



## TOWN OF DIDSBURY AGENDA

### Regular Council Meeting

Tuesday, April 25, 2023, 6:00 pm

Council Chambers 1606 14 Street

#### Pages

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| 1.    | <b><u>CALL TO ORDER</u></b>  |     |
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| 11.   | <b><u>QUESTION PERIOD</u></b>  |     |

**12. CLOSED MEETING**

- 12.1 Facility Visioning - as per Section 23 and 24 of the FOIP Act
- 12.2 East Reservoir Project - as per Section 23 and 24 of the FOIP Act
- 12.3 Shantz Development - as per Section 25 of the FOIP Act
- 12.4 Strategic Planning as per Section 23 and 24 of the FOIP Act

**13. RECONVENE**

**14. ADJOURNMENT**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: Hope 4 MVC Kids Society  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Lisa Nicholson, founder of Hope 4 MVC Kids Society, will provide Council with an update on the organization and will inform Council of the number of Didsbury families the Society has helped during their ten years of operation.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Hope 4 MVC Kids Society sees a need to continue to monitor growth predictions and challenges. Ms. Nicholson will also inform Council about their ten year Gala and will invite Council members to attend.

### ALIGNMENT WITH STRATEGIC PLAN

4. Healthy Active Living

### RECOMMENDATION

That Council thank Lisa Nicholson, founder of Hope 4 MVC Kids Society, for attending the Council Meeting and accept her presentation as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: April 11, 2023 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Minutes of the April 11, 2023 Regular Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council move to adopt the April 11, 2023 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting  
Held on April 11, 2023 in Council Chambers at 1606 14 Street  
Commencing at 600 p.m.**

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

Council Members Absent    Councillor Bill Windsor

Administration Present     Chief Administrative Officer, Ethan Gorner  
                                        ACAO/Chief Financial Officer, Amanda Riley  
                                        Director of Community Services, Nicole Aasen  
                                        Director of Engineering & Infrastructure, Craig Fox  
                                        Manager of Legislative Services/Recording Officer, Luana Smith

**1.     CALL TO ORDER**

Mayor Hunter called the April 11, 2023 Regular Council Meeting to Order at 6:00 p.m.

**2.     ADOPTION OF THE AGENDA**

**Res. 177-23**

MOVED by Councillor McCoy

To adopt the April 11, 2023 Regular Council Meeting Agenda as amended.

**Motion Carried**

**3.     DELEGATIONS/PRESENTATIONS**

**3.1     MNP Auditors**

**Res. 178-23**

MOVED by Deputy Mayor Engel

To thank the representatives from MNP LLP for their presentation on the 2022 Audit Findings Report and Audited Financial Statements.

**Motion Carried**

**3.2     Didsbury Golf Club**

**Res. 179-23**

MOVED by Councillor Williams

To thank the members of the Didsbury Golf Club and accept their presentation as information.

**Motion Carried**

4. **ADOPTION OF MINUTES**

4.1 **March 28, 2023 Regular Council Meeting Minutes**

*Councillor McCoy Requested a Recorded Vote*

**Res. 180-23**

MOVED by Councillor Williams

To adopt the March 28, 2023 Regular Council Meeting Minutes as amended.

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

**Motion Carried**

5. **PUBLIC HEARINGS** *No Public Hearings*

6. **REPORTS**

6.1 **Council Reports for April 11, 2023**

**Res. 181-23**

MOVED by Councillor Williams

That Council accept the Council Reports for April 11, 2023 as information.

**Motion Carried**

6.2 **CAO Report for April 11, 2023**

**Res. 182-23**

MOVED by Councillor Moore

That Council accept the CAO Report for April 11, 2023 as information.

**Motion Carried**

7. **BYLAWS & POLICIES**

7.1 **Bylaw 2023-07 Tax Penalties Bylaw**

**Res. 183-23**

MOVED by Councillor Baswick

To grant first reading to Bylaw 2023-07 Tax Penalties Bylaw, a bylaw to establish penalties on unpaid taxes, and to refer the bylaw to the Strategic Planning Committee for review and recommendation.

**Motion Carried**

7.2 **Bylaw 2023-08 Community Hall Rental Rates**

**Res. 184-23**

MOVED by Councillor Williams

To grant first reading to Bylaw 2023-08 Community Hall Rental Rates as amended; to include a fee of \$75 for set up and clean up by the Town of Didsbury.

**Motion Carried**

**Res. 185-23**

MOVED by Councillor Williams

To grant second reading to Bylaw 2023-08 Community Hall Rental Rates.

**Motion Carried**

**Res. 186-23**

MOVED by Councillor Williams

To grant unanimous consent to proceed to a third reading of Bylaw 2023-08 Community Hall Rental Rates.

**Motion Carried Unanimously**

**Res. 187-23**

MOVED by Councillor Williams

To grant third and final reading to Bylaw 2023-08 Community Hall Rental Rates.

**Motion Carried**

**Res. 188-23**

MOVED by Councillor Williams

That the future use of the Community Hall (formerly known as the Five-0 Club) be expedited by June 2023.

**Motion Carried**

**7.3 Bylaw No. 2023-09 Planning and Business Licence Rates and Fees Amendment**

**Res. 189-23**

MOVED by Councillor Moore

That Council grant first reading to Bylaw 2023-09 to amend Planning and Business Licence Rates and Fees Bylaw 2023-01.

**Motion Carried**

**Res. 190-23**

MOVED by Councillor Moore

That Council grant second reading to Bylaw 2023-09 to amend Planning and Business Licence Rates and Fees Bylaw 2023-01.

**Motion Carried**

**Res. 191-23**

MOVED by Councillor Moore

That Council give unanimous consent to proceed to a third reading of Bylaw 2023-09 to amend Planning and Business Licence Rates and Fees Bylaw 2023-01.

**Motion Defeated**

**8. BUSINESS ARISING FROM DELEGATIONS**

**8.1 Approval of 2022 Audited Financial Statements**

**Res. 192-23**

MOVED by Deputy Mayor Engel

To approve the 2022 Audited Financial Statements as presented.

**Motion Carried**

**8.2 Didsbury Golf Club Request**

**Res. 193-23**

MOVED by Councillor Moore

That Administration enter into an agreement with the Didsbury Golf Club to allow for the use and responsibility of the Tennis Courts until the end of their current lease.

- 9. BUSINESS**
- 9.1 Rosebud Health Foundation Spring Fling**  
**Res. 194-23**  
 MOVED by Councillor Baswick  
 To approve Gold Level sponsorship for the Rosebud Health Foundation First Annual Spring Fling in the amount of \$800 to be funded from the Council budget.  
**Motion Carried**
- 9.2 Appointment to the Didsbury Municipal Library Board**  
**Res. 195-23**  
 MOVED by Deputy Mayor Engel  
 To appoint David McWhinney as Trustee to the Didsbury Library Board for one term of three years.  
**Motion Carried**
- 9.3 Alberta Municipalities Resolutions**  
**Res. 196-23**  
 MOVED by Councillor Williams  
 To task the Policy and Governance Committee with exploring and developing any potential resolutions for recommendation to Council, to be considered for submission at the Alberta Municipalities Fall Convention.  
**Motion Carried**
- 10. CORRESPONDENCE & INFORMATION**
- Town of Barrhead - Community Spaces Grant Application - exemption for ERP Programs
  - City of Red Deer - Letter to Minister of Health on Red Deer Regional Hospital Centre
- Res. 197-23**  
 MOVED by Councillor Moore  
 To accept the correspondence items presented as information.  
**Motion Carried**
- 11. COUNCIL MEETING HIGHLIGHTS**
- Presentation and approval of the 2022 Audited Financial Statements
  - Approval of Gold Sponsorship for the Rosebud Health Foundation First Annual Spring Fling
  - The re-appointment of a valued member of the community as a Trustee to the Didsbury Municipal Library Board
  - Presentation from the Didsbury Golf Club Board
  - Tasking Policy & Governance Committee to draft possible resolutions for the Alberta Municipalities Fall Convention
- 12. QUESTION PERIOD**
- 13. CLOSED MEETING**  
**Res. 198-23**  
 MOVED by Councillor Baswick  
 To go into Closed Meeting for the following purposes at 8:05 p.m.:
- 13.1 Development Proposal as per Section 16, 23 and 25 of the FOIP Act
  - 13.2 ICF Renegotiation as per Section 21 of the FOIP Act
  - 13.3 Land Development as per Section 17 and 23 of the FOIP Act
  - 13.4 Bulk Water as per Section 17 and 24 of the FOIP Act
  - 13.5 Council Code of Conduct Complaint 23-05 as per Section 17 and 23 of the FOIP Act
- Motion Carried**



**14. RECONVENE**

**Res. 199-23**

MOVED by Deputy Mayor Engel  
To return to Open Meeting at 9:47 p.m.

**Motion Carried**

**Res. 200-23**

MOVED by Deputy Mayor Engel  
To respond to the development proposal as discussed.

**Motion Carried**

**Res. 201-23**

MOVED by Councillor Moore  
That the Mayor, on behalf of Council, send a letter to Mountain View County as discussed.

**Motion Carried**

**Res. 202-23**

MOVED by Councillor McCoy  
To approve the land purchase proposal as discussed.

**Motion Carried**

**Res. 203-23**

MOVED by Councillor Williams  
To send the bulk water issue to the Strategic Planning Committee and bring back recommendations to Council.

**Motion Carried**

**Res. 204-23**

MOVED by Councillor Baswick  
That the Mayor respond to the complainant of the Code of Conduct Complaint 23-05 as discussed.

**Motion Carried**

**15. ADJOURNMENT**

**Res. 205-23**

MOVED by Councillor Williams  
To adjourn the April 11, 2023 Regular Council Meeting at 9:50 p.m.

**Motion Carried**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: April 25, 2023  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council will be presented with the Council Professional Development Year to Date information. This will include information on events Council members are registered for, including the locations and dates.

### Council Professional Development Schedule for April 2023:

Mayor Hunter April 20, 2023 Central Alberta Mayor's Prayer Breakfast, Red Deer Alberta

Please see below information on Council Professional Development budget status from January 1 to April 21, 2023:

|                     | Budget      | Spent       | Remaining  | AB Muni     |
|---------------------|-------------|-------------|------------|-------------|
| Mayor Hunter        | \$ 6,500.00 | \$ 2,652.84 | \$3,841.15 | \$ 1,006.77 |
| Deputy Mayor Engel  | \$ 4,500.00 |             | \$4,500.00 |             |
| Councillor Baswick  | \$ 4,500.00 | \$ 1,284.16 | \$3,048.60 |             |
| Councillor McCoy    | \$ 4,500.00 |             | \$4,500.00 |             |
| Councillor Moore    | \$ 4,500.00 |             | \$4,500.00 | \$ 1,175.19 |
| Councillor Williams | \$ 4,500.00 |             | \$4,500.00 |             |
| Councillor Windsor  | \$ 4,500.00 |             | \$4,500.00 | \$ 1,126.46 |

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the Council Reports for April 25, 2023 as information.

## Alberta Municipalities President's Summit and Leaders Caucus March 29-31, 2023 (Edmonton)

Professor Sandeep Agrawal presented a report from the School of Public Policy: *Local Governance in Alberta: Principles, Options and Recommendations*.

His team assessed the current state of Alberta's local government structure. They then studied whether changes to local government structure would remedy some of the deficiencies uncovered in the assessment.

To succeed local governments need to be **viable** and **legitimate**.

They found that **viability** usually increases with size. A critical mass of people and infrastructure with effective service and political representation is necessary. Tiny towns and villages struggle to meet municipal and resident requirements. (Note: Summer Villages are the exception. Their small permanent population is amply countered by their huge assessment per capita and resulting infrastructure capacity with little need for year round community services. Their political representation challenges are met by special MGA legislation)

**Legitimate:** Legal, justifiable actions, credible, supported by citizens. Most Alberta municipalities have high levels of viability and legitimacy. Good governance principles: Efficiency, capacity, accountability, accessibility, and responsiveness.

Fragmentation and consolidation (horizontal and vertical) has been happening. **Governance options** exist across Canada: Specialized Municipalities, Growth Management Boards, ICC, Regional Service Commissions, Regional Districts (BC), 2 Tier Government (ON), Amalgamations (not AB or SK). The Alberta governance model is not cost efficient and relies on in-house capacity, but is accountable, accessible and responsive. No governance model is perfect. Alternate options of Regional Districts or 2 Tier Government would be disruptive and risky. Alberta's use of ICFs and Growth Management Boards is incremental and complementary to our current structure. They DO improve efficiency and capacity. Amalgamation is best where viability is an issue.

**Main Assertions:** 1. No one size fits all.

2. Strengthen current governance models with ICFs, Growth Management Boards and Regional Service Commissions.
3. Strengthen dispute resolution.
4. An abundance mindset helps toward cooperation and collaboration.
5. Viability for the smallest municipalities is the most urgent need.

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**The Future is Facilitated:** (Carol Zukiwski, Lawyer, RMRF Bill Diepeveen, Mediator)

A Better Way: Early Process:- Present a rough case. Facilitator (arbitrator?) to look at the points on each side. The facilitator can provide an independent perspective. He/she would look at the evidence and advise things like- more about this point, consider other things. A Reality Test is very useful! You can have an arbitrator deal with sticky points, or the entire agreement. (Slide on legal Arbitration Process) After you've made a decision to arbitrate, you choose the arbitrator or the minister will)

Bill Diepeveen admitted that he didn't know how voluntary contributions could ever lead to true equity for urbans.

**"The animals look at each other differently when the water hole dries up"**

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**A panel discussed what other collaborations seem to be working or not working in MB, NB and SK.**

Manitoba had forced amalgamations, 197 to 137. Only one big city. New Brunswick had 340 local governments, now 90. Saskatchewan has 767 municipalities, 137 with less than 100 population, and 144 hamlets. **Of interest:** Saskatchewan shares 75% of PST, no strings, 2 yr. lag. The province also provides incentives and funding of targeted sector supports.

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- Reports including all participants input and advice will be available from AB Munis once amalgamated.
- The AB Munis President said: Don't pay RCMP retro pay yet, and the new RCMP agreement ended today!
- The Premier spoke about the progress that has been made and the funding that will be coming while the current oil & gas surplus continues. It is clear that the tying of long term funding to provincial fortunes will be necessary.
- The Opposition Leader said that the government is all wrong and we should fear conservatism.
- Mun.Affairs Minister said Grants pop count is reinstated, froze Ed tax, libraries+5%, LGFF factor is 100%,not 50.

**Alberta Municipalities President's Summit on the Future of Municipal Government**  
**Wednesday, March 29, 2023 from 9 a.m. to 4 p.m.; Thursday, March 30 from 9 a.m. to noon**  
**Submitted by Mayor Hunter – April 25, 2023, RCM Council Reports**

**1. The Future is Collaboration**  
**Presented by Professor Sandeep Agrawal**

Professor Agrawal provided an overview of his paper “Local Government in Alberta; Principles, Options, and Recommendations” and shared his thoughts on initial feedback from Municipalities. A Briefing Paper with the same name has also been created.

An overview of statements in these reports are outlined here:

“This paper was commissioned by AUMA (now Alberta Municipalities) to address challenges facing municipalities in Alberta that have emerged at both local and regional scales, such as slower growth and aging populations, constrained finances, a shifting economic base and the impact of the COVID-19 pandemic. This report assessed the current state of Alberta’s local governance model and investigates if changes to government structure might offer some remedy to the deficiencies uncovered in the assessment. The policy brief intended to do the following: 1) impart a set of principles to guide strategic efforts for local governance reform; 2) provide an evaluation of regional governance in Alberta; and 3) offer several recommendations for Alberta Municipalities to consider and for the government of Alberta to implement.

The key governance concepts of viability and legitimacy underlie the published report. A government becomes viable when a critical mass of population and other antecedents are present to catalyze development. Local governments become legitimate when they can take justifiable actions in a legal manner and have active support from their citizens. To improve the viability and legitimacy of local governance, structural reforms must be guided by a set of principles. This report proposes five such principles: efficiency, capacity, accountability, accessibility and responsiveness. To supplement viability and legitimacy, they also invoked the additional concepts of fragmentation and its counterpart, consolidation. Together, these latter two concepts support a tiered, spatial and authority structure, which can work as an analytical tool to discuss and evaluate the local government models in Alberta and elsewhere in Canada. Collectively, these concepts enable us to identify and compare the number of local government units within regions to better understand how the spatial distribution of governance may uphold the five principles of good governance. The tiered structure of a municipal government, whether it is horizontal or vertical, reveals the extent of spatial geography it serves and the distribution of authority and service responsibility between and among tiered units.”

Recommendations were presented for Alberta Municipalities to consider pursuing with the Government of Alberta, and “the overarching suggestion is that the province mandate dispute-resolution mechanisms to resolve all intermunicipal challenges, including annexations. This would minimize intermunicipal frictions and foster cooperation to improve municipal viability, while also improving the fairness and the legitimacy of the governance systems. To achieve this, the current dispute resolution mechanisms must be strengthened and expanded. The other recommendations are divided into three categories, as they pertain to three distinct geographies of the province: metropolitan regions, regions outside of census metropolitan areas and small and remote urban municipalities.”

## METROPOLITAN AREAS

Alberta has four census metropolitan areas — Calgary, Edmonton, Red Deer and Lethbridge — as per Statistics Canada, one with strong economic and municipal servicing linkages that transcend municipal boundaries and would benefit from the following actions:

1. Consider creating growth management boards for the Red Deer and Lethbridge areas.
2. Extend intermunicipal collaborative framework requirements to communities that belong to growth management boards.
3. Require clear parameters on annexations or changes in urban growth boundaries in intermunicipal development plans.
4. Encourage and incentivize ways to share both hard and soft services within the metro region.
5. Allow growth management boards to manage, and also to deliver, regional services such as emergency, water and wastewater or broadband, that cover two or more contiguous municipalities.

## REGIONS OUTSIDE OF THE METROPOLITAN AREAS

Regions outside of the four metropolitan areas require greater municipal viability and regional cooperation. Stagnated population and growth, coupled with under- or overuse of infrastructure and services, are some of the many elements that contribute to a municipality's poor viability. The following actions would address these concerns:

1. Encourage and take an active role in voluntary amalgamation where multiple municipalities in immediate proximity face viability issues, or where there is a collective desire or mutual agreement to amalgamate.
2. Support amalgamation of municipalities where viability, governance or service provision are recurring issues.
3. Amend intermunicipal collaboration framework regulations to allow agreements among or between non-contiguous municipalities where necessary and require inclusion of both cost- and revenue-sharing arrangements.
4. Actively encourage the formation of regional service commissions to deliver key public services.
5. Establish a provincial monitoring and oversight mechanism to assess the efficiency and accountability of regional service commissions.

## SMALL, REMOTE URBAN MUNICIPALITIES

Small, remote urban municipalities, which are generally characterized by a small tax base, have low populations and less administrative capacity. Many are burdened because their infrastructure and services are used by those who live outside their boundaries. The viability of such communities is a concern that should be further investigated, as follows:

1. Periodically assess the viability of urban municipalities with small populations (three thousand or under).
2. Require municipalities periodically to assess the efficacy of agreements and update them, including intermunicipal development plans and other service and governance agreements.
3. Include any longstanding issues, such as servicing or boundary changes, in intermunicipal agreements.
4. Expand funding to assist low-capacity municipalities in high stakes discussions and negotiations.
5. In the new funding formula under consideration, recognize the unique need of small municipalities based on the use of their infrastructure and facilities rather than merely on their population and the length of their roads

This paper provides 39 pages of research and information, also building on Key Governance Concepts of viability and legitimacy, two concepts that describe the fundamental function and purpose of local governments.

The entirety of the papers can be found at the links below for your reading pleasure at:

[Briefing Paper: Local Governance in Alberta: Principles, Options and Recommendations | The School of Public Policy \(policyschool.ca\)](#)

[AUMA-UP41-Local-GovinAB.Agrawal-Gretzinger.pdf \(policyschool.ca\)](#)

## **2. The Future is Facilitated: the role of facilitation, mediation, and arbitration in supporting intermunicipal Carol Zukiwski, RMRF and Bill Dieveveen Mediation Associations**

Carol and Bill spoke on how to strengthen and expand dispute resolution mechanisms of intermunicipal collaboration framework agreements or lack thereof. Objectives:

- Minimize intermunicipal friction
- Foster cooperation
- Improve municipal capacity
- Improve fairness and legitimacy of governance

Easier said than done in some cases, and, unfortunately, arbitrators and lawyers are necessary with the current framework of intermunicipal funding agreements.

A table-top discussion followed to answer the questions:

What has worked well in your municipality to build relationships and resolve disputes?

What dispute resolution resources do you most need?

I am certainly happy to say that working with our rural municipal neighbour, Mountain View County, has not required such intervention (and the associated costs) due to the success of our positive and strong working relationship and mutual respect.

## **3. Small but Mighty: Finding strength in collaboration.**

Five presenters and 5 discussions and situations were presented as follows:

- 1. Town of Cardston vs Minister of Municipal Affairs of Alberta: Libraries and ICF
- 2. Town of Diamond Valley: The Story of Amalgamation – Black Diamond and Turner Valley amalgamate to become Alberta's newest town
- 3. Building regional Relationships: The Town of Wembley and the Town of Sexsmith mayors presented an enlightening discussion on building relationships with municipal neighbours and colleagues

**4. President Cathy Heron presented the Why, What, Who, and How** overview and next steps of the paper "Local Government in Alberta; Principles, Options, and Recommendations" from an Alberta Municipalities perspective.

### **Why consider the future ?**

Economic, social, cultural, and environmental shifts amid uncertainty impacting communities and all levels of government

Strained political culture

Concerns over the administrative and fiscal viability of municipalities Requests by members



## **What we've learned so far**

- One size does not fit all.
- In general, top-down forced amalgamation has not resulted in the anticipated cost savings.
- Intermunicipal collaboration can provide efficiency and cost savings.
- Low birth rates increase the importance of immigration.
- Attract and retain residents through economic development and welcoming and inclusive communities.
- Collaboration is needed to improve services and reduce costs.

## Summit outcomes

- Tips municipalities can implement to enhance collaboration efforts.
- Opportunities to improve the policy and legislative framework for collaboration.
- Resources, such as guides and funding, to bolster capacity for effective collaboration.
- Outstanding questions or issues that require further consideration

## Next Steps

- Climate Risk Assessment and Adaptation Considerations for Municipal Governance
- Lonely at the top? An examination of the changing dynamics for chief administrative officers in Alberta municipalities
- Local Citizen Engagement and Municipal Governance
- The Viability Review process

## **5. Working for the Win-Win**

### Speaking Discussion Topics

#### Data and asset management as the foundation for collaboration.

Local governments are tasked with making the best decisions they can with the information that they have available. They are not tasked with making the “right” decision. The effectiveness of any decision may not be known until years later. However, what can improve the likelihood of making better decisions is the consistency, clarity, and accuracy of the information used to help inform decision-making processes and how municipalities can establish a shared understanding of the current reality as part of any collaborative conversation

#### How do you set up negotiations for a win-win?

Most successful collaborations do not just come together spontaneously. They typically require a thoughtful and coordinated process that allows all parties to be clear about what they want to achieve together, information needed to assess the best options, and their commitment to follow through. This topic is about how best to set up negotiations to achieve the expected outcomes.

#### Public engagement

Research as part of our Future of Municipal Government project has identified that one of the potential disadvantages that ICFs and other forms of intermunicipal collaboration, such as regional service commissions, is that such agreements and structures can be inaccessible to the public and may lack strong accountability

#### Relationships.

Collaborations and negotiations are highly dependent on our relationships whether that's in business or politics. A change of council or CAO can be a major factor in improving intermunicipal relationships or tearing them apart.

### Legislation, policy, and capacity needs

An old adage is that: “If you want to go fast, go alone. If you want to go far, go together”.

Collaborations are often about finding ways provide infrastructure and services more efficiently, but they take time and resources to negotiate, coordinate and maintain.



## **Alberta Municipalities Spring 2023 Municipal Leaders' Caucus**

Thursday, March 30, 2023 from 1 p.m. to 5 p.m.; Friday, March 31 from 9 a.m. to noon

Submitted by Mayor Hunter – April 25, 2023, RCM Council Reports

Some highlights of the Leaders' Caucus:

### **Alberta Municipalities Election Strategy: THINK ALBERTA, VOTE LOCAL**

AbMunis launched election strategy to share and promote with members. This campaign highlights key municipal issues including infrastructure funding; policing and public safety; and healthcare and emergency medical services. Members were encouraged to support the campaign in the lead up to the election.

Three Priorities:

- Community safety & security: Affordable housing, mental health and addiction issues, crime,
- Community investment: Water, sewer lines, roads, bridges, libraries, rec centres, etc
- Community health care, EMS response times, etc
- See attached documents for the THINK LOCAL, VOTE LOCAL initiatives.

### **Update from Alberta RCMP – Deputy Commissioner Curtis Zablocki**

Deputy Commissioner Curtis Zablocki and his team presented an overview of new RCMP programs and key policing priorities for 2023.

### **FCSS and the Community: The brain and the heart of Alberta's support services**

- 8 FCSS regions in Alberta
- 298 municipalities, 8 Metis settlements
- 206 local programs

Provincial Priorities:

- Homelessness and Housing Insecurity
- Mental Health and Addictions
- Employment
- Family and Sexual Violence
- Aging Well in Community

2021 FCSS Programs Across Alberta:

- 47,850 volunteers
- 1,295,700 volunteer hours
- Equates to \$19,435,500 at minimum wage
- Over 1 million Albertans served by FCSS every year

## Community Rail Advocacy Alliance

Mayor Kevin Zahara of Edson provided a brief update on the Alliance's work to advocate for improved rail freight service in Northern Alberta.

The Community Rail Advocacy Alliance (CRAA) is a coalition of 25 counties, municipalities, and associations impacted by the region's inequitable, undeployed, undersupplied rail services. Their work is supported by Canadian Strategy Group, who are coordinating our government relations and strategic communication tools. The Alliance launched on January 26, 2023, with their Rail Forward campaign.

The Community Rail Advocacy Alliance was created to bring a unified voice to decision-makers in Edmonton and Ottawa and within CP, CN, and its regulators

## Victim Services Program Redesign

Implementation timeline: 2024

A review of the Victim Services Program summary of stakeholder input indicated that any new service delivery model for Police-based Victim Services Units (VSUs) should:

- Encourage consistency in services.
- Reduce administrative and service duplication.
- Include sustainable paid staffing.
- Reduce over-reliance on volunteer advocates.
- Include longer-term funding arrangements to provide greater operational stability.
- Address the reluctance of some victim-serving organizations to collaborate

### Recurrent Questions from Key Stakeholders were answered:

#### **Is the delivery of police-based victims services transitioning to a single, government-run service?**

No. RCMP-based victim services for Alberta's smaller, rural and remote communities will continue to be society-led, governed by 4 new and integrated regional societies to replace the 60 independent societies in operation now.

#### **Will Victim Services be removed from our local community?**

No. Only board governance is being centralized; frontline caseworkers remain local and continue to be co-located with local police and local volunteer advocates.

#### **Will there be a reduction in scope of services (non-criminal and tragic events)?**

No. There will be no reduction in the services currently provided. In fact, the new model has been designed to stabilize and improve programs above and beyond what is offered under the current governance structure Classification: Protected B 11

#### **Will there be fewer staff?**

No. Total staffing will see material increases for frontline service delivery. In addition, new positions have been created via the new CPSS teams.

**Will current VSU staff lose their jobs?**

Once the new regional zones are established, each current serving staff member will be invited into an interview process prior to the posting of any of the new frontline positions.

**Will municipalities be forced to pay for the provision of victims services under this new model?**

No. The new regional model is designed and funded such that no supplementary funding will be required from any of the municipalities serviced by the zones. – Municipalities that currently operate their own VSU's and that provide supplementary funding will continue to do so.

**Will Victim Services be maintained 24/7?**

As part of their operational and staffing plans, we will be requiring the new regional executive teams to create comprehensive stand-by and call-out protocols

**How will volunteers be managed/supervised/recognized for their service?**

Each CPSS will include a Regional Volunteer Advocate Coordinator, responsible for the overall regional advocate program, including standardized recruiting, training, deployment, and volunteer appreciation strategies. Day to day functions, such as scheduling, re-scheduling, and post-deployment debriefings will still occur at a local level and will be the responsibility of a local, detachment-based victim caseworker Recurrent

**If this redesign is not in place by April 2024, will existing service models be provided with grant extensions to ensure a seamless transition to the zonal model?**

Yes. We will take the necessary steps and the appropriate time required to ensure that current frontline victim serving staff are able to transition with little to no impact on their clients.

**Some VSUs offer enhanced services (such as a trauma dog program). What provisions are in place to accommodate this type of enhanced service?**

Discussions with current society boards are already in progress around opportunities for existing societies to redefine their purposes in order to continue providing valuable community-based services.

**How will finances be managed at the zone level?**

The new societies will participate in direct, long-term, and detailed funding agreements with the Ministry. Overall financial management will be the responsibility of the new society boards and executive staff.

**How will the Regional Office locations be selected/determined? Will it be an open and transparent process?**

We are working with current VSU personnel participating in advisory capacities to inform final decisions around central office locations .

**Will the new VS zone model be responsive to local needs/priorities?**

The new structure is designed to respond in real time to inputs from advocates, frontline staff, the RCMP, and board representation from all over the region

## **Alberta's Political Landscape Leading up to Election 202**

ABmunis put together a panel of some of Alberta's brightest political journalists and thinkers. This session featured pollster Janet Brown with Janet Brown Opinion Research, columnist Keith Gerein with The Edmonton Journal, managing editor Byron Hackett with The Red Deer Advocate, and producer-writer Jason Markusoff with CBC. The panel provided their their thoughts on hot-button topics, party platforms, and key issues that will shape the election.

### **Friday - Government Morning:**

Premier Danielle Smith Remarks and Q&A Session

Opposition Leader Rachel Notley Remarks and Q&A Session

Minister of Municipal Affairs' Remarks

On Friday morning,. all three politicians presented their campaign chats and commitments should they win the election.



