



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

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATION/ PRESENTATIONS
 - 3.1 Didsbury RCMP Quarterly Update Pg. 2
4. ADOPTION OF MINUTES
 - 4.1 August 24, 2021 Regular Council Meeting Pg. 18
5. PUBLIC HEARINGS- *No public hearings*
6. BYLAWS & POLICIES
 - 6.1 Code of Conduct Bylaw 2021-09 (2nd Reading) Pg. 22
 - 6.2 Council Remuneration Policy COUN 004-21 Pg. 27
7. BUSINESS
 - 7.1 FORTIS Street Light Replacement Pg. 49
 - 7.2 Recreation Facility User Group Rate Model Pg. 51
 - 7.3 Permanent Structure Covering Stage at Memorial Park Pg. 53
 - 7.4 Mountain View Summer Games Legacy Fund Pg. 55
 - 7.5 Commercial Dumping - Lagoon Pg. 56
8. REPORTS
 - 8.1 CAO Report Pg. 58
 - 8.1.1 COVID Update Pg. 63
 - 8.1.2 Engineering & Infrastructure Update
 - 8.2 Council Reports Pg. 64
9. CORRESPONDENCE & INFORMATION Pg. 65
 - 9.1 Railway Safety Week – CPR Pg. 66
10. COUNCIL MEETING HIGHLIGHTS (Roundtable) Pg. 67
11. QUESTION PERIOD
Public Gallery / Press Gallery
12. CLOSED MEETING (in accordance with Division 2 of the *FOIP Act*)
 - 12.1 Sec.23, 24 (Local body confidences; advice from officials)
 - 12.2 Sec. 24 (Advice from Officials)
13. ADJOURNMENT



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Delegation – Didsbury RCMP Detachment
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3.1

BACKGROUND/PROPOSAL:

Interim Sergeant Steve Browne of the Didsbury RCMP Detachment will present the quarterly Community Policing report for the April 1 to June 30, 2021 reporting period.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The report provides a quarterly snapshot of the human resources, financial data and crime statistics for the Didsbury Detachment.

Please find attached the following:

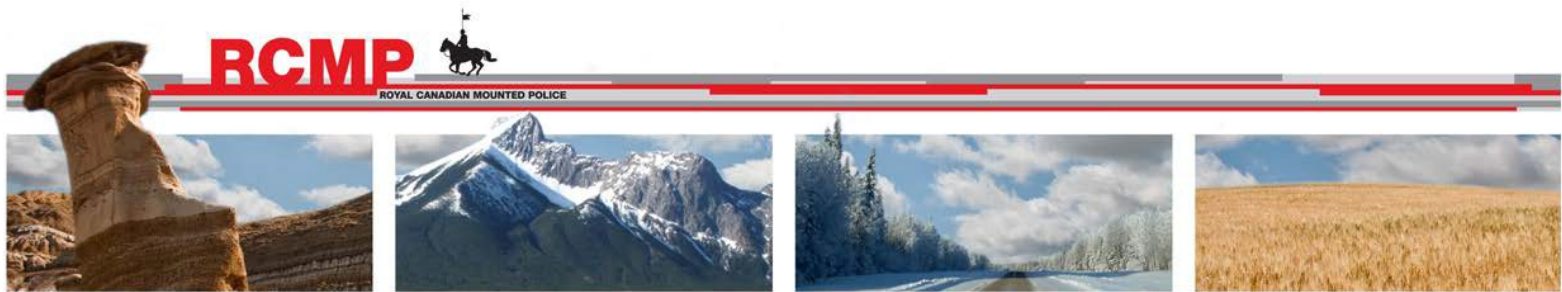
- Q1 2021 Didsbury Community Letter and Report
- Municipal Crime Stats for Didsbury
- Information on Body Worn Camera & Digital Evidence Management System

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the First Quarter Report April 1 to June 30, 2021 from the Didsbury RCMP Detachment as information.



July 27, 2021

Corporal Shane O'Neill
Didsbury Operations Officer
Didsbury, Alberta

Dear Mayor Hunter,

Please find attached the quarterly Community Policing Report that covers the April 1st to June 30th, 2021 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Didsbury Detachment.

The Alberta RCMP remains committed to enhancing trust with the communities it serves. Body Worn Cameras are one way to enhance trust by increasing transparency of police interactions with citizens. We want to ensure all Albertans have the confidence that the justice system is there to protect them. As such, included in this Community Policing Report package is an information package on Body Worn Cameras, which will slowly be phased into operations over the latter stages of the year. In terms of costing, the Federal Government recognizes that this was not in the multi-year financial plans for Contract Partners, and thus has agreed to fund the first 3 years of the roll-out. This will further provide some time for Contract Partners to factor this into their future planning processes (i.e. MYFP). As we are still assessing the rollout, we are unable to provide community-specific cost estimates. Once costing is known, we will provide financial forecasting to our communities with Municipal Policing Service Agreements.

Our first priority is always the safety and security of Albertans, and this reporting along with your valued feedback will allow us to assess and enhance our policing service to ensure we are meeting your needs on an ongoing basis. Accountability, efficacy, and transparency are the cornerstones of our service delivery as we continue to address the priorities that are important to your community.

As the assistant to the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Shane O'Neill
Corporal
Didsbury Detachment

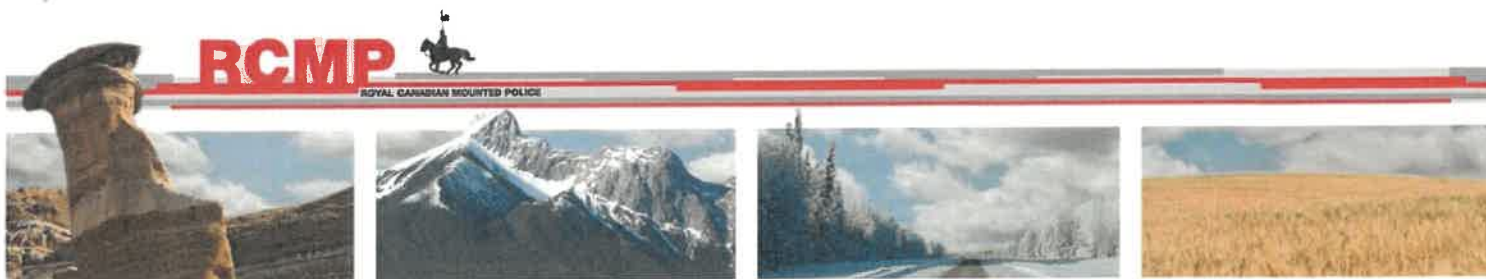
Community Consultations

Canada



Community Priorities

Priority 1	Persons Crimes
Current Status & Results	<p>Didsbury RCMP members have been involved in several persons crimes such as assault and threats during this reporting period. The RCMP is following provincial guidelines when charging for domestic violence.</p> <p>1) June 22. Silverstone Place. A victim reported to Calgary Police and incident that occurred in Didsbury. Suspect was arrested and charges were laid.</p> <p>2) June 15. 24 Ave. Police responded to a robbery during a drug transaction. Members identified suspects. Charges were laid for robbery and adding in the robbery.</p> <p>3) May 4. 23 St. Assault with a weapon. A violent assault occurred during a domestic situation. A weapon was used. Police attended and were able to talk the suspect into custody without further violence.</p>
Priority 2	Property Crime
Current Status & Results	<p>There is current downward trend in property related crime. There are several factors that can be attributed this trend. COVID social services support has played a role in the reduction for the need to commit property crime. However, Didsbury Detachment has responded to several break and enters.</p> <p>1) April 8. 25 Ave. Break and enter on to a storage yard. Unfortunately, members were not able to identify suspect based on video quality.</p> <p>2) July 21. 20 St. Three sheds were broken into and items stolen. Some property has identifying markers. Police have added the property to database and now a potential buyer can look up that property to see if it's stolen.</p> <p>3) April 2. Princess Petra Ave. Damage caused to fence investigated. Members were able to identify suspect but owner did not wish to press charges.</p>



Crime Statistics¹

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

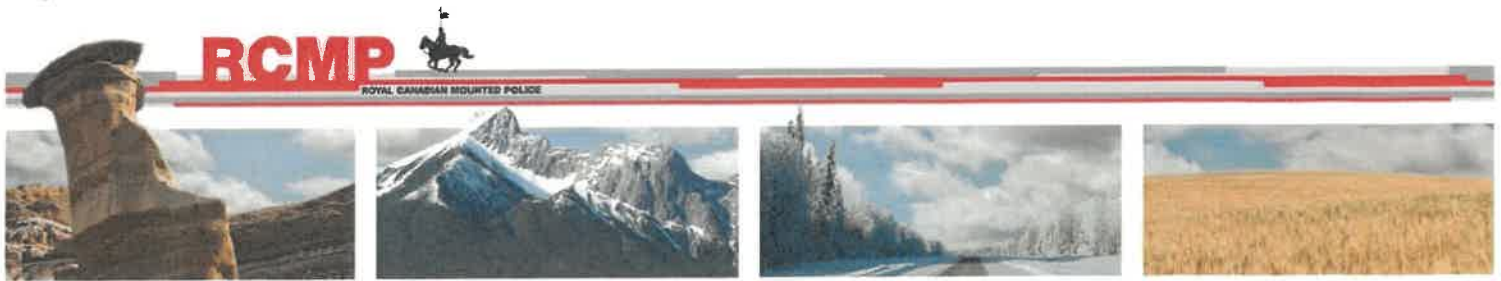
Category	April - June			January - December		
	2020	2021	% Change Year-over-Year	2019	2020	% Change Year-over-Year
Total Criminal Code	254	248	-2%	0	333	N/A
<i>Persons Crime</i>	49	58	18%	0	71	N/A
<i>Property Crime</i>	153	119	-22%	0	193	N/A
<i>Other Criminal Code</i>	52	71	37%	0	69	N/A
Traffic Offences						
<i>Criminal Code Traffic</i>	5	4	-20%	0	12	N/A
<i>Provincial Code Traffic</i>	57	85	49%	0	84	N/A
<i>Other Traffic</i>	0	0	N/A	0	1	N/A
CDSA Offences	4	12	200%	0	1	N/A
Other Federal Acts	6	12	100%	0	4	N/A
Other Provincial Acts	109	90	-17%	0	140	N/A
Municipal By-Laws	15	8	-47%	0	32	N/A
Motor Vehicle Collisions	22	16	-27%	0	36	N/A

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Property Crime continues to trend down while persons crimes have remained stable.

CDSA or drug related charges has grown. This is most likely do to members proactive work in the community.



Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave ³	Hard Vacancies ⁴	Revised Plan at Q1	2021/22 FTE Utilization Plan
Police Officers	4	3	1	0	4	4
Detachment Support						

2 Data extracted on June 30th, 2021 and is subject to change.
 3 Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
 4 Hard vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - of the 4 established positions, 3 officers are working with 1 on medical leave. The annual plan for Didsbury is based on 4 working officers.



Municipal Overview: Financial/O&M

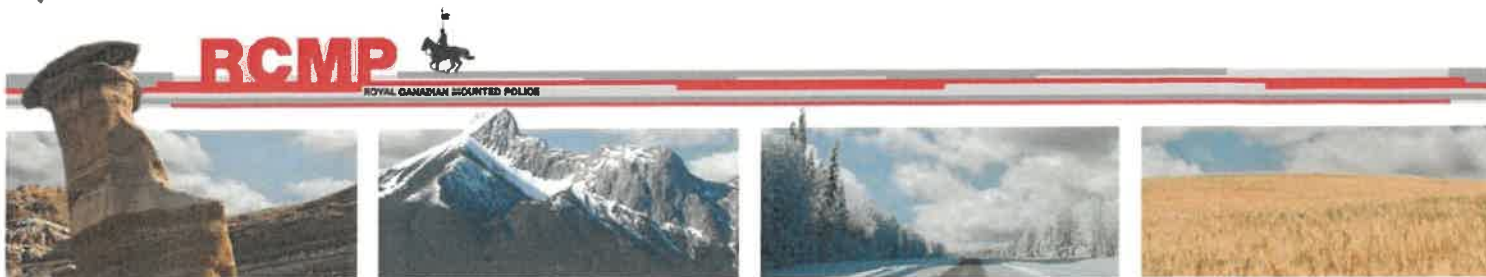
As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissionaire guarding costs are direct costs to the municipality, and are not included as pooled costs.

Municipal	Year to Date Expenditures ⁵	Revised Plan at Q1	2021/22 Financial Plan
Pay	42,406	361,358	361,358
Overtime	12,272	22,000	22,000
Operating and Maintenance	4,413	31,854	31,854
Commissionaire Guarding	1,836	5,000	5,000
Equipment	4,795	45,587	45,587
Other	70	7,206	7,206
Div. Admin & Indirect Costs		231,855	231,855
Total (in 100% terms)	65,792	704,869	704,869
Total (with applicable cost share ratio of 70% applied)	50,287	501,508	501,508

⁵ Includes expenditures up to June 30th, 2021.

Comments

Any applicable police officer pay raise and associated retro-active pay is not included within the financial information above. Once an agreement is ratified, calculations will be provided.



Definitions

Municipal Overview: Human Resources

FTE Utilization	<ul style="list-style-type: none"> A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
2021/22 FTE Utilization Plan	<ul style="list-style-type: none"> This reflects the number of working FTEs planned to be in place for the fiscal year.
Revised Plan at Q1	<ul style="list-style-type: none"> This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Overview: Financial/O&M

Year-To-Date (YTD) Expenditures	<ul style="list-style-type: none"> YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Revised Plan at Q1	<ul style="list-style-type: none"> This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
2021/22 Financial Plan	<ul style="list-style-type: none"> This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2021/22 fiscal year.
Pay	<ul style="list-style-type: none"> Includes salary costs and associated allowances for police officers and civilian support.
Overtime	<ul style="list-style-type: none"> Includes direct overtime costs for police officers.
Operating and Maintenance	<ul style="list-style-type: none"> Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
Commissionnaire Guarding	<ul style="list-style-type: none"> Reflects the costs of guarding prisoners within detachments.
Equipment	<ul style="list-style-type: none"> Include expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
Div. Admin & Indirect Costs	<ul style="list-style-type: none"> This reflects the division administration charges associated to core administration costs, special leaves and health services costs, and the indirect costs associated to all employees, including benefits, Canada Pension Plan and Employment Insurance rates.
Other	<ul style="list-style-type: none"> This includes all remaining expenditures including applicable training costs, secret expenditures and air services costs if applicable.
Total	<ul style="list-style-type: none"> Reflects the total costs of all categories of expenditures.

Didsbury Municipal Detachment
Crime Statistics (Actual)
January to June: 2018 - 2021

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

July 7, 2021

CATEGORY	Trend	2018	2019	2020	2021	% Change 2018 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	1	N/A	N/A	0.3
Sexual Assaults		5	0	1	1	-80%	0%	-1.1
Other Sexual Offences		4	1	0	0	-100%	N/A	-1.3
Assault		27	20	23	30	11%	30%	1.2
Kidnapping/Hostage/Abduction		2	0	0	2	0%	N/A	0.0
Extortion		0	0	2	0	N/A	-100%	0.2
Criminal Harassment		9	16	9	8	-11%	-11%	-1.0
Uttering Threats		12	7	14	16	33%	14%	1.9
TOTAL PERSONS		59	44	49	58	-2%	18%	0.2
Break & Enter		10	15	24	14	40%	-42%	2.1
Theft of Motor Vehicle		11	20	16	5	-55%	-69%	-2.2
Theft Over \$5,000		1	1	4	0	-100%	-100%	0.0
Theft Under \$5,000		31	47	39	39	26%	0%	1.6
Possn Stn Goods		14	6	9	7	-50%	-22%	-1.8
Fraud		14	21	11	17	21%	55%	-0.1
Arson		0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	1	32	30	N/A	-6%	12.1
Mischief - Other		48	55	18	7	-85%	-61%	-16.0
TOTAL PROPERTY		129	166	153	119	-8%	-22%	-4.3
Offensive Weapons		2	3	2	12	500%	500%	2.9
Disturbing the peace		14	21	22	22	57%	0%	2.5
Fail to Comply & Breaches		10	10	15	30	200%	100%	6.5
OTHER CRIMINAL CODE		7	9	13	7	0%	-46%	0.4
TOTAL OTHER CRIMINAL CODE		33	44	52	71	115%	37%	12.2
TOTAL CRIMINAL CODE		221	254	254	248	12%	-2%	8.1

Didsbury Municipal Detachment
Crime Statistics (Actual)
January to June: 2018 - 2021

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

July 7, 2021

CATEGORY	Trend	2018	2019	2020	2021	% Change 2018 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	2	4	3	0%	-25%	0.2
Drug Enforcement - Trafficking		1	1	0	9	800%	N/A	2.3
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		4	3	4	12	200%	200%	2.5
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		2	0	2	0	-100%	-100%	-0.4
TOTAL FEDERAL		6	3	6	12	100%	100%	2.1
Liquor Act		N/A	N/A	3	0	N/A	-100%	-1.4
Cannabis Act		N/A	N/A	1	0	N/A	-100%	0.1
Mental Health Act		N/A	N/A	49	41	N/A	-16%	3.8
Other Provincial Stats		N/A	N/A	56	49	N/A	-13%	9.2
Total Provincial Stats		N/A	N/A	109	90	N/A	-17%	11.7
Municipal By-laws Traffic		N/A	N/A	2	0	N/A	-100%	-0.3
Municipal By-laws		N/A	N/A	13	8	N/A	-38%	0.2
Total Municipal		N/A	N/A	15	8	N/A	-47%	-0.1
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		2	3	1	0	-100%	-100%	-0.8
Property Damage MVC (Reportable)		N/A	N/A	18	11	N/A	-39%	-1.8
Property Damage MVC (Non Reportable)		N/A	N/A	3	5	N/A	67%	0.3
TOTAL MVC		N/A	N/A	22	16	N/A	-27%	-2.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	0	N/A	N/A	0.0
Total Provincial Traffic		N/A	N/A	57	85	N/A	49%	1.3
Other Traffic		N/A	N/A	0	0	N/A	N/A	-0.3
Criminal Code Traffic		17	15	5	4	-76%	-20%	-4.9
Common Police Activities								
False Alarms		N/A	N/A	8	9	N/A	13%	-7.0
False/Abandoned 911 Call and 911 Act		N/A	N/A	12	8	N/A	-33%	1.2
Suspicious Person/Vehicle/Property		N/A	N/A	41	42	N/A	2%	5.1
Persons Reported Missing		N/A	N/A	6	4	N/A	-33%	-4.3



Body Worn Camera & Digital Evidence Management System

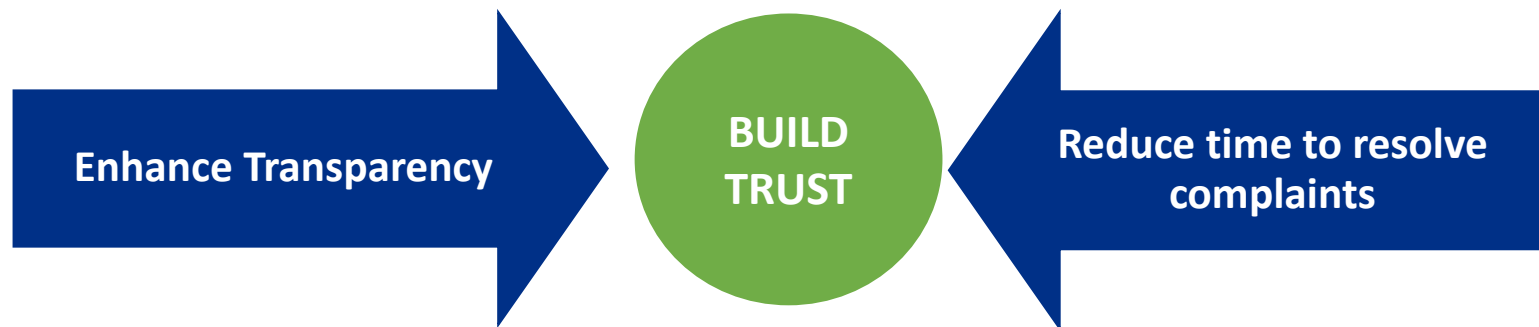
Alberta Royal Canadian Mounted Police

July 2021



Why Body Worn Cameras?

- Body Worn Cameras (BWC) are intended to overtly capture an accurate, unbiased and reliable audio/video account of incidents involving uniformed police
- Increasingly deployed by police in Canada and internationally to:



- Other potential benefits?
 - a reduction in the number of public complaints
 - increased usage of video evidence in court proceedings resulting quicker resolution



Why Now?

- The RCMP is committed to enhancing trust with the communities it serves. One way to increase trust is by increasing transparency of police interactions with citizens.
- BWCs alone are not expected to change behavior; this is **one part** of a comprehensive RCMP strategy to address systemic racism.



“
Providing body-worn cameras to RCMP officers is viewed as an important step to strengthening RCMP trust, transparency and accountability, with a focus on strengthening trust and relationships with racialized and Indigenous communities.”



