the balance that is not yet posted to the GL which is estimated at \$5,000. The approximate balance at December 31, 2023 is \$465,575.

Of note, the Town currently has an outstanding invoice for retro pay to the RCMP for \$44,843.67 due March 31, 2025. It is recommended that at least a portion of this reserve remain intact to fund this and other similar transactions.

In making their recommendation, the Committee also considered another item from the December 12, 2023 RCM which was an overage related to the RCMP Detachment Parking Lot Expansion Project and the question of from where to fund the overage of \$3,127. It was considered at the meeting that the RCMP Contract Policing Reserve may be available, due to it being related to the RCMP detachment.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGE

The Committee considered the amount required to remain in the RCMP Contract Policing Reserve and determined that future retro pay amounts may be similar to the current year balance and, therefore, is recommending that \$50,000 remain in the reserve fund for future costs related to contract policy, such as future retro pay amounts. The Committee further recommends that paramaters be set up for this reserve and be implemented into the Reserve Policy which the FPC is currently reviewing.

The Committee is recommending that \$44,843.67 remain available in the reserve to fund the payment of the outstanding retro pay invoice due March 31, 2025.

The Committee is also recommending that \$3,127 goes towards funding the overage on the RCMP Parking Lot project.

The Committee considered the greatest need for the remaining funds and determined that the excess amount of approximately \$367,600 be moved to the Water Infrastructure reserve fund to help fund the East Reservoir Project.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION (three seprate motions)

To approve funding the overage of \$3,127 on the RCMP Detachment Parking Lot Expansion Project from the RCMP Contract Policing Reserve.

AND

To approve maintaining a current balance of \$94,843.67, which includes \$44,843.67 for the outstanding retro pay invoice due March 31, 2025 in the RCMP Contract Policing Reserve.

AND

To approve reallocating the remaining funds, approximately \$367,600, to the Water Infrastructure reserve fund for the purpose of helping to fund the East Reservoir Project.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Enhancement to Res. 558-23 Staff Travel
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the November 28, 2023 Regular Council Meeting, the following motion was passed:

Res. 558-23

MOVED by Councillor Windsor that any travel expenses for travel over 300 km one-way be presented to Council for approval by motion of Council effective immediately.

Motion Carried

At the January 9, 2024 Regular Council Meeting, Council requested this item be brought back for enhancement of the motion.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The motion as it stands limits many staff from travelling to various training and professional development opportunities. For example, the Alberta Association of Community Peace Officers Conference is being held in February 2024 in Jasper, Alberta. The distance to travel to this conference from Didsbury is just over 300 km. As the CPO will be taking additional training in accordance with their appointment as CPO, it is an important conference for them to attend.

Administration is recommending to rescind Res. 558-23 and make a new motion as follows:

*That any expense for travel **outside of Alberta** be presented to Council for approval by motion of Council.*

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (two motions)

To rescind Res. 558-23: *MOVED by Councillor Windsor that any travel expenses for travel over 300 km one-way be presented to Council for approval by motion of Council effective immediately.*

AND

That any expense for travel outside of Alberta be presented to Council for approval by motion of Council.

OR

A motion at Council's discretion.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: October 13, 2020 RFD Human Resource Authority
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the January 9, 2024 Regular Council Meeting, Council requested that the Request for Decision (RFD) from the October 13, 2020 Regular Council Meeting regarding Human Resource Authority be brought back to Council for review and discussion.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached the RFD from October 13, 2020 which specifically addressed HR 004 as a primary staffing protocol and requested that Council transferred back to the CAO all such staffing frameworks protocols.

Below are the minutes relating to this item:

Res. 368-20

MOVED by Councillor Engel

to transfer back to the Chief Administrative Officer all staffing framework and protocols.

Motion Carried

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the October 13, 2020 RFD regarding Human Resource Authority as information and refer it to the Policy & Governance Committee (PGC).



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 13, 2020
SUBJECT	Human Resource Authority
ORIGINATING DEPARTMENT	Human Resources/Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

The Town of Didsbury Personnel Handbook was developed to set out the Town of Didsbury expectations of our employees and to compile information that was previously laid out in a variety of personnel policies.

Currently, all Policies being located in one easy to use handbook HR 004 for managers and staff and has improved Town staff's understanding of the Town of Didsbury's Human Resources administrative practices and procedures. Previously all such staffing protocols were approved by Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Chief Administrative Officer is the administrative head of the municipality; ensures that the policies and programs of the municipality are implemented; advises and informs the council on the operation and affairs of the municipality; performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council. (MGA Section 207)

CAO Bylaw No. 2018-14, Section - 2 Personnel Management states the CAO has the following authorities:

- 2.1 *Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Council policy or Bylaw;*
- 2.2 *Monitors the performance of all staff and ensures appropriate evaluation processes are in place;*
- 2.3 *Informs the Council of any changes to the organization chart before such changes are made.*
- 2.4 *Monitors adherence to Occupational Health and Safety requirements.*

The CAO also ensures that all provincial statutes are met as per Alberta Employment Standards and Regulations, *Alberta Human Rights Act* and the *Workers Compensation Act*.

As noted, these have previously been approved by Council, therefore to correct this framework, we are recommending that all staffing framework approved by Council be transferred back to the CAO who will incorporate into internal staffing directives.

The CAO will keep Council updated on internal staffing directives.

