



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, October 25, 2022, 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: October 25, 2022
SUBJECT: Evolve Strategies on behalf of Rogers Communications
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Evolve Surface Strategies Inc. has been asked by Rogers Communications Inc. to find a location to place a telecommunication facility within the Town of Didsbury.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mr. Anthony Novello, Municipal Affairs Specialist, has asked to meet with Council to see if they have an appetite for a second tower in Didsbury.

Please find attached the letter from Evolve Strategies Inc. along with a proposed map showing possible locations of the telecommunications tower.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council accept the presentation from Evolve Strategies Inc. regarding the request by Rogers Communications Inc. to install a second telecommunications tower in the Town of Didsbury.

October 3, 2022

Via Email

Town of Didsbury

Box 790, 1606 14th Street
Didsbury, Alberta, T0M 0W0

Subject: Rogers Communications Inc., 30-meter Communications facility – Rec Centre Lands
Legal Description: Lot 1, Plan 9310170
Civic Address: 1702 21 Avenue
Rogers File #: W6688 Didsbury
Evolve File #: 29871

We have been asked by Rogers Communications Inc. ("Rogers") to try to find a location to place a telecommunication facility within the Town of Didsbury. The tower would be proposed as a 30-meter-tall monopole, similar to the TELUS facility found on this Rec Centre property. Rogers had provided us a search area, although it had only included two parcels. Since we received that search area, the other noted parcel has declined to host a telecommunications tower, leaving the Rec Centre lands as our only remaining option at this time.

Rogers has explored co-location on the TELUS facility; however, Rogers is in need of the same elevation for their antennae as TELUS has on their newly constructed TELUS tower so it cannot work for co-location. This 30-meter elevation is being sought after so that Rogers can provide improved Rogers' coverage and network capacity for the Town, its Residents, its Businesses, and its Visitors.

Considering the above, we would like to request to know if Council has an appetite for a second tower on the Rec Centre Parcel; Lot 1, Plan 9310170. If so, attached to this letter you will find a pair of aerial images showing the location we feel could work, which abuts the west side of the existing TELUS tower location, based solely on a preliminary desktop review. If there is another location on these lands that you would prefer that we explore, please advise and we can do that as well.

If this location is acceptable, our next steps would be to visit the proposed location and take some pictures and notes so we can compile the assessment package. That document is then sent back to Rogers so they can preform an internal review. Once/if they accept the location, we will move to sign the lease agreement for the area shown outlined in red, with access route and approach identified then complete survey, drawings, and start on public consultation.

If there is no interest in hosting a lease site for an additional telecommunications tower on these lands, please advise and we will disqualify the property. If this happens, we advise Rogers that the search area has been disqualified and they would review the file to see if there are any other's locations in the town that could work from a Radio Frequency perspective.

Should you have any questions concerning this letter proposal, or require additional information, please feel free to contact the undersigned at anthony.novello@evolvesurface.com.

Best Regards,
Evolve Surface Strategies Inc.
on behalf of **Rogers Communications Inc.**

Anthony Novello

Anthony Novello
Municipal Affairs Specialist

CC: Blaine.Arvidson@evolvesurface.com



Placement for discussion

GPS for tower location: 51.662166°, -114.133737°

Lease Dimensions: Approximately 6.0 meters X 10.0 meters

Figure 1.1



Figure 1.2





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: October 11, 2022 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Minutes of the October 11, 2022 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

4. Healthy Active Living

RECOMMENDATION

That Council move to adopt the October 11, 2022 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury
October 11, 2022 Regular Council Meeting
Held in Council Chambers at 1606 14 Street at 6:00 p.m.**

Council Members Present Mayor Rhonda Hunter
 Deputy Mayor Curt Engel via Zoom Meeting
 Councillor John Baswick
 Councillor Joyce McCoy
 Councillor Dorothy Moore
 Councillor Ethan Williams
 Councillor Bill Windsor

Administration Present Chief Administrative Officer, Ethan Gerner
 ACAO/Chief Financial Officer, Amanda Riley
 Director of Engineering & Infrastructure, Craig Fox
 Economic Development Officer, Alexandra Ross
 Municipal Finance Intern, Kelsey Hawkins
 Manager of Legislative Services/Recording Officer, Luana Smith

1. CALL TO ORDER

Mayor Hunter Called the October 11, 2022 Regular Council Meeting to Order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Add: 12.5 MVSH Update – Section 23 of the FOIP Act

Res. 466-22

MOVED by Councillor Baswick

To adopt the October 11, 2022 Regular Council Meeting as amended.

Motion Carried

3. DELEGATIONS/PRESENTATIONS

3.1 Presentation to the Didsbury and District Chamber of Commerce

Res. 467-22

MOVED by Councillor Windsor

That Council recognize and congratulate the Didsbury & District Chamber of Commerce on achieving their milestone 60th Anniversary in 2022.

Motion Carried

3.2 Central Alberta Economic Partnership (CAEP)

Res. 468-22

MOVED by Councillor McCoy

That Council thank Kimberley Worthington for attending the Council Meeting and accept her presentation on the Central Alberta Economic Partnership as information.

Motion Carried

**3.3 Ruby Rock Asphalt Works - 21st Street Stormwater Drainage and Surface Improvement
Contract Update**

Res. 469-22

MOVED by Councillor Windsor

To accept the update from Ruby Rock Asphalt Works as information.

Motion Carried

4. **ADOPTION OF MINUTES**

4.1 **September 27, 2022 Regular Council Meeting Minutes**

Res. 470-22

MOVED by Councillor Williams

To adopt the September 27, 2022 Regular Council Meeting Minutes as amended.

Motion Carried

5. **PUBLIC HEARINGS**

No public hearings

6. **BYLAWS & POLICIES**

6.1 **Bylaw 2022-12 Rosebud Valley Campground Rates (3rd Reading)**

Councillor Windsor requested a recorded vote.

Res. 471-22

MOVED by Councillor Windsor

That Council grant third and final reading to Bylaw 2022-12 Rosebud Valley Campground Rates and Fees amending the monthly Winter Season Rate to \$800.

Mayor Hunter	For
Deputy Mayor Engel	Opposed
Councillor Baswick	Opposed
Councillor McCoy	Opposed
Councillor Moore	Opposed
Councillor Windsor	For
Councillor Williams	Opposed

Motion Defeated

Councillor Windsor requested a recorded vote.

Res. 472-22

MOVED by Councillor Williams

That Council grant third and final reading to Bylaw 2022-12 Rosebud Valley Campground Rates and Fees setting the monthly Winter Season Rate at \$650.

Mayor Hunter	Opposed
Deputy Mayor Engel	For
Councillor Baswick	For
Councillor McCoy	For
Councillor Moore	For
Councillor Windsor	Opposed
Councillor Williams	For

Motion Carried

6.2 **Bylaw 2022-14 Land Use Bylaw Amendment**

Res. 473-22

MOVED by Councillor Baswick

That Council grant first reading to Bylaw No. 2022-14 amendment to the Land Use Bylaw.

Motion Carried

Res. 474-22

MOVED by Councillor Baswick

That Council set the Public Hearing for Bylaw No. 2022-14 at the November 8, 2022 Regular Council Meeting.

Motion Carried

6.3 Payment Authority Policy FIN 004-22

Res. 475-22

MOVED by Councillor Windsor

To recommend Administration bring back a legal opinion for Policy FIN 004-22 Payment Authority with regards to upholding Council's Roles and Responsibilities in the signing of cheques.

Motion Carried

7. BUSINESS

7.1 Business Arising from Delegations

7.1.1 Ruby Rock Asphalt Works - 21st Street Stormwater Drainage and Surface Improvement Contract

Res. 476-22

MOVED by Councillor Windsor

That Administration make arrangements to extend the contract with Ruby Rock Asphalt for the 21st Street Stormwater Drainage and Surface Improvement project completion date of October 31 2022.

Motion Carried

Res. 477-22

MOVED by Councillor Moore

To approve the removal of Change Order #1 Memorial Complex 21 Avenue Storm and Surface Works project.

Motion Carried

7.2 CAEP Membership

Res. 478-22

MOVED by Councillor McCoy

To renew the membership with the Central Alberta Economic Partnership (CAEP) and continue participation by the Economic Development Officer (EDO), and request an annual report prepared by the EDO to monitor the return on membership investment.

Motion Carried

7.3 2023 Franchise Fee Rates

Res. 479-22

MOVED by Councillor Williams

To refer the 2023 Franchise Fees for ATCO Gas and Fortis Alberta to the Strategic Planning Committee for review and consideration.

Motion Carried

7.4 Emergency Management Advisory Committee Orientation

Res. 480-22

MOVED by Councillor Moore

That Council set Tuesday, December 13, 2022 from 4:30 to 5:30 p.m. for an Emergency Management Advisory Committee Orientation.

Motion Carried

7.5 2022 CP Holiday Train

Res. 481-22

MOVED by Councillor Baswick

That a letter be sent from Mayor Hunter on behalf of Council expressing the Town of Didsbury's excitement and pleasure on the return of the CP Holiday Train on December 10, 2022.

Motion Carried

8. REPORTS

8.1 CAO REPORT

Res. 482-22

MOVED by Councillor McCoy

To go into Closed Meeting at 9:04 p.m.

Motion Carried

Res. 483-22

MOVED by Councillor McCoy

To return to Open Meeting at 9:14 p.m.

Motion Carried

Res. 484-22

MOVED by Councillor Baswick

To accept the CAO Report as information.

Motion Carried

8.2 COUNCIL REPORTS

Res. 485-22

MOVED by Councillor Moore

To accept the Council Reports for October 11, 2022 as information.

Motion Carried

9. CORRESPONDENCE & INFORMATION

- Letter from Minister of Justice & Solicitor General Tyler Shandro
- AHS – EMS Update on 10 Point Plan Implementation

Res. 486-22

MOVED by Councillor Williams

To accept the correspondence items presented as information.

Motion Carried

10. COUNCIL MEETING HIGHLIGHTS

- 3rd & Final Reading of Rosebud Valley Campground setting Winter Season Rates
- Amendment to Land Use Bylaw in the Residential/Commercial (RC) District
- Didsbury Economic Development Office's Membership Update on CAEP
- 2022 CP Holiday Train

11. QUESTION PERIOD

No questions

12. CLOSED MEETING

Res. 487-22

MOVED by Councillor Williams

To go into Closed Meeting at 9:20 p.m.

Motion Carried

- 12.1 Council Organization as per Section 23 of the FOIP Act
- 12.2 Financial Services as per Section 25 and 27 of the FOIP Act
- 12.3 Organizational Planning as per Section 23 and 24 of the FOIP Act
- 12.4 Council Interface as per Section 23 of the FOIP Act
- 12.5 Mountain View Seniors' Housing Update, Section 23 of the FOIP Act

13. **RECONVENE**

Res. 488-22

MOVED by Councillor Windsor

To return to Open Meeting at 9:59 p.m.

Motion Carried

Res. 489-22

MOVED by Councillor Moore

To bring back closed meeting items 12.2, 12.3, 12.4 and 12.5 to the next Council Meeting.

Motion Carried

14. **ADJOURNMENT**

Res. 490-22

MOVED by Councillor Windsor

To Adjourn the October 11, 2022 Regular Council Meeting at 10:00 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: October 25, 2022
SUBJECT: External Road Closure Policy COUN 005-22
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Temporary Road Closure Policy was referred to the Policy and Governance Committee for review [Res. 204-22].

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Policy COUN 005 was reviewed and updated to include principles of external road closure requests that require Council approval.

External Road Closure Policy COUN 005-22 was reviewed by the Policy and Governance Committee at their July 16, August 31, and October 5, 2022 meetings and is now being recommended for approval by Council.

Please find attached Policy COUN 005-22.

ALIGNMENT WITH STRATEGIC PLAN

3. Infrastructure & Asset Management

RECOMMENDATION (2 separate motions)

That Council approve External Road Closure Policy COUN 005-22 as presented.

AND

That Council rescind Temporary Road Closure Policy COUN 005.



Policy Statement

The Town of Didsbury Council supports the temporary closure of Town-owned roadways for special events and public requests.

