



## TOWN OF DIDSBURY AGENDA

### Regular Council Meeting

Monday, September 23, 2024, 6:00 pm

Council Chambers 1606 14 Street

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<b>1. <u>CALL TO ORDER</u></b>	
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• World Cerebral Palsy Day	
• National Veteran's Week Speakers Program	
<b>11. <u>QUESTION PERIOD</u></b>	

**12. CLOSED MEETING**

- 12.1 Organizational Preparation - as per Section 29 of the FOIP Act
- 12.2 Mountain View Regional Water Services Commission - as per Section 21 of the FOIP Act
- 12.3 Alberta Municipalities - as per Section 29 of the FOIP Act
- 12.4 Personnel - as per Section 17 of the FOIP Act
- 12.5 Code of Conduct Review - as per Section 24 of the FOIP Act

**13. RECONVENE**

**14. ADJOURNMENT**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
SUBJECT: STARS – Jackie Seely  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Jackie Seely, Donor Relations & Development Officer for STARS, in tandem with Glenda Farnden, works closely with many rural and urban municipalities across Southern Alberta.

They present to councils across the region on the latest happenings at STARS and provide information and updates on the STARS mission as it pertains to residents in the area.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Their presentation will include a funding request, asking the Town of Didsbury to join many Alberta municipalities in a partnership with STARS.

Please see the presentation slides as well as a newsletter at the following link:

<https://www.didsbury.ca/p/additional-agenda-items>

### ALIGNMENT WITH STRATEGIC PLAN

- 2. Vibrant & Connected Character Community
- 4. Liveability

### RECOMMENDATION

To accept the presentation from STARS as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
SUBJECT: September 9, 2024 Special Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Minutes of the September 9, 2024 Special Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To adopt the September 9, 2024 Special Council Meeting Minutes as presented.





**Minutes of the Town of Didsbury Special Council Meeting held on  
September 9, 2024 hosted by in Council Chambers 1606-14 Street  
Commencing at 5:30 p.m.**

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

Council Members Absent Councillor Joyce McCoy

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

1. **CALL TO ORDER**  
Mayor Hunter called the September 9, 2024 Special Council Meeting to Order at 5:30 p.m.
2. **ADOPTION OF THE AGENDA**  
**Res. 489-24**  
MOVED by Deputy Mayor Engel  
To adopt the September 9, 2024 Special Council Meeting Agenda as presented.  
**Motion Carried**
3. **CLOSED MEETING**  
**Res. 490-24**  
MOVED by Councillor Williams  
To go into closed meeting at 5:31 p.m. for the following item:  
3.1 Organizational Update – as per Sections 24 & 27 of the FOIP Act  
**Motion Carried**

*Councillor Windsor stepped out of the meeting at 6:47 p.m.*

5. **RECONVENE**  
**Res. 491-24**  
MOVED by Councillor Moore  
To return to Open Meeting at 6:48 p.m.  
**Motion Carried**

*Councillor Windsor returned at 6:49 p.m.*

4. **ADJOURNMENT**  
**Res. 492-24**  
MOVED by Deputy Mayor Engel  
To adjourn the September 9, 2024 Special Council Meeting at 6:49 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: September 23, 2024  
SUBJECT: September 10, 2024 Regular Council Meeting  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Minutes of the September 10, 2024 Regular Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To adopt the September 10, 2024 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting held on  
Tuesday, September 10, 2024 in Council Chambers 1606 14 Street  
Commencing at 600 p.m.**

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

Administration Present Chief Administrative Officer, Ethan Gorner  
ACAO/Chief Financial Officer, Amanda Riley  
Manager of Legislative Services/Recording Officer, Luana Smith  
Municipal Intern, Jocelyn Baxter

**1. CALL TO ORDER**

Mayor Hunter Called the September 10, 2024 Regular Council Meeting to Order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

Add item: 8.6 Meeting with Minister of Immigration and Multiculturalism

Add item: 12.1 Personnel in accordance with Section 19 and 24 of the FOIP Act, and adjust the order of the remaining items accordingly.

