



TOWN OF DIDSBURY AGENDA
Regular Council Meeting
Tuesday, September 28, 2021 at 6:00 p.m.
Council Chambers 1606 – 14 Street

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATION/ PRESENTATIONS
 - 3.1 Staff Sgt. Chad Fournier – Council Expression of Gratitude
4. ADOPTION OF MINUTES
 - 4.1 September 14, 2021 Regular Council Meeting Pg. 2
 - 4.2 September 16, 2021 Special Council Meeting Pg. 6
5. PUBLIC HEARINGS- *No public hearings*
6. BYLAWS & POLICIES
 - 6.1 Code of Conduct Bylaw 2021-09 (3rd Reading) Pg. 8
 - 6.2 Asset Management Policy FIN 011-21 Pg. 13
 - 6.3 Council Technology Policy COUN 008-21 Pg. 15
 - 6.4 Wastewater Bylaw 2020-01 (2nd Reading) Pg. 17
7. BUSINESS
 - 7.1 AG Building Sale Funds Pg. 26
 - 7.2 Franchise Fees Pg. 27
 - 7.3 Parkland Regional Library Proposed 2022 Budget Pg. 28
 - 7.4 Asphalt Repair Equipment Pg. 50
 - 7.5 Road Work R&M Pg. 51
 - 7.6 CAEP Membership Pg. 53
 - 7.7 23rd Street Improvement Project Pg. 55
 - 7.8 Patio Dining Pg. 56
8. REPORTS
 - 8.1 CAO Report Pg. 57
 - 8.2 Council Reports Pg. 61
9. CORRESPONDENCE & INFORMATION Pg. 62
 - 9.1 Zion Church – Thank you Pg. 63
 - 9.2 Municipal Asset Management Program (MAMP) Funding Letter Pg. 64
 - 9.3 RCMP Compensation Pg. 65
10. COUNCIL MEETING HIGHLIGHTS (Roundtable) Pg. 67
11. QUESTION PERIOD
Public Gallery / Press Gallery
12. CLOSED MEETING (in accordance with Division 2 of the *FOIP Act*)
 - 12.1 Sec.23, 24 (Local body confidences; advice from officials)
 - 12.2 Sec. 24 (Advice from Officials)
13. ADJOURNMENT



Meeting Minutes of the Town of Didsbury
Regular Council Meeting
September 14, 2021

The regular meeting of Council for the Town of Didsbury was held in Council Chambers located at 1606 14 Street on Tuesday, September 14, 2021 commencing at 6:00 p.m.

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

Staff: Chief Administrative Officer, E. Gerner
Assistant CAO/Chief Financial Officer, A. Riley
Director of Engineering & Infrastructure, C. Fox
Director of Community Services, N. Aasen
Economic Development & Strategic Operations Coordinator, A. Ross
Manager of Legislative Services/Recording Officer, L. Smith

CALL TO ORDER

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

ADOPTION OF AGENDA

Add 9.2 - Correspondence & Information: FCM Response – Costs of RCMP Unionization

Res. 377-21 MOVED by Councillor Crothers to approve the agenda as amended.

Carried

DELEGATION/PRESENTATIONS

Didsbury RCMP Detachment – Interim Staff Sgt. Browne

Res. 378-21 MOVED by Councillor Baswick to accept the First Quarter Report April 1 to June 30, 2021 from the Didsbury RCMP Detachment as information.

Carried

ADOPTION OF MINUTES

Res. 379-21 MOVED by Deputy Mayor Windsor to approve the August 24, 2021 Regular Council Meeting Minutes as presented.

Carried

PUBLIC HEARINGS - *No public hearings*

BYLAWS & POLICIES

Bylaw 2021-09 Council Code of Conduct

Res. 380-21 MOVED by Councillor Moore to grant Second Reading to Bylaw 2021-09 Council Code of Conduct, and that it be referred to the Policy & Governance Committee for review.

Carried

Council Remuneration Policy COUN 004-21

Res. 381-21 MOVED by Deputy Mayor Windsor to approve Council Remuneration Policy COUN 004-21 as presented.

Carried

BUSINESS

Street Light Replacement

Res. 382-21 MOVED by Councillor Engel to approve the amendment of the 2021 Street Lighting Continuity capital project to upgrade four streetlights on 20th Street to heritage style pendent streetlights for an additional costs of up to \$30,000, to be funded from the Canada Community Building Fund grant.

Carried

Recreation Facility User Group Rate Model

Res. 383-21 MOVED by Deputy Mayor Windsor to approve the proposed hourly rates and monthly bar rental costs for the Didsbury Curling Club Rink for a one-season trial period, October 2021 to March 2022 with an evaluation presented to Council when completed.

Carried

Memorial Park Stage

Res. 384-21 MOVED by Deputy Mayor Windsor to approve the prioritization of redevelopment of the Memorial Park Stage as per the Strategic Planning Committee recommendations, and that a letter be sent to the Didsbury Economic Development Advisory Committee updating them as to the status of this initiative.

Carried

Mountain View Summer Games Legacy Funds

Res. 385-21 MOVED by Deputy Mayor Windsor to reserve the Mountain View Summer Games Legacy funding of \$15,296.89 in a Legacy Fund reserve for future development of an interior community mural.

Carried

Res. 386-21 MOVED by Councillor Moore for Council to reserve \$2,000 of the Mountain View Summer Games Legacy fund to be used as seed money for an athletic scholarship in 2022 and that a policy be created to develop a framework for Council's consideration for an athletic scholarship program, and that it be referred to the Strategic Planning Committee.

Carried

Commercial Dumping – Lagoon

Res. 387-21 MOVED by Councillor Crothers that Administration ensure the lagoons are in the best shape they can be as per Alberta Environmental standards, and then explore adding capacity to allow for commercial dumping, while protecting the integrity of our treatment system, and that options for increasing this capacity be brought back to Council for consideration.

Carried

Councillor Crothers left the meeting at 8:07 p.m. and returned at 8:10 p.m.

REPORTS

CAO Report – The following verbal updates were presented by administration:

- a) COVID Update
- b) Engineering & Infrastructure update

Res. 388-21 MOVED by Councillor Moore to accept the Chief Administrative Officer's Report for September 14, 2021 as information.

Carried

Council Reports – Roundtable Verbal Reports made by Council members

Res. 389-21 MOVED by Councillor Crothers to accept the Council Reports for September 14, 2021 as information.

Carried

CORRESPONDENCE AND INFORMATION

Res. 390-21 MOVED by Councillor Crothers to accept the correspondence and information items presented as information:

- Railway Safety Week – CPR
- Costs of RCMP Unionization

Carried

COUNCIL MEETING HIGHLIGHTS – Roundtable highlights as selected by individual Council members

- Council was pleased with the following projects taking place this fall:
 - Installation of solar crossing signals 16th street near the vet clinic and Tim Horton's.
 - Additional updates to the Street Lighting Continuity capital project to upgrade four streetlights on 20th Street to heritage style pendent streetlights, to be completed while FORTIS Alberta is doing the upgrades during their planned replacement, resulting in cost savings.
- Interim Staff Sgt. Browne gave an excellent report on the Didsbury RCMP detachment with detailed explanation of the statics and what they mean.
- Council approved the prioritization of redevelopment of the Memorial Park Stage, which was an initiative from the Didsbury Economic Development Advisory Committee.
- Council was presented and approved an alternative agreement for the Didsbury Curling hourly rates and monthly bar rental costs for a one-season trial period, October 2021 to March 2022.
- Council approved to reserve the Mountain View Summer Games Legacy funding of \$15,296.89 in a Legacy Fund reserve for future development of an interior community mural, and set aside \$2,000 to be used as seed money for an athletic scholarship in 2022.

GALLERY QUESTION PERIOD

CLOSED MEETING

Res. 391-21 MOVED by Councillor Baswick to go into closed meeting in accordance with Division 2, Sections 23 and 24 of the *FOIP Act* at 8:54 p.m.

Carried

The following staff attended the closed meeting session with Council:

E. Gorner, Chief Administrative Officer
A. Riley, Assistant CAO/Chief Financial Officer
C. Fox, Director of Engineering & Infrastructure
N. Aasen, Director of Community Services

RECONVENE

Res. 392-21 MOVED by Councillor Crothers to come out of closed meeting at 9:52 p.m.

Carried

Res. 393-21 MOVED by Councillor Moore to approve the repair and maintenance project presented.

Carried

ADJOURNMENT

Res. 394-21 MOVED by Councillor Baswick to adjourn the Regular Council Meeting of September 14, 2021 at 9:53 p.m.

Carried

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner



Meeting Minutes of the Town of Didsbury
Special Council Meeting
September 16, 2021

A Special Meeting of Council for the Town of Didsbury was held through ZOOM Meetings on Thursday, September 16, 2021 commencing at 12:00 p.m.

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

Staff: Chief Administrative Officer, E. Gerner
Assistant CAO/Chief Financial Officer, A. Riley
Director of Engineering & Infrastructure, C. Fox
Director of Community Services, N. Aasen

CALL TO ORDER

Mayor Hunter called the meeting to order at 12:00 p.m.