# WHO HAS THE PLAN FOR Community Safety?



## Who has the plan for the marginalized and disadvantaged?

- It's well known that mental health challenges and addictions cause homelessness, and combined they are a major contributor to criminal activity.
- The pandemic has exacerbated the mental health challenges of large portions of our population.
- The lack of funding for affordable housing programs by the provincial government has exasperated the issue.
- Our poll showed that 66% of Albertans feel crime would be reduced if more were invested in supports for people suffering with mental health issues, addiction, homelessness, and poverty.

Speak with your provincial candidates and discuss their party's plans to address the needs of the marginalized & disadvantaged in your community. This means providing affordable housing and the services needed to help those with addictions and mental health issues.



## Who has the plan to...

- Engage meaningfully with municipalities & frontline workers to find solutions to these complex problems?
- Clearly commit to follow-up with the needed investments & actions?
- Provide transparent data so Albertans can judge the results?

Your local community should be consulted by the next government on how best to serve you and keep your community safe. When you vote, think about who has the best plan for addressing these priority issues to keep your community safe.

**THINK ALBERTA, VOTE LOCAL.**

Go to [abmunis.ca](http://abmunis.ca) for more information and links.



# WHO HAS THE PLAN FOR Community Building?



## Who has the plan for community building?

- Municipal governments are responsible for approximately 60% of Alberta's infrastructure, but only 1% of provincial spending goes into municipal infrastructure. It used to be close to 3%.
- Alberta's \$30 billion municipal infrastructure deficit will worsen unless more money is made available to your local government so it can maintain existing water systems, sewers, roads, and bridges. These are vital to the ongoing success of all communities.
- This year alone, two Alberta towns have experienced boil water alerts caused by water pipe breaks\*.
- Water systems are as vital as it gets when it comes to municipal infrastructure, and the current rate of funding available for this and all other infrastructure is not keeping up with the needs of our communities.
- But your local community also needs money to build or maintain rec centres, ice rinks, and libraries, which are all important to attract and retain residents.
- Your community can only grow if it has predictable funding for long-term investments in reliable infrastructure that meets the needs of your current and future residents.

Speak with your provincial candidates and discuss their party's plans to invest in building the infrastructure your community needs to attract and retain businesses and residents.

## Who has the plan to...

- Engage meaningfully with municipalities & frontline workers to find solutions to these complex problems?
- Clearly commit to follow-up with the needed investments & actions?
- Provide transparent data so Albertans can judge the results?



Your local community should be consulted by the next government on how best to meet your community's needs for services, buildings, roads, and other critical infrastructure. When you vote, think about who has the best plan for addressing these priority issues to help your community thrive.

\*Alert Archive, Alberta Emergency Alert, 2023; <https://www.alberta.ca/aea/archives/default.aspx>



## THINK ALBERTA, VOTE LOCAL.

Go to [abmunis.ca](http://abmunis.ca) for more information and links.



# WHO HAS THE PLAN FOR Community Health care?



## Who has the plan to attract and retain medical professionals to your community?

- Large and small communities across the province have seen their local clinics close and some hospitals operate on limited hours.
- There is a shortage of healthcare professionals in regional communities.
- Investing in these communities is critical to attracting and retaining healthcare professionals.
- Communities will thrive if they offer the healthcare services and medical facilities current and future residents need to keep their families happy and healthy.

Speak with your provincial candidates and discuss their party's plans to attract and retain the medical professionals your community needs.

## Who has the plan for EMS?

- EMS response times have been severely inadequate for several years, with paramedics suffering burn-out.
- Despite some improvements in response times\*, there have been reports that it can still take up to 2 hours before an ambulance is dispatched\*\*.
- Local government is the one closest to the people, so local elected officials know community needs. Their suggestions for improvements must be heard and respected by the next government.

Speak with your provincial candidates and discuss their party's plan to bring sustained improvements in EMS response times and eliminate red alerts for your community.

## Who has the plan to...

- Engage meaningfully with municipalities & frontline workers to find solutions to these complex problems?
- Clearly commit to follow-up with the needed investments & actions?
- Provide transparent data so Albertans can judge the results?

Your local community should be consulted by the next government on how best to serve your community's wellbeing & health care. When you vote, think about who has the best plan for addressing these priority issues to keep your community healthy.

\* Quarterly Emergency Medical Services Dashboard, Alberta Health Services, October 20, 2022; <https://www.albertahealthservices.ca/assets/info/ems/if-ems-dashboard.pdf>

\*\* HSAA disputes UCP "Alberta Health Services is not in crisis" claim, Global News, March 9, 2023; <https://globalnews.ca/news/9539256/hsaa-alberta-paramedics-ambulance-waits-ucp/>

# THINK ALBERTA, VOTE LOCAL.

Go to [abmunis.ca](http://abmunis.ca) for more information and links.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please see the attached information for the Chief Administrative Officer (CAO) Report for April 25, 2023.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the CAO Report for April 25, 2023 as information.





## CAO Report – April 25, 2023

### 1. Municipal Enforcement Q1 Report (Legislative Services)

Community Peace Officer, Lucas Rahn will be present to give a verbal update on the Municipal Enforcement first quarter and answer any questions Council may have.

### 2. Financial Department and Action Request Q1 Report (Financial Services)

Please see attached the first quarter report (January 1 to March 31) from the Finance Department which includes Action Request Details and Department Statistics.

### 3. Resolution Index Q1 Report (Legislative Services)

Please see attached the Council Resolution Index from January 1 to March 31, 2023.

### 4. Economic Development Q1 Report (Economic Development & Strategic Operations)

Please see attached the details of Economic Development department for the first quarter January 1 to March 31, 2023.

#### Economic Developers Alberta (EDA) Awards

On Thursday, April 13, 2023 the EDA presented its Annual Awards of Excellence during EDA Xperience 2023 Leaders' Summit and Conference at the Pomeroy Kananaskis Mountain Lodge.

The 2023 Annual Awards of Excellence honour Alberta individuals for their contribution to the profession, as well as Alberta communities for excellence in the following categories:

- Economic Development Renewal Project
- Innovation Approach to Economic Development
- Regional Collaboration and Partnership Project
- Marketing for Economic Development Outcomes

The Town of Didsbury received the following awards:

- **Innovative Approach to Economic Development** – Small Community/Region (population under 25,000). Town of Didsbury – Project 52: People and Places
- **The Alex Metcalfe Award** – These awards celebrate the Best of the Best in each community size: Small Community/Regional Project. Town of Didsbury – Project 52: People & Places

### 5. DEDAC Summary of EDA Conference (DEDAC Members)

Please find attached a report from DEDAC members Meaghan Neis and Brody Fazakas from the EDA Conference.

### 6. Permits Issued April 9 to 18, 2023 and Q1 Report (Planning & Development)

Please see attached the details of the permits issued since the last Council meeting by the Planning and Development Department.

Also attached is the details Report for Planning & Development for the first quarter January 1 to March 31, 2023.

## 7. Didsbury Fire Department Q1 Stats (DFD Fire Chief)

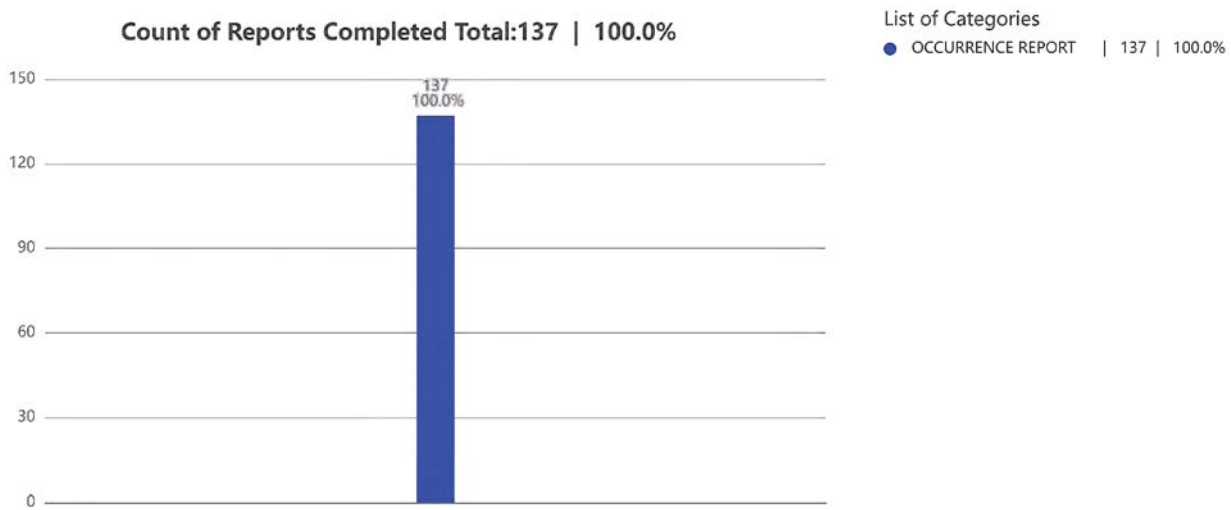
Please see attached first quarter January 1 to March 31, 2023 report from the Didsbury Fire Department.

- Total Q1 Medical Calls - 13
- Lift Assist - 1 (8%)
- Co-Response Determinant - 4 (31%)
- Co-Response Time Factor - 6 (46%)
- EMS Request - 2 (15%)



## TOWN OF DIDSBURY- ENFORCEMENT SERVICES

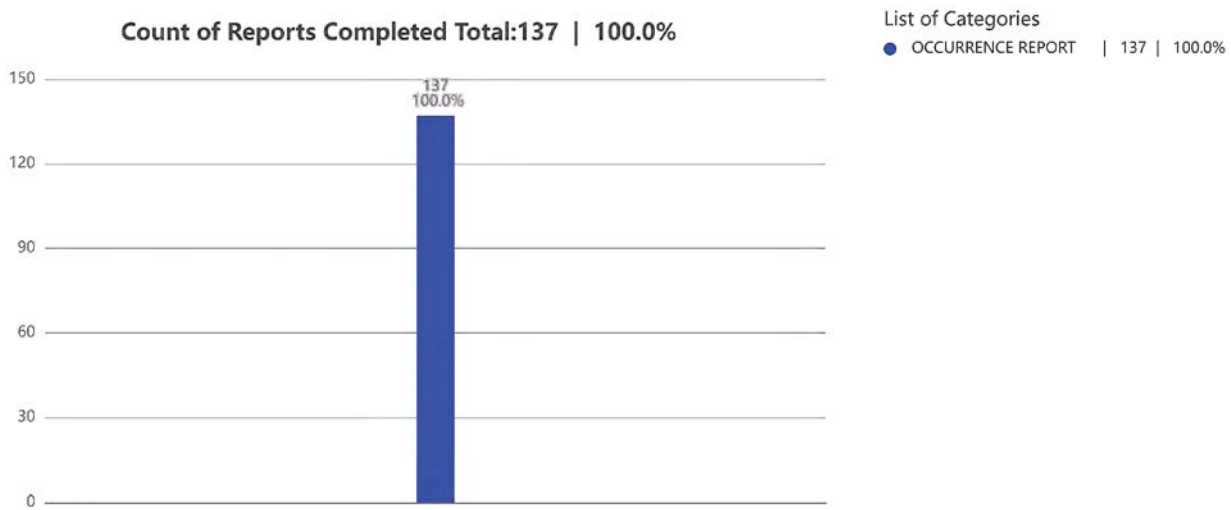
Statistics from:2023-01-01 to 2023-03-31



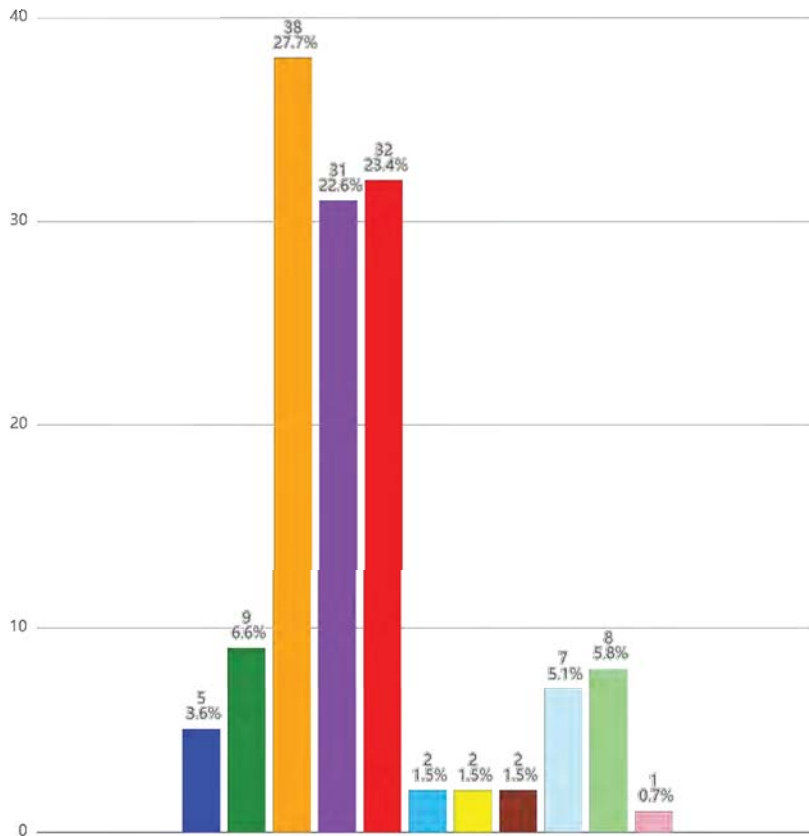


## TOWN OF DIDSBURY- ENFORCEMENT SERVICES

Statistics from:2023-01-01 to 2023-03-31



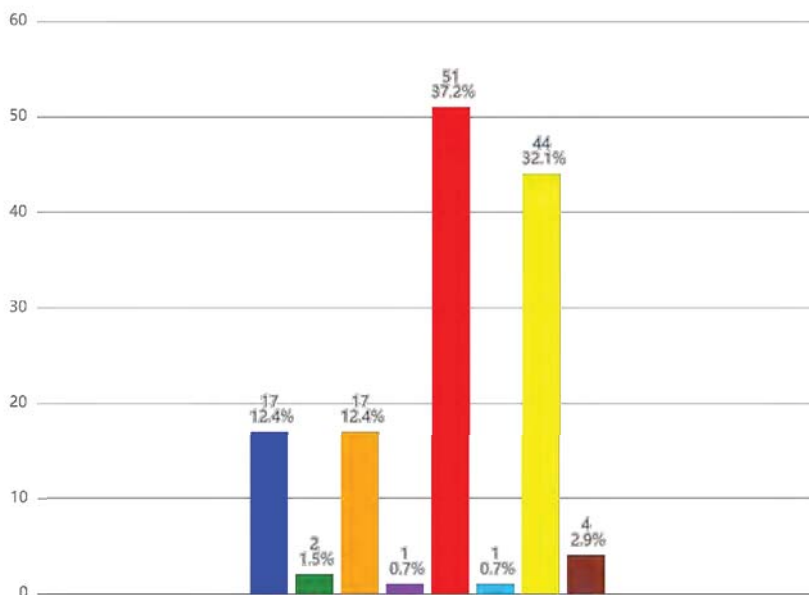
### Occurrence Status of Reports Total:137 | 100.0%



#### List of Occurrence Status

- CONCLUDED BY CHARGE - MUNICIPAL TAG | 5 | 3.6%
- CONCLUDED BY CHARGE - PROVINCIAL TICKET | 9 | 6.6%
- CONCLUDED BY VERBAL WARNING | 38 | 27.7%
- CONCLUDED BY WRITTEN WARNING | 31 | 22.6%
- CONCLUDED - OTHER | 32 | 23.4%
- FORWARDED TO OTHER AGENCY | 2 | 1.5%
- FORWARDED TO OTHER DEPARTMENT | 2 | 1.5%
- NO OCCURENCE STATUS | 2 | 1.5%
- STILL UNDER INVESTIGATION | 7 | 5.1%
- UNFOUNDED | 8 | 5.8%
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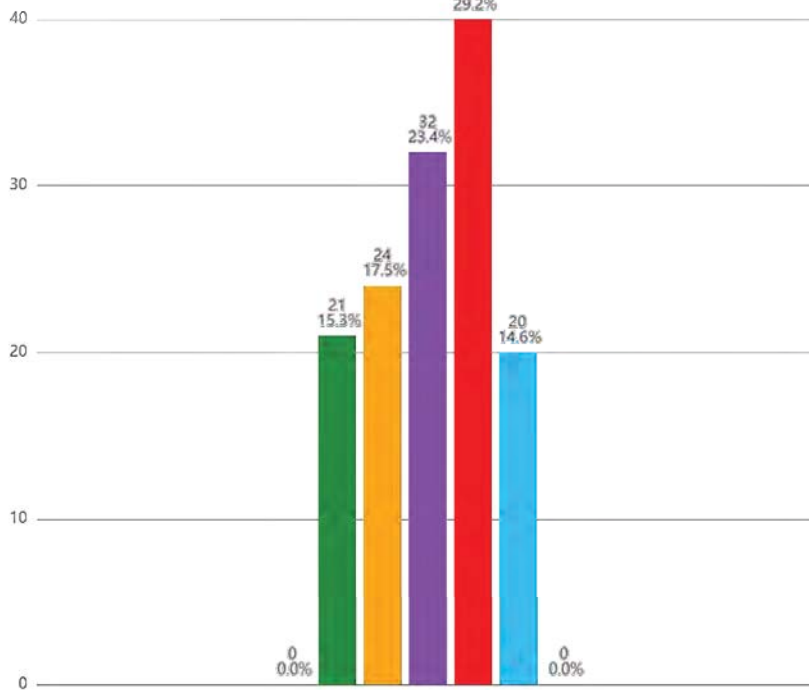
### Method Of Complaint of Reports Total:137 | 100.0%



#### List of Method Of Complaints

- ACTION REQUEST | 17 | 12.4%
- DISPATCH | 2 | 1.5%
- E-MAIL | 17 | 12.4%
- NO METHOD OF COMPLAINT | 1 | 0.7%
- OFFICER OBSERVED | 51 | 37.2%
- OTHER ENFORCEMENT AGENCY | 1 | 0.7%
- PHONE | 44 | 32.1%
- STAFF | 4 | 2.9%

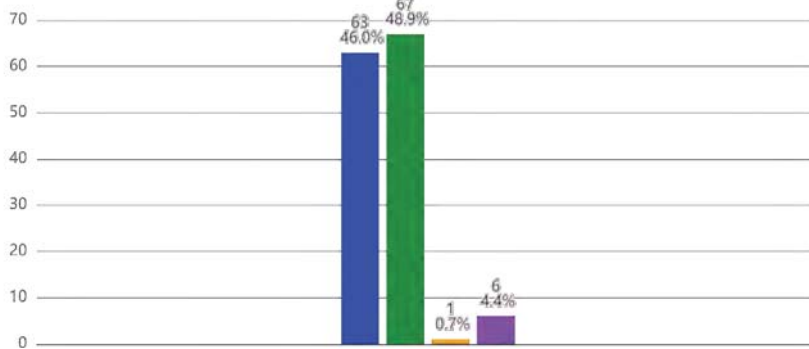
Day of the week of Reports Total:137 | 100.0%



List of Day of the week

- SUNDAY | 0 | 0.0%
- MONDAY | 21 | 15.3%
- TUESDAY | 24 | 17.5%
- WEDNESDAY | 32 | 23.4%
- THURSDAY | 40 | 29.2%
- FRIDAY | 20 | 14.6%
- SATURDAY | 0 | 0.0%

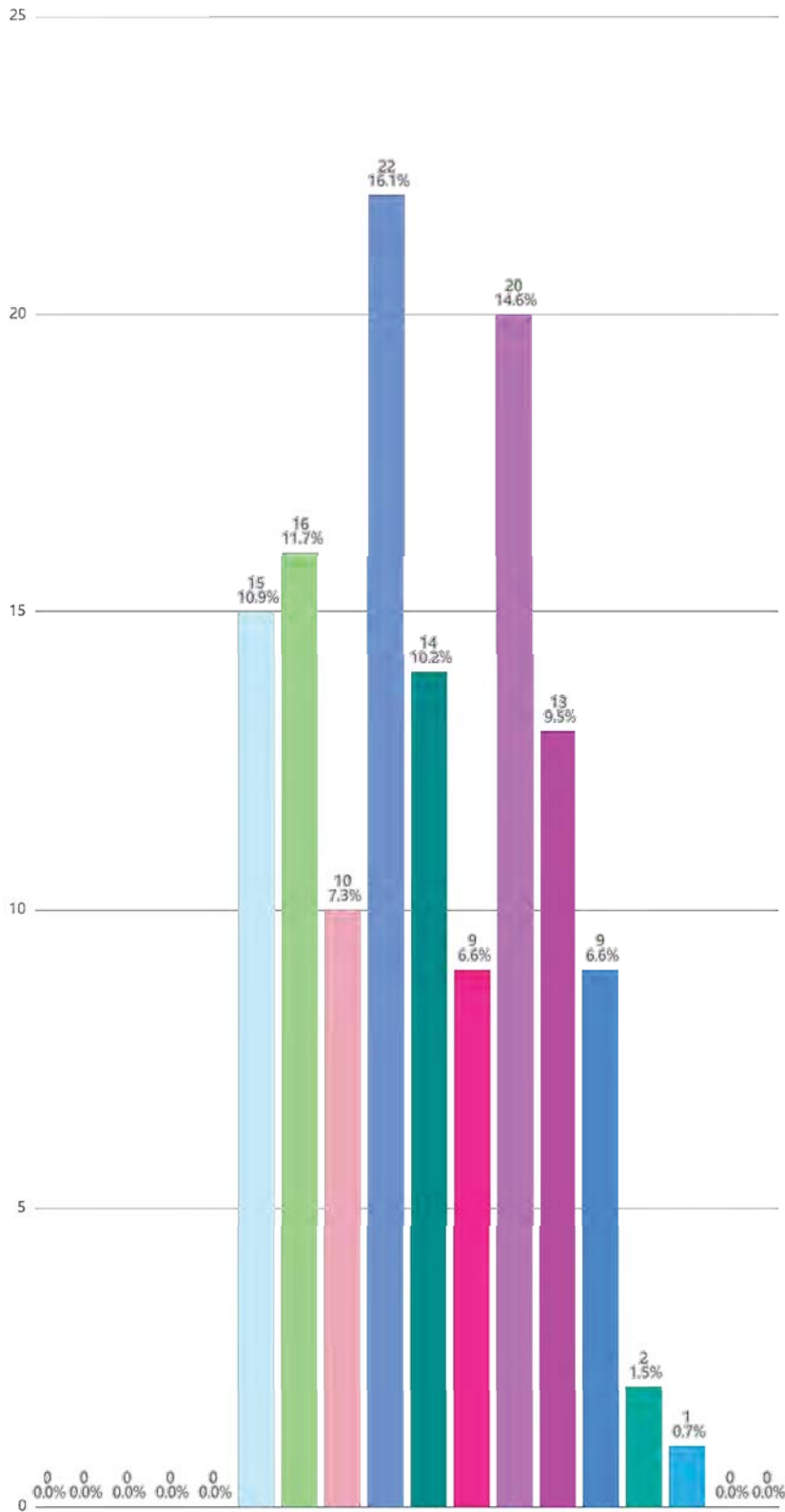
Hours of the day of Reports Total:137 | 100.0%



List of Hours of the day

- 6am - 12pm | 63 | 46.0%
- 12pm - 6pm | 67 | 48.9%
- 6pm - 12am | 1 | 0.7%
- 12am - 6am | 6 | 4.4%

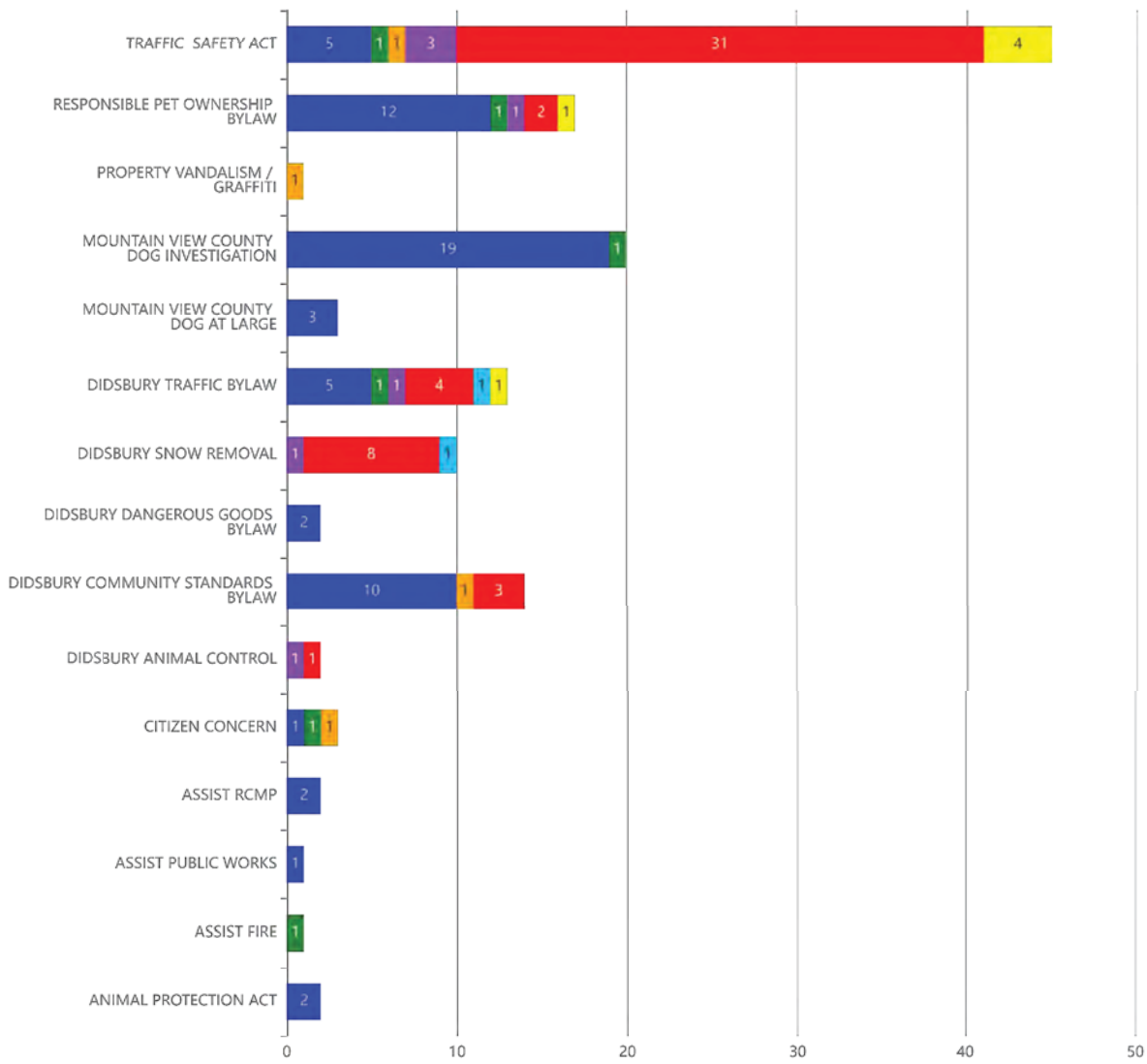
## 24 Hour of the day of Reports Total:137 | 100.0%



### List of 24 Hour of the day

|       |    |       |
|-------|----|-------|
| 0-1   | 6  | 4.4%  |
| 1-2   | 0  | 0.0%  |
| 2-3   | 0  | 0.0%  |
| 3-4   | 0  | 0.0%  |
| 4-5   | 0  | 0.0%  |
| 5-6   | 0  | 0.0%  |
| 6-7   | 0  | 0.0%  |
| 7-8   | 0  | 0.0%  |
| 8-9   | 15 | 10.9% |
| 9-10  | 16 | 11.7% |
| 10-11 | 10 | 7.3%  |
| 11-12 | 22 | 16.1% |
| 12-13 | 14 | 10.2% |
| 13-14 | 9  | 6.6%  |
| 14-15 | 20 | 14.6% |
| 15-16 | 13 | 9.5%  |
| 16-17 | 9  | 6.6%  |
| 17-18 | 2  | 1.5%  |
| 18-19 | 1  | 0.7%  |
| 19-20 | 0  | 0.0%  |
| 20-21 | 0  | 0.0%  |
| 21-22 | 0  | 0.0%  |
| 22-23 | 0  | 0.0%  |
| 23-24 | 0  | 0.0%  |

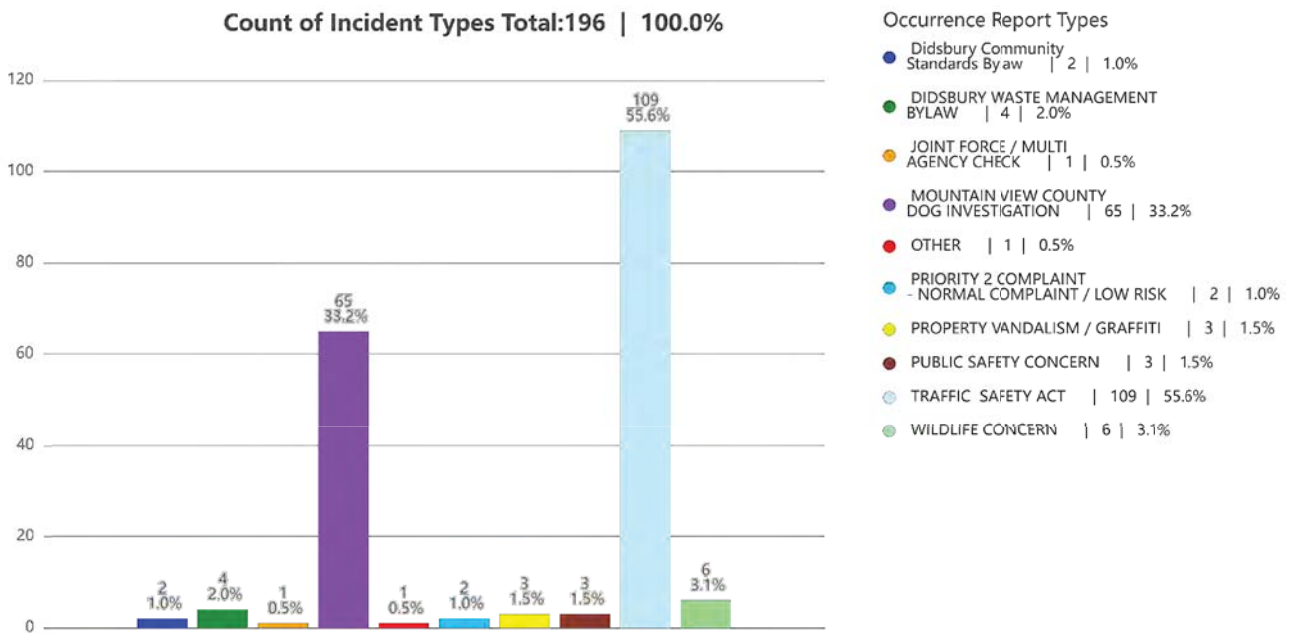
Count of Incident Types Total:136 | 100.0%



List of Incident Disposition

- NO DISPOSITION
- INFORMATION PURPOSES ONLY
- UNFOUNDED
- FURTHER INVESTIGATION NEEDED
- SUBJECT COUNSELLED/WARNED
- REFERRED TO OTHER AGENCY/DEPARTMENT
- SUBJECT CHARGED





1.45% # of Reports: 2 Occurrence Report Didsbury Community Standards Bylaw.

