



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

**Tuesday, February 27, 2024, 6:00 pm**  
**Council Chambers 1606 14 Street**

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<b>1. <u>CALL TO ORDER</u></b>	
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<b>12. <u>CLOSED MEETING</u></b>	
12.1 CAEP Update - as per Section 16 of the FOIP Act	
12.2 RCMP Staff Sergeant Update - as per Section 21 of the FOIP Act	
12.3 Organizational Update Follow-up - as per Section 24 of the FOIP Act	
12.4 Water Services Agreement - as per Section 23 & 24 of the FOIP Act	

- 12.5 MVSH Land and Legal Updates - as per Section 16 & 17 of the FOIP Act
- 12.6 2128-21 Avenue Land Appraisal - as per Section 25 of the FOIP Act
- 12.7 2500-15 Avenue Update - as per Section 23 & 24 of the FOIP Act
- 12.8 Confidential Evaluations - as per Section 17 of the FOIP Act

**13. RECONVENE**

**14. ADJOURNMENT**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Didsbury RCMP Second and Third Quarter Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Staff Sergeant Stephen Browne, Commander of the Didsbury RCMP Detachment, will be presenting to Council the second and third quarter reports 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 and the third quarter represents October 1, 2023 to December 31, 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 and Third Quarter Reports.



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 1<sup>st</sup> to September 30<sup>th</sup>, 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

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

### Community Consultations

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

<b>Date</b>	2023-08-04
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Crime Reduction Initiatives
<b>Notes/Comments</b>	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.

<b>Date</b>	2023-08-05
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	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

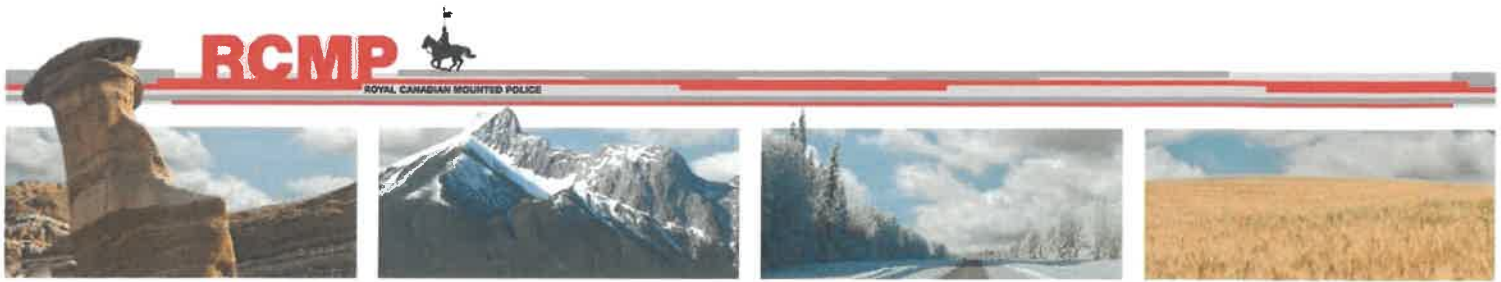
**Notes/Comments** Met with Mayor to discuss the proposed changes to Victim Services by the Province of Alberta and the anticipated effects on rural communities.

**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><b>Priority 1</b></p>	<p>Focus on Major/Serious Criminal Investigations</p>
<p><b>Current Status &amp; Results</b></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><b>Priority 2</b></p>	<p>Opioid and Fentanyl Drug Enforcement/Education</p>
<p><b>Current Status &amp; Results</b></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><b>Priority 3</b></p>	<p>Increased visibility in the community, including late evenings and early morning</p>
<p><b>Current Status &amp; Results</b></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 Statistics<sup>1</sup>**

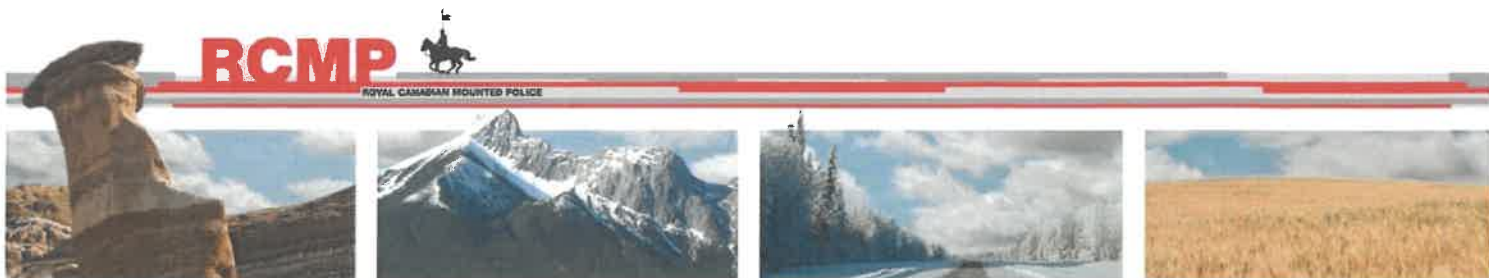
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	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%
<b>Traffic Offences</b>						
<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%
<b>CDSA Offences</b>	0	2	N/A	20	13	-35%
<b>Other Federal Acts</b>	1	4	300%	28	19	-32%
<b>Other Provincial Acts</b>	38	25	-34%	166	149	-10%
<b>Municipal By-Laws</b>	9	11	22%	36	29	-19%
<b>Motor Vehicle Collisions</b>	22	16	-27%	62	81	31%

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

**Trends/Points of Interest**





**Municipal Overview: Human Resources<sup>2</sup>**

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

<sup>2</sup> Data extracted on September 30, 2023 and is subject to change.

<sup>3</sup> 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.

<sup>4</sup> 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 <sup>5</sup>	Revised Plan at Q2	2023/24 Financial Plan
<b>Divisionally Pooled Costs</b>			
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
<b>Total Pooled Costs at 100%</b>	<b>31,230,559</b>	<b>72,659,957</b>	<b>72,659,957</b>
<b>Cost Per Member at 70%</b>	<b>70,669</b>	<b>153,199</b>	<b>153,199</b>
<b>Location Specific Costs</b>			
Extra Duty Pay	17,097	46,000	46,000
Commissionaire (guarding)	3,658	15,000	15,000
Public Service Employee Pay	-	-	-
Accommodation	-	-	-
<b>Total Location Specific Costs at 100%</b>	<b>20,755</b>	<b>61,000</b>	<b>61,000</b>
<b>Total Costs After Final Adjustments (at applicable cost share)</b>	<b>266,216</b>	<b>665,795</b>	<b>665,795</b>

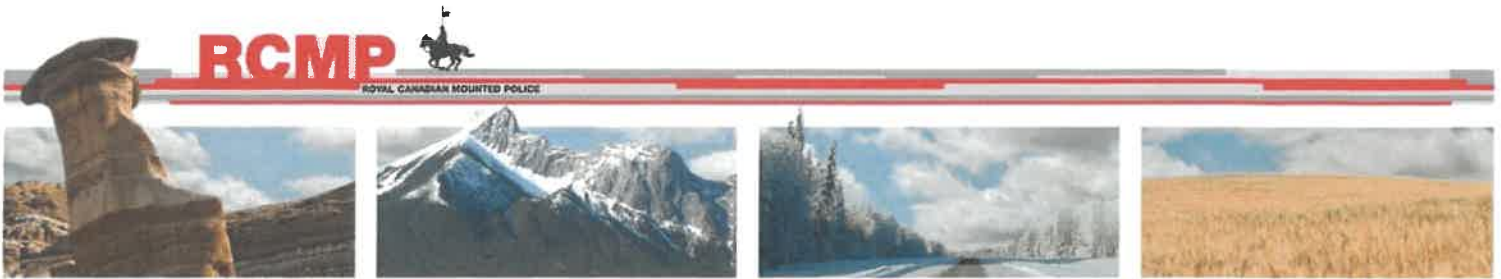
<sup>5</sup> Includes expenditures up to September 30, 2023.

## 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.



February 1, 2024

Mayor Rhonda Hunter  
Town of Didsbury  
Didsbury, Alberta.

Dear Mayor Hunter,

Please find the quarterly Community Policing Report attached that covers the October 1<sup>st</sup> to December 31<sup>st</sup>, 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.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response.

To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

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

<b>Detachment</b>	Didsbury
<b>Detachment Commander</b>	Staff Sergeant Stephen Browne
<b>Quarter</b>	Q3
<b>FTE Utilization Plan</b>	2023/24
<b>Date of Report</b>	2024-02-01

### Community Consultations

<b>Date</b>	2023-10-16
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Regular Reporting
<b>Notes/Comments</b>	Regular meeting with the Didsbury Mayor and CAO. Discussed the Victim Services Program reform and the proposed regionalized policing model for the area.

<b>Date</b>	2023-10-17
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	RCMP 150 Celebration
<b>Notes/Comments</b>	RCMP 150 Celebration dinner hosted by the Town of Didsbury. Current RCMP members, their spouses/partners and support staff from Didsbury Detachment, representatives from the Southern Alberta District Management Team, Didsbury Mayor, Council and the CAO were in attendance.

<b>Date</b>	2023-11-07
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	Carstairs Enhanced Policing officer, Cst. Bryan Walkey attended Ross Ford Elementary School in Didsbury and participated in their annual Remembrance Day Ceremony.





<b>Date</b>	2023-11-08
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	SSgt. Browne and Cst. Anderson attended the Bethany Care Centre in Didsbury and participated in their annual Remembrance Day Ceremony. Members spoke with residents and surviving veterans after the ceremony.

<b>Date</b>	2023-11-11
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Remembrance Day
<b>Notes/Comments</b>	Five (5) members participated in the Remembrance Day ceremony at the Zion Church in Didsbury.



## Community Priorities

<b>Priority 1</b>	Focus on Major/Serious Criminal Investigations																		
<b>Current Status &amp; Results</b>	<p>During Q3, nine (9) criminal investigations resulted in persons being charged.</p> <table border="0"> <tr> <td data-bbox="402 533 1214 569">2023-10-10 Possession of Methamphetamine</td> <td data-bbox="1214 533 1498 569">1 adult female charged</td> </tr> <tr> <td data-bbox="402 600 1214 730">2023-10-24 Possession of a firearm (SAD CRU) Possession of a weapon for a dangerous purpose Possession of stolen property over \$5000 Possession of counterfeit money</td> <td data-bbox="1214 600 1498 636">1 adult male charged</td> </tr> <tr> <td data-bbox="402 762 1214 856">2023-10-27 Theft of motor vehicle Dangerous operation of a motor vehicle Failing to comply with release order</td> <td data-bbox="1214 762 1498 798">1 adult male charged</td> </tr> <tr> <td data-bbox="402 888 1214 924">2023-11-01 Assault (Bethany Care Centre)</td> <td data-bbox="1214 888 1498 924">1 adult male charged</td> </tr> <tr> <td data-bbox="402 955 1214 1016">2023-11-06 Theft over \$5000 Misuse of a credit card</td> <td data-bbox="1214 955 1498 991">1 adult female charged</td> </tr> <tr> <td data-bbox="402 1047 1214 1083">2023-11-20 Assault causing bodily harm (Domestic)</td> <td data-bbox="1214 1047 1498 1083">1 adult male charged</td> </tr> <tr> <td data-bbox="402 1115 1214 1150">2023-12-05 Flight from Police</td> <td data-bbox="1214 1115 1498 1150">1 adult male charged</td> </tr> <tr> <td data-bbox="402 1182 1214 1218">2023-12-11 Criminal Harassment (Domestic)</td> <td data-bbox="1214 1182 1498 1218">1 adult male charged</td> </tr> <tr> <td data-bbox="402 1249 1214 1310">2023-12-19 Criminal Harassment (Domestic) Uttering threats</td> <td data-bbox="1214 1249 1498 1285">1 adult male charged</td> </tr> </table>	2023-10-10 Possession of Methamphetamine	1 adult female charged	2023-10-24 Possession of a firearm (SAD CRU) Possession of a weapon for a dangerous purpose Possession of stolen property over \$5000 Possession of counterfeit money	1 adult male charged	2023-10-27 Theft of motor vehicle Dangerous operation of a motor vehicle Failing to comply with release order	1 adult male charged	2023-11-01 Assault (Bethany Care Centre)	1 adult male charged	2023-11-06 Theft over \$5000 Misuse of a credit card	1 adult female charged	2023-11-20 Assault causing bodily harm (Domestic)	1 adult male charged	2023-12-05 Flight from Police	1 adult male charged	2023-12-11 Criminal Harassment (Domestic)	1 adult male charged	2023-12-19 Criminal Harassment (Domestic) Uttering threats	1 adult male charged
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<b>Priority 2</b>	Opioid and Fentanyl Drug Enforcement/Education																		
<b>Current Status &amp; Results</b>	<p>Didsbury RCMP continues to enforce and educate those who are using or trafficking opioids and other controlled substances. This period two (2) charges for possession of controlled substances were sworn. Other controlled substances were seized and destroyed but charges not laid. A large scale trafficking investigation was completed in the town of Didsbury resulting in the trafficker leaving the area. Didsbury RCMP have continued to provide education on the use of drugs to clients dealt with regularly.</p> <p>Members continue to offer clients support contacts for addictions counseling and medical help.</p>																		



**Priority 3**

Increased visibility in the community, including late evenings and early morning

**Current Status & Results**

Members continue to do their best at getting out into the community and make themselves visible. Patrols/bar walks/check stops and vehicle stops are all ways members are continuing to be out in the public and making awareness. Approximately 200 proactive patrols were conducted within the Town of Didsbury during this reporting period.

An impaired driving check stop involving Didsbury members and the Innisfail Traffic Unit was conducted on November 19 at the intersection of 582 and 20th Avenue. Over 150 vehicles were check during the operation.

On November 11, five (5) members participated in the Remembrance Day ceremony at the Zion Church.

On December 8, four (4) members were present for the CP Holiday Train event. They worked with CP Police and Didsbury Municipal Enforcement to ensure crowd safety and to manage traffic.

Fifteen (15) violation tickets were issued for moving/non-moving offences and one (1) Immediate Roadside Sanction (alcohol) and vehicle seizure was issued.



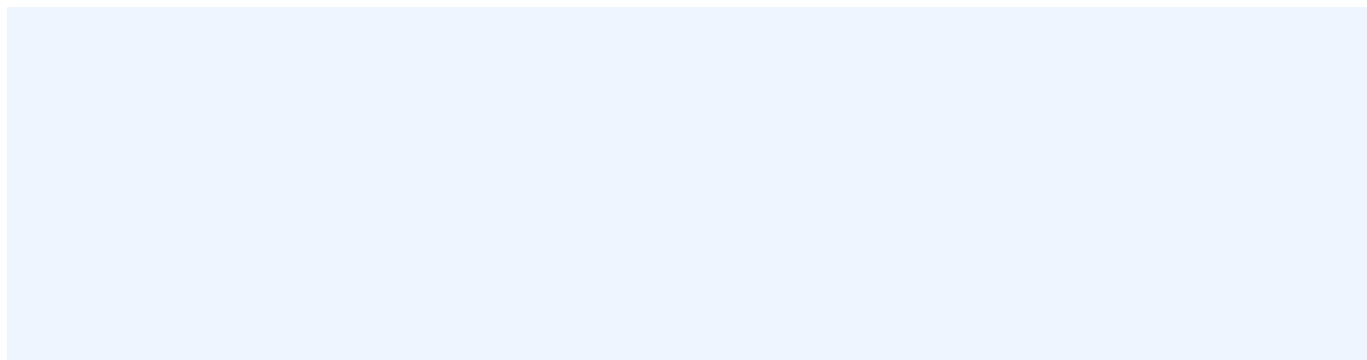
## Crime Statistics<sup>1</sup>

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	October - December			January - December		
	2022	2023	% Change Year-over-Year	2022	2023	% Change Year-over-Year
<b>Total Criminal Code</b>	78	77	-1%	374	410	10%
<i>Persons Crime</i>	24	20	-17%	95	113	19%
<i>Property Crime</i>	35	25	-29%	164	169	3%
<i>Other Criminal Code</i>	19	32	68%	115	128	11%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	1	6	500%	8	21	163%
<i>Provincial Code Traffic</i>	62	36	-42%	247	196	-21%
<i>Other Traffic</i>	2	0	-100%	3	2	-33%
<b>CDSA Offences</b>	3	2	-33%	10	18	80%
<b>Other Federal Acts</b>	4	2	-50%	17	20	18%
<b>Other Provincial Acts</b>	34	29	-15%	153	113	-26%
<b>Municipal By-Laws</b>	2	1	-50%	29	19	-34%
<b>Motor Vehicle Collisions</b>	24	22	-8%	76	64	-16%

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

## Trends/Points of Interest





## Municipal Overview: Human Resources<sup>2</sup>

Staffing Category	Established Positions	Working	Special Leave <sup>3</sup>	Hard Vacancies <sup>4</sup>	Revised Plan at Q3	2023/24 FTE Utilization Plan
Police Officers	4	2	2	0	2.0	4.0
Detachment Support	1	1	0	0		1

2. Data extracted on December 31, 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, two officers are currently working with two on special leave (one Parental, one Medical). There are no hard vacancies. The annual plan for Didsbury was based on 4 working officers, but has been revised to 2.0 working officers as of Q3 to better align with realized resourcing levels.



## 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 <sup>5</sup>	Revised Plan at Q3	2023/24 Financial Plan
<b>Divisionally Pooled Costs</b>			
Pay	25,179,534	35,000,000	38,405,000
Equipment	1,551,788	3,318,325	4,234,584
Training	127,660	591,000	700,000
Unit Operations and Maintenance	2,522,678	3,715,536	3,715,536
Other	16,578	41,200	41,200
Indirect Costs	17,429,671	24,003,998	25,155,844
<b>Total Pooled Costs at 100%</b>	<b>47,176,196</b>	<b>67,077,852</b>	<b>72,659,957</b>
<b>Cost Per Member at 70%</b>	<b>111,428</b>	<b>153,949</b>	<b>153,199</b>
<b>Location Specific Costs</b>			
Extra Duty Pay	21,001	46,000	46,000
Commissionaire (guarding)	5,644	15,000	15,000
Public Service Employee Pay	-	-	-
Accommodation	-	-	-
<b>Total Location Specific Costs at 100%</b>	<b>26,645</b>	<b>61,000</b>	<b>61,000</b>
<b>Total Costs After Final Adjustments (at applicable cost share)</b>	<b>360,210</b>	<b>591,822</b>	<b>665,795</b>

5. Includes expenditures up to December 31, 2023.

## Comments

As indicated in the recent Period 8 reporting, your financial Forecast for 2023/24 was adjusted to better align with realized expenditures and FTE utilization. The financial figures as identified above include the original and revised forecast totals. They reflect divisionally pooled costs as well as a location-specific costs. Please note, the location-specific forecasted amounts listed above may group multiple forecasting categories, such as Guarding, Accommodations, Building Repairs, etc. A detailed breakdown is available within monthly Contract Partner reporting.

Quarter 3 invoicing will be distributed no later than January 19, 2024. For communities that requested or confirmed adjustments to invoicing amounts, please note that those changes will be reflected in the invoice. The potential for additional changes at Quarter 4 will be reviewed towards the end of the fiscal year.

