



TOWN OF DIDSBURY AGENDA  
Regular Council Meeting  
Tuesday, May 25, 2021 at 6:00 p.m.  
Held by ZOOM Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATION/ PRESENTATIONS – *No delegations*
4. ADOPTION OF MINUTES
  - 4.1 May 11, 2021 Regular Council Meeting Pg. 2
  - 4.2 May 19, 2021 Additional Council Meeting Pg. 6
5. PUBLIC HEARINGS- *No public hearings*
6. BYLAWS & POLICIES
  - 6.1 Utility Charges Bylaw 2021-03 Pg. 8
  - 6.2 Tax Rate Bylaw 2021-04 Pg. 13
  - 6.3 Community Grant Program Policy CS-003-21 Pg. 22
7. BUSINESS
  - 7.1 2021 Municipal Election –Advance Poll Pg. 38
  - 7.2 2021 Municipal Election –Elector Assistance at home Pg. 39
  - 7.3 2021 Municipal Election – Institutional Poll Pg. 40
  - 7.4 2021 Municipal Election – Question on Ballot Pg. 41
  - 7.5 Mountain View Summer Games Legacy Disbursement Fund Pg. 42
8. REPORTS
  - 8.1 COVID Update Pg. 43
  - 8.2 CAO Report Pg. 44
  - 8.3 Council Reports Pg. 54
9. CORRESPONDENCE & INFORMATION Pg. 55
  - 9.1 Support for RCMP Letter from Town of Raymond Pg. 56
  - 9.2 Municipal Planning Commission Meeting Minutes - March 24, 2021 Pg. 57
  - 9.3 Policy & Governance Committee Meeting Notes – April 21 & May 5, 2021 Pg. 59
  - 9.4 Strategic Planning Committee Meeting Notes – April 20, & May 6, 2021 Pg. 61
  - 9.5 Performance Evaluation Committee Meeting Notes – April 15, 2021 Pg. 63
  - 9.6 Didsbury Ec. Dev. Advisory Committee Meeting Notes – April 19, 2021 Pg. 64
10. COUNCIL MEETING HIGHLIGHTS (Roundtable) Pg. 67
11. QUESTION PERIOD  
Public Gallery / Press Gallery
12. CLOSED MEETING (in accordance with Division 2 of the *FOIP Act*)
  - 12.1 Sec. 25(1) (Disclosure harmful to economic and other interests of a public body)
  - 12.2 Sec.23, 24 (Local body confidences; advice from officials)
  - 12.3 Sec. 24 (Advice from Officials)
13. ADJOURNMENT



Meeting Minutes of the Town of Didsbury  
Regular Council Meeting  
May 11, 2021  
Held through ZOOM Meetings

The regular meeting of Council for the Town of Didsbury was held through ZOOM Meetings on Tuesday, May 11, 2021 commencing at 6:00 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. Gorner  
Assistant CAO/Chief Financial Officer, A. Riley  
Director of Engineering & Infrastructure, C. Fox  
Manager of Legislative Services/Recording Officer, L. Smith

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

Addition of item:

New 7.1 Utility Charges was added, therefore changing the numbering order under Businesses.

Res. 217-21 MOVED by Deputy Mayor Windsor to approve the agenda as amended.

Carried

**DELEGATION/PRESENTATIONS**

Councillor Dorothy Moore spoke on the negativity on social media.

**ADOPTION OF MINUTES**

Res. 218-21 MOVED by Councillor Crothers to approve the April 27, 2021 Regular Council Meeting Minutes as amended.

Carried

**PUBLIC HEARINGS** *No public hearings*

**BYLAWS & POLICIES** *No bylaws or policies*

**BUSINESS**

**Utility Charges Calculation**

Res. 219-21 MOVED by Deputy Mayor Windsor to approve adjusting the 2021 operating budget to reflect a reduction to the transfer of water reserves of \$250,000.

Carried

Res. 220-21      MOVED by Deputy Mayor Windsor to implement the adjusted utility department budgets to the Utility Charges Bylaw 2021-03 and bring it back for third reading.

**Carried**

**2021 Operating Budget**

Res. 221-21      MOVED by Councillor Crothers to approve the 2021 Operating Budget as information

**Carried**

*Deputy Mayor Windsor called for a recorded vote*

Res. 222-21      MOVED by Councillor Crothers that Administration review and bring back additional 2021 operating budget options including an adjustment to the reserve transfers, and an adjustment to the communications level of service to reflect a 0% increase in revenues from taxes over the prior year.

Mayor Hunter – For  
Councillor Baswick – Opposed  
Councillor Crothers – For  
Councillor Engel – Opposed  
Councillor Moore – Opposed  
Councillor Poggemiller – Opposed  
Deputy Mayor Windsor – For

**Defeated**

**Didsbury RCMP Detachment Multi-Year Financial Plan**

Res. 223-21      MOVED by Councillor Moore to accept the Didsbury RCMP Detachment Multi-Year Financial Plan for April 1, 2022 to March 31, 2027 in principle.

**Carried**

**Memorial Park Pedestrian Connectivity**

Res. 224-21      MOVED by Deputy Mayor Windsor to proceed with a development permit application with Alberta Transportation for the installation of solar crossing signals at the crosswalk at 16 Street and Highway 582.

**Carried**

**Awarding 20<sup>th</sup> Street Stormwater & Surface Revitalization Project**

Res. 225-21      MOVED by Councillor Moore to award the 20<sup>th</sup> Street Stormwater and Surface Revitalization Project for a total of \$454,891.03 to Kaon Infrastructure.

**Carried**

**Disaster Recovery Program**

Res. 226-21      MOVED by Deputy Mayor Windsor to accept the update report of the Alberta Disaster Recovery Plan as information.

**Carried**

**Outstanding Workshop Items**

Res. 227-21      MOVED by Deputy Mayor Windsor that the issue of housing needs and assessment be referred to Administration for further exploration and a recommendation to be brought back to Council.

**Carried**

Res. 228-21      MOVED by Councillor Moore that the Governance of Public Art and Perpetual Care Cemetery Fees be referred to the Policy & Governance Committee for their review and recommendation.

**Carried**

## **REPORTS**

*A recess took place at 8:19 p.m. and resumed at 8:22 p.m.*

### **COVID-19 Update**

Res. 229-21      MOVED by Councillor Crothers to accept the COVID-19 update for May 11, 2021 as information.

**Carried**

### **CAO Report**

Res. 230-21      MOVED by Deputy Mayor Windsor to accept the Chief Administrative Officer's Report for May 11, 2021 as information.

**Carried**

### **Council Reports**

Res. 231-21      MOVED by Councillor Engel to accept the Council Reports for May 11, 2021 as information.

**Carried**

## **CORRESPONDENCE AND INFORMATION**

- January 13 and February 10, 2021 Municipal Planning Commission Meeting Minutes
- Letters from Multiple Municipalities Supporting the RCMP:
  - Town of Magrath – Letter of Support for RCMP
  - County of Paintearth – Letter of Support for RCMP
  - Town of Morinville – Letter of Support for RCMP
  - Town of Edson – Letter of Support for RCMP
- Strategic Planning Committee Meeting Notes – April 20, 2021
- Policy & Governance Committee Meeting Notes - April 21, 2021
- Invitation to the Bowden Daze Parade – July 17, 2021 (if COVID-19 Restrictions have been lifted)
- Red Deer River Municipal Users Group Handbook

Res. 232-21      MOVED by Councillor Moore to accept the correspondence and information items presented as information.

**Carried**

## **COUNCIL MEETING HIGHLIGHTS**

- The National Police Federation (NPF) gave a presentation to Council at 5:00 p.m. regarding the government's proposal to replace the Alberta RCMP with a new provincial police service. Last October, NPF conducted their own independent polling which showed that 81% of Albertans in communities policed by the RCMP are satisfied with the service they receive and that support for a transition was as low as 8%. These costs will not only have a tremendous impact on the finances of the province but also on municipalities like Didsbury. The result will be a more expensive and less effective police force. The NPF invites residents to visit their website [www.keepalbertarcmp.ca](http://www.keepalbertarcmp.ca) for further information.
- Council approved changes to the Utility Charges, which will be included in Bylaw 2021-03 at the next Regular Council Meeting.
- Council was pleased to note the increase in potential developments and housing.

- Council awarded the 20<sup>th</sup> Street Stormwater and Surface Revitalization Project for a total of \$454,891.03 to Kaon Infrastructure.
- Council requested Administration to make a Development Permit Application to Alberta Transportation for the installation of solar crossing signals at the crosswalk at 16 Street and Highway 582.
- Council directed that administration explore and research the undertaking of a housing needs assessment.
- The Policy and Governance Committee was directed to review and make recommendations on the creation of a Governance of Public Art Policy and Perpetual Care Cemetery fees.

#### **QUESTION PERIOD -**

#### **CLOSED MEETING**

Res. 233-21      MOVED by Councillor Crothers to go into closed meeting in accordance with Division 2 Sections 16, 23, 24 and 25 of the *FOIP Act* at 8:42 p.m.

**Carried**

*Councillor Poggemiller left the meeting at 8:42 p.m.*

The following staff attended the closed meeting session with Council:

E. Gorner, Chief Administrative Officer

A. Riley, Assistant CAO/Chief Financial Officer

L. Smith, Manager of Legislative Services/Recording Officer

*Councillor Crothers left the meeting at 9:04 p.m.*

#### **RECONVENE**

Res. 234-21      MOVED by Councillor Moore to come out of closed meeting at 9:36 p.m.

**Carried**

Res. 235-21      MOVED by Councillor Engel to set a Council Meeting for further discussion on the 2021 Operating Budget to be held on May 19, 2021 at 6:00 p.m.

**Carried**

Res. 236-21      MOVED by Deputy Mayor Windsor that the Governance Committees prepare committee plans for Council's consideration.

**Carried**

Res. 237-21      MOVED by Councillor Engel that the committees undertake their work at the discretion of Council as facilitated by administration and that the Policy and Governance Committee explore incorporating these principles into the Committees Bylaw.

**Carried**

#### **ADJOURNMENT**

Res. 238-21      MOVED by Councillor Baswick to adjourn the Regular Council Meeting of May 11, 2021 at 9:38 p.m.

**Carried**

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

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*Initials*



Meeting Minutes of the Town of Didsbury  
Additional Council Meeting  
May 19, 2021  
Held through ZOOM Meetings

The additional meeting of Council for the Town of Didsbury for the 2021 Operating Budget was held through ZOOM Meetings on Wednesday, May 19, 2021 commencing at 6:00 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 Legislative Services/Recording Officer, L. Smith

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

Res. 239-21 MOVED by Councillor Moore to approve the agenda as presented.

**Carried**

**BUSINESS**

**2021 Operating Budget**

*Councillor Poggemiller called for a recorded vote*

Res. 240-21 MOVED by Councillor Poggemiller to approve the 2021 operating budget as presented with total operating expenditures of \$11,640,764 and revenue from taxes of \$4,727,454 representing a 1.1% increase in revenue from taxes from the previous year.

Mayor Hunter- Opposed  
Councillor Baswick – In Favour  
Councillor Crothers – In Favour  
Councillor Engel – In Favour  
Councillor Moore – In Favour  
Councillor Poggemiller – In Favour  
Deputy Mayor Windsor – Opposed  
**Carried**

**Multi Year Operating Plan**

Res. 241-21 MOVED by Deputy Mayor Windsor to accept the multi-year operating plan for 2022-2024 as information.

**Carried**

**Intermunicipal Development Plan Update**

Res. 242-21      MOVED by Councillor Moore to accepted the Intermunicipal Development Plan Update as information.

**Carried**

**CLOSED MEETING**

Res. 242-21      MOVED by Councillor Crothers to go into closed meeting in accordance with Division 2 Sections 16, 23, 24 and 25 of the *FOIP Act* at 6:32 p.m.

**Carried**

The following staff attended the closed meeting session with Council:

E. Gorner, Chief Administrative Officer

A. Riley, Assistant CAO/Chief Financial Officer

L. Smith, Manager of Legislative Services/Recording Officer

**RECONVENE**

Res. 243-21      MOVED by Councillor Baswick to come out of closed meeting at 6:57 p.m.

**Carried**

**ADJOURNMENT**

Res. 244-21      MOVED by Deputy Mayor Windsor adjourn the Council Meeting of May 19, 2021 for the purpose of the 2021 Operating Budget at 6:57 p.m.

**Carried**

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

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*Initials*



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Utility Charges Bylaw 2021-03
ORIGINATING DEPARTMENT	ACAO/CFO / Legislative Services
AGENDA ITEM	6.1

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### **BACKGROUND/PROPOSAL:**

Bylaw 2021-03 is a bylaw for regulating and providing terms, conditions, charges, rates and fees for the supply and use of water, wastewater and solid waste services.

Council granted first reading to Bylaw 2021-03 on March 23, 2021 and second reading on April 13, 2021.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Policy & Governance Committee reviewed and made revisions at multiple meetings and are now recommending Council grant third and final reading.

Please note that the bylaw title has been changed from Utilities Rates and Fees to Utility Charges.

### **RECOMMENDATION**

That Council move to grant third and final reading to Utility Charges Bylaw 2021-03, a bylaw for the establishment for the supply and use of water, wastewater and solid waste services.