Initiative Objectives

Improved evidence gathering and prosecutions

Improved transparency and accountability for police
leading to increased public trust confidence in police

Timely resolutions or withdrawal of complaints upon
video viewing

Improved police and public behaviour

Work is underway to identify specific metrics to measure the achievement of results



What we know



BWC will become a ***national standard*** for RCMP members that are interacting directly with communities.



Based on research, the RCMP estimates BWCs will cost \$2000-\$3000 per camera per year. Accurate numbers will be confirmed once a vendor is in place. The Federal Government will fund the first 3 years of the roll-out.



There is an expectation that BWC will start to be rolled out in Fall 2021 and an understanding that **roll-out could take up to 18 months**.



Once a vendor is selected, **implementation will be phased**. Pilot projects in various settings (e.g., rural, remote, and urban) are expected to assist in refining and adjusting procedures and training materials prior to broad implementation.



Next Steps in Alberta

- Contract partners cannot opt out of BWC. This will be part of RCMP standards. There will, however, be some flexibility with respect to unique/local requirements for the deployment of additional BWC.
- Once exact costs are known we will provide financial forecasting to our communities with Municipal Policing Services Agreements.



**Meeting Minutes of the Town of Didsbury
Regular Council Meeting
August 24, 2021
Held in Council Chambers**

The regular meeting of Council for the Town of Didsbury was held in Council Chambers located at 1606 14 Street on Tuesday, August 24, 2021 commencing at 6:00 p.m.

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

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Add: 9.9 ZEMC Make a Wheel Difference Event
12.3 Advice from Officials

Remove: 3.2 RCMP 1st Quarter Report

Res. 361-21 MOVED by Councillor Moore to approve the agenda as amended.

Carried

DELEGATION/PRESENTATIONS

Introduction of Economic Development & Strategic Operations Coordinator – Alexandra Ross

CAO, Ethan Gorner introduced Economic Development & Strategic Operations Coordinator Alexandra (Alexa) Ross

ADOPTION OF MINUTES

Res. 362-21 MOVED by Deputy Mayor Windsor to approve the July 13, 2021 Regular Council Meeting Minutes as presented.

Carried

Res. 363-21 MOVED by Deputy Mayor Windsor to approve the July 14, 2021 Joint Public Hearing with Mountain View County Minutes as presented.

Carried

PUBLIC HEARINGS - *No public hearings*

BYLAWS & POLICIES

Bylaw 2021-09 Council Code of Conduct

Res. 364-21 MOVED by Councillor Moore to grant First Reading to Bylaw 2021-09 Council Code of Conduct, and that it be referred to the Policy & Governance Committee for review.

Carried

Bylaw 2021-08 Didsbury/Mountain View County Intermunicipal Development Plan

Res.365-21 MOVED by Councillor Poggemiller to grant Third and Final Reading to Bylaw 2021-08 Town of Didsbury/Mountain View County Intermunicipal Development Plan.

Carried

BUSINESS

Face-to-Face Opportunity to Meet with Minister of Municipal Affairs

Res. 366-21 MOVED by Councillor Moore that a response be sent to the Minister offering to meet outside of AUMA at a location convenient for him to discuss Infrastructure, Election Issues, and Code of Conduct requirements.

Carried

New RCMP Agreement Costs

Res. 367-21 MOVED by Councillor Engel that Council send a letter to the Minister of Public Safety Canada, Bill Blair, stressing that any retroactive pay increase for the RCMP that has been negotiated by the Federal Government must be paid by the Federal Government and not be downloaded onto Canadian municipalities that are served by the RCMP.

Carried

Councillor Crothers left the meeting at 7:14 p.m. and returned at 7:17 p.m.

REPORTS

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

- a) Overview of Election Process (Luana Smith, Manager of Legislative Services)
- b) Summer Market (Alexa Ross, Economic Development Officer)
- c) Engineering & Infrastructure Update (Craig Fox, Director)

Res. 368-21 MOVED by Deputy Mayor Windsor to accept the Chief Administrative Officer's Report for August 24, 2021 as information.

Carried

Council Reports – Roundtable Verbal Reports made by Council members

Res. 369-21 MOVED by Deputy Mayor Windsor that Administration examine the Mountain View Regional Waste Management Commission Membership Agreement with other member municipalities exploring the validity of providing recycling services.

Carried

Res. 370-21 MOVED by Councillor Engel to accept the Council Reports for August 24, 2021 as information.

Carried

CORRESPONDENCE AND INFORMATION

Res. 371-21 MOVED by Councillor Moore that a letter of thanks along with photos of projects be sent to the Provincial Government for the grants the Town of Didsbury has received.

Carried

Res. 372-21 MOVED by Councillor Moore to accept the correspondence and information items presented as information:

- Letter to Town of Didsbury Council from ISDAB Members
- MPC Minutes for June 9, 2021
- Municipal Affairs – GTF & Senate Election & Referendum
- Town of Claresholm – RCMP Retroactive Pay & Code of Conduct
- Didsbury & District Historical Museum – Operating Funding & Scarecrow Event
- Nathan Cooper – Letter of Support for Didsbury Library Project
- Crowsnest Pass – Bill C-21 Changes to Criminal Code and the Firearms Act
- CP Rail Interim Extreme Weather Fire Risk Mitigation Plan
- ZEMC Bethany Kids – Make a Wheel Difference

Carried

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

- Appreciation expressed for the newest member of the Town of Didsbury Administration, Economic Development & Strategic Operations Coordinator Alexandra Ross. Ms. Ross was welcomed.
- Appreciation expressed for Administration for a thorough CAO report, specifically focusing on the 2nd Quarter Financial Statements.
- Skateboard park project is concluding and are looking forward to seeing it being enjoyed by the youth of the community.
- Council granted first reading to the Council Code of Conduct Bylaw. The Policy & Governance Committee will review the bylaw prior to it being brought back for second and third reading.
- Appreciation expressed to Public Works who had a very busy summer with many projects, which were well done.
- Council watched a demonstration on automated voting machines, which are going to be used in the upcoming Municipal Election in October.
- Inter Municipal Development Plan between the Town of Didsbury and Mountain View County has been adopted.
- Importance of ensuring the communication to the Federal and Provincial leaders regarding the RCMP as the choice for police in Alberta as well as ensuring municipalities are not on the hook for the retroactive pay for RCMP, as municipalities were not included in the negotiations. AUMA will continue to advocate for these issues on our behalf.

GALLERY QUESTION PERIOD

Council heard from three members of the public.

CLOSED MEETING

Res. 373-21 MOVED by Councillor Baswick to go into closed meeting in accordance with Division 2, Sections 23 and 24 of the *FOIP Act* at 8:06 p.m.

Carried

The following staff attended the closed meeting session with Council:

E. Gorner, Chief Administrative Officer

A. Riley, Assistant CAO/Chief Financial Officer

RECONVENE

Res. 374-21 MOVED by Councillor Baswick to come out of closed meeting at 8:57 p.m.

Carried

Res. 375-21 MOVED by Deputy Mayor Windsor for the Mayor to proceed with writing a letter, upon approval from FX Producers to invite the appropriate members of the Provincial Government to tour the old fire hall that has been renovated for the film project.

Carried

ADJOURNMENT

Res. 376-21 MOVED by Councillor Baswick to adjourn the Regular Council Meeting of August 24, 2021 at 8:59 p.m.

Carried

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner

Initials



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Bylaw 2021-09 Council Code of Conduct
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Council granted first reading to Code of Conduct Bylaw 2021-09 at the August 24, 2021 Regular Council Meeting and referred the bylaw to the Policy and Governance Committee for further review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy and Governance Committee met on September 8, 2021 and made additional revisions, which are noted in red and strike through.

The Committee is now recommending second reading to Bylaw 2021-09.

RECOMMENDATION

That Council grant second reading to Bylaw 2021-09 Council Code of Conduct, and that it be referred to the Policy & Governance Committee for review.

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

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

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

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

1. SHORT TITLE

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

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

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

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

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

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

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

Member means a member of Council and includes a councillor or the mayor

Municipality means the municipal corporation of the Town of Didsbury

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

3. PURPOSE AND APPLICATION

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

4. REPRESENTING THE MUNICIPALITY

Members of Council shall:

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

4.2 ~~Perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;~~ (covered in 4.1)

4.3 Conduct themselves in a professional manner **and act with diligence in their role.** ~~with dignity, and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and~~

4.4 ~~Arrange their private affairs and~~ Conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. **COMMUNICATING ON BEHALF OF THE MUNICIPALITY**

- 5.1 ~~A Council member must not claim to speak on behalf of Council unless authorized to do so.~~
- 5.2 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor, it is the Deputy Mayor. ~~All inquiries from the media regarding official Council position on an issue shall be referred to Council's official spokesperson.~~
- 5.3 ~~A Member who is authorized to act~~ When speaking as Council's official spokesperson, a Member must ensure that their comments accurately reflect the official position and will of Council as a whole. ~~even if the Member personally disagrees with Council's position.~~
- 5.4 ~~No Member shall make a statement when they know that statement is false.~~

6. **RESPECTING THE DECISION - MAKING PROCESS**

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

7. **RESPECTFUL INTERACTIONS**

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

8. **CONFIDENTIAL INFORMATION**

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

9. **CONFLICTS OF INTEREST**

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

- 9.4 Members of Council shall abide by the principles of pecuniary interest as set out in the provisions in Part 5, Division 6 of the Act.

10. ROLES & RESPONSIBILITIES

- 10.1 At all times, **Members of Council shall** conduct themselves in a manner that demonstrates the separation of roles and responsibilities between Council and Administration as outlined in the Act;
- 10.1.1 And specifically adhere to the principles set out in ~~Section 201(2) of the Act~~ and not seek to influence Council to do otherwise.

11. MUNICIPAL ~~ASSETS~~ **EQUIPMENT AND SERVICES**

- 11.1 Municipal ~~assets~~ **equipment** and services are **to be used for administrative operations under the direction of the Chief Administrative Officer.** ~~intended to be used for municipal services only.~~

12. ORIENTATION AND OTHER TRAINING ATTENDANCE

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

13. INFORMAL COMPLAINT SYSTEM

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

14. FORMAL COMPLAINT SYSTEM

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

15. COMPLAINT HEARING PROCESS SYSTEM

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

16. SANCTIONS, COMPLIANCE AND ENFORCEMENT

- 16.1 Sanctions that may be imposed on a member, by Council, upon a finding that the member has breached this Bylaw may include **but not limited to:**
- 16.1.1 A letter of reprimand addressed to the Member;
- 16.1.2 Request the Member to issue a letter of apology;
- 16.1.3 Publication of a letter of reprimand or request for apology and the Member's response;
- 16.1.4 Suspension or removal of the appointment of a Member as the chief elected official under ~~section 1502(2) of the Act~~;
- 16.1.5 Suspension or removal of the appointment of a Member as the deputy chief elected official

or acting chief elected official under ~~section 152 of the Act~~;

- 16.1.6 Suspension or removal of the chief elected official's presiding duties under ~~section 154 of the Act~~;
- 16.1.7 Suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
- 16.1.8 Reduction or suspension of remuneration as defined in ~~section 275.1 of the Act~~ corresponding to a reduction in duties, excluding allowances for attendance at Council meetings;
- 16.1.9 Any other sanction Council deems reasonable and appropriate in the circumstances if the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary to *the Act*.