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



## 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 Q3	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 Q3	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 current 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

<p>Accommodation</p>	<p>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.</p>
<p>Total Pooled Costs</p>	<p>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.</p>
<p>Total Location Specific Costs</p>	<p>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.</p>
<p>Total Costs After Final Adjustments</p>	<p>Reflects total costs of all categories of expenditures and any cost adjustments at the contract partner share.</p>





## Didsbury Municipal Detachment Crime Statistics (Actual) Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	4	5	0	N/A	-100%	0.4
Other Sexual Offences		0	1	5	0	0	N/A	N/A	-0.1
Assault		0	12	19	9	5	N/A	-44%	0.7
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	1	0	0	0	N/A	N/A	-0.1
Criminal Harassment		0	2	4	6	10	N/A	67%	2.4
Uttering Threats		0	11	5	4	5	N/A	25%	0.3
<b>TOTAL PERSONS</b>		<b>0</b>	<b>28</b>	<b>37</b>	<b>24</b>	<b>20</b>	<b>N/A</b>	<b>-17%</b>	<b>3.6</b>
Break & Enter		0	9	4	3	2	N/A	-33%	-0.2
Theft of Motor Vehicle		0	7	6	2	1	N/A	-50%	-0.3
Theft Over \$5,000		0	0	3	0	0	N/A	N/A	0.0
Theft Under \$5,000		0	18	16	7	5	N/A	-29%	-0.1
Possn Stn Goods		0	7	1	4	3	N/A	-25%	0.3
Fraud		0	11	7	11	7	N/A	-36%	1.4
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	9	11	4	2	N/A	-50%	-0.1
Mischief - Other		0	6	11	4	5	N/A	25%	0.8
<b>TOTAL PROPERTY</b>		<b>0</b>	<b>67</b>	<b>59</b>	<b>35</b>	<b>25</b>	<b>N/A</b>	<b>-29%</b>	<b>1.8</b>
Offensive Weapons		0	1	0	0	5	N/A	N/A	0.9
Disturbing the peace		0	5	4	3	5	N/A	67%	0.8
Fail to Comply & Breaches		0	6	2	13	20	N/A	54%	4.7
<b>OTHER CRIMINAL CODE</b>		<b>0</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>N/A</b>	<b>-33%</b>	<b>0.5</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>0</b>	<b>14</b>	<b>9</b>	<b>19</b>	<b>32</b>	<b>N/A</b>	<b>68%</b>	<b>6.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>0</b>	<b>109</b>	<b>105</b>	<b>78</b>	<b>77</b>	<b>N/A</b>	<b>-1%</b>	<b>12.3</b>



## Didsbury Municipal Detachment

### Crime Statistics (Actual)

Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	2	1	1	N/A	0%	0.3
Drug Enforcement - Trafficking		0	0	0	2	1	N/A	-50%	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>N/A</b>	<b>-33%</b>	<b>0.7</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	1	0	N/A	-100%	0.1
<b>TOTAL FEDERAL</b>		<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>N/A</b>	<b>-50%</b>	<b>0.8</b>
Liquor Act		0	0	0	2	2	N/A	0%	0.6
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		0	12	14	24	14	N/A	-42%	4.0
Other Provincial Stats		0	21	16	8	13	N/A	63%	1.3
<b>Total Provincial Stats</b>		<b>0</b>	<b>33</b>	<b>30</b>	<b>34</b>	<b>29</b>	<b>N/A</b>	<b>-15%</b>	<b>5.9</b>
Municipal By-laws Traffic		0	1	0	0	1	N/A	N/A	0.1
Municipal By-laws		0	6	3	2	0	N/A	-100%	-0.4
<b>Total Municipal</b>		<b>0</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>	<b>-50%</b>	<b>-0.3</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	0	1	1	N/A	0%	0.3
Property Damage MVC (Reportable)		0	12	17	21	19	N/A	-10%	4.7
Property Damage MVC (Non Reportable)		0	8	4	2	2	N/A	0%	-0.2
<b>TOTAL MVC</b>		<b>0</b>	<b>20</b>	<b>21</b>	<b>24</b>	<b>22</b>	<b>N/A</b>	<b>-8%</b>	<b>4.8</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>0</b>	<b>19</b>	<b>34</b>	<b>62</b>	<b>36</b>	<b>N/A</b>	<b>-42%</b>	<b>11.5</b>
Other Traffic		0	0	1	2	0	N/A	-100%	0.2
Criminal Code Traffic		0	5	1	1	6	N/A	500%	0.8
<b>Common Police Activities</b>									
False Alarms		0	9	12	5	5	N/A	0%	0.6
False/Abandoned 911 Call and 911 Act		0	4	6	3	5	N/A	67%	0.9
Suspicious Person/Vehicle/Property		0	20	11	14	18	N/A	29%	3.0
Persons Reported Missing		0	7	2	3	2	N/A	-33%	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		0	26	12	14	12	N/A	-14%	1.2
Form 10 (MHA) (Reported)		0	0	2	2	1	N/A	-50%	0.4



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: February 13, 2024 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Minutes of the February 13, 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 February 13, 2024 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting  
Held on February 13, 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 (*attended by telephone*)  
Councillor Dorothy Moore  
Councillor Ethan Williams  
Councillor Bill Windsor

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

**1. CALL TO ORDER**

Mayor Hunter Called the February 13, 2024 Regular Council Meeting to Order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

The follow items were added to the closed portion of the Agenda:

- 13. 5 Intergovernmental Relations - RCMP Staff Sergeant Dialogue
- 13.6 Confidential Evaluations

**Res. 086-24**

MOVED by Councillor Windsor

To adopt the February 13, 2024 Regular Council Meeting Agenda as amended.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS**

**3.1 Communities in Bloom**

**Res. 087-24**

MOVED by Councillor Williams

To thank the Communities in Bloom delegation for the information and for their work and accept the presentation as information.

**Motion Carried**

**4. ADOPTION OF MINUTES**

**4.1 January 23, 2024 Regular Council Meeting**

**Res. 088-24**

MOVED by Deputy Mayor Engel

To adopt the January 23, 2024 Regular Council Meeting Minutes, which include the reconvening of the meeting on January 30, 2024, as presented.

**Motion Carried**

**5. PUBLIC HEARINGS – *no public hearings***

6. **REPORTS**

6.1 **Council Reports for February 13, 2024**

**Res. 089-24**

MOVED by Councillor Windsor

To accept the Council Reports for February 13, 2024 as information.

**Motion Carried**

6.2 **Chief Administrative Officer (CAO) Report for February 13, 2024**

**Res. 090-24**

MOVED by Councillor Windsor

To accept the Chief Administrative Officer Report for February 13, 2024 as information.

**Motion Carried**

7. **2024 BUDGET**

7.1 **Butte Standpipe Repair**

**Res. 091-24**

MOVED by Councillor Moore

To approve \$100,000 for Butte Standpipe repairs and to amend the 2024 operating budget to increase water department repairs and maintenance by \$100,000 and reduce water department transfer to reserves by \$100,000, for a net impact of \$0.

**Motion Carried**

7.2 **Dates for Community Organization Presentations**

**Res. 092-24**

MOVED by Councillor Williams

To set a Committee of the Whole meeting for Monday, March 4, 2024 at 5:30 p.m. to include *Community Organization Presentations* and to extend invitations to the Didsbury & District Historical Society, the Didsbury Municipal Library, the Didsbury Lions Club Community Bus and the Didsbury Five-O Club.

**Motion Carried**

**Res. 093-24**

MOVED by Councillor Williams

That the *Community Organizations* presentations and financial support requests be submitted in writing ahead of time and the financial support requests be added to the draft 2024 operating budget for reference of impact.

**Motion Carried**

**Res. 094-24**

MOVED by Councillor Williams

That Administration send out a survey to Council including budget meeting dates and bring back information to the February 27, 2024 Regular Council Meeting.

**Motion Carried**

8. **BYLAWS & POLICIES** – *no bylaws or policies*

9. **BUSINESS**

9.1 **RCMP Reserve Transfer Outstanding Resolution**

**Res. 095-24**

MOVED by Councillor Moore

To approve the RCMP reserves no longer receive a top-up amount as part of the annual budgeting process.

**Motion Carried**

**9.2 East Reservoir - Architectural Direction**

**Res. 096-24**

MOVED by Councillor Moore

To approve the mural concept in principle, with the detailed design drawings of the facility to be presented to Council when available.

**Motion Carried**

**9.3 Correspondence - Minister of Municipal Affairs - Drought**

**Res. 097-24**

MOVED by Deputy Mayor Engel

To refer Bylaw 2019-07 Water Utility to the Policy and Governance Committee for review and recommendation.

**Motion Carried**

**9.4 Didsbury Emergency Management Advisory Committee**

**Res. 098-24**

MOVED by Councillor Williams

To set March 12, 2024 from 5:00 - 5:45 p.m. for the Didsbury Emergency Management Advisory Committee meeting.

**Motion Carried**

**9.5 2024 Days of Yore - Royal Canadian Air Force Flyby**

**Res. 099-24**

MOVED by Deputy Mayor Engel

To support flyby of a Royal Canadian Armed Forces aircraft as low as 500 feet, and/or in accordance with regulations, for the planned 2024 Days of Yore Heritage Festival being held at Rosebud Park for transit, practice, and shows on August 3 and August 4, 2024.

**Motion Carried**

**9.6 Mid-Sized Mayor's Caucus - Administration Support**

**Res. 100-24**

MOVED by Councillor Moore

To table the Town of Didsbury as the Designated Membership Municipality for the administrative duties of accounts payable/receivable for the Alberta Mid-Sized Mayors' Caucus to the Operating Budget meeting for discussion on the impact to the budget.

**Motion Defeated**

**Res. 101-24**

MOVED by Councillor Moore

To accept the Town of Didsbury as the Designated Membership Municipality for the administrative duties of accounts payable/receivable for the Alberta Mid-Sized Mayors' Caucus as information.

**Motion Defeated**

**Res. 102-24**

MOVED by Councillor Windsor

To approve the Town of Didsbury as the Designated Membership Municipality for the administrative duties of accounts payable/receivable for the Alberta Mid-Sized Mayors' Caucus with letters of support from the caucus members, and that Administration report on the budgetary impact of the said services at year end.

**Motion Carried**

**9.7 2024 FCSS Funding Recommendations**

**Res. 103-24**

MOVED by Councillor Windsor

To approve the 2024 Family and Community Support Services Community Grant funding as presented, valued at \$64,000.

**Motion Carried**

**10. CORRESPONDENCE & INFORMATION – No correspondence and information**

**11. COUNCIL MEETING HIGHLIGHTS**

**12. QUESTION PERIOD**

**13. CLOSED MEETING**

**Res. 104-24**

MOVED by Councillor Williams

To go into Closed meeting for the following items at 8:00 p.m.

13.1 Intermunicipal Cooperation Committee Update - as per Section 21 of the FOIP Act

13.2 Fox Hollow Expropriation Update- as per Section 27 of the FOIP Act

13.3 Drought Mitigation and Water Strategies - as per Section 23 of the FOIP Act

13.4 CAEP Update - as per Section 21 and 25 of the FOIP Act

13.5 Intergovernmental Relations, RCMP Staff Sergeant Dialogue – as per Section 21 of the FOIP Act

13.6 Confidential Evaluations – as per Section 19 of the FOIP Act

13.7 Organizational Update Follow-up – as per Section 24 of the FOIP Act

**Motion Carried**

*Councillor Baswick left the meeting at 8:57 p.m.*

**14. RECONVENE**

**Res. 105-24**

MOVED by Deputy Mayor Engel

To return to Open Meeting 9:53 p.m.

**Motion Carried**

**Res. 106-24**

MOVED by Councillor Moore

To approve the collaborative project exploration of 23<sup>rd</sup> Street north of Highway 582 with Mountain View County by the Intermunicipal Collaboration Committee and the exploration of external funding, including STIP Grant funding.

**Motion Carried**

**Res. 107-24**

MOVED by Councillor Windsor

To accept the Fox Hollow Expropriation Update as information.

**Motion Carried**

**Res. 108-24**

MOVED by Councillor Williams

To accept the Drought Mitigation and Water Strategies update as information.

**Motion Carried**

**Res. 109-24**

MOVED by Deputy Mayor Engel

To apply for a municipal water license with Alberta Environment and Protected Areas for the three water wells, assess the condition and viability of the well system and report back to Council.

**Motion Carried**

**Res. 110-24**

MOVED by Councillor Williams

To accept the change of dates on the confidential evaluations as discussed.

**Motion Carried**

**Res. 111-24**

MOVED by Councillor Windsor

To defer items 13.4 – *CAEP Update*, 13.5 – Intergovernmental Relations RCMP Staff Sergeant Dialogue, and 13.7 – *Organizational Update Follow-up* to the February 27, 2024 Regular Council Meeting.

**Motion Carried**

15. **ADJOURNMENT**

**Res. 112-24**

MOVED by Deputy Mayor Engel

To adjourn the February 13, 2024 Regular Council Meeting at 9:57 p.m.

**Motion Carried**





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

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

**MEETING DATE:** February 27, 2024  
**SUBJECT:** Bylaw 2024-01 Portion of SW 18-31-2-5 to Amend the Land Use Bylaw 2019-04 and Bylaw 2024-02 Amending Fox Hollow ASP Bylaw 2008-05  
**ORIGINATING DEPARTMENT:** Planning & Development

**APPLICATION OVERVIEW**

Legal Location	SW 18-31-1-5
Current Zoning:	R2: Residential District - General
Landowners:	Westland Developers Inc.
Applicant:	Westland Developers Inc. c/o Lynn Thurlow
Encumbrances On Title	Registration Number 831 004 964 – General Utility Easement Agreement Registration Number 231 006 830 – Utility Right of Way The document outlines restrictions related to development. This Agreement will remain registered on title for any lots created at the time of subdivision which are affected by this Agreement. The applicant is aware of the Agreement and understands the restrictions. This Agreement includes a schedule map showing the area of the Agreement.

**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.

The Fox Hollow Area Structure Plan (ASP) (owner/applicant Westland Developers Inc.) was approved by Council on April 1, 2008 after a Public Hearing.

The developers intent is to create an affordable high quality neighborhood. The intent of the ASP is to provide a variety of housing types.

The ASP explains that the area can be serviced with Municipal Water with connections at two locations, to the north at 18<sup>th</sup> Street and 12<sup>th</sup> Avenue, (directly north of this proposal) and to the southwest at 7<sup>th</sup> Avenue west of the railway tracks. Sanitary Sewer services will be collected via a 200mm diameter brevity collection system. The sewage will flow by gravity into the existing systems at 12<sup>th</sup> Avenue and 18<sup>th</sup> Street and at 7<sup>th</sup> Avenue west of the railway tracks.

**KEY DATES, COMMUNICATION AND INFORMATION:**

Application Circulated	The proposal was circulated to ten adjacent landowners as well as to
------------------------	--



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

	Referral Agencies on January 24, 2024
Responses from Referral Agencies	<p><b>Telus</b> – No Objections</p> <p><b>ATCO Energy Systems</b>– No Objections, there are no Atco gas lines within the property.</p> <p><b>Alberta Health Services</b> – No Concerns</p>
Response from three Town Residents	<p>Adjacent landowners have provided responses with concerns regarding this proposal. This is a brief summary of the concerns:</p> <ul style="list-style-type: none"> <li>• The possible negative impact on their current quiet lifestyle</li> <li>• Negative impact on wildlife in the coulee</li> <li>• Negative impact on property values in the area</li> <li>• Parking concerns with the future development</li> <li>• Development will be next to the railroad</li> <li>• Disturbance to the coulee from a potential road extending to the southern part of the property</li> <li>• Increased development adjacent to existing homes</li> <li>• Impact on the coulee if a road is developed to access the southern portion of the property</li> <li>• The proposal does not seem cohesive with communities directly adjacent</li> <li>• Concerns with the proposed location of a storm pond, lot sizes and road configurations and buffers.</li> <li>• Developing the area with a variety of housing types would be more effective.</li> <li>• The area proposed for the redesignation is too large.</li> <li>• The large area decreases the availability of a variety of housing types.</li> <li>• The location of the proposed storm pond is a concern, with a request that Council reject the location proposed.</li> <li>• Lot sizes seem to be small.</li> </ul>
Administration’s Reply	<ul style="list-style-type: none"> <li>• The ASP outlines measures for Environmental Protection of the coulee, the environmental protection measures in the form of Environment Reserve and any Municipal Reserve dedications will be part of a subdivision process.</li> <li>• Any development adjacent to the railway will need to comply with the Guidelines for New Development in Proximity to Railway Operations.</li> <li>• The proposal for the redesignation in the northwest corner of the property is directly adjacent to currently developed R3 properties</li> <li>• This is a proposal for the consideration of redesignation, details regarding lots, roads and storm ponds are considered at the time of subdivision.</li> <li>• The redesignation is not considering the entire area, some of the property is remaining in R2: Residential District – General.</li> <li>• The area for redesignation consideration in the north portion of the</li> </ul>



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

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	<p>property is adjacent to currently developed R3 properties and is intended to be developed in Phase 1, the other area for consideration in the south portion of the property for future development is adjacent to large lot parcels and would be separated by the future construction of a road along the south side of the subject property.</p> <ul style="list-style-type: none"><li>• The proposed area size is at the request of the applicant and as the property is developed further information will be required at the subdivision stage. The intent is for a phased approach to the development of the property.</li><li>• The property will still have two other land use zones in place for future development which provide for a variety of housing developments.</li><li>• As outlined by the applicant the storm pond location is 'proposed', the location will be determined when a Storm Water Management Plan is prepared at the subdivision stage.</li><li>• As this is an application for redesignation and the consideration for the land use designation, lot sizes are not part of this process. The lot size and layout will be part of the subdivision process.</li></ul>
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The circulation responses received were forwarded to the applicant for review. A copy the responses received from adjacent landowners is attached to this report.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This application is for a proposal to change the land use designation for a portion of the property. The change of land use is for the consideration of the development of a future Manufactured Home Subdivision. The more detailed work for specific development within the property will be the subject of a subdivision application and further the Development Permit application process.

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 currently developed R3 lots.

This proposal is for the future creation of individual lots that will contain Manufactured Homes, it may be interpreted that this area could be referred to as a 'trailer park'. That is not the intent of the proposal, as this is for a future Manufactured Home subdivision. The difference between the two developments is this proposal will create separate privately owned lots that will have a manufactured home, the upkeep and servicing of the lots will be the responsibility of each private land owner. A 'trailer park' is an area of one large lot and contains a number of manufactured homes on separate spots. The homes may be owned by a private owner but the land is owned by someone that manages the services and upkeep of the entire area. Generally, the individually owned lots will have more space in between each unit and the applicant is proposing a restriction of the age of the units to be located on the lots which will be for newer homes. There is currently lots that are privately owned and contain manufactured homes adjacent to the north of the proposal.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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The rezoning of the areas proposed will not have a negative impact on the surrounding land uses as already indicated there are currently developed R3 lots to the north. The proposed area in the south end of the property is for future development and is currently adjacent to larger lots and would be separated with a road. Within the ASP this area is proposed for residential development and this amendment will provide a variety of dwelling types within the plan area.

### ***Amendment to First Reading Bylaw 2024-02***

Bylaw 2024-02 Amending Fox Hollow ASP had the following recommended amendment at First Reading:

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.

The applicant has requested that the recommended amendment be changed to the following:

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 five (5) years old at the date of the Development Permit Application.

The applicant has suggested this change as he has researched and found that it is still possible for an applicant to have a manufactured home that may be older than two years based on the manufacture date however, has not been located on a property and not lived in. This home will still be new as it has never been occupied just the manufacture date may be more than two years previous at the time of Development Permit application. This also aligns with the regulations within the Land Use Bylaw.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **4. Liveability**

### **ALIGNMENT WITH STATUTORY PLANS**

#### **Municipal Development Plan Bylaw 2012-09**

##### **➤ Part 3.0: Residential Development**

3.2.1 Residential development shall occur as generally indicated on Map B, Residential Lands.

3.2.7 The Town will ensure the provision of a variety of housing types and styles to meet the diverse needs of the community.

3.2.8 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



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

*Vision: The Place to Grow.*

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- (j) Other innovative forms of housing.

### **ATTACHMENTS:**

- 1) Schedule A: Concerns and objections received
- 2) Bylaw 2024-01 & Bylaw 2024-02 Public Hearing Presentation

### **RECOMMENDATION**

Recommendations for Bylaw 2024-01 and Bylaw 2024-02 will be outlined during items 7.1 and 7.2 of the Agenda

Mark and Stephanie Howden

[REDACTED]  
Didsbury, Alberta

February 16, 2024

Tracy Connatty Bsc RPP MCIP, Planner  
and  
Mayor and Members of Town Council  
Town of Didsbury  
1606 – 14 Street  
Didsbury, Alberta TOM OWO

Dear Mayor and Members of Town Council,  
RE: Public Hearing on February 27, 2024  
Proposed Redesignation Application: RD 23-003  
Portion of SW 18-31-1-5  
Portion of Fox Hollow Area

We moved to Didsbury in early 2022 after we came across a listing in one of the most beautiful neighbourhoods we had yet to see in any of Alberta's small towns. We stepped through the front door and immediately loved the property, the yard, and the landscaping. We were appreciative of what the developer had accomplished; perfect harmony between nature and the urban density they were adding to the previously untouched coulee. We loved the property so much we ended up halting our wedding plans and decided instead to get married in our back yard.

We knew that one day the land adjacent to us would obviously be developed; after all, change is inevitable. We had also assumed that the land would be developed responsibly and in line with the existing Fox Hollow ASP that had been approved and in effect since 2008.

We were surprised when we received notice the developer was proposing to rezone "the majority" (in their words) of land directly adjacent to the established community to R-3 – Manufactured Homes. Approximately 27 of the 38.15-acre portion to be more specific. After requesting to see the application for re-zoning, we also learned that the developer had moved the proposed storm pond directly adjacent to our property.

***We have the following concerns regarding the proposed land use re-designation:***

- 1) Multiple aspects of this land use re-designation are not in line with the town's governing documents. Municipal Development Plan – Bylaw No. 2012-09 States the following:*

- a. Section 1.4 - Shall is an operative word which means the action is mandatory.
- b. 3.2.12 – Affordable housing developments are encouraged to take the form of multi-unit complexes, attached housing or secondary suites so as to capitalize on energy efficiencies and reduce land consumption. Such housing shall be designed to blend into the overall streetscape.
- c. 3.2.22 - Housing proposed within Area Structure Plans shall demonstrate sensitivity to established residential edges with regard to style, form, and density.
- d. Social and Affordable Housing (Shown right after section 10.2.17) states that the town benefits from diversity in the community and this requires a range of housing options for all socio-economic groups. A variety of densities, styles, sizes, tenures and prices will accommodate the desired diversity. Municipal planning should not present barriers to the development of the full range of housing required.

**2) The location of the proposed storm pond shows little consideration for the adjacent landowners.**

- a. In documents not circulated on the town's website, nor to adjacent landowners without *explicit request from the town*, as noted above we learned the developer now wishes to put the stormwater retention pond in the very NE corner of their proposed development, directly adjacent to the existing subdivision of Deer Coulee. Stormwater retention ponds add a complex ecosystem that can be of detriment to landowners directly adjacent. They require maintenance and they come with a long list of pros and cons. The following are noted in Alberta Government's Stormwater Management Guidelines:
  - i. Pros (If engineered and located properly)
    - 1. If properly designed stormwater management facilities can provide recreational opportunities and enhance community aesthetics. While the water quality of urban ponds is generally not suitable for body-contact recreation, ice-skating may be possible in areas of the province where adequate ice thickness can be maintained.
    - 2. The greatest secondary benefit from urban ponds may be their aesthetic appeal. Properly landscaped ponds can provide an attractive setting for a residential community. Once the engineering considerations have been established, landscape architects should work with the engineers to improve the shape and layout of the pond while maintaining its functional characteristics.

- ii. Negatives (If engineered and located poorly)
  1. Wet ponds have a permanent pool of water stored at all times. Concerns with algae growth, mosquitos, and overgrown vegetation have to be addressed. A maintenance schedule should be established for the summer and winter seasons.
  2. Historically, there has been a tendency to regard stormwater as a relatively minor pollution source – a nuisance rather than a real problem. Numerous studies since about 1970, however, have noted that there is significant pollution from stormwater. Urban runoff can have characteristics similar to raw sewage.

