



TOWN OF DIDSBURY AGENDA  
Regular Council Meeting  
Tuesday, January 26, 2021 at 6:00 p.m.  
Held by ZOOM Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATION/ PRESENTATIONS - *None*
4. ADOPTION OF MINUTES Pg. 2
  - 4.1 January 12, 2021 Regular Council Meeting
5. PUBLIC HEARINGS - *None*
6. BYLAWS & POLICIES
  - 6.1 Procedural Bylaw 2020-12 (2<sup>nd</sup> Reading) Pg. 6
  - 6.2 Development Incentives Bylaw 2021-01 (1<sup>st</sup> Reading) Pg. 12
7. BUSINESS
  - 7.1 Multi Year Capital Plan Pg. 14
  - 7.2 2021 Capital Budget Pg. 18
  - 7.3 Community Recognition Pg. 43
  - 7.4 Change of Use Application Pg. 50
  - 7.5 Signage Application Pg. 55
  - 7.6 CAEP Follow-up Pg. 61
8. REPORTS
  - 8.1 COVID Update Pg. 63
  - 8.2 CAO Report Pg. 66
  - 8.3 Council Reports Pg. 79
9. CORRESPONDENCE & INFORMATION Pg. 80
  - 9.1 December 14, 2020 DEDAC Meeting Notes
  - 9.2 December 9, 2020 MPC Meeting Minutes
  - 9.3 RCMP K Division –November 5, 2020 Meeting follow-up
10. COUNCIL MEETING HIGHLIGHTS (Roundtable) Pg. 87
11. QUESTION PERIOD
12. CLOSED MEETING (in accordance with Division 2 of the *FOIP Act*)
  - 12.1 Sec. 23(1) (a) Local public body confidences (land/legal)
  - 12.2 Sec. 24(1) (a) Advice from officials (land)
  - 12.3 Sec. 23(1) (a) Local public body confidences (land/legal)
13. NOTICE OF MOTION
14. ADJOURNMENT



Meeting Minutes of the Town of Didsbury  
Regular Council Meeting  
January 12, 2021  
Held through ZOOM Meeting

The regular meeting of Council for the municipality of the Town of Didsbury was held through ZOOM Meetings on Tuesday, January 12, 2021 commencing at 6:00 p.m.

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

**Regrets** Councillor Baswick

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

**CALL TO ORDERM**

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

**ADOPTION OF AGENDA**

Add item 7.6 Council Governance Committee re-appointment

Res. 001-21 MOVED by Councillor Moore to approve the agenda as amended.

**Carried**

**DELEGATIONS**

Norm Quantz was recognized for his service as a Member of the Municipal Planning Commission since 2013.

The Honourable Nathan Cooper, MLA for Olds-Didsbury-Three Hills provided a constituency update.

**ADOPTION OF MINUTES**

Res. 002-21 MOVED by Councillor Windsor to approve the December 8, 2020 Regular Council Meeting Minutes as amended.

**Carried**

Res. 003-21 MOVED by Councillor Moore to approve the December 10, 2020 Special Council Meeting Minutes as presented.

**Carried**

**BYLAWS & POLICIES** - None

**BUSINESS**

**2021 Draft Capital Budget**

Res. 004-21 MOVED by Councillor Moore to accept the Draft 2021 Capital Budget as information.

**Carried**

**CLOSED MEETING**

Res. 005-21      MOVED by Councillor Windsor to go into Closed Meeting at 7:19 p.m.

**Carried**

**RECONVENE**

Res. 006-21      MOVED by Councillor Windsor to come out of Closed Meeting at 7:49 p.m.

**Carried**

**Old Fire Hall**

Res. 007-21      MOVED by Councillor Windsor to direct Administration to explore strategic alternatives to the re-tendering of the old Fire Hall.

**Carried**

**Financial Support Request – Kiwanis Music Festival**

Res. 008-21      MOVED by Councillor Moore to accept the request for Financial Support for Community Groups grant for the Olds & District Kiwanis Music Festival for sponsorship for their 2021 Festival as information.

**Carried**

**COVID-19 Update**

Res. 009-21      MOVED by Councillor Moore to continue with the resolution where the Chief Administrative Officer has full authority regarding the opening and closing of Town facilities until the state of public health emergency has been lifted.

**Carried**

Res. 010-21      MOVED by Councillor Poggemiller that a letter be sent on behalf of Council to Premier Jason Kenney requesting all restrictions be based on regional data.

**Carried**

**Waiver of Subdivision and Re-Designation Fees**

Res. 011-21      MOVED by Councillor Windsor to waive subdivision and re-designation fees for the period January 1, 2021 to March 31, 2021, the cost of which will be covered from the MOST grant program.

**Carried**

**Reappointment of Council Governance Committees**

Res. 012-21      MOVED by Councillor Windsor to recall Councillor Baswick's appointment from the Policy & Governance Committee so as to be appointed to the Performance Evaluation Committee.

**Carried**

Res. 013-21      MOVED by Councillor Windsor to recall Councillor Crothers's appointment to the Performance Evaluation Committee so as to be appointed to the Policy & Governance Committee.

**Carried**

**REPORTS**

**Chief Administrative Officer Report**

Res. 014-21      MOVED by Councillor Crothers to accept the Chief Administrative Officer's report for January 12, 2021 as information.

Carried

### Council Reports

Res. 015-21      MOVED by Councillor Engel to accept the Council reports for January 12, 2021 as information.

Carried

### CORRESPONDENCE & INFORMATION

- Red Deer Watershed Alliance – Municipal Support Request
- Office of the Mayor – City of Red Deer News Release

Res. 016-21      MOVED by Councillor Engel to accept the items presented as information.

Carried

### EMAIL QUESTION PERIOD - None

### ADJOURNMENT

Res. 017-21      MOVED by Councillor Crothers to adjourn the Regular Council Meeting at 8:57 p.m. and reconvene on Thursday, January 14, 2021 at 6:00 p.m.

Carried

### RECONVENE OF MEETING - JANUARY 14, 2021

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

Regrets            Councillor Baswick

Staff:              Chief Administrative Officer - E. Gerner  
                 Assistant CAO/Chief Financial Officer - A. Riley  
                 Manager of Public Works & Infrastructure – C. Fox

### CALL TO ORDER

Mayor Hunter reconvened and called the the Regular Council Meeting of January 12, 2021 back to order at 6:00 p.m. on January 14, 2021.

Brief Covid-19 update by Amanda Riley regarding announcement by the Province on January 14, 2021 at 4:30 p.m.

### CLOSED MEETING

Res. 018-21      MOVED by Councillor Moore to go into Closed Meeting at 6:04 p.m.

The following staff attended the closed meeting session with Council:

Staff:            Ethan Gerner, Chief Administrative Officer  
                 Amanda Riley, A CAO/Chief Financial Officer  
                 Craig Fox, Manager of Public Works & Infrastructure

**Topics of Closed Meeting in accordance with the FOIP Act.**

Sec. 23(1) (a) Local public body confidences (land/legal)

Sec. 23(1) (a) Local public body confidences (land/legal)

Sec. 23(1) (a) Local public body confidences (draft legislation)

Sec. 23(1) (a) Local public body confidences (draft legislation)

Sec. 23(1) (a) Local public body confidences (personnel)

*Craig Fox left the meeting at 7:30 p.m. Ethan Gorner and Amanda Riley left the meeting at 8:00 p.m. and returned at 8:10 p.m.*

**RECONVENE**

Res. 019-21      MOVED by Councillor Crothers to come out of closed meeting at 8:27 p.m.

**Carried**

Res. 020-21      MOVED by Councillor Windsor to host a meeting of the Mayors and Reeve for discussion regarding healthcare service delivery in Didsbury and District Health Services facility and to address AHS 10-year vision planning information.

**Carried**

**ADJOURNMENT**

Res. 021-21      MOVED by Councillor Crothers to adjourn the meeting 8:28 p.m.

**Carried**

---

Mayor - Rhonda Hunter

---

Chief Administrative Officer - Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Bylaw 2020-12 Procedural Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

---

### **BACKGROUND/PROPOSAL:**

Bylaw 2020-12 is a bylaw to establish rules and procedures for the conducting of orderly council and committee meetings.

Council gave first reading to Bylaw 2020-12 on August 25, 2020.

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

The Policy & Governance Committee reviewed Procedural Bylaw 2020-12 at their January 20, 2020 meeting. The committee is recommending Council give second reading and refer the bylaw back to the committee for a final review.

### **RECOMMENDATION**

That Council grant second reading to Procedural Bylaw 2020-12 to establish rules and procedures for the conducting of orderly council and committee meetings and that it be referred back to committee.

TOWN OF DIDSBURY  
The Procedural Bylaw  
Bylaw No. 2020-12

---

**A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCTING OF ORDERLY COUNCIL and COMMITTEE MEETINGS.**

The Council of the Town of Didsbury enacts the following:

**PART 1: PURPOSE**

*Purpose*

1. The purpose of this bylaw is to establish rules to follow in governing Town of Didsbury Council and Committee Meetings.
2. The following meetings are carried out in accordance with the *Municipal Government Act* RSA C-M26:
  - a. Regular Council Meetings
  - b. Special Council Meetings
  - c. Organizational Meeting
  - d. Public Hearings
  - e. Closed (in-camera) Meetings
3. All references to Chief Administrative Officer (CAO) will be taken to also mean any designate as directed by the CAO.

**PART 2: APPLICATION**

*Paramount Rules*

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

**PART 3: MEETING FRAMEWORK**

*Meeting Chair*

5. The Mayor shall be the Chair of all Council Meetings unless absent, which the Deputy Mayor will act in their stead. Where both the Mayor and Deputy Mayor are absent, Council shall appoint one of the remaining members to Chair that meeting by motion.
6. **The Chair presides over the meeting and all comments and questions shall be addressed through the Chair.**

*Meeting Dates and Times*

7. The days and times of Regular Council Meetings shall be set by resolution at the Organizational Meeting each year. Other meetings as needed may be set by motion of Council.
8. The meeting schedule may be amended in any way, including the addition or cancellation of meetings, by motion of Council.
9. Committee meetings shall be set by the Committee based on member availability.

*Quorum*

10. The majority of all the Councillors that comprise the Council shall establish a quorum.
11. The majority of sitting members on any committee shall establish a quorum.

## ***Extending Meeting Time of Meetings***

12. Regular Council meetings that reach the four (4) hour mark will adjourn to the next day or a date and time designated by motion.

## **PART 4: COUNCIL MEETING BUSINESS**

### ***Order of Business***

13. The order of business at a meeting is the order of the items on the agenda except:
  - a. When a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;
  - b. When Council alters the order of business for the convenience of the meeting by motion;
  - c. ~~When the same subject matter appears in more than one place on an agenda and Council decides, by motion, to deal with all items related to the matter at the same time.~~
14. Council need not deal with any item on the agenda by choosing to make no motion(s) **or by passing a motion to accept the item as information.**

## **PART 5: MEETING AGENDAS AND MINUTES**

### ***Agenda Format***

15. The agenda sets forth the order of business for a given meeting and will follow in accordance with the motion of Council that adopts the agenda at the start of the meeting.

### ***Agenda Distribution***

16. The CAO will email copies of the agenda and reports to Council members before each regular Council meeting. Agendas, reports and supplementary materials that are received too late to be included with the agenda or that are intended for Special Council Meetings will be made available as soon as reasonably possible.

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

17. Council must vote to adopt the agenda prior to transacting other business and may by motion:
  - a. Add new items to the agenda;
  - b. Delete any matter from the agenda;
  - c. Revise the order of business on the agenda.

### ***Preparation of Minutes***

- ~~18.~~ The CAO will ensure that Council minutes are taken and prepared, **which will include: in accordance with the privileges set forth in the *Municipal Government Act*.**
  - a. ~~All decisions and other proceedings without note or comment;~~
  - b. ~~The names of the Council Members present at and absent from the meeting and any portion thereof;~~
  - c. ~~Any abstention pursuant to a declaration of pecuniary interest made under the *Municipal Government Act* by any Council Member and any other abstention permitted by statute; and~~
  - d. ~~The signatures of the meeting chair, and the CAO.~~



## *Adoption of Minutes*

19. The minutes of each meeting will be circulated, prior to the meeting, as part of the agenda package for which they are to be adopted. Council will do one of the following:
  - a. Pass a motion adopting the minutes if there are no errors or omissions;
  - b. If there are minor errors or omissions, Council shall make a motion to adopt the minutes as amended;
  - c. If there are major errors or omissions, the minutes shall be referred to the following meeting.

## **PART 6: PERSONS WISHING TO ADDRESS COUNCIL (Delegations)**

20. If a person wishes to speak to Council on any matter, that person must notify Administration in writing and must state the reason for the request to speak. The written request must include an outline of the issue to be addressed, along with any pertinent background information, and an overview of any action being requested of Council. After receiving the request and determining it to have merit to speak, the CAO will place the matter on the next or as soon as reasonably possible Agenda under "Delegations".
21. If the CAO deems an upcoming agenda business list to already be significantly full, the CAO at their discretion, may schedule a delegation for a later meeting date.
22. If, for whatever reason, the CAO **in consultation with the Mayor** deems a delegation request to not have merit, the requesting person will not be placed as a delegation on the Council agenda. **Instead, the request will be placed as a "Business" item on the agenda for Council to consider whether to permit the delegation at the following meeting. The requesting person will not be permitted to address Council until Council so designates and decides upon the merit of such request.**
23. A request will be deemed to not have merit if it:
  - a. Is a re-addressing of a previously heard issue, where there is no new information being brought forth;
  - b. Incoherent; or
  - c. Libelous, impertinent or improper;
  - d. **Attacks Administration or Council, whether individually or as a group;**
  - e. **If the matter is irrelevant to Town business or not in the scope of local government;**
  - f. **Self-promoting or politicking.**
24. Generally, delegations will have up to 15 minutes to speak; however, their time will be at the discretion of the chair. ~~A delegation will be allowed ten (10) minutes to speak. The time allowed to speak may be extended:~~
  - a. ~~To 20 minutes by the Chair;~~
  - b. ~~Beyond 20 minutes by motion of Council.~~
25. ~~A person may only address Council at any other time during a meeting:~~
  - a. ~~For up to 2 minutes if called upon by the Chair;~~
  - b. ~~Beyond 2 minutes by motion of Council.~~

### *Council Consideration of Request*

26. If a person appears at a Council meeting wishing to speak to Council without having given prior notice;

Council may:

- a. Choose to add them to the "Delegation" portion of the Agenda by unanimous motion;
- b. If such request is not approved by unanimous motion, the person will not be allowed to speak.

### *Public Events Procedures*

27. The Mayor (Chief Elected Official) is the official representative **and spokesperson** for Council and the Town at public events and will perform official duties as required. If the Mayor is not available, the Deputy Mayor will be delegated on behalf of the Mayor. If the Mayor and Deputy Mayor are not available, the Mayor and/or Deputy Mayor will delegate a member of Council in their stead.
28. Other members of Council may accompany the Mayor/Deputy Mayor when appropriate or when approved by motion of Council.

## **PART 7 – COMMUNICATIONS**

### *Requirements for Written Communications*

- ~~29. Any written communication intended for Council, must be submitted to the CAO seven (7) days prior to the Council meeting that the individual wants their communication considered. If it is not received by seven (7) days prior, it may be referred to the following Council meeting.~~
- ~~30. All such communications must:~~
- ~~a. Be legible and coherent;~~
  - ~~b. Provide a printed name and place of residency, or organization that is being represented;~~
  - ~~c. Not be libelous, impertinent or improper.~~

### *CAO to Process Communications*

- ~~31. If these requirements are met, the CAO will attach it to the Council Agenda for Council's consideration. After Council has considered the communication, the CAO will send any response Council deems appropriate and as established by motion of Council.~~

### *Petitions*

32. Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the *Municipal Government Act* or other applicable legislation.