17. RETALIATION/INTERFERENCE

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

18. REVIEW

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

19. REPEAL OF BYLAW

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

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

Read a Second time on this ____ day of _____.

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

Mayor

Chief Administrative Officer



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Council Remuneration Policy COUN 004 – 21
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Ahead of the 2021 Municipal Election, Council requested an Ad Hoc Citizens Committee on Council Compensation review Council compensation. On June 8, 2021, Council accepted the report and referred the recommendations to the Strategic Planning Committee for incorporation into the Council Remuneration Policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The recommendations were incorporated by Administration into the Council Remuneration Policy. In addition, the policy was reviewed for redundancies. The Strategic Planning Committee met on September 8, 2021 and recommended the policy be brought forth to Council for approval as amended.

Attached for Council's consideration are the clean version of the new policy as well as the original policy with changes tracked throughout the document.

ALIGNMENT WITH STRATEGIC PLAN

An Informed and Engaged Community

RECOMMENDATION

That Council approve COUN 004 – 21 Council Remuneration Policy as presented.



Policy Statement:

The Municipal Government Act (“MGA”) allows for compensation to be made to Elected Officials for duties performed. The Town of Didsbury will provide remuneration and benefits to the elected officials, which reflects the demands of Council and Council’s value to the community. The purpose of this policy is to outline the type and frequency of remuneration for the Town of Didsbury Elected Officials.

1. Remuneration Guidelines

Honoraria

- 1.1 Members of Council shall be compensated with a monthly honorarium at the rates set out in Appendix A.
- 1.2 Members of Council are paid an honorarium for participating in regularly scheduled Organizational Meetings, Regular Council Meetings and non-formal duties. Non-formal duties are activities undertaken by Council due to their position but are neither formal nor related to Council’s governance function and are outlined in Appendix C as non-claimable.
- 1.3 Annually, honoraria, shall be reviewed in accordance with changes in the Alberta Consumer Price Index for the proceeding twelve-month period.

Per Diem

- 1.4 Members of Council may claim Per Diem for participation in formal duties in addition to a monthly honorarium, at the rates set out in Appendix A. Claimable duties are duties undertaken in official capacity related to Council’s governance function and are outlined in Appendix C and Appendix D. The per diem amount is determined by the length of the function.
 - 1.4.1 The call to order and adjournment times for functions shall be used to determine the length of meetings. Unless otherwise agreed to by Committee, claims shall be rounded up to the nearest half hour.
 - 1.4.2 The minimum claim for a meeting is half an hour.
 - 1.4.3 Members of Council may claim remuneration for travel time on the day prior to or after a full day meeting. No travel time may be claimed while travelling on the same day of a full day meeting.
 - 1.4.4 Members of Council that participate in formal duties and are reimbursed by that Committee, Board or Commission shall not claim for those meetings through the Town of Didsbury.
 - 1.4.5 Members of Council that are reimbursed directly by a Committee, Board or Commission shall provide their remuneration annually for inclusion on the audited financial statements.
- 1.5 Alternate representatives are encouraged to attend Committee meetings.
 - 1.5.1 Alternate representatives shall only be paid for two (2) meetings annually that they attend when the primary representative is already attending. These meetings shall be cited on the expense form.
 - 1.5.2 By motion, Council may allow the alternate representative to accompany the primary representative to more than two (2) Committee meetings annually if deemed necessary.

Internet Allowance

- 1.6 Members of Council shall be reimbursed for the use of personal internet at the rates set out in Appendix A

2. Expenses



- 2.1 Expenses paid out-of-pocket by a Member of Council may be submitted for reimbursement with receipts.

Meals

- 2.2 While traveling on Town business, meals may be claimed at the amount shown on itemized receipts submitted. The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages, plus a reasonable gratuity of a maximum of 15%.
- 2.3 Members of Council cannot claim for meals that are included in the registration fees of the function, except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the provided meal.

Miscellaneous

- 2.4 Registration fees and miscellaneous charges such as parking, photocopying, taxi services, etc. may be claimed based on the amount shown on submitted receipts.
- 2.5 Costs will not be reimbursed when attending a political party function of any type.
- 2.6 Members of Council will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances as approved by Council.
- 2.7 Council will strive for fiscal responsibility when traveling by such means as carpool, economy travelling, standard accommodations, etc.
- 2.8 Members of Council may claim mileage at the current Canada Revenue Agency per-kilometre rate. No mileage will be reimbursed for travel within Town limits.
- 2.9 Any professional development related expenses must comply with the current Town of Didsbury Council Professional Development policy.
- 2.10 Any other expenses not outlined in this policy must comply with the current Town of Didsbury Travel and Expense Guidelines policy.

3.0 Review of Council Compensation

- 3.1 No later than March 1st in the same year as a general municipal election, Council shall appoint an Ad Hoc Citizens Committee on Council Compensation consisting solely of public at-large members.
- 3.2 The Ad Hoc Citizens Committee on Council Compensation shall report back to Council within 90 days with recommendations on the remuneration amounts to be established for members of Council elected in that years' general municipal election.

4.0 Submission and Approval of Council Remuneration Forms

- 4.1 Members of Council must utilize the monthly remuneration sheet attached in Appendix B.
- 4.2 The date of the meeting must match the date being claimed, any discrepancies may result in the claim being denied.
- 4.3 Claims submitted by Councillors shall be approved by the Mayor.
- 4.4 Claims submitted by the Mayor shall be approved by the Deputy Mayor.
- 4.5 Claims submitted by the Deputy Mayor shall be approved by the next Deputy Mayor in rotation.
- 4.6 Claims submitted by the Deputy Mayor shall be approved by the Second Next Deputy Mayor in rotation in absence of the Next Deputy Mayor.



COUNCIL REMUNERATION POLICY #COUN 004 - 21

DATE APPROVED: SEPTEMBER 14, 2021

EFFECTIVE DATE: OCTOBER 18, 2021

RESOLUTION #: _____

4.7 In the event that a remuneration claim is submitted incorrectly, the Member of Council shall be notified relative to the adjustments made from the expense claim approver.

5.0 Effective Date

5.1 This policy takes effect October 18, 2021.

6.0 End of Policy



Appendix A – Council Remuneration

Remuneration Type	Frequency	Mayor	Deputy Mayor	Councillor
Honorarium	per month	\$2,308	\$1,369	\$1,369
Additional Meeting Top-Up	per meeting, seminar or function, when attending in place of the Mayor	n/a	\$50	n/a
Per Diem	per hour (to a maximum of \$250 per day)	\$36.50	\$36.50	\$36.50
Internet Allowance	per month	\$21	\$21	\$21



Appendix B – Copy of Council Remuneration Form

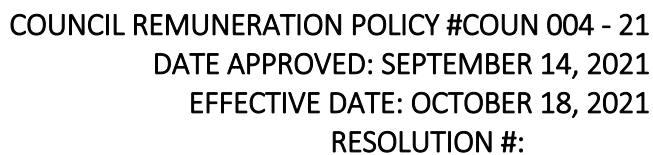
Town of Didsbury Council Remuneration Form and Meeting Report			
ELECTED OFFICIAL NAME			
EXPENSE CLAIM PERIOD			
ELECTED OFFICIAL SIGNATURE			
MAYOR/DEPUTY MAYOR SIGNATURE			
SECTION 1: HONORARIUM			
<i>Please put 1 in one box only.</i>			
	Mayor = \$2,308/month		
	Deputy Mayor & Councillor = \$1,369/month		+ \$21 internet allowance
	Deputy Mayor Top-Up = \$50/meeting	Total Section 1	\$ 21.00
SECTION 2: MEETING CLAIM AND REPORT			
		Rate per hour:	\$ 36.50
		Hourly rate cap:	\$ 250.00
DATE	EXPENSE DESCRIPTION	# OF HOURS	TOTAL
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
		TOTAL REMUNERATION CLAIM	
<p>Honorarium: The set monthly remuneration paid to Council members</p> <p>Meeting Claim: Meetings are paid hourly with a cap of \$250.00 for the day.</p>			



Appendix B – Copy of Council Remuneration Form

Town of Didsbury Expense Claim Form			
ELECTED OFFICIAL NAME			
EXPENSE CLAIM PERIOD			
ELECTED OFFICIAL SIGNATURE			
MAYOR/DEPUTY MAYOR SIGNATURE			
SECTION 3: MILEAGE			
DATE	ODOMETER READING	DESCRIPTION	Total KM
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
		TOTAL MILEAGE CLAIM =	\$ -

Mileage: Reimbursed at CRA Mileage Rate. Mileage can be determined by the odometer reading or by a mileage calculator (<http://www.google.ca/maps>).