1. Principles

- 1.1 The Chief Administrative Officer (CAO) will receive all road closure requests and determine if they meet the criteria of this policy.
 - 1.1.1 A map must be provided highlighting the proposed road closures.
- 1.2 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.
 - 1.2.1 In certain circumstances, the CAO may grant a temporary road closure with less than 48 hours' notice.
- 1.3 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 The Town of Didsbury will provide traffic control/management signs and barricades which are to be erected and managed by the applicant.

2. Principles of Road Closures Requests that require Council Approval

- 2.1 The Town of Didsbury Council shall receive road closure requests 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. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: FIN 004-22 Payment Authority Policy
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

Administration is bringing forward a revised policy outlining a framework for authorization of payments, whether they be cheques, preauthorized debits, or electronic fund transfers. The updated policy accounts for the changing payment industry which is moving toward the use of Electronic Fund Transfers (EFTs) more often.

The current policy requires Administration to manually remove a vendor's banking information if their invoice is greater than the threshold allowed for payments by EFT, in order to prepare a cheque that could be signed with ink. The banking information is then re-inputted after the cheque is issued. This is inefficient and it allows for a greater risk of human error multiple times in the process.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The revised policy requires the appropriate authorization at the invoice level, which is prior to the payment being prepared, regardless of the type of payment being made.

It also outlines the requirement of both the Director (or delegate) and CAO to authorize at the invoice level on any invoice greater than \$30,000. Further review by the Mayor will occur after the EFT payments are issued. The policy also addresses pre-authorized debits which are not being addressed currently.

The previous policy FIN004 Electronic Cheque Signing and Electronic Funds Transfer Policy is attached for Council's information.

At the October 11, 2022 Regular Council Meeting, Council made a motion requesting Administration get a legal opinion on the proposed Policy FIN 004-22, with specific consideration of the requirements of section 213 in the Municipal Government Act. Our legal counsel reviewed the updated policy and provided this comment ***"...don't have any concerns with the approach you have taken. Section 213(4) always allowed for even negotiable instruments to be signed by a designated officer alone where authorized by Council, so many policies have authorized that where expenditures are in budget."*** Our legal counsel also recommended a slight adjustment to clause 3d, which we have done, as noted in red.

ALIGNMENT WITH STRATEGIC PLAN

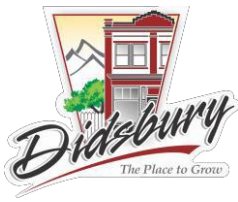
1. Economic Prosperity

RECOMMENDATION (2 separate motions)

To approve FIN 004-22 Payment Authority Policy as presented.

AND

To rescind FIN 004 Electronic Cheque Signing and Electronic Funds Transfer Policy.



Policy Statement

The Town of Didsbury shall provide flexibility in the authorization for payment of expenditures to ensure the efficiency of business operations while maintaining effective internal controls and approval processes.

1. Definitions

- a. **Expenditure** means a purchase of goods or services approved by Council as part of the annual operating or capital budget or by resolution of Council.
- b. **Budget Manager** is a member of Administration authorized by the CAO to oversee collection of revenues and payment of expenditures for a certain area of the budget, as set forth by the CAO in a Directive.
- c. **Cheque** is a payment method for which a specified amount of money is recorded on a printed document which is required to be deposited at a financial institution.
- d. **Electronic Fund Transfer (EFT)**, also known as AFT or CAFT, is a payment method in which funds are deposited directly into the bank account of a vendor or employee.
- e. **Preauthorized Debit (PAD)** is a payment method in which funds, equal to an invoice amount, are preauthorized to be withdrawn from the Town's bank account on a certain date.

2. Principles

- a. Section 209 of the Municipal Government Act (MGA) of Alberta provides the Chief Administrative Officer (CAO) with the authority to delegate his/her powers, duties or functions under the Act to an employee of the municipality.
- b. Section 213(4) of the MGA requires signatures on cheques and other negotiable instruments by the Mayor (or other person authorized by Council to sign) and the CAO (or delegate) OR the CAO acting alone if so authorized by Council.
- c. EFTs have largely replaced cheques as a payment method as they are considered safer, there are fewer administrative processes and costs and payments occur faster.
- d. Payments may only be issued for expenditures that were approved by Council, either as part of the annual operating or capital budget or by resolution of Council.

3. Payment Authorization

- a. Electronic Fund Transfers (EFTs) are used to issue payment to all vendors, except where a vendor is authorized to be paid by Preauthorized Debit (PAD), or where banking information is not provided by the invoice due date.
- b. The CAO may authorize vendors to be paid by PAD when:
 - i. No other payment methods are accepted by the vendor; and/or
 - ii. Payment occurs on a re-occurring basis, such as monthly, quarterly, or semi-annually; and/or

- iii. For logistical reasons, a different form of payment will be inefficient or costly to the organization.

Examples of these payments include:

- Quarterly Requisitions [Alberta Education];
 - Monthly utility, telephone, and credit card invoices;
 - Payroll remittances; and
 - Quarterly, Semi-Annual, or Annual Loan and Lease payments.
- c. Before any method of payment may be processed, the supporting documentation outlining the payment amount (i.e. invoices and contracts) must be authorized as follows:
- i. **One Signature is Required** to authorize payment of invoices totaling less than \$30,000; or, when an invoice exceeds \$30,000 but is a routine, reoccurring operating expenditures, such as the payment of utilities or requisition payments. The Signature must be from the relevant Budget Manager.
 - ii. **Two Signatures are Required** to authorize payment of invoices totaling \$30,000 or more, except as described in 3(c)(i). The first signature must be from the relevant Budget Manager. The second signature must be from the CAO or as delegated to the CFO.
- d. The CAO or delegate is responsible to prepare after each payment run a Payments Report (Register) for review by the Mayor outlining the vendor, amount paid, and description of the expenditure.

4. Cheque Signing

- a. Where banking information cannot be obtained prior to the due date of an invoice, a cheque may be issued.
- b. Dual signatures are required on all cheques.
- c. Cheques valued at \$30,000 or more must be signed with handwritten ink.
- d. Cheques must be signed by the Mayor and the CAO, or delegates, as outlined below:

	First Signature	Second Signature
	<i>Mayor</i>	<i>Chief Administrative Officer</i>
May be delegated to:	<i>Deputy Mayor</i>	<i>ACAO/CFO</i>
May be further delegated to:	<i>Alternate Deputy Mayor</i>	<i>Manager of Financial Services</i>

5. End of Policy



TOWN OF DIDSBURY POLICY # FIN 004
POLICY NAME: Electronic Cheque Signing and
Electronic Funds Transfer

TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	FIN 004
Policy Title:	Electronic Cheque Signing and Electronic Funds Transfer
Approval Date:	
Date to be Reviewed:	2020
Responsible Department:	Financial Services
Related Bylaws:	

Policy Statement:

To provide guidelines for the use of Electronic Funds Transfer (EFT) and Electronic Cheque Signing. This allows for a safe, secure and environmentally friendly way for vendors to receive payments; reducing late payment fees and improving administrative efficiency.

1. Definitions

- 1.1 Electronic Cheque Authority means the Chief Financial Officer or Manager of Financial Services or their designate will have the authority to approve Electronic Cheques.

2. Responsibilities

- 2.1 Manager of Financial Services or their designate:
 - 2.1.1 Shall ensure appropriate documentation is in place to support invoices and shall review and approve all invoice coding.

3. Guidelines

- 3.1 The Chief Financial Officer, Manager of Financial Services or their designate will have user-defined passwords.
- 3.2 An Electronic Cheque Authority shall enter their user specific password into the financial system in order to enable electronic signatures.
- 3.3 Invoices exceeding \$30,000.00 or more (excluding reoccurring time sensitive invoices) will require manual signatures by designated Town of Didsbury signing authorities.
 - 3.3.1 When there is a requirement for a manual cheque to be generated and the necessary signing authorities are unavailable to provide a manual signature, an Electronic Cheque may be generated through written authorization.
- 3.4 Cheques required in an emergency situation may be run and manually signed by Town of Didsbury designated signing authorities.

4. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Bylaw No. 2022-15 Creekside Area Structure Plan
ORIGINATING DEPARTMENT: Planning & Development

BACKGROUND/PROPOSAL:

A copy of the proposed Area Structure Plan for Creekside has been made available to Council and Administration.

Please review a copy of the Draft Creekside Area Structure Plan on the Town of Didsbury website located under **Town Planning - Area Structure Plans** at: <https://www.didsbury.ca/p/town-planning-studies>

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Between now and the Public Hearing, the Developers will hold an Open House to present the Draft Area Structure Plan to the public.

Any information received from that Open House will be presented at the Public Hearing.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION(2 separate motions)

That Council grant First Reading to Bylaw No. 2022-15 Creekside Area Structure Plan.

AND

That Council set a Public Hearing for December 13, 2022 at 6:00 p.m. in Council Chambers.

TOWN OF DIDSBURY
PROVINCE OF ALBERTA
BYLAW NO. 2022-15 (Creekside ASP)

Being a Bylaw to regulate the use and development of land within the Town of Didsbury.

WHEREAS, the Council of the Town of Didsbury believes it expedient to adopt a Bylaw consolidating all regulations governing the use and development of land within the Town;

NOW THEREFORE, pursuant to Sections 633 of the Municipal Government Act, Revised Statutes of Alberta, Chapter M-26-1, as amended, the Council of the Town of Didsbury, in the Province of Alberta, duly assembled enacts the following:

(1) The document titled “Creekside Area Structure Plan”, attached to this Bylaw as Schedule “A” is hereby adopted.

1. SHORT TITLE

1.1 This Bylaw may be referred to as the “Creekside Area Structure Plan”

2. EFFECTIVE DATE

2.1 This Bylaw shall come into effect upon passing or the third and final reading.

Read a first time this _____ day of _____, 2022

Read a second time this _____ day of _____, 2022

Read a third time this _____ day of _____, 2022

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: October 25, 2022
SUBJECT: Rogers Communication Inc. Request
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Mr. Anthony Novello with Evolve Surface Strategies gave a presentation to Council earlier in the meeting regarding the placement of a telecommunications tower within the Town of Didsbury.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The site being requested is the Rec Centre Parcel; Lot 1, Plan 9310170.

A motion to approve or to decline the request is required.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council decline the request from Rogers Communication Inc. to place a telecommunication tower on the Rec Centre Lands Parcel; Lot 1, Plan 9310170.

OR

That Council approve the request from Rogers Communication Inc. to place a telecommunication tower on the Rec Centre Lands Parcel; Lot 1, Plan 9310170.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Guidelines for Financial Support for Athletic Achievement
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

On September 14, 2021, Council moved to reserve \$2000 of the Mountain View Summer Games Legacy fund to be used as seed money for an athletic scholarship in 2022. It was also moved that a policy be created to develop a framework for Council's consideration for an athletic scholarship program (Resolution #386-21).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Strategic Planning Committee met on October 5 and October 13, 2022 to discuss the guidelines. Due to the limited nature of the fund, guidelines and an application form are being proposed, with the intent to provide one time financial assistance of \$500 to elite athletes competing in individual or pairs sports at national or international levels.

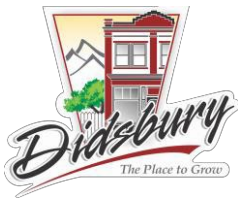
The guidelines and application are attached for Council's review. The Committee agreed, by consensus, to recommend the approval of these guidelines to Council.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

To APPROVE the Financial Assistance for Athletic Achievement Guidelines and accompanying Application Form as presented.



Financial Assistance for Athletic Achievement

Guidelines

Date Approved:

Effective Date:

Resolution #:

The Town of Didsbury may provide financial assistance to those who qualify to compete at national and/or international athletic events in an individual or pair sport to recognize their significant achievement. There is a total of \$2,000 available which has been funded from the Mountain View Summer Games Legacy Fund.

1. Definition of Sport:

Sport is defined as an activity involving physical exertion and skill that is governed by a set of rules or customs. Sport is a regulated form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. An activity, to be classified as a sport, must be played competitively and involve athletic physical skills, such as strength, agility or stamina.

