



**TOWN OF DIDSBURY AGENDA  
Regular Council Meeting**

**Tuesday, February 13, 2024, 6:00 pm  
Council Chambers 1606 14 Street**

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## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: Delegation – Communities in Bloom  
ORIGINATING DEPARTMENT: Community Services

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### BACKGROUND/PROPOSAL:

A representative from the Communities in Bloom (CIB) Committee, Kathleen Windsor, along with the Director of Community Services, Nicole Aasen, will be presenting information on the CIB committee this evening.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached the presentation.

### ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

### RECOMMENDATION

To thank the Communities in Bloom delegation and accept the presentation as information.

# Didsbury Communities in Bloom

Presentation to  
**DIDSBURY TOWN COUNCIL**  
February 13, 2024



# ABOUT US

The Didsbury Communities in Bloom Committee was established in early 2022 as way to engage local residents with a passion for horticulture, gardening, environmental stewardship and our community.

Our membership includes 6 active residents with a passion for getting our hands dirty and accomplishing small improvement projects around Didsbury, that help to beautify our community for residents and visitors alike.

We meet monthly between spring and fall each year to plan projects, learn about other community programs and discuss our annual Communities in Bloom evaluation.



# ACCOMPLISHMENTS

- Downtown Christmas Planters 2022
- Skatepark Planting 2023
- Carstairs Community Garden Tour 2023
- Downtown Fall Planters 2023
- Communities in Bloom provincial evaluation – 2022 and 2023



# COMMUNITIES IN BLOOM EVALUATION

For the past two years, 2022 and 2023, Didsbury has competed in the provincial Communities in Bloom (CIB) evaluation through the Friends – Evaluated category.

This category is a great starting point for communities interested in participating in the CIB program, but aren't quite ready to compete fully within the province. The Friends – Evaluated category provides a score, feedback and recommendations for improvement for future years' participation.

Communities are evaluated on a five point "Bloom Rating" scale, which is determined through scoring over six categories: Community Appearance, Environmental Action, Heritage Conservation, Tree Management, Landscape, and Plant/Floral Displays.

On Evaluation Day, two judges from other communities in Alberta tour Didsbury with staff and volunteers – a great opportunity to showcase our community, while learning from the judges!



# DIDSBURY'S BLOOM RATINGS

In 2022, our inaugural year participating in the CIB program, we received a rating of Four Blooms and percentage score of 80.05%

In 2023, we also received a rating of Four Blooms and a percentage score of 80.1%

2023 Evaluation Team (L-R) – Judge Bob Cote, CIB Member Wayne Green, Councillor Ethan Williams, Didsbee, Judge Sharon Miller, CIB Member Bev Stemp, Town of Didsbury Rep Nicole Aasen



# CATEGORY – COMMUNITY APPEARANCE

2023 Score – 122.5/150 or 81.6%

This category reflects an overall effort by the municipality, businesses, institutions and residents throughout the community to create great first impressions and a sense there is continuous attention and upkeep to critical elements of a community that benefit quality of life and economic vitality.

## Key Notes:

- Impressed with annual Community Clean-Up Week program
- Judges enjoyed visiting residential areas of community – noted that yards are well-maintained and visually appealing
- Entrance to Didsbury and Welcome Sign are inviting and welcoming

## Recommendations:

- Recycling container installation throughout community for cans and bottles
- Consider a Yard Angels program to assist with unsightly properties
- Installation of interpretive signage and/or storyboards at key locations within community to describe their history and purpose (ie Memorial Park)





# CATEGORY – ENVIRONMENTAL ACTION

**2023 Score – 115.5/150 or 77%**

This category pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to environmental stewardship, policies, bylaws, programs and best practices for waste reduction, water conservation, energy conservation and sustainable development pertaining to green spaces.

## **Key Notes:**

- Appreciate streetlight program and use of LED lighting
  - Loved the heritage lights in downtown core
- Applauded local residents for assistance in clean-up efforts after Canada Day tornado

## **Recommendations:**

- Rebate program for water conservation through replacement of toilets and/or shower heads with low-flush/flow alternatives
  - Rain barrel rebate program to encourage rainwater capture
    - Explore creative ideas for brownfield use



# CATEGORY – HERITAGE CONSERVATION

2023 Score – 121.5/150 or 81%

This category includes efforts to preserve and protect both natural and cultural heritage within the community.

## Key Notes:

- Described wetlands as a “treasure” within Didsbury and as a “beautiful example of a natural heritage asset”
- Highlighted heritage homes within Didsbury and their beauty. Were interested in history of homes
- The Museum was a favourite spot on the tour and applauded the number of volunteers they have

## Recommendation:

- Reinststate a cemetery society to assist with cemetery maintenance and improvements



# CATEGORY – TREE MANAGEMENT

**2023 Score – 136/175 or 77.7%**

This category pertains to efforts of the municipality, businesses, institutions and residents with regards to written policies, bylaws, standards for tree management protection, selection and maintenance

## **Key Notes:**

- Municipal tree inventory database is excellent!
- Tree canopy is extensive and welcoming

## **Recommendations:**

- Provide pruning and maintenance learning opportunities for staff members
  - Eliminate use of landscape fabric in municipal plantings
- Offer a Tree Maintenance for Beginners course for residents



# CATEGORY – LANDSCAPE

2023 Score – 160.5/200 or 80%

This category includes planning, design, construction and maintenance of parks, green spaces and cemeteries suitable for the intended use and location on a year-round basis.

## Key Notes:

- Didsbury's municipal parks and turf are very well kept
- The community banner program is fabulous – loved the grad and veteran banners

## Recommendation:

- Engage businesses in beautification program – either a judging contest or a beautification for a donation program that the CIB Committee could consider
- Provide weed education to residents through a “Weed of the Week” program



# CATEGORY – PLANT AND FLORAL DISPLAYS

**2023 Score – 145/175 or 82.8%**

This category evaluates the efforts of the municipality, businesses, institutions and residents to design, plan, execute and maintain plant and floral displays of high-quality standards.

## **Key Notes:**

- Hanging baskets were a delight to see in Didsbury
- Practice of edible landscaping into municipal properties is applauded

## **Recommendations:**

- Work towards more perennial displays to encourage long-term growth
  - Consider a Garden Tour of key residential properties in Didsbury
  - Consider a Yard Contest as part of annual CIB Evaluation Day



# OVERALL FEEDBACK

The judges enjoyed their warm welcome to Didsbury and mentioned that we are a very inviting community to attend.

## Special Mention:

- Didsbee's Honey – produced through our two Town of Didsbury hives. The judges described it as a “terrific community symbol” and the judges were honoured to have received a jar.



## Recommendations:

- Continue to build CIB Committee membership - small projects allow volunteers to participate and the support of the Town of Didsbury is excellent to coordinated efforts, funding and manpower for improvements to our community
- Begin to develop a Community Profile specific to the Communities in Bloom program



# NEXT STEPS

The Didsbury Communities in Bloom Committee is looking forward to 2024 and hopes to accomplish a number of projects and initiatives this year:

- Development of a Community Garden within Didsbury, including program development and installation. The Town of Didsbury continues to apply for grants to support this project and we are all hopeful to see success in 2024
  - Continuation of downtown planter decorating each season
- Additional smaller improvement projects throughout community
  - Continue to grow membership and interest in the Communities in Bloom Committee and program



# Didsbury Communities in Bloom

Thank you to Council for  
your ongoing  
support of the CIB Program

Questions?







## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: January 23, 2024 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Minutes of the January 23, 2024 Regular Council Meeting, which includes the reconvening of the meeting on January 30, 2024, are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To adopt the January 23, 2024 Regular Council Meeting Minutes, which include the reconvening of the meeting on January 30, 2024, as presented.



**Minutes of the Town of Didsbury Regular Council Meeting held on  
Held on January 23, 2024 in Council Chambers 1606 14 Street  
Commencing at 6:00 p.m.**

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

Council Members Absent Councillor Ethan Williams

Administration Present Chief Administrative Officer, Ethan Gerner  
ACAO/Chief Financial Officer, Amanda Riley  
Director of Community Services, Nicole Aasen  
Director of Engineering & Infrastructure, Craig Fox  
Manager of Legislative Services/Recording Officer, Luana Smith  
Planner, Tracey Connatty  
Development Officer, Lee-Ann Gaudette  
Manager of Human Resources, Stefanie Halfyard  
Municipal Intern, Jocelyn Baxter

**1. CALL TO ORDER**

Mayor Hunter called the January 23, 2024 Regular Council Meeting to Order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

Remove 3.1 RCMP Detachment Second Quarter Report - Staff Sgt. Browne is unable to attend the meeting.

Add correspondence to 13.4 Provincial Engagement – Letter from Minister of Municipal Affairs.

**Res. 031-24**

MOVED by Deputy Mayor Engel

To accept the January 23, 2024 Regular Council Meeting Agenda as amended.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS – *Item removed from agenda***

**4. ADOPTION OF MINUTES**

**4.1 January 9, 2024 Regular Council Meeting Minutes**

**Res. 032-24**

MOVED by Councillor Windsor

To adopt the January 9, 2024 Regular Council Meeting Minutes as amended.

**Motion Carried**

**4.2 January 17, 2024 Budget Meeting Minutes**

**Res. 033-24**

MOVED by Councillor Windsor

To adopt the January 17, 2024 Budget Meeting Minutes as presented.

**Motion Carried**

**5. PUBLIC HEARINGS – *no public hearings***

**6. REPORTS**

**6.1 Council Report for January 23, 2024**

**Res. 034-24**

MOVED by Deputy Mayor Engel

To accept the Council Reports for January 23, 2024 as information.

**Motion Carried**

**6.2 Chief Administrative Officer (CAO) Report for January 23, 2024**

**Res. 035-24**

MOVED by Councillor Baswick

To accept the Chief Administrative Officer Report for January 23, 2024 as information.

**Motion Carried**

**7. 2024 BUDGET**

**7.1 Cost of Living Adjustment (COLA) Comparison**

**Res. 036-24**

MOVED by Deputy Mayor Engel

To accept the *cost of living adjustment* (COLA) comparison as information.

**Motion Carried**

**7.2 2024 Operating Budget**

**Res. 037-24**

MOVED by Councillor Windsor

To approve the Sanitary Lagoon Maintenance Program Stage 1 as outlined in the business case for \$250,000 to be funded from Wastewater Reserves.

**Motion Carried**

**Res. 038-24**

MOVED by Councillor Windsor

That Administration invite a representative from Alberta Environment and Protected Areas to speak to Council regarding the operations and maintenance of sanitary lagoons.

**Motion Carried**

**Res. 039-24**

MOVED by Deputy Mayor Engel

To approve the GIS Software Implementation project for \$60,000 to be funded from the Strategic Initiatives and Contingency Reserve.

**Motion Carried**

*Councillor McCoy requested a recorded vote.*

**Res. 040-24**

MOVED by Councillor Moore

To accept the Draft 2 Operating Budget as information.

Mayor Hunter For

Deputy Mayor Engel For

Councillor Baswick For

Councillor McCoy For

Councillor Moore For

Councillor Windsor For

**Motion Carried**

**Res. 041-24**

MOVED by Councillor Windsor

That Administration bring back to the February 13, 2024 Council meeting options for dates for the external organizations to give their funding request presentations to Council.

**Motion Carried**

**Res. 042-24**

MOVED by Councillor Windsor

That Administration bring back options for funding \$100,000 for the Butte Reservoir repairs to the February 13, 2024 Regular Council Meeting.

**Motion Carried**

**7.3 East Reservoir Financing Scenarios**

**Res. 043-24**

MOVED by Councillor Windsor

To approve the East Reservoir construction as per Option 2 with funding of \$788,703 from the 2024 LGFF grant allocation, \$3,000,000 from Water Reserves, and \$1,894,351 from long-term debt, for a total of \$5,683,054, and to include it in the 2024 Capital Budget.

**Motion Carried**

**Res. 044-24**

MOVED by Councillor McCoy

To approve the 21 Avenue Connector Project Construction Phase for \$1,500,000 to be funded through MSI and LGFF grants and to include it in the 2024 Capital Budget.

**Motion Carried**

**Res. 045-24**

MOVED by Councillor Baswick

To approve the RV Sani-Dump Construction Phase for \$100,000 to be funded through Wastewater Reserves and to include it in the 2024 Capital Budget.

**Motion Carried**

**Res. 046-24**

MOVED by Councillor Moore

To return the East Reservoir construction project to Council for an alternative funding scenario, should the Alberta Municipal Water/Wastewater Partnership Grant be successful.

**Motion Carried**

**8. BYLAWS & POLICIES**

**8.1 CS 001-24 - Financial Assistance for Athletic Excellence**

**Res. 047-24**

MOVED by Deputy Mayor Engel

To approve Policy CS 001-24 – Financial Assistance for Athletic Excellence as presented, and rescind Policy COUN 009-22 – Financial Assistance for Recognition of Athletic Achievement.

**Motion Carried**

**8.2 COUN 004-24 - Council Remuneration Policy**

**Res. 048-24**

MOVED by Deputy Mayor Engel

To approve Policy COUN 004-24 Council Remuneration as presented, and to rescind Policy COUN 004-22.

**Motion Carried**

**8.3 Council Proclamation Policy**

**Res. 049-24**

MOVED by Deputy Mayor Engel

To approve Proclamation Policy COUN 006-24 as presented, and to rescind Policy COUN 006-21.

**Motion Carried**

**8.4 Bylaw 2024-01 Portion of SW 18-32-1-5 to Amend Land Use Bylaw 2019-01**

**Res. 050-24**

MOVED by Councillor Moore

That Council grant first reading of Bylaw 2024-01 Portion of SW-18-31-2-5 amending the Land Use Bylaw 2019-01.

**Motion Carried**

**Res. 051-24**

MOVED by Councillor Moore

To set February 27, 2024 as the Public Hearing for Bylaw 2024-01.

**Motion Carried**

**8.5 Bylaw 2024-02 Amending Fox Hollow Area Structure Plan Bylaw 2008-05**

**Res. 052-24**

MOVED by Councillor Moore

That Council grant first reading to Bylaw 2024-02 Amending Fox Hollow Area Structure Plan.

**Motion Carried**

**Res. 053-24**

MOVED by Councillor Moore

To set February 27, 2024 as the Public Hearing for Bylaw 2024-02.

**Motion Carried**

**9. BUSINESS**

**9.1 RCMP Reserves**

**Res. 054-24**

MOVED by Councillor Moore

To approve funding the overage of \$3,127 on the RCMP Detachment Parking Lot Expansion Project from the RCMP Contract Policing Reserve.

**Motion Carried**

**Res. 055-24**

MOVED by Councillor Moore

To approve maintaining the current balance of \$94,843.67, which includes \$44,843.67 for the outstanding retroactive pay invoice due March 31, 2025 in the RCMP Contract Policing Reserve.

**Motion Carried**

**Res. 056-24**

MOVED by Councillor Moore

To approve reallocating the remaining RCMP Reserve funds, approximately \$367,600, to the Water Infrastructure Reserve fund for the purpose of helping to fund the East Reservoir Project.

**Motion Carried**

**Res. 057-24**

MOVED by Councillor Moore

To bring back Res. 445-19 to Council to review the allocation of RCMP funds.

**Motion Carried**

**9.2 Enhancement to Res. 558-23 Staff Travel**

**Res. 058-24**

MOVED by Councillor Baswick

To rescind Res. 558-23: *MOVED by Councillor Windsor that any travel expenses for travel over 300 km one-way be presented to Council for approval by motion of Council effective immediately.*

**Motion Carried**

**Res. 059-24**

MOVED by Deputy Mayor Engel

To send the Travel and Expense Guidelines Policy FIN 003-22 to the Policy and Governance Committee for review and recommendation, as a priority.

**Motion Carried**

**9.3 October 13, 2020 RFD Human Resource Authority**

*Councillor Moore requested a recorded vote.*

**Res. 060-24**

MOVED by Deputy Mayor Engel

To accept the October 13, 2020 RFD regarding Human Resource Authority as information and refer it to the Policy and Governance Committee.