Town of Didsbury Expense Claim Form					
ELECTED OFFICIAL NAME					
EXPENSE CLAIM PERIOD					
ELECTED OFFICIAL SIGNATURE					
MAYOR/DEPUTY MAYOR SIGNATURE					
SECTION 4: OTHER EXPENSES					
EVENT DESCRIPTION					
WHAT:					
WHERE:					
DATES:					
TYPE OF EXPENSE / DESCRIPTION			TOTAL (NO GST)	GST	FINAL TOTAL
Airfare:					\$ -
Bus/Taxi Vehicle Rental:					\$ -
Parking:					\$ -
Registration Costs:					\$ -
GALA/Banquet:					\$ -
Hotel Name:					\$ -
Hotel Cost per Night:					
MEALS (If not included):					
Breakfast:					\$ -
Lunch:					\$ -
Dinner:					\$ -
Breakfast:					\$ -
Lunch:					\$ -
Dinner:					\$ -
Breakfast:					\$ -
Lunch:					\$ -
Dinner:					\$ -
OTHER MISCELLANEOUS EXPENSES:					
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
			TOTAL OTHER EXPENSES:		\$ -
			TOTAL EXPENSE CLAIM:		\$ -
PLEASE NOTE: RECEIPTS WILL BE REQUIRED FOR REIMBURSEMENT					



Appendix C – List of Duties

Meeting Type	Classification
Committee Meeting/Workshop (As primary representative)	Claimable (Subject to Section 3.4)
Committee Meeting/Workshop (As secondary representative with primary representative in attendance)	Claimable (Subject to Section 3.7.1)
Committee Meeting/Workshop (As secondary representative without primary representative in attendance)	Claimable
Special Council Meetings	Claimable
Meetings with Resident or Business Owner (By motion of Council)	Claimable
Meetings with Resident or Business Owner (Without motion of Council)	Not Claimable
Conferences	Claimable
Other Committees/Sub Committees/ Meetings not appointed to by Council	Not Claimable
Webinars	Not Claimable
Community Events	Not Claimable
Council Workshops including Strategic and Financial Planning	Claimable
Informal Meetings with Administration	Not Claimable
Open Houses	Claimable
Meetings with External Agencies (Including Government Representatives)	Claimable
Canada Day, Showcase Didsbury, Community Block Party and Parades	Not Claimable
Trade Shows	Claimable
Online Professional Development	Claimable
Other duties with Council approval	Claimable
Staff Social Functions	Not Claimable
Golf Tournaments	Not Claimable
Travel (Within Didsbury Corporate Limits)	Not Claimable
Travel (Outside of Didsbury Corporate Limits)	Claimable
Travel Time (Within Didsbury Corporate Limits)	Not Claimable
Travel Time (Outside of Didsbury Corporate Limits)	Claimable



Appendix D – List of Duties

Council functions claimable for Per Diems include, but are not limited to:

- Alberta Economic Developers Association (AEDA)
- Alberta Parks & Recreation Association (APRA)
- Alberta Urban Municipalities Association (AUMA)
- CAO One-on-One
- Cemetery Committee
- Central Alberta Economic Partnership (CAEP)
- Citizens on Patrol (COP)
- Community Learning Campus (CLC)
- Community Services Advisory Board
- Community Policing Advisory Committee (CPAC)
- Council Strategic Plan / Retreat / Visioning / Workshop
- Didsbury and District Chamber of Commerce
- Didsbury and District Historical Society
- Didsbury Economic Development Advisory Committee (DEDAC)
- Didsbury Municipal Library Board
- Elected Officials Education Program (EOEP)
- Emergency Management / Disaster Services
- Federation of Canadian Municipalities (FCM) Conference
- Inter-Municipal Cooperation Committee (ICC)
- Inter-Municipal Planning Commission (IMPC)
- Interagency Committee
- Mayors Meetings Regional, Central, County, Provincial
- Municipal Area Partnerships (MAP)
- Municipal Planning Commission (MPC)
- Parkland Regional Library (PRL)
- Red Deer River Municipal Users Group (RDRMUG)
- Rural Municipalities of Alberta (RMA)
- Regional Assessment Review Board (RARB)
- Subdivision and Development Appeal Board (SDAB)
- Other functions as approved by motion of Council.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	COUN 004-21
Policy Title:	Council Remuneration
Approval Date:	January 8, 2019
Date to be Reviewed:	2025
Responsible Department:	Council
Related Bylaws:	

Policy Statement:

The Municipal Government Act ("MGA") allows for compensation to be made to Elected Officials for duties performed. The Town of Didsbury will provide remuneration and benefits to the elected officials, which reflects the demands of Council and Council's value to the community. ~~shall provide guidelines to reimburse members of Council that reflects the Town's appreciation for the time commitment required and dedicated work of Council Members on behalf of all citizens.~~

Purpose:

The purpose of this policy is to outline the type and frequency of remuneration for the Town of Didsbury Elected Officials.

Scope:

~~This policy applies to all of Town of Didsbury Council. Elected Officials must meet the duties expected of them as per the Municipal Government Act, other legislation and Council policies, procedures and bylaws.~~

1- Definitions

- ~~1.1 Council means elected officials of the Town of Didsbury, including Mayor and Councillors.~~
- ~~1.2 Expenses means reimbursements made to elected officials for approved Expenses paid out of pocket, based on actual receipts, not subject to applicable source deductions. Pictures and/or photocopies of receipts will be acceptable.~~
- ~~1.3 Formal Duties means activities that Council Members undertake in an official capacity related to their governance function as a Council Member. These duties are listed in Appendix C with note relative to eligibility for remuneration.~~
- ~~1.4 Honorarium means the set monthly remuneration paid to Council Members as Remuneration for Council Meetings as outlined in Appendix A, subject to applicable source deductions. Per Diem means the hourly, daily or flat amounts paid to Council Members in addition to their honorarium for participation in formal duties in the amounts outlined in Appendix A.~~
- ~~1.5 Meetings means a meeting under Sections 192, 193 and 195 of the Municipal Government Act. This includes regularly scheduled Organizational Meetings, Regular Council Meetings and Policies and Priorities Committee meetings.~~



~~1.6 Non-Formal Duties means activities that Council Members undertake due to their position as a Council Member but are neither formal nor related to their governance function as a Council Member. Non-Formal duties as identified in Appendix C and shall not be eligible for remuneration.~~

~~2. Responsibilities~~

~~2.1 Mayor~~

~~2.1.1 Shall review and approve all Councillor remuneration claims for governance accountability.~~

~~2.2 Deputy Mayor~~

~~2.2.1 Shall review and approve all remuneration claims from the Mayor for governance accountability.~~

~~2.2.2 Shall review and approve all remuneration claims for governance accountability in the absence of the Mayor.~~

~~2.3 Next Deputy Mayor in rotation~~

~~2.3.1 Shall review and approve all remuneration claims from the Deputy Mayor for governance accountability.~~

~~2.4 Second Deputy Mayor in rotation~~

~~2.4.1 Shall review and approve all remuneration claims from the Deputy Mayor in absence of the Next Deputy Mayor for governance accountability.~~

3.1. Remuneration Guidelines

Honoraria

~~1.1 Members of Council shall be compensated with a monthly honorarium at the rates set out in Appendix A.~~

~~3.1.1.2 An elected official of the Town is entitled to receive~~ Members of Council are paid an honorarium for participating in regularly scheduled Organizational Meetings, Regular Council Meetings and non-formal duties. Non-formal duties are activities undertaken by Council due to their position but are neither formal nor related to Council's governance function and are outlined in Appendix C as non-claimable. This amount shall be approved by Council and attached as Appendix A to this policy.

~~1.3 Each January, the Annually, honorarium, shall be adjusted reviewed in accordance with changes in the the Statistics Canada, Canadian Alberta Consumer Price Index for the Calgary Region for the proceeding twelve-month period.~~

Per Diem

~~1.4 Members of Council may claim pPer Diem for participation in formal duties that they participate in which is in addition to their a monthly honorarium, at the rates set out up to a maximum of \$250.00 per day as stated in Appendix A. Claimable duties are duties undertaken in official capacity related to Council's governance function and are outlined in Appendix C and Appendix D. This remuneration~~ The per diem amount is determined by the length of the meetingfunction.

~~1.4.1 The call to order and adjournment times for functions shall be used to determine the length of meetings. Unless otherwise agreed to by Committee, claims shall be rounded up to the nearest half hour up.~~

~~1.4.2 The minimum claim for a meeting is half an hour.~~

~~1.4.3 Members of Council may claim remuneration for travel time on the day prior to or after a full day meeting. No travel time may be claimed while travelling on the same day of a full day meeting.~~



3.1.11.4.4 Members of Council that participate in formal duties and are reimbursed by that Committee, Board or Commission shall not claim for those meetings through the Town of Didsbury.

1.4.5 Members of Council that are reimbursed directly by a Committee, Board or Commission shall provide their remuneration annually for inclusion on the audited financial statements.

1.5 Alternate representatives are encouraged to attend Committee meetings.

1.5.1 Alternate representatives shall only be paid for two (2) meetings annually that they attend when the primary representative is already attending. These meetings shall be cited on the expense form.

1.5.2 By motion, Council may allow the alternate representative to accompany the primary representative to more than two (2) Committee meetings annually if deemed necessary.

Internet Allowance

1.6 Members of Council shall be reimbursed for the use of personal internet at the rates set out in Appendix A

3.2 ~~The Mayor shall receive a Town issued cell phone to utilize for work related business. This cell phone shall remain the property of the municipality and shall be maintained by the Mayor appropriately. In the event that the cell phone is damaged, the Mayor may be required to reimburse the municipality for the cost of the cell phone.~~

~~The call to order and adjournment times for meetings shall be used to determine the length of meetings. Claims shall be rounded to the nearest half hour up.~~

~~The minimum claim for a meeting is half an hour.~~

~~Council Members may claim remuneration for travel time on the day prior to or after a full day meeting. No travel time may be claimed while travelling on the same day of a full day meeting.~~

~~Council Members that participate in formal duties and are reimbursed by that committee, board or commission shall~~

~~-~~

3.4.1 ~~Council Members that are reimbursed by a Committee, Board or Commission shall provide their remuneration monthly for inclusion on the Council Remuneration declaration.~~

~~Each Council Member shall be reimbursed an amount stipulated in Appendix A for the use of personal internet.~~

~~The Mayor shall receive a Town issued cell phone to utilize for work related business. This cell phone shall remain the property of the municipality and shall be maintained by the Mayor appropriately. In the event that the cell phone is damaged, the Mayor may be required to reimburse the municipality for the cost of the cell phone.~~

~~Alternate representatives are encouraged to attend Committee meetings.~~

~~Alternate representatives shall only be paid for two (2) meetings annually that they attend when the primary representative is already attending. These meetings shall be cited on the expense form.~~

~~Council may by motion allow for the alternate representative to accompany the primary representative to more than two (2) Committee meetings annually if deemed necessary.~~

~~The expense claim approver is responsible for confirming attendance of the primary representative when an alternate representative has claimed a per diem at committee meetings.~~



~~In the event that a Councillor incorrectly submits a remuneration claim, the Councillor shall be notified relative to the adjustments made from the expense claim approver.~~

~~If payment is processed inaccurately, an adjustment shall be made on the following Councillor expense claim.~~

~~4. In the event that a Councillor does not submit an expense claim form on time, the Councillor shall not receive remuneration until it is submitted for the next pay period.~~

~~5.2.~~ 4.0 Expenses

~~2.1~~ Expenses paid ~~by an Elected Official~~ out-of-pocket by a Member of Council may be submitted for reimbursement with receipts.

~~Meals may be submitted with the monthly Council Remuneration Form.~~

~~5.1~~ When travelling on Town Business, a Claimant may claim the amount shown on the itemized receipts.

~~2.2~~ While traveling on Town business, meals may be claimed at the amount shown on itemized receipts submitted. The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages, plus a reasonable gratuity of a maximum of 15%.

