



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, December 10, 2024, 6:00 pm
Council Chambers 1606 14 Street

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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Didsbury RCMP First Quarter Reports
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Staff Sergeant Stephen Browne, Commander of the Didsbury RCMP Detachment, will be presenting to Council the second quarter report for the Didsbury RCMP Detachment.

The RCMP's fiscal year runs April 1 to March 31; therefore, the second quarter report represents July 1, 2024 to September 30, 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The attached report includes the following:

- Municipal Policing Report
 - Community Priorities
 - Community Consultations
 - Crime Statistics
 - Human Resources Overview
- Didsbury Detachment Crime Statistics January to October 2021-2024

Council will have the opportunity to ask questions following the presentation.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Didsbury RCMP Detachment Second Quarter report for July 1 to September 30, 2024 as information.



November 13, 2024

Mayor Rhonda Hunter
Town of Didsbury
Didsbury, Alberta.

Dear Mayor Hunter,

Please find attached the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2024 reporting period. The attached report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Didsbury Detachment.

This quarter I want to update you on the status of the Body Worn Camera (BWC) rollout, which will be starting this month. We will be conducting Province-wide media releases in mid-November that will include a demonstration of the new BWC along with an update on the Alberta RCMP deployment plan. As the deployment of BWCs to each detachment will take approximately 12-18 months, I will reach out to inform you of when you are expected to receive it. Shortly before the deployment of BWCs in our communities, I will also ensure there is communication locally so that residents are aware of this new piece of equipment being used by our officers.

I also want to let you know about the RCMP Public Consultation Tool that is anticipated to be launched in early 2025. This initiative is being launched in order to solicit feedback from RCMP stakeholders with the goal of increasing transparency in policing and contribute to our vision of becoming an inherently open RCMP. This public consultation tool will be secure and confidential for all participants who will remain anonymous. I encourage your engagement in this process and if you would like more information, you can contact the Open Government Office at EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca





I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Best regards,

Staff Sergeant Stephen Browne
Commander
Didsbury





Alberta RCMP - Municipal Policing Report

Detachment Information

Detachment Name

Didsbury

Detachment Commander

S/Sgt. Stephen Browne

Report Date

November 13, 2024

Fiscal Year

2024-25

Quarter

Q2 (July - September)

Community Priorities

Priority #1: Mental Health and Domestic Violence

Updates and Comments:

During Q2, Didsbury saw a reduced number of domestic violence occurrences. Of the 6 occurrences reported to police, only one was forwarded to Crown for pre-charge approval. Didsbury RCMP has responded to 15 mental health calls which is up from 11 the past quarter. Improved processing times within AHS has resulted in wait times to average around 60 minutes.

Priority #2: Drug Enforcement

Updates and Comments:

2024-09-09 – Investigation into trafficking cocaine within the Town of Didsbury resulted in the execution of a search warrant at a local residence. The suspect is known to police.

Priority #3: Increased visibility within the Community

Updates and Comments:

During Q2, there were 26 foot-patrols conducted, primarily in the downtown business core. Members conducted 520 proactive patrols within town. Combined traffic enforcement between Didsbury Detachment members and Traffic Units from Airdrie and Innisfail resulted in 30 violation tickets and 10 written warnings being issued.





Community Consultations

Consultation #1

Date	Meeting Type
July 1, 2024	Community Connection
Topics Discussed	
Education Session	
Notes/Comments:	
President of the Didsbury & District Historical Society attended the Didsbury Museum in RCMP dress uniform and volunteered (ice cream table and photo ops) at the Museum's Canada Day event which was attended by 410 visitors. Triple that over last year which was 125 visitors.	

Consultation #2

Date	Meeting Type
August 3, 2024	Community Connection
Topics Discussed	
Education Session, Traffic	
Notes/Comments:	
Days of Yore outdoor living history festival August 3-4. Members scheduled to attend both days to be a visible presence during the event and to ensure traffic volume was monitored.	

Consultation #3

Date	Meeting Type
August 17, 2024	Community Connection
Topics Discussed	
Education Session, Traffic	
Notes/Comments:	
Annual Didsbury Elks Parade - Didsbury members participated by leading the parade procession. Members met with participants and community members after the parade concluded.	





Consultation #4

Date	Meeting Type
August 27, 2024	Meeting with Elected Officials
Topics Discussed	
Regular Reporting/Information Sharing	
Notes/Comments:	
Detachment Commander presented the Q1 policing report to the Mayor and Council.	

Consultation #5

Date	Meeting Type
September 11, 2024	Meeting with Elected Officials
Topics Discussed	
Regular reporting, information sharing	
Notes/Comments:	
Detachment Commander meeting with the Mayor and CAO. Discussed recent crime trends, resources and community priorities.	





Crime Statistics

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

Category	July - September			January - December		
	2023	2024	% Change YoY	2022	2023	% Change YoY
Total Criminal Code	116	81	- 30%	374	410	+ 10%
Persons Crime	34	27	- 21%	95	113	+ 19%
Property Crime	48	35	- 27%	164	169	+ 3%
Other Criminal Code	34	19	- 44%	115	128	+ 11%
Drugs Offences	2	2	N/A	10	18	+ 80%
Total Federal Acts	4	5	+ 25%	17	20	+18%
Total Provincial Acts ⁴	25	32	+ 28%	153	113	- 26%
Municipal By-Laws	11	8	- 27%	29	19	- 34%
Motor Vehicle Collisions	15	5	- 67%	76	64	- 16%
Total Traffic Offences	50	72	+ 44%	258	219	- 15%
Provincial Code Traffic	46	70	+ 52%	247	196	- 21%
Criminal Code Traffic	4	2	- 50%	8	21	+ 163%
Other Traffic	0	0	N/A	3	2	- 33%

Notes:

1. Data is extracted from a live database (PROS) and is subject to change over time.
2. Statistics for the July - September period reflect RCMP records as of October 8, 2024.
3. Full-year statistics reflect RCMP records as of January 5, 2024.
4. "Total Provincial Acts" include records of non-offence activities that are undertaken by Detachment members, in addition to actual offences under various provincial acts. Non-offence activities may include activities under the *Mental Health Act*, *Coroners Act*, and other provincial legislation in Alberta.

Trends / Points of Interest





Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies	Revised Plan at Q2	2024-25 FTE Utilization Plan
Regular Members	4	3	1	0	3.0	4.0
Detachment Support	1	1	0	0		

Notes:

1. Data extracted on September 27, 2024 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the four established positions, three officers are currently working. There is one officer on special leave (Medical). There are no hard vacancies at this time.

The annual plan for Didsbury Municipal Detachment is based on 3.0 working members.



Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q2	2024-25 Financial Plan
Detachment Working FTE Levels	3.0 FTE	3.0 FTE	4.0 FTE
Divisionally Pooled Costs (at 100%)	\$ 33,128,909	\$ 71,874,295	\$ 76,688,466
Per Capita Rate (at 100%)	\$ 113,889	\$ 245,305	\$ 247,782
Partner Share of Pooled Costs (at 70%)	\$ 239,276	\$ 515,140	\$ 693,789
Location-Specific Costs	\$ 64,853	\$ 45,297	\$ 47,000
Total Costs after Final Adjustments (at applicable contract share)	\$ 298,879	\$ 549,937	\$ 730,289

Note: For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

Comments:

The financial figures as identified above reflect divisionally pooled costs as well as a location-specific costs, and are in alignment with your Financial Plan for 2024-25.

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

Quarter 2 invoicing for the 2024/25 fiscal year have been distributed. As we approach the end of the calendar year, we will continue to work with your Detachment Commander and community to align forecasts with current expenditures and expected costs, to ensure forecasts are as accurate as possible.





Definitions

Municipal Operations: Human Resources Overview

Term	Definition
FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit.
2024-25 FTE Utilization Plan	Reflects the number of working FTEs planned to be in-place for the current fiscal year.
Revised Plan at Q2	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Operations: Financial Overview

Term	Definition
Fiscal Year-to-Date (YTD)	Reflect the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed.
Revised Plan at Q2	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
2024-25 Financial Plan	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
Detachment Working FTE Levels	Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year.
Divisionally Pooled Costs	<p>Reflects the total of all divisionally pooled costs for Alberta municipalities with a population below 15,000. It includes both direct and indirect costs, including but not limited to the cost categories below:</p> <ul style="list-style-type: none"> • Direct Costs: <ul style="list-style-type: none"> ○ Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay; ○ Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or ○ Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs. • Indirect Costs: <ul style="list-style-type: none"> ○ Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance); ○ Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre;





Term	Definition
	<ul style="list-style-type: none"> ○ Common IT services, including management of the Police Records and Occurrence System; ○ Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or ○ Other divisional and regional administration services.
Per Capita Rate	This is an average cost per member rate determined by pooling applicable costs for Alberta municipalities with a population below 15,000 and dividing the total by the combined working FTE level for those same municipalities.
Partner Share of Pooled Costs	Reflects the portion of the pooled costs that the Contract Partner pays.
Location-Specific Costs	<p>Reflects costs that are specific to location and are not included in the pooled per capita rate. These costs may include:</p> <ul style="list-style-type: none"> ● Accommodation-related costs, for space occupied in RCMP-owned buildings; ● Overtime pay; ● Guarding costs (e.g., with the Corps of Commissionaires); ● Isolated Post Allowances; and/or ● Public Service Employee pay.
Total Costs after Final Adjustments	Reflects the total costs of all expenditure categories including any cost adjustments.



**Town of Didsbury - Didsbury Detachment
Crime Statistics (Actual)
January to October: 2021 - 2024**

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

November 5, 2024

CATEGORY	Trend	2021	2022	2023	2024	% Change 2021 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	1	1	N/A	0%	0.4
Robbery		1	0	1	0	-100%	-100%	-0.2
Sexual Assaults		3	15	6	0	-100%	-100%	-1.8
Other Sexual Offences		2	1	7	1	-50%	-86%	0.3
Assault		42	24	34	37	-12%	9%	-0.5
Kidnapping/Hostage/Abduction		2	0	0	1	-50%	N/A	-0.3
Extortion		0	4	3	2	N/A	-33%	0.5
Criminal Harassment		11	21	16	21	91%	31%	2.5
Uttering Threats		30	16	19	29	-3%	53%	0.0
TOTAL PERSONS		91	81	87	92	1%	6%	0.9
Break & Enter		24	10	10	11	-54%	10%	-3.9
Theft of Motor Vehicle		9	11	5	1	-89%	-80%	-3.0
Theft Over \$5,000		2	1	6	0	-100%	-100%	-0.1
Theft Under \$5,000		61	34	33	20	-67%	-39%	-12.4
Possn Stn Goods		7	8	7	3	-57%	-57%	-1.3
Fraud		23	23	36	27	17%	-25%	2.5
Arson		0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		49	37	27	22	-55%	-19%	-9.1
Mischief - Other		25	21	27	17	-32%	-37%	-1.8
TOTAL PROPERTY		200	145	151	101	-50%	-33%	-29.1
Offensive Weapons		18	6	10	2	-89%	-80%	-4.4
Disturbing the peace		34	28	9	24	-29%	167%	-4.9
Fail to Comply & Breaches		54	60	73	46	-15%	-37%	-1.1
OTHER CRIMINAL CODE		11	15	20	10	-9%	-50%	0.2
TOTAL OTHER CRIMINAL CODE		117	110	112	82	-30%	-27%	-10.3
TOTAL CRIMINAL CODE		408	336	350	275	-33%	-21%	-38.5

Town of Didsbury - Didsbury Detachment
Crime Statistics (Actual)
January to October: 2021 - 2024

