



TOWN OF DIDSBURY AGENDA
Regular Council Meeting
Tuesday, March 9, 2021 at 6:00 p.m.
Held by ZOOM Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATION/ PRESENTATIONS -
 - 3.1 Chinooks Edge School Division Pg. 2
4. ADOPTION OF MINUTES Pg. 3
 - 4.1 February 23, 2021 Regular Council Meeting
5. PUBLIC HEARINGS - *None*
6. BYLAWS & POLICIES
 - 6.1 Amending Committee Bylaw 2021-02 (2nd & 3rd Reading) Pg. 7
 - 6.2 Council Professional Development Policy COUN-001-21 Pg. 9
 - 6.3 Recognition Policy COUN-002-21 Pg. 17
7. BUSINESS
 - 7.1 Utility Department Framework Principles Pg. 23
 - 7.2 Ranking of Outlying Plan Pg. 25
 - 7.3 Grader Replacement Pg. 26
 - 7.4 Year end reserve transfer for tax purposes Pg. 28
 - 7.5 Year end reserve transfer for utility departments Pg. 29
 - 7.6 Street Lighting Continuity Project Pg. 33
 - 7.7 Virtual Town Hall Meetings Pg. 34
 - 7.8 Financial Support Request – Didsbury & District Historical Society Pg. 35
 - 7.9 Signage Application for DC-IND Pg. 40
 - 7.10 Awarding of Residential Solid Waste Services Pg. 46
8. REPORTS
 - 8.1 COVID Update Pg. 49
 - 8.2 CAO Report Pg. 50
 - 8.3 Council Reports Pg. 53
9. CORRESPONDENCE & INFORMATION Pg. 54
 - 9.1 MOST Grant Library Funding –Mountain View County Pg. 55
 - 9.2 Economic Development Advisory Committee Meeting Notes January 11, 2021 Pg. 56
 - 9.3 Policy & Governance Committee Meeting Notes February 18 & 24, 2021 Pg. 59
 - 9.4 Strategic Planning Committee Meeting Notes February 16, 17 & 24, 2021 Pg. 62
 - 9.5 Westlock County –Proposed changes to AER Directive 067 Pg. 68
 - 9.6 Hope 4 MVC Kids Society Pg. 70
 - 9.7 Municipality of Crowsnest Pass – Letter to Minister of Justice & Solicitor General Pg. 72
 - 9.8 Budget 2021 Letter to Chief Elected Officials from Minister of Municipal Affairs Pg. 74
10. COUNCIL MEETING HIGHLIGHTS (Roundtable) Pg. 76
11. QUESTION PERIOD
Public Gallery / Press Gallery
12. CLOSED MEETING (in accordance with Division 2 of the *FOIP Act*)
 - 12.1 Sec.23, 24 (Local body confidences; advice from officials)
 - 12.2 Sec. 24 (Advice from Officials)
13. ADJOURNMENT

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Didsbury, including presentations made by speakers, are recorded in Minutes and posted on the Town of Didsbury website. If you have any questions about the collection of information, please contact the FOIPP Coordinator at 403-335-7731 or email legislative@didsbury.ca.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Delegation – Chinook's Edge School Division
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3.1

BACKGROUND/PROPOSAL:

Board Trustee Gord Kerr along with the Principals from the Didsbury High School (Garth Dagg), Westglen Middle School (Carolyn Massel) and Ross Ford Elementary (Brent Runnett) will be present to give an update to Council.



Meeting Minutes of the Town of Didsbury
Regular Council Meeting
February 23, 2021
Held through ZOOM Meeting

The regular meeting of Council for the municipality of the Town of Didsbury was held through ZOOM Meetings on Tuesday, February 23, 2021 commencing at 6:02 p.m.

Present: Mayor R. Hunter
Deputy Mayor B. Windsor
Councillor J. Baswick
Councillor E. Poggemiller
Councillor M. Crothers
Councillor C. Engel
Councillor D. Moore

Staff: Chief Administrative Officer - E. Gerner
Assistant CAO/Chief Financial Officer - A. Riley
Manager of Community Services – N. Aasen
Manager of Public Works & Infrastructure – C. Fox
Manager of Legislative Services/Recording Officer - L. Smith

CALL TO ORDERM

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

ADOPTION OF AGENDA

Res. 072-21 MOVED by Councillor Baswick to approve the agenda as presented.

Carried

DELEGATION - None

ADOPTION OF MINUTES

Res. 073-21 MOVED by Deputy Mayor Windsor to approve the February 9, 2021 Regular Council Meeting Minutes as presented.

Carried

BYLAWS & POLICIES

Emergency Management Bylaw 2020-06

Res. 074-21 MOVED by Councillor Moore to grant third and final reading to Emergency Management Bylaw 2020-06.

Carried

Amending Committees of Council Bylaw 2021-02

Res. 075-21 MOVED by Councillor Moore to grant first reading to Amending Committees of Council Bylaw 2021-02 and that it be referred to committee.

Carried

Proclamation Policy COUN 006

Res. 076-21 MOVED by Councillor Moore to approve Proclamation Policy COUN 006 as amended.

Carried

Rescinding of Committees Roles & Responsibilities Policy COUN 002

Res. 077-21 MOVED by Councillor Engel to rescind Committees Roles & Responsibilities Policy COUN 002.

Carried

BUSINESS

Delegation Request Recommendation

Res. 078-21 MOVED by Deputy Mayor Windsor to go into closed meeting at 6:34 p.m.

Carried

Res. 079-21 MOVED by Deputy Mayor Windsor to come out of closed meeting at 6:58 p.m.

Carried

Res. 080-21 MOVED by Deputy Mayor Windsor to advise the Mountain View Freedom group that in accordance with Procedural Bylaw 2020-12 s.19.1.d, the request does not meet the criteria for a delegation and further recommend the members attend the Organization and/or Business Virtual Town Halls best suited for their interest.

Carried

988 Crisis Hotline

Res. 081-21 MOVED by Councillor Engel to make the following resolution:

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline; and

WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent; and

WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold; and

WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS Didsbury Council recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT Didsbury Council endorses this 988 crisis line initiative;

And that Administration be directed to send a letter indicating such support to the local MP, MLA, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.

Carried

Chamber/Town Council Virtual Town Hall Meeting

Res. 082-21 MOVED by Deputy Mayor Windsor to hold the Chamber/Town Virtual Town Hall on Wednesday, March 3, 2021 at 7:00 p.m.

Carried

REPORTS

COVID-19 Update

Res. 083-21 MOVED by Councillor Engel to accept the COVID-19 update for February 23, 2021 as information.

Carried

Chief Administrative Officer Report

Res. 084-21 MOVED by Councillor Crothers to accept the Chief Administrative Officer's report for February 23, 2021 as information.

Carried

Res. 085-21 MOVED by Deputy Mayor Windsor to accept the Project Summary on the Arena Floor and Boards as information.

Carried

Res. 086-21 MOVED by Deputy Mayor Windsor to accept the Project Summary on the 15th Avenue Storm, Sidewalks and Westhill Place Sanitary Line Replacement as information.

Carried

Council Reports

Res. 087-21 MOVED by Councillor Crothers to accept the Council reports for February 23, 2021 as information.

Carried

CORRESPONDENCE & INFORMATION

- Strategic Planning Committee Meeting Notes – February 3, 2021
- Policy & Governance Committee Meeting Notes – February 3 and 10, 2021
- Performance Evaluation Committee Meeting Notes – January 21, 2021
- MPC Minutes – January 13, 2021
- Minister of Municipal Affairs – Municipal Internship Program Approval
- Mackenzie County – Reopening Recreational & Business Services

Res. 088-21 MOVED by Councillor Baswick to accept the items presented as information.

Carried

COUNCIL MEETING HIGHLIGHTS

Council deemed the following items be highlighted from the February 23, 2021 Regular Council Meeting:

- Support for 988 Crisis Hotline – Suicide Awareness
- Quality Infrastructure Projects done under budget! Thank you to staff
- Applaud Administration in due diligence in saving money in projects and thanks to staff
- Business Town Hall Meeting with the Chamber on March 3, 2021
- Action requests down in January

QUESTION PERIOD

Public Gallery
Press Gallery

CLOSED MEETING

Res. 089-21 MOVED by Councillor Baswick to go into Closed Meeting at 7:49 p.m.

Carried

The following staff attended the closed meeting session with Council:

Staff: Ethan Gorner, Chief Administrative Officer
 Amanda Riley, ACAO/Chief Financial Officer
 Luana Smith, Manager of Legislative Services

Topics of Closed Meeting in accordance with the FOIP Act.

Sec. 27 (2) (privileged information - legal)
Sec. 24 (1) (a) (advice from officials)
Sec. 24 (1) (b) (advice from officials)
Sec. 24 (1) (g) (advice from officials)

RECONVENE

Res. 090-21 MOVED by Deputy Mayor Windsor to come out of closed meeting at 8:43 p.m.

Carried

Res. 091-21 MOVED by Councillor Crothers to accept the resignation of Chair Lance Plewis to the Didsbury Economic Development Advisory Committee, and direct the Committee to recommend to Council the appointment of a new chair.

Carried

Res. 092-21 MOVED by Councillor Crothers to adjourn the meeting 8:46 p.m.

Carried

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gorner



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Bylaw 2021-02 Amending Committees of Council Bylaw 2020-11
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2021-02 is a Bylaw to amend Committees of Council Bylaw 2020-11. Council granted first reading at the February 23, 2021 Regular Council Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy & Governance Committee reviewed the bylaw at the February 24, 2021 meeting and are recommending the bylaw receive second and third reading.

RECOMMENDATION

That Council grant second reading to Bylaw 2021-02 Amending Committees of Council Bylaw 2020-11.

That Council grant third and final reading to Bylaw 2021-02 Amending Committees of Council Bylaw 2020-11.

TOWN OF DIDSBURY
BYLAW 2021-02
COMMITTEES OF COUNCIL AMENDING BYLAW

BEING A BYLAW OF THE TOWN OF DIDSBURY TO AMEND BYLAW 2020-11 TO ESTABLISH COUNCIL COMMITTEES OF THE TOWN OF DIDSBURY ENACTS AS FOLLOWS:

1. Short Title

1.1 The short title of this bylaw is the "Amending Bylaw to the Committees Bylaw".

WHEREAS, the Council of the Town of Didsbury deems it necessary to amend Bylaw 2020-11: Committees of Council Bylaw.

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

2. This Bylaw may be cited as the Committees Amending Bylaw No. 2021-02.
3. Bylaw 2020-11, being a bylaw to set Establish Council Committees for the Town of Didsbury, is hereby amended as follows:

Addition to General Considerations

- 6.3 Committee meetings shall be set by the Committee based on member availability.
- 6.4 The meeting schedule may be amended in any way, including the addition or cancellation of meetings at the discretion of the committee.
- 6.5 The majority of all the members that comprise the Committee shall establish a quorum.

4. This By-Law shall take effect upon the final passing.

Read a first time on this 23 day of February 2021 Read
a second time on this ____ day of _____ 2021 Read
a third time on this ____ day of _____ 2021

Mayor Rhonda Hunter

Chief Administrative Officer Ethan Gorner



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Council Professional Development Policy COUN-001-21
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

In response to the Red Tape Reduction initiative, the Policy & Governance Committee are reviewing policies that are no longer required, redundant or need to be amended.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy & Governance Committee reviewed the Council Professional Development Policy COUN 001 at their February 24, 2021 meeting and are recommending it be amended as outlined in the updated policy attached.

RECOMMENDATION

That Council approve Council Professional Development Policy COUN 001-21 as amended.