ADOPTION OF AGENDA

Res. 395-21 MOVED by Councillor Moore to approve the agenda as presented.

Carried

CLOSED MEETING

Res. 396-21 MOVED by Councillor Crothers to go into closed meeting in accordance with Division 2, Sections 23 and 24 of the *FOIP Act* at 12:00 p.m.

Carried

RECONVENE

Res. 397-21 MOVED by Councillor Crothers to come out of closed meeting at 12:17 p.m.

Carried

Res. 398-21 MOVED by Councillor Crothers to cancel all celebration events for the weekend of September 18, 2021 due to the State of Public Health Emergency declared by the Province on September 15, 2021.

Carried

CLOSED MEETING

Res. 399-21 MOVED by Deputy Mayor Windsor to go into closed meeting in accordance with Division 2, Sections 23 and 24 of the *FOIP Act* at 12:37 p.m.

Carried

RECONVENE

Res. 400-21 MOVED by Deputy Mayor Windsor to come out of closed meeting at 12:53 p.m.

Carried

Res. 401-21 MOVED by Deputy Mayor Windsor to approve the use of both the Restrictions Exemption Program and the Capacity Limit Program to accommodate all users of the Didsbury Memorial Complex.
Carried

ADJOURNMENT

Res. 402-21 MOVED by Councillor Moore to adjourn the Special Council Meeting of September 16, 2021 at 1:14 p.m.
Carried

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Code of Conduct Bylaw 2021-09 (3 rd Reading)
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Council granted second reading to Code of Conduct Bylaw 2021-09 at the September 14, 2021 Regular Council Meeting and referred the bylaw to the Policy and Governance Committee for further review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy and Governance Committee met on September 22, 2021 and made a few minor revisions and are now recommending third and final reading to Bylaw 2021-09 be granted.

RECOMMENDATION

That Council grant third and final reading to Bylaw 2021-09 Council Code of Conduct.

TOWN OF DIDSBURY
Council Code of Conduct Bylaw
Bylaw No. 2021-09

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a Council must, by bylaw, establish a code governing the conduct of Members of Council;

NOW THEREFORE, the Members of Council of the Town of Didsbury, in the Province of Alberta, enacts as follows:

1. SHORT TITLE

1.1 This Bylaw may be referred to as the “Code of Conduct Bylaw”.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

ACT means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;

Administration means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;

Confidential Information means information and/or a record that a member of Council has a legal duty not to disclose, in accordance with Division 2 of the Freedom of Information and Protection of Privacy Act (FOIP);

FOIP means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25, and any associated regulations and any amendments or successive legislation;

Investigator means Members of Council or the individual or body established by Members of Council to investigate and report on complaints;

Member means a member of Council and includes a Councillor or the Mayor

Municipality means the municipal corporation of the Town of Didsbury

Nomination Day means 4 weeks before election day (*Local Authorities Election Act* R.S.A. 2000 Chapter L-21)

3. PURPOSE AND APPLICATION

3.1 The purpose of this Bylaw is to establish standards for conduct of Members of Council relating to their roles and obligations as representatives of the Municipality and to establish a procedure for the investigation and enforcement of those standards.

4. REPRESENTING THE MUNICIPALITY

Members of Council shall:

4.1 Act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole.

4.2 Conduct themselves in a professional manner and act with diligence in their role.

4.3 Conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. COMMUNICATING ON BEHALF OF THE MUNICIPALITY

- 5.1 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor, it is the Deputy Mayor.
- 5.2 When speaking as Council's official spokesperson, a Member must ensure that their comments accurately reflect the official position and will of Council as a whole.

6. RESPECTING THE DECISION - MAKING PROCESS

- 6.1 Decision-making authority lies with Council as a whole, and not with any individual Council member. Members of Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall attempt to bind the Municipality or give direction to Administration, employees, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

7. RESPECTFUL INTERACTIONS

- 7.1 Members of Council shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 7.2 Members of Council shall treat one another, employees of the Municipality and members of the public with courtesy and respect.
- 7.3 Members of Council shall respect that the Chief Administrative Officer is the only employee of Council. Administration works for the municipality as a corporate body, under the direction of the Chief Administrative Officer and serves in the interest of the corporate organization.
- 7.4 No Member of Council or group of Councillors shall involve themselves in matters of Administration or attempt to intimidate or coerce any employee in the discharge of their duties.
- 7.5 No Member of Council shall publicly criticize or make negative comments about any employee, contractor or agent. All concerns will be referred to the Chief Administrative Officer.

8. CONFIDENTIAL INFORMATION

- 8.1 Members of Council **must** keep all **confidential** matters and information protected under Division 2, of the *FOIP Act*, as well as those matters discussed in closed sessions, in strict confidence.

9. CONFLICTS OF INTEREST

- 9.1 Members of Council shall not use, or attempt to use, the position of Councillor to benefit one's self or any other individual.
- 9.2 Members of Council may accept hospitality, gifts or benefit that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$100.00.
- 9.3 Gifts received by a Council member on behalf of the Municipality as a matter of official protocol which have significant or historical value for the Municipality shall be left with the Municipality when the Council member ceases to hold office.
- 9.4 Members of Council shall abide by the principles of pecuniary interest as set out in the provisions in Part 5, Division 6 of the Act.

10. ROLES & RESPONSIBILITIES

- 10.1 At all times, Members of Council shall conduct themselves in a manner that demonstrates the separation of roles and responsibilities between Council and Administration as outlined in the Act;
- 10.1.1 And specifically adhere to the principles set out in *the Act* and not seek to influence Council to do otherwise.

11. MUNICIPAL EQUIPMENT AND SERVICES

- 11.1 Municipal equipment and services are to be used for administrative operations under the direction of the Chief Administrative Officer.

12. ORIENTATION AND OTHER TRAINING ATTENDANCE

- 12.1 Every Member of Council must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 12.2 Unless excused by Council, every member must attend any other training organized at the direction of Council for the benefit of members throughout the Council term.

13. INFORMAL COMPLAINT SYSTEM

- 13.1 Any person or member who has identified or witnessed conduct by a Council member that the person or member reasonably believes, in good faith, is in contravention of this Bylaw may first address the prohibited conduct by advising the member that the conduct violates this Bylaw and encouraging the member to stop.

14. FORMAL COMPLAINT SYSTEM

- 14.1 All reports of perceived breaches shall be reported to the Chief Administrative Officer who shall ensure the item is added to the closed session of the next Council Meeting.
- 14.2 All complaints must be in writing and shall include any relevant information.
- 14.3 Confidentiality of both the Councillor in question and the Complainant will be maximized throughout the hearing process.
- 14.4 No complaints may be received or reviewed, nor shall any sanctions be placed on a Councillor between Nomination Day and Election Day.

15. COMPLAINT HEARING PROCESS SYSTEM

- 15.1 ~~The Council will consider a complaint as a specific item at the closed session of the next Council Meeting.~~

16. SANCTIONS, COMPLIANCE AND ENFORCEMENT

- 16.1 Sanctions that may be imposed on a member, by Council, upon a finding that the member has breached this Bylaw may include but not limited to:
- 16.1.1 A letter of reprimand addressed to the Member;
- 16.1.2 Request the Member to issue a letter of apology;
- 16.1.3 Publication of a letter of reprimand or request for apology and the Member's response;
- 16.1.4 Suspension or removal of the appointment of a Member as the chief elected official;
- 16.1.5 Suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official;

- 16.1.6 Suspension or removal of the chief elected official's presiding duties;
- 16.1.7 Suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
- 16.1.8 Reduction or suspension of remuneration as defined in *the Act* corresponding to a reduction in duties, excluding allowances for attendance at Council meetings;
- 16.1.9 Any other sanction Council deems reasonable and appropriate in the circumstances if the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary to *the Act*.

17. RETALIATION/INTERFERENCE

- 17.1 No Member shall:
 - 17.1.1 Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - 17.1.2 Obstruct Council, or any other person in carrying out the objectives or requirements of this Bylaw.

18. REVIEW

- 18.1 This Bylaw must be reviewed in the year following a General Municipal Election as determined by the Local Authorities Election Act.

19. REPEAL OF BYLAW

- 19.1 Upon adoption of this Bylaw, Bylaw 2019-11 is hereby repealed.
- 19.2 This Bylaw shall take effect on the date of the third and final reading.

Read a First time on this 24th day of August, 2021.

Read a Second time on this 14th day of September, 2021

Read a Third and Final time on this ____ day of _____.

Mayor Rhonda Hunter

Chief Administrative Officer Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Asset Management Policy FIN 011 – 21
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

At the June 23, 2020 RCM, Council moved to support Administration's application to apply for the Asset Management Capacity Building Cohort program from RMA, AUMA and IAMA, therefore committing Town resources to participate in the cohort. The application was successful and the program began in early 2021.

Members of Senior Leadership, including Amanda Riley, Nicole Aasen and Amanda Riley, were part of the Capacity Building Cohort program, hosted by Urban Systems, and included online sessions January 13-15, March 25-30 and June 14, 2021.

Several topics were covered including:

- Building blocks of asset management,
- Developing and communicating an asset management strategy.
- Developing an asset management policy.