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

**Motion Defeated**

*Councillor Baswick left the meeting at 8:52 p.m.*

**9.4 HR 004 - Personnel Policy (2019 Version with Mark-up)**

**Res. 061-24**

MOVED by Deputy Mayor Engel

That Administration update Council on any changes or updates to HR 004 – Personnel Policy as they are created.

**Motion Carried**

**9.5 HR 007 - Hiring Policy**

**Res. 062-24**

MOVED by Councillor McCoy

To refer HR 007 – Hiring Policy to the Policy and Governance Committee for review.

**Motion Carried**

**9.6 Current Organizational Chart**

**Res. 063-24**

MOVED by Councillor Windsor

To accept the organizational chart as information.

**Motion Carried**

## 9.7 Current Salary Grid Information and Comparative Survey

Councillor Moore requested a recorded vote.

### Res. 064-24

MOVED by Deputy Mayor Engel

To refer the current salary grid to the Financial Planning Committee for review.

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

### Motion Carried

## 9.8 Didsbury Chamber Business Conference Sponsorship

### Res. 065-24

MOVED by Councillor Moore

To provide \$500 from the Economic Development Promotions/Public Relations budget to sponsor the Didsbury Chamber of Commerce Women in Agri-business Conference and \$10 to secure a vendor table for the Town of Didsbury Economic Development department.

### Motion Carried

## 9.9 Olds College Dinner of Distinction Sponsorship

### Res. 066-24

MOVED by Councillor Windsor

To accept the sponsorship package from Olds College for the *Dinner of Distinction* as information.

### Motion Carried

## 9.10 Mid-Sized Mayor's Caucus Update

### Res. 067-24

MOVED by Councillor Windsor

To approve membership in the Alberta Mid-sized Towns Mayors' Caucus as per the Terms of Reference and agree to pay the \$250 membership, to be funded from the Council Membership budget.

### Motion Carried

### Res. 068-24

MOVED by Councillor Windsor

To approve Mayor Hunter to submit her name to be considered for election to an Executive Caucus Committee or Executive Board Member position.

### Motion Carried

## 10. CORRESPONDENCE & INFORMATION

- RCMP Commanding Officer C.M. (Curtis) Zablocki, M.O.M. – Retirement notice
- Alberta Municipal Affairs Minister Ric McIver – Assessment Model Review
- Alberta Environment and Protected Areas Minister Rebecca Schulz - Drought Concerns
- Alberta Municipal Affairs Minister Ric McIver – LGFF

### Res. 069-24

MOVED by Councillor Moore

To accept the correspondence presented as information.

### Motion Carried

**Res. 070-23**

MOVED by Councillor Windsor

To refer the letter from Alberta Environment and Protected Areas Minister Rebecca Schulz - Drought Concerns as an item to the February 13, 2023 Regular Council Meeting.

**Motion Carried**

**Res. 071-23**

MOVED by Deputy Mayor Engel

To have Mayor Hunter write a letter on behalf of Council to RCMP Commanding Officer C.M. (Curtis) Zablocki, M.O.M on his retirement.

**Motion Carried**

**11. COUNCIL MEETING HIGHLIGHTS**

**12. QUESTION PERIOD**

**13. CLOSED MEETING**

**Res. 072-24**

MOVED by Councillor McCoy

To go into Closed Meeting at 9:36 p.m. for the following items:

13.1 Infrastructure Priorities as per Section 23 and 24 of the FOIP Act

13.2 21 Avenue Land Offer - as per Section 16 and 25 of the FOIP Act

13.3 Mountain View Regional Water Services Commission Agreement - as per Section 24 of the FOIP Act

13.4 Provincial Engagement - as per Section of 21 of the FOIP Act

13.5 Trailer Utilities - as per Section 17 of the FOIP Act

13.6 Organizational Update - as per Section 24 of the FOIP Act

**Motion Carried**

**14. RECONVENE**

**Res. 073-24**

MOVED by Councillor Moore

To return to Open Meeting at 9:54 p.m.

**Motion Carried**

**Res. 074-24**

MOVED by Councillor Windsor

To approve Mayor Hunter send a letter to the Mountain View Regional Water Services Commission regarding the supply agreement.

**Motion Carried**

**Res. 075-24**

MOVED by Deputy Mayor Engel

To have the Chief Administrative Officer respond to the Mobile Home (Trailer) Utilities request as discussed.

**Motion Carried**

**Res. 076-24**

MOVED by Councillor Moore

To reconvene the January 23, 2023 Regular Council Meeting to discuss Closed Items 13.1, 13.2, 13.4, and 13.6 at 5:00 p.m. on January 30, 2024.

**Motion Carried**



15. **ADJOURNMENT**

**Res. 077-24**

MOVED by Councillor Windsor

To adjourn the January 23, 2024 Regular Council Meeting at 9:57 p.m. until 5:00 p.m. on January 30, 2024.

**Motion Carried**



**Minutes of the Town of Didsbury Regular Council Meeting held on  
Held on January 23, 2024 and Reconvened on January 30, 2024  
Council Chambers 1606 14 Street  
Commencing at 6:00 p.m.**

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

Administration Present Chief Administrative Officer, Ethan Gorner  
Director of Engineering & Infrastructure, Craig Fox  
Municipal Intern, Jocelyn Baxter

**16. CALL TO ORDER**

Mayor Hunter reconvened the January 23, 2024 Regular Council Meeting on January 30, 2024 at 5:00 p.m.

**17. CLOSED MEETING**

**Res. 078-24**

MOVED by Councillor Windsor

To go into Closed Meeting at 5:00 p.m. for the following items:

- 13.1 Infrastructure Priorities as per Section 23 and 24 of the FOIP Act
- 13.2 21st Avenue Land Offer - as per Section 16 and 25 of the FOIP Act
- 13.4 Provincial Engagement - as per Section 21 of the FOIP Act
- 13.6 Organizational Update - as per Section 24 of the FOIP Act

**Motion Carried**

**18. RECONVENE**

**Res. 079-24**

MOVED by Deputy Mayor Engel

To return to Open Meeting at 6:16 p.m.

**Motion Carried**

**Res. 080-24**

MOVED by Deputy Mayor Engel

That Administration to bring back a list of all reports related to wastewater and infrastructure submitted to all levels of government.

**Motion Carried**

**Res. 081-24**

MOVED by Councillor Williams

To publish the "Infrastructure Priorities - 2005 to Present" Power Point Presentation to the Town of Didsbury website.

**Motion Carried**

**Res. 082-24**

MOVED by Councillor Windsor

That Administration obtain an appraisal on 2128, 21 Avenue Didsbury, Alberta and bring it back to Council.

**Motion Carried**

**Res. 083-24**

MOVED by Councillor Williams

That Mayor Hunter write a letter on behalf of Council to thank the Minister of Municipal Affairs as discussed.

**Motion Carried**

**Res. 084-24**

MOVED by Councillor Moore

To accept the organizational update as information.

**Motion Carried**

**19. ADJOURNMENT**

**Res. 085-24**

MOVED by Councillor Baswick

To adjourn the reconvened January 23, 2024 Regular Council Meeting on January 30, 2024 at 6:20 p.m.

**Motion Carried**

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Mayor - Rhonda Hunter

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Chief Administrative Officer- Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### COUNCIL PROFESSIONAL DEVELOPMENT FOR FEBRUARY

Councillor Joyce McCoy Emerging Trends in Municipal Law – Virtual Session February 15, 2024

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Council Reports for February 13, 2024 as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please see attached information for the Chief Administrative Officer (CAO) Report for February 13, 2024.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Chief Administrative Officer Report for February 13, 2024 as information.



## CAO Report – February 13, 2024

1. 2023 fourth Quarter Resolution Index (Legislative Services)

Please find attached the resolution index for the fourth quarter, October to December 2023.

2. Mountain View Regional Water Services Commission (Engineering & Infrastructure)

Craig Fox will give a verbal update regarding the water commission.

430-22	9/25/2023	MOVED by Councillor McCoy to appoint an AB Municipalities ad-hoc committee of Mayor Hunter, Councillors Baswick, Moore, Williams, and Windsor, to plan for the business to be conducted during the Alberta Municipalities Convention.		
431-23	9/25/2023	MOVED by Councillor Baswick to approve adding a Housing Needs Assessment to the scope of the MDP with the estimated budget of \$15,000 to be funded from the general reserves.	OCAO	
432-23	9/25/2023	MOVED by Councillor Moore to accept the Strategic Planning Updates as information.		
433-23	9/25/2023	MOVED by Councillor Windsor to approve Mayor Hunter to represent the Town of Didsbury at the Economic Development Association of Canada Conference in Summerside, PFI on October 1, 2023.		
434-23	9/25/2023	MOVED by Councillor Williams to approve Mayor Hunter to write a letter to the Mountain View Water Services Commission regarding the matters discussed.	Legislative Services	Completed
435-23	9/25/2023	MOVED by Deputy Mayor Engel to approve Mayor Hunter to continue engaging with regional partners regarding policing initiatives.		
436-23	9/25/2023	MOVED by Councillor McCoy to accept the Governance updates as information.		
437-23	9/25/2023	MOVED by Councillor Baswick to adjourn the September 25, 2023 Regular Council Meeting at 8:44 p.m.		
<b>October 10, 2023 Regular Council Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Motion</b>	<b>Department Assigned To</b>	<b>Status</b>
438-23	10/10/2023	MOVED by Councillor Moore to adopt the October 10, 2023 Regular Council Meeting Agenda as presented.		
439-23	10/10/2023	MOVED by Councillor Windsor to adopt the September 25, 2023 Regular Council Meeting Minutes as presented.		
440-23	10/10/2023	MOVED by Councillor Williams to accept the Council Reports for October 10, 2023 as information.		
441-23	10/10/2023	MOVED by Councillor Windsor to support the Red Deer River Municipal Users Group's engagement with the Minister of Agriculture in their advocacy for funding towards a feasibility study for in-line storage.		
442-23	10/10/2023	MOVED by Councillor Moore to support Councillor Windsor's advocacy with the Red Deer River Municipal Users Group for water feasibility study funding.		
443-23	10/10/2023	MOVED by Councillor Moore to explore the feasibility of expanding the scope of work to include an additional week of green bin pick up in autumn of 2023 and bring back a recommendation to Council.	Corporate Services	Completed
444-23	10/10/2023	MOVED by Councillor Windsor to accept the Chief Administrative Officer's Report for October 10, 2023 as information.		
445-23	10/10/2023	MOVED by Councillor Williams that Council grant second reading to Heavy Vehicle Truck Route Bylaw 2022-11, and refer it to the Policy and Governance Committee for review and recommendation.	PGC	
446-23	10/10/2023	MOVED by Councillor Williams that Council accept the update on temporary road bans as information.		

447-23	10/10/2023	MOVED by Councillor Williams to approve a 2024 budget expenditure of \$1,390 plus travel and accommodation, for two DEDAC members, to attend the EDA Xperience 2024 Leaders' Summit & Conference in Kananaskis, to be funded from the DEDAC budget in Economic Development.	Economic Development Officer	
448-23	10/10/2023	MOVED by Councillor Moore that Council approve the Asset Management Strategy as presented.		
449-23	10/10/2023	MOVED by Councillor Moore to maintain the Franchise Fee Rates for ATCO Gas at 25% and Fortis Alberta at 17% for 2024.	Corporate Services	COMPLETED
450-23	10/10/2023	MOVED by Councillor Williams to set Saturday, December 2, 2023 at 9:00 a.m. as the 2024 Operating and Capital Budget Meeting.		
451-23	10/10/2023	MOVED by Councillor Windsor to authorize the write-off of the outstanding tax receivable balance for Roll #1398000 totaling \$6,173.62.	Corporate Services	COMPLETED
452-23	10/10/2023	<ul style="list-style-type: none"> <li>• Thank you from various Ministers</li> <li>• Thank you card from MVSH</li> </ul> MOVED by Councillor Moore to accept the correspondence items presented as information.		
453-23	10/10/2023	MOVED by Councillor Windsor to go into Close Meeting at 7:02 p.m. for the following item: 12.1 EDA Ministry Engagement - FOIP Section 21 and Section 23		
454-23	10/10/2023	MOVED by Councillor Windsor to return to Open Meeting at 7:17 p.m.		
455-23	10/10/2023	MOVED by Councillor Windsor to support Mayor Hunter's EDA Ministry Engagement on October 18, 2023 in Edmonton, Alberta.		
456-23	10/10/2023	MOVED by Councillor Moore to adjourn the October 10, 2023 Regular Council Meeting at 7:20 p.m.		
<b>October 16, 2023 Special Council Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Motion</b>	<b>Department Assigned To</b>	<b>Status</b>
457-23	10/16/2023	Add: Item 3.3 Community Investment as per Section 16 of the FOIP Act Item 3.4 Provincial Engagement as per Section 21 of the FOIP Act MOVED by Councillor Moore to approve the Agenda as amended.		
458-23	10/16/2023	MOVED by Councillor Williams to go into Closed Meeting at 6:07 p.m.		
459-23	10/16/2023	MOVED by Deputy Mayor Engel to return to Open Meeting at 6:58 p.m.		
460-23	10/16/2023	MOVED by Deputy Mayor Engel to re-affirm the original direction of the Mountain View Regional Film Office and re-assess the partnership structure after one-year of complete operations.	Economic Development Officer	In progress



461-23	10/16/2023	MOVED by Councillor Moore to support applying for the Indigenous and Municipal Policing Transition Study Grant to participate in a collaborative regional policing study with our neighbors.	OCAO	
462-23	10/16/2023	MOVED by Councillor Williams to support Councillor Moore to attend the EDA Ministry Dinner with Mayor Hunter on Wednesday, October 18, 2023 in Edmonton, Alberta.		
463-23	10/16/2023	MOVED by Councillor Windsor to adjourn the October 16, 2023 Special Council Meeting at 7:02 p.m.		
<b>October 24, 2023 Regular Council Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Motion</b>	<b>Department Assigned To</b>	<b>Status</b>
464-23	10/24/2023	MOVED by Councillor Windsor to adopt the October 24, 2023 Regular Council Meeting Agenda as amended.		
465-23	10/24/2023	MOVED by Deputy Mayor Engel to thank Dominic Loch for attending the Council Meeting and for submitting the name Jets Park.		
466-23	10/24/2023	MOVED by Councillor McCoy to approve Jets Park as the new name for the Didsbury Memorial Complex Outlying Plan.	Community Services	Completed
467-23	10/24/2023	MOVED by Councillor McCoy to adopt the October 10, 2023 Regular Council Meeting Minutes presented.		
468-23	10/24/2023	MOVED by Councillor Williams to adopt the October 16, 2023 Special Council Meeting Minutes as presented.		
469-23	10/24/2023	MOVED by Councillor Moore that Council grant second reading of Bylaw 2023-15 Redesignation from IS to R2 - 2500 15 Avenue amending the Land Use Bylaw 2019-04.		
470-23	10/24/2023	MOVED by Councillor Moore that Council grant third and final reading of Bylaw 2023-15 Redesignation from IS to R2 - 2500 15 Avenue amending the Land Use Bylaw 2019-04.	Planning & Development	Completed
471-23	10/24/2023	MOVED by Deputy Mayor Engel to approve the removal of the Municipal Reserve (MR) designation within Plan 0310537 Block 3 Lot 51MR.	Planning & Development	
472-23	10/24/2023	MOVED by Councillor McCoy to accept the Council Reports for October 24, 2023 as information.		
473-23	10/24/2023	MOVED by Councillor Windsor to accept the Chief Administrative Officer Report for October 24, 2023 as information.		
474-23	10/24/2023	MOVED by Councillor Williams That Council grant third and final reading to Bylaw 2023-14 Community Standards. Mayor Hunter For Deputy Mayor Engel For Councillor Baswick Opposed Councillor McCoy Opposed Councillor Moore Opposed Councillor Williams For Councillor Windsor For	Legislative Services	Completed
475-23	10/24/2023	MOVED by Councillor Moore to refer Bylaw 2023-14 Community Standards to the Policy & Governance Committee to explore the addition of infestation of noxious weeds and contagious diseases for trees.	Legislative Services	