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

November 5, 2024

CATEGORY	Trend	2021	2022	2023	2024	% Change 2021 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Possession		6	5	8	3	-50%	-63%	-0.6
Drug Enforcement - Trafficking		10	3	6	1	-90%	-83%	-2.4
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		17	8	14	4	-76%	-71%	-3.3
Cannabis Enforcement		0	1	1	1	N/A	0%	0.3
Federal - General		0	3	1	1	N/A	0%	0.1
TOTAL FEDERAL		17	12	16	6	-65%	-63%	-2.9
Liquor Act		N/A	4	1	3	N/A	200%	-0.3
Cannabis Act		N/A	1	0	1	N/A	N/A	0.2
Mental Health Act		N/A	86	49	53	N/A	8%	-6.4
Other Provincial Stats		N/A	40	39	38	N/A	-3%	-12.1
Total Provincial Stats		N/A	131	89	95	N/A	7%	-18.6
Municipal By-laws Traffic		N/A	0	0	1	N/A	N/A	0.0
Municipal By-laws		N/A	27	15	22	N/A	47%	-3.0
Total Municipal		N/A	27	15	23	N/A	53%	-3.0
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		1	3	2	3	200%	50%	0.5
Property Damage MVC (Reportable)		N/A	N/A	39	27	N/A	-31%	-1.0
Property Damage MVC (Non Reportable)		N/A	N/A	1	8	N/A	700%	-0.1
TOTAL MVC		N/A	N/A	42	38	N/A	-10%	-0.6
Roadside Suspension - Alcohol (Prov)		N/A	N/A	4	11	N/A	175%	1.8
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	1	N/A	N/A	0.2
Total Provincial Traffic		N/A	N/A	163	258	N/A	58%	28.3
Other Traffic		N/A	N/A	1	0	N/A	-100%	0.0
Criminal Code Traffic		9	6	16	13	44%	-19%	2.2
Common Police Activities								
False Alarms		N/A	N/A	30	11	N/A	-63%	-3.1
False/Abandoned 911 Call and 911 Act		N/A	N/A	12	10	N/A	-17%	-2.2
Suspicious Person/Vehicle/Property		N/A	N/A	26	49	N/A	88%	-9.2
Persons Reported Missing		N/A	N/A	1	9	N/A	800%	-1.6
Search Warrants		N/A	N/A	3	1	N/A	-67%	-2.0
Spousal Abuse - Survey Code (Reported)		N/A	N/A	50	38	N/A	-24%	-12.0
Form 10 (MHA) (Reported)		N/A	N/A	3	3	N/A	0%	0.0



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Deborah Forehead
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Ms. Deborah Forehead has submitted a delegation request to appeal to Council the use of off-highway vehicles (OHV) and amendments to the Responsible Pet Ownership Bylaw 2022-17, Part 4 Urban Livestock.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Ms. Forehead is requesting Council to prohibit OHVs on privately owned urban yards because of the noise disturbance and exhaust emissions affecting neighbouring properties.

Ms. Forehead is requesting that Council amend the Responsible Pet Ownership Bylaw 2022-17, Part 4 – Urban Livestock to be more specific regarding crowing animals and chicken coop location.

Council will have the opportunity to discuss this item during Business Arising from Delegations section of the agenda.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To accept the presentation from Deborah Forehead regarding the use of off-highway vehicles and amendments to the Responsible Pet Ownership Bylaw as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: November 26, 2024 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The minutes of the November 26, 2024 Regular Council Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the November 26, 2024 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting
Held on November 26, 2024 in Council Chambers 1606 14 Street
Commencing at 600 p.m.**

Council Members Present Mayor Rhonda Hunter
Deputy Mayor Curt Engel
Councillor John Baswick
Councillor Dorothy Moore
Councillor Bill Windsor

Administration Present Chief Administrative Officer, Ethan Gorner
ACAO/Chief Financial Officer, Amanda Riley
Manager of Public Works, Adam Johnston
Economic Development Officer, Alexandra Ross
Planner, Tracey Connatty
Manager of Legislative Services/Recording Officer, Luana Smith
Legislative Services Coordinator, Jocelyn Baxter

1. CALL TO ORDER

Mayor Hunter Called the November 26, 2024 Regular Council Meeting to Order at 6:00 p.m.

In accordance with s. 161 of the *Municipal Government Act*, CAO Ethan Gorner read out a letter of resignation from Ethan Williams.

Deputy Mayor Engel, moved to the vacated seat on the right side of Mayor Hunter at the Council table.

2. ADOPTION OF THE AGENDA

Add 9.6 Didsbury Farm and Ranch Bonspiel Sponsorship

Res. 643-24

MOVED by Councillor Windsor

To adopt the November 26, 2024 Regular Council Meeting Agenda as amended.

Motion Carried

3. DELEGATIONS/PRESENTATIONS

3.1 Nordicity – Mountain View Regional Film Office Strategy Presentation

Res. 644-24

MOVED by Deputy Mayor Engel

To accept the presentation from Nordicity as information.

Motion Carried

4. ADOPTION OF MINUTES

4.1 November 12, 2024 Regular Council Meeting

Res. 645-24

MOVED by Councillor Windsor

To adopt the November 12, 2024 Regular Council Meeting Minutes as presented.

Motion Carried

4.2 November 19, 2024 Budget Meeting

Res. 646-24

MOVED by Councillor Moore

To adopt the November 19, 2024 Budget Meeting Minutes as presented.

Motion Carried

5. PUBLIC HEARINGS

5.1 Bylaw 2024-12 Municipal Development Plan Public Hearing

Mayor Hunter called the Public Hearing for Bylaw 2024-12 Municipal Development Plan (MDP) to order at 6:36 p.m.

The Public Hearing is regarding Bylaw 2024-12 which is a high-level document that looks at the Town as a whole and provides policies for the long-term growth and development.

Res. 647-24

MOVED by Councillor Windsor

To close the Public Hearing for Bylaw 2024-12 Municipal Development Plan at 7:17 p.m.

Motion Carried

6. 2025 BUDGET

6.1 Rapid Attack Vehicle Recommendation

Res. 648-24

MOVED by Councillor Moore

To approve the replacement plan for the Rapid Attack Vehicle; and to amend Schedule B accordingly of the Fire Services Sub-Agreement between the Town of Didsbury and Mountain View County.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 649-24

MOVED by Councillor Moore

To update the 2025 draft capital budget for the contribution towards the secondary Rapid Attack Vehicle.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

6.2 2025 Capital Budget

Res. 650-24

MOVED by Councillor Windsor

To accept the 2025 capital budget update as information

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 651-24

MOVED by Councillor Windsor

To bring an update on the 2024 Street Light Improvement program design for 20 Street between 17 and 18 Avenue.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

6.3 2025 Operating Budget

Res. 652-24

MOVED by Deputy Mayor Engel

That Administration explore increasing the Economic Development Tourism - Advertising Budget Expense from \$10,000 to \$30,000 to the 2025 Operating Budget and bring back a 2024 Project Update as information to the December 10, 2024 Regular Council Meeting.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 653-24

MOVED by Mayor Hunter

That Administration bring back options for adjusting the proposed 2025 Operating Budget to a 4% overall increase from 2024 revenue from tax, to the December 10, 2024 Regular Council Meeting if possible.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore		X
Councillor Windsor	X	

Motion Carried

7. CAO REPORT

- Develop Permits to November 19, 2024
- 3rd Quarter Economic Development Report
- Municipal Enforcement Update
- 3rd Quarter Action Request Report

Res. 654-24

MOVED by Deputy Mayor Engel

To accept the Chief Administrative Officer Report for November 26, 2024 as information.

Motion Carried

8. BYLAWS & POLICIES

8.1 Bylaw 2024-12 Municipal Development Plan

Res. 655-24

MOVED by Councillor Baswick

That Council grant second reading to Bylaw 2024-12 Municipal Development Plan.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 656-24

MOVED by Councillor Baswick

That Council grant third and final reading to Bylaw 2024-12 Municipal Development Plan.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.2 Bylaw 2024-13 Utility Charges Bylaw

Res. 657-24

MOVED by Councillor Windsor

That Council grant second reading to Bylaw 2024-13 Utility Charges Bylaw.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 658-24

MOVED by Councillor Windsor

That Council grant third and final reading to Bylaw 2024-13 Utility Charges Bylaw.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.3 COUN 007-24 Policy and Procedures Policy

Res. 659-24

MOVED by Deputy Mayor Engel

To approve COUN 007-24 Policy and Procedure Policy as amended.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.4 COUN 005-24 Road Closure Policy

Res. 660-24

MOVED by Councillor Moore

To approve COUN 005-24 Road Closure Policy as presented.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor		X

Motion Carried

Res. 661-24

MOVED by Councillor Moore

To rescind COUN 005-22 External Road Closure Policy.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 662-24

MOVED by Councillor Moore

To refer COUN 005-24 Road Closure Policy to the Policy and Governance Committee for review and recommendation.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.5 COUN 011-24 Sale, Acquisition, and Expropriation of Land Policy

Res. 663-24

MOVED by Deputy Mayor Engel

To approve COUN 011-24 Sale, Acquisition, and Expropriation of Land Policy as presented.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

9. BUSINESS

9.1 2024 Capital Budget Amendment - Snow Wing Attachment Cancellation

Res. 664-24

MOVED by Councillor Baswick

To amend the 2024 Capital Budget to remove the project: Purchase of Snow Wing Grader Attachment.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

9.2 December Facility Closure

Res. 665-24

MOVED by Councillor Baswick

To approve the closure of the Town Office, Didsbury Neighborhood Place and Public Works on December 27, 2024, as an additional day off for 2024 only.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

9.3 2025 Minister's Awards for Municipalities

Res. 666-24

MOVED by Deputy Mayor Engel

To refer the exploration of the 2025 Minister's Awards for Municipalities to the Service Level Committee for review and recommendation back to Council.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

9.4 2025 By-Election

Res. 667-24

MOVED by Councillor Windsor

To set a by-election for Thursday, March 20, 2025, and to increase the draft 2025 Operating Budget accordingly.

	FOR	OPPOSED
Mayor Hunter		X
Deputy Mayor Engel		X
Councillor Baswick		X
Councillor Moore		X
Councillor Windsor		X

Motion Defeated

9.5 Revised 2024-2025 Council Assignments

Res. 668-24

MOVED by Councillor Moore

To accept the amended the 2024-2025 Council Assignment List as presented.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick		X
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

9.6 Didsbury Farm and Ranch Bonspiel Sponsorship

Res. 669-24

MOVED by Councillor Moore

To approve sponsorship for the 2025 Didsbury Farm and Ranch Bonspiel as a Gold Sponsor in the amount of \$750 with \$325.50 funded from the 2024 Community Grant program, and \$424.50 funded from the 2024 Council Promo/Public Relations budget.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

10. COUNCIL REPORTS AND MEETING HIGHLIGHTS

10.1 Council Reports for November 26, 2024

Res. 670-24

MOVED by Deputy Mayor Engel

To accept the Council Reports for November 26, 2024 as information.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Council Meeting Highlights

- Presentation from Nordicity
- Municipal Development Plan
- Municipal Enforcement update in CAO Report
- Sale, Acquisition and Expropriation of Land Policy
- Graciousness of Councillor Moore accepting the amended 2024-2025 Council Assignments

11. CORRESPONDENCE & INFORMATION

- Thank you card from participant of Earptopia Convention

Res. 671-24

MOVED by Councillor Moore

To accept the correspondence presented as information.