**Res. 493-24**

MOVED by Councillor Baswick

To adopt the September 10, 2024 Regular Council Meeting Agenda as amended.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS – *No delegations***

**4. ADOPTION OF MINUTES**

**4.1 August 27, 2024 Regular Council Meeting Minutes**

**Res. 494-24**

MOVED by Councillor Williams

To adopt the August 27, 2024 Regular Council Meeting Minutes as presented.

**Motion Carried**

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

**6. CAO REPORT**

**6.1 Chief Administrative Officer (CAO) Report for September 10, 2024**

**Res. 495-24**

MOVED by Deputy Mayor Engel

To accept the Chief Administrative Officer Report for September 10, 2024 as information.

**Motion Carried**

**7. BYLAWS & POLICIES**

**7.1 Didsbury High School Scholarship Award COUN 010**

**Res. 496-24**

MOVED by Councillor Windsor

To approve Didsbury High School Scholarship Award Policy COUN 010-24 as presented.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 497-24**

MOVED by Councillor Windsor

To rescind Didsbury High School Scholarship Award Policy COUN 010.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**7.2 External Road Closure Policy COUN 005-24**

**Res. 498-24**

MOVED by Councillor Moore

To approve COUN 005-24 Road Closure Policy.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter		X
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy		X
Councillor Moore	X	
Councillor Williams		X
Councillor Windsor		X

**Motion Defeated**

**Res. 499-24**

MOVED by Councillor Williams

To refer COUN 005-24 Road Closure Policy to the Service Level Committee.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel		X
Councillor Baswick		X
Councillor McCoy	X	
Councillor Moore		X
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**8. BUSINESS**

**8.1 Franchise Fees 2025**

**Res. 500-24**

MOVED by Deputy Mayor Engel

To refer the 2024 Franchise Fee Rates to the Financial Planning Committee for review and recommendation.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**8.2 Policy Development**

**Res. 501-24**

MOVED by Councillor Williams

To refer the listed policies to the Policy and Governance Committee for review and recommendation to Council.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**8.3 Alberta Mid-sized Towns Mayors' Caucus Terms of Reference Update**

**Res. 502-24**

MOVED by Councillor Baswick

To approve the Alberta Mid-Sized Towns Mayors' Caucus Terms of Reference as amended.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**8.4 Alberta Municipalities Committee Application**

**Res. 503-24**

MOVED by Councillor Moore

To support Councillor Williams in his application to sit on a committee with Alberta Municipalities.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**8.5 Alberta/Japan Twinned Municipalities Membership**

**Res. 504-24**

MOVED by Councillor Moore

To accept the Alberta/Japan Twinned Municipalities Membership update as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**8.6 Meeting with Minister of Immigration and Multiculturalism**

**Res. 505-24**

MOVED by Councillor Moore

To approve Mayor Hunter and Councillor Williams to attend the meeting with the Minister of Immigration and Multiculturalism regarding the Rural Entrepreneurship and Rural Renewal Program on September 26, 2024 at the Alberta Municipalities Convention in Red Deer, Alberta.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**9. COUNCIL REPORTS AND MEETING HIGHLIGHTS**

**9.1 September 10, 2024 Council Reports**

**Res. 506-24**

MOVED by Deputy Mayor Engel

To accept the Council Reports for September 10, 2024 as information.

**Motion Carried**

### **September 10, 2024 Council Meeting Highlights**

- Didsbury High School Scholarship Policy
- Re commencement Maple Leaf Programme in 2025
- August 28, 2024 Municipal Planning Commission Meeting
- Recognition of Planning Department and two new subdivisions
- The CAO Report
- Fire Service Agreement Update
- Expeditious Council Meeting

#### **10. CORRESPONDENCE & INFORMATION**

- Rail Safety Week
- National Police Federation – New polling results on policing in Alberta
- Regional Assessment Review Board – Recruitment for new Board Members
- Minister of Municipal Affairs – Fire Services Program Grant

##### **Res. 507-24**

MOVED by Councillor Williams

To accept the Correspondence presented as information.

