



**AGENDA  
TOWN OF DIDSBURY  
REGULAR COUNCIL MEETING  
September 10, 2019, at 6:00 PM**

**ATTENDANCE:**

**Mayor:** R. Hunter; **Deputy Mayor:** C. Engel

**Councillors:** J. Baswick, M. Crothers, D. Moore, E. Poggemiller, B. Windsor

**Chief Administrative Officer:** T. Martens; **Chief Financial Officer:** A. Riley

**Recording Secretary:** D. Porath

- |   |           |
|---|-----------|
| <b>1. CALL TO ORDER AND PRESENTATIONS</b>                             | <b>3</b>  |
| a) Presentation - Wesley Wilks - 2019 Canada Summer Games Recognition |           |
| <b>2. DELEGATION</b>  |           |
| No Delegations  |           |
| <b>3. ADDITION/DELETION OF AGENDA ITEMS</b>                           | <b>4</b>  |
| <b>4. PUBLIC HEARINGS</b>   |           |
| No Public Hearing   |           |
| <b>5. ADOPTION OF MINUTES</b>   |           |
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| b) Special Council Meeting Minutes – July 24, 2019                    | <b>10</b> |
| c) Special Council Meeting Minutes – August 7, 2019                   | <b>13</b> |
| d) Special Council Meeting Minutes – August 19, 2019                  | <b>15</b> |
| e) Minutes – Agencies, Boards and Committees                          | <b>18</b> |
| i. Mountain View Regional Waste Management Commission – May 27, 2019  | <b>19</b> |
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| a) Water & Wastewater Rate Structure Analysis                         |           |
| b) Taxation Subclass  |           |

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## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** September 10, 2019

**AGENDA ITEM NO.:** 1

**SUBJECT:** CALL TO ORDER

**BACKGROUND:** Mayor Hunter will call the meeting to order at 6:00 PM.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** N/A

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** N/A

**RECOMMENDATION:** N/A

**ALTERNATIVE OPTIONS:** N/A

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*

**PREPARED BY:** T. Martens, Interim Chief Administrative Officer

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 3



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 3**

**SUBJECT: ADDITION/DELETION OF AGENDA ITEMS**

### BACKGROUND:

**ADMINISTRATIVE REVIEW:** That the following item(s) be added to/deleted from the agenda.

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**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw"

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** N/A

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**RECOMMENDATION:** That Council accept the agenda as presented.

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**ALTERNATIVE OPTIONS:** That Council accept the agenda as amended.

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**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*

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**PREPARED BY:** T. Martens, Interim Chief Administrative Officer

**REVIEWED BY:** T Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 4





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 5.a)

**SUBJECT:** MINUTES – REGULAR COUNCIL MEETING

**BACKGROUND:** The minutes from the July 23, 2019 Regular Council Meeting are presented for Council's review and approval.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw"

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

**RECOMMENDATION:** That Council accept the minutes of the July 23, 2019 Regular Council Meeting as presented.

**ALTERNATIVE OPTIONS:** That Council accept the minutes of the July 23, 2019 Regular Council Meeting as amended.

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

- i. July , 2019 Regular Council Meeting minutes.

**PREPARED BY:** T. Martens, Interim Chief Administrative Officer

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 5



**Minutes of the Town of Didsbury Regular Council Meeting held on  
July 23, 2019 - Commencing at 6:00 PM**

**Present:**           **Mayor:** R. Hunter  
                          **Deputy Mayor:** C. Engel  
                          **Councillors:** B. Windsor, M. Crothers, D. Moore, E. Poggemiller, J. Baswick  
                          **Chief Administrative Officer:** H. Northcott; **Chief Financial Officer:** A. Riley  
                          **Staff:** C. Fox, D. Reimer, S. Halfyard  
                          **Recording Secretary:** D. Porath

**Absent:**           None

**1.   CALL TO ORDER**

Mayor R. Hunter called the Regular Council Meeting to Order at 6:00 PM.

**2.   DELEGATION**

- a) Staff-Sgt. Fournier, RCMP  
Staff Sgt. Fournier delivered the quarterly report on various crime statistics in Didsbury.
- b) D. Reimer, A/Chief, Didsbury Fire Department  
Mr. Reimer delivered a report on the Didsbury Fire Department.

**3.   ADDITION/DELETION OF AGENDA ITEMS**

The agenda was presented for Council's approval.

The following additions, deletions or amendments were noted:

**ADD**               COUN 002 Committee Roles & Responsibilities as Item 7.d  
**ADD**               Procedural Bylaw 2019-03 as Item 7.e

**Res. # 319-19    MOTION:** Moved by Deputy Mayor Engel that Council accept the agenda of the July 23, 2019 Regular Council Meeting as amended.

**Carried**

**4.   PUBLIC HEARINGS**

None

**5.   MINUTES**

**5.a) Regular Council Meeting – July 9, 2019**

**Res. # 320-19    MOTION:** Moved by Councillor Crothers that Council accept the minutes of the July 9, 2019 Regular Council Meeting as amended.

**Carried**

Deputy Mayor M. Crothers should read Deputy Mayor C. Engel  
M. Crothers should move to Councillors.

**5.b) Minutes – Agencies, Boards and Committees**

**Res. # 321-19    MOTION:** Moved by Councillor Baswick that Council accept the attached minutes as information.

**Carried**

**6. FINANCIAL STATEMENTS AND REPORTS**

**6.a) Second Quarter Financial Statements**

**Res. # 322-19 Motion:** Moved by Councillor Baswick that Council accept the June 30, 2019 financial reports as information only.

**Carried**

**7. BYLAWS AND POLICIES**

**7.a) Bylaw 201909 "Land Use Bylaw Re-designation"**

**Res. # 323-19 Motion:** Moved by Councillor Crothers that Council grant third and final reading to Bylaw 2019-09 "Land Use Bylaw Re-designation" on the 23<sup>rd</sup> day of July, 2019.

**Carried**

**7.b) Personnel Policy HUMAN 004**

**Res. # 324-19 Motion:** Moved by Deputy Mayor Engel that Council approve the Personnel Policy HUMAN 004 as presented.

**Carried**

**7.c) Rescind Policy Number PLAN 002**

**Res. # 325-19 Motion:** Moved by Deputy Mayor Engel that Council rescind policy PLAN 002 – Procurement of Goods and Services.

**Carried**

**7.d) Committees Roles & Responsibilities Policy COUN 002**

**Res. # 326-19 Motion:** Moved by Councillor Windsor that Council approve the Committees Roles and Responsibilities Policy COUN 002.

**Carried**

**7.e) Bylaw 2019-03 Procedural Bylaw**

**Res. # 327-19 Motion:** Moved by Councillor Windsor that Council grant first reading of Bylaw 2019-03 Procedural Bylaw this 23 day of July, 2019.

**Carried**

**Res. # 328-19 Motion:** Moved by Councillor Windsor that Council grant second reading of Bylaw 2019-03 Procedural Bylaw this 23 day of July, 2019.

**Carried**

**Res. # 329-19 Motion:** Moved by Councillor Windsor that Council grant unanimous consent to the third and final reading of Bylaw 2019-03 Procedural Bylaw this 23 day of July, 2019.

**Carried**

**Res. # 330-19 Motion:** Moved by Councillor Windsor that Council grant third and final reading of Bylaw 2019-03 Procedural Bylaw this 23 day of July, 2019.

**Carried**

**8. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

**9 a) Naming of Miki Town Ambassador**

**Res. # 331-19 Motion:** Moved by Councillor Crothers that Council approve the appointment of Luana Smith as the Official Ambassador of the Town of Didsbury to Miki Town, Japan for the Fall of 2019.

**Carried**

**9 b) Mountain View Seniors Housing Ninth Annual Golf Classic Sponsorship**

**Res. # 332-19 Motion:** Moved by Deputy Mayor Engel that Council approve the sponsorship of the Mountain View Seniors Housing Annual Golf Tournament as a “Hole Sponsor” in the amount of \$500.00 to be taken from Council’s Community Engagement budget and that Mayor Hunter represent the Town of Didsbury in the golf tournament.

**Carried**

**9 c) September 24<sup>th</sup> Council Meetings**

**Res. # 333-19 Motion:** Moved by Councillor Crothers that Council approve changing the September 24, 2019 Policies & Priorities and Regular Council Meeting to September 23, 2019.

**Carried**

**10. REPORTS**

**10 a) Council Report**

**Res. # 334-19 Motion:** Moved by Councillor Crothers that Council accept the attached Council Reports as information.

**Carried**

**10 b) CAO Reports**

**Res. # 335-19 Motion:** Moved by Councillor Baswick that Council accept the attached CAO Quarterly Report as information.

**Carried**

**10 c) CAO Action Log**

**Res. # 336-19 Motion:** Moved by Councillor Crothers that Council accept the attached CAO Action Log as information.

**Carried**

**11. CORRESPONDENCE AND INFORMATION**

**11 a) Correspondence**

**Res. # 337-19 Motion:** Moved by Councillor Moore that Council accept the correspondence presented as information.

**Carried**

**12. NOTICE OF MOTION**

**Res. # 338-19 MOTION:** Moved by Councillor Windsor that Council directs Administration to review and update the Code of Conduct for Council Bylaw to bring it in line with the new Personnel Policy HUMAN 004.

**Carried**

**13. GALLERY QUESTION PERIOD**

**14. ADJOURNMENT TO IN-CAMERA**

**Res. # 339-19 MOTION:** Moved by Councillor Moore that Council close the meeting to the public for as per Section 27, FOIP at 7:06 PM.

**Carried**

Mayor Hunter called for a recess at 7:06 PM.

Mayor Hunter called the In-Camera portion of the meeting back to order 7:11 PM.

**Res. # 340-19      MOTION:** Moved by Councillor Moore that Council return to the Regular Council Meeting at 8:45 PM.

Carried

**15. ADJOURNMENT**

**Res. # 341-19      MOTION:** Moved by Councillor Baswick that Council adjourn the Regular Council Meeting at 8:47 PM.

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Mayor R. Hunter

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Chief Administrative Officer H. Northcott



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 5.b)

**SUBJECT:** MINUTES – SPECIAL COUNCIL MEETING

**BACKGROUND:** The minutes from the July 24, 2019 Special Council Meeting are presented for Council's review and approval.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw"

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

**RECOMMENDATION:** That Council accept the minutes of the July 24, 2019 Special Council Meeting as presented.

**ALTERNATIVE OPTIONS:** That Council accept the minutes of the July 24, 2019 Special Council Meeting as amended.

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

- i. July 23, 2019 Special Council Meeting minutes.



Minutes of the Town of Didsbury Special Council Meeting held on  
July 24, 2019 - Commencing at 6:00 PM

**Present:** Mayor: R. Hunter  
Deputy Mayor: C. Engel  
Councillors: B. Windsor, M. Crothers, D. Moore, E. Poggemiller, J. Baswick  
Chief Administrative Officer: H. Northcott; Chief Financial Officer: A. Riley  
Staff: C. Fox

**Absent:** None

1. **CALL TO ORDER**

Mayor R. Hunter called the Special Council Meeting to Order at 6:05 PM.  
A two-thirds majority agreed to the calling of a Special Council Meeting with less than 24 hours' notice. See the attached document with signatures.

2. **ADJOURNMENT TO IN-CAMERA**

Res. # 342-19      **MOTION:** Moved by Councillor Moore that Council close the meeting to the public as per Section 27, FOIP at 6:06 PM.

**Carried**

Res. # 343-19      **MOTION:** Moved by Councillor Moore that Council reconvene from In-Camera to the Special Council Meeting at 6:30 PM.

**Carried**

3. **NOTICE OF MOTION**

Res. # 344-19      **MOTION:** Moved by Councillor Moore that Council direct Administration to award the contract for the 2019 Asphalt Rehabilitation and Repairs tender to Rubydale Asphalt Works after completing appropriate negotiations for the water and wastewater patches and to add 10<sup>th</sup> Street to the contract, and to approve:

- i. the expenditure of up to \$20,000 to be funded by General Reserves for the Asphalt Rehabilitation Schedules,
- ii. an additional expenditure of up to \$41,000 to be funded by Water Reserves, and
- iii. an additional expenditure of up to \$38,000 to be funded by Wastewater Reserves.

**Carried**

Res. # 345-19      **MOTION:** Moved by Councillor Moore that Council approve pulverizing the asphalt, adding additional granular material and apply dust suppression to 23<sup>rd</sup> Street North between the CPR tracks and the gravel.

**Carried**

Res. # 346-19      **MOTION:** Moved by Councillor Moore that Council direct Administration to negotiate the inclusion of an additional scope of work for 10th Street from Hwy 582 to the south

INTLS: \_\_\_\_\_

side of the intersection with Valarosa Drive into the 2019 Asphalt Rehabilitation and Repair Contract.

Carried

**Res. # 347-19**      **MOTION:** Moved by Councillor Windsor that Council direct Administration to bring the water and wastewater rate structure analysis information to the September 10, 2019 Regular Council Meeting.

Carried

**Res. # 348-19**      **MOTION:** Moved by Councillor Moore that Council approve updated Spring 2019 Strategic Plan in principle and after advertising the significant changes to the public, return the plan to the September 24, 2019 Regular Council Meeting.

Carried

#### 4. ADJOURNMENT

**Res. # 349-19**      **MOTION:** Moved by Mayor/ Councillor Moore that Council adjourn the Special Council Meeting at 6:38 PM.

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Mayor R. Hunter

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Chief Administrative Officer T. Martens





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 5.c)

**SUBJECT:** MINUTES – SPECIAL COUNCIL MEETING

**BACKGROUND:** The minutes from the August 7, 2019 Special Council Meeting are presented for Council's review and approval.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw"

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

**RECOMMENDATION:** That Council accept the minutes of the August 7, 2019 Special Council Meeting as presented.

**ALTERNATIVE OPTIONS:** That Council accept the minutes of the August 7, 2019 Special Council Meeting as amended.

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

- i. August 7, 2019 Special Council Meeting minutes.



Minutes of the Town of Didsbury Special Council Meeting held on  
August 7, 2019 - Commencing at 6:00 PM

**Present:** Mayor: R. Hunter  
Deputy Mayor: C. Engel  
Councillors: B. Windsor, M. Crothers, D. Moore,  
Chief Administrative Officer: H. Northcott  
**Regrets:** Councillors: E. Poggemiller, J. Baswick

1. **CALL TO ORDER**

Mayor R. Hunter called the Special Council Meeting to Order at 6:03 PM.

2. **ADJOURNMENT TO IN-CAMERA**

Res. # 350-19      **MOTION:** Moved by Councillor Moore that Council close the meeting to the public as per Section 27, FOIP at 6:06 PM.

**Carried**

Res. # 351-19      **MOTION:** Moved by Councillor Moore that Council return to the Special Council Meeting at 6:55 PM.