2.90% # of Reports: 4 Occurrence Report DIDSBURY WASTE MANAGEMENT BYLAW.

0.72% # of Reports: 1 Occurrence Report JOINT FORCE / MULTI AGENCY CHECK.

47.10% # of Reports: 65 Occurrence Report MOUNTAIN VIEW COUNTY DOG INVESTIGATION.

0.72% # of Reports: 1 Occurrence Report OTHER.

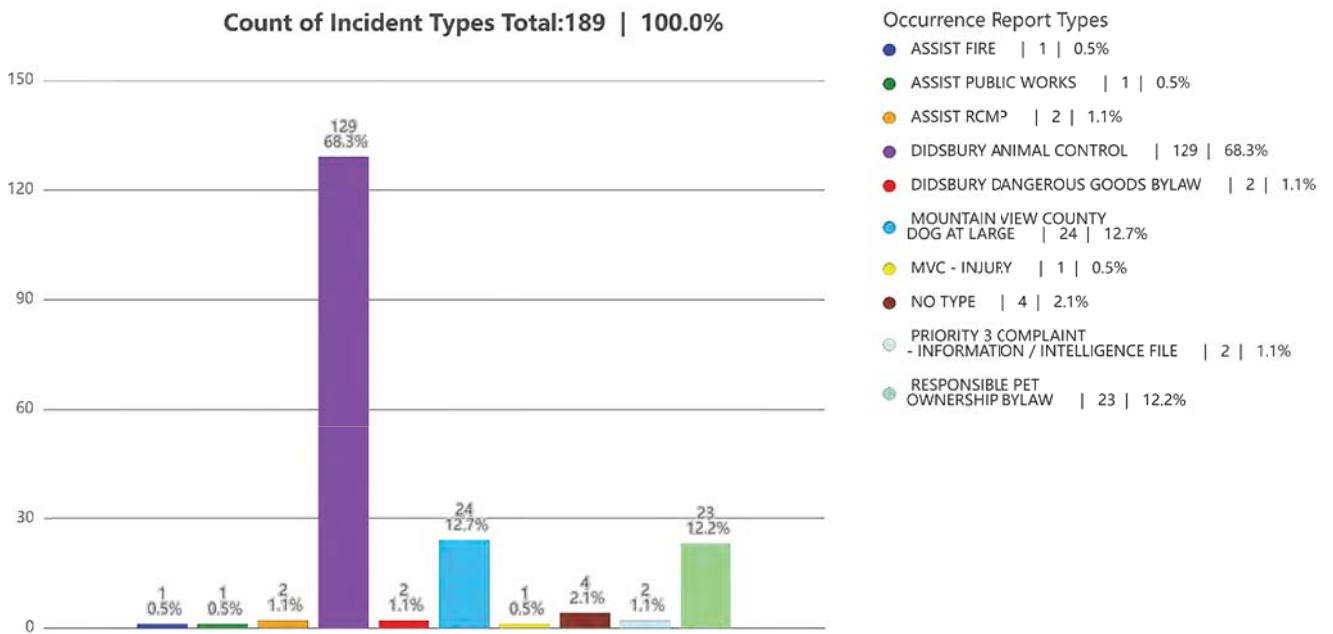
1.45% # of Reports: 2 Occurrence Report PRIORITY 2 COMPLAINT - NORMAL COMPLAINT / LOW RISK.

2.17% # of Reports: 3 Occurrence Report PROPERTY VANDALISM / GRAFFITI.

2.17% # of Reports: 3 Occurrence Report PUBLIC SAFETY CONCERN.

78.99% # of Reports: 109 Occurrence Report TRAFFIC SAFETY ACT.

4.35% # of Reports: 6 Occurrence Report WILDLIFE CONCERN.



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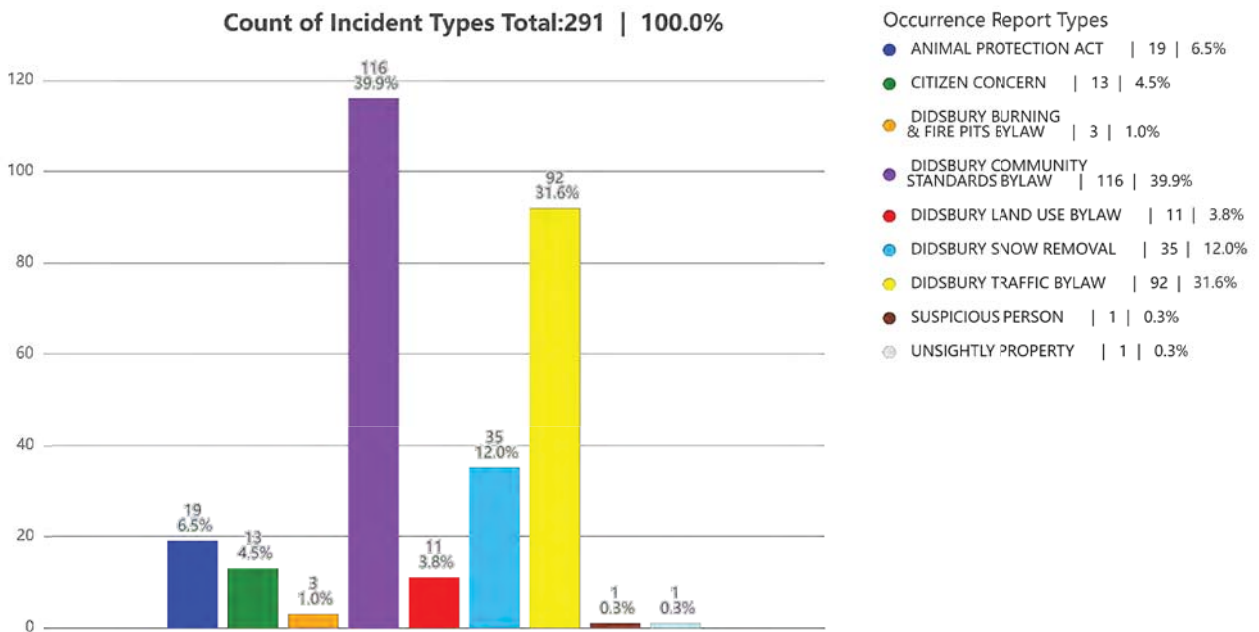
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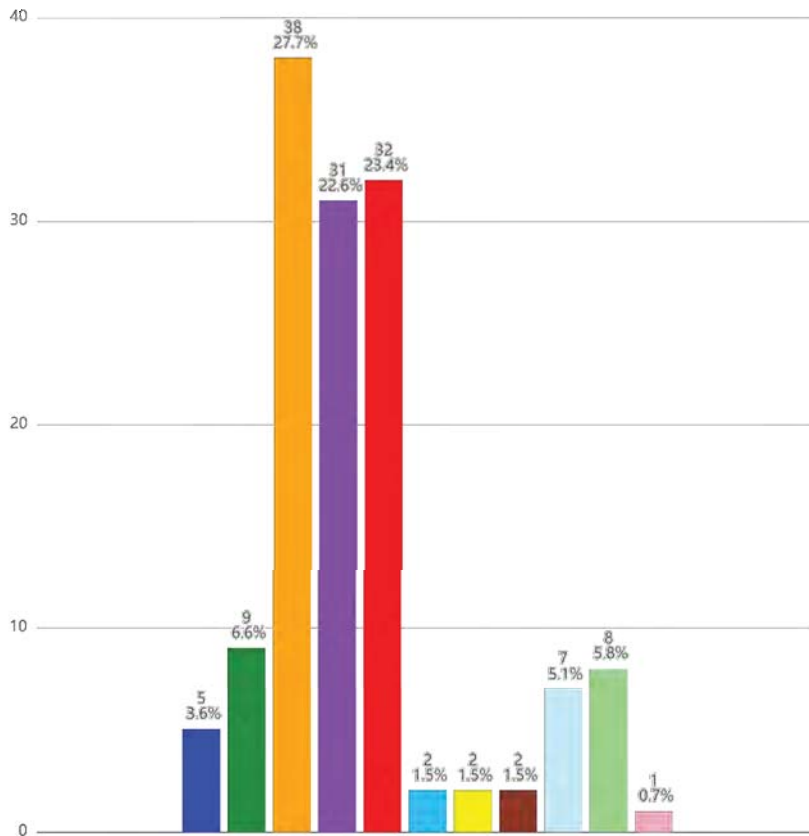
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Grand Total: 100.00% Total # of Incident Types Reported:138

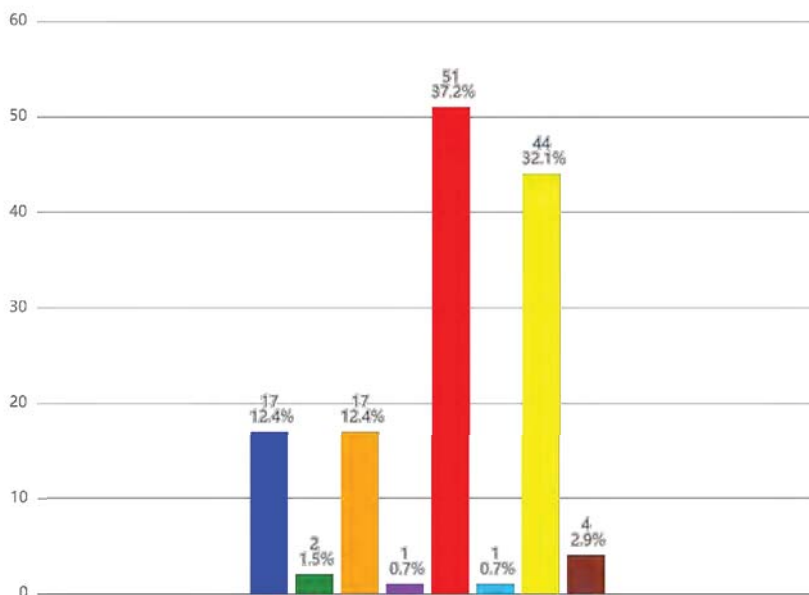
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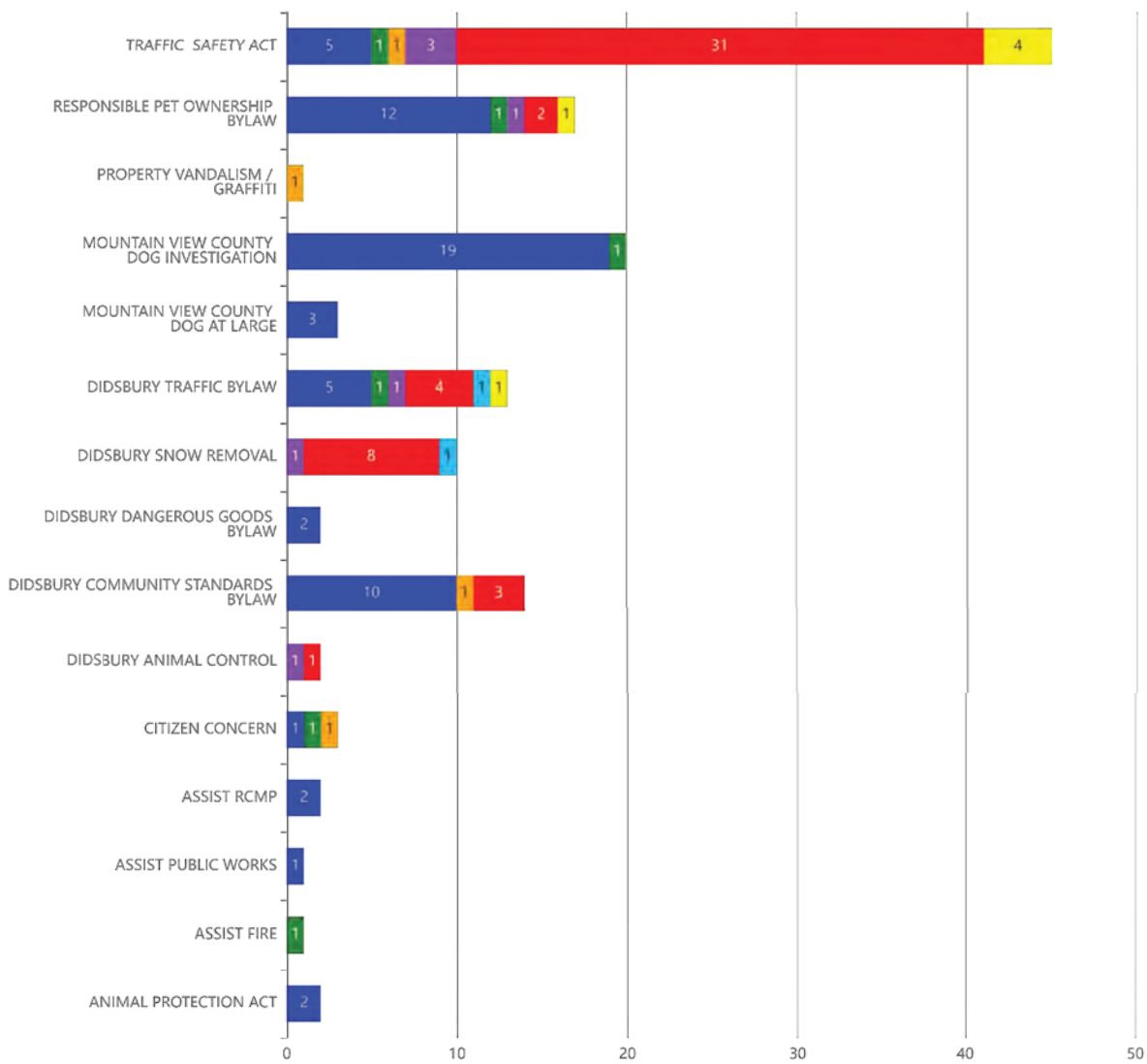
### Method Of Complaint of Reports Total:137 | 100.0%



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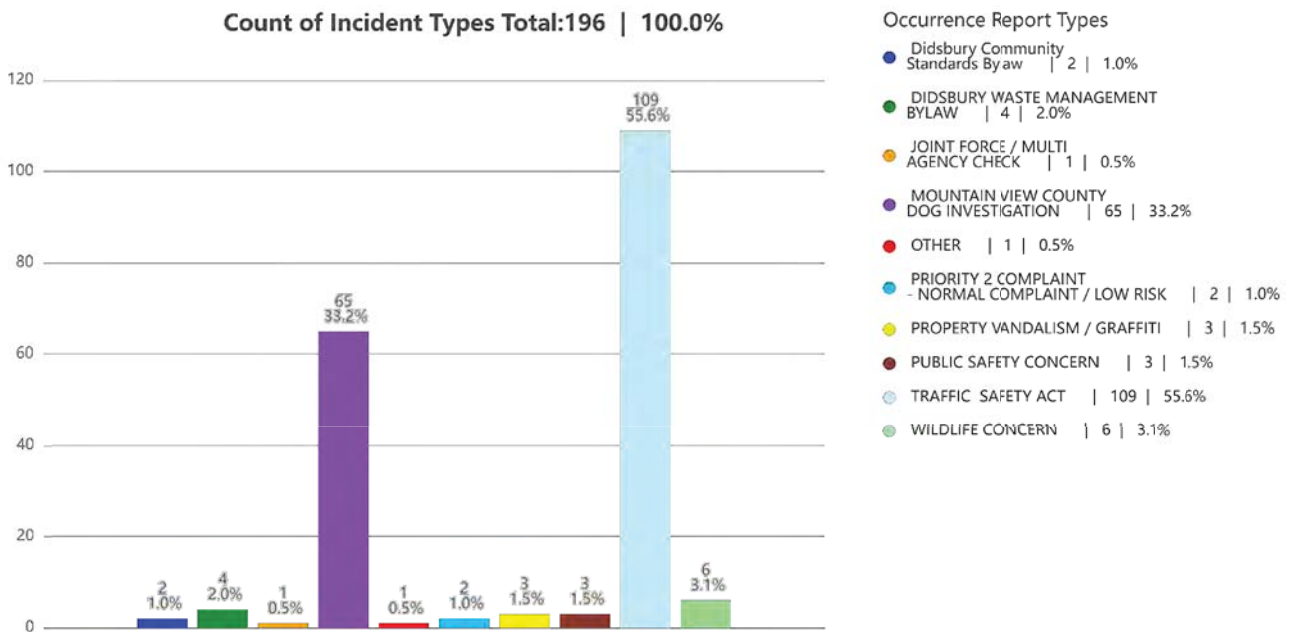
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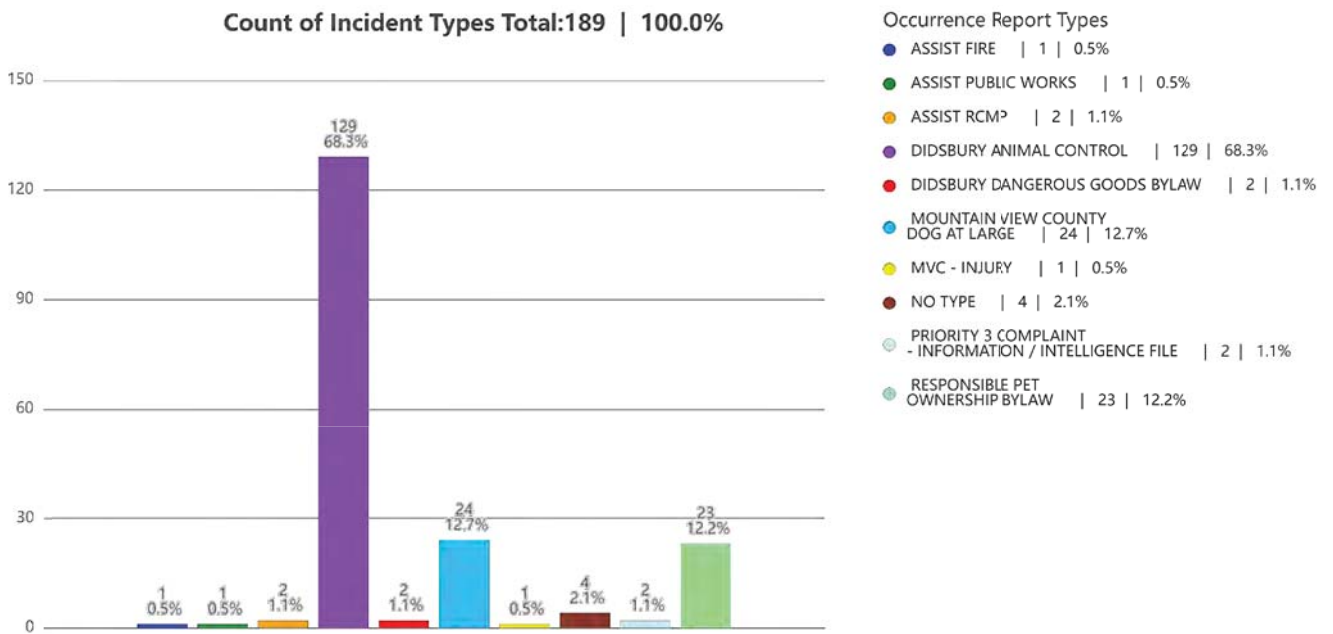
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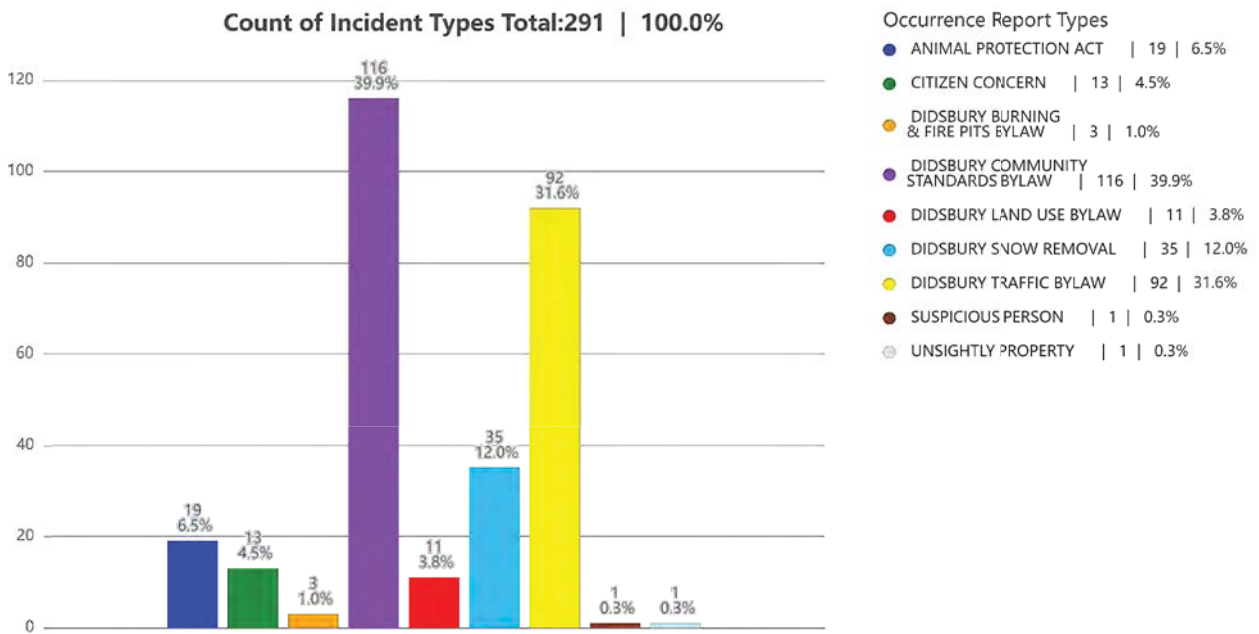
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Grand Total: 100.00% Total # of Incident Types Reported:138



April 4, 2023

Finance Department  
Highlights of the work performed in Q1 of 2023  
– Submitted by Deb Welsh

**Q1 Stats**

| <b>January – February – March</b> | <b>2023</b> | <b>2022</b> |
|-----------------------------------|-------------|-------------|
| Customer Service walk in traffic  | 687         | 723         |
| Cemetery Burials                  | 3           | 2           |
| Tax Certificates Prepared         | 86          | 102         |
| UT Move-in Move-out               | 26          | 37          |

|                        | <b>March 31, 2023</b> | <b>March 31, 2022</b> |
|------------------------|-----------------------|-----------------------|
| Active UT Accounts     | 2302                  | 2,279                 |
| Utility Auto-Pay       | 570                   | 540                   |
| UT Bills Emailed       | 1155                  | 912                   |
| Total Taxable Parcels  | 2495                  | 2430                  |
| Tax – Payments by TIPP | 1189                  | 1165                  |
| Tax Rolls in Arrears   | 168                   | 119                   |
| Taxes Receivable       |                       |                       |
| Current                | (839,456.64)          | (820,904.91)          |
| 1 Year                 | 328,751.27            | 263,920.99            |
| 2 Year                 | 79,346.53             | 34,392.02             |
| 3 Year                 | 4764.19               | 5152.65               |
| Over 3                 | 419.36                | 165.55                |
|                        | (426,175.29)          | (517,273.70)          |
| E. Gov Users           | 452                   | 362                   |

## Action Requests Report

1st Quarter 2023 - January to March 31, 2023

# of  
Requests

### Administration

### Municipal Enforcement

#### 1 Animals

Neighbours dog has broken back fence and damaged eavestrough

#### 9 Sidewalks

Sidewalks are not being shoveled

#### 7 Vehicles

Vehicle parked in front of business for 3 days

Neighbour has parked outside of residents home all winter

Neighbours have had guests vehicles parked out front for many days

Vehicle parked in front of property affecting accessibility for garbage pick up

Vehicle parked on street for 2-3 days and has not moved

Neighbour has 2 trucks that have not moved all winter and are causing drainage issues

Vehicles parking on road by ball diamonds instead of in parking lot

#### 5 Property

Resident inquiring who cut down trees behind their property

Lots of garbage on neighbours yard

Neighbours are shovelling snow onto their property

Lot needs to be cleaned up

Neighbour burning furniture in backyard

#### 2 Streets

Clarification for parking in Princess Petra

Teenagers speeding past house

#### 1 Other

Possible rental scam

### Public Works

#### 81 Streets

Town office parking lot needs sand

17th Street needs snow removed

Sidewalk flooding from snow piled along curb

Roads are bumpy due to ice build up

Who is responsible for clearing alley entrances

Southridge needs sand

#### 2 Memorial Park parking lot needs sand

Sand needed at the curling club

19th Ave & 23rd Street needs sanding

Bluebird Drive and Deer Coulee need sanding

24th Ave is melting and causing ice to form

Roads are icy and dangerous

7th Ave and 22nd Street needs sand

Snow is being plowed onto private property

- Culdesac on 25th Street has a large dip due to ice build up
- Streets need to be graded
- Sand outside business
- Westheights Bay needs snow removal
- Street sweeping downtown
- 24th Ave and 23rd Street needs sand
- Sand 16th Ave
- Fill pot holes on 23rd Street North
- Sand 23rd Ave
- Sand bus lane at Ross Ford School
- Sand Valarosa Point
- Sand Silverstone Place and 15th Ave
- Plow Killdeer Close
- Plow Downtown
- Request for signage to show transition from 14th Street to Poplar Ridge Close
- Sand intersection by Credit Union
- Plowed snow is making it hard to access driveways
- No signage to indicate snow removal
- Windrows obstructing intersections
- Plow Walter Place
- Skidsteer driver did not move for pedestrian to cross
- Request for timeline of street clean-up
- Snow has not been removed. Concerned about flooding
- Plow Westpoint Drive
- 2 Grade road to golf course
- Streets are not draining
- Water is pooling on golf course road
- Water is pooling on roads in Valarosa
- 16th Street is flooding; water cannot drain
- Water cannot drain in Westhill Place
- Railroad crossing going North of town has a large pothole
- 5 Plow Southridge
- 4 Park Place is not draining
- 2 15A Street needs to be cleared
- Ice build-up is preventing resident from accessing their wheel chair accessible van
- Ice ruts are bad at the entrance to Meadowview Court
- 2 Plow Silverstone Place
- 3 Plow 24 Street
- 2 Plow 17th Ave
- 3 Plow Westheights Crescent
- Plow Valarosa Point
- 3 Plow Julia Place
- Large pothole on 16th Ave and 20th Street
- Plow 21st Ave and 14th Street
- Cannot access driveway due to ice
- Grader took out a chunk of asphalt when clearing 22 Ave
- Alley behind 17th Ave needs to be cleared
- Plow Westpoint Bay
- Plow the old high school parking lot

- 2 Storm drains are frozen in Westheights Bay
- 4 Drains in Princess Petra are iced over
- 3 Storm drains need to be cleared for drainage
- Water meter needs reprogramming
- 2 Water pressure is low and inconsistent
- 2 Storm drains need to be cleared on 15th Ave and 20th Street
- Tenants reporting low water pressure
- Leak in alley of Elks Hall
- Water line break causing ice and possible flooding
- Water pooling in front of home after water line repair
- Water hydrant hit by contractor
- Report of low water pressure

### 13 Sidewalks

- Sidewalk is flooding from the melting snow along the curb
- Sidewalk is cracked on Westhill Drive
- 4 Bobcat pushed snow back onto already shovelled sidewalk
- Ice on sidewalk is melting and cannot drain
- Town sidewalks need to be cleared between Mary Place and Walter Place
- Sidewalk outside of resident's home has a drainage issue
- Hole in sidewalk needs to be filled where power pole was removed
- 2 Flooding sidewalks
- Deteriorating sidewalk needs replacing

### 4 Solid Waste

- Empty garbage bins on Main Street

### 7 Other

- Mold problem in rental. Will the town come and test?
- Can there be a designated drop-off zone at the Town Office
- Remove snow from 5-0 Parking lot
- Tree stumps are a hazard on 22nd Ave
- Request for 6-12 sandbags to prevent flooding
- Vehicle stuck in ice due to lack of drainage on street
- Resident unhappy with response regarding stuck vehicle

### 6 Parks

- Dog park needs sand
- Trees with lights along 20th Street are never turned on
- 2 Garbage bins in Memorial Park are full
- Garbage bins down town need to be emptied
- Request for outdoor basketball court to be cleared