Motion Carried

12. QUESTION PERIOD

13. CLOSED MEETING

Res. 672-24

MOVED by Deputy Mayor Engel

To go into Closed Meeting at 9:19 p.m. for the following items:

- 13.1 Cost of Living Adjustment - as per section 24 of the FOIP Act
- 13.2 External Wage Review - as per section 24 of the FOIP Act
- 13.3 Council Interface - as per section 23 of the FOIP Act

Motion Carried

14. RECONVENE

Res. 673-24

MOVED by Councillor Moore

To return to Open Meeting at 9:52 p.m.

Motion Carried

Res. 674-24

MOVED by Councillor Moore

To bring back the Cost-of-Living Adjustment item to the December 10, 2024 Regular Council Meeting.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 675-24

MOVED by Deputy Mayor Engel

That the Chief Administrative Officer bring additional information regarding an enhanced external wage review to Council for consideration.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 676-24

MOVED by Councillor Windsor

To accept the Council Interface as information.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

15. ADJOURNMENT

Res. 677-24

MOVED by Councillor Baswick

To adjourn the November 26, 2024 Regular Council Meeting at 9:55 p.m.

Motion 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.*

MEETING DATE: December 10, 2024
SUBJECT: Economic Development Budget
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the November 26, 2024 Regular Council Meeting, Council resolved that Administration explore increasing the Economic Development Tourising and Advertising Budget Expense from \$10,000 to \$30,000 in the 2025 Operating Budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

When comparing the proposed 2025 budget to that of the 2024 budget, the overall Economic Development Budget has been budgeted to increased when compared to 2024 by \$8,049, or 5%.

Economic Development	2025 Budget	2024 Budget	Increase / Decrease
Revenues	\$ (42,500)	\$ (42,500)	\$ -
Expenditures	201,322	193,273	8,049
	158,822	150,773	8,049

Included in the proposed 2025 Communications budget is an additional \$10,000 to contract a consultant to do graphic design, which is expected to be primarily dedicated for Economic Development. Administration has proposed this increase to ensure proper support for the Town’s Economic Development marketing campaigns.

In the Economic Development budget, general services increased by \$2,500 and advertising increased by \$5,000 to advance economic development initiatives.

In 2024, Council approved funding for a series of Economic Development Projects outside of the ordinary budgeting processes which allocated a set amount of funds for individual projects. From the list of approved projects, several remain outstanding and are not anticipated to be completed in 2024. There is \$1,089 remaining on the Image and Video Library, \$5,000 for a Business Resource Pamphlet and \$45,000 for Augmented Reality. These funds remain available until the projects are completed or cancelled.

Council has requested the exploration of increasing the economic development advertsing budget by \$20,000. If Council chooses to adjust the budget line by \$20,000, allowing for a total of \$30,000, the resulting impact is an additional tax revenue impact of \$20,000 or 0.38%.

ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resiliant Local Economy

RECOMMENDATION

A motion at Council’s discretion.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: November 26, 2024
SUBJECT: 2025 Capital Budget
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

The Draft 2025 Capital Budget was presented at a public meeting with Council on October 30, 2024. Council held a Budget Meeting on November 19, 2024 for further discussion. Then, at the November 26, 2024 Regular Council Meeting, Council discussed an amendment to the draft and made the following motion:

Res. 649-24

Moved by Councillor Moore to update the 2025 Draft Capital Budget for the contribution towards the secondary Rapid Attack Vehicle.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As discussed at the November 26, 2024 Regular Council Meeting, Mountain View County proposed an adjustment to the replacement schedule, in which the 100% County-funded RAV (Unit 341) would be repurposed as the Support Vehicle (Unit 381) in the 2025 Capital Budget. The Town would be responsible for contributing 50% of the residual value of the current RAV, which is a total of \$50,000. This has been added to the Draft 2025 Capital Budget.

The budget now consists of 13 proposed projects totaling \$1,964,450, including a variety of infrastructure, buildings, land improvements, vehicles, and equipment.

The amended 2025 Draft Capital Budget is attached for Council's review.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To adopt the 2025 Capital Budget, totaling \$1,964,450, as presented and funded as follows: \$109,050 from the operating budget, \$937,700 from reserves, and \$917,700 from grants.

Proposed 2025 Capital Budget

Description	Budget	Operations	Reserves	Grants	Total
INFRASTRUCTURE					
2025 Roadworks Program	550,000			550,000	550,000
Westhill Drive & 23 St Storm Replacement	180,000			180,000	180,000
BUILDINGS					
Memorial Complex LED Lighting Upgrade	40,000		20,000	20,000	40,000
Memorial Complex Eavestrough Repairs	30,000		30,000		30,000
LAND IMPROVEMENTS					
Westhill Playground Replacement	75,000		75,000		75,000
Didsbury Tree Project	220,400		102,700	117,700	220,400
Memorial Complex Additional Parking Lot	80,000		80,000		80,000
VEHICLES & EQUIPMENT					
Thermal Imaging Camera Replacement	18,000	18,000			18,000
Municipal Enforcement Vehicle Replacement	80,000		80,000		80,000
Second Rapid Attack Vehicle	50,000		50,000		50,000
Street Sweeper Replacement	500,000		500,000		500,000
GIS & Asset Management Software	110,000	60,000		50,000	110,000
Server Upgrades & Segmentation	31,050	31,050			31,050
	1,964,450	109,050	937,700	917,700	1,964,450

Proposed Funding Sources

Grants

LGFF

2024 Year End Balance, Projected	311,464
2025 LGFF Allocation	950,876
2025 Proposed Projects	
2025 Roadworks (17 Ave & 18 Ave)	(550,000)
Storm Pipe Replacement (Westhill & 23 St)	(180,000)

2025 Year End Balance, Projected 532,340

CCBF

2024 Year End Balance, Projected	395,957
2025 Estimated CCBF Allocation	345,363
2025 Proposed Projects	
Asset Management Software	(50,000)

2025 Year End Balance, Projected 691,320

MCCAC & GCCC - Competitive

2025 Estimated MCCAC Allocation	20,000
2025 Estimated GCCC Allocation	117,700
2025 Proposed Projects	
Memorial Complex LED Lighting Upgrade	(20,000)
Didsbury Tree Project (Pending)	(117,700)

2025 Year End Balance, Projected -

Operations

Funded from Operations

Thermal Imaging Camera Replacement	18,000
GIS	60,000
Server Upgrades & Segmentation	31,050

Total Funded from Operations 109,050

Reserves

O&M Vehicle & Equipment Replacement

2024 Year End Balance, Projected	913,496
2025 Proposed Budget Reserve Allocation	257,000
2025 Proposed Projects	
Westhill Playground Replacement	(75,000)
Street Sweeper Replacement	(500,000)

2025 Year End Balance, Projected 595,496

Municipal Enforcement

2024 Year End Balance, Projected	125,482
2025 Proposed Budget Reserve Allocation	15,000
2025 Proposed Projects	
Municipal Enforcement Vehicle Repl.	(80,000)

2025 Year End Balance, Projected 60,482

In Lieu of MR

2024 Year End Balance, Projected	380,018
2025 Proposed Budget Reserve Allocation	-
2025 Proposed Projects	
Complex Additional Parking Lot	(80,000)
Didsbury Tree Project	(102,700)

2025 Year End Balance, Projected 197,318

Didsbury Memorial Complex

2024 Year End Balance, Projected	734,392
2025 Proposed Budget Reserve Allocation	244,700
2025 Proposed Projects	
Complex Eavestrough Maintenance	(30,000)
Memorial Complex LED Lighting Upgrade	(20,000)

2025 Year End Balance, Projected 929,092

Fire Vehicle & Equipment

2024 Year End Balance, Projected	196,285
2025 Proposed Budget Reserve Allocation	95,000
2025 Proposed Projects	
Secondary Rapid Attack Vehicle	(50,000)

2025 Year End Balance, Projected 241,285

2025 Roadworks Program

Description

The 2025 roadworks includes the mill & overlay and targeted reconstruction to maximize the following road segments:

- 18 Avenue from 20 Street to 23 Street
- 7th Avenue (Multi-Year - Phase 1 (850 m))



Justification

Road rehabilitation on 18 Avenue and 7 Avenue will allow for safe and smooth vehicle conveyance and will maintain service levels for users of these roads.

Level of Service

18 Avenue is an important east-west connector on the south side of downtown. The traveling surface is deteriorating and the edges are failing. 7 Avenue, annexed into the town, has a strong road base, but the asphalt surface has large unmanageable pot holes. Operations is unable to maintain the segment in its current condition.

Project Phase

18 AVE	<input type="checkbox"/> PHASE 1	<input type="checkbox"/> PHASE 2	<input checked="" type="checkbox"/> N/A
7 AVE	<input checked="" type="checkbox"/> PHASE 1	<input type="checkbox"/> PHASE 2	<input type="checkbox"/> N/A
\$300,000			

CAPITAL PROJECT EXPENSES

ROAD REHABILITATION

PROJECT FUNDING PROPOSAL

GRANT - LGFF: \$550,000

Stormwater Pipe Replacement

Westhill Drive & 23 St

Description

This project is the replacement of 150m of storm line due to storm line heaving causing a substantial bump at Westhill Dr and 23 St. This project will also restore the travel surface for road users.



Justification

The stormwater pipe replacement will improve the conveyance of stormwater, reducing the potential for flooding. Additionally, restoring the travel surface will make the intersection safer for users.

Level of Service

This storm line continues to require frequent flushing as a result of sediment intrusion and accumulation. The heave will continue to grow through freeze thaw conditions. Without this project, Operations will continue to use resources to respond to ponding water and cleaning of the underground system to mitigate flooding potential.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

PIPE REPLACEMENT

PROJECT FUNDING PROPOSAL

GRANT - LGFF: \$180,000

Memorial Complex LED Lighting Upgrade

Description

This project will replace the fluorescent lights in the Curling Rink and Arena with LED equivalent lighting to reduce energy consumption. Administration applied for this project through MCCAC and was successful. MCCAC will fund up to 50% of eligible costs.



Justification

This facility will benefit from improved lighting quality, lower maintenance requirements, and a reduction in operating costs, due to the reduction in energy consumption.

Level of Service

The existing fluorescent lighting in the Curling Rink and Arena consumes an extensive amount of energy, resulting in higher operational costs.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

LED LIGHTING RETROFIT

PROJECT FUNDING PROPOSAL

GRANT - MUNICIPAL CLIMATE CHANGE ACTION CENTRE: \$20,000

DIDSBURY MEMORIAL COMPLEX RESERVE: \$20,000

TOTAL

\$40,000

Memorial Complex Eavestrough Repairs

Description

This project will repair and/or replace several sections of the eavestrough at the Memorial Complex that have fallen off as a result of high winds and/or age of facility.



Justification

Capital maintenance on this asset will ensure the facility's long-term viability, allowing it to serve residents and visitors well into the future.

Level of Service

The eavestrough is used to provide water drainage from the roof systems on the facility. The existing asset has fallen off and improper water drainage will cause excess water pooling on the roof systems, which can result in leaks and erosion of facility structures along walls and foundations.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

CAPITAL MAINTENANCE

PROJECT FUNDING PROPOSAL

DIDSBURY MEMORIAL COMPLEX RESERVE: \$30,000

Westhill Playground Replacement

Description

This project will replace the playground located in Westhill Park due to aging equipment and safety concerns.



Justification

The community will continue to benefit from access to outdoor play for children and families in Didsbury. The neighbourhoods served by this park will have access to a safe structure.