TOWN OF DIDSBURY POLICY # COUN 001-21
POLICY NAME: COUNCIL PROFESSIONAL DEVELOPMENT

Policy Number:	COUN-001-21
Policy Title:	Council Professional Development Policy
Approval Date:	
Responsible Department:	Council
Related Bylaws: Council Code of Conduct, Council Remuneration	

Policy Statement:

Council recognizes the need to have educated, informed and motivated Council members. Necessary training and development opportunities are required to ensure an innovative and skilled Council who are responsible for the development of policies and bylaws that ensure the effective governance of the municipality.

1. Definitions

- 1.2 Professional development (PD): means annual conventions, conferences, courses, seminars, workshops, orientation and other training opportunities that are related to municipal governance.

2. Principles

- 2.1 Annually, Administration will provide Council with professional development opportunities available in the coming year.
- 2.2 Annually, in setting their annual budget, Council will set aside funds for Professional Development and each member will be afforded an allowance for the year for the undertaking of professional development opportunities
- 2.3 Each Council member will have discretion in undertaking professional development opportunities in accordance with their allowance.
- 2.4 Questions about the suitability of specific opportunities will be addressed (and approved) by the CAO. If the CAO is uncertain about the suitability of a given opportunity, then the proposed opportunity may be presented to Council for approval.

3 End of Policy



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	COUN 001
Policy Title:	Council Professional Development
Approval Date:	September 10, 2019
Date to be Reviewed:	2024
Responsible Department:	Council
Related Bylaws:	Council Code of Conduct; Council Remuneration

Policy Statement:

Council recognizes the need to have educated, informed and motivated Council members. Necessary training and development opportunities are required to ensure an innovative and skilled Council who are responsible for the development of policies and bylaws that ensure the efficient and effective operation of the municipality. Council wants to both recognize and plan for this professional development.

1. Definitions

- 1.2 Professional development (PD): means annual conventions, conferences, courses, seminars, workshops, orientation and other training.
- 1.3 Professional Development Plan: includes identified training needs to become more adept in the performance of professional duties.

2. Responsibilities

2.1 Council:

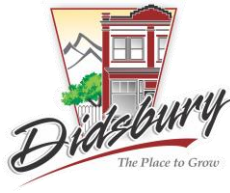
- 2.1.1 Prepare a Professional Development Plan annually and submit it to the Mayor by the determined deadline.
- 2.1.2 Review, as a whole, all Professional Development Plans ahead of budget deliberations.
- 2.1.3 Prepare and submit a report within 2 weeks of the conclusion of the PD activity.

2.2 Chief Administrative Officer to:

- 2.2.1 Recommend relevant professional development opportunities to Council.

2.3 Chief Financial Officer:

- 2.3.1 Incorporate combined Professional Development Plans into the annual budget documents.



3. Procedures

- 3.1 By October 31st of each year, all members of Council are to submit their Professional Development Plan for the next calendar year to the Mayor. Annually, Council shall review the plan at the first P&P meeting of November. It will then be incorporated into the annual budget.
- 3.2 The Professional Development Plan is to include all meetings, conferences, workshops, orientations, seminars and training where a remuneration is claimed. The Professional Development Plan is to include an unallocated allowance for unscheduled meetings and conferences for discretionary use of each member of Council. Per Diems and expenses will be included as per the Council Remuneration policy.
- 3.3 Annually, every September, Council as a whole, will revisit the professional development budget for the current budget year and may choose to reallocate any unused budget out of the entire council budget, if necessary.
- 3.4 It is recognized that costs associated with each Councillor's area(s) of responsibility may vary as the year progresses and that in some cases a mid-year review of the Professional Development Plan may become necessary if changes occur.
- 3.5 Council, as a whole, must approve any mid-year changes to individual Councillor's Professional Development Plans once the operating budget has been approved. Council must submit Form A (*Professional Development Plan Mid-Year Change Request*) for PD activities that are not included in the individual Councillor's approved Professional Development Plan.
- 3.6 Once the operating budget is approved, and as soon as registration is open for the specified PD activities, Administration will complete the registration and necessary bookings of accommodations and travel as per the Professional Development Plan. Form B (*Confirmation of Professional Development*) will be completed by Administration and returned to the relevant member of Council once the bookings have been confirmed. Administration is required to communicate with individual Council members ahead of completing bookings to determine preferred dates of travel and other details.
- 3.7 Education and Training
 - 3.7.1 All members of Council shall attend training and orientation session(s) immediately following their election to Council. Within 90 (ninety) days of taking their oath of office, training must be offered.
 - 3.7.2 The Elected Officials Education Program (EOEP) was developed to provide new or returning councillors with an opportunity to broaden their knowledge and skills, raising the quality of municipal government and enabling those in office to effectively achieve the goals of their community.



3.8 Cancellation

- 3.8.1 If a Council member is no longer able to attend the planned PD activity, they must inform Administration as soon as possible in order to forego any cancellation charges related to registration, travel or accommodations.
 - 3.8.2 If a Council member has to cancel their attendance because of an extenuating circumstance, such as serious illness or bereavement of a family member, they are to notify the Mayor, who will determine whether another member of Council should go in their place or whether all travel and registration arrangements should be cancelled. The Mayor will be responsible for notifying Administration ASAP to cancel all necessary registrations, travel and accommodations.
 - 3.8.3 Council members will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances as approved by the Council.
- 3.9 Regardless of the professional development activity, a written report on what was learned must be submitted to Administration within **2 weeks** of return from the activity and this must be submitted at the next available RCM as part of Council Reports. This may include conference materials or handouts which are of benefit to all of Council.

4. Guidelines

- 4.1 All members of Council are entitled to attend the Alberta Urban Municipalities Association (AUMA) Convention and Tradeshow.
- 4.2 The Mayor and up to two members of Council are approved to attend one Rural Municipalities of Alberta (RMA) convention annually.
- 4.3 Up to three members of Council are approved to attend the Federation of Canadian Municipalities (FCM) each year when hosted outside of Alberta. This is to be attend on a rotating basis as approved by Council at the beginning of their term. All Council members will be entitled to attend FCM when the conference is hosted in Alberta.
- 4.4 Council and Administration will attempt to ensure that registration occurs before the early incentive registration deadline (if applicable). Administration will attempt to book accommodations at the host hotel, or a close alternative when required.
- 4.5 Council members will strive for fiscal responsibility when booking accommodations and traveling. This means standard accommodations and the use of carpool whenever possible. Travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the most economical costs of travel where



possible. Most economical does not always mean lowest base fare as luggage fees, seat selections fees and air/airport time are also factors.

- 4.6 The Town is not responsible for expenses which are unrelated to the professional development activity.

5. End of Policy



Form A: PROFESSIONAL DEVELOPMENT PLAN MID-YEAR CHANGE REQUEST
(This form must be approved by Council as a whole)

COUNCIL MEMBER NAME _____

DATE OF REQUEST _____

NAME OF PROFESSIONAL DEVELOPMENT ACTIVITY: _____

DATE(S) OF EVENT: _____

HOW DO YOU THINK THIS WILL BENEFIT YOU IN YOUR ROLE AS COUNCIL MEMBER?

FUNDS AVAILABLE FOR PROFESSIONAL DEVELOPMENT: _____

COST OF REGISTRATION: _____

DO YOU REQUIRE AIR FARE YES _____ NO _____ **IF YES, ESTIMATED AMT.** _____

IF YOU REQUIRE AIR TRAVEL, PREFERRED DAY OF DEPARTURE _____

PREFERRED TIME OF DEPARTURE: _____

IF YOU REQUIRE AIR TRAVEL, PREFERRED DAY OF RETURN _____

PREFERRED TIME OF DEPARTURE _____

DO YOU REQUIRE HOTEL ACCOMODATIONS YES _____ NO _____

IF YOU REQUIRE HOTEL: FOR WHAT DATES _____

DO YOU HAVE A PREFERRED HOTEL? IF SO PLEASE PROVIDE NAME _____

DO YOU HAVE ANY SPECIAL REQUESTS? _____

SIGNATURE

MAYOR OR DEPUTY MAYOR APPROVAL



Form B: CONFIRMATION OF PROFESSIONAL DEVELOPMENT

REGISTRATION PAID: AMOUNT _____

AIR CONFIRMED

DEPARTURE DATE: _____ **TIME** _____

FLIGHT NO _____ **COST** _____

RETURN DATE: _____ **TIME** _____

FLIGHT NO: _____

HOTEL

HOTEL NAME: _____

HOTEL ADDRESS: _____

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

HOTEL DEPOSIT COST: _____

SPECIAL INSTRUCTIONS: _____

TOTAL FUNDS SPENT: _____

TOTAL COST: _____

Completed by:

Date:



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Community Recognition Policy COUN-002-21
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.3

BACKGROUND/PROPOSAL:

In response to the Red Tape Reduction initiative, the Policy & Governance Committee are reviewing policies that are no longer required, redundant or need to be amended.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy & Governance Committee reviewed the Community Recognition Policy ADMIN 004 at their February 24, 2021 meeting and are recommending it be re classified under Council policies and amended as outlined in the updated policy attached.

RECOMMENDATION

(2 separate resolutions are required)

1. That Council move to rescind Community Recognition Policy ADMIN 004.
2. That Council move to approve Recognition Policy COUN 002-21 as presented.



TOWN OF DIDSBURY POLICY # COUN 002-21
POLICY NAME: RECOGNITION POLICY

Policy Number:	COUN-002-21
Policy Title:	Recognition Policy
Approval Date:	
Responsible Department:	Council, All Departments, Residents
Related Bylaws:	

Purpose

The Town of Didsbury will recognize individuals, groups, and businesses for their exemplary commitment to demonstrating excellence which contributes to enriching the quality of life in Didsbury, making it “The Place to Grow”.

1. Principles

- a. At the discretion of the Mayor, signed certificates on significant milestones will be provided.
- b. All other recognitions that may be considered from time to time will be at the discretion of the Town and issued by the Mayor.

2. End of Policy



TOWN OF DIDSBURY POLICY INDEX

Policy Number:	ADMIN 004
Policy Title:	Community Recognition Policy
Approval Date:	May 25, 2019
Date to be Reviewed:	2024
Responsible Department:	Council, All Departments, Residents
Related Bylaws:	

Policy Statement:

The Town of Didsbury's Community Recognition Policy brings public awareness to special occasions and events which enhance the health, welfare, safety and cultural diversity of the community.

Purpose

The Town of Didsbury will recognize individuals, groups, and businesses for their exemplary commitment to demonstrating excellence which contributes to enriching the quality of life in Didsbury, making it "The Place to Grow".

1. Definitions

"Business" means a for-profit organization.

"Council" means a member of the Town of Didsbury Council.

2. Responsibilities

- a) Administration shall:
 1. Promote the Community Recognition Policy and invite nomination applications and requests for letters for the arts and culture, citizenship, professional achievement, and sport excellence on an ongoing basis; and
 2. Receive and assess the applications or requests and forward duly completed applications to Council.
- b) Council shall have final approval of the program award recipients.
- c) The Mayor shall:
 1. Advise the recipients and their nominators of the decision and invite them to receive their award in a public forum; and
 2. The Mayor or his/her designate shall send a letter of thanks and acknowledgement to all nominators and nominees.



5. The award given under this section may be “Didsbury” branded articles (clothing, bags, water bottles, etc.) or gift cards. The type of award is at the discretion of the Didsbury Town Council.

c) Letters of Recognition

1. Recipient must be a resident of Didsbury. Exceptions may be made for those who currently reside in a rural area, but were members of a team or group receiving the award that was made of urban and rural residents or a member of an amalgamated system of municipalities and/or associations.
2. The Letter of Recognition can be for league and/or regional championships, provincial, national and/or international participation.
3. The Letter of Recognition may be granted for, but not limited to, achievement in the following:
 - a. Athletic endeavour
 - b. Business awards
 - c. Fine arts
 - d. Agriculture
 - e. Education
 - f. Volunteerism on any level

5. Nominations

1. Applications for the award, certificate or letter will be forwarded to the Administrative Assistant, Legislative Services on the prescribed form. (Appendix 1).
2. The Administrative Assistant, Legislative Services will determine whether an application meets the criteria for recognition
3. A letter of congratulations and an invitation signed by the Mayor will be sent to the recipient to attend a Town Council Meeting for presentation of the award where applicable.
4. Town Council will present the award at an upcoming meeting decided on by Town Council, with the exception of Recognition Certificates which will be mailed to the person making the request.