## **PART 8-7- RECORDING DEVICES**

### *Audio and Video Recordings and Transmissions*

33. Other than equipment used for the purpose of facilitating a Councillor's participation in Council meeting while not physically present, no unauthorized video or audio recordings may be made of any portion of the Council meeting. Similarly, no unauthorized internet recordings or transmissions are to be made of any portion of the Council meeting. Permission may be granted to news organization representatives to use audio devices, from their seats, for the purposes of preparing their news stories. Such allowances will be at the discretion of the Chair.

## **Pictures**

34. No pictures may be taken of any portion of the Council proceedings or interior of the Council Chambers. Permission may be granted to news organization representatives to take a picture that may be associated with a news story. Such allowances will be at the discretion of the Chair.

## **PART 9 - SPECIAL CIRCUMSTANCES**

### ***Suspension of Rules***

35. If a special circumstance arises that would justify, in the opinion of Council, a relaxing of any of these protocols, then any of these clauses, where not already allowed, may be waived or set aside by the unanimous motion of Council. Such a motion must be unanimous by those Council members participating in the meeting.

## **PART 10 – GALLERY QUESTION PERIOD**

36. The holding of Gallery Question Period shall be at the discretion of Council and the format of it shall be at the discretion of the meeting chair and will only be for questions related to Council business or governance.
- ~~37. Gallery Question Period is for questions or comments relative to any matter of Council business.~~
- ~~38. Comments and Questions of Administrative operations will not be addressed during the Gallery Question Period.~~
- ~~39. There shall only be one Gallery Question Period allocated on Regular Council Meeting agendas.~~

## **PART 11 – GENERAL PROVISIONS**

### ***Transitional***

40. All versions of Bylaw 2014-12 passed on November 25, 2014, February 9, 2016, November 2, 2017, September 11, 2018, January 8, 2019 and Bylaw 2019-03 are hereby repealed.
41. The Terms of Reference of the Priorities and Policy Committee - Res. No. 189-18 and all other amendments thereto are hereby rescinded.
42. That this Bylaw shall take effect on the date of final passing.

Read a first time this 25 day of August, 2020.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2021.

Read a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2021.

---

Mayor – Rhonda Hunter

---

Chief Administrative Officer – Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Bylaw 2021-01 Development Incentives
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

---

### **BACKGROUND/PROPOSAL:**

Bylaw 2021-01 is a bylaw to establish development incentives with regards to offsite levies for all new development in the Town of Didsbury until December 31, 2023.

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

The Development Incentives Committee is recommending that a bylaw be passed to allow for the waiving of offsite levies for a specified period of time on all new development.

This waiver will only take place upon completion of construction on a per-development permit basis.

Administration will set aside funds from the new taxation of these developments to reimburse the offsite levy reserves restoring 75% of the levies in the first taxation year and the remaining in the second year. In the unique event, that the levies are significantly more, then the internal reimbursement of these funds will be adjusted accordingly to ensure that they are reimbursed as soon as possible.

Below is a hypothetical example of the taxes and the offsite levy refund structure:

Residential Assessment Value of \$300,000 (Municipal Taxes = \$2,468)

Offsite Levy estimated amount ~\$1,900

Internal Repayment of Levy Structure from Taxes:

		Off Site Levies	General Revenue	Total
1 <sup>st</sup> Year	75%	1,425	1,043	2,468
2 <sup>nd</sup> Year	25%	475	1,993	2,468
Total		1,900	3,036	4,936

### **RECOMMENDATION**

That Council grant first reading to Development Incentives Bylaw 2021-01 to establish development incentives for all new development in the Town of Didsbury until December 31, 2023 and that it be referred to committee.

TOWN OF DIDSBURY  
BYLAW 2021-01  
Development Incentives for Offsite Levies Bylaw

---

A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26-1, OF THE REVISED STATUTES OF ALBERTA AND AMENDMENTS THERETO, TO ESTABLISH DEVELOPMENT INCENTIVES FOR ALL NEW DEVELOPMENT IN THE TOWN OF DIDSBURY UNTIL DECEMBER 31, 2023.

**WHEREAS** Council sees the stimulation of economic development in the Town of Didsbury as beneficial to the municipality for all new developments completed for the period of passing of this bylaw to December 31, 2023 will be able to take part in the waiving of offsite levies that are normally assessed at the time of the construction completion.

**AND WHEREAS** despite Bylaw 2019-06 the waiving of offsite levies will take place at completion of full construction on a per-development-permit basis and will apply to all new construction projects completed by the end of December 31, 2023.

**AND WHEREAS** "Completion" will be defined by the passing of a final building inspection and the issuing of an occupancy permit.

**NOW THEREFORE** in the first few years, majority of revenues from the municipal taxation from all such new development will be set aside to replace these levy funds in the offsite levy reserves.

**1. SHORT TITLE**

1.1 This Bylaw may be cited as the "Development Incentives Bylaw".

**2. GENERAL**

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

Read a first time on the \_\_\_\_ day of \_\_\_\_\_ 2021.

Read a second time on the \_\_\_\_ day of \_\_\_\_\_ 2021.

Read a third and final time on the \_\_\_\_ day of \_\_\_\_\_ 2021.

---

Mayor - Rhonda Hunter

---

Chief Administrative Officer - Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Multi Year Capital Plan
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.1

---

### **BACKGROUND/PROPOSAL:**

A multi-year capital plan is now required to be prepared under the MGA and must include the Town's anticipated capital additions for a period of at least 5 years (not including the current year). This plan must be reviewed by Council annually. A plan should include a brief description of the project, the anticipated year of the project and projected funding sources, but it is not required for the plan to balance.

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

The multi-year capital plan should inform the annual budget. Changes to the multi-year plan throughout the year must be reviewed and accepted by Council.

Details regarding the incorporation of the Outlying Plan into the Multi Year Capital Plan will be forthcoming.

The current 10 year capital plan is also attached for Council's information.

### **ALIGNMENT WITH STRATEGIC PLAN**

The multi-year capital plan should align with Council's strategic priorities and long term vision for the Town.

### **RECOMMENDATION**

That Council accept the Multi Year Capital Plan as information.

Town of Didsbury Multi-Year Capital Plan (2020 - 2026)							
Planned Capital Additions	2020	2021	2022	2023	2024	2025	2026
<b>Administration - Infrastructure</b>							
AG Foods Building	990,000						
Didsbury Municipal Library Renovation and Expansion		TBD					
Community Information Signage Project		70,000					
<b>Protective Services - Machinery &amp; Equipment</b>							
Municipal Enforcement Vehicle			65,000		65,000		
Rescue 230			680,000				
Command 310				85,000			
Emergency Backup Generator			50,000				
<b>Public Works &amp; Utilities - Machinery &amp; Equipment</b>							
Solar Crosswalk (20 Ave/16 St)	20,000						
Replacement truck - plow/salt/sander	107,500						
Grader			250,000				
Backhoe						130,000	
Emergency Backup Generator		28,000					
Asphalt Repair Equipment and Packer		100,000					
Skid Steer Replacement	50,000	54,000	55,000	55,000	55,000	55,000	60,000
Fleet Truck Replacement			60,000	60,000	60,000	60,000	65,000
<b>Public Works &amp; Utilities - Infrastructure</b>							
15 Avenue Stormwater Main Extension	1,053,594						
Pedestrian Connectivity - Shantz	150,000						
Pedestrian Connectivity - High School	222,406						
Pedestrian Connectivity - Memorial Park	74,000						
Westhill Place Sanitary Service Line Replacement	94,000						
20 Street (15 Ave to 17 Ave) Stormwater and Surface works		626,202					
21 Street (15 Ave to 20 Ave) Stormwater and Surface works							
Phase 1 Design		30,000					
Phase 2 Tender/Construction			1,050,000				
Phase 3 Construction				880,000			
Street Lighting Continuity Annual Program		140,000	80,000	80,000	80,000	80,000	80,000
East Reservoir Construction							
Land Acquisition	200,000						
Phase 1 Design/Tender	175,000	40,000					
Phase 2 Construction			2,970,000				
Phase 3 Construction				1,015,000			
Co-op Road (15 Ave to 19 St) Storm, Water and Surface works							
Phase 1 Design/Tender			120,000				
Phase 2 Construction				680,000			
Highway 582/23 St Intersection							
Phase 1 Design/Tender				195,000			
Phase 2 Construction					1,105,000		
16 Street (15 Ave - 20 Ave) Water, Wastewater and Surface works							
Phase 1 Design/Tender					332,250		
Phase 2 Construction						1,882,750	
20th Avenue (20 St - 23 St) Surface works and Beautification							
Phase 1 Design/Tender						225,000	
Phase 2 Construction							1,275,000
21 Street (20 Ave - 24 Ave) Water and Surface works							
Phase 1 Design/Tender							210,000
Pedestrian Continuity Annual Program			80,000	80,000	80,000	80,000	80,000
<b>Communications</b>							
Website							40,000
<b>Cemetery - Infrastructure</b>							
Columbarium Niche			30,000				
<b>Recreation &amp; Parks - Infrastructure</b>							
Arena Floor and Board Replacement	1,450,000						
MPR/Lobby - roof		160,000					
Playground Updates			55,000	55,000	60,000	35,000	
Refinish pool basin			100,000				
MPR Stage Upgrades			15,000				
Complex entrance lobby, pool lobby, MPR floor replacement				95,000			
Train Station exterior painting				75,000			
Curling lower lobby floor replacement					50,000		
Main lobby washroom upgrades						40,000	
<b>Recreation &amp; Parks - Machinery &amp; Equipment</b>							
Floor Scrubbing Machine	8,500						
Mower Replacements	45,000			80,000			35,000
Scoreclock replacement			15,000				
Zamboni					110,000		
Radiant heater upgrades						60,000	
<b>Didsbury Memorial Complex Outlying Plan</b>							
Skatepark		350,000					
Jet's Playground Update		80,000					
<b>Total Planned Capital Additions</b>	<b>4,640,000</b>	<b>1,678,202</b>	<b>5,675,000</b>	<b>3,435,000</b>	<b>1,997,250</b>	<b>2,647,750</b>	<b>1,845,000</b>

Funding Sources	2020	2021	2022	2023	2024	2025	2026
Total reserves	1,958,800	341,119	980,000	327,500	345,000	325,000	140,000
Total grant funds	2,445,000	901,458	1,170,000	880,000	880,000	880,000	880,000
External Transfers			340,000	42,500	-	-	-
Sales proceeds	49,200	48,500	51,500	51,500	51,500	51,500	56,500
Other External	175,000	359,625	-	-	-	-	-
Annual Tax Levy (operating budget)	12,000	27,500	3,500	3,500	3,500	3,500	3,500
Borrowing	-	-	2,970,000	1,010,000	-	-	-
Total Planned Capital Additions	4,640,000	1,678,202	5,675,000	3,435,000	1,997,250	2,647,750	1,845,000
Unfunded projects	-	-	(160,000)	(1,120,000)	(717,250)	(1,387,750)	(765,000)

DRAFT



10 Year Capital Forecast 2018-2028	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
<b>Project 1</b>												
23 Street from Southridge Coulee to 15th Ave	1,287,202											1,287,202
<b>Project 2</b>												
Water Distribution Pump Renewals (Butte)	175,000											175,000
<b>Project 3</b>												
Playground Upgrades	30,000	55,000	70,000	55,000	55,000							265,000
<b>Project 4</b>												
Top Lift for new Town Office (south of 15 Ave)	\$250,000											250,000
<b>Project 5</b>												
21 Street - 15 Avenue to 20 Avenue (Storm and Road)		1,154,463										1,154,463
<b>Project 6</b>												
Memorial Complex Outlying Grounds		-	550,000	963,750	679,900	1,690,100						3,883,750
<b>Project 7</b>												
Library		TBD										
<b>Project 8</b>												
Dog Park		100,000										100,000
<b>Project 9</b>												
Arena Roof Repair		230,000										230,000
<b>Project 10</b>												
Rebuild Co-op Road (Road, Storm and Water Main Increase to 250mm)			1,010,000									1,010,000
<b>Project 11</b>												
20th Street from 19th to 15 Ave			1,800,000									1,800,000
<b>Project 12</b>												
22 Street (15th Ave to 14 Ave)			200,000									200,000
<b>Project 13</b>												
Arena lbeams & Perlings (rust)			300,000									300,000
<b>Project 14</b>												
SE Reservoir and Watermain			4,400,000									4,400,000
<b>Project 16</b>												
MPR Roof			175,000									175,000
<b>Project 17</b>												
23 Street - Range Road 20 to Town Limits				2,700,000								2,700,000
<b>Project 18</b>												
16 Street 15th Avenue to 20th Avenue (Road and Sewer?)				2,215,000								2,215,000
<b>Project 19</b>												
14 Ave (21 Street to 22 Street)					735,000							735,000
<b>Project 20</b>												
14 Street (18 Ave to 20 Ave)					460,000							460,000
<b>Project 21</b>												
Arena Brine Line/Surface/Board Replacement					1,400,000							1,400,000
<b>Project 22</b>												
13 Avenue - 23 Street to 24 Street (Paving)					680,000							680,000
<b>Project 23</b>												
Southridge Crescent (Road)						1,425,000						1,425,000
<b>Project 24</b>												
21 Street from 20th Avenue to 24th Avenue (Water)						1,393,411						1,393,411
<b>Project 25</b>												
23 Street (18 Ave to 20 Ave)							4,400,000					4,400,000
<b>Project 26</b>												
15 Avenue from 21 Street west to Town limits (Storm and Road)							4,060,000					4,060,000
<b>Project 27</b>												
Westhill Drive 23 St to 15th Avenue and Westhill Cres (Road)							3,920,000					3,920,000
<b>Project 28</b>												
Memorial Ball Diamonds - Permanent Washrooms							100,000					100,000
<b>Project 29</b>												
20 Ave (23 Street east to Alley)								2,000,000				2,000,000
<b>Project 30</b>												
12 Ave (22 Street to 20 Street)								1,955,000				1,955,000
<b>Project 31</b>												
9 Ave (Southridge Crescent to 22 Street)								1,325,000				1,325,000
<b>Project 32</b>												
10 Street South Town Boundary to 20th Avenue								400,000				400,000
<b>Project 33</b>												
Highway 582/23 Street Intersection									1,700,000			1,700,000
<b>Project 34</b>												
19 Ave (21 Street to 23 Street)									1,275,000			1,275,000
<b>Project 35</b>												
Highway 582 Culverts (23rd Street, CPR, 10th Street and 16th Street)									640,000			640,000
<b>Project 36</b>												
17 Ave (20 Street to Cul de Sac)										1,675,000		1,675,000
<b>Project 37</b>												
16 Ave (23 Street to alley before 20 Street)										1,775,000		1,775,000
<b>Project 38</b>												
18 Ave (15 Street to 16 Street)											1,250,000	1,250,000
<b>Project 39</b>												
15 Street (18 Ave to 19 Ave)											960,000	960,000
<b>Project 40</b>												
Rosebud Campground Expansion											80,000	80,000
<b>Project 41</b>												
South East Storm Water Management											360,000	360,000
	1,742,202	1,539,463	8,505,000	5,933,750	4,069,900	4,508,511	12,480,000	5,680,000	3,615,000	3,450,000	2,650,000	54,113,826



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	2021 Draft Capital Budget
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.2

---

### **BACKGROUND/PROPOSAL:**

Under Section 283.1 of the *Municipal Government Act*, Council must adopt a capital budget for each calendar year.