Level of Service

The existing playground offers free public access to recreation and leisure activities. However, as the structure continues to age, it may pose safety concerns and require removal.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

PURCHASE & INSTALLATION

PROJECT FUNDING PROPOSAL

VEHICLE & EQUIPMENT RESERVE: \$75,000

BUDGET YEAR: 2025

ASSET TYPE: NATURAL ASSETS

ESTIMATED TIMELINE: JANUARY - SEPTEMBER, 2025

DEPARTMENT: COMMUNITY SERVICES

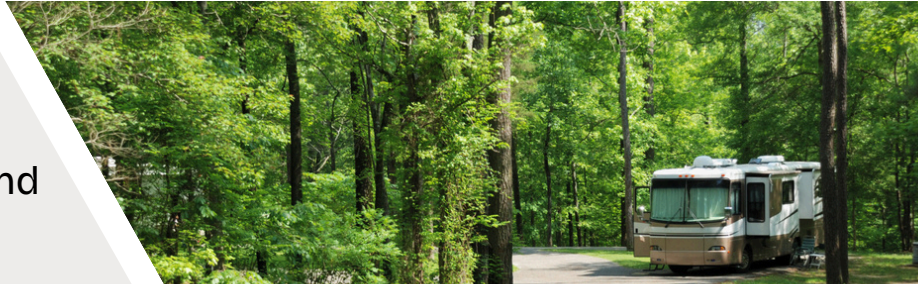
TYPE OF CAPITAL PROJECT NEW BUILD/ASSET CAPITAL MAINTENANCE ASSET RENEWAL

Didsbury Tree Project

Protecting & Enhancing Didsbury's Streets & Public Spaces Tree Canopy

Description

This project will plant approximately 100 trees at the Didsbury campground and along various boulevards. This project was approved by Council at the August 27, 2024 RCM, contingent upon GCCC grant funding. As the project is currently under evaluation by the grant body, it is being presented in the capital budget to determine funding sources.



Funding Source

To fund the Town's portion of this project, Administration recommends using the Municipal Reserve Fund, an externally restricted reserve that can be used to establish spaces for outdoor leisure, public parks, and open spaces.

Growing Canada's Community Canopies: \$117,700
Municipal Reserve Fund: \$102,700
Total: \$220,400

Timeline

- July** Full Application Submitted
- August** FCM Application Review & Feedback
- October** Tree Canada Peer Review Evaluation & Feedback
- November** Funding Recommendation for GCCC Leadership
- December** Agreement Drafting & Execution

subject to change

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

SITE PREPARATION, PURCHASE & PLANTING OF TREES

TOTAL

NEW ONGOING OPERATING EXPENSES

MAINTENANCE YEAR 1

PROJECT FUNDING PROPOSAL

GROWING CANADA'S COMMUNITY CANOPIES: \$117,700

IN LIEU OF MUNICIPAL RESERVE: \$102,700

\$220,400

PROJECT FUNDING PROPOSAL

GCCC: \$7,500

OPERATING BUDGET: \$7,500

Complex Additional Parking Lot

Description

This project is the development of a gravel parking lot on the north-east side of the Memorial Complex lot, with post and cable perimeter fence, concrete parking blocks and additional asphalt pathway to link to existing pathway. Now that the East Reservoir occupies some of the original parking lot, this lot will be added to maintain existing level of service.



Justification

This project will ensure parking is available for attendance at the Memorial Complex. Reduced parking may lead to reduced usage of the recreation facilities. Additionally, local service groups rely on the ability to host events at this location to raise funds for their organization.

Level of Service

This asset provides parking for users of the Didsbury Memorial Complex. When the East Reservoir project begins, there will be a loss of 35-40 parking spots.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

SITE DEVELOPMENT

PROJECT FUNDING PROPOSAL

IN LIEU OF MUNICIPAL RESERVE: \$80,000

Thermal Imaging Camera Replacement

Description

This project is the replacement of the current Thermal Imaging Camera, as the parts for the current model are no longer produced or available.



Justification

In order to maintain the existing level of service for the protection of the community, the replacement of this device is necessary.

Level of Service

The Thermal Imaging Camera is used for fire suppression and extinguishment. The continued use of the existing device is risky as replacement parts have become obsolete. In the unfortunate event that the device breaks, it will be unrepairable.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

PURCHASE

PROJECT FUNDING PROPOSAL

OPERATING BUDGET: \$18,000

Municipal Enforcement Vehicle Replacement

Description

This project is the replacement of the 2014 Dodge Ram for the Municipal Enforcement Department. This project was scheduled on the Town’s Vehicle Replacement Program and the Multi-Year Capital Plan.



Justification

The current vehicle requires additional repairs and maintenance to remain operational. To maintain the visibility and performance of CPOs in the community, a reliable vehicle is required. The replacement was originally scheduled for 2024 but was then deferred to 2025.

Level of Service

This vehicle is used by the peace officers to carry out their duties, including patrolling the community, conducting investigations, providing assistance, and responding to emergencies. The current vehicle is underperforming and requires frequent repairs to operate effectively.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

VEHICLE PURCHASE DECAL & LIGHTS

PROJECT FUNDING PROPOSAL

MUNICIPAL ENFORCEMENT RESERVE: \$80,000

Secondary Rapid Attack Vehicle

Description

This project is the purchase of the Rapid Attack Vehicle, initially purchased by the County and housed at the Didsbury Fire Department. This vehicle would serve as the Support Vehicle (Unit 381) for the next 10 years, as outlined in the updated Fire Services Replacement Schedule.



Justification

The current Support Vehicle (Unit 381) is at the end of its useful life and the replacement of Unit 381 with Unit 341 will allow for maintained level of service.

Level of Service

This vehicle is used for a variety of calls, primarily motor vehicle collisions (MVCs), providing advanced warning and traffic control. It can also serve as a secondary unit for wildland incidents.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

VEHICLE PURCHASE (50% OF RESIDUAL VALUE)

PROJECT FUNDING PROPOSAL

FIRE VEHICLE & EQUIPMENT RESERVE: \$50,000

Street Sweeper Replacement

Description

This project is the replacement of the 2008 Street Sweeper due to escalating maintenance costs and unit parts becoming obsolete. The aging equipment requires frequent servicing, leading to downtime and reduced levels of service.



Justification

Sweeping is an important element of safe transportation corridors and intelligent infrastructure management. Accumulated debris is a hazard for motorists and clogs up stormwater conveyance systems. Replacement is required to maintain service standards.

Level of Service

It currently takes 25-30 days to sweep the community. PW conducts two sweepings annually, following weather events, before community events, and in emergency situations resulting from material releases on our network. From 2021-2023, the unit has required \$15,000 annually for parts and services with over \$12,000 spent in 2024 so far.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

EQUIPMENT PURCHASE

PROJECT FUNDING PROPOSAL

O&M VEHICLE & EQUIPMENT REPLACEMENT RESERVE: \$500,000

BUDGET YEAR: 2025

ASSET TYPE: INFORMATION TECHNOLOGY

ESTIMATED TIMELINE: JANUARY - MARCH, 2025

DEPARTMENT: ENGINEERING & INFRASTRUCTURE

TYPE OF CAPITAL PROJECT NEW BUILD/ASSET CAPITAL MAINTENANCE ASSET RENEWAL

GIS & Asset Management Software

Description

This multi-year project is the acquisition and implementation of GIS and Asset Management software. GIS will provide accurate mapping of development and town assets, seamlessly integrating with the asset management software. This will allow for more efficient management of resources between departments.



Justification

The integration of GIS and Asset Management software will enhance the efficiency of mapping and allow for real-time tracking of assets, leading to better maintenance, service delivery, and planning. This will help to produce a more reliable multi-year capital plan.

Level of Service

Currently, the Town does not have a system to operate GIS or asset management. Asset information is spread across various spreadsheets and documents throughout the organization. Implementing GIS and Asset Management software would centralize this information into a single database accessible to all departments.

Project Phase

PHASE 1 PHASE 2 N/A
Assets \$85,100
Module Maintenance Module

CAPITAL PROJECT EXPENSES

ACQUISITION OF GIS & ASSET MANAGEMENT SOFTWARE - PHASE 1: ASSETS

PROJECT FUNDING PROPOSAL

GRANT - CCBF: \$50,000

OPERATING BUDGET: \$60,000

NEW ONGOING OPERATING EXPENSES

GIS SUBSCRIPTION COSTS

OPERATING BUDGET: TBD

ASSET MANAGEMENT UPDATE & PROTECTION COSTS

OPERATING BUDGET: \$7,500

Server Upgrades & Segmentation

Description

This project will upgrade the existing servers to Windows Server 2022 and VSphere 8. The existing network will be restructured from flat to segmented across all locations and existing equipment will be reconfigured to support this segmentation. This will include the replacement of two network switches, and the implementation of two new secured and public Wi-Fi networks.



Justification

Segmenting the network will limit security threats by isolating various components of the network. It will reduce congestion, improve performance and simplify management.

Level of Service

The Town's current network structure is flat, meaning all devices share the same network domain. This setup is harder to manage and provides less security than a segmented network.

Project Phase

PHASE 1 PHASE 2 N/A

CAPITAL PROJECT EXPENSES

HARDWARE/SOFTWARE UPGRADES & LABOUR

PROJECT FUNDING PROPOSAL

OPERATING BUDGET: \$31,050



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: November 26, 2024
SUBJECT: Draft 2025 Operating Budget – Budget Reduction Options
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

At the Regular Council Meeting held on November 26, 2024, the following motion was approved:

Res. 653-24

MOVED by Mayor Hunter

That Administration bring back options for adjusting the proposed 2025 Operating Budget to a 4% overall increase from 2024 revenue from tax, to the December 10, 2024 Regular Council Meeting if possible.

A four per cent reduction to revenue from tax increase over the 2024 budget would equate to approximately \$146,000, thereby leaving revenue from tax totaling approximately \$5,449,500.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following options for Council's consideration have been compiled by Administration.

1. Election costs Funded from Reserve – Savings \$18,000

Budget impact: Add \$18,000 to Transfers from Reserve (increase revenue)

After the 2021 election, excess funds of \$10,500 were reserved for a future election. Since that time the Election Reserve was merged with the Strategic Initiatives and Contingency Reserve to provide a funding source for strategic operations/projects and unbudgeted emergency needs. Council may decide to pull those funds to offset the election costs which occur quadrennially. The impact of this is that the funds will not be there for other projects or emergent needs. The optimal balance of this fund is 5% of prior year budgeted operating expenditures, which is approximately \$650,000. The fund balance available is currently \$607,000. Funding the election costs from this reserve would further decrease the balance, leaving it less than the optimal amount.

2. Municipal Policing Contract costs, not fully funded– Savings \$30,000

Budget impact: Reduce Municipal Policing budget line by \$30,000 (decrease expense)

Currently, the Municipal Policing contract is fully funded in the budget. However, the RCMP positions are not currently projected to be fully staffed in the year. Therefore, Council may choose to not fully fund the budget for these positions, recognizing that in a year where they are fully staffed, the funds must be returned to the budget. This adjustment does not eliminate the cost. The Town is required to pay for four positions; therefore, the increase would be transferred to a future budget year.

3. Council wages/benefits– Savings \$35,000

Budget impact: Reduce Council salaries and wages line by \$35,000 (decrease expense)

This is a one-time savings due to the current make up of Council having only five Councillors until the General Municipal Election. These amounts will be required to be added back into the 2026 Budget to maintain the level of service of seven Councillors. This adjustment will not eliminate the cost; rather, it will transfer the impact of an increase to a future budget year.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

4. Assessment Growth Revenue to General Revenue – Savings \$100,000

Budget impact: Reduce transfers to reserves, public works by \$100,000 (decrease expense)

Administration is projecting \$100,000 of Assessment Growth Revenue which was allocated in the budget to the Roads and Sidewalks Reserve. Council may choose to bring the Assessment Growth Revenue into General Revenue instead, thus not allocating these additional funds to the reserve. The impact of this adjustment would reduce the amount of funds available for future roads and sidewalks projects. The balance of this reserve is currently \$122,000.