APPENDIX 1

Community Recognition Application

Town of Didsbury

Community Recognition Application



To honour residents for outstanding achievement or contribution which contributes to enriching the quality of life in Didsbury, making it "The Place to Grow".

NOMINATION FORM

Use a separate form for each Nomination.

If you are nominating a group or team, please attach a list of all names, addresses, postal codes and phone numbers.

Nominee: _____

Address: _____

Telephone: _____ Email: _____

In the event the nominee is deceased, please provide the name, address and phone number of a relative or contact of the deceased: _____

Level of Recognition: ☐ Citizens Recognition Certificate ☐ Special Recognition Award

Background - Attach relevant background information on a separate sheet of paper or on the back of this form. Nominations should include as much detail and information as possible to support the application. A brief history of the individual/team, years of service to the community, nominee's contribution, special achievements and awards or other recognition this nominee has received.

Information should answer the following questions:

- For what is the nominee being recognized?
- How did the nominee impact the community?
- Why is this contribution worthy of community recognition?

Attached additional letters of support, newspaper clippings, etc. that support the nomination.

Additional pages may be used to complete your submission. Supporting documentation may be attached, however, please DO NOT forward originals. Nominations become the property of the Town of Didsbury.

Nominator: _____

Address: _____

Phone No.: _____ Email: _____

Please forward completed nomination form to (mail or drop off):
Executive Assistant, Legislative Services, Town of Didsbury
1606 14th Street, PO Box 790,
Didsbury AB T0M 0W0



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Utility Department Framework Principles
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

Administration has developed a policy framework for the utility departments (water, wastewater and solid waste) to be self-supported.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Strategic Planning Committee reviewed the policy framework and are recommending Council adopt the principles.

Please see attached document which sets out the principles.

Once approved, a Utility Rates and Fees Bylaw will be developed utilizing these principles.

RECOMMENDATION

That Council move to adopt the principles for the utility department framework as presented and refer to the Policy and Governance Committee.

Town of Didsbury

Utility Self-Supported Departments

Policy Framework

Concepts:

1. Utility departments in the Town of Didsbury are self-supported, therefore are not subsidized by taxes.
2. For rate accuracy and justification, each utility service, (Water, Wastewater and Solid Waste), is its own product line and are budgeted for and accounted for separately.
 - a. A year end surplus generated by an individual utility department is reserved in that department's reserve.
 - b. A year end deficit generated by an individual utility department is funded by that department's reserve.

Water and Wastewater departments:

3. Water & Wastewater Rates (fixed/variable) – There are two principles (that match the two components) to keep in mind when considering utility rates, which for governance purposes should be considered in terms of these principles, and the split of responsibility for funding our operation that Council apportions between the two.
 - a. Fixed (shared) – is the principle that the collective is responsible for the shared costs of the day-to-day operation and maintenance of the utility service system regardless of the amount any individual user takes out of the system. There is a fixed cost every day to keeping our utility system up and running and available for the use and benefit of our residents (regardless of how much of the utility is used), and each utility account holder shares collectively in that responsibility for those costs. These costs are not for the product being consumed, but for the running of the operation to provide that product.
 - b. Variable (individual) – is the principle that the more of the product being consumed (or the more strain, or wear and tear being put on the system), the more the ratepayer is responsible for the individual costs of the use of that product, or added strain on the system. These costs are more (in principle) for the product being consumed
4. Fixed revenue covers costs which will be incurred no matter the consumption. It provides base revenues to cover debt servicing, and future capital investment.
 - a. Calculated by taking total budgeted fixed costs divided by number of metered accounts in each user group.
 - b. Each metered account would be charged a fixed monthly charge based on the size of the meter to account for their equitable share of the fixed costs.
5. Variable revenue covers costs driven by the amount of consumption. It covers purchases, and adds revenue to cover variable costs.
 - a. Variable – consumption charges are calculated by taking total budgeted purchases divided by budgeted consumption sold.
 - b. Variable – O&M charges are calculated by taking total budgeted O&M costs divided by budgeted consumption sold.

Solid Waste department:

6. Fixed charges are calculated based on the total costs to run the department divided by the number of residential dwelling units.
 - a. Each dwelling unit within the Town of Didsbury residential waste service area will be charged for residential solid waste (which includes one black cart, one blue cart and one green cart).
 - b. An additional blue or green cart will be charged monthly on a cost recovery basis based on the current cost charged by the waste contractor.
 - c. An additional black cart for a household that already pays the flat charge is charged an additional full fixed monthly charge, in an effort to promote the reduction of waste going to the landfill and to promote household recycling and composting.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Ranking of Outlying Plan Elements
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

Administration is working on updating the Multi Year Capital Plan and is looking at including more accurate timelines and costs for the elements proposed in the outlying plan. To achieve this, Administration received Council's ranking of the Outlying Plan items. This information as well as the survey results from the 2019 Recreation and Culture Survey was provided to the Strategic Planning Committee for review.

The Committee considered all of this information and agreed to recommend to Council the Outlying Plan elements be ranked in order of priority as follows:

#	Element	Discussion
1	Skatepark	Approved as part of 2021 capital budget.
2	Jet's Playground	Approved as part of 2021 capital budget; sees the relocation of fitness equipment that currently exists beside park to Memorial Park.
3	Jet's Ball Diamond	Current demand for a diamond exists; eliminates Hill Development (several sledding hills exist in community elsewhere).
4	Dog Park	Current demand for dog park exists; eliminates 5-0 club walkway improvements.
5	4 Season Washroom/ Picnic Shelter	Ranked quite high in public survey and by Council.
6	Parking lot and road improvements (south side)	Improvements to drainage currently required; would like to retain the parking adjacent to arena.
7	Multi-Court System (Tennis, Pickleball, Basketball and Volleyball)	The layout of the Outlying Plan allows for inclusion in proposed location; interest from public.
8	Additional parking (north side)	Required by addition of court system and demand from the building currently.
9	Pathways construction/landscaping	Functions to tie entire Outlying Plan together.
	Spray Park	To be included if done as a community driven initiative.

This recommendation also includes the removal of the Japanese Garden development from the Plan, and re-location of the Central Event Plaza to be explored (including Memorial Park, Downtown, others).

RECOMMENDATION

That Council endorse the ranking of the Elements of the Outlying Plan as outlined above for inclusion into the Multi Year Capital Plan.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Grader Replacement
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

Administration recently brought forward to the Strategic Planning Committee the replacement of the grader for consideration. The Committee requested Administration explore a lease option for the replacement of the grader.

The Strategic Planning Committee met on February 17, 2021 and further on February 24, 2021 to discuss the replacement of the grader due to considerable problems with the current unit. The current unit is 27 years old (1994). Administration presented leasing a new grader, purchasing a used model or renting the equipment. After a thorough discussion, the committee agreed to recommend to Council to enter a five year operating lease, with an annual payment of up to \$45,056, for a new grader, to be funded from the public works operational budget, with a corresponding reduction of budgeted transfer to Public Works reserves for each year during the life of the lease.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Options:

- 1. Lease new equipment** – this option would see a 5-year operating lease of a 2021 120-14 AWD Grader; interest rate 3.6%; at the end of the lease the residual value of the equipment would be \$178,500.
 - The net present value of this option over 5 years is approximately \$210,000;
 - Easy to predict/budget for;
 - Unit remains under warranty for the period, with routine maintenance being the responsibility of the Town;
 - Ensures new, reliable equipment; would allow the department to acquire updated technology easier and more quickly;
 - Can lease the model that is suitable for Didsbury's operations.
- 2. Purchase used equipment** – this option would see the purchase of used machinery (likely 2012 or older) depending on what is available.
 - The net present value is approximately \$200,000;
 - No warranty; unpredictable annual maintenance costs which may increase over savings of going with a new model;
 - Unit is already nearing middle of its useful life when acquired;
 - Models available may not suit needs of the department.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

3. **Renting equipment** – this option would see the department renting equipment when required.

- Estimated annual usage approximately \$40,000;
- Relies on availability of equipment from local contractors;
- Frees up staffing hours;
- Difficult to budget year to year depending on weather, projects and other needs.

RECOMMENDATION

That Council approve that the Town enter a five (5) year operating lease, with an annual payment of up to \$45,056, for a new grader, to be funded from the public works operational budget, with a corresponding reduction of budgeted transfer to Public Works reserves for each year during the life of the lease.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE	March 9, 2021
SUBJECT	Allocation of Year End Operating Surplus
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.4

BACKGROUND/PROPOSAL:

In accordance with TOD Policy Fin 008 – Allocation of Year End Operating Surplus for Tax Purposes, Council is responsible for approving the allocation of the annual operating surplus for tax purposes on an annual basis by resolution. The annual operating surplus for tax purposes is the excess of revenues over expenditures including non-operational items, such as reserve transfers and debt payments.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Strategic Planning Committee reviewed the information on 2020 allocation of year end operating surplus at their March 3, 2021 meeting and made the recommendation which is presented below.

The Year End Operating Surplus for Tax Purposes is as follows:

Town of Didsbury			
2020 Budget to Actual			
Surplus/(Deficit)			
	2020 Budget	2020 Actual for tax	Year End Operating Surplus for tax
Council	(250,184)	(207,502)	42,682
General government	4,839,522	4,884,617	45,095
Protective Services	(981,516)	(978,251)	3,265
Public Works	(1,678,006)	(1,631,980)	46,026
Community Services	(195,072)	(176,442)	18,630
Planning & Development	(251,341)	(241,926)	9,415
Recreation	(1,248,203)	(1,261,916)	(13,713)
Culture	(235,200)	(236,832)	(1,632)
	-	149,768	149,768
Reserve transfers proposed			
Snow Removal (per reserves policy)			1,589
General reserve			75,000
% of surplus allocated			51%

Snow removal – per reserves policy, Town is to reserve unspent snow removal budget. In 2020, this amounted to 1,589.

General reserve – Reserve policy states year end budget to actual reserve is to be allocated here.

RECOMMENDATION

That Council move to approve the 2020 allocation of year-end operating surplus for tax purposes of \$76,589 allocated \$1,589 to the snow removal reserve and \$75,000 to the general reserve.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Year-end reserve allocation for Utility Departments
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.5

BACKGROUND/PROPOSAL:

Administration presented year end results and reserve balances for each of the water, wastewater and solid waste utility departments to the Strategic Planning Committee on February 24, 2021.

Although the water revenue rate was low for the year, there were stronger than expected volumes of water which led to a surplus in the wastewater department.

OPTIONS:

The committee considered funding the current year water deficit from water reserves, or to do a one-time adjustment to budgeted reserves transfers for the wastewater department to the water department and adjust going forward.

The committee agreed to recommend to Council to fund the water deficit of \$79,957 by transferring excess reserves from the wastewater department.

RECOMMENDATION

That Council increase the current year water budgeted reserves transfer by \$79,957 and reduce the current year wastewater budgeted reserves transfer by \$79,957.