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

The 2021 draft capital budget was tabled for Council's consideration at the RCM on January 12, 2021 and is currently on the Town website for feedback.

Information regarding the proposed library project will be brought back to Council for approval when available.

### **RECOMMENDATION**

That the 2021 Capital Budget totaling \$1,678,202 be approved as presented.

**2021 TOWN OF DIDBSURY CAPITAL BUDGET**  
**DRAFT for Council Review JANUARY 26, 2021**

Total Funding													
Asset Group	Department	Asset Type	2021 Project Costs	OPERATIONS	ESTIMATED APPLICABLE RESERVES AVAILABLE	ESTIMATED GRANTS AVAILABLE	ESTIMATED DEBT LIMIT AVAILABLE	DEVELOPER CONTRIBUTION	ESTIMATED SALES PROCEEDS	ESTIMATED EXTERNAL/ OTHER	GRAND TOTAL		
					Estimated Opening balance:				1,119,058	2,972,604	13,750,000	-	-
Infrastructure													
20 Street Stormwater Drainage & Surface Improvements	Public Works	Maintenance	626,202	-	-	626,202	-	-	-	-	626,202		
21 Street Stormwater & Surface Improvements (Design)	Public Works	Maintenance	30,000	-	-	30,000	-	-	-	-	30,000		
East Reservoir (Design and Tender)	Utilities	Dev. Growth	40,000	-	-	-	-	40,000	-	-	40,000		
Street Lighting Continuity Annual Program	Public Works	Value Add	140,000	20,000	-	120,000	-	-	-	-	140,000		
Land Improvements													
Didsbury Memorial Complex Outlying Plan (Skatepark)	Community Services	Value Add	350,000	-	5,119	25,256	-	-	-	319,625	350,000		
Didsbury Memorial Complex Outlying Plan (Jets Playground)	Community Services	Maintenance	80,000	-	80,000	-	-	-	-	-	80,000		
Community Information Signage Project	Administration	Value Add	70,000	-	70,000	-	-	-	-	-	70,000		
Buildings													
MPR & Lobby Roof Replacement	Community Services	Maintenance	160,000	-	160,000	-	-	-	-	-	160,000		
Library Expansion and Renovation - more information forthcoming													
Equipment													
Emergency Backup Generator	Utilities	Maintenance	28,000	-	26,000	-	-	-	2,000	-	28,000		
Skid steer annual program	Public Works	Maintenance	54,000	7,500	-	-	-	-	46,500	-	54,000		
Asphalt Repair Equipment & Packer	Public Works	Dev. Growth	100,000	-	-	100,000	-	-	-	-	100,000		
					1,678,202	27,500	341,119	901,458	-	40,000	48,500	319,625	1,678,202
Estimated Ending balance:					777,939	2,071,146	13,750,000						

**Multi-Year Projects**

				Total Funding							
Asset Group	Department	Asset Type	2022 Project Costs	OPERATIONS	ESTIMATED APPLICABLE RESERVES AVAILABLE	ESTIMATED GRANTS AVAILABLE	ESTIMATED DEBT LIMIT AVAILABLE	DEVELOPER CONTRIBUTION	ESTIMATED SALES PROCEEDS	ESTIMATED EXTERNAL/ OTHER	GRAND TOTAL
			Estimated Opening balance:		1,277,939	3,096,402	13,750,000	-	-	-	
Infrastructure											
21 Street Stormwater & Surface Improvements (Construction)	Public Works	Maintenance	1,050,000	-	-	1,050,000	-	-	-	-	1,050,000
East Reservoir (Construction)	Utilities	Dev. Growth	2,970,000	-	500,000	-	2,470,000	-	-	-	2,970,000
Land Improvements											
Didsbury Memorial Complex Outlying Plan (Tennis/Pickleball)	Community Services	Value Add	TBD								TBD
			4,020,000	-	500,000	1,050,000	2,470,000	-	-	-	4,020,000
			Estimated Ending balance:		777,939	2,046,402	11,280,000	-			

## 20<sup>th</sup> Street Stormwater Drainage & Surface Improvements

<b>Budget Year</b>	2021	<b>Asset Type</b>	Infrastructure
<b>Estimated Start</b>	May 2021	<b>Department</b>	Public Works
<b>Estimated Completion</b>	September 2021	<b>Department Manager</b>	C. Fox

### Description:

The construction project will see the installation of a stormwater drain along Didsbury's 20th Street (Main Street) between 15th and 17th Avenue. The stormwater drain will tie into the storm main on 15th Avenue which is the project that was completed in 2020. This project will also see the rehabilitation of asphalt, curbs, gutters and sidewalks along 20th Street to formalize parking in this area. The project estimate outlined below includes both engineering design and construction costs of the project.

### Deferral Impact:

Currently, stormwater from 20<sup>th</sup> Street slowly drains overland towards the south and then west down 15<sup>th</sup> Avenue to the stormwater catch basins and east through a culvert through the CPR right of way. Asphalt and concrete networks in this area are compromised from the stormwater behaving in this way. Without this investment, there will be eventual failure to this infrastructure, leading to increased maintenance costs of the concrete and asphalt in this area.

### Justification:

This project has been approved by Council for application for the Municipal Stimulus Program grant that was announced in 2020. The project has been approved by the Government of Alberta to use the MSP funds for its completion. It meets the program objectives in a number of ways. Improvements to this area will enhance the connectivity for residents and business owners into this area. The construction project is expected to provide jobs for approximately 75 people for the duration of construction which includes engineers, contractors, suppliers and support services. By mitigating drainage problems and making surface improvements, the project also improves the investment potential to an additional 30% of the Town's main commercial corridor, and will improve access to the downtown core which is the hub for commercial business in the Town.

### Project Estimate and Funding Sources:

Operations:	\$
Grants: Municipal Stimulus Program (MSP) Grant	\$ 626,202
Reserves:	\$
Sale Proceeds:	\$
Debenture:	\$
Other (explain):	\$
Total:	\$ 626,202

## 20<sup>th</sup> Street Stormwater Drainage & Surface Improvements (Continued)

### Operating budget impact (\$):

Budget Year	Exp(Rev) (\$)	Description
2021	\$ nil	
2022	\$ 1,000	Stormwater system maintenance
2023	\$ 1,000	Stormwater system maintenance
2024	\$ 1,000	Stormwater system maintenance

## 21<sup>st</sup> Street Stormwater Drainage & Surface Improvements

### Phase 1: Planning and Engineering

<b>Budget Year</b>	2021	<b>Asset Type</b>	Infrastructure
<b>Estimated Start</b>	June 2021	<b>Department</b>	Public Works
<b>Estimated Completion</b>	December 2021	<b>Department Manager</b>	C. Fox

#### Description:

This multi-year project would see construction along 21<sup>st</sup> Street between 15<sup>th</sup> Avenue and 19<sup>th</sup> Avenue and include the installation of a storm line, replacement of an existing water line, replacement of a sanitary line, and replacement of curb, gutter and asphalt roadway. The investment from this project will work in conjunction with the 15<sup>th</sup> Avenue Stormwater Main Extension Project (2020) and the 20<sup>th</sup> Street Stormwater drainage project (2021) to resolve water conveyance issues.

There are three phases to this project:

Phase	Year	Description	Est. Cost
Phase 1	2021	Planning & Engineering	\$ 30,000
Phase 2	2022	Construction (21 Street, 15 Ave to 17 Ave South)	1,050,000
Phase 3	2023	Construction (21 Street, 17 Ave South to 18 Ave North)	880,000
<b>Total</b>			<b>\$ 1,960,000</b>

The project being proposed for 2021 is phase 1 – planning and engineering design for the full construction project, which includes the collection of the survey data, refining project objectives, and preparing the tender package for release.

#### Deferral Impact:

Currently stormwater from 21<sup>st</sup> Street drains slowly overland to the south. The stormwater meanders south from 19<sup>th</sup> Street and collects in several side-road drainages. Asphalt and concrete networks in this area are compromised from the stormwater behaving in this way. Without this investment, there will be eventual failure to this infrastructure, leading to increased maintenance costs of the concrete and asphalt in this area.

#### Justification:

Improvements to this area will enhance the connectivity for residents and business owners. Resolving stormwater conveyance issues will also reduce surface works operational and maintenance costs.

**21<sup>st</sup> Street Stormwater Drainage & Surface Improvements**  
**Phase 1: Planning and Engineering**  
**(Continued)**

**Project Estimate and Funding Sources:**

Operations:	\$
Grants: Municipal Sustainability Initiative (MSI) Grant	<b>\$ 30,000</b>
Reserves:	\$
Sale Proceeds:	\$
Debenture:	\$
Other (explain):	\$
Total:	<b>\$ 30,000</b>

## East Reservoir

<b>Budget Year</b>	2021	<b>Asset Type</b>	Infrastructure
<b>Estimated Start</b>	January 2021	<b>Department</b>	Utilities
<b>Estimated Completion</b>	December 2023	<b>Department Manager</b>	C. Fox

### Description:

The Town's Infrastructure Study identified the necessity for an additional water distribution reservoir to be located on the southeastern part of the Town.

There are multiple phases to this project:

Phase	Year	Description	Est. Cost
Phase 1	2020	Land Acquisition and Design	\$ 375,000
Phase 1b	2021	Design and Tender	40,000
Phase 2	2022	Construction	2,970,000
Phase 3	2023	Construction	1,015,000
<b>Total</b>			<b>\$ 4,400,000</b>

The project totally approximately \$4.4M would give the Town full redundancy of our current water storage system at the Butte. Alternatively, the project could be built in stages, where the building and a smaller tank would be built with capacity to add tank(s) overtime. This would reduce the initial investment, and would add a significant construction project sometime in the future. The factors determining which approach to take include whether grant funding is achieved, and whether tender prices come in lower or higher than expected.

During 2021, the land acquisition and design, previously approved by Council, as well as additional design and tendering will be completed, as well as application for competitive grants. In addition, discussions will begin with the Mountain View Regional Water Services Commission who would be responsible for bringing a water line to the new reservoir.

Grant applications will be focused around Water Storage and the Strategic Importance of this project.

### Deferral Impact:

Fire coverage in the eastern part of town is marginal and simultaneous events would be detrimental to our distribution system and could result in collapsed distribution pipes and potentially lack of fire suppression capacity. Furthermore, industrial developments currently have to consider sprinkler systems and/or private fire water storage and distribution systems to protect their developments.



## **East Reservoir (Continued)**

### **Justification:**

This project has been identified in an infrastructure study since 2006. Delaying the initiation of this critical piece of infrastructure may hinder industrial development. The Town does not have adequate capacity to support growth. In addition, if the Town required maintenance on the Butte, pressure and flow would be impacted. Backup water storage is desirable as residents quickly notice issues with delivery of water and expected operating pressures.

### **Project Estimate and Funding Sources:**

It is recommended that the construction phases of this project be funded through a combination of reserve funds, debt and grants.

## Street Lighting Continuity Annual Program

<b>Budget Year</b>	2021	<b>Asset Type</b>	Infrastructure
<b>Estimated Start</b>	May 2021	<b>Department</b>	Public Works
<b>Estimated Completion</b>	September 2021	<b>Department Manager</b>	C. Fox

### Description:

The Street Lighting Continuity Annual Program is intended to add street lighting throughout various areas of Didsbury. Starting in 2021, the program would bring added decorative street lighting to areas of Main street, including one light at 2014 20 Street and approximately 12-15 lights between 15<sup>th</sup> and 17<sup>th</sup> Avenue.

### Deferral Impact:

It is expected the cost of installation would be much greater as they may not be installed during an already planned construction event.

### Justification:

This program will provide appropriate lighting to improve the safety of business owners and employees, shoppers and drivers in the area. Having the appropriate lighting is also known to reduce crime. It would also provide a continuity of decorative lighting that exists among other parts of main street, adding visual beautification.

### Project Estimate and Funding Sources:

Operations: Roads and Streets operating budget	<b>\$ 20,000</b>
Grants: GTF	<b>\$ 120,000</b>
Reserves:	<b>\$</b>
Sale Proceeds:	<b>\$</b>
Debenture:	<b>\$</b>
Other (explain):	<b>\$</b>
Total:	<b>\$ 140,000</b>

### Operating budget impact (\$):

Budget Year	Exp(Rev) (\$)	Description
2021	<b>\$ 2500</b>	Electricity cost
2022	<b>\$ 5000</b>	Electricity cost
2023	<b>\$ 5000</b>	Electricity cost
2024	<b>\$ 5000</b>	Electricity cost

**Street Lighting Continuity Annual Program  
(Continued)**



## Didsbury Skatepark

<b>Budget Year</b>	2021	<b>Asset Type</b>	Land Improvements
<b>Estimated Start</b>	June 2021	<b>Department</b>	Community Services
<b>Estimated Completion</b>	October 2021	<b>Department Manager</b>	N. Aasen

### Description:

This capital project sees the construction of a new in-ground permanent skatepark being built on the grounds of the Didsbury Memorial Complex. This new outdoor facility would replace the existing, portable skatepark that is well past its anticipated life expectancy and in poor condition. The revised project budget is set at \$350,000 with New Line Skateparks, who the Town of Didsbury is in contract with for a design-build skatepark construction project.

After many years of fundraising, the Town of Didsbury, along with the Didsbury Sk8park Society, have achieved a balance of \$319,625 in cash donations, CFEP grant dollars and gifts in kind. Additionally, a surplus of \$5,119 was achieved from the \$60,000 budget Council allocated for a professional fundraiser, which can also be applied to this project. If both funding sources are considered, a total of \$25,256 remains to cover the construction of the project. Additional donations could potentially come in for this project, however all sources have been exhausted from the professional fundraiser's point of view and the current COVID-19 situation faced by many businesses in our community reduces this potential even further. This loss in revenue is to be covered by the MOST grant.

### Deferral Impact:

Council has already committed to construction of the skatepark with New Line Skateparks in 2021. At their September 8, 2020 Regular Council Meeting, Council passed Resolution 328-20: "Moved by Councillor Moore to approve that the Town of Didsbury commit to construction of the new skatepark in Round Two construction period of 2021 and further, that Administration be directed to send a letter to New Line Skateparks to notify them of this commitment and book construction dates." The Phase Two construction period runs from mid-June 2021 for 12-16 weeks, weather dependent.

### Justification:

The construction of a new skatepark in Didsbury will offer a safe, permanent alternative to the skatepark that currently exists. This new outdoor facility will provide barrier-free, no cost outdoor recreation to our residents and will also be a draw for visitors to our community. This project will also see Phase I of the 2016 Didsbury Memorial Complex Outlying Plan come to fruition, a concept that enhances outdoor recreation and leisure opportunities for our community.