**Carried**

3. **NOTICE OF MOTION**

Res. # 352-19      **MOTION:** Moved by Councillor Moore that Council regretfully accept the Chief Administrative Officer Northcott's letter of resignation as of September 2, 2019.

**Carried**

Res. # 353-19      **MOTION:** Moved by Councillor Windsor that the Mayor contact candidates for the interim Chief Administrative Officer position.

**Carried**

4. **ADJOURNMENT**

Res. # 354-19      **MOTION:** Moved by Councillor Moore that Council adjourn the Special Council Meeting at 6:38 PM.

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Mayor R. Hunter

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A/Chief Administrative Officer T. Martens



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 5.d)

**SUBJECT:** MINUTES – SPECIAL COUNCIL MEETING

**BACKGROUND:** The minutes from the August 19, 2019 Special Council Meeting are presented for Council's review and approval.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw"

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

**RECOMMENDATION:** That Council accept the minutes of the August 19, 2019 Special Council Meeting as presented.

**ALTERNATIVE OPTIONS:** That Council accept the minutes of the August 19, 2019 Special Council Meeting as amended.

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

- i. August 19, 2019 Special Council Meeting minutes.



Minutes of the Town of Didsbury Special Council Meeting held on  
August 19, 2019 - Commencing at 6:00 PM

**Present:** Mayor: R. Hunter  
Deputy Mayor: C. Engel  
Councillors: B. Windsor, M. Crothers, D. Moore, E. Poggemiller, J. Baswick  
A/Chief Administrative Officer and CFO: A Riley

1. **CALL TO ORDER**

Mayor R. Hunter called the Special Council Meeting to Order at 7:00 PM.

2. **ADDITIONS/DELETIONS TO AGENDA**

Res. # 355-19      **MOTION:** Moved by Councillor Moore that Council accept the agenda as presented.

**Carried**

3. **NEW BUSINESS**

3.a)      **Road Closure Request – Mountain View Arts Festival**

Res. # 356-19      **MOTION:** Moved by Councillor Moore that Council approve the road closures for the Mountain View Arts Festival Pancake Breakfast on September 7, 2019 as requested.

**Carried**

3.b)      **Community Recognition Award**

Res. # 357-19      **MOTION:** Moved by Councillor Moore that Council direct Administration to invite Wesley Wilks to the September 10, 2019 Regular Council Meeting so Council may formally recognize his achievement of 6 gold medals at the Western Canada Summer Games.

**Carried**

4. **IN-CAMERA**

Res. # 358-19      **MOTION:** Moved by Councillor Crothers that Council close the meeting to the public as per Section 27, FOIP at 7:08 PM.

**Carried**

Res. # 359-19      **MOTION:** Moved by Councillor Crothers that Council return to the Special Council Meeting at 7:37 PM.

**Carried**

5. **NOTICE OF MOTION**

Res. # 360-19      **MOTION:** Moved by Councillor Windsor that Council direct the mayor to enter into negotiations to contract the preferred candidate for Didsbury's interim CAO for \$1,000/day, plus travel and job-related expenses for the period of September 2 to November 15, 2019.

**Carried**

INTLS: \_\_\_\_\_

Councillor Baswick requested a recorded vote.

**Res. # 361-19**      **MOTION:** Moved by Councillor Windsor that Council direct the mayor to direct our Interim CAO and Human Resources Coordinator to bring a proposal for advertising for a permanent CAO to the September 10, 2019.

Yes Councillor Moore  
Yes Councillor Crothers  
Yes Councillor Baswick  
Yes Deputy Mayor Engel  
Yes Councillor Windsor  
Yes Councillor Poggemiller  
Yes Mayor Hunter

**Carried**

Councillor Baswick requested a recorded vote.

**Res. # 362-19**      **MOTION:** Moved by Councillor Windsor that Council direct the Mayor to investigate the hiring of a headhunter consultant and return the result to the September 10, 2019 RCM.

Yes Councillor Moore  
Yes Councillor Crothers  
Yes Councillor Baswick  
Yes Deputy Mayor Engel  
Yes Councillor Windsor  
Yes Councillor Poggemiller  
Yes Mayor Hunter

**Carried**

## **6. ADJOURNMENT**

**Res. # 363-19**      **MOTION:** Moved by Councillor Crothers that Council adjourn the Special Council Meeting at 7:42 PM.

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Mayor R. Hunter

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Chief Administrative Officer T. Martens

INTLS: \_\_\_\_\_



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 5. )

**SUBJECT:** MINUTES – AGENCIES, BOARDS AND COMMITTEES

**BACKGROUND:** Attached are any minutes submitted by Council from outside agencies, boards or committees for Council's review and information.

**ADMINISTRATIVE REVIEW:** N/A

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**RELEVANT LEGISLATION:** N/A

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** An Organizational Excellence

**RECOMMENDATION:** That Council accept the attached minutes as information.

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**ALTERNATIVE OPTIONS:** N/A

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**Attachments:** (May take the form of pictures, graphs, letters, etc.)

- i. Mountain View Regional Waste Management Commission – May 27, 2019
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## **Mountain View Regional Waste Management Commission**

**Regular Meeting**  
**Mountain View County Office**  
**9:00 a.m.**  
**May 27, 2019**

### **MINUTES**

<b>In Attendance</b>	<b>Mary Anne Overwater</b> <b>Angela Aalbers</b> <b>Bob Green</b> <b>Bill Windsor</b> <b>Charlene Preston</b> <b>Tim Hagen</b>	<b>Chair, Town of Olds</b> <b>Vice-Chair, Mountain View County</b> <b>Town of Carstairs</b> <b>Town of Didsbury</b> <b>Alternate, Town of Sundre</b> <b>Village of Cremona</b>
<b>Staff</b>	<b>Michael Wuetherick</b> <b>Ron Cameron</b> <b>Ryan Verbonac</b> <b>Lindsay Miller</b>	<b>CAO</b> <b>CFO</b> <b>Landfill Manager</b> <b>Office Manager</b>
<b>Regrets</b>	<b>Terry Leslie</b> <b>Tim Hagen</b>	<b>Town of Sundre</b> <b>Village of Cremona</b>

### **1. CALL TO ORDER**

Chair Mary Anne Overwater called the meeting to order at 9:01 a.m.

### **2. AGENDA**

#### **2.1 Addition or Deletions of the Agenda**

None.

#### **2.2 Adoption of Agenda**

##### **Resolution #41-19**

Moved by Bob Green

THAT the agenda for the May 27, 2019 Regular Meeting be adopted as presented.

CARRIED unanimous

### **3. ADOPTION OF MINUTES**

#### **3.1 Minutes of April 15, 2019 Regular Meeting**

##### **Resolution #42-19**

Moved by Bill Windsor

THAT the MVRWMC Board approve the minutes of the April 15, 2019 Regular Meeting as presented.

CARRIED unanimous

#### **4. BUSINESS**

##### **4.1 Business Arising from Prior Meetings**

###### **Resolution #43-19**

Moved by Bob Green

THAT the MVRWMC Board accept as information, Administration's update on the progress of business arising from previous meetings.

CARRIED unanimous

##### **4.2 Landfill Operations Report**

###### **Resolution #44-19**

Moved by Bill Windsor

THAT the MVRWMC Board accept as information Administration's landfill operations report of tonnage received at the landfill up to April 30, 2019.

CARRIED unanimous

##### **4.3 Statement Of Operations - April 30, 2019**

###### **Resolution #45-19**

Moved by Bob Green

THAT the MVRWMC Board accept as information, the financial report (Unaudited) for the Commission as at April 30, 2019.

CARRIED unanimous

##### **4.4 Recommended Reserve Transfers**

###### **Resolution #46-19**

Moved by Angela Aalbers

THAT the MVRWMC Board direct Administration to transfer the recycle revenue received in 2018 of \$116,984.12 to the Recycle Reserve Fund added to the current Recycle Reserve Fund balance as at December 31, 2018 of \$113,385.00.

CARRIED unanimous

###### **Resolution #47-19**

Moved by Bob Green

THAT the MVRWMC Board direct Administration to transfer \$131,100.00 to the Capital Reserve Fund to be added to the current Capital Reserve Fund balance as at December 31, 2018 of \$280,736.00.

CARRIED unanimous

###### **Resolution #48-19**

Moved by Charlene Preston

THAT the MVRWMC Board direct Administration to transfer \$94,662.70 currently held in the Closure-Post Closure Reserve account to general revenue.

CARRIED unanimous



**Resolution #49-19**

Moved by Bill Windsor

THAT the MVRWMC Board direct Administration to defer the transfer of \$150,610.00 to Closure-Post Closure Reserve fund as budgeted in 2018 due to over-funding of the 2018 year-end Closure-Post Closure Reserve liability.

CARRIED unanimous

**Resolution #50-19**

Moved by Angela Aalbers

THAT the MVRWMC Board rescind Resolution #115-18 directing Administration to develop a strategy to replace the \$208,005.88 of Closure-Post Closure Reserve funds transferred to general revenue in 2018.

CARRIED unanimous

**4.5 Report on Theft  
Of Commission  
Property**

**Resolution #51-19**

Moved by Angela Aalbers

THAT the MVRWMC Board accept as information Administration's update on the theft of Commission Property which occurred on May 2, 2019.

CARRIED unanimous

**5. REPORTS**

**5.1 CAO  
Report**

**Resolution #52-19**

Moved by Bill Windsor

THAT the MVRWMC Board accept as information the CAO report for the period from April 11, 2019 through May 23, 2019.

CARRIED unanimous

**6. CONFIDENTIAL ITEMS**

**6.1 CAO Report  
On Confidential  
Matters**

None.

**7. NEXT MEETINGS, EVENTS**

**7.2 July 22, 2019 Regular Meeting – 9:00 a.m. Mountain View County Office**

**7.3 September 23, 2019 Regular Meeting – 9:00 a.m. Mountain View County Office**

**7.4 November 25, 2019 Organizational Meeting – 9:00 a.m. Mountain View County Office**

**7.5 November 25, 2019 Regular Meeting – Following Organizational Meeting, Mountain View County Office**

**8. ADJOURNMENT**

**Resolution #53-19**

Moved by Bill Windsor

THAT the meeting be adjourned at 11:26 a.m.

CARRIED unanimous

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CAO

DRAFT



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 6 b)

**SUBJECT:** COUNCIL EXPENSES TO 31st March 2019

**BACKGROUND:** The Council Expense Spreadsheets are provided for Council's information. Individual Council Expense Forms can be found on the Town of Didsbury website.

**ADMINISTRATIVE REVIEW:** Questions have been raised regarding the way Councillor Expenses are classified. For clarification, please see the definitions below:

**Honorarium:** The amount a Councillor received from typical remuneration; including cell phone and internet.

**Expenses:** CPP deductions, EI deductions, hourly, daily and monthly rates.

**Professional Development:** Any amounts assigned to a Councillors G/L Code, including mileage.

**RELEVANT LEGISLATION:** COUN 004 – Council Remuneration.

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** Operational Excellence

**RECOMMENDATION:** That Council accept the Remuneration Spreadsheet as information.

**ALTERNATIVE OPTIONS:** N/A

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

1. Elected Officials Complete Remuneration Spreadsheet 2019

Town of Didsbury Council Remuneration Detailed Summary								
Elected Official	Honorarium To Date	Expenses To Date	Benefits To Date	Mountain View Regional Water Services Commission Remuneration	Mountain View Regional Waste Management Commission Remuneration	Mountain View Seniors Housing Commission Remuneration	Total Remuneration to Date	Professional Development Expenses to Date
<i>Mayor R. Hunter</i>	\$ 21,032.56	\$ 7,239.41	\$ 1,333.61	\$ -	\$ -	\$ -	\$ 29,605.58	\$ 5,141.28
<i>Councillor J. Baswick</i>	\$ 11,643.52	\$ 4,282.89	\$ 27.68	\$ 1,284.00	\$ -	\$ -	\$ 17,238.09	\$ 1,457.50
<i>Councillor M. Crothers</i>	\$ 12,512.02	\$ 3,588.63	\$ 27.68	\$ -	\$ -	\$ -	\$ 16,128.33	\$ 12,309.28
<i>Councillor C. Engel</i>	\$ 13,814.77	\$ 3,548.95	\$ 680.60	\$ -	\$ -	\$ -	\$ 18,044.32	\$ 395.08
<i>Councillor D. Moore</i>	\$ 11,643.52	\$ 2,868.89	\$ 27.68	\$ -	\$ -	\$ -	\$ 14,540.09	\$ 449.23
<i>Councillor E. Poggemiller</i>	\$ 11,643.52	\$ 4,421.96	\$ 592.40	\$ -	\$ -	\$ -	\$ 16,657.88	\$ 1,882.96
<i>Councillor B. Windsor</i>	\$ 11,643.52	\$ 6,853.63	\$ 789.64	\$ -	\$ 1,237.90	\$ -	\$ 20,524.69	\$ 3,514.26

Notes
<p><b>Honorarium:</b> An elected official is paid a monthly honorarium for their commitment to the Town of Didsbury and participation in Council Meetings and informal duties. Informal duties includes items such as parades, citizen engagement and community events. This amount is paid in accordance with the Town of Didsbury's Council Honorarium Policy which can be found online at <a href="http://www.didsbury.ca">www.didsbury.ca</a>. The Honorarium contained in this spreadsheet also includes Cell Phone and Internet reimbursement.</p> <p><b>Expenses:</b> In addition to the Honorarium amount paid to an elected official, they may also claim for formal meetings outside of their normal duties as an elected official. Expenses are usually incurred due to being a member on a committee or board. Further if an elected official undertakes professional development, the remuneration they receive while away at the event would be recorded under the expenses column.</p> <p><b>Commission Remuneration:</b> Commission remuneration is not paid directly by the Municipality. A Commission is made up of elected officials from all of the involved municipalities and decisions are made on a regional basis. The Town of Didsbury is a member of three Commissions: Mountain View Regional Water, Mountain View Regional Waste and Mountain View Seniors Housing. The elected official is paid directly by the Commission but their remuneration is reflected in the above chart to give a total picture of the remuneration received due to their position as an elected official.</p> <p><b>Professional Development:</b> In an effort to remain knowledgeable and aware of all current trends, elected officials are encouraged to have ongoing and continuous professional development. Each elected official is encouraged to select professional development opportunities that they are interested in and relevant to the Town of Didsbury. This column reflects the current funds spent on attending these events. Professional Development is covered in the Town of Didsbury's Travel and Expenses Policy which can be found online at <a href="http://www.didsbury.ca">www.didsbury.ca</a>.</p> <p><b>** Please note that all expenses and remuneration are input upon approval of expense claims. These amounts shall not be a substitute for the Town of Didsbury's annual audited financial statements available on the Town of Didsbury's website**</b></p>