Administration is not recommending any of the options due to the deferral impact on future years' budgets.

Other options that directly impact the level of service in the current year may also be considered by Council. If it is Council's desire to reduce revenue from taxes further, it is recommended that the level of service document, which can be found [here](#), be reviewed and specific levels of service be identified by Council for Administration to explore.

Note: that additional information related to the Cost of Living Adjustment will be brought back for Council's consideration in the new year.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

A motion at Council's discretion.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: 2025 Interim Operating Budget
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

In accordance with the *Municipal Government Act*, Council can adopt an interim operating budget for part of a year, which ceases to take effect when the operating budget for the year is adopted.

This interim operating budget acts as a placeholder until the operating budget process is finalized and the budget is adopted by Council. The adoption of the interim operating budget allows Administration to continue with regular operations. Any changes to level of service or special one-time operating projects will not move forward until the operating budget is adopted, or by resolution of Council for such an item.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has prepared an interim 2025 operating budget equal to one-half of the 2024 Approved Operating Budget which is attached for Council's review. Should Council desire to make changes to and consider the proposed 2025 Operating Budget further, adopting an interim operating budget is recommended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the 2025 Interim Operating Budget with revenues totaling \$6,579,564 and expenditures totaling \$6,579,564 as presented.

2025 Interim Operating Budget

Town of Didsbury

		2025
		Interim
Revenue		
Net municipal taxation (Tax Revenues)		\$ 2,619,931
Utility user charges		1,667,163
Government operating grants		731,502
Sales and user fees		605,094
Lot sales		120,297
Franchise fees		440,000
Penalties		53,000
Fine revenue		11,750
Licence fees		31,500
Permit fees		42,750
Investment income		37,500
Other revenue		30,100
Transfers from reserves		188,977
Total - Revenue		\$ 6,579,564
Expenditures		
Salaries and benefits		\$ 2,350,449
Training, conferences and travel		69,925
Memberships		13,962
Advertising and printing		36,940
Professional services		95,750
Contracted services		425,795
Contracted Municipal Policing		348,750
Telecommunications		153,371
General supplies		238,110
Cost of Water		554,190
Repairs and maintenance		491,715
Utilities		432,870
Insurance		109,898
Leases		31,862
Bank charges		7,750
Write off		3,250
Interest on long term debt		31,578
Long term debt repaid		291,638
Grants and other payments to organizations		263,674
Transfers to capital		48,000
Transfers to reserves		580,088
Total - Expenditures		\$ 6,579,564
Net Revenue over Expenditures		\$ -



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Setting Budget Meeting Date
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

During the Regular Council Meeting on August 27, 2024, Council approved a timeline for the upcoming budget presentations. This timeline outlined the key dates and procedures for budget discussions, ensuring that all necessary steps for a thorough review and approval process were in place.

During these various meetings, Council has made significant progress on the budget, however Council would benefit from additional time to work on the budget.

It is recommended that Council set an additional budget meeting in the new year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration will explore potential dates that are workable with administration's availability and capacity and send out a calendar survey to Council. This survey will help identify a suitable date for the Council to meet and continue their work on the 2025 budget.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

That Administration explore dates for a budget meeting in 2025 and bring back options to the January 14, 2025 Regular Council Meeting.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: CAO Report
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Please find attached the information for the Chief Administrative Officer (CAO) Report for December 10, 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During the CAO Report, Council will have the opportunity to ask questions to the CAO and to make motions for information they would like Administration to bring back to a future Council meeting.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Chief Administrative Officer Report for December 10, 2024 as information.



CAO Report – December 10, 2024

1. Development Permits Issued (Planning & Development)

Please find attached the development officer issued permits and the MPC approval of permits as of December 2, 2024.

2. Communities in Bloom Evaluation 2024 (Community Services)

The Community Services department is pleased to announce that our 2024 Communities in Bloom (CIB) Evaluation was received last month and Didsbury has achieved another Four Bloom rating this year.

As part of our membership in the Provincial CIB program, our community is evaluated annually by two CIB judges. In 2024, the evaluation took place on July 19, with participation from Mayor Rhonda Hunter, Director of Community Services Nicole Aasen, two Didsbury CIB members, and Parks personnel. Several stops were made around our community to highlight different facilities, spaces and projects.

A copy of the full 2024 Evaluation Form has been provided via email to Council. Some of the highlights include:

- Special Recognition for the 2024 Art Banner project
- Kudos for an improved CIB Community Profile in 2024
- Appreciation of the new bear mural in our downtown area, as well as other local art initiatives
- Credit for a healthy tree budget, provided annually
- Excitement around the residential stops on our tour this year

The CIB Committee will take the valuable feedback and recommendations from the judges into consideration when planning projects, initiatives and ideas for 2025 and into the future.

3. Lagoon Project Update (Engineering and Infrastructure)

The project started at the end of September and was completed in October.

During this project there was a substantial amount of clay and boulders discovered that had been deposited into the lagoon from the commercial dumping that was allowed in the past. The removal of this material came with a small amount of additional work that was necessary.

There was a small amount of damage discovered to the liner that needed repair before the cells were put back in use. The repairs were made in the middle of November and the lagoon is now running at 100% of its designed capacity.

The Project came in under budget.

4. East Reservoir Project Update (Engineering and Infrastructure)

Currently the structural and electrical design of the East Reservoir Project is 90% complete and anticipated to be completed in the near future. The Feeder main design is approximately 20% complete. The project is roughly estimated to commence this spring, and completed by mid-2026.

CAO Report: Planning & Development

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

Development Officer (Permitted Use) Decisions

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 24-079	46 Valarosa Drive	Temporary Shipping Container	Winslow, Jayme & Cormier, David	Nov 21, 2024

Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE	APPEAL PERIOD ENDS
DP 24-075	2002 – 24 Avenue	Secondary Suite (Internal)	Masterbuilt Projects Ltd. (a) Y & S Limited & Amandeep Singh (o)	Nov 27, 2024	Dec 18, 2024 (at 4:30 p.m.)
DP 24-076	2004 – 24 Avenue	Secondary Suite (Internal)	Masterbuilt Projects Ltd. (a) Y & S Limited & Amandeep Singh (o)	Nov 27, 2024	Dec 18, 2024 (at 4:30 p.m.)

DP 24-075 & DP 24-076 – These Permits are for two (2) one (1) bedroom Secondary Suites (Internal) to be located in each half of a new Semi-Detached Dwelling currently being developed across from Home Hardware.





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Bylaw 2024-11 Council Procedural Bylaw
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Council granted second reading to Bylaw 2024-11 at the October 22, 2024 Regular Council Meeting and referred the bylaw to the Policy and Governance Committee for review and recommendation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Since second reading, the Committee made the following changes to the bylaw:

- Addition of section 24 to clarify the engagement of Council members;
- Adjustment to section 37 to:
 - Add a new 37.1 and 37.2 to integrate the Deputy Mayor, or alternate, into the regular meetings between the Mayor and CAO for review of the Regular Council Meeting Agenda
- Addition of a heading between sections 41 and 42 entitled, “Notice of Motion”, to improve readability.

The changes made between second and third readings are noted in red font in the attached bylaw.

Council is being asked to consider granting third and final reading to the Procedural Bylaw, if Council is satisfied with the changes recommended by the Committee.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To grant third and final reading to Bylaw 2024-11 Council Procedural Bylaw.

TOWN OF DIDSBURY
COUNCIL PROCEDURAL BYLAW 2024-11

A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCTING OF ORDERLY COUNCIL MEETINGS, COMMITTEE MEETINGS, AND PUBLIC HEARINGS.

The Council of the Town of Didsbury enacts the following:

PART 1: PURPOSE

1. The purpose of this bylaw is to establish rules to follow in governing Town of Didsbury Council Meetings.
2. The following meetings are carried out in accordance with the *Municipal Government Act* RSA C-M26:
 - 2.1 Regular Council Meetings
 - 2.2 Special Council Meetings
 - 2.3 Organizational Meeting
 - 2.4 Public Hearings
 - 2.5 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, and in that event, 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.

Meeting Dates and Times

6. 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.
7. The meeting schedule may be amended in any way, including the addition or cancellation of meetings, by motion of Council.

Electronic Devices

8. Only Town issued devices are to be accessible and used by Council members during all in-person meetings/committees of Council, other than for such uses as allowed by the Chair. All personal devices shall be turned off and put away unless their use is authorized by the Chair.

Councillor Seat Selection

9. Council seating positions are at the discretion of Council.
 - 9.1 At the Annual Organizational Meeting, Council may change seating positions by random draw.
 - 9.2 The Deputy Mayor will sit directly adjacent to the Mayor.
 - 9.3 Any Council member may request a seating change by requesting this as an agenda item through the process outlined above.

Quorum

10. The majority of all the Councillors that comprise the Council shall establish a quorum.

Meeting Length & Unfinished Business

11. Regular Council meetings that reach the four (4) hour mark will adjourn to the next day or a date and time designated by motion.
12. Council may, by motion, defer all or some of the remaining business of Council to the next regularly scheduled meeting of Council.

PART 4: ELECTRONIC PARTICIPATION

Meeting by Electronic Means

13. The following types of meetings must be conducted on any virtual forum facilitated by administration if decided upon:
 - 13.1 by resolution of Council for Council meetings or workshops;
 - 13.2 by consensus of a Council Committee;
 - 13.3 by the Chief Elected Official for a Special Council Meeting;
 - 13.4 by default for a Public Hearing under Part 17 of the *Municipal Government Act*.
14. The hyperlink to the virtual meeting will be posted to the Town Website prior to commencement, with the exception of meetings that are closed to the public pursuant to the *Municipal Government Act* and *Freedom of Information and Protection of Privacy Act*.
15. The meeting chair shall verbally:
 - 15.1 identify Council member(s) attending the meeting electronically;
 - 15.2 indicate the means by which they are doing so, and;
 - 15.3 confirm that each Council member has voted, either in-favour or against, on all motions.
16. All virtual attendees of any meeting must remain in a stationary, quiet setting that commands their attention. Any participant deemed by the chair to be participating in an improper or disruptive manner may be removed.
17. All virtual attendees at a public hearing shall remain muted until such time as they are called upon by the Chair to speak.

Electronic Participation in Meetings

18. Council members are expected to attend Regular Council Meetings and Council Committee meetings at the meeting's designated location, unless unavoidable circumstances arise.
 - 18.1 Should such circumstances arise, Council members may request to participate in an in-person meeting by means of any form of virtual, or telephone participation, and will be deemed to be present at the meeting.
 - 18.2 The recording officer must be given a minimum of three hours' notice to facilitate electronic participation.
19. All virtual attendees participating in closed meeting discussions must verbally confirm that they are participating alone and confidentially.

PART 5: COUNCIL MEETING BUSINESS

Order of Business

20. The order of business at a meeting is the order of the items on the agenda except:
 - 20.1 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;
 - 20.2 When Council alters the order of business for the convenience of the meeting by motion.

Administrative Inquiries

21. Council members will make administrative inquiries during the CAO Report portion of Council meetings, and be approved by motion for any administrative follow up.

Livestreaming

22. Council meetings and Committee of the Whole shall be livestreamed during the meeting, and/or digitally recorded, and access thereto will be made available on the Town of Didsbury website thereafter.