With the above points in mind, it is worth summarizing again that there is nothing in the re-zoning application that shows consideration for the adjacent landowners.

- There are no provisions or suggestions which demonstrate *any* sensitivity to established residential edges regarding style, form, and density.
- There is very little range of housing options for all socio-economic groups.
- Finally, we are vehemently opposed to a stormwater retention pond directly adjacent to our property. Members of our family have allergic reactions to mosquito bites; anything that increases or could increase their population would be detrimental to our ability to enjoy our outdoor space.

So how do we move forward? It's not our intent to stand in the way of this town's growth and development. We also don't wish for this letter to come off back handed. But there is a strong case to be made that rezoning the entire 27 acres to R3 is heavy handed and short sighted. Looking at the phase 1 proposal, the lots are narrow. They appear to be much smaller than the lots which the adjacent manufactured homeowners (to the north) have along the existing 18<sup>th</sup> street, in Anderson CT, and in Anderson Place.

The document we received in the package submitted to the town, dated October 23/2023 shows phase 1 directly West of the cemetery, and South of the existing manufactured homes. Phase one appears to consist of 36 lots, most of which are shown as being 32.2 feet wide, and 122 feet deep. Doing a bit of research, you will find manufactured homes come in widths approximately 14-20 feet wide, and 66-80 feet long. I would expect that most of the units being brought in here would be on the wider and longer end of the spectrum. These are by no means large lots. Additionally, they are drafted as having dead end hammerhead streets facing the train tracks. As per section 3.2.1.6 of the Municipal Development plan, *"Residential community designs that incorporate dead-end or hammerhead lanes are not permitted."*



***Suggestions to move forward:***

- 1) It is our recommendation to the town that zoning 27 acres into R-3 is simply too much. This plan shows very little diversity, and there is little range of housing options for all socio-economic groups. Cutting the beautiful land surrounding the coulee into as many 32' wide lots as possible might be in the best interest of the developer, but it's not in the best interest of this town or it's overall growth long term. You are attracting one subset of the population, while rejecting many others. We would suggest an alternative: Redesignate the northwest corner of the land located just south of 12 Avenue between Church Street and the Canadian Pacific Railway and north of the coulee. This land could easily allow for an extension of the manufactured homes to the north and would be a test for any demand as intimated through discussions with the local realtor.
- 2) The pond could add to the community if placed and engineered properly; the original design to have it in the coulee would add to the visual appeal of this proposed neighbourhood. Especially once vegetative establishment takes place and it looks like a natural wetland. I can already imagine kids skating in the coulee and seeing it bring the community together. The alternative to place it at the top of the hill, right next to the back yards of existing landowners is honestly an arrogant way to begin our relationship as neighbours.
- 3) It hasn't been discussed above, but the plan to have a future apartment on the South side of the cemetery isn't in line with clause 3.2.22 of the municipal development plan regarding sensitivity to existing established residential edges. We kindly request a 50-75' buffer be reserved on the NE edge of the subdivision for vegetative establishment; ideally to be planted as soon as phase 1 commences. It is worth noting that we, the owners of 45 Deer Coulee Drive have contacted the town planner, the realtor listed on the application to rezone, and the land owner to express interest in purchasing a slice of land directly adjacent to our existing lot, with the intent to establish a privacy buffer. Without any hesitation, we were told no. Additionally, we would be interested in helping fund the planting of some spruce trees as soon as possible; the issue there is investing our personal money on a handshake deal. We wish for the town to have a sliver of land zoned as heavily vegetated green space.

**Conclusion**

By allowing for a smaller area of land to be developed for Manufactured Homes, the Town will achieve its desire to provide for a variety of housing types for all its citizens.

We respectfully request a reconsideration of the proposed land use amendment to reduce the area and improve the quality of the environment for those people choosing to live in our Town of Didsbury.

We request Council reject the location of the storm water management pond and redirect the applicant to find a suitable location of this facility. This facility will affect us as well as our neighbors adversely.

Finally, we feel that we are being more than reasonable in our request for a buffer between our property and the future proposed apartment; especially considering we are willing to help with the purchase of some trees.

Thank you for your consideration of our genuine suggestions and concerns.

Yours Respectfully,



Mark Howden and Stephanie Howden

Please see attachments:

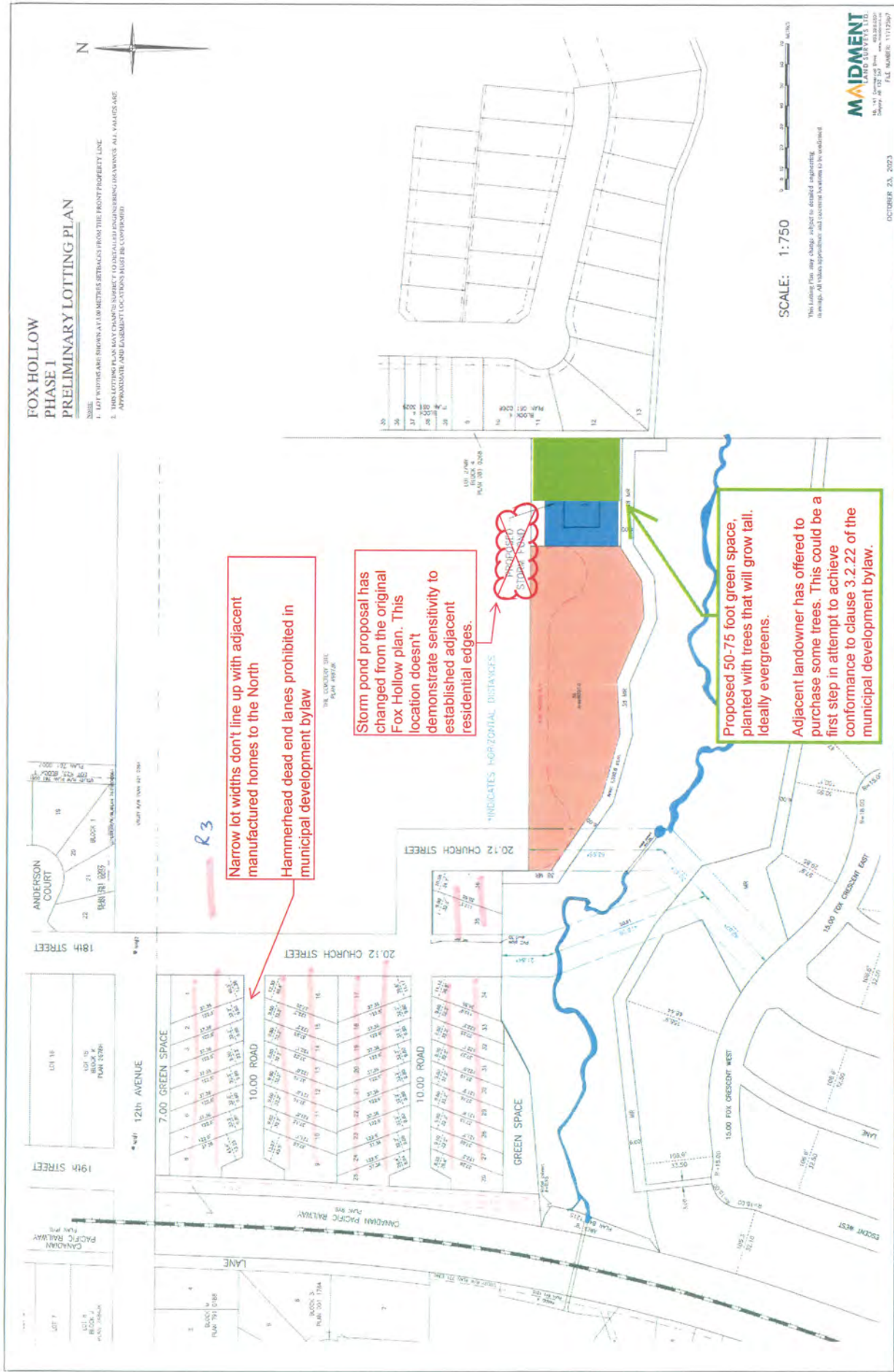
Attachment 1 – Fox Hollow Phase 1 Preliminary Lotting Plan - Markup

Attachment 2 – Bylaw 2024-01 Schedule A - Markup

CC. Mayor and Councillors

**FOX HOLLOW  
PHASE I  
PRELIMINARY LOTTING PLAN**

- NOTE:  
1. LOT FOOTPRINTS SHOWN AT 1.00 METRES RETRACES FROM THE FRONT PROPERTY LINE.  
2. THIS LOTTING PLAN MAY CHANGE SUBJECT TO FINAL ENGINEERING DRAWINGS. ALL MARGINS ARE APPROXIMATE AND EXEMPT LOCATIONS MUST BE CLOPPED.



Narrow lot widths don't line up with adjacent manufactured homes to the North

Hammerhead dead end lanes prohibited in municipal development bylaw

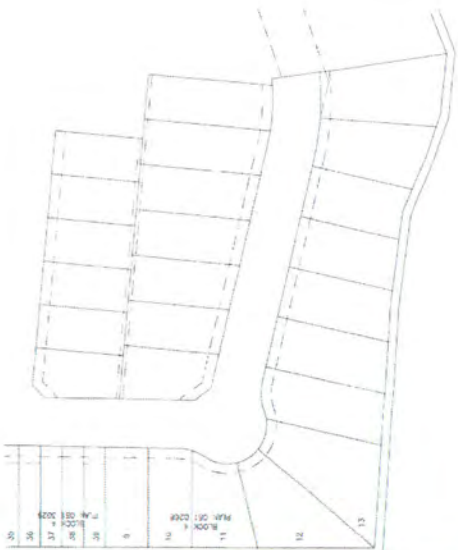
Storm pond proposal has changed from the original Fox Hollow plan. This location doesn't demonstrate sensitivity to established adjacent residential edges.

INDICATES HORIZONTAL DISTANCES

PROPOSED STORM POND

Proposed 50-75 foot green space, planted with trees that will grow tall. Ideally evergreens.

Adjacent landowner has offered to purchase some trees. This could be a first step in attempt to achieve conformance to clause 3.2.22 of the municipal development bylaw.



SCALE: 1:750

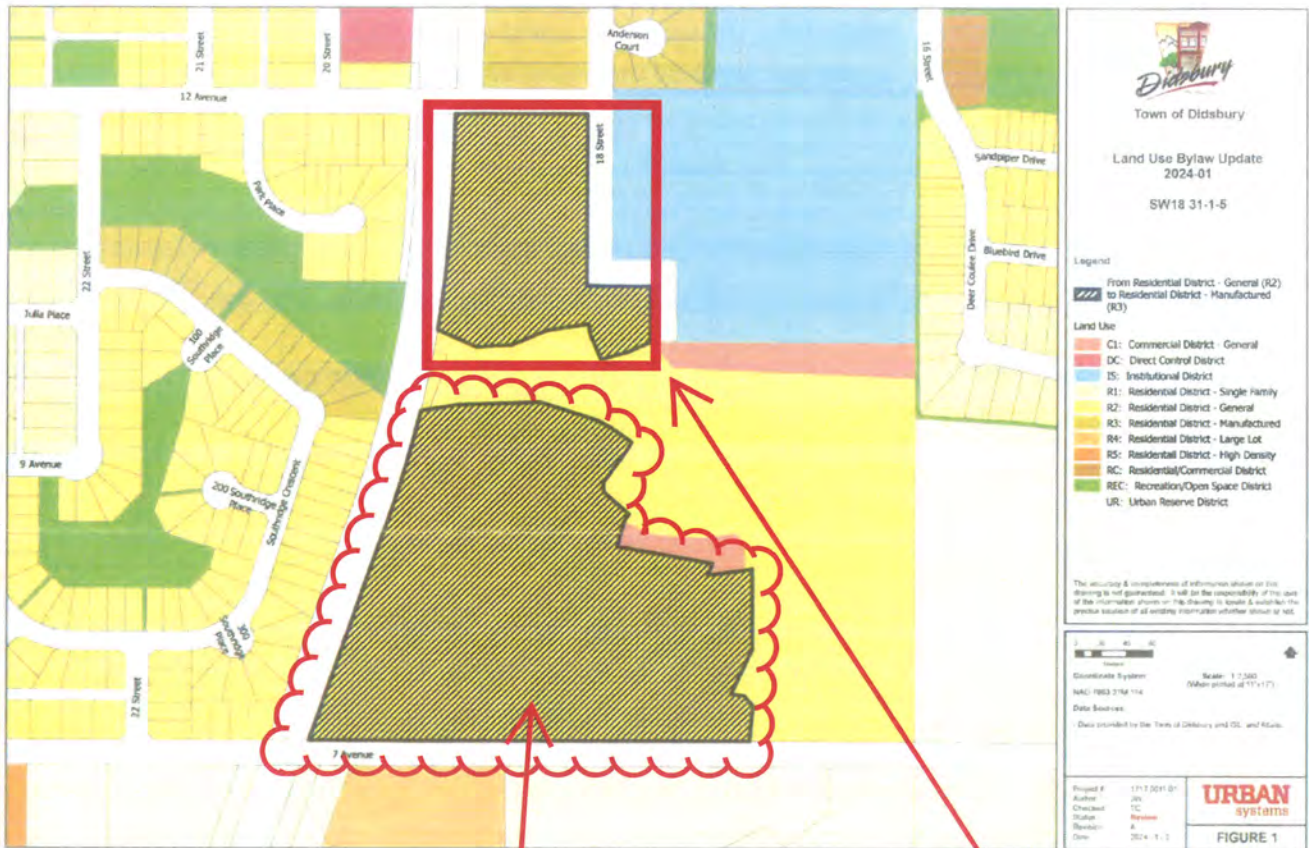
This Lotting Plan may change subject to detailed engineering drawings. All margins are approximate and exempt locations to be cloppped.



OCTOBER 23, 2023

FILE NUMBER: 11112697

Schedule A



Proposal area for re-designation to R-3

Propose zoning stay the same as it is in the current and approved Fox Hollow ASP

This will allow for this new development to conform to clause 3.2.7 of the municipal development bylaw which states "***The town will ensure the provision of a variety of housing types and styles to meet the diverse needs of the community***"

Attn: Tracy Connatty  
CC: Mayor Rhonda Hunter and Town Council  
Town of Didsbury  
1606 – 14 Street  
Didsbury, Alberta  
TOM OWO

Re: Public Hearing on February 27, 2024 <sup>003</sup>  
Proposed Redesignation Application: RD23-~~0023~~

We have been residents of Didsbury since 2021 and are disappointed to hear of the recent proposal to re-designate vacant land near the town cemetery to primarily R3 use. This is not the way we want to see the town develop as it does not seem cohesive with the communities directly adjacent to this land and does not offer any opportunity for diversification of future developments in the area. To allow the majority of vacant land to be used for this purpose is excessive. Developing the area with a variety of housing types would be a more effective way to draw new residents to the town and ensure population growth.

While we understand that urban development is important for the future of the town, we are hopeful you will consider the negative implications of the currently proposed re-designation application. [REDACTED]

Thank you,  
David and Susan McEwan  
[REDACTED]  
Didsbury, AB

February, 2024

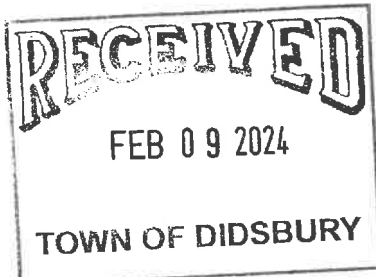
Town of Didsbury

Re: File # RD 23-0023

1. Bylaw 2024-01 Amending Land Use Bylaw 2019-04
2. Bylaw 2024-02 Amending Fox Hollow ASP

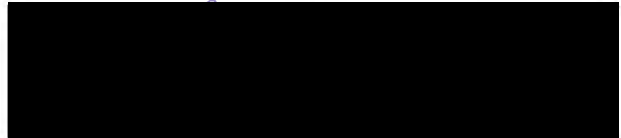
My husband and I decided to move to Didsbury and build our dream home after discovering an amazing lot on Deer Coulee Dr. Our home was designed locally and built by a local contractor. We moved in March of 2010 and have been involved citizens in this community. This letter is in response to a notice from the town stating that there has been an application to amend the bylaws regarding the property to the south and west of me. My concerns/questions follow:

- A. The pathway along Deer Coulee and north is a very popular and scenic area. The area south of the cemetery and into the coulee is also used by local citizens and school students as there are no public spaces available in this neighborhood.
- B. Deer Coulee and the open lands both north and south of it are well-used wildlife corridors. Deer, moose, coyotes, and foxes travel routes along the flatlands and through the coulee daily. Many birds such as hawks, owls, woodpeckers, finches, flickers, chickadees, robins, hummingbirds and red-winged blackbirds nest in this natural habitat.
- C. There is a main CP Railroad line directly adjacent to this proposed development. My home is quite distant from these tracks and yet I am still bothered by the noise and the shaking when some trains roar through. While new development may serve as a buffer for me, I wonder what the repeated shaking would do for homes that are closer to the tracks and also less grounded?
- D. Wind is a major factor here on the banks of the coulee. We often experience gale force winds as the coulee acts as a wind tunnel. Any development along this corridor needs to be very firmly anchored.
- E. How do you propose to get services and a road to the south side of the development without disrupting the natural flow of the coulee? What costs will be passed on to the taxpayers? Do we need another development in Didsbury when there are already areas that are not yet completed? (Or abandoned?)
- F. Is this area immediately south of the existing cemetery not a perfect location for future expansion of the cemetery or for a public space? Visitors to Didsbury, including those from "Communities in Bloom", have commented on the peaceful and beautiful setting of our local cemetery.



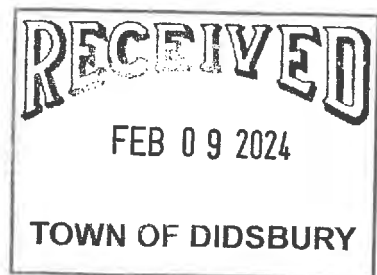
- G. Does this proposal for development include adequate parking? Most families have at least 2 cars and do not seem to use their garages or pads for parking. This is demonstrated by the duplexes on Deer Coulee Drive.
- H. If this development is allowed to go ahead, my property will be reduced in value, and I will have to endure the inconveniences of living in a construction zone. I will be expecting a VERY significant reduction in my taxes.

Thank you for your consideration of my concerns.



Ina Sandy

, Didsbury

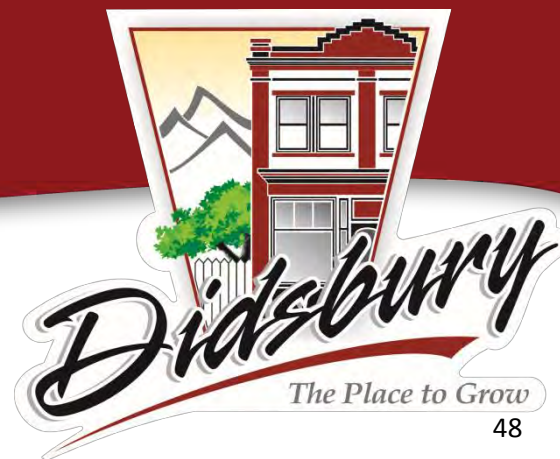


# Bylaw 2024-01 Redesignation Bylaw 2024-02 Amend Fox Hollow ASP

Council

February 27, 2024

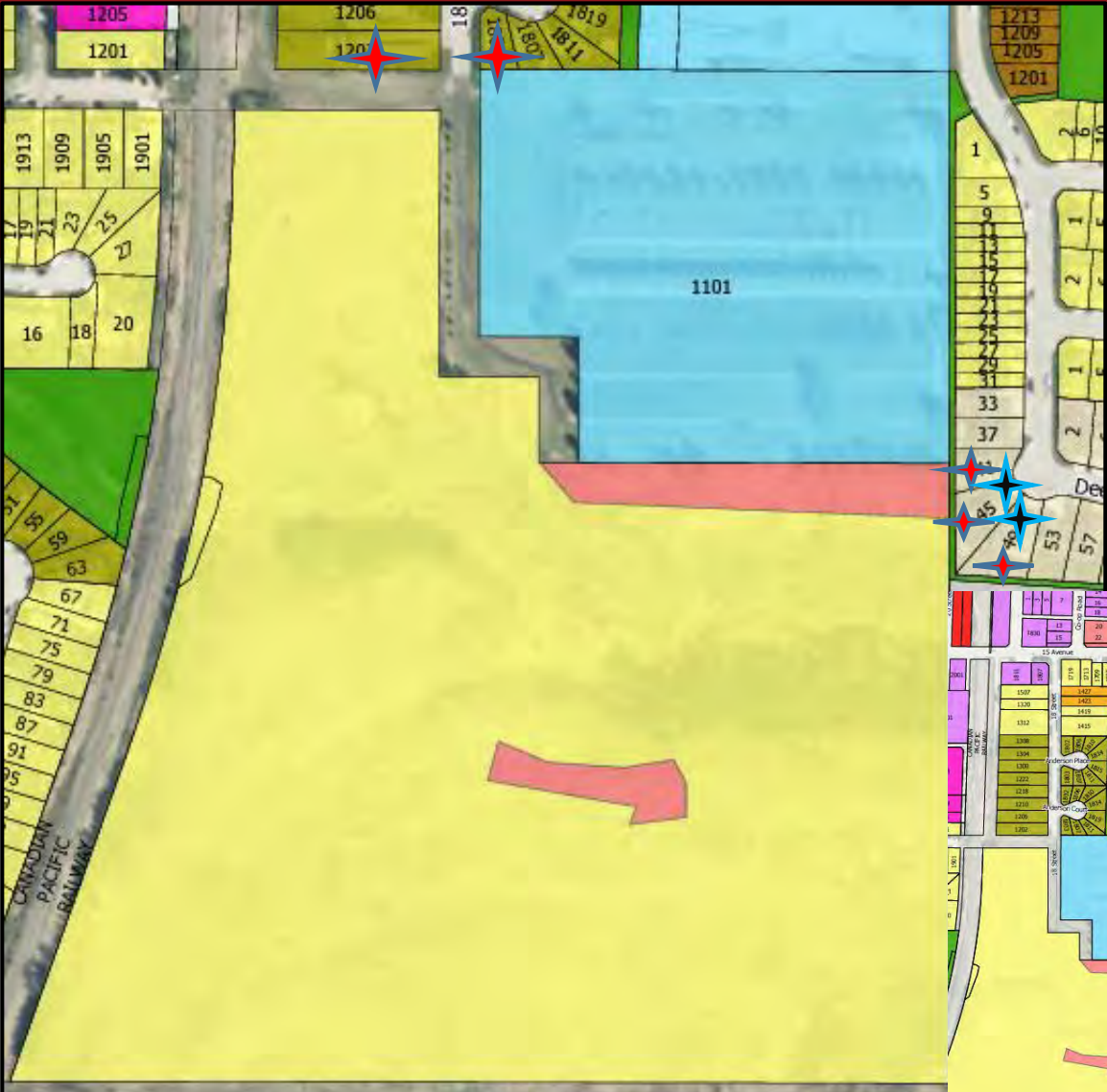
Applicant: Westland Developers Inc. c/o Lynn Thurlow





