



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, January 9, 2024, 6:00 pm
Council Chambers 1606 14 Street

Pages

1.	<u>CALL TO ORDER</u>	
2.	<u>ADOPTION OF THE AGENDA</u>	
3.	<u>DELEGATIONS/PRESENTATIONS</u>	
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11.	<u>COUNCIL MEETING HIGHLIGHTS</u>	
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13.	<u>CLOSED MEETING</u>	
13.1	Governance Interface - as per Section 23 and 24 of the FOIP Act	
13.2	Governance Interface - as per Section 23 and 24 of the FOIP Act	
13.3	Water Commission - as per Section 23 and 24 of the FOIP Act	
13.4	Governance Updates - as per Section 21 of the FOIP Act	
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14.	<u>RECONVENE</u>	
15.	<u>ADJOURNMENT</u>	



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 9, 2024
SUBJECT: December 12, 2023 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Minutes of the December 12, 2023 Regular Council Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the December 12, 2023 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting
Held on December 12, 2023 at Council Chambers 1606 14 Street
Commencing at 6:00 p.m.**

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

Administration Present Chief Administrative Officer, Ethan Gorner
ACAO/Chief Financial Officer, Amanda Riley
Director of Community Services, Nicole Aasen
Director of Engineering & Infrastructure, Craig Fox
Strategic Operations Coordinator & Economic Development Officer, Alexandra Ross
Manager of Legislative Services/Recording Officer, Luana Smith
Municipal Intern, Jocelyn Baxter

1. CALL TO ORDER

Mayor Hunter called the December 12, 2023 Regular Council Meeting to Order at 6:01 p.m.

Mayor Hunter, on behalf of Council, recognized Lt. Todd Paulson who received his Fire Exemplary Service Medal for 20 years of service to the Didsbury Fire Department as well as the Alberta Emergency Services Medal (AESM) 22 Year Service Bar, which was presented at the Council Meeting.

Mayor Hunter, on behalf of Council, recognized Town of Didsbury Staff members for their years of service awards as follows: 15 years - Stefanie Halfyard & Vicki Godsall; 10 years - Deb Goertzen & Jennifer Lanthier; and 5 years - Amanda Riley & Quentin Fate.

2. ADOPTION OF THE AGENDA

Add item 9.10 Farm and Ranch Bonspiel Sponsorship 2024

Res. 573-23

MOVED by Deputy Mayor Engel

To adopt the December 12, 2023 Regular Council Meeting Agenda as amended

Motion Carried

3. DELEGATIONS/PRESENTATIONS

3.1 Alberta Recycling Management Authority EPR Presentation

Res. 574-23

MOVED by Deputy Mayor Engel

To thank the Alberta Recycling Management Authority's Extended Producer Responsibility team for their presentation.

Motion Carried

4. ADOPTION OF MINUTES

4.1 November 28, 2023 Regular Council Meeting

Res. 575-23

MOVED by Councillor Williams

To adopt the November 28, 2023 Regular Council Meeting Minutes as presented.

Motion Carried

4.2 November 30, 2023 Budget Meeting

Res. 576-23

MOVED by Councillor Williams

To adopt the November 30, 2023 Budget Meeting Minutes as amended.

Motion Carried

4.3 December 6, 2023 Special Council Meeting

Res. 577-23

MOVED by Councillor Williams

To adopt the December 6, 2023 Special Council Meeting Minutes as presented.

Motion Carried

5. PUBLIC HEARINGS – No public hearings

6. REPORTS

6.1 Council Reports

Res. 578-23

MOVED by Councillor McCoy

To accept the Council Reports for December 12, 2023 as information.

Motion Carried

6.2 Chief Administrative Officer (CAO) Report

Res. 579-23

MOVED by Councillor McCoy

To accept the Chief Administrative Officer Report for December 12, 2023 as information.

Motion Carried

Res. 580-23

MOVED by Councillor Windsor

To send by email a copy of the Internal Occupational Health & Safety Audit for Council's review and information.

Motion Carried

7. 2024 BUDGET

7.1 2024 Interim Operating Budget

Res. 581-23

MOVED by Councillor Moore

To adopt the 2024 Interim Operating Budget with revenues totaling \$6,330,606 and expenditures totaling \$6,330,606 as presented.

Motion Carried

7.2 2024 Draft Operating Budget

Res. 582-23

MOVED by Deputy Mayor Engel

To have a Committee of the Whole meeting on January 9, 2024 from 4:30 p.m. to 5:30 p.m., to prioritize docket items and to provide options for budget meeting dates in January.

Motion Carried

Res. 583-23

MOVED by Councillor Windsor

That the amount of the RCMP Reserve be presented to the Strategic Planning Committee for review and recommendation to Council.

Motion Carried

7.3 2024 Draft Capital Budget

Res. 584-23

MOVED by Councillor Windsor

To accept the 2024 draft capital budget report as information and to refer it to the budget meeting in January.

Motion Carried

8. BYLAWS & POLICIES

8.1 Bylaw 2023-20 Committees of Council (2nd and 3rd Reading)

Res. 585-23

MOVED by Deputy Mayor Engel

That Council grant second reading to Bylaw 2023-20 Committees of Council as amended.

Motion Carried

Res. 586-23

MOVED by Deputy Mayor Engel

That Council grant third and final reading to Bylaw 2023-20 Committees of Council.

Motion Carried

8.2 Bylaw 2023-21 Utility Charges (2nd and 3rd Reading)

Res. 587-23

MOVED by Councillor McCoy

That Council grant second reading to Bylaw 2023-21 Utility Charges.

Motion Carried

Res. 588-23

MOVED by Councillor McCoy

That Council grant third and final reading to Bylaw 2023-21 Utility Charges.

Motion Carried

8.3 Bylaw 2023-22 Social Services Rates and Fees (3 Readings)

Res. 589-23

MOVED by Councillor Moore

That Council grant first reading to Bylaw 2023-22 Social Services Rates and Fees.

Motion Carried

Res. 590-23

MOVED by Councillor Moore

That Council grant second reading to Bylaw 2023-22 Social Services Rates and Fees.

Motion Carried

Res. 591-23

MOVED by Councillor Moore

That Council grant unanimous consent to proceed to a third reading to Bylaw 2023-22 Social Services Rates and Fees.

Carried Unanimously

Res. 592-23

MOVED by Councillor Moore

That Council grant third and final reading to Bylaw 2023-22 Social Services Rates and Fees.

Motion Carried

9. BUSINESS

9.1 Council Christmas Card Design Contest

Res. 593-23

MOVED by Councillor Williams

To award the winning submission for the Town Council Christmas Card Design Contest to drawing #5, and that all participants be recognized.

Motion Carried

9.2 2024 Proposed Planned Closures

Res. 594-23

MOVED by Councillor McCoy

To approve January 1 and 2, 2024 closures, as presented, and refer the proposed closures for Town Facilities to the Service Level Committee for review and recommendation.

Motion Carried

9.3 East Reservoir - Preliminary Design Update

Res. 595-23

MOVED by Councillor Moore

To approve, in principle, the site plan, understanding that the final position will be modified slightly as the project develops.

Motion Carried

Res. 596-23

MOVED by Councillor Moore

To approve the development of a Parking Lot Replacement Plan to bring back to Council as soon as feasible.

Motion Carried

Res. 597-23

MOVED by Councillor Moore

To bring back renderings for the pump house design as soon as feasible.

Motion Carried

9.4 External Budget Requests

Res. 598-23

MOVED by Deputy Mayor Engel

To refer the External Budget Requests to the Committee of the Whole Meeting.

Motion Carried

9.5 Composting Level of Service

Res. 599-23

MOVED by Councillor McCoy

To continue the program as addressed in Utilities Bylaw 2023-21.

Motion Carried

9.6 Business Licence Late Fees

Res. 600-23

MOVED by Councillor McCoy

To approve taking no further action on the allocation of a portion of the business license fees received after early incentive payment deadline.

Motion Carried

9.7 Reduction of Speed Limits in Cul-de-sac

Res. 601-23

MOVED by Councillor McCoy

To accept the reduction of speed limits in culs-de-sac as information.

Motion Carried

9.8 Christmas Street Lights

Res. 602-23

MOVED by Councillor McCoy

To continue with the current exploration for enhanced Christmas Lights.

Motion Carried

Deputy Mayor Engel left the meeting at 9:19 p.m. and returned at 9:22 p.m.

9.9 Parking Lot Visibility

Res. 603-23

MOVED by Councillor Williams

To approve the use of the parking lot at the old Fire Hall, located at 2101 19 Avenue, for public parking, with signage placed, until future use has been identified.

Motion Carried

9.10 Farm and Ranch Bonspiel Sponsorship 2024

Res. 604-23

MOVED by Deputy Mayor Engel

To approve sponsorship for the 2024 Didsbury Farm and Ranch Bonspiel as a Gold Sponsor in the amount of \$750.

Motion Carried

10. CORRESPONDENCE & INFORMATION

- Didsbury Municipal Library 2024 Budget

Res. 605-23

MOVED by Councillor Moore

To accept the correspondence presented as information, and update the Library on the status of their presentation.

Motion Carried

11. COUNCIL MEETING HIGHLIGHTS

12. QUESTION PERIOD

13. CLOSED MEETING

Res. 606-23

MOVED by Councillor McCoy

To go into Closed Meeting at 9:27 p.m. for the following items:

- 13.1 Mountain View Regional Film Office - as per Section 25 of the FOIP Act
- 13.2 Intermunicipal Cooperation Committee Update - as per Section 21 of the FOIP Act
- 13.3 Olds Engagement - as per Section 21 of the FOIP Act
- 13.4 Alberta Transportation Engagement - as per Section 21 of the FOIP Act
- 13.5 Land Discussion - as per Section 23 and 24 of the FOIP Act

Motion Carried

14. RECONVENE

Res. 607-23

MOVED by Councillor
To return Open Meeting at 10:11 p.m.

Motion Carried

Res. 608-23

MOVED by Councillor Windsor
To support the Mountain View Regional Film Office Northern and Regional Economic Development Grant (NRED) co-op application with the contribution of up to \$7,500 to develop a strategic plan, to be funded from the Economic Development Reserve.

Motion Carried

Res. 609-23

MOVED by Councillor Williams
To have the Mayor send a letter on behalf of Council to Mountain View County in response to the Heavy Truck Route Bylaw.

Motion Carried

Res. 610-23

MOVED by Deputy Mayor Engel
To have the Mayor send a letter on behalf of Council to Mayor Dahl on the recent request for support on the regional Alberta Community Partnership grant.