2. Guidelines

- 2.1 Council will review applications on an as-needed basis and select recipients of the grant.
- 2.2 Successful applicants will receive a one-time grant of \$500.
- 2.3 If grant funds are unutilized for any reason they shall be returned to the Town of Didsbury.
- 2.4 Applicant must be attending a recognized national and/or international sporting or athletic event.
- 2.5 Applicant must reside within the corporate limits of the Town of Didsbury at the time of application.
- 2.6 Applicant must be attending athletic event within 180 days of financial request.
- 2.7 Applications shall be made on 'Application for Financial Assistance for Athletic Achievement' form on the following page. Application must be completed in full.

Application for Financial Assistance for Athletic Achievement



Application is hereby made to the Town of Didsbury for a grant to be awarded to:

NAME:

ADDRESS:

This application is being made in accordance with the Town of Didsbury's Guidelines for "Financial Assistance for Athletic Achievement".

The achievement level I have reached is:

The level of competition I will be participating is (National/International):

The organization I will be representing is:

The athletic event I qualified for is:

- ☒ Applicant must attach at least one reference letter written by a person from the sporting body attesting to the qualification for the event by the Applicant.

I hereby agree to the following terms and conditions of receiving a grant for this purpose: The grant shall be used to pay for costs related to attending or preparing for the event for which the application was made. If I cannot attend the event for any reason, I will inform the Town of Didsbury and return the funds. After participating in the event, I will submit proof of participation to the Town of Didsbury.

AGREED TO this _____ day of _____, _____

Signature of Applicant

Any personal information that the Town of Didsbury may collect on this form is in compliance with Section 32 of the Freedom of Information and Protection of Privacy Act, and is required for the purpose of carrying out an operating program or activity of the Town, in particular for the purpose of our recreational grant program. If you have any questions about the collection please contact the Freedom and Protection of Privacy coordination at 403-335-7731.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: 2023 Franchise Fees
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

A report on Franchise Fees was presented to Council at the October 11, 2022 RCM. Council referred the report to the Strategic Planning Committee (SPC) who reviewed and discussed the information at a committee meeting on October 13, 2022.

ATCO Gas and FORTIS Alberta request a review of the Franchise fee rates set by the Town annually in the Fall. The committee considered whether the rate should be changed.

ATCO GAS

ATCO Gas pays the Town of Didsbury a franchise fee which is based on a percentage of ATCO's Delivery Tariff. This percentage is currently set at 25%. The maximum rate for ATCO Franchise Fees is 35%. The impact of an increase will be seen by natural gas consumers as an increase to their monthly natural gas bills.

FORTIS ALBERTA

Fortis Alberta pays the Town of Didsbury a franchise fee which is based on a percentage of Fortis' Distribution and Transmission. This percentage is currently set at 17%. The maximum rate for Fortis Franchise Fees is 20%. The impact of an increase will be seen by electrical consumers as an increase to their monthly electricity bills.

As a consumer of natural gas and electrical, the Town of Didsbury's expenses will also be impacted.

The rates charged in surrounding municipalities are as follows:

Figure 1. Comparison of ATCO and Fortis Franchise Fees across neighboring municipalities

Comparisons as of Jan 1/22									
	Cremona	Sundre	Carstairs	Didsbury	Innisfail	Olds	Airdrie	Bowden	Crossfield
Natural Gas (ATCO)	25%	N/A	25%	25%	27%	30%	29.6%	22%	17%
Electricity (FORTIS)	10%	10%	10%	17%	15%	15%	20%	15%	0%

See attached documents with rates for all municipalities in Didsbury's energy region.

Annually, Atco and Fortis provide Administration with franchise fee calculators to show the impact of a change in the franchise fee rate. That has been summarized below. These figures will assist Council in determining whether the added revenue to the Town outweighs the cost to the consumer.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

Figure 2. Impact of 1%, 5% and 10% increase to ATCO Franchise Fee

ATCO Rate [max 35%]	26% (+1%)	30% (+5%)	35% (+10%)
Additional Revenue	\$ 15,830	\$ 79,152	\$ 158,303
Impact on Avg Residential Customer Bill per year	\$ 6.25	\$ 31.27	\$ 62.54
Impact on Avg Residential Customer Bill per month	\$ 0.52	\$ 2.61	\$ 5.21

*avg residential customer based on use of 115GJ per year.

Figure 3. Impact of 1%, 2% and 3% increase to Fortis Franchise Fee

FORTIS Rate [max 20%]	18% (+1%)	19% (+2%)	20% (+3%)
Additional Revenue	\$ 31,041	\$ 62,082	\$ 93,124
Impact on Avg Residential Customer Bill per year	\$ 12.82	\$ 21.60	\$ 30.38
Impact on Avg Residential Customer Bill per month	\$ 1.07	\$ 1.80	\$ 2.53

*avg residential customer based on use of 640kWh per year.

For both ATCO and FORTIS above, \$1 of additional revenue for the Town will cost the average customer approximately \$0.00003 per month.

A decision is requested by November 1, 2022 to allow enough time for advertising prior to a January 1, 2023 implementation. This decision will have an impact on the 2023 operating budget and any decision will be incorporated into the budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The SPC considered the information provided and are recommending that Council keep both rates the same for the 2023 year.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

To keep the Franchise Fees for ATCO Gas at 25% and Fortis Alberta at 17% for 2023.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Municipal Area Partnership (MAP) Terms of Reference
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the June 16, 2022 Municipal Area Partnership (MAP) meeting, the committee held a discussion on the current Terms of Reference and proposed amendments.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached the Terms of Reference which were approved by consensus by MAP at their June 16, 2022 meeting. The changes are as follows:

- Adding "managing partner" to Section 2 - Membership a), i) Mountain View County
- Adding "The Managing Partner shall arrange and host the annual joint meeting at their location." to Section 4 - Meetings, to the end of point b).
- Amending Section 8. Recording Secretary point, a) adding "recording" and deleting "keeping"
- Adding a section on "Record Management" as follows:

Minutes

- The Recording Secretary will ensure that meeting minutes are produced in a consistent format*
- Meeting minutes are to be presented for adoption at a subsequent meeting*
- Once the minutes have been approved:*
 - The 'prior to adoption' watermark is removed*
 - Minutes are signed by Chair and Secretary*
 - Original signed minutes are forwarded to the Managing Partner for retention*

Agendas

- The Recording Secretary will work with the Chair to finalize the agenda*
- The Recording Secretary will produce and disseminate the agenda seven (7) days before a meeting*
- Each Agenda Package, as disseminated, will be forwarded to the Managing Partner for retention*

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council approve the Municipal Area Partnership Terms of Reference as presented.



Municipal Area Partnership (MAP) Terms of Reference

1. Purpose and Goals

- a) Purpose of MAP;
 - i) To discuss regional opportunities
 - ii) To increase information sharing amongst the region
 - iii) To have opportunities for Councils within the Mountain View County borders to network
 - iv) To provide information back to Municipal Councils
 - v) To provide a forum for ideas, proposals, and solutions to be discussed on regional issues
 - vi) To provide support for one or more Municipality's issues and ideas from other regional Municipalities.
- b) Goals of MAP;
 - i) Increase discussion and sharing of problem-solving ideas
 - ii) Increase communication with the intention to build better regional relationships and reduce the divisiveness amongst Municipalities
 - iii) More focus on "US/WE" and not "I"
 - iv) Increased sharing of information across Municipalities
 - v) Increased ability to apply for inter-municipal collaboration grants and other funding opportunities
 - vi) Regional Municipal recognition

2. Membership

- a) The MAP Committee shall consist of Council Members as well as the CAO from member municipalities
 - i) Mountain View County (managing partner)
 - ii) Town of Carstairs
 - iii) Town of Didsbury
 - iv) Town of Olds
 - v) Town of Sundre
 - vi) Village of Cremona
- b) As an advisory committee to the member municipalities, there will be one Council member from each of the member municipalities except for the Mountain View County, which shall have up to three Council members (in order to balance representation from all areas of the County).

3. Decision Making

- a) MAP is not intended to be a decision-making committee, but rather an advisory committee Partnership. The intention of MAP is to adhere to and respect the Municipal authority of decision making within individual Councils. The aim of MAP is

to provide feedback to all respective Councils on regional issues and opportunities either for information or for consideration. The decision making and subsequent funding and administrative support which would be required to carry forward any Municipal decisions by individual Councils would be at the discretion of each approving Council, either as a stand-alone project or a collaborative effort between multiple Municipalities based on each Municipalities decision to participate.

- b) The only decision-making authority that the MAP committee shall assume is that regarding the MAP budget. The MAP budget is considered to be the monies held in the MAP bank account at any one time. MAP does not have the authority to set or direct individual Councils to contribute to the account. Further contribution to the MAP account would be the decision of individual Councils.
- c) At the end of each MAP meeting, the committee agrees to generate key messages from the meeting which will be shared with all Councils to ensure that all MAP members are receiving consistent information. It is the responsibility of each MAP committee member to ensure that these key messages are reported back to their respective Councils.
- d) In order to support the success of MAP and create inclusiveness of all Municipal Councils, all Councils will be requested to add to their regular council agenda a MAP item for discussion. The purpose of this is to give all Councils the opportunity to have input into issues and opportunities that would be utilized to create the subsequent MAP agendas.
- e) The agenda for the subsequent MAP meetings will be set at the end of the current MAP meeting. This will allow all Councils to have time to reflect on the agenda for the next MAP meeting and have the opportunity, through their MAP representative, to have input into the discussion. The MAP agenda will be based on the issues brought forward for consideration by individual Councils.

4. Meetings

- a) The MAP Committee shall meet monthly unless they agree to meet more or less frequently. Meetings will be held at the Mountain View County Office unless an alternate location is approved by a motion of the MAP Committee.
- b) The MAP Committee will host all Councils at least once per year with the event being organized by the current Chair municipality. The Managing Partner shall arrange and host the annual joint meeting at their location.

5. Voting

- a) Consensus: The MAP, for all purposes other than financial items, will operate by a consensus process. By consensus, MAP will determine what items will be supported to be referred back to individual councils for consideration.
“Consensus” means “we can live with it, are comfortable with the result and will own it when we take it to our Councils”.
- b) Voting on Financial Items and Amendments to the Terms of Reference: MAP currently holds a bank account. The MAP will provide a motion to any and all expenditures from that account. The motion will be tabled, and the MAP Chair will call for the vote. A majority vote is a carried motion.

6. Quorum

- a) A quorum of MAP shall be representation from five of the six member-municipalities. There is opportunity for member municipalities to appoint an alternate if the normal representative for that Municipality is unable to attend a meeting. Alternates to MAP will be the Deputy Mayors, Deputy Reeve, or whomever the municipalities appoint as the alternate.

7. Officers

- a) The officers of MAP shall consist of a Chair and Vice-Chair.
- b) Chair: The Chair shall be appointed at the first meeting of the Partnership following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Chair will chair all meetings of MAP and will be responsible for sending out the agenda for all MAP meetings. The Chair will rotate through the member municipalities of the Partnership based on the following rotation.
 - i) Town of Sundre
 - ii) Town of Olds
 - iii) Mountain View County
 - iv) Town of Didsbury
 - v) Town of Carstairs
 - vi) Village of Cremona
- c) Vice Chair: The Vice Chair shall be appointed at the first meeting of the MAP following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Vice Chair will be from the member community that will serve as Chair in the following year. The Vice Chair shall preside over the MAP meetings in the absence of the Chairman.

8. Recording Secretary

- a) The Recording Secretary shall be appointed at the first meeting of MAP following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Recording Secretary will be responsible for recording the minutes for MAP. The Recording Secretary will be from the municipality serving as Chair or its designate.
- b) The MAP Chair municipality is responsible for providing a Recording Secretary and a backup recording secretary if necessary.

9. Record Management

Minutes

- a) The Recording Secretary will ensure that meeting minutes are produced in a consistent format.
- b) Meeting minutes are to be presented for adoption at a subsequent meeting.
- c) Once the minutes have been approved:
 - I. The 'prior to adoption' watermark is removed.
 - II. Minutes are signed by Chair and Secretary.
 - III. Original signed minutes are forwarded to the Managing Partner for retention.