RECOMMENDATION

That the Town of Didsbury Council moves to transfer back to the Chief Administrative Officer all staffing framework and protocols.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: HR 004 – Personnel Policy (2019 Version with Mark-up)
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the November 28, 2023 Regular Council Meeting, the following motion (Res. 555-23) was made: “that Administration present all personnel policies and bylaws, including but not limited to Policy HR 004 or the updated HR policy that was HR 004, to Committee of the Whole meeting for Council review and recommendation. And that the Committee of the Whole meeting be set for December 12, 2023 at 5:00 p.m.”

At the January 9, 2024 Committee of the Whole meeting, the Committee recommended that policies be referred to the January 9, 2024 Regular Council Meeting. Whereafter, the following motion (Res. 015-24) was made during the Council Meeting:

“To refer HR Policy 004 passed in 2019 with changes in markup format, the current Salary Grid for all positions, and any comparative survey if there is one and the Hiring Policy with changes in markup format, enhanced wording for Res. 558-23 regarding staff travel and October 2020 RFD to the January 23, 2024 Regular Council Meeting.”

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2019 Version of HR 004 – Personnel Policy with tracked changes will be emailed separately to Council.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To refer HR 004 – Personnel Policy to the Policy and Governance Committee for review.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: HR 007 – Hiring Policy
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the November 28, 2023 Regular Council Meeting, the following motion (Res. 555-23) was made: “that Administration present all personnel policies and bylaws, including but not limited to Policy HR 004 or the updated HR policy that was HR 004, to Committee of the Whole meeting for Council review and recommendation. And that the Committee of the Whole meeting be set for December 12, 2023 at 5:00 p.m.”

At the January 9, 2024 Committee of the Whole meeting, the Committee recommended that policies be referred to the January 9, 2024 Regular Council Meeting. Whereafter, the following motion (Res. 015-24) was made during the Council Meeting:

“To refer HR Policy 004 passed in 2019 with changes in markup format, the current Salary Grid for all positions, and any comparative survey if there is one and the Hiring Policy with changes in markup format, enhanced wording for Res. 558-23 regarding staff travel and October 2020 RFD to the January 23, 2024 Regular Council Meeting.”

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached is HR 007 – Hiring Policy for Council’s review.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To refer HR 007 – Hiring Policy to the Policy and Governance Committee for review.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	HUMAN 007
Policy Title:	Hiring Policy
Approval Date:	April 24, 2018
Date to be Reviewed:	
Responsible Department:	Human Resources
Related Bylaws:	

Policy Statement:

The purpose of this policy is to establish guidelines regarding the hiring and recruitment of full-time and part-time employees, so that the selection process is consistent and fair for all concerned. This policy does not apply to casual employees.

1. Definitions

- 1.1 Committee shall mean the Coordinator of Human Resources, Manager of the vacant position and any other individual deemed appropriate to be involved in the hiring process.

2. To Hire Employees

- 2.1 The Chief Administrative Officer shall authorize the recruitment of vacant positions. The Coordinator of Human Resources, in collaboration with the Manager of the position, will be responsible for reviewing applications, short listing candidates, interviewing suitable candidates, checking references and undertaking a letter of employment.
- 2.2 The Chief Administrative Officer or designate will act as a resource person in an advisory capacity.

3. Job Posting and Advertising

- 3.1 Employment positions will be advertised in the local newspaper for at least two (2) weeks. The Chief Administrative Officer may expand the advertising of a position to include other formats and other newspapers. Advertisements will include the job title, qualifications required, description of duties and term of appointment if necessary. Exceptions include:
 - 1. A vacancy filled by an internal department promotion,
 - 2. A vacancy filled by a temporary employee or student worker who was already working in the position, or
 - 3. A written approval from the Chief Administrative Officer for administration indicating that a specific candidate may fill a vacancy without posting the position.



- 3.2 Hiring and recruitment may, but is not required to, involve the posting of a vacancy or new position within the workplace and the consideration of internal as well as external candidates.
- 3.3 The following statement regarding acknowledgement of applications: *“We thank all candidates for their interest, however, only those selected for an interview will be contacted.”* shall be posted at the bottom of an advertisement.

4. Information in Applications

- 4.1 All applicants are expected to supply the information requested within the advertisement, and to submit the names of three (3) references that are familiar with their character and abilities.

5. Record Checks

- 5.1 An offer of employment will be conditional upon successful completion of a vulnerable sector check/criminal record check, as well as an intervention record check when required. The costs associated with obtaining these required checks will be reimbursed by the municipality.

6. Hiring Relatives of Employees (Nepotism)

- 6.1 For the purpose of this policy “relative” includes spouse, common-law spouse or same-sex partner, or child, who is living in the same residence of any employee or Council member.
- 6.2 Immediate family members of the Chief Administrative Officer or Council members are not eligible for hire. This does not apply to summer or seasonal positions. Individuals that are employed by the Town prior to the Chief Administrative Officer or Council member will not be affected if their family member is elected to Council or hired as the Chief Administrative Officer.
- 6.3 An employee, elected representative or appointed representative of the Town of Didsbury will not participate in any part of the selection process nor make any offer of employment where a relative is being considered for employment.
- 6.4 Any member involved in the hiring process will declare a family relationship, as defined under the definition of a relative, as soon as he/she becomes aware that a relative has applied for the position.