Motion Carried

Res. 611-23

MOVED by Councillor Windsor
To have the Mayor send a letter on behalf of Council to Alberta Transportation regarding our infrastructure needs on Hwy 582.

Motion Carried

Res. 612-23

MOVED by Councillor Windsor
That a reservoir project update for the community be prepared by the Mayor on behalf of Council, subject to the approval of Council.

Councillor Windsor requested a recorded vote.

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

Motion Carried

15. ADJOURNMENT

Res. 613-23

MOVED by Councillor McCoy
To adjourn the December 12, 2023 Regular Council Meeting at 10:16 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: January 9, 2024
 SUBJECT: Council Reports
 ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

2023 COUNCIL PROFESSIONAL DEVELOPMENT STATUS						
	Budget	Spent	Remaining	AB Muni	FINAL TOTAL	Remaining
Mayor Hunter	\$ 6,500.00	\$ 4,066.24	\$2,433.76	\$ 2,678.26	\$ 6,744.50	\$ (244.50)
Councillor Baswick	\$ 4,500.00	\$ 1,798.94	\$2,701.71	\$ 3,097.84	\$ 4,896.78	\$ (396.78)
Councillor Moore	\$ 4,500.00		\$4,500.00	\$ 3,040.61	\$ 3,040.61	\$ 1,459.39
Councillor Williams	\$ 4,500.00	\$ 395.00	\$4,105.00	\$ 2,402.84	\$ 2,797.84	\$ 1,702.16
Councillor Windsor	\$ 4,500.00	\$ 1,481.54	\$3,018.46	\$ 2,974.94	\$ 4,456.48	\$ 43.52

**The Final Total & last Remaining columns include ABmunis expenses.*

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Council Reports for January 9, 2024 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 9, 2024
SUBJECT: CAO Report
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Please see attached information for the Chief Administrative Officer (CAO) Report for January 9, 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Chief Administrative Officer Report for January 9, 2024 as information.



CAO Report – January 9, 2024

1. **Development Officer (Permitted Use) Decisions** (Planning & Development)

Please see attached the 2023 Year End Report from the Development Officer regarding permits issued from 2017 to 2023.

2. **Didsbury Fire Department Q4 Report** (Protective Services)

Please find attached the fourth quarter for responses and medical responses.

3. **Municipal Enforcement Q3 and Q4 & Year End Report** (Legislative Services)

Please find attached the third and fourth quarters and year-end report from the Municipal Enforcement Team.

4. **Economic Development Q4 Report** (Economic Development Officer)

Please find attached the fourth quarter report from the Economic Development Officer and Strategic Operations Coordinator.



PLANNING & DEVELOPMENT SERVICES
2023 Year End Statistical Development Report

Prepared for the Regular Council Meeting

PRINCIPAL DWELLING UNITS

	2023	2022	2021	2020	2019	2018	2017
Permits Issued – Principal Dwelling Units	6	13	16	14	1	11	10
Total Construction Values [in the \$ millions]	1.65	8.22	3.51	1.98	0.015	1.08	2.15
Date of First Permit Issued	Mar 23	Feb 24	Jan 1	Mar. 11	July 10	Jan. 2	Jan. 3
Date of Last Permit Issued	Oct 23	Dec 9	Sept 27	Dec.21	July 10	Oct. 29	Nov. 3

ACCESSORY BUILDINGS, STRUCTURES & USES

	2023	2022	2021	2020	2019	2018	2017
Total Permits Issued for Garages, Sheds, Decks, Additions, Demolitions & Secondary Suites & Discretionary Uses	39	31	26	17	19	19	24
Total Construction Values	3.31	0.93	1.20	1.5	0.36	0.43	0.29

Garages/Sheds/Structures	2023	2022	2021	2020	2019	2018	2017
Permits Issued – Garages, Sheds, Gazebos, Shipping Containers, Solar Panels, Storage	19	14	11	5	3	11	9

Additions	2023	2022	2021	2020	2019	2018	2017
Permits Issued – Additions	4	3	4	9	2	6	6

Decks	2023	2022	2021	2020	2019	2018	2017
Permits Issued – Decks & Covered Decks & Steps	13	11	6	2	13	1	5



PLANNING & DEVELOPMENT SERVICES
2023 Year End Statistical Development Report

Prepared for the Regular Council Meeting

Demolitions	2023	2022	2021	2020	2019	2018	2017
<i>Permits Issued – Demolitions</i>	2	2	5	1	-	1	4

Secondary Suites	2023	2022	2021	2020	2019	2018	2017
<i>Permits Issued – Secondary Suites</i>	3	1	0	-	1	-	-

Miscellaneous

	2023	2022	2021	2020	2019	2018	2017
<i>Permits Issued – Miscellaneous</i> Q1: Temp Shipping Container – House Fire Clean-up Q2: Seasonal Pop-Up Patio & Fence	5	0	5	-	3	-	-

Variances Granted

	2023	2022	2021	2020	2019	2018	2017
<i>Variances – Parking & Setback</i>	0	1	3	-	3	5	4

Home Occupations

	2023	2022	2021	2020	2019	2018	2017
<i>Permits Issued - Home Occupations</i>	2	4	4	5	7	6	6

COMMERCIAL RETAIL UNITS

	2023	2022	2021	2020	2019	2018	2017
<i>Permits Issued – Commercial Retail Units</i>	4	4	1	5	1	1	2
<i>Total Construction Values [in the \$ millions]</i>	1.47	3.66	0.10	2.44	4.5	0.20	0.11
<i>Date of First Permit Issued</i>	Mar 1	Jul 13	Apr 15	Jan. 17	July 10	Nov. 18	March 16
<i>Date of Last Permit Issued</i>	Dec 13	Nov 22	Apr 15	Dec. 1	July 10	Nov. 18	Dec. 13



PLANNING & DEVELOPMENT SERVICES
2023 Year End Statistical Development Report

Prepared for the Regular Council Meeting

Change of Use	2023	2022	2021	2020	2019	2018	2017
<i>Permits Issued – Change of Use</i>	8	2	8	10	10	13	20

Signage	2023	2022	2021	2020	2019	2018	2017
<i>Permits Issued – Signage</i>	10	10	17	20	12	22	32

LAND USE APPLICATIONS & APPEALS

Subdivisions	2023	2022	2021	2020	2019	2018	2017
<i>Subdivisions Approved</i>	2	1	2	1	-	1	3

Redesignations	2023	2022	2021	2020	2019	2018	2017
<i>Redesignations Approved</i>	2	1	0	-	1	-	4
<i>ASPs Approved</i>	1						

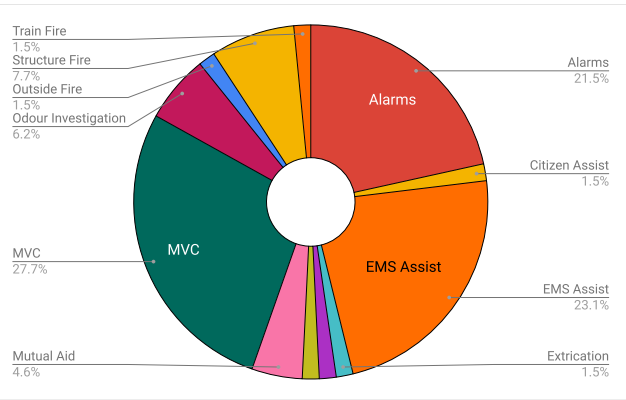
Development & Subdivision Appeals	2023	2022	2021	2020	2019	2018	2017
<i>Development Appeals</i>	0	0	1	-	-	-	-

Certificates of Compliance	2023	2022	2021	2020	2019	2018	2017
<i>Certificates of Compliance Issued</i>	63	82	60	44	62	50	70

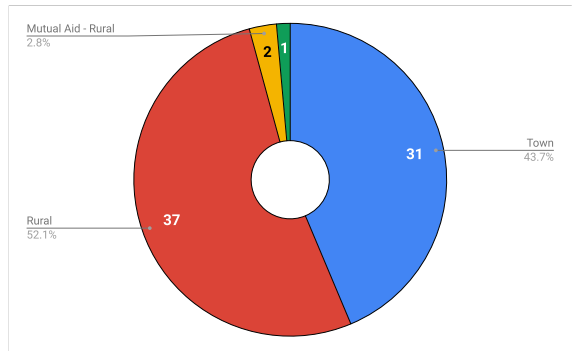
Though not fully accurate, the number of Compliance Letters issued is a reflection of real estate activity in the town as the issuing of a Compliance Letter often accompanies the selling of a property. For the most part, Compliance Letters issued by the Development Office are done so for Residential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

Didsbury Fire Department 2023 Response Totals Fourth Quarter - October 1 to December 31

Type	Total
Aircraft Emergency	0
Alarms	14
Citizen Assist	1
Electrical Hazard	0
EMS Assist	15
Extrication	1
Gas Leak	1
Hazmat/Fuel Spill	1
Lightning Strike	0
Mutual Aid	3
MVC	18
Odour Investigation	4
Outside Fire	1
Smoke Investigation	0
Structure Fire	5
Train Collision	0
Train Fire	1
Vehicle Fire	3
Wildland Fire	3
Total	71

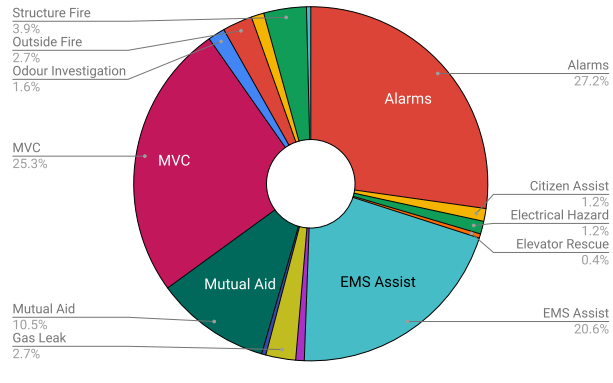


Call Location	Total
Town	31
Rural	37
Mutual Aid - Rural	2
Mutual Aid - Urban	1
Total	71