Town of Didsbury
Year End Utility Department Reserve Allocation
December 31, 2020

WATER DEPARTMENT:	2020 Actuals
Water Revenue	1,313,441
Water Expense	<u>(1,178,398)</u>
Net Surplus/(Deficit)	<u>135,043</u>
Less Outstanding Reserve Transfers	
Budgeted Reserves (amortization)	(115,000)
Additional Budgeted Reserves	<u>(100,000)</u>
Adjusted Net Surplus/(Deficit)	<u>(79,957)</u>
Transfer from reserves required to break even	<u>79,957</u>
	<u>-</u>

WATER INFRASTRUCTURE RESERVE FUND:	
Water reserves Balance January 1, 2020	40,987
2020 Budgeted Reserve Transfers	215,000
2020 Approved Transfers Out	-
	<u>255,987</u>
Less Transfer to cover year end water deficit	<u>(79,957)</u>
Water reserve year end balance Dec 31/2020	<u>176,030</u>

WASTEWATER DEPARTMENT:	2020 Actuals
Wastewater Revenue	1,167,545
Wastewater Expense	<u>(473,492)</u>
Net Surplus/(Deficit)	<u>694,053</u>
Less Outstanding Reserve Transfers	
Budgeted Reserves (amortization)	(455,000)
Additional Budgeted Reserves	<u>(100,000)</u>
Adjusted Net Surplus/(Deficit)	<u>139,053</u>
Transfer to reserves required to break even	<u>(139,053)</u>
	<u>-</u>

WASTEWATER INFRASTRUCTURE RESERVE FUND:	
Wastewater reserves Balance January 1, 2020	648,898
2020 Budgeted Reserve Transfers	555,000
2020 Approved Transfers Out	<u>(84,126)</u>
	<u>1,119,772</u>
Plus Transfer to cover year end surplus	<u>139,053</u>
Wastewater reserve year end balance Dec 31/2020	<u>1,258,825</u>

SOLID WASTE DEPARTMENT:	2020 Actuals
Solid Waste Revenue	559,949
Solid Waste Expense	<u>(513,352)</u>
Net Surplus/(Deficit)	<u>46,597</u>
Less Outstanding Reserve Transfers	
Budgeted Reserves (amortization)	(8,000)
Additional Budgeted Reserves	<u>-</u>
Adjusted Net Surplus/(Deficit)	<u>38,597</u>
Transfer to reserves required to break even	<u>(38,597)</u>
	<u>-</u>

SOLID WASTE RESERVE FUND:	
Solid waste reserves Balance January 1, 2020	328,056
2020 Budgeted Reserve Transfers	8,000
2020 Approved Transfers Out	<u>-</u>
Solid waste reserves Balance December 31, 2020	<u>336,056</u>
Plus Transfer to cover year end surplus	<u>38,597</u>
Solid Waste reserve year end balance Dec 31/2020	<u>374,653</u>



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Street Lighting Continuity Project
ORIGINATING DEPARTMENT	Public Works & Infrastructure
AGENDA ITEM	7.6

BACKGROUND/PROPOSAL:

The Street Lighting Continuity (20th Street – south end) Capital Project requires a decision on the Street Light Design.

Two options were presented to the Strategic Planning Committee for discussion and recommendation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Option 1 – Acorn Style - Streetlight – Fortis Alberta to supply/install approximately 403m of streetlight cable, 9x 20' Decorative Round Pole and 9x 100W Acorn Style Street Light. Project estimate cost is \$101,000.00.

This option would introduce the heritage lighting standard to the east side of 20th Street. This approach is not consistent with existing steel overhead cobra lighting which dominates the east side of 20th Street. (attached existing streetlight condition picture)

Administration is seeking guidance regarding the initiation of the heritage lighting to the east side of the 20th Street commercial corridor.

In principle, this option could identify a multi-year streetlight improvement program to bring the heritage lighting standard north along the east side of 20th Street. The program could see heritage lights from 15th Ave to an ultimate end near Hwy 582 on both sides of the corridor. At the appropriate year, the north end of the commercial corridor (approximately 21st Ave) may require heritage lights installed on both sides of the street.

Option 2 – Acorn & Cobra Style - Streetlight – Fortis Alberta to supply/install approximately 403m of streetlight cable, 5x 20' Decorative Round Pole, 5x 100W Acorn Style Street Light, 4x 35' Steel Pole & 4x 100W LED EQ. Project estimate cost is \$95,000.00.

This option is consistent with the existing conditions along 20th Street up to the intersection with 20th Avenue. As previously mentioned, the lighting north of 20th Avenue is inconsistent.

Both options are under the capital budget value approved by Council.

The Strategic Planning Committee is recommending Option 1.

RECOMMENDATION

That Council move to approve Option 1 – Acorn Style – Streetlight Design for the Street Lighting Continuity (20th Street – south end) Capital Project.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Virtual Town Hall Meetings
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.7

BACKGROUND/PROPOSAL:

Council held two (2) Virtual Town Hall meetings to hear from volunteer groups, organizations and businesses on how the COVID-19 pandemic has affected them.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council is being asked to consider sending the meeting notes highlighting items specific to COVID-19 from the February 24, 2021 and March 3, 2021 Virtual Town Hall meetings to Premier Jason Kenney, MLA Nathan Cooper and CMHO Dr. Dina Hinshaw.

RECOMMENDATION

That Council move to send the summary of the pandemic responses, successes and challenges of our local organizations and businesses to the Premier, CMHO, and our MLA to highlight the situations these groups have been dealing with since March 2020 restrictions and mandates began.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Financial Support Request – Didsbury & District Historical Society
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.8

BACKGROUND/PROPOSAL:

Policy CS 211 (attached) Financial Support for Community Groups provides for modest financial support to Didsbury community groups in the form of sponsorship and/or ticket purchases.

We have received a request for funding under this program for Council's consideration:

Didsbury & District Historical Society:

The Didsbury & District Historical Society (DDHS) has submitted a request valued at \$500 that would see the Town of Didsbury sponsoring 10 family memberships (\$30 each) and 10 individual memberships (\$20 each) that could be used for internal use throughout the year. This would allow for Town of Didsbury use (Council, Staff, Meetings) and the passes could also be signed out by residents through associated Town programs like FCSS, Seniors' Supports, DOSCA and the MVFRN.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration received the application from the group, and it would be eligible under Policy CS 211 – Financial Support for Community Groups as a sponsorship for the purchase of memberships.

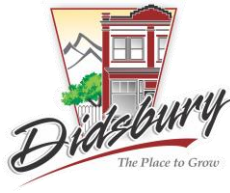
In past years, the Town has supported the DDHS in facility reductions and funding through this program or their annual fundraising events. These events cannot occur in 2021 due to the ongoing pandemic.

ALIGNMENT WITH STRATEGIC PLAN

Economic Prosperity, Healthy Active Living

RECOMMENDATION

That Council move to approve \$500 Financial Support for Community Groups grant for the Didsbury & District Historical Society for the sponsorship of 10 family passes and 10 individual passes.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	CS 211
Policy Title:	Financial Support for Community Groups
Approval Date:	December 10, 2019
Date to be Reviewed:	2024
Responsible Department:	Community Services
Related Bylaws:	N/A

Policy Statement:

Didsbury Town Council may consider modest financial support for Didsbury community groups offering a service or benefit to Didsbury residents. This support is provided in recognition of the value these organizations bring to the well-being, support and growth of Didsbury.

1. Definitions:

- 1.1 Community Groups means any community charity or not-for-profit agency group operating with the Didsbury municipal boundaries.
- 1.2 Council means the Council of the Town of Didsbury.
- 1.3 Financial Support means monetary donations in the form of sponsorship opportunities and/or the purchase of tickets for Community Group fundraising events.
- 1.4 Manager of Community Services means the individual designated responsibility for the overall operation of the Community Services department within the Town of Didsbury.

2. Responsibilities:

2.1 Council:

- 2.1.1 Shall receive for ratification recommendations for Financial Support for Community Groups from the Manager of Community Services.
- 2.1.2 Shall determine the budget amount to be distributed annually as part of the Financial Support for Community Groups program.



2.2 Manager of Community Services:

2.2.1 Shall receive Financial Support for Community Groups applications from community charities or not-for-profit agencies.

2.2.2 Shall review Financial Support for Community Groups applications to ensure accuracy and eligibility.

2.2.3 Shall maintain an updated list of all donations, financial or otherwise, to community groups for annual review during budget preparation.

3. Application Guidelines:

3.1 Applications for Financial Support for Community Groups shall only be accepted by community charities or not-for-profit groups operating within the Didsbury Municipal boundaries.

3.2 Funding shall be provided through monetary donations in the form of sponsorship opportunities and/or the purchase of tickets for Community Group fundraising events only. Funding shall not be provided for Community Group operations and/or capital costs, and debt repayment.

3.3 The applying Community Group shall have demonstrated support from other sources of funds. ie. Ticket sales, membership fees, donations and/or other grants.

3.4 Financial Support for Community Groups decisions are made on a first-come, first-served basis. Submissions are encouraged starting January 1 of each calendar year.

3.5 At any time, grant applications may not be accepted due to lack of available funding.

3.6 The maximum amount of Financial Support received by a Community Group shall not exceed \$500.00 annually.

3.7 Groups who do not receive subsidies and/or grants from the municipality shall receive priority.

3.8 Community groups shall provide a receipt of their donation by the end of the calendar year in which the donation was received. If a receipt is not provided, the group will not be eligible to receive Financial Support the next year.



- 3.9 Any Community Groups receiving Financial Support shall acknowledge the Town of Didsbury as a sponsor at their event and/or through their publications and advertising.
- 3.10 All applications for Financial Support for Community Groups must be on the approved application form (Appendix A) and have all necessary information contained within the approved form.
- 3.11 Appendix A may be updated without notice.

4. End of Policy



APPENDIX A
Financial Support for Community Groups – Application Form

Organization: _____

Representative: _____

Contact Number: _____

Email: _____

Date of Event: _____

Time of Event: _____

Description of Event:

Description of How Funds Will Be Used:

Funding Amount Requested: \$ _____

Other Sources of Funding Include: _____

Signature of Representative

Date

FOR OFFICE USE ONLY:

Approval: Yes ☐ No ☐

Funding Amount Approved: \$ _____

Receipt Submitted: Yes ☐ No ☐

Date Received: _____

Manager of Community Services: _____



SPECIAL COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Signage Application for DC-IND
ORIGINATING DEPARTMENT	Planning & Development Services
AGENDA ITEM	7.9

BACKGROUND/PROPOSAL:

Administration has received a signage permit application for fascia signage located at 2825- 19th Street Unit #5. Under Land Use Bylaw 2019-04, Fascia Signs are defined as follows “means a flat Sign that is attached flush to a Building face or is painted on.” The proposed fascia signage will be situated on the building front of Unit #5 as depicted in Schedule C. The fascia sign is made of choroplast with vinyl graphics and is approximately 16’ X 2’ in length and height.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Section 2-11 “Direct Control Development Permits” from Land Use Bylaw 2019-04 states the following:

In the case of a Development Permit application made pursuant to a Direct Control District, all requirements and procedures pertaining to the Development Permit application will be at the direction and to the satisfaction of Council.

ALIGNMENT WITH STRATEGIC PLAN

Economic Prosperity

ATTACHMENTS

- 1) Schedule A: Application
- 2) Schedule A: Location Map
- 3) Schedule B: Proposed Signage

RECOMMENDATION

That Council approves DP 21-007 for fascia signage, located at 2825 - 19th Street Unit #5, subject to the following conditions:

- 1) That the nature of the development conforms to the submitted signage design set forth in the application.
- 2) That the Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw;

Or

At Councils discretion.



Signage Permit - Application

Planning and Development Services, PO Box 790, Didsbury, AB T0M 0W0

Phone 403.335.3391 Fax 403.335.9794

This form is to be completed in full by the registered owner(s) of the land or by an authorized person acting on behalf of the registered owner(s). If applicant is not the property owner, a letter of authorization must accompany the application.