7. Selection Process

- 7.1 The selection process shall be based on the requirements of the job, according to the job description for the position. There shall be no discrimination based on any personal characteristics that are protected by human rights legislation such as race, sex, religion and disability. Disabled persons are eligible for appointment provided they are able to perform the work described in the job description. Employment decisions are based on individual’s qualifications and competencies focusing on skills, training and overall ability to perform the work.



8. Pre-Employment Requirements

- 8.1 The Coordinator of Human Resources will contact the provided references.
- 8.2 Questions related to the Candidate's employment performance may be asked.

9. Offer to Employment

- 9.1 The offer of employment will, at a minimum, contain the following:
 - 1. Start date of employment
 - 2. Classification of position
 - 3. Rate of pay and compensation package
 - 4. Probationary requirements
- 9.2 In the event that the successful candidate declines the offer of employment, the Committee may have recommended an alternate(s) at the time of the original decision on who to hire, and the committee may then proceed to the next choice if one has been duly selected.
- 9.3 A full medical may be required and/or other testing such as drug testing may be required of the successful candidate at the expense of the Town of Didsbury.

10. Probationary Period

- 10.1 All newly hired employees shall be on probation for three (3) consecutive months at which time a Probationary Review will be completed by the Manager or Supervisor of that department. The employer or employee may terminate the employment contract within the probationary period without cause.

11. Communication with Unsuccessful Candidates

- 11.1 Each unsuccessful candidate who was interviewed will receive a phone call from the Coordinator of Human Resources to advise them of the outcome. Candidates that have only sent in applications but were not interviewed will receive acknowledgement of their receipt of their application, advised of where they stand and receive thanks for applying.

12. Retention and Documentation Related to Recruitment and Selection

- 12.1 All documentation related to the recruitment and selection process will be kept on file for a minimum of a year.

13. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Current Organizational Chart
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the January 9, 2023 Regular Council Meeting, the following motion was made:

Res. 016-24

MOVED by Councillor McCoy to request a current organizational chart be provided at the January 23, 2024 Regular Council Meeting.

Motion Carried

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached is the current organizational chart.

ALIGNMENT WITH STRATEGIC PLAN

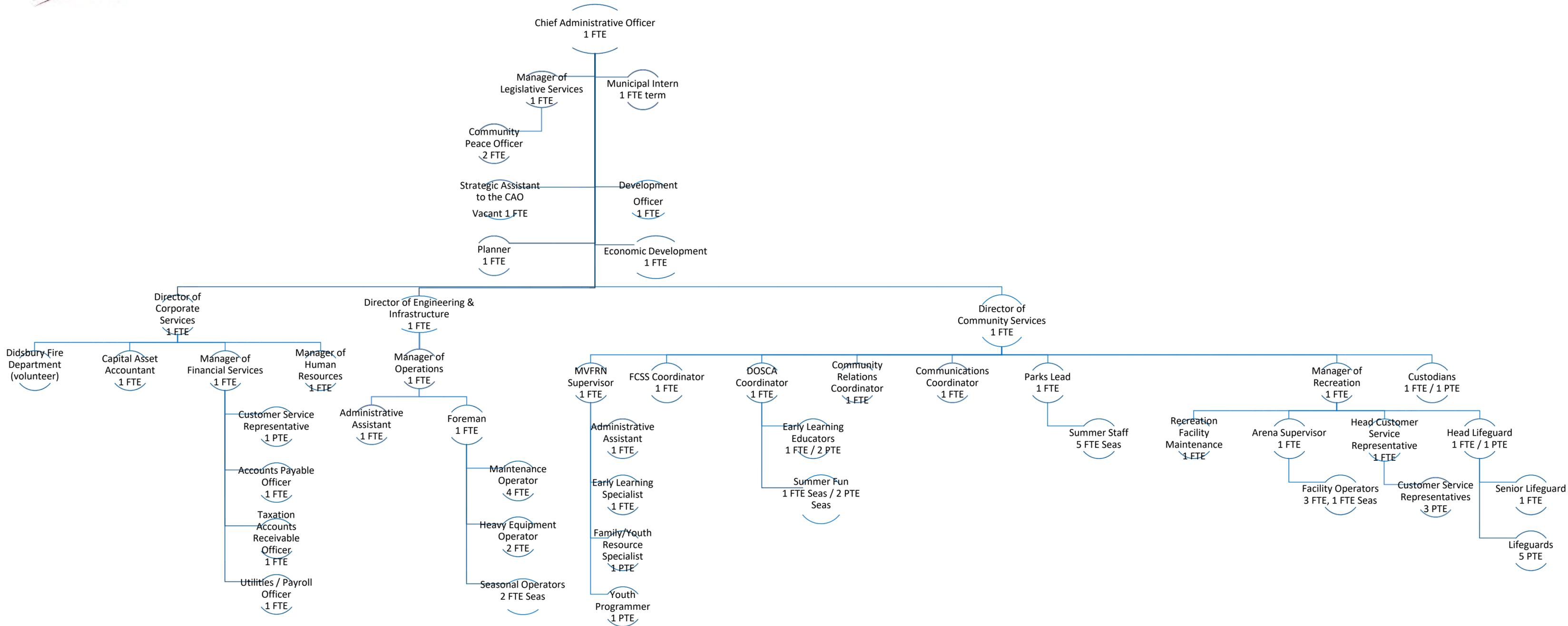
5. Governance & Organizational Excellence

RECOMMENDATION

To accept the organizational chart as information.