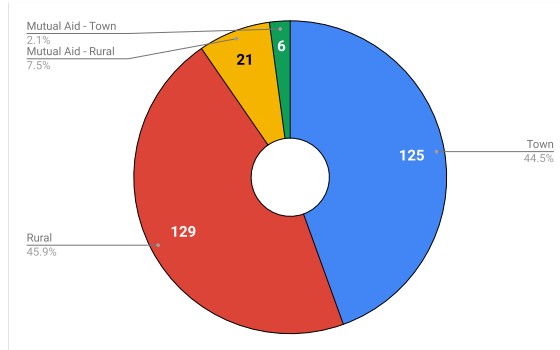


Didsbury Fire Department 2023 Response Totals

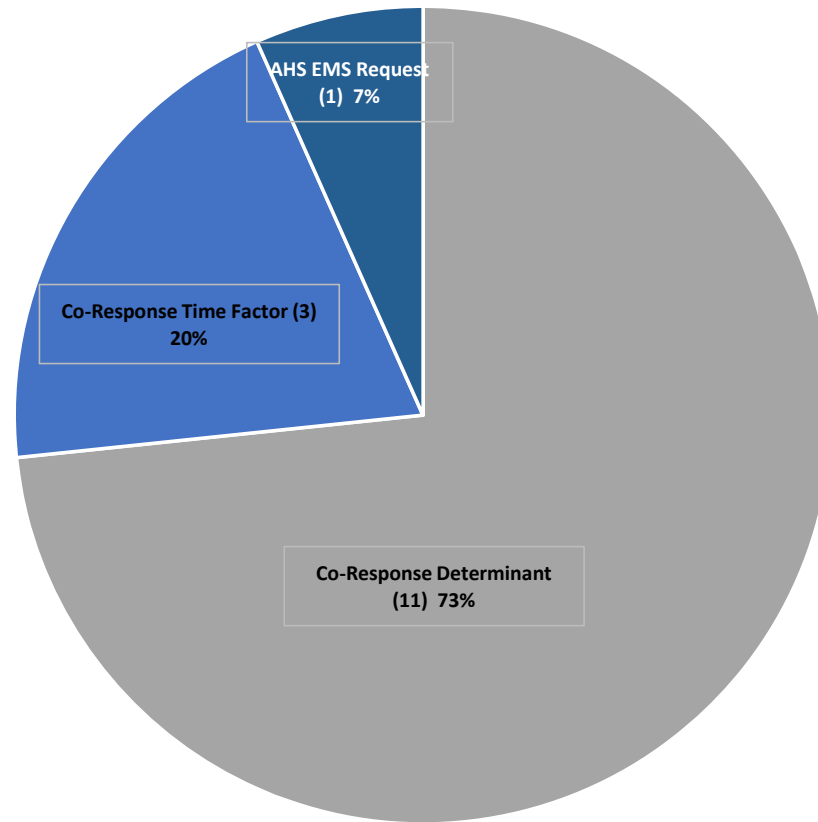
Type	Total
Aircraft Emergency	0
Alarms	70
Citizen Assist	3
Electrical Hazard	3
Elevator Rescue	1
EMS Assist	53
Extrication	2
Gas Leak	7
Hazmat/Fuel Spill	1
Lightning Strike	0
Mutual Aid	27
MVC	65
Odour Investigation	4
Outside Fire	7
Smoke Investigation	3
Structure Fire	10
Train Collision	0
Train Fire	1
Vehicle Fire	8
Wildland Fire	16
Total	281



Call Location	Total
Town	125
Rural	129
Mutual Aid - Rural	21
Mutual Aid - Town	6
Total	281



Q4 2023 EMS Call Breakout



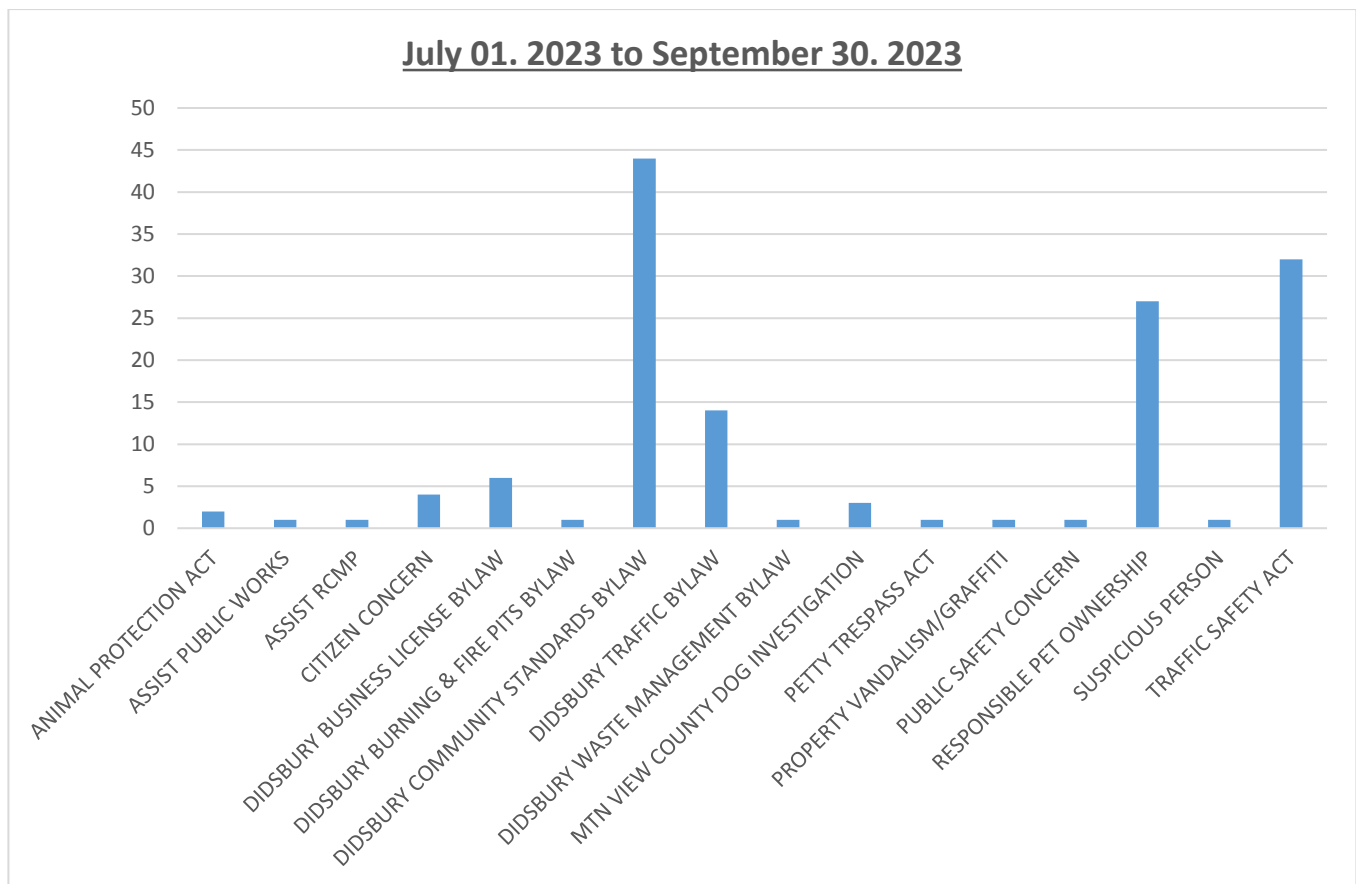


Town of Didsbury Municipal Enforcement Third Quarter Report –
July 01. 2023 – September 30. 2023

The Municipal Enforcement Team responded to 139 reports/occurrences in the third quarter.

- 111 concluded
- 14 still under investigation
- 3 forwarded to other Agency
- 2 forwarded to other Departments
- 6 had no occurrence status
- 9 unfounded

Below is a graph showing the incidents by the type of occurrence:



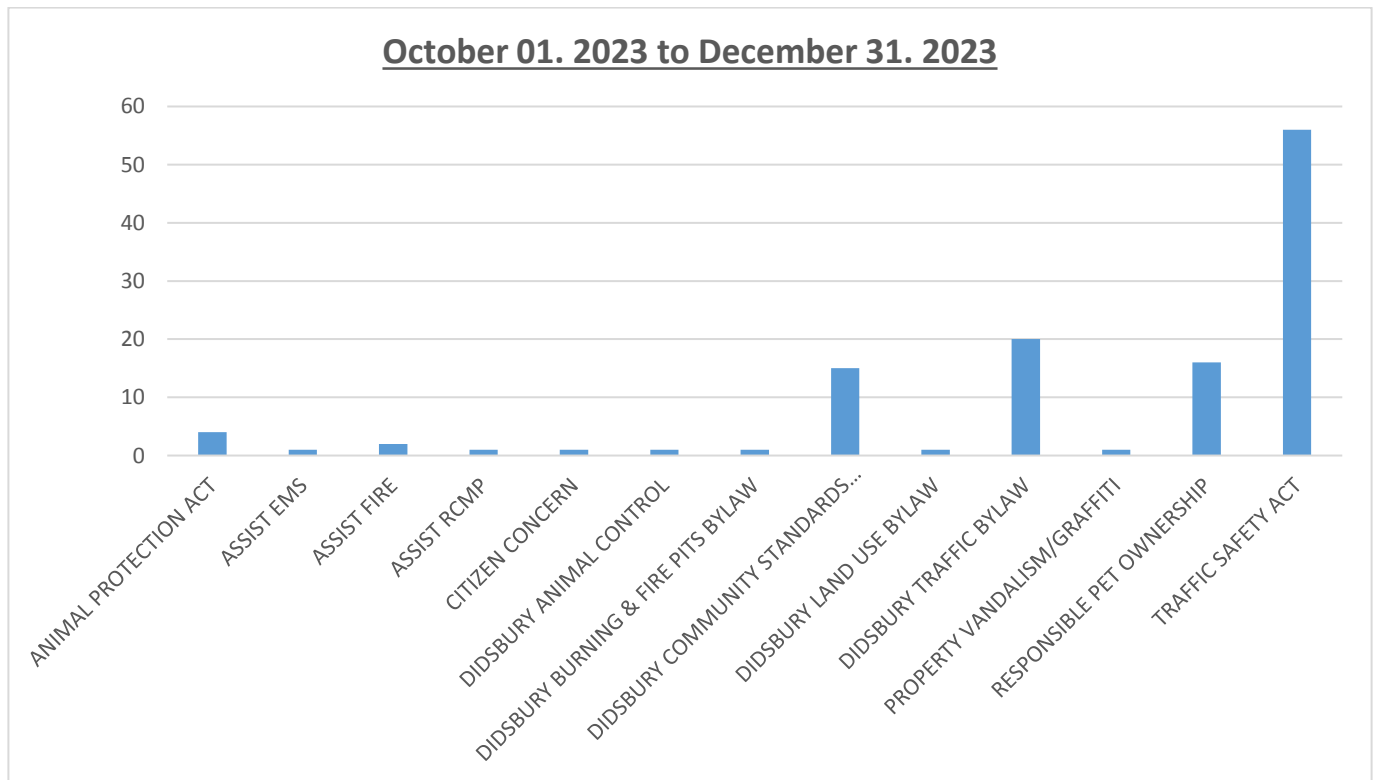


Town of Didsbury Municipal Enforcement Fourth Quarter Report – October 01. 2023 to December 31. 2023

The Municipal Enforcement Team responded to 123 reports/occurrences in the fourth quarter.