There has also been the formation of an Asset Management Steering Committee endorsed by the CAO.

At the June 22, 2021 RCM, Council moved to refer the draft policy to the Strategic Planning Committee for framework considerations and further development of the policy. The Committee reviewed the document at the September 21, 2021 SPC meeting and recommended to Council approval of the policy as presented.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee reviewed the policy at the September 21, 2021 SPC meeting and recommended to Council approval of the policy as presented. The policy is attached.

ALIGNMENT WITH STRATEGIC PLAN

Infrastructure and Asset Management

RECOMMENDATION

That Council approve FIN 011 - 21 Asset Management Policy as presented.



Policy Statement:

To provide the framework for the development of the Town's Asset Management System, which supports the delivery of sustainable municipal services through the management of its assets, while considering the impacts on both current and future residents. Council, through their annual budgeting process, prioritizes Asset Management and makes resources available for the implementation of the Asset Management System.

Purpose

To develop an Asset Management System that provides a structured approach for the development, coordination and control of asset-related activities across their life cycle. An asset is defined as anything that will create value for the organization, not necessarily just tangible capital assets.

The focus of the asset management system at the Town of Didsbury is the understanding and management of value and risk to the Town to support the levels of service required to achieve its organizational objectives and being the *Place to Grow*.

Council Objectives

1. Make informed decisions, identifying all revenue and expenses (including operating, maintenance, renewal, replacement and decommissioning) associated with asset decisions, including additions and deletions.
2. Define and articulate asset performance, maintenance and replacement standards and outcomes.
3. Consider the growth and infrastructure requirements of the Town to ensure future generations can enjoy the same strong, vibrant community.
4. Consider principles detailed in the Town's Strategic and Statutory Plans.
5. Prioritize options for sustainable infrastructure.
6. Prioritize stakeholder engagement, when applicable, including local taxpayers and organizations, regional municipalities and Provincial and Federal organizations.
7. Include the Asset Management System as part of the annual review of the Multi Year Capital Plan.

Administrative Objectives

1. Establish an Asset Management Steering Committee that will be led by the Directors of the Town of Didsbury.
2. Develop, maintain and implement Asset Management Plans. Asset management plans are defined as a tactical plan for managing the Town's assets to deliver an agreed level of service. These may include:
 - Develop and maintain an asset registry of all physical assets.
 - Determine and maintain replacement value of assets.
 - Determine and maintain the condition of assets and their expected service life.
 - Determine comprehensive cost of ownership of each asset including capital, operational, maintenance and decommissioning costs.
 - Establish optimum asset renewal and replacement strategies that are informed through the use of life cycle costing and risk analysis.
 - Evaluate risks as part of the decision-making process.
 - Define level of service and integrate into multi-year financial plans.
3. Ensure organizational accountability and responsibility for asset inventory, condition, use and performance.
4. Consider sustainability in the design, renewal and replacement of assets.
5. Routine review and updates of the Asset Management System.
6. Provide an annual Asset Management System update to Council as part of the budgeting process.

End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Council Technology Policy COUN 008-21
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.3

BACKGROUND/PROPOSAL:

Council Members are provided with technological resources to assist them in conducting Council business and attending to their responsibilities as a Council Member in an efficient manner. As part of their red tape reduction review, the Policy and Governance Committee reviewed the current policy *8019 Technology for Council Members* and worked on a new, updated policy to better equip Council members and reduce administrative red tape.

Policy COUN 008-21 Council Technology addresses the procurement and maintenance of devices used by Council members.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy & Governance Committee reviewed Policy COUN 008-21 Council Technology at their September 22, 2021 Meeting and are recommending it go to Council for approval in preparation for the new Council term.

RECOMMENDATION

That Council approve COUN 008-21 Council Technology as presented.

AND

That Council Rescind Technology for Council Policy #8019.



Policy Statement:

Town of Didsbury Council members shall be provided with technical resources to assist them in conducting Council business and attending to their responsibilities as a Council Member in an efficient manner.

1. Definitions

- 1.1 Computer or Device: means any laptop, tablet, smartphone or any other similar electronic device that will assist Council in undertaking their responsibilities, connecting with each other, and serving citizens as well as participating during Council Meetings using the digital agenda.
- 1.2 Allowance: means a grant provided from the Town of Didsbury to the Council Member for the purchase of a computer or other similar electronic device for use throughout the Council Term.
- 1.3 Council Business: means any work, communications or activities related to their role and responsibilities as an elected member of the Town of Didsbury Council.

2. Principles

- 2.1 An allowance is to be provided to each Council member at the start of every new Council Term and set in the Council Budget.
- 2.2 The allowance may be spent throughout the course of the Term towards any computer devices the Council Member deems to be useful, as well as towards any repairs, maintenance, upgrades, software or replacement devices.
- 2.3 The allowance will be paid out as a reimbursable expense with a clear copy of the receipt accompanying the expense submission.
- 2.4 The allowance for the term is intended to also cover any repairs or maintenance that may be required through normal regular wear and tear and use of the device. Any funds required over and above the allowance must be approved by motion of Council.
 - 2.4.1 All such repairs or maintenance will not be provided via the Town's IT administrative service, as each Council Member is responsible for arranging such.
- 2.5 The Mayor will receive a higher allowance to allow for the acquisition of a Mayor's phone. The Mayor will be permitted to receive the staff phone allowance if opting to use their personal phone as their Mayor's phone.
- 2.6 All such devices will be the property of the individual Council Member, and they may use them for any other legal business or personal matter, provided these activities do not interfere with the Town of Didsbury business.
- 2.7 Each Council member, before acquiring any technology, is required to ensure their planned technology is compatible with Town systems and software, and that they have installed all required software under the direction and at the discretion of the CAO and Administration.
- 2.8 Each Council member is required to use this technology primarily for Council Business and to undertake Council Business primarily through this acquired technology.
- 2.9 Each Council member is responsible for ensuring the proper care and handling of their devices and for ensuring the confidentiality of any town information contained therein.
- 2.10 Each Council member is required to complete the routine IT training exercises from time to time. In the month that each training session is required, no remuneration will be paid to each member until that training has been completed.
- 2.11 Council members who join Council after the term has already started will be provided a pro-rated allowance for the remainder of the Term.
- 2.12 Any allowance received will have a taxable benefit implication for the portion of a term not completed.

3. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Wastewater Bylaw 2020-01 (2 nd Reading)
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.4

BACKGROUND/PROPOSAL:

Council granted first reading to Wastewater Bylaw 2020-01 at the January 14, 2020 Regular Council Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Wastewater Bylaw 2020-01 was extensively reviewed by administration and the Policy and Governance Committee, who made multiple revisions. They are now recommending that it be approved for second reading.

RECOMMENDATION

That Council grant second reading to Bylaw Wastewater Bylaw 2020-01 and that it be referred to the Policy & Governance Committee for review.

TOWN OF DIDSBURY
WASTEWATER
BYLAW NO. 2020-01

WHEREAS THE *MUNICIPAL GOVERNMENT ACT*, RSA 2000, c M-26 PROVIDES THAT COUNCIL MAY PASS BYLAWS FOR MUNICIPAL PURPOSES RESPECTING THE SAFETY, HEALTH AND WELFARE OF PEOPLE AND, SERVICES PROVIDED BY OR ON BEHALF OF THE MUNICIPALITY, PUBLIC UTILITIES AND THE ENFORCEMENT OF BYLAWS; AND

WHEREAS Council deems it desirable to manage wastewater within the Town of Didsbury in compliance with environmental and regulatory guidelines; and

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

1. Short Title

1.1 This Bylaw may be referred to as the “Wastewater Bylaw”.

2. Purpose

2.1 The purposes of this Bylaw include the following:

- 2.1.1 To protect the wastewater system and its processes from damage, obstruction, toxic upset, or loss of efficiency;
- 2.1.2 To protect the Town of Didsbury’s employees and the public from exposure to hazardous conditions;
- 2.1.3 To control the flow and composition of releases of wastewater and substances to the wastewater system;
- 2.1.4 To provide for a system of permits or other permissions that facilitate the imposing of conditions on releases to the wastewater system.

3. Definitions

3.1 The following definitions apply in this Bylaw:

Adverse effect means impairment of, or damage to, any one or more of the following:

- a. human health or safety;
- b. property;
- c. the environment;
- d. the wastewater system.

Chief Administrative Officer means the Chief Administrative Officer of the Town or their designate;

Clear water waste means water originating from sources other than wastewater streams and includes the following:

- a. roof and foundation drainage;
- b. remediated groundwater;
- c. impounded storm drainage or impounded groundwater;
- d. non-contact cooling water;
- e. a release as directed by Alberta Environment;

Connection means a pipe or conduit installed between the premises and the wastewater system for the purposes of draining wastewater from the premises;

Developer means a person or company that constructs new buildings for human use or habitation or develops land to accommodate the same.