ORGANIZATIONAL CHART





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Current Salary Grid Information and Comparative Survey
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the November 28, 2023 Regular Council Meeting, the following motion (Res. 555-23) was made: "that Administration present all personnel policies and bylaws, including but not limited to Policy HR 004 or the updated HR policy that was HR 004, to Committee of the Whole meeting for Council review and recommendation. And that the Committee of the Whole meeting be set for December 12, 2023 at 5:00 p.m."

At the January 9, 2024 Committee of the Whole meeting, the Committee recommended that policies be referred to the January 9, 2024 Regular Council Meeting. Whereafter, the following motion (Res. 015-24) was made during the Council Meeting:

"To refer HR Policy 004 passed in 2019 with changes in markup format, the current Salary Grid for all positions, and any comparative survey if there is one and the Hiring Policy with changes in markup format, enhanced wording for Res. 558-23 regarding staff travel and October 2020 RFD to the January 23, 2024 Regular Council Meeting."

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached is the current salary grid.

The comparative survey of salary grids is a proprietary document and cannot be made public. Council will receive the document in confidence prior to the Council meeting.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To refer the current salary grid to the Policy and Governance Committee for review.

Town of Didsbury

3% COLA included

Updated:

7-May-2023

Salary and Wages Schedule

SALARY	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Management I	1820.00	95,697.15	102,970.14	109,148.34	115,697.25	122,655.08	129,997.42
Management II	2080.00	93,366.94	96,720.00	104,277.07	109,732.15	115,187.72	120,851.22
Management III	1820.00	90,926.91	95,473.26	100,246.39	105,366.86	108,231.58	113,643.12
Management IV	1820.00	88,264.65	91,795.24	95,620.04	99,604.21	103,754.39	108,077.49
Management V	1820.00	85,495.79	88,915.61	93,382.61	98,029.45	102,930.94	107,607.53
Management VI	1820.00	74,531.15	77,512.42	81,388.02	85,457.43	89,730.53	94,216.81
HOURLY	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Band O	Varied		14.33	14.90	15.49	16.10	16.75
Band I	Varied		16.86	17.54	18.24	18.97	19.73
Band II	1820 / 2080		20.22	21.02	21.88	22.76	23.65
Band III	1820 / 2080		23.08	24.01	24.96	25.96	27.00
Band IV	1820 / 2080		24.56	25.54	26.56	27.63	28.73
Band V	1820 / 2080		25.67	26.69	27.77	28.87	30.02
Band VI	1820 / 2080		28.01	29.13	30.30	31.51	32.77
Band VII	1820 / 2080		28.48	29.62	30.80	32.03	33.31
Band VIII	1820 / 2080		29.82	31.01	32.25	33.55	34.89
Band IX	1820 / 2080		31.12	32.36	33.66	35.00	36.40
Band X	1820 / 2080		36.62	38.08	39.68	41.33	43.51
Advanced Course Instructor		26.89	28.51	30.12	31.73	33.34	34.96
Fitness Instructor		25.36	28.18	30.99	33.80	36.62	38.60

Band 0	Varied		14.33	14.90	15.49	16.10	16.75
	Under 17 years of age						
Band I	Varied		16.86	17.54	18.24	18.97	19.73
	Seasonal Worker, Concession, CSR, Early Learning Educator, Lifeguard / Instructor						
Band II	1820 / 2080		20.22	21.02	21.88	22.76	23.65
	Senior Lifeguard, Program Facilitator						
Band III	2080		23.08	24.01	24.96	25.96	27.00
	Custodian, Facility Operator I						
Band IV	1820 / 2080		24.56	25.54	26.56	27.63	28.73
	Head Lifeguard, Administrative Assistant						
Band V	1820 / 2080		25.67	26.69	27.77	28.87	30.02
	Maintenance Operator I, Utility Operator I, RCMP Clerk						
Band VI	1820 / 2080		28.01	29.13	30.30	31.51	32.77
	Department Officer, Tax Officer						
Band VII	1820 / 2080		28.48	29.62	30.80	32.03	33.31
	Maintenance Operator II, Utility Operator II						
Band VIII	1820 / 2080		29.82	31.01	32.25	33.55	34.89
	Facility Supervisor, Heavy Equipment Operators, Development Officer I, FCSS, Comms						
Band IX	1820 / 2080		31.12	32.68	33.66	35.00	36.40
	Aquatic Supervisor, Lead Hand, Community Peace Officer II (CPO II), Facility Maintenance Supervisor						
Band X	1820 / 2080		36.62	38.08	39.68	41.33	43.51
	Asst. Public Works, Ex. Assistant, Development Officer II, Community Peace Officer I (CPO I)						



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Didsbury Chamber of Commerce Conference Sponsorship
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

BACKGROUND/PROPOSAL:

After the successful inaugural Women in Agri-business conference in March of 2023, the Didsbury Chamber of Commerce (the Chamber) is following through with the original goal to make this conference an annual event.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Women in Agri-business conference will be held at the Zion church in Didsbury on March 19, 2024. Tickets will be approximately \$50 per attendee and will include lunch and coffee breaks. A local restaurant will cater the lunch.

This year, the Chamber is anticipating approximately 125 participants, an increase of 25% over last year's attendance, noting that the event was put together in a very short period of time in 2023. The conference aims to recognize the vital role women play in agri business, while providing information on improving leadership skills and providing network opportunities that can help women to succeed in the industry. The event will include vendors showcasing their goods and services.