- 113 concluded
- 4 still under investigation
- 3 had no occurrence status
- 3 unfounded

Below is a graph showing the incidents by the type of occurrence:



2023 Year End Report – Municipal Enforcement

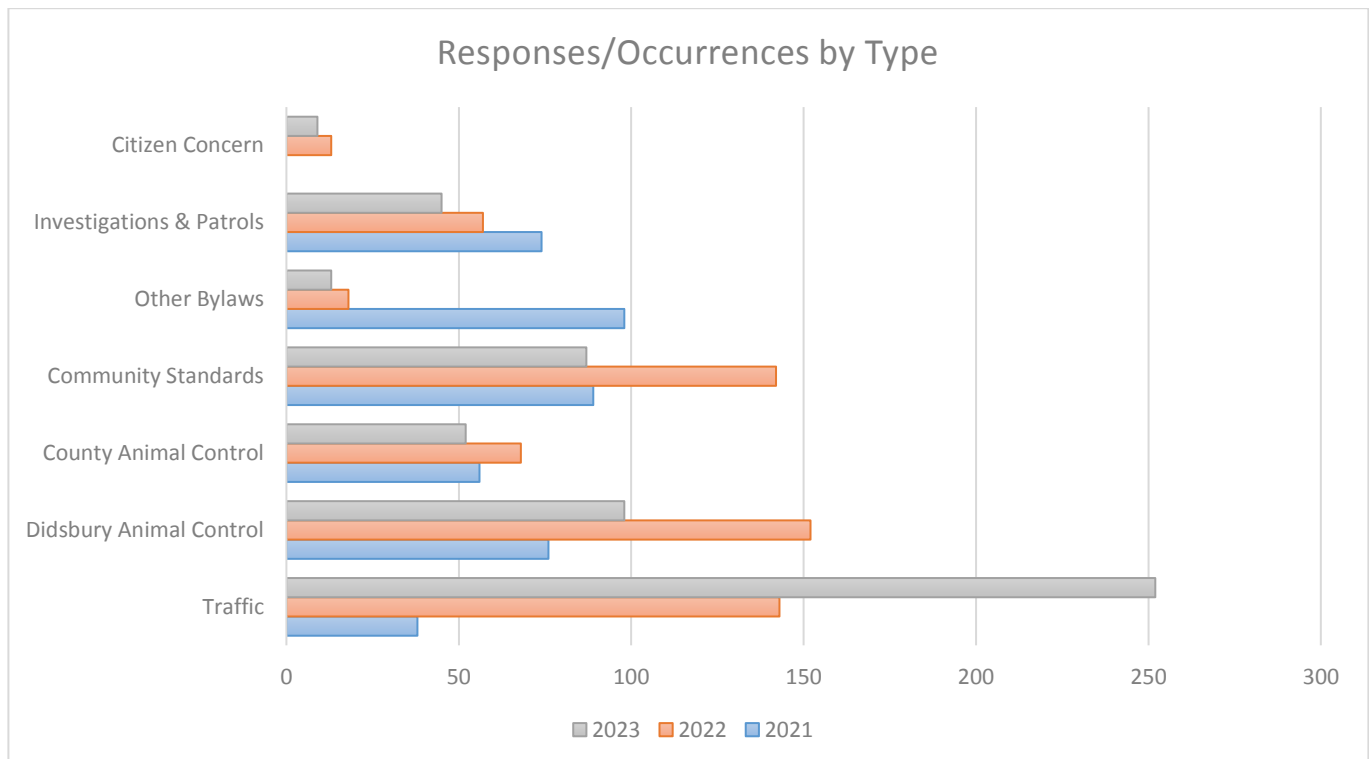
In 2023, the Community Peace Officers dealt with 552 responses and/or occurrences, which is 41 less than in 2022. Of these events, 52 were with Mountain View County Animal Control.

Below are the statistical data and graphs from 2021 to 2023:

	2021	2022	2023
Town of Didsbury	301	525	500
Mountain View County	82	68	52
TOTAL	383	593	552

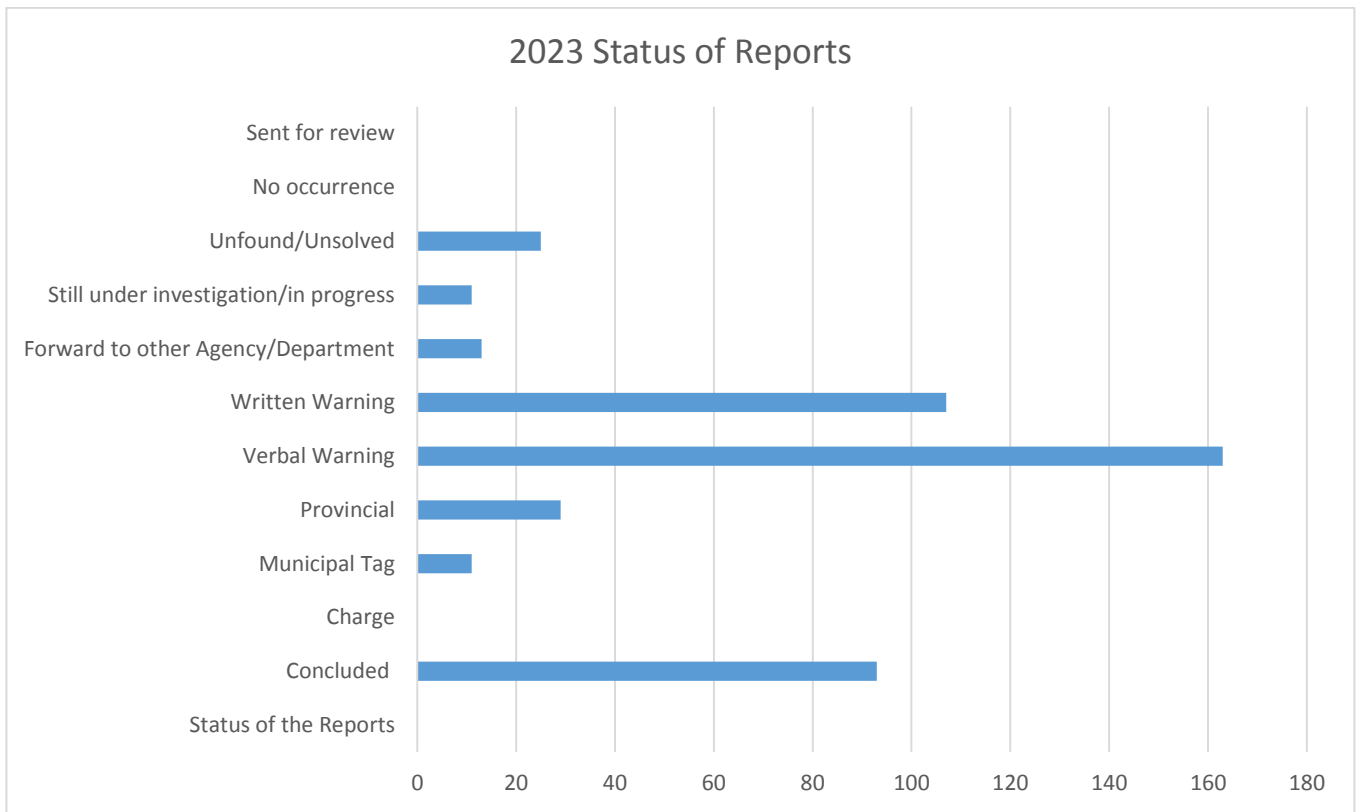
Responses/Occurrences by Type

	2021	2022	2023
Traffic	38	143	252
Didsbury Animal Control	76	152	98
County Animal Control	56	68	52
Community Standards	89	142	87
Other Bylaws	98	18	13
Investigations & Patrols	74	57	45
Citizen Concern		13	9