476-23	10/24/2023	MOVED by Councillor Windsor to refer to the Policy and Governance Committee the exploration of a Governance Application Policy and bring back a recommendation to Council.	Legislative Services	
477-23	10/24/2023	MOVED by Councillor Williams to grant second reading to Bylaw 2023-17 Didsbury Municipal Library Board.		
478-23	10/24/2023	MOVED by Councillor Williams to grant third and final reading to Bylaw 2023-17 Didsbury Municipal Library Board.	Legislative Services	Completed
479-23	10/24/2023	MOVED by Councillor McCoy to approve the Didsbury Arena Score Clock Replacement project for \$15,000 funded in full by donation from Peace Hills Insurance and that the 2023 Capital Budget be amended accordingly.	Corporate Services	Completed
480-23	10/24/2023	MOVED by Councillor McCoy to send a letter of thanks on behalf of Council to Peace Hills Insurance for the donation of Didsbury Arena Score Clock.	Legislative Services	Completed
481-23	10/24/2023	MOVED by Councillor McCoy to send a letter of thanks on behalf of Council to McDonald's Insurance and Tracey Smith for thinking of the Town of Didsbury for this project.	Legislative Services	Completed
482-23	10/24/2023	MOVED by Councillor Windsor to maintain the use agreement model of bookings for the Didsbury Curling Rink for the 2023-2024 season.	Community Services	Completed
483-23	10/24/2023	MOVED by Councillor Windsor to refer to the Performance Evaluation Committee to explore potential service levels with regards to the Didsbury Curling Club's use of the curling rink and bring back a recommendation to Council.	Legislative Services / Community Services	
484-23	10/24/2023	MOVED by Councillor Moore to accept the report on Council Chambers Livestream and Sound Improvements as information.		
485-23	10/24/2023	MOVED by Councillor McCoy to accept the report on an additional week of compost bin pick-up as information.		
486-23	10/24/2023	MOVED by Councillor Williams to set Thursday, November 30, 2023 beginning at 4:00 p.m. for the 2024 Operating and Capital Budget Meeting.	Corporate Services & Communications	Completed
487-23	10/24/2023	MOVED by Deputy Mayor Engel to approve proceeding with the AMWWP funding application and to provide a Letter of Support to be included with the application package.	Legislative Services, Corporate Services & Engineering & Infrastructure	Leg. Completed
488-23	10/24/2023	MOVED by Deputy Mayor Engel to adopt the October 24, 2023 Organizational Meeting Agenda as presented.		
489-23	10/24/2023	MOVED by Councillor Williams to approve the 2023-2024 Council Meeting Schedule and setting the Council 2024 summer break beginning on June 26 and reconvening on August 12.	Legislative Services	Completed
490-23	10/24/2023	MOVED by Councillor Baswick to appoint Councillor Curt Engel as Deputy Mayor until the Organizational Meeting in 2024.		

491-23	10/24/2023	MOVED by Councillor Baswick to appoint the Alternate Deputy Mayor Schedule as follows: Councillor Dorothy Moore—October 25, 2023 to February 24, 2024 Councillor Ethan Williams—February 25, 2024 to June 22, 2024 Councillor Bill Windsor—June 23, 2024 to October 22, 2024		
492-23	10/24/2023	MOVED by Councillor Moore to approve the 2023-2024 Council Assignments as presented.		
493-23	10/24/2023	MOVED by Deputy Mayor Engel to appoint Shirley Madge and Craig Martin to the Municipal Planning Commission until the Organizational Meeting in 2024, and reaffirm the rest of the members as presently constituted.	Legislative Services / Planning & Development	Completed
494-23	10/24/2023	MOVED by Councillor Williams to reaffirm the appointments to the Didsbury Economic Development Advisory Committee as presently constituted.	Legislative Services / Economic Development Officer	Completed
495-23	10/24/2023	MOVED by Deputy Mayor Engel to appoint the following Didsbury Municipal Library Board Trustees to a new three-year term: Jaimee Reese, David McWhinney, Carol Wilcox, Emily Swam and Diane Arbuckle, and to reaffirm Patricia Brisebois and Melynda Crampton as presently constituted.	Legislative Services	Completed
496-23	10/24/2023	MOVED by Deputy Mayor Engel to send letters on behalf of Council for all the previous committee members for their time and commitment to the Didsbury Municipal Library Board.	Legislative Services	Completed
497-23	10/24/2023	MOVED by Councillor Moore to appoint Meaghan Neis as the Town of Didsbury Business Representative for the Central Alberta Economic Partnership until the Organizational Meeting in 2024.	Legislative Services / Economic Development Officer	Completed
498-23	10/24/2023	MOVED by Councillor Windsor to adjourn the October 24, 2023 Organizational Meeting at 8:27 p.m.		
499-23	10/24/2023	MOVED by Councillor Moore to accept the correspondence items presented as information.		
500-23	10/24/2023	MOVED by Councillor Williams to go into Closed Meeting at 8:33 p.m. for the following items: 15.1 Draft Multi-Year Capital Plan - as per Section 23 and 29 of the FOIP Act 15.2 Land Proposal - as per Section 16 of the FOIP Act 15.3 Project Visioning - as per Section 23 of the FOIP Act 15.4 Governance Update – as per Section 23 & 24 of the FOIP Act		
501-23	10/24/2023	MOVED by Moore to return to Open Meeting at 9:42 p.m.		
502-23	10/24/2023	MOVED by Councillor Moore to accept the Draft Multi-Year Capital Plan as information.		
503-23	10/24/2023	MOVED by Councillor Windsor to accept the land proposal as information and respond as discussed.		
504-23	10/24/2023	MOVED by Councillor Williams to accept the project visioning as information.		
505-23	10/24/2023	MOVED by Deputy Mayor Engel to accept the governance update as information.		

506-23	10/24/2023	MOVED by Councillor McCoy to adjourn the October 24, 2023 Regular Council Meeting at 9:44 p.m.		
<b>November 14, 2023 Regular Council Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Motion</b>	<b>Department Assigned To</b>	<b>Status</b>
507-23	11/14/2023	MOVED by Councillor Moore to adopt the November 14, 2023 Regular Council Meeting Agenda as amended.		
508-23	11/14/2023	MOVED by Councillor Moore to thank Staff Sgt. Stephen Browne and Constable Bryan Walkey for their presentations and refer the Community Liaison Officer position to the 2024 budget process.	Corporate Services	On-going
509-23	11/14/2023	MOVED by Councillor Williams to adopt the October 24, 2023 Regular Council Meeting Minutes as presented.		
510-23	11/14/2023	MOVED by Deputy Mayor Engel to accept the Council Reports for November 14, 2023 as information.		
511-23	11/14/2023	MOVED by Deputy Mayor Engel to endorse Councillor Windsor to attend meetings with the Minister of Agriculture and Irrigation, Honourable RJ Sigurdson, Minister of Environment and Protected Areas, Honourable Rebecca Schulz and Deputy Minister of Environment and Protected Areas, Katarzyna (Kasha) Piquette in the capacity of his position as urban co-chair with Red Deer River Municipal Users Group in the coming weeks.		
512-23	11/14/2023	MOVED by Councillor Williams to accept the Chief Administrative Officer Report for November 14, 2023 as information.		
513-23	11/14/2023	MOVED by Councillor Moore that Council grant first reading to Corporate Services Rates and Fees Bylaw 2023-18.		
514-23	11/14/2023	MOVED by Councillor Moore that Council grant second reading to Corporate Services Rates and Fees Bylaw 2023-18.		
515-23	11/14/2023	MOVED by Councillor Moore that Council grant unanimous consent to proceed to a third reading of Corporate Services Rates and Fees Bylaw 2023-18.		
516-23	11/14/2023	MOVED by Councillor Moore that Council grant third and final reading to Corporate Services Rates and Fees Bylaw 2023-18.		
517-23	11/14/2023	MOVED by Councillor Windsor that Council grant first reading to Bylaw 2023-19 Social Services Rates and Fees and refer it to the Strategic Planning Committee for review and recommendation.	SPC	Completed
518-23	11/14/2023	MOVED by Councillor Williams that Council grant first reading to Bylaw 2023-20 Committees of Council and refer it to the Policy & Governance Committee for review and recommendation.	PGC	
519-23	11/14/2023	MOVED by Deputy Mayor Engel to accept the 2021 Population Census response from Statistics Canada as information.		
520-23	11/14/2023	MOVED by Deputy Mayor Engel to refer the Art Banner Program to the Performance Evaluation Committee for program development and to bring back a recommendation to Council.	PEC	On-going
521-23	11/14/2023	MOVED by Deputy Mayor Engel to approve the amended 2023-2024 Council Assignment List as presented.	Legislative Services	Completed

522-23	11/14/2023	MOVED by Deputy Mayor Engel to endorse Mayor Hunter to seek re-election for the Board of Directors Towns and Villages on the Central Alberta Economic Partnership.		
523-23	11/14/2023	MOVED by Councillor Windsor to accept the Pedestrian Connectivity Master Plan as information and refer it to the Committee of the Whole for further review.	Corporate & Community Services	o/s
524-23	11/14/2023	• Mountain View Seniors' Housing Board Thank You MOVED by Councillor Windsor to accept the correspondence items presented as information.		
525-23	11/14/2023	MOVED by Councillor Williams to go into Closed Meeting at 7:27 p.m. for the following items: 12.1 Strategic Planning as per Section 23 and 24 of the FOIP Act 12.2 Administrative Updates - as per Section 23 and 24 of the FOIP Act 12.3 Council Interface - as per Section 23 and 24 of the FOIP Act		
526-23	11/14/2023	MOVED by Councillor Moore to return to Open Meeting at 9:44 p.m.		
527-23	11/14/2023	MOVED by Councillor McCoy to accept the visioning principles and that the Mayor send a letter on behalf of Council as discussed.		
528-23	11/14/2023	MOVED by Deputy Mayor Engel to accept the administrative updates as information.		
529-23	11/14/2023	MOVED by Councillor Williams to have Mayor Hunter carry out the directives as discussed.		
530-23	11/14/2023	MOVED by Councillor Windsor to adjourn the November 14, 2023 Regular Council Meeting at 9:47 p.m.		
<b>November 28, 2023 Regular Council Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Motion</b>	<b>Department Assigned To</b>	<b>Status</b>
531-23	11/28/2023	MOVED by Councillor McCoy to adopt the November 28, 2023 Regular Council Meeting Agenda as amended.		
532-23	11/28/2023	MOVED by Councillor Williams to adopt the November 14, 2023 Regular Council Meeting Minutes as amended.		
533-23	11/28/2023	MOVED by Councillor Windsor to accept the Council Reports for November 28, 2023 as information.		
534-23	11/28/2023	MOVED by Councillor Williams to acknowledge Councillor Windsor in his participation on an ad hoc committee regarding the Parkland Regional Library Systems membership and Mayor Hunter taking on the role as Treasurer for Central Alberta Economic Partnership		
535-23	11/28/2023	MOVED by Councillor McCoy to reimburse Mayor Hunter for her mileage to Edmonton on Sunday, November 26, 2023 for attending the recognition of Captain Todd Paulson on his Federal Fire Services Exemplary Medal for 20 years of service	Legislative Services / Office of the Mayor	
536-23	11/28/2023	MOVED by Deputy Mayor Engel to invite Captain Todd Paulson to attend the December 12, 2023 Regular Council Meeting to be recognized by Council for his Federal Fire Services Exemplary Medal for 20 years of service.	Legislative Services	Completed

537-23	11/28/2023	MOVED by Councillor Moore to complete the registration process regarding Extended Producer Responsibility (EPR) for both Single Use Packaging and Paper Products and Hazardous and Special Products Streams.	Legislative Services	Completed
538-23	11/28/2023	MOVED by Councillor Windsor to invite Alberta Recycling Association to give a presentation to Council regarding Extended Producer Responsibility (EPR).	Legislative Services	Completed
539-23	11/28/2023	MOVED by Councillor Windsor to accept the Chief Administrative Officer Report for November 28, 2023 as information.		
540-23	11/28/2023	MOVED by Councillor Windsor that Administration include an update on the grant application for the East Reservoir at the December 12, 2023 Regular Council Meeting.	Engineering & Infrastructure	Completed
541-23	11/28/2023	MOVED by Councillor Moore that Council grant second reading to Bylaw 2023-19 Social Services Rates and Fees. <b>Motion Defeated</b>		
542-23	11/28/2023	MOVED by Councillor McCoy to bring back Social Services Rates and Fees Bylaw with the suggested amendment to the December 12, 2023 Regular Council Meeting.	Community Services / Legislative Services	Completed
543-23	11/28/2023	MOVED by Deputy Mayor Engel to approve Municipal Planning Commission Public Member Remuneration Policy COUN 009-23 as amended.	Legislative Services	Completed
544-23	11/28/2023	MOVED by Councillor Williams that Council grant first reading to Utility Charges Bylaw 2023-21 and refer it to the Strategic Planning Committee for review and recommendation.	Corporate Services	Completed
545-23	11/28/2023	MOVED by Councillor Windsor to write a letter to the Minister of Municipal Affairs expressing Council's support of Alberta Municipalities' advocacy to increase the starting amount of the Local Government Fiscal Framework funding program to \$1.75 billion.	Legislative Services	Completed
546-23	11/28/2023	MOVED by Deputy Mayor Engel to accept as information and the discussion on the benefits of local government elections remaining nonpartisan.		
547-23	11/28/2023	MOVED by Councillor McCoy to accept the Level of Service document as information and refer it to the Committee of the Whole for further discussion.	Legislative Services / OCAO	
548-23	11/28/2023	· Parkland Regional Library System MOVED by Councillor Windsor to accept the Correspondence items presented as information.		
549-23	11/28/2023	MOVED by Councillor Windsor to write a letter of response to the Parkland Regional Library System Board regarding the response to Mayor Hunter's letter and invite the Board Chair to address Council's concerns at a Regular Council Meeting.	Legislative Services / Office of the Mayor	Completed

550-23	11/28/2023	MOVED by Councillor McCoy to go into Closed Meeting at 7:44 p.m. for the following items: 12.1 Administrative Update - as per 23 and 24 of the FOIP Act 12.2 Council Interface - as per Section 23 and 24 of the FOIP Act 12.3 PSG Agreement – as per Section 21 and 24 of the FOIP Act		
551-23	11/28/2023	MOVED by Councillor Williams to return to Open Meeting at 9:37 p.m.		
552-23	11/28/2023	MOVED by Deputy Mayor Engel that the Council Remuneration policy be referred to the Policy & Governance Committee for review and recommendation and that it be made a priority agenda item.	Legislative Services PGC	Completed
553-23	11/28/2023	MOVED by Councillor Moore to approve an expenditure of \$250 for goodie bags for the Christmas Tree Lighting Ceremony and Coffee with Council.	Community Relations	Completed
554-23	11/28/2023	MOVED by Councillor Williams that Council have a Planning Session with just Council to be held in Council Chambers on January 8, 2024 at 6:30 p.m.	Office of the Mayor	
555-23	11/28/2023	MOVED by Councillor Windsor that Administration present all personnel policies and bylaws, including but not limited to Policy HR 004 or the updated HR policy that was HR 004, to Committee of the Whole meeting for Council review and recommendation. And that the Committee of the Whole meeting be set for December 12, 2023 at 5:00 p.m.	OCAO / Human Resources	Completed
556-23	11/28/2023	MOVED by Councillor McCoy that Administration present to Council proposed closures for Town facilities, to include but not be limited to: the Town Office, Memorial Complex, and Public Works Department, for January to December 2024, and that the proposed dates be presented at the December 12, 2023 Regular Council Meeting for consideration.	Legislative Services	Completed
557-23	11/28/2023	MOVED by Councillor Baswick that the ledger resume the practice of itemizing all Visa purchases of all holders of Town Visa cards, and that the Mayor be provided with the itemized lists of all Town Visas retroactive to January 1, 2023, and that this list be provided to the Mayor no later than January 9, 2024 or sooner if possible.	Corporate Services	Completed
558-23	11/28/2023	MOVED by Councillor Windsor that any travel expenses for travel over 300 km one-way be presented to Council for approval by motion of Council effective immediately.	Legislative / OCAO	Rescinded
559-23	11/28/2023	MOVED by Councillor Moore to adjourn the November 28, 2023 Regular Council Meeting at 9:40 p.m.		
<b>November 30, 2023 Budget Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Motion</b>	<b>Department Assigned To</b>	<b>Status</b>
560-23	11/30/2023	MOVED by Councillor McCoy to adopt the November 30, 2023 Budget Meeting Agenda as amended.		
561-23	11/30/2023	MOVED by Councillor Moore to authorize Mayor Hunter, on behalf of Council, to sign the 2023/2024 Policing Support Funding Agreement in the amount of \$242,144.	Corporate Services	Completed