For Office Use Only	
File Number:	BP 21-007
Date Received:	March 3, 2021
Deemed Complete Date:	March 3, 2021
Fees:	\$0.00 (mail)

1. Name of Registered Landowner(s): <u>2208769 AB LTD</u> 	Address: <u>2825-19th Street</u> PO Box: <u>777 Didsbury</u> Phone: <u>403-586-5478</u> Email: <u>energydevelopers@gmail.com</u>
2. Name of Applicant/Authorized person acting on behalf of the registered landowner(s): <u>James Carpenter</u> 	Address: <u>Same</u> PO Box: Phone: Email:
3. Location Address of Property: <u>2825-19th Street</u> Legal Description: Lot <u>1</u> Block <u>5</u> Plan <u>071 4629</u> All/part of the _____ ¼ Sec. _____ Twp. _____ Range _____ West of _____ Meridian Is the location within the Central Core Heritage Area? <u>NO</u>	
4. Sign Details On what basis will the sign be displayed? <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary If temporary, please complete the following: Installation Date: <u>Feb. 10, 2021</u> Removal Date: <u> </u> Sign Company (if applicable): _____ Cost of Sign: <u>200</u> Dimensions: Length <u>16'</u> Width <u>2'</u> Height <u>10'</u>	

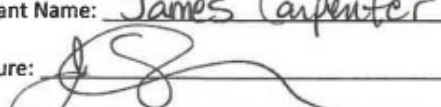
SIGNAGE PERMIT APPLICATION

Permit #: 21-007

PLANNING AND DEVELOPMENT SERVICES

Page 1 of 3

Signage Permit – Application

Will the sign be lit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, describe the type of lighting (e.g. overhead, backlit, neon) : _____	
5. Type of Sign:	
<input type="checkbox"/> Awning means a sign inscribed on or affixed flat upon the covering material of an awning <input type="checkbox"/> Billboard means a sign to which advertising copy is affixed to permit its periodic replacement <input type="checkbox"/> Canopy means a sign attached to or constructed in or on a face of a canopy or marquee <input type="checkbox"/> Community Identification means a sign which states the name of the community band may contain a logo or symbol which is related to the community name which is permanently placed at the entrance to a community <input checked="" type="checkbox"/> Fascia means a sign attached to, marked or inscribed on and parallel to the face of a building wall but does not include a billboard <input type="checkbox"/> Freestanding means a sign that is supported independently of a building wall or structure but does not include a portable sign	<input type="checkbox"/> Portable means a sign which is not in a permanently installed or affixed position <input type="checkbox"/> Projecting means a sign which projects from a structure or a building face <input type="checkbox"/> Real Estate means a sign advertising real estate that is for sale, for lease, or for rent or for real estate that has been sold <input type="checkbox"/> Sandwich Board means a portable sign built of 2 similar pieces of material and attached at the top by hinges so as to be self-supporting when the bottom edges are separated from each other and designed and built to be easily carried by one (1) person; sandwich board signs are by definition erected on their intended site and removed from the site on a daily basis <input type="checkbox"/> Roof means any sign erected upon, against, or directly above a roof or on top of or is entirely above the parapet wall of a building.
Please attach a minimum of 2 (two) different sign options and the placement in relation to the building (if applicable).	
I have been informed of the Town's bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all of the requirement of the Land Use Bylaw. I hereby declare that the development identified in this application will be conducted in accordance with the plans submitted.	
Applicant Name: <u>James Carpenter</u>	Date: <u>March 3, 2021</u>
Signature: 	

This personal information is being collected under the authority of the Municipal Government Act and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Privacy Act. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about collecting or use of this personal information, please contact the Town of Didsbury FOIP Coordinator at 403-335-3391.

IMPORTANT NOTICE: This application does not permit the commencement of construction on the site until a decision is made regarding the proposed development by the Development Authority. A Building Permit may also be required for any development on the site.

SIGNAGE PERMIT APPLICATION

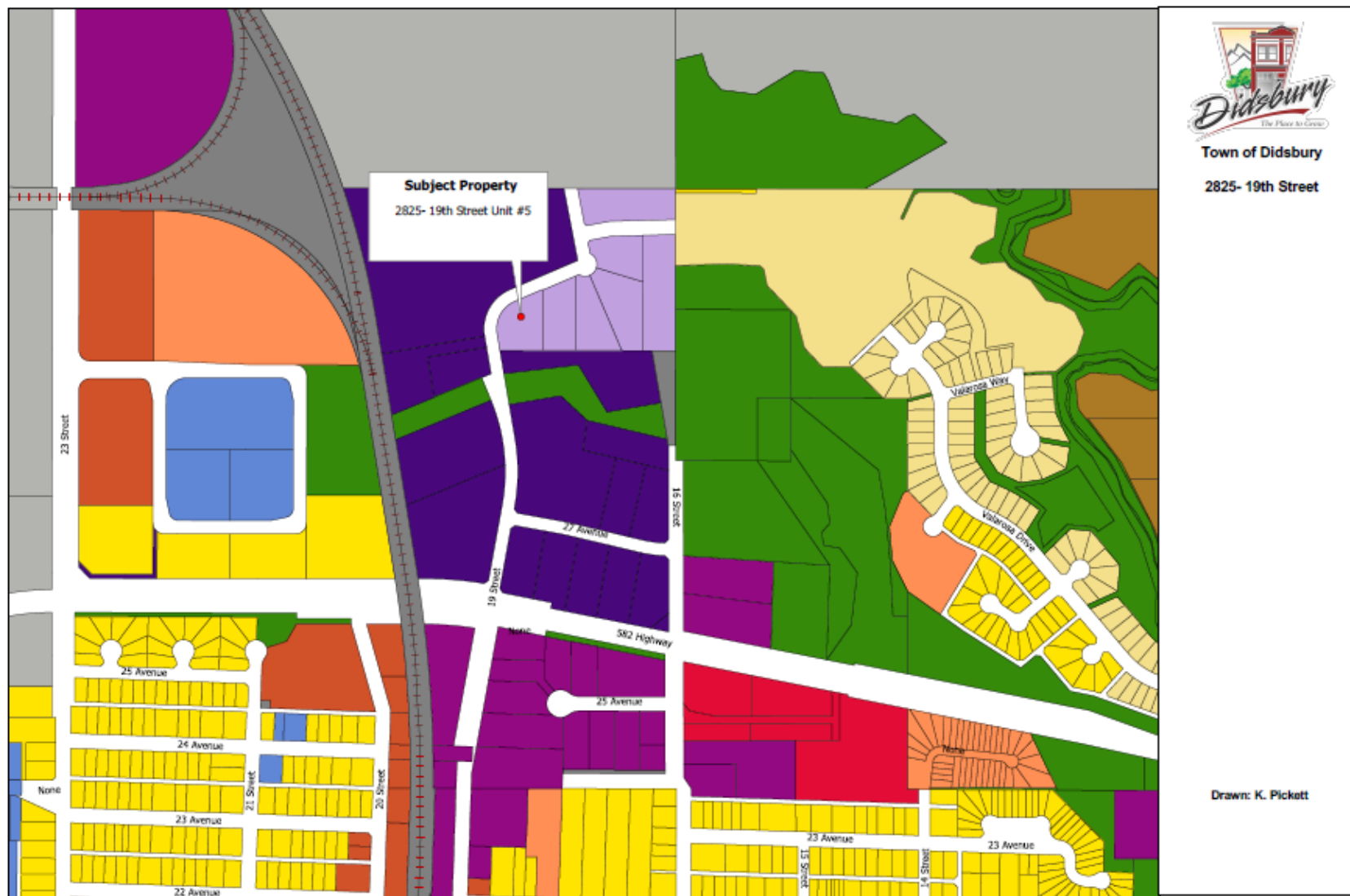
 Permit #: 21-007
LEGISLATIVE AND DEVELOPMENT SERVICES

Page 2 of 3

Signage Permit – Application

FOR OFFICE USE ONLY			
<input type="checkbox"/> Permitted Use <input checked="" type="checkbox"/> Discretionary Use			
Application Fee: <u>50.00</u> Receipt No. <u>N/A</u> Method of Payment: <u>most Program</u>			
NOTICE OF DECISION			
Approved:	<input type="checkbox"/> MPC	<input type="checkbox"/> DO	<input type="checkbox"/> SDAB <input checked="" type="checkbox"/> Council
Refused:	<input type="checkbox"/> MPC	<input type="checkbox"/> DO	<input type="checkbox"/> SDAB
<input type="checkbox"/> Subject to Conditions (see below)			
<input type="checkbox"/> Reasons for Refusal (see below)			
Decision Date: <u>March 9, 2021</u>		Date Advertised: <u>N/A</u>	

Schedule B: Location Map



Schedule C: Proposed Signage





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Awarding of Residential Solid Waste Pick-up Services
ORIGINATING DEPARTMENT	Operations
AGENDA ITEM	7.7

BACKGROUND/PROPOSAL:

The contract with E360 for Residential Solid Waste Pick up services ends in May of 2021. A Request For Proposal (RFP) for Residential and Commercial Solid Waste Management Services was released publicly on Jan 29, 2021 on Alberta Purchasing Connection and the Town's Website. The Town received 7 bids at closing on February 16, 2021 @ 1:59:59 pm.

Contract Term is: Three (3) year with two (2) – two (2) year performance based contract extension options. Term to begin May 1, 2021.

The proposals were evaluated using the following criteria:

1. Conformance in meeting the objectives of the RFP – 20%
2. Proposed service levels – 30%
3. Past performance, references and vendor reliability – 10%
4. Total bid price to meet the requirements – 30%
5. Implementation and termination plan – 10%

Administration assessed the viability of the financial proposal for residential services. The following table uses the rates provided by the proponents, the number of totes for each stream, and the 2020 annual tonnages. The values presented in the following table include tipping/disposal fees.

The numbers presented will change with actual disposal numbers and are only intended to provide a basis for comparison.

Proponents	Annual Solid Waste	Annual Recycling	Annual Organic	Residential First Year	Rank
GFL Environmental Inc. (Two Options)	\$ 46,261.20	\$ 74,799.72	\$ 65,099.79	\$ 186,160.71	1
	\$ 48,696.00	\$ 76,761.00	\$ 65,425.71	\$ 190,882.71	
Environmental 360 Solutions Ltd. (E360S)	\$ 60,870.00	\$ 98,064.00	\$ 34,361.69	\$ 193,295.69	2
C&S Disposal	\$ 55,269.96	\$ 90,954.36	\$ 54,202.53	\$ 200,426.85	3
Empringham Disposal	\$ 57,948.24	\$ 106,348.08	\$ 63,470.19	\$ 227,766.51	4
Integrity Waste Solutions	\$ 70,609.20	\$ 94,631.76	\$ 73,614.00	\$ 238,854.96	5
T&T Disposal Services	\$ 57,948.24	\$ 112,528.44	\$ 84,413.28	\$ 254,889.96	6
BluPlanet Recycling	\$ 94,957.20	\$ 120,128.40	\$ 71,230.94	\$ 286,316.54	7
Collective Waste Solutions	\$ 128,070.48	\$ 160,089.48	\$ 124,373.31	\$ 412,533.27	8



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

Following the above evaluation each proposal was reviewed for completeness and content.

The following table uses the criteria and the financial evaluation combined to select the most suitable service provider for the Town.

Proponents	Criteria	RFP Objectives	Proposed service levels	Vendor Performance	Implementation & Termination Plan	Annual Bid Rank (Residential)	TOTAL	Rank
	Weight	20%	30%	10%	10%	30%		
Environmental 360 Solutions Ltd. (E360S)		18	30	10	10	29	97	1
GFL Environmental Inc.		18	29	8	9	30	94	2
C&S Disposal		17	27	8	7	28	87	3
Empringham Disposal		17	27	8	8	27	87	4
BluPlanet Recycling		18	28	7	9	24	86	5
Integrity Waste Solutions		15	26	7	8	26	82	6
Collective Waste Solutions		18	25	7	8	23	81	7
T&T Disposal Services		16	24	9	6	25	80	8

The other component is commercial. Two proponents did not bid commercial waste collection services.