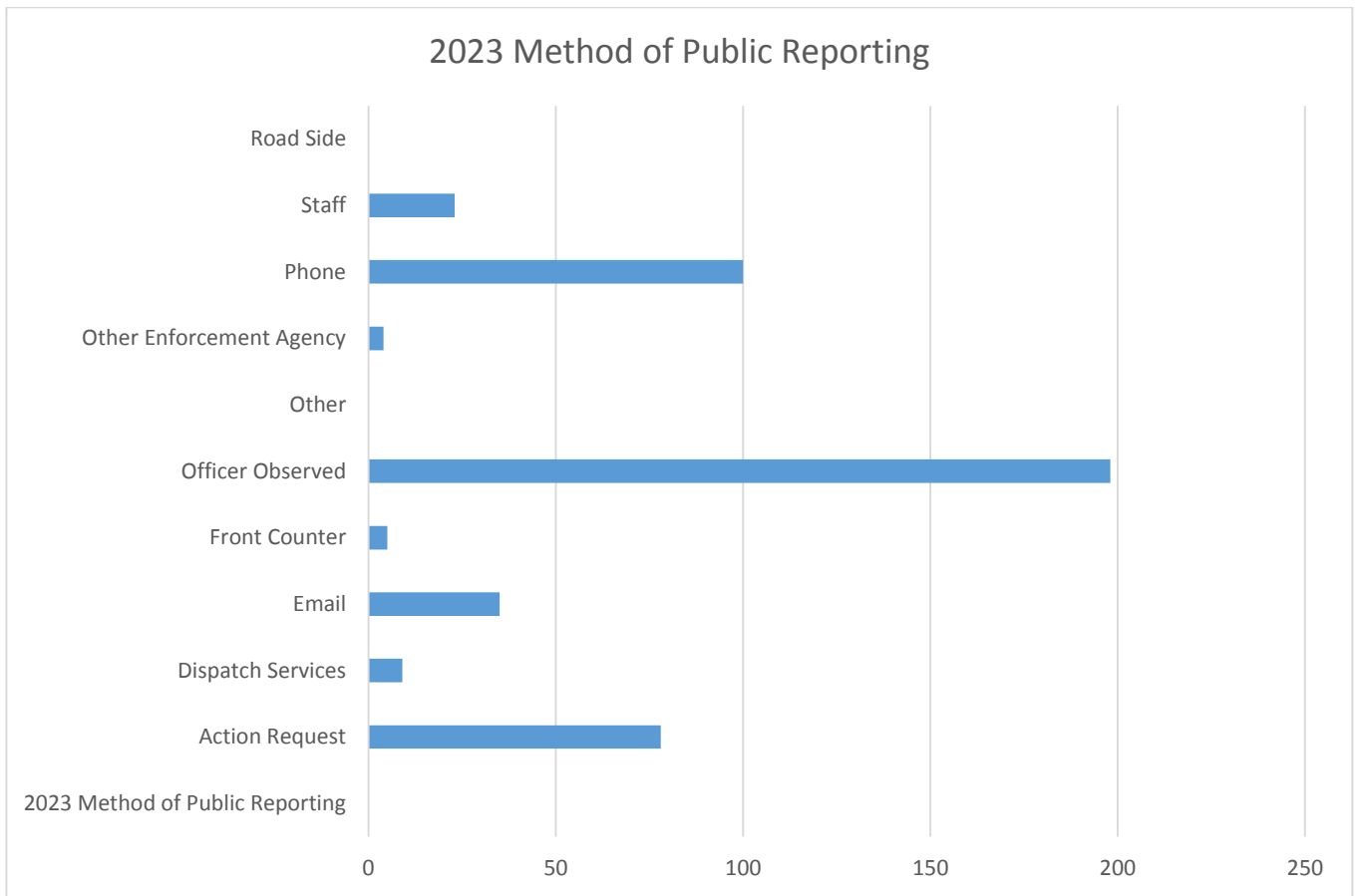
Status of the Reports

Concluded	93
Charge	
Municipal Tag	11
Provincial	29
Verbal Warning	163
Written Warning	107
Forward to other Agency/Department	13
Still under investigation/in progress	11
Unfound/Unsolved	25
No occurrence	
Sent for review	



2023 Method of Public Reporting

Action Request	78
Dispatch Services	9
Email	35
Front Counter	5
Officer Observed	198
Other	
Other Enforcement Agency	4
Phone	100
Staff	23
Road Side	



4th Quarter Economic Development report October – December 2023

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

Date: January 3, 2024

Highlights in numbers:

- Rural Entrepreneurship Stream Program and general inquiries about expansion or new set up total inquiries: approx. 24 Support Letters Issued: 1
- LinkedIn followers Town of Didsbury Economic Development: 278
- New Businesses: 10
- Welcome program/ribbon cutting: 1
- Total number of Business Licenses issued: 393 (including seasonal and temporary licences)

Business Retention

- Business connect ongoing throughout the year.
- Town of Didsbury approved for the Provincial Rural Renewal Stream to combat workforce challenge.

Website:

- Review and update of Economic Development section on TOD website – ongoing.

Social Media:

- Mountain View Film Office (MVFO) continues posting about activities on social media;
- Didsbury Economic Development LinkedIn posts updates as information becomes available. Please follow the Didsbury EcDev page and repost any EcDev news communicated via the Town's social media channels, incl. MVRFO. This is how we create awareness!

Marketing:

- Invest AB Magazine annual ad and advertorial 2024 completed (publication in January);
- Consistent Social media posts;

Mountain View Film Office (MVFO)

- Partners applied for NRED grant for strategic plan;
- Responded to general inquiries (received inquiry via province for snowy road in country landscape - Sundre/ Clearwater appeared to be best option);
- Partners continue to monitor website functionality and adjust as see fit and needed.
- The partners of MVFO met to discuss next steps, including NRED option for strategic plan.

Events & meetings attended

- AB Municipal Convention, Edmonton – Panel speaker MFRFO partner presentation;
- Mountain View Regional Film meetings with film organizations and film festival organizers;
- DEDAC Meeting November;
- Investors & Immigration consultation virtual meetings: 5

Projects, Action items and notable Activities

- Two EDAC Awards received;
- Provincial Rural Renewal Stream Application submitted;
- AB Municipal Convention – Panel presentation;
- 2024 Project Plan for TOD Economic Development (Draft) & Service level document;
- Business Licence streamlining and transition;
- Suncor re: Community Park component ideas provided (still in process);

4th Quarter Economic Development report October – December 2023

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

Date: January 3, 2024

Didsbury Economic Development Year in Review - 2023 HIGHLIGHTS

12 months – 12 highlights

- Mountain View Regional Film Office launched website: mountainviewfilm.ca and officially launched partnership (virtual) film office;
- Town of Didsbury responded to various interview opportunities related to the Mountain View Regional Film Office launch and Didsbury as a film production location, including but not limited to CBC radio (Calgary & Edmonton); CTV and AB Prime Time as well as local media outlets;
- Town of Didsbury received two awards from EDA (Economic Developers of Alberta) for its Project 52 – People & Places initiative;
- Improvements and transitioning of the business licence system in collaboration with Finance Department;
- Town of Didsbury promotional video for film productions completed & published;
- Council approved Town of Didsbury Economic Development Strategy 2023-2025;
- “Fargo Season 5” TV show and “The Order”, a major film production, was filmed in Didsbury;
- Mountain View Regional Film partners presented as a panel at AB Municipal Convention;
- Mountain View Regional Film partners received two national awards: one for regional video and one for Community Collaboration;
- Increase of commercial activities (Shantz) and overall added 73 new businesses in 2023;
- First entrepreneur approved by the Rural Entrepreneurship Program arrived in Didsbury;
- Town of Didsbury received approval to be included in the Rural Renewal Stream Program.



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

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 9, 2024
SUBJECT: Setting of Budget Meeting Date
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Committee of the Whole considered potential dates for the next budget meeting to consider the 2024 Operating and Capital Budget during their January 9, 2024 meeting, which was held prior to the Regular Council Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee discussed the proposed dates and are recommending _____ as the 2024 Operating and Capital Budget Meeting.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To set the 2024 Operating and Capital Budget Meeting for _____ starting at _____ a.m./p.m.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 9, 2024
SUBJECT: CS 003-24 – Community Grant Policy
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

The Community Grant Policy was established in 2020 as a way for Council to offer modest financial support to Didsbury community organizations/groups/clubs and community event/festival organizers. This program utilizes up to \$30,000 of the previous year's operating surplus to offer applicants funding support and/or facility rental discounts to a maximum value of \$2,000.

This policy was directed to the Policy Governance Committee (PGC) for review and updates. The PGC has spent the last three meetings (November 15 and 29, and December 13, 2023) making recommendations for the improvement of this policy, and the program that it governs.

Attached, please find both the edited version with recommended tracked changes, as well as a clean, draft version of CS 003-24 – Community Grant Policy, as well as Schedule "A" – Community Grant Application. Additionally, please find attached the newly created draft Schedule "B" – Community Grant Accounting Report.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The PGC is making the following key recommendations to Council for improvement of this policy:

- Removal of promotional item (swag) requests as part of policy
- Refinement of two streams of funding available through program – Community Grants and Facility Discounts (50% of cost of rental)
- Allocation of surplus funding between two streams – Community Grants, 85% of surplus funds and Facility Discounts, 15% of surplus funds. Based on the maximum \$30,000 surplus allocation, \$25,500 would be available as grants and \$4500 would be available for facility rental discounts. If less surplus were available in a given year, then those numbers would fluctuate based on the identified percentage allocations.
- Town Council to oversee Community Grant funding decisions. The Community Services department would administer the facility rental discounts.
- Groups may only apply once per funding cycle. Multiple applications will not be accepted.
- Requirement for applicants to be a registered non-profit or charity, and in good standing, under identified Provincial or Federal Acts (see policy for list of Acts)
- Preference to be given to applicants that have not received Community Grant support in previous years
- Preference for applicants operating within the Town of Didsbury
- Applicants not meeting acknowledgement requirements (advertising, signage, etc) will not be eligible for future funding



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

- Requirement for Accounting Report to be submitted by April 15 of year following the year funding was received. Applicants not submitting Accounting Report will not be eligible for future funding
- Unspent funding to be returned to the Town of Didsbury, unless other considerations have been approved
- Updates to Schedule "A" – Application Form to reflect the above changes
- Addition of Schedule "B" – Accounting Report

The PGC, by consensus, is recommending that Council approve the updated Community Grant Policy, and associated schedules, as presented.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To approve CS 003-24 Community Grant Policy as presented.



TOWN OF DIDSBURY POLICY CS 003-24
POLICY NAME: Community Grant Program

TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	CS 003-24
Policy Title:	Community Grant Program
Approval Date:	TBD
Date to be Reviewed:	TBD
Responsible Department:	Community Services
Related Bylaws:	

Policy Statement:

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

Program Objective:

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

1. Community Grant Program Categories

There are two categories of support under the Community Grant Program:

- Community Grant Program - funding for community-based organizations/groups/clubs and/or community festivals and events
- Facility Rental Discounts – 50% waiver of rentals of Town of Didsbury-operated facilities

2. General Guidelines

2.1 Funding for organizations/groups/clubs under this program is contingent on the approval of funds available through the previous years' operating budget surplus. The total funding allocated from the budget surplus will be a maximum of \$30,000, or 10% of the total surplus, whichever is less. Of this surplus funding, 85% will be allocated to Community Grants and 15% will be allocated to Facility Rental Discounts. The Community Grant fund allocation may vary from year-to-year, based on the surplus of funds from the previous year.

2.2 The Community Grant Program will be administered by the Community Services department of the Town of Didsbury, which will oversee application intake and review. Town Council will make all funding decisions relative to Community Grants. The Community Services department will approve all Facility Rental Discounts.

2.3 There will be one (1) intake of grant applications per year, with a deadline of May 1. Applications will be accepted after the intake deadline, however funding and facility rental discounts will be contingent on Community Grant and Facility Rentals funds being available.

2.4 Groups may apply ONCE per year for Community Grant and Facility Discount funding.

3. Application and Funding Guidelines

3.1 All submissions for the Community Grant Program shall be applied for using the Community Grant Application Form (Schedule A)

3.2 Applying groups must be non-profit organizations who are registered and in good standing under one of the following acts:

Provincial Legislation (Alberta):

- *Agriculture Societies Act*
- *Companies Act, Part 9 (Non-profit companies)*
- *Societies Act of Alberta*
- *Special Act of the Alberta Legislature*

Federal Legislation (Canada):

- *Special Act of the Parliament of Canada*
- *Canada Not-for-Profit Corporations Act* and must be registered in Alberta under the Business Corporations Act
- *Income Tax Act of Canada* and operating in the Province of Alberta (charities)

3.3 The Community Grant Application Form (Schedule A) must be completed in advance of the specific project, program, event or service. Funding allocations under the Community Grant Program shall not be retroactive.