# Proposal Location





Adjacent Landowners Circulated



Objection Received



Circulation Area





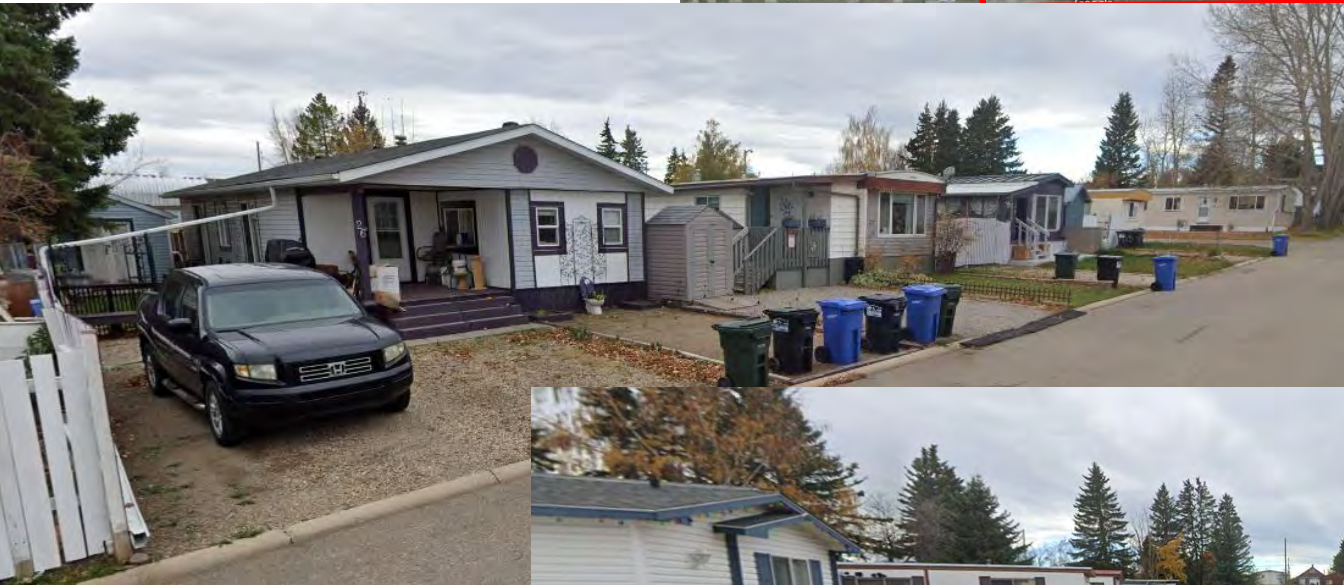
# Manufactured Home Subdivision Adjacent to the north of the proposal



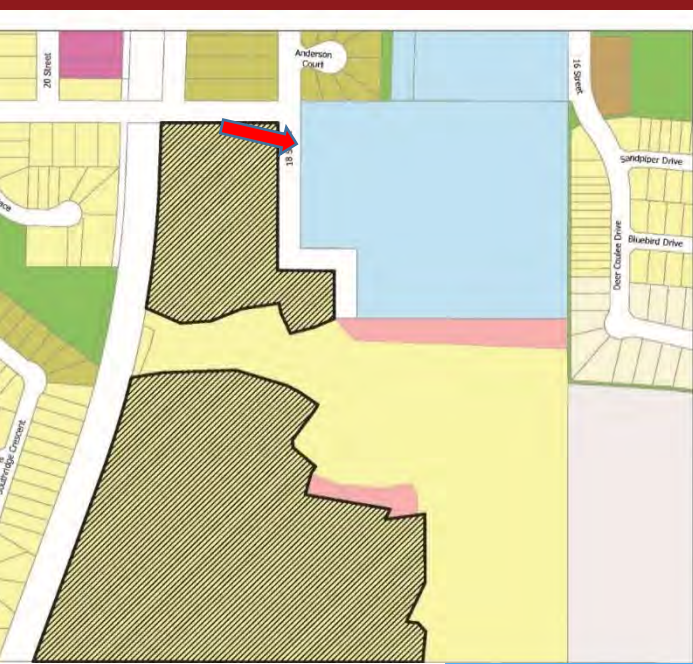
# Manufactured Home Subdivision



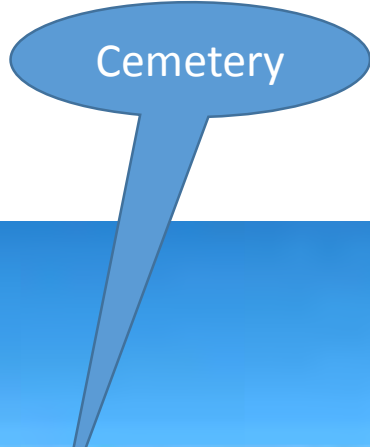
# Didsbury Mobile Home Park



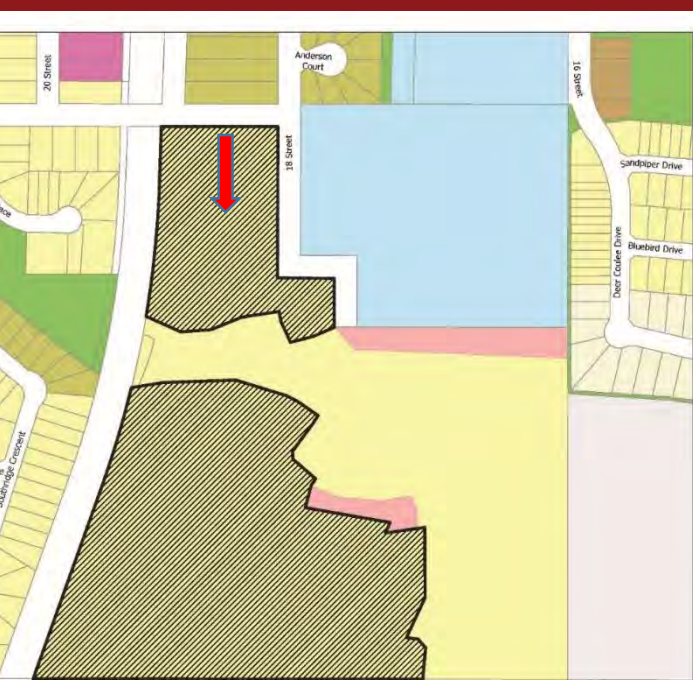
Google Map Images



Looking southeast toward Cemetery







Looking south from northwest corner



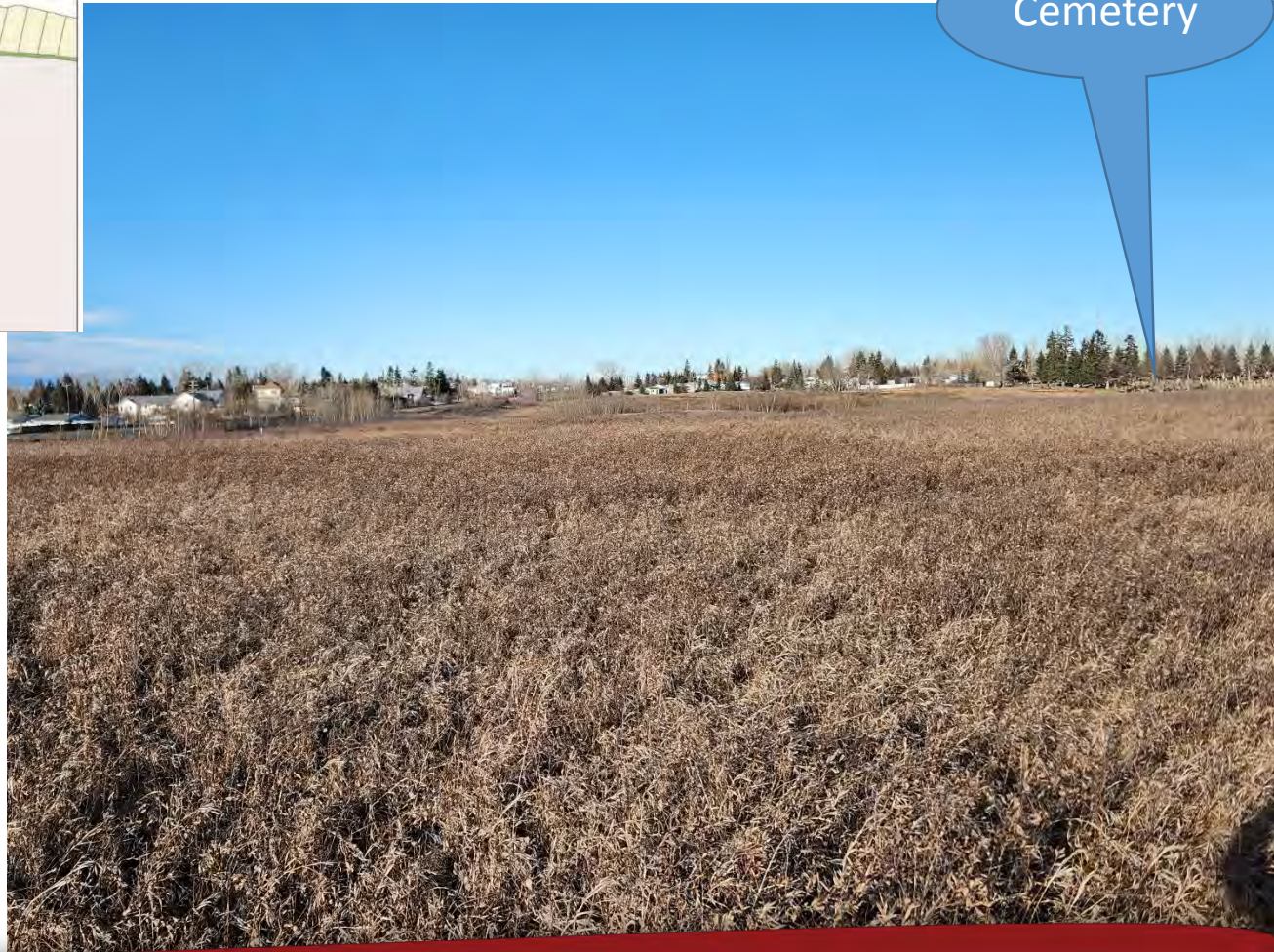
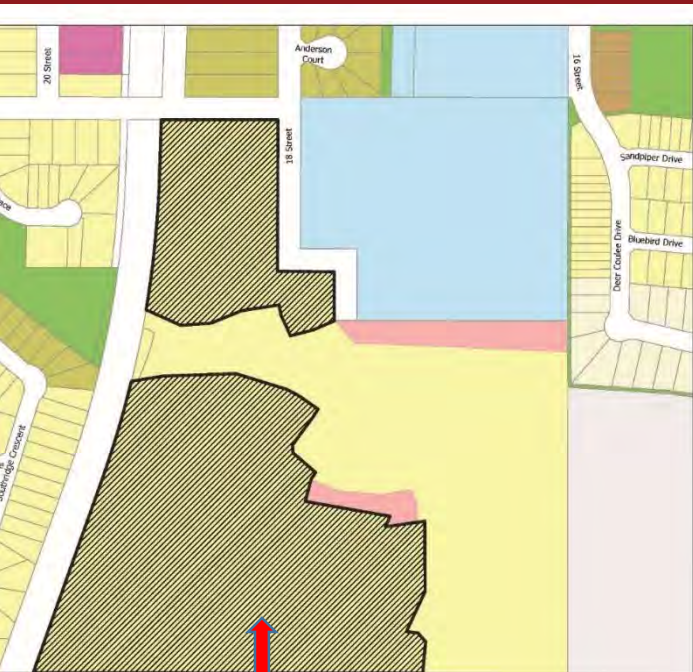
Looking west from southeast side



Looking north from south side of property

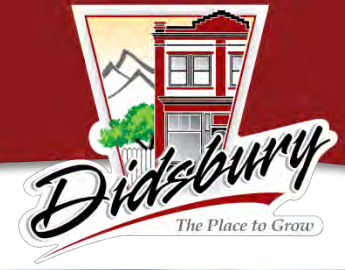


Cemetery





Looking south from northwest corner



Looking northwest



Looking west along south boundary

# Municipal Development Plan Compliance



According to Map A Overall Land Use Concept this property is within Residential Lands.

## ➤ 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.

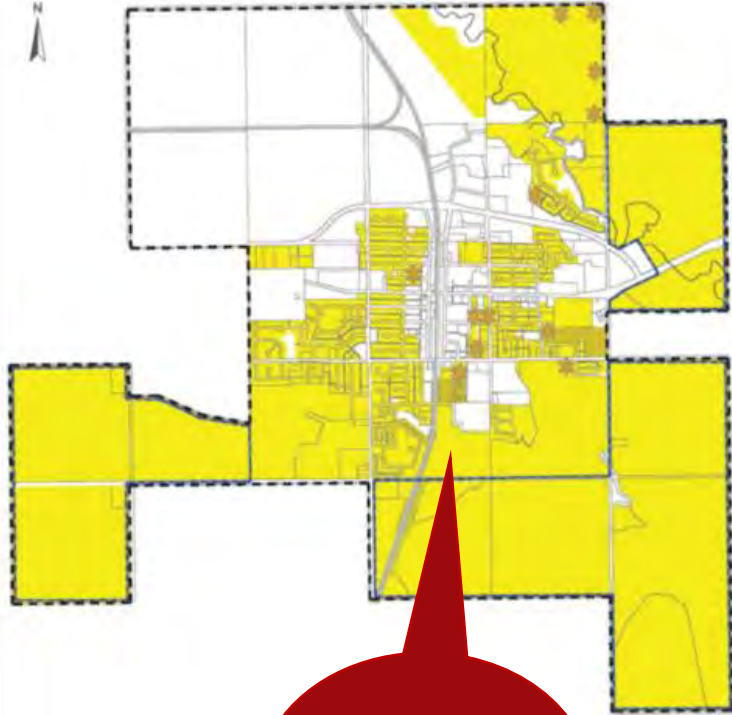
**3.2.2** The Town supports the development of the following housing types:

- (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 polices and documents), and
- (j) Other innovative forms of housing.

# Municipal Development Plan Compliance



Map B - Residential Lands



Proposal Location

Legion

- Low Density Residential Lands
- Medium Density Residential Lands
- High Density Residential Lands
- Area Structure Plan Required
- Didsbury Boundary



Map A - Overall Land Use Concept



Proposal Location

Legion

- Residential Lands
- Commercial Lands
- Residential Commercial Lands
- Mixed Use Lands
- Light Industrial Lands
- Industrial Lands
- Special Area
- Open Space/Recreation Lands
- Institutional Lands (Schools, Church, Post, Hospital)
- Didsbury Boundary



The proposed area is within the area identified as Residential Lands and can be serviced with Town Services

# Area Structure Plan Compliance

Excerpt from Fox Hollow ASP



## 2.1 Design Elements

Based on the developer's intent, Town Policies and site characteristics, the Fox Hollow ASP is envisioned to create an affordable high quality neighborhood.

The key design elements incorporated into Fox Hollow to create an affordable high quality neighborhood are:

- A variety of housing types will be provided for, to meet the needs of various market segments.
- Architectural detailing and landscaping will be emphasized to create visually pleasing streetscapes
- Creation of an open space system for the benefit of all of the residents
- Development of pedestrian sidewalks and pathway systems providing walking or other non-vehicular methods of transportation within Fox Hollow and to neighboring developments

The major focus of the Fox Hollow neighborhood is to provide a range of housing types to accommodate the needs of a variety of socio-economic groups. The predominant form of housing type will be single family detached residential and will include a range of lot sizes, to provide various levels of affordability. The single family residential will consist of laned and laneless lots.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### COUNCIL PROFESSIONAL DEVELOPMENT FOR FEBRUARY

Councillor Joyce McCoy Emerging Trends in Municipal Law – Virtual Session February 15, 2024

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Council Reports for February 27, 2024 as information.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please see attached information for the Chief Administrative Officer (CAO) Report for February 27, 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 to bring back to a future Council meeting.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Chief Administrative Officer Report for February 27, 2024 as information.



## CAO Report – February 27, 2024

### 1. Development Officer (Permitted Use) Decisions (Planning & Development)

Please find attached the Planning & Development Permits as of February 21, 2024.

### 2. Filming Update (Legislative Services)

The Didsbury will be welcoming a film production crew to town on Tuesday, March 12, 2024. The production, *Vengeance*, will be filming in a number of locations throughout town beginning in the early hours and expecting to end late in the evening. Presently, we expect that there will be some traffic disruptions during different times throughout the day. As such, the Town as well as the production company will be in contact closer to the date to update residents and business owners as to the impact. As always, road closure notices will also be posted on the Town's website and Facebook page so we ask residents and commuters to keep an eye out for updates leading up to March 12, 2024. We are very excited to be welcoming the production team of *Vengeance* to Didsbury!

### 3. Water Commission Committees (Engineering and Infrastructure)

In response to a request from the Minister of Environment and Protected Areas to begin preparations for an impending drought, the Mountain View Regional Water Services Commission has established two committees: a technical committee and a drought committee. The technical committee is being asked to review and consider a number of drought related concerns including impacts to bulk water usage, water restriction levels, community impacts, and policy and bylaw reviews. The drought committee is responsible for reviewing the Commission's restriction policy and to review service and policy consistency between communities. The Town takes the recommendations from the Province and Commission seriously and is currently undergoing a review of Didsbury's Water Bylaw and will bring forward recommendations to the Policy and Governance Committee [Res. 097-24].

### 4. Municipal Development Plan Update (Planning and Development)

The Town's Planner received a draft Municipal Development Plan (MDP) document from the consultants in mid-December. After a thorough review of the document, a revised draft is now being circulated to internal departments for review. After each department has had the opportunity to provide insight to suit Didsbury's specific needs, a consolidated version will be prepared and brought to Council for their consideration. It is anticipated that the draft will be brought to Council for first reading and the setting of Public Hearing in spring of 2024.

## CAO Report: Planning & Development

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

### Development Officer (Permitted Use) Decisions:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 24-003	Unit 1, 2020 – 20 St	Change of Use – Office	Whitecourt Cabs Corporation o/a Didsbury Cabs (a) Pandey, Ankur & Sherli (o)	Feb 20, 2024
DP 24-004	802 – Hwy 582	Signage – Portable	Brazzale, Debbie (a) Zion EMC Fellowship, Didsbury (o)	Feb 20, 2024

*DP 24-003 is a new taxi cab business which will be operating as Didsbury Cabs*

*DP 24-004 is for the Spring Market and the Christmas Market signs which are held every year at the Zion Church*

### Municipal Planning Commission Decisions:

FILE #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
SD 23-002	1322 – 23 Street	Subdivision	Lappala, Byron (a/o)	Feb 14, 2024

*The Municipal Planning Commission approved Subdivision File SD 23-002. The Subdivision will subdivide 2 existing lots to create 5 similar sized residential lots. One of the existing lots will contain the existing dwelling and detached garage. The remaining 4 lots are undeveloped and will add additional lots for future residential development within the Town*



1322 - 23 Street



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Bylaw 2024-01 Portion of SW 18-32-1-5 Amending Land Use Bylaw 2019-04  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Council granted first reading to Bylaw 2024-01 to Amend the Land Use Bylaw 2019-04 to consider redesignation of a portion of the land from R2: Residential District - General to R3: Residential District - Manufactured on January 23, 2024. The Public Hearing was held during item five of this Council Agenda.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

If Council is satisfied with the result of the Public Hearing, Administration is recommending Council grant second and third reading of Bylaw 2024-01 to Amend the Land Use Bylaw 2019-04.

Please see attached Bylaw 2024-01

### ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure
2. Vibrant & Connected Character Community
3. Strong & Resilient Local Economy
5. Governance & Organizational Excellence

### RECOMMENDATION (2 separate motions)

That Council grant second reading of Bylaw 2024-01 Portion of SW 18-31-2-5 to amend the Land Use Bylaw 2019-04.

AND

That Council grant third and final reading of Bylaw 2024-01 Portion of SW 18-31-2-5 to amend the Land Use Bylaw 2019-04.

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

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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 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 upon passing of the third and final reading.