Environmental Protection and Enhancement Act means the Environmental Protection and Enhancement Act, RS. 2000, c E-12 and all regulations adopted under the Environmental Protection and Enhancement Act;

Flammable liquid means a substance that is a liquid, or a mixture of liquids, or a liquid containing solids that has a flash point of not more than 61 degrees Celsius as determined by the American Society for Testing Materials method D93-08 for flash point by the Pensky-Martens closed cup tester;

Foundation drainage means water collected beneath the surface of the ground by a foundation drain or weeping tile

Hauled wastewater means wastewater, septage, FOG or waste residue that is transported by a vehicle to a designated site for disposal to the wastewater system;

Hazardous substance means a substance that is either a hazardous substance or a hazardous waste, or has the properties of hazardous waste as described in the Environmental Protection and Enhancement Act;

Hydrocarbons means non-polar organic matter extracted by n-hexane using the partition gravimetric procedure set out in Standard Methods;

Interceptor means a type of pre-treatment system;

Monitoring access point means an access point in or on the premises that allows for the observation, sampling and flow measurement of wastewater entering the wastewater system, and includes a test manhole;

Non-contact cooling water means water used in a process for the purpose of removing heat and that has not, by design, come into contact with any additional substance;

Obstruct means to hinder, delay, interfere with, prevent, or attempt to prevent the execution of a power or duty of the Town;

Owner means the owner of a property impacted or affected by connection to the wastewater system.

Pesticide means a pesticide as defined and regulated in the Environmental Protection and Enhancement Act;

Private wastewater system means a privately-owned system for the collection, treatment and disposal of wastewater, and may include a septic tank with an absorption field or other approved means of disposal;

Prohibited substance means any of the substances described in Schedule “A” of this Bylaw;

Radioactive material means a nuclear substance as defined in the Nuclear Safety and Control Act;

Release means:

- a. To directly or indirectly conduct a substance to the wastewater system or a watercourse by spilling, discharging, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means; or
- b. A spill, discharge, disposal, abandonment, deposit, leak, seep, pour, drain or emptying of a substance into the wastewater system or a watercourse;

Restricted substance means a substance described in Column 1 (Substance) of Schedule “B” of this Bylaw;

Separator means a type of pre-treatment system;

Septage means wastewater removed from a cesspool, septic tank system, privy vault or privy pit, chemical toilet, portable toilet, or other wastewater holding structure;

Standard Methods means the analytical and examination procedures as set out in the current edition of "Standard Methods for the Examination of Water and Wastewater

Storm drainage means runoff that is the result of rainfall or other natural precipitation or runoff that results from the melting of snow or ice;

Storm drainage system means the system for collecting, storing, treating, transporting or disposing of storm drainage, but does not include plumbing or service connections in the premises;

Substance means any one or more of the following:

- a. Any solid matter;
- b. Any liquid matter;
- c. Any gaseous matter;
- d. Any sound, vibration, heat, radiation or other form of energy;
- e. Any combination of (a), (b), (c) or (d);

Sump means a device that traps large, heavy solids from the wastewater before the wastewater is released into the wastewater system or storm drainage system;

Waste residue means all substances removed from wastewater by a pre-treatment system;

Wastewater is water after it has been used in a variety of applications usually leaching, flushing, or washing away wastes from locations, those wastes were generated or placed;

Wastewater agreement means an agreement governing any conditions required by the Town.

Wastewater treatment facility means a facility that stores, treats and disposes of wastewater, but which is not part of the wastewater system;

Wastewater system means the system owned and operated by the Town for the collection, transmission, treatment and disposal of wastewater.

4. Interpretation

- 4.1 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 4.2 All schedules attached to this Bylaw form a part of this Bylaw.

5. Compliance with Other Laws

- 5.1 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.

6. Provision of Wastewater System

- 6.1 A person must not install or operate a wastewater treatment facility that treats wastewater from a source external to that wastewater treatment facility unless **authorized by the Town, subject to any and all conditions thereof.**
- 6.2 **Anyone causing damage to the wastewater system will be required to compensate the Town fully for all associated costs of repairs.**
- 6.3 **Any owner or developer's use of the Wastewater System is at the ongoing discretion of the Town and may be subject to additional requirements. These additional requirements will be the responsibility of the owner or developer.**
- 6.4 **The Chief Administrative Officer (CAO) has the authority to waive any part of this bylaw due to unique circumstances.**

7. Connections

- 7.1 No connections, to the wastewater system, or new installations of or repairs to service lines shall be made without the approval of the town, always subject to whatever conditions and requirements the town may impose.
- 7.2 Nothing shall be released into the wastewater system, without the approval of the town.

New Connections

- 7.3 All new development requiring wastewater service shall be connected to the town wastewater system, with all costs associated with such connection being the full responsibility of the developer.
 - 7.3.1 All such connections shall be done to the satisfaction of the town, to the town's specifications, and under their direction. No person other than those authorized by the Town shall make any connection to/or shall cut or otherwise tamper in any way with the Town wastewater system.

Repairs and Maintenance

- 7.4 All repairs, unplugging, servicing, or maintenance, and all costs associated therewith, that is required to be done to a wastewater service line will be the full responsibility of the owner, unless the Town is deemed to be responsible, at the discretion of the CAO.
 - 7.4.1 All such repairs, unplugging, servicing shall be done to the satisfaction of the town, to the town's specifications, and under their direction. No person other than those authorized by the Town shall make any connection to/or shall cut or otherwise tamper in any way with the Town wastewater system.

Impacts to Adjacent Streets & Properties

- 7.5 In all cases when the installation of new connections or the replacement and repair of wastewater service lines necessitates the opening and excavating of a street, boulevard, sidewalk or other property the owner shall be fully responsible for, along with all costs, of returning such to its original condition, at the discretion of the CAO.
 - 7.5.1 If the street, boulevard, sidewalk or other property is not returned to its original condition the Town will undertake to do the work with the owner of the property being responsible for all the costs of such work.

8. Obligation to Report

- 8.1 Any connections or equipment that does not comply with the requirements of the *Safety Codes Act* or this *Bylaw* must be reported to the Town.

9. Limitation on Liability

- 9.1 The Town is not liable for damages or loss suffered by any person due to the operation of the wastewater system, unless such damages or loss are shown to be directly due to the negligence of the Town or its employees, and without limiting the generality of the foregoing, the Town will not be liable for damages or loss resulting from any of the following:
 - 9.1.1 The settlement of an excavation or trench made for the purpose of installing, maintaining or repairing any part of the wastewater system, or any damage or loss resulting from that settlement;
 - 9.1.2 A break of a wastewater main or connection;
 - 9.1.3 The disruption of the wastewater system when the disruption is necessary for the repair or maintenance of the wastewater system;
 - 9.1.4 The disruption of the wastewater system in the event of an emergency.

10. Requirements of Written Approvals or Agreements

- 10.1 A written approval, agreement or permit given by the Town pursuant to this Bylaw, must be available for inspection on the request of the Town.

11. Disconnections

- 11.1 The Town reserves the right to disconnect any service line from the wastewater system due to unsafe conditions, to protect the integrity of the wastewater system and/or the utility billing system, or for any other reason the CAO deems necessary for the wellbeing of the Town.

12. Wastewater

- 12.1 All wastewater must be disposed of through the Town's wastewater system or an approved private wastewater system.
- 12.2 A person must not dispose of any substance into the plumbing system of the premises prior to connection of the plumbing system to either the wastewater system or a private wastewater system.

13. Clear Water Waste

- 13.1 A person must not release, or allow to be released, any clear water waste into the wastewater system unless the person obtains approval from the Town.

14. Access to Wastewater System

- 14.1 Unless approved by the Town, no person shall access or obstruct any of the wastewater system, including all equipment, chambers, structures, property or related premises.
- 14.2 Any such access or obstruction that results in damage or harm to the wastewater system, must compensate the Town for the cost of all repairs.

15. Wastewater Re-use

- 15.1 Wastewater must not be re-used for any purpose without written approval from the Town.

16. Release of Substances

- 16.1 A person must not release or allow the release of any prohibited substance into the wastewater system unless for special circumstances, in which written approval from the Town is required.
- 16.2 A person must not directly or indirectly dilute wastewater for the purpose of complying with the requirements of this Bylaw as set out in Schedules "A" and "B".

17. Hauled Wastewater

- 23.1 No person shall discharge or permit the discharge of hauled wastewater except at a hauled wastewater discharge location.
- 23.2 A person releasing hauled wastewater must pay any fees and charges related to the discharge.

18. Spills

- 18.1 All spills or unapproved discharges shall immediately be brought to the attention of the Town.
- 18.2 Anyone responsible for such spills shall be responsible for the safe and expedient clean up, and for all associated costs, and for notifying all appropriate authorities.

19. Inspections

- 19.1 The Town may enter into, or on the premises with the consent of the owner at a reasonable time, to carry out and inspection, enforcement or actions as necessary.

20. Enforcement/Offences

- 20.1 If any person fails to comply with or contravenes a provision in this Bylaw the CAO or a Bylaw Enforcement Officer may issue any order under section 545 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 as amended, requiring the person to remedy the contravention.
- 20.2 Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a fine in an amount between \$100 and \$1000 depending upon the severity of the infraction.

22. Coming into Force

- 22.1 This Bylaw shall take effect on the date of the third and final reading.