### 1 Arena

- Would like to see wheel chair accessibility on North side of Arena

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**157 Total**

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| January 10, 2023 Regular Council Meeting |           |  |                        |               |
|--|-----------|--|------------------------|---------------|
| Res. #                                   | Date      | Motion   | Department Assigned To | Status        |
| 001-23                                   | 1/10/2022 | MOVED by Councillor Moore to adopt the January 10, 2023 Regular Council Meeting Agenda as amended.   |                        |               |
| 002-23                                   | 1/10/2022 | MOVED by Councillor Williams that Council thank the Didsbury Lions Club for their presentation and accept it as information.   |                        |               |
| 003-23                                   | 1/10/2022 | MOVED by Deputy Mayor Engel to adopt the December 13, 2022 Regular Council Meeting Minutes as amended.   |                        |               |
| 004-23                                   | 1/10/2022 | MOVED by Councillor Moore to accept the Council Reports for January 10, 2023 as information.   |                        |               |
| 005-23                                   | 1/10/2022 | MOVED by Deputy Mayor Engel to accept the CAO Report for January 10, 2023 as information.  |                        |               |
| 006-23                                   | 1/10/2022 | MOVED by Councillor Williams that information be brought back showing scenarios to a decrease in COLA of 2%, 1.5% and 1% not including Council.  | Corporate Services     | Completed     |
| 007-23                                   | 1/10/2022 | MOVED by Councillor Williams that information be brought back showing the scenario of a decrease to Council Professional Development from \$39,000 to \$35,000.  | Corporate Services     | Completed     |
| 008-23                                   | 1/10/2022 | MOVED by Councillor Windsor to bring back updated information for the salaries and benefits charts that were presented at the December 3, 2022 Budget meeting with the changes previously approved.  | Corporate Services     | Completed     |
| 009-23                                   | 1/10/2022 | MOVED by Councillor Windsor that information be brought back on whether the \$300,000 for 20th Street Mill and Overlay Project can be funded using grant funding.  | Corporate Services     | Completed     |
| 010-23                                   | 1/10/2022 | MOVED by Councillor McCoy to provide Council members, if requested, with the budget spreadsheets in their original excel format.   | Corporate Services     | Recinded Jan. |
| 011-23                                   | 1/10/2022 | MOVED by Councillor Moore to adopt the 2023 Capital Budget, excluding the 20th Street Mill Work and Overlay project for \$300,000 which is funded from Operations, the 2023 Capital Budget now totaling \$450,000; \$417,500 from Reserves and \$32,500 from Grants, as presented. | Corporate Services     | Completed     |
| 012-23                                   | 1/10/2022 | MOVED by Councillor Moore that Council grant third and final reading to Utility Charges Bylaw 2022-19 as amended, and that administration has discretion to waive the \$2.00 printed utility bill charge for special circumstances.  | Legislative Services   | Completed     |
| 013-23                                   | 1/10/2022 | MOVED by Councillor Moore that Council grant first reading to Planning and Business License Rates and Fees Bylaw 2023-01, and refer it to the Policy and Governance Committee for review and recommendation.   |                        | Completed     |
| 014-23                                   | 1/10/2022 | MOVED by Councillor Windsor to go into Closed Meeting at 7:43 p.m.<br><b>Motion Defeated</b>   |                        |               |

|        |           |  |                        |           |
|--------|-----------|--|------------------------|-----------|
| 015-23 | 1/10/2022 | MOVED by Deputy Mayor Engel that Council grant first reading of Bylaw 2023-02 Amending the Land Use Bylaw 1000, 1100 & 1200 Shantz Drive.  | Planning & Development | Completed |
| 016-23 | 1/10/2022 | MOVED by Deputy Mayor Engel that Council grant first reading of Bylaw 2023-03 Amending Shantz Village Area Structure Plan (ASP).   | Planning & Development | Completed |
| 017-23 | 1/10/2022 | MOVED by Deputy Mayor Engel that Council Set February 28, 2023 as the Public Hearing for Bylaw 2023-02 and Bylaw 2023-03.  | Legislative Services   | Completed |
| 018-23 | 1/10/2022 | MOVED by Councillor Williams that Council postpone the February 14, 2023 Council meeting to February 15, 2023.<br><b>Motion Defeated</b>   |                        |           |
| 019-23 | 1/10/2022 | MOVED by Councillor McCoy to allocate \$9,000 to help fund the operation of the Didsbury Lions Shuttle Bus for 2023, using funds from the 2023 Community Grant Program.  | Legislative Services   |           |
| 020-23 | 1/10/2022 | MOVED by Councillor McCoy that the Strategic Planning Committee in their review of the Community Grants Policy, focus specifically on ways to enhance it to prioritize funding to critical service providers that don't already receive funding from the Town, like the Didsbury Lions Shuttle Bus and explore opportunities to approach government agencies for funding opportunities for these services. | Legislative Services   |           |
| 021-23 | 1/10/2022 | MOVED by Councillor Williams to accept the Draft Strategic Plan and Strategic Plan Survey Results as information and refer it to the Council Visioning Committee (Committee of the Whole) on Monday, January 16, 2023 from 6 to 9 p.m.   | OCAO                   | Completed |
| 022-23 | 1/10/2022 | MOVED by Councillor Williams to approve posting the link to the livestreaming of Council Meetings on the Town of Didsbury website.   | Communications         | Completed |
| 023-23 | 1/10/2022 | MOVED by Deputy Mayor Engel to approve for Mayor Hunter, on behalf of Council, to provide a letter for the Didsbury and District Chamber of Commerce in support of their application for the Northern and Regional Economic Development (NRED) Program grant.  | Legislative Services   | Completed |
| 024-23 | 1/10/2022 | · Office of the Minister of Public Safety and Emergency Services – Re: Victim Services<br>· Mountain View County – Re: 2022-2023 Mountain View County Appointments<br>· CAEP Update<br>· Minister of Health Healthcare Improvement Update<br>MOVED by Councillor Williams to accept the correspondence items presented as information.   |                        |           |
| 025-23 | 1/10/2022 | MOVED by Councillor Williams that the Mayor and CAO meet with Staff Sgt Browne regarding Victim Services.  | OCAO                   | Completed |

|   |             |  |  |               |
|---|-------------|--|--|---------------|
| 026-23  | 1/10/2022   | MOVED by Councillor Baswick to go into Closed Meeting at 8:27 p.m. to discuss the following items:<br>13.1 Affordable Housing Proposal as per Section 16 of the FOIP Act<br>13.2 Library Project Update as per Sections 21, 24 and 25 of the FOIP Act<br>13.3 Legal Matter as per Section 27 of the FOIP Act<br>13.4 Personnel as per Section 17 of the FOIP Act<br>13.5 Intergovernmental Relations as per Section 21 of the FOIP Act |  |               |
| 027-23  | 1/10/2022   | MOVED by Deputy Mayor Engel to return to Open Meeting at 9:28 p.m.   |  |               |
| 028-23  | 1/10/2022   | MOVED by Councillor McCoy that the Mayor on behalf of Council send a letter of support as discussed.   |  | Completed     |
| 029-23  | 1/10/2022   | MOVED by Councillor McCoy that the Mayor and Deputy Mayor administer the annual CAO Review process.  |  |               |
| 030-23  | 1/10/2022   | MOVED by Councillor Moore to adjourn the January 10, 2023 Regular Council Meet at 9:32 p.m.  |  |               |
| <b>January 24, 2023 Regular Council Meeting</b> |             |  |  |               |
| <b>Res. #</b>                                   | <b>Date</b> | <b>Motion</b>  | <b>Department Assigned To</b>  | <b>Status</b> |
| 031-23  | 1/24/2022   | MOVED by Councillor McCoy to adopt the January 24, 2023 Regular Council Meeting Agenda as amended.   |  |               |
| 032-23  | 1/24/2022   | MOVED by Councillor Williams to adopt the December 13, 2022 Emergency Management Advisory Committee Meeting Minutes as presented.  |  |               |
| 033-23  | 1/24/2022   | MOVED by Councillor Baswick to adopt the January 10, 2023 Regular Council Meeting Minutes as amended.  |  |               |
| 034-23  | 1/24/2022   | MOVED by Deputy Mayor Engel to accept the Council Reports for January 24, 2023 as information.   |  |               |
| 035-23  | 1/24/2022   | MOVED by Councillor McCoy that Administration bring back the following information to Council:<br>• Current Water Loss<br>• Information on Alarm Calls for Fire Department<br>• Tax Arrears and Tax Receivables<br>• Mountain View Family Resource Network Contract  | Infrastructure & Engineering;<br>Corporate & Protective<br>Services; Community<br>Services | Completed     |
| 036-23  | 1/24/2022   | MOVED by Councillor Williams to accept the CAO Report for January 24, 2023 as information.   |  |               |
| 037-23  | 1/24/2022   | MOVED by Councillor Windsor to table discussion on the 2023 Operating Budget until 2022 Operating Budget surplus information is ready consideration.   | Corporate Services/OCAO  | Completed     |

|        |           |  |                        |           |
|--------|-----------|--|------------------------|-----------|
| 038-23 | 1/24/2022 | MOVED by Councillor Windsor to amend the 2023 Capital Budget to add the 20 Street Mill and Overlay Project for \$300,000, funded from Grants and that the Capital Budget be updated accordingly.   | Corporate Services     | Completed |
| 039-23 | 1/24/2022 | MOVED by Councillor McCoy that Administration bring a report back to Council on contracted services, and the 2021 Statistical Information Return, which is submitted to Alberta Municipal Affairs, at the next budget meeting.<br><b>Motion Defeated</b>   |                        |           |
| 040-23 | 1/24/2022 | MOVED by Councillor McCoy<br>That Administration bring a current Organizational Chart for Council's review.<br>Mayor Hunter Opposed<br>Deputy Mayor Engel For<br>Councillor Baswick Opposed<br>Councillor McCoy For<br>Councillor Moore Opposed<br>Councillor Windsor Opposed<br>Councillor Williams For |                        |           |
| 041-23 | 1/24/2022 | MOVED by Councillor Williams that Council grant second reading to Planning and Business Licence Rates and Fees Bylaw 2023-01 and refer it back to the Policy and Governance Committee.   | Legislative Services   | Completed |
| 042-23 | 1/24/2022 | MOVED by Councillor McCoy that Council grant first reading to Bylaw No. 2023-04 Amendment to the Land Use Bylaw.   | Planning & Development | Completed |
| 043-23 | 1/24/2022 | MOVED by Councillor McCoy to set the Public Hearing for Bylaw 2023-04 for February 28, 2023 Regular Council Meeting.   | Planning & Development | Completed |
| 044-23 | 1/24/2022 | MOVED by Councillor Windsor to accept the exploration of the discontinuation of the Blue Bin Program report as information.  |                        |           |
| 045-23 | 1/24/2022 | MOVED by Councillor Windsor Administration arrange for the waste collection contractor e360, to give a presentation on the Blue Bin Program.   |                        | Completed |
| 046-23 | 1/24/2022 | MOVED by Councillor Baswick to accept the RCMP Retroactive Pay Estimate Report as information.   |                        |           |
| 047-23 | 1/24/2022 | MOVED by Councillor Williams to send a letter inviting our Member of Parliament Earl Dreeshen to a future Council Meeting for a discussion on current issues affecting municipalities, one of which includes retroactive pay for RCMP.   | Legislative Services   | Completed |



|        |           |  |  |           |
|--------|-----------|--|--|-----------|
| 048-23 | 1/24/2022 | MOVED by Councillor Windsor that Council approve Mayor Hunter to send a letter on behalf of Council to Premier Danielle Smith regarding the provincial government's proposed transition to an Alberta Provincial Police Service.<br>Mayor Hunter For<br>Deputy Mayor Engel For<br>Councillor Baswick Opposed<br>Councillor McCoy Opposed<br>Councillor Moore For<br>Councillor Windsor For<br>Councillor Williams Opposed<br><b>Motion Carried</b> | Office of the Mayor                      | Completed |
| 049-23 | 1/24/2022 | MOVED by Councillor McCoy that Council transfer the outstanding Community Grant Program business from the Strategic Planning Committee to the Policy and Governance Committee, for review and recommendation.  | Completed                                |           |
| 050-23 | 1/24/2022 | MOVED by Councillor Baswick to approve DEDAC members Brody Fazakas and Meaghan Neis, Chair of the DEDAC Committee, to attend the 2023 Leaders' Summit & Conference.  | Completed                                |           |
| 051-23 | 1/24/2022 | MOVED by Deputy Mayor Engel to approve to provide a general letter of support from the Mayor for businesses, wanting to participate in the Temporary Foreign Worker Program (Federal) and the Rural Renewal Stream (Provincial), with requests to be reviewed and vetted by the Economic Development Officer.  | Economic Development Officer             | Completed |
| 052-23 | 1/24/2022 | MOVED by Councillor McCoy to rescind Res. 010-23: "MOVED by Councillor McCoy To provide Council members, if requested, with the budget spreadsheets in their original excel format."   | Corporate Services; Legislative Services | Completed |
| 053-23 | 1/24/2022 | RCMP - Re: Meeting at Alberta Municipalities Conference Fall 2022<br>MOVED by Councillor Williams to accept the correspondence as information.   |  |           |
| 054-23 | 1/24/2022 | MOVED by Councillor Windsor to go into Closed Meeting at 8:25 p.m. as per the following sections of the FOIP Act:<br>13.1 Film Promotion as per Section 25 of the FOIP Act<br>13.2 Strategic Planning as per Section 21, 24 and 25 of the FOIP Act<br>13.3 Council Interface as per Section 23 of the FOIP Act<br>13.4 Personnel as per Section 17 of the FOIP Act   |  |           |
| 055-23 | 1/24/2022 | MOVED by Councillor Moore to return to Open Meeting at 9:55 p.m.   |  |           |

|  |             |   |                               |               |
|--|-------------|---|-------------------------------|---------------|
| 056-23   | 1/24/2022   | MOVED by Councillor Williams to approve the temporary use of the old Firehall for film promotional use.   |                               |               |
| 057-23   | 1/24/2022   | MOVED by Councillor Williams that Administration engage with the Strategic Consultant as discussed.   | OCAO                          | Completed     |
| 058-23   | 1/24/2022   | MOVED by Councillor Williams that Administration bring back information on the Library as discussed.  | OCAO                          | Completed     |
| 059-23   | 1/24/2022   | MOVED by Councillor Williams to adjourn the January 24, 2023 Regular Council Meeting at 9:58 p.m.   |                               |               |
| <b>February 14, 2023 Regular Council Meeting</b> |             |   |                               |               |
| <b>Res. #</b>                                    | <b>Date</b> | <b>Motion</b>   | <b>Department Assigned To</b> | <b>Status</b> |
| 060-23   | 2/14/2023   | MOVED by Councillor Baswick to adopt the February 14, 2023 Regular Council Meeting Agenda as amended.   |                               |               |
| 061-23   | 2/14/2023   | MOVED by Councillor Moore to adopt the January 10, 2023 Regular Council Meeting Minutes as presented.   |                               |               |
| 062-23   | 2/14/2023   | MOVED by Deputy Mayor Engel to accept the Council Reports for February 14, 2023 as information.   |                               |               |
| 063-23   | 2/14/2023   | MOVED by Councillor Moore to accept the CAO Report for February 14, 2023 as information.  |                               |               |
| 064-23   | 2/14/2023   | MOVED by Deputy Mayor Engel to assign to the Performance Evaluation Committee to explore ways the Fire Department can address response to the high number of false alarms that would still meet industry standards and guidelines.  | PEC                           |               |
| 065-23   | 2/14/2023   | MOVED by Councillor Windsor that Council grant third and final reading of Bylaw 2023-01 Planning and Business Licence Rates and Fees.   | Legislative Services          | Completed     |
| 066-23   | 2/14/2023   | MOVED by Councillor Windsor that the Policy and Governance Committee be charged with exploring allocation of a portion of the business license fees received after the early incentive payment deadline that would benefit the business community and bring back a recommendation to Council. | PGC                           |               |
| 067-23   | 2/14/2023   | MOVED by Councillor Windsor that Council grant first reading to Bylaw 2023-05 Recreation Rates and refer it to the Strategic Planning Committee for review.   | SPC                           | Completed     |
| 068-23   | 2/14/2023   | MOVED by Councillor Moore that Council approve Mayor Rhonda Hunter or alternate and a guest attend the reception in Celebration of the Birthday of His Majesty the Emperor of Japan on Friday, February 17, 2023 in Calgary, Alberta.   | Office of the Mayor           | Completed     |

|        |           |   |                            |             |
|--------|-----------|---|----------------------------|-------------|
| 069-23 | 2/14/2023 | MOVED by Councillor Baswick that Council approve the termination of the lease agreement between the Town of Didsbury and the Didsbury Five-O Club for the West Facility located at 2500 15 Avenue effective March 1, 2023, and that Council approve Administration developing a new lease agreement with the Didsbury Five-O Club for the East Facility located at 1619 22 Avenue, for consideration by Council.                    | Community Services         | Completed   |
| 070-23 | 2/14/2023 | MOVED by Councillor Windsor that Administration research the history of the Five-O Club building located at 2500 15 Avenue, the cost of operating the facility, and the options available to the Town for the lease, sale or rental of the facility.  | Legislative Services       | In progress |
| 071-23 | 2/14/2023 | MOVED by Councillor McCoy that Council appoint Karen Griffin to the Didsbury Economic Development Advisory Committee.   | Legislative Services       | Completed   |
| 072-23 | 2/14/2023 | MOVED by Deputy Mayor Engel that Council approve to fund the RCMP HVAC project overage of \$583.33 from the RCMP Capital Reserve, with the revised cost of the project being approved at \$17,208.73.   | Corporate Services         | Completed   |
| 073-23 | 2/14/2023 | MOVED by Councillor Moore that Council approve a one-time \$50.00 rebate for backyard composters, to be offered by the Town of Didsbury, for composters purchased at local Didsbury businesses only. The program is to be funded by the Waste Collection Reserve.   | Corporate Services/Communi | Completed   |
| 074-23 | 2/14/2023 | MOVED by Councillor Moore that Council approve a summer fee discount be offered to those residents wanting additional green bins. For the compost collection season, residents may add additional green bins for a one-time change of service fee of \$15/change, and a monthly collection fee of \$3.15/additional bin.  | Corporate Services/Communi | Completed   |
| 075-23 | 2/14/2023 | · CAEP Regional Economic Growth Strategy MOVED by Councillor Windsor to accept the Correspondence item presented as information.  |                            |             |
| 076-23 | 2/14/2023 | MOVED by Councillor Moore to go into Closed Meeting at 8:01 p.m. as per the following sections of the FOIP Act:<br>12.1 Personnel as per Section 19 of the FOIP Act<br>12.2 Didsbury Golf Club as per Section 16 of the FOIP Act<br>12.3 Didsbury Library as per Sections 21, 24 and 25 of the FOIP Act<br>12.4 CAO-Council Dialogue as per Sections 24 of the FOIP Act<br>12.5 Council Interface as per Section 23 of the FOIP Act |                            |             |

|  |             |   |                                    |               |
|--|-------------|---|------------------------------------|---------------|
| 077-23   | 2/14/2023   | MOVED by Councillor Windsor to return to Open Meeting at 9:38 p.m.  |                                    |               |
| 078-23   | 2/14/2023   | MOVED by Councillor Moore to approve the sublease as discussed.   |                                    |               |
| 079-23   | 2/14/2023   | MOVED by Councillor Windsor to invite the Golf Club to at Council meeting to share updates, challenges and successes with Council.  | Legislative Services               | Completed     |
| 080-23   | 2/14/2023   | MOVED by Councillor Windsor for Mayor Hunter and the CAO to meeting with the Didsbury Library Chair and Manager as discussed.   |                                    |               |
| 081-23   | 2/14/2023   | MOVED by Councillor McCoy that Council engage in the Interface process as discussed.  |                                    |               |
| 082-23   | 2/14/2023   | MOVED by Councillor Moore to adjourn the February 14, 2023 Regular Council Meeting at 9:43 p.m.   |                                    |               |
| <b>February 28, 2023 Regular Council Meeting</b> |             |   |                                    |               |
| <b>Res. #</b>                                    | <b>Date</b> | <b>Motion</b>   | <b>Department Assigned To</b>      | <b>Status</b> |
| 083-23   | 2/28/2023   | MOVED by Councillor Windsor to accept the February 28, 2023 Regular Council Meeting Agenda as amended.  |                                    |               |
| 084-23   | 2/28/2023   | MOVED by Councillor Moore that Council thank the Zion Youth Group for their presentation of their proposal for the mural on the basketball court, and accept it as information. |                                    |               |
| 085-23   | 2/28/2023   | MOVED by Councillor Williams that Council move to adopt the February 14, 2023 Regular Council Meeting Minutes as presented.   |                                    |               |
| 086-23   | 2/28/2023   | MOVED by Councillor Baswick to adjourn the Public Hearing for Bylaw 2023-02 and 2023-03 at 6:35 p.m.  |                                    |               |
| 087-23   | 2/28/2023   | MOVED by Councillor Windsor to adjourn the Public Hearing for Bylaw 2023-04 and return to the Regular Council Meeting at 6:47 p.m.  |                                    |               |
| 088-23   | 2/28/2023   | MOVED by Deputy Mayor Engel that Council accept the Council Reports for February 28, 2023 as information.   |                                    |               |
| 089-23   | 2/28/2023   | MOVED by Councillor Baswick that Council accept the CAO Report for February 28, 2023 as information.  |                                    |               |
| 090-23   | 2/28/2023   | MOVED by Councillor Moore that Council grant second reading to Bylaw 2023-02 Amendment to Land Use Bylaw.   |                                    |               |
| 091-23   | 2/28/2023   | MOVED by Councillor Moore that Council grant third and final reading to Bylaw 2023-02 Amendment to Land Use Bylaw.  | Legislative/Planning & Development | Completed     |
| 092-23   | 2/28/2023   | MOVED by Councillor Windsor that Council grant second reading to Bylaw 2023-03 Amendment to Shantz ASP.   | Legislative/Planning & Development | completed     |
| 093-23   | 2/28/2023   | MOVED by Councillor Windsor that Council grant third and final reading to Bylaw 2023-03 Amendment to Shantz ASP.  | Legislative/Planning & Development | completed     |

|        |           |  |                                    |             |
|--------|-----------|--|------------------------------------|-------------|
| 094-23 | 2/28/2023 | MOVED by Councillor Windsor that Council grant second reading to Bylaw 2023-04 Amendment to the Land Use Bylaw.  | Legislative/Planning & Development | Completed   |
| 095-23 | 2/28/2023 | MOVED by Councillor Windsor that Council grant third and final reading to Bylaw 2023-04 Amendment to the Land Use Bylaw.   | Legislative/Planning & Development | Completed   |
| 096-23 | 2/28/2023 | MOVED by Councillor McCoy that Council approve the mural design to be painted on the basketball court.   | Community Services                 | In progress |
| 097-23 | 2/28/2023 | MOVED by Councillor McCoy that Council approve the 2023 Family and Community Support Services Community Grant funding as presented, valued at \$64,000.  | Community Services                 | Completed   |
| 098-23 | 2/28/2023 | MOVED by Councillor Windsor to approve the updated Didsbury Family & Community Support Services logo as presented.   | Community Services                 | Completed   |
| 099-23 | 2/28/2023 | MOVED by Councillor McCoy to refer the utility year-end allocation to the Strategic Planning Committee for review and recommendation.  | SPC                                | Completed   |
| 100-23 | 2/28/2023 | MOVED by Councillor Windsor to refer 2022 Year-End Reserve Allocation to the Strategic Planning Committee for review and recommendation.   | SPC                                | Completed   |
| 101-23 | 2/28/2023 | Moved by Deputy Mayor Engel for Administration to bring back more information on the unrestricted surplus policy development.  | Corporate Services                 | Completed   |
| 102-23 | 2/28/2023 | Moved by Councillor Moore to authorize Administration to transfer funds from saving accounts to checking accounts as required to save from using the operating line of credit.   | Corporate Services                 | Completed   |
| 103-23 | 2/28/2023 | MOVED by Councillor Williams to set March 23, 2023 at 5:00 p.m. for the 2023 Operating Budget Meeting discussion.  | Corporate Services/Community       | Completed   |
| 104-24 | 2/28/2023 | MOVED by Councillor McCoy for Administration to continue administering the use of the facility within the community on a temporary basis until Council is able to determine the future of the facility.  | Community Services                 |             |
| 105-23 | 2/28/2023 | · Town of Fox Creek - Ambulance Service<br>MOVED by Councillor Williams to accept the correspondence presented as information.   |                                    |             |
| 106-23 | 2/28/2023 | MOVED by Councillor Windsor to go into Closed Meeting at 7:39 p.m. for the following items:<br>11.1 Library Project as per s. 24 of the FOIP Act<br>11.2 Development Access as per s. 16, 23 and 25 of the FOIP Act<br>11.3 Personnel as per s. 17 of the FOIP Act<br>11.4 Code of Conduct as per s. 17 and 23 of the FOIP Act<br>11.5 Code of Conduct as per s. 17 and 23 of the FOIP Act<br>11.6 Code of Conduct as per s. 17 and 23 of the FOIP Act |                                    |             |

|   |             |  |                               |               |
|---|-------------|--|-------------------------------|---------------|
| 107-23  | 2/28/2023   | MOVED by Councillor Williams to return to Open Meeting at 9:19 p.m.  |                               |               |
| 108-23  | 2/28/2023   | MOVED by Councillor Moore to approve the grant application as discussed.   |                               |               |
| 109-23  | 2/28/2023   | MOVED by Councillor Moore to approve the land acquisition as discussed.  |                               |               |
| 110-23  | 2/28/2023   | MOVED by Councillor Moore that the Mayor and Deputy Mayor meet as discussed.   |                               |               |
| 111-23  | 2/28/2023   | MOVED by Councillor Williams that Council administer the Code of Conduct reviews as discussed and bring back recommendations   |                               |               |
| 112-23  | 2/28/2023   | MOVED by Councillor Williams to adjourn the February 28, 2023 Regular Council Meeting at 9:26 p.m.   |                               |               |
| <b>March 14, 2023 Regular Council Meeting</b> |             |  |                               |               |
| <b>Res. #</b>                                 | <b>Date</b> | <b>Motion</b>  | <b>Department Assigned To</b> | <b>Status</b> |
| 113-23  | 3/14/2023   | MOVED by Deputy Mayor Engel to accept the March 14, 2023 Regular Council Meeting Agenda as amended.  |                               |               |
| 114-23  | 3/14/2023   | MOVED by Councillor Moore that Council thank Earl Dreeschen, MP for Red Deer-Mountain View for attending the Council meeting, and accept his update as information.  |                               |               |
| 115-23  | 3/14/2023   | MOVED by Councillor Williams to adopt the February 28, 2023 Regular Council Meeting Minutes as presented.  |                               |               |
| 116-23  | 3/14/2023   | MOVED by Councillor Williams to accept the Council Reports for March 14, 2023 as information.  |                               |               |
| 117-23  | 3/14/2023   | MOVED by Councillor Moore to accept the CAO Report for March 14, 2023 as information.  |                               |               |
| 118-23  | 3/14/2023   | MOVED by Councillor Windsor to refer the recovery rate for recreation in the Memorial Complex facilities to the Performance Evaluation Committee for review and recommendation to Council.   | Community Services            |               |
| 119-23  | 3/14/2023   | MOVED by Councillor Windsor that Administration bring back an update on the East Reservoir Project and Land Acquisition.   | Engineering & Infrastructure  |               |
| 120-23  | 3/14/2023   | MOVED by Councillor Williams to approve the 2023 Capital Budget Amendment to add the Didsbury Neighborhood Place Ramp and Entrance Improvement Project for a total of \$26,924, with \$22,437 to be funded through the Enabling Accessibility Fund grant, and \$4,487 to be funded from Operations; and that the 2023 Capital Budget and Multi Year Capital Plan be updated accordingly. | Corporate Services            | Completed     |
| 121-23  | 3/14/2023   | MOVED by Deputy Mayor Engel to approve the 2023 Capital Budget Amendment to add the Leak Detector Equipment purchase for a total of \$6,450, to be funded from Operations; and that the 2023 Capital Budget and Multi Year Capital Plan be updated accordingly.  | Corporate Services            | Completed     |

|        |           |   |                              |             |
|--------|-----------|---|------------------------------|-------------|
| 122-23 | 3/14/2023 | MOVED by Councillor Williams that Council grant second reading to Bylaw 2023-05 Recreation Rates as amended   |                              |             |
| 123-23 | 3/14/2023 | MOVED by Councillor Williams that Council grant third and final reading to Bylaw 2023-05 Recreation Rates as amended  | Legislative Services         | Completed   |
| 124-23 | 3/14/2023 | MOVED by Councillor McCoy that Council grant first reading to Corporate Services Rates and Fees Bylaw 2023-06.  |                              |             |
| 125-23 | 3/14/2023 | MOVED by Councillor McCoy that Council grant second reading to Corporate Services Rates and Fees Bylaw 2023-06.   |                              |             |
| 126-23 | 3/14/2023 | MOVED by Councillor McCoy that Council give unanimous consent to proceed to a third reading to Corporate Services Rates and Fees Bylaw 2023-06.   |                              |             |
| 127-23 | 3/14/2023 | MOVED by Councillor McCoy that Council grant third and final reading to Corporate Services Rates and Fees Bylaw 2023-06.  | Legislative Services         | Completed   |
| 128-23 | 3/14/2023 | MOVED by Councillor McCoy to refer the development of an Unrestricted Surplus Policy to the Strategic Planning Committee for consideration.   | SPC                          |             |
| 129-23 | 3/14/2023 | MOVED by Councillor McCoy to transfer \$52,486 from the Wastewater department to the Water department to reduce the wastewater 2022 surplus to \$0, and to fund the remaining water department 2022 deficit of \$33,863 from the Water Reserve Fund.  | Corporate Services           | Completed   |
| 130-23 | 3/14/2023 | MOVED by Councillor McCoy that Administration track the unmetered water usage by the Fire Department, including hydrant flushing, and return a report ahead of the 2024 budgeting process.  | Engineering & Infrastructure | In progress |
| 131-23 | 3/14/2023 | MOVED by Councillor Moore to allocate the 2022 year end surplus totaling \$197,954 (not cash funded) as follows:<br>· \$75,119 to the Tax Stabilization Reserve;<br>· \$54,820 to the Economic Development Reserve;<br>· \$29,995 to the Council Community Grant Program Reserve;<br>· \$13,558 to the Firehall R&M Reserve;<br>· \$12,475 to the Professional Development Reserve;<br>· \$7,782 to the Vehicle & Equipment Replacement Reserve;<br>· \$4,205 to the General Reserve. | Corporate Services           | Completed   |
| 132-23 | 3/14/2023 | MOVED by Councillor Williams to refer the development of a Professional Development Reserve Fund policy to the Policy and Governance Committee for review and recommendation.   | PGC                          |             |
| 133-23 | 3/14/2023 | MOVED by Councillor Williams to refer the development of a Tax Stabilization Reserve policy to the Policy and Governance Committee for review and recommendation.   | PGC                          |             |