Meeting Decorum

23. Council members may participate in Council Meetings by engaging in agenda business items by:
 - a) Making motions;
 - b) Debating motions; and
 - c) Voting on motions.
24. The Chair presides over the meeting and all comments and questions shall be addressed through the Chair. This includes members of Council and other participants and delegations, who will not speak until recognized by the Chair.
 - 24.1 All members wishing to speak to a matter will notify the chair by raising their hand and will hold their peace until called upon. Council members will not be disruptive or disrespectful.
25. The Council member making a motion shall have the first right to speak to the motion.
26. Council members may speak twice to a motion, and may only speak a second time after everyone who wishes to speak has spoken a first time. After a member has spoken twice to a matter, they will not be called upon to speak again unless providing new information to the motion.
27. Comments or questions must be relative to the motion or matter being considered.
28. Those speaking will address their comments and questions to the chair.
 - 28.1 Council members will not engage in side conversations with other members, while others have the floor during debate, nor be disruptive in their behaviours to the Chair or the decorum of the meeting.
 - 28.2 Council members will be respectful of the will of the majority of Council and will not verbally attack or threaten or attempt to intimidate them for decisions they disagree with. Council members who engage in such behaviours will be asked to leave the meeting.
 - 28.3 Members who persist in being disruptive and disrespectful to the Chair's ability to keep order will be asked to leave the meeting. If the member in question refuses to leave the meeting upon request, Council may:
 - a) make a motion to request the council member leave the meeting;
 - b) call a recess; or
 - c) adjourn the meeting.

29. A Council member may, at any time, make a motion to call for the vote. Such motions are not debatable and require two-thirds majority vote to pass. If passed, the vote will immediately be called.

Points of Order

30. Any Member of Council, who is not acting as chair, may raise a point of order as it pertains to a perceived violation of any Council procedures or meeting decorum.

31. The Mayor shall rule on any point of order that may arise.

32. The Mayor may consult the Chief Administrative Officer when reviewing a point of order.

33. The member raising the point of order may appeal the ruling of the Mayor to Council who will render their decision by resolution of Council.

Council Assignment Reports

34. Each Council member will be provided up to three (3) minutes for the purpose of providing a verbal update on their current Council assignments.

34.1 Council members may provide a written report in lieu of a verbal report.

35. Any action required as a result of a Council Report shall be brought forward as a separate business item.

36. Council members attending conventions, educational sessions and other professional development sessions shall provide a written report outlining the highlights of the event within 2 weeks of attending for inclusion in the next Regular Council Meeting Agenda.

PART 6: MEETING AGENDAS AND MINUTES

Agenda Format

37. The agenda and legislative schedule are planned by the CAO in consultation with the Mayor, in accordance with the needs of Council, Administration and the business of the Town.

37.1 As an administration process, Council members who wish for a matter to be included on an agenda will submit the item to the Mayor and CAO, for inclusion on the agenda.

37.1 The agenda and legislative schedule planning meetings will be attended by the Mayor and Deputy Mayor or, if the Deputy Mayor is unavailable, the alternate Deputy Mayor.

37.2 In the event that neither the Deputy Mayor nor the alternate is able to attend, the Mayor may invite a member of Council at their discretion.

38. Items will not be included on the agenda that are:

38.1 Re-addressing of a previously heard issue, where there is no new information being brought forth;

38.2 Administrative in nature;

38.3 Unrelated to Council business or the governance of the town or not in the scope of local government responsibilities and powers.

39. 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

40. The CAO will ensure copies of the agenda are available to Council members before each regular Council meeting (generally two (2) business days before the meeting).

Adoption of Agenda

41. Council will vote to adopt the agenda prior to transacting other business and may, by motion:
 - 41.1 Add new items to the agenda;
 - 41.2 Delete any matter from the agenda;
 - 41.3 Revise the order of business on the agenda.

Notice of Motion

42. Council members wishing to add items will provide context to the matter being presented. These proposed additions to the agenda will be voted on separately.
 - 42.1 A member must give sufficient detail so that the subject of the motion and any proposed action can be determined.
 - 42.2 Council members may provide advance notice to the Council of their intent to request to add an item by providing a notice of motion to the Mayor and CAO prior to the meeting. The notice will contain background and contextual information to the matter that the member would like the rest of Council to consider. The Mayor and CAO will distribute the notice to the other members of Council prior to the meeting. The item will then be considered in accordance with the above process.

Preparation of Minutes

43. The CAO will ensure that Council minutes are taken and prepared, in accordance with the *Municipal Government Act*.

Adoption of Minutes

44. 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:
 - 44.1 Pass a motion adopting the minutes if there are no errors or omissions;
 - 44.2 If there are minor errors or omissions, Council shall make a motion to adopt the minutes as amended;
 - 44.3 If there are major errors or omissions, the minutes shall be deferred to the following meeting.

PART 7: PERSONS WISHING TO ADDRESS COUNCIL (DELEGATIONS)

45. 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.
46. A request will be deemed to not be appropriate if the matter is:
 - a) Re-addressing a previously heard issue, where there is no new information being brought forth;
 - b) Administrative in nature;
 - c) Unrelated to Council business or the governance of the town or not in the scope of local government responsibilities and powers;
 - d) Self-promoting or politicking, or a salespitch;
 - e) Incoherent; or Libelous, impertinent or improper.
47. Generally, delegations will have up to 10 minutes to speak; however, their time will be at the discretion of the chair.

Council Consideration of Request

48. If a person appears at a Council meeting wishing to speak to Council without having given prior notice, Council may:
 - 48.1 Choose to add them to the “Delegation” portion of the agenda by unanimous motion;
 - 48.2 If such request is not approved by unanimous motion, the person will not be allowed to speak.

PART 8: COUNCIL ASSIGNMENTS

49. Only the primary Council member appointed to a specific assignment (or their appointed alternate, if acting in their absence) may act, speak, or vote on a matter. They may not delegate this appointed responsibility to anyone else.
50. Where there are budgetary implications, Council members must have the approval of Council, by motion, to put their name forward to take on any additional responsibility or role within their appointed assignment.
51. Council Meetings shall take priority over all other council appointed assignments.

PART 9: REPRESENTING COUNCIL

Public Comments on Council Business

52. Unless Council directs otherwise, the Mayor is Council’s official spokesperson and in the absence of the Mayor, it is the Deputy Mayor.
 - 52.1 This includes commenting publicly or on social media about Council decisions or the business conducted at Council meetings. Councillors will refrain from publicly commenting on the decisions of Council or on administrative recommendations and will defer all such comments to the Mayor or Council’s official spokesperson.

Public Events

53. 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.
54. Other members of Council may accompany the Mayor/Deputy Mayor when appropriate or when approved by motion of Council.

PART 10: - SPECIAL MATTERS

Petitions

55. 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.

Suspension of Rules

56. 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 temporarily relaxed or set aside by a motion of Council, such a motion must be carried unanimously.

PART 10: - GALLERY QUESTION PERIOD

- 57. The holding of Gallery Question Period, and whether to hold it, shall be on motion of Council and the format or placement of it on the agenda shall be at the discretion of the meeting chair.
 - 57.1 When held, it will be for only questions or comments related to Council business or governance matters from that meeting’s agenda. All questions or comments are to be made to the chair.
 - 57.2 Council encourages respectful and constructive dialogue. Participants will not attack or ridicule staff or Council, and will not politic or campaign. Those who do so will not be called upon to participate.
- 58. The Chair shall have discretion in response to the questions or comments that arise, and on the order that individuals are called upon to participate.

PART 11: - GENERAL PROVISIONS

- 59. Bylaw 2023-11 and all amendments thereto are hereby repealed.
- 60. That this Bylaw shall take effect on the date of final passing.

Read a first time this 23rd day of September 2024

Read a second time this 22nd day of October 2024

Read a third and final time this ___rd day of _____ 2024

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.

MEETING DATE: December 10, 2024
SUBJECT: Bylaw 2024-09 Amending Bylaw 2023-20 Committees of Council Bylaw
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Council granted first reading to “Bylaw 2024-09 Amending Bylaw 2023-20 Committees of Council Bylaw” at the June 11, 2024 Regular Council Meeting and referred it to the Policy and Governance Committee for review and recommendation to Council. The purpose of the Amending Bylaw was to integrate Interface Committees, including the Personnel Committee and Agenda Committee, into the Committee structure.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Upon review of the bylaw, the Committee is recommending that the Personnel Committee not be integrated into the current committee structure given that the principles are largely spoken for in the Council Code of Conduct Bylaw. Furthermore, the Committee recommended the Agenda Committee be added directly into the Council Procedural Bylaw rather than establish it as a stand-alone Committee of Council. As a result of the two recommendations from the Committee, Bylaw 2024-09 no longer has substance that would amend the Committees of Council Bylaw.

Therefore, the Committee is recommending that no further action be taken on this bylaw. If Council wishes to proceed no further with the bylaw, Administration is recommending that Council rescind the resolution granting first reading to Bylaw 2024-09.

Resolution 373-24

Moved by Councillor Williams to grant first reading to Bylaw 2024-09 Committees of Council and refer it to the Policy and Governance Committee for review and recommendation.

Motion Carried

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To rescind resolution 373-24 - *Moved by Councillor Williams to grant first reading to Bylaw 2024-09 Committees of Council and refer it to the Policy and Governance Committee for review and recommendation.*



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: PLAN 001-24 Standard Development Agreement Policy
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the November 12, 2024 Regular Council Meeting, Council referred PLAN 001-24 Standard Development Agreement Policy to the Policy and Governance Committee for review and recommendation.

The Committee met on November 27 to discuss the policy as a tool to assist the Planning and Development Department in communicating to developers that there may be an expectation to enter into a development agreement when deemed necessary and that agreements are developed in a flexible manner to accommodate the requirements of both the Town and the developer.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The attached proposed Policy provides definitions and principles that relate to Standard Development Agreements. This Policy provides guidance when a Development Agreement is required. As part of the administrative process, the Planning and Development department maintains a Standard Development Agreement template.

This process allows for consistency with the Town's overarching planning bylaws:

The Municipal Development Plan has a policy that relates to the requirement of a Development Agreement.

The Land Use Bylaw has a section that describes that a Development Agreement may be required and what could be included in the Agreement.

Please find attached a marked-up version and clean version of the Policy for Council's review and information.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve PLAN 001-24 Standard Development Agreement Policy as presented.

AND

To rescind PLAN 001 Standard Development Agreement policy.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	PLAN 001
Policy Title:	Standard Development Agreement
Approval Date:	July 8 th 2014
Date to be Reviewed:	2019
Responsible Department:	Planning and Infrastructure Development
Related Bylaws:	

Policy Statement:

The Town of Didsbury will provide guidelines for the use of standard development agreements.

1. Definitions

- 1.1 ~~Council~~ means the Council of the Town of Didsbury, in the Province of Alberta.
- 1.2 ~~Developer~~ means a land owner, or his agent, who intends the new or revised development of land by subdivision. **REWORD**
- 1.3 Development means the change in use or intensity of use of land.
- 1.4 Development Agreement means an agreement between a Developer and the Town ~~on the development of a major or multi-lot development.~~ **REWORD**
- 1.5 Minor Development Agreement means a development agreement required under the terms of development permit approved by the Municipal Planning Commission, the Development Appeal Board, or the Development Officer.

2. Responsibilities

2.1 Council:

~~2.1.1 Shall review proposed developments and provide direction to staff on the preparation of a development agreement.~~

2.1.2 Shall Review and approve all development agreements.

2.2 Municipal Planning Commission, Development Appeal Board or Development Officer:

~~2.2.1 Shall require, where appropriate, a minor development agreement as a condition of approval on a development permit.~~

~~2.3 Chief Administrative Officer:~~

~~2.3.1 Shall provide comment on all development agreements to Council.~~

2.3.2 Shall provide comment on all minor development agreements to the Development Officer.



TOWN OF DIDSBURY POLICY # PLAN 001
POLICY NAME: Standard Development Agreement

~~2.3.3~~ Shall sign all development agreements, amendments to development agreements and all documents required to process and administer development agreements on behalf of the Town.