**Motion Carried**

##### **Res. 508-24**

MOVED by Councillor Windsor

Return a report on what is being done regarding Rail Safety Week 2024 – September 23 to 29 engagement.

**Motion Carried**

#### **11. QUESTION PERIOD**

#### **12. CLOSED MEETING**

##### **Res. 509-24**

MOVED by Councillor Windsor

To go into Closed Meeting at 6:49 p.m. for the following items:

- 12.1 Personnel – as per s. 19 and 14 of the FOIP Act
- 12.2 Council Interface – as per s. 24 of the FOIP Act
- 12.3 Code of Conduct Bylaw 2021-09 - Claim Review Process
- 12.4 Code of Conduct 2024-01 – as per s. 17 and 23 of FOIP Act
- 12.5 Code of Conduct 2024-02 – as per s. 17 and 23 of FOIP Act
- 12.6 Code of Conduct 2024-03 – as per s. 17 and 23 of FOIP Act
- 12.7 Code of Conduct 2024-04 – as per s. 17 and 23 of FOIP Act
- 12.8 Code of Conduct 2024-05 - as per s. 17 and 23 of FOIP Act
- 12.9 Code of Conduct 2024-06 - as per s. 17 and 23 of FOIP Ac

**Motion Carried**

*Councillor McCoy left the meeting at 7:34 p.m.*

#### **13. RECONVENE**

##### **Res. 510-24**

MOVED by Deputy Mayor Engel

To return to Open Meeting at 8:28 p.m.

**Motion Carried**

**Res. 511-24**

MOVED by Deputy Mayor Engel

To create the personnel document as discussed.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 512-24**

MOVED by Councillor Baswick

To appoint as the performance appraisal review committee Mayor Hunter and Deputy Mayor Engel.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 513-24**

MOVED by Councillor Moore

That current and future Code of Conduct complaints be referred for legal review and recommendation.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 514-24**

MOVED by Councillor Windsor

That additional questions be referred for written legal response as discussed.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel		X
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore		X
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**



**Res. 515-24**

MOVED by Councillor Williams

To refer the Code of Conduct Bylaw 2021-09 to the Policy and Governance Committee for review and recommendation.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 516-24**

MOVED by Councillor Windsor

To accept 12.4 to 12.9 as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor McCoy	X	
Councillor Moore	X	
Councillor Williams	X	
Councillor Windsor	X	

**Motion Carried**

**14. ADJOURNMENT**

**Res. 517-24**

MOVED by Deputy Mayor Engel

To adjourn the September 10, 2024 Regular Council Meeting at 8:32 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: September 23, 2024  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please find attached the information for the Chief Administrative Officer (CAO) Report for September 23, 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 September 23, 2024 as information.



## CAO Report –September 23, 2024

### 1. Development Permits Issued (Planning & Development)

Please find attached the Development Officer Issued Permits and the MPC Approval of Permits as of September 17, 2024.

### 2. Lagoon Update (Engineering & Infrastructure)

The Contractor began removing cattails and vegetation September 14. Removal of the sludge will occur over the next couple of weeks, weather permitting.

#### Butte Water Restrictions Update (Engineering & Infrastructure)

The project has experienced several issues over the past couple of weeks. The predominantly impacted area, visible from ground level, required considerably more work than anticipated. Initially, the project was to resurface the standpipe down to the footings of the reservoir. The scope was modified slightly to reduce the amount of excavation and the contractor was directed to focus their efforts on the visibly active areas.

The project is now 90% complete with respect to the contracted scope of work and budget allowance.