Agendas

- a) The Recording Secretary will work with the Chair to finalize the agenda.
- b) The Recording Secretary will produce and disseminate the agenda seven (7) days before a meeting.
- c) Each Agenda Package as disseminated will be forwarded to the Managing Partner for retention.

10. Financial

- a) The allocated MAP account shall be managed by Mountain View County unless changed by a motion of MAP. All expenditures from the MAP account shall be via motion and vote. All future financial support required by MAP shall be discussed at a MAP meeting and suggested budget contributions from member municipalities relayed through a request for decision process back to all member municipal councils for consideration.
- b) Records Management. The Host municipality would be responsible for maintaining records for the year that they are the Chair municipality, and at the end of their term they will forward all records required for long-term keeping to Mountain View County to be incorporated in Mountain View County's records management system in accordance with the Mountain View County Retention Schedule.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Council Remuneration Policy Minimum Claimable Time
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Council tasked the Policy and Governance Committee with looking into the minimum claimable time for Council members with the municipalities in the region [Res. 423-22].

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration presented the following information:

Town of Sundre	\$40.00 per hour to a minimum of 2 hours and a maximum of 7 hours (does not include travel time)
Town of Olds	Meetings under 30 minutes \$50 Meetings 30 minutes to 2 hours \$100 Meetings 2 to 4 hours \$150 Meetings 4 to 8 hours \$250 Meetings 8+ hours \$325
Town of Carstairs	Half hour minimal claimable time
Village of Cremona	\$15 per hour (no minimum) for all meetings
Mountain View County	Policy doesn't stipulate; Councillors typically do not claim for a meeting less than 30 minutes
Town of Didsbury	\$37.60 per hour to a minimum of half an hour

After a thorough review and consideration of the information and issue, the Policy and Governance Committee are recommending that no change be made to the Council Remuneration Policy COUN 004-22 at this time.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council accept the update from the Policy and Governance Committee regarding Council Remuneration—minimal claimable time as information, and that no changes be made to Policy COUN 004-22 at this time.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Cemetery Perpetual Care Fees
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Policy and Governance Committee was tasked with looking into the idea of the Town of Didsbury charging a perpetual care fee at the Didsbury Cemetery [Res. 228-21].

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee discussed this issue at its October 5, 2022 meeting.

The majority of the committee were not in favour of implementing a perpetual care fee; however, the committee is recommending that the whole cemetery bylaw be reviewed along with all the cemetery fees and that they bring back an updated bylaw, with any recommendations for fee revisions, incorporated therein.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council refer to the Policy and Governance Committee a thorough review of Cemetery Bylaw 05-15, including and review of all fees and bring back recommendations to Council.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: October 25, 2022
SUBJECT: Recommendation for Amendments to the Procedural Bylaw
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Policy and Governance Committee was tasked with reviewing Procedural Bylaw 2020-21 [Res. 138-22].

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As part of that review, the Committee identified two significant changes that they'd like to make that they'd like Council direction on:

- Keep the livestreaming recording of Council Meetings indefinitely and make available through links on the the Town of Didsbury website to the Town youtube page.
- At every Organizational Meeting, by random draw change the seating positions of Councillors

As the Procedural Bylaw is the bylaw governing Council Meetings, the committee is asking Council to discuss the two proposed changes and provide direction back to the committee, who will incorporate that direction into their review and recommendations for the bylaw.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council refer to the Policy and Governance Committee the review of Procedural Bylaw 2020-21 with the following changes:

- Record the livestreaming of Council Meetings and post on the Town of Didsbury website;
- At every Organizational Meeting, by random draw change the seating positions of Councillors;

OR

Other Council direction on these matters.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Municipal Enforcement Radios
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

Administration is asking Council to consider an amendment to the 2022 Capital Budget to add the replacement of the radios for the Municipal Enforcement department, due to time constraint/supply chain concerns of replacement. Municipal Enforcement was recently made aware that the current radios required for the safety of the Peace Officers have an “end of life” date of January 15, 2023. Replacement radios need to be ordered promptly to maintain safety requirements for our officers.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The business case outlining the reasons for the request, as well as the financial commitment, is attached for Council’s review.

ALIGNMENT WITH STRATEGIC PLAN

- 3. Infrastructure & Asset Management
- 4. Healthy Active Living

RECOMMENDATION

To approve the replacement of Municipal Enforcement radios for up to \$30,000 to be funded from the Municipal Enforcement Reserve.

Replacement of Communication Equipment (Radios) Municipal Enforcement

Budget Year	2022	Asset Type	Small Equipment
Estimated Start	November, 2022	Department	Municipal Enforcement
Estimated Completion	January, 2023		
Type of Capital Project	<input type="checkbox"/> New Build	<input type="checkbox"/> Maintenance	<input checked="" type="checkbox"/> Renewal

Description

Expedited replacement of discontinued EF JOHNSON CP900 Municipal Enforcement radios with three new Bearcom KENWOOD Viking VP8000 multi-band, multi-protocol portable radios.

Level of Service

The Community Peace Officers rely on fully functioning radios for communication, governed by Occupational Health and Safety standards. The current radios are utilized for various communication purposes, but most importantly the radios act as a precautionary measure during emergent or critical incidents in the event that the user needs to request immediate back-up.

Deferral Impact

The current EF JOHNSON CP900 radios are “out of date” and will soon become obsolete. On December 15, 2021, EF JOHNSON released an “end of life” statement of the current product. The radios are no longer sold to consumers, and software maintenance, as well as general support for the radios will be discontinued as of January 15, 2023. The radios need to be ordered and due to current supply chain issues may take approximately 16 weeks.

Due to an immediate risk to the safety of the Community’s Peace Officers, Municipal Enforcement is requesting to expedite the purchase of the new radios to ensure minimal or no down time for the current radios if they were to fail before delivery of the new radios.

Justification

On top of the radios coming to the end of their life, the current radios are no longer performing as required; the Community Peace Officers have experienced numerous communication difficulties due to poor transmission. In August, one of the Officers responded to an incident and attempted to reach the Town’s Dispatch Service via radio for immediate back-up and was unsuccessful.

Often Dispatch ask for calls to be repeated as there is a significant time lag and the sound is weak. Attempts have been made to explore reprogramming the radios, however this is not an option as they are considered out of date and the authorized radio vendor no longer has the equipment required to program them.

Radios are an integral component in safety of our CPO’s. Officers respond to a variety of incidents on a daily basis. According to the latest police statistics distributed by Stats Can in 2021, police-reported crime in Canada rose 5% in 2021. Interactions are not always positive and some incidents are dangerous for a variety of reasons. The Radios are a quick and

Replacement of Communication Equipment (Radios) Municipal Enforcement (Continued)

accessible means of communication to other Officers, to Dispatch and to other Emergency Services, if required.

Neighboring communities have also recently upgraded their radios and have passed forward the recommendation to purchase promptly, as wait times due to supply chain issues, are very lengthy, and there could be a considerable period of time before the radios would be in service.

Project Estimate and Funding Sources

Municipal Enforcement Reserve	
2022 Q3 Balance	\$94,610
2022 Budgeted Reserve Allocation	\$15,000
2022 Projects Proposed	
Municipal Enforcement Radios	\$(30,000)
2022 Year End Balance, Projected	\$79,610

Operating budget impact (\$):

Budget Year	Exp(Rev) (\$)	Description
2022	\$ nil	
2023	\$ nil	
2024	\$ nil	
2025	\$ nil	



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: October 25, 2022
SUBJECT: Organizational Meeting
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Section 192(1) of the *Municipal Government Act* states “Except in a summer village, a council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Organizational Meeting is the opportunity for Council to set their meeting schedule for the coming year; appoint Council and public members to various boards and committees; appoint Council officers such as the Deputy Mayor and Alternate Deputy Mayor and conduct any other organizational business the Council deems necessary.

Mayor Hunter will call the Organizational Meeting to Order, and will adjourn the Organizational Meeting once it is completed.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

Click or tap here to enter text.



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Council Meeting Schedule
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Regular Council Meetings have been held the second and fourth Tuesday of each month beginning at 6:00 p.m.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2022/2023 Council Christmas Break would remove the meeting of December 27, 2022, providing a break between December 14, 2022 and January 10, 2023.

The Summer Break would remove the meetings of July 25, 2023 and August 8, 2023, providing a break between July 12 and August 22, 2023.

AB Municipalities Annual Convention is September 26 to 29, 2023 in Edmonton. Therefore the Regular Meeting will be held on Monday, September 25, 2023 instead of the usual Tuesday, September 26, 2023 due to the convention.

Please find attached a calendar setting out important meeting dates for Council. Please note that the Municipal Planning Commission (MPC) has been added to the Calendar.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council approve the 2022/2023 Meeting Calendar as presented.

2022

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2023

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
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April						
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30						

May						
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21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29	30	

July						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

LEGEND

Statutory Holiday

Day in Lieu of Stat

Council Meeting

Council Break

AB MUNIS Convention

MPC



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: October 25, 2022
SUBJECT: Appointing Deputy Mayor and Alternate Deputy Mayor
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

In accordance with Section 152(1) of the *Municipal Government Act*, Council must appoint a Councillor as deputy chief elected official (Deputy Mayor). This role is intended to not only fill in when necessary for the Mayor at special events or presiding over Council Meetings, but also to support the Mayor throughout their term.

Councillor Curt Engel was appointed as Deputy Mayor at the Organizational Meeting in October, 2021 until the Organizational Meeting in 2022.

Councillor Moore was appointed as Acting Deputy Mayor on June 14, 2022 to fill in when necessary for the Deputy Mayor.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Deputy Mayor Curt Engel has agreed to continue on as Deputy Mayor until the Organizational Meeting in 2023.

Councillors McCoy, Moore and Williams have agreed to let their name stand as Alternate Deputy Mayor in 2023.

Council is being asked to appoint the Deputy Mayor and Alternate Deputy Mayors.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION (2 separate motions)

That Council appoint Councillor Curt Engel as Deputy Mayor until the Organizational Meeting in 2023.

That Council appoint the Alternate Deputy Mayor as follows:

Councillor Joyce McCoy – October 25, 2022 to February 25, 2023

Councillor Dorothy Moore – February 26 to June 25, 2023

Councillor Ethan Williams – June 26 to October 25, 2023



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Council Assignments
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Attached is the list of committees, boards, and commissions to which members of Council are appointed. The list has been broken down into four (4) categories: Council Appointment Committees; External Boards & Committees; Committees for Mayoral Appointment; and Council Governance Committees.

Each year Council revisits the list and puts their names forward on assignments for which they would like to be appointed. Mayor Hunter met with each Council member to discuss the assignments.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached an updated Summary Listing and the Appointment Listing for 2022-2023.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council approve the 2022/2023 Council Assignments as presented.