23. Repeal

- 23.1 Upon third reading of Bylaw 2020-01, Bylaw 2013-09 and Residential Sanitary Sewer Service Connection Policy #4004 and all amendments thereto are hereby repealed.

READ a **FIRST** time this 14th day of January 2020.

READ a **SECOND** time this ____ day of _____, 2020.

READ a **THIRD** time and fully **PASSED** this ____ day of _____, 2020.

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner

SCHEDULE "A" PROHIBITED SUBSTANCES

For the purpose of this Schedule, the following definitions are provided:

Biological substance means a substance from hospitals, medical clinics, medical laboratories, dental laboratories, dental clinics, health care facilities, necropsy facilities, research laboratories, biological research facilities, or from other similar facilities, which cannot be treated to acceptable levels by the wastewater treatment process, and which may contain either a pathogenic substance or an experimental biological substance;

Biosolid means a solid or semi-solid substance produced from wastewater treatment processes that may be beneficially recycled;

Common wastewater service means a wastewater service provided to two (2) or more the premises by means of a single connection;

Domestic wastewater means wastewater generated from the premises as a result of human living processes, including cooking, cleaning, washing, drinking or other domestic activities;

Effluent meter means a device that measures the volume of wastewater released into the Town of Didsbury's wastewater system;

Grab sample means a single sample of wastewater, clear water waste or groundwater collected at a specific time and at a specific location;

Groundwater means all water under the surface of the ground;

Manifest means the documentation accompanying hauled wastewater;

Wastewater charge means a charge levied pursuant to this Bylaw, but does not include a wastewater surcharge.

Water meter means a device owned and installed by the Town that measures the volume of water used in the premises.

The following must not be *released* into the *wastewater system*:

- a. A *substance* that causes or will cause an *adverse effect*;
- b. A *substance* that will interfere, or does interfere, with the operation of the *wastewater system*;
- c. A *substance* that will cause a violation or non-compliance event with respect to the *Town of Didsbury's wastewater* operating approval;
- d. A *substance* that will interfere with the disposal of *biosolids* resulting from municipal *wastewater* treatment;
- e. An explosive *substance*, including solvents or petroleum derivatives such as gasoline, diesel fuel, naphtha or fuel oil, of a quantity such that:
- f. *Wastewater* from the *premises* will exhibit the characteristics of a *flammable liquid*, or
- g. The explosive *substance* could cause or contribute to an explosion or support combustion in the *wastewater system*, by itself or in combination with other *wastewater*;
- h. A *substance*, including hydrogen sulphide, carbon disulfide or other reduced Sulphur compounds, but not including *domestic wastewater*, which by itself or in combination with other *substances* is capable of creating odours;
- i. A solid or viscous *substance* in a quantity, or of such size, as to be capable of causing obstruction to the flow in a *wastewater system*, including ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animals or animal parts, animal feces and blood;
- j. *Wastewater* containing a *substance* that on its own, or in combination with another *substance*, creates a taste or an odour in the drinking water supply and makes drinking water unpalatable after conventional water purification treatment;
- k. *Wastewater* containing a *substance* that on its own, or in combination with another *substance*, becomes highly coloured and passes through the *wastewater system*, discoloring the effluent;
- l. *Wastewater* that is *released* in layers or forms layers upon interaction with other *wastewater*;
- m. *Wastewater* having a pH of less than 5.5 or greater than 10;
- n. *Wastewater* having a temperature in excess of 75 degree Celsius;
- o. *Radioactive materials*;
- p. Corrosive or toxic *wastewater* that causes or will cause an *adverse effect*;
- q. *Biological substances*;
- r. Unused or waste *pharmaceuticals*;
- s. Unused or waste chemical *substances*;
- t. *Hazardous substances*;
- u. *Pesticides*;
- v. Grit removed from *ICI premises*, including grit removed from car wash establishments, automobile garages, restaurant *sumps* or from *interceptors*.

SCHEDULE "B" RESTRICTED SUBSTANCES

Wastewater containing the following materials in excess of the following concentrations is restricted:

Inorganic Contaminants

Substance	Concentration Limit (mg/L)
Aluminium, total	50
Antimony, total	5
Arsenic, total	1
Beryllium, total	1
Bismuth, total	5
Boron, total	5
Cadmium, total	0.7
Chloride	1500
Chromium, total	3
Cobalt, total	5
Copper, total	2
Cyanide	1.2
Fluoride	10
Iron, total	50
Lead, total	0.7
Manganese, total	5
Mercury, total	0.01
Molybdenum, total	5
Nickel, total	2
Selenium, total	1
Silver, total	0.5
Sulphate	1500
Sulphides	1
Thallium, total	0.5
Tin, total	5
Titanium, total	5
Vanadium, total	5
Zinc, total	2



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	AG Building Sale Funds
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

The sale of the former AG building closed on May 17, 2021. The funds from the sale, after closing and holding costs amount to \$753,040.

Net proceeds	771,709
Holding and other costs	(18,669)
Net cash available	753,040

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proceeds from the sale of the former AG building, which was purchased by the Town earlier in 2021 should be reserved for future use.

The purchase of the former AG building was initially funded from the sale of land in Shantz, which is a break-even department that does not rely on tax dollars. The Shantz subdivision has ongoing costs for which the Town does not collect taxes, leading to the wastewater reserve not being funded by cash. Having cash in the wastewater reserve is important to mitigate short-term borrowing for wastewater projects in the future.

ALIGNMENT WITH STRATEGIC PLAN

Infrastructure and Asset Management

RECOMMENDATION

That Council move to fund the Wastewater Reserve with the proceeds from the sale of the former AG building for \$753,040.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Franchise Fees
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

ATCO GAS

ATCO Gas pays the Town of Didsbury a franchise fee, which is collected from customers in the community based on a percentage of ATCO's Delivery Tariff. This percentage is currently set at 25%. The Town has the ability to change the franchise fee rate up to a maximum of 35%. The impact of an increase in the franchise fee percentage is an increase to Didsbury Town Limits customers' monthly utility bill.

FORTIS ALBERTA

Fortis Alberta pays the Town of Didsbury a franchise fee, which is collected from customers in the community based on a percentage of Fortis' Distribution and Transmission (D&T). This percentage is currently set at 17%. The Town has the ability to change the franchise fee percentage to a maximum of 20%. The impact of an increase in the franchise fee percentage is an increase to Didsbury Town Limits customers' monthly utility bill.

Annually, Atco and Fortis provide franchise fee calculators to show the impact of a change in the franchise fee rate. This information is forthcoming and will be available ahead of the October 6, 2021 SPC meeting.

A decision to change the franchise fee rates is requested by November 1st to allow enough time for advertising prior to January 1, 2022 implementation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending that Council refer this item to the next Strategic Planning Committee to bring back a recommendation to Council for the October 12, 2021 meeting.

RECOMMENDATION

That Council accept the Franchise Fees for ATCO Gas and FORTIS Alberta as information and refer this item to the Strategic Planning Committee for consideration.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Parkland Regional Library Proposed 2022 Budget
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

Parkland Regional Library System has issued their 2022 budget for approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Parkland Regional Library System continues to follow a municipal per capita membership fee. The per capita amount remains the same as 2021 at \$8.55.

Although the per capita membership fee remains the same, the PRLS membership fee revenue has increased by \$58,670 due to the fees now being charged based on an estimated population of their members, rather than the population determined at the time of the last census.

Based on 2021's population estimates, the impact to Didsbury's membership fees would be an increase of \$590, from a total of \$45,041 to \$45,631. This may change if the population estimates change.

The PRLS requests a decision to approve the 2022 Budget, thus approving the per capita membership fees, as soon as possible, to ensure they have this information for their board meeting held on November 4, 2021.

ALIGNMENT WITH STRATEGIC PLAN

Economic Prosperity

RECOMMENDATION

That Council move to approve the Parkland Regional Library System proposed 2022 budget and the membership fees of \$8.55 per capita representing an increase to the membership fees from 2021.

OR

That Council accept the Parkland Regional Library System 2022 budget as information.