TOWN OF DIDSBURY  
Utility Charges Bylaw  
Bylaw No. 2021-03

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**A BYLAW IN THE TOWN OF DIDSBURY FOR REGULATING AND PROVIDING FOR THE TERMS, CONDITIONS, RATES AND FEES FOR THE SUPPLY AND USE OF WATER, WASTEWATER and SOLID WASTE SERVICES.**

**WHEREAS**, pursuant to section 3 of the *Municipal Government Act*, being the Revised Statutes of Alberta 2000, Chapter M-26, as amended, the purposes of a municipality are to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality; and

**WHEREAS**, pursuant to section 7(g) of the *Municipal Government Act* a Council of a municipality may pass bylaws for municipal purposes respecting public utilities; and

**WHEREAS**, it is deemed just and proper to levy a water service rate on all Persons occupying property connected with the water system of the Town to assist with the costs of constructing and maintaining the system including the cost of treatment and distribution of water; and

**WHEREAS**, the Town of Didsbury is a member of Mountain View Regional Water Services Commission, a municipally owned corporation which operates the Anthony Henday Regional water system and delivers water to the Town; and

**WHEREAS**, it is deemed just and proper to levy a wastewater service rate on all Persons occupying property connected with the wastewater system of the Town to assist with the costs of constructing and maintaining the system including the cost of treatment and distribution of wastewater; and

**WHEREAS**, it is necessary to protect both the systems and the environment; and

**WHEREAS**, the Town of Didsbury is a member of Mountain View Regional Waste Management Commission, a municipally owned corporation which operates a regional landfill and receives solid waste from the Town;

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

**1. Short Title**

This Bylaw shall be known as the “Utilities Charges Bylaw”

**2. Definitions**

**Customer** means any person, business and any other municipal corporation, the Government of Alberta or the Government of Canada who utilizes municipal utility services or any lessee or Occupant; or any person who requests utility services or has applied for an Account or is otherwise responsible for paying such Account for utility services.

**Dwelling Unit** means a complete building or self-contained portion of a building for the use of one or more individuals living as a single housekeeping unit, containing sleeping, cooking and separate toilet facilities intended as a permanent residence.

**Eligible Residence** means a residential building which contains four or less dwelling units.

**Fixed** means a flat monthly charge which does not fluctuate month to month.

**Variable** mean charges that are based on water consumption for the billing period.

**3. Paramount Rules**

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

#### **4. General Provisions**

- 4.1 Utility departments in the Town of Didsbury are self-supported, therefore are not subsidized by property taxes.
- 4.2 For rate accuracy and justification, each utility service (water, wastewater and solid waste), is its own product line and are budgeted for and accounted for separately.
- 4.3 All customers receiving utility services shall pay the utility charges set out in Schedule "A".
- 4.4 Water and Wastewater Infrastructure Fees are fixed and will cover debt coverage and future capital investment.
- 4.5 Water Consumption Charges are variable and will cover the cost of water from the Mountain View Regional Water Services Commission.
- 4.6 Water and Wastewater Distribution Charges are variable and will cover the cost of operations and maintenance associated with the system.
- 4.7 Solid Waste Service Fees cover all costs associated with the solid waste utility.

#### **5. Water and Wastewater Utility Charges:**

- 5.1 A water and wastewater Infrastructure Fee will be determined annually based on the customer's connected water meter size once the required data is available to implement. Until such time, a water and wastewater Infrastructure Fee will be determined annually as follows:
  - 5.1.1 For residential use, infrastructure fees are charged to each dwelling unit, regardless of whether a unit is individually metered.
  - 5.1.2 For commercial or industrial use, infrastructure fees are charged per metered account.
  - 5.1.3 For properties deemed to be institutional in nature, infrastructure fees are charged per metered account.
- 5.2 At the time the data is made available a water and wastewater infrastructure fee will be determined
- 5.3 In the case of non-use of service(s), each customer shall continue to pay an infrastructure fee as set out in Schedule "A" of this Bylaw.
- 5.4 Consumption and distribution rates will be determined annually in accordance with the annual collective water consumption.
- 5.5 Where the calculation of a utility charge is based on the consumption of water, the quantity used shall be determined from the current and previous water meter readings as recorded by the Town, or if an actual water meter reading is not available, by an estimated consumption based on the previous average consumption of the service.
- 5.6 Where a serviced property is not located in the Town of Didsbury, a security deposit equal to an estimated 3 months of service must be collected prior to services being provided due to the inability to transfer unpaid accounts to the tax roll.
- 5.7 Where a serviced property is not located in the Town of Didsbury, a surcharge of 35% on all charges will be applied.
- 5.8 If any part of a utility bill remains unpaid after the due date specified on the utility bill, there shall be added thereto a penalty in the amount as set out in Schedule "A" of this bylaw compounded monthly on the charges of the bill.
- 5.9 If payment is not received a) on residential property forty-five (45) days and b) on commercial property thirty (30) days after the due date specified on the utility bill, the water service may be turned off and not turned on until such time as the utility account including arrears and a reconnection fee as specified in Schedule "A" of this bylaw are paid in full.
- 5.10 No reduction in charges shall be made for any interruption in water or wastewater services during a billing period.

- 5.11 Where service to a customer is to be discontinued, a final billing shall be calculated on a pro-rated basis from the date of the last billing to the date of discontinuance.
- 5.12 The Town shall levy utility charges for all customers on a monthly basis.
- 5.13 Any customer to whom utility services have been shut off shall, upon having paid any utility fees owing, and upon requesting the Town to restore utility services, pay to the Town a non-refundable disconnection fee and reconnection fee as set out in Schedule “A” of this Bylaw.
- 5.14 Any debit or credit adjustments to a customer’s account for utility services will be applied up to a maximum of one year.
- 5.15 The charge for Water and Wastewater Services will apply even where there is no water and/or wastewater being consumed except in the case in which the water meter has not been installed.

## **6. Utility Services to Tenants**

- 6.1 Utility bills shall only be issued to the owners of the property. The owner may request a duplicate copy to be sent to the tenants. Information or account changes regarding the utility account shall be communicated solely with the owner of the property.

## **7. Solid Waste Service Fees:**

- 8.1 The property owner or occupant of a premises receiving Solid Waste Services from the Town is charged a \$ fee as set out in Schedule “A” of this bylaw.
- 8.2 A Solid Waste Service Fee for Residential Garbage (black bin), Residential Recycling (blue bin) and Residential Compost (green bin) collection shall be determined annually.
- 8.3 The service fee shall be charged to each eligible residence receiving the solid waste utility service.
- 8.4 Additional fees for each added black bin, blue bin and green bin will be determined annually. Each additional collection container shall be charged a fee as set out in Schedule “A” of this bylaw.
  - 8.4.1 Thirty (30) days’ notice is required when additional collection containers are added or removed.
- 8.5 The charge for Solid Waste Services will apply even where there is no Solid Waste set out for collection, except in the case in which occupancy has not been granted.
- 8.6 An administrative fee for any change of service will be charged as set out in Schedule “A” of this bylaw.

## **8. Transitional**

- 9.1 All versions of Rate and Fee Bylaw 2019-15 Schedule “C” are hereby repealed.
- 9.2 That this Bylaw shall take effect on June 1, 2021.

Read a first time this 23<sup>rd</sup> day of March 2021

Read a second time this 13th day of April 2021

Read a third and final time this 25th day of May 2021

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

## SCHEDULE "A"

*(GST exempt, unless otherwise stated)*

### Residential Solid Waste Service Charges

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

### Water Service Charges

Bulk Water Charge	\$	6.50	per m <sup>3</sup>
Infrastructure Fee - Residential	\$	18.65	per month
Infrastructure Fee - Commercial/Industrial	\$	18.65	per month
Infrastructure Fee - Institutional	\$	270.00	per month
Water Consumption Rate	\$	2.40	per m <sup>3</sup>
Water Distribution Rate	\$	1.20	per m <sup>3</sup>
Water meter testing deposit	\$	200.00	each
Water disconnect/re-connect fee	\$	100.00	each
Water Meter Sales – all sizes (plus GST)			Cost plus 10%

### Wastewater Service Charges

Infrastructure Fee - Residential	\$	9.10	per month
Infrastructure Fee - Commercial/Industrial	\$	9.10	per month
Infrastructure Fee - Institutional	\$	130.00	per month
Wastewater Distribution Rate	\$	1.10	per m <sup>3</sup>
Wastewater Distribution Rate – users without water service	\$	18.45	per month

### Miscellaneous Charges

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Tax Rate Bylaw 2021-04
ORIGINATING DEPARTMENT	ACAO/CFO / Legislative Services
AGENDA ITEM	6.2

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### **BACKGROUND/PROPOSAL:**

Bylaw 2021-04 is a bylaw to establish the 2021 Taxation Rate and Penalties for the Town of Didsbury.

Council granted first reading on March 23, 2021 and second reading on April 13, 2021.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

At the April 27, 2021 Regular Council Meeting, Council voted to rescind the waiver of Credit Card Administration Fee for those paying their taxes with a credit card [Res. 201-21]; therefore, it has been removed from the bylaw in PART IV – GENERAL clause 9 and the standard Administration fee for paying taxes using a credit card at the rate of 2.75% will remain in the Rates and Fees Bylaw.

At the May 19, 2021 additional Council Meeting, Council approved the 2021 Operating Budget, requiring revenues from taxes of \$4,727,454.

The attached documents show three scenarios, splitting taxes between residential and non-residential and the impact to individual tax properties in Didsbury. Administration is proposing a split of tax revenue between residential (86.6%) and non-residential (13.4%) (Option 3).

Please find attached Bylaw 2021-04 for Council's review and approval.

### **RECOMMENDATION**

That Council move to grant third and final reading to Tax Rate Bylaw 2021-04, a bylaw to establish taxation rates and penalties for the Town of Didsbury.

TOWN OF DIDSBURY  
BYLAW NO. 2021-04  
2021 TAX RATE

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**WHEREAS**, pursuant to section 353 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 (the “MGA”) Council must pass a property tax bylaw annually authorizing Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of the expenditures and transfers as set out in the budget of the municipality and the Requisitions;

**AND WHEREAS**, section 369 of the MGA provides that Council must pass a supplementary property tax bylaw to authorize the levying of supplementary property tax in respect for which Supplementary Assessments have been made;

**AND WHEREAS**, the tax rate to be established on areas annexed to The Town of Didsbury (the “Town”) is set by the Orders in Council by which those areas were annexed to the Town;

**NOW THEREFORE COUNCIL OF THE TOWN OF DIDSBURY ENACTS AS FOLLOWS:**

**PART 1 – TITLE, PURPOSE AND DEFINITIONS**

**1. Title**

1.1 This bylaw may be referred to as the “2021 Tax Rate Bylaw”.

**2. Purpose**

2.1 The purpose of this bylaw is to authorize the levying of a tax upon all taxable property shown on the Assessment Roll and a supplementary property tax in respect for which Supplementary Assessments Roll has been prepared.

**3. Definitions**

3.1 In this bylaw, unless the context otherwise requires:

**Arrears** means taxes that remain unpaid after December 31 of the year in which they are imposed.

**Assessment Roll** means assessment roll as set out in section 303 of the MGA;

**Current Taxes** means taxes levied within in the current calendar year.

**Designated Industrial Property** means designated industrial property as set out in Section 284 of the MGA;

**Designated Manufactured Home** means designated manufactured home as set out in Section 284 of the MGA;

**Farm Land** means farm land as set out in Section 297 of the MGA;

**Machinery and Equipment** means machinery and equipment as set out in Section 297 of the MGA;

**Manufactured Home Community** means manufactured home community as set out in Section 284 of the MGA;

**MGA** means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as may be amended.

**Non-Residential** means non-residential property as set out in Section 297 of the MGA;

**Provincial Assessor** means provincial assessor as defined in Section 284 of the MGA;

**Requisition** means requisition as set out in Section 326 of the MGA;

**Residential** means residential as set out in Section 297 of the MGA;

**Supplementary Assessment** means supplementary assessment as set out in Section 314 of the MGA;

**Supplementary Assessment Roll** means supplementary assessment roll as set out in Section 315 of the MGA;

**Taxes** includes all property taxes, business revitalization zone taxes, local improvement taxes, penalties, and unpaid costs, charges and expenses as provided in Section 553 of the *Municipal Government Act* RSA 2000 c. M-26 or any other statute of the Province of Alberta.

## **PART II - ASSESSMENT CLASSES AND TAX RATES**

### **4. Assessment Classes and Sub-Classes**

4.1 For the purpose of the 2021 tax levy and supplementary tax levy, all assessed property within the Town of Didsbury is hereby divided into one of the following assessment classes and subclasses:

- a. Residential
- b. Non-Residential
- c. Farmland
- d. Machinery and Equipment

### **5. Allowance for non-Collection of Taxes**

5.1 Pursuant to Section 359(2) of the MGA, for the 2021 tax levy and supplementary tax levy there may be an allowance for the non-collection of taxes at a rate not exceeding the actual rate of taxes uncollected from the previous year's tax levy as determined at the end of the year.