## Didsbury Skatepark (Continued)

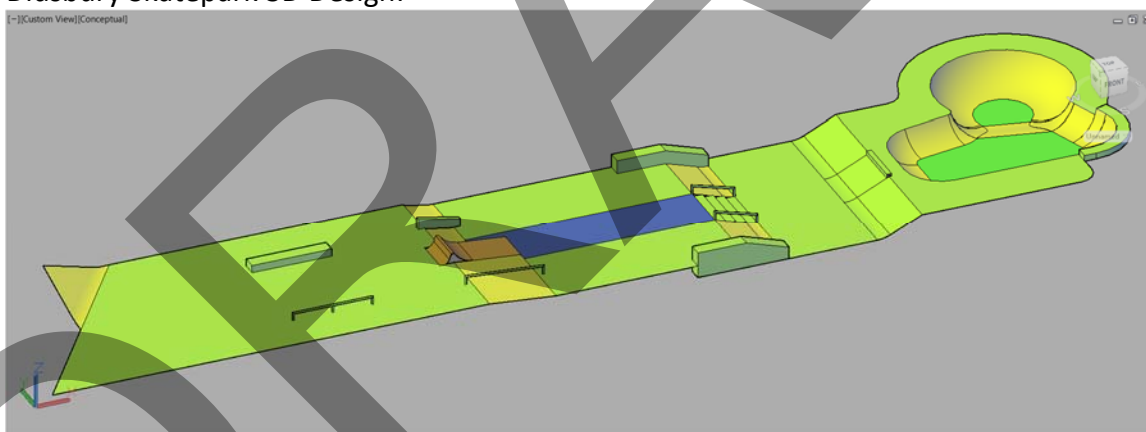
### Project Estimate and Funding Sources:

Operations:	\$
Grants: MOST Grant	\$ 25,256
Reserves: Skatepark Reserve	\$ 5,119
Sale Proceeds:	\$
Debenture:	\$
Other (explain): Fundraising, Gifts In Kind, CFEP	\$ 319,625
Total:	\$ 350,000

### Operating budget impact (\$):

Budget Year	Exp(Rev) (\$)	Description
2021	\$ nil	
2022	\$ 800	Routine repairs and maintenance
2023	\$ 800	Routine repairs and maintenance
2024	\$ 800	Routine repairs and maintenance

### Didsbury Skatepark 3D Design:



## Jets Playground Replacement & Enhancement (Didsbury Memorial Complex)

<b>Budget Year</b>	2021	<b>Asset Type</b>	Land Improvements
<b>Estimated Start</b>	August 2021	<b>Department</b>	Community Services
<b>Estimated Completion</b>	September 2021	<b>Department Manager</b>	N. Aasen

### Description:

This proposed capital project would see the replacement and enhancement of the playground on the grounds of the Didsbury Memorial Complex, known as the Jets Playground. Included within this project would be costs to remove the existing skatepark furnishings, asphalt and fencing and expand the playground to the south into that area.

### Deferral Impact:

The deferral of this project would mean that the identified hazards associated with this playground would continue to be risks for users of the equipment. Alternatively, a substantial investment in a Repairs and Maintenance budget for playgrounds could be utilized to address some of the deficiencies, however the structure would continue to see additional failures in coming years.

### Justification:

An evaluation was conducted by Parkland Playground Consulting Ltd. on all Didsbury playgrounds in 2016. The Hazard Comparison Matrix (see below) identifies that the Jets Playground is next in line for replacement, as both the Rosebud Valley Campground (2019) and Westheights Park (2020) have been replaced. This playground equipment has far exceeded its useful life and the list of hazards/violations identified are significant.

The current 10-year Capital Plan sees \$70,000 allocated for playground updates in 2021. The additional \$10,000 requested as part of this proposal would cover the costs of removal of the old skatepark furnishings, fencing, asphalt and dirt works associated with reclaiming this space for extension of the playground.

The 2016 Didsbury Memorial Complex Outlying Plan sees the implementation of an updated and larger playground on this site. This project would complete the majority of this upgrade, however additional smaller pieces could be added to enhance the playground in future years as budgets would allow for.

### Project Estimate and Funding Sources:

Operations:	\$
Grants:	\$
Reserves: Parks Equipment Reserve	\$ 80,000
Sale Proceeds:	\$
Debenture:	\$
Other (explain):	\$
<b>Total:</b>	<b>\$ 80,000</b>



## Jets Playground Replacement & Enhancement (Didsbury Memorial Complex) (Continued)

Current Jets Playground at the Didsbury Memorial Complex:



Potential design option – Jets Playground: *(Please note this is included to show what components could be included in the update. This is NOT the actual design.)*



Hazard Rating Matrix (2016 Report by Parkland Playground Consulting Ltd):

SITE	Replacement Priority	HAZARD RATING 'A' 10 pts	HAZARD RATING 'B' 5pts	HAZARD RATING 'C' 1 pt	
*Weighted Factors By Ratings					Totals / Site
15 a Avenue Playground	7	10	15	6	31
Eric's Park Playground	5**	30	75	7	112
Jet's Park Playground	3	110	40	4	154
Kinsmen Park Playground	8	0	10	3	13
Rosebud Valley Campground	1*	90	5	1	96
Southridge Playground	6	30	40	5	75
West Heights Playground	2	80	75	9	164
Westhill Playground	4	30	90	6	126
Weighting Criteria					
Hazard Rating 'A'	10 points	Potentially life threatening or debilitating injury potent			
Hazard Rating 'B'	5 points	Serious non-critical injury potential			
Hazard Rating 'C'	1 point	Minor injury potential or non injury likelihood			

## Community Information Signage Project

<b>Budget Year</b>	2021	<b>Asset Type</b>	Land Improvements
<b>Estimated Start</b>	May 2021	<b>Department</b>	Administration
<b>Estimated Completion</b>	September 2021	<b>Project Manager</b>	C. Fox

### Description:

The “Didsbury Welcomes You” sign is located at the top of the hill on the north side of 20<sup>th</sup> Avenue. The sign has weathered and is in need of refurbishment. Along with the deterioration of the finishes on the sign, the community message board that resides below the sign has also weathered heavily. The foundations are in great shape as well as the brick and mortar pillars.

The static message board is a florescent tube and backlit with plastic & vinyl lettering. The sign is managed by Public Works. Monthly resource input is approximately 4 hours of operations time.

The scope of this project would include restoration of the existing wooden sculpture with current Town branding. To protect the pillars and ensure longevity, color appropriate aluminum metal cladding would be added to protect the tops of the brick and mortar pillars from water infiltration. The sign would also be elevated to allow for the installation of a digital message board directly below the wooden sculpture.

A second digital message board will also be installed as part of this project in a visible and convenient location with the downtown core, to provide residents with consistent accessibility to information with capacity to support local not-for-profit organizations’ information displays and potential for revenue from local businesses who may wish to advertise.

### Deferral Impact:

Finishes on the sign have reached end of life. Finish failure results in expedient deterioration of wood. The static sign is past its useful life and the visibility of the plastic will continue to decline.

### Justification:

The sign is a visible and recognized site in Town and the message board is consistently used by user groups. A digital board allows for significantly more content and will highlight the contributions of various groups throughout the community. Updating the messages will occur from a computer program, which will free up capacity from public works’ staff for other tasks.



## Community Information Signage Project (Continued)

### Project Estimate and Funding Sources:

Operations:	\$
Grants:	\$
Reserves: Economic Development & Tourism Reserves	\$ 70,000
Sale Proceeds:	\$
Debenture:	\$
Other (explain):	\$
Total:	\$ 70,000

### Operating budget impact (\$):

Budget Year	Exp(Rev) (\$)	Description
2021	\$ 400	Maintenance
2022	\$ 400	Maintenance
2023	\$ 400	Maintenance
2024	\$ 400	Maintenance



## MPR & Lobby Roof Replacement (Didsbury Memorial Complex)

<b>Budget Year</b>	2021	<b>Asset Type</b>	Building
<b>Estimated Start</b>	May 2021	<b>Department</b>	Community Services
<b>Estimated Completion</b>	July 2021	<b>Department Manager</b>	N. Aasen

### Description:

Over the past several years, the Didsbury Memorial Complex has seen updates/ repairs/ replacement of the following: Didsbury Aquatic Centre roof (2014); Didsbury Curling Rink (2018) and Didsbury Arena (2019). The last remaining roof that is in need of an update is the Multi-Purpose Room and the roofs over the arena and front entrance lobbies.

The MPR roof is seeing significant drainage issues, leaks and slope problems. Additionally, the lobby roof is also experiencing leaks and drainage issues. These torch-on roofs needs to be replaced, at an estimated cost of \$160,000. Repairs for these roofs would include: removal of existing membranes and flashings, addition of slope package to repair drainage issues, application of torch-on bitumen roof, replacement of all drains, vents, and roof jacks, and installation of new flashings. This work would come with a 15-year warranty.

### Deferral Impact:

If this project is deferred, we will continue to experience issues with these roofs. We will continue to replace ceiling tile after heavy snowfall or rain events. We will also continue to experience drainage problems off the MPR, which sees heavy ice buildup in the winter in our gutters and downspouts. Deferring these projects will continue to incur repair costs annually.

Please note that this item was originally approved as a 2020 capital project but was held back one year to allow for the arena floors and boards project to move forward instead.

### Justification:

The Memorial Complex is the busiest facility in our community. A concerted effort has been made since 2014 to update the building envelope, starting at the top with our roof systems. These are the last remaining sections of roof to be updated, which will preserve the facilities for future years, and allow for other improvements to move forward in upcoming budget cycles.

### Project Estimate and Funding Sources:

Operations:	\$
Grants:	\$
Reserves: Recreation Facility Reserve	\$ 160,000
Sale Proceeds:	\$
Debenture:	\$
Other (explain):	\$
<b>Total:</b>	<b>\$ 160,000</b>

**MPR & Lobby Roof Replacement  
(Didsbury Memorial Complex)  
(Continued)**



## Didsbury Municipal Library Expansion and Renovation

Budget Year	2021	Asset Type	Building
Estimated Start	July 2021	Department	Administration
Estimated Completion	December 2021	Department Manager	E. Gerner

### Description:

This project would see the expansion and renovation of the Didsbury Municipal Library to provide enhanced service delivery and create a positive social impact for the Town of Didsbury, Mountain View County and surrounding communities. The current library, located at 2033 19 Avenue Didsbury, will expand into its neighboring and connected facility, the Old Town Office, located at 2037 19 Avenue, Didsbury. This expansion will essentially double the square footage available to approximately 9,500 square feet. This project will be focused on developing a single cohesive space from what was once two separate facilities. The project will also include updating the facility to ensure the longevity of the space.

### Deferral Impact:

The impact of deferring this project would be continual lack of space for programming and collection needs of the library, and overtime as Didsbury experiences growth, this would become more and more evident. Without certain updates to the facility, it is also expected that the annual maintenance costs will increase over time as well.

### Justification:

According to a report provided by AVID Architecture, 10,333 square feet of space would accommodate both existing and future growth and include a wide scope of workspaces which were determined necessary through a community-wide needs assessment process. The project will be modified to fit into the 9,500 square feet available which still accommodates 92% of the recommended space requirements. Options for the final library design will be contemplated through the design phase of this project during a consultation process with appropriate stakeholders and taking into account the original community-wide needs assessment that was conducted.

The library has seen continual increasing usage statistics year over year. In 2019, visits to the facility increased 6.85% from the previous year, with program participation seeing an increase of 38%. These increases also help justify the need for additional programming space.

### Project Estimate and Funding Sources:

Project cost estimate and funding sources are currently under review and more information will be forthcoming.



## Emergency Backup Generator (Southridge Sewage Lift Station)

<b>Budget Year</b>	2021	<b>Asset Type</b>	Equipment
<b>Estimated Start</b>	January 2021	<b>Department</b>	Utilities
<b>Estimated Completion</b>	February 2021	<b>Department Manager</b>	C. Fox

### Description:

The department conducts routine load tests on the emergency generators for our sewage lift stations. This summer the Southridge Lift Station was exercised. The generator was unable to sustain an operating load for the duration of the test. The technician recommended an exhaustive list of repairs. The generator is original to the lift station in 1974. Given the age of the machine and the necessity of reliability, it is recommended that the unit be replaced.

### Deferral Impact:

In the event of a power outage, the generator is not adequate to operate the lift station for a sustained period of time. The lift station would not be able to pump.

### Justification:

Lift stations are an essential component of our sewage system. Emergency operation is critical to delivery of the utility.

### Project Estimate and Funding Sources:

Operations:	\$
Grants:	\$
Reserves: Wastewater Reserve	\$ 26,000
Sale Proceeds:	\$ 2,000
Debenture:	\$
Other (explain):	\$
Total:	\$ 28,000

### Operating budget impact (\$):

Budget Year	Exp(Rev) (\$)	Description
2021	\$ 500	Routine maintenance
2022	\$ 500	Routine maintenance
2023	\$ 500	Routine maintenance
2024	\$ 500	Routine maintenance

## Skid Steer Annual Program

<b>Budget Year</b>	2021	<b>Asset Type</b>	Equipment
<b>Estimated Start</b>	March 2021	<b>Department</b>	Public Works
<b>Estimated Completion</b>	March 2021	<b>Department Manager</b>	C. Fox

### Description:

In 2015, Public Works department began participating in a municipal buyback program offered by Calmont for the Bobcat. This year, Bobcat did not continue our existing model. To continue to participate in the buyback program, Calmont has recommended the Town replace the existing model S570 with an S64. The S64 is the replacement series and is compatible with all of the existing attachments. The replacement model is more slightly powerful and has a few more safety features. The new model is anticipated to be approximately \$4,000 more than previous years. This would be a onetime increase to continue participation in the program. Total capital investment for 2021 would be \$7500. Subsequent years would return to the historical value of \$3,500 to purchase a new replacement unit.

### Deferral Impact:

We are guaranteed a trade in value while participating in the buyback program. Discontinuing the program leaves us vulnerable to reduced salvage value and exposes the Town to mechanical failure as the unit ages.

### Justification:

Participation in the program ensures trouble free operation and maintenance. The program is a cost effective way to manage maintenance of this piece of our fleet. Each new unit has full warranty and each new unit is compatible with our attachments.

### Project Estimate and Funding Sources:

Operations: Roads and Streets Operating Budget	<b>\$ 7,500</b>
Grants:	\$
Reserves:	\$
Sale Proceeds: Trade In Value	<b>\$ 46,500</b>
Debenture:	\$
Other (explain):	\$
Total:	<b>\$ 54,000</b>

## Skid Steer Annual Program (Continued)

### Operating budget impact (\$):

Budget Year	Exp(Rev) (\$)	Description
2021	<b>\$ 500</b>	Routine maintenance
2022		
2023		
2024		



## Infra-red Asphalt Recycler and Packer

<b>Budget Year</b>	2021	<b>Asset Type</b>	Equipment
<b>Estimated Start</b>	January 2021	<b>Department</b>	Public Works
<b>Estimated Completion</b>	April 2021	<b>Department Manager</b>	C. Fox

---

### Description:

The capital equipment being proposed is asphalt rehabilitation equipment, including an Infrared Asphalt Recycler and a Packer. The Infrared Asphalt Recycler is designed to heat the existing asphalt material, or to add additional material to replace missing asphalt. The process is then assisted by flattening the material with a vibratory drum roller. The reinstated surface leaves no evidence of a pothole and eliminates multiple deployments and materials for the repair of the same pothole. The equipment works along curb lines to address drainage issues and reset manhole covers to eliminate dips and bumps at manholes and catch basins.

The Infrared Asphalt Recycler comes with an asphalt heater/hopper to keep a supply of hot mix fluidic for application of additional material. The hot mix hopper is programmable to ensure hot mix is at the correct temperature at the beginning of a shift, and the unit is operable in all four seasons. This has an estimated cost of \$80,000.

Separate from the recycler, Administration is proposing the purchase of a packer which is required to complete the repair. Currently the Town owns a small plate tamper. To ensure a high quality repair, a smooth drum roller should be used. This has an estimated cost of \$20,000.