~~2.3~~ Members of Council cannot claim for meals that are included in the registration fees of the function, except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the provided meal.

Miscellaneous

~~5.21.1~~ The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages, plus a reasonable gratuity of a maximum of 15%.

~~5.32.4~~ Registration fees and miscellaneous charges such as parking, photocopying, taxi services, etc. may be claimed based on the amount shown on submitted receipts.

~~5.42.5~~ Costs will not be reimbursed when attending a political party function of any type.

~~5.52.6~~ Members of Council will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances as ~~accepted/~~approved by Council.

~~5.62.7~~ Council will strive for fiscal responsibility when traveling by such means as carpool, economy traveling, standard accommodations, etc.

~~5.72.8~~ Members of Council may claim mileage at the ~~rate set out in Appendix 'B'. This rate shall be determined by the current Alberta-Canada Revenue Agency Government per-kilometre mileage~~ rate. No mileage will be reimbursed for travel within Town limits.

~~5.82.9~~ Any professional development related expenses must comply with the current Town of Didsbury Council Professional Development policy.

~~5.92.10~~ Any other expenses not outlined in this policy must comply with the current Town of Didsbury Travel and Expense Guidelines policy.

35.0 Review of Council ~~Honorarium~~ Compensation

~~3.1~~ No later than March 1st in the same year as a general municipal election, Council shall appoint an Ad Hoc Citizens Committee on Council Compensation consisting solely of public at large members.

~~3.2~~ The Ad Hoc Citizens Committee on Council Compensation shall report back to Council within 90 days with



recommendations on the remuneration amounts to be established for members of Council elected in that years' general municipal election.

46.0 Submission and Approval of ~~Claims~~Council Remuneration Forms

~~4.1~~ Members of Council must utilize the monthly remuneration sheet attached in Appendix B, ~~and file the sheet electronically and punctually each month.~~

~~4.1~~

~~4.2~~ The date of the meeting must match the date being claimed, any discrepancies may result in the claim being denied.

~~4.2~~

~~4.3~~ Claims submitted by Councillors shall be approved by the Mayor.

~~4.3~~

~~4.4~~ Claims submitted by the Mayor shall be approved by the Deputy Mayor.

~~4.4~~

4.5 Claims submitted by the Deputy Mayor shall be approved by the next Deputy Mayor in rotation.

~~4.6~~ Claims submitted by the Deputy Mayor shall be approved by the Second Next Deputy Mayor in rotation in absence of the Next Deputy Mayor.

~~4.7~~ In the event that a remuneration claim is submitted incorrectly, the Member of Council shall be notified relative to the adjustments made from the expense claim approver.

5.0 Effective Date

~~5.1~~ This policy takes effect October 18, 2021

67.0 End of Policy



Appendix A – Council Remuneration

Remuneration Type	Frequency	Mayor	Deputy Mayor	Councillor
Honorarium	per month	\$2,308	\$1,369	\$1,369
Additional Meeting Top-Up	per meeting, seminar or function, when attending in place of the Mayor	n/a	\$50	n/a
Per Diem	per hour (to a maximum of \$250 per day)	\$36.50	\$36.50	\$36.50
Internet Allowance	per month	\$21	\$21	\$21



Appendix B – Copy of Council Remuneration Form

Town of Didsbury Council Remuneration Form and Meeting Report			
ELECTED OFFICIAL NAME			
EXPENSE CLAIM PERIOD			
ELECTED OFFICIAL SIGNATURE			
MAYOR/DEPUTY MAYOR SIGNATURE			
SECTION 1: HONORARIUM			
<i>Please put 1 in one box only.</i>			
	Mayor = \$2,308/month		
	Deputy Mayor & Councillor = \$1,369/month		+ \$21 internet allowance
	Deputy Mayor Top-Up = \$50/meeting	Total Section 1	\$ 21.00
SECTION 2: MEETING CLAIM AND REPORT			
		Rate per hour:	\$ 36.50
		Hourly rate cap:	\$ 250.00
DATE	EXPENSE DESCRIPTION	# OF HOURS	TOTAL
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
	Call to Order: Adjournment:		\$ -
		TOTAL REMUNERATION CLAIM	
<p>Honorarium: The set monthly remuneration paid to Council members</p> <p>Meeting Claim: Meetings are paid hourly with a cap of \$250.00 for the day.</p>			



Appendix B – Copy of Council Remuneration Form

Town of Didsbury Expense Claim Form			
ELECTED OFFICIAL NAME			
EXPENSE CLAIM PERIOD			
ELECTED OFFICIAL SIGNATURE			
MAYOR/DEPUTY MAYOR SIGNATURE			
SECTION 3: MILEAGE			
DATE	ODOMETER READING	DESCRIPTION	Total KM
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
	Odometer Start:		
	Odometer Stop:		
		TOTAL MILEAGE CLAIM =	\$ -
<p>Mileage: Reimbursed at CRA Mileage Rate. Mileage can be determined by the odometer reading or by a mileage calculator (http://www.google.ca/maps).</p>			



COUNCIL REMUNERATION POLICY #COUN 004 - 21
TOWN OF DIDSBURY POLICY # COUN 004-21
DATE APPROVED: SEPTEMBER 14, 2021
POLICY NAME: Council Remuneration
EFFECTIVE DATE: OCTOBER 18, 2021
RESOLUTION #: _____

Appendix B – Copy of Council Remuneration Form



Appendix C – List of Duties

Meeting Type	Classification
Committee Meeting/Workshop (As primary representative)	Claimable (Subject to Section 3.4)
Committee Meeting/Workshop (As secondary representative with primary representative in attendance)	Claimable (Subject to Section 3.7.1)
Committee Meeting/Workshop (As secondary representative without primary representative in attendance)	Claimable
Special Council Meetings	Claimable
Meetings with Resident or Business Owner (By motion of Council)	Claimable
Meetings with Resident or Business Owner (Without motion of Council)	Not Claimable
Conferences	Claimable
Other Committees/Sub Committees/ Meetings not appointed to by Council	Not Claimable
Webinars	Not Claimable
Community Events	Not Claimable
Council Workshops including Strategic and Financial Planning	Claimable
Informal Meetings with Administration	Not Claimable
Open Houses	Claimable
Meetings with External Agencies (Including Government Representatives)	Claimable
Canada Day, Showcase Didsbury, Community Block Party and Parades	Not Claimable
Trade Shows	Claimable
Online Professional Development	Claimable
Other duties with Council approval	Claimable
Staff Social Functions	Not Claimable
Golf Tournaments	Not Claimable
Travel (Within Didsbury Corporate Limits)	Not Claimable
Travel (Outside of Didsbury Corporate Limits)	Claimable
Travel Time (Within Didsbury Corporate Limits)	Not Claimable
Travel Time (Outside of Didsbury Corporate Limits)	Claimable



Appendix D – List of Duties

PER-DIEM RATES

- ~~— An hourly rate of \$36.50 is used for per diem claims.~~
- ~~— The hourly rate can be claimed for a per diem event up to a maximum of \$250.00 per day.~~
- ~~— Per diem rates may only be claimed as per Section 3.3, 3.4, 3.7 and Appendix C of this policy.~~

Council functions claimable for Per Diems include, but are not limited to: council events per diem descriptions

- Alberta Economic Developers Association (AEDA)
- Alberta Parks & Recreation Association (APRA)
- Alberta Urban Municipalities Association (AUMA)
- CAO One-on-One
- Cemetery Committee
- Central Alberta Economic Partnership (CAEP)
- Citizens on Patrol (COP)
- Community Learning Campus (CLC)
- Community Services Advisory Board
- Community Policing Advisory Committee (CPAC)
- Council Strategic Plan / Retreat / Visioning / Workshop
- Didsbury and District Chamber of Commerce
- Didsbury and District Historical Society
- Didsbury Economic Development Advisory Committee (DEDAC)
- Didsbury Municipal Library Board
- Elected Officials Education Program (EOEP)
- Emergency Management / Disaster Services
- ~~Family & Community Support Services (FCSS) Board~~
- Federation of Canadian Municipalities (FCM) Conference
- Inter-Municipal Cooperation Committee (ICC)
- Inter-Municipal Planning Commission (IMPC)
- Interagency Committee
- Mayors Meetings Regional, Central, County, Provincial
- ~~Mountain View Regional Waste Management Commission~~
- ~~Mountain View Regional Water Services Commission~~
- ~~Mountain View Seniors Housing (MVSH)~~
- Municipal Area Partnerships (MAP)
- Municipal Planning Commission (MPC)
- Parkland Regional Library (PRL)
- Red Deer River Municipal Users Group (RDRMUG)
- Rural Municipalities of Alberta (RMA)
- Regional Assessment Review Board (RARB)
- Subdivision and Development Appeal Board (SDAB)
- Other functions as approved by motion of Council.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Street Light Replacement
ORIGINATING DEPARTMENT	Infrastructure
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

As part of Fortis's asset management plan, several overhead lights are replaced in town each year. The Infrastructure Department was contacted by Fortis with a request to do a lane closure along 20th Street in front of the businesses on the east side to replace four (4) overhead cobra style streetlight standards as part of their maintenance. The four lights are pictured below.



The Department engaged Fortis to determine if the Town could request Fortis install decorative heritage style overhead lights, consistent with the style chosen for the south end of 20th Street. Fortis is receptive to the approach. For the work on the south end of 20th Street, the Town chose to install a Pendant style pole (Round Steel Step Pole, Fixture Structure Number 1475 - with Scroll & Decorative Light Plug-ins) (pictured below).

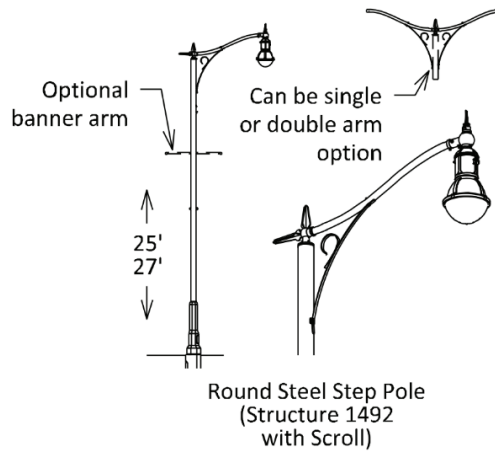
Fortis' standard approach to this situation is the Municipality covers the cost of the incremental improvement. The estimated cost for this project is \$30,000, including a 10% contingency to account for detail design and material cost fluctuation.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*



DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This approach provides the Town the contractor to conduct the work for no additional cost to the Town. Fortis covers the cost of any required base improvements or conduit & conductor issues identified during the works. The opportunity provides a low risk solution to the Town's ongoing streetlight continuity program through our commercial corridor.