The Town of Didsbury Economic Development department is in support of this event, as local and regional business owners will be in attendance; it is important to show our commitment to our businesses. Furthermore, agriculture plays an important role in Alberta's economy with the world's food security at stake and our region is considered a breadbasket area.

The conference will help to shine a spotlight on Didsbury and potentially increase interest in doing business in Didsbury and/or visit our town. It also offers the opportunity for current businesses to connect, network and expand their offerings, including value-added to agriculture.

Economic Development suggests a \$500 sponsorship as well as a vendor table (\$10) at the conference. The expenses will be covered through the Economic Development budget, under the Promotions/Public Relations line item. A sponsorship of \$500 will allow the Town's logo on all advertising material, daily radio mention of sponsorship, and two complimentary tickets to the event.

ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy

RECOMMENDATION

To provide \$500 from the Economic Development Promotions/Public Relations budget to sponsor the Didsbury Chamber of Commerce Women in Agri-business Conference and \$10 to secure a vendor table for the Town of Didsbury Economic Development department.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
 SUBJECT: Olds College Dinner of Distinction Sponsorship
 ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

BACKGROUND/PROPOSAL:

Olds College of Agriculture and Technology (Olds College) is starting to resurrect their events programming and are planning a community event on March 15, 2024 called the *Dinner of Distinction*. Focused on Mountain View County, the college is looking to bring together Alumni and community partners to celebrate achievements made over the last few years. Olds College will introduce a new community award, as well as their existing Alumni Awards, at this event.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Olds College is ranked number 4 in Canada's Top 50 Research Colleges and offers over 50 apprenticeship, certificate, degree, and diploma programs. The College is an integral part of our Mountain View region, drawing students from across the country and internationally, as well as from Didsbury.

The Town of Didsbury Economic Development department is building relationships with post-secondary institutions, benefitting our industries. Olds College is in close proximity to Didsbury and is an attraction for business and talent as well as residents. Local businesses are experiencing difficulties due to a lack of skilled employees available to them; Olds College is an important player in developing our workforce and entrepreneurs, and developing and attracting talent to our community.

With a sponsorship to Olds College, the Town of Didsbury will acknowledge Didsbury students attending the College and will demonstrate to our businesses that the Town is invested in talent development, innovation, entrepreneurship, and its industries.

A \$1,000 sponsorship allows the Town to include our logo on the college media platforms, report and marketing materials

A \$1,500 sponsorship provides all above benefits as well as a quarter page advertisement, which is a significant benefit.

Attachment: Olds College Dinner of Distinction Sponsorship package.

ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy

RECOMMENDATION

To provide Sponsorship in the amount of \$ _____ and send Didsbury representatives to the Olds College *Dinner of Distinction*;

OR

To provide Sponsorship in the amount of \$300 - \$750 to the Olds College *Dinner of Distinction*;

OR

To accept the sponsorship package from Olds College for the *Dinner of Distinction* as information.



OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

Dinner of Distinction

March 15, 2024

Sponsorship Opportunities

Connecting Legacies

oldscollege.ca/dinnerofdistinction

Dinner of Distinction

Connecting Legacies

Olds College of Agriculture & Technology is proud to announce the first edition of Dinner of Distinction: Connecting Legacies. This evening of celebration will take place on Friday, March 15, 2024 in the Alumni Centre on the College campus.

Take a journey through time as we honor the past, celebrate the present and inspire the future. This night is a testament to the enduring legacy that binds us as a community.

BECOME A SPONSOR

If you are interested in becoming a sponsor for the Dinner of Distinction: Connecting Legacies, please contact development@oldscollege.ca.



EVENT DETAILS

This distinguished event promises an unforgettable blend of alumni engagement, prestigious awards, and a jubilant celebration of community leadership.

March 15, 2024

Alumni Centre, Olds College

Cocktails at 5:30 p.m.

Dinner & Program at 6:30 p.m.