3.4 Organizations/groups/clubs and community festival/event organizers that operate within the Town of Didsbury, and/or offer a benefit to the residents of Didsbury through local initiatives, shall be considered for Community Grant funding.

3.5 Preference will be given to applications from organizations/groups/clubs and community festival/event organizers that have not received Community Grant funds in previous years.

3.6 Preference will be given to organizations/groups/clubs and community festival/event organizers, operating within the Town of Didsbury, that demonstrate community support, have efficient use of resources, have other sources of funding, and that develop volunteer knowledge, skills and self-reliance.

3.7 All organizations/groups/clubs and community festival/event organizers that receive a grant will be required to acknowledge the Town of Didsbury as a contributor to their specific project, program, event or service through advertising, signage and/or event materials. Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

4. Community Grant Funding Requirements:

4.1 Organizations/groups/clubs and community festival/event organizers may apply for a maximum of \$2,000 in Community Grant funds per year; however, full funding requests cannot be guaranteed. Funding will be distributed based on eligibility, the number of applications received, and the surplus of the previous year, as set by Council.

4.2 A financial report must be submitted by April 15 of the year following the year funding is received, detailing how funding was utilized as per the Community Grant Application, on the prescribed Community Grant Program Accounting Form (Schedule B). Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

4.3 Funding that is unspent within the year received must be returned to the Town of Didsbury by April 15 of the following year that funding was received, unless other considerations have been approved.

5. Facility Rental Discounts:

5.1 Organizations/groups/clubs and community festival/event organizers may apply for a 50% facility rental discount once per year; however, facility discounts cannot be guaranteed. Discounts will be distributed based on eligibility, the number of applications received, and the surplus of the previous year, as set by Council.

5.2 Applications can combine a Facility Rental Discount with other Community Grant funding requests however, the value of the discount must be included within the \$2,000 maximum support through the Community Grant Program.

5.3 Set-up and/or take-down of Town of Didsbury facility rentals is the responsibility of the organization/group/club and community festival/event organizer. Paid facility set-up and/or take-down by Town of Didsbury staff is not eligible for funding through the Community Grant Program.

5.4 A refundable damage deposit in the value of one day's rental of the booked facility must be paid at the time of booking, as per the Facility Rental Agreement. The refundable damage deposit is not eligible for funding through the Community Grant Program.

5.5 Facilities are booked on a first-come, first-served basis and availability of facilities is not guaranteed as part of the Community Grant Program. Organizers are encouraged to book facilities as soon as possible.

6. End of policy



TOWN OF DIDSBURY POLICY CS 003-~~2124~~
POLICY NAME: Community Grant Program

TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	CS 003- 2124
Policy Title:	Community Grant Program
Approval Date:	May 25, 2021 TBD
Date to be Reviewed:	TBD
Responsible Department:	Community Services
Related Bylaws:	

Policy Statement:

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

Program Objective

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

1. Community Grant Program Categories

There are ~~four~~ two categories of support under the Community Grant Program:

- Community Grant Program – funding for Community/community-based Organizations/Groups/Clubs and/or Community Festival and Events
- ~~Community Festival and Events~~
- Facility Rental Discounts – 50% waiver of rentals on Town of Didsbury operated facilities
Facility Rental Discounts
- ~~Town of Didsbury Prize/ Promotional Item Donations~~

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2. General Guidelines

- 2.1 Funding for groups and organizations under this program is contingent on the approval of funds available through the previous year's ~~rs'~~ operating budget surplus. The total funding allocated from the budget surplus will be a maximum of \$30,000, or 10% of the total surplus, a maximum of \$30,000, or 10% of the total surplus, whichever is less. Of this surplus funding, 85% will be allocated to Community Grants and 15% will be allocated to Facility Rental Discounts. ~~OR The total funding available will be allocated through the annual budgeting process.~~ The Community Grant funds



TOWN OF DIDSBURY POLICY CS 003-2124
POLICY NAME: Community Grant Program

budget may vary from year-to-year, based on ~~Council's budget and level of service priorities~~ surplus funds from the previous year.

2.2 The Community Grant Program will be administered by the Community Services department of the Town of Didsbury, which will oversee application intake, ~~and the review and funding decisions of applications.~~ Town Council will make all funding decisions relative to Community Grants. The Community Services department will approve all Facility Rental Discounts.

2.3 There will be one (1) in-take of grant applications per year, with a deadline of May 1. Applications will be accepted after the intake deadline, however funding will be contingent on Community Grant and Facility Rental funds being available.

~~2.3~~2.4 Groups may apply ONCE per year for Community Grant funding.

3. **Application & Funding Guidelines**

3.1 All submissions for the Community Grant Program shall be applied for using the Community Grant Application Form (Schedule "A").

3.2 Applying groups must be non-profit organizations who are registered and in good standing under one of the following Acts:

Provincial Legislation (Alberta):

- Agriculture Societies Act
- Companies Act, Part 9 (Non-profit Companies)
- Societies Act of Alberta
- Special Act of the Alberta Legislature

Federal Legislation:

- Special Act of the Parliament of Canada
- Canada Not-for-profit Corporations Act and must be registered in Alberta under the Business Corporations Act
- Income Tax Act of Canada and operating in the Province of Alberta (charities)

~~3.2~~3.3 The Community Grant Application Form (Schedule "A") must be completed in advance of the specific project, program, event or service. Funding allocations under the Community Grant Program shall not be retroactive.

3.4 Organizations/Groups/Clubs and Community Festival/Event organizers that operate within the Town of Didsbury, and/or offer a benefit to the residents of Didsbury through local initiatives, shall be considered for Community Grant funding.

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TOWN OF DIDSBURY POLICY CS 003-2124
POLICY NAME: Community Grant Program

3.3.5 Preference will be given to applications from Organizations/Groups/Clubs and Community Festival/Event organizers that have not received Community Grant funds in previous years.

3.4-3.6 Preference shall be given to Organizations/Groups/Clubs and Community Festival/Event organizers, operating within the Town of Didsbury, that demonstrate community support; efficient use of resources; other sources of funding; and develop volunteer knowledge, skills and self-reliance.

3.5-3.7 Any community group or organization that receives a grant will be required to acknowledge the Town of Didsbury as a contributor to their specific project, program, event or service through advertising, signage and/or event materials. Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

4. Funding Guidelines 4. Community Grant Funding Requirements:

4.1 Organizations/Groups/Clubs and Community Festival/Event organizers may apply for a maximum of \$2,000 in Community Grant funds per year; however, full funding requests cannot be guaranteed. Funding will be distributed based on eligibility, the number of applications received and the annual budget surplus of the previous year, as set by Council.

4.2 A financial report must be submitted by April 15 of the year following the year funding is received, detailing how funding was utilized as per the Community Grant application, on the prescribed Community Grant Program Accounting Report form (Schedule B). Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

4.3 Funding that is unspent within the year received must be returned to the Town of Didsbury by April 15 of the following year that funding was received, unless other considerations have been approved.

4.1. 5. Facility Rental Discounts

5.1 Organizations/groups/clubs and community festival/event organizers may apply for a 50% facility rental discount once per year; however, facility discounts cannot be guaranteed. Discounts will be distributed based on eligibility, the number of applications received, and the surplus of the previous year, as set by Council.

5.2 Facility Rental Discounts of 50% or 100% will be considered, dependent on other funding applied for under the Community Grant Program. Those applications requesting a Facility Rental Discount ONLY, shall be eligible for a 100% discount. Those

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TOWN OF DIDSBURY POLICY CS 003-2124
POLICY NAME: Community Grant Program

~~applications combining a Facility Rental Discount with other Community Grant Program funding, shall be eligible for a 50% discount, and the value of Facility Rental Discount shall be included within the \$2,000 maximum for Community Grant funds. Applications can combine a Facility Rental Discount with other Community Grant funding requests, however, the value of the discount must be included within the \$2,000 maximum support through the Community Grant Program.~~

~~4.3. 5.3~~ Set-up and take-down of Town of Didsbury facilities for rentals is the responsibility of the Organizations/Groups/Clubs and Community Festival/Event organizers. Paid facility set-up and/or take-down by Town of Didsbury staff is not eligible for funding from the Community Grant Program.

~~4.4. 5.4~~ A refundable damage deposit in the value of one day's rental of the booked facility must be paid at time of booking, as per the Facility Rental Agreement. The refundable damage deposit is not eligible for funding from the Community Grant Program.

~~4.5. 5.5~~ Facilities are booked on a first-come, first-served basis and availability of facilities is not guaranteed as part of the Community Grant Program. Organizers are encouraged to book facilities as soon as possible.

~~4.6. — The maximum value of requests for Town of Didsbury prizes/ promotional items shall not exceed \$100. The value of the requested items shall be included within the \$2,000 maximum for Community Grant funds.~~

~~4.7. Requests for Town of Didsbury promotional items may be modified, or may not be accepted, due to limited quantities or items being unavailable.~~

~~5.~~ **6. End of Policy**



Schedule "A"
COMMUNITY GRANT PROGRAM APPLICATION

Name of Applicant/Organization:	
Non-Profit/Charitable Registration Number:	
Under which Act are you registered?	
Contact Person:	
Telephone Numbers:	
Mail Address and Civic Address:	
Email Address:	
Website (if applicable):	

APPLICATION ELIGIBILITY

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

- **Community Grant Program** - funding for community-based organizations/groups/clubs and/or community festivals and events
- **Facility Rental Discounts** – 50% waiver of rentals of Town of Didsbury-operated facilities
- Funding for grants under this program is contingent on the approval of funds available through the previous years’ operating budget surplus, by the Town of Didsbury Council.
- All grant applications under the Town of Didsbury Community Grant Program must be completed in full and submitted using this application form.
- Applying groups must be non-profit organizations who are registered and in good standing under one of the following Acts:
 - Provincial Legislation (Alberta):**
 - *Agriculture Societies Act*
 - *Companies Act, Part 9 (Non-profit Companies)*
 - *Societies Act of Alberta*
 - *Special Act of the Alberta Legislature*
 - Federal Legislation:**
 - *Special Act of the Parliament of Canada*
 - *Canada Not-for-profit Corporations Act* and must be registered in Alberta under the Business Corporations Act
 - *Income Tax Act of Canada* and operating in the Province of Alberta (charities)

- Organizations/Groups/Clubs and Community Festival/Event organizers that operate within the Town of Didsbury, and/or offer a benefit to the residents of Didsbury through local initiatives, shall be considered for Community Grant funding
- Groups may apply ONCE per year for Community Grant funding.
- Preference will be given to Town of Didsbury organizations that demonstrate community support, effective use of resources, other sources of funding and develop volunteer knowledge, skills and self-reliance.
- There will be one (1) in-take of grant applications per year, with a deadline of May 1. Applications will be accepted after the intake deadline, however funding will be contingent on Community Grant funds being available.
- Didsbury Community Grant funding is not intended to support staff, salaries or wages.