Read a First time on this 23<sup>rd</sup> day January of 2024

Read a Second time on this     day of

Read a Third and Final time on this     day of

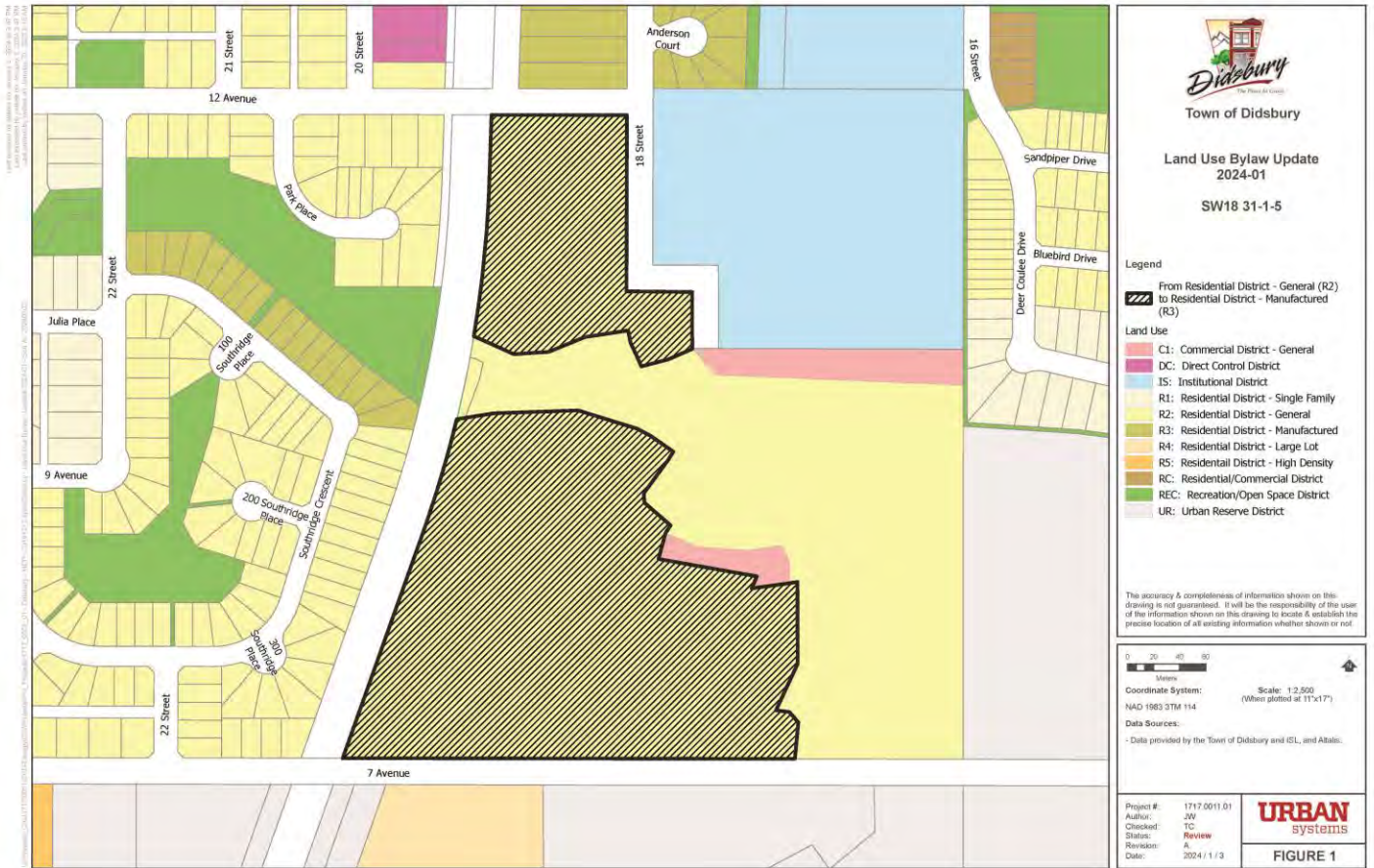
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Mayor Rhonda Hunter

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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: February 27, 2024  
SUBJECT: Bylaw 2024-02 Amending Fox Hollow ASP Bylaw 2008-05  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Council granted first reading to Bylaw 2024-02 Amending Fox Hollow ASP Bylaw 2008-05 to add the use Manufactured Home and to include a restriction of the age of a Manufactured Home on January 23, 2024. The Public Hearing was held during item five of this Council Agenda.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

If Council is satisfied with the result of the Public Hearing, Administration is recommending Council grant second and third reading of Bylaw 2024-02 Amending Fox Hollow ASP Bylaw 2008-05.

The notable change between first and second reading of Bylaw 2024-02 Amending Fox Hollow ASP Bylaw 2008-05 is in Section 2.1 *Design Elements*. The section includes the following design element: A Manufactured Home shall not be approved unless it is no more than five (5) years old at the date of the Development Permit Application. At first reading, the section underlined in red print read “two (2) years old”.

Please see attached Bylaw 2024-02.

### ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure
2. Vibrant & Connected Character Community
3. Strong & Resilient Local Economy
5. Governance & Organizational Excellence

### RECOMMENDATION (2 Separate Motions)

That Council grant second reading to Bylaw 2024-02 Amending Fox Hollow Area Structure Plan Bylaw 2008-05.

AND

That Council grant third and final reading to Bylaw 2024-02 Amending Fox Hollow Area Structure Plan Bylaw 2008-05.

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

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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, 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 “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 five (5) 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 upon passing of the third and final reading.

Read a First time on this 23<sup>rd</sup> day of January 2024

Read a Second time on this        day of 2024

Read a Third and Final time on this        day of 2024

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Mayor Rhonda Hunter


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Chief Administrative Officer Ethan Gorner



# SCHEDULE A



 <p><b>Town of Didsbury</b></p> <p><b>Fox Hollow ASP</b></p> <p><b>Land Use Map</b></p> <p><b>FIGURE 4.3</b></p>	<p><b>Proposed Land Use</b></p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> R2</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #90EE90; border: 1px solid black; margin-right: 5px;"></span> R3</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #FFD700; border: 1px solid black; margin-right: 5px;"></span> R5</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 2px dashed red; margin-right: 5px;"></span> Fox Hollow ASP Boundary</li> </ul>	<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: <b>Review</b>          Revision: A          Date: 2024 / 1 / 3</p> <p><b>URBAN</b> systems</p> <p><small>The accuracy &amp; 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 &amp; establish the precise location of all existing information whether shown or not.</small></p>
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U:\Projects\_CAL\17170011010-Design\GIS\ProjectalPro\_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 9, 2024  
SUBJECT: FIN 007-24 Reserve Policy  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the June 13, 2023 Regular Council Meeting, the following motion [Res. 309-23] was carried:

#### **Moved by Councillor Moore**

That Administration update Policy FIN 007 – Reserves, including incorporating the Strategic Initiatives and Contingency Reserves funding principles as presented, and to refer it to the Strategic Planning Committee for Consideration.

#### **Motion Carried**

The Financial Planning Committee (formerly Strategic Planning Committee) reviewed the policy and related reserves over several meetings in January and February; the Committee is prepared to make a recommendation on FIN 007-24 – Reserve Policy.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The policy has undergone a complete overhaul, and the marked up and cleaned versions are attached for Council's review. A summary of significant changes that are being recommended are:

1. The new policy separates the reserve categories into Internally and Externally Restricted Reserves and further segregates Internally Restricted into four sub-categories and Externally Restricted into two sub-categories. Each reserve has an accompanying table in Schedules A and B of the policy which outlines the reserve type, purpose, application, funding source, interest allocation, optimal balance, and relevant statutes.
2. Several reserves will be eliminated, including: Skateboard Reserve, Safety Reserve, Election Reserve, and Professional Development Reserve. The Professional Development Reserve and the Election Reserve each has an opening balance that is being recommended to be re-allocated to the Strategic Initiatives and Contingency Reserve.
3. The policy now allows for certain reserves to not retain the interest associated with it. That interest will instead be transferred into general municipal revenue to offset budgeted revenues from taxes.
4. Interest earned in the past on Municipal Specific Purpose reserves is being recommended to be moved into general municipal revenue to offset budgeted revenues from taxes.
5. The Contract Policing Reserve, the Legacy Fund Reserve, and the Old Fire Hall Reserve are not intended to be ongoing reserves; they are to be closed once the funds are exhausted.
6. The policy describes the optimal balance of each reserve, or how the optimal balance should be determined.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

7. The Solid Waste Reserve is determined to have a surplus of funds, with the maximum balance now being \$50,000, and the remainder is being recommended to be re-allocated to the Water Reserves to assist with East Reservoir costs.
8. Three Didsbury Fire Operating reserves have been amalgamated into one Firehall Reserve.
9. The policy allows for a Roads and Sidewalks Reserve that has not been used in the past.

### *Recommendation #1*

The committee recommends to transfer the excess funds of \$297,132.73 from the Solid Waste Reserve to the Water Reserve, leaving a balance of \$50,000 in the Solid Waste Reserve.

	Solid Waste Reserve
Current Balance	366,506.99
Less: 23 year-end transfer	(19,374.26)
Less: remaining balance	(50,000.00)
<b>Balance to be transferred</b>	<b>297,132.73</b>

### *Recommendation #2*

The committee recommends that the interest earned on the Council Community Grant Reserve of \$928.11, the Election Reserve of \$818.98, the Legacy Fund Reserve of \$1420.69, the Professional Development Reserve of \$667.58, and the Old Fire Hall Reserve of \$3118.07, totaling \$6,953.43, be transferred to general municipal revenue to offset budgeted revenue from taxes in 2024.

	Council Community Grant	Election	Legacy Fund	PD Reserve	Old Fire Hall
Opening Balance, Jan 1/23	30,276.13	10,744.06	17,766.83	12,475.00	27,136.62
Spending Approved / Allocated	30,000.00	10,500.00	17,296.89	12,475.00	25,500.00
Opening Interest	276.13	244.06	469.94	-	1,636.62
Interest 2023	651.98	574.92	950.75	667.58	1,481.45
<b>Surplus Interest Accrued</b>	<b>928.11</b>	<b>818.98</b>	<b>1,420.69</b>	<b>667.58</b>	<b>3,118.07</b>

### *Recommendation #3*

The committee recommends to re-allocate the opening balances from the Election Reserve of \$10,500 and from the Professional Development Reserve of \$12,475 to the Strategic Initiatives and Contingency Reserve and to eliminate those reserve accounts.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

### *Recommendation #4*

The committee recommends that Council approve policy FIN 007-24 as presented.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

#### RECOMMENDATION (four motions)

To transfer the excess funds of \$297,132.73 from the Solid Waste Reserve to the Water Reserve, leaving a balance of \$50,000 in the Solid Waste Reserve.

AND

To transfer the interest earned on the Council Community Grant Reserve of \$928.11, the Election Reserve of \$818.98, the Legacy Fund Reserve of \$1420.69, the Professional Development Reserve of \$667.58, and the Old Fire Hall Reserve of \$3118.07, for a total of \$6,953.43, to general municipal revenue to offset budgeted revenue from taxes in 2024.

AND

To re-allocate the opening balances from the Election Reserve of \$10,500 and from the Professional Development Reserve of \$12,475 to the Strategic Initiatives and Contingency Reserve and to eliminate the Election Reserve and the Professional Development Reserve.

AND

To approve FIN 007-24 - Reserve Policy as presented.



TOWN OF DIDSBURY POLICY # FIN 007-24  
POLICY NAME: Reserve Policy

TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	FIN 007- <del>24</del>
Policy Title:	Reserve Fund Policy
Approval Date:	
Date to be Reviewed:	<del>2021</del> 2028
Responsible Department:	Financial Services
Related Bylaws:	

**Policy Statement:**

The Town of Didsbury shall provide guidelines for reserving of funds to ensure stability of the mission, programs, and ongoing operations of the municipality. ~~The intention of the Reserves is to provide an internal source of funds for situations such as a sudden increase in expenses, one time unbudgeted expenses, unanticipated loss in funding, capital expenditures or uninsured losses.~~ Reserves contribute to fiscal stability, debt minimization and flexibility for emergent economic needs while creating dedicated funding sources for long-term capital planning and asset management.

The purpose of this policy is to outline effective management of Reserves and Accumulated Surplus.

**1. Definitions**

- 1.1 Accumulated Surplus means the total amount of assets less liabilities of the Town as expressed on the annual audited financial statements. Reserves form a portion of the Accumulated Surplus.
- 1.2 Externally Restricted Reserves are reserves for which allowable uses are determined by authorities other than Council, fall under legislative requirements, or are restricted by an agreement with an outside third party.
- 1.3 Internally Restricted Reserves are reserves that have been established for internal Town purposes and allowable uses are determined by Council.
- 1.4 Interest Bearing means funds on which interest is earned.
- 1.5 Reserves means funds that are restricted, either internally or externally, within accumulated surplus for designated requirements.
- 1.6 Unrestricted Surplus means the unrestricted portion of the accumulated surplus.

~~**Operating Reserve** is an unrestricted fund balance set aside to stabilize the Municipality's finances by providing a cushion against unexpected events, losses of income, capital expenditures and large unbudgeted expenses.~~

~~**1.2 Restricted Reserves** are grants and contributions received for specific Programs or projects. These funds are "restricted" for use according to the~~



**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

~~grant agreement or donor's instructions. Sometimes this means that restricted funds sit idle in the bank for a while and the municipality cannot use those funds for some other purpose.~~

~~**1.3 Amortization** is the writing off of the cost of a tangible asset as an operational cost over a period of time.~~

**2. Responsibilities**

**2.1 Municipal Council:**

~~**2.11** Shall in accordance with the Municipal Government Act 2000 Chapter M-26, Section 153 (b) develop and evaluate policies of the municipality.~~

~~**2.12** Approve transactions to and from reserves and reserve funds through the budget process or by specific resolution.~~

**2.2 Chief Administrative Officer (CAO):**

~~**2.21** Shall support the Chief Financial Officer in applying consistently across all Town Departments the principles and mandatory requirements contained in this Policy.~~

**2.3 Chief Financial Officer (CFO):**

~~**2.31** Shall develop and update this Policy as necessary and present changes to Council;~~

~~**2.32** Ensure that the principles and requirements contained in this policy are applied consistently across all departments;~~

~~**2.33** Perform the transfers to and from reserves and reserve funds as authorized by Council;~~

~~**2.34** Recommend strategies for the adequacy of reserve levels; and~~

~~**2.35** Report to Council the reserve balances and forecast as part of the annual budget approval process.~~

**2.4 Department Managers:**

~~**2.41** Shall provide the CFO with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle reserves;~~

~~**2.42** Consult with the CFO when reserve funds are required for unbudgeted transactions.~~

**2.3. Establishments of Reserves and Reserve Funds** Reserve Management

~~**3.1** Reserves will be maintained to meet one of the following purposes of the Town of Didsbury:~~

~~**3.11 Asset Replacement** established to smooth the spikes in capital budgets and smooth out property tax changes;~~

~~**3.12 Operating Reserves** established to provide cash flow for operations to avoid borrowing funds to meet immediate obligations.~~



**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

~~3.2.1.2~~ Establishment and/or elimination of Reserves must be approved by Council through resolution or bylaw, and shall be included in this policy.

Reserves can be established through the following processes:

~~3.2.1~~ Inclusion in the annual operating or capital budget which is approved by Council; or

~~3.2.2~~ Through resolution of Council.

~~3.2.3~~ The budget document or resolution will clearly identify the name of the reserve being created and the purpose for the reserve.

~~3.2.4~~ A reserve may be amended through resolution.

2.2 Transfers to and from Reserves, shall be carried out by the Chief Administrative Officer, or designate, upon the approval of:

~~2.2.1~~ Council through a Council resolution;

~~2.2.2~~ Council through the approval of the annual budget;

~~2.2.3~~ The CAO, or designate, in the case of Externally Restricted Reserves as required by the relevant legislation.

~~2.2.4~~ The CAO, or designate, in relation to interest income earned on reserves as required by the reserve schedules attached to this policy.

~~3.3.3~~ Reserve funds will be maintained in the following ~~categories~~ categories and sub-categories:

~~2.3.3.1~~ ~~Discretionary~~ Internally Restricted Reserves: (Schedule A)

~~i. a)~~ Operating Municipal Stabilization Reserves

~~ii. b)~~ Capital Municipal Lifecycle (Repair, Maintenance and Replacement)

Reserves

~~iii. c)~~ Municipal Specific Use Purpose Reserves

iv. Utility Reserves

~~3.2.3.2~~ ~~Restricted~~ Externally Restricted Reserves (+Schedule B)

~~i. a)~~ Capital Municipal Reserve (MR) Cash-In-Lieu Reserves for purposes that are eligible under Section 671(2) of the Municipal Government Act (MGA).

~~ii.~~ Developer Offsite Levies Reserves for purposes in accordance with Section 648(1) of the MGA that are eligible under the Town of Didsbury Offsite Levy Bylaw, as amended from time to time.

2.4 Reserve schedules, outlining the Reserve type, name, purpose, application, funding source, interest allocation, optimal balance, maximum or minimum



**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

balance, and applicable documents, are provided in Schedules A and B of this policy.

- 2.5 Reserves are ongoing unless otherwise stated in the specified schedule.
- 2.6 Reserves have no maximum balance unless otherwise stated in the specified schedule.
- 2.7 Year end Reserve balances shall be reviewed by Council during the year-end surplus allocation. Reserves that exceed their established Optimal Balance may be considered for re-designation. Strategies to reach or maintain Optimal Balances will be considered by Council in assigning the year-end surplus.
- 2.8 The DOSCA Reserve shall not be cash-funded and shall not receive an interest allocation. If required, Council may authorize internal borrowing to fund an annual DOSCA departmental shortfall and there shall be no interest charged on such loan.
- 2.9 Except for the DOSCA Reserve, all reserves shall be cash-funded when cash flow allows. Reserve balances currently not fully cash funded shall be prioritized when excess cash flow is available.
- 2.10 When sufficient cash is available in reserves, with Council approval, the Town may internally borrow from its Internally Restricted Reserves to provide for the financing of operating and/or capital projects thereby reducing the impact of external borrowing.
  - 2.10.1 Documentation for Council's decision must include a written plan to return the funds to the reserves in a period that is short-term in nature.
  - 2.10.2 The interest rate applied to internal borrowings shall be equivalent to the interest rate the Town receives on the investment of its reserve funds.

~~4. Approval of funding allocations to and from Reserves and Reserve Funds will be in accordance with the Town's annual budget or when an unforeseen expenditure or revenue occurs i.e. an unbudgeted capital asset disposal.~~

~~**35. Funding Sources Allocation of Operating Surplus / Deficit**~~

- ~~35.1. Municipal Stabilization, Municipal Lifecycle and Municipal Specific Purpose Reserves will be funded through taxation (budgeted allocation) or one-time funding sources in accordance with the Town of Didsbury Year End Reserve Allocations Policy. Year end General Levy budget surplus may be allocated to the departments that have generated the surplus~~





**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

- ~~5.3.2. Utility Reserves will be funded through utility charges (budgeted allocation) or one-time funding sources. Year-end Water and Wastewater budget surplus will be allocated to appropriate Water or Wastewater Reserve. Deficits will be funded from the Water and Wastewater Reserve.~~
- ~~3.3 Municipal Reserve (MR) Cash-In-Lieu Reserves will be funded through cash-in-lieu payments that occur during the year.~~
- ~~3.4 Developer Offsite Levies Reserves will be funded through offsite levies and development contributions that occur during the year.~~

**46. Interest Allocation**

- ~~4.1. Cash-funded reserve balances shall be invested in an interest bearing account.~~
- ~~4.2 Reserve funds may be combined into a single bank account at the discretion of the Chief Administrative Officer, or designate. Where multiple reserve funds are included in a single bank account, interest shall be allocated to individual reserves on a quarterly basis by applying the Town's interest rate to the average reserve balance for the quarter.~~
- ~~4.3 Non-cash funded reserve balances shall not receive an interest allocation.~~
- ~~4.4 Internally Restricted Reserves:
  - ~~4.4.1 For reserves categorized as Municipal Stabilization Reserves, Municipal Lifecycle Reserves or Utility Reserves, allocated interest shall form part of that reserve balance.~~
  - ~~4.4.2 For reserves categorized as Municipal Specific Purpose Reserves, allocated interest shall not form part of that reserve balance and instead be transferred into general municipal revenue to reduce budgeted revenue from taxes.~~~~
- ~~4.5 Externally Restricted Reserves:
  - ~~4.5.1 For reserves categorized as Municipal Reserve (MR) Cash-in-lieu Reserves or Developer Offsite Levy Reserves, allocated interest shall form part of that reserve balance. Restricted Reserve funds will be invested and earnings shall be credited to each separate reserve account that invested the funds.~~~~

~~Where multiple reserve funds are included in one bank account, interest shall be allocated to reserve funds on a monthly basis based on the actual balance of the reserve fund.~~

- ~~6.3. Reserves may or may not be invested, however interest will be allocated based on the monthly interest rate received by the General Account and shall be allocated interest.~~



**75. Target Reserve Levels**

~~75.10~~ Reserves have no ceiling unless otherwise stated in the specified schedule.

~~5.2~~ Reserves ~~and Reserve Funds~~ are a critical component of the Town's long-term financing plan and liquidity, which enhances the municipality's flexibility in addressing operating requirements and in permitting the municipality to fund capital projects internally. Municipal credit rating agencies recommend a debt to reserve ratio of \$1 in reserves for every \$1 in debt.

~~75.3~~ The combined optimal balance of all Municipal Stabilization Reserves is 5% of budgeted total operating expenditures for the current year and should consider the amount needed if emergent spending is required.

~~5.4~~ The optimal balance of Municipal Lifecycle and Utility Reserves shall be determined by the asset management plan, when available, for each asset group. Until the asset management plan for the asset group is available, the multi-year capital plan shall inform the optimal balance for that reserve.