|  |             |  |  |                         |
|--|-------------|--|--|-------------------------|
| 134-23   | 3/14/2023   | MOVED by Councillor Moore that Administration bring back information to the March 23 budget meeting on qualification criteria for uses of the MSI operating grant.   | Corporate Services                           | Completed               |
| 135-23   | 3/14/2023   | MOVED by Councillor Baswick to approve the implementation of Council Engagement sessions on the second and fourth Tuesdays, before regularly scheduled Council meetings, and that these sessions be hosted from 5:15 to 5:45 p.m. in Council Chambers, and that the sessions begin on Tuesday, April 11, 2023.         | Legislative Services and Community Relations | Completed & in progress |
| 136-23   | 3/14/2023   | MOVED by Councillor Baswick that the proposed Council Engagement be sent to the Policy and Governance Committee for review and consideration in their work on the procedural bylaw revision.   | PGC  |                         |
| 137-23   | 3/14/2023   | MOVED by Councillor Williams to provide \$500 in sponsorship to the Chamber of Commerce for their Women in Agri-Business Conference to be funded from the Community Grant Fund.  | Legislative Services                         | completed               |
| 138-23   | 3/14/2023   | MOVED by Councillor Windsor to refer the rental rates for the Five-0 Club to the Strategic Planning Committee for consideration and recommendation back to Council.  | SPC  | completed               |
| 139-23   | 3/14/2023   | MOVED by Councillor Baswick to go into Closed Meet at 9:00 p.m. to discuss the following items:<br>13.1 Personnel as per Section 24 of the FOIP Act<br>13.2 Code of Conduct Complaint 23-02 as per Section 17 and 23 of the FOIP Act<br>13.3 Code of Conduct Complaint 230-03 as per Section 17 and 23 of the FOIP Act |  |                         |
| 140-23   | 3/14/2023   | MOVED by Councillor Moore to return to Open Meeting at 9:38 p.m.   |  |                         |
| 141-23   | 3/14/2023   | MOVED by Deputy Mayor Engel to approve the sanctions of Code of Conduct 2023-02 and the accompanying letter regarding Councillor Joyce McCoy.  | OCAO   | Completed               |
| 142-23   | 3/14/2023   | MOVED by Councillor Windsor to approve the sanctions of Code of Conduct 2023-03 and the accompanying letter regarding Councillor Joyce McCoy.  | OCAO   | Completed               |
| 143-23   | 3/14/2023   | MOVED by Councillor Moore to adjourn the March 14, 2023 Regular Council Meeting at 9:43 p.m.   |  |                         |
| <b>March 23, 2023 Operating Budget Meeting</b> |             |  |  |                         |
| <b>Res. #</b>                                  | <b>Date</b> | <b>Motion</b>  | <b>Department Assigned To</b>                | <b>Status</b>           |
| 144-23   | 3/14/2023   | MOVED by Councillor Williams to Adopt the March 23, 2023 Operating Budget Meeting Agenda as presented.   |  |                         |
| 145-23   | 3/14/2023   | MOVED by Councillor Williams to approve a 1% increase to COLA for Staff and a 0% increase to COLA for Council.<br><b>Motion Defeated</b>   |  |                         |



|   |             |  |                               |               |
|---|-------------|--|-------------------------------|---------------|
| 146-23  | 3/14/2023   | MOVED by Councillor Williams that \$75,000 from the Tax Stabilization Reserve be transferred to the 2023 Operating Budget.   | Corporate Services            | Completed     |
| 147-23  | 3/14/2023   | MOVED by Councillor McCoy for Administration to find ways to reduce \$53,458 from the recreation budget, while minimizing service level impacts. <b>Motion Defeated</b>  |                               |               |
| 148-23  | 3/14/2023   | MOVED by Deputy Mayor Engel to approve the use of \$53,458 in additional MSI operating funds for achieving the 4% increase to the 2023 Operating Budget.   | Corporate Services            | Completed     |
| 149-23  | 3/14/2023   | MOVED by Councillor McCoy to use some of the surplus to augment the budget to ensure service levels remain unchanged. <b>Motion Defeated</b>   |                               |               |
| 150-23  | 3/14/2023   | MOVED by Councillor Moore to Reserve \$119,436 of the 2023 Operating Budget to be used for future road or street projects.   | Corporate Services            | Completed     |
| 151-23  | 3/14/2023   | MOVED by Councillor Moore to bring back an updated draft of the 2023 Operating Budget with revenue from tax totaling \$5,120,956, being a 4% increase over the prior year, to the March 28, 2023 Regular Council Meeting.                                      | Corporate Services            | Completed     |
| 152-23  | 3/14/2023   | MOVED by Councillor Moore to adjourn the March 23, 2023 Operating Budget Meeting at 6:58 p.m.  |                               |               |
| <b>March 28, 2023 Regular Council Meeting</b> |             |  |                               |               |
| <b>Res. #</b>                                 | <b>Date</b> | <b>Motion</b>  | <b>Department Assigned To</b> | <b>Status</b> |
| 153-23  | 3/28/2023   | MOVED by Councillor Moore to adopt the March 28, 2023 Regular Council Meeting Agenda as presented.   |                               |               |
| 154-23  | 3/28/2023   | MOVED by Councillor Windsor that Council thank the representatives from Environmental 360 Solutions Ltd. and accept their presentation as information.   |                               |               |
| 155-23  | 3/28/2023   | MOVED by Councillor Windsor that the Strategic Planning Committee explore the feasibility of conducting a forensic audit with E360 for the Blue Bin recycling program and bring back a recommendation to Council.  | SPC                           |               |
| 156-23  | 3/28/2023   | MOVED by Councillor Baswick that Council thank Staff Sergeant Stephen Browne, Constable Jeremy Schoonderwoerd and Constable Cameron McLaren for the presentation of the Third Quarter Report October to December, 2022 and accept it as information.           |                               |               |
| 157-23  | 3/28/2023   | MOVED by Councillor Moore to set the 2023/24 RCMP Policing Priorities for the Didsbury RCMP Detachment as follows:<br>1. Major crimes<br>2. Opioid and fentanyl crisis<br>3. Increased visibility in the community, including late evenings and early morning. | Legislative Services          | Completed     |

|        |           |  |   |           |
|--------|-----------|--|---|-----------|
| 158-23 | 3/28/2023 | MOVED by Deputy Mayor Engel to adopt the March 14, 2023 Regular Council Meeting Minutes as presented.  |   |           |
| 159-23 | 3/28/2023 | MOVED by Councillor Baswick to adopt the March 23, 2023 Operating Budget Meeting Minutes as presented.   |   |           |
| 160-23 | 3/28/2023 | MOVED by Councillor Williams to accept the Council Reports for March 28, 2023 as information.  |   |           |
| 161-23 | 3/28/2023 | MOVED by Councillor Moore to accept the CAO Report for March 28, 2023 as information.  |   |           |
| 162-23 | 3/28/2023 | MOVED BY Councillor Moore to approve the 2023 Operating Budget as presented with total estimated revenues of \$12,661,210 and total estimated expenditures of \$12,661,210, and with revenue from tax totaling \$5,120,956, representing a 4% increase over the prior year   | Corporate Services                      | Completed |
| 163-23 | 3/28/2023 | MOVED by Councillor Williams to approve the Municipal Area Partnership Terms of Reference as presented.  | Legislative Services                    | Completed |
| 164-23 | 3/28/2023 | MOVED by Councillor Baswick to approve the amended 2022/2023 Council Committee appointments as presented, and that Council approve for Councillor Windsor's appointment to the Mountain View Regional Waste Management Commission be retroactive to March 27, 2023.<br>Mayor Hunter For<br>Deputy Mayor Engel For<br>Councillor Baswick For<br>Councillor McCoy Opposed<br>Councillor Moore For<br>Councillor Windsor For<br>Councillor Williams For | Legislative Services and Communications | Completed |
| 165-23 | 3/28/2023 | MOVED by Councillor Baswick to approve Mayor Hunter, Councillor Moore, and Councillor Windsor to meet with the Minister of Municipal Affairs, Rebecca Schulz, during the AB Municipalities President's Summit and Spring Caucus being held in Edmonton, Alberta from March 29 to 31, 2023.   | OCAO                                    | Completed |
| 166-23 | 3/28/2023 | MOVED by Councillor Williams to appoint Sean McKinsley as a new member to the Didsbury Economic Development Advisory Committee.  | Legislative Services & EDO              | Completed |
| 167-23 | 3/28/2023 | MOVED by Deputy Mayor Engel to accept the fantastic presentation on the Mountain View Regional Film Office as information.   |   |           |
| 168-23 | 3/28/2023 | MOVED by Councillor Moore to approve for Mayor Hunter to attend the Central Alberta 17th Annual Mayor's Prayer Breakfast in Red Deer, Alberta on April 20, 2023.   | Legislative Services                    | Completed |

| 169-23                                 | 3/28/2023 | <ul style="list-style-type: none"> <li>Minister of Alberta Municipal Affairs - Budget 2023</li> <li>Minister of Alberta Municipal Affairs - 2023 MSI allocations and 2023 CCBF allocations</li> </ul> MOVED by Councillor Williams to accept the correspondence items presented as information.  |                        |           |
|--|-----------|--|------------------------|-----------|
| 170-23                                 | 3/28/2023 | MOVED by Councillor Windsor to go into Closed Meeting for the following purposes at 8:10 p.m.:<br>14.1 Development Proposal as per Section 16, 23 and 25 of the FOIP Act<br>14.2 Council Interface as per Section 23 of the FOIP Act<br>14.3 Development Access as per Section 16, 23 and 25 of the FOIP Act<br>14.4 Code of Conduct 23-01 as per Section 17 and 23 of the FOIP Act<br>14.5 Code of Conduct 23-04 as per Section 17 and 23 of the FOIP Act |                        |           |
| 171-23                                 | 3/28/2023 | MOVED by Councillor Williams to return to Open Meeting at 8:59 p.m.  |                        |           |
| 172-23                                 | 3/28/2023 | MOVED by Councillor Moore to refer items 14.1 and 14.2 to the Visioning Committee.   | OCAO                   | Completed |
| 173-23                                 | 3/28/2023 | MOVED by Councillor Windsor that the land acquisition for the future road right of way be funded from the Vehicle & Equipment Replacement Reserve (Public Works) and that the Capital Budget be amended accordingly.   | Corporate Services     | Completed |
| 174-23                                 | 3/28/2023 | MOVED by Councillor McCoy that the letter from the Deputy Mayor on behalf of Council addressing the Code of Conduct 2023-01 regarding Councillor Joyce McCoy be approved.  | OCAO                   | Completed |
| 175-23                                 | 3/28/2023 | MOVED by Councillor Windsor that the Deputy Mayor issue a letter of response on behalf of Council to the Code of Conduct 2023-04 regarding Councillor Joyce McCoy as discussed.  | OCAO                   | Completed |
| 176-23                                 | 3/28/2023 | MOVED by Councillor Williams to adjourn the March 28, 2023 Regular Council Meeting at 9:04 p.m.  |                        |           |
| April 11, 2023 Regular Council Meeting |           |  |                        |           |
| Res. #                                 | Date      | Motion   | Department Assigned To | Status    |
| 177-23                                 |           |  |                        |           |
| 178-23                                 |           |  |                        |           |
| 179-23                                 |           |  |                        |           |
| 180-23                                 |           |  |                        |           |
| 181-23                                 |           |  |                        |           |
| 182-23                                 |           |  |                        |           |
| 183-23                                 |           |  |                        |           |
| 184-23                                 |           |  |                        |           |
| 185-23                                 |           |  |                        |           |
| 186-23                                 |           |  |                        |           |

# 1st Quarter Economic Development report January- March 2023

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

Date: April 5, 2023

## Highlights in numbers:

- Rural Entrepreneurship Stream Program and general inquiries about expansion or new set up total inquiries: 12
- LinkedIn followers Town of Didsbury Economic Development: 230 (compared to fourth quarter report 2022: 199; compared to first quarter report in 2022: 112).
- New Businesses: 12
- Welcome program/ribbon cutting: three, plus Chamber Business Centre Grant Opening.
- Total number of Business Licences issued: 282 (comparison to first quarter 2022: 280)
- Total Business Licence revenue as of April 5, 2023: **\$32,675** (April 15, 2022: \$32,850)

## Business Retention

- Business connect and visitations are ongoing throughout the year
- Number of businesses closed/moved/not renewed/sold – change of name; including temporary licensed businesses (out of Town): 64 – incl. 3 contractors; 22 non-residents; 11 home occupations and 27 commercial businesses.

The biggest challenge for businesses remains lack of workforce. Working with businesses that came forward to find solutions and a path forward.

## Social Media:

- Town provided social media support for grand openings and new businesses;
- Mountain View Film Office (MVFO) started a new LinkedIn page and EDO's are posting about activities;
- Didsbury Economic Development LinkedIn posts every week as news worthy information becomes available. – If you are not following yet the Didsbury EcDev page please do so and also repost any EcDev news that are communicated through any social media channels, incl. MVFO. This is how we put Didsbury on the map and create awareness!

## Marketing:

- Invest Alberta Magazine with our ad was published in January.  
Link to digital version of our ad: <https://invest-in-alberta.ca/flipbooks/2023-invest/#p=60>

## CAEP

- Attended Branding & Marketing Committee meeting
- Attended Workforce Summit
- The Executive Director of CAEP left the organization and a replacement is expected in the coming month
- The new Town representative for CAEP is Councillor Ethan Williams

## Mountain View Regional Film Office (MVRFO)

- FDI Project collaborative Mountain View County, Town of Sundry and Town of Didsbury: completed their claim and report to Federal government. A total of \$32,736.50 was paid out from the grant to the partners, which states 50% of the total cost.

# **1st Quarter Economic Development report January- March 2023**

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

Date: April 5, 2023

- Completion of website, followed by tweaks. Partners will monitor website functionality and adjust as see fit and needed.
- Presentations to respective partner Councils re: website. Week of March 27;
- Press Release re: web launch; Website launched the week of March 27;
- Film Office launch is scheduled for May 4.
- Guest list and coordination of launch event - ongoing;
- Responded to media inquiries and interested parties. Interviews took place with various media outlets. The attention and awareness the website created so far is invaluable.
- We provided tours for three production inquiries in Didsbury.
- The MVFO received approximately 15 inquiries, including an independent film production from Italy.
- Fargo season 5 was in town in February.
- Major feature film is coming to Didsbury this spring.
- The partners of MVRFO will review processes, guidelines and fees over the course of the next few months.

## **Events & meetings attended**

- Chamber of Commerce Business Centre grant opening;
- Meeting with BDC;
- Central AB Regional EDO Roundtable Red Deer;
- Mountain View Regional EDO meeting;
- Meeting with Red Deer Polytechnic;
- Monthly Chamber meeting, including EDO quick update; Chamber AGM;
- Tourism Town Hall meeting ITA and Travel AB in Sylvan Lake;
- CATA meeting – Tourism collaboration around of, north, east and west of Red Deer;
- Chamber of Commerce: Women in Agri Tourism Conference.

## **Projects, Action items and notable Activities**

- Responded, in collaboration with planning & development, to increased interest by developers;
- Meetings and conversations with realtors about commercial properties for sale or lease and collaboration on potential development of inventory list;
- Business Licence Renewal and new businesses – ongoing;
- Coordinated DEDAC members EDA attendance;
- Regional – Mountain View Local Intel renewal for data on our website in context;
- New Business Licence Fees and Bylaw was approved.
- Economic Development Framework ongoing. Completion anticipated in late May/early June.

DEDAC Summary of EDA Conference  
Meaghan Neis – Chair DEDAC  
Brody Fazakas - Youth member DEDAC

**Meaghan Neis:** I wanted to share some of the highlights and takeaways from the EDA conference last week. I have so many- the panel discussions and presentations were invaluable. As were the networking opportunities that took place in between the jam-packed couple of days where we could challenge each other and ourselves to think bigger about economic development as a holistic term, discussing the downstream impacts and success metrics determinations, not solely as one line of business in an economy. I made many invaluable business connections through these chats, and also received an autographed book from one of the attendees.

The topics were all relevant to our communities, large and small, ranging from all things Ag related, health and science, economic forecasts, community sustainability, talent attraction/retention, and the collaboration and transparency required from all stakeholders to build a brighter future for the next generations to come. The food was fantastic, the entertainment was excellent, and the venue is set up perfectly for this type of event. I would highly recommend attending to anyone that has the opportunity. I hope I will be invited back in years to come!

I gained a ton of value from the agriculture and agrifood industry conversations. The projected retirement numbers for small farmers in the upcoming years are staggering. I hadn't realized how impactful this turnover will be in the near future for our area until hearing these stats and observations from numerous sessions. This seemed to be a very hot topic- the shift to large corporate farms vs family legacy farming due to the ever-increasing costs of the technology, equipment, education requirements, cost of land and input to output ratio. One presenter mentioned that it will take a minimum of 4 individuals with higher educational expertise to farm in the upcoming years vs. the typical 1-2 that we see now. The shift will be less workers in the field because of the technological advances of autonomous equipment, and more focused on creating a higher ROI by focusing on the science and mathematics rather than the physical work requirements of the long days in the field during seeding/harvesting seasons. I also found a ton of insight on the vertical farms that are popping up around the country. I wasn't aware of how large this is becoming in our region (Canada/Alberta).

There is a ton of innovation in this sector on utilizing the land and current developments. The ideal that Alberta can "feed the world" was inspiring to me. I plan to spend more time researching this on a broader scale- I believe that Didsbury can be part in delivering this and would love to see more engagement and educational opportunities in bringing the youth onboard by learning the stories and understanding how our food is made by sharing stories of seed (farm) to table. An opportunity to help with this would be to promote the Alberta Open Farm Days through our platforms to get the word out to our residents that may not know of this annual event. There was a mention of a Junior Farmers Program. I have zero knowledge on what this looks like as current programs in other communities- but I have let this develop in my mind and I think this may be an excellent opportunity to expand our existing community gardens and have youth pair with partners to learn how to grow their own food on a small plot of land. The benefits of this could be vast. The knowledge and pride earned from growing a garden, along with opportunities to engage the community (I envision a contest for biggest tomato, crispiest salad-with homemade dressing, best tasting strawberry rhubarb pie... to be showcased during the AG fair or other event in the summer), would encourage participation and lifelong learning for all involved. I can also see this as being a mentorship opportunity that would build strong relationships between our youth and elders in the community- and a great opportunity to market and share our stories of success while utilizing some of the empty lots and spaces in Didsbury which

would increase the "beautification" of our cherished town. Checking many "boxes" with such a small idea- I personally love this (if you can't tell)!

I hope you can get a sense of what the conference meant to me. I truly appreciate being nominated and can't thank you, our town council, and administration enough for allowing myself and Brody to attend. I have a ton more highlights I will share over the next few months as we continue to grow the DEDAC community and our initiatives for Didsbury.

**Brody Fazakas:** To start off, my experience within the EDA conference was absolutely amazing! I cannot thank everyone who was involved in organizing and funding our trip enough. Managing to condense everything I learned and took away from the conference is a monumental task for such a wide and diverse set of people. The dynamic shift of how incredibly well placed, and in prime timing for taking on new challenges, Alberta seems to be seen as the next economic hub of the world.

I am going to divulge into the top three points of emphasis that were placed into the overall theme of the conference. Not only was there incredible and nearly irrefutable positivity surrounding the economic development of Alberta as a whole, but there were numerous ideas and opportunities for applications within Didsbury.

The first of which is the inclusion of an agriculture industry, a heavily resilient sector for the future success of Alberta. Didsbury needs to take hold of this new wave of demand with its superior location to some of the most fertile land in the world; this along with the opportunity to create jobs in the form of value adding industries within agriculture.

Secondly is the expansion of the technology sector and its interrelation with the agriculture industry. This is a crucial and necessary opportunity that will provide Didsbury with an edge on neighbouring towns, especially with the increased visibility from the public. The new Mountain View Regional Film Office would benefit exponentially from the implications of cinema graphic technology in Didsbury. Lastly, one of the most important and largest challenges that is facing almost every single developed nation in the world. The ageing population and the potential economic collapse warnings to the next generation if there is no one there to take their career positions and businesses over. A massive movement towards more affordable housing within the Didsbury area would provide a much needed base for a younger demographic to move into Didsbury and start a family to help grow the ageing population.

The learning experience was monumental for me and I welcome the opportunity for further cooperation with Didsbury and the Didsbury chamber, if they seek more feedback or input on economic development. For being my first conference that I have been to, it was a pleasure and an honour to represent Didsbury on the provincial stage.

Thank you!



## CAO Report: Planning & Development Permits

### Development Officer (Permitted Use) Decisions:

| PERMIT #  | ADDRESS          | TYPE                    | APPLICANT/OWNER     | DECISION DATE  |
|-----------|------------------|-------------------------|---------------------|----------------|
| DP 23-014 | 2013 – 20 Avenue | Addition to Post Office | Public Works Canada | April 14, 2023 |

***The proposed project will expand the existing Canada Post Office back-of-house operations and loading area, add retail space and renovate the existing post office to current building code standards, including adding new postal boxes. The existing canopy will be removed and the exterior community mail boxes will be temporarily relocated for the duration of the construction.***

|           |                  |                    |  |                |
|-----------|------------------|--------------------|--|----------------|
| DP 23-016 | 2401 – 19 Street | Signage – Portable | Westview Co-operative Association Ltd. | April 17, 2023 |
|-----------|------------------|--------------------|--|----------------|

***Westview Co-operative Association Ltd. sign for new business location at 2401 – 19 Street. Formerly Grasse Lumber***

### Residential Developments

|           |                      |  |   |                |
|-----------|----------------------|--|---|----------------|
| DP 23-017 | 214 Southridge Place | Accessory Building - Greenhouse  | Uddin, Kabir (a)<br>Uddin, Kabir & Akter, Sanzida (o) | April 17, 2023 |
| DP 23-015 | 1192 – 16 Avenue     | Dwelling, Single-Detaches with Attached Garage, Side Yard Deck, Carport & Addition | Ron Vogel Construction Ltd. (a)<br>Bales, Robert (o)  | April 18, 2023 |

### Municipal Planning Commission (Discretionary Use) Decisions:

| PERMIT #  | ADDRESS                               | TYPE   | DECISION DATE  | APPLICANT/ OWNER                              |
|-----------|---------------------------------------|--|----------------|---|
| DP 23-010 | 2013 & 2015 – 16 <sup>th</sup> Avenue | Dwelling, Semi-Detached with Secondary Suites (Internal) | April 12, 2023 | Bhullar, Gurdev (a)<br>Karan Venture Ltd. (o) |





**PLANNING & DEVELOPMENT SERVICES**  
**2023 Quarterly Planning & Development Report (Q1)**  
 (Jan 1 – Mar 31)

Prepared for the Regular Council Meeting

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**PRINCIPAL DWELLING UNITS**

|   | Q1     | Q2 | Q3 | Q4 | 2023   |
|---|--------|----|----|----|--------|
| <i>Permits Issued – Principal Dwelling Units</i>  | 1      |    |    |    | 1      |
| <i>Total Construction Values [in \$ millions]</i> | 0.39   |    |    |    | 0.39   |
| <i>Date of First Permit Issued</i>                | Mar 23 |    |    |    | Mar 23 |
| <i>Date of Last Permit Issued</i>                 | Mar 23 |    |    |    | Mar 23 |

**ACCESSORY BUILDINGS, STRUCTURES & USES**

|  | Q1   | Q2 | Q3 | Q4 | 2023 |
|--|------|----|----|----|------|
| <i>TOTAL: Permits Issued for Garages, Sheds, Decks, Additions, Demolitions &amp; Secondary Suites &amp; Discretionary Uses</i> | 6    |    |    |    | 6    |
| <i>TOTAL: Construction Values [in \$ millions]</i>   | 1.82 |    |    |    | 1.82 |

**Garages/Sheds/Structures**

|   | Q1 | Q2 | Q3 | Q4 | 2023 |
|---|----|----|----|----|------|
| <i>Permits Issued – Garages, Sheds, Gazebos</i> | 2  |    |    |    | 2    |

**Additions**

|                                   | Q1 | Q2 | Q3 | Q4 | 2023 |
|-----------------------------------|----|----|----|----|------|
| <i>Permits Issued – Additions</i> | 0  |    |    |    | 0    |

**Decks**

|   | Q1 | Q2 | Q3 | Q4 | 2023 |
|---|----|----|----|----|------|
| <i>Permits: Decks, Covered Deck &amp; Steps</i> | 2  |    |    |    | 2    |

**Demolitions**

|                                     | Q1 | Q2 | Q3 | Q4 | 2023 |
|-------------------------------------|----|----|----|----|------|
| <i>Permits Issued – Demolitions</i> | 1  |    |    |    | 1    |

**Secondary Suites**

|  | Q1 | Q2 | Q3 | Q4 | 2023 |
|--|----|----|----|----|------|
| <i>Permits Issued – Secondary Suites</i> | 1  |    |    |    | 1    |

**Miscellaneous**

|   | Q1 | Q2 | Q3 | Q4 | 2023 |
|---|----|----|----|----|------|
| <i>Permits Issued – Miscellaneous</i>             | 1  |    |    |    | 1    |
| Q1: Temp Shipping Container – House Fire Clean-up |    |    |    |    |      |



**PLANNING & DEVELOPMENT SERVICES**  
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**Variances Granted**

|  | Q1 | Q2 | Q3 | Q4 | 2023 |
|--|----|----|----|----|------|
| <i>Variances – Parking &amp; Setback</i> | 0  |    |    |    | 0    |

**Home Occupations**

|  | Q1 | Q2 | Q3 | Q4 | 2023 |
|--|----|----|----|----|------|
| <i>Permits Issued - Home Occupations</i> | 2  |    |    |    | 2    |

**COMMERCIAL RETAIL UNITS**

|   | Q1    | Q2 | Q3 | Q4 | 2023  |
|---|-------|----|----|----|-------|
| <i>Permits Issued – Commercial Retail Units</i>       | 1     |    |    |    | 1     |
| <i>Total Construction Values [in the \$ millions]</i> | 0.7   |    |    |    | 0.7   |
| <i>Date of First Permit Issued</i>                    | Mar 1 |    |    |    | Mar 1 |
| <i>Date of Last Permit Issued</i>                     | Mar 1 |    |    |    | Mar 1 |

|                                       | Q1 | Q2 | Q3 | Q4 | 2023 |
|---------------------------------------|----|----|----|----|------|
| <i>Change of Use</i>                  |    |    |    |    |      |
| <i>Permits Issued – Change of Use</i> | 2  |    |    |    | 2    |

|                                 | Q1 | Q2 | Q3 | Q4 | 2023 |
|---------------------------------|----|----|----|----|------|
| <i>Signage</i>                  |    |    |    |    |      |
| <i>Permits Issued – Signage</i> | 2  |    |    |    | 2    |

**LAND USE APPLICATIONS & APPEALS**

|                              | Q1 | Q2 | Q3 | Q4 | 2023 |
|------------------------------|----|----|----|----|------|
| <i>Subdivisions</i>          |    |    |    |    |      |
| <i>Subdivisions Approved</i> | 1  |    |    |    | 1    |

|                                | Q1 | Q2 | Q3 | Q4 | 2023 |
|--------------------------------|----|----|----|----|------|
| <i>Redesignations</i>          |    |    |    |    |      |
| <i>Redesignations Approved</i> | 1  |    |    |    | 1    |

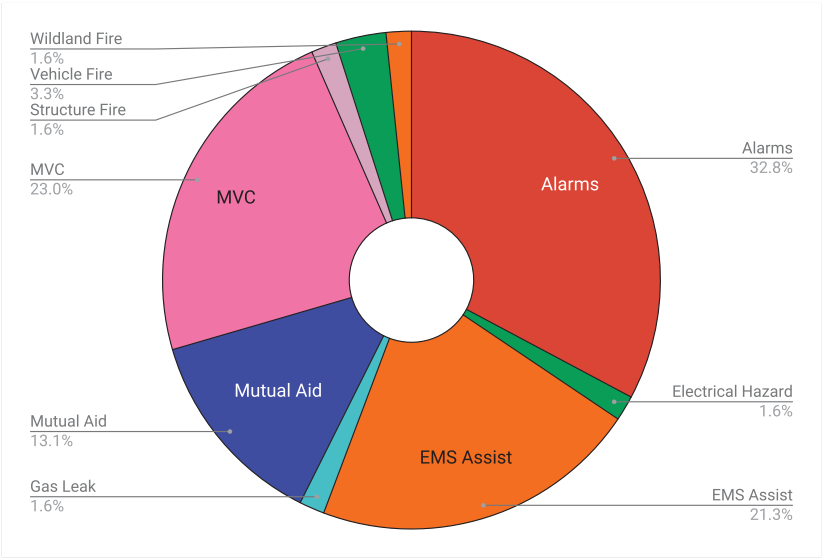
|  | Q1 | Q2 | Q3 | Q4 | 2023 |
|--|----|----|----|----|------|
| <i>Development &amp; Subdivision Appeals</i> |    |    |    |    |      |
| <i>Development Appeals</i>                   | 0  |    |    |    | 0    |

|  | Q1 | Q2 | Q3 | Q4 | 2023 |
|--|----|----|----|----|------|
| <i>Certificates of Compliance</i>        |    |    |    |    |      |
| <i>Certificates of Compliance Issued</i> | 7  |    |    |    | 7    |

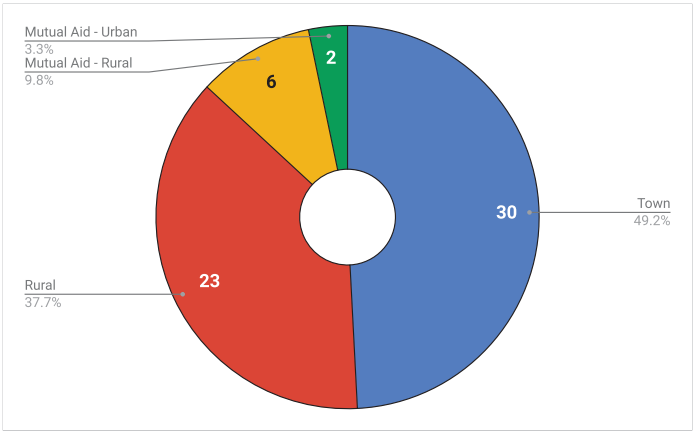
Though not fully accurate, the number of Compliance Letters issued is a reflection of real estate activity in the town as the issuing of a Compliance Letter often accompanies the selling of a property. For the most part, Compliance Letters issued by the Development Office are done so for Residential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

Didsbury Fire Department 2023 Response Totals  
First Quarter - January 1 to March 31

| Type                | Total |
|---------------------|-------|
| Aircraft Emergency  | 0     |
| Alarms              | 20    |
| Citizen Assist      | 0     |
| Electrical Hazard   | 1     |
| EMS Assist          | 13    |
| Gas Leak            | 1     |
| Hazmat              | 0     |
| Lightning Strike    | 0     |
| Mutual Aid          | 8     |
| MVC                 | 14    |
| Odour Investigation | 0     |
| Outside Fire        | 0     |
| Smoke Investigation | 0     |
| Structure Fire      | 1     |
| Train Collision     | 0     |
| Vehicle Fire        | 2     |
| Wildland Fire       | 1     |
|                     | 61    |

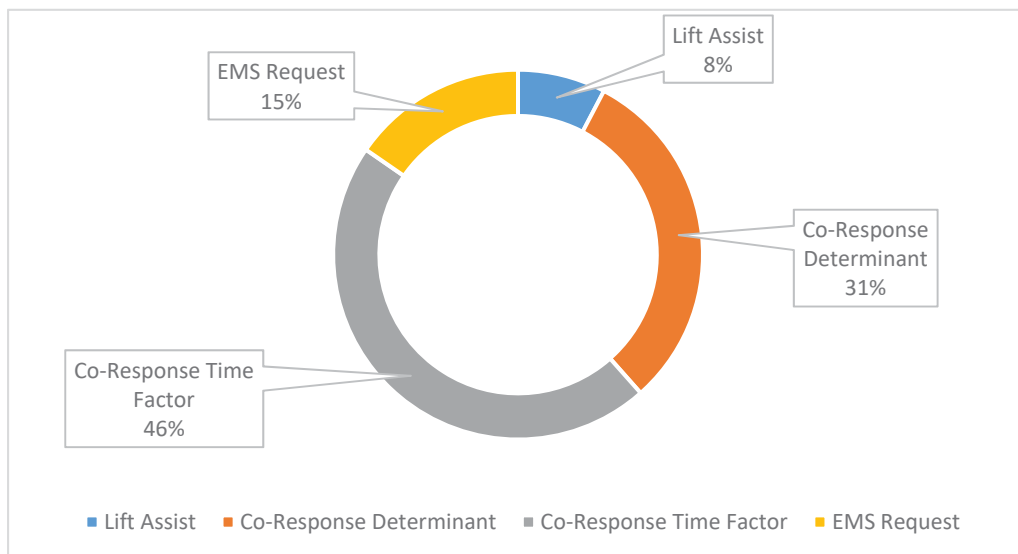


| Call Location      | Total |
|--------------------|-------|
| Town               | 30    |
| Rural              | 23    |
| Mutual Aid - Rural | 6     |
| Mutual Aid - Urban | 2     |
|                    | 61    |



**Didsbury Fire Department**  
**Breakdown of EMS Assist Calls**  
**2023 Q1 - January 1 to March 31**

|                         |       |
|-------------------------|-------|
| Lift Assist             | 1     |
| Co-Response Determinant | 4     |
| Co-Response Time Factor | 6     |
| EMS Request             | 2     |
|                         | <hr/> |
|                         | 13    |



**Lift Assist** - EMS requests Fire to help load/package the patient. This could be due to size of the patient or where they might be located (i.e. between toilet and wall).