### **6. Levy of Tax Rates**

6.1 The Chief Administrative Officer is hereby authorized to levy the tax rates set out in Schedule "A" against the assessed value of all taxable property shown on the Assessment Roll and the Supplementary Assessment Roll and classified according to this bylaw.

### **7. Penalties on Unpaid Current and Supplementary Taxes and Arrears**

7.1 All annual property taxes, local improvement and frontages taxes shall be paid in full on or before the last business day in August, and when any portion of such taxes remain unpaid, there shall be imposed, by way of penalty for the non-payment of taxes, or any portion, an amount equal to five per cent (5%) therefore on the first day of September as outlined in Schedule B.

7.2 In the event any annual taxes in and associated penalties remaining unpaid on the last day of September there shall be added by way of penalty, an amount equal to five per cent (5%) on the first day of October as outlined in Schedule B.

7.3 In the event of annual taxes and associated penalties remaining unpaid on the last day of October there shall be added by way of penalty an amount equal to five per cent (5%) on the first day of November as outlined in Schedule B.

7.4 In the event any annual taxes and associated penalties remaining unpaid on the thirty-first day of December of the year for which the same are levied, there shall be added by way of penalty an amount equal to eighteen percent (18%) per annum calculated monthly on the balance outstanding as outlined in Schedule B.

7.5 Any penalty added to current taxes or tax arrears shall be added to and form part of the unpaid taxes.

#### PART IV – GENERAL

8. That the minimum amount payable per tax roll as property tax for general municipal purposes shall be \$50.00.

9. **Effective Date**

9.1 This bylaw comes into force on the day it is passed.

Read a first time on the 23<sup>rd</sup> day of March 2021

Read a second time on this 13<sup>th</sup> day of April 2021

Read a third and final time on this 25<sup>th</sup> day of May 2021

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner



**BYLAW 2021-04  
SCHEDULE "A"**

<b>2021 MUNICIPAL TAX RATES</b>			
<b>Assessment Class</b>	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
Residential	\$ 3,990,394	\$ 465,322,820	8.576
Residential Vacant	\$ 56,080	\$ 6,539,570	8.576
Farm Land	\$ 47,500	\$ 5,539,130	8.576
Non-Residential	\$ 619,349	\$ 69,332,360	8.933
Non-Residential Vacant	\$ 12,223	\$ 1,368,250	8.933
Machinery & Equipment	\$ 1,908	\$ 213,550	8.933
<b>TOTAL TAX LEVY</b>	<b>\$ 4,727,454</b>	<b>\$ 548,315,680</b>	

<b>2021 EDUCATION TAX RATES</b> (Requisitions by Alberta School Foundation and Red Deer Catholic Region)			
<b>Assessment Class</b>	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
Residential/Farmland	\$1,282,504	\$ 477,401,520	2.686
Non-Residential	\$ 253,887	\$ 69,470,150	3.655
<b>TOTAL TAX LEVY</b>	<b>\$1,536,391</b>	<b>\$ 546,871,670</b>	

<b>2021 MANAGEMENT BODIES TAX RATES</b> (Requisitions by Mountain View Seniors' Housing)			
<b>Assessment Class</b>	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
Residential/Farmland	\$ 186,412	\$ 477,401,520	0.391
Non-Residential	\$ 27,209	\$ 69,683,700	0.391
<b>TOTAL TAX LEVY</b>	<b>\$213,621</b>	<b>\$ 547,085,220</b>	

<b>2021 DESIGNATED INDUSTRIAL PROPERTY REQUISITION TAX RATE</b> (Property assessment and tax rate are set by the Provincial Assessor)			
<b>Assessment Class</b>	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
Non-Residential	\$ 621	\$ 8,107,600	0.0766
<b>TOTAL TAX LEVY</b>	<b>\$ 621</b>	<b>\$ 8,107,600</b>	

BYLAW 2021-04  
SCHEDULE "B"  
Penalties on Unpaid Taxes

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Applied on the 1 <sup>st</sup> day of:	Current Taxes	Arrears
January		1.5%
February		1.5%
March		1.5%
April		1.5%
May		1.5%
June		1.5%
July		1.5%
August		1.5%
September	5.0%	1.5%
October	5.0%	1.5%
November	5.0%	1.5%
December		1.5%

IMPACT ON INDIVIDUAL PROPERTIES

				2020			SCENARIO 1			SCENARIO 2			SCENARIO 3		
				Proportion			Proportion			Proportion			Proportion of		
MUNICIPAL TAXES	2020 Asmnt Value	Proportion of Assessment	2021 Asmnt Value	of taxes	Tax Levy (\$)	Tax Rate	(same as 2020)	Tax Levy (\$)	Tax Rate	(85/15)	Tax Levy (\$)	Tax Rate	(86.6/13.4)	Tax Levy (\$)	Tax Rate
RESIDENTIAL/FARMLAND	494,972,660	87.07%	477,401,520	87.06%	4,071,247	8.225	87.06%	4,115,893	8.621	86.00%	4,065,610	8.516	86.60%	4,093,975	8.576
NON-RESIDENTIAL	68,984,050	12.93%	70,914,160	12.94%	604,927	8.769	12.94%	611,561	8.624	14.00%	661,844	9.333	13.40%	633,479	8.933
	563,956,710	100.00%	548,315,680	100.00%	4,676,174		100.00%	4,727,454		100.00%	4,727,454		100.00%	4,727,454	

MUNICIPAL TAX LEVY

2016	4,753,114
2017	4,802,881
2018	4,922,275
2019	4,837,046
2020	4,676,174
2021	4,727,454

ANNUAL TAX RATES

	RESIDENTIAL/FARMLAND	NON-RESIDENTIAL
2017	8.300	9.100
2018	8.300	9.100
2019	8.466	8.918
2020	8.225	8.769
2021 - Scenario 1	8.621	8.624
2021 - Scenario 2	8.516	9.333
2021 - Scenario 3	8.576	8.933

Municipal Taxes

SCENARIO 1		RESIDENT 1	RESIDENT 2	RESIDENT 3	RESIDENT 4	RESIDENT 5	RESIDENT 6	RESIDENT 7	RESIDENT 8	NON RES 1	NON RES 2	NON RES 3	NON RES 4	NON RES 5	NON RES 6	NON RES 7	NON RES 8
<b>Property Assessment</b>																	
	2020	144,390	212,680	244,550	248,440	337,120	342,520	431,320	544,500	102,380	245,320	337,860	458,410	604,430	741,080	1,144,100	1,587,310
	2021 - Scenario 1	141,290	202,880	234,550	239,740	322,920	327,220	412,520	537,200	102,160	244,020	336,790	450,220	601,780	738,730	1,143,920	1,576,790
<b>Municipal Taxes Paid (\$)</b>																	
	2020	1,187.61	1,749.29	2,011.42	2,043.42	2,772.81	2,817.23	3,547.61	4,478.51	897.77	2,151.21	2,962.69	4,019.80	5,300.25	6,498.53	10,032.61	13,919.12
	2021 - Scenario 1	1,218.12	1,749.12	2,022.16	2,066.91	2,784.04	2,821.11	3,556.52	4,631.44	881.02	2,104.42	2,904.46	3,882.68	5,189.73	6,370.78	9,865.12	13,598.17
<b>Year over year Increase/(decrease) (\$)</b>																	
	2021 - Scenario 1	30.52	(0.17)	10.74	23.49	11.23	3.88	8.91	152.93	(16.75)	(46.79)	(58.23)	(137.12)	(110.52)	(127.75)	(167.49)	(320.95)

SCENARIO 2		RESIDENT 1	RESIDENT 2	RESIDENT 3	RESIDENT 4	RESIDENT 5	RESIDENT 6	RESIDENT 7	RESIDENT 8	NON RES 1	NON RES 2	NON RES 3	NON RES 4	NON RES 5	NON RES 6	NON RES 7	NON RES 8
<b>Property Assessment</b>																	
	2020	144,390	212,680	244,550	248,440	337,120	342,520	431,320	544,500	102,380	245,320	337,860	458,410	604,430	741,080	1,144,100	1,587,310
	2021 - Scenario 2	141,290	202,880	234,550	239,740	322,920	327,220	412,520	537,200	102,160	244,020	336,790	450,220	601,780	738,730	1,143,920	1,576,790
<b>Municipal Taxes Paid (\$)</b>																	
	2020	1,187.61	1,749.29	2,011.42	2,043.42	2,772.81	2,817.23	3,547.61	4,478.51	897.77	2,151.21	2,962.69	4,019.80	5,300.25	6,498.53	10,032.61	13,919.12
	2021 - Scenario 2	1,203.24	1,727.75	1,997.46	2,041.66	2,750.03	2,786.65	3,513.07	4,574.86	953.46	2,277.44	3,143.27	4,201.91	5,616.43	6,894.58	10,676.23	14,716.22
<b>Year over year Increase/(decrease) (\$)</b>																	
	2021 - Scenario 2	15.64	(21.54)	(13.97)	(1.76)	(22.79)	(30.58)	(34.54)	96.35	55.69	126.23	180.57	182.12	316.18	396.05	643.62	797.10

SCENARIO 3		RESIDENT 1	RESIDENT 2	RESIDENT 3	RESIDENT 4	RESIDENT 5	RESIDENT 6	RESIDENT 7	RESIDENT 8	NON RES 1	NON RES 2	NON RES 3	NON RES 4	NON RES 5	NON RES 6	NON RES 7	NON RES 8
<b>Property Assessment</b>																	
	2020	144,390	212,680	244,550	248,440	337,120	342,520	431,320	544,500	102,380	245,320	337,860	458,410	604,430	741,080	1,144,100	1,587,310
	2021 - Scenario 3	141,290	202,880	234,550	239,740	322,920	327,220	412,520	537,200	102,160	244,020	336,790	450,220	601,780	738,730	1,143,920	1,576,790
<b>Municipal Taxes Paid (\$)</b>																	
	2020	1,187.61	1,749.29	2,011.42	2,043.42	2,772.81	2,817.23	3,547.61	4,478.51	897.77	2,151.21	2,962.69	4,019.80	5,300.25	6,498.53	10,032.61	13,919.12
	2021 - Scenario 3	1,211.64	1,739.81	2,011.39	2,055.90	2,769.21	2,806.09	3,537.58	4,606.78	912.60	2,179.84	3,008.56	4,021.83	5,375.72	6,599.10	10,218.68	14,085.52
<b>Year over year Increase/(decrease) (\$)</b>																	
	2021 - Scenario 3	24.03	(9.49)	(0.03)	12.48	(3.60)	(11.14)	(10.03)	128.27	14.83	28.63	45.86	2.03	75.48	100.57	186.07	166.40

Combined (Municipal, ASFF and MVSH)

Scenario 1		RESIDENT 1	RESIDENT 2	RESIDENT 3	RESIDENT 4	RESIDENT 5	RESIDENT 6	RESIDENT 7	RESIDENT 8	NON RES 1	NON RES 2	NON RES 3	NON RES 4	NON RES 5	NON RES 6	NON RES 7	NON RES 8
Property Assessment																	
	2020	144,390	212,680	244,550	248,440	337,120	342,520	431,320	544,500	102,380	245,320	337,860	458,410	604,430	741,080	1,144,100	1,587,310
	2021	141,290	202,880	234,550	239,740	322,920	327,220	412,520	537,200	102,160	244,020	336,790	450,220	601,780	738,730	1,143,920	1,576,790
Taxes Paid (\$)																	
	2020	1,606.40	2,366.16	2,720.72	2,764.00	3,750.60	3,810.68	4,798.62	6,057.80	1,332.72	3,193.41	4,398.04	5,967.28	7,868.07	9,646.89	14,893.14	20,662.55
	2021	1,652.93	2,373.46	2,743.97	2,804.68	3,777.79	3,828.10	4,826.01	6,284.62	1,294.36	3,091.72	4,267.12	5,704.27	7,624.53	9,359.68	14,493.42	19,977.86
Year over year Increase/(decrease) (\$)																	
	#DIV/0!	46.53	7.31	23.24	40.68	27.19	17.42	27.39	226.83	(38.35)	(101.69)	(130.92)	(263.01)	(243.54)	(287.21)	(399.72)	(684.69)

Scenario 2		RESIDENT 1	RESIDENT 2	RESIDENT 3	RESIDENT 4	RESIDENT 5	RESIDENT 6	RESIDENT 7	RESIDENT 8	NON RES 1	NON RES 2	NON RES 3	NON RES 4	NON RES 5	NON RES 6	NON RES 7	NON RES 8
Property Assessment																	
	2020	144,390	212,680	244,550	248,440	337,120	342,520	431,320	544,500	102,380	245,320	337,860	458,410	604,430	741,080	1,144,100	1,587,310
	2021	141,290	202,880	234,550	239,740	322,920	327,220	412,520	537,200	102,160	244,020	336,790	450,220	601,780	738,730	1,143,920	1,576,790
Taxes Paid (\$)																	
	2020	1,606.40	2,366.16	2,720.72	2,764.00	3,750.60	3,810.68	4,798.62	6,057.80	1,332.72	3,193.41	4,398.04	5,967.28	7,868.07	9,646.89	14,893.14	20,662.55
	2021	1,637.98	2,351.99	2,719.14	2,779.31	3,743.62	3,793.47	4,782.35	6,227.77	1,366.71	3,264.53	4,505.62	6,023.10	8,050.69	9,882.82	15,303.50	21,094.49
Year over year Increase/(decrease) (\$)																	
	2021	31.58	(14.16)	(1.58)	15.31	(6.99)	(17.21)	(16.27)	169.98	33.99	71.12	107.58	55.82	182.62	235.93	410.36	431.94