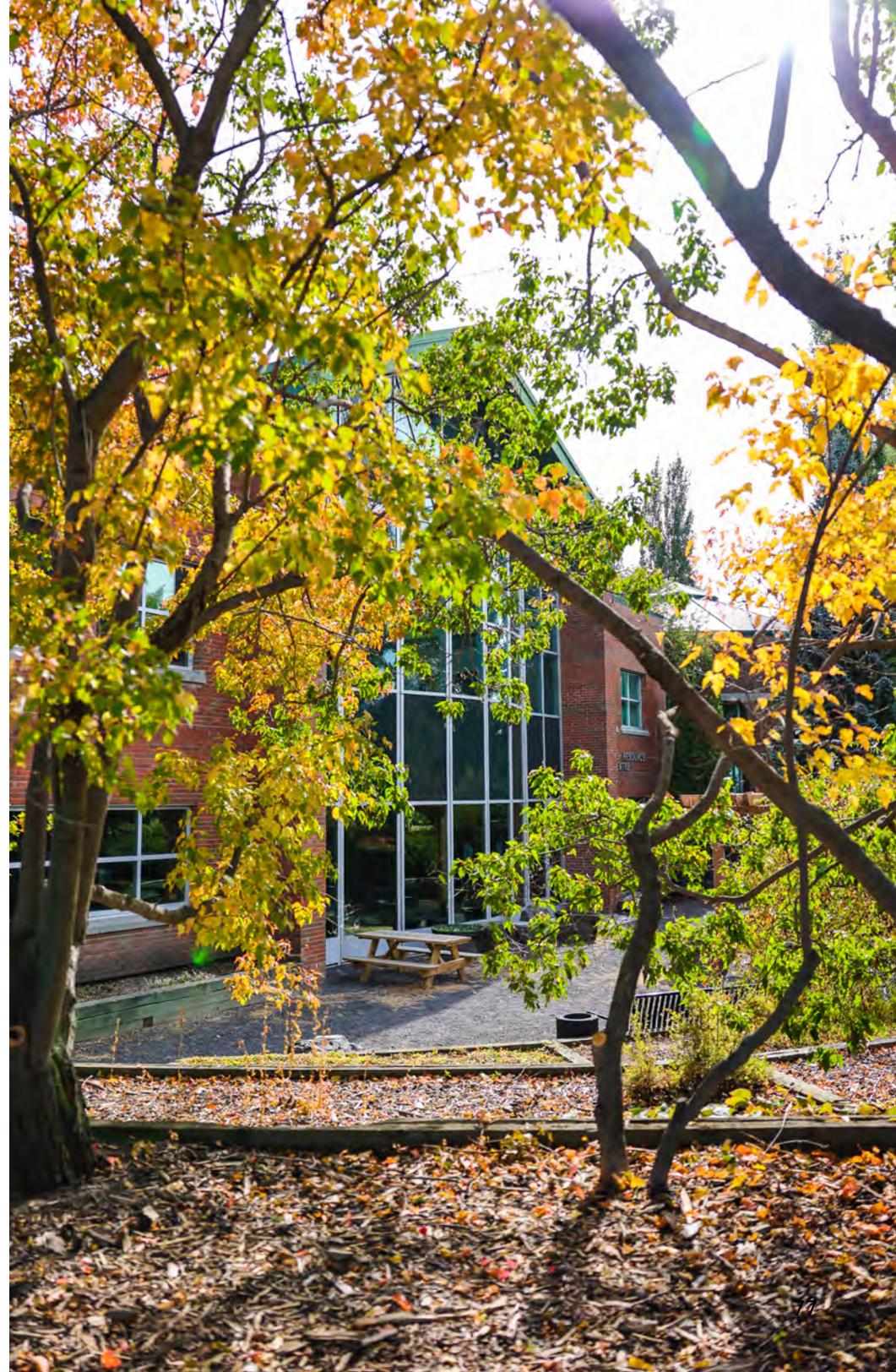
Dress Code: Business Formal

oldscollege.ca/dinnerofdistinction

TITLE SPONSOR \$5,000

The sponsor will receive:

- Logo featured on event invitation
- Name on event signage
- Logo recognition at entry
- Full-page program acknowledgement (provided by sponsor)
- Linked logo on event webpage
- Acknowledgement by the Master of Ceremonies during event
- Recognition in the Olds College Report to the Community
- Two tables at event (16 tickets)
- Recognition in pre-event and post-event Olds College social and print media



GOLD SPONSOR \$3,000

The sponsor will receive:

- Logo recognition at entry
- Half-page program acknowledgement (provided by sponsor)
- Linked logo on event webpage
- Recognition in the Olds College Report to the Community
- One table at event (8 tickets)
- Recognition in pre-event and post-event Olds College social and print media

SILVER SPONSOR \$1,500

The sponsor will receive:

- Logo recognized at entry
- Quarter-page program acknowledgement (provided by sponsor)
- Logo on event webpage
- Recognition in the Olds College Report to the Community
- Six tickets to event
- Recognition in pre-event and post-event Olds College social and print media

BRONZE SPONSOR \$1,000

The sponsor will receive:

- Logo recognition at entry
- Logo acknowledgement in event program
- Logo on event webpage
- Recognition in the Olds College Report to the Community
- Four tickets to event
- Recognition in pre-event and post-event Olds College social and print media

FRIENDS AND COMMUNITY SPONSOR \$300-\$750

The sponsor will receive:

- Sponsor name recognition at entry
- Sponsor name on event webpage
- Sponsor name acknowledgement in event program
- Recognition in pre-event and post-event Olds College social and print media



OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

Dinner of Distinction

March 15, 2024

oldscollege.ca/dinnerofdistinction



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Mid-sized Mayor's Caucus
ORIGINATING DEPARTMENT: Office of the Mayor

BACKGROUND/PROPOSAL:

A group of Central Alberta mayors have been meeting for the last few months to organize and create a mid-sized towns' caucus for mayors.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mayor Hunter has kept Council apprised of the meetings that have been held and the information and content of the meetings. Council has endorsed and approved that Mayor Hunter continue to participate in these meetings to help organize and create this group.

Mayor Hunter is pleased to present the agreed-on Terms of Reference for the Alberta Mid-Sized Towns Mayors' Caucus (MTMC). Mayor Hunter is also interested in participating as part of the Executive Caucus Committee of MTMC and is also requesting that Council consider the Town of Didsbury being the Designated Membership Municipality for accounts payable/receiveable.

See attached MTMC Terms of Reference.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (three motions)

To approve membership in the Alberta Midsize Towns Mayors' Caucus as per the Terms of Reference and agree to pay the \$250 membership.

AND

To approve Mayor Hunter to submit her name to be considered for election to an Executive Caucus Committee or Executive Board Member position.