562-23	11/30/2023	MOVED by Councillor Williams to bring back a Council and Staff split in Cost of Living Allowance (COLA).	Corporate Services	MOTION DEFEA
563-23	11/30/2023	MOVED by Councillor McCoy to bring back examples of Cost of Living Allowance (COLA) from other communities.	Corporate Services	Completed
564-23	11/30/2023	MOVED by Mayor Hunter to bring back the proposed capital items that were not on the capital plan.	Corporate Services	brought to dec
565-23	11/30/2023	MOVED by Mayor Hunter to bring back Res.445-19 for review and information.	Corporate Services (RCMP Reserve)	brought to dec
566-23	11/30/2023	MOVED by Mayor Hunter to bring back information on the Municipal Intern Grant information.	Corporate Services	brought to dec
567-23	11/30/2023	MOVED by Councillor Windsor to bring back a breakdown of \$710,000,000 residential and non-residential assessment as information.	Corporate Services	brought to dec
568-23	11/30/2023	MOVED by Councillor Moore to adjourn the November 30, 2023, Budget Meeting at 7:24 p.m.		
<b>December 6, 2023 Special Council Meeting Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Motion</b>	<b>Department Assigned To</b>	<b>Status</b>
569-23	12/6/2023	MOVED by Deputy Mayor Engel to adopt the December 6, 2023 Special Council Meeting Agenda as presented.		
570-23	12/6/2023	MOVED by Councillor McCoy to go into Closed Meeting at 7:32 p.m. for the following item(s): 3.1 Governance Interface as per Sections 23 and 24 of the FOIP Act.		
571-23	12/6/2023	MOVED by Councillor Moore to return to Open Meeting at 8:31 p.m.		
572-23	12/6/2023	MOVED by Deputy Mayor Engel to adjourn the December 6, 2023 Special Council Meeting at 8:32 p.m.		
<b>December 12, 2023 Regular Council Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Motion</b>	<b>Department Assigned To</b>	<b>Status</b>
573-23	12/12/2023	MOVED by Deputy Mayor Engel to adopt the December 12, 2023 Regular Council Meeting as amended		
574-23	12/12/2023	MOVED by Deputy Mayor Engel to thank the Alberta Recycling Management Authority's Extended Producer Responsibility Team for their presentation.		
575-23	12/12/2023	MOVED by Councillor Williams to adopt the November 28, 2023 Regular Council Meeting Minutes as presented.		
576-23	12/12/2023	MOVED by Councillor Williams to adopt the November 30, 2023 Budget Meeting Minutes as amended.		
577-23	12/12/2023	MOVED by Councillor Williams to adopt the December 6, 2023 Special Council Meeting Minutes as presented.		
578-23	12/12/2023	MOVED by Councillor McCoy to accept the Council Reports for December 12, 2023 as information.		
579-23	12/12/2023	MOVED by Councillor McCoy to accept the Chief Administrative Officer Report for December 12, 2023 as information.		
580-23	12/12/2023	MOVED by Councillor Windsor to send by email a copy of the Internal Occupational Health & Safety Audit for Council's review and information.	OH&S	Completed
581-23	12/12/2023	MOVED by Councillor Moore to adopt the 2024 Interim Operating Budget with revenues totaling \$6,330,606 and expenditures totaling \$6,330,606 as presented.	Corporate Services	Completed



582-23	12/12/2023	MOVED by Deputy Mayor Engel to have a Committee of the Whole meeting on January 9, 2024 from 4:30 p.m. to 5:30 p.m., to prioritize docket items and to provide options for budget meeting dates in January.	Legislative Services	Completed
583-23	12/12/2023	MOVED by Councillor Windsor that the amount of the RCMP Reserve be presented to the Strategic Planning Committee for review and recommendation to Council.	SPC	Completed
584-23	12/12/2023	MOVED by Councillor Windsor to accept the 2024 draft capital budget report as information and to refer it to the budget meeting in January.	Corporate Services	Completed
585-23	12/12/2023	MOVED by Deputy Mayor Engel that Council grant second reading to Bylaw 2023-20 Committees of Council as amended.		
586-23	12/12/2023	MOVED by Deputy Mayor Engel that Council grant third and final reading to Bylaw 2023-20 Committees of Council.	Legislative Services	Completed
587-23	12/12/2023	MOVED by Councillor McCoy that Council grant second reading to Bylaw 2023-21 Utility Charges.		
588-23	12/12/2023	MOVED by Councillor McCoy that Council grant third and final reading to Bylaw 2023-21 Utility Charges.	Corporate Services / Legislative Services	Completed
589-23	12/12/2023	MOVED by Councillor Moore that Council grant first reading to Bylaw 2023-22 Social Services Rates and Fees.		
590-23	12/12/2023	MOVED by Councillor Moore that Council grant second reading to Bylaw 2023-22 Social Services Rates and Fees.		
591-23	12/12/2023	MOVED by Councillor Moore that Council grant unanimous consent to proceed to a third reading to Bylaw 2023-22 Social Services Rates and Fees.		
592-23	12/12/2023	MOVED by Councillor Moore that Council grant third and final reading to Bylaw 2023-22 Social Services Rates and Fees.	Community Services / Legislative Services	Completed
593-23	12/12/2023	MOVED by Councillor Williams to award the winning submission for the Town Council Christmas Card Design Contest to drawing #5, and that all participants be recognized.	Communications	Completed
594-23	12/12/2023	MOVED by Councillor McCoy to approve January 1st and 2nd, 2024 as presented and refer the proposed closures for Town Facilities to the Service Level Committee for review and recommendation.	SLC	
595-23	12/12/2023	MOVED by Councillor Moore to approve, in principle, the site plan, understanding that the final position will be modified slightly as the project develops.	Infrastructure & Engineering	Completed
596-23	12/12/2023	MOVED by Councillor Moore to approve the development of a Parking Lot Replacement Plan to bring back to Council as soon as feasible.	Infrastructure & Engineering	
597-23	12/12/2023	MOVED by Councillor Moore to bring back design renderings for the pump house design as soon as feasible.	Infrastructure & Engineering	
598-23	12/12/2023	MOVED by Deputy Mayor Engel to refer the External Budget Requests to the Committee of the Whole Meeting.	Community Services	
599-23	12/12/2023	MOVED by Councillor McCoy to continue the program as addressed in Utilities Bylaw 2023-21.	Corporate Services	Completed
600-23	12/12/2023	MOVED by Councillor McCoy to approve taking no further action on the allocation of a portion of the business licence fees received after early incentive payment deadline.		

601-23	12/12/2023	MOVED by Councillor McCoy to accept the reduction of speed limits in culs-de-sac as information.		
602-23	12/12/2023	MOVED by Councillor McCoy to continue with the current exploration for enhanced Christmas Lights.	Community Services	On-going
603-23	12/12/2023	MOVED by Councillor Williams to approve the use of the parking lot at the old Fire Hall, located at 2101 19 Avenue, for public parking, with signage placed until future use has been identified.	Engineering & Infrastructure	In progress
604-23	12/12/2023	MOVED by Deputy Mayor Engel to approve sponsorship for the 2024 Didsbury Farm and Ranch Bonspiel as a Gold Sponsor in the amount of \$750.	Community Services	Completed
605-23	12/12/2023	• Didsbury Municipal Library 2024 Budget MOVED by Councillor Moore to accept the correspondence presented as information, and update the Library on the status of their presentation.	Community Services	
606-23	12/12/2023	MOVED by Councillor McCoy to go into Closed Meeting at 9:27 p.m. for the following items: 13.1 Mountain View Regional Film Office - as per Section 25 of the FOIP Act 13.2 Intermunicipal Cooperation Committee Update - as per Section 21 of the FOIP Act 13.3 Olds Engagement - as per Section 21 of the FOIP Act 13.4 Alberta Transportation Engagement - as per Section 21 of the FOIP Act 13.5 Land Discussion - as per Section 23 and 24 of the FOIP Act		
607-23	12/12/2023	MOVED by Councillor McCoy to return Open Meeting at 10:11 p.m.		
608-23	12/12/2023	MOVED by Councillor Windsor to support the Mountain View Regional Film Office Northern and Regional Economic Development Grant (NRED) co-op application with the contribution of up to \$7,500 to develop a strategic plan, to be funded from the Economic Development Reserve.	Economic Development Officer	Completed
609-23	12/12/2023	MOVED by Councillor Williams to have the Mayor send a letter on behalf of Council to Mountain View County in response to the Heavy Truck Route Bylaw.	Legislative Services	Completed
610-23	12/12/2023	MOVED by Deputy Mayor Engel to have the Mayor send a letter on behalf of Council to Mayor Dahl on the recent request for support on the regional Alberta Community Partnership grant.	Legislative Services	Completed
611-23	12/12/2023	MOVED by Councillor Windsor to have the Mayor send a letter on behalf of Council to Alberta Transportation regarding our infrastructure needs on Hwy 582.	Legislative Services	Completed
612-23	12/12/2023	MOVED by Councillor Windsor that Mayor Hunter to prepare a reservoir project update to our community subject to approval of Council.	Communications	Completed
613-23	12/12/2023	MOVED by Councillor McCoy to adjourn the December 12, 2023 Regular Council Meeting at 10:16 p.m.		



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: Butte Standpipe Repair  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

---

### BACKGROUND/PROPOSAL:

Council has been advised that the Butte Standpipe is in need of some repairs.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This repair is a mitigation strategy to ensure the East Reservoir is online prior to completing a feasibility study to determine the future of the standpipe. The consulting engineer's estimate is approximately \$100,000.

The contract will be a time and materials program with priority areas targeted first. The program will not likely eliminate the seepage; however, it is anticipated that the repairs will ensure continuous operation.

The Utility Charges bylaw setting the rates and fees for the utilities department, including the water department, has already been set for the year. Therefore, it is recommended that the water department budget be amended to reduce the transfer to reserves by \$100,000 and increase repairs and maintenance by \$100,000, leaving a net effect on the water budget of \$0.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

To approve \$100,000 for Butte Standpipe repairs and to amend the 2024 operating budget to increase water department repairs and maintenance by \$100,000 and reduce water department transfer to reserves by \$100,000, for a net impact of \$0.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: Dates for Community Organization Presentations  
ORIGINATING DEPARTMENT: Legislative Services

---

### BACKGROUND/PROPOSAL:

Throughout 2023, Council heard from a number of community groups who expressed concern about inflation and the increased costs over the past two years of running their programs and events. In response and in consideration of the 2024 budget, Council referred the community groups to the Committee of the Whole.

Therefore, Council will be scheduling a Committee of the Whole meeting and inviting a number of community groups to hear about updates, upcoming initiatives, projects, programs, or events that groups are planning for 2024. This will also provide these groups with the opportunity to discuss select projects and funding needs for consideration by Council for the 2024 budget.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

For the last few months Council has been working on their budget and are ready to consider these requests. A survey was sent out to Council members for consideration of potential dates. Based on the current legislative schedule and the availability of Council members and administration, it is recommended that Monday, March 4 at 530pm be set for the Committee of the Whole to hear from these community groups. Updated survey results will be available for this discussion.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. Vibrant & Connected Character Community

### RECOMMENDATION

To set a Committee of the Whole meeting for Monday, March 4, 2024 at 5:30 p.m. to include *Community Organization Presentations* and to extend invitations to the Didsbury & District Historical Society, the Didsbury Municipal Library, the Didsbury Lions Club, the Didsbury Five-O Club, the Didsbury Golf Club, and the Didsbury Curling Club.

OR

A motion at Council's discretion.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: RCMP Reserve Transfer Outstanding Resolution  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

Council passed resolution 445-19 stating:

That Council direct Administration to return the 2020 operating budget with \$4,788,676 as the Revenue from Tax with the following conditions:

- Continued level of transfer to reserves and amortization
- Continue to put \$266,000 (the 2019 amount) into reserves every year for RCMP and top up RCMP reserve annually to meet the next budget year's needs cost projection
- Continue to put money into pathway reserve
- Maintain the Library allocation
- Maintain the Museum allocation
- Budget for the Culture Master Plan (CHAMPS - Culture, Heritage, Arts Master Plan) as per Resolution 209-19
- Creation of dedicated reserves from land sales of Town of Didsbury land inventory

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council requested that the resolution be returned specifically to review and rescind the line item stating:

- 'Continue to put \$266,000 (the 2019 amount) into reserves every year for RCMP and top up RCMP reserve annually to meet the next budget year's needs cost projection.'

Since this item was made as part of a larger resolution, it is recommended that a new motion be made to update Council's direction on this item, rather than rescinding the resolution altogether.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

To approve that the RCMP reserves no longer receive a top-up amount as part of the annual budgeting process.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: East Reservoir – Architectural Direction  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### BACKGROUND/PROPOSAL:

Resolution 597-23 requested that Administration return, when possible, with architectural renderings of the pump house for Council’s consideration. Since that time, several developments have adjusted the delivery schedule for the reservoir.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

With updated expectations, the project team has identified a physically unique structure as a schedule milestone challenge.

Although architectural renderings are still possible, Administration is recommending Council proceed with exterior surfaces upon which murals can be installed. The physical facility would be more typical in structure; however, there is an opportunity to have an evolving mural program, which draws inspiration from the community while supporting local talent through time. This approach will reduce the delivery time and cost.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

To approve the mural concept in principle, with the detailed design drawings of the facility to be presented to Council when available.

OR

A motion at Council’s discretion.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: Correspondence – Municipal Affairs - Drought  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### BACKGROUND/PROPOSAL:

Council has received a letter from the Province regarding the provincial drought status. Currently, the Province is at Stage 4 and the Minister has asked each municipality to:

1. Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
2. Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
3. Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
4. Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

Additionally, Resolution 004-24 requested that Administration return to Council with information regarding the sale of treated bulk water for oilfield use.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

1. The Town is a member of the Mountain View Regional Water Service Commission. The Commission is located west of Innisfail with a raw water intake on the Red Deer River, downstream of the Dixon Dam. The Commission has a senior water licence with a water allocation adequate for the municipalities being served by the Commission. The municipality does not directly manage the intake.
2. The Commission is the owner of the water licence and is aware of all conditions.
3. The Province is anticipated to correspond with the Commission and provide direction on any intake restrictions. Further, it is anticipated that the Commission would advise member municipalities of the corresponding Restriction Level associated with the Commission's Water Restriction Policy.
4. The Infrastructure Department is working to create a water shortage plan, and is working with the communications department to develop a communications/education plan to inform stakeholders about the various restriction levels and to encourage water conservation.

It is notable that the 2019-07 Water Utility Bylaw includes a section on outdoor water restrictions. The Commission Water Restriction Policy notes that, during Level 3 restrictions, commercial and industrial users would be impacted. The bylaw is not clear on indoor restrictions on businesses.

Further, the bylaw is unclear as to how purchasers may use the bulk water supply. The bulk water clause states "Anyone who wishes to obtain water from the public bulk water stations in the Town shall apply for an account or other authorized form of payment allowing them to obtain water from that source and they shall pay for that water the amount as set out in the Rates, Fees and Fines Bylaw." The bylaw is silent on the topic regarding the sale of treated bulk water for oilfield use.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To refer Bylaw 2019-07 Water Utility to the Policy and Governance Committee for review and recommendation.



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.



That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at [rivers.alberta.ca](http://rivers.alberta.ca). To learn more about the impacts of drought on communities and the principles for sound water management, please visit [alberta.ca/drought](http://alberta.ca/drought).