Proponents	Annual Commercial	Rank
C&S Disposal	\$ 6,000.00	1
Empringham Disposal	\$ 6,480.00	2
Environmental 360 Solutions Ltd. (E360S)	\$ 6,816.00	3
Integrity Waste Solutions	\$ 9,744.00	4
Collective Waste Solutions	\$ 11,088.00	5
BluPlanet Recycling	\$ 12,900.00	6



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration contacted references and assessed each proposal. Each proponent responded with their own unique approach and presentation varied greatly. Some proponents, locations further from Didsbury, expressed concerns around fuel price certainty. Others proposed to divert recycling materials to an incinerator to manufacture cement. Each proposal was insightful and testament to the entrepreneurial spirit that grips this province.

The strongest overall proposal, including financial considerations is Environmental 360 Solutions Ltd.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Infrastructure & Asset Management

RECOMMENDATION

Council direct Administration to notify Environmental 360 Solutions Ltd, in writing, their proposal has been approved in principle. And, to invite them to engage in discussions to settle, draft and enter into a service Contract for the delivery of Residential and Commercial Solid Waste Management Services for the Town of Didsbury.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	COVID Update
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Administration will provide a verbal update on COVID-19.

RECOMMENDATION

That Council accept the COVID-19 update for March 9, 2021 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

The Chief Administrative Officer provides Council with a regular report for Council's review and information.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for March 9, 2021 as information.



CAO Report – March 9, 2021

1. Library Project – Verbal Update (Public Works)
2. Community Services Update

Please find attached an update from the Community Services Department.

Report to the CAO – Community Services

March 9, 2021 RCM

Summer Games Legacy Fund

Recently, the committee responsible for overseeing the Mountain View Summer Games Legacy Fund, moved for dissolution of this committee and the disbursement of funds to all municipalities within Mountain View County based on a per capita basis. This fund, held by the Town of Olds, was accessed by high-level athletes to support their journey to global competitions (World Cups, Olympics, etc). There have been no requests for funding to this committee for the past nine years. The Town of Didsbury portion of the funding is unknown at this time, as dissolution papers were just recently signed and the Town of Olds is working with the bank to close out the accounts. Council will be updated as more information becomes available.

Mountain View Regional Parks, Recreation and Culture Master Plan

The Town of Didsbury is a partner in the ongoing Mountain View Regional Parks, Recreation and Culture Master Plan, a project that began in late 2020 and is expected to reach completion in November 2021.

To date, the committee has had three meetings with Expedition Consulting, the firm awarded the project. At the initial meeting, we outlined the project objectives and expectations in each community, as well as the opportunities and challenges. Expedition gave us an overview of the engagement process and timelines of presentations of the final plan, and we determined communication channels and project management approaches.

During our second meeting, we reviewed the draft work plan and draft engagement plan as presented by Expedition. Each community was responsible to provide the following information for use in the project:

- a list of each community's facility inventories, assessments, lifecycle planning and upgrade history,
- indoor and outdoor amenity maps and plans, and maps of all municipally owned land,
- department org chart and list of recreation employees,
- list of project stakeholders and partner-run facilities,
- department budget (3-yr history), program and rental fee schedule, and current cost share agreement,
- strategic and master plans, capital plans and applicable policy documents,
- annual reports, existing program and facility user statistics

A third meeting was held on February 25, where the committee reviewed the survey tools proposed by Expedition and made some adjustments. The proposed start date to promote the engagement process and launch the surveys is March 15. Each committee member will include promotion of the engagements dates in their community by advertising in their weekly municipal information update in the local paper, as well as their websites and social media platforms. At this time, everything in the first stage of engagement and information gathering is planned as being digital only, because of COVID restrictions. Hard copies of the online surveys will be provided for those who are not comfortable with the online version.

Expedition Consulting is looking to engage the Didsbury Town Council in April, through a virtual meeting to discuss Council priorities relative to recreation, parks and culture in our community.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

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

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Council Reports for March 9, 2021 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- MOST Grant Library Funding –Mountain View County
- Didsbury Economic Development Advisory Committee Meeting Notes January 11, 2021
- Policy & Governance Committee Meeting Notes February 18, 2021
- Strategic Planning Committee Meeting Notes February 16 & 17, 202
- Westlock County –Proposed changes to AER Directive 067
- Hope 4 MVC Kids Society
- Municipality of Crowsnest Pass – Letter to Minister of Justice and Solicitor General
- Budget 2021 Letter to Chief Elected Official from Minister of Municipal Affairs

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed &Engagement Community

RECOMMENDATION

That Council move to accept the items presented as information.



January 19, 2021

Didsbury Municipal Library
Box 10
Didsbury, AB T0M 0W0

Dear Monique Fiedler:

Re: Mountain View County COVID-19 Response Grant Allocation

I am writing to you today relative to Mountain View County's COVID-19 Response Grant that has recently been initiated and approved by Council. This grant program, which has been made possible through funding received under the Municipal Operating Support Transfer (MOST) from the Provincial and Federal Governments, aims to assist our community partners, organizations and small businesses that have been greatly impacted by the ongoing COVID-19 pandemic.

Mountain View County fully recognizes that the libraries that serve our community have continued to provide invaluable programs and services to County residents throughout the Pandemic, many of which are being used now more than ever. In response, Council has approved for an allocation of \$500.00 to be provided to each Library within the County to assist with funding a portion of the expenses that have been incurred for purchasing items such as masks, hand sanitizer or other PPE that has been needed to keep employees and patrons safe during these times.

It should be noted that there is no reporting requirement to the County for this funding. I thank you for your continued efforts in our community and encourage you to contact me if you have any questions or if I can be of further assistance.

Stay safe,

Christofer, Director
Legislative, Community and Agricultural Services

CA/vl

Electronic Copy: Ethan Gerner, Chief Administrative Officer
Pam Thomas, Community Services Coordinator

T 403.335.3311 1.877.264.9754 F 403.335.9207
1408 - Twp Rd 320 Postal Bag 100 Didsbury, AB, Canada T0M 0W0
www.mountainviewcounty.com



Didsbury Economic Development Advisory Committee January 11, 2021 Meeting Notes

Attendance:

<u>Members:</u>	Chair, Lance Plewis Vice-Chair, Mike Crampton Shelly Daly Helen Hafke Gord Leeson Jan Lukes Meaghan Neis Councillor Erhard Poggemiller President Kyle Turner, Ex-Officio Didsbury & District Chamber of Commerce Mayor Rhonda Hunter, Ex-Officio Town of Didsbury
<u>Regrets</u>	Councillor Mel Crothers
<u>Staff:</u>	Economic Development Officer, Phil Boucher Manager of Legislative Services/Economic Development, Luana Smith

1. Call to Order

Chair Lance Plewis called the meeting to order at 6:30 p.m.

2. Business/Discussion items

2.1 Review of Meeting Notes from December 14, 2020

The Committee approved the meeting notes from December 14, 2020 as presented.

2.2 Review of Marketing Plan Document

Chairperson Plewis asked for an update from the Economic Development Officer Phil Boucher on what items have been done for the target outcomes of the plan.

Vice Chair Crampton also would like to know what has been done from the first plan to give a starting point for the review by this committee.

Members of the committee asked how questions and comments should be shared or given when reviewing the document. It was agreed that general questions could be immediately asked of the EDO, other questions that would be a benefit to the entire committee should either be shared on the document sharing tool or at the next DEDAC meeting.

Discussion ensued on the format and process for the review of the marketing plan.

The committee requested Administration bring back items that have been completed on the 2008 marketing plan.

Member Jan Lukes shared his screen to give a visual overview of how the process would work and how to make comments in the Slack application.

Mayor Hunter thanked Vice-Chair Crampton for making the motion requesting information and reiterated that the members should be comfortable with asking questions and requesting Administration bring information back to them.

Chair Plewis would like Administration to bring some comparisons with Olds, Carstairs and Sundre in relation to the information on page 6 of the Marketing Plan.

Economic Development Officer Phil Boucher stated that he can bring the updated statistics to the committee.

Member Daly agreed that the statistics piece has to be updated in order to make the recommendations.

Member Turner stated to the committee that essentially this group should be the accelerator for economic development starting with taking the marketing plan document as a foundation to build upon the ideas that are relevant. This document is the foundation to the building blocks of what resonates with the community. The committee is the group responsible for keeping this document alive, bringing back ideas and identifying gaps, etc.

Mayor Hunter reminded the committee that the bylaw states the committee is to provide input, feedback and advice on the marketing plan. Once these objectives have been met there will be ways for the committee to assist with marketing package and other economic development related projects. The committee may also want to create another document which is something that can be brought back to Council through the Economic Development Officer. The best way to get more information, input on strategies and feedback would be to make a motion asking Administration to do that. If the committee wants to change the Bylaw, then they should make a motion asking Administration to bring those changes forward to Council.

Vice-Chair Crampton stated that starting with what is in the marketing plan won't take long to go through as the details and strategies are pretty specific. By looking at the strategies in this document the committee can determine if we want to work with them.

Member Neis agreed that the document has good bones to start with and once we have the updated information we can move forward on the plan and help build and market the community.

Chairperson Plewis asked it if was up to the committee to create the investment attraction plan.

Member Turner stated that some members of the committee seem to be discussing execution, when the committee should be looking at the document and take and accelerate some of these ideas that can then go back to Council for implementation. The committee will be responsible for ensuring the plan is kept alive. The committee needs to focus on what we want in the plan that would be relevant for today and move forward and fill the gaps this group has identified.

Discussion ensued about additional meetings to review the document. It was noted that this is a committee of council and the presence and participation of Administration is a requirement. Administration will accommodate the committee for meetings and provide information as requested.

The committee agreed that prior to the next meeting, committee members will review the plan and make their comments and list questions on the document presented and at the next meeting discuss and go through the plan and make changes based on member's comments and suggestions.

2.3 Meeting Date Change

Vice-chair Crampton asked if the committee was willing to consider a different Monday of each month for this committee to meet. It was agreed to the third Monday of each month at 6:30 p.m.

3. Roundtable Discussion

Member Hafke would like to start with the first 9 pages of the document for the next meeting.

Chairperson Plewis reminded the committee that if they have problems with document to reach out to Administration or Mike Crampton who is storing document on his google docs file.

4. Next Meeting

The next meeting is Monday, February 22, 2021 at 6:30 p.m.

5. Follow-up/Actions

To review document up to page 9 for next meeting.

Administration provide updated information on the statistics and what has been done with the strategic action items.

6. Adjournment

The Didsbury Economic Development Advisory Committee meeting of January 11, 2021 adjourned at 7:54 p.m.

Present:

Councillor Moore (Chair)
Councillor Crothers (Vice-chair)
Councillor Windsor

Staff:

Ethan Gorner (CAO)
Luana Smith

1. CALL TO ORDER

Councillor Moore called the meeting to order at 2:31 p.m.

2. AGENDA APPROVAL

Councillor Windsor requested a change to the order of the agenda by placing 4.1 Amending Bylaw 2021-02 after 4.4 Policy COUN 002.

3. REVIEW OF MEETING NOTES

The committee approved the meeting notes of February 10, 2021 as presented.

4. BYLAW REVIEW

4.1 Proclamation Policy COUN 006 – DRAFT Amendment

A draft of the Proclamation policy with amendments was discussed.

The committee recommended Proclamation Policy go to Council for

4.2 Community Recognition Policy ADMIN 004

The committee reviewed the Community Recognition Policy and agreed a simplified policy was required and asked Administration bring back an updated policy.

4.3 Committee Roles & Responsibilities Policy COUN 002 – Rescind

The Committee Roles & Responsibilities policy was discussed to see if any of the clauses should be included in Bylaw 2021-02.

The committee recommended the Committee Roles & Responsibilities Policy go to Council to be rescinded.

4.4 Bylaw 2021-02 Amending Committees Bylaw 2020-11

The committee discussed the draft Amending Bylaw 2021-02 to Amend the Committees Bylaw 2020-11.