Proposed BUDGET 2022

Proposed 2022 Budget **PARKLAND REGIONAL LIBRARY SYSTEM**

Present
Budget

	2021	2022
Income		
1.1 Provincial Operating Grant	990,831	992,621
1.2 First Nations Grant	145,602	145,602
1.3 Membership Fees	1,881,316	1,939,986
1.4 Alberta Rural Library Services Grant	428,738	429,742
1.5 Interest Income	32,000	28,500
TOTAL Income	3,478,487	3,536,451
Support Materials & Services Direct to Libraries		
2.1 Alberta Rural Library Services Grant	428,738	429,742
2.2 Allotment Funds issued to Libraries	249,546	256,396
2.3 Cataloguing Tools	3,000	3,000
2.4 Computer Maint. Agree. Software licenses	197,690	201,885
2.5 Cooperative Collection Fund	0	35,835
2.6 eContent Platform fees, Subscriptions	53,700	78,100
2.7 FN Provincial Grant expenses	78,839	78,839
2.8 Freight	1,800	1,800
2.9 Internet Connection Fees	14,400	8,820
2.10 Marketing/Advocacy	5,000	20,000
2.11 Member Library Computers Allotment	66,010	68,070
2.12 Outlets - Contribution to Operating	800	800
2.13 Periodicals	1,100	1,000
2.14 ILL Postage Reimbursement for libraries	4,500	4,500
2.15 Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16 Vehicle expense	46,000	46,000
2.17 Workshop/Training expense	14,000	14,000
PRL Circulating Collections		
2.18 Audio Book	3,000	5,000
2.19 eContent	47,500	57,500
2.20 Large Print	10,000	10,000
2.21 Programming Kits	2,000	2,000
2.22 Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
Cost of Services		
3.1 Audit	17,400	16,500
3.2 Bank expenses	2,000	1,600
3.3 Bank Investment Fees	4,300	4,700
3.4 Building-Repairs/Maintenance	18,000	18,000
3.5 Dues/Fees/Memberships	11,750	12,200
3.6 Insurance	18,500	19,000
3.7 Janitorial/Outdoor maintenance expense	32,500	34,000
3.8 Photocopy	7,000	4,000
3.9 Publicity/Trade Show	4,100	0
3.10 Salaries	1,607,281	1,588,659
3.11 Salaries - Employee Benefits	354,497	349,505
3.12 Staff Development	20,000	20,000
3.13 Supplies/Stationery/Building	30,036	32,500
3.14 Telephone	12,000	8,000
3.15 Travel	9,000	8,000
3.16 Trustee expense	34,000	35,000
3.17 Utilities	39,000	39,000
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	30	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Notes for the Parkland Regional Library System Budget 2022

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
Sub-total	\$1,705,146.18	\$1,800,586.32
Requisition	\$1,881,316.00	\$1,939,986.00
	91%	93%
Difference Between Levy & Direct Return	\$176,169.82	\$139,399.68

Brief Notes – September 2022

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g. books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

Complete Notes to the 2022 Budget

Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
Income			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant:

the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents and based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is slightly reduced for 2022.

Support Materials & Services Direct to Libraries		2021	2022
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.
- 2.8 Freight:* vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2021 level.

2.9 Internet Connection

Fees:

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

2.10 Marketing/Advocacy:

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland's strategic plan.

2.11 Member Library

Computers:

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

reduced slightly based on actual, includes professional development publications and library journals.

2.14 ILL Postage

Reimbursement for Libraries:

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from HQ's.

2.15 Supplies purchased Cataloguing/Mylar:

reduced for 2022 - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

2.17 Workshop/Training:

includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2021 amount.

PRLS Circulating Collections

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2021	2022
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664

Cost of Services – line details

- 3.1 Audit:* reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

3.5 Dues/Fees/

Memberships:

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

3.6 Insurance:

this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor

Maint. Expense:

increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.

3.8 Photocopy:

renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.

3.9 Publicity/Trade Show:

line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.

3.10 Salaries:

reduced to reflect the current staffing level.

3.11 Salaries-Employee

Benefits:

reduced to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP and Blue Cross.

3.12 Staff Development:

renamed - funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, conferences and other continuing education activities – held at \$20,000.

*3.13 Supplies/Stationery/
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

3.14 Telephone:

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

3.15 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$8,000.

3.16 Trustee Expense:

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

3.17 Utilities:

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2022

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME		2022
Amortization Reserve (does not include building residual)		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization	\$79,582	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$33,500	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$162,800	B
<i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets)</i>		
<i>(Estimated capital PRLS assets - 2022, \$68,800 -B)</i>		
	\$275,882	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$5,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$68,541	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		
Proceeds from the sale of vehicles	\$5,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		

Technology Reserve	\$68,070
Budgeted for member library computers	
	\$141,611

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets	\$33,759	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Amortization expense anticipated (w/o building amount)	\$79,582	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
	\$113,341	

Parkland Regional Library System
BILLING INFORMATION FOR 2021

	Alberta Municipal Affairs	Alberta Treasury Board Estimated Pop.	Difference
1 ALIX	734	779	45
2 ALLIANCE	154	155	1
3 AMISK	204	202	(2)
4 BASHAW	830	838	8
5 BAWLF	422	413	(9)
6 BENTLEY	1,078	1,112	34
7 BIG VALLEY	349	368	19
8 BIRCHCLIFF SV	117	123	6
9 BITTERN LAKE	220	223	3
10 BLACKFALDS	10,125	11,974	1,849
11 BOWDEN	1,240	1,214	(26)
12 CAMROSE	18,742	19,333	591
13 CAMROSE COUNTY	8,660	8,821	161
14 CAROLINE	512	513	1
15 CARSTAIRS	4,077	4,735	658
16 CASTOR	929	915	(14)
17 CLEARWATER M D	11,947	11,975	28
18 CLIVE	715	779	64
19 CORONATION	940	1,007	67
20 CREMONA	444	489	45
21 CZAR	202	201	(1)
22 DAYSLAND	824	833	9
23 DELBURNE	892	833	(59)
24 DIDSBURY	5,268	5,337	69
25 DONALDA	219	215	(4)
26 ECKVILLE	1,163	1,197	34
27 EDBERG	151	154	3
28 ELNORA	298	392	94
29 FLAGSTAFF COUNTY	3,738	3,736	(2)
30 FORESTBURG	875	870	(5)
31 GULL LAKE	176	187	11
32 HALF MOON BAY SV	42	42	0
33 HARDISTY	554	547	(7)
34 HAY LAKES	495	557	62
35 HEISLER	160	158	(2)
36 HUGHENDEN	243	242	(1)
37 INNISFAIL	7,847	7,957	110
38 JARVIS BAY SV	213	225	12
39 KILLAM	989	981	(8)
40 LACOMBE	13,985	14,109	124
41 LACOMBE County	10,343	10,190	(153)
42 LOUGHEED	256	254	(2)
43 MOUNTAIN VIEW COUNTY	13,074	13,345	271
44 NORGLNWOLD SV	273	303	30
45 OLDS	9,184	9,753	569
46 PAINT EARTH COUNTY	2,102	2,006	(96)
47 PARKLAND BEACH SV	153	160	7
48 PENHOLD	3,563	4,037	474
49 PONOKA	7,229	7,525	296
50 PONOKA County	9,806	10,132	326
51 PROVOST	1,998	1,984	(14)
52 PROVOST MD	2,205	2,184	(21)
53 RED DEER COUNTY	19,541	18,863	(678)
54 RIMBEY	2,567	2,720	153
55 ROCHON SANDS SV	86	84	(2)
56 ROSALIND	188	191	3
57 ROCKY	6,635	6,699	64
58 SEDGEWICK	811	780	(31)
59 SUNBREAKER COVE SV	81	86	5
60 STETTTLER	5,952	5,851	(101)
61 STETTTLER COUNTY	5,566	5,545	(21)
62 SUNDRE	2,729	2,998	269
63 SYLVAN LAKE	14,816	16,351	1,535
64 WHITE SANDS	120	117	(3)
Totals	220,051	226,899	6,848



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Asphalt Repair Equipment
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	7.4

BACKGROUND/PROPOSAL:

As part of the 2021 Capital Budget, Administration proposed the purchase of asphalt repair equipment, which would improve the Town's annual road maintenance program. The project was not approved for 2021. However, testimonials were requested to be returned to the Strategic Planning Committee in order to facilitate the decision making process.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration received testimonials from two municipalities supporting the purchase of the equipment, as well as organized a demonstration of the equipment at a manhole cover on 14th Street, which the SPC members participated in on September 21, 2021.

After reviewing the additional information provided, the Committee recommended that the purchase of the asphalt repair equipment be referred to the 2022 Capital Budget process.

Since the adjournment of the Committee Meeting, Administration was made aware that the demo equipment would be available at the end of the season, for a reduced price of \$67,575, a savings of \$7,505 (New \$75,080). This machine was used for demonstrations in various communities, therefore the trailer will have a number of kilometres on it. However the equipment will only have about 10 operational hours. The useful life of the equipment is expected to be 10 years. The number of hours used will only influence the maintenance requirements of the unit, not the number of expected years of life. Maintenance costs are minimal as there are very few moving parts, which are not expensive to repair/replace.

ALIGNMENT WITH STRATEGIC PLAN

Infrastructure and Asset Management

RECOMMENDATION

That Council refer the purchase of the asphalt repair equipment to the 2022 Capital Budget process.

OR

That Council refer the purchase of the demo asphalt repair equipment to the Strategic Planning Committee to explore funding options to acquire the equipment in 2021.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Road Work Repair and Maintenance
ORIGINATING DEPARTMENT	Engineering & Infrastructure
AGENDA ITEM	7.5

BACKGROUND/PROPOSAL:

The Roads department has been working on infrastructure investments throughout the summer, identifying, and prioritizing segments of our asphalt networks. Council approved \$250,000 for Roads repair and maintenance in the 2021 Operating Budget.

The Roads department employs a three-pronged approach to our asphalt network asset management strategy - Maintain, Restore & Rehabilitate.