~~The Town will take steps to Limits its reliance on debt for financing infrastructure and to ensure that the total debt burden of the municipality (per the Audited Financial Statements) does not exceed the total of all reserves and reserve funds (per the Audited Financial Statements)~~

**~~8. Target Lifestyle reserve fund~~**

~~8.1~~ Annual contributions are based on 100% of budget amortization

**96. Reporting**

~~96.1~~ Reporting of Reserves and Reserve Funds will occur through the following ~~processes~~: All reserve balances will be reported in a reserve continuity schedule in the quarterly financial report to Council that will include year-to-date balances and committed reserve transactions that have not yet occurred.

~~9.11~~ A year to date continuity schedule will be included in quarterly reports to Council.

**~~10. End of Policy~~**



**i. Schedule A – Discretionary Reserve Funds**

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Reserve-Name	Capital-or Operating	Purpose	Source-of-Funding	Establishing Policy-or-Plan	Basis-for-Target Reserve-Balance	Target Balance	Basis-for-Target Minimum Annual Contribution
<b>General Reserve</b>	Capital-or Operating		Surplus from current budget or budgeted reserves	N/A	Unexpected operational or capital costs	\$1,000,000	Amortization
<b>Safety Reserve</b>	Operations		WCB and OHS Rebates	N/A	N/A	N/A	N/A
<b>Wastewater Infrastructure Reserve Fund</b>	Capital	To fund wastewater capital asset replacement	Surplus from current wastewater operational budget	10-Year Capital Plan	As indicated in 10 Year Capital Plan and/or Water/Wastewater Study	\$5,000,000	Amortization and Budget Surplus
<b>Water Infrastructure Reserve Fund</b>	Capital	To fund water capital asset replacement	Surplus from current water operational budget	10-Year Capital Plan	As indicated in 10 Year Capital Plan and/or Water/Wastewater Study	\$2,000,000	Amortization and Budget Surplus
<b>Solid Waste Reserve</b>	Capital and Operations	To fund capital and stabilize monthly fees	Surplus from current operational budget	N/A	To cover the cost of roll-out cart replacement	\$100,000	Amortization and Budget Surplus
<b>TOD Fire Equipment Reserve</b>	Capital	To provide for the replacement of fire equipment	Current year budget	N/A	To cover cost of future fire vehicles	\$1,000,000	Value of fire equipment amortized over life cycle.



**TOWN OF DIDSBURY POLICY # FIN 007-24**

**POLICY NAME: Reserve Policy**

<b>Cemetery and Columbaria Reserve</b>	Capital	To provide funding for cemetery upgrades	Surplus from current department budget	N/A	Replacement of Columbaria and cemetery upgrades	\$35,000	Budgeted reserves
<b>Parks Reserve</b>	Capital	To fund future capital replacement and program expansion for local parks	Current year budget	10-Year Capital Plan	Vehicle and equipment replacement	\$150,000	Amortization
<b>Train Station Maintenance</b>	Capital	To provide funding for capital maintenance	Surplus from department budget	N/A	Repairs and maintenance must meet historical standards	\$50,000	Budgeted reserves
<b>Pathway &amp; Trails Reserve</b>	Capital	To provide funding for trail development	Current year budget and annual surplus from department budget	N/A	Construction and maintenance	\$100,000	Budgeted Reserves
<b>Skateboard Reserve</b>	Capital	To provide funding for the development of a Skateboard facility.	Donations	N/A			
<b>Recreation Facilities Reserve</b>	Capital	To provide funding for capital improvements	Tax levy and current surplus from department budget	10-Year Capital Plan	Capital expenditures	\$10,000,000	Amortization



**TOWN OF DIDSBURY POLICY # FIN 007-24**

**POLICY NAME: Reserve Policy**

<b>Snow Removal Reserve</b>	Operations	To provide for budget stabilization	Tax levy/unused snow removal costs	N/A	25% of 5-year average winter snow removal costs	\$36,000	25% of Surplus from Snow Removal budget line
<b>DOSCA</b>	Operations	Goal is to operate without Tax Revenue	Budget Surplus	N/A	Stand-alone department no tax revenues	N/A	Budget surplus
<b>Campground Reserve</b>	Capital	To provide funding for capital expenditures	Budget Surplus	N/A	Capital expenditures	\$25,000	Amortization
<b>Protective Services</b>	Capital	To provide funding for capital expenditures	Tax levy	N/A	Capital expenditures	\$60,000	Amortization
<b>Public Works Roads &amp; Streets Reserve</b>	Capital	To provide funding for the future spending on roads and streets	Tax levy	10 Year Capital Plan	As indicated in 10 Year Capital Plan	3,000,000	Amortization
<b>Public Works Vehicle &amp; Equipment Reserve</b>	Capital	To provide funding for the purchase of vehicles and equipment	Tax levy	10 Year Capital Plan	Life cycle planning	\$500,000	Amortization



**Schedule B – Restricted Reserve Funds**

Reserve Name	Capital or Operating	Purpose	Source of Funding	Basis for Target Reserve Balance	Target Balance	Basis for Target Minimum Annual Contribution
Federal & Provincial Grants	Capital	This funding is specific to a grant application and must be spent accordingly	Provincial and Federal Governments	10-Year Capital Plan	N/A	N/A
Water Offsite Levies	Capital	To provide funding for capital expansion related to growth	Collected from developers in accordance with the Development Agreement and enacted via By-law	10-Year Capital Plan	N/A	N/A
<del>Water Distribution Offsite Levy</del>	<del>Capital</del>	<del>To provide funding for capital expansion related to growth</del>	<del>Collected from developers in accordance with the Development Agreement and enacted via By-law</del>	<del>10-Year Capital Plan</del>	<del>N/A</del>	<del>N/A</del>
Wastewater Treatment Offsite Levies	Capital	To provide funding for capital expansion related to growth	Collected from developers in accordance with the Development Agreement and enacted via By-law	10-Year Capital Plan	N/A	N/A

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Reserve Name	Capital or Operating	Purpose	Source of Funding	Basis for Target Reserve Balance	Target Balance	Basis for Target Minimum Annual Contribution
Wastewater Collection Offsite Levy	Capital	To provide funding for capital expansion related to growth	Collected from developers in accordance with the Development Agreement and enacted via By-law	10-Year Capital Plan	N/A	N/A

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<b>MVC/TOD Fire Hall R &amp; M Reserve</b>	Operating	To provide funding for unforeseen repairs or maintenance	Funded by billable fire calls	MVC/TOD Fire Agreement	N/A	Billable fire calls
<b>MVC/TOD Fire Operating Reserve</b>	Operating	To provide funding for unforeseen expenditures	Funded by billable fire calls	MVC/TOD Fire Agreement	\$50,000	Billable fire calls
<b>MVC/TOD Small Fire Equipment Reserve</b>	Capital and Operating	To provide funding for small equipment	Funded by billable fire calls	MVC/TOD Fire Agreement	N/A	Billable fire calls
<b>In-Lieu of Municipal Reserve</b>	Capital	Section 671(1) of the MGA Revised Statutes of Alberta 2000 Chapter M-26	Collected from developers in accordance with the Development Agreement in lieu of a municipal reserve	N/A	N/A	N/A

**Schedule A- Internally Restricted Reserves**

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**i. Municipal Stabilization Reserves**

<u>Reserve Type</u>	<u>Municipal Stabilization Reserves</u>
<b>Reserve Name</b>	<b>Strategic Initiatives and Contingency</b>
<u>Purpose</u>	<u>To provide a funding source for strategic operations/projects and unbudgeted emergency needs.</u>
<u>Application</u>	<u>Strategic and contingency type operations and projects.</u>
<u>Funding Source</u>	<u>Remaining year-end operating budget surplus</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance.</u>
<u>Optimal Balance</u>	<u>5% of prior year budgeted operating expenditures</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Year-end Reserve Allocations Policy</u>



**ii. Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves**

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves</u>
<b><u>Reserve Name</u></b>	<b><u>RCMP</u></b>
<u>Purpose</u>	<u>To fund future lifecycle costs related to the RCMP Detachment</u>
<u>Application</u>	<u>Future lifecycle costs including capital maintenance, renewal and disposal related to the RCMP Detachment and accompanying lands.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves</u>
<b><u>Reserve Name</u></b>	<b><u>Municipal Enforcement</u></b>
<u>Purpose</u>	<u>To fund future lifecycle costs related to Municipal Enforcement assets</u>
<u>Application</u>	<u>Future lifecycle costs including capital maintenance, renewal and disposal related to assets used by Municipal Enforcement.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>





**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves</u>
<b><u>Reserve Name</u></b>	<b><u>Operations and Maintenance Vehicle and Equipment Replacement</u></b>
<u>Purpose</u>	<u>To fund future lifecycle costs related to vehicles and equipment</u>
<u>Application</u>	<u>Future lifecycle costs including capital maintenance, renewal and disposal related to vehicle and equipment used by Town departments not addressed by any other reserve funds.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves</u>
<b><u>Reserve Name</u></b>	<b><u>Didsbury Memorial Complex</u></b>
<u>Purpose</u>	<u>To fund future lifecycle costs related to the Didsbury Memorial Complex</u>
<u>Application</u>	<u>Future lifecycle costs including capital maintenance, renewal and disposal related to the Didsbury Memorial Complex and accompanying lands.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves</u>
<b><u>Reserve Name</u></b>	<b><u>Pathway &amp; Trails</u></b>



**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

<u>Purpose</u>	<u>To fund new and future lifecycle costs related to Town pathways and trails</u>
<u>Application</u>	<u>Acquisition of new pathways and trails and future lifecycle costs including maintenance, renewal and disposal related to existing trails and pathways.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Pedestrian Connectivity Master Plan (upon approval), Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves</u>
<b>Reserve Name</b>	<b>Train Station</b>
<u>Purpose</u>	<u>To fund future lifecycle costs related to the Didsbury Train Station</u>
<u>Application</u>	<u>Future lifecycle costs including maintenance, renewal and disposal related to the Didsbury Train Station and accompanying lands.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves</u>
<b>Reserve Name</b>	<b>Campground</b>
<u>Purpose</u>	<u>To fund future lifecycle costs related to the Rosebud Valley Campground</u>



**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

<u>Application</u>	<u>Future lifecycle costs including maintenance, renewal and disposal related to the Rosebud Valley Campground facilities and accompanying lands.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves</u>
<b><u>Reserve Name</u></b>	<b><u>Cemetery and Columbaria</u></b>
<u>Purpose</u>	<u>To provide funding for cemetery upgrades and purchase of additional columbaria.</u>
<u>Application</u>	<u>Cemetery upgrades and purchase of columbaria</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement)</u>
<b><u>Reserve Name</u></b>	<b><u>Fire Vehicle &amp; Equipment</u></b>
<u>Purpose</u>	<u>To dedicate resources for the purchase of necessary new fire vehicles and the replacement of existing fire vehicles.</u>
<u>Application</u>	<u>Acquisition of new fire trucks and vehicles and future lifecycle costs including capital maintenance, renewal and disposal related to the fire trucks and vehicles.</u>



**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>Determined by Fire Vehicle Replacement Plan (Fire Agreement)</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement)</u>
<b><u>Reserve Name</u></b>	<b><u>Firehall</u></b>
<u>Purpose</u>	<u>To fund future lifecycle costs related to the Didsbury Firehall</u>
<u>Application</u>	<u>Future lifecycle costs including capital maintenance, renewal and disposal related to the Didsbury Firehall and accompanying lands.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>
<u>Interest Bearing</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Lifecycle (Repair, Maintenance and Replacement)</u>
<b><u>Reserve Name</u></b>	<b><u>Roads and Sidewalks</u></b>
<u>Purpose</u>	<u>To fund new and future lifecycle costs related to Town roads, sidewalks</u>
<u>Application</u>	<u>Acquisition of new roads and sidewalks and future lifecycle costs including capital maintenance, renewal and disposal related to existing roads and sidewalks.</u>
<u>Funding Source</u>	<u>Annual budget transfers</u> <u>Operating budget surplus transfers</u>



<u>Interest Bearing</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Year-end Reserve Allocations Policy</u>

**iii. Municipal Specific Purpose Reserves**

<u>Reserve Type</u>	<u>Municipal Specific Purpose</u>
<b><u>Reserve Name</u></b>	<b><u>DOSCA</u></b>
<u>Purpose</u>	<u>To maintain surplus generated from DOSCA budget lines to ensure it operates as a stand-alone department and has no impact on the annual tax requirement.</u>
<u>Application</u>	<u>To fund DOSCA department deficit, if required.</u>
<u>Funding Source</u>	<u>Annual DOSCA budget to actual surplus</u>
<u>Interest Allocation</u>	<u>Non-cash funded; no interest earned on balance.</u>
<u>Optimal Balance</u>	<u>Maximum \$50,000</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Specific Purpose</u>
<b><u>Reserve Name</u></b>	<b><u>Snow Removal</u></b>
<u>Purpose</u>	<u>To preserve unspent budgets from snow removal for future years thereby allowing for smoothing of tax requirements for this service between fiscal years related to unpredictable nature of weather events.</u>
<u>Application</u>	<u>Identified requirement for supplement to an operating budget in a heavy snowfall year (most recent budget year).</u>
<u>Funding Source</u>	<u>Year end transfer of surplus between budget and actual snow removal line items within the budget to a maximum reserve balance of \$50,000.</u>



**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

<u>Interest Allocation</u>	<u>Interest re-allocated to general municipal revenue to offset revenue from taxes.</u>
<u>Optimal Balance</u>	<u>Maximum \$50,000</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Specific Purpose</u>
<b><u>Reserve Name</u></b>	<b><u>Council Community Grants</u></b>
<u>Purpose</u>	<u>To provide modest levels of support and assistance to community organizations/groups/clubs and/or festival/event organizers with a demonstrated need to enhance a project, program or service.</u>
<u>Application</u>	<u>As outlined in the Community Grant Program Policy</u>
<u>Funding Source</u>	<u>Budget Surplus (max \$30,000, or 10% of annual surplus, whichever is less)</u>
<u>Interest Allocation</u>	<u>Interest re-allocated to general municipal revenue to offset revenue from taxes.</u>
<u>Optimal Balance</u>	<u>Maximum \$30,000</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Community Grant Program Policy #003-21, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Municipal Specific Purpose</u>
<b><u>Reserve Name</u></b>	<b><u>Contract Policing</u></b>
<u>Purpose</u>	<u>To pay for the 2023 retro pay invoice (\$44,843.67) AND future unexpected costs related to contract policing.</u>
<u>Application</u>	<u>Retroactive pay and other contract policing costs.</u>
<u>Funding Source</u>	<u>No replenishment of funds.</u>
<u>Interest Allocation</u>	<u>Interest re-allocated to general municipal revenue to offset revenue from taxes.</u>
<u>Optimal Balance</u>	<u>n/a</u>
<u>Relevant statutes, Town plans or documents</u>	<u>n/a</u>
<u>Other information</u>	<u>Once the funds stated above are exhausted, this reserve will be closed.</u>



**TOWN OF DIDSBURY POLICY # FIN 007-24**  
**POLICY NAME: Reserve Policy**

<u>Reserve Type</u>	<u>Municipal Specific Purpose</u>
<b>Reserve Name</b>	<b>Economic Development &amp; Tourism</b>
<u>Purpose</u>	<u>To provide funding for economic development and tourism initiatives.</u>
<u>Application</u>	<u>To fund economic development and tourism projects and expenditures.</u>
<u>Funding Source</u>	<u>One time funding stemming from economic development and tourism sources.</u>
<u>Interest Allocation</u>	<u>Interest re-allocated to general municipal revenue to offset revenue from taxes.</u>
<u>Optimal Balance</u>	<u>Informed by Economic Development Strategic Plan</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Year-end Reserve Allocations Policy, Economic Development Strategic Plan</u>

<u>Reserve Type</u>	<u>Municipal Specific Purpose</u>
<b>Reserve Name</b>	<b>Legacy Fund</b>
<u>Purpose</u>	<u>To maintain resources for the following purposes:</u> <ul style="list-style-type: none"> <li>• <u>\$ 2,000.00 as money for an athletic scholarship</u></li> <li>• <u>\$15,296.89 for future development of an interior community mural.</u></li> </ul>
<u>Application</u>	<u>Costs as stated in Council resolutions.</u>
<u>Funding Source</u>	<u>No replenishment of funds</u>
<u>Interest Allocation</u>	<u>Interest re-allocated to general municipal revenue to offset revenue from taxes.</u>
<u>Optimal Balance</u>	<u>n/a</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Council Resolution #385-21, Council Resolution #386-21, Financial Assistance for Athletic Excellence Policy</u>
<u>Other Information</u>	<u>Once the funds stated above are exhausted, this reserve will be closed.</u>

<u>Reserve Type</u>	<u>Municipal Specific Purpose</u>
<b>Reserve Name</b>	<b>Old Fire Hall / Film Location</b>



<u>Purpose</u>	<u>To maintain resources for the demolition / removal of the old fire hall / film location property located at 2101 19 Avenue, Didsbury, Alberta.</u>
<u>Application</u>	<u>To pay for costs related to the demolition of the old fire hall facility.</u>
<u>Funding Source</u>	<u>No replenishment of funds</u>
<u>Interest Allocation</u>	<u>Interest re-allocated to general municipal revenue to offset revenue from taxes.</u>
<u>Optimal Balance</u>	<u>n/a</u>
<u>Relevant statutes, Town plans or documents</u>	<u>n/a</u>
<u>Other Information</u>	<u>Once the funds stated above are exhausted, this reserve will be closed.</u>

**iv. Utility Reserves**

<u>Reserve Type</u>	<u>Utilities</u>
<u>Reserve Name</u>	<u>Water</u>
<u>Purpose</u>	<u>To dedicate resources for the purchase of necessary new water assets and the ongoing maintenance and replacement of existing water assets.</u>
<u>Application</u>	<u>All water infrastructure and equipment</u>
<u>Funding Source</u>	<u>Water budget allocations</u> <u>Year end water department surplus</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Utility Charges Bylaw, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Utilities</u>
<u>Reserve Name</u>	<u>Wastewater</u>





<u>Purpose</u>	<u>To dedicate resources for the purchase of necessary new wastewater assets and the ongoing maintenance and replacement of existing wastewater assets.</u>
<u>Application</u>	<u>All wastewater infrastructure and equipment</u>
<u>Funding Source</u>	<u>Wastewater budget allocations</u> <u>Year end wastewater department surplus</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>As per Section 5.4 of this policy</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Utility Charges Bylaw, Year-end Reserve Allocations Policy</u>

<u>Reserve Type</u>	<u>Utilities</u>
<b><u>Reserve Name</u></b>	<b><u>Solid Waste</u></b>
<u>Purpose</u>	<u>To dedicate resources for the purchase of necessary new solid waste assets and the ongoing maintenance and replacement of existing solid waste assets.</u>
<u>Application</u>	<u>All solid waste infrastructure, equipment, vehicles</u>
<u>Funding Source</u>	<u>Solid Waste budget allocations</u> <u>Year end solid waste department surplus</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance not exceeding maximum balance.</u>
<u>Maximum Balance</u>	<u>Maximum \$50,000</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Multi Year Capital Plan, Utility Charges Bylaw, Year-end Reserve Allocations Policy</u>

**Schedule B – Externally Restricted Reserves**

**i. Municipal Reserve (MR) Cash-In-Lieu Reserve**

<u>Reserve Type</u>	<u>Municipal Reserve (MR) Cash-In-Lieu Reserve</u>
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<b>Reserve Name</b>	<b>Municipal Reserve Fund</b>
<u>Purpose</u>	To accumulate cash received in lieu of Municipal Reserve Lands for purposes as required by Section 671(2) of the MGA.
<u>Application</u>	Purchase, construction or improvement of new or existing parks or recreation or school facilities as required by Section 671(2) of the MGA.
<u>Funding Source</u>	Proceeds from cash received in lieu of Municipal Reserve Lands
<u>Interest Allocation</u>	Re-invested back into reserve balance
<u>Optimal Balance</u>	n/a
<u>Relevant statutes, Town plans or documents</u>	MGA

**ii. Developer Offsite Levies Reserve**

<u>Reserve Type</u>	Developer Offsite Levies Reserve
<b>Reserve Name</b>	<b>Water Offsite Levy</b>
<u>Purpose</u>	To accumulate offsite levies for development of new or expanded facilities for the storage, transmission, treatment or supplying of water.
<u>Application</u>	Water infrastructure
<u>Funding Source</u>	Offsite levies
<u>Interest Allocation</u>	Re-invested back into reserve balance
<u>Optimal Balance</u>	n/a
<u>Relevant statutes, Town plans or documents</u>	Offsite Levy Bylaw, Multi Year Capital Plan

<u>Reserve Type</u>	Developer Offsite Levies Reserve
<b>Reserve Name</b>	<b>Wastewater Offsite Levy</b>



TOWN OF DIDSBURY POLICY # FIN 007-24  
POLICY NAME: Reserve Policy

<u>Purpose</u>	<u>To accumulate offsite levies for development of new or expanded facilities for the treatment, movement or disposal of sanitary sewage.</u>
<u>Application</u>	<u>Wastewater (sanitary sewer) infrastructure</u>
<u>Funding Source</u>	<u>Offsite levies</u>
<u>Interest Allocation</u>	<u>Re-invested back into reserve balance</u>
<u>Optimal Balance</u>	<u>n/a</u>
<u>Relevant statutes, Town plans or documents</u>	<u>Offsite Levy Bylaw, Multi Year Capital Plan</u>

**Policy Statement:**

The Town of Didsbury shall provide guidelines for reserving of funds to ensure stability of the mission, programs, and ongoing operations of the municipality. Reserves contribute to fiscal stability, debt minimization and flexibility for emergent economic needs while creating dedicated funding sources for long-term capital planning and asset management.