OR

That Council approve the 2022/2023 Council Assignments with the following amendments:



2022-2023 COUNCIL ASSIGNMENT LIST

COUNCIL APPOINTED COMMITTEES:

Didsbury Economic Development Advisory Committee

(DEDAC) (Bylaw #2022-13)

- Councillor Ethan Williams
- Deputy Mayor Curt Engel (alternate)

Town of Didsbury Library Board (Bylaw #2021-12)

- Deputy Mayor Curt Engel

Emergency Advisory Committee (EAC) (Bylaw #2020-06)

- All members of Council

Municipal Planning Commission (MPC) (Bylaw #95-30)

- Councillor John Baswick
- Councillor Ethan Williams
- Councillor Joyce McCoy (Alternate)

EXTERNAL BOARDS & COMMITTEES:

Community Services Board (FCSS Funding)

- Councillor John Baswick
- Councillor Joyce McCoy (Alternate)

Inter-municipal Cooperation Committee (ICC)

- Mayor Rhonda Hunter
- Councillor Dorothy Moore
- Deputy Mayor Curt Engel
- Councillor Ethan Williams (Alternate)

Mountain View Regional Water Services Commission (MVRWSC)

- Councillor John Baswick
- Councillor Bill Windsor (Alternate)

Mountain View Regional Waste Management Commission (MVRWMC)

- Councillor Joyce McCoy
- Councillor John Baswick (Alternate)

Mountain View Seniors' Housing Board (MVSH)

- Councillor Dorothy Moore
- Mayor Rhonda Hunter (Alternate)

Parkland Regional Library System Board (PRLS)

- Councillor Joyce McCoy
- Deputy Mayor Curt Engel (Alternate)

Didsbury & District Chamber of Commerce

- Deputy Mayor Curt Engel
- Councillor John Baswick (Alternate)

Didsbury & District Historical Society

- Councillor Ethan Williams
- Councillor Dorothy Moore (Alternate)

Alberta Municipalities Committee

- Mayor Rhonda Hunter

Red Deer River Municipal Users Group (RDRMUG)

- Councillor Bill Windsor (Urban Co-Chair)
- Vacant (Alternate)

Central Alberta Economic Partnership (CAEP)

- Councillor Joyce McCoy Municipal Rep.
- Councillor Ethan Williams (Alternate)

Inter Agency Committee

- Councillor Joyce McCoy
- Councillor Ethan Williams (Alternate)

COMMITTEES FOR MAYORAL APPOINTMENT:

Municipal Area Partnership (MAP)

- Mayor Rhonda Hunter;
- Deputy Mayor as Alternate

Mayors of South Central Alberta

- Mayor Rhonda Hunter

Central Alberta Mayors & Reeves Caucus

- Mayor Rhonda Hunter

COUNCIL GOVERNANCE COMMITTEES:

Council Visioning Committee

- All members of Council

Strategic Planning Committee (SPC) (Bylaw #2020-11)

- Councillor Joyce McCoy
- Councillor Dorothy Moore
- Councillor Ethan Williams
- Councillor John Baswick (Alternate)

Performance Evaluation Committee (PEC) (Bylaw #2020-11)

- Deputy Mayor Curt Engel
- Councillor John Baswick
- Councillor Dorothy Moore
- Councillor Ethan Williams (Alternate)

Policy & Governance Committee (PGC) (Bylaw #2020-11)

- Councillor Joyce McCoy
- Councillor Ethan Williams
- Mayor Rhonda Hunter
- Deputy Mayor Curt Engel (Alternate)



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: October 25, 2022
SUBJECT: Municipal Planning Commission Appointments
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Municipal Planning Commission Bylaw 95-30 states:

- Section 4.1 “The Commission shall consist of seven members appointed by Resolution of Council.”
- Section 4.3 “Each Member of the Commission shall be appointed for a two (2) year term”.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Currently, the following individuals are on the Municipal Planning Commission (MPC):

<i>Member</i>	<i>Date Appointed</i>	<i>End of Term (org mtg)</i>
Shirley Madge	October 26, 2021	2023
Kelly Phillips	October 27, 2020	2022
Karen Henry	April 12, 2022	2024
Cheryl Dahl	October 27, 2020	2022
Craig Martin	October 26, 2021	2023

The appointments of members Kelly Phillips and Cheryl Dahl expire in 2022. They have both expressed their wish to remain on the MPC for an additional two (2) years.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council appoint Cheryl Dahl and Kelly Phillips to the Municipal Planning Commission until the Organizational Meeting in 2024, and reaffirm the rest of the members as presently constituted.



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Appointments to the Didsbury Economic Development Advisory Committee
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

In accordance with Bylaw 2020-05, the Didsbury Economic Development Advisory Committee (DEDAC) *may be comprised of at least eight (8) voting members of the public at large where possible; that have experience in or a passion for business, innovation or economic development. Backgrounds in, but not limited to the following, are beneficial:*

- *Didsbury area business owner and operator (non-Executive Member of Didsbury & District Chamber of Commerce);*

Each member is appointed for a two (2) year term.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The DEDAC Bylaw is currently under review and there are proposed changes to the number of public members appointed, the number of Council members appointed, and changes to the appointment of Ex-Officio member(s).

Below are the currently appointed public members. Please note that at this time no appointments are expired; however, it is recommended that Council reaffirm the following to the DEDAC:

Name	Date Appointed	Date Expire at Org. Meeting
Helen Hafke	November 23, 2021	2023
Mark Bates	February 8, 2022	2024
Meaghan Neis	March 22, 2022	2024
Brody Fazakas	May 10, 2022 (student member)	2024
Brooke Mierke	September 27, 2022 (regular member)	2024
Phil Boucher	Septembder 27, 2022	2024

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

That Council reaffirm the appointments to the Didsbury Economic Development Advisory Committee as presently constituted.



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Appointment to the Didsbury Municipal Library
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Town of Didsbury Library Board appointment occurs in accordance with both the *Libraries Act*, Part 1 Section 4(1) and the Town of Didsbury Library Board Bylaw #2021-12.

Town of Didsbury Library Board Bylaw 2021-12 Article 5 states:

In accordance with Part 1 Section 4(1) of the Libraries Act, the board shall consist of not fewer than five (5) and not more than 10 members appointed by Council. This will include one (1) member from the Town of Didsbury Council and one (1) member from Mountain View County.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Board Chair, Melynda Crampton, has requested Council to reappoint three of the Trustees to another term. Each Trustee has provided exemplary service to the Library and community. There are some big projects on the horizon for the library and they ask Council to consider their desire to maintain a consistent and knowledgeable board.

Currently, the following individuals are on the Didsbury Municipal Library Board:

Member	Date Appointed	End of Term (org. meeting)
Patricia Brisebois	October 29, 2019	2022
Melynda Crampton	October 9, 2019	2022
Alana Gibson (MVC Rep)	December 14, 2021	2022
Brad Misener	October 27, 2020	2023
Nicole Brander	October 27, 2020	2023
David McWhinney	October 27, 2020	2023
Carolyn Massel	Re-appointed Oct. 26, 2021	2024
Julian Ross	Re-appointed Oct. 26, 2021	2024

The appointments of Board Trustees Patricia Brisebois, Melynda Crampton, and Alana Gibson (Mountain View County Representative) expire in 2022. The Library Board requests they be reappointed for a 3-year term. Trustee Gibson whose appointment is upon recommendation of Mountain View County at their Annual Organizational Meeting is for a one-year term.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council appoint the following Didsbury Municipal Library Board Trustees to a new 3 year term: Patricia Brisebois (2025); Melynda Crampton (2025); and Alana Gibson (2023), and affirm the rest of the committee as presently constituted.



ORGANIZATIONAL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Appointment of CAEP Business Representative
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Helen Hafke was appointed as the Business Representative for the Central Alberta Economic Partnership (CAEP) in 2021 for the Town of Didsbury.

Councillor Joyce McCoy served as the Municipal Representative.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

It is recommended that Helen Hafke be reappointed as the Business Representative for the Town of Didsbury for 2022-2023.

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

That Council reappoint Helen Hafke as the Business Representative for the Central Alberta Economic Partnership until the Organizational Meeting in 2023.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	October 25, 2022
SUBJECT	Chief Administrative Officer (CAO) Report
ORIGINATING DEPARTMENT	Legislative Services

BACKGROUND/PROPOSAL:

Please find attached the CAO Report for October 25, 2022.

ALIGNMENT WITH STRATEGIC PLAN

An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the CAO Report for October 25, 2022 as information.

CAO Report – October 25, 2022

1. Bike Rack at Didsbury Library (Community Services)

A donated bike rack was installed at the Didsbury Municipal Library on Thursday, October 8 by our Recreation department. Additionally, the front of the facility was pressure-washed by Parks staff, and the garbage can was relocated along the sidewalk near the front of this building.



2. Didsbury Fire Department – Third Quarter Report (ACAO/CFO)

Please find attached the Third quarter report from the Didsbury Fire Department.

3. Economic Development – Third Quarter Report (EDO)

Please find attached the Third quarter report from the Didsbury Economic Development Officer.

4. Development Updates (Planning & Development)

Please find attached information from the Development Officer on the permits that have recently been issued.

5. Municipal Enforcement – Third Quarter Report (Legislative & Protective Services)

Please find attached the Third Quarter Report from Municipal Enforcement. There were 170 occurrences in Q3.

6. **Project Updates** (Engineering & Infrastructure)

16 Street & Hwy 582 crossing improvements: This project was unable to be completed this fall. It will be included in 2023 work.

20 Avenue Streetlight Plug-ins: Fortis is respectful of the Museum's Veteran Banner project and is planning to install the plug-ins in December.

21 Street Stormwater and Surface Improvement: Contractor has indicated a revised paving date due to weather. October 28, 2022 is the anticipated starting date.

Campground Forcemain Tie-in : Contractor has completed the installation and the site has been restored. Some electrical components have not been resolved yet, so the station is not currently operational. An update will be provided at a later date.

Columbarium: The new facility was ordered in the spring and foundation design was completed mid-summer. Site work will begin this fall; however, the foundation is currently anticipated to be summer of 2023.

Co-op Road – Design: Engineering proposal has been signed and design work will commence shortly.

New Fleet Vehicle: The Department received the replacement fleet vehicle in June. The truck was quickly outfitted and put to work.

RCMP HVAC Replacements: Work was completed in September.

Town Office HVAC Improvements: Work was completed in August.

14 Street and 19 Ave Water and Sanitary Main Repair—Deep utility work was completed in August and paving operations to be completed by Oct 28.

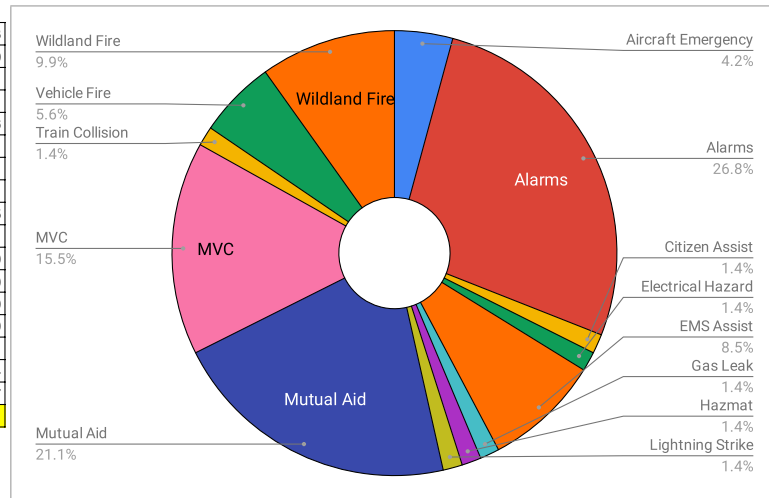
23 Street Improvements: The first stage of the improvement was executed. The stabilization additives have taken longer to set up than anticipated. The Contractor has recommended the Town leave the segment over winter to further "season" the base material. The gravel and surface treatment would be completed in 2023.

Southridge Lift Station Emergency Generator Replacement: Equipment has arrived onsite with final connections and commissioning in progress.

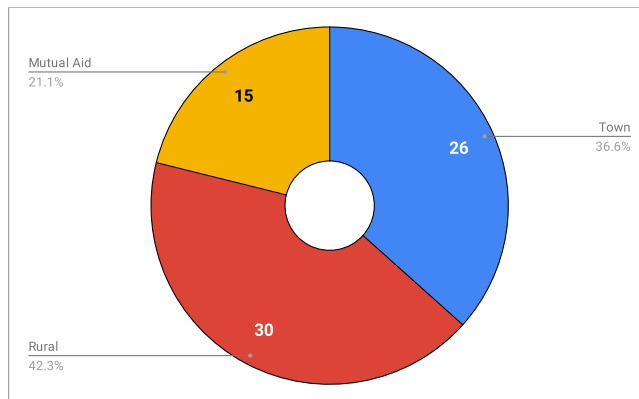
Library: Construction Documents & Construction Estimate—Request for Proposal is completed and undergoing an internal review. It is currently anticipated to be released by Oct 28.