Administration participated in a demonstration of this piece of equipment during 2020. A video can also be found here: <https://gov.kminternational.com/resources/>

### Deferral Impact:

The department has historically invested approximately \$10,000 annually on cold mix, special winter products and hot mix. The department is continually attending to the same areas for maintenance. There is an additional burden as the repairs fail and the department has to mobilize the sweeper to clean up debris as the repairs fail. We would continue to use existing maintenance techniques.

### Justification:

Existing techniques are not successful in eliminating problems. In order to improve our maintenance program we need to employ different tactics. Investing in an apparatus such as this increases the efficiency of the investment and will reduce operating costs. The apparatus allows for all year pothole repair which is not possible without the equipment.



## Infra-red Asphalt Recycler and Packer (Continued)

Other benefits of using Infrared repair:

- Cost and Time Efficient: 1/3 the time and costs of traditional saw cut R&R methods
- Reliability: Creates a heated thermal bond between the repair area and the surrounding pavement
- Green process: In-place-recycling of existing asphalt
- Versatility: Can be used for pothole repair, thermoplastic application, high and low spots, cold seams during paving, birdbaths, repairs around storms drains, and much more

### Project Estimate and Funding Sources:

Operations:	\$
Grants: Municipal Sustainability Initiative (MSI) Grant	\$ 100,000
Reserves:	\$
Sale Proceeds:	\$
Debenture:	\$
Other (explain):	\$
Total:	\$ 100,000

### Operating budget impact (\$):

Budget Year	Exp(Rev) (\$)	Description
2021	\$ 2000	Purchase of Hot mix, diesel & propane
2022	\$ 2000	Purchase of Hot mix, diesel & propane
2023	\$ 2000	Purchase of Hot mix, diesel & propane
2024	\$ 2000	Purchase of Hot mix, diesel & propane

**Infra-red Asphalt Recycler and Packer  
(Continued)**





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Community Recognition
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.3

---

### **BACKGROUND/PROPOSAL:**

Administration received a Community Recognition Application for Joyce McCoy.

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

The nominator wants to recognize Ms. McCoy for her volunteer work and efforts that have contributed to the residents of Didsbury over the years, in particular in 2020.

In accordance with the Community Recognition Policy ADMIN 004, Ms. McCoy would qualify for a letter of Recognition from the Mayor on behalf of Council.

Please find attached the Community Recognition Application along with Policy ADMIN 004 for Council's reference.

### **RECOMMENDATION**

That Council moves to recognize Joyce McCoy for her Volunteerism with a letter of recognition from Mayor Hunter on behalf of Council, as outlined in the Community Recognition Policy.



## Community Recognition Application

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

### NOMINATION FORM

Use a separate form for each Nomination.

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

Nominee: Joyce Leslie McCoy  
 Address: 2026-22 Ave Didsbury, AB T0M 0W0  
 Telephone: 403-559-9090 Email: joycemccoy@gmail.com  
 In the event the nominee is deceased, please provide the name, address and phone number of a relative or contact of the deceased: \_\_\_\_\_

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

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

Information should answer the following questions:

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

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

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

Nominator: Brent Murray Swain  
 Address: 2033-22 Ave Didsbury AB T0M 0W0  
 Phone No.: 403-651-8017 Email: swain.brent@gmail.com

Please forward completed nomination form to (mail or drop off):

Executive Assistant, Legislative Services, Town of Didsbury  
 1606 14th Street, PO Box 790,  
 Didsbury AB T0M 0W0

BM Swain

2033-22 Ave

Didsbury AB T0M 0W0

Dec 29<sup>th</sup> , 2020

Attn: Legislative Assistant

I would like to nominate Joyce Leslie McCoy for a Special Recognition Award for her volunteer work and efforts that have contributed so much to the residents of Didsbury over the years and in particular this year.

Since moving to Didsbury in the mid 1980's Joyce has made significant contributions through numerous volunteer activities from participating and supporting fund-raising campaigns, senior and youth programs as well as supporting local business support to name a few. Joyce has provided a local source of information beginning in 2013 with her Social Media posts on A Better Didsbury to help promote and move Didsbury forward. Even more importantly during 2020 and the Covid 19 pandemic Joyce has started and supports 2 major Social Media sites that Didsburians turn to for information and discussions.

1. Shop Local Didsbury (promoting local businesses)
2. Caremongering-Didsbury Community response to COVID-19

This year alone she has devoted 100's of hours of volunteer time to ensure Didsburians are kept informed of the latest Covid-19 news plus a platform where local Didsbury businesses can advertise for free. Joyce was not only involved in starting a RhPAP (rural Health) initiative in Didsbury, which has given her the ability to source factual and timely COVID 19 information from AHS.

I am sure most Didsburians will agree that Joyce has been a shining light and a tremendous asset through the tough times that many have endured during 2020.

In addition, Joyce was one of only 9 Albertans recently awarded the prestigious Stars of Alberta Volunteer Awards 2020 and 1 of only 2 in the Adult Category. I have attached those details as well; as this link to the Stars of Alberta Volunteer Awards.

**<https://www.alberta.ca/stars-of-alberta-volunteer-awards-recipients.aspx#toc-1>**

For those who may be unfamiliar with the Stars of **Alberta Volunteer Award** – in the youth, adult or senior categories they must: exemplify the spirit of **community** service. demonstrate exemplary initiative, leadership and creativity in their service to others. serve as a role model for others in their **community**. (This information is taken from the Alberta Government website)

Thank you for your time and consideration in this matter.

Brent Swain – Didsbury

403-651-8017





---

## TOWN OF DIDSBURY POLICY INDEX

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

### Policy Statement:

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

### Purpose

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

#### 1. Definitions

"Business" means a for-profit organization.

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

#### 2. Responsibilities

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





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

c) Letters of Recognition

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

5. Nominations

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





## APPENDIX 1

### Community Recognition Application

Town of Didsbury

#### Community Recognition Application



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

#### NOMINATION FORM

Use a separate form for each Nomination.

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

Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

Information should answer the following questions:

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

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

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

Nominator: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

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



## SPECIAL COUNCIL MEETING Request for Decision (RFD)

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

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

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Change of Use Application for DC-IND
ORIGINATING DEPARTMENT	Planning & Development Services
AGENDA ITEM	7.4

---

### **BACKGROUND/PROPOSAL:**

Administration has received a development permit application for a Change of Use located at 1213- 20<sup>th</sup> Street in Bay #2. The parcel of land is located in the DC-IND “Direct Control District- Industrial”. The use being applied for is Automotive (Minor) for an automotive detailing business. The services provided shall include vehicle detailing, window tinting, LED light sales, application of 3M paint protection and vehicle decals. Under Land Use Bylaw 2019-04, Automotive Services (Minor) is defined as follows “means a Development or portion of a large retail establishment used exclusively for the repair and maintenance of automobiles and other single-axle vehicles, and excludes the sale of gasoline and related fuels. Typical uses include standalone mechanics shops, transmission and muffler shops, and auto body paint and repair facilities.” The previous use in this building was classified as Industrial (Manufacturing and Operations) shop.

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

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

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

### **ATTACHMENTS**

- 1) Schedule A: Application
- 2) Schedule B: Site Plan

### **ALIGNMENT WITH STRATEGIC PLAN**

Economic Prosperity

### **RECOMMENDATION**

That Council approves DP 21-001 for a Change of Use- Automotive Services (Minor), located at 1213- 20<sup>th</sup> Street, subject to the following conditions:

- 1) That the Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw;

OR

At Councils discretion.



## Development Permit - Application

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

Phone 403.335.3391 Fax 403.335.9794

This form is to be completed in full **by the registered owner(s) of the land or by an authorized person acting on behalf of the registered owner(s).**

For Office Use Only	
File Number:	<u>21-001</u>
Date Received:	<u>January 18, 2021</u>
Deemed Complete Date:	<u>January 20, 2021</u>
Fees:	<u>\$250.00</u>

<b>1. Name of Registered Landowner(s):</b> <del>651760 Alberta LTD</del> <u>1320128 Alberta LTD</u>	<b>Address:</b> <u>882 Site 16 Box 26 Didsbury</u> <u>1213 20 st Didsbury, AB</u> <b>PO Box:</b> <u>1324</u> <b>Phone:</b> <u>403-507-1534</u> <b>Email:</b> <u>millerexcavating@gmail.com</u>								
<b>2. Name of Applicant/Authorized person acting on behalf of the registered landowner(s):</b> <u>Lygas Co</u>	<b>Address:</b> <u>Box 2954 Didsbury AB T0M0W0</u> <b>PO Box:</b> _____ <b>Phone:</b> <u>5878720515</u> <b>Email:</b> <u>Tyler@lygasco.com</u>								
<b>3. Location</b> <b>Address of Property:</b> <u>1213 20 Street didsbury, AB</u> <b>Legal Description:</b> Lot <u>5</u> Block <u>J</u> Plan <u>2484 JK</u>									
<b>4. Type of Development</b> <input type="checkbox"/> Residential <table border="0"> <tbody> <tr> <td><input type="checkbox"/> Dwelling, Single Detached</td> <td><input type="checkbox"/> Dwelling, Manufactured</td> </tr> <tr> <td><input type="checkbox"/> Dwelling, Semi-Detached (side by side)</td> <td><input type="checkbox"/> Garage/Shed</td> </tr> <tr> <td><input type="checkbox"/> Dwelling, Duplex (up or down)</td> <td><input type="checkbox"/> Deck</td> </tr> <tr> <td><input type="checkbox"/> Dwelling, Multi-Unit</td> <td><input type="checkbox"/> Other: _____</td> </tr> </tbody> </table> <input type="checkbox"/> Commercial <input type="checkbox"/> Residential/Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Direct Control <input checked="" type="checkbox"/> Change of Use		<input type="checkbox"/> Dwelling, Single Detached	<input type="checkbox"/> Dwelling, Manufactured	<input type="checkbox"/> Dwelling, Semi-Detached (side by side)	<input type="checkbox"/> Garage/Shed	<input type="checkbox"/> Dwelling, Duplex (up or down)	<input type="checkbox"/> Deck	<input type="checkbox"/> Dwelling, Multi-Unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Dwelling, Single Detached	<input type="checkbox"/> Dwelling, Manufactured								
<input type="checkbox"/> Dwelling, Semi-Detached (side by side)	<input type="checkbox"/> Garage/Shed								
<input type="checkbox"/> Dwelling, Duplex (up or down)	<input type="checkbox"/> Deck								
<input type="checkbox"/> Dwelling, Multi-Unit	<input type="checkbox"/> Other: _____								

DEVELOPMENT PERMIT APPLICATION

Permit #: 21-001

PLANNING AND DEVELOPMENT SERVICES

Page 1 of 4

**Development Permit – Application**

<b>6. Type of Work</b> New (size in m <sup>2</sup> / ft <sup>2</sup> <u>1200 sqft</u> ) Renovation (size in m <sup>2</sup> / ft <sup>2</sup> _____ ) Addition (size in m <sup>2</sup> / ft <sup>2</sup> _____ )	<b>Setbacks</b> Front _____ m/ft Rear _____ m/ft Right _____ m/ft Left _____ m/ft
<b>7. Construction Details</b> Land Use District (Zoning) <u>Direct Control</u> Estimated Commencement <u>ASAP</u> Height of Building (m/ft) <u>N/A</u> Proposed development has commenced? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Number of off street parking stalls: <u>2</u> Estimated Completion: <u>N/A</u> Cost of Construction: <u>N/A</u> Is the property a Municipal Historic Resource? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>8. Description of Work</b> Please describe in <u>detail</u> what is being constructed or the intended use that is being applied for. <div style="border-left: 1px solid black; padding-left: 10px; margin-top: 10px;">           Vehicle Decals            LED Light Sales            3M Paint Protection Film            Window Tinting            Vehicle Detailing            Automotive Services Minor         </div> <div style="position: absolute; left: 330px; top: 400px; font-size: 40px; color: blue;">}</div> <div style="position: absolute; left: 410px; top: 420px; color: blue;">Automotive Services (Minor)</div>	
<b><u>AUTHORIZATION</u></b> (Please ensure that <u>all</u> names and signatures of those listed on the Certificate of Title are included below)	
I/We, <u>1320128 AB Inc</u> being the registered owner(s) of: <u>1213 20 St Didsbury</u> do hereby authorize <u>hygas Co</u> to act as Applicant(s) on my/our behalf regarding the Development Permit application of the above mentioned lands. The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for the development approval.	
Signature of Owner(s): _____ Date: <u>Jan 14/20</u>	
Signature of Owner(s): _____ Date: _____	

**DEVELOPMENT PERMIT APPLICATION**  
 Permit #: 21-001

**PLANNING AND DEVELOPMENT SERVICES**  
 Page 2 of 4

**Development Permit – Application****RIGHT OF ENTRY**

I/We being the registered owner(s) or person(s) in possession of herein land and building(s) thereon, hereby consent to an authorized person designated by the Town of Didsbury entering upon the said property for the purpose of inspection during the processing of this application.

Signature of Applicant: \_\_\_\_\_

Date: 01 12 2021**SIGNATURES**

I have been informed of the Town's bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all of the requirement of the Land Use Bylaw. I hereby declare that the development identified in this application will be conducted in accordance with the plans submitted.

Applicant Name: Tyler Lygas

Signature: \_\_\_\_\_

Date: 01 12 2021

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

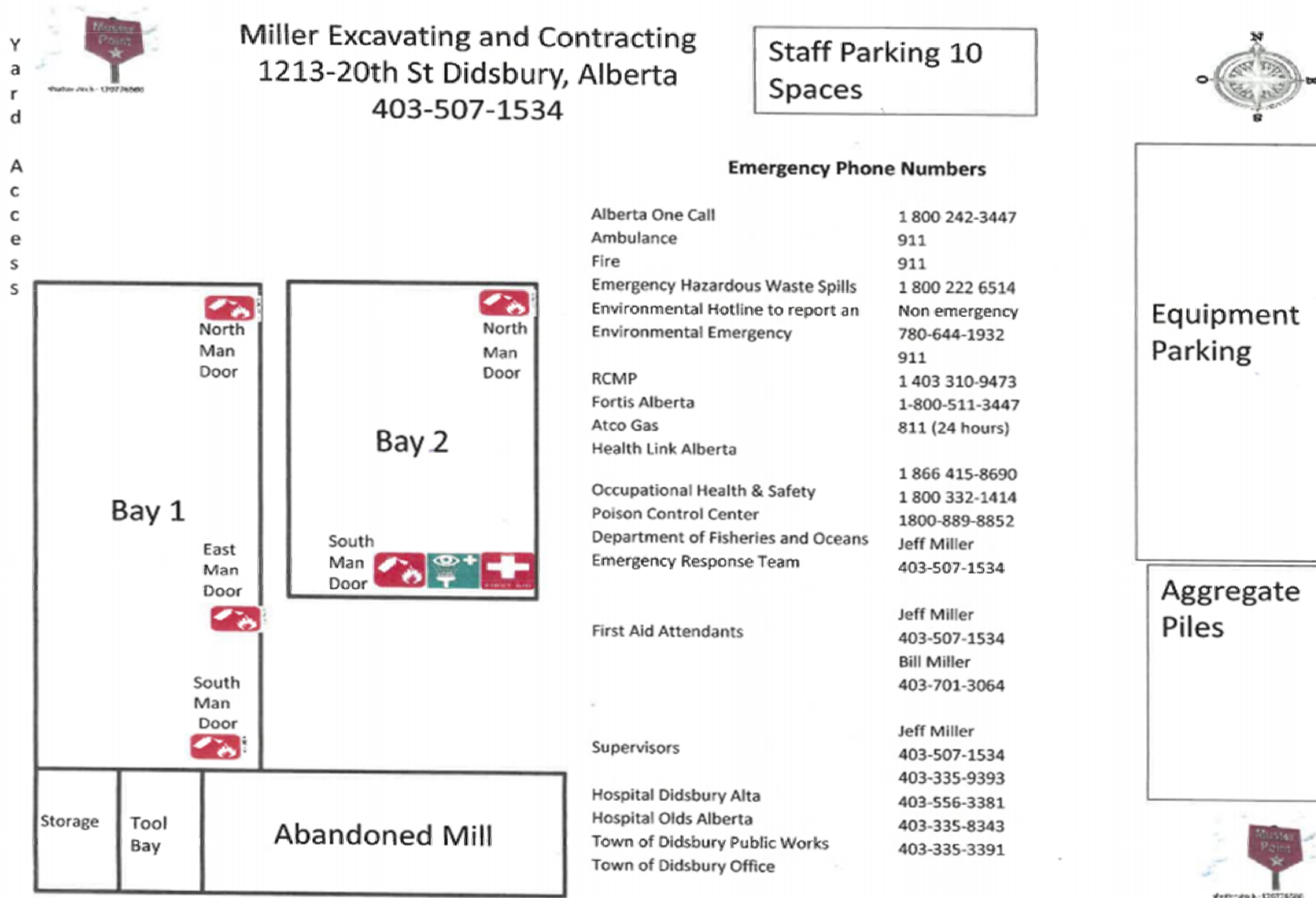
**IMPOTANT NOTICE:** This application does not permit the commencement of construction on the site until a decision is made regarding the proposed development by the Development Authority. A Building Permit may also be required for any development on the site.