Although the project is nearing completion, the standpipe continues to weep at a few locations. At this time, the department, in consultation with ISL, has concluded that 100% success is not achievable without entering the reservoir. This means the standpipe will continue to weep, will require regular monitoring during sub-zero temperatures, and will require ongoing, seasonal repairs. The department is planning to include operational funding for ongoing crack injections and cementitious applications in 2025/2026. The monitoring and repair work will continue until the new reservoir is online and serving the community. This will permit us to isolate the facility and fully assess its potential.

Based on the knowledge gained during this project, the department will increase the volume in the reservoir over the week or so up to 70% of the standpipe's capacity.

The increased volume resulted in the removal of Level 1 Water Restrictions and associated Fire Ban on September 19.

### 3. Railway Safety Week Update (Communications)

Please find attached information regarding Railway Safety Week that is being promoted by the Town.

4. **Police Amendment Act/Police Review Commission – Information Update** (Legislative Services)

The Government of Alberta is holding an online information session for authorized employers of peace officers to inform them of important changes to law enforcement oversight that will apply to their organizations and their officers.

The *Police Amendment Act, 2022* (PAA), passed in December 2022, mandated the creation of the Police Review Commission (PRC), an arm’s-length agency that will handle complaints against the police in Alberta. As part of the legislated changes, the PRC will also be responsible for investigating cases of death, serious injury, and serious or sensitive allegations involving peace officers working for authorized employers.

Currently, the Alberta Serious Incident Response Team (ASIRT) has a mandate to investigate cases of death, serious injury, and serious or sensitive allegations involving all police services in Alberta. When the PRC becomes operational in December 2025, ASIRT will join the agency and its mandate will expand to include serious or sensitive allegations and cases resulting in death or serious injury when peace officers are involved.

The government is now in the process of conducting a stakeholder engagement that will help develop the PRC’s legislative framework, as well as policies, procedures, and change management strategies prior to its launch at the end of 2025. Administration has been invited to an information session to learn more about these changes affecting peace officers and their employers, as well as the PRC in general. Officials from the Ministry of Public Safety and Emergency Services will be there to answer questions and hear perspectives on the changes.

5. **Action Request 2<sup>nd</sup> Quarter Report** (Corporate Services)

Please find attached the Q2 Action Request report.

## CAO Report: Planning & Development

### Development Officer (Permitted Use) Decisions

Permit #	Address	Development Use	Applicant/Owner	Decision Date
DP 24-051	2023 – 19 Avenue	Retail (Small)	Fisher, Laurier (o/a) The Yarn Merchant (a) Brassard Enterprises Ltd. (o)	Sept 4, 2024
DP 24-056	#47, 1190 – 15 Avenue	Dwelling, Manufactured Home & Side Yard Deck	Grant, Destiny (a) 1113816 Alberta Ltd. (o)	Sept 9, 2024
DP 24-057	1913 – 12 Avenue	Accessory Building - Shed	Davis, Dakota & Kodi-Lynn (a/o)	Sept 10, 2024

**DP 24-051:** *The Yarn Merchant is a retail store which carries knitting yarns, knitting accessories, spinning wheels & products and will provide educational courses*



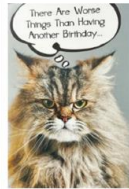
### Municipal Planning Commission (Discretionary Use) Decisions:

Permit #	Address	Type	Decision Date	Appeal Period Ends	Applicant/Owner
DP 24-049	2026 – 17 Avenue	Change of Use – Animal Services	Sept 11, 2024	Oct 2, 2024 (at 4:30 pm)	Furr & Purr Boutique Inc. (a) Lappas Restaurants Ltd. (o)

**DP 24-049:** *This Development Permit is for a Change of Use – Animal Services. Furr & Purr Boutique Inc. will sell new & used pet accessories, apparel, gifts & greeting cards. Furr & Purr Boutique will also provide grooming services and doggy daycare.*



Greeting Cards



Cat Birthday card



Dog Bad News Good News



XS Dress Shoes with Socks



Medium Petco Red Buffalo Plaid Fleece



Necklaces



Broaches



Dog-O-poly





## Railway Safety Week 2024: September 23-29, 2024

Operation Lifesaver is funded by Transport Canada and the Railway Association of Canada, and works with the rail industry, governments, law enforcement, labour groups, the media, and other partners to raise awareness about rail safety. They put together a Rail Safety Toolkit to make it easy for communities to share rail safety information with residents.