The purpose of this policy is to outline effective management of Reserves and Accumulated Surplus.

**1 Definitions**

- 1.1 **Accumulated Surplus** means the total amount of assets less liabilities of the Town as expressed on the annual audited financial statements. Reserves form a portion of the Accumulated Surplus.
- 1.2 **Externally Restricted Reserves** are reserves for which allowable uses are determined by authorities other than Council, fall under legislative requirements, or are restricted by an agreement with an outside third party.
- 1.3 **Internally Restricted Reserves** are reserves that have been established for internal Town purposes and allowable uses are determined by Council.
- 1.4 **Interest Bearing** means funds on which interest is earned.
- 1.5 **Reserves** means funds that are restricted, either internally or externally, within accumulated surplus for designated requirements.
- 1.6 **Unrestricted Surplus** means the unrestricted portion of the accumulated surplus.

**2 Reserve Management**

- 2.1 Establishment and/or elimination of Reserves, must be approved by Council through resolution or bylaw, and shall be included in this policy.
- 2.2 Transfers to and from Reserves, shall be carried out by the Chief Administrative Officer, or designate, upon the approval of:
  - 2.2.1 Council, through a Council resolution;
  - 2.2.2 Council through the approval of the annual budget;
  - 2.2.3 The Chief Administrative Officer (CAO), or designate, in the case of Externally Restricted Reserves as required by the relevant legislation;
  - 2.2.4 The CAO, or designate, in relation to interest income earned on reserves as required by the reserve schedule attached to this policy.
- 2.3 Reserve funds will be maintained in the following categories and sub-categories:
  - 2.3.1 Internally Restricted Reserves (Schedule A)
    - i. Municipal Stabilization Reserves;
    - ii. Municipal Lifecycle (Repair, Maintenance, and Replacement) Reserves;
    - iii. Municipal Specific Purpose Reserves;
    - iv. Utility Reserves.

### 2.3.2 Externally Restricted Reserves (Schedule B)

- i. Municipal Reserve (MR) Cash-in-Lieu Reserves for purposes that are eligible under S. 671(2) of the Municipal Government Act (MGA);
- ii. Developer Off-site Levies Reserves for purposes in accordance with Section 648(1) of the MGA that are eligible under the Town of Didsbury Off-site Levy Bylaw, as amended from time to time.

2.4 Reserve schedules, outlining the Reserve type, name, purpose, application, funding source, interest allocation, optimal balance, maximum or minimum balance, and applicable documents, are provided in Schedules A and B of this policy.

2.5 Reserves are ongoing unless otherwise stated in the specified schedule.

2.6 Reserves have no maximum balance unless otherwise stated in the specified schedule.

2.7 Year-end reserve balances shall be reviewed by Council during the year-end surplus allocation. Reserves that exceed their established optimal balance may be considered for re-designation. Strategies to reach or maintain optimal balances will be considered by Council in assigning the year-end surplus.

2.8 The DOSCA Reserve shall not be cash-funded and shall not receive an interest allocation. If required, Council may authorize internal borrowing to fund an annual DOSCA departmental shortfall and there shall be no interest charged on such loan.

2.9 Except for the DOSCA Reserve, all reserves shall be cash-funded when cash flow allows. Reserve balances currently not fully cash-funded shall be prioritized when excess cash flow is available.

2.10 When sufficient cash is available in reserves, with Council approval, the Town may internally borrow from its Internally Restricted Reserves to provide for the financing of operating and/or capital projects thereby reducing the impact of external borrowing.

2.10.1 Documentation for Council's decision must include a written plan to return the funds to the reserves in a period that is short-term in nature.

2.10.2 The interest rate applied to internal borrowings shall be equivalent to the interest rate the Town receives on the investment of its reserve funds.

## 3 Funding Sources

3.1 Municipal Stabilization, Municipal Lifecycle, and Municipal Specific Purpose Reserves will be funded through taxation (budgeted allocation) or one-time funding sources in accordance with the Town of Didsbury Year-End Reserve Allocation Policy.

3.2 Utility Reserves will be funded through utility charges (budgeted allocation) or one-time funding sources.

3.3 Municipal Reserve (MR) Cash-in-Lieu Reserves will be funded through cash-in-lieu payments that occur during the year.

3.4 Developer Off-site Levies Reserves will be funded through off-site levies and development contributions that occur during the year.

## 4 Interest

4.1 Cash-funded reserve balances shall be invested in an interest bearing account.

4.2 Reserve funds may be combined into a single bank account at the discretion of the CAO, or designate. Where multiple reserve funds are included in a single bank account, interest shall be allocated to individual reserves on a quarterly basis by applying the Town's interest rate to the average reserve balance for the quarter.

4.3 Non-cash-funded reserve balances shall not receive an interest allocation.

4.4 Internally Restricted Reserves:

4.4.1 For reserves categorized as Municipal Stabilization Reserves, Municipal Lifecycle Reserves or Utility Reserves, allocated interest shall form part of that reserve balance.

4.4.2 For reserves categorized as Municipal Specific Purpose Reserves, allocated interest shall not form part of that reserve balance and instead be transferred into general municipal revenue to reduce budgeted revenue from taxes.

4.5 Externally Restricted Reserves:

4.5.1 For reserves categorized as Municipal Reserve (MR) Cash-in-Lieu Reserves or Developer Off-site Levy Reserves, allocated interest shall form part of that reserve balance.

## **5 Target Reserve Levels**

5.1 Reserves have no ceiling unless otherwise stated in the specified schedule.

5.2 Reserves are a critical component of the Town's long-term financing plan and liquidity, which enhances the municipality's flexibility in addressing operating requirements and in permitting the municipality to fund capital projects internally. Municipal credit rating agencies recommend a debt to reserve ratio of \$1 in reserves for every \$1 in debt.

5.3 The combined optimal balance of all Municipal Stabilization Reserves is 5% of budgeted total operating expenditures for the current year and should consider the amount needed if emergent spending is required.

5.4 The optimal balance of Municipal Lifecycle and Utility Reserves shall be determined by the asset management plan, when available, for each asset group. Until the asset management plan for the asset group is available, the multi-year capital plan shall inform the optimal balance for that reserve.

## **6 Reporting**

6.1 All reserve balances will be reported in a reserve continuity schedule in the quarterly financial report to Council that will include year-to-date balances and committed reserve transactions that have not yet occurred.

## **7 END OF POLICY**



**Schedule A**  
 Internally Restricted Reserves

**i. Municipal Stabilization Reserves**

Reserve Type	Municipal Stabilization Reserves
<b>Reserve Name</b>	<b>Strategic Initiatives and Contingency</b>
Purpose	To provide a funding source for strategic operations/projects and unbudgeted emergent needs.
Application	Strategic and contingency type operations and projects.
Funding Source	Remaining year-end operating budget surplus.
Interest Allocation	Re-invested back into reserve balance.
Optimal Balance	5% of prior year budgeted operating expenditures
Relevant statutes, Town plans or documents	Year-end Reserve Allocations Policy

**ii. Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves**

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves
<b>Reserve Name</b>	<b>RCMP</b>
Purpose	To fund future lifecycle costs related to the RCMP Detachment
Application	Future lifecycle costs including capital maintenance, renewal and disposal related to the RCMP Detachment and accompanying lands.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

**ii. Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves, continued**

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves
<b>Reserve Name</b>	<b>Municipal Enforcement</b>
Purpose	To fund future lifecycle costs related to Municipal Enforcement assets
Application	Future lifecycle costs including capital maintenance, renewal and disposal related to assets used by Municipal Enforcement.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves
<b>Reserve Name</b>	<b>Operations and Maintenance Vehicle and Equipment Replacement</b>
Purpose	To fund future lifecycle costs related to vehicles and equipment
Application	Future lifecycle costs including capital maintenance, renewal and disposal related to vehicle and equipment used by Town departments not addressed by any other reserve funds.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves
<b>Reserve Name</b>	<b>Didsbury Memorial Complex</b>
Purpose	To fund future lifecycle costs related to the Didsbury Memorial Complex
Application	Future lifecycle costs including capital maintenance, renewal and disposal related to the Didsbury Memorial Complex and accompanying lands.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy



**ii. Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves, continued**

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves
<b>Reserve Name</b>	<b>Pathway &amp; Trails</b>
Purpose	To fund new and future lifecycle costs related to Town pathways and trails
Application	Acquisition of new pathways and trails and future lifecycle costs including maintenance, renewal and disposal related to existing trails and pathways.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Pedestrian Connectivity Master Plan (upon approval), Year-end Reserve Allocations Policy

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves
<b>Reserve Name</b>	<b>Train Station</b>
Purpose	To fund future lifecycle costs related to the Didsbury Train Station
Application	Future lifecycle costs including maintenance, renewal and disposal related to the Didsbury Train Station and accompanying lands.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves
<b>Reserve Name</b>	<b>Campground</b>
Purpose	To fund future lifecycle costs related to the Rosebud Valley Campground
Application	Future lifecycle costs including maintenance, renewal and disposal related to the Rosebud Valley Campground facilities and accompanying lands.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

**ii. Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves, continued**

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves
<b>Reserve Name</b>	<b>Cemetery and Columbaria</b>
Purpose	To provide funding for cemetery upgrades and purchase of additional columbaria.
Application	Cemetery upgrades and purchase of columbaria
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement)
<b>Reserve Name</b>	<b>Fire Vehicle &amp; Equipment</b>
Purpose	To dedicate resources for the purchase of necessary new fire vehicles and the replacement of existing fire vehicles.
Application	Acquisition of new fire trucks and vehicles and future lifecycle costs including capital maintenance, renewal and disposal related to the fire trucks and vehicles.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	Determined by Fire Vehicle Replacement Plan (Fire Agreement)
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement)
<b>Reserve Name</b>	<b>Firehall</b>
Purpose	To fund future lifecycle costs related to the Didsbury Firehall
Application	Future lifecycle costs including capital maintenance, renewal and disposal related to the Didsbury Firehall and accompanying lands.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Bearing	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

**ii. Municipal Lifecycle (Repair, Maintenance and Replacement) Reserves, continued**

Reserve Type	Municipal Lifecycle (Repair, Maintenance and Replacement)
<b>Reserve Name</b>	<b>Roads and Sidewalks</b>
Purpose	To fund new and future lifecycle costs related to Town roads, sidewalks
Application	Acquisition of new roads and sidewalks and future lifecycle costs including capital maintenance, renewal and disposal related to existing roads and sidewalks.
Funding Source	Annual budget transfers Operating budget surplus transfers
Interest Bearing	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Year-end Reserve Allocations Policy

**iii. Municipal Specific Purpose Reserves**

Reserve Type	Municipal Specific Purpose
<b>Reserve Name</b>	<b>DOSCA</b>
Purpose	To maintain surplus generated from DOSCA budget lines to ensure it operates as a stand-alone department and has no impact on the annual tax requirement.
Application	To fund DOSCA department deficit, if required.
Funding Source	Annual DOSCA budget to actual surplus
Interest Allocation	Non-cash funded; no interest earned on balance.
Optimal Balance	Maximum \$50,000
Relevant statutes, Town plans or documents	Year-end Reserve Allocations Policy

iii. *Municipal Specific Purpose Reserves, continued*

Reserve Type	Municipal Specific Purpose
<b>Reserve Name</b>	<b>Snow Removal</b>
Purpose	To preserve unspent budgets from snow removal for future years thereby allowing for smoothing of tax requirements for this service between fiscal years related to unpredictable nature of weather events.
Application	Identified requirement for supplement to an operating budget in a heavy snowfall year (most recent budget year).
Funding Source	Year end transfer of surplus between budget and actual snow removal line items within the budget to a maximum reserve balance of \$50,000.
Interest Allocation	Interest re-allocated to general municipal revenue to offset revenue from taxes.
Optimal Balance	Maximum \$50,000
Relevant statutes, Town plans or documents	Year-end Reserve Allocations Policy

Reserve Type	Municipal Specific Purpose
<b>Reserve Name</b>	<b>Council Community Grants</b>
Purpose	To provide modest levels of support and assistance to community organizations/groups/clubs and/or festival/event organizers with a demonstrated need to enhance a project, program or service.
Application	As outlined in the Community Grant Program Policy
Funding Source	Budget Surplus (max \$30,000, or 10% of annual surplus, whichever is less)
Interest Allocation	Interest re-allocated to general municipal revenue to offset revenue from taxes.
Optimal Balance	Maximum \$30,000
Relevant statutes, Town plans or documents	Community Grant Program Policy, Year-end Reserve Allocations Policy

Reserve Type	Municipal Specific Purpose
<b>Reserve Name</b>	<b>Contract Policing</b>
Purpose	To pay for the 2023 retro pay invoice (\$44,843.67) AND future unexpected costs related to contract policing.
Application	Retroactive pay and other contract policing costs.
Funding Source	No replenishment of funds.
Interest Allocation	Interest re-allocated to general municipal revenue to offset revenue from taxes.
Optimal Balance	n/a
Relevant statutes, Town plans or documents	n/a
Other information	Once the funds stated above are exhausted, this reserve will be closed.

**iii. Municipal Specific Purpose Reserves, continued**

Reserve Type	Municipal Specific Purpose
<b>Reserve Name</b>	<b>Economic Development &amp; Tourism</b>
Purpose	To provide funding for economic development and tourism initiatives.
Application	To fund economic development and tourism projects and expenditures.
Funding Source	One time funding stemming from economic development and tourism sources.
Interest Allocation	Interest re-allocated to general municipal revenue to offset revenue from taxes.
Optimal Balance	Informed by Economic Development Strategic Plan
Relevant statutes, Town plans or documents	Year-end Reserve Allocations Policy, Economic Development Strategic Plan

Reserve Type	Municipal Specific Purpose
<b>Reserve Name</b>	<b>Legacy Fund</b>
Purpose	To maintain resources for the following purposes: <ul style="list-style-type: none"> <li>• \$ 2,000.00 as money for an athletic scholarship</li> <li>• \$15,296.89 for future development of an interior community mural.</li> </ul>
Application	Costs as stated in Council resolutions
Funding Source	No replenishment of funds
Interest Allocation	Interest re-allocated to general municipal revenue to offset revenue from taxes.
Optimal Balance	n/a
Relevant statutes, Town plans or documents	Council Resolution #385-21, Council Resolution #386-21, Year-end Reserve Allocations Policy, Financial Assistance for Athletic Excellence
Other Information	Once the funds stated above are exhausted, this reserve will be closed.

Reserve Type	Municipal Specific Purpose
<b>Reserve Name</b>	<b>Old Fire Hall / Film Location</b>
Purpose	To maintain resources for the demolition / removal of the old fire hall / film location property located at 2101 19 Avenue, Didsbury, Alberta.
Application	To pay for costs related to the demolition of the old fire hall facility.
Funding Source	No replenishment of funds
Interest Allocation	Interest re-allocated to general municipal revenue to offset revenue from taxes.
Optimal Balance	n/a
Relevant statutes, Town plans or documents	Year-end Reserve Allocations Policy
Other Information	Once the funds stated above are exhausted, this reserve will be closed.

**iv. Utility Reserves**

Reserve Type	Utilities
<b>Reserve Name</b>	<b>Water</b>
Purpose	To dedicate resources for the purchase of necessary new water assets and the ongoing maintenance and replacement of existing water assets.
Application	All water infrastructure and equipment
Funding Source	Water budget allocations Year end water department surplus
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Utility Charges Bylaw, <b>Year-end Reserve Allocations Policy</b>

Reserve Type	Utilities
<b>Reserve Name</b>	<b>Wastewater</b>
Purpose	To dedicate resources for the purchase of necessary new wastewater assets and the ongoing maintenance and replacement of existing wastewater assets.
Application	All wastewater infrastructure and equipment
Funding Source	Wastewater budget allocations Year end wastewater department surplus
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	As per Section 5.4 of this policy
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Utility Charges Bylaw, <b>Year-end Reserve Allocations Policy</b>

Reserve Type	Utilities
<b>Reserve Name</b>	<b>Solid Waste</b>
Purpose	To dedicate resources for the purchase of necessary new solid waste assets and the ongoing maintenance and replacement of existing solid waste assets.
Application	All solid waste infrastructure, equipment, vehicles
Funding Source	Solid Waste budget allocations Year end solid waste department surplus
Interest Allocation	Re-invested back into reserve balance not exceeding maximum balance.
Maximum Balance	Maximum \$50,000
Relevant statutes, Town plans or documents	Multi Year Capital Plan, Utility Charges Bylaw, <b>Year-end Reserve Allocations Policy</b>



**Schedule B**  
 Externally Restricted Reserves

**i. Municipal Reserve (MR) Cash-In-Lieu Reserves**

Reserve Type	Municipal Reserve (MR) Cash-In-Lieu Reserves
<b>Reserve Name</b>	<b>Municipal Reserve Fund</b>
Purpose	To accumulate cash received in lieu of Municipal Reserve Lands for purposes as required by Section 671(2) of the MGA.
Application	Purchase, construction or improvement of new or existing parks or recreation or school facilities as required by Section 671(2) of the MGA.
Funding Source	Proceeds from cash received in lieu of Municipal Reserve Lands
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	n/a
Relevant statutes, Town plans or documents	MGA

**ii. Developer Offsite Levies Reserves**

Reserve Type	Developer Offsite Levies Reserves
<b>Reserve Name</b>	<b>Water Offsite Levy</b>
Purpose	To accumulate offsite levies for development of new or expanded facilities for the storage, transmission, treatment or supplying of water.
Application	Water infrastructure
Funding Source	Offsite levies
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	n/a
Relevant statutes, Town plans or documents	Offsite Levy Bylaw, Multi Year Capital Plan

ii. Developer Offsite Levies Reserves, continued

Reserve Type	Developer Offsite Levies Reserves
<b>Reserve Name</b>	<b>Wastewater Offsite Levy</b>
Purpose	To accumulate offsite levies for development of new or expanded facilities for the treatment, movement or disposal of sanitary sewage.
Application	Wastewater (sanitary sewer) infrastructure
Funding Source	Offsite levies
Interest Allocation	Re-invested back into reserve balance
Optimal Balance	n/a
Relevant statutes, Town plans or documents	Offsite Levy Bylaw, Multi Year Capital Plan





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Didsbury Art Banner Program  
ORIGINATING DEPARTMENT: Community Services

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### BACKGROUND/PROPOSAL:

In an effort to celebrate and showcase our local artists, Council has requested that a program be developed to display local art banners on our streetlight poles in our downtown core, as well as along 20 Avenue. These banners will enhance our streetscapes for residents and visitors alike, while celebrating our local artists, landscapes, and history. This item was directed to the Service Level Committee (SLC) at the November 14, 2023 RCM.

Since then, the SLC has met on December 4 and 18, 2023, and January 30 and February 14, 2024 to develop a framework and program package for the art banners. Please find attached the final program package that is proposed for this new initiative.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Highlights of the art banner program include:

- Theme established as “Spotlight on Didsbury – its landmarks, landscapes, community and culture”.
- Seeking 10-14 original designs to be hung on our 70+ banners along 20 Avenue and Main Street (20 Street).
- Open to artists aged 12 years and up that reside within the Town of Didsbury or Didsbury rural area.
- Submissions must be original to the artist – no imitation and/or copyright infringements will be accepted.
- Submissions to include a short written statement about the piece, which will be used on the Town of Didsbury website and social media to promote the program. Artists also have the option of submitting a short biography that can also be used in the promotion of the program, and also have the option of having their name included on the banners.
- Acceptable submissions will include: paintings, drawings, photography, digital art, sculptures/ 3-D artwork, and other visual arts (stained glass, mosaics, etc.)—photographs of art forms outside of digital art and photography will need to meet resolution requirements for effective banner production – staff are available to assist with these photographs.
- Technical information is included within the package, including resolution requirements, size requirements and colour/detail information.
- Size requirements of banner art submissions are included within the package
- Selection criteria to include: originality and creativity; quality/effectiveness of design; reproduction quality; unique style; and focus on theme.
- Submissions will be reviewed by Administration to ensure reproduction can be achieved, and recommendations will then be presented to Council for final selection.
- Application form included as part of the package.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

- Timeline for the program:
  - Submission deadline – May 15, 2024
  - Banner selection – May 16-31, 2024
  - Banner production – June 1-30, 2024
  - Banner installation – following Grad Banner removal

The SLC, through consensus, is recommending that the Art Banner Program be accepted as presented. Upon Council approval, the program will immediately be advertised to the community, affording artists as much time as possible to produce their submissions.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. Vibrant & Connected Character Community

### RECOMMENDATION

That Council approve the Art Banner Program as presented.



# CALLING ALL ARTISTS

INTRODUCING THE TOWN OF DIDSBURY'S

# Didsbury

## Art Banner Program

### The Opportunity

The Town of Didsbury is seeking 10–14 original designs by local artists to showcase on the streetlight banners in our downtown core, as well as along 20 Avenue.