**FOR OFFICE USE ONLY**Application Fee: 250.00 Receipt No. N/A Method of Payment: MOST, Program**NOTICE OF DECISION**

Approved: ☐ MPC ☐ DO ☐ SDAB ☒ Council  
 Refused: ☐ MPC ☐ DO ☐ SDAB

☐ Subject to Conditions (see below)☐ Reasons for Refusal (see below)Decision Date: January 26, 2021Date Advertised: N/A**DEVELOPMENT PERMIT APPLICATION**Permit #: 21-001**PLANNING AND DEVELOPMENT SERVICES**

Page 3 of 4







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

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Signage Application for DC-IND
ORIGINATING DEPARTMENT	Planning & Development Services
AGENDA ITEM	7.5

---

### **BACKGROUND/PROPOSAL:**

Administration has received a signage permit application for fascia signage located at 1213- 20<sup>th</sup> Street on Bay #2. Under Land Use Bylaw 2019-04, Fascia Signs are defined as follows “means a flat Sign that is attached flush to a Building face or is painted on.”

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

The proposed fascia signage will be situated on the front of Bay #2, located above the over-sized garage door. The fascia sign is made of choroplast with vinyl graphics and is approximately 8’ X 4’ in length and height.

### **ATTACHMENTS**

- 1) Schedule A: Proposed Signage
- 2) Schedule B: Site Location

### **ALIGNMENT WITH STRATEGIC PLAN**

Economic Prosperity

### **RECOMMENDATION**

That Council approves DP 21-002 for fascia signage, located at 1213- 20<sup>th</sup> Street, subject to the following conditions:

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

OR

At Councils discretion.



## Signage Permit - Application

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

Phone 403.335.3391 Fax 403.335.9794

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

For Office Use Only	
File Number:	DP 21-002
Date Received:	January 18, 2021
Deemed Complete Date:	January 28, 2021
Fees:	50.00

<b>1. Name of Registered Landowner(s):</b> <u>1320128 AB LTD</u>	<b>Address:</b> <u>RR1, SITE 16, Box 26 Didsbury, AB</u>
	<b>PO Box:</b> _____
	<b>Phone:</b> <u>403-507-1534</u>
	<b>Email:</b> _____
<b>2. Name of Applicant/Authorized person acting on behalf of the registered landowner(s):</b> <u>Lygas Co</u>	<b>Address:</b> <u>PO Box 2954</u> <u>Didsbury AB</u>
	<b>PO Box:</b> _____
	<b>Phone:</b> _____
	<b>Email:</b> <u>Tyler@Lygasco.com</u>
<b>3. Location</b>	
<b>Address of Property:</b> <u>1213-20th street</u>	
<b>Legal Description:</b> Lot <u>5</u> Block <u>J</u> Plan <u>2484 JK</u>	
<b>All/part of the</b> _____ <b>¼ Sec.</b> _____ <b>Twp.</b> _____ <b>Range</b> _____ <b>West of</b> _____ <b>Meridian</b>	
<b>Is the location within the Central Core Heritage Area?</b> <u>no</u>	
<b>4. Sign Details</b>	
<b>On what basis will the sign be displayed?</b> <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
<b>If temporary, please complete the following:</b>	
<b>Installation Date:</b> <u>ASAP</u>	<b>Removal Date:</b> _____
<b>Sign Company (if applicable):</b> <u>Lygas Co</u>	<b>Cost of Sign:</b> <u>\$500</u>
<b>Dimensions: Length</b> <u>8'</u>	<b>Width</b> <u>1"</u>
<b>Height</b> <u>4'</u>	

**SIGNAGE PERMIT APPLICATION**


Permit #: DP 21-002

**PLANNING AND DEVELOPMENT SERVICES**

Page 1 of 3



## Signage Permit – Application

Will the sign be lit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, describe the type of lighting (e.g. overhead, backlit, neon) : _____	
<b>5. Type of Sign:</b>	
<input type="checkbox"/> <b>Awning</b> means a sign inscribed on or affixed flat upon the covering material of an awning  <input type="checkbox"/> <b>Billboard</b> means a sign to which advertising copy is affixed to permit its periodic replacement  <input type="checkbox"/> <b>Canopy</b> means a sign attached to or constructed in or on a face of a canopy or marquee  <input type="checkbox"/> <b>Community Identification</b> means a sign which states the name of the community band may contain a logo or symbol which is related to the community name which is permanently placed at the entrance to a community  <input checked="" type="checkbox"/> <b>Fascia</b> means a sign attached to, marked or inscribed on and parallel to the face of a building wall but does not include a billboard  <input type="checkbox"/> <b>Freestanding</b> means a sign that is supported independently of a building wall or structure but does not include a portable sign	<input type="checkbox"/> <b>Portable</b> means a sign which is not in a permanently installed or affixed position  <input type="checkbox"/> <b>Projecting</b> means a sign which projects from a structure or a building face  <input type="checkbox"/> <b>Real Estate</b> means a sign advertising real estate that is for sale, for lease, or for rent or for real estate that has been sold  <input type="checkbox"/> <b>Sandwich Board</b> means a portable sign built of 2 similar pieces of material and attached at the top by hinges so as to be self-supporting when the bottom edges are separated from each other and designed and built to be easily carried by one (1) person; sandwich board signs are by definition erected on their intended site and removed from the site on a daily basis  <input type="checkbox"/> <b>Roof</b> means any sign erected upon, against, or directly above a roof or on top of or is entirely above the parapet wall of a building.
<b>Please attach a minimum of 2 (two) different sign options and the placement in relation to the building (if applicable).</b>	
I have been informed of the Town's bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all of the requirement of the Land Use Bylaw. I hereby declare that the development identified in this application will be conducted in accordance with the plans submitted.	
Applicant Name: <u>Tyler Lygas</u>	
Signature: 	Date: <u>Jan 14/21</u>

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

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

**SIGNAGE PERMIT APPLICATION**

 Permit #: 21-002
**LEGISLATIVE AND DEVELOPMENT SERVICES**

Page 2 of 3

## Signage Permit – Application

### FOR OFFICE USE ONLY

☐ Permitted Use ☒ Discretionary Use

Application Fee: 50.00 Receipt No. N/A Method of Payment: MOST Program

### NOTICE OF DECISION

Approved: ☐ MPC ☐ DO ☐ SDAB ☒ Council

Refused: ☐ MPC ☐ DO ☐ SDAB

☐ Subject to Conditions (see below)

☐ Reasons for Refusal (see below)

Decision Date: January 26, 2021 Date Advertised: N/A

SIGNAGE PERMIT APPLICATION

Permit #: 21-002

LEGISLATIVE AND DEVELOPMENT SERVICES

Page 3 of 3







## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	CAEP Follow-up
ORIGINATING DEPARTMENT	Economic Development
AGENDA ITEM	7.6

---

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

At the September 8, 2020 Regular Council Meeting, Council passed a resolution for the Economic Development Officer to bring a report on remaining as members of the Central Alberta Economic Partnership (CAEP) in January 2021.

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

Economic Development Officer Phil Boucher will provide a verbal report to Council on his findings relative to the Central Alberta Economic Partnership.

At the November 10, 2020 Regular Council Meeting, Council made a resolution to draft an exit letter to CAEP. This letter was submitted on November 26, 2020 and is attached for Council's reference.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Economic Prosperity.

#### **RECOMMENDATION**

That Council accept the report from the Economic Development Officer regarding the Town's membership with the Central Albert Economic Partnership as information.



## Town of Didsbury

1606 14 Street, Box 790, Didsbury Alberta T0M 0W0  
Phone: 403.335.3391 Fax: 403.335.9794 www.didsbury.ca

---

November 26, 2020

Central Alberta Economic Partnership  
5013 - 49 Avenue  
Red Deer, AB, T4N 3X1

Attention: Mr. John Vandermeer, Chairperson

Dear Mr. Vandermeer:

**Re: Notice to withdraw membership to CAEP**

At the November 10, 2020 Regular Council Meeting, Council voted to give notice to withdraw the Town of Didsbury's membership with the Central Alberta Economic Partnership.

As a year's notice is required to withdraw our membership, please accept this letter as that notice.

If you require any further information, please do not hesitate to contact me.

On behalf of Town of Didsbury Council,

Rhonda Hunter  
Mayor

Cc: Town of Didsbury Council  
Ms. Kim Worthington, CAEP Executive Director



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	COVID Update
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

---

### **BACKGROUND/PROPOSAL:**

Administration will provide a verbal update on COVID-19. As part of this, the Economic Development Officer will provide an update of an initiative he is working on relative to COVID-19 and the effect on the businesses of Didsbury.

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

Please find attached the letter to Premier Jason Kenney sent on Council's behalf.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Economic Prosperity

### **RECOMMENDATION**

That Council accept the COVID-19 update for January 26, 2021 as information.





## Town of Didsbury

PO Box 790 | 1606 - 14 STREET DIDSBURY, ALBERTA T0M 0W0  
T. 403.335.3391 | F. 403.335.9794 | [www.didsbury.ca](http://www.didsbury.ca)

---

January 21, 2021

The Honourable Jason Kenney  
Premier of Alberta  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton AB T5K 2B6  
[premier@gov.ab.ca](mailto:premier@gov.ab.ca)

Dear Honourable Premier Kenney

**Re: Re-opening Rural Alberta**

Our community is a community of hope and promise, just as this province is a province of hope and promise. Being in the midst of a pandemic, there is hope, and there will continue to be hope for our lives, as we knew them only 10 short months ago, to return to something very close to all that our lives were, enjoying the freedoms and liberties that are the very fabric of this province and country.

Not only is Didsbury a community, and Alberta a province, of hope, we are a community and province of strong will and intent. Town of Didsbury Council's will and intent is to stay the course of following what we believe, strive for, and will stand up for in achieving what we support as being a responsible and reasonable approach to the restrictions that currently affect our municipality, our community. The restrictions that have been assessed since this past November by the Government of Alberta and Chief Medical Health Officer in this pandemic limit opportunities to make a living, to support our economy, and to meet the needs of our human instincts and need for interaction and socialization with friends, family, and neighbors. Our Council also respects it must be acknowledged that Covid-19-related illnesses and deaths, together with hospital capacity, are a very real concern in this pandemic and that we all must actively participate in measures that mitigate or negate transmission.

Personal and wellness services were recently opened by the province, and for that we thank you. Our Council states, however, that the opening of those services is not enough. It is not enough to permit only a small fraction of businesses and services to open when there are so many who could also responsibly and safely open and get back to business, in many cases to save their business, and to earning a living. Covid-19 numbers in many, many regions, and, in particular, rural regions, have proven repeatedly that they can operate while keeping customers and clients safe from transmission of the virus. Many, many regions also have zero or very minimal numbers in the regions they are serving. We believe that these very low numbers by region must be addressed, acted on, and opened by our government.



We direct you to the numbers and facts (tracked by the province) of specific rural regions where zero and/or low cases as well as zero and/or low transmissions, that support our will and intent to urge you, our Premier, to reset the direction and revert to a regional approach on the lifting of restrictions for businesses, services, recreation and sport opportunities, and all other industries who have steadfastly proven success in safe and responsible operations and approaches in carrying out their daily business. Of particular note is that recreation and sport opportunities have proven to be carried out safely in many regions, and opportunities to safely participate and engage, especially for our youth, must be a very high priority. We do know, and have supporting documentation, that we can, indeed, offer and have offered, during the pandemic, indoor and outdoor recreation in an exceptionally safe manner.

On behalf of the Town of Didsbury, Council urges the Government of Alberta to address, revisit, and reset restrictions from a statistical and regional approach and allow the communities and regions, whose numbers and cases are well below the average, to re-open with, of course, the ongoing requirements to ensure the safety of the public.

Yours truly,

On behalf of Council

A handwritten signature in dark ink, reading "Rhonda A. Hunter". The signature is fluid and cursive, with the first name "Rhonda" being the most prominent part.

Rhonda Hunter  
Mayor

Cc: Mr. Nathan Cooper, MLA Olds-Didsbury-Three Hills



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

---

### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

### ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

### RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for January 26, 2021 as information.



## CAO Report – January 26, 2021

---

1. **December Action Request** (Finance.)  
Please see attached the Action Request Summary and Details for December 2020, as well as the year end summary comparing to 2019.
2. **Fire Department 4<sup>th</sup> Quarter and Year to Date Statistics for 2020**  
Please see attached the 4<sup>th</sup> Quarter October 1 to December 31, 2020 for the Didsbury Fire Department Response and the 2020 yearly totals.
3. **Year-end Planning & Development Stats** (Planning)  
Please see attached the Year-end Planning and Development Stats for 2020.
4. **Asset Management Cohort Report** (ACAO/CFO)  
Please see attached report on asset management cohort.
5. **Community Services Report** (Community Services)  
Please see attached update on Community Services initiatives.
6. **Financial Services 4<sup>th</sup> Quarter Report** (Financial Services)  
Please see attached 4<sup>th</sup> quarter report from the Financial Services department.