The 2021 Street Lighting Continuity project is being funded by the Canada Community Building Fund (CCBF) (formerly known as Gas Tax Fund). Administration recommends amending the project to include the 4 heritage style pendant streetlights in the locations pictured. The grant funds available are as follows:

CCBF (GTF) Grant	
2020 Year end balance	332,130
2021 Allocation expected	616,823
2020 capital projects remaining	(5,124)
2021 capital projects	(120,000)
	823,829
Amendment proposed	(30,000)
Estimated 2021 year end balance	793,829

ALIGNMENT WITH STRATEGIC PLAN

Infrastructure and Asset Management

RECOMMENDATION

That Council approve the amendment of the 2021 Street Lighting Continuity capital project to upgrade four streetlights on Main Street to heritage style pendent streetlights for an additional cost of up to \$30,000, to be funded from the Canada Community Building Fund grant.

OR

That Council accept the report as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Recreation Facility User Group Rate Model
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

At the April 22, 2021 Strategic Planning Committee, an item regarding financial relief for the Didsbury Curling Club (DCC) was presented. Through discussion, Administration was directed to look into alternative models for rental of the facility, specifically an hourly use agreement model that is currently used within the arena. Due to closures relative to COVID-19 during the 2020/21 curling season, it was agreed by Committee that the previous lease model used reduced the Town of Didsbury's ability to make decisions on closures and ice removal that resulted from the pandemic. Additionally, the lease model tied the DCC financially to the costs associated with a facility that was unusable due to COVID-19 closures.

This proposed hourly rate model would see ice bookings taken prior to each season from the DCC, with all league hours being block booked, meaning that those hours are guaranteed for that use for the duration of the season. Block booking also contracts those hours to the DCC for the season, whether they use those hours or not.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

When considering the revenues required for an hourly-rate model, Administration took the annual lease costs of \$22,500 and the annual estimated utility costs of \$11,500, which totals \$34,000, as well as the annual season hours provided by the DCC executive, and used that as the budget for Curling Rink Ice Revenues.

Numerous meetings have been held with the DCC Executive and Administration to discuss this alternate model to seek their input and ensure the impact on the club will be minimal.

At the September 8, 2021 Strategic Planning Committee meeting, the Committee members unanimously agreed to bring the following rates to Council for approval:

Curling Club - Proposed Hourly Rates					
	League Hours	Bonspiel Hours	Total Hours	Proposed Rate	TOTAL
Adult	102	40*	142	\$90/hour	\$ 12,780.00
Seniors	136	16*	152	\$80/hour	\$ 12,160.00
Juniors	34	8*	42	\$75/hour	\$ 3,150.00
Farm + Ranch	0	48	48	\$105/hour	\$ 5,040.00
Other	8	8*	16	\$90/hour	\$ 1,140.00
					\$ 34,270.00
*Please note bonspiel hours are not guaranteed					



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

Notes regarding this rate structure:

- These hourly rates include use of the four sheets of curling ice and are specific to DCC use only.
- Makes for ease of invoicing.
- Same model as used within the arena
- Bonspiels hours (excluding Farm and Ranch) above are valued at \$6200. Of this total, the DCC executive says that \$2520 of this total are the bonspiels that are not guaranteed (Men's and Family Day). The other \$3680 in bonspiel revenue is likely to be realized (Mixed, Seniors, Juniors).

A per sheet hourly rate schedule is recommended which would be used for any outside (non-DCC) rentals of the curling rink ice.

Hourly Per Sheet Rates	
Local - Youth	\$30/hour
Local - Adult	\$45/hour
Non-Local - Youth	\$50/hour
Non-Local - Adult	\$65/hour

In regards to the operation of the bar by the DCC, a monthly rental of \$250/month is recommended. This is a value of \$1250/year, and would cover both utility and repair and maintenance budgets for this space.

Finally, the SPC recommends to Council that the 2021/22 curling season be used as a trial year for this new model, and that it be re-evaluated in April 2022 for effectiveness, cost-recovery and adjustments.

ALIGNMENT WITH STRATEGIC PLAN

Economic Prosperity, Healthy Active Living

RECOMMENDATION

That Council approve the proposed hourly rates and monthly bar rental costs for the Didsbury Curling Rink for a one-season trial period, October 2021 to March 2022.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Memorial Park Stage
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

At the June 8, 2021 Regular Council Meeting, a motion was made by Council to have Administration investigate the cost of a permanent structure covering on the stage at Memorial Park, as recommended by the Didsbury Economic Development Advisory Committee (DEDAC).

At their July 7, 2021 Strategic Planning Committee meeting, Committee members hosted Mike Crampton from DEDAC for a presentation regarding the potential for the stage and outdoor events. Administration was asked to look into options for updating this space to be able to accommodate live performances at Memorial Park in the future.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

At the September 8, 2021 Strategic Planning Committee meeting, the following information was presented by Administration for Committee's consideration:

In reviewing the site for usability, access and investment, the following items are of note:

- The current placement of the stage does not make the best use of this site. It reduces the amount of seating available to an event and should be relocated if improvements were to be made.
- An extension to the tiered bowl-type seating should be considered to maximize the space and increase capacity of attendees at an event.
- The stage is small, uncovered and not a desirable location for artists. A fully-enclosed, covered stage of at least three times the size would be ideal.
- Upgrades to utilities should be considered to accommodate large bands and sound equipment.
- The addition of permanent washrooms would be required as part of this upgrade.
- Investment in upgrading this site to increase usability and access would be substantial.





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

At their September 8, 2021 meeting, members of the Strategic Planning Committee unanimously agreed with the following process:

- Prioritizing redevelopment of this site as part of the future Culture Master Plan
- Undertake a visioning exercise with an external consultant to explore all the potential for this site, incorporating input from possible users.
- With results from the visioning exercise, develop a conceptual design similar to the Outlying Plan that could guide future improvements to this site.
- Once cost estimates and timelines are known, addition of this project to the Multi-Year Capital Plan.

The Strategic Planning Committee recommended that this item return to Council with the above recommendations and that, if approved by Council, the DEDAC Committee be notified of the process for this potential project.

ALIGNMENT WITH STRATEGIC PLAN

Economic Prosperity, Infrastructure & Asset Management

RECOMMENDATION

That Council approve the prioritization of redevelopment of the Memorial Park Stage, and that a letter be sent to the Didsbury Economic Development Advisory Committee updating them as to the status of this initiative.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Mountain View Summer Games Legacy Funds
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	7.4

BACKGROUND/PROPOSAL:

Early in 2021, the committee responsible for overseeing the Mountain View Summer Games Legacy Fund, moved for dissolution of this committee and the disbursement of funds to all municipalities within Mountain View County based on a per capita basis. There had been no requests for funding to this committee for the past nine years, and this lack of applications under this program was the reason for the dissolution of both the committee and the funding program. The Town of Didsbury's portion of the funding is \$17,296.89.

At their May 25, 2021 Regular Council Meeting, Council directed this item to the Strategic Planning Committee (SPC) to evaluate use of these funds in Didsbury.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

At the September 8, 2021 Strategic Planning Committee (SPC) meeting, the Committee was presented with several options for the implementation of a sport-based legacy project within our community. The Committee unanimously agreed that a Community Mural Project is the best use of the funds. Upon approval, the following proposed project would be researched and brought back to a future SPC meeting for consideration:

Community Mural Project– This is a community-based project that would see community members painting smaller tiles that focus on sport in specific colour themes. These tiles would be combined to create a larger mosaic art installation that displayed another sport-related theme. A plaque could be utilized alongside this art piece to identify past and future local athletes. This mural could be installed inside the Didsbury Memorial Complex in a common area. An artist would need to be hired for the larger design concept, colour layout and to offer direction to community participants. Pricing for this type of project would be reasonable, as much of the project would be achieved through volunteer community effort. However, costs for supplies and a hired artist to oversee the project should fall within the funding available.

Additionally, the Committee has requested research into the development of a scholarship program for local athletes, with an up to \$2,000 investment from the Mountain View Summer Games Legacy funding. Upon approval, Administration would develop a potential policy framework for Council's consideration for a 2022 scholarship program.

Through consensus, the committee recommended that Council reserve the Mountain View Summer Games Legacy funding of \$17,296.89 in a Legacy Fund reserve fund for the future development of an interior community mural, and for up to \$2,000 of the fund to be used as seed money for an athletic scholarship in 2022.

ALIGNMENT WITH STRATEGIC PLAN

Healthy Active Living, Economic Prosperity

RECOMMENDATION

That Council reserve the Mountain View Summer Games Legacy funding of \$17,296.89 in a Legacy Fund reserve for the future development of an interior community mural, and for up to \$2,000 of the fund to be used as seed money for an athletic scholarship in 2022.





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

30COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Commercial Dumping – Lagoon
ORIGINATING DEPARTMENT	Engineering & Infrastructure
AGENDA ITEM	7.5

BACKGROUND/PROPOSAL:

Since the lagoon closure announcement and enforcement on September 1, 2021; the Town has received numerous calls from local business operators who use the lagoon as their primary discharge location for septage collected in Mountain View County. The Town has also been contacted by businesses in the East Didsbury Industrial Park which resides within Mountain View County and is not municipally serviced.

Mountain View County was contacted by Administration to ensure septage receiving is available to residents and businesses of MVC. The County indicated they are a member of the South Red Deer Regional Waste Commission and their septage receiving location for residents and businesses of MVC is located north of Olds, off RR20. (<https://srdrwc.com>)

The SRDWC site is capable of receiving septage, validating volume and compliance with quality. The effluent is then pumped to a mechanical treatment facility in Red Deer through a regional force main. The commission requires users to enter into user agreements and certify the quality of their effluent. The facility users can also be sampled for effluent quality compliance verification.

Currently, the Town's lagoon capacity is sufficient for a population just over 10,000 ppl. Interestingly, on average the upper lagoon is 70% full each year. Last year, the upper lagoon was at 90% capacity just prior to receiving authorization to release. The additional volume can be attributed to potable water leaks entering the network, excess rainfall, intrusion of ground water into the network and commercial dumping. The department continues to analyze the data we collect from the various pumping stations to determine the source of the increase.

The hot dry weather this year has reduced the volume in the upper lagoon by almost 30%. Alberta Environment has requested the Municipality refrain from releasing the upper lagoon until late summer 2022 due to the conditions in our province's streams and rivers. With the closure and the current lagoon capacity, the department believes we have the ability to comply with the request.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The recommendation to close is based on work with Alberta Environment last fall when the upper lagoon failed release criteria. The department conducted numerous tests to isolate the source of the failure. It was determined, with AE's support, the primary treatment cells are in poor treatment condition.