Town of Didsbury Council Remuneration Detailed Summary								
<i>Elected Official</i>	Mayor R. Hunter							
Month	Honorarium	Expenses	Benefits	Mountain View Regional Water Services Commission Remuneration	Mountain View Regional Waste Management Commission Remuneration	Mountain View Seniors Housing Commission Remuneration	Total Monthly Remuneration	Professional Development Expenses
January	\$ 2,629.00	\$ 810.43	\$ 159.73				\$ 3,599.16	\$ 500.00
February	\$ 2,629.08	\$ 513.82	\$ 148.98				\$ 3,291.88	\$ 984.68
March	\$ 2,629.08	\$ 797.15	\$ 150.53				\$ 3,576.76	\$ 1,623.07
April	\$ 2,629.08	\$ 1,378.25	\$ 192.96				\$ 4,200.29	\$ 1,029.57
May	\$ 2,629.08	\$ 1,406.13	\$ 194.39				\$ 4,229.60	
June	\$ 2,629.08	\$ 656.13	\$ 156.13				\$ 3,441.34	\$ 1,003.96
July	\$ 2,629.08	\$ 1,506.50	\$ 199.50				\$ 4,335.08	
August	\$ 2,629.08	\$ 171.00	\$ 131.39				\$ 2,931.47	
September							\$ -	
October							\$ -	
November							\$ -	
December							\$ -	
<b>Total</b>	\$ 21,032.56	\$ 7,239.41	\$ 1,333.61	\$ -	\$ -	\$ -	\$ 29,605.58	\$ 5,141.28

Notes
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Town of Didsbury Council Remuneration Detailed Summary								
<i>Elected Official</i>	Councillor J. Baswick							
Month	Honorarium	Expenses	Benefits	Mountain View Regional Water Services Commission Remuneration	Mountain View Regional Waste Management Commission Remuneration	Mountain View Seniors Housing Commission Remuneration	Total Monthly Remuneration	Professional Development Expenses
January	\$ 1,455.44	\$ 171.00	\$ 3.46	\$ 214.00			\$ 1,843.90	
February	\$ 1,455.44	\$ 406.13	\$ 3.46	\$ 214.00			\$ 2,079.03	
March	\$ 1,455.44	\$ 61.19	\$ 3.46	\$ 214.00			\$ 1,734.09	\$ 500.00
April	\$ 1,455.44	\$ 1,002.63	\$ 3.46	\$ 214.00			\$ 2,675.53	\$ 315.00
May	\$ 1,455.44	\$ 1,304.15	\$ 3.46	\$ 214.00			\$ 2,977.05	\$ 290.05
June	\$ 1,455.44	\$ 766.49	\$ 3.46	\$ 214.00			\$ 2,439.39	\$ 352.45
July	\$ 1,455.44	\$ 293.42	\$ 3.46				\$ 1,752.32	
August	\$ 1,455.44	\$ 277.88	\$ 3.46				\$ 1,736.78	
September							\$ -	
October							\$ -	
November							\$ -	
December							\$ -	
<b>Total</b>	\$ 11,643.52	\$ 4,282.89	\$ 27.68	\$ 1,284.00	\$ -	\$ -	\$ 17,238.09	\$ 1,457.50

Notes
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Town of Didsbury Council Remuneration Detailed Summary								
<i>Elected Official</i>	Councillor M. Crothers							
Month	Honorarium	Expenses	Benefits	Mountain View Regional Water Services Commission Remuneration	Mountain View Regional Waste Management Commission Remuneration	Mountain View Seniors Housing Commission Remuneration	Total Monthly Remuneration	Professional Development Expenses
January	\$ 1,889.69	\$ 480.15	\$ 3.46				\$ 2,373.30	
February	\$ 1,889.69	\$ 424.13	\$ 3.46				\$ 2,317.28	
March	\$ 1,455.44	\$ 146.69	\$ 3.46				\$ 1,605.59	\$ 500.00
April	\$ 1,455.44	\$ 1,043.62	\$ 3.46				\$ 2,502.52	\$ 150.00
May	\$ 1,455.44	\$ 959.66	\$ 3.46				\$ 2,418.56	\$ 96.28
June	\$ 1,455.44	\$ 106.88	\$ 3.46				\$ 1,565.78	\$ 11,563.00
July	\$ 1,455.44	\$ 128.25	\$ 3.46				\$ 1,587.15	
August	\$ 1,455.44	\$ 299.25	\$ 3.46				\$ 1,758.15	
September							\$ -	
October							\$ -	
November							\$ -	
December							\$ -	
<b>Total</b>	\$ 12,512.02	\$ 3,588.63	\$ 27.68	\$ -	\$ -	\$ -	\$ 16,128.33	\$ 12,309.28

#### Notes

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Town of Didsbury Council Remuneration Detailed Summary								
<i>Elected Official</i>	Councillor C. Engel							
Month	Honorarium	Expenses	Benefits	Mountain View Regional Water Services Commission Remuneration	Mountain View Regional Waste Management Commission Remuneration	Mountain View Seniors Housing Commission Remuneration	Total Monthly Remuneration	Professional Development Expenses
January	\$ 1,455.44	\$ 299.25	\$ 78.07				\$ 1,832.76	
February	\$ 1,455.44	\$ 879.75	\$ 92.10				\$ 2,427.29	
March	\$ 1,455.44	\$ 559.56	\$ 91.35				\$ 2,106.35	\$ 245.08
April	\$ 1,889.69	\$ 320.63	\$ 101.31				\$ 2,311.63	
May	\$ 1,889.69	\$ 677.50	\$ 119.51				\$ 2,686.70	
June	\$ 1,889.69	\$ 320.63	\$ 101.31				\$ 2,311.63	\$ 150.00
July	\$ 1,889.69	\$ 256.50					\$ 2,146.19	
August	\$ 1,889.69	\$ 235.13	\$ 96.95				\$ 2,221.77	
September							\$ -	
October							\$ -	
November							\$ -	
December							\$ -	
<b>Total</b>	\$ 13,814.77	\$ 3,548.95	\$ 680.60	\$ -	\$ -	\$ -	\$ 18,044.32	\$ 395.08

#### Notes

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Town of Didsbury Council Remuneration Detailed Summary								
<i>Elected Official</i>	Councillor D. Moore							
Month	Honorarium	Expenses	Benefits	Mountain View Regional Water Services Commission Remuneration	Mountain View Regional Waste Management Commission Remuneration	Mountain View Seniors Housing Commission Remuneration	Total Monthly Remuneration	Professional Development Expenses
January	\$ 1,455.44	\$ 213.75	\$ 3.46				\$ 1,672.65	
February	\$ 1,455.44	\$ 491.63	\$ 3.46				\$ 1,950.53	
March	\$ 1,455.44		\$ 3.46				\$ 1,458.90	
April	\$ 1,455.44	\$ 1,043.62	\$ 3.46				\$ 2,502.52	\$ 165.00
May	\$ 1,455.44	\$ 671.00	\$ 3.46				\$ 2,129.90	\$ 284.23
June	\$ 1,455.44	\$ 192.38	\$ 3.46				\$ 1,651.28	
July	\$ 1,455.44	\$ 106.88	\$ 3.46				\$ 1,565.78	
August	\$ 1,455.44	\$ 149.63	\$ 3.46				\$ 1,608.53	
September							\$ -	
October							\$ -	
November							\$ -	
December							\$ -	
<b>Total</b>	\$ 11,643.52	\$ 2,163.51	\$ 27.68	\$ -	\$ -	\$ -	\$ 14,540.09	\$ 449.23

Notes
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Town of Didsbury Council Remuneration Detailed Summary								
<i>Elected Official</i>	Councillor E. Poggemiller							
Month	Honorarium	Expenses	Benefits	Mountain View Regional Water Services Commission Remuneration	Mountain View Regional Waste Management Commission Remuneration	Mountain View Seniors Housing Commission Remuneration	Total Monthly Remuneration	Professional Development Expenses
January	\$ 1,455.44	\$ 213.75	\$ 73.71				\$ 1,742.90	
February	\$ 1,455.44	\$ 641.25	\$ 111.51				\$ 2,208.20	
March	\$ 1,455.44		\$ 62.66				\$ 1,518.10	\$ 500.00
April	\$ 1,455.44	\$ 1,289.35	\$ 109.36				\$ 2,854.15	\$ 353.00
May	\$ 1,455.44	\$ 1,183.98	\$ 3.46				\$ 2,642.88	\$ 177.48
June	\$ 1,455.44	\$ 366.40	\$ 76.98				\$ 1,898.82	\$ 177.48
July	\$ 1,455.44	\$ 556.23	\$ 83.19				\$ 2,094.86	\$ 100.00
August	\$ 1,455.44	\$ 171.00	\$ 71.53				\$ 1,697.97	
September							\$ -	\$ 575.00
October							\$ -	
November							\$ -	
December							\$ -	
<b>Total</b>	\$ 11,643.52	\$ 4,421.96	\$ 592.40	\$ -	\$ -	\$ -	\$ 16,657.88	\$ 1,882.96

Notes
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Town of Didsbury Council Remuneration Detailed Summary								
<i>Elected Official</i>	Councillor B. Windsor							
Month	Honorarium	Expenses	Benefits	Mountain View Regional Water Services Commission Remuneration	Mountain View Regional Waste Management Commission Remuneration	Mountain View Seniors Housing Commission Remuneration	Total Monthly Remuneration	Professional Development Expenses
January	\$ 1,455.44	\$ 213.75	\$ 73.71		\$ 307.58		\$ 2,050.48	
February	\$ 1,455.44	\$ 555.75	\$ 91.31		\$ 307.58		\$ 2,410.08	
March	\$ 1,455.44	\$ 581.16	\$ 91.16		\$ 307.58		\$ 2,435.34	\$ 670.07
April	\$ 1,455.44	\$ 1,335.30	\$ 115.23		\$ 157.58		\$ 3,063.55	\$ 1,004.37
May	\$ 1,455.44	\$ 1,728.68	\$ 137.04		\$ 157.58		\$ 3,478.74	\$ 578.24
June	\$ 1,455.44	\$ 1,000.38	\$ 107.18				\$ 2,563.00	\$ 940.78
July	\$ 1,455.44	\$ 1,224.86	\$ 100.30				\$ 2,780.60	\$ 320.80
August	\$ 1,455.44	\$ 213.75	\$ 73.71				\$ 1,742.90	
September							\$ -	
October							\$ -	
November							\$ -	
December							\$ -	\$ -
<b>Total</b>	\$ 11,643.52	\$ 6,853.63	\$ 789.64	\$ -	\$ 1,237.90	\$ -	\$ 20,524.69	\$ 3,514.26

Notes
<p><b>Honorarium :</b> An elected official is paid a monthly honorarium for their commitment to the Town of Didsbury and participation in Council Meetings and informal duties. Informal duties includes items such as parades, citizen engagement and community events. This amount is paid in accordance with the Town of Didsbury's Council Honorarium Policy which can be found online at <a href="http://www.didsbury.ca">www.didsbury.ca</a>. The Honorarium contained in this spreadsheet also includes Cell Phone and Internet reimbursement.</p> <p><b>Expenses:</b> In addition to the Honorarium amount paid to an elected official, they may also claim for formal meetings outside of their normal duties as an elected official. Expenses are usually incurred due to being a member on a committee or board. Further if an elected official undertakes professional development, the remuneration they receive while away at the event would be recorded under the expenses column.</p> <p><b>Commission Remuneration:</b> Commission remuneration is not paid directly by the Municipality. A Commission is made up of elected officials from all of the involved municipalities and decisions are made on a regional basis. The Town of Didsbury is a member of three Commissions: Mountain View Regional Water, Mountain View Regional Waste and Mountain View Seniors Housing. The elected official is paid directly by the Commission but their remuneration is reflected in the above chart to give a total picture of the remuneration received due to their position as an elected official.</p> <p><b>Professional Development:</b> In an effort to remain knowledgeable and aware of all current trends, elected officials are encouraged to have ongoing and continuous professional development. Each elected official is encouraged to select professional development opportunities that they are interested in and relevant to the Town of Didsbury. This column reflects the current funds spent on attending these events. Professional Development is covered in the Town of Didsbury's Travel and Expenses Policy which can be found online at <a href="http://www.didsbury.ca">www.didsbury.ca</a>.</p> <p><b>** Please note that all expenses and remuneration are input upon approval of expense claims. These amounts shall not be a substitute for the Town of Didsbury's annual audited financial statements available on the Town of Didsbury's website**</b></p>



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER , 2019

**AGENDA ITEM NO.:** 6.b)

**SUBJECT:** FINANCIAL STATEMENTS/REPORTS

**BACKGROUND:** The second quarter financial statements for the Mountain View Regional Waste Management Commission are offered for Council's information.

**ADMINISTRATIVE REVIEW:**

**RELEVANT LEGISLATION:**

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community

**RECOMMENDATION:** That Council accept the second quarter Mountain View Regional Waste Management Commission Financial Statement as information.