The Town Administration (Communications department) has selected some of the relevant images to share on the Town website and social media channels during the Railway Safety Week, and they are included here. We will also use the text they provided (also included here, below the selected images) and links to further information on railway safety.



Trains are faster and quieter than you might expect, that's why railway crossings are designed to get your attention. Don't get distracted, look, listen and live. Learn more at [operationlifesaver.ca](http://operationlifesaver.ca)

Train tracks and rail equipment might look like good places to play, but they're dangerous for people big and small. Talk to your kids about rail safety. Learn more at [operationlifesaver.ca](http://operationlifesaver.ca)





Every year, more than 2,100 North Americans are killed or seriously injured in railway crossing and trespassing incidents. Virtually all of these incidents are preventable.



What weighs tens of thousands of tonnes, travels over 100 km/h, and takes 2 km to stop? The average train. It's no competition. Stay off the tracks and stay safe.



Think you can beat a train? A motorist is 40 times more likely to die in a train-vehicle collision than in a crash with another motor vehicle.



Commuting by bicycle, or using a walker or wheelchair? Your wheels can get stuck in train tracks if you aren't careful. Remember: only use designated crossings and always cross at a right angle!

**Action Requests Report**  
**April 1 - June 30, 2024**

<b># of Requests</b>	<b>Department/Concern</b>	<b># of Requests</b>	<b>Department/Concern</b>
<b>24</b>	<b>Municipal Enforcement</b>	<b>7</b>	<b>Sidewalks/Pathways</b>
<b>12</b>	<b>Animals</b>		Sidewalk cracking on Valarosa Drive Pathway concern near Westheights Cres Pathway blockage to food store Sidewalk cracking on 15 St & 22 Ave Sidewalk cracking on 16 St & 23 Ave Sidewalk repairs on Westhill Drive Crosswalk concern at 15 Ave & 21 St
	Dogs at large in Valarosa Fox concern on Westwood Drive Dogs at large in Southridge Park Dog concern on Bluebird Drive Dog concern on 13 Ave Dog concern on 14 St 2 Skunk concern on 18 St Cat at large on Westridge Place Gopher concern Dogs at large on 15 St Beaverdam/Flooding concern	<b>5</b>	<b>Signage</b>
<b>2</b>	<b>Vehicles</b>		Stop sign concern near stores Signage concern Hwy 582 & 16 St Signage concern on 20 St Stop sign concern on Princess Petra Street sign concern in Valarosa
	Parking concern on Southridge Cres Parked bus on Westheight Close	<b>6</b>	<b>Garbage, Recycling, Compost</b>
<b>1</b>	<b>Bylaw</b>	<b>4</b>	Residential garbage bin damage Residential garbage bin missing Residential green bin missing
	Bylaw inquiry for new resident	<b>6</b>	<b>Water / Sewer / Storm</b>
<b>1</b>	<b>Noise</b>		Residential water meter leaking Residential water meter concern Water valve concern in Valarosa Place Plugged culvert on 7 Ave Fire Hydrant damage on 20 Ave Sump pump concern
	Noise complaint on 19 St	<b>3</b>	<b>Other</b>
<b>8</b>	<b>Property</b>		Line hanging low due to wind 18 Ave Alley 2 Cable box on 15 Ave
	Residential garbage concern Unightly/unsafe properties in stagnant building site Unightly property on 18 St Unightly property in Southridge Unightly property on 21 Ave 2 Tree concern on 23 Ave Unightly property on 22 Ave	<b>20</b>	<b>Parks</b>
<b>69</b>	<b>Public Works</b>	<b>17</b>	<b>Grass/Weeds/Trees</b>