Following the direction provided by AE, the department conducted a bathymetric survey of the primary treatment cells. The results indicate each of the four primary cells are operating at just over 50% fluid capacity.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

The four primary cells are the first to receive the effluent entering the treatment system. This includes all solids, greases and organics which the cells are intended to retain and biologically treat the organic materials.

The biological treatment system is rather robust but still relies on a number of key parameters. The first parameter is temperature with the organisms being happy above freezing to approximately 28° C. The second parameter is quality and concentration of organic material.

Organic material plays a critical role in the health of the cells and is the “food” that ensures treatment is perpetual. Depending on the source of the effluent, it could be very low in organic material (predominately water or inorganic constituents) or very high. Similar to carbohydrates, some organics are easier to digest than others. Residential effluent being the easiest and most consistent source. To address the more difficult organics, the treatment process contains redundancy to ensure the complex organics are consumed before being transferred to a lower storage lagoon for polishing (secondary treatment cell). Our lagoon system does not treat or remove inorganic material (nitrogen, phosphorous, or pharmaceuticals).

A by-product of our treatment process is sludge. Sludge is a multi-constituent material comprised of expired biological organisms, human hygiene products, sand, grit, hair, and other non-digestible components. With the primary treatment cells currently containing 45% or more sludge, a biological operation can begin within the sludge layer which produces intense odors and other by products. The byproducts further endanger the beneficial organisms.

The department is currently working with a contractor to assess the remediation necessary along with the best way to complete the work. A verbal update can be provided at the Regular Council Meeting regarding a planned September 13th onsite meeting.

Commercial dumping can introduce inconsistency of organics and nonorganic solids (fertilizers, detergents, hydrocarbons, acids, sediments & gravels). Administration is not currently equipped to do the necessary contractor screening to address the concerns. However, administration is exploring potential vetting and screening options to protect the integrity of our treatment system.

RECOMMENDATION

That Council accept this report as information.

OR

That Council MOVE that administration explore adding capacity to allow for commercial dumping, while protecting the integrity of our treatment system and that options for increasing this capacity be brought back to Council for consideration.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for September 14, 2021 as information.



CAO Report – September 14, 2021

1. **Action Requests Detail & Summary** (Financial Services)

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

2. **Town of Didsbury Application for Canada Community Revitalization Fund (CCRF) Grant** (ACAO/CFO)

The Town of Didsbury applied for \$750,000 to revitalize 19th Avenue in Didsbury's Downtown Core. The vision for the project includes significant investment in new asphalt, sidewalks, curb and gutter along 19th Avenue between 20th and 21st Street. It includes improving pedestrian connectivity by changing traffic flow and integrating a Town Plaza to create a permanent and accessible space to enjoy local food and drink and for residents and visitors to connect. This project will contribute to the economic success of businesses in the downtown area as the increased vehicle and foot traffic will promote business retention, attraction, and expansion. The Town Plaza will promote social activity, while strategically filtering traffic into the surrounding businesses. This project aligns with the strategic priority of Council to prioritize infrastructure and asset management, catering to current and future generations. It will also align with Didsbury's Central Core Heritage Plan, as it intends to improve the space while preserving the "people-friendly" downtown environment. Should this application be successful, further refinement for this vision will take place through Council and community engagement processes. The project cost is estimated at \$1,044,238, requiring the Town to contribute \$294,238.

3. **Resident's Survey Update** (Economic Development/Strategic Operations)

Administration is undertaking a survey of both current and new residents, which will be highlighted during the Showcase Didsbury Event on September 18th. A report on the results will be brought back to Council on October 12th

4. **Upcoming Council Business** (CAO)

Reports on the following Council initiatives will be presented to Council prior to the end of the term:

- a) Brownfield Options
- b) Resident Survey
- c) Washrooms in Council Chambers
- d) Waste Management of Recycling

5. Second Quarter Engineering & Infrastructure Report (Infrastructure & Engineering)

Engineering

The Department worked closely with several developers to coordinate the private public interface for municipal services and surface works.

Asset Management training for program implementation is ongoing.

Water

The Town conducted two water leak repairs during this period. Annual fire hydrant flushing and flow testing also began during the quarter.

Wastewater

The Town conducted several service line repairs this quarter. During one of the service line repairs it was noticed that a 40 meter segment of one of our main lines is experiencing operating issues. We have gathered the necessary data to confirm the reason and have begun planning for repairs in early 2022.

The Town continues to experience high grease content in the Valarosa and Southridge lift stations. The department is conducting maintenance of the incoming mainlines and will continue to monitor the system to identify the sources of the deleterious material.

Roads

Significant improvements were made to the commercial corridors and the west end of 20th Avenue. Further rehabilitation areas are forthcoming. Pothole repairs on 7th Avenue were conducted and maintenance on the graveled segments of 23rd & 10th Street are ongoing.

2021 ACTION REQUESTS LISTING								
MONTH	PW - STREETS	PW - OTHER	PW - PROPERTY	ME - ANIMALS	ME - VEHICLES	ME - PROPERTY	PARKS PROPERTY	TOTAL
July	III III	III	I	IIII	I	III II	III III	
	8	3	1	4	1	7	10	34

PW	8	STREETS	Road repair Westheights Bay, Excess gravel on 24th Avenue, Speed sign confusion , Street sweeping issue, Patch of tar on street, Sign on 19th Ave needs moving, Street sweeping issue, Pothole on 17 Ave
	3	OTHER	Sign post safety hazard on 20th St, Grave vandalized, Replacment black bin requested
	1	PROPERTY	Internet line dug up by contractor
ME	4	ANIMALS	Dog incident, Cats at large, Dog barking, Dogs barking
	1	VEHICLES	Speeding on 23rd Street
	7	PROPERTY	Railway ties and track unsightly, Tree overhang in alleyway, Tree obstructing speed sign, Dog leaving waste on neighbours yard, Fence issue between neighbours, Stranger photographing vehicles, Hedges obstructing sidewalk
CS	10	PROPERTY	Weed complaint in backalley, Porta potty location, Debris by fire hydrant, Cemetery monument shifted, Park tree overhanging into resident yard, Clarification of ownership of tree, Clarification of tree owner, Tree limbs overhanging roadway, Remove stump in Deer Ridge Park, Branch laying in alley

Action Requests July, 2021

<u>Department</u>	<u>Previous Outstanding</u>	<u>Current Monthly Requests</u>	<u>Completed</u>	<u>Total Outstanding</u>
Public Works		12	12	0
Municipal Enforcement		12	12	0
Waste Management				0
Community Services		10	10	0
Finance				0
Administration				0
Plan/Dev				0
Leg/Ec Dev				0
Totals	0	34	34	0



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	COVID Update
ORIGINATING DEPARTMENT	ACAO/CFO
AGENDA ITEM	8.1.1

BACKGROUND/PROPOSAL:

Administration received the following update on COVID-19:

"Effective Saturday, September 4, 2021 at 8:00 am, the Alberta Government added temporary measures in order to reduce the impacts of COVID-19 on the health care system. This has made masking mandatory inside of all Town of Didsbury facilities. Employees must mask in all indoor work settings, except while at personal workstations. Members of the public must also mask when in any of the Town facilities.

RECOMMENDATION

That Council accept the COVID-19 update for September 14, 2021 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

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

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Council Reports for September 14, 2021 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- Railway Safety Week - CPR

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engagement Community

RECOMMENDATION

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



Mike LoVecchio
Director Indigenous Relations and Government Affairs
General Yard Office
1670 Lougheed Highway
Port Coquitlam BC V3B 5C8
Mike.LoVecchio@cpr.ca
778 772-9636

www.cpr.ca

September 9, 2021

Mayor Rhonda Hunter
Town of Didsbury
PO Box 790

via email: rhunter@didsbury.ca

Didsbury AB T0M 0W0

Dear Mayor Hunter:

RE: Rail Safety Week 2021

On behalf of Canadian Pacific (CP), I am writing to ask for your support to promote rail safety in your community during Rail Safety Week, which runs September 20-26, 2021.

Your municipality can participate in any of the following ways:

- Engage your community on social media and encourage families to play the [CP RailSense](#) video game aimed at teaching young children about rail safety.
- Engage on CP's social channels by liking, sharing or retweeting CP's rail safety posts on Facebook, Instagram and Twitter.
- Review and promote rail safety using this [toolkit](#) developed specifically for municipalities by Operation Lifesaver.
- Ask your local police service to declare Rail Safety Week over social media and register for the virtual [Operation Clear Track](#) program, the single largest rail-safety law enforcement initiative in North America.
- Engage with Operation Lifesaver's [#STOPTrackTragedies](#) video campaign reminding Canadians "you can never go back" from taking risks around tracks and trains. The videos tell the personal stories of those affected by railway crossing and trespassing incidents, and will feature the voices of friends and family members impacted by rail incidents. Their reflections are important messages of what they would do differently, if given the chance.
- Like or retweet Operation Lifesaver's Look.Listen.Live decal installations occurring in dozens of communities across Canada and unveiled publicly on Sept. 23.
 - If your community is receiving a decal installation this year, we encourage you to review the social media materials Operation Lifesaver has prepared and sent in anticipation of this event, and post on your channels.
 - Promote Operation Lifesaver's [Thomas & Friends](#) contest launching on Sept. 20 giving children an opportunity to showcase their artistic talents and learn about rail safety.

CP and the Canadian Pacific Police Service (CPPS) will once again educate the public during Rail Safety Week about how to be safe on and around railway property. CP and CPPS will conduct rail safety campaigns in communities across our network, with participation from other police agencies and schools, to talk about the role motorists, pedestrians and the general public play in reminding everyone that safety is a shared responsibility.

"Rail Safety Week is an important opportunity for CP to highlight how to be safe around tracks and trains. CP Police Service will be working with the public to educate them about the dangers of unsafe behaviour around the railway. Train incidents are preventable and rail safety must be an on-going priority each and every day. Together, we can build safer communities," said Al Sauve, Chief of CP Police Service.

The strong commitment of municipalities like yours continues to have a significant impact on community awareness, helping to reduce avoidable accidents, injuries and damage caused by collisions between trains and vehicles or pedestrians. Together with other communities, railways and members of the public, your support this year will go a long way towards making Canada's rail network even safer.

CP greatly appreciates your participation in Rail Safety Week. We welcome any information about your plans to promote rail safety this year.

Sincerely,
Mike LoVecchio
Director Indigenous Relations and Government Affairs
Canadian Pacific



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	September 14, 2021
SUBJECT	Council Highlights Roundtable
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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