### The Theme

A Spotlight on Didsbury—its landmarks, landscapes, community, and culture

### Eligibility

- Visual artists that reside within the Town of Didsbury, or Didsbury rural area
- Submissions are open to artists ages 12 and up

### Design Requirements

- ✓ Original to the artist
- ✓ Colourful and bright
- ✓ Big and bold
- ✓ No words or letters
- ✓ Non-commercial
- ✓ No controversial/political/offensive subject matter



#### Paintings

A clear painting without too much fine detail, so it is easily seen and enjoyed from the street or sidewalk



#### Photography

An original photograph showcasing the beauty and uniqueness of our community



#### Digital Art

Bold and colourful original digital artwork will make a real statement



#### Sculptures/3-D Artwork

A photo of an original sculpture that highlights its originality, beauty and connection to Didsbury



#### Drawings

Line drawings that are bold and colourful enough to be seen from a distance



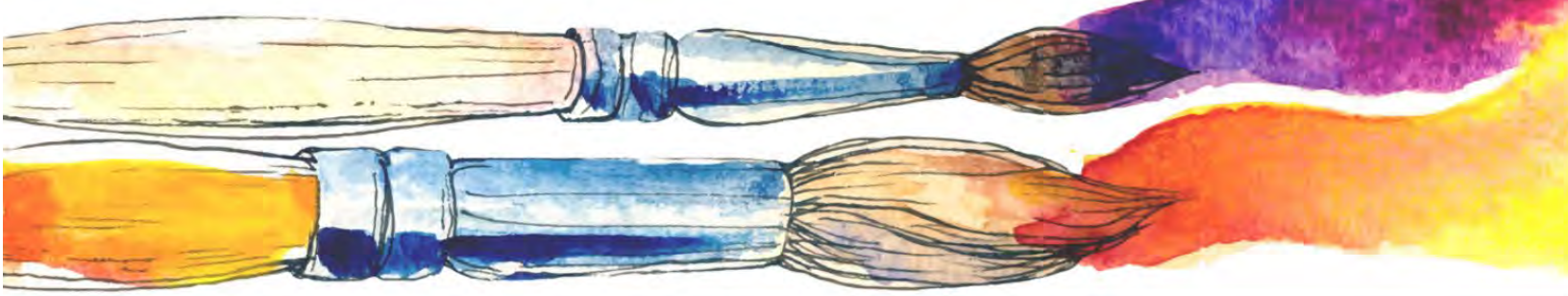
#### Any other Visual Artwork

A clear photograph of a stained glass, mosaic, other visual arts piece

For more info



[community@didsbury.ca](mailto:community@didsbury.ca)



# Art Banner Program

## The Program

The intent of the Art Banner Program is to showcase our local artists' work on the streetlight banners in our downtown core, as well as along 20 Avenue. These banners will enhance our streetscapes and downtown core, while celebrating our local artists, landscapes, and history.

The Town of Didsbury is seeking 10-14 original designs by local artists for this project, and the banners are expected to last 3-5 years, depending on fading and wind damage. The Art Banners will be on display throughout the year, with the exception of those times that the Grad Banners, Veteran Banners and Christmas Banners are displayed.

## Submission Requirements

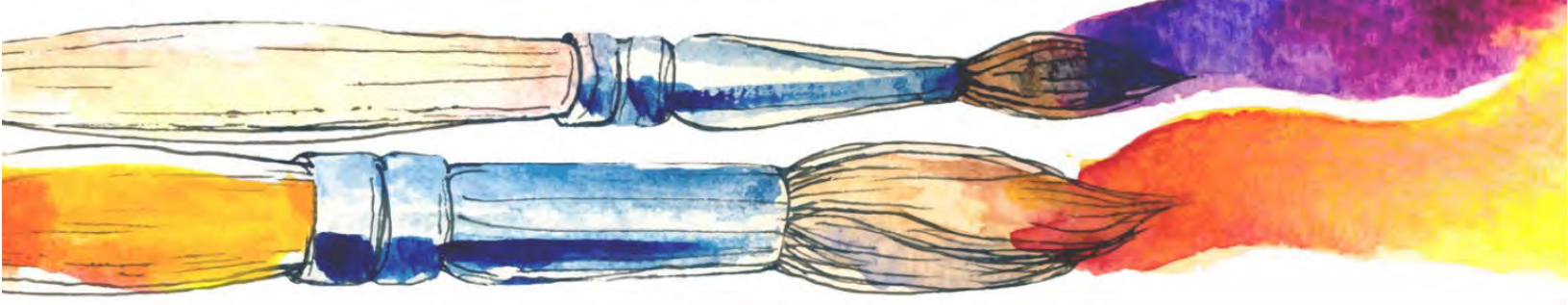
- Completed application form, to include a written statement about submission and a signed waiver giving the Town of Didsbury use of the design for the purpose of the banner project and associated marketing and promotion of said banners. A short biography of the artist (250 words maximum) to be used on the Town of Didsbury website and social media channels (optional)
- All photos need to be a minimum of 300 dpi
- Print area dimensions are: 50" X 23.5". Plan for scale, cropping, and viewing distance (big and bold is best)
- Banners will have Town of Didsbury branding and logo placed on the bottom section, along with the name of the artist (optional)
- Artist biography (optional) and artwork statement will be used on Town of Didsbury website and social media promotion

## Selection Criteria

- Administration will review all submissions and make recommendations to Council for the final selection of banners
- Submissions will be reviewed based on the following criteria:
  - Originality and creativity
  - Quality/effectiveness of design
  - Reproduction quality
  - Unique style
  - Focus on theme

### Timeline:

- **Deadline for submissions: May 15, 2024**
- **Selection: May 16 - 31, 2024**
- **Banner production: June 1 - 30, 2024**
- **Banner installation: Following Grad Banner removal**

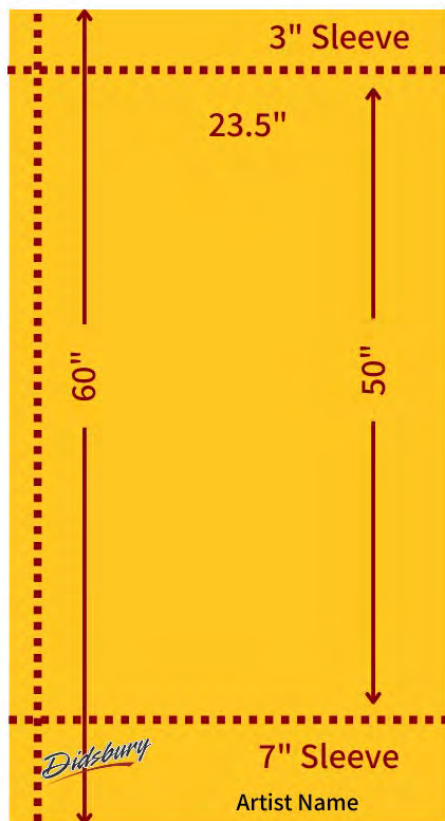


*Didsbury*

# Art Banner Program

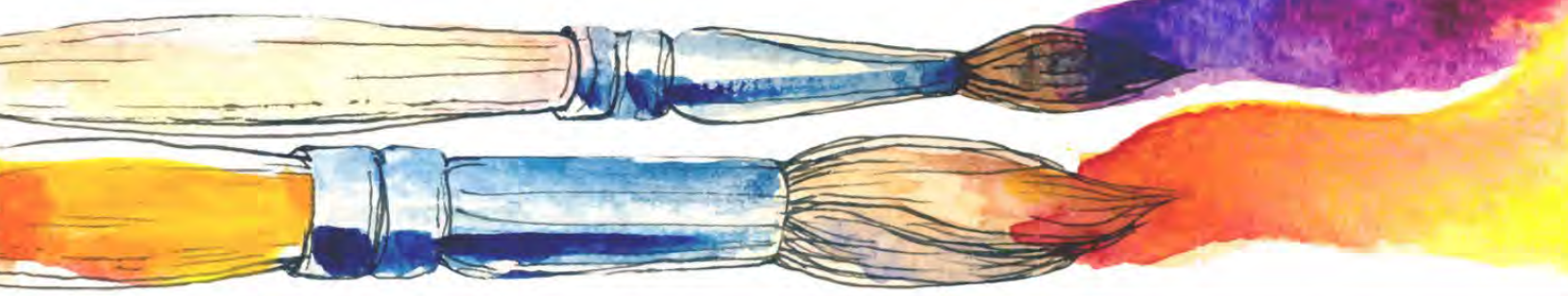
## The Banners

- The total banner size is 60" X 23.5" each side, with a 3" banner sleeve (non-printed) on top and a 7" area at the bottom reserved for the bottom sleeve and the Town of Didsbury logo and artist's name (optional)
- The total printable area is 50" X 23.5", and submissions should reflect this (no borders or blank spaces)



Picture your artwork here!

For example



# Art Banner Program

## The Application Form

Your Name	
Your age	<b>12 - 18 years</b> <b>18+ years</b>
Your address	
Your email address	
Are you including a short (max. 250 word) biography?	<b>Yes / No</b> If 'yes', please upload below, attach to email, or submit in-person with your artwork
I confirm that the artwork I am submitting is original to me (no imitation or copyright infringement will be accepted)	YES NO
I would like to include my biography for use in promotional materials and signature for use on the banner	YES NO
Artist's signature	

Please complete the application form and submit (online) or email to [community@didsbury.ca](mailto:community@didsbury.ca) or drop off at the Town of Didsbury Office (1606 14 Street) or the Didsbury Memorial Complex (1702 21 Ave) **by May 15, 2024.**

Please upload your submission piece (if in photo or digital form) with a minimum 300 dpi below (online) or attach to your email if submitting via email.

If submitting in-person, please include the completed application form with your submission piece.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Current Salary Grid Review  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Throughout January and February, the Financial Planning Committee held a number of Committee meetings to discuss the framework and utilization of the current salary grid, as assigned by resolution #064-24. The discussion focused primarily on the feasibility of issuing a Request for Proposal (RFP) to conduct an external salary grid review. A review would compare the current Town of Didsbury salary grid with that of municipalities in the surrounding area, for similar positions, and make recommendations accordingly. There is a wide variety of options for what an external salary review could provide, with costs ranging between \$12,000 and \$30,000. If the Town were to issue an RFP, the actual costs would then be clearer and this would allow Council to better make a decision on whether to proceed with the review process. The timeline for completing a review would also be clarified.

The discussion also centered around the function of a salary grid and whether its current utilization fulfills its intended purpose. There was some concern with moving forward with an RFP to determine the cost of an external salary grid review if the current salary grid is being used to Council's expectations.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee agreed that the conversation regarding the salary grid is more appropriately had with all of Council and is, therefore, recommending that the salary grid review be referred to the Committee of the Whole for further discussion and recommendation to Council.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To refer the salary grid review to the Committee of the Whole.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Fire Department Water Consumption  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### BACKGROUND/PROPOSAL:

Council Resolution 130-23 requested Administration track and report back the amount of water used for hydrant flushing and fire department use in 2023.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Operations consumed approximately 1,450 m<sup>3</sup> for line flushing and hydrant maintenance in 2023. The Didsbury Fire Department consumed approximately 200 m<sup>3</sup> for training purposes in 2023.

### ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

### RECOMMENDATION

Council accept the report as information.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Setting of Committee of the Whole Meetings  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Committee of the Whole has a number of items on their docket for their consideration, including:

- Pedestrian Connectivity Master Plan
- Service-Level Document
- Joint-Use Planning Agreement (JUPA)

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council is being asked to consider setting a regular, recurring time for a monthly Committee of the Whole meeting to address the items on the docket until these items have been addressed.

We recommend the following options for a regular, montly Committee of the Whole meeting:

1. **In-person Committee of the Whole Meetings on the Thursday in the week of a Regular Council Meeting**, with discretion for either the first or second meeting week based on the calendar (for example in March, the week of the first Council meeting has the AB Munis Spring Caucus on the Thursday). Therefore, preference could be for the first meeting week and if there's a conflict it could be set for the second meeting week.
2. **Virtual Committee of the Whole Meetings on the third Tuesday of each month.**

It is recommended that each meeting be no longer than two hours in length and commence at 5:30 p.m.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

That Council set \_\_\_\_\_ as a reaccuring, monthly Committee of the Whole meeting until their business has been addressed, and thereafter when business arises



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Year-end Budget to Actual Reconciliation - DOSCA  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

The DOSCA department relies on user fees to pay for all of its yearly expenses, thereby paying for itself with no impact on tax revenue.

At the end of the year, any surplus is returned to the DOSCA reserve, while any deficit it is funded from the DOSCA reserve.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As of December 31, 2023, the year end budget to actual balance is a deficit of \$33,454.29. This is due to lower than expected revenues from the program. The wages were also budgeted too low as they did not account for the wage top-ups that are paid by the Provincial Government.

The DOSCA Reserve balance is currently \$11,271.13 which, after being allocated to the deficit, leaves \$22,183.16 outstanding.

It is recommended that this outstanding amount be funded from internal borrowings, and a plan to return those funds in future years be put into place. This process has been followed in past years when a deficit occurred.

Attached is the 2023 budget to actual line by line for the DOSCA department.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

To approve funding the 2023 DOSCA deficit with the remaining DOSCA Reserve balance of \$11,271.13 and that the remaining deficit be funded through internal borrowing.



**TOWN OF DIDSBURY**  
**BUDGET MASTER 2023**  
**BUDGET BY DEPARTMENT**

General Ledger	Description	2023 Budget	2023 Actual
<b>DOSCA REVENUE</b>			
1-52-00-410-00	REGISTRATION FEES	0.00	(425.00)
1-52-00-411-00	SUMMER FUN REGISTRATION	(38,000.00)	(30,331.23)
1-52-00-490-00	DOSCA PROGRAM FEES	(40,000.00)	(50,765.81)
1-52-00-590-00	DONATIONS	(2,000.00)	(845.00)
1-52-00-591-00	OTHER REVENUE	(2,000.00)	(376.60)
1-52-00-830-00	FEDERAL GRANTS - SUMMER CAREER	(10,000.00)	(2,100.00)
1-52-00-840-00	DOSCA FCSS GRANTS	(19,630.00)	(19,630.00)
1-52-00-842-00	PROVINCIAL PAYROLL GRANTS	(25,000.00)	(40,379.51)
1-52-00-845-00	DOSCA CHILD CARE SUBSIDY	(53,000.00)	(31,437.07)
1-52-00-846-00	SUMMER FUN CHILD CARE SUBSIDY	(15,000.00)	(17,710.72)
1-52-00-990-00	DOSCA PROV GRANTS	(3,000.00)	(1,086.22)
<b>*</b>	<b>DOSCA REVENUE</b>	<b>(207,630.00)</b>	<b>(195,087.16)</b>
<b>DOSCA EXPENSE</b>			
2-52-00-110-00	SALARIES & WAGES	121,580.00	150,813.19
2-52-00-111-00	OVERHEAD ALLOCATION	15,000.00	16,000.00
2-52-00-141-00	Benefits - Employer paid	12,690.00	10,826.35
2-52-00-142-00	LOCAL AUTHORITIES PENSION	6,950.00	6,989.13
2-52-00-143-00	CANADA PENSION PLAN	6,550.00	7,185.73
2-52-00-144-00	EMPLOYMENT INSURANCE	2,510.00	2,852.84
2-52-00-145-00	WCB EXPENSE	950.00	1,215.68
2-52-00-148-00	TRAINING & DEVELOPMENT	800.00	633.10
2-52-00-200-00	GENERAL SERVICES	250.00	13.00
2-52-00-211-00	TRAVEL & SUBSISTENCE	500.00	322.39
2-52-00-215-00	FREIGHT & POSTAGE	100.00	14.90
2-52-00-217-00	TELEPHONE	920.00	1,110.18
2-52-00-220-00	ADVERTISING	750.00	175.57
2-52-00-221-00	PHOTOCOPYING	1,000.00	969.62
2-52-00-244-00	COMPUTER SERVICES	8,985.00	7,219.47
2-52-00-260-00	DOSCA RENT	2,900.00	1,770.00
2-52-00-260-01	SUMMER FUN RENT	9,200.00	8,000.00
2-52-00-274-00	INSURANCE	2,145.00	1,781.02
2-52-00-290-00	DOSCA SPECIAL EVENTS	500.00	47.00
2-52-00-291-00	SUMMER FUN - FIELD TRIPS	4,000.00	3,392.78
2-52-00-292-00	SUMMER FUN - BUSING	3,100.00	3,499.50
2-52-00-502-00	PROGRAM FOOD	1,500.00	811.81



TOWN OF DIDSBURY  
BUDGET MASTER 2023  
BUDGET BY DEPARTMENT

General Ledger	Description	2023 Budget	2023 Actual
2-52-00-510-00	OFFICE SUPPLIES	250.00	366.23
2-52-00-518-00	PPE & CORPORATE WEAR	250.00	0.00
2-52-00-519-00	GENERAL SUPPLIES	4,000.00	2,531.96
2-52-00-526-00	EQUIPMENT REPAIR & MAINTENANCE	250.00	0.00
* TOTAL DOSCA EXPENSE		<u>207,630.00</u>	<u>228,541.45</u>
** Net (Surplus)/Deficit - DOSCA		<u>0.00</u>	<u>33,454.29</u>

Dosca Reserve Available      <11,271.13>      4520076000

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22,183.16

Internal Loan      <22,183.16>      3520049000

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## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Setting of Next Budget Meeting  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the February 13, 2024 Regular Council Meeting, Council carried the following motion:

[Res. 094-24]

#### **Moved by Councillor Williams**

That Administration send out a survey to Council including budget meeting dates and bring back information to the February 27, 2024 Regular Council Meeting.

#### **Motion Carried**

The options in the survey were based on the availability of Administration to attend and administer an additional budget meeting. Councillors were given the opportunity to multi-select their availability, but also provided a space to suggest dates/times outside of the proposed options that would best suite their availability.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The dates put forward were:

- Monday, March 18, 2024 at 5:30 p.m.
- Tuesday, March 19, 2024 at 5:30 p.m.
- Wednesday, March 20, 2024 at 5:30 p.m.
- Thursday, March 21, 2024 at 5:30 p.m.
- Monday, March 25, 2024 at 5:30 p.m.
- Thursday, March 28, 2024 at 5:30 p.m.

The results of the survey will be provided to council when selecting a date.

### ALIGNMENT WITH STRATEGIC PLAN

#### **5. Governance & Organizational Excellence**

### RECOMMENDATION

To set the Spring 2024 Budget Meeting for \_\_\_\_\_, 2024 at \_\_\_\_\_.



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

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

**MEETING DATE:** February 27, 2024  
**SUBJECT:** Year-end Budget to Actual Reconciliation – Utilities Department  
**ORIGINATING DEPARTMENT:** Corporate Services

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**BACKGROUND/PROPOSAL:**

The Utility Charges Bylaw sets out the framework for the Town’s self-support utility departments, outlining that the revenues collected for utility services will offset the expenses, and that taxes will not fund these departments.

**Water Department**

The Water department had revenues of \$2,190,125.07 for the year and expenses of \$2,138,380.07, resulting in a net departmental surplus of \$51,745. It is recommended that the surplus from the Water department be transferred to the Water Reserve.

**Wastewater Department**

The Wastewater department had revenues of \$796,091.77 for the year and expenses of \$707,626.07, resulting in a net departmental surplus of \$88,465.70. It is recommended that the surplus from the Wastewater department be transferred to the Wastewater Reserve.

**Solid Waste Department**

Council budgeted \$50,000 from reserves to offset waste collection fees for the customers. Prior to the adjustment, the balance of the solid waste department was a deficit of \$19,374.26—which is well within the \$50,000 that was budgeted for. After the approved budgetary adjustment, the solid waste department breaks even.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The year end balances are summarized as follows:

	2023 Budget	2023 Actual
Water Revenues	2,003,433.00	2,190,125.07
Water Expenses	2,003,433.00	2,138,380.07
Year End Surplus	-	51,745.00
WasteWater Revenues	728,401.00	796,091.77
WasteWater Expenses	728,401.00	707,626.07
Year End Surplus	-	88,465.70
Solid Waste Revenues	568,280.00	540,297.21
Solid Waste Expenses	568,280.00	540,297.21
Year End Surplus	-	-



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION (three separate motions)

To approve to transfer the 2023 water department surplus of \$51,745 to the Water Reserve.

AND

To approve to transfer the 2023 wastewater department surplus of \$88,465.70 to the Wastewater Reserve.

AND

To accept the solid waste year end reconciliation as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: 2023 Year End Reserve Allocation  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

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

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

Each year, once the year end is closed, Administration analyzes the year end surplus or deficit compared to the approved budget and makes a recommendation for reserve allocations.

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is in the final stages of reviewing and analyzing the 2023 year-end reserve surplus and allocation. The Financial Planning Committee typically reviews the surplus report and makes a recommendation to Council. To ensure this process is completed as timely as possible, Administration is requesting a motion to refer the surplus to FPC for review at their February 29, 2024 committee meeting.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

To refer the 2023 Year-End Reserve Allocation to the Financial Planning Committee for review and recommendation.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 27, 2024  
SUBJECT: Correspondence & Information  
ORIGINATING DEPARTMENT: Legislative Services

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### 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:

- Infrastructure Canada – Green and Inclusive Community Buildings Program Letter

### ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

### RECOMMENDATION

To accept the correspondence provided as information.

Town of Didsbury  
Kelsey Hawkins  
PO Box 790, Didsbury, AB, T0M 0W0

Dear Kelsey Hawkins,

Thank you for submitting your application to the Government of Canada's Green and Inclusive Community Buildings (GICB) program.

We received hundreds of thoughtfully prepared applications for meaningful projects to improve the quality of community spaces from coast to coast to coast. Due to the high level of interest, we regret to inform you that your project, *Didsbury Municipal Library Retrofit* (AP-000003200), has not been selected for funding under this program. For more information about how we evaluated applications, you may wish to consult the [Applicant Guide](#). Please note that all funding decisions are final.

We understand that your organization put significant effort into preparing this application. We commend your commitment to making your community a more sustainable place to live, and for seeking to improve the lives of all residents. Should new funding opportunities arise, Infrastructure Canada will contact you to provide more details and encourage you to submit a new application.

If you have additional questions about the program, please contact us at [gicbp-pbcvi@infcc.gc.ca](mailto:gicbp-pbcvi@infcc.gc.ca) and we would be happy to answer them. Additionally, you can find more information about our other funding programs at [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca).

Thank you once again for your application, and my very best wishes for your future endeavours.

Yours sincerely,



Paul Loo  
Director General  
Resilient and Innovative Communities Directorate  
Infrastructure Canada