AND

That Mayor Hunter submit the Town of Didsbury to be considered for the role of the Designated Membership Municipality for accounts payable/receiveable.

Terms of Reference

1. Purpose

Strengthen the significance and position of mid-sized towns as a relevant and important voice within the province-wide framework, collaborating, strategizing, and advocating to address matters that directly impact mid-sized towns.

2. MTMC Statement

The MTMC is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.

3. Objectives

- a) Recognize the unique needs and interests of the membership and develop strategies to respond and advocate for such.
- b) Provide a forum for information, best practice sharing, and developing solutions to issues that are of mutual interest.
- c) Advocate for mid-size towns through ongoing communication with the following:
 - i) Provincial Government
 - ii) Federal Government
 - iii) Alberta Municipalities
 - iv) other municipalities, including member municipalities
 - v) other groups/organizations as determined by a majority of the membership
- d) Support the enhancement of members through networking and information sharing.

4. Membership Requirements

- a) Members of the MTMC must
 - i) be a municipality located within the Province of Alberta, and:
 - (1) an incorporated town, or
 - (2) a town with a population between 1000 and 14,999.
 - ii) Pay the annual membership fee in the amount of \$250/year. Memberships run January 1 to December 31, and fees shall be due by January 31.
 - iii) Member municipalities will be responsible for per diems and expenses.

5. Membership, Representation & Voting

Each member municipality shall have one vote and shall be represented by their respective Mayors. Should a Mayor be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges. A Mayor may also send a proxy vote to an agenda item, by emailing their vote to the Chair.

Meetings may take place without a quorum of the MTMC membership; however, matters requiring a vote shall not be called without a quorum of the voting membership being present. Quorum shall be as defined by the *Municipal Government Act* (i.e., the majority of the voting members that comprise the Mid-Sized Towns Mayor’s Caucus). Abstentions must be noted in the meeting minutes and tie votes shall be considered defeated. However, the overarching goal of the MTMC shall be consensus building and collaboration.

The Membership Fee shall create a seed funding pool that will be used towards expenses of hosting meetings. Eligible expenses include, but are not limited to, conference room fees, beverages, and snacks. Host Municipalities must keep an accounting of the funds spent on meeting events and send a final report to the Chair Municipality. All funds distributed shall be reviewed and shared with members during the Chair’s annual reporting. Host Municipalities shall submit an invoice to the Chair Municipality for reimbursement of costs for hosting meetings.

Any funds remaining in the seed funding pool at the end of each year shall be used for initiatives as determined by the MTMC Voting Membership.

6. Appointment of Caucus Committees

a) Executive Caucus Committee

Every two years in November, the MTMC shall elect a minimum of three mayors to represent the MTMC as the Executive Caucus Committee. The Executive Caucus municipalities shall be assigned funds as outlined in Section 5 above, to cover costs related to hosting the MTMC bi-monthly meetings. The Executive members shall be appointed as follows:

i) Chair

The Chair shall chair the meetings, prepare meeting agendas, and ensure meeting minutes are recorded.

ii) Vice-Chair

The Vice-Chair shall perform the meeting duties of the Chair in the absence of the Chair. The Vice-Chair municipality shall be the secondary administrative municipality, providing assistance to the Chair municipality where necessary

iii) Executive Board Member

The Executive Board Member shall provide additional support where necessary.

iv) Additional Executive Board Members

Where the MTMC membership determines appropriate, an additional two members may be appointed to the Executive as general Board Members.

v) A designated membership municipality will be responsible for accounts payable/receivable for MTMC. This municipality shall provide the membership with an annual financial report and budget.

vi) Chief Administrative Officers may be invited by their Mayor to participate in the regular meetings of the MTMC and may assist with the MTMC objectives.

7. Meeting Schedule

- a) The MTMC shall meet in-person bi-monthly on the 1st Thursday of January, March, May, July, September (ABmunis Conference), and November, commencing at 3:00 p.m. Joining virtually will be an option.
- b) Executive Caucus Committee Meeting hosts shall be appointed by the membership annually and shall be distributed as evenly as possible throughout the province in order to create equitable travel for the membership in general. Considering the vast area of representation, virtual meetings will be available. Caucus hosts shall:
 - i) Plan and organize the Caucus agenda and activities (see Appendix A).
 - ii) Identify and invite government representatives and other guest speakers.
 - iii) Coordinate local and provincial post-caucus media release.
 - iv) Receive MTMC seed money to aid in the costs of hosting the event, as outlined in-Section 5 of this ToR.
- c) Once a year, meet in person at the annual ABmunis conference. The Host shall be determined by the MTMC membership in advance and be provided MTMC seed money as outlined in Section 5 to aid in covering costs of the event.
- d) This schedule may be changed through a majority vote of the MTMC membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

8. Advocacy

Recognizing that the MTMC can only effectively advocate for a limited number of municipal initiatives or issues, the membership shall ensure to keep advocacy items to a minimum, determining which are of the highest priority and thus garnering the main focus of the membership. Priority ranking may change, as municipal environments and issues change and as determined by the membership.

As the administrating municipalities, the Executive Caucus Committee shall work together to ensure the initiatives are advanced and to build an advocacy framework/plan to present to the MTMC for approval.

The MTMC may take on other small advocacy initiatives where time and resources permit and where the MTMC membership feel such initiatives are necessary and important to the group.