**ALTERNATIVE OPTIONS:** N/A

**Attachments:**

1. Mountain View Regional Waste Management Commission – July 22, 2019

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION**  
**SUMMARY (incl. ALL expenses)**  
**FOR THE PERIOD ENDED JUNE 30, 2019 (UNAUDITED)**

	Annual Budget	YTD Actuals	Difference
<b>Revenue</b>			
Administration	\$ 14,500	\$ 54,989	\$ 40,489
Transfer Sites	\$ 507,385	\$ 347,895	\$ (159,490)
Recycling	\$ 605,293	\$ 400,967	\$ (204,326)
Landfill	\$ 1,907,390	\$ 1,007,881	\$ (899,509)
Gain/Loss on Disposal		\$ 7,314	
<b>Total Revenue</b>	<b>\$ 3,034,568</b>	<b>\$ 1,819,046</b>	<b>\$ (1,222,836)</b>
	\$ -		
	<b>Budget</b>	<b>Actuals</b>	<b>Difference</b>
<b>Expenses</b>			
Administration	\$ 537,783	\$ 239,870	\$ (297,913)
Transfer Sites	\$ 402,728	\$ 162,353	\$ (240,375)
Recycling	\$ 423,498	\$ 224,042	\$ (199,456)
Landfill	\$ 1,497,458	\$ 728,668	\$ (768,790)
<b>Total Expenses</b>	<b>\$ 2,861,467</b>	<b>\$ 1,354,933</b>	<b>\$ (1,506,534)</b>
<b>Net Surplus (deficit)</b>	<b>\$ 173,101</b>	<b>\$ 464,113</b>	<b>\$ 291,012</b>
<b>Balance to Financials</b>	\$ -	\$ -	
\$ 464,113			Diamond Surplus
\$ 464,113			Financial Statements surplus
<u>\$ -</u>			
			Debentures
\$ -			Transfers to and from reserves
			Capital Purchase
<u>\$ -</u>			

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION  
STATEMENT OF OPERATIONS  
AND ACCUMULATED SURPLUS  
FOR THE PERIOD ENDED JUNE 30, 2019 (UNAUDITED)**

	<b>Budget 2019 \$</b>	<b>2019 YTD \$</b>	<b>2018 Year End \$</b>	<b>Actual vs Budget 50%</b>
<b>Revenue</b>				
Tipping Fees	1,373,992	793,054	1,908,137	58%
Fee for Service	1,501,145	904,002	453,131	60%
Recycling	129,467	44,165	187,315	34%
Gain of Disposal of capital assets	-	7,314	-	0%
Investment Income	14,500	20,076	25,172	
Other Income	15,464	50,434	40,689	326%
<b>Total Revenue</b>	<b>3,034,568</b>	<b>1,819,046</b>	<b>2,614,444</b>	<b>60%</b>
<b>Expenses</b>				
Salaries, wages and benefits	649,804	322,664	824,868	50%
Contracted and general services	1,433,136	638,584	1,005,352	45%
Materials, goods and utilities	88,800	47,147	106,304	53%
Landfill closure and post-closure provision	150,650	-	(552,413)	0%
Interest on long term debt	19,369	6,407	25,233	33%
Debt service Principal	427,636	205,623		
Interest and bank charge	4,000	4,036	10,520	101%
Amortization of capital assets	87,072	130,473	410,712	150%
Loss on disposal of capital assets			19,913	
Bad debts	1,000	-	-	
<b>Total expenses</b>	<b>2,861,467</b>	<b>1,354,933</b>	<b>1,850,490</b>	<b>47%</b>
<b>Annual Surplus (deficit)</b>	<b>173,101</b>	<b>464,113</b>	<b>763,954</b>	
<b>Accumulated Surplus, Beginning of Year</b>	<b>4,110,081</b>	<b>4,110,081</b>	<b>3,346,127</b>	
<b>Accumulated Surplus, End of Period</b>	<b>4,283,182</b>	<b>4,574,194</b>	<b>4,110,081</b>	

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION  
BALANCE SHEET  
As at JUNE 30, 2019**

	<b>2019 YTD \$</b>	<b>2018 Year End \$</b>
<b>Assets</b>		
<b>Financial assets</b>		
General Cash Account	390,537	240,754
Capital Reserve Account	412,951	280,736
Recycling Reserve Account	230,782	113,385
Closure/Post Closure Reserve Account	58	94,382
Closure/Post Closure Investment Account	839,248	831,730
Receivables	694,674	292,306
<b>Total Assets</b>	<b>2,568,250</b>	<b>1,853,292</b>
<b>Liabilities</b>		
Accounts Payable and accrued liabilities	180,662	253,219
Obligation under capital leases	55	14,866
Long term debt	1,055,277	1,260,900
Landfill closure and post-closure liabilities	591,232	583,806
<b>Total Liabilities</b>	<b>1,827,227</b>	<b>2,112,791</b>
<b>NET DEBT</b>	<b>741,023</b>	<b>(259,499)</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	4,173,027	4,341,172
Inventory for consumption	2,125	3,286
Prepaid expenses and deposits	10,631	25,122
	<b>4,185,783</b>	<b>4,369,581</b>

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED JUNE 30, 2019 (UNAUDITED)**

	<b>Budget 2019</b>	<b>2019 YTD \$</b>
<b>ADMINISTRATION</b>		
<b>Revenue</b>		
Other Revenue - Dividends	-	-
Other Revenue	-	34,912
A/R Interest	2,000	7,533
Bank Account Interest	12,500	12,543
Transfer from Reserves	-	-
<b>Total Revenue</b>	<b>14,500</b>	<b>54,989</b>
<b>Expenses</b>		
Board Meeting Expense	21,780	7,500
Training/Conferences	1,500	-
Mileage	3,267	949
Meals & Accommodation	1,000	560
<b>Total Board Meeting Expense</b>	<b>27,547</b>	<b>9,009</b>
<b>Personnel</b>		
Salaries	99,381	35,927
Employee Benefits	20,844	8,737
Staff Training	1,500	-
<b>Total Personnel</b>	<b>121,725</b>	<b>44,664</b>
<b>Purchased Services</b>		
Mileage	8,500	1,698
Meals & Accommodation	2,500	217
Memberships & Registrations	4,000	1,580
Postage/Shipping	750	348
Telephone	8,700	3,735
Advertising	3,000	-
Audit	11,000	11,200
Legal	25,000	7,343
Vehicle Leases	-	-
Contract Services	241,000	119,849
Computer Support	4,000	2,222
Vehicle Maintenance	3,000	170
Equipment Maintenance	-	-
Internet	5,000	2,497
Rent	15,840	8,000
Rentals & Leases	3,000	1,081
Insurance	30,000	13,124
<b>Total Purchased Services</b>	<b>365,290</b>	<b>173,063</b>
<b>Supplies</b>		
General Supplies	10,000	4,961
Fuel (Gas)	1,000	364
Staff Appreciation	3,000	1,840
Interest Past Due Accts	-	5
<b>Total Supplies</b>	<b>14,000</b>	<b>7,170</b>
Bank Service Charges	4,000	3,854
Provision for Bad Debt	1,000	-
Amortization	4,221	2,110
Transfer to Reserves	-	-
<b>Total Expenditures</b>	<b>537,783</b>	<b>239,870</b>
<b>Net Cost (Surplus)</b>	<b>523,283</b>	<b>184,881</b>

\*Cost Sharing of Administration

Landfill	70%
Transfer Stations	20%
Recycling	10%



MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED JUNE 30, 2019 (UNAUDITED)

	Water Valley			Sundre			Olds			Total		
	Budget 2019	2019 YTD	2018 Year End	Budget 2019	2019 YTD	2018 Year End	Budget 2019	2019 YTD	2018 Year End	Budget 2019	2019 YTD	2018 Year End
<b>Revenue</b>												
General Scale Fees											-	-
Class 2 MSW	91,913	40,218	81,262	90,844	54,150	89,649				182,757	94,368	170,911
Other							-	10,183	-	-	10,183	-
Fees Charged to Municipalities	-			-						324,628	243,345	226,044
<b>Total Revenue</b>	<b>91,913</b>	<b>40,218</b>	<b>81,262</b>	<b>90,844</b>	<b>54,150</b>	<b>89,649</b>	<b>-</b>	<b>10,183</b>	<b>-</b>	<b>507,385</b>	<b>347,895</b>	<b>396,955</b>
<b>Expenses</b>												
<b>Personnel</b>												
Wages	21,359	17,986	21,241	41,192	14,679	26,647				62,551	32,664	47,888
Employee Benefits	3,801	1,994	2,455	6,965	1,911	7,547				10,766	3,905	10,002
Mileage	500	-	494	1,000	-					1,500	-	-
<b>Total Personnel</b>	<b>25,160</b>	<b>19,980</b>	<b>23,696</b>	<b>49,157</b>	<b>16,589</b>	<b>34,195</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>74,817</b>	<b>36,569</b>	<b>57,891</b>
<b>Purchased Services</b>												
Telephone	1,260	555	494	1,260	553	1,345				2,520	1,108	1,840
Contract Services	90,450	33,371	1,386	93,200	40,878	41,239		10,492	35	183,650	84,741	42,661
Site Maintenance	3,000	723	32,176	3,000	973	1,283				6,000	1,697	33,459
Landfill Tipping	38,808		49,185	38,356		54,261		-		77,164	-	-
Equipment Maintenance	1,000	-	283	1,000	1,046	550				2,000	1,046	833
Building Maintenance				1,000	656	-				1,000	656	-
<b>Total Purchased Services</b>	<b>134,518</b>	<b>34,649</b>	<b>83,524</b>	<b>137,816</b>	<b>44,107</b>	<b>98,679</b>	<b>-</b>	<b>10,492</b>	<b>35</b>	<b>272,334</b>	<b>89,248</b>	<b>78,792</b>
<b>Supplies</b>												
General Supplies	-	-	550	-	-	34	-		-	-	-	584
MSW Adjustments							-	-	-	-	-	-
Diesel				1,000	-	956				1,000	-	956
Utilities	1,000	563	-	2,300	1,058	2,763	-	1,261	1,644	3,300	2,882	4,407
<b>Total Supplies</b>	<b>1,000</b>	<b>563</b>	<b>550</b>	<b>3,300</b>	<b>1,058</b>	<b>3,753</b>	<b>-</b>	<b>1,261</b>	<b>1,644</b>	<b>4,300</b>	<b>2,882</b>	<b>5,947</b>
Amortization	10,353	14,986	10,338	14,793	5,621	13,313	26,131	13,047	26,115	51,277	33,655	49,766
Cost sharing of administration function										104,656	36,976	146,087
<b>Total Expenditures</b>	<b>171,031</b>	<b>70,178</b>	<b>118,108</b>	<b>205,066</b>	<b>67,375</b>	<b>149,939</b>	<b>26,131</b>	<b>24,800</b>	<b>27,794</b>	<b>507,384</b>	<b>199,330</b>	<b>338,482</b>
<b>Net Cost (Surplus)</b>	<b>79,118</b>	<b>29,959</b>	<b>36,846</b>	<b>114,222</b>	<b>13,225</b>	<b>60,290</b>	<b>26,131</b>	<b>14,617</b>	<b>27,794</b>	<b>(1)</b>	<b>(148,566)</b>	<b>(58,473)</b>

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED JUNE 30, 2019 (UNAUDITED)**

<b>RECYCLING</b>	<b>Budget 2019</b>	<b>2019 YTD</b>	<b>2018 Year End</b>
<b>Revenue</b>			
Recycling Scale Fees	114,467	35,080	135,372
Recycling Sales	15,000	9,085	21,003
Shingle Contribution	-	-	130,160
Fees Charged to Municipalities	475,826	356,802	96,927
Other Revenue			30,940
Transfer from Reserves	-	-	-
<b>Total Revenue</b>	<b>605,293</b>	<b>400,967</b>	<b>414,402</b>
<b>Purchased Services</b>			
Contract Services	362,197	183,468	256,558
Shingle Recycling	-	-	245,000
Processor Fees	50,000	34,923	(193,776)
Concrete Recycling		-	-
<b>Total Purchased Services</b>	<b>412,197</b>	<b>218,391</b>	<b>307,782</b>
Amortization	11,301	5,651	11,301
Cost sharing of administration function	52,328	18,488	53,167
Transfer to Reserves	129,467	-	127,202
<b>Total Expenditures</b>	<b>605,293</b>	<b>242,530</b>	<b>499,452</b>
<b>Net Cost (Surplus)</b>	<b>0</b>	<b>(158,437)</b>	<b>85,050</b>

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED JUNE 30, 2019 (UNAUDITED)**

<b>DIDSBURY LANDFILL</b>	<b>Budget 2019</b>	<b>2019 YTD</b>
<b>Revenue</b>		
Municipal Pickup Scale Fees		
Landfill - Class 2 MSW - Olds	123,500	62,082
Landfill - Class 2 MSW - Sundre	32,300	16,159
Landfill - Class 2 MSW - Didsbury	81,985	41,543
Landfill - Class 2 MSW - Carstairs	90,250	46,072
Landfill - Class 2 MSW - Cremona	8,075	4,525
Landfill - Class 2 MSW - MVC	-	-
Transfer Site Revenue	295,569	-
General Scale Fees	767,125	528,307
Hydrocarbon soils	88,000	-
Other	-	(10)
Other (Lease)	11,464	4,135
Other (callout revenue)	4,000	1,215
Transfer from Reserves	-	-
Transfer from Capital Reserves	71,500	-
Land Requisition	-	-
Fee for Service	405,122	303,855
Provincial Grant	-	-
<b>Total Revenue</b>	<b>1,978,890</b>	<b>1,007,881</b>
<b>Expenses</b>		
<b>Personnel</b>		
Salaries	342,633	191,608
Employee Benefits	81,082	40,424
Staff Training	2,000	390
<b>Total Personnel</b>	<b>425,715</b>	<b>232,422</b>
<b>Purchased Services</b>		
Mileage	500	-
Meals & Accommodation	200	137
Telephone	3,120	1,503
Licenses & Permits	-	60
Contract Services	195,250	90,751
Leachate Transport	75,000	23,549
Consultants/Lab Testing	45,745	16,905
Site Maintenance	10,000	2,472
Building Maintenance	3,000	1,785
Equipment Maintenance	50,000	20,427
Vehicle Maintenance	-	-
Rentals & Leases	500	292
Vehicle Lease	-	-
<b>Total Purchased Services</b>	<b>383,315</b>	<b>157,882</b>
<b>Supplies</b>		
General Supplies	6,000	2,203
Small Tools	2,500	140
Diesel	50,000	26,512
Gas	7,000	5,193
Utilities	5,000	3,047
<b>Total Supplies</b>	<b>70,500</b>	<b>37,095</b>
Debtenture Principle	412,770	205,623
Debtenture Interest	19,127	6,407
Lease Principle	14,866	-
Lease Interest	242	182
Capital Purchases	95,000	-
Transfer to Capital Reserves	35,000	-
Amortization	20,273	89,057
Pit Closure/Post Closure	150,650	-
Cost sharing of Administration Function	366,298	129,417
<b>Total Expenditures</b>	<b>1,993,756</b>	<b>858,085</b>
<b>Net Cost (Surplus)</b>	<b>14,866</b>	<b>(149,796)</b>



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 7.a)**

**SUBJECT: BYLAW 2019-10, LAND USE BYLAW AMENDMENTS**

**BACKGROUND:** Land Use Bylaw 2019-04 was adopted on June 11, 2019 replacing former Land Use Bylaw 2013-03. In utilizing the new Land Use Bylaw, Administration identified a few key areas that were not captured prior to adoption and would like to recommend the following additions to Land Use Bylaw 2019-04. The following four (4) additions were included in Land Use Bylaw 2013-03.

**ADMINISTRATIVE REVIEW:** Planning and Development Services propose that Land Use Bylaw 2019-04 be amended as follows:

- a) Schedule A- addition of "Dwelling or Dwelling Unit" as a discretionary use to the RC- Residential Commercial District.
- b) Schedule B- addition of "Dwelling or Dwelling Unit" as a discretionary use to the C1- Commercial District-General.
- c) Schedule C- addition of the following condition under Section 3-5 "Accessory Buildings & Accessory Structures"; Siting: "No accessory building, structure or any portion thereof shall be erected or placed within the front yard of a parcel"
- d) Schedule D- addition of the following sentence under Section 2-28 "Development Authority Discretion"; "The Development Authority, at their sole discretion, may provide a variance of more than 10% or less than 90%."

**RELEVANT LEGISLATION:** Land Use Bylaw 2019-09

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence, An Informed and Engaged Community

**RECOMMENDATION:** That Council grant first reading for Bylaw 2019-10 "Land Use Bylaw Amendments" on this 10<sup>th</sup> day of September, 2019.