Scenario 3		RESIDENT 1	RESIDENT 2	RESIDENT 3	RESIDENT 4	RESIDENT 5	RESIDENT 6	RESIDENT 7	RESIDENT 8	NON RES 1	NON RES 2	NON RES 3	NON RES 4	NON RES 5	NON RES 6	NON RES 7	NON RES 8
Property Assessment																	
	2020	144,390	212,680	244,550	248,440	337,120	342,520	431,320	544,500	102,380	245,320	337,860	458,410	604,430	741,080	1,144,100	1,587,310
	2021	141,290	202,880	234,550	239,740	322,920	327,220	412,520	537,200	102,160	244,020	336,790	450,220	601,780	738,730	1,143,920	1,576,790
Taxes Paid (\$)																	
	2020	1,606.40	2,366.16	2,720.72	2,764.00	3,750.60	3,810.68	4,798.62	6,057.80	1,332.72	3,193.41	4,398.04	5,967.28	7,868.07	9,646.89	14,893.14	20,662.55
	2021	1,646.37	2,364.05	2,733.08	2,793.56	3,762.81	3,812.91	4,806.86	6,259.69	1,325.85	3,166.93	4,370.91	5,843.02	7,809.98	9,587.34	14,845.95	20,463.80
Year over year Increase/(decrease) (\$)																	
	2021	39.97	(2.11)	12.36	29.55	12.20	2.23	8.24	201.89	(6.87)	(26.49)	(27.13)	(124.26)	(58.09)	(59.55)	(47.19)	(198.76)



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Policy CS 003-21 – Community Grant Program
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	6.3

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#### **BACKGROUND/PROPOSAL:**

Council has requested the development of a Community Grant Program that would oversee the granting of modest levels of support to local community organizations/ groups/ clubs and to local festivals/events. Additionally, discounts for Town of Didsbury facilities and donations of Town of Didsbury promotional items have been included within the Community Grant Program policy and application, which were previously administered through Policy CS 001 – Promotional Requests.

Administration met with the Policy and Governance Committee on May 5, 2021 to develop a framework for this new policy and the program, and then again at their May 19, 2021 committee meeting to present Policy CS 003-21 – Community Grant Program. The Policy and Governance Committee agreed to bring this policy to Council for consideration.

If Council is to proceed with approving Policy CS 003-21 – Community Grant Program, then Policy CS-001 – Promotional Requests should be rescinded, as the new policy includes a new process and application form for facility discounts and donations of promotional items. Additionally, Policy CS 211- Financial Support for Community Groups, which is a policy of similar nature that administers support to local groups through sponsorship opportunities and the purchase of event tickets, could also be rescinded, as the new Community Grant Program will offer similar and expanded opportunities for support.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Highlights of Policy 003-21 – Community Grant Program include:

- Reduction of red tape, as the new policy will offer expanded opportunities for financial support to local community organizations/groups/clubs and festivals/events, while combining applications under one funding program. This will allow two current policies to be rescinded.
- Reduction of red tape by administering this program through the Community Services department, eliminating the need for Committee and/or Council decision, allowing for a more streamlined, efficient process.
- Increased support to eligible applications, with a maximum value of \$2000.
- Groups applying for ONLY facility discounts under this program shall be eligible for a 100% waiver of fees, rather than the 50% waiver previously offered through the Promotion Request policy. Those groups applying for funding AND facility discounts shall be eligible for a 50% waiver of fees for rentals.
- An updated, comprehensive application form will provide relevant information for funding decisions.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *The Place to Grow.*

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

There are two sections within the Community Grant Policy and Application Form that require input from Council:

1. On Page 1 of the policy in **RED** – Council is being asked to select a clause regarding how this program will be funded – either through a budget surplus of the previous year, or as part of their annual operating budget process.
2. On Page 2 of the policy and Page 1 of Schedule A (Application Form) in **BLUE** - Council is being asked to select the number of application intakes that will occur annually under this program – either one intake of May 1, or two intakes of May 1 and September 1. Both clauses include a reference to additional applications outside the intake periods being accepted, contingent on funding availability.

### ALIGNMENT WITH STRATEGIC PLAN

Organizational Excellence, Healthy Active Living, Economic Prosperity

### RECOMMENDATION

That Council approve Policy CS 00-3-21 – Community Grant Programs as amended.

**AND**

That Council rescinds Policy CS-001 – Promotional Requests.

**AND**

That Council rescinds Policy CS 211 – Financial Support for Community Groups.



**TOWN OF DIDSBURY POLICY CS 003-21**  
**POLICY NAME: Community Grant Program**

TOWN OF DIDSBURY POLICY INDEX	
<b>Policy Number:</b>	CS 003-21
<b>Policy Title:</b>	Community Grant Program
<b>Approval Date:</b>	
<b>Date to be Reviewed:</b>	
<b>Responsible Department:</b>	Community Services
<b>Related Bylaws:</b>	

**Policy Statement:**

Success within our volunteer, community-based organizations/groups/clubs and through our community festivals and events is fundamental to maintaining the high quality of life in Didsbury. Each year the Town receives requests for funding from community organizations/groups/clubs and festival/event organizers. The objective of this policy is to provide a grant program that supports local organizations/groups/clubs and festivals and events through a clear and equitable funding process.

**Program Objective**

The objective of this policy is to provide modest levels of support and assistance to community organizations/groups/clubs and/or festival/event organizers with a demonstrated need to enhance a project, program or service.

**1. Community Grant Program Categories**

There are four categories under the Community Grant Program:

- Community-based Organizations/Groups/Clubs
- Community Festival and Events
- Facility Rental Discounts
- Town of Didsbury Prize/ Promotional Item Donations

**2. General Guidelines**

- 2.1 Funding for groups and organizations under this program is contingent on the approval of funds available through the previous years' operating budget surplus. The total funding allocated from the budget surplus will be a maximum of \$30,000, or 10% of the total surplus, whichever is less.

**OR**

- 2.2 The total funding available will be allocated through the annual budgeting process. The Community Grant funds budget may vary from year-to-year, based on Council's budget and level of service priorities.





**TOWN OF DIDSBURY POLICY CS 003-21**  
**POLICY NAME: Community Grant Program**

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- 2.3 The Community Grant Program will be administered by the Community Services department of the Town of Didsbury, which will oversee application intake, review and funding decisions.
- 2.4 There will be one (1) in-take of grant applications per year, with a deadline of May 1. Applications will be accepted after the intake deadline, however funding will be contingent on Community Grant funds being available.

**OR**

- 2.5 There will be two (2) in-takes of grant applications per year, with deadlines of May 1 and September 1. Applications of an urgent nature will be accepted outside of these intake periods, however funding will be contingent on Community Grant funds being available.

### **3. Application Guidelines**

- 3.1 All submissions for the Community Grant Program shall be applied for using the Community Grant Application Form (Schedule "A").
- 3.2 The Community Grant Application Form (Schedule "A") must be completed in advance of the specific project, program, event or service. Funding allocations under the Community Grant Program shall not be retroactive.
- 3.3 Organizations/Groups/Clubs and Community Festival/Event organizers that operate within the Town of Didsbury, and/or offer a benefit to the residents of Didsbury through local initiatives, shall be considered for Community Grant funding.
- 3.4 Preference shall be given to Organizations/Groups/Clubs and Community Festival/Event organizers that demonstrate community support; efficient use of resources; other sources of funding; and develop volunteer knowledge, skills and self-reliance.
- 3.5 Any community group or organization that receives a grant will be required to acknowledge the Town of Didsbury as a contributor to their specific project, program, event or service.



#### **4. Funding Guidelines**

- 4.1. Organizations/Groups/Clubs and Community Festival/Event organizers may apply for a maximum of \$2,000 in Community Grant funds per year; however, full funding requests cannot be guaranteed. Funding will be distributed based on eligibility, the number of applications received and the annual budget set by Council.
- 4.2. Facility Rental Discounts of 50% or 100% will be considered, dependent on other funding applied for under the Community Grant Program. Those applications requesting a Facility Rental Discount ONLY, shall be eligible for a 100% discount. Those applications combining a Facility Rental Discount with other Community Grant Program funding, shall be eligible for a 50% discount, and the value of Facility Rental Discount shall be included within the \$2,000 maximum for Community Grant funds.
- 4.3. Set-up and take-down of Town of Didsbury facilities for rentals is the responsibility of the Organizations/Groups/Clubs and Community Festival/Event organizers. Paid facility set-up and/or take-down by Town of Didsbury staff is not eligible for funding from the Community Grant Program.
- 4.4. A refundable damage deposit in the value of one day's rental of the booked facility must be paid at time of booking, as per the Facility Rental Agreement. The refundable damage deposit is not eligible for funding from the Community Grant Program.
- 4.5. Facilities are booked on a first-come, first-served basis and availability of facilities is not guaranteed as part of the Community Grant Program. Organizers are encouraged to book facilities as soon as possible.
- 4.6. The maximum value of requests for Town of Didsbury prizes/ promotional items shall not exceed \$100. The value of the requested items shall be included within the \$2,000 maximum for Community Grant funds.
- 4.7. Requests for Town of Didsbury promotional items may be modified, or may not be accepted, due to limited quantities or items being unavailable.

#### **5. End of Policy**



**Schedule "A"**  
**COMMUNITY GRANT PROGRAM APPLICATION**

Name of Applicant/Organizations	
Contact Person:	
Telephone Numbers:	
Mail Address and Civic Address	
Email Address	
Website (if applicable)	

**APPLICATION ELIGIBILITY**

The Community Grant Program governs grants to local organizations and events. There are four categories:

- Community-based Organizations/Groups/Clubs
- Community Festivals and Events
- Facility Rental Discounts
- Town of Didsbury Prize/ Promotional Item Donations

This program does not govern the following as they are separately administered by agreement:

1. Grants and contributions pursuant to intermunicipal or other agreements
  2. Didsbury & District Historical Society
  3. Didsbury Family and Community Support Services (FCSS)
  4. Didsbury Municipal Library
- Funding for grants under this program is contingent on the approval of the Operating Budget by the Town of Didsbury Council.
  - All grant applications under the Town of Didsbury Community Grant Program must be completed in full and submitted using this application form.
  - Preference will be given to organizations that demonstrate community support, effective use of resources, other sources of funding and develop volunteer knowledge, skills and self-reliance.
  - There will be one (1) in-take of grant applications per year, with a deadline of May 1. Applications will be accepted after the intake deadline, however funding will be contingent on Community Grant funds being available.
- OR**
- There are two (2) in-takes of grant applications per year. May 1 and September 1. Applications will be accepted after the intake deadline, however, funding will be contingent on Community Grant funds being available.
  - Didsbury Community Grant funding is not intended to support staff, salaries or wages.

☒ **Please ensure your applications includes a cover letter that includes the following information:**

- ☐ Comprehensive responses to all questions on Page 3 of the Community Grant Program Application Form.
- ☐ A list of grants your organization receives from federal, provincial or other local government agencies, or departments applicable to this project, program or service
- ☐ If this is a new project, a list of grants your organization intends to apply for, or has made application to other levels of government for the same project.
- ☐ A list of other grants or support your organization currently receives from the Town of Didsbury.

**Please check ☒ a grant category and sub-category that applies to your application:**

Category (check all that apply)	Sub-category (check all that apply)
<input type="checkbox"/> Community Organization/Group/Club	<input type="checkbox"/> Community Service Organization
	<input type="checkbox"/> Community Recreation/Sporting Organization
	<input type="checkbox"/> Community Cultural Organization
	<input type="checkbox"/> Community Organization Run Facility (ie. Museum)
<input type="checkbox"/> Community Festival and Event	<input type="checkbox"/> Community Festival
	<input type="checkbox"/> Community Event
<input type="checkbox"/> Facility Rental Discount	<input type="checkbox"/> Facility rental discount – 50% waiver (See Policy CS 003-21)
List facility requested: Length of Rental:	<input type="checkbox"/> Facility rental discount – 100% waiver (See Policy CS 003-21)
<input type="checkbox"/> Prize/ Promotional Item Donation	<input type="checkbox"/> Door Prizes
	<input type="checkbox"/> Promotional Items for festival/event handouts

**Please check ☒ a grant category and provide values for all requested items:**

Type of Grant (check one)	Value of Request
<input type="checkbox"/> Community Grant Funds	\$
<input type="checkbox"/> Facility Rental Discount:	\$
<input type="checkbox"/> Prize/ Promotional Item Donation	\$

**Have you applied for other funding for this project / program / services / event? (Please list)**

Funding Body	Request	Confirmed
Federal Government (List departments/agencies)	\$	\$
Other local government bodies (e.g. Mountain View County)	\$	\$
Other funding bodies	\$	\$
	\$	\$
Other funding relevant to this application	\$	\$

**Please provide the following information within your application cover letter:**

1. Please provide a description of your organization/group/ club or festival/event, its' goals and objectives and who your members are.
2. Please describe the community/population that your organization serves.
3. Please describe your organizations' specific project, program or service that Community Grant funds have been applied for.
4. Please provide a detailed explanation of how the Community Grant funds will be spent. *A budget is preferred, and can be attached separately.*
5. What benefits will your project, program, event or service provide to the residents of Didsbury and/or the municipality?
6. What role do/will volunteers play in this project, program, event or service, or the operations of your organization, and how many volunteers participate?
7. Please feel free to add any additional information that you feel is relevant to this application.