Operations continues to conduct routine potholing, crack filling and minor asphalt maintenance activities. The asphalt activities, sign maintenance, banner maintenance and other repair and maintenance activities are within normal operation costs thus far.

Restorative operations (spray patching) through the commercial corridors was completed.

As we continue to work on areas of deterioration, rehabilitation work is the largest component of the strategy. Through the 20th Street Stormwater and Surface Works project, the department completed some restorative work along 20th Avenue adjacent to the intersection with 21st Street. This work was prioritized to eliminate the disruption that fall roadwork would have had on school beginnings. Rubyrock performed all concrete and asphalt work for the 20th Street Stormwater and Surface Works capital project. Unit rates within the contract were competitive with other project bidders.

Rubyrock was presented with 23 sites for estimating. From the sites, the department focused on areas of severe deterioration and areas of high traffic usage. The list is below for reference.

Site ID	Location
1	1430 22nd Avenue
2	1502 15th Street
3	16th Street - North side of 20th Ave
4	17th Street & 20th Ave
5	2143 18th Ave
6	903 23rd Street
7	Southridge Cres & 22nd Street

The total value of the work is estimated to be \$95,197.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

The following table summarizes repair and maintenance expenditures to date with end of year projections:

Roads Repair and Maintenance Expenditures	
Current Routine Expenses (Jan - Sept)	\$ 27,000
Projected Routine Expenses (Sept - Dec)	\$ 17,000
Spray Patching	\$ 37,215
Completed Rehabilitation Works	\$ 58,374
Proposed Rehabilitation Works	\$ 95,197
Current Anticipated YTD R&M	\$234,786
Approved Capital Budget	\$250,000
Remaining Budget	\$ 15,214

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The asphalt rehabilitation work is consistent with unit rates obtained through the capital project. The contractor has stated the pricing is also consistent with pricing provided to neighbouring municipalities.

The remaining budget is expected to be invested in work on 15th Avenue where a lengthy longitudinal separation has occurred from the High School to 19th Street and at the intersection of 20th Avenue and 23rd Street (transverse crack). Estimates are forthcoming.

The advantages of proceeding with this arrangement is the timeliness of having this work done. Rubyrock is well equipped and prepared to undertake the project in a timely fashion, which they will execute with extra care to our local concerns.

ALIGNMENT WITH STRATEGIC PLAN

Infrastructure and Asset Management

RECOMMENDATION =

That Council move to award the 2021 Asphalt Rehabilitation program to Ruby Rock Asphalt Works Ltd. for \$95, 197 to be funded from the 2021 roads repair and maintenance budget.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	CAEP Membership
ORIGINATING DEPARTMENT	Economic Development
AGENDA ITEM	7.6

BACKGROUND/PROPOSAL:

Our new Economic Development Officer has been reviewing and exploring all Economic Development collaborative relationships and regional partnerships, including our involvement with CAEP.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Economic Development Officer gathered information on the CAEP membership benefits and their projects and also met with the Executive Director of CAEP to discuss projects, benefits to Didsbury's involvement in the regional partnership.

CAEP works on projects that benefit the region as a whole and they have initiatives that benefit individual communities, if they chose to participate.

Initiatives include:

Regional Workforce Strategies builds upon the regional labour force profile –

[RegionalLabourMarketOverview MNP WEB-1.pdf \(caepalberta.com\)](#)

Early findings have indicated that employers need more training in retention and attraction of employees. If successful with funding, Didsbury businesses will have an opportunity to participate in this pilot project.

Regional Economic Growth Strategy – which is not a strategy about CAEP as an organization, but the central region as a whole. Didsbury will have the opportunity to partake as a member providing input on regional projects and how working collaboratively within the region, including implementing this strategy.

Post Pandemic Business Relaunch Program will be implemented in 2022 and is aimed to businesses that want support and be involved in the relaunching. Program. CAEP is hoping that Chambers of Commerce's will support this event.

A taste of the program highlighted here:

We live in extraordinary times as we exit the COVID pandemic. Our business community is going through this dark time, but those tough times also state unprecedented opportunities.

- The economy will come roaring back.
- Our business community will need to re-launch their businesses.
- They are craving **live** events where they can brainstorm ideas and engage face-to-face.
- They will require a map/plan and a strategy to make this happen.
- They will require on-going coaching to create momentum.
- They will require web support to build or refresh their web presence
- Tourism product development assessments is scheduled for 2022. The aim is to provide an assessment of tourism inventory and readiness for the CAEP region for the purpose of facilitating tourism investment in the region. It is not intended to provide detailed feasibility or business



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

plans for all or some tourism operators in the region. **The end goal is to attract tourism investment to the region.**

CAEP is in conversation with Travel Alberta, tourism Red Deer and CATA members to determine if and how we can leverage these funds to build out a more robust initiative to support tourism operators across the region.

CAEP also provides general training for elected officials as well as EDO's and businesses under CAEP's membership.

Investors like to locate in jurisdictions where the community plays regionally and showcases collaboration. As a member Didsbury will continue to receive investment inquiries as CAEP receives them directly from the Provincial government.

CAEP no longer farms out its investment attraction program to Access Prosperity. CAEP will be looking to its membership to help define how the region can work together and complement each other to attract investment. As a member, Didsbury will be part of this conversation.

Another benefit to Didsbury is the participation of in the "Local-Intel" with a significant reduced rate and a regional presence on www.investcentralalberta.ca. The rate for the investment attraction and retention tool is just under \$1,000. On our website we have 12 tools that equates to a minimum of a \$1,000 per tile.

Community page on www.caepalberta.com. If not a member, will be identified as such with no collateral [Communities – Central Alberta Economic Partnership \(caepalberta.com\)](http://www.caepalberta.com)

There are a few standard pieces that go on our community page and if Didsbury has videos and other collateral that we would want add, CAEP would do their best to accommodate us.

Members could also participate in a deeper dive and complete a competitive land assessment at a 50% cost savings.

Our involvement with CAEP could demonstrate collaboration and help with a bigger voice to lobby and advocating for the region on a Provincial level.

The Economic Development Officer would like the Town to reinstate their membership with CEAP to allow for additional time for her to work on this relationship and continue exploring the potential benefits to the Town from membership with CAEP.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority: Economic Prosperity

RECOMMENDATION

That membership with the Central Alberta Economic Partnership be reinstated for an additional year and that this be re-evaluated at renewal time in 2023.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	23 rd Street Improvement Project
ORIGINATING DEPARTMENT	OCAO
AGENDA ITEM	7.7

BACKGROUND/PROPOSAL:

The Performance Evaluation Committee looked at the level of service on 23rd Street, north of the Shantz subdivision to Town boundaries. The main issues with the current level of service of the gravel road is the washboard effect and excess dust during use. The road services a high volume of heavy traffic, and a permanent fix would be over \$1.2M for approximately 1.5km of road.

The committee considered the application of an asphalt like product, which would harden the surface of the road and eliminate dust. This product would be approximately \$100,000 to apply and has an expected life of 3 years. After application, the current program of grading the road 2-3 times per month would not be required.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Performance Evaluation Committee discussed the options for the level of service on 23rd Street North at the committee meeting on September 23, 2021.

After reviewing the information provided, the Committee recommended that the 23rd Street North Improvement Project be referred to the 2022 Capital Budget process.

ALIGNMENT WITH STRATEGIC PLAN

Infrastructure and Asset Management

RECOMMENDATION

That Council refer the 23rd Street North Improvement Project to the 2022 Capital Budget process.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Patio Dining
ORIGINATING DEPARTMENT	Planning and Development
AGENDA ITEM	7.8

BACKGROUND/PROPOSAL:

In the spring of 2021 to help and support local food service businesses after the implementation of Covid19 restrictions by the Alberta Government, Council approved special 'temporary' permits for outdoor patio dining, at no cost. These permits are set to expire on September 30, 2021. Due to the ongoing restrictions and the relative success of this initiative, administration is recommending that these be extended to the end of 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Patio dining allows food services businesses another avenue to increase revenues under the recent and ongoing restrictions. Patio dining was positively received by the community and seemed to enhance the downtown experience.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority: Economic Priority, Infrastructure & Asset Management; Healthy Safe Living

RECOMMENDATION

That the approval for patio dining be extended to December 31, 2022.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for September 28, 2021 as information.



CAO Report – September 28, 2021

1. Action Requests Detail & Summary (Financial Services)

Please find attached the Action Requests detail and summary for the month of August 2021.

2. Didsbury Welcome Sign (Community Services)

At the September 14, 2021 RCM, questions regarding maintenance and improvements of the Didsbury Welcome sign were raised. Please accept the following update for Council:

- Weeding has occurred at the sign, as well as it is on the list for spraying this fall.
- A variety of perennial species has been collected by the Parks Lead Hand and will be planted this fall. This will include drought tolerant species that can grow in clay, as the conditions of this area of the community make planting somewhat difficult.
- The Parks Lead Hand works with a small group of residents that are working towards implementing the Communities in Bloom (CIB) program in Didsbury. Improvements to this area, as well as other public spaces around town, will enhance our entry into the CIB program.