Didsbury Fire Department 2022 Response Totals Third Quarter - July 1 to September 30

Type	Total
Aircraft Emergency	3
Alarms	19
Citizen Assist	1
Electrical Hazard	1
EMS Assist	6
Gas Leak	1
Hazmat	1
Lightning Strike	1
Mutual Aid	15
MVC	11
Odour Investigation	0
Outside Fire	0
Smoke Investigation	0
Structure Fire	0
Train Collision	1
Vehicle Fire	4
Wildland Fire	7
	71



Call Location	Total
Town	26
Rural	30
Mutual Aid	15
	71



3rd Quarter Economic Development report July- September 2022

Prepared by: Alexandra Ross, Economic Development Officer and Strategic Operations Coordinator
Date: October 18, 2022

SPECIAL INFO:

- 1. This month we had international visitors from New York and Georgia - Wynona Earp fans that came to see the Film Showcase at the Old Fire Hall. It was the highlight of their visit to Alberta. Keep Alberta Rolling directed them to Didsbury.**
- 2. Please mark your calendar for the Fall Economic Development Business Network meeting, featuring Sheila Musgrove, Founder TAG Recruitment & Best-Selling Author of HIRED. Date: November 3rd from 6PM – 8PM at the NEW Ol' Alberta Grill House and Bar Room (formerly International Grill). Snacks & Appis included. Tickets online \$15 Door: \$20.**

Highlights in numbers:

- Rural Entrepreneurship Stream Program and general inquiries about expansion or new set up total inquiries: 32 In person/ online meetings: 7
- LinkedIn followers Town of Didsbury Economic Development: 179 (compared 2nd quarter report: 152; compared to September 2021: ~67.
- New Businesses: 11 (3rd quarter) Total number of Business Licenses issued: 324 (comparison to previous non-COVID year: 236 as per Alberta Regional Dashboard)
- Business license violation letters: 2 (operating annually without license)
- Welcome program/ribbon cutting: 2
- Total Business License revenue: \$37,690
- New DEDAC members: 1; plus 1 re-appointment

Business Retention & COVID

- Business connect and visitations ongoing

Number of businesses closed/moved/not renewed/sold, including temporary licensed businesses: 123 (note that most of those businesses are construction and trade companies. Total local businesses that closed or moved (that we know of) 2022: approx. 14. Local businesses that changed ownership: 3

Overall in September the restaurant businesses reported a decline. Furthermore, one of the local storefront businesses is struggling (that we know of).

Website:

- Resources, such as Chamber programs have been updated - ongoing
- Spacelist under Investment and Opportunities section: additional Commercial properties were listed with their marketing packages.

Social Media:

- Town provided social media support for grand openings and new businesses, plus promoted tools offered by the Chamber;
- Project 52, People & Places continues to be popular and generating interest. The project is featured on our website and promoted through our social media platforms, including LinkedIn.

3rd Quarter Economic Development report July- September 2022

Prepared by: Alexandra Ross, Economic Development Officer and Strategic Operations Coordinator

Date: October 18, 2022

Grants:

- EV Station grant: denied. The grant was over-subscribed, but an additional funding program was established. The new grant is a contribution funding model that only covers 30% of cost.
- Grant discussion with FCM contact for Brownfield along 20th Ave.

Marketing:

- Letter to the Editor of Avenue Magazine was published in August to outline Didsbury as one of the film location for Under the Banner of Heaven.
- Didsbury was nominated for Best Film Location by the Location Managers Guild.
- Featured on the Economic Development Association of Canada website with two projects for award nomination: Project 52 and Opportunity and Investment Brochure.

CAEP

- Provided information on upcoming fall events and workshops including manufacturing and workforce related as well as updates on programs.

Events attended

- Monthly Chamber meeting, including EDO quick update – virtual – (missed the October meeting due to Governance meeting);
- Made in Alberta conference;
- EDAC (National Association for Economic Development) virtual conference;
- Meeting with Province of Alberta rural administration and PrairiesCan representatives discussing challenges and needs for Didsbury businesses.
- Meeting with Provincial Workforce representative. Discussing challenges and needs in Didsbury.
- Economic Development BBQ
- Mountain View regional Economic Development meeting

Projects & Action items

- FDI Project collaborative with Mountain View County, Town of Sundry: completed photo/video library. The contract for web design and branding was awarded in August and the branding and website development are in full swing.

Development Officer (Permitted Use) Decisions:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 22-054	1808 – 20 Street	Establishment (Eating or Drinking Class 1) Friends Pizza Didsbury	AL78 Projects Ltd./Ajay Arora (a) Mankatala, Prem (o)	Oct 7, 2022
DP 22-055	1428 – 21 Avenue	Accessory Structure – Canvas Shelter	Baxter, David (a) Baxter, David & Tucker, Dustine (o)	Oct 12, 2022
DP 22-056	1312 – 22 Avenue	Rear Yard Deck - Existing	Abel, Pearl (a/o)	Oct 13, 2022
DP 22-058	102 Westheights Close	Accessory Building – Shed	Snider, Douglas (a) Snider, Douglas S. & Diane R. (o)	Oct 14, 2022
DP 22-052	1210 – 20 Avenue	Care Facility (Treatment) Public & Mental Health	JMAA Architecture Ltd. (a) Alberta Health Services (o)	Oct 18, 2022

Municipal Planning Commission (Discretionary Use) Decisions:

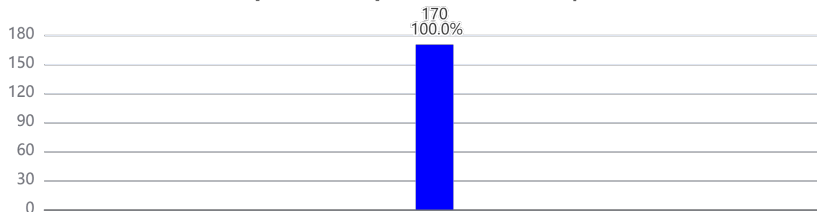
PERMIT #	ADDRESS	TYPE	APPEAL PERIOD ENDS	APPLICANT/ OWNER	DECISION DATE
HO 22-003	50 Westheights Dr	Home Occupation – Day Home	Oct. 5, 2022 (4:30 p.m.)	Corbett, Crystal (a) Hamm, Kurtis (o)	Sept 14, 2022



TOWN OF DIDSBURY- ENFORCEMENT SERVICES

Statistics from:2022-07-01 to 2022-09-30

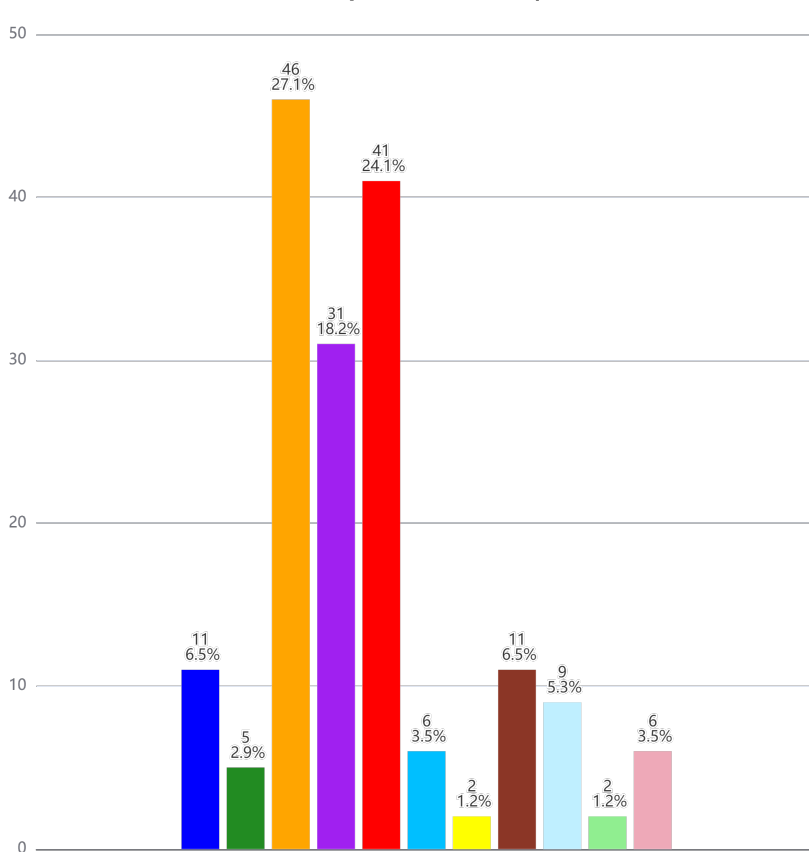
Count of Reports Completed Total:170 | 100.0%



List of Categories

● OCCURRENCE REPORT | 170 | 100.0%

Occurrence Status of Reports Total:170 | 100.0%



List of Occurrence Status

● CONCLUDED BY CHARGE - MUNICIPAL TAG | 11 | 6.5%

● CONCLUDED BY CHARGE - PROVINCIAL TICKET | 5 | 2.9%

● CONCLUDED BY VERBAL WARNING | 46 | 27.1%

● CONCLUDED BY WRITTEN WARNING | 31 | 18.2%

● CONCLUDED - OTHER | 41 | 24.1%

● FORWARDED TO OTHER AGENCY | 6 | 3.5%

● FORWARDED TO OTHER DEPARTMENT | 2 | 1.2%

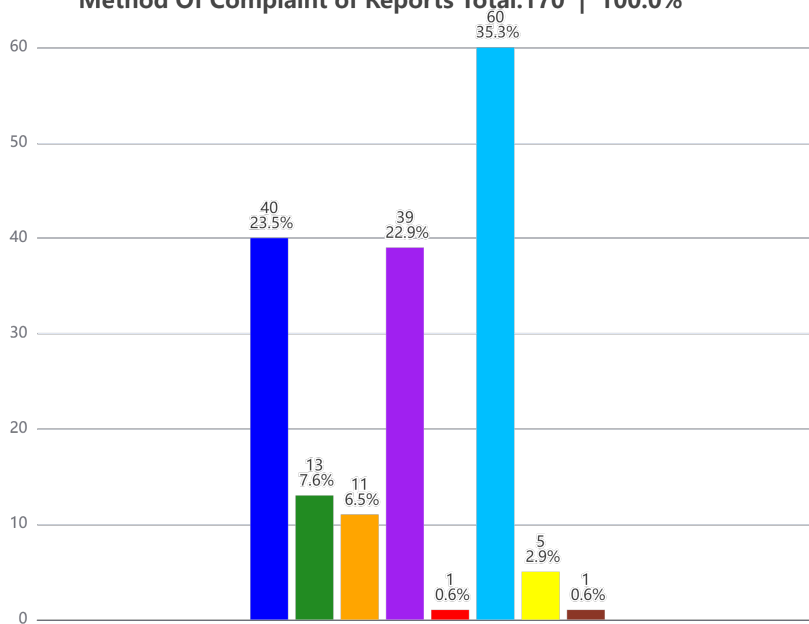
● STILL UNDER INVESTIGATION | 11 | 6.5%

● UNFOUNDED | 9 | 5.3%

● UNSOLVED | 2 | 1.2%

● NO OCCURENCE STATUS | 6 | 3.5%

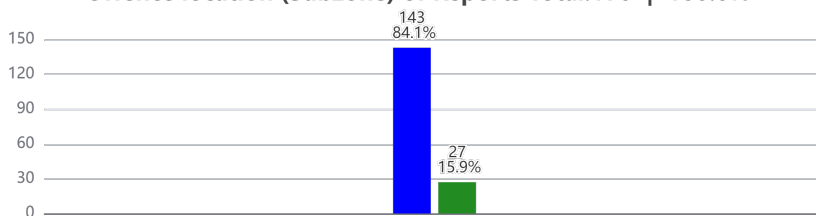
Method Of Complaint of Reports Total:170 | 100.0%



List of Method Of Complaints

- ACTION REQUEST | 40 | 23.5%
- DISPATCH | 13 | 7.6%
- E-MAIL | 11 | 6.5%
- OFFICER OBSERVED | 39 | 22.9%
- OTHER ENFORCEMENT AGENCY | 1 | 0.6%
- PHONE | 60 | 35.3%
- STAFF | 5 | 2.9%
- WALK UP | 1 | 0.6%