**Co-Response Determinant** - Fire is dispatched automatically, regardless of where AHS is coming from. These are the more serious, imminently life threatening calls. For example, cardiac or respiratory arrests.

**Co-Response Time Factor** - Fire is dispatched as a first response due to AHS having a >15 min response time. These calls are also based on the call determinants (type & severity) of the call, so we don't respond to all calls where the ambulance has to travel >15 minutes

**Assist EMS Request** - Fire is dispatched at the request of the AHS crew. It could be because they are on scene and have determined they need the extra hands/help clinically, or they see something in their call details that will trigger them to get us responding; either as a first response or as a co-response.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: Amending Planning and Business Licence Rates and Fees Bylaw 2023-01  
ORIGINATING DEPARTMENT: Planning & Development

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### BACKGROUND/PROPOSAL:

Planning and Business Licence Rates and Fees Bylaw 2023-01 was passed on February 14, 2023.

The fee for Residential Development High Density was not included in Bylaw No. 2023-01.

Council granted first and second reading to Bylaw 2023-09 at the April 11, 2023 Regular Council Meeting.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Bylaw 2023-09 amends Bylaw 2023-01 to include Residential Development High Density in Schedule "A". The addition of this fee is noted in blue text.

Administration is recommending Bylaw 2023-09 receive the third and final reading.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

That Council grant third and final reading to Bylaw 2023-09 to amend Planning and Business Licence Rates and Fees Bylaw 2023-01.

**TOWN OF DIDSBURY**  
**Amending Planning and Business Licence Rates and Fees Bylaw No. 2023-01**  
**Bylaw No. 2023-09**

---

A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Planning and Business Licence Rates and Fees Bylaw No. 2023-01.

**WHEREAS**, the Council of the Town of Didsbury deems it necessary to amend Bylaw No. 2023-01 Planning and Business Licence Rates and Fees;

**NOW THEREFORE**, the Council of the Town of Didsbury, in the Province of Alberta, duly assembled enacts the following:

- (1) This Bylaw may be cited as Amending Bylaw No. 2023-09 to amend Planning and Business Licence Rates and Fees Bylaw No. 2023-01.
- (2) Bylaw No. 2023-01, being the Town of Didsbury Planning and Business Licence Rates and Fees, is hereby amended

**NOW THEREFORE**, the Council of the Town of Didsbury, in the Province of Alberta, duly assembled enacts as follows:

**1. SHORT TITLE**

- 1.1. This Bylaw may be referred to as the “Amending the Planning and Business Licence Rates and Fees”

**2. PROPOSED AMENDMENTS**

- 2.1. That the Planning and Business Licence Rates and Fees Bylaw No. 2023-01 be amended to include ***Residential District High Density Development Fee*** as defined in the attached Schedule “A”.
- 2.2. That Schedule “A” of Bylaw No. 2023-01 is hereby amended.

**3. EFFECTIVE DATE**

- 3.1. This Bylaw shall come into upon passing of the third and final reading.

Read a First time on this 11<sup>th</sup> day of April 2023.

Read a Second time on this 11th day of April 2023.

Read a Third and Final time on this     day of                      2023

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Mayor Rhonda Hunter

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Chief Administrative Officer Ethan Gorner

## SCHEDULE "A"

### DEVELOPMENT SERVICES GENERAL FEES & CHARGES (GST exempt)

|  |                     |
|--|---------------------|
| Compliance Certificate   | \$100.00            |
| Copy of Statutory Plans MDP, IDP, ASP & LUB ( <i>Available on the Town of Didsbury website</i> ) | \$50.00             |
| Intermunicipal Subdivision and Development Appeal Board (ISDAB) appeal application               | \$200.00 per appeal |

### STATUTORY DOCUMENT AMENDMENT

|   |            |
|---|------------|
| Contextual<br>Land Use Bylaw, Statutory Plan Amendment  | \$500.00   |
| Major Document Review<br>Municipal Development Plan, Intermunicipal Development Plan, Area Structure Plan amendment | \$3,000.00 |

### AREA STRUCTURE PLANS

|  |                               |
|--|-------------------------------|
| Area Structure Plan Review minimum fee per application | \$7500.00 (up to 65 hectares) |
| Area Structure Plan Review additional fee per hectare  | \$50.00 (over 65 hectares)    |

### REDESIGNATION FEE SCHEDULE LAND USE (MAP)

|   |           |
|---|-----------|
| Flat fee for the first 5 lots, if outside an Area Structure Plan Area   | \$4000.00 |
| Flat fee for the first 5 lots, if inside of an Area Structure Plan Area | \$2000.00 |
| Plus per lot fee for each additional lot up to 50 lots                  | \$250.00  |
| Plus per lot fee for each additional lot thereafter                     | \$100.00  |

### SUBDIVISION APPLICATION FEE SCHEDULE

|   |   |
|---|---|
| Lot Subdivision up to two lots  | \$2000.00   |
| Each additional lot thereafter  | \$200.00/lot  |
| <b>Endorsement Fees – excluding reserve and utility parcels:</b>                                |   |
| Per each Land Title created or affected   | \$100.00/lot & \$100.00/balance   |
| Per unit fee for Building Condominium Plan  | \$100.00/unit   |
| Request for Extension of Subdivision Approval   | \$200.00  |
| Subdivision and Development Agreement Charge – Legal and Engineering                            | 1% of securities (minimum charge of \$200)  |
| <b>MINOR BOUNDARY/REDESIGNATION/DOCUMENT AMENDMENT</b>  | \$500.00  |
| <b>SUBDIVISION &amp; REDESIGNATION - WITHDRAWAL OF APPLICATION / REFUND OF APPLICATION FEES</b> | <ol style="list-style-type: none"> <li>1. Prior to circulation - 75% of fee</li> <li>2. After circulation - 50% of fee</li> <li>3. After decision - 0% of fee.</li> <li>4. Special Unique Circumstances – at the discretion of administration.</li> </ol> |

There is no lot fee for public utility lots and reserve lots (municipal, school, environmental). Any remaining part of the existing property is considered a lot.



| DEVELOPMENT PERMIT APPLICATIONS (GST exempt)   | Development Permit   |
|--|--|
| <b>Permitted Uses</b><br>Accessory Buildings: Shed (107 sq ft or higher), Garage<br>Decks (2ft or higher), Demolition & Signage ( <i>signage applications are exempt from fees</i> )<br>(any Permitted Uses requiring Variances to MPC additional fee) | \$100.00<br>\$100.00   |
| Dwelling Unit<br>Addition – Residential<br>(any Permitted Uses requiring Variances to MPC additional fee)  | \$200.00<br>\$100.00<br>\$100.00                                 |
| Residential Development High Density ( <i>amending Bylaw No. 2023-09</i> )   | \$200.00 base fee + \$25.00/dwelling unit                        |
| Commercial/Industrial Construction/Renovation/Addition   | \$1.30 per \$1000 construction value.<br>Minimum charge \$300.00 |
| <b>Discretionary Uses</b><br>Discretionary Uses in LUB, Variances, Change of   | \$250.00   |
| Time Extension (at discretion of Development Officer)  | \$100.00   |

For new business startups, the fees for their first Business Licence will be included in the above noted Development Permit fees.

All new business startups that do not require a permit will be at the early payment incentive Fee rate.

| BUSINESS LICENCE FEES (BASED ON ZONING) (GST exempt)  |                    |                      |
|---|--------------------|----------------------|
|   | Annual             |                      |
| Resident Business Licence (early renewal incentive rate)  | \$100.00           |                      |
| Non-Resident Business Licence (early renewal incentive rate)  | \$200.00           |                      |
| Renewal Fee paid after January 31 is an additional \$100.00<br><i>** For 2023 this date shall be March 15</i> |                    |                      |
| <b>Seasonal Rate</b> , for a specific portion of the year   | \$60.00 / resident | \$120 / non-resident |
| Temporary Business Licence  | \$50.00/monthly    | \$15.00/daily        |
| Project Business Licence (for multiple contractors)   | \$450.00           |                      |



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: Tax Penalties Bylaw 2023-07  
ORIGINATING DEPARTMENT: Corporate Services

---

### BACKGROUND/PROPOSAL:

In accordance with the MGA s. 344 and s. 345, Council may, by bylaw, impose penalties on current and arrears taxes. Current taxes are those levied in the current calendar year and arrears taxes are those unpaid after December 31 of the year in which they are levied.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In the prior year, the tax penalty was imposed at 5% on September 1, October 1 and November 1. This bylaw is proposing a 5% penalty on each of July 1, September 1 and November 1, giving 60 days between penalties to pay the unpaid taxes.

The structure of the arrears penalty remains unchanged.

Council gave first reading to Bylaw 2023-07 and referred it to the Strategic Planning Committee (SPC) for review and recommendation. The SPC met on April 14, 2023 to discuss the tax penalties bylaw. The Committee recommends that Tax Penalties Bylaw 2023-07 receive second and third reading as presented.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

That Council grant second reading to Bylaw 2023-07 Tax Penalties Bylaw, a bylaw to establish penalties on unpaid taxes.

AND

That Council grant third and final reading to Bylaw 2023-07 Tax Penalties Bylaw, a bylaw to establish penalties on unpaid taxes.

TOWN OF DIDSBURY  
BYLAW NO. 2023-07  
TAX PENALTIES BYLAW

---

A BYLAW OF THE TOWN OF DIDSBURY TO PROVIDE FOR THE IMPOSITION OF PENALTIES ON ALL TAXES REMAINING UNPAID ON DAYS SPECIFIED.

**WHEREAS**, section 344(1) of the Municipal Government Act states a Council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice;

**AND WHEREAS**, section 345 of the Municipal Government Act states a Council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.

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

1. That this bylaw be referred to as the “Tax Penalties Bylaw”.
2. Definitions

**Current Taxes** means taxes levied within in the current calendar year.

**Taxes** includes all property taxes, business revitalization zone taxes, local improvement taxes, penalties, and unpaid costs, charges and expenses as provided in Section 553 of the *Municipal Government Act* RSA 2000 c. M-26 or any other statute of the Province of Alberta.

**Tax Arrears** means taxes that remain unpaid after December 31 of the year in which they are imposed.
3. Any taxes levied for the current year, remaining unpaid after June 30, are subject to penalties at the rates set out in Schedule A.
4. Any tax arrears are subject to penalties at the rates set out in Schedule A.
5. Any penalties added to current taxes or tax arrears shall be added to, and form part of, the unpaid taxes.
6. This bylaw comes into force on the day it is passed.

Read a first time on the 11th day of April 2023.

Read a second time on this \_\_\_\_ day of \_\_\_\_\_ 2023.

Read a third and final time on this \_\_\_\_ day of \_\_\_\_\_ 2023.

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

BYLAW 2023-07  
SCHEDULE "A"  
PENALTIES ON UNPAID TAXES

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| Applied on the first day of: | Current Taxes | Arrears |
|------------------------------|---------------|---------|
| January                      |               | 1.5%    |
| February                     |               | 1.5%    |
| March                        |               | 1.5%    |
| April                        |               | 1.5%    |
| May                          |               | 1.5%    |
| June                         |               | 1.5%    |
| July                         | 5%            | 1.5%    |
| August                       |               | 1.5%    |
| September                    | 5%            | 1.5%    |
| October                      |               | 1.5%    |
| November                     | 5%            | 1.5%    |
| December                     |               | 1.5%    |



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: April 25, 2023  
SUBJECT: Tax Rate Bylaw 2023-10  
ORIGINATING DEPARTMENT: Corporate Services

---

### **BACKGROUND/PROPOSAL:**

Section 353(1) of the *Municipal Government Act* states that “council must pass a property tax bylaw annually.” The property tax bylaw authorizes Council to impose a tax in respect of property in the Town of Didsbury to raise revenue to be used toward payment of expenditures and transfers set out in Didsbury’s approved budget and requisitions from Alberta Education, Mountain View Seniors’ Housing and Designated Industrial Property.

Therefore, Tax Rate Bylaw 2023-10 is being presented to Council for first reading. Once the bylaw is passed, tax notices will be prepared and sent to property owners.

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

Assessment notices were issued to all property owners on February 16, 2023. The final complaint date was April 17, 2023. The assessed value of property is based on the market valuation at July 1 of the previous year and condition of the property at December 31 of the previous year, and is used to calculate the current year’s tax rates.

Overall, assessment values in the town have increased. Residential and Farmland properties have increased an average of 12.2% from the prior year. Non-residential properties have increased an average of 8.2%. Designated Industrial Property, which is assessed by a Provincial Assessor, has increased an average of 7.8%.

In Didsbury, approximately 87.5% of assessment is from residential or farmland and the remaining 12.5% is from non-residential properties.

The 2023 Operating Budget was passed with a 4% increase to revenues from taxes (tax revenue). Since assessment has an increase greater than the increase to revenues from taxes, the tax rate will decrease, assuming the split between residential and non-residential remains the same. However, there will still be an increase to the tax dollars paid by each property.

The Education Property Tax Requisition for 2023 is \$1,679,413 (2022 - \$1,542,995), an increase of 8.8%. This increased as the Town’s Equalized Assessment has increase from previous years.

The Mountain View Seniors’ Housing requisition for 2023 is \$253,765 (2022 - \$202,079), an increase of 25.6%. This is due to a combination of an increase approved by Seniors’ Housing and the increase in the Town’s Equalized Assessment.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

The average assessment for a single-family residential property for 2023 is \$290,500, which would see an increase to their education requisition of \$55 for the year and to their seniors' housing requisition of \$23 for the year.

The average assessment for a non-residential property for 2023 is \$456,000, which would see an increase to their education requisition of \$152 for the year and to their seniors' housing requisition of \$31 for the year.

The Designated Industrial Property Requisition for 2023 is \$650 (2022 - \$641).

Council may, by bylaw, set a minimum tax and has, for several years, to account for the costs related to the assessment and tax process. The bylaw is proposing a minimum tax of \$75 (2022 - \$60).

Each year Council must set a tax rate for each class of assessment. The Town has the following assessment classes:

1. Residential
2. Farmland
3. Vacant Residential
4. Non-Residential
5. Vacant Non-Residential
6. Machinery & Equipment

Council may choose different rates for the vacant classes. However, the highest tax rate must not be more than 5 times that of the lowest tax rate.

Each year, Council must also decide what portion of the municipal tax revenues shall be paid by residential/farmland properties and what portion shall be paid by the non-residential properties. In 2022, the split was 85.6% Residential and 14.4% Non-Residential. In doing so, Council may consider the tax rate split of neighbouring communities as well as the dollar impact of changing the split.

The Municipal Mill Rate Comparison from 2022 shows that Didsbury's Non-Residential to Residential split is much lower than the neighbouring municipalities.

| Municipal Mill Rate Comparison (2022) |                      |                 |            |
|---------------------------------------|----------------------|-----------------|------------|
| Municipality                          | Non-Residential (NR) | Residential (R) | NR:R Split |
| Carstairs                             | 8.710                | 6.796           | 1.3        |
| Cremona                               | 13.630               | 8.785           | 1.6        |
| Didsbury                              | 9.047                | 8.024           | 1.1        |
| MV County                             | 10.497               | 2.948           | 3.6        |
| Olds                                  | 8.291                | 6.060           | 1.4        |
| Sundre                                | 11.793               | 7.992           | 1.5        |
| Average                               | 10.328               | 6.767           | 1.7        |



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

### Tax Scenarios:

Scenario 1 is based on 85.6% of the tax revenues from residential taxes and 14.4% of the tax revenues from non-residential taxes.

| <b>Scenario 1: Tax Split: 85.6% Residential; 14.4% Non-Residential</b> |            |              |              |                 |           |                         |                          |            |  |
|--|------------|--------------|--------------|-----------------|-----------|-------------------------|--------------------------|------------|--|
| <b>Mill Rate: Residential: 7.437; Non-Residential: 8.730</b>           |            |              |              |                 |           |                         |                          |            |  |
|  |            | Assessment   |              | Municipal Taxes |           |                         |                          |            |  |
|  |            | 2022         | 2023         | 2022            | 2023      | \$ Increase<br>per year | \$ Increase<br>per month | % Increase |  |
| RESIDENTIAL  | House 1    | \$ 155,020   | \$ 173,870   | \$ 1,244        | \$ 1,293  | \$ 49                   | \$ 4                     | 4.0%       |  |
|  | House 2    | \$ 223,300   | \$ 248,190   | \$ 1,792        | \$ 1,846  | \$ 54                   | \$ 5                     | 3.0%       |  |
|  | House 3    | \$ 249,120   | \$ 281,870   | \$ 1,999        | \$ 2,096  | \$ 97                   | \$ 8                     | 4.9%       |  |
|  | House 4    | \$ 262,160   | \$ 293,650   | \$ 2,103        | \$ 2,184  | \$ 80                   | \$ 7                     | 3.8%       |  |
|  | House 5    | \$ 358,010   | \$ 397,780   | \$ 2,873        | \$ 2,958  | \$ 86                   | \$ 7                     | 3.0%       |  |
|  | House 6    | \$ 458,020   | \$ 509,540   | \$ 3,675        | \$ 3,790  | \$ 115                  | \$ 10                    | 3.1%       |  |
|  | House 7    | \$ 588,450   | \$ 652,990   | \$ 4,722        | \$ 4,856  | \$ 135                  | \$ 11                    | 2.9%       |  |
| NON-RESIDENTIAL  | Property 1 | \$ 119,160   | \$ 125,570   | \$ 1,078        | \$ 1,096  | \$ 18                   | \$ 2                     | 1.7%       |  |
|  | Property 2 | \$ 355,150   | \$ 387,230   | \$ 3,213        | \$ 3,380  | \$ 167                  | \$ 14                    | 5.2%       |  |
|  | Property 3 | \$ 508,090   | \$ 550,240   | \$ 4,597        | \$ 4,803  | \$ 207                  | \$ 17                    | 4.5%       |  |
|  | Property 4 | \$ 630,620   | \$ 667,710   | \$ 5,705        | \$ 5,829  | \$ 124                  | \$ 10                    | 2.2%       |  |
|  | Property 5 | \$ 768,050   | \$ 845,940   | \$ 6,948        | \$ 7,385  | \$ 436                  | \$ 36                    | 6.3%       |  |
|  | Property 6 | \$ 1,174,540 | \$ 1,272,670 | \$ 10,626       | \$ 11,110 | \$ 484                  | \$ 40                    | 4.6%       |  |
|  | Property 7 | \$ 1,658,150 | \$ 1,779,600 | \$ 15,001       | \$ 15,535 | \$ 534                  | \$ 45                    | 3.6%       |  |

Under Scenario 1, the residential municipal mill rate would decrease to 7.437, which is a decrease of 7.3%. The non-residential municipal mill rate would decrease to 8.730, which is a decrease of 3.5%.

The non-residential to residential tax rate split would be 1.17, which is low compared to neighbouring municipalities.

Scenario 1 is currently included in the calculations of the attached Bylaw.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

*Tax Scenarios (continued):*

Scenario 2 is showing slightly more of the tax revenue coming from non-residential properties, with 85% from residential taxes and 15% from non-residential taxes.

| <b>Scenario 2: Tax Split: 85% Residential; 15% Non-Residential</b> |            |              |              |                 |           |                         |                          |               |  |
|--|------------|--------------|--------------|-----------------|-----------|-------------------------|--------------------------|---------------|--|
| <b>Mill Rate: Residential: 7.385; Non-Residential: 9.093</b>       |            |              |              |                 |           |                         |                          |               |  |
|  |            | Assessment   |              | Municipal Taxes |           |                         |                          |               |  |
|  |            | 2022         | 2023         | 2022            | 2023      | \$ Increase<br>per year | \$ Increase<br>per month | %<br>Increase |  |
| RESIDENTIAL  | House 1    | \$ 155,020   | \$ 173,870   | \$ 1,244        | \$ 1,284  | \$ 40                   | \$ 3                     | 3.2%          |  |
|  | House 2    | \$ 223,300   | \$ 248,190   | \$ 1,792        | \$ 1,833  | \$ 41                   | \$ 3                     | 2.3%          |  |
|  | House 3    | \$ 249,120   | \$ 281,870   | \$ 1,999        | \$ 2,082  | \$ 83                   | \$ 7                     | 4.1%          |  |
|  | House 4    | \$ 262,160   | \$ 293,650   | \$ 2,103        | \$ 2,169  | \$ 65                   | \$ 5                     | 3.1%          |  |
|  | House 5    | \$ 358,010   | \$ 397,780   | \$ 2,873        | \$ 2,938  | \$ 65                   | \$ 5                     | 2.3%          |  |
|  | House 6    | \$ 458,020   | \$ 509,540   | \$ 3,675        | \$ 3,763  | \$ 88                   | \$ 7                     | 2.4%          |  |
|  | House 7    | \$ 588,450   | \$ 652,990   | \$ 4,722        | \$ 4,822  | \$ 101                  | \$ 8                     | 2.1%          |  |
| NON-RESIDENTIAL  | Property 1 | \$ 119,160   | \$ 125,570   | \$ 1,078        | \$ 1,142  | \$ 64                   | \$ 5                     | 5.9%          |  |
|  | Property 2 | \$ 355,150   | \$ 387,230   | \$ 3,213        | \$ 3,521  | \$ 308                  | \$ 26                    | 9.6%          |  |
|  | Property 3 | \$ 508,090   | \$ 550,240   | \$ 4,597        | \$ 5,004  | \$ 407                  | \$ 34                    | 8.9%          |  |
|  | Property 4 | \$ 630,620   | \$ 667,710   | \$ 5,705        | \$ 6,072  | \$ 367                  | \$ 31                    | 6.4%          |  |
|  | Property 5 | \$ 768,050   | \$ 845,940   | \$ 6,948        | \$ 7,693  | \$ 744                  | \$ 62                    | 10.7%         |  |
|  | Property 6 | \$ 1,174,540 | \$ 1,272,670 | \$ 10,626       | \$ 11,573 | \$ 947                  | \$ 79                    | 8.9%          |  |
|  | Property 7 | \$ 1,658,150 | \$ 1,779,600 | \$ 15,001       | \$ 16,183 | \$ 1,182                | \$ 98                    | 7.9%          |  |

Under Scenario 2, the residential municipal mill rate would be 7.385, which is a decrease of 8%. The non-residential municipal mill rate would increase slightly to 9.093, which is an increase of 0.5%.

The non-residential to residential tax rate split would become 1.23.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

That Council grant first reading to Bylaw 2023-10 Tax Rate to establish the rates for the 2023 Taxation Year and that it be referred to the Strategic Planning Committee (SPC) for recommendation.

TOWN OF DIDSBURY  
BYLAW NO. 2023-10  
2023 TAX RATE BYLAW

A BYLAW OF THE TOWN OF DIDSBURY TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF DIDSBURY FOR THE 2023 TAXATION YEAR.

**WHEREAS**, pursuant to section 353 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 (the “MGA”) Council must pass a property tax bylaw annually authorizing Council to levy a tax in respect of property in the municipality to raise revenue to be used toward the payment of requisitions, expenditures and transfers as set out in the budget of the municipality;

**AND WHEREAS**, section 297 of the MGA allows Council to divide the residential and non-residential assessment classes into sub-classes;

**AND WHEREAS**, section 369 of the MGA provides that Council must pass a supplementary property tax bylaw to authorize the levying of supplementary property tax in respect for which Supplementary Assessments have been made;

**AND WHEREAS**, pursuant to section 369.1 of the MGA Council has passed a Supplementary Assessments Bylaw, a continuous bylaw for supplementary assessment and taxation;

**AND WHEREAS**, pursuant to section 357(1) of the MGA the tax rate bylaw may specify a minimum amount payable as property tax;

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

PART 1 – TITLE, PURPOSE AND DEFINITIONS

1. Title

This bylaw may be referred to as the “2023 Tax Rate Bylaw”.

2. Purpose

The purpose of this bylaw is to authorize the levying of a tax upon all taxable property shown on the Assessment Roll and a supplementary property tax in respect for which Supplementary Assessments Roll has been prepared.

3. Definitions

~~3.1 Arrears means taxes that remain unpaid after December 31 of the year in which they are imposed.~~

~~Assessment Roll means assessment roll as set out in section 303 of the MGA;~~

~~Current Taxes means taxes levied within in the current calendar year.~~

~~Designated Industrial Property means designated industrial property as set out in Section 284 of the MGA;~~

~~Farmland means farmland as set out in Section 297 of the MGA;~~

~~Machinery and Equipment means machinery and equipment as set out in Section 297 of the MGA;~~

~~MGA means the Municipal Government Act, R.S.A. 2000, c. M-26 as may be amended.~~

~~Non-Residential means non-residential property as set out in Section 297 of the MGA;~~

~~Requisition means requisition as set out in Section 326 of the MGA;~~

~~Residential means residential as set out in Section 297 of the MGA;~~

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~~Supplementary Assessment means supplementary assessment as set out in Section 314 of the MGA;~~

**Vacant Non-Residential** means a sub-class of property classified as Class 2 – non-residential, as set out in Section 297 of the MGA, that contains vacant non-residential land held for the development of non-residential property.

**Vacant Residential** means a sub-class of property classified as Class 1 – residential, as set out in Section 297 of the MGA, that contains vacant residential land held for the development of residential property.

## **PART II - ASSESSMENT CLASSES AND TAX RATES**

### **4. Assessment Classes and Sub-Classes**

4.1 For the purpose of the 2023 tax levy and supplementary tax levy, all assessed property within the Town of Didsbury is hereby divided into one of the following assessment classes and subclasses:

- a. Residential
- b. Farmland
- c. Vacant Residential
- d. Non-Residential
- e. Vacant Non-Residential
- f. Machinery and Equipment

### **5. Allowance for non-Collection of Taxes**

5.1 Pursuant to Section 359(2) of the MGA, for the 2023 tax levy and supplementary tax levy there may be an allowance for the non-collection of taxes at a rate not exceeding the actual rate of taxes uncollected from the previous year's tax levy as determined at the end of the year.

### **6. Levy of Tax Rates**

6.1 The Chief Administrative Officer is hereby authorized to impose the tax rates set out in Schedule "A" on the assessed value of all taxable property shown on the ~~2022-current~~ assessment roll and supplementary assessment roll and classified according to this bylaw.