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

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

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

Grant Category	Sub-category (check all that apply)
<input type="checkbox"/> Community Grant Funds	<input type="checkbox"/> Community Service Organization <input type="checkbox"/> Community Recreation/Sporting Organization <input type="checkbox"/> Community Cultural Organization <input type="checkbox"/> Community Festival <input type="checkbox"/> Community Event
<input type="checkbox"/> Facility Rental – 50% Discount	<input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Didsbury Train Station (Eldon Foote Hall) <input type="checkbox"/> Didsbury Aquatic Centre <input type="checkbox"/> Didsbury Arena <input type="checkbox"/> Didsbury Curling Rink <input type="checkbox"/> Sportsfields: List field requested - _____
Rental Date: Length of Rental:	

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

Type of Grant (check one)	Value of Request
<input type="checkbox"/> Community Grant Funds	\$
<input type="checkbox"/> Facility Rental Discount:	\$
TOTAL (cannot exceed \$2000)	\$

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

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

Please provide the following information within your application cover letter:

1. Please provide a description of your organization/group/ club or festival/event, its' goals and objectives, event/program details (if applicable) and who your members are.
2. Please describe the community/population that your organization serves.
3. Please describe your organizations' specific project, program or service that Community Grant funds have been applied for.
4. What benefits will your project, program, event or service provide to the residents of Didsbury and/or the municipality?
5. Please feel free to add any additional information that you feel is relevant to this application.



Schedule "A"
COMMUNITY GRANT PROGRAM APPLICATION

Name of Applicant/Organizations	
<u>Non-Profit/Charitable Registration Number</u>	
<u>Under which Act are you registered?</u>	
Contact Person:	
Telephone Numbers:	
Mail Address and Civic Address	
Email Address	
Website (if applicable)	

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APPLICATION ELIGIBILITY

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

- Community Grant Program - funding for community-based organizations/groups/clubs and/or community festivals and events
- Facility Rental Discounts – 50% waiver of rentals of Town of Didsbury-operated facilities
- Community-based Organizations/Groups/ClubsCommunity Festivals and Events
- Community Festivals and Events
- Facility Rental Discounts
- Town of Didsbury Prize/ Promotional Item Donations

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

- ~~1. Grants and contributions pursuant to intermunicipal or other agreements~~
- ~~2. Didsbury & District Historical Society~~
- ~~3. Didsbury Family and Community Support Services (FCSS)~~
- ~~4. Didsbury Municipal Library~~

- Funding for grants under this program is contingent on the approval ~~of the Operating Budget by the~~of funds available through the previous years' operating budget surplus, by the Town of Didsbury Council.

- All grant applications under the Town of Didsbury Community Grant Program must be completed in full and submitted using this application form.

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- Applying groups must be non-profit organizations who are registered and in good standing under one of the following Acts:

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Provincial Legislation (Alberta):

- Agriculture Societies Act

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- Companies Act, Part 9 (Non-profit Companies)
- Societies Act of Alberta
- Special Act of the Alberta Legislature

Federal Legislation:

- Special Act of the Parliament of Canada
- Canada Not-for-profit Corporations Act and must be registered in Alberta under the Business Corporations Act
- Income Tax Act of Canada and operating in the Province of Alberta (charities)

Organizations/Groups/Clubs and Community Festival/Event organizers that operate Town of Didsbury, and/or offer a benefit to the residents of Didsbury through local initiatives, shall be considered for Community Grant funding

- Groups may apply ONCE per year for Community Grant funding.
- Preference will be given to Town of Didsbury organizations that demonstrate community support, effective use of resources, other sources of funding and develop volunteer knowledge, skills and self-reliance.
- There will be one (1) in-take of grant applications per year, with a deadline of May 1. Applications will be accepted after the intake deadline, however funding will be contingent on Community Grant funds being available.
- Didsbury Community Grant funding is not intended to support staff, salaries or wages.

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

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

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

Grant Category (check all that apply)	Sub-category (check all that apply)
<input type="checkbox"/> Community Organization/Group/Club Grant Funds	<input type="checkbox"/> Community Service Organization
	<input type="checkbox"/> Community Recreation/Sporting Organization
	<input type="checkbox"/> Community Cultural Organization
	<input checked="" type="checkbox"/> Community Organization Run Facility (ie. Museum)
<input checked="" type="checkbox"/> Community Festival and Event	<input type="checkbox"/> Community Festival
	<input type="checkbox"/> Community Event
<input type="checkbox"/> Facility Rental – 50% Discount	<input checked="" type="checkbox"/> Facility rental discount – 50% waiver (See Policy CS 003 21)
List facility requested Rental Date: Length of Rental:	<input checked="" type="checkbox"/> Facility rental discount – 100% waiver (See Policy CS 003 21)
	<input type="checkbox"/> Multi-Purpose Room
	<input type="checkbox"/> Didsbury Train Station (Eldon Foote Hall)
	<input type="checkbox"/> Didsbury Aquatic Centre
	<input type="checkbox"/> Didsbury Arena
	<input type="checkbox"/> Didsbury Curling Rink
	<input type="checkbox"/> Sportsfields: List field requested -
<input checked="" type="checkbox"/> Prize/ Promotional Item Donation	<input checked="" type="checkbox"/> Door Prizes
	<input checked="" type="checkbox"/> Promotional Items for festival/event handouts

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

Type of Grant (check one)	Value of Request
<input type="checkbox"/> Community Grant Funds	\$
<input type="checkbox"/> Facility Rental Discount:	\$
<input checked="" type="checkbox"/> Prize/ Promotional Item Donation	\$
TOTAL (cannot exceed \$2000)	\$

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

Funding Body	Request	Confirmed
Federal Government (List departments/agencies)	\$	\$
<u>Provincial Government (List departments/agencies)</u>		

Other local government bodies (e.g. Mountain View County)	\$	\$
Other funding bodies	\$	\$
	\$	\$
Other funding relevant to this application	\$	\$

Please provide the following information within your application cover letter:

1. Please provide a description of your organization/group/ club or festival/event, its' goals and objectives, event/program details (if applicable) and who your members are.
2. Please describe the community/population that your organization serves.
3. Please describe your organizations' specific project, program or service that Community Grant funds have been applied for.

~~4. Please provide a detailed explanation of how the Community Grant funds will be spent. A budget is preferred, and can be attached separately.~~

5-4. What benefits will your project, program, event or service provide to the residents of Didsbury and/or the municipality?

~~6. What role do/will volunteers play in this project, program, event or service, or the operations of your organization, and how many volunteers participate?~~

7-5. Please feel free to add any additional information that you feel is relevant to this application.



Schedule "B"
COMMUNITY GRANT PROGRAM - Accounting Report

Name of Applicant/Organizations	
Non-Profit/Charitable Registration Number	
Contact Person:	
Telephone Numbers:	
Mail Address and Civic Address	
Email Address	
Website (if applicable)	

Reporting Requirements:

As per Policy CS 003-24, Community Grant Program, groups receiving funding through the Community Grant Program are required to:

1. Submit a completed Community Grant Program Accounting Report on or before April 15 of the year following the year that funding was received. Groups that received funding and do not meet this requirement shall be ineligible for future Community Grant considerations.
2. Funding that is unspent within the year received must be returned to the Town of Didsbury by April 15 on the following year that funding was received, unless other considerations have been approved.
3. Acknowledge the Town of Didsbury as a contributor to their specific project, program, event or service through advertising, signage and/or event materials. Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

Community Grant Accounting Report – please complete the following:

Funding Amount Received	\$
Was all funding spent by April 15?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the Town of Didsbury publicly acknowledged for their contribution?	<input type="checkbox"/> Yes – Attach proof of acknowledgement <input type="checkbox"/> No

Please give a brief overview of how Town of Didsbury Community Grant funds were used:

Community Grant Program Accounting Report completed by:

Name

Position

I, _____, confirm that the information provided in this Accounting Report for (name of organization) _____, is accurate.

Signature

Date



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

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

MEETING DATE: January 9, 2024
SUBJECT: RCMP Detachment Project
ORIGINATING DEPARTMENT: Engineering & Infrastructure

BACKGROUND/PROPOSAL:

At the May 23, 2023 Regular Council Meeting, Council amended the 2023 Capital Budget (Res #282-23) to include the following RCMP projects:

1. RCMP Interior Renovation for \$20,000 (funded 28% Town of Didsbury RCMP Capital Reserve/72% RCMP)
2. RCMP Furniture Upgrades for \$60,000 (funded 28% Town of Didsbury RCMP Capital Reserve/72% RCMP)
3. RCMP Detachment Parking Lot Expansion for \$50,000 (funded 28% Town of Didsbury General Reserve/72% RCMP)

The projects were budgeted according to the anticipated cost-sharing allocation of 28% TOD and 72% for RCMP (K-Division). Since then, several changes have occurred:

1. The cost-sharing percentage outlined in the Municipal Policing Service Agreement has changed from the estimated allocation of 28% TOD/72% K-Division to the realized allocation of 26.32% TOD/73.68% K-Division.
2. The RCMP determined the Interior Renovation Project to be not required at this time.
3. The RCMP Detachment Parking Lot Expansion project costs were higher than budget at \$65,083 (a total overage of \$15,083).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The RCMP Detachment Parking Lot Expansion project (including the overage of \$15,083) will be distributed according to the revised cost-sharing percentages as outlined below:

New Municipal Policing Service Agreement Allocations	Town of Didsbury (26.32%)	K-Division (73.68%)	Project Total (100%)
Total Project Cost	\$17,127	\$47,956	\$65,083
Initial Budget (28% TOD/72% K-Division)	\$14,000	\$36,000	\$50,000
Project Overage	\$3,127	\$11,956	\$15,083

The Town of Didsbury has received K-Division’s written approval of funding their portion of the overage leaving \$3,127 to be funded by the Town.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION (2 separate motions)

To cancel the RCMP Interior Renovation project and remove it from the 2023 Capital Budget.