And

That council sets a Public Hearing for Bylaw 2019-10 "Land Use Bylaw Amendments" for October 8<sup>th</sup>, 2019 in Council Chambers.

**ALTERNATIVE OPTIONS:**

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

1. Schedule A: Excerpt from Land Use Bylaw 2019-04 RC- Residential Commercial District Regulations
2. Schedule B: Excerpt from Land Use Bylaw 2019-04 C1- Commercial District- General Regulations
3. Schedule C: Excerpt from Land Use Bylaw 2019-04 Section 3-5 "Accessory Buildings & Accessory Structures"
4. Schedule D: Excerpt from Land Use Bylaw 2019-04 Section 2-28 "Development Authority Discretion"
5. Bylaw 2019-10

**PREPARED BY:** K. Pickett, Development Officer

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 40

## Schedule A:

# RC: RESIDENTIAL/COMMERCIAL DISTRICT

### General Purpose

To provide for mixed of residential and commercial uses intended to provide a transition between commercial and adjacent residential districts New residential / commercial development must connect to municipal sewer and water systems, if municipal services are within a right of way directly adjacent the property. Existing residential / commercial is authorised to continue to utilize onsite water and sewer systems.

### Permitted Uses

- a) Accessory Building, up to 62.8 metres<sup>2</sup> (676 feet<sup>2</sup>)
- b) Public Utility

### Discretionary Uses

- a) Accessory Building, exceeding 62.8 metres<sup>2</sup> (676 feet<sup>2</sup>)
- b) Accessory Structure
- c) Care Facility (Child/Clinic/Group)
- d) Community Garden
- e) Dwelling, Duplex
- f) Dwelling, Multi-Unit (Apartment)
- g) Dwelling, Semi-Detached
- h) Dwelling, Single Detached Dwelling
- i) Establishment (Eating or Drinking Class 1)
- j) Funeral Home
- k) Home Occupation
- l) Hotel/Motel
- m) Office
- n) Park
- o) Recreation (Private)
- p) Retail (Personal Services/Small)
- q) Any uses that are, in the opinion of the Development Authority, similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District.

## Schedule B:

# C1: COMMERCIAL DISTRICT – GENERAL

### General Purpose

To provide for a variety of commercial uses which are accessible to pedestrians and motor vehicles. New commercial development must connect to municipal sewer and water systems, if municipal services are within a right of way directly adjacent the property. Existing commercial is authorised to continue to utilize onsite water and sewer systems.

### Permitted Uses

- a) Accessory Building
- b) Accessory Structure
- c) Establishment (Eating or Drinking Class 1)
- d) Office
- e) Public Utility
- f) Retail (Small/General/Personal Service)

### Discretionary Uses

- a) Animal Services
- b) Automotive Services (Minor)
- c) Building, Accessory
- d) Bus Depot
- e) Cannabis Retail Sales
- f) Car Wash
- g) Care Facility (Child/Clinic)
- h) Drive-Through
- i) Establishment (Eating or Drinking Class 2/Entertainment)
- j) Funeral Home
- k) Gas Station
- l) Park
- m) Recreation (Private)
- n) Retail (Groceries/Vice)
- o) Shipping Container (Small)
- p) Shopping Centre
- q) Any uses that are, in the opinion of the Development Authority, similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District.

## Schedule C:

### **3-5 ACCESSORY BUILDINGS & ACCESSORY STRUCTURES**

#### **Requirements:**

- a) No Accessory Building shall be permitted that will restrict access to the rear yard where a Parcel has vehicular access from the front yard only;
- b) Accessory Building or Accessory Structures shall not be located on utility rights-of-ways without Development Authority Approval, however, eaves may encroach over the utility-right-of-way.

#### **Timing:**

- c) An Accessory Building or Accessory Structure must not be constructed prior to the issuance of a Development Permit for the principal Building.

#### **Height:**

- d) An Accessory Building should not exceed the maximum height specified in the District in which it is located. Except within the (R4) Residential District- Large Lot where the Accessory Building may exceed the height of the Principal Building at a height at the discretion of the Development Authority.

#### **Siting:**

- e) Be a minimum of 2.0 metres (6.56 feet) from the principal Building;
- f) Adhere to the front setback requirements for the principal Building as specified in the appropriate District;
- g) Shall be a minimum of 1.0 metre (3.28 feet) away from the rear property line;
- h) Shall be a minimum of 1.0 metre (3.28 feet) from the side property line except where an agreement exists between the Registered Owners of adjoining Parcels to build their Accessory Building centre to the satisfaction of the Development Authority on the property line

## Schedule D:

### **2-28 DEVELOPMENT AUTHORITY DISCRETION**

Notwithstanding any provision or requirements of the Bylaw, the Development Authority may impose more stringent development regulations or standards on a Development Permit for a Discretionary Use in order to ensure that the Development is compatible with and complementary to surrounding land use and other planning considerations.



**TOWN OF DIDSBURY  
BYLAW 2019-10**

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 the Land Use Amending Bylaw No. 2019-10.
- (2) Bylaw 2019-04, being the Town of Didsbury Land Use Bylaw, is hereby amended
  - a) In Schedule A by adding "Dwelling or Dwelling Unit" as a discretionary use in the RC- Residential Commercial District
  - b) In Schedule B by adding "Dwelling or Dwelling Unit" as a discretionary use in the C1- Commercial District-General
  - c) In Schedule C by adding "No accessory building, structure or any portion thereof shall be erected or placed within the front yard of the parcel." to Section 3-5 "Accessory Buildings & Accessory Structures" under Siting: as item i)
  - d) In Schedule D by adding the following sentence "The Development Authority, at their sole discretion, may provide a variance of more than 10% or less than 90%." to the existing paragraph in Section 2-28 "Development Authority Discretion"

**as per the attached map.**

This Bylaw shall take effect on the date of the third and final reading.

Read a first time on the 10th day of September, 2019

**Public Hearing held October 8th, 2019**

Read a second time on the \_\_ day of \_\_\_\_\_, 2019

Read a third time on the \_\_ day of \_\_\_\_\_, 2019

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Mayor

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Chief Administrative Officer



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 9.a)**

**SUBJECT: RETURNING OFFICERS**

**BACKGROUND:** Elections Alberta is requesting information in the event of a by-election prior to the 2021 Municipal Election. If a by-election were to be called we can give them the information if and when it becomes available and/or necessary. In any event, they have requested the names of our returning officer and deputy returning officer.

**ADMINISTRATIVE REVIEW:**

**RELEVANT LEGISLATION:**

**BUDGET IMPLICATIONS:**

**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community

**RECOMMENDATION:** That Council approve Amanda Riley as the Returning Officer and Maxine Moreau as the Deputy Returning Officer for the Town of Didsbury.

**ALTERNATIVE OPTIONS:** As directed by Council.

**Attachments:**

1. Letter from Lorene R. Gibson, Elections Commissioner dated July 31, 2019

**PREPARED BY:** Nicole Aasen, Manager of Community Services

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 46



July 31, 2019

**MEMO TO:**

Chief Administrative Officers of Alberta Municipalities

**RE: Supplying Information to the Office of the Election Commissioner if Local By-election Required**

The Ministry of Municipal Affairs recently sent out an Information Bulletin advising of changes to the *Local Authorities Election Act* (LAEA), which included a brief description of the role of my office in enforcing Part 5.1, dealing with campaign finance and contribution disclosure rules, as well as Part 8 dealing with third party advertising rules.

The authority for the Office of the Election Commissioner to accept complaints, conduct investigations, apply administrative penalties or make referrals for prosecution regarding specific local authority election offences comes into legal effect as of August 1, 2019. The specific added authorities and responsibilities of my office appear in a new Part 9 of the *Local Authorities Election Act* and this set of provisions will be included in a new consolidation of the LAEA which will be published by the Alberta Queen's Printer early next month.

In order for my office to be prepared to accept complaints and enforce these aspects of the LAEA during any local authority by-elections that occur prior to the scheduled local general elections in 2021, if you learn about the requirement for a by-election in your municipality I would greatly appreciate if you could advise my office of the following details as soon as possible:

- Position to be filled through by-election;
- Date by-election resolution passed (when known);
- Date set for by-election election day (when known);
- Name and contact information for Returning Officer (when/if appointed)
- Name and contact information for the Substitute Returning Officer (when appointed)

I understand that these information components may not all be available to you at the same time, but I would be most grateful if you could provide my office with each of these important by-election details as they become known to you. Please appreciate that there is no reliable source about the occurrence of local by-elections other than yourself.

Over time I am hoping that we can automate the information that my office needs to collect to be able to provide compliance and enforcement services for local elections held by the 419 elected local government authorities across Alberta. In the meanwhile, I have appointed a single-point-of-contact (SPOC) within my office with regard to local authority elections. When providing my office with information related to a by-election requirement in your municipality, please contact:

**Blair Edl**  
Manager of Investigations  
Office of the Election Commissioner  
Box 115, 10011 109<sup>th</sup> Street NW  
Edmonton, Alberta  
T5J 3S8

E-Mail: [blair.edl@albertaelectioncommissioner.ca](mailto:blair.edl@albertaelectioncommissioner.ca)  
Phone: 780.886.1686

It would be preferred that you provide the requested information in writing via e-mail. However, if necessary, you can contact Blair Edl with new or updated by-election information.

My staff and I will be attending various local authority administrative stakeholder group meetings over the next year as part of our preparations for the 2021 local general elections. We look forward to learning about how local authority elections are administered and what the best methods will be for gaining and maintaining public trust in these elections.

Sincerely,



Lorne R. Gibson  
Election Commissioner



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 9, 2019**

**AGENDA ITEM NO.: 9.b)**

**SUBJECT: NEW BUSINESS – MOUNTAIN VIEW COUNTY AVAILABILITY AT AUMA CONFERENCE**

**BACKGROUND:** On August 14<sup>th</sup>, Council received a letter from Mountain View County Council advising which council members would be in attendance at the conference in September should the Town want them included in meetings with the provincial ministers.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw"

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community

**RECOMMENDATION:** That Council instruct Administration to contact MVC to advise them of the meeting times when they become available, for Minister of Health, Minister of Transportation and/or Royal Canadian Mounted Police.

**ALTERNATIVE OPTIONS:** As Council instructs.

**Attachments:**

1. Letter from Mountain View County, August 14, 2019



# Mountain View C O U N T Y

August 14, 2019

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

Dear Mayor Hunter:

Re: 2019 Alberta Urban Municipalities Association (AUMA) Convention

This letter is to advise you that Mountain View County will have two elected officials in attendance at the 2019 AUMA Convention in Edmonton, September 25 to 27, 2019.

If you wish them to attend any meetings with your Council or to participate in any collaboration initiatives that come up during AUMA, please feel free to contact them as below.

Councillor Angela Aalbers 403-507-1057 (cell)  
Councillor Al Kemmere 403-507-3345 (cell)

[aaalbers@mvcounty.com](mailto:aaalbers@mvcounty.com)  
[akemmere@mvcounty.com](mailto:akemmere@mvcounty.com)

We look forward to our representatives attending the convention.

Sincerely,

Bruce Beattie  
Reeve

BB/ge

cc Harold Northcott, CAO



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 9.c)**

**SUBJECT: APPOINTMENT OF DIRECTOR OF EMERGENCY MANGEMENT (DEM)**

**BACKGROUND:** With the departure of the Chief Administrative Officer (CAO) the Town has been left without a DEM. Deron Reimer, Manager of Protection Services is the Assistant DEM and as such Administration would like to have him appointed as the DEM with the Interim CAO, Tony Martens and the Manager of Public Works, Craig Fox appointed as Assistant DEMs.

The reason for appointing Tony Martens an assistant DEM is that Mr. Martens will be working only part time and the Director should be a full time employee.

### ADMINISTRATIVE REVIEW:

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**RELEVANT LEGISLATION:**

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**BUDGET IMPLICATIONS:**

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**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community

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**RECOMMENDATION:** That Council approve the appointment of Deron Reimer as the Director of Emergency Management and appointments of Tony Martens and Craig Fox as Assistant Directors of Emergency Services and that Administration inform the appropriate offices of this change.

**ALTERNATIVE OPTIONS:** As directed by Council.

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**Attachments:**

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**PREPARED BY:** D. Porath, Executive Assistant

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 51



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 9.d)**

**SUBJECT: 23<sup>rd</sup> STREET PROJECT SUMMARY**

**BACKGROUND:** At the April 23<sup>rd</sup> Regular Council meeting, Council passed Resolution 184-19 which stated: *That Council direct Administration to return to Council project summaries of each capital project, at the conclusion of the project and prior to payment of holdback monies.*

This is the first of the project summaries delivered by Manager of Public Works, C. Fox.

**ADMINISTRATIVE REVIEW:**

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**RELEVANT LEGISLATION:** Bylaw No. 2019-03 Procedural

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** Economic Prosperity/Organizational Excellence

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**RECOMMENDATION:** That Council accepts the verbal summary as information.

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**ALTERNATIVE OPTIONS:**

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**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*

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**PREPARED BY:** T. Martens, A/Chief Administrative Officer

**REVIEWED BY:** T. Martens, A/Chief Administrative Officer

**Approval:** \_\_\_\_\_ 52





## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 9.f)**

**SUBJECT: CAO ADVERTISING**

**BACKGROUND:** As per Notice of Motion 361-19, that Council request the mayor direct Interim CAO and Human Resources Coordinator to bring a proposal for advertising for a permanent CAO.

**ADMINISTRATIVE REVIEW:** The cost of advertising would be dependent on the avenues we chose to post the job advertisement. We propose that the Town of Didsbury advertise with the following job boards, all of which would be posted immediately and not close until requested (no more than one month):

Municipal World – Recruiter Package at \$469.00

AUMA / AMSC – Alberta Only – Recruiter package at \$300.00

Municipal Information Network – Recruiter package at \$300.00

Administration will also post on the Town of Didsbury website, as well as the Town of Didsbury Facebook page and twitter. All of these are free of charge.

Executive search proposal information is as below:

#### “Company 1”

The fee for this consultant would be 20% of the annual salary up to a maximum of \$30,000.00. No charges for any overhead or administration costs such as phone, email, photocopies, or postage charges. The only charges Town of Didsbury would incur over and above the search fee would be for background checks, which are \$40/per person (including GST), and/or psychometric testing or legal fees, should an employment agreement be required through an employment lawyer. All travel will be managed by “Company 1” and no cost to Town of Didsbury.