**TOWN OF DIDSBURY POLICY # CS 001**  
**POLICY NAME: Promotional Requests**

TOWN OF DIDSBURY POLICY INDEX	
<b>Policy Number:</b>	CS 001
<b>Policy Title:</b>	Promotional Requests
<b>Approval Date:</b>	November 25, 2014
<b>Date to be Reviewed:</b>	<b>2022</b>
<b>Responsible Department:</b>	Community Services
<b>Related Bylaws:</b>	

**Policy Statement:**

The Town of Didsbury shall provide guidelines for consideration of requests for donations of gifts and/or municipal services and/or waiver of 50% of facility rentals by Didsbury charitable groups.

**1. Definitions**

- 1.1 Community Groups means any community charity or not-for-profit agency group operating within the Didsbury municipal boundaries
- 1.2 Community Services Promotion means furthering or enhancing a designated community service.
- 1.3 Council means the Council of the Town of Didsbury.
- 1.4 Manager of Community Services means the individual designated responsibility for the overall operations of Community Services within the Town of Didsbury.

**2. Responsibilities**

2.1 Council:

- 2.1.1 Shall receive for ratification recommendations from the Manager of Community Services when dealing with requests that do not fall within the guidelines of this policy.
- 2.1.2 Shall determine the budget amount to be distributed annually as part of the Community Services promotions program.

2.2 Manager of Community Services:

- 2.2.1 Shall receive Community Services promotion applications from community charities or not-for-profit agencies.
- 2.2.2 Shall review Community Service promotion request applications to ensure accuracy.
- 2.2.3 Shall maintain an updated list of all donations to community groups for annual review during budget preparation.



### **3. Application Guidelines**

- 3.1 The Town of Didsbury will not provide support for community groups through any monetary donations.
- 3.2 All Community Services promotional requests must be on the approved form (Appendix A) and have all necessary information contained within the approved form.
- 3.3 Community groups applying for a Community Services promotional request must complete the application form in full prior to the event. The promotion application form (Appendix A) must be received a minimum of one (1) month in advance of the event.
- 3.4 Promotional Requests are done on a first come, first served basis. Submissions are encouraged starting January 1<sup>st</sup> of each calendar year.
- 3.5 Applicants understand that submissions, at any time, may not be accepted due to limited quantity of promotional items.
- 3.6 Applicants will have the option to choose promotional items and services on the promotional requests form up to the following dollar amount for their respective event:
  - Local Community Event:
    - Facility rentals and/or municipal services: \$ 500.00
    - Door Prize/Handouts for event \$ 50.00
  - 3.6.1 Other Promotional Requests may be entertained to a dollar value set at the discretion of the Manager of Community Services
- 3.7 The maximum amount of Community Services promotional items received by a community group shall not exceed \$500.00 annually.
- 3.8 Groups who do not receive subsidies and/or grants from the municipality shall receive priority.
- 3.9 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/organization will not be eligible to receive donations for the next year.
- 3.10 Requests for waiver of facility rentals will be at half the standard rental rate.
- 3.11 Facility rentals that are fully paid will take priority over promotional request facility rentals at the time of booking.
- 3.12 Appendix "A" may be updated to reflect current inventory and prices without notice.



#### **4. Event Guidelines**

- 4.1 Any community group that received a promotion will be required to acknowledge the Town of Didsbury as a contributor to their event and/or activity.
- 4.2 Set up and take down of Town of Didsbury facilities for functions are the responsibility of the community group and the expense is not included in the donation. Set up and take down rates are included in the Town of Didsbury current Rate and Fee Bylaw and will be charged to the community group if completed by Town of Didsbury staff.
- 4.3 A refundable damage deposit in the value of one day's rental of facility must be paid at the time of booking as per the facility rental agreement.
- 4.4 The Town of Didsbury may request a copy of the organization's financial statements prior to issuing a promotional item.

#### **5. End of Policy**





**TOWN OF DIDSBURY POLICY # CS 001**  
**POLICY NAME: Promotional Requests**

**Appendix A**  
**Promotional Request Application Form**

**Organization:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Representative:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Contact** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Description of Event:**

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**Inventory of Available Promotional Items**

*\*\*For Local Community Events select up to \$500.00\*\**

*\*\*For Door Prizes/Handouts select up to \$50.00\*\**

**Facilities:**

- |                             |   |
|-----------------------------|---|
| Multi-Purpose Room          | <input type="checkbox"/> \$350.00/ day                      |
| Arena Main Ice Surface      | <input type="checkbox"/> \$107.49 - \$140.90/hr             |
| Arena Leisure Ice Surface   | <input type="checkbox"/> \$53.72/ hr                        |
| Aquatic Centre              | <input type="checkbox"/> \$165.00/ hr                       |
| Train Station               | <input type="checkbox"/> \$175.00/ day                      |
| Didsbury Neighborhood Pl.   | <input type="checkbox"/> \$60.00/ day                       |
| Curling Rink – upper lounge | <input type="checkbox"/> \$250.00/ day (April – Sept. only) |
| Curling Rink – surface      | <input type="checkbox"/> \$300.00/ day (April – Sept. only) |

**Services:**

- |                             |                                       |
|-----------------------------|---------------------------------------|
| Barricades – delivery + use | <input type="checkbox"/> \$100.00     |
| Waste Bins – delivery + use | <input type="checkbox"/> \$100.00     |
| Street Sweeping             | <input type="checkbox"/> \$50.00/ hr  |
| Site Preparation            | <input type="checkbox"/> \$100.00/ hr |

**Promotional Items:**

- |                           |                                    |
|---------------------------|------------------------------------|
| Pens                      | Qty _____ @ \$ 1.00 = \$ _____     |
| Pins                      | Qty _____ @ \$ 2.00 = \$ _____     |
| Notebooks                 | Qty _____ @ \$ 3.00 = \$ _____     |
| Swimming Lessons          | Qty _____ @ \$ 50.00 = \$ _____    |
| 1 hour leisure ice rental | Qty _____ @ \$ 53.72/hr = \$ _____ |

\_\_\_\_\_  
**Signature of Representative**

\_\_\_\_\_  
**Date**

FOR OFFICE USE ONLY:

**Approval:** Yes ☐ No ☐

**Total Value of Request:** \$ \_\_\_\_\_ **Amount Approved:** \$ \_\_\_\_\_

**Receipt Submitted:** Yes ☐ No ☐

**Date Received:** \_\_\_\_\_

**Manager of Community Services:** \_\_\_\_\_



**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

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.



**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

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**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.



**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

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- 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**



**TOWN OF DIDSBURY POLICY # CS 211**  
**POLICY NAME: Financial Support for Community Groups**

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**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 Amounted 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: \_\_\_\_\_



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *The Place to Grow.*

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

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Advance Poll 2021 Municipal Election
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

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### **BACKGROUND/PROPOSAL:**

The 2021 Municipal Election will occur on Monday, October 20, 2021. For the past several elections, the Town of Didsbury has provided alternative voting options for residents who are unable to cast their vote on Election Day. Section 73(3) of the *Local Authorities Election Act* states the following in regards to Advance Votes:

*Subject to subsections (4) and (7), a municipality having a population greater than 5000 must provide for holding an advance vote on*

- (a) The election of municipal councillors, including by-elections; and*
- (b) The submission of a bylaw or questions to electors under section 7.*

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As Didsbury's population is over 5000, an Advanced Poll must take place.

Administration is recommending the Advance Poll for the 2021 Municipal Election be held on Friday, October 8 from 12 noon to 7 p.m. and on Saturday, October 9, 2021 from 9 am to 3 p.m. at the Town of Didsbury Council Chambers located at 1606 14 Street.

### **RECOMMENDATION**

That Council moves to approve the 2021 Municipal Election Advance Poll to be held on Friday, October 8 from 12 noon to 7 p.m. and on Saturday, October 9, 2021 from 9 am to 3 p.m. at the Town of Didsbury Council Chambers located at 1606 14 Street.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *The Place to Grow.*

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

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Elector Assistance at Home Vote 2021 Municipal Election
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.2

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### **BACKGROUND/PROPOSAL:**

The 2021 Municipal Election will occur on Monday, October 20, 2021. For the past several elections, the Town of Didsbury has provided alternative voting options for residents who are unable to cast their vote on Election Day. Section 79(1) of the *Local Authorities Election Act* states the following in regards to Elector Assistance at Home votes:

*An elected authority may by resolution provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting stations to vote.*

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration is recommending the Elector Assistance at Home Vote occur on the same days as the Advance Poll by appointment only.

At the 2017 Municipal Election this occurred the day before the Advance Poll, however as Administration is anticipating using voting machines for the 2021 Municipal Election, we are recommending it be held the same day as the Advance Poll to save funds on the rental of the voting machines.

### **RECOMMENDATION**

That Council moves to approve the 2021 Municipal Election Elector Assistance at Home Vote to be held on Friday, October 8, 2021 and on Saturday, October 9, 2021 by appointment only, with the deadline to book appointments on Thursday, October 7, 2021.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** *The Place to Grow.*

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

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Institutional Poll 2021 Municipal Election
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.3

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### **BACKGROUND/PROPOSAL:**

The 2021 Municipal Election will occur on Monday, October 20, 2021. For the past several elections, the Town of Didsbury has provided alternative voting options for residents who are unable to cast their vote on Election Day. Section 80(1) of the *Local Authorities Election Act* states the following in regards to Institutional vote location, eligibility and appointments:

*The elected authority by resolution or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to voting stations designated under section 37.*

*(2) An elector who on election day*

*(a) is confined to a treatment centre in the local jurisdiction, or*

*(b) is a resident in a supportive living facility in the local jurisdiction,*

*that is established as an institutional voting station for the election is eligible to vote at that institutional voting station.*

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In the past, the Town of Didsbury has provided Institutional Polls at the Didsbury Hospital, Aspen Ridge Lodge and in 2017 Bethany Care facility. The Institutional Poll has been held on Election Day.

Administration is recommending the following polls be held on Monday, October 20, 2021:

- Didsbury Hospital from 10:30 am to 12 pm
- Aspen Ridge Lodge from 12 pm to 2 p.m.; and
- Bethany Care Facility from 2 pm to 4 pm.

### **RECOMMENDATION**

That Council moves to approve the 2021 Municipal Election Institutional Poll be held on Monday, October 20, 2021 at the following locations and times:

- Didsbury Hospital from 10:30 am to 12 pm
- Aspen Ridge Lodge from 12:30 pm to 2 p.m.; and
- Bethan Care Facility from 2:30 pm to 4 pm.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Form of Ballot 2021 Municipal Election
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.4

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### **BACKGROUND/PROPOSAL:**

The 2021 Municipal Election will occur on Monday, October 20, 2021. If Council would like a question on the ballot, a resolution is required by June 30, 2021.

The Section 44(1) Local Authorities Election Act states the following with regards to the form of ballot:

*If there is to be a vote on a bylaw or question, the elected authority by resolution*

*(a) must determine the wording to be used on the ballot, and*

*(b) may determine the form of the ballot.*

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Council referred this item to the Strategic Planning Committee, who discussed the questions and the format of the question and agreed to recommend the questions remain as presented:

Do you support an increase to municipal taxes for the Town of Didsbury to proceed with Train Whistle Cessation? ☐ YES or ☐ NO (please check one)

Do you support an increase to municipal taxes for the Town of Didsbury to increase the improvements to the roads? ☐ YES or ☐ NO (please check one)

### **RECOMMENDATION**

That Council approve to include the following questions on the ballot for the 2021 Municipal Election:

Do you support an increase to municipal taxes for the Town of Didsbury to proceed with Train Whistle Cessation? ☐ YES or ☐ NO (please check one)

Do you support an increase to municipal taxes for the Town of Didsbury to increase the improvements to the roads? ☐ YES or ☐ NO (please check one)



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Mountain View Summer Games Legacy Fund Disbursement
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.5

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### **BACKGROUND/PROPOSAL:**

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, which was held by the Town of Olds, was accessed by high-level athletes to support their journey to global competitions (World Cups, Olympics, etc). There had been no requests for funding to this committee for the past nine years, and this lack of applications under this program was the reason for the dissolution of both the committee and the funding program.

The Town of Didsbury's portion of the funding has been received and is valued at \$17,296.89.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As these funds were unanticipated, Council must provide direction on how to handle this funding. Administration is recommending that this issue be referred to the Strategic Planning Committee to discuss and provide a recommendation to Council.