9. Communication

As a Caucus wanting to present a unified voice on advocacy initiatives, it is important to present consistency in messaging. Unless the membership directs otherwise, the Chair of MTMC is recognized as the official spokesperson, and, in the absence of the Chair, it is the Vice Chair. This includes commenting publicly on the decisions and business of MTMC. (this could also be added: MTMC members will refrain from publicly commenting on the decisions or business of MTMC and will defer all such comments to the Chair as the MTMC spokesperson.

Appendix A
Agenda Building and Workflow Best Practice

1. Mayors may request that general items be added to a meeting agenda.
2. Requests to have an outside party attend a meeting, should allow to have a meeting prior to their attendance, in order for the membership to prepare for the visit.
 - a. Invitations to outside parties should remain consistent and be sent by the Chair Municipality on behalf of the members.
3. Matters that may require a formal resolution from member-municipalities must be brought forward with sufficient time to allow for this to happen.
4. For consistency, any correspondence or documentation drafted by a member municipality on behalf of the MTMC,
 - a. shall be sent to the Chair municipality for distribution to the group.
 - b. where necessary, shall be done in a timely manner to align with item 3 outlined within this Appendix A.
 - c. where necessary and once finalized, shall be forwarded to the appropriate party by the Chair municipality.
 - d. Letters of Support shall confirm permission of a municipality and will accompany correspondence or letters sent on behalf of MTMC; where a Letter of Support ~~this~~ cannot be confirmed or has not been received that municipality shall not be included.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 23, 2024
SUBJECT: Correspondence & Information
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- RCMP Commanding Officer C.M. (Curtis) Zablocki, M.O.M. – Retirement notice
- Alberta Municipal Affairs Minister Ric McIver – Assessment Model Review
- Alberta Environment and Protected Areas Minister Rebecca Schulz – Drought Concerns
- Alberta Municipal Affairs Minister Ric McIver – LGFF

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To accept the correspondence provided as information.

Royal Canadian Mounted Police



Gendarmerie royale du Canada

Commanding Officer
Alberta

Commandant
de l'Alberta

December 27, 2023

Mayor Rhonda Hunter
Town of Didsbury
P.O. Box 790,
Didsbury, AB TOM 0W0

- Rhonda -

Dear Mayor Hunter:

You may have already heard, but after a long and fulfilling career with the RCMP, I have decided to retire.

As Commanding Officer, I have been very grateful for the positive and collaborative relationship the Alberta RCMP has enjoyed with your community. Your input has shaped the services we provide and without your feedback, support and participation, our collective goal of public safety could not be achieved. Please accept my heartfelt gratitude for your commitment and partnership in community safety and for the ongoing support you provide the Alberta RCMP and your police officers.

While my career with the RCMP is drawing to a close, I have accepted the position of Assistant Deputy Minister with the Public Security Division of the Ministry of Public Safety and Emergency Services for the Government of Alberta. In this role, I am looking forward to the opportunity to continue working with you to ensure our communities are safe, secure, and confident in their policing services.

Yours truly,

C. M. Zablocki

C. M. (Curtis) Zablocki, M.O.M
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

JAN 08 2024

AR113294

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

Dear Mayor Hunter:

Thank you for your December 6, 2023 letter regarding funding for the Town of Didsbury under the Local Government Fiscal Framework (LGFF) program. I appreciate you taking time to articulate the town's infrastructure funding needs and challenges.

The Alberta government understands investments in municipal infrastructure are vital to the province's economic development, and government provides significant supports to help ensure our growing municipalities are attractive places to live, work, and invest. The government has fulfilled its commitment to providing predictable, long-term infrastructure funding for all municipalities through the *Local Government Fiscal Framework Act*.

The LGFF will replace the Municipal Sustainability Initiative in 2024/25 as the new primary infrastructure grant program. The LGFF will start at a baseline funding level of \$722 million in 2024/25, with future funding reflective of the percentage change in provincial revenues. The LGFF will provide significant notice to municipalities for planning capital expenditures, while ensuring overall funding amounts remain sustainable for the province.

The LGFF links future municipal infrastructure funding with shifts in provincial revenues, ensuring municipalities will partake in the successes and challenges of Alberta's overall economic landscape. *Budget 2023* announced an increase in the Revenue Index Factor, meaning the LGFF program budget will increase and decrease at the same percentage as increases or decreases in provincial revenues from three years prior.

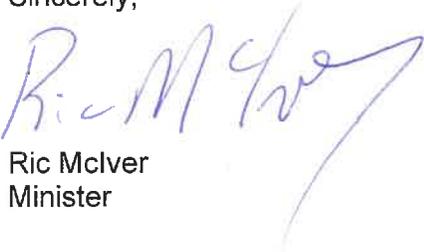
Further to my correspondence to all chief elected officers on December 15, 2023, the LGFF allocation formula and program administration details are now available. This includes allocations to the Town of Didsbury, which is projected to receive \$813,055 in LGFF Capital in 2024, \$950,876 in LGFF Capital in 2025, and, subject to budgetary approvals, \$345,808 in LGFF Operating in 2024.

.../2

The Alberta government shares your commitment to fostering sustainable growth, development, and service provision in the Town of Didsbury. I look forward to continued collaboration and communication to address the town's infrastructure needs.

Thank you again for writing.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric McIver". The signature is stylized and written in a cursive-like font.

Ric McIver
Minister