~~2.3.4~~ Shall prepare each development agreement based on this policy, negotiations with the Developer, direction by Council and comments by managers.

~~2.4~~ Managers:

~~2.4.1~~ Shall provide comments on all development agreements to the Chief Administrative Officer.

~~2.5~~ Development Officer:

~~2.5.1~~ Shall provide comment on all minor development agreements to the Municipal Planning Commission and the Development Appeal Board.

~~2.5.2~~ Shall sign all minor development agreements, amendments to minor development agreements and all documents required to process and administer minor development agreements on behalf of the Town.

~~2.5.3~~ Prepare each minor development agreement based on this policy, negotiations with the Developer, direction by the Municipal Planning Commission or the Development Appeal Board, and comments by the Chief Administrative Officer.

3. Guidelines

3.1 Standard Agreements:

3.1.1 Both development agreements and minor development agreements shall be:

~~3.1.1.1~~ Written in plain English.

3.1.1.2 Be clearly organized and indexed.

3.1.2 The Standard Development Agreement shall form the basis for discussions with a Developer and any or all of the requirements of the Standard Development Agreement may be increased, decreased or deleted.

3.1.3 Where the Town considers that a development is of a nature that requires special conditions, requirements in addition to those outlined by the Standard Development Agreement may be applied.

3.1.4 The Standard Minor Development Agreement shall form the basis of the development agreement required as a condition of a development permit approved by the Municipal Planning Commission, the Development Appeal Board or the Development Officer.

4. End of Policy



Policy Statement

Development Agreements may be required for a Subdivision or Development Permit as per Section 650(1) (Development) and 655(1) (Subdivision) of the *Municipal Government Act*.

The Town of Didsbury will provide guidelines for the use of standard development agreements.

1. Definitions

- 1.1. Developer means a land owner, or their agent, who proposes development or a subdivision.
- 1.2. Development means:
 - a) an excavation or stockpile and the creation of either, or the clearing of land or removal of vegetation;
 - b) a Building or an addition to, or replacement or repair of a Building and the construction or placing in, on, over, or under land of any of them;
 - c) a change of use of land or a Building or an act done in relation to land or a Building that results in, or is likely to result in, a change in the use of the land or Building;
 - d) a change of use of land or a Building or an act done in relation to land or a Building that results in, or is likely to result in, a change in the intensity of use of the land or Building.
- 1.3. Development Agreement means an Agreement between a Developer and the Town that sets out the terms and conditions under which the development of the lands is to take place, including the responsibility to construct public facilities and associated financial obligations.
- 1.4. Minor Development Agreement means a Development Agreement required under the terms of a Development Permit approved by the Municipal Planning Commission, the Development Appeal Board, or the Development Officer.
- 1.5. Subdivision means the splitting of land into smaller separate parcels.

2. Principles

- 2.1. Standard Agreements will be clearly organized and indexed.
- 2.2. The Standard Development Agreement shall form the basis for discussions with a Developer and any or all of the requirements of the Standard Development Agreement may be increased, decreased, or deleted.
- 2.3. Where the Town considers that a development is of a nature that requires special conditions, requirements in addition to those outlined by the Standard Development Agreement may be applied.
- 2.4. The Standard Minor Development Agreement shall form the basis of the Development Agreement required as a condition of a Development Permit approved by the Municipal Planning Commission, the Development Appeal Board, or the Development Officer.

3. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: COUN 005-24 Road Closure Policy
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the November 26, 2024 Regular Council Meeting, Council approved COUN 005-24 Road Closure Policy and referred it to the Policy and Governance Committee for further review and recommendation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy and Governance Committee met on December 4, 2024 to discuss the policy and made the following recommendations:

- Adding the clarifying term “governance policy” to the policy statement;
- Clarifying the role of Council in the temporary closure of roads;
- Modifying the requirements for public and special events;
- Broadening the clause for temporary road closures as they pertain to construction; and
- Removing the Temporary Road Closure Request form.

The policy is attached with annotation noted in red font.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To amend COUN 005-24 Road Closures Policy as presented.



Policy Statement

This **governance policy highlights** the Town of Didsbury Council supports the temporary closure of Town-owned roadways for special events, public requests and to facilitate the needs of new development and construction.

1. Principles

- 1.1 **The temporary closure of town roads is under the direction and authority of Council unless otherwise allowed for under relevant statutes or bylaws.**
- 1.2 The Chief Administrative Officer (CAO) will receive all road closure requests and determine if they meet the criteria of this policy.
 - 1.2.1 A map must be provided highlighting the proposed road closures.
- 1.3 Temporary Road Closure requests must be made to the CAO with sufficient lead time so the Road Closure Notice can be posted a minimum of 48 hours prior to the closure.
- 1.4 Notices shall be placed in appropriate locations by the applicant a minimum of 48 hours before the closure takes effect to advise the businesses and residents.
 - 1.4.1 In urgent or unexpected circumstances, the CAO may grant a temporary road closure with less than 48 hours' notice.
- 1.5 The Town of Didsbury may provide traffic control/management signs and barricades which are to be erected and managed by the applicant.
 - 1.5.1 The Town of Didsbury will endeavour to provide pedestrian and vehicle access wherever possible.
- 1.6 This policy does not apply to closures undertaken by Town staff to address Town projects. ~~or special events.~~
- 1.7 A traffic strategy may be required to indicate where closures are needed and how they are being managed.
 - 1.7.1 The requirement of a traffic strategy may be added to the development agreement for construction expectations and road closure anticipated.

2. ~~Public Events that Road Closures Requiring Council Approval~~

- 2.1 The Town of Didsbury Council shall receive road closure requests ~~for public events~~ when:
 - 2.1.1 The request is for more than one (1) street or exceeds three (3) blocks;
 - 2.1.2 The request is for more than one (1) day; or
 - 2.1.3 The value of the road closure to the community is not clear.

3. Pre-Approved Annual Public Events

- 3.1 The following events are pre-approved by Council for road and train station parking lot closures:
 - 3.1.1 Didsbury Elks Parade (August)
 - 3.1.2 Didsbury Schools' Terry Fox Run (September)

3.1.3 Didsbury Country Christmas (November or December)

3.1.4 CPKC Holiday Train (December)

4. Construction Projects

4.1 Notwithstanding 2.1, the CAO or designate may approve a temporary road closure request that has minimal public impact ~~outside those parameters:~~

4.1.1 to facilitate ~~developers in~~ the ~~timely~~ construction, repair, development, or maintenance of a road, public utility, or new construction projects.

5. Communication of Road Closure

5.1 All Road Closure Notices shall be emailed to the following organizations and departments:

Public Works – Town of Didsbury	Olds Radio
Didsbury Fire Department	Chinook’s Edge School Division
Didsbury Municipal Enforcement	The Albertan (local newspaper)
Didsbury RCMP Detachment	Didsbury & District Chamber of Commerce
Town of Didsbury Council	STARS Air Ambulance
Town of Didsbury Communications	Alberta Health Services (EMS)
Town of Didsbury Leadership Team	CPKC Railway
Town of Didsbury Financial Services	Affected businesses

5.2 All downtown businesses will receive notification relative to parking restrictions in effect during filming in the central core.

5.3 Didsbury Communications Department will post Road Closure Notices on the Town of Didsbury Website and Social Media platforms.

6. End of Policy



TEMPORARY ROAD CLOSURE REQUEST

PO Box 790, 1606 14 Street, Didsbury AB T0M 0W0

T 403.335.3391 F. 403.335.9794

www.didsbury.ca

Please complete Section "A" if your organization would like Temporary Road Closure. Submit the completed form to the Town Office at the above address, or email to legislative@didsbury.ca.

Reason for Road Closure/Name of Event	
Dates of Closure (start to end)	
Name and/or Number of Roads	
Contact Person	
Contact Telephone Number	
Contact Email	
Map of Closure Provided	<input type="checkbox"/>

I hereby authorize the Temporary Road Closures as outlined in the attached map

Approved by:

Chief Administrative Officer

I hereby deny the Temporary Road Closures as outlined in the attached map for the following reasons:

- _____
- _____
- _____
- _____

Chief Administrative Officer



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: COUN 012-24 Filming in Didsbury Policy
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the September 10, 2024 Regular Council Meeting, Council referred a list of policies to the Policy and Governance Committee for review and recommendation to Council. On that list was the Creative Industries Policy which was renamed to the Filming in Didsbury Policy for greater clarity of interpretation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee met on December 4, 2024 to discuss the policy and expressed a desire to remain flexible and remove barriers to filming in Didsbury. Therefore, the policy contains high-level governance statements to expediate and accommodate the dynamic filming process.

Attached is COUN 012-24 Filming in Didsbury Policy for Council's review.

ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy

RECOMMENDATION

To approve COUN 012-14 Filming in Didsbury Policy as presented.



Policy Purpose

The purpose of this governance policy is to enable flexibility to attract and accommodate filming productions in the Town of Didsbury while maintaining clear communication to residents and business owners.

1. Definitions

1.1 **Public Realm** means any Town-owned and operated property, including but not limited to parks, streets, sidewalks, and boulevards in the Town as defined in the Filming Rates Bylaw.

2. Principles

2.1 Council acknowledges their commitment and support for Creative Industries, a sector that provides significant economic and cultural benefit to Didsbury residents. This innovative industry enhances Didsbury as an attractive community to live, work, and do business in and reinforces Didsbury as the “Place to Grow”.

2.2 A successful Creative Industries sector is dependent on the Town’s ability to understand and support its unique requirements. This involves an ongoing, collaborative effort across all Town Departments in working with the industry effectively and efficiently.

3. General Provisions

3.1 Administration may create administrative policies, procedures, and processes as needed to coordinate activities between film producers and the Town of Didsbury for use of the Public Realm.

3.2 Administration is authorized to utilize the Public Realm for the purposes of filming as set out in the Filming Rates and Fees Bylaw.

3.3 Administration may enter into use agreements and charge fees outlined in the terms of the agreement for the purposes of administering filming in Didsbury in addition for those outlined in the Rates and Fees Bylaw.

3.4 The CAO may inform and involve Council in matters as required.

3.5 Notwithstanding the Road Closure Policy, this policy authorizes administration to permit the use of temporary traffic control devices by a film producer.

4. Communication

4.1 Upon receipt of a film permit application, Council will be notified in a timely manner of relevant information as it pertains to the public realm.

5. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Community Standards Bylaw
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

During the *Delegations* section of the agenda, Council was asked to consider amendments to the Community Standards Bylaw regarding Off Highway Vehicles (OHV).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Ms. Forehead is requesting that Council prohibit OHVs in privately owned urban yards because of the noise disturbance and exhaust emissions affecting neighbouring properties.

Administration has identified additional modifications and updates that are required for the Community Standards Bylaw 2023-14. These changes will help ensure that the bylaw remains aligned with current community needs and legal requirements, as well as look into the request made by Ms. Forehead.

In light of this, Administration recommends that Council refer Bylaw 2023-14 to the Policy and Governance Committee for further review.

Please find Bylaw 2023-14 by clicking on the link [here](#).

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To refer Community Standards Bylaw 2023-14 to the Policy and Governance Committee for review and recommendation.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Responsible Pet Ownership Bylaw
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

During the *Delegations* section of the agenda, Council was requested to consider amendments to the Responsible Pet Ownership Bylaw with regards to urban hens.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Ms. Forehead is requesting Council amend the Responsible Pet Ownership Bylaw 2022-17, Part 4 – Urban Livestock to be more specific regarding crowing animals and chicken coop location.

Administration has identified other amendments that need to be made to the bylaw and is asking Council to refer Bylaw 2022-17 to the Policy and Governance Committee for further review and recommendations.