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca).

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz  
Minister of Environment and Protected Areas

cc: Honourable Ric McIver  
Minister of Municipal Affairs

Honourable RJ Sigurdson  
Minister of Agriculture and Irrigation

Stacey Smythe  
Assistant Deputy Minister, Regulatory Assurance  
Environment and Protected Areas



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## WATER RESTRICTION POLICY

### INTRODUCTION

Water restrictions provide the means for reducing use during extreme demand or when water production is limited. The purpose of restrictions is to limit non-essential use so water is available for essential uses such as human consumption, sanitation, firefighting, etc. Restrictions are used to resolve short term supply shortages and are not intended to address long term demand and production issues.

### RESTRICTION ACTIVATION

Restrictions will be activated when water demand exceeds the capabilities of the supply system. This condition will often be associated with declining reservoir levels with the inability to recover even during non peak use times. MVRWSC Chairman and Manager will evaluate supply and usage conditions and determine if restrictions are necessary and which level of restriction should be enforced.

### WATER ALLOCATIONS

Allocations will be calculated using the available supply and population statistics from Government of Alberta Municipal Affairs to determine a per capita supply. Each member municipality and customer will be responsible for bringing usage levels within the available per capita supply.

### RESTRICTION NOTIFICATION

MVRWSC will communicate restriction levels and allocations to member municipality administration and non-member customers. Member municipalities and customers are responsible for public notice of restrictions. MVRWSC will give as much advance notice of restrictions as possible.

### RESTRICTION ENFORCEMENT

Member municipalities are responsible for the enforcement of restrictions within their respective jurisdictions. MVRWSC will enforce restrictions placed on non-member customers.



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## RESTRICTION LEVELS

MVRWSC will issue restriction level advisories as recommended measures to reduce demand. However, member municipalities and customers are only required to bring usage within their prescribed allocation. The restrictions used may vary between municipalities with some using less or more stringent restrictions to meet their allocated supply. Voluntary reductions below allocations are encouraged and would likely serve member self interests by reducing the duration and severity of restrictions.

Recommended water restrictions for each member municipalities are as follows:

### Restriction Level 1 Recommendation

The following residential uses are permitted only during even numbered days at even numbered addresses and odd numbered days at odd numbered addresses:

- Lawn watering
- Filling of swimming pools and spas
- Filling of fountains and other water features

### Restriction Level 2 Recommendation

The following residential uses are not permitted:

- Lawn watering
- Filling of swimming pools and spas
- Filling of fountains and other water features
- Washing of vehicles, homes, driveways, windows, patios, paths, boats, etc.
- Use of water toys

The following non-residential uses are not permitted:

- Lawn watering (except for turf farms)
- Washing of driveways, paths, patios, windows, etc.



### Restriction Level 3 Recommendation

The following residential uses are not permitted:

- Lawn watering
- Watering of gardens and flower beds
- Filling of swimming pools and spas
- Filling of fountains and other water features
- Washing of vehicles, homes, driveways, windows, patios, paths, boats, etc.
- Use of water toys

The following non-residential uses are not permitted:

- Lawn watering (including turf farms)
- Washing of driveways, paths, patios, windows, etc.
- Bulk water sales
- Use by commercial nurseries and market gardens
- Use by commercial car wash facilities
- Limiting of commercial, industrial and institutional use

### Restriction Level 4 Recommendation

Only residential use for consumption, preparation of food, sanitary and hygienic purposes is permitted.

Only essential commercial, industrial and institutional use permitted such as hospitals, fire fighting, etc.

### RESTRICTION EXEMPTIONS

Exemptions to these restrictions can be granted if the user can demonstrate reasonable need. Uses eligible for exception within each member municipality will be at the discretion of each respective member. MVRWSC Chairman and Manager will evaluate and issue exceptions for non-member customers. All exceptions granted will be approved in writing.

### RESCINDING & ADJUSTMENT of RESTRICTIONS

MVRWSC Chairman and Manager will evaluate supply and usage conditions and determine if restrictions are necessary or if restriction levels or allocations require adjustment.

Approved by MVRWSC Board of Directors June 9, 2010  
*Policy Reviewed & Reaffirmed May 12, 2021*

**TOWN OF DIDSBURY WATER BYLAW NO. 2019-07**  
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**TOWN OF DIDSBURY**  
**WATER BYLAW 2019-07**

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**WHEREAS** The Town of Didsbury is a Municipal Corporation in the Province of Alberta and the *Municipal Government Act* (R.S.A. 2000, c. M-26) authorizes a municipality to operate a water system as a public utility for the purpose of supplying and distributing water to residents, industrial and commercial users, for fire protection, and to all other Customers in the Town of Didsbury, and subject to Council approval, to Customers outside the Town boundaries;

**AND WHEREAS** the *Municipal Government Act* authorizes a municipality to pass a bylaw respecting public utilities and services provided by the municipality;

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

**PART I: GENERAL MATTERS**

**1. SHORT TITLE**

This Bylaw may be referred to as the, "Water Utility Bylaw".

**2. INTERPRETATION AND DEFINITIONS**

(1) In this Bylaw:

- (a) "Backflow" the flowing back or reversal of the normal direction of flow in either the Water System or a Customer's Plumbing system;
- (b) "Chief Administrative Officer (CAO)" the person appointed by Council to be responsible for the construction, operation and maintenance of the water supply system or that Person's designate;
- (c) "Combined Water Service" a water service which supplies water for both domestic use and for a fire protection system in the same premises;
- (d) "Council" the Council of the Town of Didsbury;
- (e) "Cross Connection" any temporary, permanent or potential water connection that allows or may allow Backflow to occur;
- (f) "Cross Connection Control Device" a Backflow prevention device approved by the Manager of Public Works that prevents Backflow;
- (g) "Customer" means an individual, partnership or corporation who is the Owner of the Lands and who submits an application for utility service for those Lands;
- (h) "Customer's Plumbing System" the system of pipes, fittings, valves and appurtenances that conveys potable water between the Water Service Connection and the Water Supply outlets;
- (i) "Food and Beverage Establishment" an establishment where food is prepared or liquor is served, or both, for consumption on the premises or as part of a "take-out food service";
- (j) "Gross Building Area" the sum of the total floor areas of the dwelling unit including basement, main and upper floors, but excluding garage floor areas, swimming pool areas and greenhouse areas;



- (k) "Hydrant Connection Unit" the locked box supplied by the Town to a Hydrant User which is used to withdraw water from a fire hydrant and which contains a Water Meter, valves, pipes and fittings, and which may or may not contain a Cross Connection Control Device for the prevention of Backflow;
- (l) "Hydrant User" any Person authorized by the Manager of Public Works to obtain water from a fire hydrant for a purpose other than emergency fire protection;
- (m) "Manager of Public Works" the person appointed by the CAO to oversee the operations of the Town of Didsbury water system.
- (n) "Master Control Valve" the water valve within a building on a Customer's parcel, usually located near the Water Meter or point of entry of the Water Service Connection, which, when closed, does not allow the flow of water in the building;
- (o) "Monthly Rate" a charge for services based on a thirty (30) day period, the billing of which is established by dividing the applicable monthly rate or charge by thirty (30) to derive a daily rate and multiplying the daily rate by the actual number of days in the billing period;
- (p) "Occupant" includes an Owner of a premises where that Owner resides or carries on a business within a premises, and includes any Person or corporation residing or carrying on a business, or both, within a premises either as a lessee or pursuant to a license of occupation, where that premises is connected to the Water System;
- (q) "Officer" includes a Community Peace Officer a Bylaw Enforcement Officer; or a member of the RCMP
- (r) "On-site Water Main" an underground water pipe which forms part of the Customers water distribution network;
- (s) "Owner" means
  - i. any Person registered as the Owner of the Property under the Land Titles Act; and
  - ii. a Person who is recorded as the Owner of the Property on the Assessment Roll of the Town;
- (t) "Person" includes an owner, corporation and other legal entities;
- (u) "Potable Water" water which originates from a source or tap connected to a Town water main;
- (v) "Remedial Order" an order issued pursuant to section 545 of the *Municipal Government Act*,
- (w) "Town" the municipal corporation of the Town of Didsbury or where the context requires the area contained within the boundaries of the Town of Didsbury;
- (x) "Residence" A residential building where no commercial activity or business is carried on.
- (y) "Town Water Main" a water pipe in the street, public thoroughfare or easement area granted to the Town, which forms part of the Town water distribution network and delivers the Water Supply to Water Service Connections;

- (z) "Water Meter" any device approved by the Manager of Public Works which is designed to measure the quantity of water used by a Customer, and which may or may not incorporate a remote-reading device;
  - (aa) "Public Works" The Town's department responsible for providing asset management, engineering, planning and support functions for water, wastewater and drainage systems as well as responsible for the operational functions of the water, wastewater and storm drainage systems.
  - (bb) "Water Service Connection" a water pipe which connects a Customer's parcel or premises to a Town water main;
  - (cc) "Water Service Valve" the Town-owned water valve located on the Water Service Connection which enables the Town to turn on or off the Water Supply to a Customer's premises;
  - (dd) "Water Supply" the supply of potable water delivered to Customer's parcel or premises through the Water System;
  - (ee) "Water System" the entire infrastructure owned by the Town for the purpose of the collection of source water and delivery of Potable Water to Customers;
- (2) All schedules, forms, tables and diagrams attached to this Bylaw shall form part of this Bylaw.
  - (3) Any headings, sub-headings, or table of contents in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
  - (4) Any contract between The Town and a Customer with respect to the supply of water shall be subject to this Bylaw.
  - (5) Where this Bylaw refers to another bylaw or any Act, Regulation or agency, it includes reference to any bylaw, Act, Regulation or agency that may be substituted therefore.
  - (6) Every provision of this Bylaw is independent of all other provisions, if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**PART II: CONTINUATION OF THE WATER SYSTEM**

3. The Town having constructed, operated and maintained a water system as a public utility shall continue, insofar as there is sufficient plant capacity and supply of water, to supply water, upon such terms as Council considers advisable, to any resident or industry or other Customer within the municipality situated along any water main:
  - (a) where a service currently exists; and
  - (b) upon a written request by the Owner or other Person in charge of a residence, industry or building.

### PART III: RESPONSIBILITIES OF THE TOWN AND CUSTOMERS

4. (1) Where a water service is continued or initiated pursuant to this Bylaw, The Town shall supply water to a Customer's Plumbing System at the property line of the parcel of land to be serviced, adjacent to a street or lane, or at the boundary of an easement granted to the Town for its Water System
- (2) Where a water service is continued or initiated pursuant to this Bylaw, the Customer shall be responsible for:
  - (a) providing the Water Service Connection from the property line or boundary of an easement granted to the Town for its Water System to the Customer's Plumbing System;
  - (b) ensuring that the connection referred to in subsection (a) is in compliance with the provisions of this Bylaw;
  - (c) ensuring that the connection referred to in subsection (a) and the remainder of the Customer's Plumbing System comply with the *Safety Codes Act* (R.S.A. 2000, c. S-1) and any regulations passed pursuant to that Act;
  - (d) ensuring that any permits, inspections or approvals required pursuant to the *Safety Codes Act*, regulations passed pursuant to that Act, any bylaw or any other applicable legislation have been conducted or obtained and are valid and subsisting, prior to connection to the Water System; and
  - (e) ensure that such connection does not interfere with the operation of the Water System.
- (3) "Notwithstanding Section 4(2), the Town may as a term of providing water service to a parcel of land reserve the authority to construct, maintain and repair the Water Service Connection located above or underneath the parcel and to enter onto any land or building for that purpose. If the Town elects to construct, maintain or repair the Water Service Connection, the Town's costs arising from such construction, maintenance or repair are an amount owing to the Town by the Owner."
- (4) In making an application pursuant to this Bylaw no Person shall give false information.
- (5) The Town shall not be liable for damages or loss suffered by anyone due to the operation of the Water System, unless shown to be directly due to the negligence of The Town or its employees, and without limiting the generality of the foregoing, shall not be liable for damages or loss:
  - (a) for the settlement of any excavation or trench made for the installation or repair of any part of the Water System, or any damage or loss resulting from such settlement;
  - (b) caused by the break of any water main, Water Service Connection or other pipe;
  - (c) caused by the disruption of any supply of water from the Water System when such disruption is necessary in connection with the repair or maintenance of the Water System;
  - (d) caused by the disruption or cutting off of the Water Supply in the event of an emergency.

#### **PART IV: GENERAL AUTHORITY OF THE MANAGER OF PUBLIC WORKS**

5. (1) The Manager of Public Works may:

- (a) delegate any or all of the powers granted to the Manager of Public Works pursuant to this Bylaw;
- (b) establish standards and guidelines for the maintenance and physical operations of the Water System;
- (c) enter into contracts for the installation of equipment for the provision of water services, including the installation of Water Meters, or in his discretion for the installation of the Water Service Connection pursuant to section 4(3) of the Bylaw.
- (d) subject to any provisions of this Bylaw, discontinue water service and continue to refuse to provide water service until such time as the deficiency is corrected, if a Customer or Owner fails or refuses to repair, maintain or replace any leak or leaks between a private property line and a Water Meter.

(2) The Manager of Public Works may:

- (a) delegate any or all of the powers granted to the Manager of Public Works pursuant to this Bylaw;
- (b) establish standards, guidelines and specifications for the design, construction and management of the Water System;
- (c) enter into contracts for the provision of services, including contracts to provide for the reading of Water Meters, billing for water services, and similar services;
- (d) subject to any provisions of this Bylaw, enter into contracts on behalf of The Town with any Customers within The Town for the provision of water services and may, as a condition of service, impose any conditions to the supply of water services in such contracts that the CAO considers reasonable and appropriate in the circumstances, including provision that if a Customer fails to comply with the requirements of this Bylaw or the terms of the contract, that water service may be discontinued;
- (e) subject to any provisions of this Bylaw, require any Customer to enter into a contract with The Town for the provision of water services, prior to such services being provided;
- (f) subject to any provisions of this Bylaw, refuse to supply, discontinue water service, and continue to refuse to provide water service until such time as the deficiency is corrected, if a Customer or Owner has:
  - i. provided false information in an application for service;
  - ii. failed to keep an account in good standing;
  - iii. refused to allow the installation of a Water Meter;
  - iv. failed to comply with a term of a contract for the provision of water service; or
  - v. failed to comply with a condition of water service;
- (g) subject to the approval of Council, enter into an agreement to supply water to a Customer or Customers outside the Town limits.

**PART V: RATES AND FEES**

- 6. (1) Council shall set rates and fees for all Customers for the following:
  - (a) monthly service charges and water usage rates;
  - (b) monthly flat rates; and
  - (c) collection and cut-off fees.
- (2) Subject to subsection (1), the CAO may establish rates and fees for products and services provided pursuant to this Bylaw, including the following:
  - (a) fees for inspections, service connections, reconnections and disconnections;
  - (b) fees for meter, hydrant and other equipment rentals, replacement and relocations; and
  - (c) service fees for site visits, maintenance, testing and repairs.
- (3) Rates and fees set by Council pursuant to subsection (1) shall be set annually in the Rates, Fees and Fines Bylaw.
- (4) No reduction in rates will be made in the monthly charge for water supplied to or made available for use by any Customer because of any interruption due to any cause whatsoever of the Water Supply.

**RESIDENTIAL METERED**

- 7. Where water is supplied by the Town through a Water Meter, for residential use, to a Customer in a dwelling unit that is individually metered, the Customer shall pay to the Town a monthly charge of the aggregate of:
  - (a) the monthly service charge as set out in the Rates, Fees and Fines Bylaw and
  - (b) the amount determined by the volume of water shown by the Water Meter as
  - (c) supplied for the applicable month at the usage rate specified, as set out in the Rates, Fees and Fines Bylaw.