### **ALIGNMENT WITH STRATEGIC PLAN**

Organizational Excellence, Economic Prosperity, Healthy Active Living

### **RECOMMENDATION**

That Council refer the Mountain View Summer Legacy Fund Disbursement to the Strategic Planning Committee for review and to provide a recommendation to Council.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	COVID Update
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

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### BACKGROUND/PROPOSAL:

Administration will provide an update on COVID-19.

### RECOMMENDATION

That Council accept the COVID-19 update for May 25, 2021 as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

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### 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 May 25, 2021 as information.



## CAO Report – May 25, 2021

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### 1. Filming in Didsbury (Legislative Services)

We are happy to report that filming in Didsbury will take place on May 28th at 21:00 to May 29th 02:00. During that time there will be road closures on 20th Avenue close to the hospital.

We will have our beautiful little town displayed for a short time on TV again. The TV series is called *Guilty Party*. They are filming in the vacant wing of the hospital. There is a "chase scene" and that is the reason for road closures.

### 2. Action Requests and Summary for April (Financial Services)

Please find attached the Action Requests detail and summary for April 2021.

### 3. First Quarter Financial Reports (January 1-March 31, 2021) (ACAO/CFO)

Please find attached the First Financial Quarter Report for revenue and expense by department.

## Action Requests April, 2021

<u>Department</u>	<u>Previous Outstanding</u>	<u>Current Monthly Requests</u>	<u>Completed</u>	<u>Total Outstanding</u>
Public Works	1	15	16	0
Municipal Enforcement		15	15	0
Waste Management				0
Community Services		5	5	0
Finance		1	1	0
Administration				0
Plan/Dev				0
Leg/Ec Dev				0
Totals	1	36	37	0

2021 ACTION REQUESTS LISTING									
MONTH	SIDE WALKS	PW - STREETS	PW - PROPERTY	ANIMALS	VEHICLES	ME - PROPERTY	PARKS PROPERTY	UTILITIES	TOTAL
April	II	III III	III-	III	IIII	III I	III	I	
	2	8	5	5	4	6	5	1	36

PW	2 SIDEWALK	Sidewalk at Julia Place breaking up, 24 St sidewalk uneven
	8 STREETS	Paving of 23 Street, Pothole by fire hydrant on Westhill Drive, Barricade needed on 12 Avenue, Repairing 23 Street South, Sink hole in road on 12 Ave, Pothole on 14th St into Mobile Home Park, 14th St to Mobile Home Park has pothole, Potholes on 16 St need fixing
	5 PROPERTY	Handicap sign for 17th Avenue, Move playground sign at 19th Avenue, Cleanup areas in Valarosa, Glass in parking lot, Water line hole needs fixing on property
ME	5 ANIMALS	Cats running in neighborhood, Cats running at large, Dog barking, Concern for dog, Dogs barking
	4 VEHICLES	Speeding through playground zone, Southridge Crescent used as racetrack Vehicle parking on main street on weekends, Speeding down 23 St
	6 PROPERTY	Five unsightly property complaints, Fire left unattended in backyard
CS	5 PARKS	15th Ave soccer field needs branches cleared, Fence hit when cleaning walkway, Dog poop on slide at 15 Ave playground, Ditch property line on 20th Ave, Garbage can at Deer Ridge Park gone
Admin	1 UTILITIES	High consumption

Town of Didsbury  
1st Quarter Financial Report  
Revenues and Expenditures by department (January 1, 2021 to March 31, 2021)

	Quarter 1 2021 Actual	Quarter 2 2021 Actual	Quarter 3 2021 Actual	Quarter 4 2021 Actual	Cumulative YTD Actual	2021 Budget (May 19/21)	% of Budget
<b>Revenues - by department</b>							
Net municipal taxes	(445,562)	-	-	-	(445,562)	4,727,454	-9%
General municipal revenue	470,482	-	-	-	470,482	1,182,445	40%
<b>Council and Election</b>							
Council	-	-	-	-	-	30,000	0%
Election	300	-	-	-	300	-	-
	300	-	-	-	300	30,000	1%
General Government	23,883	-	-	-	23,883	146,000	16%
<b>Community Services</b>							
FCSS	63,179	-	-	-	63,179	174,984	36%
DOSCA	37,367	-	-	-	37,367	201,000	19%
Didsbury Neighborhood Place	1,082	-	-	-	1,082	37,298	3%
	101,628	-	-	-	101,628	413,282	25%
<b>Recreation Services</b>							
Arena	93,049	-	-	-	93,049	400,298	23%
Aquatics	48,190	-	-	-	48,190	369,548	13%
Ice Plant	-	-	-	-	-	97,200	-
Curling Rink	26,070	-	-	-	26,070	43,920	59%
Parks	-	-	-	-	-	18,543	0%
MPR	5,595	-	-	-	5,595	10,500	53%
Concession	1,144	-	-	-	1,144	5,000	23%
Train Station	6,430	-	-	-	6,430	7,500	86%
Memorial Complex	26,222	-	-	-	26,222	30,500	86%
Campground	-	-	-	-	-	32,000	0%
	206,700	-	-	-	206,700	1,015,009	20%
<b>Communications/Marketing</b>	-	-	-	-	-	-	-
<b>Culture</b>							
Museum	-	-	-	-	-	-	-
Library	-	-	-	-	-	114,334	0%
	-	-	-	-	-	114,334	0%
<b>Protective Services</b>							
RCMP	123,116	-	-	-	123,116	361,767	34%
Fire Department	128,537	-	-	-	128,537	234,974	55%
Emergency Management	-	-	-	-	-	-	-
Municipal Enforcement	25,002	-	-	-	25,002	69,500	36%
	276,655	-	-	-	276,655	666,241	42%
<b>Planning and Development</b>							
Planning and Development	29,684	-	-	-	29,684	58,000	51%
Economic Development	44,600	-	-	-	44,600	45,000	99%
Subdivision	-	-	-	-	-	240,595	0%
	74,284	-	-	-	74,284	343,595	22%
<b>Public Works</b>							
Roads and Streets	24,553	-	-	-	24,553	107,900	23%
Cemetery	4,675	-	-	-	4,675	17,800	26%
	29,228	-	-	-	29,228	125,700	23%
<b>Utilities</b>							
Water Utility	312,749	-	-	-	312,749	1,727,955	18%
Wastewater Utility	277,178	-	-	-	277,178	638,749	43%
Solid Waste Utility	140,745	-	-	-	140,745	510,000	28%
	730,672	-	-	-	730,672	2,876,704	25%
<b>Total Operating Revenue</b>	<b>1,468,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,468,270</b>	<b>11,640,764</b>	<b>13%</b>



Town of Didsbury  
1st Quarter Financial Report  
Revenues and Expenditures by department (January 1, 2021 to March 31, 2021)

	Quarter 1 2021 Actual	Quarter 2 2021 Actual	Quarter 3 2021 Actual	Quarter 4 2021 Actual	Cumulative YTD Actual	2021 Budget (May 19/21)	% of Budget
<b>Expenditures - by department</b>					-		
<b>Council and Election</b>							
Council	50,710				50,710	278,360	18%
Election	351				351	11,000	3%
	<b>51,061</b>	-	-	-	<b>51,061</b>	<b>289,360</b>	<b>18%</b>
<b>General Government</b>	<b>247,386</b>	-	-	-	<b>247,386</b>	<b>903,850</b>	<b>27%</b>
<b>Community Services</b>							
FCSS	44,581	-	-	-	44,581	263,943	17%
DOSCA	26,633	-	-	-	26,633	201,000	13%
Didsbury Neighborhood Place	6,878	-	-	-	6,878	37,298	18%
	<b>78,092</b>	-	-	-	<b>78,092</b>	<b>502,241</b>	<b>16%</b>
<b>Recreation Services</b>							
Arena	94,304	-	-	-	94,304	665,551	14%
Aquatics	87,515	-	-	-	87,515	688,635	13%
Ice Plant	17,615	-	-	-	17,615	97,200	18%
Curling Rink	25,673	-	-	-	25,673	131,019	20%
Parks	29,969	-	-	-	29,969	301,635	10%
MPR	4,538	-	-	-	4,538	40,725	11%
Concession	-	-	-	-	-	2,500	0%
Train Station	8,663	-	-	-	8,663	39,775	22%
Memorial Complex	29,067	-	-	-	29,067	237,803	12%
Campground	4,377	-	-	-	4,377	49,450	9%
	<b>301,721</b>	-	-	-	<b>301,721</b>	<b>2,254,293</b>	<b>13%</b>
<b>Communications/Marketing</b>	<b>18,537</b>	-	-	-	<b>18,537</b>	<b>181,900</b>	<b>10%</b>
<b>Culture</b>							
Other Community Facilities	9,284	-	-	-	9,284	10,370	90%
Museum	166	-	-	-	166	31,650	1%
Library	83,637	-	-	-	83,637	303,183	28%
	<b>93,087</b>	-	-	-	<b>93,087</b>	<b>345,203</b>	<b>27%</b>
<b>Protective Services</b>							
RCMP	25,967	-	-	-	25,967	789,975	3%
Fire Department	100,481	-	-	-	100,481	592,645	17%
Emergency Management	6,906	-	-	-	6,906	32,695	21%
Municipal Enforcement	36,892	-	-	-	36,892	280,357	13%
	<b>170,246</b>	-	-	-	<b>170,246</b>	<b>1,695,672</b>	<b>10%</b>
<b>Planning and Development</b>							
Planning and Development	42,302	-	-	-	42,302	222,615	19%
Economic Development	22,997	-	-	-	22,997	154,500	15%
Subdivision	91,599	-	-	-	91,599	240,595	38%
	<b>156,898</b>	-	-	-	<b>156,898</b>	<b>617,710</b>	<b>25%</b>
<b>Public Works</b>							
Roads and Streets	291,427	-	-	-	291,427	1,849,861	16%
Cemetery	6,675	-	-	-	6,675	73,970	9%
	<b>298,102</b>	-	-	-	<b>298,102</b>	<b>1,923,831</b>	<b>15%</b>
<b>Utilities</b>							
Water Utility	275,259	-	-	-	275,259	1,727,955	16%
Wastewater Utility	59,865	-	-	-	59,865	638,749	9%
Solid Waste Utility	109,347	-	-	-	109,347	510,000	21%
	<b>444,471</b>	-	-	-	<b>444,471</b>	<b>2,876,704</b>	<b>15%</b>
<b>Contingency</b>				-	-	50,000	0%
<b>Total Expenditures</b>	<b>1,859,601</b>	-	-	-	<b>1,859,601</b>	<b>11,640,764</b>	<b>16%</b>
	<b>(391,331)</b>	-	-	-	<b>(391,331)</b>	-	

**Town of Didsbury**

**1st Quarter Financial Report**

**Revenues and Expenditures by object (January 1, 2021 to March 31, 2021)**

	<b>2021 Actual (as of Mar 31, 2021)</b>	<b>2021 Approved Budget (2021-05-19)</b>	<b>% of Budget</b>
<b>Revenues - by object code</b>			
Net municipal taxation	(445,562)	4,727,454	-9%
Grants - operating	690,900	1,743,631	40%
Sales and user fees	981,127	4,097,279	24%
Franchise fees	147,676	760,000	19%
Investment income	8,703	25,000	35%
Penalties and fines	23,503	131,500	18%
Licenses and permits	19,056	42,900	44%
Gain on disposal of assets	35,000	-	-
Misc revenue	7,867	35,000	22%
Transfer from reserves	-	78,000	0%
<b>Total Revenues</b>	<b>1,468,270</b>	<b>11,640,764</b>	<b>13%</b>
<b>Expenditures - by object code</b>			
Salaries and benefits	565,249	3,905,610	14%
Professional development	13,462	96,425	14%
Memberships	6,789	27,340	25%
General services	261,066	1,719,002	15%
Telecommunications and IT	44,088	215,075	20%
General supplies	268,589	1,250,116	21%
Repairs and maintenance	91,121	941,600	10%
Utilities	113,328	649,850	17%
Insurance	156,863	159,000	99%
Bank charges and short-term interest	1,193	12,900	9%
Interest on debt	30,481	126,603	24%
Principal on debt	186,422	594,169	31%
Transfer to local organizations	120,950	581,509	21%
Transfer to individuals	-	1,500	0%
Transfer to capital	-	7,500	0%
Transfer to reserves - other	-	1,302,565	0%
Contingency	-	50,000	0%
<b>Total Expenditures</b>	<b>1,859,601</b>	<b>11,640,764</b>	<b>16%</b>
<b>Total Town of Didsbury</b>	<b>(391,331)</b>	<b>-</b>	

Town of Didsbury

1st Quarter Financial Report

2021 Capital Schedule (current year projects) Approved January 26, 2021; Amended February 11, 2021; Amended April 13, 2021