This referral to the Committee will allow for a detailed review of the proposed changes, ensuring that the bylaw is up-to-date and addresses any issues or concerns raised by stakeholders, such as Ms. Forehead, and the broader community.

Please find Bylaw 2022-17 by following the link [here](#).

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To refer Responsible Pet Ownership Bylaw 2022-17 to the Policy and Governance Committee for review and recommendation.



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

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

MEETING DATE: December 10, 2024
SUBJECT: 2024 Capital Budget Amendment – DFD Command Vehicle
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

The approved 2024 Capital Budget included the capital project titled *DFD Command Vehicle*, which involved replacing the Command Vehicle (Unit 310), and repurposing the existing command vehicle as the Support Vehicle (Unit 381). This budget item also included the required outfitting on the repurposed vehicle to add a slip-in tank/pump and additional lighting. The department has moved forward with purchasing the new vehicle. Next steps will include adding truck box and cargo, decals, lights, and sirens.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council approved an adjustment to the replacement schedule for the Didsbury Fire Department Rapid Attack Vehicle. Under the revised schedule, the 100% County-funded RAV (Unit 341) will be repurposed as a Secondary RAV and Support Vehicle.

The revised replacement schedule impacts the scope of the 2024 approved capital project. The revised project will still include replacing the Command Vehicle; however, replacement of the 381 is no longer required. Therefore, the costs associated with outfitting the repurposed vehicle to add a slip-in tank, pump and lighting can be removed from the project. Overall, the project costs are expected to be reduced by \$40,000.

Administration recommends amending the 2024 Capital Budget as follows:

Description of Changes	Budget
Original 2024 Approved Capital Project: DFD Command Vehicle	150,000
LESS savings related to scope change	(40,000)
Amended 2024 Capital Project: DFD Command Vehicle	110,000

Funding Source	Amount
Fire Vehicle & Equipment Replacement Reserve (50%)	55,000
Mountain View County (50%)	55,000
Total	110,000

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To approve the revised scope as outlined above and budget of \$110,000, funded 50% from the Fire Vehicle & Equipment Replacement Reserve and 50% from Mountain View County, for the Didsbury Fire Department Command Truck Replacement and to amend the 2024 Capital Budget accordingly.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Appointment of Returning & Substitute Returning Officer
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Section 13(1) of the *Local Authorities Election Act (LAEA)* says an elected authority may, by resolution, appoint a returning officer for the purpose of conducting elections. Further, an elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs.

The Act automatically designates the CAO as Returning Officer in the absence of an individual being appointed to that position.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending the appointments of Returning Officer (RO) and Substitute Returning Officer (SRO) be done prior to January 1, 2025 as the Nomination Period begins on January 1, 2025.

The Returning Officer must sign all nomination papers and carry out the duties set out in *the Act*. In the absence of the Returning Officer, the Substitute Returning Officer shall fulfill duties of the RO as well as other duties delegated by the Returning Officer.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (2 separate motions)

To appoint Luana Smith as Returning Officer for the 2025 General Municipal Election

AND

To appoint Jocelyn Baxter as Substitute Returning Officer for the 2025 General Municipal Election.



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

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

MEETING DATE: November 12, 2024
SUBJECT: 2025 Town Facility Closures
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

In accordance with Resolution 381-24, the following Town Facility closures are being brought to Council for review. As the Facility Closures Policy has yet to be discussed at the Policy and Governance Committee, Administration is bringing forward the following.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following are the facility closures for 2025 that impact public serving facilities:

All Statutory Holidays	<ul style="list-style-type: none"> • Administration Office • Didsbury Neighborhood Place (DNP) • Public Works and Fire Hall
December 24 December 25 December 26 January 1	<ul style="list-style-type: none"> • Didsbury Memorial Complex • Administration Office • DNP • Public Works and Fire Hall
Half Day on December 23 & 31	<ul style="list-style-type: none"> • Administration Office • DNP • Public Works and Fire Hall
January 2	<ul style="list-style-type: none"> • Administration Office (for year-end processing)

In addition to those listed above, Town facilities may be closed for a half-day to accommodate the Community Clean Up and annual Holiday Celebration. Furthermore, certain facilities may be required to be closed in the case where service delivery is unfeasible such as in the event of an emergency or required maintenance.

Please be advised that, while certain facilities are closed over the holidays, the Fire Department, RCMP detachment, and Town of Didsbury Public Works will, as always, be on call in the case of an emergency or a significant weather event.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To approve the 2025 Facility Closures as presented.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Streetlight Improvement Program Update
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the November 26, 2024 Regular Council Meeting, Council resolved to bring an update on the 2024 Streetlight Improvement Program Design for 20 Street between 17 and 18 Avenues. The 2024 project was funded from the operating budget. If capital projects funded through operations are not completed in the year, the remaining balance of the budget, less costs to date, shall be transferred to reserves at year end to allow the same funds to be spent in the following year. It would then have to be recorded on the following year's operating budget as a project that is to be funded from reserves, causing no additional tax impact.

\$10,000 was allocated to the design of this segment of roadway in the 2024 Operating Budget, with construction scheduled to be brought forward in 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The design of this project has yet to commence due to a number of unforeseen factors.

It is estimated that the project would take greater than a month to complete. Given that the end of the year is rapidly approaching, Administration is recommending that, if Council desires to proceed with this project, the \$10,000 dedicated to this project in 2024 be allocated towards reserves with the year end reserve allocation and that the project be added to the 2025 Operating Budget to be funded from reserves. This will result in a so-called *in-and-out* and allow for the project to be designed in early 2025.

If Council decides to not proceed, the capital budget will require an amendment to cancel the project.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To approve the addition of \$10,000 for professional services for the design work related to the Streetlight Improvement Program for 20 Street between 17 and 18 Avenues be added to the 2025 Operating Budget, to be funded from the Strategic Initiatives and Contingency Reserve.

OR

To accept the Street Light Improvement Program Update as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
 SUBJECT: Economic Development Project Update
 ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the May 14, 2024 Regular Council Meeting, Council resolved to approve the 2024 Marketing Plan and provide \$40,030 from the Economic Development Reserve fund for the initiatives outlined (Res. 321-24).

In addition to those included in the Marketing Plan, Council made a further resolution (425-24) to approve the following Phase One 2024 Economic Development projects: Augmented Reality Project for \$45,000; Image and Video Library project for \$10,000; Business Resource Pamphlet project for \$5,000; and to approve the transfer of \$60,000 from the Economic Development Reserve to fund the projects.

Furthermore, at the November 26, 2024 Regular Council Meeting, Council resolved to bring back a 2024 Economic Development Project Report.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following outlines the amounts approved in the 2024 Marketing Plan, the costs incurred to date, and the difference as well as those projects approved by the latter motion.

Marketing Plan Budget	Approved Reserve Transfer	YTD Expense	Difference
Radio Airdrie	\$ 6,280	\$ 6,280	\$ -
Pattison Outdoors Calgary Campaign	\$ 2,500	\$ 3,725	\$ (1,225)
National Post	\$ 11,250	\$ -	\$ 11,250
Invest Alberta Magazine	\$ 1,500	\$ 3,877	\$ (2,377)
Graphic Design, Theme Content for all campaigns	\$ 8,000	\$ 8,775	\$ (775)
Eartopia Convention	\$ 7,500	\$ 1,474	\$ 6,026
Mountain View Regional Partnership	\$ 3,000	\$ 10,766	\$ (7,766)
Total	\$ 40,030	\$ 34,897	\$ 5,133

	Approved Reserve Transfer	YTD Expense	Difference
Augmented Reality	\$ 45,000	\$ -	\$ 45,000
Image and Video Library project	\$ 10,000	\$ 8,911	\$ 1,089
Business Resource Pamphlet	\$ 5,000	\$ -	\$ 5,000

Attachment: Economic Development Marketing & Project Update 2024

ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy

RECOMMENDATION

To accept the Economic Development Project Update as information.

Marketing & Project Updates 2024

Economic Development – Alexandra Ross

Project updates

- Augmented Reality: **in progress**. Outreach to production companies ongoing. Working with Alberta Film Commission, Keep AB Rolling and Producers to receive permission from film companies for video clips.
- Didsbury Quality of Life and Business Photo-Video Library: two videos **completed** and two **in progress** as winter footage and images still need to be completed. The project started in July.
- Business Pamphlet: **in progress**. Collecting information to include in pamphlet to inform businesses and newcomers on resources available in Didsbury. Winter 2024/2025 project.
- Suncor: **delayed** due to legal review.

Marketing update

- Radio Airdrie summer campaign: **completed**. Complementary promotion for Country Christmas as negotiated with radio station in progress – airtime December 9th – 13th.
- Pattison Outdoors Transit campaign: **completed**. Received additional month from Pattison in September (value \$5,000).
- National Post: **cancelled**. The media leaned heavily on innovation. The tool that was supposed to be promoted and showcased was not ready. Monies were utilized for MVRFO upfront cost.
- Invest Alberta: **completed**. Publication in January of 2025.
- Graphic Design: **completed**.
- Earptopia: **completed**. Scavenger hunt development and cost attached to event.
- Mountain View Regional Partnership: **completed**. Sponsorship for Banff International Media Festival.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Paper Mailing Fee During Canada Post Strike
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

There is a current strike impacting Canada Postal services. Due to the strike, the Town is unable to mail its utility bills and other correspondence.

In accordance with the Utility Charges bylaw, the Town charges \$2 per paper copy of each utility bill mailed to the customers. Utility bills for November were processed on December 5, 2024. The paper mailing fee was eliminated for the month given that the bills were neither printed nor mailed.

Communication to the public regarding the impact of the strike has been ongoing.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending that Council retroactively approve the temporary cancellation of the paper mailing fee for the November bill and until such time that Canada Post resumes services.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the temporary cancellation of the paper mailing fee for the November bill and until such time that Canada Post resumes services.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Council Reports
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Council Reports for December 10, 2024 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: December 10, 2024
SUBJECT: Correspondence & Information
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following correspondence items can be found on the link below:

- Letter from the Minister re: Police Services Grant 2024/2025

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the correspondence provided as information.



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 29882

December 02, 2024

Her Worship Rhonda Hunter
Mayor
Town of Didsbury
PO Box 790
Didsbury AB T0M 0W0

Dear Mayor Hunter:

The Ministry of Public Safety and Emergency Services is pleased to continue its support for police service delivery to those municipalities which are responsible for the costs of their own policing. To that end, funding from the Policing Support Grant (PSG) has been approved for the 2024-25 fiscal year.

Your municipality will be receiving a PSG amount equal to {merge municipal grant amount}, which has been adjusted for population following 2021 federal census results, using the 2023 Ministry of Municipal Affairs published population list. The government acknowledges the financial pressures in delivery of policing and the demands of municipalities across the province in providing police services as police delivery cost and population changes occur.

In terms of grant use, the purpose of PSG funds is to ensure the delivery of policing, policing oversight, the implementation of policing initiatives and priorities, and the ability to support enhanced policing services to your municipality.

To maintain current funding for your municipality, I am enclosing an agreement for your municipality's PSG, effective April 1, 2024 and expiring on March 31, 2025. Funds will be disbursed within a reasonable time following the signing of the agreement. To facilitate that, please print and review the enclosed agreement and return the signed agreement by **December 9, 2024**, to psg@gov.ab.ca.

.../2

If you have any questions, please contact Wendy Moshuk, Director, Contract Policing and Policing Oversight, Public Safety and Emergency Services, at wendy.moshuk@gov.ab.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Ellis". The signature is stylized with several horizontal strokes.

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

Enclosure

cc: CAO, Town of Didsbury