The committee recommended Bylaw 2021-02 Amending Committee Bylaw go to Council for first

4.5 Council Professional Development Policy COUN 001

The committee had a philosophical discussion on the Council Professional Development Policy and requested a simplified policy be brought back.

5. UPCOMING ON DOCKET ITEMS

- 5.1 Policy ADMIN 001 Community Recognition
- 5.2 Policy COUN 001 Council Professional Development
- 5.3 Utilities Rates and Fees Bylaw framework
- 5.4 Code of Conduct Bylaw

MOVED by Councillor Windsor to go into closed meeting at 3:38 p.m.

Carried

MOVED by Councillor Windsor to reconvene to open meeting at 3:45 p.m.

Carried



Policy and Governance Committee
Meeting Notes
February 18, 2021 at 2:30 p.m.
Held through ZOOM Meeting

6. NEXT MEETING

6.1 February 24, 2021 at 10 a.m.

7. AJOURNMENT

MOVED by Councillor Crothers to adjourn the Policy & Governance Committee meeting at 3:46 p.m.

Carried

Present:

Councillor Moore (Chair)
Councillor Crothers (Vice-chair)
Councillor Windsor

Staff:

Ethan Gorner (CAO)
Luana Smith

1. CALL TO ORDER

Councillor Moore called the meeting to order at 10:04 a.m.

2. AGENDA APPROVAL

The committee accepted the agenda as presented.

3. REVIEW OF MEETING NOTES

The committee approved the meeting notes of February 18, 2021 as presented.

4. BYLAW REVIEW

4.1 Bylaw 2021-02 Amending Committees Bylaw 2020-11

The Amending Committees of Council Bylaw 2021-02 received first reading at the February 23, 2021 Regular Council meeting and was referred back to committee.

The committee recommend Bylaw 2021-02 Amending Committees of Council Bylaw 2020-11 go to Council for second and third reading.

4.2 Council Professional Development Policy COUN 001

Administration provided a simplified policy on Council Professional Development.

The committee recommended the amendment to Council Professional Development Policy COUN 001-21 go to Council for approval.

4.3 Community Recognition Policy ADMIN 004

Administration provided a basic Community Recognition policy for the committee's review. It was agreed to change this policy to a Council policy making the policy number COUN 002-21.

The committee recommended the amendment to Community Recognition Policy COUN 002-21 go to Council for approval.

5. UPCOMING ON DOCKET ITEMS

5.1 Utilities Rates and Fees Bylaw framework

5.2 Code of Conduct Bylaw

6. NEXT MEETING

6.1 March 3, 2021 at 10 a.m.

7. AJOURNMENT

The Policy & Governance Committee adjourned the meeting at 11:01 a.m.

Carried



Strategic Planning Committee
Meeting Notes
February 16, 2021 at 1:00 p.m.
Held through ZOOM Meeting

Present:

Councillor Windsor (Chair)
Councillor Moore (Vice-chair)
Mayor Hunter

Staff:

Amanda Riley, ACAO/Chief Financial Officer
Ethan Gerner, CAO
Luana Smith, Manager of Legislative Services

1. CALL TO ORDER

Councillor Windsor called the meeting to order at 1:00 p.m.

2. APPROVAL OF AGENDA

The Committee approved the February 16, 2021 Strategic Planning Committee Agenda as presented.

3. REVIEW OF COMMITTEE MEETING NOTES

The Committee approved the February 3, 2021 Strategic Planning Committee Meeting Notes as amended.

4. URGENT BUSINESS

Mountain View Freedom Delegation request

MOVED by Mayor Hunter to go into closed meeting at 1:10 p.m. in accordance with Division 2 of the FOIP Act.

Carried

MOVED by Councillor Moore to come out of closed meeting at 1:21 p.m.

Carried

The committee recommend to Council that the Mountain View Freedom group be advised that in accordance with Procedural Bylaw 2020-12 s.19.1.e, the request does not meet the criteria for a delegation and further recommend the members attend the Organization and/or Business Virtual Town Hall best suited for their interest.

5. STANDING ITEMS

FINANCIAL PLANNING

Utility Department Self-supported Policy Framework discussion

The committee discussed concepts on utility rate framework principles.

The committee discussed the solid waste framework fee structure with a recommendation that the Performance Evaluation Committee review the Request for Proposals and Service Levels.

A draft of a philosophical framework will be provided by Amanda Riley to the Strategic Planning and Policy & Governance Committees.



MOST grant – Strategic Allocations

The committee discussed the allocations from the MOST grant and funding eligibility options.

The committee requested the item be brought back when additional information is available.

6. NEXT MEETING

6.1 February 17, 2021 at 12:30 p.m.

7. AJOURNMENT

The Strategic Planning Committee adjourned the meeting at 2:38 p.m.

Carried



Strategic Planning Committee
Meeting Notes
February 17, 2021 at 12:30 p.m.
Held through ZOOM Meeting

Present:

Councillor Windsor (Chair)
Councillor Moore (Vice-chair)
Mayor Hunter

Staff:

Amanda Riley, ACAO/Chief Financial Officer
Luana Smith, Manager of Legislative Services
Craig Fox, Manager of Public Works & Infrastructure
Nicole Aasen, Manager of Community Services

1. CALL TO ORDER

Councillor Windsor called the meeting to order at 12:30 p.m.

2. APPROVAL OF AGENDA

Reverse the order of the agenda to accommodate staff members.

Add MOST grant allocations to outstanding items.

The committee approved the agenda as amended.

3. STANDING ITEMS

FINANCIAL PLANNING

a. Curling Club Lease/Utility Payment Request

Nicole Aasen, Manager of Community Services provided an update to the committee on the curling club's request to have the utility costs forgiven due to loss of revenue which was due to mandatory closures in relation to COVID-19.

MOVED by Councillor Moore to go into closed meeting at 12:50 p.m. in accordance with Division 2 Section 24 (1) of the FOIP Act.

Carried

MOVED by Councillor Moore to return to open meeting at 1:08 p.m.

Carried

The committee requested this item be brought back to the Strategic Planning Committee once other funding information is available.

The committee requested the Manager of Community Services do a facility operations review and bring back to the Strategic Planning Committee.

b. 2021 Capital Budget Amendment – Grader

Craig Fox, Manager of Public Works & Infrastructure presented information on amending the 2021 capital budget to add a grader replacement. Three options were presented.

The committee is recommending Council to amend the 2021 capital budget to add "Grader Replacement" by way of operating lease option.



2020 completed Capital Project Summaries

a. Arena Floor & Board Replacements

Nicole Aasen, presented the project summary on the arena floor and board replacement project.

b. 15th Avenue Storm, 15th Avenue Sidewalk and Westhill Place

Craig Fox presented a project summary on the 15th Avenue Storm, High School Connectivity (15th Avenue Sidewalk) and Westhill Place.

The committee accepted the project summaries as information and that they be included on the Regular Council Meeting agenda.

2020 4th Quarter Financial Reporting – capital reserves and grants schedules

The committee reviewed the 2020 Capital Project Schedule including outstanding 2019 Capital Project, 2020 Reserves Continuity Schedule and 2020 capital Grants Continuity Schedule.

The committee accepted the 4th quarter financial report as information and that they be included on the Regular Council Meeting agenda.

REVIEW OF DEVELOPMENT OF FACILITIES AND INFRASTRUCTURE - Nothing to report at this time

REVIEW OF PLANNING DOCUMENTS AND PLANS - Nothing to report at this time

DEVELOPMENT AND REVIEW OF AN ASSET PLAN - Nothing to report at this time

PRIOTIZE PERFORMANCE BASED BUDGETING - Nothing to report at this time

4. OUTSTANDING ITEMS

- CAO to bring back information and recommendations on the framework and meeting structure of the Strategic Planning Committee standing agenda template.
- Community Information Signage Project – Proposed Locations
- MOST Grant Allocations
- Facility Operation Review – Community Services
- Curling Club request

5. NEXT MEETING

5.1 February 24, 2021 at 1:00 p.m.

6. AJOURNMENT

The Strategic Planning Committee meeting adjourned at 2:37 p.m.



Strategic Planning Committee
Meeting Notes
February 24, 2021 at 1:00 p.m.
Held through ZOOM Meeting

Present:

Deputy Mayor Windsor (Chair)
Councillor Moore (Vice-chair)
Mayor Hunter

Staff:

Amanda Riley, ACAO/Chief Financial Officer
Luana Smith, Manager of Legislative Services

1. CALL TO ORDER

Deputy Mayor Bill Windsor called the meeting to order at 1:00 p.m.

2. APPROVAL OF AGENDA

The addition of the Grader Replacement was added.

The committee accepted the agenda as amended.

3. REVIEW OF MEETING NOTES

The committee approved the meeting notes from the February 16 and 17, 2021 meetings are presented.

4. STANDING ITEMS

FINANCIAL PLANNING

4.1 Grader Replacement

Administration provided clarification on how the operating lease of a grader may be presented to Council.

The committee agreed to recommend to Council that the Town enter a five year operating lease, with an annual payment of up to \$45,056, for a new grader, to be funded from the public works operational budget, with a corresponding reduction of budgeted transfer to Public Works reserves for each year during the life of the lease.

4.2 2020 Utility Departments year-end reserve allocations

Administration gave an overview of the year-end procedure for Utility Department Reserve allocation as per Reserve Policy FIN 007.

The committee discussed options to recommend to Council for funding the 2020 year-end water deficit from the wastewater surplus as a one-time adjustment.

The committee agreed to recommend to Council funding the water deficit of \$79,957 by transferring excess reserves from the wastewater department.



4.3 Multi Year Capital Plan (Outlying Plan rankings)

The committee discussed the results of the public input and the Council input rankings of the outlying plan. As the Skatepark and Jet's Playground have already been approved by Council, they are included at the top of the list.

The committee are recommending the outlying plan elements be ranked in order of priority as follows:

- 1) Skatepark
- 2) Jet's Playground (fitness equipment relocated to Memorial Park and remove from outlying plan)
- 3) Jet's Ball Diamond (eliminates Hill development from outlying plan)
- 4) Dog park (eliminates 5-0 Club walkway improvements from outlying plan)
- 5) Four season washroom/picnic shelter
- 6) Parking lot and road improvements (south side) – (retain parking adjacent to arena)
 - Entry Plaza (tie to road improvements)
- 7) Tennis, Pickleball, Basketball and Volleyball Courts (multi-court system)
- 8) Additional Parking (north side)
- 9) Pathways Construction/Landscaping

The committee is recommending the location for the Central Event Plaza be explored, including consideration for Memorial Park, or downtown.

The committee is recommending the Spray Park be included if done as a community driven initiative

The committee is recommending the Japanese Garden be removed from the plan.

REVIEW OF DEVELOPMENT OF FACILITIES AND INFRASTRUCTURE - Nothing to report at this time

REVIEW OF PLANNING DOCUMENTS AND PLANS - Nothing to report at this time

DEVELOPMENT AND REVIEW OF AN ASSET PLAN - Nothing to report at this time

PRIORITIZE PERFORMANCE BASED BUDGETING - Nothing to report at this time

5. OUTSTANDING ITEMS

- CAO to bring back information and recommendations on the framework and meeting structure of the Strategic Planning Committee standing agenda template.
- Community Information Signage Project – Proposed Locations
- Curling Club request
- Facility Operation Review
- MOST Grant Allocation

6. NEXT MEETING

6.1 March 3, 2021 at 1:00 p.m.

7. AJOURNMENT

The Strategic Planning Committee adjourned the meeting at 2:37 p.m.