## **PART IV – GENERAL**

### **7. Minimum Tax**

7.1 That the minimum amount payable per tax roll as property tax for general municipal purposes shall be \$75.00.

### **8. Effective Date**

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

Read a first time on the \_\_\_\_ day of April 2023.

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

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

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

BYLAW 2023-10  
SCHEDULE "A"  
TAX RATES

| 2023 MUNICIPAL TAX RATES   |          |           |                    |            |
|--|----------|-----------|--------------------|------------|
| Assessment Class   | Tax Levy |           | Taxable Assessment | Tax Rate   |
| Residential  | \$       | 4,289,807 | \$ 576,810,790     | 0.00743711 |
| Farmland   | \$       | 47,735    | \$ 6,418,510       | 0.00743711 |
| Vacant Residential   | \$       | 45,996    | \$ 6,184,690       | 0.00743711 |
| Non-Residential  | \$       | 726,002   | \$ 83,164,230      | 0.00872974 |
| Vacant Non-Residential   | \$       | 9,856     | \$ 1,128,960       | 0.00872974 |
| Machinery & Equipment  | \$       | 1,560     | \$ 178,650         | 0.00872974 |
| <b>TOTAL TAX LEVY</b>  | \$       | 5,120,956 | \$ 673,885,830     |            |
|  |          |           |                    |            |
|  |          |           |                    |            |
| 2023 EDUCATION TAX RATES   |          |           |                    |            |
| (Requisitions by Alberta School Foundation and Red Deer Catholic Region) |          |           |                    |            |
| Assessment Class   | Tax Levy |           | Taxable Assessment | Tax Rate   |
| Residential/Farmland   | \$       | 1,386,355 | \$ 589,413,990     | 0.00235209 |
| Non-Residential  | \$       | 293,058   | \$ 82,878,800      | 0.00353598 |
| <b>TOTAL TAX LEVY</b>  | \$       | 1,679,413 | \$ 672,292,790     |            |
|  |          |           |                    |            |
|  |          |           |                    |            |
| 2023 MANAGEMENT BODIES TAX RATES   |          |           |                    |            |
| (Requisitions by Mountain View Seniors' Housing)                         |          |           |                    |            |
| Assessment Class   | Tax Levy |           | Taxable Assessment | Tax Rate   |
| Residential/Farmland   | \$       | 222,422   | \$ 589,413,990     | 0.00037736 |
| Non-Residential  | \$       | 31,343    | \$ 83,057,450      | 0.00037736 |
| <b>TOTAL TAX LEVY</b>  | \$       | 253,765   | \$ 672,471,440     |            |
|  |          |           |                    |            |
|  |          |           |                    |            |
| 2023 DESIGNATED INDUSTRIAL PROPERTY REQUISITION TAX RATE                 |          |           |                    |            |
| (Property assessment and tax rate are set by the Provincial Assessor)    |          |           |                    |            |
| Assessment Class   | Tax Levy |           | Taxable Assessment | Tax Rate   |
| Non-Residential  | \$       | 650       | \$ 8,716,310       | 0.0000746  |
| <b>TOTAL TAX LEVY</b>  | \$       | 650       | \$ 8,716,310       |            |



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: Bylaw 2023-11 Council Procedural  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Policy and Governance Committee (PGC) was tasked with the review and recommendations to update the Council Procedural Bylaw. This bylaw establishes the rules and procedures for conducting orderly council meetings for the members of council.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

After multiple discussions on Bylaw 2020-12, the PGC is ready to present Bylaw 2023-11 for first reading.

Council will have the opportunity to provide comments and recommendations to the proposed bylaw. The PGC will then take the suggestions back to committee for further review and consideration.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. An Informed & Engaged Community

### RECOMMENDATION

That Council grant first reading to Council Procedural Bylaw 2023-11, and refer it to the Policy and Governance Committee for review and recommendations.

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

The Council of the Town of Didsbury enacts the following:

**PART 1: PURPOSE**

*Purpose*

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

**PART 2: APPLICATION**

*Paramount Rules*

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

**PART 3: MEETING FRAMEWORK**

*Meeting Chair*

5. The Mayor shall be the Chair of all Council Meetings unless absent, and in that event, the Deputy Mayor will act in their stead. Where both the Mayor and Deputy Mayor are absent, Council shall appoint one of the remaining members to Chair that meeting by motion.

*Meeting Dates and Times*

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

*Electronic Participation*

8. Council members participating in a meeting held by means of electronic communication, which includes all forms of virtual or telephone participation, are deemed to be present at the meeting.
  - 8.1 Poor connectivity may impede the council member's participation.
9. Councillors participating in closed discussions must verbally confirm that they are participating alone and confidentially, which shall be recorded in the minutes.



### *Electronic Devices*

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

### *Councillor Seat Selection*

11. At the Annual Organizational Meeting, Council will change seating positions by random draw.
  - 11.1 The Deputy Mayor will sit directly adjacent to the Mayor.

### *Quorum*

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

### *Meeting Length & Unfinished Business*

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

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

### *Order of Business*

15. The order of business at a meeting is the order of the items on the agenda except:
  - 15.1 When a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;
  - 15.2 When Council alters the order of business for the convenience of the meeting by motion.

### *Administrative Inquiries*

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

### *Livestreaming*

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

### *Meeting Decorum*

18. The Chair presides over the meeting and all comments and questions shall be addressed through the Chair. This includes members of Council and other participants and delegations, who will not speak until recognized by the Chair.
  - 18.1 All members wishing to speak to a matter will notify the chair by raising their hand and will hold their peace until called upon. Council members will not be disruptive or disrespectful.
19. The Council member making a motion shall have the first right to speak to the motion.
20. Those speaking will indicate if they are in favour or opposed to the motion.
21. Council members may speak twice to a motion, and may only speak a second time after everyone who wishes to speak the first time has spoken. After a member has spoken twice to a matter they will not be called upon to speak again unless providing new information to the motion.

22. Comments or questions must be relative to the motion or matter being considered.
23. Those speaking will address their comments and questions to the chair.
  - 23.1 Council members will not engage in side conversations with other members, while others have the floor during debate, nor be disruptive in their behavior to the Chair or the decorum of the meeting.
  - 23.2 Council members will be respectful of the will of the majority of Council and will not verbally attack or threaten or attempt to intimidate them for decisions they disagree with. Council members who engage in such behavior will be asked to leave the meeting.
  - 23.3 Members who persist in being disruptive and disrespectful to the Chair's ability to keep order will be asked to leave the meeting.
24. To limit debate, a Council member at any time may make a motion to end debate and call for the vote. Such motions are not debatable and require two-thirds majority vote to pass. If passed, the vote will immediately be called.

#### ***Council Assignment Reports***

25. Each Council member will be provided up to three (3) minutes for the purpose of providing a verbal update on their current Council assignments.
  - 25.1 Council members may provide a written report in lieu of a verbal report.
26. Any action required as a result of a Council Report shall be brought forward as a separate business item.
27. Council members attending conventions, educational sessions and other professional development sessions shall provide a written report outlining the highlights of the event within 2 weeks of attending for inclusion in the next Regular Council Meeting Agenda.

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

##### ***Agenda Format***

28. The agenda and legislative schedule is planned by the CAO and Mayor in accordance with the needs of Council, Administration and the business of the Town.
  - 28.1 Council members who wish for a matter to be considered for inclusion on an agenda will make the request to the Mayor, who will then discuss the proposal with the CAO for consideration. Such requests will not be considered appropriate if is:
    - a. Re-addressing of a previously heard issue, where there is no new information being brought forth;
    - b. Administrative in nature;
    - c. Unrelated to Council business, or the governance of the town or not in the scope of local government responsibilities and powers.
29. The agenda sets forth the order of business for a given meeting and will follow in accordance with the motion of Council that adopts the agenda at the start of the meeting.

##### ***Agenda Distribution***

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

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

31. Council members wishing to add additional items will provide context to the matter being presented. These proposed additions to the agenda will be voted on separately.
  - 31.1 A member must give sufficient detail so that the subject of the motion and any proposed action can be determined.
  - 31.2 Council members may provide advance notice to the Council of their intent to request to add an item by providing a notice of motion to the Mayor and CAO prior to the meeting. The notice will contain background and contextual information to the matter that the member would like the rest of Council to consider. The Mayor and CAO will distribute the notice to the other members of Council prior to the meeting. The item will then be considered in accordance with the above process.
32. Council will vote to adopt the agenda prior to transacting other business and may by motion, **on the recommendation of the Mayor or CAO:**
  - a. Add new items to the agenda;
  - b. Delete any matter from the agenda;
  - c. Revise the order of business on the agenda.

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

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

### ***Adoption of Minutes***

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

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

35. If a person wishes to speak to Council on any matter, that person must notify Administration in writing and must state the reason for the request to speak. The written request must include an outline of the issue to be addressed, along with any pertinent background information, and an overview of any action being requested of Council. **The Mayor and CAO will review and consider the request and if appropriate for a Council meeting, it will be placed on a future Council agenda at the discretion of the Mayor and CAO.**

A request will be deemed to **not be appropriate for a Council meeting, if in the opinion of the Mayor and CAO, the matter is (but not limited to):**

- a. Re-addressing of a previously heard issue, where there is no new information being brought forth;
- b. **Administrative in nature;**
- c. **Unrelated Council business, or the governance of the town or not in the scope of local government responsibilities and powers;**
- d. Self-promoting or politicking, or a salespitch;

e. Incoherent; or Libelous, impertinent or improper.

36. Generally, delegations will have up to 10 minutes to speak; however, their time will be at the discretion of the chair.

#### ***Council Consideration of Request***

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

### **PART 7: COUNCIL ASSIGNMENTS**

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

### **PART 8: REPRESENTING COUNCIL**

#### ***Public Comments on Council Business***

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

#### ***Public Events***

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

### **PART 9: - SPECIAL MATTERS**

#### ***Petitions***

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

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

45. If a special circumstance arises that would justify, in the opinion of Council, a relaxing of any of these protocols, then any of these clauses, where not already allowed, may be temporarily relaxed or set aside by a motion of Council, such a motion must be carried unanimous.

## PART 10: - GALLERY QUESTION PERIOD

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

## PART 11: - GENERAL PROVISIONS

48. Bylaw 2020-12 and all amendments thereto are hereby repealed.
49. That this Bylaw shall take effect on the date of final passing.

Read a first time this      day of      , 2023

Read a second time this      day of      , 2023

Read a third and final time this      day of      , 2023

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: April 25, 2023  
SUBJECT: Seasonal Pop-Up Patio Policy  
ORIGINATING DEPARTMENT: Planning & Development

---

### BACKGROUND/PROPOSAL:

Currently, Land Use Bylaw No. 2019-04 does not address the use of Seasonal Pop-Up Patios. In the spring of 2021, to help support local eating and drinking establishments after the implementation of Covid19 restrictions by the Alberta Government, Council approved special 'temporary' permits for outdoor patio dining.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Seasonal Pop-Up Patios allowed local eating and drinking establishments another avenue to increase revenues. Patio dining was positively received by the community and enhanced the downtown experience. There has been interest from the business community to continue the use of Pop-Up Patios on a seasonal basis.

The creation of a Policy will provide guidelines for the accommodation of this use and licenced business owners can apply for a one-time only permit with no need to re-apply on an annual basis.

### PLANNING ANALYSIS

#### Central Core Heritage Plan

Within the purpose for this plan is the following statement: *The Central Core Heritage Plan (CCHP) is intended to reflect Town Council's objective of focusing new retail in the downtown core and to preserve its "people-friendly" downtown environment.*

Many of the businesses that are interested in this use are within the Central Core Heritage Plan area. The ability to accommodate the Seasonal Pop-Up Patios will enhance the people-friendly environment within this area.

#### Municipal Development Plan

Part 4.0 Commercial Development

#### **4.1 Overview**

It is the primary goal of this section to ensure that the downtown remains the focus of commercial activity in Didsbury, with other commercial developments being permitted only when they do not significantly take away from the continued success of the downtown. As a related goal, the policies and strategies of this section, along with the Central Core Heritage Plan and East Downtown Area Revitalization plan, are to ensure the provision of a healthy, vibrant and growing commercial sector within the Town.

The opportunity for a business to have a Seasonal Pop-Up Patio enhances their business and provides for an innovative way to enhance the public experience within the commercial areas.

Planning and Development recommends that Council approve Policy PLAN 002 Seasonal Pop-up Patios

### ALIGNMENT WITH STRATEGIC PLAN

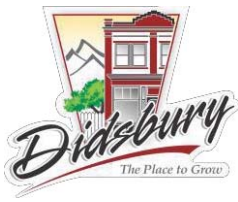
#### **2. An Informed & Engaged Community**

### RECOMMENDATION

That Council approves Policy PLAN 002 Seasonal Pop-up Patios.

OR

That Policy PLAN 002 be referred to the Policy & Governance Committee (PGC) for review and recommendation.



## Policy Statement

1. The Town of Didsbury will provide guidelines for Seasonal Pop-Up Patios.

## 2. Definitions

- 2.1. Development Authority means a person or body who is authorized to exercise Development power and perform duties on behalf of the Town as outlined in the Land Use Bylaw.
- 2.2. Licensed Business means a business that has a valid Town Business Licence.
- 2.3. Sandwich Board Sign means an “A” shaped form of a freestanding Sign, sometimes referred to as an A-Frame, which is set on but not attached to the ground.
- 2.4. Seasonal Pop-Up Patio Agreement means an agreement between the Business and the Town that outlines the responsibilities of the Licensed Business.
- 2.5. Seasonal Pop-Up Patio means an outdoor area that functions as an outdoor extension of the primary use of food and/or beverage services operational from May 1 to November 1 and considered a Permitted Use.

## 3. Principles

- 3.1. A Licensed Business owner shall submit a one-time Development Permit for a Seasonal Pop-Up Patio along with Fees as outlined in the Planning and Business Licence Rates & Fees Bylaw
- 3.2. Pop-Up Patio Size : Limited to 2 parking spaces and site sketch to be approved by the Development Authority
- 3.3. Sidewalk Accessibility: The pedestrian walkways must not be impeded
- 3.4. Hours of Operation: If the business is not open on a daily basis, the patio chairs and tables must be removed from the parking stalls to allow for use of the parking stalls on those non-business days
- 3.5. Sandwich Board Signs: Must be in compliance with s. 3-55 of the Land Use Bylaw and must be located in the stamped concrete portion of the sidewalk only
- 3.6. Seasonal Pop-Up Patio Agreement: Each Licensed Business shall sign the Agreement
- 3.7. When a Seasonal Pop-Up Patio is still in use and there is a snowfall, the patio shall be removed to accommodate snow removal

## 4. End of Policy





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: April 25, 2023  
SUBJECT: Municipal Enforcement Priorities for 2023  
ORIGINATING DEPARTMENT: Legislative Services

---

### BACKGROUND/PROPOSAL:

In 2022, The Town of Didsbury Community Peace Officers proposed their 2022 Municipal Enforcement Priorities as follows:

1. Unsightly properties
2. Responsible pet ownership enforcement
3. Protecting the downtown viability, which includes two hour parking, graffiti, and other nuisance behaviours

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Officers Lucas Rahn and Melissa Trotter provided the First Quarter Report during the CAO Report portion of the Agenda. Officers Rahn and Trotter recommend making the following items *priority items* to focus on in 2023:

1. Unsightly properties
2. Illegal crossing of solid line
3. Seat belts
4. Distracted driving

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Healthy Active Living

### RECOMMENDATION

To set the 2023 Municipal Enforcement Priorities as follows:

1. Unsightly properties
2. Illegal crossing of solid line
3. Seat belts
4. Distracted driving

OR as revised or directed by Council.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: Intermunicipal Collaboration Framework Review Extension  
ORIGINATING DEPARTMENT: Legislative Services

---

### BACKGROUND/PROPOSAL:

The Honourable Rebecca Schulz, Minister of Municipal Affairs, sent correspondence to all Chief Elected Officials and CAOs in Alberta regarding the review period for the Intermunicipal Collaboration Framework Agreements.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see the attached letter and Ministerial Order No. MSD:024/23 from Minister Schulz, changing the timeframe for which a municipality must review their intermunicipal collaboration frameworks. The review period has changed from five years to at least every seven years.

Mayor Hunter, Councillor Windsor, Councillor Moore, and CAO Gorner met with Minister Schulz during the AB MUNIS President's Summit and Leadership Caucus at the end of March to provide feedback on the ICF process.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the letter from the Minister of Municipal Affairs, Rebecca Schulz, on Intermunicipal Collaboration Framework Agreements review period changes as information, and that Mayor Hunter send a letter on behalf of Council that includes their support of retaining the five-year review period and reaffirming Council's proposal submitted to the Minister in March 2023.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of "at least every five years" from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at [icf@gov.ab.ca](mailto:icf@gov.ab.ca) or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:024/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 6<sup>th</sup> day of April, 2023.



Rebecca Schulz  
Minister of Municipal Affairs



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: RCMP Retro Pay Invoice  
ORIGINATING DEPARTMENT: Corporate Services

---

### BACKGROUND/PROPOSAL:

The Government of Canada signed the first collective agreement regarding the RCMP regular members and reservists with the National Police Federation on August 6, 2023, which resulted in a retroactive salary cost increase.

In 2022, the RCMP provided an estimate to the Town of Didsbury at a range of \$45,000 to \$47,000 per year.

Previously, it was unclear whether the Town would be responsible for the retro pay. On March 30, 2023, however, Administration received an invoice for \$44,843.67 for the retro pay raise.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Given the uncertainty surrounding the retro pay, the amount was not included in the budget. Therefore, Administration is seeking Council's approval to pay the invoice and Council's direction to determine the source of funding.

Council previously set aside reserve funds for MPSA policing costs. There is currently \$442,590 in the RCMP Operating Reserve, which may be used to fund the retro pay invoice.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

To approve the payment of the RCMP retro pay invoice totaling \$44,843.67 and to fund the amount from the RCMP Operating Reserve.



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Town of Didsbury  
PO BOX 790  
DIDSBURY, AB  
T0M 0W0

## INVOICE - FACTURE

**7005065**

Quote this number on all correspondence  
Numéro à rappeler dans toute correspondance

Invoice Date/Date de facturation: 2023/03/31  
Due Date/Date D'échéance: 2023/05/15

Bill To - Facturé à 87167

Terms of payment - Terms de paiement  
NET 45 DAYS - DATE OF RECEIPT  
PAYABLE SOUS 45 JOURS

For Further information contact: -  
Pour de plus renseignements communiquer avec:  
**Divisional Representative/Représentant Divisionnaire**

Electronic Funds Transfer Payment Notification to be sent to:  
Notification de transfert électronique de fonds à envoyer à:  
**PCCRPYMT\_NOTIFICATION@rcmp-grc.gc.ca**

### ORIGINATOR - EXPÉDITEUR

THE COMMISSIONER  
ROYAL CANADIAN MOUNTED POLICE  
ATTN: CONTRACT POLICING FINANCE  
BLDG M1-2ND FLOOR MAILSTOP 22  
73 LEIKIN DRIVE  
OTTAWA ONTARIO K1A 0R2

Mail Cheque or money  
order (payable to Receiver  
General for Canada) to :

**ORIGINATOR**

Envoyer votre chèque  
ou mandat (à l'ordre du  
Receveur Général du  
Canada) à:

**EXPÉDITEUR**

### DESCRIPTION

Amount/Montant

NPF Retro Pay Apr 1 2017 # Mar 31 2021

\$ 44,843.67

**Direct Deposit payment for this invoice is to be directed to the following banking  
information: / Le paiement par dépôts directs pour cette facture doit être adressé à la compte bancaire suivante:**

Bank Number/ Numéro de banque: 815

Transit Number/ Numéro de transport en commun: 98000

Beneficiary Name/ Nom du bénéficiaire: 030-25636-RCMP

Beneficiary Account Number/ Numéro de compte bénéficiaire: 097-038-4

Description/Description: RCMP invoice #/ # Facture de la GRC

**Please ensure that a payment advice is sent via email to the following email address:/Les clients sont priés d'envoyer un avis de paiement  
électronique à l'adresse de courriel suivante :**

PCCRPYMT\_NOTIFICATION@rcmp-grc.gc.ca

Intra / N° Intra  
0300

GST/HST Number - Numéro de TPS/TVH  
121491807

TOTAL: \$ 44,843.67

Reference - Référence

Payable in Canadian Funds  
Payable en devise Canadienne

Verified Correct - Vérifié Conforme  
**HEIDI SARIA**

Authorized by - Autorisation par  
**NOOR KASSIF**

# Canada

**NPF April 1, 2017 to March 31, 2021 Retroactive Pay Raise Calculation**  
**NWR Region - K Division**  
**Didsbury (#87167)**

|  | Rate       | 2017-18 | 2018-19 | 2019-20 | 2020-21       | Total         |
|--|------------|---------|---------|---------|---------------|---------------|
| <b>CI030- Pay-Members <sup>1</sup></b>                               |            |         |         |         |               |               |
| 1194 - Regular Time - Reservists                                     |            | -       | -       | -       | -             | -             |
| <b>CI031- Extra Duty Pay-Members <sup>1</sup></b>                    |            |         |         |         |               |               |
| 111 - Overtime - Members   |            | -       | -       | -       | 14,579        | 14,579        |
| 1110 - Operational Availability - Members                            |            | -       | -       | -       | -             | -             |
| 1168 - Immediate Operational Readiness - Members                     |            | -       | -       | -       | 6,260         | 6,260         |
| <b>Non-Pooled Costs with Pay Raise Implications</b>                  |            | -       | -       | -       | <b>20,839</b> | <b>20,839</b> |
| Cumulative Pay Raise Rate by Year                                    |            | 3.28%   | 6.66%   | 11.24%  | 15.17%        |               |
| <b>1. Total Economic Increase and Market Adjustment <sup>2</sup></b> |            | -       | -       | -       | <b>3,160</b>  | <b>3,160</b>  |
| <b>2. Pooled Costs <sup>3</sup></b>                                  |            |         |         |         |               |               |
| FTEs   |            | -       | -       | -       | 3.56          |               |
| MU Per cap   |            | -       | -       | -       | 15,555        |               |
| <b>2. Total Pooled Costs</b>   |            | -       | -       | -       | <b>55,375</b> | <b>55,375</b> |
| <b>3. Divisional Administration Costs <sup>4</sup></b>               |            |         |         |         |               |               |
| Actual Total Members (NCOs, Officers, CMs) FTEs                      |            | -       | -       | -       | 3.56          |               |
| Divisional Administration per Capita                                 |            | -       | -       | -       | 1,552         |               |
| Regional Administration per Capita                                   |            | -       | -       | -       | -             |               |
| <b>Total Administration per capita</b>                               |            | -       | -       | -       | <b>1,552</b>  |               |
| <b>3. Total Retroactive Administration Costs</b>                     |            | -       | -       | -       | <b>5,527</b>  | <b>5,527</b>  |
| <b>4. Adjustments <sup>5</sup></b>                                   |            | -       | -       | -       | -             | -             |
| <b>Total Retroactive Pay Raise Costs at 100%</b>                     |            |         |         |         |               | <b>64,062</b> |
| <b>Total Retroactive Pay Raise Costs at Contract Share</b>           | <b>70%</b> |         |         |         |               | <b>44,844</b> |

**Note 1:**

On an exceptional basis and based on feedback received by CMC, Canada will base the prior year (April 1, 2017 to March 31, 2021) retroactive billing on the actual costs incurred by the jurisdiction in each of the affected fiscal years.

The actual costs incurred will be adjusted to remove all costs related to employees excluded from the NPF collective bargaining (such as Officers and Civilian Members). As a result, the annual expenditures in the above GLs would be lower than what was reported in each year's reconciliation due to the exclusion of Officer and Civilian member costs since they will represent only pay expenditures for members represented by the NPF.

**Note 2:**

The cumulative pay raise by year is 3.28% for 2017-18, 6.66% for 2018-19, 11.24% for 2019-20, and 15.17% for 2020-21. Recalculating the above figures using the cumulative pay rates will result in immaterial variances due to rounding.

**Note 3:**

GLs 110, 113, 114, and 1131 form part of the Pooled costs calculation.

The retroactive pay calculated on pensionable general ledgers (110 and 114) will result in retroactive pension costs at the 19.44% pension rate. The resulting retroactive pension costs also form part of the pooled retroactive costs calculation.

**Note 4:**

In line with the exceptional billing methodology, this is the retroactive pay raise impact of RMs in Regional/Divisional Core Administration and Special leave cost centres that are recorded in GLs 110,113,114,1131,1194, 111,1110 and 1168. As noted in the cost components table, GLs 116,127, and 1156 will be billed as actuals in the 2021-22 Divisional/Regional administration rate and therefore are excluded from this calculation.

**Note 5:**

This figure captures the retroactive pay raises impact on costs such as but not limited to Integrated teams in British Columbia, where applicable.

**Note 6:**

Figures may not add up due to rounding.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: Parkland Regional Library Board – Agreement Amendment Update  
ORIGINATING DEPARTMENT: Legislative Services

---

### BACKGROUND/PROPOSAL:

Mayor Hunter received a letter on March 10, 2023 regarding Council's request to amend clause 8.3 of the Parkland Regional Library Agreement.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Parkland Regional Library Board met on February 23, 2023 and a motion was put forward to amend Article 8.3 of the Agreement regarding population figures used by Parkland Regional Library System for requisitions to the member municipalities. The motion was defeated; amending the agreement will not proceed at this time.

Please find attached the letter from Board Chair, Teresa Rilling, as well as the original letter making the request on behalf of the Town.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the letter from the Parkland Regional Library Board regarding amending Article 8.3 of the Parkland Regional Library System Membership Agreement as information, and approve the Town of Didsbury board representative to continue to advocate on this issue.

March 10, 2023

Dear Didsbury Mayor Rhonda Hunter,

On October 26, 2022, the Parkland Library Board received a request from your municipal council requesting that clause 8.3 of the Parkland Regional Library Agreement be amended. Along with six other municipalities, your council's request was for Parkland's board to invoice municipalities using the same per capita population figures used by the Government of Alberta for issuing municipal grants.

At the February 23<sup>rd</sup> meeting of the Parkland board, two board members representing all seven municipalities put forward the request for the amendment with the following motion:

*"Motion to amend the Parkland Member Agreement Article 8.3, such that the Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding".*

According to clause 17.1 of the Parkland Regional Library Agreement, the board must pass a motion for amending the agreement in addition to the amendment being approved of by Parkland's member municipalities. After a lengthy discussion, the motion to amend the Parkland Regional Library Agreement was defeated by a simple majority vote. While member municipalities and board members can certainly bring the matter of which population figures Parkland uses to invoice municipalities to a future board meeting, the issue of amending Parkland's agreement will not be proceeding at this time.

On behalf of the Parkland Board, I thank you for taking such an interest in Parkland's governance and for your continued support.

Sincerely,



Teresa Rilling, Board Chair  
Parkland Regional Library System

TR/kh



October 17, 2022

Ronald Sheppard, Director  
Parkland Regional Library System  
4565 46<sup>th</sup> Street, Lacombe, AB T4L 0K2  
[rsheppard@prl.ab.ca](mailto:rsheppard@prl.ab.ca)

*Sent Via Email*

Dear Mr. Sheppard,

**Re: Amendment to PRL Membership Agreement**

The Town of Didsbury [as per Council resolution #384-22] hereby makes official request to amend the Parkland Regional Library Membership Agreement in accordance with section 17.1. As the board is aware, Didsbury and several other members believe that PRL's current reliance on Treasury Board population statistics is not in keeping with section 8.3 of the agreement, which reads:

***"The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs"***

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding, which currently is the 2016 Federal Census figures.

We don't believe it is a consistent or fair interpretation of section 8.3 to calculate how much we owe for a service using a different (and higher) population estimate than what is used to calculate grant funding we receive for that same service. Whatever population data is used to calculate one needs to be the same that is used for the other, which we believe is the spirit and intent of section 8.3 and we would like to see section 8.3 updated and enhanced to more clearly express this.

We understand that other Area 9 PRL members are preparing similar letters; however please feel free to reach out to discuss this further as we would be happy to do so.

Sincerely,

Ethan Gorner  
Chief Administrative Officer  
[egorner@didsbury.ca](mailto:egorner@didsbury.ca)



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: Blue Bin Forensic Audit  
ORIGINATING DEPARTMENT: Corporate Services

---

### BACKGROUND/PROPOSAL:

At the March 28, 2023 Regular Council Meeting, Council passed resolution # 155-23 to have the Strategic Planning Committee explore the feasibility of conducting a forensic audit with e360s for the Blue Bin recycling program and bring back a recommendation to Council.

The Committee met on April 14, 2023 to review the cost of a forensic audit of the blue bin program, as well as the results of a neighbouring municipality's blue bin forensic audit.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The quote for a forensic audit of the blue bin program for the Town is \$1,000. The audit would see the collection of a sample of blue bins in Didsbury. The sample would then be isolated, sorted and weighed by category.

The resulting audit would provide a snapshot of recycling in Didsbury, including the amount and types of materials being recycled, the percentage of items that are not accepted and the percentage of items that are contaminated.

A sample report from a neighbouring municipality is attached for Council's reference.

The Committee recommends that Council not proceed with a Blue Bin Forensic Audit at this time.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the report on the Blue Bin Forensic Audit as information.

## Summary of Audit

- **3015 KGS / 6647 LBS**
- **Mix fibre** = 1796.5 kgs / 3960 lbs ( 59.58 % )
- **Occ** = 508 kgs / 1120 lbs ( 7.64 % )
- **Mix solid plastic 1-7** = 258 kgs / 569 lbs ( 8.56 % )
- **HDPE #2 solid plastic** = 9 kgs / 20 lbs ( .0003 % )
- **Scrap metal** = 83 kgs / 183 lbs ( 2.75 % )
- **LDPE film** = 16.5 kgs / 36 lbs ( .0054 % )
- **Contaminated material which will be land filled** = 273.5 kgs / 603 lbs ( 9.07 % )
- **Returnable** = 14.5 kgs / 32 lbs ( .0048 % )
- **Not accepted material ie. Clothing iron, wooden cutting board**= 36 kgs / 79 lbs ( 1.19 % )
- **Unaccounted for** = 20.14 kgs / 45 lbs (Moisture/dropped material)
- **Total Landfill material** = 10.25% (Contaminated = Wax OCC, Organic covered fiber ect.)