		Capital Spending			Budgeted Funding						
		Actual to March 31, 2021	Budget	Status¹							
Asset Group	Department				Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
Infrastructure											
20 Street Stormwater Drainage & Surface Improvements	Infrastructure	17,774	626,202	IP	-	-	626,202	-	-	-	626,202
21 Street Stormwater & Surface Improvements (Design)	Infrastructure	-	30,000	IP	-	-	30,000	-	-	-	30,000
Street Lighting Continuity (20th St - south end)	Infrastructure	-	120,000	IP	-	-	120,000	-	-	-	120,000
Land Improvements											
Didsbury Memorial Complex Outlying Plan (Skatepark)	Community Services	-	350,000	IP	-	5,119	25,256	-	319,625	-	350,000
Didsbury Memorial Complex Outlying Plan (Jets Playground)	Community Services	-	80,000	IP	-	80,000	-	-	-	-	80,000
Buildings											
MPR & Lobby Roof replacement	Community Services	-	160,000	IP	-	160,000	-	-	-	-	160,000
Equipment											
Southridge Sewage Lift Station Emergency Backup Generato	Infrastructure	-	28,000	IP	-	26,000	-	-	-	2,000	28,000
Skid Steer annual program	Infrastructure	-	54,000	IP	7,500	-	-	-	-	46,500	54,000
Grand Total		17,774			7,500	271,119	801,458	-	319,625	48,500	1,448,202

2020 Capital Schedule (projects carried over)<sup>2</sup>

Asset Group	Department	Actual to March 31, 2021	Budget	Status <sup>1</sup>	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
<b>Land</b>											
East Reservoir Land Acquisition	Infrastructure	-	200,000	IP	-	-	200,000	-	-	-	200,000
<b>Infrastructure</b>											
East Reservoir Design Phase	Infrastructure	3,093	175,000	IP	-	-	-	-	175,000	-	175,000
Pedestrian Connectivity - Shantz	Infrastructure	79,510	150,000	IP	-	-	150,000	-	-	-	150,000
Pedestrian Connectivity - Memorial Park	Infrastructure	-	74,000	NS	-	-	74,000	-	-	-	74,000
<b>Buildings</b>											
AG Foods Building Acquisition	Administration	986,728	990,000	C	-	990,000	-	-	-	-	990,000

<sup>1</sup> Status: Not started ("NS"), In Progress ("IP"), Completed ("C")

<sup>2</sup> 2020 Capital Budget Approved February 11, 2020 (Res#056-20); Amended April 28, 2020 (Res#137-20); Amended October 13, 2020 (Res#372-20)

Town of Didsbury  
2021 1st Quarter Financial Report  
Reserves Continuity Schedule

	Jan 1 2021, Actual	Transfers In (YTD)	Transfers Out (YTD)	Mar 31 2021 Actual	Transfers in Budgeted to end of year	Transfers out Budgeted to end of year	Dec 31 2021 Projected
General	1,169,301	-	(986,728)	182,573	45,000	-	227,573
Council Community Grant Program	30,000	-	-	30,000	-	(30,000)	-
Safety awards	2,944	-	-	2,944	-	-	2,944
In lieu of municipal reserve	62,735	-	-	62,735	-	-	62,735
<b>General reserve</b>	<b>1,264,980</b>	<b>-</b>	<b>(986,728)</b>	<b>278,252</b>	<b>45,000</b>	<b>(30,000)</b>	<b>293,252</b>
Old fire hall	26,249	-	-	26,249	-	-	26,249
Fire dept large equipment	211,223	-	-	211,223	100,000	-	311,223
Fire dept building maintenance	9,867	-	-	9,867	-	-	9,867
Fire dept operating	25,023	-	-	25,023	-	-	25,023
Fire dept small capital equipment	10,284	-	-	10,284	-	-	10,284
RCMP capital	29,651	-	-	29,651	10,000	-	39,651
RCMP operating	350,042	-	-	350,042	5,000	-	355,042
Municipal enforcement operating and capital	85,436	-	-	85,436	15,000	-	100,436
<b>Protective services reserve</b>	<b>747,775</b>	<b>-</b>	<b>-</b>	<b>747,775</b>	<b>130,000</b>	<b>-</b>	<b>877,775</b>
Vehicle & equipment replacement - Public Works	459,137	-	-	459,137	207,000	-	666,137
Snow removal	27,277	-	-	27,277	-	-	27,277
Water	255,987	-	-	255,987	465,000	-	720,987
Water offsite levies	164,225	-	-	164,225	-	(93,421)	70,804
Water distribution offsite levies	78,859	-	-	78,859	-	(78,859)	-
Wastewater (unfunded)	1,178,868	-	-	1,178,868	100,000	(26,000)	1,252,868
Wastewater treatment offsite levies	64,642	-	-	64,642	-	-	64,642
Solid waste	374,653	-	-	374,653	-	(48,000)	326,653
<b>Public works reserve</b>	<b>2,603,648</b>	<b>-</b>	<b>-</b>	<b>2,603,648</b>	<b>772,000</b>	<b>(246,280)</b>	<b>3,129,368</b>
Cemetery	19,749	-	-	19,749	-	-	19,749
Economic development & tourism	74,617	-	-	74,617	-	-	74,617
Train station maintenance	41,866	-	-	41,866	-	-	41,866
Pathway & trail	155,140	-	-	155,140	8,475	-	163,615
Skatepark	27,814	-	(16,913)	10,901	25,500	(36,401)	-
Vehicle & equipment replacement - Parks	80,293	-	-	80,293	50,000	(80,000)	50,293
Recreation facilities	142,853	-	(5,125)	137,728	234,700	(160,000)	212,428
Campground	31,679	-	-	31,679	-	-	31,679
<b>Community/Recreation Services reserve</b>	<b>574,011</b>	<b>-</b>	<b>(22,038)</b>	<b>551,973</b>	<b>318,675</b>	<b>(276,401)</b>	<b>594,247</b>
<b>Total</b>	<b>5,190,414</b>	<b>-</b>	<b>(1,008,766)</b>	<b>4,181,648</b>	<b>1,265,675</b>	<b>(552,681)</b>	<b>4,894,642</b>

Town of Didsbury  
1st Quarter Financial Report  
Capital Grants Continuity Schedule

		Grant \$		Actual		2020			
	Jan 1, 2021	Received	Interest	Expenditures	March 31,	Additional	2021 Grant	Expenditures	Dec 31,
	Actual	(YTD)	(YTD)	(YTD)	2021 Actual	Allocation	Allocation	Projected to	2021
						Estimated	Receivable	end of year	Projected
Gas Tax Fund Grant <sup>1</sup>	332,130	-	160	(5,124)	327,166	301,339	315,428	(120,000)	823,933
Municipal Sustainability Initiative Grant	1,519,065	-	2,964	-	1,522,029	-	1,332,877	(374,490)	2,480,416
Municipal Stimulus Grant	626,202	-	-	(17,774)	608,428	-	-	(608,428)	-
<b>Total</b>	<b>2,477,397</b>	<b>-</b>	<b>3,124</b>	<b>(22,898)</b>	<b>2,457,623</b>	<b>301,339</b>	<b>1,648,305</b>	<b>(1,102,918)</b>	<b>3,304,349</b>



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 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 May 25, 2021 as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9

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### 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:

- Support for RCMP Letter from Town of Raymond
- Municipal Planning Commission Meeting Minutes - March 24, 2021
- Policy & Governance Committee Meeting Notes – April 21 & May 5, 2021
- Strategic Planning Committee Meeting Notes – April 20, & May 6, 2021
- Performance Evaluation Committee Meeting Notes – April 15, 2021
- Didsbury Economic Development Advisory Committee Meeting Notes – April 19, 2021

### ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engagement Community

### RECOMMENDATION

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



May 11, 2021

Honourable Kaycee Madu  
Minister Justice and Solicitor General  
424 Legislature Building  
10800-97 Avenue  
Edmonton, Alberta T5K 2B6

**RE: Alberta Provincial Police Service**

Dear Minister Madu,

Please be advised that Raymond Town Council is opposed to the creation of a provincial police service to replace the RCMP. After reviewing the Fair Deal Panel's *Report to Government* (as well as the many letters currently circulating from municipal elected officials opposing a provincial police force) Raymond Town Council is voicing its opposition to the proposed provincial police force. There are a couple particularly concerning items identified in the Fair Deal Panel's report, namely:

- the Fair Deal Panel's recommendation to proceed with developing a proposal for a provincial police force, despite only 35% of Albertans believing the police force would contribute to the desired outcome of helping Alberta improve its position in the federation.
- Provincial and municipal governments possibly absorbing \$112 million policing costs currently covered by the federal government (which would be in addition to the increasing policing costs incurred by municipalities under the Police Funding Model).

In these times of increasing public participation and consultation, struggling economies and tighter budgetary realities, we feel the above concerns should have been enough to convince the provincial government not to proceed with researching this issue.

Furthermore, and perhaps most importantly, we have an excellent relationship with our local RCMP force and feel no need to replace them with a provincial force. The RCMP in Raymond have always been responsive to our Council's requests and have consistently delivered professional, quality public safety services in our community.

Sincerely,

Jim Depew

Mayor

Cc: The Honourable Jason Kenney, Premier  
Grant Hunter, MLA for Taber-Warner  
AUMA Membership





**Minutes of the Town of Didsbury  
Municipal Planning Commission Meeting**

**March 24, 2021**



**Present:** Chair S. Madge  
Vice-Chair K. Phillips  
Councillor M. Crothers  
Councillor J. Baswick  
Member-at-Large D. Loades,  
Member-at-Large C. Dahl  
Member-at-Large C. Martin  
Development Officer K. Pickett  
Recording Officer D. Porath

**Absent:**

**Guests:** None

The meeting was held via Zoom Meeting with the general public able to be involved via audio/visual conferencing.

**1. CALL TO ORDER**

Call to order by Chair Madge at 4:30 PM.

**2. AGENDA**

The agenda was presented for the Commission's approval:

**MOTION:** Moved by Councillor Baswick that the March 24, 2021 Municipal Planning Commission Meeting agenda be accepted as presented.

**Carried**

**3. ADOPTION OF MINUTES**

**MOTION:** Moved by Councillor Crothers that the minutes of the February 10, 2021 Municipal Planning Commission Meeting be approved as presented.

**Carried**

**6. NEW BUSINESS**

**6.a) Development Permits issued**

**MOTION:** Moved by Councillor Crothers that issued Development Permits report be accepted as information.

**Carried**

**6.b) DP 21-009**

**MOTION:** Moved by Member Dahl that the Municipal Planning Commission approves DP 21-009 for one (1) fascia signage and one (1) freestanding signage, located at 2014 17th Avenue, subject to the following conditions:

- 1) That the nature of the development conforms to the approved site plan, signage design and specifications 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.
- 3) That if the development authorized by this development permit is not completed as per the requirements of the Land Use Bylaw such permit approval ceases and the permit is deemed void, expired and without effect, unless an extension to this period has been previously granted.

Carried

**6.c) DP 21-014**

**MOTION:** Moved by Councillor Crothers That the Municipal Planning Commission approves DP 21-014 for a Dwelling, Manufactured Home, subject to the following conditions:

- 1) That the nature of the development conforms to the approved site plan set forth in the application.
- 2) That the applicant/developer ensure that drainage and storm water collection is directed to a road without crossing adjacent land.
- 3) That the developer obtains a Building Permit and any other applicable safety codes permits (i.e. electrical, plumbing, gas) in accordance with the Safety Codes Act. Note: The dwelling shall not be occupied until a final inspection has been completed and a Permit Services Report has been issued.
- 4) 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.
- 5) That if the development authorized by this development permit is not completed as per the requirements of the Land Use Bylaw such permit approval ceases and the permit is deemed void, expired and without effect, unless an extension to this period has been previously granted.

Carried

**ADJOURNMENT**

**MOTION:** Moved by Member Loades that the March 24, 2021 Municipal Planning Commission meeting be adjourned at 4:46 PM.

Carried

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Chair S. Madge

---

Recording Officer, D. Porath



Policy and Governance Committee Meeting Notes  
April 21, 2021 at 10:00 a.m.  
Held through ZOOM Meeting

---

**Present:**

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

**Staff:**

Ethan Gorner, Chief Administrative Officer  
Amanda Riley Assistant CAO/Chief Financial Officer

**1. CALL TO ORDER**

Councillor Moore called the meeting to order at 10:01 a.m.

**2. AGENDA APPROVAL**

*The committee through consensus accepted the agenda as presented.*

**3. REVIEW OF MEETING NOTES**

*The committee through consensus approved the meeting notes of March 31, 2021 as presented.*

**4. BYLAW REVIEW**

**4.1 Utility Rates & Fees bylaw 2021-03**

The committee reviewed the bylaw and made changes. Administration will bring back information on item 5.7 non-residential water services in relation to wastewater fees.

**4.2 Supplemental Assessment Bylaw 2021-05**

The committee reviewed the bylaw and agreed with it as presented.

*The committee by consensus agreed to have Supplemental Assessment Bylaw 2021-05 go to Council for second and third reading.*

**5. UPCOMING ON DOCKET ITEMS**

- Code of Conduct Bylaw
- Wastewater Bylaw 2020-01
- Water Bylaw 2019-07
- Utility Policy 001
- Utility Policy 002

**6. NEXT MEETING**

May 5, 2021 at 10:00 a.m.

**7. ADJOURNMENT**

*The Policy & Governance Committee adjourned the meeting at 11:05 a.m.*



Policy and Governance Committee Meeting Notes  
May 5, 2021 at 10:00 a.m.  
Held through ZOOM Meeting

---

**Present:**

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

**Administration:**

Ethan Gorner, Chief Administrative Officer  
Nicole Aasen, Director of Community Services  
Luana Smith, Manager of Legislative Services/Recording Officer

**1. CALL TO ORDER**

Councillor Moore called the meeting to order at 10:00 a.m.