**GENERAL SERVICE**

- 8. Where water is supplied by the Town through a Water Meter to a Customer other than under Sections 7, the Customer shall pay to the Town a monthly charge of the aggregate of:
  - (a) the monthly distribution charge as set out in the Rates, Fees and Fines Bylaw, and
  - (b) the amount determined by the volume of water shown by the Water Meter as supplied for the applicable month at the usage rate specified in the Rates, Fees and Fines Bylaw

**OUTSIDE TOWN**

- 9. *Where water is supplied through a Water Meter to any Customer outside the Town of Didsbury, that Customer shall pay to the Town the rates approved by Council for such Customer or if no such rates are approved a monthly charge of the aggregate of:*
  - (a) the monthly service charge as set out in the Rates, Fees and Fines Bylaw, and
  - (b) the amount determined by the volume of water shown by the Water Meter as
  - (c) supplied for the applicable month at the usage rate specified, as set out in the Rates Fees and Fines Bylaw

**BULK WATER STATIONS**

- 10. Anyone who wishes to obtain water from the public bulk water stations in the Town shall apply for an account or other authorized form of payment allowing them to obtain water from that source and they shall pay for that water the amount as set out in the Rates, Fees and Fines Bylaw.

**BUILDING CONSTRUCTION**

- 11. Charges for water to be used in construction activities will be in accordance with the rates as shown in the Rates, Fees and Fines Bylaw, and are payable with the application for a Building Permit.

**FIRE HYDRANTS**

- 12. Where the drawing of water from fire hydrants is authorized, charges for such water will be in accordance with the rates as shown in Rates, Fees and Fines Bylaw.

**PART VI: PAYMENTS**

- 13. (1) The Chief Administrative Officer may establish a system for the billing and collecting of the rates, charges, fees and rents in connection with the Water System including but not limited to charges for any work done or service or material supplied for the construction, installation, connection, disconnection or replacement of any part of the Water System, or any part of the Customer's Plumbing System located on private property.
  - (2) In default of payment of the rates set out in the Rates, Fees and Fines Bylaw or any amount due and payable to the Town for anything done, or any amounts payable, pursuant to this Bylaw, the CAO may enforce the collection of such rates or payments by shutting off the water being supplied to the Customer, or by action in any Court of competent jurisdiction, or both.
  - (3) Where the Occupant is the Owner or purchaser under an agreement for sale in possession of the parcel or premises to which water is supplied or is available for the use of the Occupant, all sums payable by the Occupant pursuant to this Bylaw including the rates set out in the Rates, Fees and Fines Bylaw, are a debt due and owing to the Town and shall constitute a preferential lien and charge on the parcel or premises and the personal property of the Occupant and may be levied and collected in a like manner as Municipal rates and taxes are recoverable.

**PART VII: WATER CONSERVATION**

**LOW WATER USE FIXTURES**

- 14. (1) For the purposes of this Section, Low Flow Plumbing Fixtures means:
  - (a) toilets having a total water usage of no greater than 6.0 liters or 1.6 US gallons
  - (b) per flush, including the contents of both the tank and bowl of the toilet;
  - (c) urinals having a total water usage of no greater than 3.8 liters or 1.0 US gallons per flush, but does not include urinals which flush automatically after a period of elapsed time, regardless of the amount of water usage per flush;

- (d) showerheads having a rate of water flow no greater than 9.5 liters or 2.5 US gallons per minute;
  - (e) lavatory basin and kitchen sink faucets having a rate of water flow no greater than 8.3 liters or 2.2 US gallons per minute; and
  - (f) public restroom faucets having total water flow of no greater than 1.8 liters or 0.5 US gallons per minute.
- (2) Subsection (1)(c) shall not be interpreted to prevent the installation of more than one valve in a shower stall or bathroom.
- (3) Every Person responsible for the construction of:
- (a) new residential construction, regardless of the number of dwelling units
  - (b) contained in a structure;
  - (c) new industrial, commercial and institutional construction; and
  - (d) any renovation project regarding a residential, industrial, commercial or
    - (e) institutional structure that requires a plumbing permit; must ensure that all plumbing fixtures installed in that construction or renovation are Low Flow Plumbing Fixtures, as they are defined in this Section.
- (4) Notwithstanding the obligations and prohibitions in this Section, the CAO may, in writing, allow the installation of plumbing fixtures other than Low Flow Plumbing Fixtures having regard to any factor the Manager of Public Works considers appropriate.

**ONCE-THROUGH COOLING**

15. (1) For the purpose of this Section, “Once-Through Cooling Equipment” means cooling, air conditioning or refrigeration systems in buildings, building systems and equipment, which rely upon the temperature of the water for cooling purposes and deliver water to a drain or other discharge facility without having recycled that water, but does not include emergency or back-up once-through cooling systems.
- (2) No Person shall install or allow the installation of any Once-Through Cooling Equipment connected to The Town of Didsbury’s Water Supply, in any residential, industrial, commercial or institutional construction, development, retrofitting or restoration project.
- (3) Notwithstanding the obligations and prohibitions in this Section, the CAO may, in writing, allow the use of Once-Through Cooling Equipment having regard to any factor the Manager of Public Works considers appropriate.

**WATER WASTAGE**

16. (1) No Owner or Occupant of a parcel shall allow Potable Water to run off the parcel such that there is:
- (a) a stream of water running into a street or swale for a distance of 30 meters or more from the edge of the parcel;
  - (b) a stream of water running into a street or swale and directly into a catch basin; or
  - (c) a stream or spray of water running into or falling onto a street or sidewalk.
- (2) Notwithstanding the prohibitions in this Section, the Manager of Public Works may authorize in writing the discharge of Potable Water onto a street or sidewalk for the purposes of:

- (a) health and safety;
- (b) the installation and maintenance of infrastructure, including the flushing of water mains, hydrant leads and water service connections;
- (c) preventing the freezing of water mains, hydrant leads and water service connections;
- (d) conducting water flow tests;
- (e) installation and testing of permanently installed irrigation systems;
- (f) training programs for fire fighters employed by The Town of Didsbury; or
- (g) other purposes as deemed necessary by the Manager of Public Works from time to time.

## **PART VIII: EMERGENCIES AND OUTDOOR WATER USE RESTRICTIONS**

### **EMERGENCIES**

17. In the event of an emergency the Chief Administrative Officer may shut off water service, without prior notice, to:
- (1) a Customer;
  - (2) a group of Customers; or
  - (3) a geographical area.

### **OUTDOOR WATER USE RESTRICTIONS**

18. (1) In the event that the Chief Administrative Officer believes there is a reason to require reduced water usage, the Chief Administrative may declare an outdoor water use restriction.
- (2) The declaration of an outdoor water use restriction by the Chief Administrative Officer may apply to:
- (a) the entire Town;
  - (b) specific zone(s) or geographic area(s) of the Town; or
  - (c) other specific locations as defined by the Manager of Public Works;
- (3) In the event there is reason to declare an outdoor water use restriction, the Manager of Public Works may declare such restriction effective immediately.
- (4) In the event of a declaration of an outdoor water use restriction made pursuant to this Section, the Manager of Public Works:
- (a) shall cause public notice indicating the stage of outdoor water use restriction and the date such restrictions came or will come into effect to be given in any one or more of the following manners:
    - (i) Town of Didsbury press release;
    - (ii) notice on The Town of Didsbury web-site;
    - (iii) advertising in one or both major weekly newspapers in circulation in the Town;
    - (iv) circulation of flyers; or



- (v) signage;
- (b) may declare different stages of Outdoor Water Use Restrictions in different areas;
- (c) shall, if changing the areas of application or stages of restrictions in any area
- (d) or lifting a declaration of Outdoor Water Use Restrictions, cause a public
- (e) notice to be given in the manner described in subsection (b); and
- (f) shall, after determining that the reason or reasons to require reduced water
- (g) usage has sufficiently abated, declares an end to an Outdoor Water Use Restriction and shall cause public notice of such declaration to be given in the manner described in subsection (b).

**PART IX: PROTECTION OF INFRASTRUCTURE AND WATER SUPPLY**

**GENERAL PROHIBITIONS**

- 19. (1) No Person shall enter any fenced area which forms part of the Water System or is controlled by Water Services, without the permission of the Manager of Public Works.
- (2) No Person shall climb upon any structure which forms part of the Water System.

**PART X: INTERFERENCE WITH WATER SYSTEM**

- 20. (1) No Person shall:
  - (a) damage, destroy, remove or interfere in any way with any pipe, pipe a connection, valve, or other appurtenance forming part of the Water System;
  - (b) interfere in any way with or cause any interference with the use of the Water System by another Customer, and without limiting the generality of the foregoing, shall not attach any device to any water pipe which may create noise, a pressure surge, back-flow or contamination of the Water System;
  - (c) use any boosting device on any Water Service Connection, on the upstream side of a Water Meter or Master Control Valve for the purpose of increasing water pressure; unless authorized by the CAO.
  - (d) install branch supply lines, outlets or fixtures on the upstream side of a Water Meter or Master control valve, except for fire protection purposes as approved by the Manager of Public Works;
  - (e) install branch supply lines, outlets or fixtures on the upstream side of Premises-isolating Cross Connection Control Device;
  - (f) tamper with, break or remove any seal, lock-out device or lock-out tag installed by the Town on any valves or flanged outlets on Water Service Connections or Water Metering facilities; and
  - (g) attach or connect any pipe to any pipe or main of the Water System or in any other way obtain or use any water thereof without consent of the Manager of Public Works.

## **PART XI: ACCESS TO PROPERTY FOR THE PURPOSES OF WATER SERVICE**

### **ACCESS FOR AUTHORIZED PURPOSES**

21. (1) As a condition of water service and as operational needs dictate, employees of the Town shall have free access to all parts of a property, building or other premises in which water is delivered and consumed, at reasonable hours of the day and upon reasonable notice for the purpose of:
- (a) installation, maintenance, repair, and removal of the Water System and Water Service Connections;
  - (b) installation, testing, repair and removal of Water Meters or other parts of the
  - (c) Water System;
  - (d) inspection of Cross-Connection Control Devices or other equipment and works associated with the Water System and the Customer Plumbing System;
  - (e) reading of Water Meters; and
  - (f) inspections for compliance with this Bylaw.
- (2) No Person shall hinder, interrupt or cause to be hindered any employee of the Town or its contractors, servants and agents or workers, in the exercise of any of the powers or duties relating to the Water System as authorized or required in this Bylaw.
- (3) Upon termination of Water Service, any employee of the Town employed for that purpose may, at all reasonable times enter the parcel or premises which was supplied with Water Service for the purpose of removing from the parcel or premises any fittings, machines, apparatus, meters, pipes or any other things that are the property of the Town, and may remove these things.
- (4) Employees of the Town may at any time specify the required position or require the relocation, at a property owner's expense, of any Water Meter, Cross Connection Control Device, pipe, valve or fitting forming part of the Water System.

### **SERVICE FEES FOR SUBSEQUENT SITE VISITS**

22. A fee may be charged, as set by the CAO from time to time, where a Town employee or agent is required to make an additional visit or visits at a parcel or premises for any of the following reasons:
- (a) where a Customer refuses access to a parcel or premises for a Town employee or agent to install, repair, replace, inspect, test or read a Water Meter or any other equipment in relation to the Water System;
  - (b) where a Town employee or agent attends at a parcel or premises for a scheduled appointment to perform any of the functions set out in subsection (a), and the Customer is not present at the scheduled time to provide access to the parcel or premises; or
  - (c) where a Town employee or agent attends at a parcel or premises to perform any of the functions set out in subsection (a) and is unable to proceed based on unsafe conditions or the inadequacy of access to the parcel or premises.

## **PART XII: WATER METERS**

### **RESIDENTIAL**

23. (1) It shall be a condition of an application for utility service to supply water to a commercial property and a residence that the Owner of the property agrees to the installation of a Water Meter.
- (2) If the Owner of a Residence refuses to have a Water Meter installed the Manager of Public Works may cut off the water service to the premises.
- (3) The Manager of Public Works may determine if it is impractical to install a Water Meter and if such installation is impractical, Council shall determine what rate shall be charged for water service.

### **GENERAL SERVICE**

24. (1) It shall be a condition of water service that all premises shall be connected to a Water Meter.
- (2) Subject to subsection (3), it shall be a condition of water service that all non-residential Water Service Connections, including Combined Water Service, temporary water service, and seasonal water service, shall be connected to a Water Meter.
- (3) The following water services shall not require connection to a Water Meter:
  - (a) fire service connections which are not used for any other purpose; and
  - (b) other connections where, in the opinion of the Manager of Public Works, it is impractical to install a Water Meter.

### **COSTS ASSOCIATED WITH WATER METERS**

25. (1) The Town may charge for and recover from the Owner of a premises the cost of supplying, installing, altering, repairing, relocating or replacing a Water Meter.
- (2) If a Water Meter is removed or stolen, the Owner of the premises shall pay the cost of replacing the Water Meter including installation.
- (3) Notwithstanding the payment of any costs, all Water Meters shall remain the property of the Town.

### **LOCATION, INSTALLATION AND MAINTENANCE OF WATER METERS & METERING FACILITIES - OBLIGATIONS & AUTHORITY OF THE MANAGER OF PUBLIC WORKS**

26. (1) As a condition of service, the Manager of Public Works may:
  - (a) determine the size, type and number of Water Meters to be supplied and installed in a premise;
  - (b) determine the location that a Water Meter or Water Meters are to be installed;
  - (c) in the case of installation of two or more Water Meters, require their installation adjacent to each other and as close as possible to the Master Control Valve or place where the Water Service Connection enters the building;
  - (d) require a Water Meter to be either tested on site or removed for testing by a Water Services employee or Person authorized by the Manager of Public Works, at any specific time or on a periodic basis;
  - (e) require a Water Meter to be relocated:

- i. if the building to which it was initially installed, has been altered; or
  - ii. to a location near the point of entry of the Water service Connection;
- (2) As a condition of service, the Manager of Public Works may:
  - (a) inspect a parcel or premises prior to supplying water service to determine if a site is suitable for the installation, reading, maintenance and repair of a Water Meter and related works;
  - (b) inspect an installation to ensure it meets approved or modified drawings and require an Owner to remedy any deficiencies;
- (3) The Manager of Public Works shall:
  - (a) where a Customer has submitted an application to relocate a Water Meter or install additional meters, pipes or valves, review the application and provide a decision to the Customer which:
    - i. approves the application;
    - ii. (ii) notifies the Customer of required changes to such application; or
    - iii. (iii) denies the application;
  - (b) determine the size, type and number of Water Meters to be supplied and installed by the Town.

**LOCATION, INSTALLATION AND MAINTENANCE OF WATER METERS & METERING FACILITIES - OBLIGATIONS & RIGHTS OF THE CUSTOMER**

**27. (1) Every Customer shall:**

- (a) for water meter installation within a building, provide a suitable site for such installation near the master control valve, to the satisfaction of the Manager of Public Works;
- (b) for Water Meter installation outside of a building, provide at the Owner's expense and to the satisfaction of the Manager of Public Works a meter building or a meter vault on the owner's property and near the property line, in accordance with The Town of Didsbury Standard Specifications Waterworks Construction, as amended from time to time;
- (c) provide for the maintenance and repair of such building or vault referred to in Subsection (b), and upon failure to do so the Manager of Public Works may have such work performed by Town employees or agents at the owner's expense;
- (d) ensure that employees or agents of The Town of Didsbury have clear access to meter areas and Water Meters for meter testing and reading purposes;
- (e) notify the Manager of Public Works immediately whenever a Water Meter is not operating or if any part of a Water Meter becomes damaged or broken;
- (f) be responsible for the safe-keeping of any Water Meter and any remote reading device that is installed on his premises;
- (g) protect any Water Meter, valves and pipes located on his parcel or premises from freezing, excessive heat, overheating of water, external or internal damage of any kind, or any other thing which may affect the operation of the Water Meter or Meters;

- (h) pay the cost of repairing or replacing any Water Meter or metering facilities supplied and installed by the Town that may be damaged from any causes set out in subsection (g) or any other cause within the control of the Customer;
  - (i) notify the Manager of Public Works within twenty four (24) hours if the seal on a by-pass valve or a Water Meter is broken for emergency purposes or any other purpose;
- (2) Every Customer may:
- (a) request that a Water Meter be tested for accuracy, and the cost of any such test shall be at the expense of The Town if the Water Meter is found to be inaccurate in excess of three percent of actual flow and such test shall be at the Customer's expense if the Water Meter is found to be accurate within three percent of actual flow;
  - (b) request that a Water Meter or metering facilities be relocated by submitting plans and specifications to the Manager of Public Works in a form approved by the Manager of Public Works, and upon approval by the Manager of Public Works may relocate, alter or change any existing Water Meter or metering facilities, the costs of any such alteration or relocation including costs incurred by the Town being the responsibility of the Customer.
- (3) No Person shall:
- (a) interfere with or tamper with the operation of any Water Meter or remote reading device; or
  - (b) open a by-pass valve on a Water Meter or metering installation except in the case of an emergency,

## METER READINGS

28. (1) The Manager of Public Works may:
- (a) require a Water Meter to be read;
  - (b) determine the frequency at which Water Meters shall be read;
  - (c) subject to Subsection (3), estimate a Water Meter reading;
- (2) Every Customer shall:
- (a) provide readings of a Water Meter or Water Meters on premises under his control, when requested by the Manager of Public Works; and
  - (b) in circumstances where a Water Meter was estimated:
    - i. pay the cost of the estimated consumption; and
    - ii. if the actual consumption is greater than the estimated consumption when the Water Meter is read, pay the cost of the actual consumption;
- (3) A Water Meter reading may be estimated by the Manager of Public Works based on either previous consumption patterns or a daily average consumption for the premises, if:
- (a) the Town is unable to obtain a Water Meter reading;
  - (b) a Water Meter fails to properly register the amount of water consumed; or
  - (c) water supplied through a Water Meter has not, for any reason whatsoever, registered on the Water Meter.