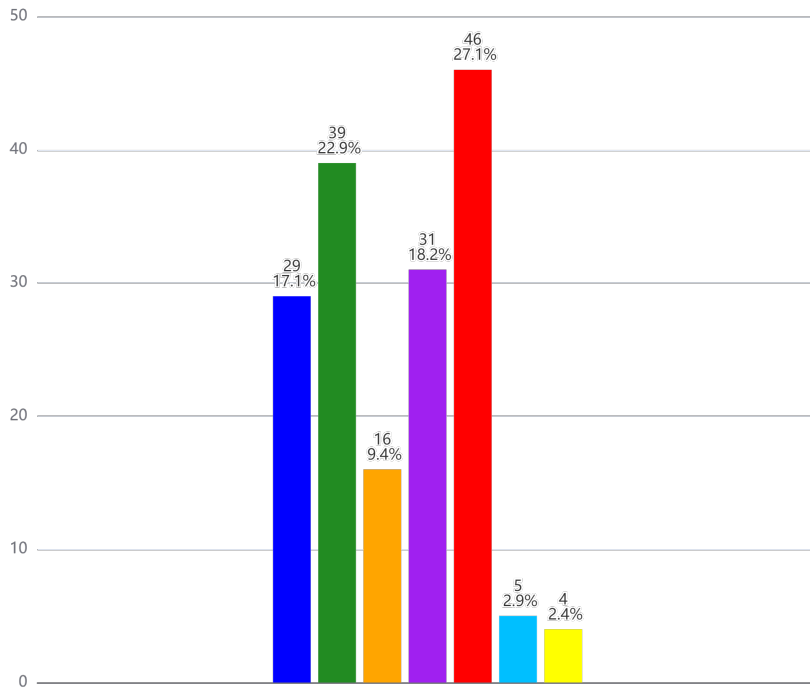
Offence location (Subzone) of Reports Total:170 | 100.0%



List of Offence location (Subzone)

- DIDSBURY | 143 | 84.1%
- MOUNTAIN VIEW COUNTY | 27 | 15.9%

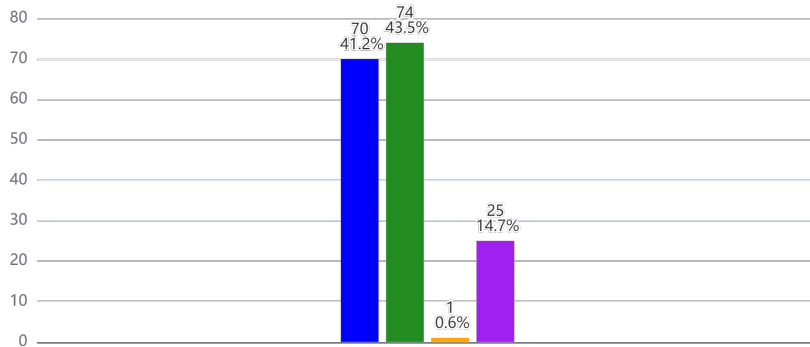
Day of the week of Reports Total:170 | 100.0%



List of Day of the week

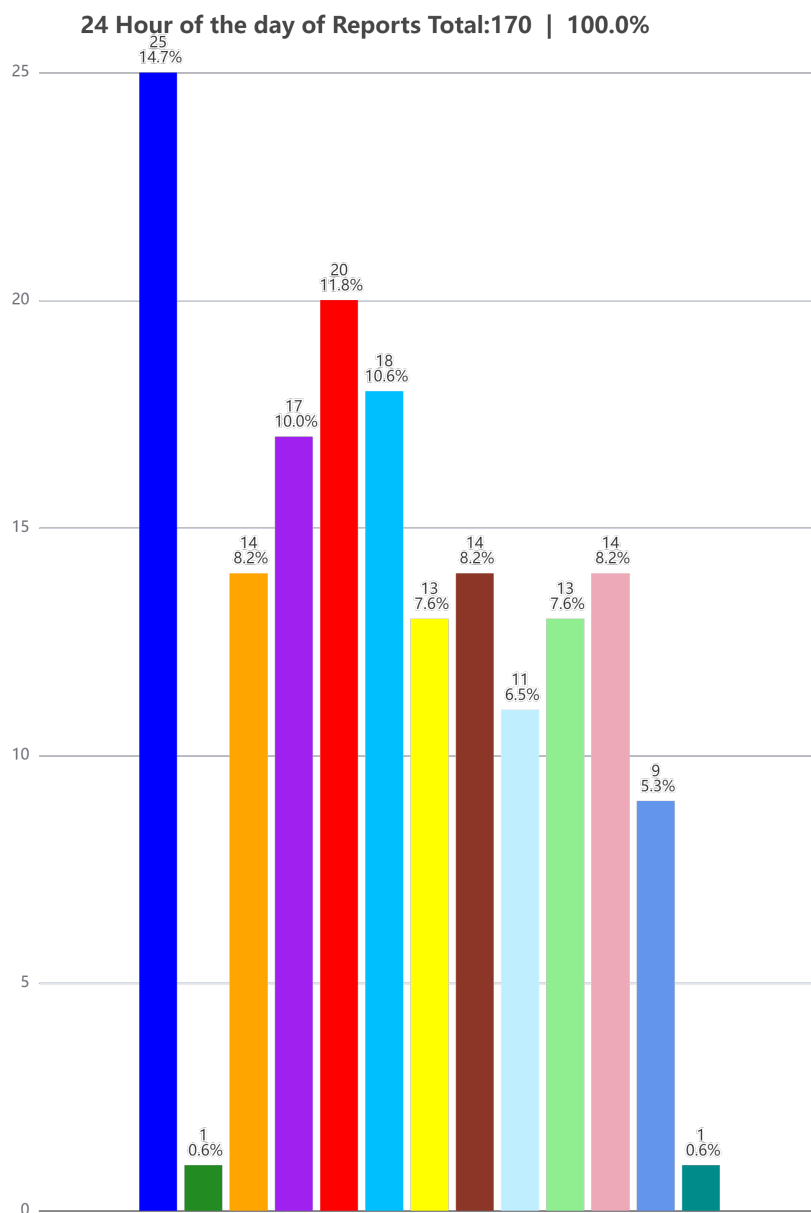
- MONDAY | 29 | 17.1%
- TUESDAY | 39 | 22.9%
- WEDNESDAY | 16 | 9.4%
- THURSDAY | 31 | 18.2%
- FRIDAY | 46 | 27.1%
- SATURDAY | 5 | 2.9%
- SUNDAY | 4 | 2.4%

Hours of the day of Reports Total:170 | 100.0%



List of Hours of the day

- 6am - 12pm | 70 | 41.2%
- 12pm - 6pm | 74 | 43.5%
- 6pm - 12am | 1 | 0.6%
- 12am - 6am | 25 | 14.7%



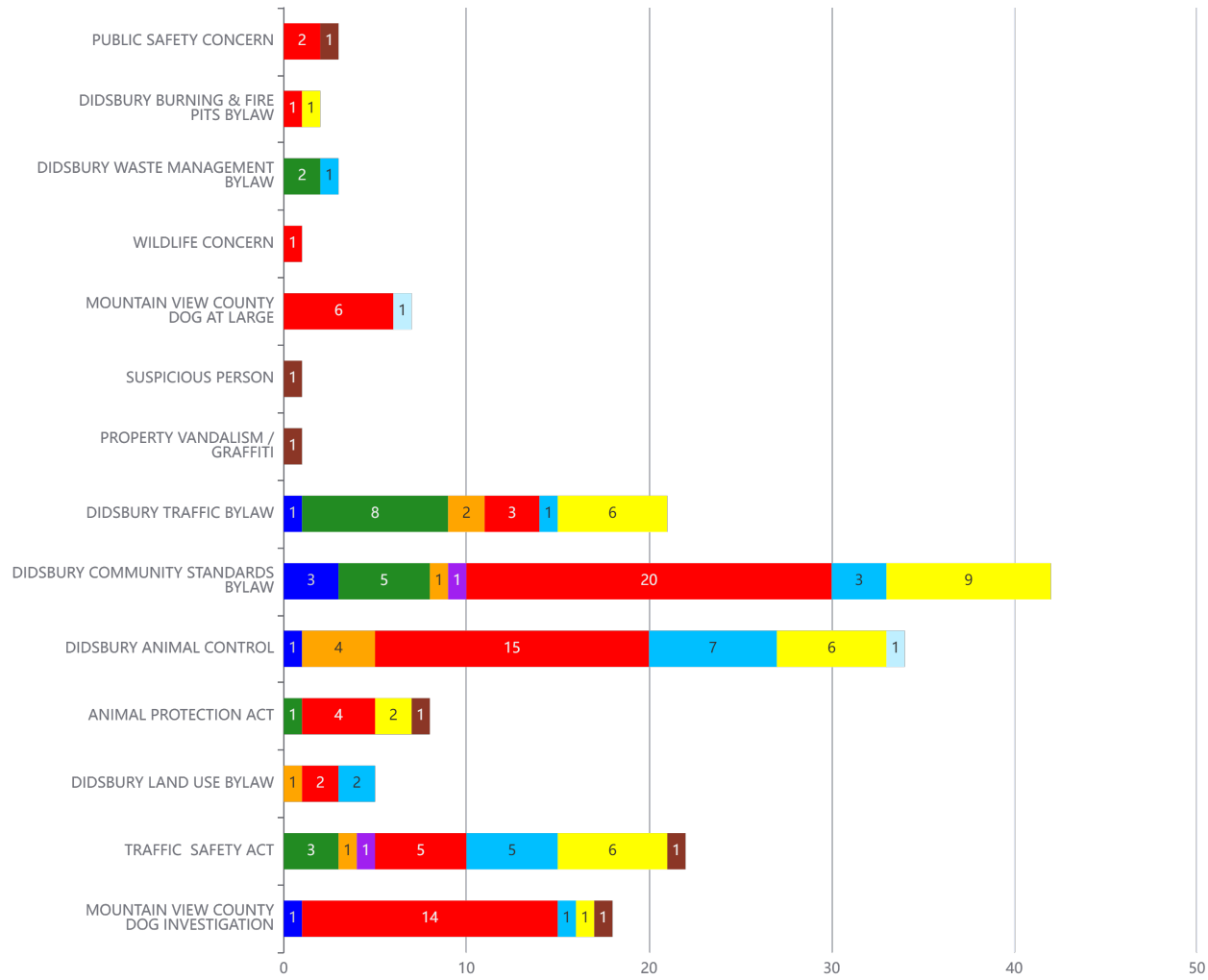
List of 24 Hour of the day

- 0-1 | 25 | 14.7%
- 6-7 | 1 | 0.6%
- 8-9 | 14 | 8.2%
- 9-10 | 17 | 10.0%
- 10-11 | 20 | 11.8%
- 11-12 | 18 | 10.6%
- 12-13 | 13 | 7.6%
- 13-14 | 14 | 8.2%
- 14-15 | 11 | 6.5%
- 15-16 | 13 | 7.6%
- 16-17 | 14 | 8.2%
- 17-18 | 9 | 5.3%
- 19-20 | 1 | 0.6%

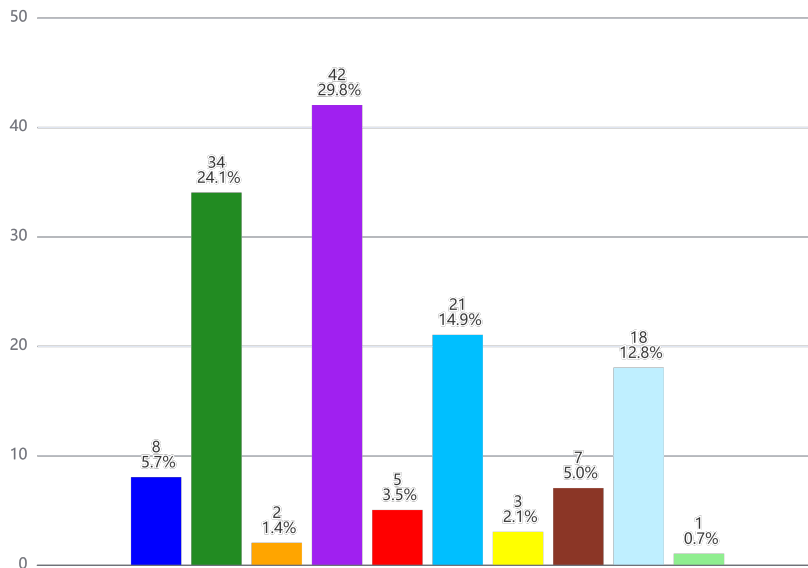
Count of Incident Types Total:14 | 100.0%

List of Incident Disposition

- UNFOUNDED
- SUBJECT CONSELED/WARNED
- FURTHER INVESTIGATION NEEDED
- SUBJECT CHARGED
- NO INCIDENT DISPOSITION
- INFORMATION PURPOSES ONLY
- SUBJECT COUNSELLED/WARNED
- REFERRED TO OTHER AGENCY/DEPARTMENT
- UNSOLVED/GONE ON ARRIVAL



Count of Incident Types Total:141 | 100.0%



Occurrence Report Types

- ANIMAL PROTECTION ACT | 8 | 5.7%
- DIDSBURY ANIMAL CONTROL | 34 | 24.1%
- DIDSBURY BURNING & FIRE PITS BYLAW | 2 | 1.4%
- DIDSBURY COMMUNITY STANDARDS BYLAW | 42 | 29.8%
- DIDSBURY LAND USE BYLAW | 5 | 3.5%
- DIDSBURY TRAFFIC BYLAW | 21 | 14.9%
- DIDSBURY WASTE MANAGEMENT BYLAW | 3 | 2.1%
- MOUNTAIN VIEW COUNTY DOG AT LARGE | 7 | 5.0%
- MOUNTAIN VIEW COUNTY DOG INVESTIGATION | 18 | 12.8%
- PROPERTY VANDALISM / GRAFFITI | 1 | 0.7%

4.68% # of Reports: 8 Occurrence Report ANIMAL PROTECTION ACT.