A specific timeline was not provided, however was broken down with what they would accomplish:

1. Meeting Didsbury Town Council -Discovery regarding entire background of role and desired candidate profile
2. Developing job profile and job description
3. All advertising, Screening, Direct candidate sourcing and interviews
4. Providing weekly candidate sourcing reports -Long List
5. Providing qualified Short List of candidates
6. Facilitating Panel interviews and development of all interview questions and rating templates
7. Candidate leadership assessments and personality assessments (included)
8. Final Candidate selection
9. Offer negotiation
10. Onboarding support and guidance

“Company 1” is committed to sourcing the best leaders and are committed to finding a successful candidate. They will conduct a broad and exhaustive search of the marketplace that is tailored to the Town of Didsbury needs. This is done to strategically identify candidates by engaging in their industry connections and will create a long-list of viable

**PREPARED BY:** S.Halfyard, Human Resources

**REVIEWED BY:** T. Martens Chief Administrative Officer

**Approval:** \_\_\_\_\_



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

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candidates who can fill the role for which the Town of Didsbury is searching.

“Company 1” does guarantee that if the hired CAO leaves voluntarily or is permanently dismissed within 24 months of employment – with exception of corporate restructuring, closure, lay-off, bankruptcy, a change in control of the company, or significant change to the original job description-they shall conduct a search for replacement at no cost.

#### “Company 2”

The fee for this consultant would be a flat rate of \$28,500.00 with out of pocket disbursements to be additional. This may include, approved advertising costs, consultant and travel for shortlist interviews, as well as any accommodations required.

A thorough search typically takes 7 – 9 weeks to the shortlist, once the in-depth position and person profile is approved, this could take 4 – 6 weeks. Once this is all completed discussion on target dates and a potential shortlist of candidates to be agreed upon and interviewed.

Sourcing will be done by direct networking and contact through headhunting and referrals with qualified sources and candidates locally, provincially and, if necessary, nationally. With participation from council, a longlist of 8-10 qualified candidates will be discussed and narrow that to a shortlist of no more than 4 candidates for Council to meet and evaluate.

“Company 2” guarantees their work for a period of 9 months from the date in which the candidate begins employment with the Town of Didsbury. If the successful individual leaves for any reason other than that the parameters of the position are changed, the position becomes redundant, or major changes on Council occur, they will search again at no cost, other than disbursements. In addition, they will not actively source any employees of the Town of Didsbury for a period of 3 years from the date their assignment commences.

#### “Company 3”

The fee for this consultant is a flat fee of \$21,000.00. As well as any out of pocket expenses such as required travel, courier services and local meeting expenses will be billed back to the Town of Didsbury. Any additional unforeseen major expenses will be submitted prior to approval.

Based on any numbers of factors “Company 3” states this timeline could increase or decrease. The timeline presented states that by approximately January 13, 2020 the Town of Didsbury would have the successful candidate on board. That would be approximately 21 weeks if the contract was put in effect this week of September 10, 2019.

Relying on a combination of marketing and the familiarity of ‘key’ players in the industry is how “Company 3” will be sourcing the proper candidate. Their unparalleled knowledge of and personal relationships with the very men and women we want to attract is what makes them so effective.

“Company 3” guarantees that if the candidate leaves employment within the first year with the Town of Didsbury (other than for downsizing or termination without cause), they will find a suitable replacement at no additional cost to the Town. They also guarantee that they will not attempt to, under any circumstances, recruit from the town for future assignments, unless we make it clear they are not our recruiter of choice.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

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---

**RELEVANT LEGISLATION:**

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**BUDGET IMPLICATIONS:**

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**STRATEGIC PLAN ALIGNMENT:**

### RECOMMENDATION:

**That Council direct Administration to proceed with the advertising for a permanent Chief Administrative Officer.**

**ALTERNATIVE OPTIONS:** That Council proceed with the hiring of a headhunter.

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### Attachments:

1. Job Advertisement
  2. Bylaw 2018-04 CAO
  3. Municipal Information Network advertising pricing
  4. AUMA / AMSC advertising pricing
  5. Municipal World advertising pricing
  6. Possible Recruitment Schedule
-



# Employment Opportunity

## Chief Administrative Officer

### Competition # 19-017

In the heart of Alberta, the beautiful Town of Didsbury offers small community living with big city amenities. Didsbury features three schools, a hospital, golf course, trails, and a multi-use recreation centre comprised of a curling rink, two ice rinks, and an aquatic centre. Centrally located, the Town of Didsbury is only 45 minutes to either Calgary or Red Deer. Within an hour, you can be on the doorstep of the Canadian Badlands or the Rocky Mountains.

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

In addition to the duties and responsibilities prescribed in the Municipal Government Act, other legislation, Town Of Didsbury bylaws and any additional duties assigned from time to time by Council, the Chief Administrative Officer is responsible to provide and/or undertake the following including but not limited to:

#### Advice and Support to Council

- Supports the Mayor and Council in the determination of policy by providing counsel relative to proposed municipal initiatives taking into account relevant consideration such as other levels of government objectives, social and economic trends, advice of staff, positions advocated by interest groups and the community overall.
- Formulates alternatives for consideration by the Mayor and Council to ensure the Town's objectives are achieved through the most effective and realistic strategies; keeps the Mayor and Council apprised of issues and developments of an operational, legislative or political nature that relate to the interests of the Town.
- Report to Council on the effectiveness of its policies and programs and recommend changes or new initiatives to achieve Council's objectives.
- Regularly report to Council on progress in implementing Council's policies and programs, including coordinating and directing presentations on policy proposals and ongoing municipal operations.
- Advise Council of the provisions of relevant legislation affecting its decisions.
- Keep fully informed of the transactions of all committees, boards and commissions authorized by Council and to further provide coordination with committees outside the scope of Council legislative power pertinent to the daily operations of the Town's business.

#### Manage the implementation of Council's policies and programs

- Recommend to Council the organizational structure, staffing levels, financial and other resource requirements necessary to implement Council's policies and programs.
- Plan, manage and evaluate the use of the available human and material resources, provided in the budgets approved by Council.
- Direct and coordinate the activities of the various departments.
- Provide liaison with other authorities and contractors providing public services within the Town of Didsbury.

#### Promote effective working relationships

- Establish positive working relationships with municipalities within the Mountain View County region, regional commissions, and relevant municipal associations.
- Establish positive working relationships with officials of the provincial and federal government as required.
- Promote and facilitate open, effective relationships with ratepayers/citizens.

#### Promote effective communication

- Keep informed of governmental and community affairs and ensure that Council and employees are made aware of significant trends.
- Ensure Council receives all information it requires to make effective decisions and that employees are informed of Council decisions.
- Establish partnership communication with local stakeholders.
- Ensure that opportunities are provided for the public to become informed of Town of Didsbury affairs.
- Ensure accuracy, quality, neutral and depth of communication of municipal matters throughout the organization.

#### Administration

- Provide positive leadership and mentorship to administration.
- Coordinate and oversee the Managers in the administration of the business affairs of the Town in accordance with bylaws, policies and plans established and approved by Council.
- Motivate and develop the skills of the Managers and their staffs to foster productivity and professionalism.
- Develop for approval of Council, comprehensive employee policies and programs covering the selection, compensation, development, retention, appraisals and placement of Town employees.

#### Education & Experience

- Post-secondary degree in a relevant discipline such as Business Administration, Commerce or Public Administration or a degree in a related municipal function such as Planning, Engineering, Recreation or Social Services.
- Masters in Business or Public Administration preferred.
- Certified Local Government Manager status.
- A minimum of 3 – 5 years of extensive and/or progressive senior leadership experience in a local government setting or an equivalent combination of training and experience in other relevant settings.
- A positive record of working effectively with elected officials or boards of governors, local government staff, community volunteers, board and committees, and public participation processes.
- Proven experience in strategic planning, organization development and achieving results in building teams and effective employee relations.
- Exposure to implement development plans, capital works and infrastructure programs.
- Experience in a multi-dimensional service organization with proven ability to provide focus and leadership, adapting and integrating planning, policy and program initiatives.
- A proven track record of accomplishments and career advancement.

A competitive compensation package will be provided including an attractive base salary, a comprehensive benefits package, LAPP and supplementary pension plan. Further details will be discussed in a personal interview.

If you are looking for a fun and challenging opportunity please submit your application quoting

**Competition 19-17** to:

Stefanie Halfyard, Human Resources

Town of Didsbury

Box 790 Didsbury, AB T0M 0W0

Email: shalfyard@didsbury.ca | Fax: 403.335.9794 | Tel: 403.335.7366

*We thank all candidates for their interest, however, only those selected for an interview will be contacted*

For information about the Town of Didsbury, please visit us at [www.didsbury.ca](http://www.didsbury.ca)

**TOWN OF DIDSBURY**  
**BYLAW 2018-04 (CHIEF ADMINISTRATIVE OFFICER)**

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**BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA  
TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.**

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

**WHEREAS** The position of Chief Administrative Officer is hereby established in accordance with the Municipal Government Act.

**AND WHEREAS** The position of Chief Administrative Officer shall be given the title granted by resolution of Council.

**AND WHEREAS** The Council shall appoint by resolution a person to carry out the powers, duties and functions of the Chief Administrative Officer.

**AND WHEREAS** The Chief Administrative Officer shall report directly to the Council and is accountable to the Council for the conduct and operation of the Town of Didsbury. All Council authority delegated to the staff of the Town is delegated through the CAO.

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

**AND WHEREAS** The Chief Administrative Officer may delegate any of the chief administrative officer's powers, duties or functions under this or any other enactment or bylaw to a designated officer or an employee of the municipality. (MGA Section 209)

**AND WHEREAS** The Chief Administrative Officer shall in addition to the duties prescribed by the Municipal Government Act (Section 207-209) be responsible to the Council of the Town of Didsbury for the following duties:

**1. Fiscal Responsibility**

- 1.1 Ensures the Town operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 1.2 Ensures all deficiencies identified in the previous audit report and management letter have been remediated to the satisfaction of the auditor.
- 1.3 Directs the preparation and the presentation of the budget.
- 1.4 Ensures the Council has current and relevant financial information. (Quarterly financial reports)
- 1.5 Ensures the duties related to fiscal management contained in the MGA are carried out as prescribed. (Section 208 (g-n))

- the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by council;
- all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;
- the accounts for authorized expenditures referred to in section 248 are paid;
- accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality’s debt limit is based and the things included in the definition of debt for that municipality;
- the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- money invested by the municipality is invested in accordance with section 250;
- assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 are prepared;
- public auctions held to recover taxes are carried out in accordance with Part 10 of MGA Section 208;

1.6 At least annually reviews expenditures to identify actions which will increase value for money.

## **2. Personnel Management**

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

## **3. Policy**

- 3.1 Provides leadership in the planning, development, implementation and evaluation of Council Bylaws and policies.
- 3.2 Ensures compliance with relevant provincial legislation and Council policies and bylaws.



#### **4. CAO/Council Relations ("The First Team")**

- 4.1 Interacts with the Council in an open, honest, and professional manner.
- 4.2 Provides for effective orientation of the new Council within 90 days of taking the oath of office in accordance with Section 201.1 of the MGA.
- 4.3 Ensures minutes are kept in the manner prescribed in the MGA Section 208(1).
- 4.4 Respects and honors the Council's roles and responsibilities and facilitates the implementation of that role as defined in legislation and policy.
- 4.5 Attends all Council meetings, or arranges for a designate to be in attendance, and makes recommendations on matters requiring Council action by providing accurate information and reports as are needed to ensure the making of informed decisions.
- 4.6 Provides the information and counsel which the Council requires to perform its role.
- 4.7 Keeps the Council informed on sensitive issues in a timely manner.
- 4.8 Attends, and/or designates, administrative attendance at all committee meetings.
- 4.9 Implements Council directions with integrity in a timely fashion.
- 4.10 Council agendas are prepared and distributed to Councilors in sufficient time to allow for appropriate Councilor preparation for the meeting.
- 4.11 Provides the Council with balanced, sufficient, concise information and clear recommendations in agendas.
- 4.12 Ensures:
  - high quality management services are provided to the Council.
  - that Council receives the best available advice on each issue including the identification of all major alternatives on actions recommended,
  - that issues, goals and objectives identified by Council are given a high priority by the organization,
- 4.13 Advises Council re:
  - current and future policies or programs
  - the most effective use of corporate assets and resources,
  - the appropriate corporate planning process for the organization,
  - changes to the organization structure required to support the changing needs of Council and the Community,

#### **5. Strategic Planning and Reporting**

- 5.1 Facilitates the strategic planning process including the Council's development of goals, and supporting budget
- 5.2 Involves the Council appropriately (Council approval of process and timelines; opportunity for Council establishment of strategic priorities and key results early in the process; final Council approval).
- 5.3 Implements plans as approved.
- 5.4 Reports at least annually on results achieved.



## **6. Organizational Management**

- 6.1 Demonstrates effective organization skills resulting in compliance with all legal, Ministerial and Council mandates and timelines.
- 6.2 Reports to the Minister with respect to matters identified in provincial legislation.

## **7. Communications and Community Relations**

- 7.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 7.2 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 7.3 Keeps the Council informed through the provision of appropriate accountability reports.

## **8. Leadership Practices**

- 8.1 Practices leadership in manner that is viewed positively and has the support of those with whom the CAO works most directly in carrying out the directives of the Council and the Minister. Such practices include:
  - Provide clear direction
  - Provide effective leadership
  - Establish and maintain positive, professional working relationships with staff
  - Unite staff toward common goals
  - Display competence
  - Be trustworthy
  - Empower others
  - Effectively solve problems

# MUNICIPAL INFORMATION NETWORK

To post a job offer, choose your package:

## New option!

### Premium Job posting

For one week during your broadcast, your job posting will:

- Appear on every page of the job board
- Appear on the weekly jobs enewsletter
- Appear on the daily information enewsletter
- Benefit from a dedicated job publication on the MIN Jobs Facebook page
- Benefit from a dedicated publication on the The Municipal Information Network LinkedIn page
- Benefit from 2 publications on the @MINJobs Twitter feed

It will remain online in the regular job posting section until the end of contest.

**\$300**

Choose this package

ONLY  
**4**

### Featured Job posting

For the first week of broadcast, your job posting will be:

- Posted with a yellow star ★ on the homepage of the job board
- Featured with a logo on the weekly jobs enewsletter
- Published on @MINJobs Twitter feed

It will remain online in the regular job posting section until the end of contest.

**\$150**

Choose this package

### Regular Job posting

- Appear on the job board
- Appear on the weekly jobs enewsletter
- Publication on the @MINJobs Twitter feed

It will remain online in the regular job posting section until the end of contest.