AND

To approve to fund the overage of \$3,127 for the RCMP Detachment Parking Lot Expansion Project from the General Reserve.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 9, 2024
SUBJECT: Appointment to the Didsbury Library Board
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Section 4(1) of the *Libraries Act*, RSA 2000 states that a municipal board shall consist of not fewer than 5 and not more than 10 members appointed by Council.

Didsbury Municipal Library Bylaw 2023-17 section 5.1 states that one member of the board is to be considered upon the recommendation of Mountain View County.

Mountain View County is recommending Division 3 County Councillor, Alan Miller, to the Didsbury Municipal Library Board; therefore, the Town of Didsbury Council is required to appoint Councillor Miller.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Act states that appointments to the municipal board shall be for a term of up to three years; Council is being asked to appoint Councillor Alan Miller to the Library Board until the Organizational Meeting in 2024. At that time, Council can reaffirm Councillor Miller's appointment or appoint someone else that the County might like to be considered.

ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

RECOMMENDATION

To appoint Councillor Alan Miller as Trustee to the Didsbury Library Board until the Organizational Meeting in 2024.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 9, 2024
SUBJECT: Municipal-Federal Agreements
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

In a letter to Alberta Municipalities, Minister of Municipal Affairs, Hon. Ric McIver, is requesting that municipalities provide an overview of the agreements they held with the federal government in 2022. The letter states:

“The Government of Alberta is committed to advocating for equitable funding from the federal government. Premier Danielle Smith and her premier colleagues recently agreed on the need for unity to ensure funding envelopes from the federal government are shared equitably.”

Further stating that Municipal Affairs is creating an inventory to document the scope and scale of these agreements to better understand municipal-federal agreements in place

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Municipal Affairs is requesting that municipalities submit an overview of the agreements by January 31, 2024. Specifically, the ministry is collecting the: name, value, purpose, date, and duration of agreements signed or in effect between January 1, 2022 and December 31, 2022.

Please find attached an *Information Sheet* on this subject.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the sending of municipal-federal agreements to Municipal Affairs.

OR

That they not be sent at this time with any additional direction that Council would like to give.



Information Request: Municipal-Federal Agreements

Natural person powers granted by *the Municipal Government Act* allow municipalities to enter into contracts. These contracts may be with other public entities, such as the federal government.

The Government of Alberta is working to understand the different agreements and contracts in place between Alberta's municipalities and the federal government. Examples may include:

- building leases for the RCMP K-Division;
- maintenance of federal properties provided by municipalities;
- mutual aid agreements between First Nations and municipalities;
- funding by Heritage Canada for national celebrations, such as Canada Day; and
- community mailboxes for Canada Post.

Municipal Affairs is requesting municipalities provide an overview of the agreements they hold with the federal government by January 31, 2024. Specifically, the ministry is collecting the: name, value, purpose, date, and duration of agreements signed or in effect between January 1, 2022, and December 31, 2022.

Why is Municipal Affairs collecting this information?

The Government of Alberta is creating an inventory of municipal-federal agreements to understand the scope and scale of these agreements. This will help the province continue to advocate for equitable funding from the federal government.

How is a municipal-federal agreement defined?

A municipal body includes a municipality, group of municipalities, entity that receives 50 per cent or more of funding from municipalities, or an entity where a majority of members or boards are appointed by a municipality.

A federal body includes the Crown (Canada), federal agencies, entities required to report to Federal Parliament, entities that receive 50 per cent of funding from federal public funds, or entities where a majority of members are appointed by Canada's public sector.

Are you collecting information for all agreements with federal funding?

No. Agreements that are already coordinated through the Government of Alberta, such as the Building Canada Fund and Canada Community Building Fund, are not included.

If you are uncertain if your agreement is already coordinated through the Government of Alberta, please include it in the template.

What time period are you collecting information for?

Only agreements signed or in effect between January 1, 2022, and December 31, 2022, will be included.

If you have questions, or require support, please email ma.engagement@gov.ab.ca for assistance.



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

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

MEETING DATE: January 9, 2024
SUBJECT: LGFF Update
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

MSI is replaced by the Local Government Fiscal Framework (LGFF) beginning in 2024. The LGFF will include \$722 million in capital funding legislated under the Local and non-legislated operating funding.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached is a letter from the Hon. Ric McIver, Minister of Municipal Affairs, announcing the launch of the LGFF program.

The allocation formula was announced December 15, 2023. The formula is fairly close to what ABMunis submitted to Municipal Affairs. ABmunis will be hosting a webinar on January 18, 2024 to review the allocation and ongoing advocacy. At a high level, here are some key points from ABmunis:

1. Disappointed that they did not change the funding pot of \$722 Million and start moving towards where we feel it should be, at \$1.75 Billion. Without this change, the three outcomes Municipal Affairs wants—increased economic growth, increased livability, and increased resiliency—will be hard to achieve. We remain optimistic that we will see an increase with Budget 2024.
2. Happy to see an increased emphasis on population. With kms of road, we still would like to see them add a metric that rates the type of road. There is a big difference between an urban paved road with gutters, and a gravel road.
3. Operating Funding was kept flat for 2024 so that Municipal Affairs can determine a new formula for 2025.

Didsbury has been allocated LGFF Capital Funding of \$813,055 in 2024 and \$950,876 in 2025 and \$345,808 for 2024 Operating Funding. No 2025 Operating Funding has been stated.

Below is the MSI allocations since 2018

	Capital (including BMTG)	Operating	Total
2018	\$788,361	\$169,360	\$957,721
2019	\$791,898	\$159,336	\$951,234
2020	\$1,099,109	\$168,329	\$1,267,438
2021	\$1,332,877	\$172,904	\$1,505,781
2022	\$540,506	\$172,904	\$713,410
2023	\$540,506	\$345,808	\$886,314

In 2020/21 the Province front loaded the MSI allocation but was adjusted to pre-COVID funding in 2022/23.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To accept the Local Government Fiscal Framework (LGFF) update as information.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Chief Administrative Officers



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 9, 2024
SUBJECT: Alberta Municipalities Board Structure
ORIGINATING DEPARTMENT: Office of the Mayor

BACKGROUND/PROPOSAL:

Mayor Hunter has been in conversations with ABmunis President and CEO regarding their Bylaw–Article 4 Membership and, specifically, the classifications of Regular Members for the purposes of determining Board representation under Articles 7 and 8 for Directors and Officers.

The way the bylaw is written, there is currently a gap in representation for municipalities/towns sized 2500 to 10,000.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

On August 28, 2023, Mayor Hunter met with past President of ABMUNIS, Cathy Heron, and CEO, Dan Rude, with Didsbury CAO Ethan Gorner also present, to discuss this matter further.

Mayor Hunter would like a follow-up meeting with the new ABmunis president to get an update on the status of where this issue is at with the Alberta Municipalities Board.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve for Mayor Hunter to request a meeting with Alberta Municipalities President, Tyler Gandam, to follow up on the August 28, 2023 meeting and the information that was shared at that time.



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

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

MEETING DATE: January 9, 2024
SUBJECT: Regional Chili Cook—Off Mayoral Challenge
ORIGINATING DEPARTMENT: Office of the Mayor

BACKGROUND/PROPOSAL:

The Didsbury and District Chamber of Commerce have issued a challenge to the Regional Chambers of Commerce to join the “MV Regional DSS Chili Cook-Off Challenge”.

Eleven teams have been invited to participate – five chambers of commerce and six municipal councils in Mountain View County.

The 2022 winners were:

Mayoral/Council Challenge: Mountain View County

Chamber Challenge: Didsbury & District Chamber of Commerce

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The event is taking place on Saturday, January 20, 2024 from 11 a.m. to 2 p.m. at the Didsbury Elks Hall. Tickets are \$10 and are available online at didsburychamber.ca or at the door.

Should Council participate, a budget for supplies should be discussed.

Please find attached the Cook-Off Rules.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To approve to enter a team with the following Council members _____, and that the cost for the tickets and the supplies come from the Council Promotion/Public Relations Budget in the amount of up to \$_____.

Mountain View DSS Regional Chili January Cook Off Rules

Didsbury Chamber Host

The Chili January Cook Off is a fun fund-raising event hosted by the Didsbury & District Chamber of Commerce. First held in 2022, this fun event brings chambers and councils from across Mountain View County together.

11 teams have been invited to participate – 5 Chambers of Commerce and 6 Councils within Mountain View County . There will be 2 challenges:

Mayoral/Council Challenge: The Councils of Sundre; Didsbury; Olds; Carstairs; Cremona/Water Valley and Mountain View County have been issued a challenge to see who will win the “BIG SPOON” this year!

Regional Cook-off: Each of the five Chambers in Mountain View County will be issued a challenge from the Didsbury Chamber of Commerce to form a team and take part in the event.

TEAMS:

When confirmed, each team will submit a Special Event Food Vendor Notification if needed.

- Teams are volunteers from each organization.
- Teams should consist of at least 2 persons.
- Each team will have a table to dish their chili and keep pots hot – electrical outlets are at each table.
- Small samples will be given to patrons to taste test each chili. Containers will be provided by the event sponsor.
- Food will be cooked in a commercial kitchen. It can be precooked in a registered facility and reheated for the event.
- The pot to be reheated, must be from a registered kitchen; OR has been washed and sanitized at the hosting facility.
- Food will be transported/served using CrockPot/ Electric Roaster/Hot boxes, that have been sanitized in the same kitchen.
- Each team will be asked to prepare enough chili for about 25 people.
- Any “add-ons” such as cheese, chips, sour cream etc will be at the discretion of the team.
- Prize award for “Best Mexican Theme” for team and table.
- Travelling trophies will be awarded at the end of the contest.
- It is the responsibility of the winning team to return their trophy to Didsbury Chamber of Commerce prior to next year's event.

PATRONS:

- Sample each chili – 1 tbsp of chili in a small container.
- A ballot box will be provided at each team's table.
- When you put your ticket in the box you like best you will be given a ceramic chili bowl with your chili of choice.
- A bun will also be included in your chili of choice; water and a sitting area will also be provided to enjoy your chili.
- Plastic wrap will be available to take your chili in a bowl home if desired.
- Only one ceramic bowl per ticket.

DETERMINING THE WINNER:

- Each ticket is a vote.
- The team with the most tickets in their ballot box at 2 pm event day will be determined as the winner.
- 2 winners are determined: 1 Regional and 1 Mayoral Challenge.