2020 ACTION REQUESTS LISTING										
MONTH	STREETS	PW - PROPERTY	VEHICLE S	ME - PROPERTY	ME- SIDEWAL	SOLID WAST	PARKS / REC	ADMIN	PLAN/DEV	TOTAL
December	### IIII	II	I	I	I	II	II	I		
	9	2	1	1	1	2	2	1		19

- 9 STREETS                      20th Avenue needs grading, Corner of 20th Ave & 23 Street needs sand, 15th Ave & 21 Street needs sand, Alley needs sanding, Alleyway very slippery, Plow put snow on driveway, Silverstone Place needs clearing, Pile of snow needs clearing, Remove windrow on 22 Avenue
- 2 PW - PROPERTY              Issue with Business garbage bin, Vibration in home,
- ANIMALS
- 1 VEHICLES                      Vehicles not moved
- 1 ME - Property                      Neighbours burning garbage
- 1 ME - Sidewalk                      Sidewalk on 20th Avenue not cleaned
- 2 SOLID WASTE                      Issue with bin pickup, Issue with bin pickup
- 2 PARKS/REC                      East end of 15th Ave sidewalk not clean, Outdoor Skating rink information
- 1 ADMIN                              Information on additional recycling

# Action Requests    December, 2020

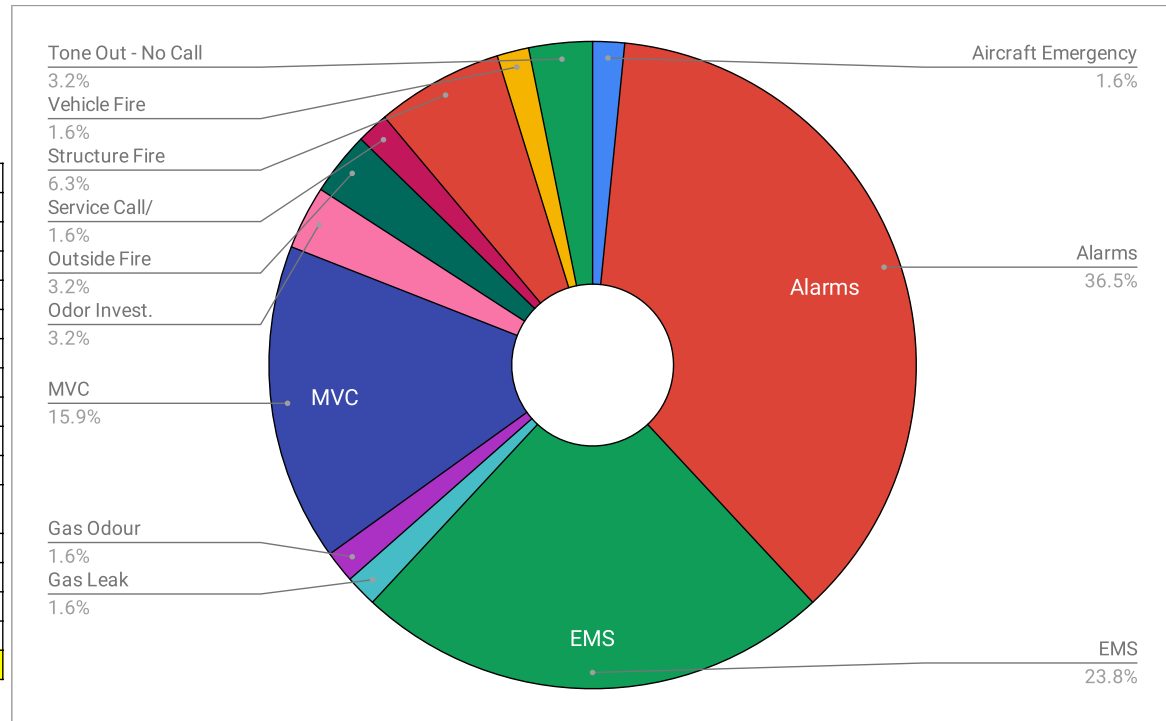
<u>Department</u>	<u>Previous Outstanding</u>	<u>Current Monthly Requests</u>	<u>Completed</u>	<u>Total Outstanding</u>
Public Works		11	11	0
Municipal Enforcemen		3	3	0
Waste Managemen		2	2	0
Parks/Rec		2	2	0
Finance				0
Administration		1	1	0
Plan/Dev				0
Leg/Ec Dev				0
Totals	0	19	19	0

## Action Requests Summary

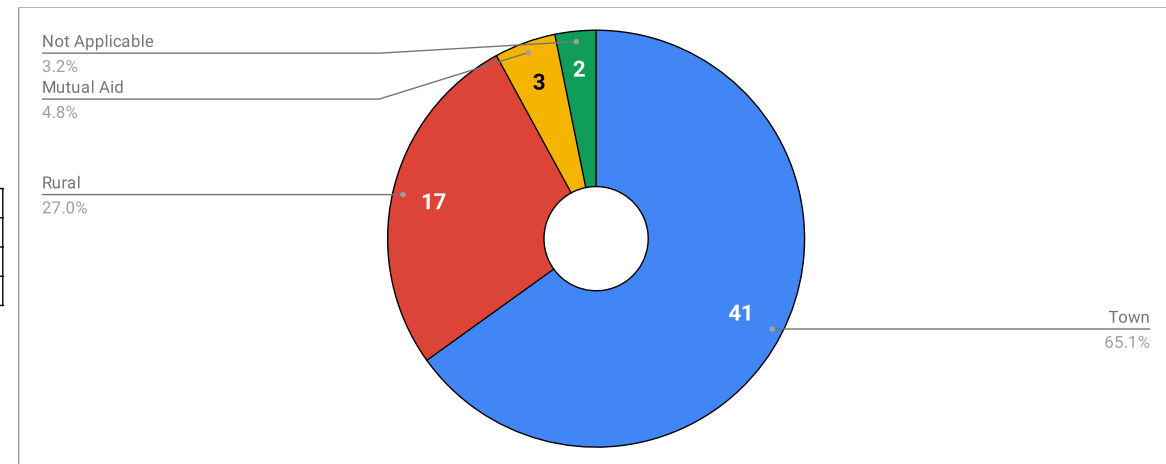
Classification	Number of Requests 2020	Number of Requests 2019
<b>Public Works</b>		
Streets	95	127
Sidewalks	22	21
Water & Sewer	9	6
Property	42	33
Total	<b>168</b>	<b>187</b>
<b>Municipal Enforcement</b>		
Animals	53	44
Vehicles	34	16
Property	53	59
Sidewalks	1	0
Total	<b>141</b>	<b>119</b>
<b>Waste Management</b>	<b>38</b>	<b>31</b>
<b>Parks / Rec</b>	<b>44</b>	<b>34</b>
<b>Administration</b>	<b>63</b>	<b>77</b>
<b>Totals</b>	<b>454</b>	<b>448</b>

**Didsbury Fire Department - Response  
Fourth Quarter - October 1 to December 31**

Type	Total
Aircraft Emergency	1
Alarms	23
Electrical Haz.	
EMS	15
Extrication	
Gas Leak	1
Gas Odour	1
High Angle Rescue	
MVC	10
Odor Invest.	2
Outside Fire	2
Service Call/ Citizen Assist	1
Smoke Invest.	
Structure Fire	4
Vehicle Fire	1
Tone Out - No Call	2
	63

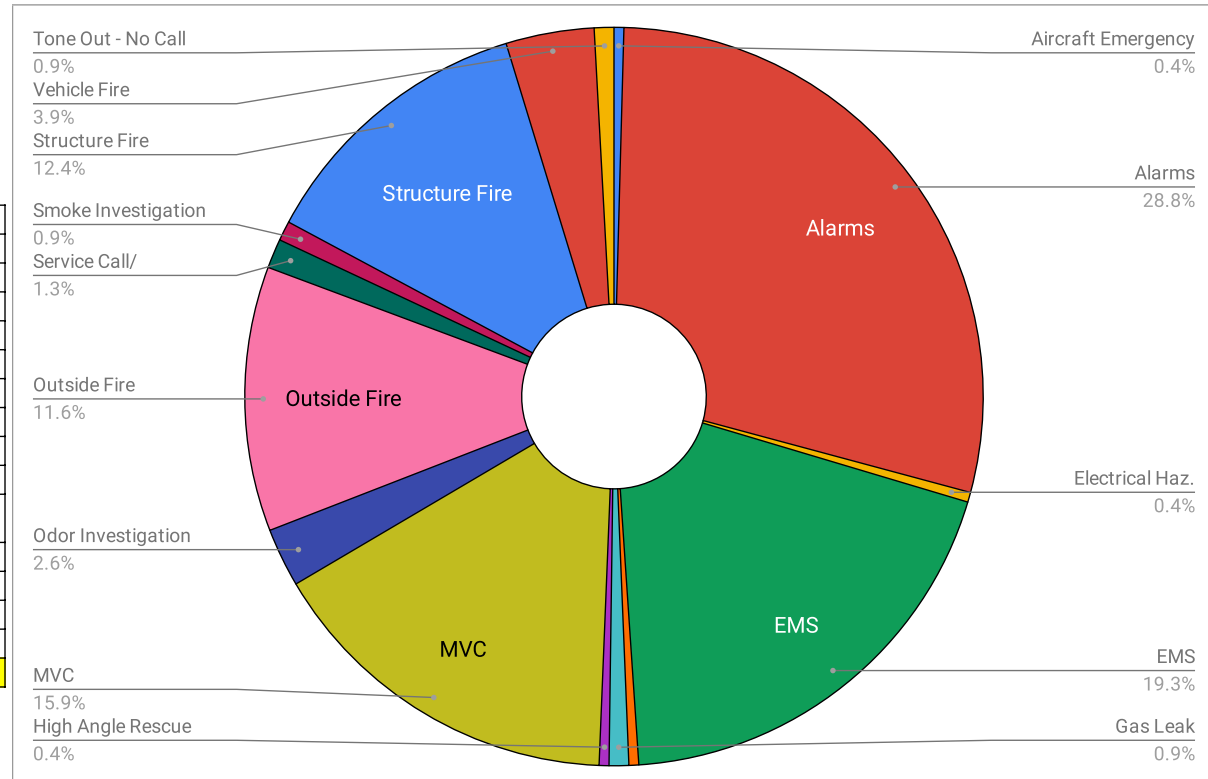


Call Location	Total
Town	41
Rural	17
Mutual Aid	3
Not Applicable	2

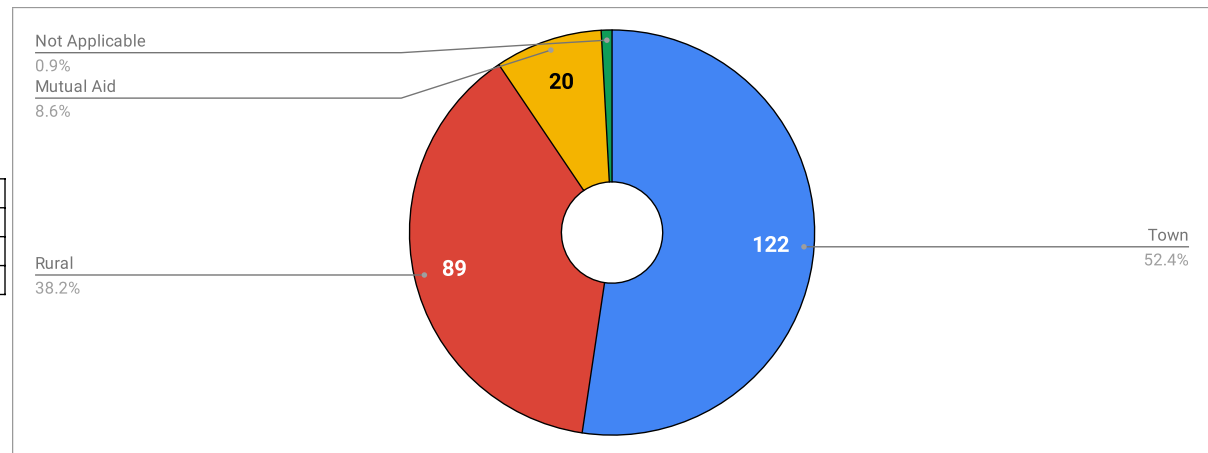


**Didsbury Fire Department - Response  
2020 Yearly Totals**

Type	Total
Aircraft Emergency	1
Alarms	67
Electrical Haz.	1
EMS	45
Extrication	1
Gas Leak	2
High Angle Rescue	1
MVC	37
Odor Investigation	6
Outside Fire	27
Service Call/ Citizen Assist	3
Smoke Investigation	2
Structure Fire	29
Vehicle Fire	9
Tone Out - No Call	2
<b>Total</b>	<b>233</b>



Call Location	Total
Town	122
Rural	89
Mutual Aid	20
Not Applicable	2







**PLANNING & DEVELOPMENT SERVICES**  
**2020 Year End Statistical Development Report**  
 Prepared for the Regular Council Meeting

Page | 1

## **PRINCIPAL DWELLING UNITS**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<i>Permits Issued – Principal Dwelling Units</i>	14	1	11	10	25
<i>Total Construction Values [in the \$ millions]</i>	1.98	(15,000)	1.08	2.15	4.6
<i>Date of First Permit Issued</i>	Mar. 11	July 10	Jan. 2	Jan. 3	March 21
<i>Date of Last Permit Issued</i>	Dec.21	July 10	Oct. 29	Nov. 3	Nov. 28

## **ACCESSORY BUILDINGS, STRUCTURES & USES**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<i>Permits Issued – Accessory/Additions/Decks &amp; Discretionary Uses</i>	18	22	19	24	21
<i>Total Construction Values</i>	1.5	357,367	426,000	294,300	272,300

### **Garages/Sheds**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<i>Permits Issued – Garages &amp; Sheds</i>	5	3	11	9	7

### **Additions**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<i>Permits Issued – Additions</i>	9	2	6	6	3

### **Decks**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<i>Permits Issued – Decks</i>	2	13	1	5	9

### **Demolitions**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<i>Permits Issued – Demolitions</i>	1	-	1	4	1

### **Secondary Suites**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<i>Permits Issued – Secondary Suites</i>	-	1	-	-	1



## Miscellaneous

	2020	2019	2018	2017	2016
<i>Permits Issued – Miscellaneous</i>	-	3	-	-	4

## Waivers Granted

	2020	2019	2018	2017	2016
<i>No Waiver Applications Approved</i>	-	3	5	4	9

## Home Occupations

	2020	2019	2018	2017	2016
<i>Permits Issued -Home Occupations</i>	5	7	6	6	5

## COMMERCIAL RETAIL UNITS

	2020	2019	2018	2017	2016
<i>Permits Issued – Commercial Retail Units</i>	5	1	1	2	6
<i>Total Construction Values [in the \$ millions]</i>	2.44	4.5	200,000	105,000	4.7
<i>Date of First Permit Issued</i>	Jan. 17	July 10	Nov. 18	March 16	April 1
<i>Date of Last Permit Issued</i>	Dec. 1	July 10	Nov. 18	Dec. 13	Nov. 14

## Change of Use

	2020	2019	2018	2017	2016
<i>Permits Issued – Change of Use</i>	10	10	13	20	8

## Signage

	2020	2019	2018	2017	2016
<i>Permits Issued – Signage</i>	20	12	22	32	12

**LAND USE APPLICATIONS & APPEALS****Subdivisions**

	2020	2019	2018	2017	2016
<i>Subdivisions Approved</i>	1	-	1	3	2

**Redesignations**

	2020	2019	2018	2017	2016
<i>Redesignations Approved</i>	-	1	-	4	6

**Development & Subdivision Appeals**

	2020	2019	2018	2017	2016
<i>Development Appeals</i>	-	-	-	-	-

**Certificates of Compliance**

Though not fully accurate, the number of Compliance Letters issued is a reflection of real estate activity in the town as the issuing of a Compliance Letter often accompanies the selling of a property. For the most part, Compliance Letters issued by the Development Office are done so for Residential lots.