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: April 25, 2023  
SUBJECT: Bulk Water Rates  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

At the Regular Council Meeting on April 11, 2023, Council passed resolution #203-23 to send the bulk water issue to the Strategic Planning Committee and bring back recommendations to Council.

The Committee met on April 14, 2023 to discuss bulk water rates.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee reviewed the definitions of local and non-local regarding bulk water rates. Local is defined as having a serviced account in the Town of Didsbury corporate limits, and non-local is a customer without a serviced account in the Town of Didsbury corporate limits.

Currently, the approved rates are \$6.00 / m<sup>3</sup> for local and \$8.10 for non-local.

The Bulk Water System is a product of the Town's Public Works department, which is a tax-supported department. It purchases the water from the Water Department at the rates sets out in the Utility Charges Bylaw and sells the water to customers of the Bulk Water Station at the rates set out in the Utility Charges Bylaw. The rates for bulk water take into account all of the costs of running the bulk water station, not just the cost of water.

The Committee discussed the topic and recommends that the bulk water rates remain as is.

### ALIGNMENT WITH STRATEGIC PLAN

#### 3. Infrastructure & Asset Management

### RECOMMENDATION

That Council accept the report on bulk water rates as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: April 25, 2023  
SUBJECT: Bethany Care Foundation Request for Letter of Support  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

Members of the Bethany Care Foundation have submitted a letter to Council requesting a *letter of support* from Council. The Foundation will include this letter in applications for funding, to be sent to various foundations, companies, and government agencies.

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

The Bethany Care Foundation is currently working to build a pathway and gazebo on the south side of the property, where the Bethany Didsbury entrance is located. The pathway/gazebo will be open to the residents of Bethany Care and to the Didsbury community.

The Bethany Care Foundation is responsible for raising funds for this outdoor space and has reached out to various foundations, companies and government agencies for assistance. To aid in the fundraising, the Foundation is asking Council to provide a *letter of support* to Bethany Care Didsbury, highlighting collaboration and awareness in serving seniors and the greater community.

A delegation from Bethany Care Foundation will attend the May 9, 2023 Regular Council Meeting to present information about the organization and provide an update on the project. However, they hope to start the fundraising immediately and are requesting that they receive the *letter of support* prior to their presentation on May 9.

Please see the attached letter from, Bethany Care Foundation.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **4. Healthy Active Living**

### **RECOMMENDATION**

To approve Mayor Hunter to write, on behalf of Council, a *letter of support* for the Bethany Care Foundation to aid in their fundraising projects and endeavors.



Town of Didsbury  
1606 – 14 Street, Box 790  
Didsbury, Ab T0M 0W0

April 17, 2023

Dear Mayor and Council,

Bethany Didsbury has been an important part of the town's landscape in senior's housing since 2014. The 100-suite supportive living care centre provides care for residents of the town of Didsbury and surrounding areas.

With the onset of the COVID-19 pandemic, we learned it was crucial to have alternative safe environments for everyone to visit their loved ones. The pandemic showcased how isolated residents felt from their communities and the decline in their physical and mental health when there was no significant socialization. For this reason, an intentional outdoor space with a pathway and gazebo will be built on the south side of the property where the Bethany Didsbury entrance is.

This pathway/gazebo will be open to the Didsbury community to utilize and will be the only green space developed in the southeast part of town. As the residents of Bethany Didsbury are unable to access their community freely due to their limitations, the desire is to bring the community to them.

The pathway/gazebo will be used by residents for outdoor therapies like music therapy, recreation therapy, games and visiting, and at the same time we invite fellow Didsburians to use this space for visiting, hosting public events like concerts and/or barbeques. The residents may integrate themselves with the public events or may enjoy watching from their rooms or balconies that face the space. Creating a vibrancy of this space is part of Bethany's vision in "Leading the Transformation of Albertans Aging Well" and creating communities of care. This helps provide our residents a quality of life while the residents make their home at Bethany.

The Bethany Care Foundation is responsible for raising the funds for this outdoor space and have begun the task of applying to various foundations, companies, and government for funding. To aid in the funding requests we are seeking a Letter of Support from Town Council to be attached to future applications. This Letter of Support will be instrumental in highlighting collaboration and awareness between the Town of Didsbury and Bethany Didsbury in serving seniors and the greater community.

We thank you for your consideration on this initial request and look forward to making a personal presentation to Town Council on May 9<sup>th</sup>, 2023.

All our best,

A handwritten signature in black ink, appearing to read "Amtul Siddiqui".

Amtul Siddiqui  
Executive Director

A handwritten signature in blue ink, appearing to read "Heidi Lambie".

Heidi Lambie  
Senior Development Officer





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: April 25, 2023  
SUBJECT: Highway 582 and 23 Street Award Recommendation  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### **BACKGROUND/PROPOSAL:**

Council approved a joint funding agreement with Alberta Transportation in the fall of 2022 for the intersection improvements required at 23 Street and Highway 582.

Administration worked closely with various Provincial agencies and ISL to secure additional lands and get the project out to market early for the civil engineering scope of work. Street lighting design has not been completed at this time and will be constructed under a separate construction agreement with Fortis.

The design was completed by ISL Engineering and approved by Alberta Transportation on Feb 21, 2023. Tender documents were posted March 14, 2023 on Alberta Purchasing Connection's website in accordance with trade agreements, the Town's website and emailed to several local contractors.

Land acquisitions were finalized April 19, 2023.

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

The tender closed on April 12, 2023 @ 2:00:59 pm. The following table is a summary of the three bids received:

| Bidder                          | Verified Tendered Price | Variance from Low Bid |
|---------------------------------|-------------------------|-----------------------|
| RubyRock                        | \$557,554.87            | -                     |
| TBL Construction Ltd.           | \$840,826.36            | 50.81%                |
| Unsurpassable Construction Ltd. | \$1,101,204.50          | 97.51%                |

The civil works contract includes a 10% contingency. The values above are excluding land acquisition, Fortis' efforts and engineering costs.

Land acquisition costs are minimal; however, the street lighting, although unknown at the moment, is anticipated to be approximately \$300,000 - \$400,000 and engineering is currently estimated to be approximately \$230,000.

With the above considerations totaling approximately \$1.2M, the project is currently estimated to be under the approved \$1.5M capital budget.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **3. Infrastructure & Asset Management**

### **RECOMMENDATION**

That Council approve the award of the Highway 582 and 23 Street Intersection Upgrade contract to RubyRock Asphalt Work Ltd. for \$557, 554.87.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: April 25, 2023  
SUBJECT: Olds and District Hospice Society Requests  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

The Olds and District Hospice Society (O&DHS) is a group of community members that support hospice palliative care services in Mountain View County area. They provide hospice, bereavement and NavCARE support and, utilizing trained volunteers, support individuals and families living with palliative and/or chronic illness, loss and grief.

Over the past year, O&DHS programs and services have seen a huge demand. The two community hospice suites located at Seasons Encore in Olds are being utilized every month. The Nav-CARE program has assisted clients with alleviating the feelings of social isolation by connecting them with amazing *Volunteer Navigators*.

Over the past few years, O&DHS has become much more active in Didsbury and they are looking forward to the possibility of having a Hospice Suite in the community. They are scheduled to present more information to Council at the May 9, 2023 Regular Council Meeting.

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

On Sunday, May 7, 2023, O&DHS will hold its First Annual Hike for Hospice at the Memorial Park in Didsbury. The Society has invited Mayor Hunter to join them at Memorial Park at 9:30 a.m. that day to say a few words of welcome. All funds raised at this event stay with O&DHS.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **2. An Informed & Engaged Community**

### **RECOMMENDATION**

To approve Mayor Hunter, on behalf of Council, to deliver a welcome message to the participants of the First Annual Hike for Hospice event on May 7, 2023 at 9:30 a.m. at the Didsbury Memorial Park.



March 20, 2023

Attention: Mayor Rhonda Hunter and Didsbury Town Council

**Re: Application for Proclamation of May 1-7, 2023, as Hospice Palliative Care Week in the Community of Didsbury**

Dear Mayor and Council,

This year the Canadian Hospice Palliative Care Association recognizes the 22nd Anniversary of National Hospice Palliative Care Week May 1st to May 7th. This time has been set aside to highlight the importance of palliative care and to support awareness and education of this important aspect of life in our society.

For 11 years the Olds & District Hospice Society (O&DHS) has supported the national organization by hosting a local Hike for Hospice. This year, the 1st Annual Hike for Hospice in Didsbury will be held at Memorial Park on Sunday, May 7, 2023. All funds raised stay with the Society.

Please visit our website [www.olds hospice.com](http://www.olds hospice.com) for more information and for the opportunity to create a team and a chance to share your own story.

Over the past few years O&DHS has become much more active in Didsbury and we are looking forward to the possibility of having a Hospice Suite in our community. As we do in Olds, we would like to request that May 1-7, 2023, be proclaimed as Hospice Palliative Care Week in Didsbury. We also invite Mayor Rhonda Hunter to join us at Memorial Park 9:30am the morning of May 7 - to say a few words of welcome and enjoy the beautiful trails through the park.

We thank you for your commitment to our community and look forward to hearing back from you.

Sincerely,

Mary Hatcher

VP, O&DHS, Chair of the Didsbury Hike for Hospice Committee



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE:

April 25, 2023

SUBJECT:

DP 23-020 Change of Use DC-IND Direct Control District - Industrial

ORIGINATING DEPARTMENT:

Planning & Development

### **BACKGROUND/PROPOSAL:**

Administration has received an application for a Change of Use located at Unit #2, 2825 – 19 Street. The property is zoned DC-IND: Direct Control District – Industrial. The Use being applied for is Industrial (Manufacturing and Operations). Uses allowed in this District shall be at the discretion of Council.

*Industrial (Manufacturing and Operations) – means a Development whose principal use is:*

- a) Processing or distilling of raw or finished materials.*

Section 2-11 “Direct Control Development Permits” of Land Use Bylaw No. 2019-04 states the following:

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

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

The applicant has purchased Mountain View Roasterie Ltd. (MVR) and she wants to keep the business operating locally in Didsbury as the existing market is currently located here. Intended use of the space is for Green Bean Coffee Roasting and Packaging. The proposed location will be operating to serve the online community store at mountainviewroasterie.ca as well as markets and retail stores.

Mountain View Roasterie Ltd. is a family owned and operated micro-roasterie in Didsbury. They have been in business since 2007 and are dedicated to sourcing and roasting the finest Arabica coffee beans from around the world and delivering them fresh to their clients. The beans are roasted in small batches and shipped within 24 hours of roasting. Mountain View Roasterie Ltd. has a large following and some clientele that have been with them since the company started. This product is stocked in grocery stores from Crossfield to Sundre and can be found in markets and coffee shops across Alberta.

This is not a retail space and there will be no store front for sales of the product. This location will be used for production, packaging and shipping only. The process is bringing in green beans, roasting the beans, packaging the beans from the roaster, boxing and shipping freshly roasted specialty coffee.

Hours of operation will be two (2) days a month starting every other Friday from 8:00 a.m. to 8:00 p.m. Once production picks up, the days will be altered to additional Fridays and Saturdays.

The only odour emitted during roasting of the beans is a strong coffee smell. However, with the roaster being located on the second floor loft, the stack will bring the odour above and ventilated out from there.

### **Land Use Bylaw 2019-04- Section 3-60 “Parking Stall Requirements”**

| Use  | Minimum Required  |
|--|---|
| <b>Industrial:</b>                                   |   |
| Industrial (Agricultural/Manufacturing & Operations) | 1.25 stalls per 100 meters <sup>2</sup> (1076.39 feet <sup>2</sup> ) gross floor area |



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

The approximate floor area of this development is 1325 sq. ft. Therefore, the required number of parking spots for this space would be just over 1.25 stalls. The applicant is able to meet the parking requirements and would be able to provide 2 parking stalls at the front of the building. However, parking will only be required for any deliveries made to the business, as this location is not a retail business. Deliveries will occur on the Fridays that roasting is being done or the day prior. Deliveries will start at twice a month and then increase to 4 times per month.

Notice of this proposed development was circulated to adjacent landowners for the opportunity to comment and Administration did not receive any responses to the circulation.

Administration can support this application as we feel the location for the proposed business would be a good fit within the Direct Control District - Industrial.

Administration is recommending Council approves DP 23-020 for Industrial (Manufacturing and Operations) subject to the following conditions 1 through 7:

### General Requirements

1. That it be developed in accordance with the principles set forth in the application.
2. That applicant obtains any and all other permits as may be required by this or any other legislation, bylaws or regulations;
3. That the Applicant shall follow all Alberta Health Services Rules and Regulations;
4. That Business License Bylaw 2012-08 as amended be adhered to; and

### Safety Code Permits

5. That the developer obtains a Building Permit and any other applicable safety codes permits (i.e. electrical, plumbing, gas) in accordance with the Safety Codes Act, if necessary. Note: The building shall not be occupied until a final inspection has been completed and a Permit Services Report has been issued, if necessary.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

That Council approves DP 23-020 for a Change of Use located in the DC-IND: Direct Control District - Industrial located at Unit #2, 2825 – 19 Street, subject to the above noted conditions 1 through 5

Or

A Motion at Council's Discretion



Proposed Development  
Change of Use – Industrial (Manufacturing and Operations)  
Unit #2, 2825 – 19 Street

*The proposed location for the Roasterie is Unit #2, 2825 – 19 Street. The zoning is DC-IND: Direct Control District – Industrial which requires all Development Permits be approved by Council.*







Proposed Development  
Change of Use – Industrial (Manufacturing and Operations)  
Unit #2, 2825 – 19 Street





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: April 25, 2023  
SUBJECT: 2023 Projects - Award Recommendation  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### BACKGROUND/PROPOSAL:

Administration compiled three projects into one tender package for the 2023 construction season. A summary of these projects is as follows:

#### Schedule A: 21 Avenue (Memorial Complex Road) Storm & Surface Works (CCBF Grant Funded)

The 21 Avenue (Memorial Complex Road) has ineffective drainage. The project to improve the drainage conditions was approved by Council in early 2022. Unfortunate delays during the 2022 construction season resulted in this project being tabled until 2023. The project budget was approved at \$300,000, of which approximately \$30,000 has been allocated for engineering design and construction administration, leaving the budget available of \$270,000 for construction. The scope of work for this project is identified as Schedule A in the tender.

#### Schedule B: 20 Street Asphalt Mill and Overlay (MSI Capital Grant Funded)

In the spring of 2023, Council approved \$300,000 to mill and overlay 20 Street from 20 Avenue to approximately 17 Avenue. Approximately \$7,500 of engineering construction administration is anticipated for this scope of work, leaving the budget available of \$292,500 for construction. The scope of work for this project is identified as Schedule B in the tender.

#### Schedule C: Pedestrian Connectivity – Memorial Park (MSI Capital Grant Funded)

In 2020, Council approved Memorial Park Pedestrian crossing improvements at Hwy 582 and 16 Street. The project was to install pedestrian crossing signals and improve drainage issues. Crossing signals were installed shortly after, but the asphalt and concrete work remain outstanding. Approved budget was \$74,000 of which approximately \$13,000 has already been invested. Approximately \$5,500 of engineering construction administration is anticipated for this project leaving the budget available of \$55,500. The remaining scope of work is identified as Schedule C in the tender.

The tender package was posted on Alberta Purchasing Connection's website based on trade agreements, shared on the Town's website, and emailed directly to several local contractors.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Tender closed April 12, 2023 at 2:00:59 pm and four bids were received. They are as follows:

| Bidder                  | Verified Tendered Price | Variance from Low Bid |
|-------------------------|-------------------------|-----------------------|
| RubyRock Asphalt Works  | \$515,075.33            |                       |
| KAON Infrastructure     | \$549,720.73            | 6.73%                 |
| TBL Construction        | \$816,854.28            | 58.59%                |
| Professional Excavators | \$862,992.24            | 67.55%                |





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

The low bid for the combined scopes is RubyRock Asphalt Works. The schedules are broken down in the following table:

| RubyRock Asphalt Works | Tendered Price | Available Budget | (Over)/Under  |
|------------------------|----------------|------------------|---------------|
| Schedule A             | \$293,915.25   | \$270,000        | (\$23,915.25) |
| Schedule B             | \$176,531.70   | \$292,500        | \$115,968.30  |
| Schedule C             | \$44,628.39    | \$55,500         | \$10,871.61   |
| Subtotal               | \$515,075.33   | \$618,000        |               |

Schedule A – 21 Avenue Drainage Improvement project increase in costs and inflation was identified as a predominant driver by ISL Engineering. The project is over the available budget by approximately \$24,000. This project is budgeted to be funded from the CCBF grant. Currently, there is about \$645,000 available in this grant fund, which can be used to fund this overage.

Schedule B – 20 Street Mill and Overlay is under budget by approximately \$116,000. The Town's predominant risk associate with this scope of work is the as built quantiles. Depending on the condition of the road once milling begins, the scope of work could expand to address unforeseen issues. Should the project require more material or a larger area than allotted for in the tender, costs could escalate.

Schedule C – The pedestrian crossing improvements are under the available budget and the scope of work is well understood by the low bidder. Costs are not anticipated to escalate.

### ALIGNMENT WITH STRATEGIC PLAN

#### 3. Infrastructure & Asset Management

### RECOMMENDATION

That Council award the Memorial Complex Storm Improvements and 20 Street Overlay Contract to RubyRock Asphalt Works Ltd in the amount of \$515,075.33.

AND

That Council amend the 2022 Capital Budget for the 21 Avenue (Memorial Complex Road) Storm & Surface Works Project to increase it by \$24,000 for a project total of \$324,000, with the additional cost to be funded from the CCBF grant.

April 19, 2023

Our Reference: 28070

**Town of Didsbury**  
P.O. Box 790  
1606 14 Street  
Didsbury, AB T0M 0W0

Attention: Craig Fox, P.Eng., Manager of Public Works and Infrastructure

Dear Sir:

**Reference: Memorial Complex Storm Improvement and 20<sup>th</sup> Street Overlay - Tender Results Summary and Recommendation**

ISL has reviewed four (4) tenders for the project “Memorial Complex Storm Improvement and 20<sup>th</sup> Street Overlay”, received on April 12, 2023. Below is a summary and recommendation of the tenders received.

## 1.0 Bid Summary

Tender submissions were reviewed for errors in arithmetic, and corrections were made where required. Following such adjustments, the tender prices for each bid, including contingency and taxes, are as summarized below and are attached in detail to this letter.

Ruby Rock Asphalt Works Ltd. submitted the lowest bid of \$540, 829.10 (including contingency and GST).

| Bidder                                      | Verified Tendered Price | Variance from Low Bid |
|---|-------------------------|-----------------------|
| Ruby Rock Asphalt Works Ltd.                | \$540,829.10            | -                     |
| KAON Infrastructure Ltd.                    | \$577, 206.77           | 6.73%                 |
| TBL Construction Ltd.                       | \$857, 696.99           | 58.59%                |
| Professional Excavators & Construction Ltd. | \$906, 141.85           | 67.55%                |

There were mathematical errors in KAON Infrastructure Ltd. and Professional Excavator Ltd. bids. KAON's errors totaled \$13,701.15 in Schedule A, \$1965.00 in Schedule B and \$350 Schedule C. Professional Excavator Ltd. errors totaled \$4339.74 in Schedule A. These errors were corrected in the enclosed tender summary sheet.

## 2.0 Technical Evaluation

Tender submissions were independently reviewed by four separate reviewers based on the evaluation criteria in the tender documents. Evaluated technical criteria included Local Experience, Prime Contractor Status Forms, and Bidders Information Sheets. Points for Lowest Bid were awarded based on the variance from the lowest bid.

## 2.1 Scoring Summary

The submissions were independently scored and evaluated. Prior to score normalization, it was noted that the technical scoring on average was comparatively low relative to the pricing scoring, resulting in a 60% technical and 40% pricing. It is noted that under the weighed scoring, all three evaluators had Ruby Rock highest evaluated. Overall technical scoring was highest for Ruby Rock and lowest for Kaon (due to missing information).

To correct this, the scores were normalized so that the technical evaluations averaged 60% of the final scoring, and the remaining 40% was based on Lowest Bid. This was done, as based on the formula for lowest bid score (lowest bid divided by the proponent's bid), a total of 93.7 points are awarded. This results in the total technical scores as noted below.

Ruby Rock Asphalt Works Ltd. had the highest total score with 93.7/100 points awarded; this is based on a high technical score and a high price score.

|                                 | Averaged Evaluated Scores |             |             |             |             |
|---------------------------------|---------------------------|-------------|-------------|-------------|-------------|
| Score Reference                 | Max Score                 | Ruby Rock   | KAON        | TBL         | P.E.        |
| Technical Score                 |                           |             |             |             |             |
| • Local Experience              |                           |             |             |             |             |
| • Prime Contractor Status Forms |                           |             |             |             |             |
| • Bidder's Information Sheets   |                           |             |             |             |             |
|                                 | 60                        | 53.7        | 41.7        | 50.3        | 56.3        |
| Lowest Bid                      | 40                        | 40          | 37.5        | 25.2        | 23.9        |
| <b>Total Points</b>             | <b>100</b>                | <b>93.7</b> | <b>79.2</b> | <b>80.2</b> | <b>75.5</b> |
| <b>Ranking Summary</b>          |                           | <b>1</b>    | <b>2</b>    | <b>3</b>    | <b>4</b>    |

## 2.2 Local Experience

In Local Experience, the reviewers generally scored Ruby Rock the highest as the projects were relevant in size and scope and included a recent local project. All bidders included projects of relevant size and scope. Ruby Rock was generally rated lower as only two projects were of relevant size and scope, although points were awarded for having the most relevant local project.

## 2.3 Prime Contractor Status Form

Prime Contractor Status forms were reviewed, and scoring was relatively similar. All bidders were awarded higher scores generally due to completeness of the information presented.

## 2.4 Bidder's Information Sheets

Ruby Rock was awarded highest points for the completeness of the team, personnel resumes, experience, and completeness of the material and subcontractor lists. Ruby Rock was noted as completing the asphalt and concrete internally, Kaon will be completing the deep utility installation. Professional Excavators listed completing all works internally. TBL and Kaon noted various subcontractors to complete asphalt, concrete and signage.

## 2.5 Alternative Bid Pricing

No alternates.

## 3.0 Unit Price Review

The enclosed spreadsheet contains a complete breakdown of all prices received. As the highest scored submission, a review of Ruby Rock Asphalt Works Ltd.'s individual unit prices was conducted; it indicated that they are on average 18.3% lower than the average unit price.

### 3.1 Low Bid Items

Major deviations (<30% of average) compared to average total bid price for each item include:

- Schedule A
  - Traffic Accommodation Plan and Signs During Construction -41.2%
  - Project Site Survey -39.9%
  - Project Site Testing -38.8%
  - Dewatering -36.6%
  - Asphalt Sawcutting -42.0%
  - Remove and Dispose Asphalt (up to 120 mm depth) -55.0%
  - Supply and Install Combigrid 30/30 Geotextile (PROVISIONAL) -34.1%
  - Supply and Install 1200mm Type 5A Manhole (Includes base, barrels, slab top, collar, frame, and cover) -43.4%
  - Supply and install 250mm catch basin lead -34.5%
  - Cap existing storm lead for abandonment -69.6%
  - Supply and Install 1.5m moonwalk -35.8%
- Schedule B
  - Project Site Survey -39.5%
  - Project Site Testing -42.8%
  - Deliver Millings to Town yard -99.7%
  - Adjustments of Manholes and Valves -38.1%
  - Supply and Place Tack Coat -33.9%
  - Supply and Place Level Bourse Mix B (To re-establish crown) -30.2%
  - Supply and Place Parking Stall Line Painting (per line) -49.6%
  - Supply and Paint Handicap Stall -74.8%
  - Supply and Paint Solid Yellow Centerline -47.2%

|   |        |
|---|--------|
| • Schedule C  |        |
| • Mobilization and Demobilization                                       | -44.4% |
| • Project Site Survey   | -56.2% |
| • Supply and Install Silt Fence Incl. Removal After Construction        | -56.3% |
| • Dewatering  | -32.9% |
| • Deliver Asphalt Millings to Town yard                                 | -99.5% |
| • Remove and replace "STOP" signpost to TAC standard height             | -48.8% |
| • Remove and replace existing reflective bollard                        | -46.6% |
| • Supply and Install 1.5m moonwalk                                      | -30.5% |
| • Supply and Install Concrete Wheelchair Ramp                           | -44.0% |
| • Regrade drainage path from sidewalk to ditch                          | -      |
| 30.4%   |        |
| • Supply and Place Seeding (Urban A Seed Mix @ 130 kg/ha Seed Coverage) | -68.3% |
| • Supply and Install shrubs   | -49.6% |

In general, Ruby Rock Asphalt Works Ltd.'s pricing was significantly lower than the other received bids. ISL sees no overall concerns with these unit prices, as they are typically a per item price and are not likely to change within the scope of the tender or are minor unit items.

### 3.2 High Bid Items

There were some instances where Ruby Rock Asphalt Works Ltd. prices were higher than average. Major difference (>30% of average) when compared to the average total bid price for each item include:

|   |         |
|---|---------|
| • Schedule A                                |         |
| • Concrete Sawcutting                       | +89.4%  |
| • Schedule B                                |         |
| • ECO Plan                                  | +33.4%  |
| • Schedule C                                |         |
| • Asphalt Sawcutting                        | +124.0% |
| • Concrete Sawcutting                       | +101.2% |
| • Remove 1.5m wide concrete sidewalk panels | +56.3%  |

In general, Ruby Rock Asphalt Works Ltd.'s pricing for sawcutting, ECO plan, and removing concrete sidewalk is higher than the competitor bids. These line items are not expected to increase and is considered a low risk.

### 3.3 High Risk Items

ISL has reviewed the bid items for high-risk items. No items stood out as high risk within the bid.

## 4.0 Project References and Experience

Ruby Rock Asphalt Works Ltd. listed three project experiences and references in the bid submission. 2 of the references were internally to ISL and were easy to discuss with those contacts. The third reference was listed as City of Calgary. ISL attempted to contact the name listed but that contact is no longer with the City of Calgary. All referenced projects are of similar size and scope of work as this project.

## 5.0 Comparison to Allocated Budget

Only the Memorial Complex schedule had a budget completed. The other 2 schedules were added late in the tender preparation phase and no budget was prepared.

| Schedule   | Ruby Rock<br>(excl. GST) | Bidder Average<br>(excl. Ruby<br>Rock)<br>(excl. GST) | Engineer's<br>Estimate<br>(excl. GST) |
|--|--------------------------|---|---------------------------------------|
| Schedule A – Memorial Complex Arena                        | \$267,195.68             | \$383,599.02  | \$253,608.11                          |
| Schedule B – 20 <sup>th</sup> Street Overlay               | \$160,483.36             | \$230,138.60  |                                       |
| Schedule C – 16 <sup>th</sup> Street Drainage Improvements | \$40,571.26              | \$61,888.83   |                                       |
| Schedule Subtotal  | \$468,250.30             | \$675,626.45  |                                       |
| Contingency (10%)  | \$46,825.03              | \$67,562.65   |                                       |
| <b>Total Construction Cost<br/>(excl. GST)</b>             | <b>\$515,075.33</b>      | <b>\$743,189.10</b>                                   |                                       |

\*\*Note the Engineer's estimate is not from 2023 so inflation would have applied on top of the earlier estimate.

## 6.0 Low Bid and Evaluated Bid Risk Assessment

The Town should also note while reviewing the tender budget the project team with Ruby Rock and Kaon is the same personnel as the past 2 years of capital works projects. There is still maintenance and ongoing work at each the 20<sup>th</sup> Street and 21<sup>st</sup> Street projects which should be easy to coordinate with the same team having the highest evaluated score on this tender. The past 2 years of projects were delayed in the underground phase, but this year's project has minimal underground work and is mainly surface (concrete, asphalt and landscaping) which lowers the risk of the work running late. It may be prudent to have contingency plans in place if undergrounds delay the surface works at the Memorial Complex. There is the safety incident from a project in a different municipality involving Ruby Rock that remains a concern; that said given bonding has been provided, this should mitigate any risks to the Town if the ability of Ruby Rock to complete the project was compromised in any way.

## 7.0 Recommendation and Closure

Based up the scoring noted above and dialogue with the Town around the scoring, ISL recommends that the Town of Didsbury award the Memorial Complex Storm Improvements and 20<sup>th</sup> Street Overlay to Ruby Rock Asphalt Works Ltd. for the tendered amount of \$540,829.10 (including contingency and taxes), provided this is acceptable to the Town.

We hope to complete the award process expeditiously as possible to allow construction to commence. If you have any questions, please do not hesitate to contact us at your convenience.

Sincerely,



Geoffrey Schulmeister, P.Eng., SCPM  
General Manager, Water and Environment

cc: Craig Fox, P.Eng., Town of Didsbury Manager of Public Works & Infrastructure  
Jordan Quick, P.Eng. (ISL)  
Kevin Denischuk, P. Tech. (Eng.)



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: April 25, 2023  
SUBJECT: Utilization of Town Facilities for Filming  
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

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### **BACKGROUND/PROPOSAL:**

On January 24, 2023, Council approved the temporary use of the *Old Fire Hall* for filming, as per Res. 056-23. In the coming weeks, Council will be engaging in discussions about the future use of this and other properties.

A production company is interested in using the *Old Town Hall* for filming, and the Train Station for use by its crew in June, 2023.

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

Administration received an expression of interest from a production company for a major feature film asking to use the Old Town Office for filming in June, 2023. The production company will also be using other buildings in town for filming, and the Memorial Complex parking lot and the Train Station, for their staff, during filming.

Administration is anticipating increased interest in Town facilities for use in filming projects thanks, in part, to the new Mountain View Regional Film Office . To provide a smooth process for the film industry and allow Town staff to process and respond to requests in a timely manner, Administration is requesting approval for temporary use of the requested Town assets for filming, until such a time that Council has discussed the future use of those facilities.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **1. Economic Prosperity**

### **RECOMMENDATION**

To approve the temporary use of the Old Town Hall and the Train Station for filming.