**2. AGENDA APPROVAL**

*The committee through consensus accepted the agenda as presented.*

**3. REVIEW OF MEETING NOTES**

*The committee through consensus approved the meeting notes of April 21, 2021 as presented.*

**4. DRAFT FRAMEWORK PRINCIPLES DISCUSSION**

4.1 Grants to Organizations Policy [Res. 162-21 & 195-21]

Nicole Aasen spoke to the committee regarding the framework for the proposed grants to organizations policy prior to bringing the policy for review.

4.2 Municipal Relief for Restaurants [Res. 195-21] – postponed to May 19<sup>th</sup> meeting.

**5. UPCOMING ON DOCKET ITEMS**

**6. NEXT MEETING**

May 19, 2021 at 10:00 a.m.

**7. ADJOURNMENT**

*The Policy & Governance Committee adjourned the meeting at 11:42 a.m.*



Strategic Planning Committee Meeting Notes  
April 20, 2021 at 1:00 p.m.  
Held through ZOOM Meeting

---

**Present:**

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

**Administration**

Ethan Gerner, Chief Administrative Officer  
Amanda Riley Assistant CAO/Chief Financial Officer  
Nicole Aasen, Director of Community Services  
Luana Smith, Recording Officer

**1. CALL TO ORDER**

Deputy Mayor Windsor called the meeting to order at 1:01 p.m.

**2. AGENDA APPROVAL**

*The committee through consensus accepted the agenda as presented.*

**3. REVIEW OF MEETING NOTES**

*The committee through consensus approved the meeting notes from the April 7, 2021 Strategic Planning Committee as presented.*

**CLOSED MEETING** – in accordance with Section 23 and 24 of the FOIP Act.

*The committee through consensus went into closed meeting at 1:05 p.m.*

**4. STANDING BUSINESS**

4.1 Financial Planning

4.1.1 [055-21] Curling Club relief request

4.2 Review of Development of Facilities and Infrastructure – Nothing to report

4.3 Review of Planning Documents and Plans – Nothing to report

4.4 Development and Review of an Asset Plan – Nothing to report

4.5 Prioritize Performance Based Budgeting – Nothing to report

**RECONVENE**

*The committee through consensus returned to open meeting at 2:10 p.m.*

*The committee through consensus recommend to Council the curling club relief be funded through the MOST Grant in the amount of \$9,887 and that this item does not add to revenue required for taxation.*

**5. OUTSTANDING BUSINESS**

5.1 [Admin] CAO Report on Committee Agenda

*The committee agreed this item be presented with Council as a whole.*

**6. OUTSTANDING ITEMS**

- [133-21] Taxation Rates (to be finalized after budget is approved)
- Memorial Connectivity – outstanding in capital budget
- Shantz Crossing – lighting projects and pedestrian cross-walk
- Asphalt repair (testimonials)

**7. NEXT MEETING**

May 5, 2021 at 1:00 p.m.

**RECONVENE**

**8. ADJOURNMENT**

*The Strategic Planning Committee adjourned the meeting at 2:57 p.m.*



Strategic Planning Committee Meeting Notes  
May 6, 2021 at 1:00 p.m.  
Held through ZOOM Meeting

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**Present:**

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

**Administration**

Ethan Gorner, Chief Administrative Officer  
Amanda Riley Assistant CAO/Chief Financial Officer  
Kelsey Hawkins, Municipal Intern  
Luana Smith, Legislative Services/Recording Officer

**1. CALL TO ORDER**

*Amanda Riley introduced Kelsey Hawkins to the committee.*

Deputy Mayor Windsor called the meeting to order at 1:03 p.m.

**2. AGENDA APPROVAL**

*The committee through consensus accepted the agenda as presented.*

**3. REVIEW OF MEETING NOTES**

*The committee through consensus approved the meeting notes from the April 20, 2021 Strategic Planning Committee as presented.*

**4. STANDING BUSINESS**

4.1 Financial Planning

4.1.1 [Res. 133-21] 2021 Tax Rate Split (Residential vs. Non-Residential)

Amanda Riley presented three (3) scenarios of tax rate and assessment comparisons and difference in the tax split between residential and non-residential.

The committee would like the information on the cost of policing be included with the tax notices to show the impact this has on the municipality from previous years when the Town was not paying for policing.

*The committee is leaning towards scenario two; but requested a scenario between one and two be presented.*

*The information will be presented at the May 11, 2021 Regular Council Meeting for Council's consideration.*

4.2 Review of Development of Facilities and Infrastructure

4.2.1 [Res. 193-21] Form of Ballot 2021 Municipal Election

The committee discussed the merit of having a question(s) on the ballot and the wording of the questions.

*Through consensus the committee agreed to recommend to Council the two questions on the ballot as presented.*

4.3 Review of Planning Documents and Plans – Nothing to report

4.4 Development and Review of an Asset Plan – Nothing to report

4.5 Prioritize Performance Based Budgeting – Nothing to report

**5. NEXT MEETING**

May 19, 2021 at 1:00 p.m.

**6. ADJOURNMENT**

*The Strategic Planning Committee adjourned the meeting at 2:18 p.m.*



## Performance Evaluation Committee Meeting Notes

April 15, 2021 at 7:00 p.m.

Held through ZOOM Meeting

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### Members

Councillor Poggemiller (Chair)  
Councillor Engel (Vice-chair)  
Councillor Baswick

### Administration

Chief Administrative Officer Ethan Gorner  
Assistant CAO/Chief Financial Officer Amanda Riley  
Manager of Legislative Services Luana Smith

## 1. CALL TO ORDER

Councillor Poggemiller called the meeting to order at 7:02 p.m.

## 2. APPROVAL OF AGENDA

*The committee through consensus approved the agenda as presented.*

## 3. REVIEW OF COMMITTEE MEETING NOTES

*The committee through consensus approved the March 18, 2021 Meeting Notes as presented.*

## 4. ADMINISTRATIVE UPDATES

### 4.1 Information request from past meetings

Chief Administrative Officer Ethan Gorner gave an update to the committee on the following:

- Traffic Study – ISL did a study approximately 7 years ago. The study can be brought back to a future meeting to discuss the downtown area.

*The committee asked the CAO to share the study to the members prior to the next meeting.*

- Roundabout at Highway 582 and 23<sup>rd</sup> Street – ISL gave a rough estimation. To upgrade the intersection is approximately 1.2 million and to put in a roundabout is estimated at 1.5 million.
- Christmas lights – the estimates received is approximately \$13,000 per block and with lighted decorations would be approximately \$5000 to \$8000. It would cost approximately \$20,000 a block to light up 20<sup>th</sup> Avenue.

Discussion ensued to break the project down into phases.

*The committee recommended the light poles have power installed for 2021 and use the existing wreaths. Using the \$5000 in the 2021 budget, purchase some new illuminated decorations. The decorations will be upgraded each year.*

## 5. CLOSED SESSION (in accordance with Division 2 of the FOIP Act Sec. 23, 24)

### 5.1 Draft Budgetary Levels of Service Options

*The committee through consensus went into closed session in accordance with Division 2 of the FOIP Act Sections 23, 24 at 7:26 p.m.*

*The committee reconvened to open session at 9:02 p.m.*

## 6. NEXT MEETING

Thursday, May 20, 2021 at 7 p.m.

## 7. ADJOURNMENT

*The Performance Evaluation Committee adjourned the meeting at 9:02 p.m.*



## Didsbury Economic Development Advisory Committee

April 19, 2021 Meeting Notes

### Attendance:

#### Members:

Chair, Mike Crampton  
Vice-chair, Shelly Daly  
Helen Hafke  
Gord Leeson  
Jan Lukes  
Meaghan Neis  
Councillor Mel Crothers  
Councillor Erhard Poggemiller  
President Kyle Turner, Ex-Officio Didsbury & District Chamber of Commerce  
Mayor Rhonda Hunter, Ex-Officio Town of Didsbury

Administration: Strategic Assistant to the CAO/Deputy Director Emergency Management, Phil Boucher  
Manager of Legislative Services, Luana Smith

#### 1. Call to Order

Chair Mike Crampton called the Didsbury Economic Development Advisory Committee meeting to order at 6:31 p.m.

#### 2. Approval of Agenda

*Moved by Member Hafke and accepted through consensus by the committee to approve the agenda as presented.*

#### 3. Approval of Meeting Notes – March 15, 2021

*Moved by member Leeson and accepted through consensus by the committee to approve the meeting notes for March 15, 2021 as presented.*

#### 4. Economic Development Officer Update

Phil Boucher gave an update on the following:

- Change in role as the Economic Development Officer to Strategic Assistant to the CAO/Deputy Director Emergency Management. The Town has placed advertisement to fill the role of Strategic Coordinator/is Economic Development Officer. Phil Boucher will continue to work with the committee until the new individual is in place.
- Wynonna Earp (Bring Wynonna Home) – the Town took part in an event to persuade the producers of Wynonna Earp to bring the series back for another season. This is a twitter-based promotion, and Mayor Hunter encouraged the committee members to watch the program. There has been a lot of interest in Didsbury with fans of the programs who thanked Didsbury for making Wynonna home. Perhaps DEDAC could be involved in something like this to promote Didsbury.
- Working with the local restaurants to get set up for outdoor dining and patios. The process is to make it easy for the applicants and the permits would expire September 30<sup>th</sup>.
- Working with a Food Truck Frenzy which is currently parked at the Zion Evangelical Church. Discussion ensued if the food trucks could go to Memorial Park.
- Have approved new home occupations, since the beginning of the year and 378 businesses licenses have been issued.
- Construction for the Skatepark will begin shortly. For projects in Didsbury, check out the video on the Town's website



## 5. Business/Discussion Items

### 5.1 Marketing Plan Review

The committee finished the Marketing Plan review and was brought back to the committee with formatting and suggestions noted in red.

*Moved by member Daly and accepted through consensus by the committee to send the draft Marketing Plan review with the committee's comments to Council for their information.*

## 6. Round Table Discussion

The committee held a round table discussion on the top items the committee would like to work on:

- Mike Crampton – host concerts every weekend in the summer at Memorial Park. Would like the Town to consider co-hosting events, such as providing the venue and insurance as the costs is a barrier.

Discussion ensued on the use of the shelter, and if it has been used for its intended purpose such as music and venue for concerts. Phil Boucher agreed that the intent was to use it for these types of events. Mike Crampton did state there was one event/concert there a number of years ago. The committee suggested these kind of events happen when a ball tournament is taking place.

Questions arose on information being published on the various sporting events taking place in Didsbury. It was suggested the Town work with the groups if possible and post a calendar of the events. This could also attract visitors and opportunities such as food trucks. Phil Boucher indicated he would bring this forward to the Community Services Department.

Councillor Crothers suggested this is something the new Economic Development Officer and the committee act as the facilitator and catalyst for groups coming to Didsbury.

- Helen Hafke – would like to see there could be a “Taste of Didsbury” event and show case our chefs at Memorial Park. Discussion ensued on possibilities of having this downtown and close the streets. Phil Boucher agreed this could easily be done and that he could reach out to the local businesses to see if this is something they would be interested in doing.
- Mayor Rhonda Hunter – suggested the committee form an ad hoc committee to explore these opportunities and work with Phil Boucher and bring back to this committee. This committee will be a real driver in these kinds of things.
- Kyle Tuner – in the spirit of committees, the chamber has been approached by Remedy's Pharmacy to have an elevated “welcome wagon” type of idea. It is being proposed to have businesses take part in creating a care package that would be given to new people and business in Didsbury. The Chamber would like to use the partnerships and welcome businesses and individuals and suggested a sub-committee of the DEDAC could take this on.

The committee had four suggestions for ad hoc committees and the members on the committees will be as follows:

1. Music festival and events and partnering with the Town
  - Mike Crampton
  - Meghan Neis
2. Outdoor Patio on the street festival (Market on Main/a Taste of Didsbury)
  - Shelly Daly
  - Helen Hafke
3. Welcome Wagon (more epic than this term) – fresh idea and fresh look
  - Kyle Turner
  - Councillor Erhard Poggemiller
  - Mayor Rhonda Hunter
  - Meaghan Neis
4. Land Development – Franchise Opportunities (meeting with CAO)
  - Gord Leeson
  - Helen Hafke

*Moved by member Helen Hafke and agreed through consensus of the committee to approve the four (4) ad hoc committees Music Festival/Events Committee, Market on Main, Welcome Wagon Committee and Land Development Committee.*

- Meaghan Neis put some information on “Slack” in the discussion portion of ideas this committee could do and invited the committee to review and comment.
- Phil Boucher updated that the Doug Griffiths book should be provided to the members by the next meeting.

**7. Next Meeting**

The next meeting is Monday, May 17, 2021 at 6:30 p.m.

**8. Adjournment**

*The Didsbury Economic Development Advisory Committee meeting adjourned at 7:59 p.m.*



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	May 25, 2021
SUBJECT	Council Highlights Roundtable
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

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### 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.