	2020	2019	2018	2017	2016
<i>Certificates of Compliance Issued</i>	44	62	50	70	67

Asset Management Cohort  
Hosted jointly by IAMA, RMA and AUMA

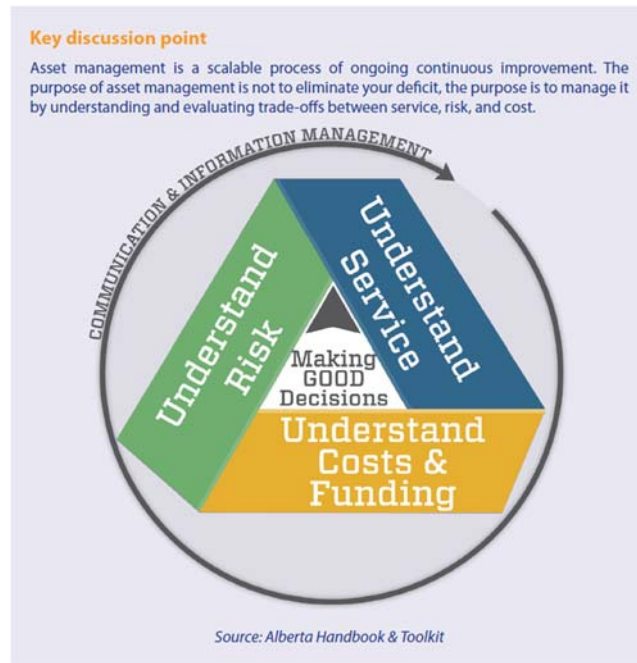
January 13-15, 2021

In attendance from Didsbury: Nicole Aasen, Craig Fox, Amanda Riley

Representatives from various central Alberta Towns and Villages participated in the session facilitated by Urban Systems.

Learning Goals Achieved:

1. Define asset management, risk and cost
2. Articulate the benefit of asset management and the role it plays in sustainable service delivery.
3. Describe tools used in an asset management process and what they are used for
4. Describe the implementation of asset management.



Future sessions will include:

- Identifying Asset Management Champion
- Beginning drafting the AM roadmap/Policy – what it could look like.

## **Report to the CAO – Community Services**

### **January 26, 2021 RCM**

#### **COVID Update – Recreation:**

The ongoing restrictions in response to the COVID-19 situation in Alberta continue to affect the operations of the Didsbury Memorial Complex. Our facility, and its amenities, have remained closed to the public since December 11, 2020. Staffing has been reduced significantly since this closure through temporary lay-offs, and we look forward to restrictions impacting community recreation being eased soon so that we can welcome both our staff and users back into our facilities.

In an effort to offer additional outdoor recreation opportunities to residents, a second outdoor rink was installed on the grounds of the Memorial Complex, and a third rink is under construction in Southridge Park. Additionally we are ensuring efficient clearing of pathways within the community so residents have safe access to our walking paths.

#### **Arena Project Update:**

The capital arena project of replacement of floors, boards, brine lines and the addition of an underpad heat floor has reached 99% completion. The two outstanding items include the installation of a new railing behind the players' benches and the final plumbing connection for the heated slab of concrete out front of the Zamboni bay. These items are expected to be completed by the end of the month.

A final project summary report will be provided to Council in February 2021, but we are pleased to report that this project will be delivered under-budget by approximately \$25,000.

#### **Mountain View Family Resource Network:**

Our contract with the Province of Alberta to provide for Hub and Spoke Services to families within Mountain View County is entering the tenth month of our first contract year. During this time we have learned a great deal about the needs of families in our region and have since realized a gap in services specific to Intensive Supports for Families and Youth. We have made application to Children's Services to add additional services to support families that are facing crisis situations as a result of multiple issues. We are awaiting a decision from the Province on our proposal.

#### **DOSCA:**

Contrary to the effects of COVID-19 on many areas of our organization, the DOSCA Before and After School Year has realized an exceptional year in 2020. Increased use of the program, combined with significant cost savings through the summer months, has put DOSCA into an anticipated profit position for 2020.

#### **Rosebud Valley Campground:**

We are currently working on issuing a Request for Proposal for the operation of the Rosebud Valley Campground in 2021. Information will be advertised for interested applicants in early February. Additionally, a rate review is underway for campground rates for the upcoming season.

#### **MV Regional Recreation, Parks and Culture Master Plan:**

The steering committee for this regional master plan has awarded the project to Expedition Management Consulting and had a kick-off meeting with them on January 14, 2021. In the coming months, Expedition will be hosting community engagement opportunities in each municipality within Mountain View County to gather input from residents, users and other stakeholders. More information on these engagement opportunities will be forthcoming.

January 20, 2021  
4th Quarter Reporting

**Finance Department - Submitted by Maxine Moreau**

Highlights of the work performed in the fourth quarter of 2020

**October**

- Filed 3rd Qtr. GST Claim
- Insurance Renewal for 2021
- 2 Supplementary Tax Notices processed
- Review WCB Estimate for year end
- Prepared for & participated in the annual OH&S Audit
- Continue to adhere to and update health and safety processes for Covid-19

**November**

- Financial Auditors Interim Virtual work
- Preparation for department budget meetings
- Prepared the March 31, 2020 RCMP Year End
- 2 Supplementary Tax Notices processed
- Continue to adhere to and update health and safety processes for Covid-19

**December**

- Prepare and monitor the needs of staff working from home
- Completed the Pre-Year End procedures
- Completed the Year End procedures
- Prepared GLs for 2021
- Outstanding Tax Letters processed
- Create, order, prepare Waste Schedule magnets for mail out
- Prepare Animal License renewal letters for mail out
- Continue to adhere to and update health and safety processes for Covid-19

<b>October–November–December</b>	<b><u>2020</u></b>	<b><u>2019</u></b>		<b><u>Dec 2020</u></b>	<b><u>Dec 2019</u></b>
Customer Service walk in traffic	513	944	Active UT Accounts	2267	2254
Cemetery Burials	5	5	Utility Auto- Pay	514	497
Tax Certificates Prepared	62	57	UT Bills Emailed	815	745
			Active Property Tax Rolls	2379	2341
			Tax – Payments by TIPP	1169	1167
			E. Gov Users	215	47



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 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.

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

The Governance Committees held their Organizational and Orientation meetings on January 20 and 21, 2021.

The following Council members were appointed as Chair and Vice-chair of each committee until the Organizational Meeting in 2021:

Policy & Governance Committee: Chair Councillor Moore, Vice-chair Councillor Windsor

Strategic Planning Committee: Chair Councillor Windsor, Vice-chair Councillor Moore

Performance Evaluation Committee: Chair Councillor Poggemiller, Vice-chair Councillor Engel

The Policy & Governance Committee would like to meet weekly until they are caught up on the backlog of items on the Bylaw and Policy docket.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 2. An Informed & Engaged Community

### **RECOMMENDATION**

That Council move to accept the Council Reports for January 26, 2021 as information.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

---

### **BACKGROUND/PROPOSAL:**

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

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

Please find attached:

- December 14, 2020 DEDAC Meeting Notes
- December 9, 2020 MPC Meeting Minutes
- RCMP K Division, November 5, 2020 Meeting follow up

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 2. An Informed & Engagement Community

### **RECOMMENDATION**

That Council move to accept the items presented as information.



## Didsbury Economic Development Advisory Committee December 14, 2020 Meeting Notes

### Attendance:

Members: Chair, Lance Plewis  
Vice-Chair, Mike Crampton  
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

Regrets: Shelly Daly

Staff: Economic Development Officer, Phil Boucher  
Chief Administrative Officer, Ethan Gorner  
Manager of Legislative Services/Economic Development, Luana Smith

### 1. Call to Order

Vice Chairperson Mike Crampton called the meeting to order at 6:41 p.m.

### 2. Business/Discussion items

#### 2.1 Roles and Responsibilities – DEDAC

CAO, Ethan Gorner went over the principles of the roles and responsibilities of the Committee as laid out in the Bylaw.

The work of the Committee is to serve the purpose of Council and do the work of Council. This is the foundation and principle of Committees of Council.

With regards to the presence of Council and staff members at all committee meetings, there should never need to be a discussion without Council and/or staff. Anything the committee does they should be able to do with staff and with all of Council. The work the Committee does is on behalf of Council and for the good of the Town.

The early work of the Committee is to review and make recommendations on the key documents listed in the Bylaw. These documents were done a few years ago (2008) and now the committee will look at the documents and pull out what is useful in the plan. It would be a helpful exercise to do together and identify the principles and then how to incorporate these principles.

Vice Chair Crampton mentioned that at the last meeting we asked for editable version of the documents but Administration would not provide it. As the documents are large PDF files with lots of data, having it in a format that could make comments and notes of what is useful and what is not. Not being able to use these tools would make the work tedious.

CAO Ethan Gorner reiterated that upon the review of the documents everyone will have different edits/views. A new and updated document can't be done until the committees pulls out what we want from the document, and any information the committee thinks should be included. The next step will be to take these changes and create an updated version of a marketing plan.

EDO Phil Boucher agreed that the Marketing Plan is a large and daunting document, therefore having the committee determine priorities and recommend what relevant information should be included in an updated version of the document. Once the documents have been updated, there is potential for the committee to focus on certain aspects of the plan.

The purpose of doing the documents as a committee is not to write a new Economic Development Plan, but to review the plan and pick and choose what the committee likes, what they feel would be helpful to the EDO and the Town in economic development and marketing the Town.

Questions were asked relating the marketing document.

## 2.2 Review of Marketing Plan Document

It was agreed that the documents will be emailed in MS Word and therefore reviewing it at this meeting will not take place, and will be brought back at the next meeting. Please ensure that when making notes or comments that "Track Changes" are "on" to see what the changes are.

## 2.3 Review of Meeting Notes

Vice Chairperson Crampton asked if anyone had comments and questions on the November 9, 2020 meeting notes. As there were none, the meeting notes were accepted by consensus.

## 2.4 Council Recommendation for Business Representative for CAEP

Council was presented with the recommendation for appointment to the Central Alberta Economic Partnership Business Representative and appointed Helen Hafke as the Business Representative and Jan Lukes as the Alternate. For consistency purposes the members were appointed in the same manner as Council members are appointed.

This information has been sent to CAEP and the newly appointed members should be receiving an email soon.

## 3. Roundtable Discussion

- Member Helen Hafke inquired about the Town submitting an exit letter to CAEP what was the purpose for having representatives appointed.

EDO Phil Boucher explained that the Town remains members and will still participate in meetings and events. This will help to see if being a member is beneficial. Further, if a member plans to leave the organization an exit letter with 1 year's notice is required. This letter can be withdrawn at any time.

- EDO Phil Boucher asked the status of the interview with the new member and if the interview took place. Chairperson Lance Plewis was in contact with the individual however as Mr. Plewis was not able to provide an update due to communication and connectivity issues with ZOOM. The interview committee was Gord Leeson, Lance Plewis and Meaghan Neis.

Phil Boucher indicated he would follow up with Chairperson Plewis.

- Phil Boucher reported on the two things requested from the last meeting:
  - The residential to non-residential assessment ratio is 87/13, not the 70/30 that was the long term goal;
  - There are 260 business licenses which are specifically Didsbury businesses.

## 4. Next Meeting

The next meeting is January 11, 2021 at 6:30 p.m. through ZOOM Meeting.

## 5. Follow-up/Actions

- Provide committee with editable version of marketing documents.
- Chairperson Plewis provide update on new member status.

## 6. Adjournment

MOVED by Gord Leeson to adjourn the meeting at 7:17 p.m.



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

**Absent:** Member-at-Large D. Loades, Member-at-Large K. Phillips

**Guests:** Mayor R. Hunter, J. Bruce, J. McCoy

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 Chairwoman Madge at 4:30 PM.

### **2. AGENDA**

The agenda was presented for the Commission's approval:

**MOTION:** Moved by Councillor Crothers that the December 9, 2020 Municipal Planning Commission Meeting agenda be accepted as presented.

**Carried**

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

**MOTION:** Moved by Councillor Crothers the minutes of the October 14, 2020 Municipal Planning Commission Meeting be approved as presented.

**Carried**

**MOTION:** Moved by Member Dahl the minutes of the November 12, 2020 Municipal Planning Commission Meeting be approved as presented.

**Carried**

### **6. NEW BUSINESS**

#### **6.a) Development Permits issued**

**MOTION:** Moved by Councillor Baswick that the report on Development Permits Issued be accepted as information.

**Carried**

#### **6.b) DP 20-075**

**MOTION:** Moved by Councillor Crothers that that the Municipal Planning Commission approves DP 20-075 for a Change of Use - Care Facility (Clinic) located at 1919 20th Street, subject to the following conditions:

1. 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;

2. 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.
3. That 5 off street parking stalls be provided for customer parking at the north side of the building
4. That the applicant/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 building shall not be occupied until a final inspection has been completed and a Permit Services Report has been issued.
5. That a Business License be applied for and obtained prior to conducting any business at the above address.
6. That the Central Core Heritage Plan (CCHP) be adhered to in regards to the Downtown Design Guidelines
7. That the applicant complies with any and all Provincial regulations and requirements.
8. That any outdoor trash collection areas be screened from view as per the requirements for "Trash Collection Areas" under Section 3-75 of the Town of Didsbury Land Use Bylaw 2019-04.

#### **ADJOURNMENT**

**MOTION:** Moved by Councillor Crothers that December 9, 2020 Municipal Planning Commission meeting be adjourned at 4:45 PM.

**Carried**

---

Chairwoman S. Madge

---

Recording Officer, D. Porath

Royal Canadian Mounted Police

Commanding Officer  
"K" Division



Gendarmerie royale du Canada

Commandant  
de la division "K"

January 8, 2021

Mayor Rhonda Hunter  
Office of the Mayor  
Town of Didsbury  
Box 790  
Didsbury, AB T0M 0W0

Dear Mayor Hunter:

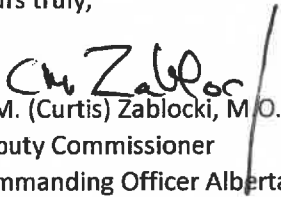
My thanks to both you and your town representatives for taking part in our virtual meetings held on November 5, 2020. Even though our scheduled session was brief, I was grateful for the opportunity to speak with you all. These meetings are vital to me, and I believe it is critical for our senior management team to hear your concerns and for you to know we are committed to responding to the policing needs of the citizens and communities you represent.

Thank you for acknowledging the good work of Inspector Shane Ramteemal from our Operations Strategy Branch. Community engagement is key to building trusted relationships, which in turn contributes to a safer community. I have shared your comments, along with my thanks, about the positive impact that his engagement is having with Inspector Ramteemal.

During our discussion, you also advised that a provincial model for Community Policing Priority Committees would be an effective initiative to create consistency. I appreciate that you raised this point, and I have committed to personally bringing our discussion on this topic to the attention of the Police Advisory Board.

Once again, thank you for taking time to meet with my team and I in November. Our first priority is the safety and security of Albertans, and responding to those needs isn't possible without the community input and guidance that you readily provide. Should any questions or concerns arise before we meet again, please do not hesitate to contact our Alberta Urban Municipalities Association Liaison Officer, Inspector Ed Moreland at 780-412-5259 or [edward.moreland@rcmp-grc.gc.ca](mailto:edward.moreland@rcmp-grc.gc.ca).

Yours truly,

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

11140 – 109 Street  
Edmonton, AB T5G 2T4

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

COUNCIL MEETING DATE	January 26, 2021
SUBJECT	Council Highlights Roundtable
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

---

### BACKGROUND/PROPOSAL:

Council members will identify the that were significant to them from the meeting.

### 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.

### ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community