<b>42</b>	<b>Streets</b>		Grass cutting concern on 15 Ave Grass cutting concern at ball diamond Grass cutting concern on Westhill Place Grass cutting/Weed wacking by Princess Petra Weed/Grass cutting concern on 24 Ave 2 Weed concern from Mary Place to Walter Place Weed concern in parking lot Noxious weeds at Heritage Crossing Trees hanging over fence Tree disease concern in park Tree leaning concern by skatepark Tree concern at College Green Tree concern on 20 Ave Dead leaves near cemetery Insulation caught in grass on 27 Ave
	2 Pothole/Road maintenance on 16 Ave 3 Pothole/Road maintenance on Valarosa Drive Pothole/Road maintenance across town 2 Pothole/Road maintenance on 22 Ave Pothole/Road maintenance alleyway 23 St & 7 Ave 2 Pothole/Road maintenance 17 St Pothole/Road maintenance on Rosebud Bay 2 Pothole/Road maintenance on 23 St Pothole/Road maintenance on 23 Ave Pothole/Road maintenance 20 Ave back alley Pothole/Road maintenance near train tracks 2 Pothole/Road maintenance on 16 St 7 Pothole/Road maintenance on RR20 Pothole/Road maintenance on Westhill Drive Street sweeping concern on 23 St Street sweeping concern 14 Ave Street sweeping concern on 21 St Street sweeping concern on 25 St Street sweeping concern on Valarosa Cove Street sweeping concern on 13 Ave Curb painting concern 14 St Alley grading 20 Ave Back alley grading concern on 24 Ave Street visibility concern on 21 St 2 Development activity concern in Valarosa Development activity concern on 16 St Pipe in pavement on Valarosa Place Pipe in pavement on 19 Ave	<b>3</b>	<b>Parks/Playground Maintenance</b>
			Railway ties hazard at 15 A Park Boulder in Valarosa park Fence repairs on 15 Ave
		<b>113</b>	<b>Total</b>





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
SUBJECT: Council Procedural Bylaw 2024-11  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the April 23, 2024 Regular Council Meeting, Council referred Council Procedural Bylaw 2023-11 to the Policy and Governance Committee for review and recommendation.

The *Municipal Affairs Statutes Amendment Act, 2024* received royal assent on May 30, 2024 which consequently amended Section 199 of the *Municipal Government Act* as it pertains to Meetings by Electronic Means.

The amendment requires that, “Every council must by bylaw provide for public hearings under Part 17 to be conducted by electronic means.” This bylaw must be passed within six months of the coming into force. Therefore, the committee made some recommended revisions to address these new requirements

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This bylaw incorporates the requirements from the amendments to the Act and also incorporates a more robust procedure for virtual participation.

In addition to adjustments to electronic participation, there were also minor adjustments to Part 5 – Council Meeting Business.

The Committee considered legal guidance on principles that can be set forth in the procedures bylaw that can assist with keeping decorum, while keeping within the limitations placed upon Council by the *Municipal Governance Act (MGA)*. Therefore, in consideration of those limitations, the committee is recommending some additional processes for consideration in the Procedures Bylaw that can provide Council with some helpful tools to assist with keeping order and decorum in the meeting.

Attached is the marked-up copy of the Council Procedural Bylaw.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

That Council grant first reading to Council Procedural Bylaw 2024-11, and refer it back to the Policy and Governance Committee for further review and recommendations and to address any comments made by Council.