- (d) The Town will determine the amount of water supplied to a *Consumer* and such determination shall be final for all matters within the terms of this bylaw. The Town will charge or credit a *Consumer's* account up to 1 year of past consumption
- (4) If a Customer experiences abnormal water consumption, the CAO may adjust the Customer's bill taking into consideration any or all of the following factors:
  - (a) whether the Customer is a residential or general service Customer;
  - (b) the cause or nature of the abnormal water consumption;
  - (c) any evidence of action taken by the Customer to abate the abnormal consumption;
  - (d) any other factor or factors that the Manager of Public Works considers relevant.

### **PART XIII: WATER SERVICE CONNECTIONS**

#### **OBLIGATIONS AND OWNERSHIP**

- 29. (1) The Town shall install that portion of the Water Service Connection which is on Town property and which runs from the Town Water Main to a property line of the parcel of land to be serviced, adjacent to a street or lane, or at the boundary of an easement granted to the Town for its Water System subject to the Owner's responsibility to pay for the costs of construction, maintenance and repair of that portion of the Water Service Connection as set out in Section 4(1).
- (2) The Town shall remain the owner of the Water Service Connection after installation, and the Town shall remain responsible for the control, maintenance, repair, and replacement of that portion of the Water Service Connection, thereafter, at the Owner's expense.
- (3) Subject to the Town exercising its right to construct, maintain and repair that portion of the Water Service Connection on private property pursuant to section 4(4), any Water Service Connection, pipe line or water system on private property through which the supply of water is conveyed from the portion of the Town Water System which is located at the property line of the street or lane, or boundary of an easement area granted to the Town for its Water System, to the water outlets or fixtures on the private property shall be installed, maintained, repaired and replaced by the Owner at the Owner's expense, and without limiting the generality of the foregoing, as a condition of receiving water service from the Town, the Owner shall:
  - (a) maintain such Water Service Connections in a state of good repair, with sufficient protection from freezing, free from leakage, or other water loss to the satisfaction of the Manager of Public Works.

#### **CHANGES TO EXISTING WATER SERVICE CONNECTIONS**

- 30. (1) Any Owner wishing to relocate, replace, alter or disconnect an existing Water Service Connection must make application and receive approval of the Manager of Public Works prior to commencing such work.
- (2) Where a change referred to in subsection (1) is approved by the Manager of Public Works that Owner may have the work performed on the Town owned portion of the Water Service Connection by either an indemnified contractor or The Town.
- (3) If the Owner of the parcel or premises chooses to have the work on the Town owned portion of the Water Service Connection performed by The Town pursuant to subsection (2), that Owner shall pay an amount determined by the Manager of Public Works, being

equal to the estimated cost of the Water Service Connection, subject to a refund or further payment depending on the actual cost when the work is completed.

### **SHUT-OFF VALVES**

31. (1) All Water Service Connections must be provided with a Master Control Valve and such valve:
- (a) shall be placed immediately inside the outer wall of the premises and on the inlet side of the Water Meter;
  - (b) is intended to enable a Customer to shut off the supply of water in case of an emergency, for the repair or protection of the building, pipes or fixtures, or to prevent flooding of the parcel or premises or in the event the premises are permanently or temporarily vacated.
- (2) Every Owner shall ensure:
- (a) that all shut-off valves on their premises are maintained in good mechanical condition;
  - (b) that all shut-off valves are easily accessible at all times to ensure that such valves are operable in case of emergency.

### **TURNING WATER SERVICE ON OR OFF**

32. (1) No Person shall turn a Water Service Valve on or off except as authorized by the Manager of Public Works.
- (2) No Owner or Occupant of a parcel or premises shall allow a Water Service Valve to be turned on or off except as authorized by the Manager of Public Works.

## **PART XIV: CROSS CONNECTIONS AND TESTING**

### **CONTROLLING CROSS CONNECTIONS**

33. (1) No person shall connect, cause to be connected or permit to remain connected to the water system a Cross Connection that has not been approved by the Manager of Public Works.
- (2) Where the Manager of Public Works believes that a Cross Connection exists in contravention of subsection (1), the Manager of Public Works may carry out an inspection:
- (a) upon reasonable notice to the Customer, or
  - (b) without notice where the Manager of Public Works believes that an immediate threat of contamination to the Water System exists.
- (3) Upon inspection, where the Manager of Public Works continues to believe that a Cross Connection exists in contravention of subsection (1) the Manager of Public Works may cut off the water service to that parcel or premises with reasonable notice, and where the Manager of Public Works believes that such Cross Connection poses an immediate threat of contamination of the Water System, he may cut off such water service without notice.

**PREMISES-ISOLATING CROSS CONNECTION CONTROL DEVICES**

- 34. (1) Every newly constructed, reconstructed or renovated premises, with the exception of dwelling units separately serviced from a Town Water Main or On-site Water Main, shall have a Premises-isolating Cross Connection Control Device installed on the Customer’s Plumbing System where the service enters the building, or in a location approved by the Manager of Public Works.
- (2) Where it is proposed to use water from the Water System for constructing, altering, or repairing a building, the temporary water connection shall have a Premises-isolating Cross Connection Control Device installed on the temporary water connection, or in a location approved by the Manager of Public Works;
- (3) Notwithstanding subsection (1), the Manager of Public Works may require the installation of a Premises-isolating Cross Connection Control Device on any existing Customer’s Plumbing System, at a location approved by the Manager of Public Works.

**CUSTOMER MUST TEST AND MAINTAIN CROSS CONNECTION CONTROL DEVICES**

- 35. (1) For the purposes of this Section, Testable Cross Connection Control Devices means Double Check Valve Type Assemblies (DCVA), Reduced Pressure Principle Type Assemblies (RP), and Pressure Vacuum Breaker Assemblies (PVB/SRPVB).
- (2) For the purposes of this Bylaw, Testable Cross Connection Control Devices shall only be tested by Persons approved by the Manager of Public Works.
- (3) Every Customer shall, at their own expense, have any Testable Cross Connection Control Devices tested:
  - (a) at the time of installation of a new Testable Cross Connection Control Device;
  - (b) annually or as required by the Manager of Public Works;
  - (c) at the time that a Testable Cross Connection Device is relocated;
  - (d) at the time that a Testable Cross Connection Control Device is cleaned, repaired or overhauled; and
  - (e) in the case of an irrigation system, at the time the system is turned on at the beginning of each irrigation season.
- (4) Every Customer shall retain test report records on-site and available to the Manager of Public Works upon request.
- (5) An approved tester must submit a test report with respect to each test referred to in subsection (3) to the Manager of Public Works on a form approved by the Manager of Public Works within 30 days of each test of a Testable Cross Connection Control Device where the tester:
  - (a) discovers that the Testable Cross Connection Control Device is in good working order; or
  - (b) discovers that the Testable Cross Connection Control Device is not in good working order but repairs or replaces and re-tests the Testable Cross Connection Control Device immediately.
- (6) An approved tester must submit a report in writing to the Manager of Public Works on a form approved by the Manager of Public Works within two (2) business days of every test of a Testable Cross Connection Control Device where the tester discovers that a Testable



Cross Connection Control Device is not in good working order and where the tester does not repair or replace that Testable Cross Connection Control Device immediately.

- (7) Where a Testable Cross Connection Control Device fails a test referred to in Subsection (3) and the Customer does not have it replaced immediately by the authorized tester, the Customer shall have the Testable Cross Connection Control Device repaired or replaced and re-tested within five (5) business days.
- (8) As a condition of service, the Manager of Public Works may issue an order to a Customer requiring the installation, testing or repair of a Cross Connection Control Device and that order may specify a date and time by which the Customer must comply with the terms of the order.
- (9) Where a Customer fails to comply with an order issued by the Manager of Public Works pursuant to subsection (8), the Manager of Public Works may shut off the water service or water services until the situation has been remedied.

## **PART XV: FIRE HYDRANTS AND HYDRANT CONNECTION UNITS**

### **FIRE HYDRANTS**

36. (1) Unless authorized by the Manager of Public Works, no Person shall:
- (a) open or close any hydrant or hydrant valve;
  - (b) connect any device of any kind to a fire hydrant, including a pipe, hose, fixture, or appliance; or
  - (c) use water from a fire hydrant, regardless of whether that hydrant is located on private or public property, for any purpose other than fire protection.
- (2) Notwithstanding subsection (1), where a Water Service Connection branches off from a water line that provides water to a hydrant, water may be used for purposes other than fire protection as long as the branch line providing water for purposes other than fire protection is equipped with a Water Meter.
  - (3) All fire hydrants, except fire hydrants situated on private property, shall remain the property of the Town.
  - (4) Any Person who wishes to have a Town owned fire hydrant relocated may request in writing to the Manager of Public Works that the hydrant be relocated. If approved, the Person making the request shall pay in advance the estimated cost determined by the Manager of Public Works, subject to a refund or additional payment, depending upon the actual cost when the work has been completed.
  - (5) The Town may require that a fire hydrant be installed on private property at the expense of the Owner of the property. Fire hydrants located on private property must be approved, installed, used and maintained in accordance with the Alberta Fire Code and all municipal bylaws including this Bylaw.
  - (6) No Owner or Occupant of a parcel or premises on which a private fire hydrant is situated shall paint such hydrant or allow such hydrant to be painted any colour except the approved colour as set by The Town of Didsbury Standard Specifications.

### **OBSTRUCTION OF HYDRANTS**

37. (1) No Owner or Occupant of a parcel or premises shall allow the access to a fire hydrant located on or adjacent to that parcel or premises to be obstructed in any manner, including the building or erection of anything or the accumulation of any building material, rubbish or other obstruction.
- (2) No Owner or Occupant of a parcel or premises shall allow anything on the parcel or premises to interfere with the operation of a fire hydrant located on or adjacent to that parcel or premises.
- (3) All persons who own property on which a fire hydrant is located or own property which is adjacent to Town owned property on which a fire hydrant is located:
  - (a) shall maintain a two (2) meter clearance on each side of a fire hydrant and a one (1) meter clearance on the side of a fire hydrant farthest from the nearest adjacent street, as set out in Schedule "A" to this Bylaw;
  - (b) shall not permit anything to be constructed, erected, or placed within the clearance provided in paragraph (a) of this subsection; and
  - (c) shall not permit anything except grass to be planted within the clearance area set out in Subsection (a)

#### **PERMISSION TO USE WATER FROM FIRE HYDRANTS**

38. (1) The Manager of Public Works may authorize the use of fire hydrants and the use of water from fire hydrants on a temporary basis where no other supply of water can be conveniently obtained.
- (2) The Manager of Public Works may, as a condition for the use of fire hydrants and the use of water from fire hydrants, require that the water pass through a Water Meter and Cross Connection Control Device prior to use.

#### **HYDRANT CONNECTION UNITS**

39. (1) The Manager of Public Works may require that any Person authorized to use a fire hydrant or draw water from a fire hydrant pursuant to Section 38 shall:
  - (a) enter into a Hydrant Connection Unit Rental Agreement with The Town;
  - (b) have any vehicle to which a Hydrant Connection Unit is attached and its equipment inspected and approved by The Town, where required pursuant to the agreement, prior to withdrawing water from a fire hydrant;
  - (c) use the Hydrant Connection Unit in the manner required pursuant to the rental agreement at all times while drawing water from a fire hydrant or while connected to a fire hydrant, and ensure that no Backflow, wastewater or other substance can enter the Water System;
  - (d) ensure that a copy of the Hydrant Connection Unit Rental Agreement, and the Rental Agreement receipt is kept in the vehicle at all times that the Hydrant Connection Unit is attached to such vehicle; and
  - (e) produce the Hydrant Connection Unit Rental Agreement and the Rental Agreement receipt to an Officer or any employee of Water Services for inspection, upon demand.
- (2) No Person authorized to use a fire hydrant or draw water from a fire hydrant pursuant to Section 38 shall break or allow to be broken a seal placed on a Hydrant Connection Unit.
- (3) Any Person who fails to comply with the requirements of this Section commits an offence.

## **TOWN OF DIDSBURY EXEMPTION**

40. This Part shall not apply to members of the Didsbury Fire Department acting in the course of their work or any Didsbury Fire Department or Public Works activities associated with the flushing of water mains and the maintenance of fire hydrants.

## **PART XVI: ALTERNATE SOURCES OF WATER**

41. (1) No person shall use any source of water to supply water to any residential, commercial, industrial or institutional premises through a plumbing system, other than the Water System without the written consent of the Manager of Public Works.
- (2) The Manager of Public Works may authorize the use of an alternate source of water subject to such terms and conditions as he deems is necessary, and notwithstanding the generality of the foregoing he may set a limit on the period of time for which an alternate supply of water may be used.
- (3) No person who has been granted permission by the Manager of Public Works to use an alternate source of water shall allow that alternate source of water, or any pipes or devices connected to such alternate water source, to be connected to the Water System.
- (4) Public Works shall not be responsible for the quality of water obtained from any alternate source of water.
- (5) Unless authorized by the Manager of Public Works in writing, no Person shall provide or supply water from one premise, by pipe or hose or other means either with or without charge, to any other premises which could be supplied with water through its own Water Service Connection.

## **PART XVII: REMEDIAL ORDERS**

42. (1) A Remedial Order may be issued to order compliance with the provisions of this Bylaw.
- (2) Where a Remedial Order is issued to either an Owner or an Occupant of a premises pursuant to this Bylaw and if the Person to whom the Remedial Order is issued fails to comply with the Remedial Order or fails to comply with the order within the time specified in the Remedial Order, the Manager of Public Works may cut off water service to the premises.
- (3) Where a Remedial Order is issued to the Owner of a parcel or premises and if that Person to whom the Remedial Order is issued pursuant to this Section fails to comply with the Remedial Order within the time specified, employees of the Town may do anything required by the Remedial Order and the costs of doing so are an amount owing to the municipality and may be added to the tax roll of the parcel.
- (4) A Person to whom a Remedial Order is issued pursuant to this Bylaw who fails to comply with such Remedial Order or fails to comply within the time set out for compliance within that Remedial Order commits an offense.

## **PART XVIII: ENFORCEMENT AND PENALTY PROVISIONS**

### **GENERAL PENALTY PROVISION**

43. (1) Any Person who contravenes any provision of this Bylaw by:
- (a) doing any act or thing which the Person is prohibited from doing; or

- (b) failing to do any act or thing the Person is required to do; is guilty of an offence.
- (2) Any Person who is convicted of an offence pursuant to this Bylaw is liable on summary
  - (a) conviction to a fine not exceeding \$10,000.00 and in default of payment of any fine
  - (b) imposed, to a period of imprisonment not exceeding six (6) months.