February 23, 2021

Alberta Energy Regulator (AER) – Directive 067 Feedback
Suite 1000, 250 – 5th Street SW
Calgary, AB
T2P 0R4

Dear Regulator,

RE: Westlock County Concerns Regarding Proposed Changes to AER Directive 067

At the County Council Meeting of February 23, 2021 Westlock Council passed a resolution to forward a letter of concern to the AER. Westlock County has significant concerns regarding proposed changes to Directive 067 which fails to address non-payment of levied municipal taxes by Licence Holders of provincially regulated oil and gas properties.

Westlock County (for the tax years 2015 – 2019) has written off \$ 2,377,848 with an additional \$702,000 anticipated for 2020 for a total of \$3,079,848. The annual levy is approximately \$ 11,000,000.

These write-offs represent an average of 7% of our annual levy over the past four years.

Included in these write-offs is \$137,082 in uncollected School Tax and DIP Requisitions, which have been recovered through the PERC and DIRC Grant program. In addition, \$20,320 of uncollected Senior's Housing requisitions are included in the write offs and to date are not recoverable.

In principle Westlock County Council supports changes to this Directive which better protects the interests of all Alberta residents. The proposed changes to the AER that protect the required funding of the province's Orphan Well Fund and ensure the payment of all provincial fees and royalties is encouraging. It is disappointing though to see that the AER has elected to ignore calls (for more than three years now) from over eighty (80) rural municipalities seeking to ensure that the AER (and the Province of Alberta) act to protect municipal taxation and security powers relating to insolvent Licence Holders (or those continuing operations under bankruptcy protection).

Many operators are defaulting on municipal taxes owed (including School and Seniors Foundation levies) which are assessed by (and ultimately owed to) the Province of Alberta. It is disappointing that the AER has ignored these municipal calls and decided not to address these well documented and often communicated concerns.

Westlock County requests that the AER include the following three (3) necessary amendments in conjunction with the current update of Direction 067:

1. "Section 5 – Maintaining Eligibility" the AER should immediately revoke the licenses of continuing viable Licence Holders choosing not to pay all (or any) of their municipal tax obligations.
2. "Section 4.5) -Unreasonable Risk (Obtaining General Licence Eligibility)" the AER should not authorize or permit the purchase or transfer of any licences involving an existing oil or gas licence holder (or operator) currently in default of any municipal tax obligation anywhere in Alberta and
3. "Section 4.5) – Unreasonable Risk (Obtaining General License Eligibility)" the AER should initiate steps with the assistance of the Alberta Government (Municipal Affairs) to ensure that municipalities are recognized as secured creditors (through any bankruptcy involving Licence Holders) to secure and collect that municipality's (and the province's) taxes levied and owed.

Alberta's rural communities are the municipalities that own and are expected to safely maintain the important infrastructure necessary for the oil and gas industry to succeed. As a partner in this success the fair assessment and collection of municipal taxes (including provincial taxes levied for school and seniors) is foundational to the support and maintenance of this infrastructure by our municipality.

Sincerely,



Jared Stitsen
Reeve

cc: Glenn van Dijken, MLA
Shane Getson, MLA
Provincial Caucus
Member Communities – RMA
Member Communities - AUMA



Town of Didsbury,

Hope 4 MVC Kids Society has been helping local families with children in medical need for the past 7 years, and we are excited to announce the details of our fundraising event for 2021!

Please join us at our Be Kind and Rewind Event – An 80's experience For Hope 4 MVC Kids Society, to celebrate 8 years, of being part of your community, at the gorgeous Willow Lane Barn! All COVID-19 protocols current at the time of our event will be adhered to.

Willow Lane was kind enough to donate their facility for your evening.

The perfect event for your Christmas party, company event, date night, or fun night benefiting our cause.

Our event will feature the amazing group Silly Wrabbit.

The evening will also include a silent and live auction featuring unbelievable prizes with all proceeds benefiting Hope 4 MVC Kids Society and children in our community.

Dinner will feature local and mouth-watering Rajapaksa Catering as well as Pulse Entertainment rocking all night long.

We would be most grateful if you could support our organisation by attending our event or by supplying an item for our silent or live auction. Donors will be recognised on our webpage and at the event. We will also be thanking all our donors in the Local media and via Social Media.

We are CRA registered so tax receipts can be provided if required.





If you are unable to attend. We are also looking for sponsors to purchase tickets for 'our families of Hope' that will be sharing their stories at the event. Also, for tickets for our hard-working volunteers.

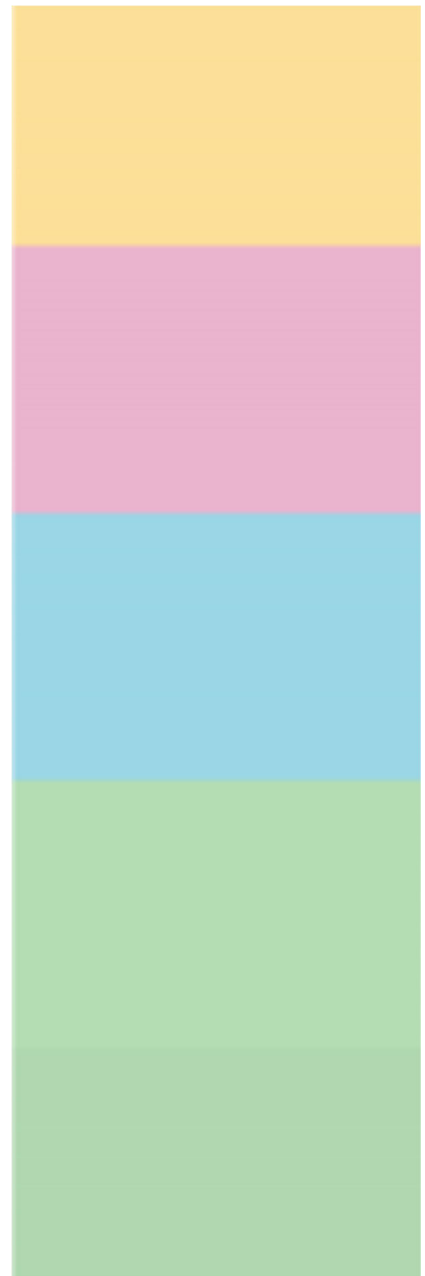
We are beyond grateful for your continued support as without it we would not have been able to support 75+ families across Mountain View County. We are hoping that we can continue helping families for many years to come. We are 100% volunteer run.

Tickets can be purchased on our webpage at www.hope4mvckids.org and if you wish to donate an auction item please contact Lisa at 403 507 2299 to arrange collection or mail to the above address or email founder@hope4mvckids.org

Kind Regards,

Jennifer Reber

Jennifer Reber
Chair
Hope 4 MVC Kids Society.





March 1, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: President's Summit on Policing

On behalf of the Council of the Municipality of Crowsnest Pass, I am writing concerning the recent President's Summit on Policing. Our Council does not support The Province of Alberta's initiative to replace the RCMP with an Alberta Provincial Police force.

We do not understand why the Province would forge ahead with this process when the Fair Deal Panel survey results clearly showed that 65% of respondents did not support this idea. These are tangible results from a provincial survey which need to be recognized by the Province as a negative response, and a clear indicator by the people of this Province that the majority is not in favor of a Provincial Police Force.

The staggering costs to implement an initiative of this nature, should be enough of a deterrent to even consider proceeding. Municipalities across this Province are struggling to determine how they will absorb the costs for the existing Police Funding Model and should not be expected to consider facing additional expenses for an initiative that is unwanted and appears to have no ceiling where potential costs are concerned.

Finally, we would like to reiterate that the Municipality of Crowsnest Pass is pleased with the level of service provided through our local RCMP. We cannot presume to speak for other communities in Alberta, however we find that the unique circumstances due to our location has fostered highly collaborative relationships between the detachments serving southeastern British Columbia and those serving our neighboring communities in southwestern Alberta. We cannot foresee that the dollars invested would result in an increased level of policing over and above the service we receive now.

We respectfully request that you reconsider replacing the RCMP with an Alberta Provincial Police Force and consider working with the RCMP to improve the service where required.

Sincerely,

A handwritten signature in dark ink, reading "Blair Painter". The signature is fluid and cursive, with the first name "Blair" and last name "Painter" clearly distinguishable.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: RMA Membership
AUMA Membership



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

Dear Chief Elected Officials:

I am writing to provide you with more information about Budget 2021, which my colleague, the Honourable Travis Toews, has tabled in the legislature. I would specifically like to provide you with details on the items in Municipal Affairs' Budget 2021 that affect municipalities the most.

To begin with, I am pleased to tell you that Municipal Affairs is investing more than \$1.7 billion overall to build stronger communities. Those funds will deliver important programs and services and will support effective governance and preserve public safety. I must also acknowledge that, as a result of several factors, including falling revenues and the ongoing costs of the COVID-19 pandemic, we need to reduce government spending in Alberta. Our goal is to do this while also continuing to provide significant infrastructure funding in the near term to support our economic recovery and help municipalities adjust to new levels of funding in future years.

Over the next three years, from 2021-24, as we all strive to live within our means, municipalities will receive about 25 per cent less in capital funding than they did in 2020-21. In real terms, that means Municipal Sustainability Initiative (MSI) capital funding will average \$722 million a year over that time. To support continued economic recovery and stimulus efforts, more of that funding will be made available up front, and less in subsequent years.

To help you adjust to a reduced average funding level, \$1.196 billion in MSI capital funding will be made available to municipalities and Metis Settlements in 2021, and \$485 million in each of the next two years. Additionally, municipalities and Metis Settlements will continue to receive the full \$30 million under the operating component of the MSI.

As you are aware, MSI was scheduled to conclude in 2021-22 and be replaced by legislated funding provided under the Local Government Fiscal Framework in subsequent years. Given the current circumstances and economic uncertainty, we are extending MSI for two years to stabilize provincial revenues before launching the Local Government Fiscal Framework in 2024-25. The baseline funding level for that first year of the LGFF will remain at \$722 million. We thank municipalities for understanding that this change was necessary to respond to the serious challenges we are all facing. The estimated 2021 MSI allocations are available on the program website.

.../2

I am also pleased to advise you that Alberta expects to receive \$255 million in federal funding under the Gas Tax Fund (GTF). The estimated 2020 GTF allocations are available on the program website. Links to the program websites with the MSI and GTF allocations are provided in the transmittal e-mail accompanying this letter.

MSI and GTF program funding is subject to the Legislative Assembly's approval of Budget 2021. Individual allocations and 2021 funding are subject to ministerial authorization under the respective program guidelines. Federal GTF funding is also subject to confirmation by the Government of Canada. You should expect to receive letters confirming MSI and GTF funding commitments in April.

To help municipalities respond to the requirements of the *Alberta Senate Election Act* and *Referendum Act*, our government is making \$10 million available to support costs associated with operating Senate nominee elections and referendums in conjunction with local elections. This funding will be available under the Alberta Community Partnership program, increasing the total program budget to \$25.4 million.

I am happy to say that funding to support local public library boards will remain stable, helping those groups provide a vital resource to residents through this especially trying time. I am also pleased to report that, due to some great work from our staff at the Surface Rights Board to reduce the backlog of landowner claims, we will be able to save \$600,000 in our yearly operating expenses.

This has not been, by any means, an easy time for Albertans. We understand the challenges that communities will continue to face in the months and years ahead. We remain committed to providing sustainable levels of capital funding to support critical local infrastructure, promote economic development, and enable local governments to continue to deliver the programs and services that Albertans depend on.

As Albertans, we are no strangers to adversity. We have overcome challenges in the past and we will continue to do so. I look forward to working with all of you to ensure that Alberta overcomes today's challenges and shares in a bright and prosperous future together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric McIver", is written over a light blue circular stamp.

Ric McIver
Minister



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	March 9, 2021
SUBJECT	Council Highlights Roundtable
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

Council members will identify items that were significant to them from the meeting to be included in the Council Highlights.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

These highlights will be used by Administration to be included in the Council Highlights document that is placed on the Town of Didsbury website for public review and released to the public.