**\$0**

Choose this package

## AUMA / AMSC

**Choose one of the following options:**

---

Job posting options (Required)

- ☐ Alberta only - member \$300
- ☐ Alberta only - non-member \$450
- ☒ Nation-wide - member \$450
- ☐ Nation-wide - non-member \$650

## MUNICIPAL WORLD

Basic	GREAT VALUE Recruiter	GREAT EXPOSURE All Inclusive	PEACE OF MIND Executive
<b>\$429</b>	<b>\$469</b>	<b>\$549</b>	<b>\$799</b>
<a href="#">GET STARTED</a>	<a href="#">GET STARTED</a>	<a href="#">GET STARTED</a>	<a href="#">GET STARTED</a>
<b>WHAT'S INCLUDED</b>	<b>WHAT'S INCLUDED</b>	<b>WHAT'S INCLUDED</b>	<b>WHAT'S INCLUDED</b>
<ul style="list-style-type: none"> <li>One 30-day job posting on municipalworld.com</li> </ul>	<p>Everything in BASIC, and</p> <ul style="list-style-type: none"> <li>One week advertisement in the Municipal World Insider email</li> <li>One Tweet promoting your job posting</li> </ul>	<p>Everything in RECRUITER, and</p> <ul style="list-style-type: none"> <li>Ad in Municipal World Insider email listed in "Featured Jobs" section</li> <li>Highlighted for seven days at the top of the job board in the "Featured Jobs" section</li> <li>Once the position is filled, an announcement about your new hire to be published on the On the Move career announcements page for a minimum of 30 days*</li> <li>A special Tweet linking to the career announcement</li> </ul> <p>*Announcement includes 125-words of text and full colour headshot of new hire/appointee.</p>	<p>Everything in ALL-INCLUSIVE, and</p> <ul style="list-style-type: none"> <li>Listed as a featured post for the duration of the posting</li> <li>Additional 30-day extension at no additional cost, if required</li> <li>A 1/3-page, full colour printed announcement in Municipal World magazine, in the edition of your choice in both the print and digital editions</li> </ul> <p>Announcements include 125-words of text, full colour head shot of new hire/appointee, and - in the magazine announcement - the municipality's official logo.</p>
<a href="#">GET STARTED</a>	<a href="#">GET STARTED</a>	<a href="#">GET STARTED</a>	<a href="#">GET STARTED</a>

## Possible Recruitment Schedule

UNDERTAKINGS	BY WHOM	BY WHEN	APPROVED BY
Confirm decision to advertise September 3, 2019 as per Council report. Close date for the competition:			
Revise/confirm recruitment plan for Council review, including recruitment panel, interview structure and candidate evaluation process, provide interview questions and rating scale for review and discussion by:			
Review/revise interview questions and rating scale using the competencies as a guide.			
Present and Shortlist candidates.			
Arrange interviews.			
Select preferred candidate.			
Conduct reference/background checks.			
Extend offer and negotiate Terms.			
Ratify appointment of successful candidate.			
Advise unsuccessful candidates.			
Draft internal and external communications.			
Provide Acting incumbent notice of conclusion of role.			
New CAO commences employment.			



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 10.b)**

**SUBJECT: COUNCIL REPORTS**

**BACKGROUND:** According to the Procedural Bylaw 2019-03:

### 16. Councillor Reports

- Each Council member will be provided a maximum of two (2) minutes for the purpose of providing a verbal update on Committees and/or Boards.
- Any action required as a result of a Council Report shall be brought forward as a separate business item or Notice of Motion.
- Council members attending Committee, Commission and/or Board meetings as the appointed Council representatives shall provide a written report outlining the highlights of the meeting within 2 weeks of the meeting for inclusion in the next Regular Council Meeting Agenda.

### Past Meetings:

Date	Board Name	Councillor	Alternate	Mtg Rpt
10-Jul-2019	MV Regional Water Services Commission	Baswick	Windsor	
17-Jul-2019	CPAC	Poggemiller	Engel	
19-Jul-2019	MV Regional Waste Management Commission	Windsor	Hunter	x
31-Jul-2019	MPC	Crothers/Baswick	Moore	
7-Aug-2019	MV Regional Water Services Commission	Baswick	Windsor	
14-Aug-2019	MPC	Crothers/Baswick	Moore	
21-Aug-2019	CPAC	Poggemiller	Engel	
4-Sep-2019	MPC	Crothers/Baswick	Moore	
10-Sep-2019	Inter-agency Committee	Baswick	Crothers	

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw".

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community.

**RECOMMENDATION:** That Council accept the attached Council reports as information.

**ALTERNATIVE OPTIONS:** N/A

**ADDITIONAL INFORMATION:** (May take the form of pictures, graphs, letters, etc.)

- Mountain View Regional Waste Management Commission – July 22, 2019 – Councillor Windsor
- Days of Yore – August 4, 2019 – Councillor Moore
- Elks Parade & Rodeo – August 17, 2019 – Councillor Moore

**PREPARED BY:** H. Northcott, Chief Administrative Officer

**REVIEWED BY:** H. Northcott, Chief Administrative Officer

**Approval:** \_\_\_\_\_



# Town of Didsbury Council Committee & Board Report

Report Submitted by: Bill Windsor		
Mountain View Regional Waste Management Commission		
July 22, 2019		9 to 11:15 AM
MVC Council Chambers		
Type of meeting	Regular Board Meeting	
Attendees	Tim Hagen (Cremona), Bob Green (Carstairs), Mary Anne Overwater (Olds, Chair), Angela Aalbers ( MVC), Terry Leslie (Sundre), Bill Windsor (Didsbury), Rhonda Hunter (Didsbury Alternate), Michael Wuetherick (CAO), Ron (CFO), Ryan Verbonac (Landfill Manager), Lindsay Miller (Office Manager)	
Meeting Highlights		
<ul style="list-style-type: none"><li>Tonnage is above for the first 6 months for the landfill, mainly commercial volumes, above by 45% or 164\$K above budget year to date for commercial volumes. This is most likely due to lower the tipping fees and attracting commercial haulers back to the Didsbury landfill.</li><li>This will more than counter the lost revenue of 88K\$ for the full year associated with contaminated soils. The Board made a previous motion to not accept contaminated soil unless brought in at the landfill tipping fee due to the stockpile of soil already at the landfill.</li><li>Total revenue of \$1.82 mm is at 60% of full year 2019 budget of \$3.030 mm, target for this time of year is 50%.</li><li>Total expenses of \$1.35 mm is at 47% of the 2019 budget of \$2.86 mm.</li><li>Mountain View County has sent a letter to the Commission denying payment for the requested AG plastic issues at the Olds transfer station.</li><li>Clean farms have been contracted by provincial ag plastics collection pilot program to operate the program and are currently soliciting expressions of interest for potential collection sites. They will be offering a fee for service to be paid to collection sites of \$55/tonne, based on the Saskatchewan model. The Board voted in favor of directing the CAO to work with the County and Clean Farms to gather more information regarding the opportunity for the commission to be a collection site. Concerns that need to be addressed that were raised by the Board were;<ul style="list-style-type: none"><li>The burden on staff to man the program (how to accept the plastics and how do they deal with the hassles of turning away contaminated plastics)</li><li>Cost – the commission does not want to be financially out of pocket for the program.</li><li>The commission would require good contracts with all parties to ensure that the Commission would not be liable for any plastics collected and not utilized in the pilot program.</li></ul></li><li>A review of the Olds transfer station agreement with the commission was done. From this legal review, it was determined that, on the right of first refusal (ROFR) issues specifically, the agreement of sale clearly does not require a ROFR or purchase option to the Town of Olds. Therefore, the Commission is free to dispose of the asset to any party that maximizes the value to the Commission (no decisions have been made or discussed with respect to the asset). The Board has given direction for administration to look into the current zoning of the land associated with Olds Transfer Station as well as the future uses that may occur based on the historical uses and potential liabilities.</li><li>The board approved spending \$26,148 from the capital reserve to purchase a replacement utility trailer and utility vehicle that were previously stolen, utilizing the insurance proceeds of \$16,852.</li><li>In order to improve security measures, Operations has installed security gates across all building and man doors, and a new gate at the landfill entrance. Finally, scrap pipe has been installed on roughly 5 m intervals to close off the off-road access to the landfill. Total costs for the security upgrades are roughly \$2,500 for welders, with the balance of the work completed by landfill staff and summer students.</li><li>2020 budget will be brought to the September 23<sup>rd</sup> meeting for discussion.</li></ul>		
Council Action Required?		
None		



# Town of Didsbury Councillor Committee & Board Report

<b>Submitted by: Dorothy Moore</b>		
<b>Meeting: Days of Yore</b>		
Date: August 4, 2019	Time: 1-4 pm	Location: Rosebud Park
Type of meeting	Community Event	
Attendees	Vikings, traders, Civil war and WW 2 re-enacters + people from all over!	
<b>Meeting Highlights</b>		
As a volunteer I was able to ask attendees where they came from and how they heard about Days of Yore, as well as what they enjoyed most. I interviewed 246 people. Excellent weather for Sunday. This was a great event and very well run.		
Council Action Required?		
No		
<b>Submitted by: Dorothy Moore</b>		
<b>Meeting: Elks Parade and Rodeo</b>		
Date: August 17, 2019	Time: 10 AM-Noon	Location: All over town
Type of meeting	Community engagement	
Attendees	Everyone	
<b>Meeting Highlights</b>		
Great weather for a parade! No smoke in the air meant that I could walk (and run) the parade route. Everyone enjoyed the candy, Frisbees and sunglasses we handed out. The parade went MUCH faster this year! I had to run every couple of blocks to catch up to the town truck that had the candy, but I'm sure those sprints provided onlookers with additional amusement. 😊		
Council Action Required?		
No		





## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 10.c)**

**SUBJECT: JUNE MONTHLY ACTION REQUESTS**

**BACKGROUND:** Administration has compiled the June data regarding Action Requests submitted to the Town of Didsbury for Council's information. A total of 46 Action Requests were filed in June.

#### ADMINISTRATIVE REVIEW:

Classification	Number of Requests
Animals	5
Streets	8
Solid Waste	2
Cemetery	1
Taxes	2
Sidewalks	2
Water/Sewer	1
Property	18
Utilities	3
Parks/Green Space	4

**RELEVANT LEGISLATION:** N/A

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

**RECOMMENDATION:**

**ALTERNATIVE OPTIONS:**

**ADDITIONAL INFORMATION:** (May take the form of pictures, graphs, letters, etc.)

- i. Action Requests Listing

**PREPARED BY:** Finance Department

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 69

2019 ACTION REQUESTS LISTING

MONTH	SIDEWALKS	STREETS	WATER SEWER	PROPERTY	PARKS	ANIMALS	SOLID WASTE	FINANCE	UTILITIES	TAXES	CEMETERY	TOTAL
June	II	III III	I	III III III III	IIII	III	II		III	II	I	
	2	8	1	18	4	5	2		3	2	1	46

SIDEWALK Fix sidewalk, Fix sidewalk.

STREETS Fix road, Level ridge, Meet manager, Laneway needs clearing, Fix road, Street needs fixing, Repair around hydrant, Storm drain plugged.

WATER/SEWER Water head is up.

PROPERTY Dandelions out of control, Clippings in wrong cart, Sign left on property, Trees coming down, Trees coming down, Trees coming down, Trees coming down, Cut down branch, Fence needs fixing, Alley unkept, Unsightly, Overgrown hedges, Back laneway overgrown, Unsightly, Unsightly, Unsightly, Unsightly, Unsightly.

PARKS Soccer field needs cutting, Trees need to be trimmed, Noise after 10:00, Cover at ball diamond.

ANIMALS Cat issues, Dog bite, Not cleaning up after dog, Dog care, Dog issues.

SOLID WASTE Truck leaking fluid, Garbage not emptied.

UTILITIES High consumption, High consumption, Interval Data request.

TAXES Off-site levy issues, Payment plan.

CEMETERY Plot needs grass.



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** September 10, 2019

**AGENDA ITEM NO.:**

**SUBJECT:** July Monthly Action Requests

**BACKGROUND:** Administration has compiled the July data regarding Action Requests submitted to the Town of Didsbury for Council's information. A total of 42 Action Requests were filed in July.

#### ADMINISTRATIVE REVIEW:

Classification	Number of Requests
Animals	2
Streets	11
Solid Waste	4
Vehicles	6
Taxes	
Sidewalks	2
Water/Sewer	
Property	13
Utilities	1
Parks/Green Space	3

**RELEVANT LEGISLATION:** N/A

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

**RECOMMENDATION:**

**ALTERNATIVE OPTIONS:**

**ADDITIONAL INFORMATION:** (May take the form of pictures, graphs, letters, etc.)

- i. Action Requests Listing

**PREPARED BY:** Finance Department

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 71

# 2019 ACTION REQUESTS LISTING

MONTH	SIDEWALKS	STREETS	PROPERTY	PARKS	ANIMALS	SOLID WASTE	UTILITIES	VEHICLES	TOTAL
July	II	III III I	III III III	III	II	III	I	III- I	
	2	11	13	3	2	4	1	6	42

SIDEWALK Sidewalk needs fixing, Sidewalk issue

STREETS Road has lots of potholes, Replace valve cover, Potholes on corner, Street concerns, Pothole, Potholes, Fix holes, Fix roads, Fix potholes, Close street down, Patch of gravel

PROPERTY Bales in alley, Branches need cleaning up, Property eyesore, Lawn needs mowing, Lawn needs mowing, Bins placed in alley, Unsightly , Trim trees, Unsightly, Unsightly, Trim trees, Trim trees, Vacant lots overrun with weeds

PARKS Area around sign needs cleaning up, Park needs plastic poop bags, Thistle control,

ANIMALS Barking dog, Barking dog

SOLID WASTE 3 Bins not picked up, Thankful for going above and beyond.

UTILITIES Request data for consumption

VEHICLES No license plate on vehicle, Vehicles on private property, Trailer in green space, Stolen vehicle, Bobcat left unattended, Trucks drive down street illegally



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 11)**

**SUBJECT: CORRESPONDENCE & INFORMATION**

**BACKGROUND:** The following correspondence has been received for Council's attention:

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:**

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** N/A

**RECOMMENDATION:** That Council accept the correspondence presented as information.

**ALTERNATIVE OPTIONS:** N/A

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

- I. *Email from Town of Carstairs – July 26, 2019*
- II. *Cerebral Palsy – July 31, 2019*
- III. *CUPW National President – August 22, 2019*

---

**Fwd: Musical Ride Thank You!**

1 message

---

**Harold Northcott** <hnorthcott@didsbury.ca>

Fri, Jul 26, 2019 at 10:37 AM

To: Deborah Porath &lt;dporath@didsbury.ca&gt;

----- Forwarded message -----

From: **Dave Ness** <daven@carstairs.ca>

Date: Fri, Jul 26, 2019 at 8:38 AM

Subject: Musical Ride Thank You!

To: !

&lt;

I want to send out a quick thank you to all of you. I have heard an exceedingly large amount of positive comments on the Musical Ride event that we all helped to plan and carry out. The Mayor of Carstairs Lance Colby and two of the attending councilors also expressed thanks for the hard work that everyone put in to ensure the events success, I mentioned that I would pass that on to you as well.