#### **VIOLATION TICKETS AND PENALTIES**

44. (1) Where an Officer believes that a Person has contravened any provision of this Bylaw, the Officer may commence proceedings against the Person by issuing a violation ticket pursuant to the *Provincial Offences Procedures Act*, R.S.A. 2000 C. P-24.
- (2) Where there is a specified penalty listed for an offence in Rates, Fees and Fines Bylaw, that amount is the specified penalty for the offence.
- (3) Notwithstanding the specified penalties set out in Rates, Fees and Fines Bylaw:
- (a) if a Person is convicted twice of the same provision of this bylaw within a twenty four (24) month period,
    - i. the specified penalty for the second conviction shall be twice the amount of the specified penalty as set out in Rates, Fees and Fines Bylaw and
    - ii. the minimum penalty for the second conviction shall be the amount of the specified penalty for a first offence as set out in Rates, Fees and Fines Bylaw; and
  - (b) if a Person is convicted three or more times of the same provision of this Bylaw within a twenty four (24) month period,
    - i. the specified penalty for the third and subsequent convictions shall
    - ii. be three times the amount of the specified penalty as set out in Rates, Fees and Fines Bylaw; and
    - iii. the minimum penalty for the third and subsequent convictions
    - iv. shall be double the amount of the specified penalty for a first offence as set out in the Rates, Fees and Fines Bylaw.
- (4) Offences listed in Rates, Fees and Fines Bylaw shall require a court appearance of the defendant.
- (5) This section shall not prevent any Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedures Act*, R.S.A. 2000 C. P-24, or from laying information in lieu of issuing a violation ticket.
- (6) The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges or costs for which that Person is liable under the provisions of this Bylaw or any other bylaw.
- (7) Notwithstanding the provisions of this Section, any Person who contravenes any provision of this Bylaw may forfeit the right to be supplied with water from the Water System.

**PART XIX: TRANSITION AND COMING INTO FORCE**

- 45. (1) Upon the coming into force of this Bylaw, Bylaw 2013-08 is hereby repealed.
- (2) This Bylaw shall take effect on the date of the third and final reading.

Read a first time this 28<sup>th</sup> day of May, 2019.

Read a second time this 28<sup>th</sup> day of May, 2019.

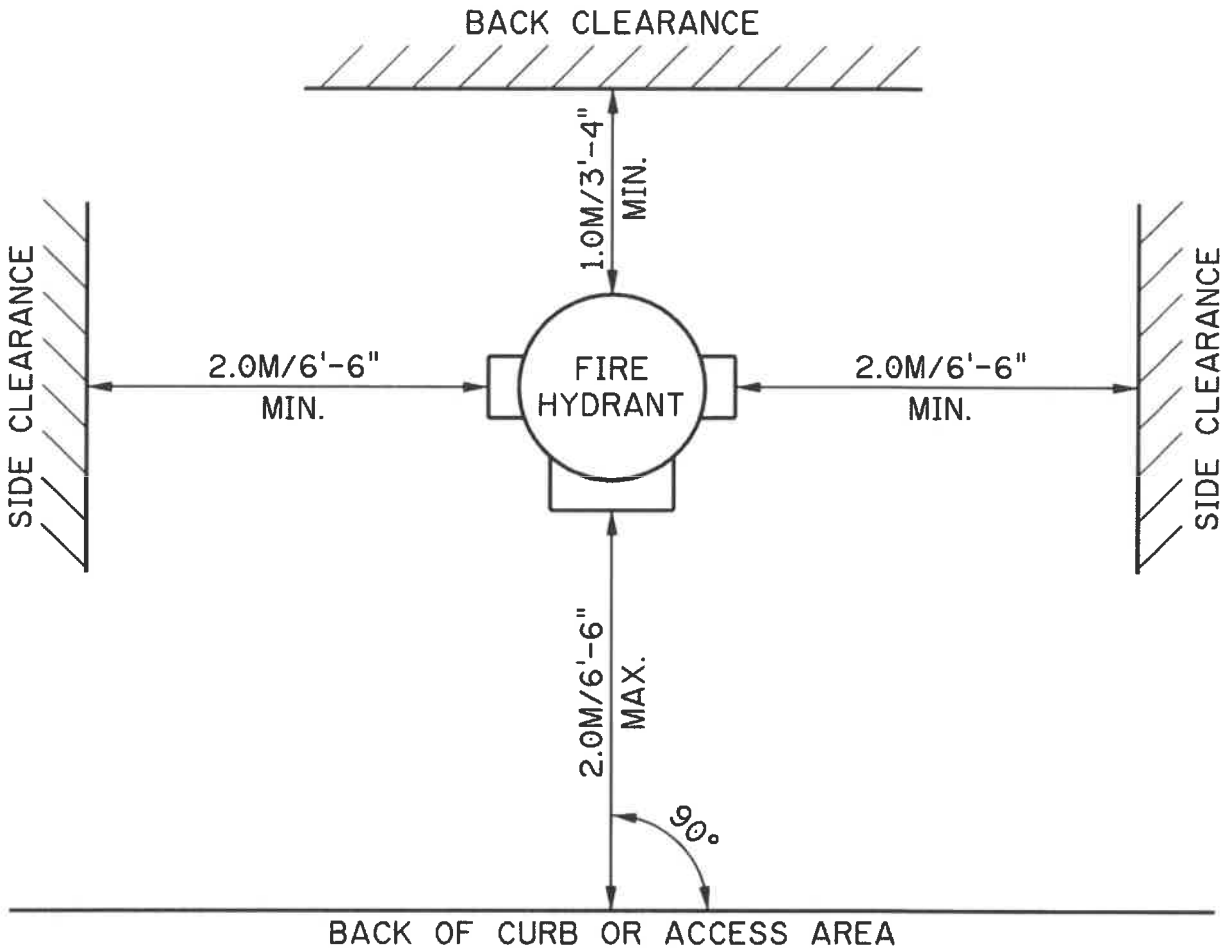
Given UNANIMOUS consent to proceed to a third reading on this 28<sup>th</sup> day of May, 2019.

Read a third time this 28<sup>th</sup> day of May, 2019.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

**SCHEDULE "A" - REGULATIONS RESPECTING THE OBSTRUCTION OF FIRE HYDRANTS**



N.T.S.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: Didsbury Emergency Management Advisory Committee Meeting  
ORIGINATING DEPARTMENT: Emergency Management

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### BACKGROUND/PROPOSAL:

In alignment with the Local Authorities Emergency Management Regulation, the Emergency Management Bylaw 2020-06 requires the Didsbury Emergency Management Advisory Committee (DEMAC) to meet at least annually.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is proposing to hold the DEMAC meeting in advance of a Regular Council Meeting. The Director of Emergency Management would like to discuss the following topics:

1. 2024 Hazard Season - Priorities
2. 2024 Proposed Hazard Mitigation Plan
3. Emergency Response Plan updates

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To set March 12, 2024 from 5:00 - 5:45 p.m. for the Didsbury Emergency Management Advisory Committee meeting.

OR

A motion for a date at Council's discretion.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: 2024 Days of Yore – Royal Canadian Air Force Flyby  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Royal Canadian Air Force Association (RCAFA) is a not-for-profit community-based service organization whose main goals are to advocate for a well-equipped, well-trained, well-prepared air force for Canada; motivate young Canadians to develop an interest in an aerospace (civil or military) career; and to inform new generations of Canadians about the importance and history of their country's air force. The association is also active in advocating for veterans' rights, with community service, and by promoting aviation heritage and youth projects, especially those supporting the Royal Canadian Air Cadets.

The Association is joining many other aviation groups and organizations to celebrate the 100<sup>th</sup> Anniversary of the Royal Canadian Air Force (RCAF) in 2024. Thomas (Tom) Sand, Lieutenant Colonel (Ret'd), Chair of 700 (City of Edmonton Wing) is planning events and projects that reflect on the RCAF's rich history and achievements, celebrate the work the RCAF is currently doing and inspire Canada's aerospace tomorrows. Planned events and projects focus on commemoration, education, celebration and/or inspiration, in addition to highlighting the significant contributions to protecting Canada and Canadians.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

One of the events planned by RCAFA is their participation in Didsbury's 2024 Days of Yore Heritage festival. As part of this they would like to have the RCAF do a flyby over the festival site between 11:00 a.m. and 1:00 p.m. on August 3 and 4. Air Force aircrafts requested include a CF-18 Hornet, CH-146 Griffon helicopter, and a CT-155 Hawk. They are also looking at having privately owned vintage Air Force aircraft to possibly perform flybys as well. Confirmation of the flyby aircraft will come seven to ten days prior to August 3.

In order for this to happen, the RCAF requires permission from Council to fly over at altitudes as low as 500 feet. The proposed flight path is the safest and most effective visual effect. The proposed flight path and flyby information for consideration is attached.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. Vibrant & Connected Character Community

### RECOMMENDATION

To support a flyby by of a Royal Canadian Armed Forces aircraft as low as 500 feet, for the planned 2024 Days of Yore Heritage Festival being held at Rosebud Park for transit, practice, and shows on August 3 and August 4, 2024.





**Target is represented by the yellow star**

51.660738 N,  
114.114675 W

Time on Target is 1130 hrs.

Spectators will be north and west of bottom of the field.

Requested path from SW to NE

\Address id Rosebud Park at the east entrance to Didsbury, Alberta just off Secondary Highway 582 (20th Ave).



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
SUBJECT: Mid-sized Mayors' Caucus – Administration Support  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the January 23, 2024 Regular Council Meeting, Council was presented with information regarding a newly created *Mid-Sized Towns Caucus for Mayors*.

Council granted approval for the membership in the Alberta Mid-sized Towns Mayors' Caucus as per the Terms of Reference and agreed to pay the \$250 membership, to be funded from the Council Membership budget.

Council also approved Mayor Hunter to submit her name to be considered for election to an Executive Caucus Committee or Executive Board Member position.

The last request to submit the Town of Didsbury to be considered for the role of the Designated Members Municipality for accounts payable/receivable was deferred to another meeting.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration discussed the ability to take on this additional work. After reviewing the description of the duties, Administration feels that the duties could be managed with our existing staffing capacity. In order to address signing authority for accounts payable/receivable on behalf of the organization, Administration is recommending that the Terms of Reference be amended to include a statement that the Town of Didsbury will be the managing partner for Accounts Payable and Accounts Receivable.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To submit the Town of Didsbury as the Designated Membership Municipality for the administrative duties of accounts payable/receivable for the Alberta Mid-Sized Mayors' Caucus, and that the Terms of Reference be amended to include the Town of Didsbury as the Designated Members Municipality for the Accounts Payable and Accounts Receivable on behalf of the Alberta Mid-Sized Mayor's Caucus.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 13, 2024  
 SUBJECT: 2024 FCSS Funding Recommendations  
 ORIGINATING DEPARTMENT: Community Services

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**BACKGROUND/PROPOSAL:**

The Community Services Board (CSB) met on January 15, 2024 to review the 2024 Family and Community Support Services (FCSS) funding applications and to make recommendations to Council for allocation of these funds. In 2024, \$64,000 is budgeted for the 2024 Community Grants, and 15 applications were received, with a total request value of \$105,003.

The \$64,000 budget for Community Grants is 48% of the total FCSS funding received from the Province of Alberta in 2024. Previous to this year, the funding utilized for the Community Grants was 50% of the total funds received annually; however, a small increase of \$5,781 was received in mid-2023, which has been used in 2024 to reduce the overall Town of Didsbury contribution to the FCSS program.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Below, please find a chart that outlines each requesting agency, a brief description of their purpose, an explanation of their funding request, the value of their request, and the funding amount recommended by the CSB:

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value of Request	Recomm. Funding
Bethany Care Foundation	Intergenerational Learning with Oma program – partners youth and seniors/ adults with disabilities to develop connections	Intergenerational programs are critical to community health, resiliency and connections. Focus on volunteer development and group skills.	\$3,650	\$3,650
Boys & Girls Club Olds & District – After School programs	Provision of after-school programs as a safe alternative for youth when they need somewhere to go.	Funding covers program supplies, volunteer training, and advertising required. Opportunity to partner and run programs collaboratively with FCSS to offer additional support.	\$4,650	\$4,650
Boys & Girls Club Olds & District – Babysitter + Home Alone programs	Offer the Babysitting and Home Alone programs to Didsbury families.	The Town of Didsbury offers these programs already within our community. This would be a duplication of services.	\$350	\$0
Carstairs Library (on behalf of all MVC libraries) – Books for Babies	In partnership with AHS, provide books for every baby born within MVC. Connects to community resources and supports.	A program (previously offered by MVCALS) that encourages healthy relationships, connections to resources, and sense of community. Funds reduced due to number of grant applications received	\$1392	\$464



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value of Request	Recomm. Funding
Chinook's Edge School Division – Family Wellness program	Provide comprehensive range of rehabilitative services during school hours. Does not outline specific preventative programs/services.	No funding recommended in 2024 due to the rehabilitative nature of the services offered not meeting FCSS Mandate. Specific preventative Didsbury programs need to be applied for in the future.	\$15,000	\$0
Chinook's Edge School Division – Youth Empowerment (YES Program)	Increase coping, knowledge, and skills of children and youth to support them to make better choices and adopt behaviours to self-protect their physical and mental health at as early an age as possible.	Services offered are critical for children and youth. Attendees of programs, and parents of children and youth attending, have positive feedback from their experience with the YES program.	\$8,925	\$8,925
Didsbury & District Historical Society – Coffee & Conversation program	Preserving, interpreting and sharing Didsbury history. Showcasing local talent while providing social engagement, entertainment, and education opportunities.	Seniors' programs offered at the Museum are essential in combating social isolation and disconnections.	\$2,140	\$2,140
Didsbury Preschool Society	Preschool program that works to understand and meet the developmental needs of each child socially, physically and intellectually.	Preschool programs are essential in providing children with opportunities to meet friends while encouraging development. Funds reduced due to number of grant applications received.	\$13,935	\$11,534
Didsbury Municipal Library – Teen Advisory Board	Teen Advisory Board – engage and empower teens while connecting them to one another, the library, and their community	Funding for youth programs they run. Opportunity to partner and run programs collaboratively with FCSS to offer additional support.	\$3,641	\$3,640



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value of Request	Recomm. Funding
DOSCA – Before & After School Care	Offers before and after school care for children aged 5-12 years, plus school-day-off care and Summer Fun program.	Funding to be used for operational costs of this critical care program. Allows safe care of children when parents are at work, while encouraging friendships and connection to larger community.	\$17,497	\$17,497
Essentials for Our Community – Konnection Kitchen	Opportunity to build relationships with residents who may be at risk due to low income and/or access to food.	Funding applied for meal distribution, and vouchers that support individuals in community. This is ineligible under FCSS Mandate.	\$19,323	\$0
Hope 4 MVC Kids-Volunteer Retention	Seeking funding for technology equipment for staff.	Equipment applied for is ineligible under FCSS Mandate.	\$2,000	\$0
Mountain View Emergency Shelter Program – Outreach programs and services	To end family violence by providing safe shelter to victims and to provide support, services, and education to victims of family violence.	This program is critical to meet the demanding needs of families in crisis. Funds reduced due to number of grant applications received.	\$10,000	\$9,000
Mountain View Moccasin House – Indigenous Cultural Awareness Teachings/Activities	Creating greater awareness and understanding of shared history and experience of Indigenous Canadians.	Opportunity to have Indigenous cultural and learning activities brought to our community.	\$1,000	\$1,000
Olds & District Hospice Society – Volunteer training, expenses and recognition	To promote education, awareness, improved communications, and trained compassionate volunteer base.	Volunteer development and retention are important for the essential service.	\$1,500	\$1,500
<b>TOTAL</b>			<b>\$105,003</b>	<b>\$64,000</b>

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Healthy Active Living

### RECOMMENDATION

To approve the 2024 Family and Community Support Services Community Grant funding as presented, valued at \$64,000.

OR

To refer to the Financial Planning Committee the review of the 2024 FCSS Community Grant funding and bring recommendations to Council.