19.88% # of Reports: 34 Occurrence Report DIDSBURY ANIMAL CONTROL.

1.17% # of Reports: 2 Occurrence Report DIDSBURY BURNING & FIRE PITS BYLAW.

24.56% # of Reports: 42 Occurrence Report DIDSBURY COMMUNITY STANDARDS BYLAW.

2.92% # of Reports: 5 Occurrence Report DIDSBURY LAND USE BYLAW.

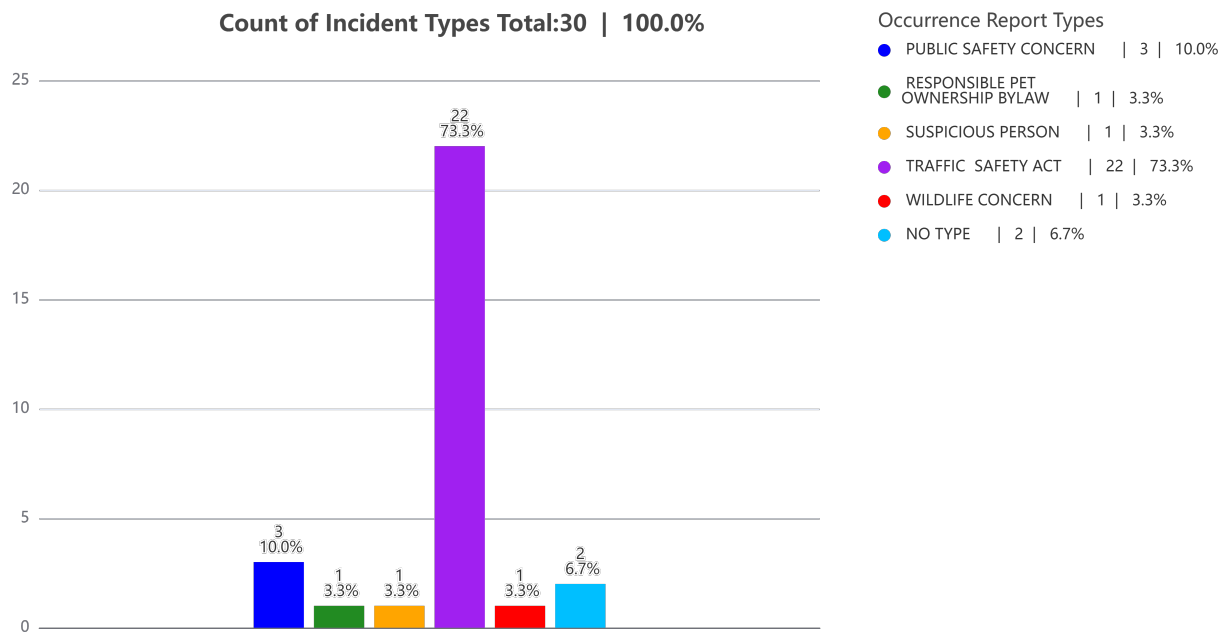
12.28% # of Reports: 21 Occurrence Report DIDSBURY TRAFFIC BYLAW.

1.75% # of Reports: 3 Occurrence Report DIDSBURY WASTE MANAGEMENT BYLAW.

4.09% # of Reports: 7 Occurrence Report MOUNTAIN VIEW COUNTY DOG AT LARGE.

10.53% # of Reports: 18 Occurrence Report MOUNTAIN VIEW COUNTY DOG INVESTIGATION.

0.58% # of Reports: 1 Occurrence Report PROPERTY VANDALISM / GRAFFITI.



1.75% # of Reports: 3 Occurrence Report PUBLIC SAFETY CONCERN.

0.58% # of Reports: 1 Occurrence Report RESPONSIBLE PET OWNERSHIP BYLAW.

0.58% # of Reports: 1 Occurrence Report SUSPICIOUS PERSON.

12.87% # of Reports: 22 Occurrence Report TRAFFIC SAFETY ACT.

0.58% # of Reports: 1 Occurrence Report WILDLIFE CONCERN.

1.17% # of Reports: 2 Occurrence Report NO TYPE.

Occurrence Report Types:Grand Total: 100.00% Total # of Incident Types Reported:171 Total # of Reports: 170

Grand Total: 100.00% Total # of Incident Types Reported:171



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	October 25, 2022
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services

BACKGROUND/PROPOSAL:

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

Also included are the 2022 Year End Reports for the Governance Committees.

Please find attached:

- Policy and Governance Committee 2022 Year End Report
- Strategic Performance Evaluation 2022 Year End Report
- Performance Evaluation Committee 2022 Year End Report

ALIGNMENT WITH STRATEGIC PLAN

An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the October 25, 2022 Council Reports and the Governance Committee 2022 Year End Reports as information.

Policy and Governance Committee

End of Term Report

For the period of October 2021 to October 2022

The Policy & Governance Committee is a standing committee that provides recommendations or advice to Council regarding the development and compliance of Bylaws, Policies and Shared Service Agreements.

Members

Councillor Dorothy Moore (Chair) Councillor Joyce McCoy (Vice Chair) Councillor Bill Windsor

In 2022, the Policy and Governance Committee reviewed 7 Bylaws; 1 received third and final reading. 6 are outstanding, 3 have received 1st reading. The Committee also reviewed 6 Policies; 5 have been approved by Council.

Bylaws reviewed by the committee and received third and final reading:

[322-22] Fireworks Bylaw 2022-10

The Committee worked on the following policies and were approved by Council:

[031-22] Council Technology Policy COUN 008-22

[034-22] Allocation of Year End Operating Surplus for Tax Purpose FIN 008 -22

[125-22 & 253-22] Council Remuneration Policy COUN 004-22

[18-22 & 125-22] Professional Development Policy COUN 001-22

[204-22] External Road Closure Policy COUN 005-22

Bylaws currently under review:

[531-21] Responsible Pet Owner Bylaw (Animal Control) – received 1st reading

[451-22] DEDAC Bylaw 2022-13 – received 1st reading

[138-22] Procedural Bylaw 2020-12

[370-22] Heavy Vehicle Truck Bylaw 2022-11 – received 1st reading

[283-22] Parking Bylaw 2006-16]

[228-21] Perpetual Care Cemetery Fees and Cemetery Bylaw 2005-13

Policies currently under review:

[301-22] Community Partnership Policy CS 002

The following items are recommendations for the Committee to consider for their Committee Plan

Memorials COUN 003

Continue review of policies and bylaws for red tape reduction

Strategic Planning Committee
Committee Term Wrap-Up
For the period October 2021 to October 2022

The Strategic Planning Committee is a standing committee that provides recommendations or advice to Council regarding Financial Planning, Budget, Capital Expenditure, Land Development, Facility Development, Infrastructure Management and Fleet Management.

Members

Councillor Bill Windsor (Chair) Councillor Dorothy Moore (Vice Chair) Mayor Rhonda Hunter

Completed Business

Animal Control Rates	Committee reviewed and recommended options for rates pertaining to animal licenses and animal control.
Library Funding Framework	Committee reviewed and recommended options for the library funding framework.
Year and Operating Surplus and Unbudgeted Revenues	Committee reviewed and recommended changes to framework for Policy FIN008 – Year End Reserve Allocations.
Recreation Rates	Committee reviewed and recommended options for rates pertaining to Recreation.
Community Grant Program	Committee reviewed community grant program funding and recommended applicant funding levels.
Financial Assistance for Athletic Achievement	Committee developed framework and application form for financial assistance for athletic achievement.
Franchise Fees	Committee reviewed Franchise Fee revenues and rates for the Town and made a recommendation to Council not to change the rates for the 2023 year.

Outstanding Business

Multi Year Utility Budget (Rates)	Development of a multi-year utility budget and corresponding rates for the water, wastewater and solid waste departments.
Performance Based Budgeting Framework	Development of a performance based budgeting framework beginning with the development of a service level inventory.
Community Grant Program Policy Research and Review	Re-development of community grant program framework to ensure it continues to align with Council's vision.
Year End Reserve Allocations related to Franchise Fee Revenue Surplus	Committee recommends consideration be given to allocating budget surplus (when applicable) generated from Franchise Fee Revenues to a specific project or future project requiring funding.

Performance Evaluation Committee
End of Term Report
For the period of October 2021 to October 2022

The Performance Evaluation Committee is a standing committee that provides recommendations or advice to Council regarding service levels and facility utilization.

Members

Councillor Ethan Williams (Chair) Deputy Mayor Curt Engel (Vice Chair) Councillor John Baswick

The following items were on the 2021 from the Committee Plan and by Council Resolution:

- Christmas Lights and Decorations
- Stop Signs at 3-way intersection (by the ATB)
- Speed Limit in Town
- Intersections on Highway 582 at 20th and 23rd Street
- General Sign and Traffic Device Review of the Town
- East Water Reservoir – In progress
- Grading level of service on 23th Street north of Buy Low Foods - Completed

In 2022, the Performance Evaluation Committee reviewed:

- [Res. 359-22] Composting Level of Service
- [Res. 378-22] Christmas Street Lights along 20th Avenue
- [Res. 417-22] Parking Lot Visibility
- [Res. 404-22] Live Streaming of Council Meetings

The following outstanding items are being recommended by the current PEC to be included in the Committee Plan for the next term:

- [Res. 404-22] Live Streaming of Council Meetings
- [Res. 378-22] Christmas Street Lights along 20th Avenue



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: October 25, 2022
SUBJECT: Correspondence and Information
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- Mountain View Emergency Shelter Society

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

That Council accept the correspondence items presented as information.



Mountain View Emergency Shelter Society

October 3, 2022

Mayor and Council
Town of Didsbury
Box 790
Didsbury, AB T0M 0W0

Dear Mayor Hunter and Council:

Alberta has one of the highest rates of domestic violence in the country, and the severity of violence is on the rise, yet family violence is preventable. November is Family Violence Presentation Month in Alberta. Mountain View Emergency Shelter Society would like to increase awareness of the warning signs of family violence and the resources and supports available in our community to those affected by family violence.

We are requesting the Mayor and Council of the Town of Didsbury to declare November as Family Violence Prevention Month.

Attached is a proclamation for your approval.

Thank you for your consideration and cooperation in proclaiming November Family Violence Prevention Month. We would be happy to have a representative of MVESS present at the Council meeting, if this is your wish, please contact me at 403-507-9738.

Sincerely,

Carol Johnston
Secretary
Mountain View Emergency Shelter Society