It was very rewarding to see so many people step up and take the time to volunteer to make this event possible. I was impressed with the millennium equestrian team and the show they were able to put on, I think they may have gotten a few new people interested in the program. The many volunteers, from venue preparation, parking, seating, traffic control, and overall set up and supervision was second to none. Thanks to Carstairs Fire for the use of the Fire Hall it was nice to be able to use that as a staging area and meet and greet.

In speaking with the RCMP Musical Ride personnel, they were very impressed with everything. The set up and grounds were excellent, the volunteers, the availability of refreshment as it was a hot day! They were also very happy with the crowd and how many children were in attendance. The audience participation was very much appreciated, the Master of Ceremonies was a big part of getting the crowd into the program. I know they mentioned how impressed they were while addressing the crowd, but they took time to tell me again how happy they were with everything.

Thanks again it was all of you that made this special event the success that it was!

If I have missed anyone in sending this out, please feel free to forward it to them.

All the best,

Dave.



July 31, 2019

Mayor Rhonda Hunter  
P.O. Box 790  
Didsbury, Alberta  
T0M 0W0

Dear Mayor Hunter,

Since 2012, communities across Alberta have come together to recognize World Cerebral Palsy Day. This annual event is designed to raise public awareness about the serious challenges that remain for people affected by cerebral palsy.

To help us achieve this goal in communities across Alberta, we would like to request a proclamation of World Cerebral Palsy Day be made in your community to help us raise awareness locally and to mark this important event.

**World Cerebral Palsy Day is October 6, 2019** and if possible, we request the proclamation be made for this day.

Proclamations can be shared through social media and website, through local newspapers or magazines. **The Cerebral Palsy Association in Alberta services over 3900 members across the province, including Didsbury.** By proclaiming World CP Day in your community, we can work together to create a bright, more just and sustainable future for all Albertans; empowering men, women and children with cerebral palsy to love, learn, laugh and live as full citizens.

### **Together we make a difference!**

The Cerebral Palsy Association in Alberta offers innovative opportunities for community inclusion, and takes a proactive stance in building capacity for persons with disabilities. Placing the utmost value on respect and dignity, the CPAA empowers members to live a Life Without Limits. Members have access to informed and compassionate support services, health and wellness activities and community advocacy.

Thank you for helping us to create a **Life Without Limits**. I look forward to hearing from you.

A proclamation template is available on our website: <https://www.cpalberta.com/world-cp-day>

Respectfully,

Mezaun Lakha-Evin  
Associate Executive Director  
**Cerebral Palsy Association in Alberta**  
12001 44 Street SE, Calgary, AB T2Z 4G9  
[www.cpalberta.com](http://www.cpalberta.com) 1-800-363-2807





### ***Giving Back***

Whether it is the gift of time or money, your generous support helps the CPAA further our mission of creating a Life without Limits for people with disabilities.



### ***Recycling Program***

Our donation bins, attended donation stations and home pickup options allow you to donate your clothing, household items, small electronics and recyclable beverage containers simply and easily. Your community or organization can also contact us to host a clothing drive!

### ***Volunteer***

The CPAA would not be able to put on the calibre or number of events each year without the support of our many dedicated volunteers. Volunteers have a hand in empowering a Life without Limits for clients with cerebral palsy and other disabilities.

### ***Other Ways to Give***

The programs and services we offer are made possible through the generosity of our donors and supporters. Your donation of a financial gift, event sponsorship, participation in our clothing or bottle recycling programs, makes our work possible. Thank you!

## **CEREBRAL PALSY ASSOCIATION IN ALBERTA**



### **Life Without Limits Abilities Centre**

12001 - 44 St SE  
Calgary, AB T2Z 4G9  
Phone: 403.543.1161  
Toll-Free: 1.800.363.2807  
Fax: 403.543.1168  
Email: admin@cpalberta.com

### **Edmonton**

Phone: 780.477.8030  
Toll-Free: 1.888.477.8030

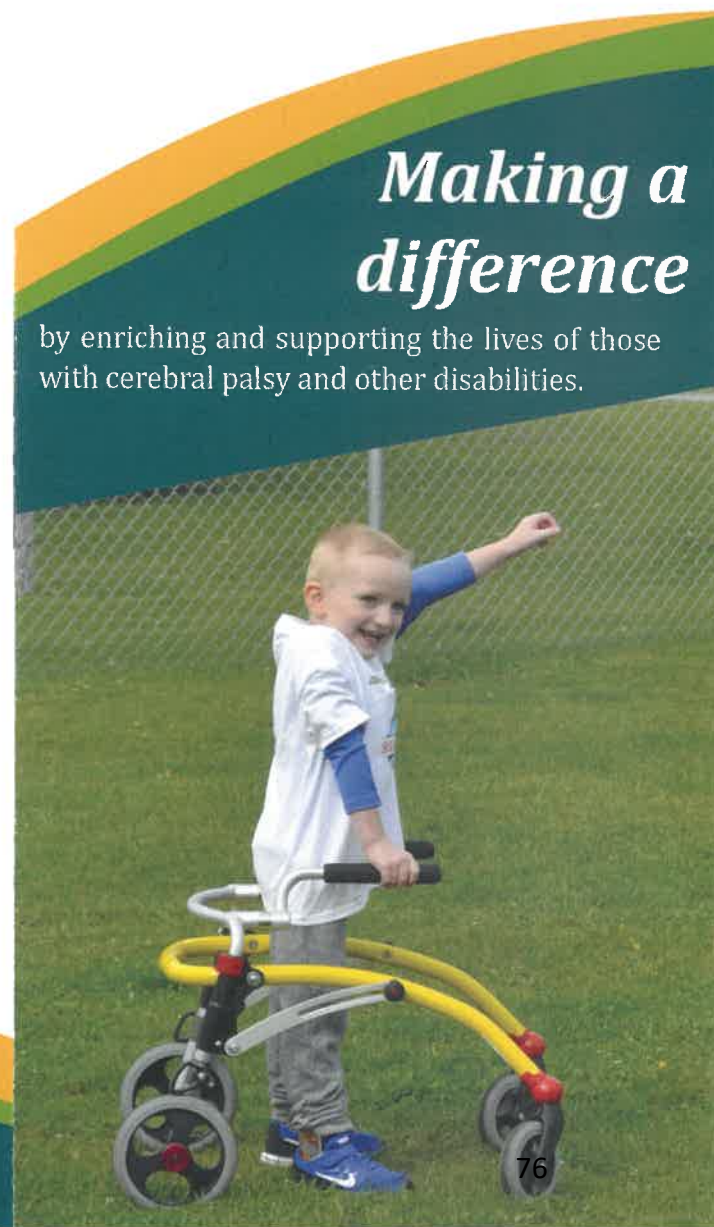
**[www.cpalberta.com](http://www.cpalberta.com)**

## **CEREBRAL PALSY ASSOCIATION IN ALBERTA**



## ***Making a difference***

by enriching and supporting the lives of those  
with cerebral palsy and other disabilities.







### Our Mission

The CPAA makes a difference by enriching and supporting the lives of those with cerebral palsy and other disabilities.

Through our programs and services, we advocate and promote awareness, acceptance and understanding for persons with disabilities to live, learn and work in the community.

**1 out of every 400**

*Canadians are diagnosed with cerebral palsy and it is the most common physical disability in children.*



### Advocacy and Awareness

People with disabilities often face stigmas and challenges in affordable and accessible housing, transportation, health care and employment. The CPAA is a collaborative partner with government, disability agencies and the community in addressing these issues. We also advocate, monitor, research and identify policy risks, threats, vulnerabilities, trends and opportunities that may affect our clients.

The CPAA educates and raises awareness through partnerships with United Cerebral Palsy (UCP) and NeuroDevNet. We are a leader in global initiatives such as World CP Day and September.

### What is Cerebral Palsy?

Cerebral palsy (CP) refers to a group of disorders in the development of motor control and posture, occurring as a result of a non-progressive impairment of the developing central nervous system. The motor disorders of CP can be accompanied by disturbances of sensation, cognition, communication, perception, and/or seizure disorders.



**65,000**

*Canadians with cerebral palsy*

### Programs and Services

The CPAA offers programs and services that help people with disabilities to play an active role in their communities. We offer programs in areas such as art, dance, music, yoga, horticulture, cooking and more. These classes provide essential social interaction and participation in healthy activities in nurturing environments.

### Support

Through our support services and advocacy, the CPAA is a valuable resource for families and persons with disabilities. The CPAA provides:

- Counselling services
- Funding request program
- Youth transition services
- Referrals and information
- Socialization groups

### Vacation without Limits

We have a custom-built home in Raymond Shores Resort on Gull Lake, AB that is completely accessible, at very reasonable rates, and open to families with or without disabilities.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 12

**SUBJECT:** NOTICE OF MOTION

**BACKGROUND:** The Town of Didsbury Procedural Bylaw 2019-03 allows for Council to direct Administration to include an agenda item at a future Council meeting through the use of a "Notice of Motion".

**ADMINISTRATIVE REVIEW:** N/A

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**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw"

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** Organizational Excellence

**RECOMMENDATION:** That Council direct Administration to return to a future Council meeting with the following items:

**ALTERNATIVE OPTIONS:** N/A

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**Attachments:** (May take the form of pictures, graphs, letters, etc.)

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**PREPARED BY:** T. Martens, Interim Chief Administrative Officer

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 13)**

**SUBJECT: GALLERY QUESTION PERIOD**

#### BACKGROUND:

The Town of Didsbury Procedural Bylaw gives an opportunity for gallery members to ask Council a question relative to any item from the current agenda. The following regulations to Gallery Question Periods apply:

- A maximum of fifteen (15) minutes shall be allocated for Gallery Question Period. No presenter shall be permitted to utilize more than two (2) minutes for their respective question or comment. Gallery members may be permitted a second 2-minute allocation only if no other gallery members indicate a desire to speak when the Chair asks the question; gallery members may be provided a maximum of two (2) opportunities to present in Gallery Question Period, if time permits.
- A presenter who utilizes Gallery Question Period shall state their name and direct all questions and comments to the Chair.
- Questions and comments must be of a professional nature and shall at no point make personal attack against any Council Member or member of Administration. At the discretion of the Chair questions or comments that have been previously posed in front of Council may be restricted.
- In the event that more than two presenters would like to speak on the same topic, they are encouraged to utilize the Delegation period as outlined in Section 17.
- Members of Council and Administration shall not provide response to questions or comments during the Gallery Question Period. The Chair may choose to respond to comments or questions on behalf of the Town of Didsbury. If Council determines that the question or comment necessitates a response or further investigation, a notice of motion in accordance with Section 13 shall be issued.

**ADMINISTRATIVE REVIEW:** N/A

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**RELEVANT LEGISLATION:** Bylaw 2019-03 "Procedural Bylaw"

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** An Informed and Engaged Community

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**RECOMMENDATION:** N/A

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**ALTERNATIVE OPTIONS:** N/A

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**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*

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**PREPARED BY:** T. Martens, Interim Chief Administrative Officer

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_ 79





## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE: SEPTEMBER 10, 2019**

**AGENDA ITEM NO.: 14.a)**

**SUBJECT: ADJOURNMENT TO IN-CAMERA**

**BACKGROUND:** Section 197(2) of the MGA states: Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 or Part 1 of the Freedom of Information and Protection of Privacy Act.

*Section 197(3): When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.*

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:**

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** N/A

**RECOMMENDATION:** That Council close the meeting to the public per Section 27, FOIP at \_\_\_\_\_ PM.

**ALTERNATIVE OPTIONS:** N/A

**ADDITIONAL INFORMATION:** (May take the form of pictures, graphs, letters, etc.)

1. Personnel, Section 17
2. Personnel, Section 17
3. Legal, Section 27(1)
4. Legal, Section 27(1)

**PREPARED BY:** H. Northcott, Chief Administrative Officer

**REVIEWED BY:** H. Northcott, Chief Administrative Officer

**Approval:** \_\_\_\_\_ 80



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 14.a.i)

**SUBJECT:** CAO MEETING - PERSONNEL – SECTION 17

**BACKGROUND:** This item is being discussed in-camera under Section 27(1) of the Freedom of Information and Protection of Privacy Act.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** MGA

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** N/A

**RECOMMENDATION:**

**ALTERNATIVE OPTIONS:** N/A

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*

**PREPARED BY:** T. Martens, Interim Chief Administrative Officer

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019  
**AGENDA ITEM NO.:** 14.a.ii)  
**SUBJECT:** PERSONNEL – SECTION 17

**BACKGROUND:** This item is being discussed in-camera under Section 27(1) of the Freedom of Information and Protection of Privacy Act.

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** MGA

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** N/A

**RECOMMENDATION:**

**ALTERNATIVE OPTIONS:** N/A

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019  
**AGENDA ITEM NO.:** 14.a.iii)  
**SUBJECT:** LEGAL – SECTION 27(1)

**BACKGROUND:** This item is being discussed in-camera under Section 27(1) of the Freedom of Information and Protection of Privacy Act.

**ADMINISTRATIVE REVIEW:** N/A

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**RELEVANT LEGISLATION:**

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** N/A

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**RECOMMENDATION:**

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**ALTERNATIVE OPTIONS:** N/A

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**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*

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## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019  
**AGENDA ITEM NO.:** 14.a.iv)  
**SUBJECT:** LEGAL – SECTION 27(1)

**BACKGROUND:** This item is being discussed in-camera under Section 27(1) of the Freedom of Information and Protection of Privacy Act.

**ADMINISTRATIVE REVIEW:** N/A

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**RELEVANT LEGISLATION:**

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**BUDGET IMPLICATIONS:** N/A

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**STRATEGIC PLAN ALIGNMENT:** N/A

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**RECOMMENDATION:**

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**ALTERNATIVE OPTIONS:** N/A

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**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*

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## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 14.b)

**SUBJECT:** MOVE TO OPEN MEETING

**BACKGROUND:** N/A

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:**

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:** N/A

**RECOMMENDATION:** That Council return to the Regular Council Meeting at \_\_\_\_\_ PM

**ALTERNATIVE OPTIONS:** N/A

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

**Mission:** *Serve a great community through effective, informed leadership and quality municipal services.*

**DATE:** SEPTEMBER 10, 2019

**AGENDA ITEM NO.:** 15)

**SUBJECT:** ADJOURNMENT

**BACKGROUND:** N/A

**ADMINISTRATIVE REVIEW:** N/A

**RELEVANT LEGISLATION:** N/A

**BUDGET IMPLICATIONS:** N/A

**STRATEGIC PLAN ALIGNMENT:**

**RECOMMENDATION:** That Council adjourn from the September 9, 2019 Regular Council Meeting at

PM

**ALTERNATIVE OPTIONS:** N/A

**Attachments:** (May take the form of pictures, graphs, letters, etc.)

*None*

**PREPARED BY:** T. Martens, Interim Chief Administrative Officer

**REVIEWED BY:** T. Martens, Interim Chief Administrative Officer

**Approval:** \_\_\_\_\_