3. Update on Acquisition of new Grader (Engineering & Infrastructure)

CAT continues to have some supply chain issues delaying the delivery of the new grader to end of November or early December. The company has indicated they are able to provide a used unit within a few weeks for training purposes.

In the meantime, the Town continues to use local contractors to maintain the gravel roads we are responsible for, regularly. Unfortunately, back lane maintenance will not be conducted this season due to the delays with delivery.

The department continues to communicate the clearance requirements of the Town's new grader to conduct back lane maintenance next spring and summer. The department encourage residents to maintain clearances so the department can do the necessary maintenance.

2021 ACTION REQUESTS LISTING										
MONTH	PW - SIDE WALKS	PW - STREETS	PW - WATER SEWER	PW - PROPERTY	ME - ANIMALS	ME - VEHICLES	ME - PROPERTY	PARKS PROPERTY	ADMIN - UTILITIES	TOTAL
August	II	IIII	I	I	III	IIII	III IIII	II	IIII	
	2	4	1	1	5	4	9	2	4	32

PW	2	SIDEWALK	Hole by curb on 16 Ave, Broken sign post on 20th Street
PW	4	STREETS	Paving of 12 Avenue, , Crosswalk causing parking issues, Drain on 19th St plugged, Pothole in alley at 23 Street
	1	WATER/SEWER	Bin needs repair or replacing
	1	PROPERTY	Unsightly greenspace behind Southridge
ME	5	ANIMALS	Dog barking, Dog issues in Valarosa, Dogs barking aggressively, Stray cat visiting resident regularly, Dogs dropped off at a resident's home
	4	VEHICLES	Vehicles parking in front of driveway near park, Vehicle not moved on 20th Avenue, Trucks parked along 27 Avenue, Truck back up alarms during the night
	9	PROPERTY	Tree branches hanging low at 21 Street, Rocks in black bin, Basketball hoop on street, Unsightly commecercial building, Unsightly property, Unsafe freezer outdoors, Hedge needs trimming on 20th Ave, Overhanging trees on backlane of 15 Ave, Willow trees on 19 Ave are blocking alley access
CS	2	PROPERTY	Concern about tree cutting in Memorial Park, Kinsmen Park Equipment concern
ADMIN	4	UTILITIES	Residents with high consumption, E-billing issue

Action Requests August, 2021

<u>Department</u>	<u>Previous Outstanding</u>	<u>Current Monthly Requests</u>	<u>Completed</u>	<u>Total Outstanding</u>
Public Works		8	8	0
Municipal Enforcement		18	18	0
Waste Management				0
Community Services		2	2	0
Finance		4	4	0
Administration				0
Plan/Dev				0
Leg/Ec Dev				0
Totals	0	32	32	0



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

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

ALIGNMENT WITH STRATEGIC PLAN

An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Council Reports for September 28, 2021 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- Zion Evangelical Missionary Church
- Municipal Asset Management Program (MAMP) Funding Letter
- RCMP Compensation

ALIGNMENT WITH STRATEGIC PLAN

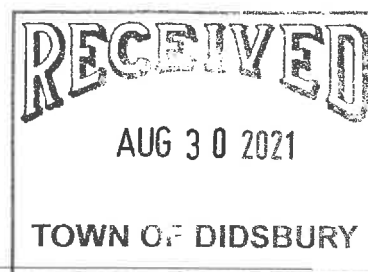
Strategic Priority 2. An Informed & Engagement Community

RECOMMENDATION

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



Celebrating Christ
Communicating His Gospel
Cultivating the Life of Christ
Caring for Others



Town of Didsbury
Didsbury, Alberta

August 23, 2021

Dear Sir:

RE: Community Grant Program
Make a Wheel Difference Event

We wish to Thank You for your Grant to the Make a Wheel Difference.

This will go a long ways towards the up and coming Fund Raising event
Through which will we will be raising funds for the purchase of Wheel Chairs for
Third Work countries where they are most needed.

It is through the Generosity of Communities like yours that we are able
to reach out in this manner.

Again Thank You for helping us to make a Difference

Blessings:

Bud Parry
Treasurer



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

**President
Présidente**

Joanne Vanderheyden
Mayor
Municipality of
Strathroy-Caradoc, ON

**First Vice-President
Première vice-présidente**

Taneen Rudyk
Councillor
Town of Vegreville, AB

**Second Vice-President
Deuxième vice-président**

Scott Pearce
Maire
Municipalité de
Canton de Gore, QC

**Third Vice-President
Troisième vice-président**

Geoff Stewart
Deputy Mayor
Municipality of the
County of Colchester, NS

**Past President
Président sortant**

Garth Frizzell
Councillor
City of Prince George, BC

**Chief Executive Officer
Cheffe de la direction**

Carole Saab
Ottawa, ON

22 July 2021

Her Worship Mayor Rhonda Hunter
and Members of Council
Town of Didsbury
1606 14 Street Didsbury, PO Box 790
Didsbury, Alberta
T0M 0W0

Title of initiative: Asset Management Plan for our Pathways, Play Structures and Parks
Application number: **MAMP-17438**

Dear Mayor Hunter and Members of Council:

On behalf of the Municipal Asset Management Program (MAMP) it is my pleasure to confirm that the Town of Didsbury has been approved for a grant in the amount of up to **\$40,000**.

In the near future, Brett Phillips will contact Amanda Riley, Assistant CAO / Chief Financial Officer of the Town of Didsbury to finalize the agreement for the grant. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is fully executed. During this time, eligible expenditures may be incurred as of your project's eligibility date: 17 June 2021.

Public announcements regarding MAMP-funded initiatives are overseen by FCM in partnership with the Government of Canada. Your municipality is welcome to participate in that process, but until authorised by FCM and Infrastructure Canada, any public statements related to the status of the application for MAMP funding are not permitted. This communication protocol is contained in the grant agreement. If you require further information prior to receiving the contract, please contact Brett Phillips at 343-925-6403 or by e-mail at bphillips@fcm.ca.

Thank you for your interest in MAMP. We look forward to working with you to improve asset management practices in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

Aymone Agossou
Manager, Funding

cc: Amanda Riley, Assistant CAO / Chief Financial Officer

24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca



Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

August 25, 2021

Mayor Rhonda Hunter
Town of Didsbury
Box 790,
Didsbury, Alberta T0M 0W0

Dear Mayor Hunter:

RE: Royal Canadian Mounted Police (RCMP) Regular Member Pay Raise

As your community is served by the Alberta Royal Canadian Mounted Police, I want to advise you that a collective agreement has been reached for Regular Member Police Officers working in your community under the Municipal Policing Services Agreement (MPSA). The National Police Federation collective bargaining committee reached a tentative agreement with the Federal Government in June of 2021, and on August 6, 2021 the collective agreement was signed.

The new collective agreement for Regular Members (below the rank of Inspector) and Reservists covers a period of six years beginning on April 1, 2017, and includes economic increases and market adjustments as follows:

Effective Date	Economic Increase	Market Adjustment
April 1, 2017	1.75%	1.50%
April 1, 2018	1.75%	1.50%
April 1, 2019	1.75%	2.50%
April 1, 2020	1.75%	1.75%
April 1, 2021	1.75%	1.50%
April 1, 2022	1.75%	2.27%

The pay raises would see the salary for a first class constable increase from \$86,110 to \$106,576. Further details can be found in the ratified agreement on the Treasury Board Secretariat website in the following link: <https://www.tbs-sct.gc.ca/agreements-conventions/view-visualiser-eng.aspx?id=28>.

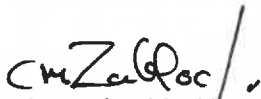
With this agreement, RCMP total compensation, including pensions and benefits, is competitive with other police services and fair for our members and reservists. We are mindful that policing represents a significant cost for our municipal partners and that you are currently in the midst of planning budgets for next year. We are working on understanding the financial impacts to your community and will share this information with you as soon as possible.

As per the agreement, adjustments to current rates of pay will be made within 90 days of the signing of the collective agreement. Retroactive increases and the associated payment terms will be shared as soon as available. The provisions of the MPSA, including those related to method of payment and financial planning and reports, are unchanged and remain in effect.

We appreciate your need for further details and we are currently working towards calculating the financial impact to your policing budget. We will share this information with you as soon as it's available. Should you have any questions or concerns, please do not hesitate to contact Supt. Dave Kalist, Operations Strategy Branch at dave.kalist@rcmp-grc.gc.ca.

Thank you for your continued support and collaboration.

Sincerely,



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

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444

Fax: 780-412-5445

cc: Chief Superintendent Trevor Daroux, District Officer, Southern Alberta District, Alberta Royal Canadian Mounted Police
Staff Sergeant Chad Fournier, Didsbury Detachment Commander, Southern Alberta District, Alberta Royal Canadian Mounted Police
Superintendent Dave Kalist, OIC Operations Strategy Branch, Alberta Royal Canadian Mounted Police



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 28, 2021
SUBJECT	Council Highlights Roundtable
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

Council members will identify items that were significant to them from the meeting to be included in the Council Highlights.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

These highlights will be used by Administration to be included in the Council Highlights document that is placed on the Town of Didsbury website for public review and released to the public.