TOWN OF DIDSBURY  
COUNCIL PROCEDURAL BYLAW 2024-11

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**A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCTING OF ORDERLY COUNCIL MEETINGS, COMMITTEE MEETINGS, AND PUBLIC HEARINGS.**

The Council of the Town of Didsbury enacts the following:

**PART 1: PURPOSE**

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

**PART 2: APPLICATION**

*Paramount Rules*

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

**PART 3: MEETING FRAMEWORK**

*Meeting Chair*

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

*Meeting Dates and Times*

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

*Electronic Devices*

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

*Councillor Seat Selection*

9. Council seating positions are at the discretion of Council.
  - 9.1 At the Annual Organizational Meeting, Council may change seating positions by random draw.
  - 9.2 The Deputy Mayor will sit directly adjacent to the Mayor.
  - 9.3 Any Council member may request a seating change by requesting this as an agenda item through the process outlined above.

## **Quorum**

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

## **Meeting Length & Unfinished Business**

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

## **PART 4: ELECTRONIC PARTICIPATION**

### **Meeting by Electronic Means**

13. The following types of meetings must be conducted on any virtual forum facilitated by administration if decided upon:
  - 13.1 by resolution of Council for Council meetings or workshops;
  - 13.2 by consensus of a Council Committee;
  - 13.3 by the Chief Elected Official for a Special Council Meeting;
  - 13.4 by default for a Public Hearing under Part 17 of the *Municipal Government Act*.
14. The hyperlink to the virtual meeting will be posted to the Town Website prior to commencement, with the exception of meetings that are closed to the public pursuant to the *Municipal Government Act* and *Freedom of Information and Protection of Privacy Act*.
15. The meeting chair shall verbally:
  - 15.1 identify Council member(s) attending the meeting electronically;
  - 15.2 indicate the means by which they are doing so, and;
  - 15.3 confirm that each Council member has voted, either in-favour or against, on all motions.
16. All virtual attendees of any meeting must remain in a stationary, quiet setting that commands their attention. Any participant deemed by the chair to be participating in an improper or disruptive manner may be removed.
17. All virtual attendees at a public hearing shall remain muted until such time as they are called upon by the Chair to speak.

### **Electronic Participation in Meetings**

18. Council members are expected to attend Regular Council Meetings and Council Committee meetings at the meeting's designated location, unless unavoidable circumstances arise.
  - 18.1 Should such circumstances arise, Council members may request to participate in an in-person meeting by means of any form of virtual, or telephone participation, and will be deemed to be present at the meeting.
  - 18.2 The recording officer must be given a minimum of three hours' notice to facilitate electronic participation.
19. All virtual attendees participating in closed meeting discussions must verbally confirm that they are participating alone and confidentially.

## PART 5: COUNCIL MEETING BUSINESS

### *Order of Business*

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

### *Administrative Inquiries*

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

### *Livestreaming*

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

### *Meeting Decorum*

23. The Chair presides over the meeting and all comments and questions shall be addressed through the Chair. This includes members of Council and other participants and delegations, who will not speak until recognized by the Chair.
  - 23.1 All members wishing to speak to a matter will notify the chair by raising their hand and will hold their peace until called upon. Council members will not be disruptive or disrespectful.
24. The Council member making a motion shall have the first right to speak to the motion.
25. **Those speaking will indicate if they are in favour of or opposed to the motion.**
26. Council members may speak twice to a motion, and may only speak a second time after everyone who wishes to speak has spoken a first time. After a member has spoken twice to a matter, they will not be called upon to speak again unless providing new information to the motion.
27. Comments or questions must be relative to the motion or matter being considered.
28. Those speaking will address their comments and questions to the chair.
  - 28.1 Council members will not engage in side conversations with other members, while others have the floor during debate, nor be disruptive in their behaviours to the Chair or the decorum of the meeting.
  - 28.2 Council members will be respectful of the will of the majority of Council and will not verbally attack or threaten or attempt to intimidate them for decisions they disagree with. Council members who engage in such behaviours will be asked to leave the meeting.
  - 28.3 Members who persist in being disruptive and disrespectful to the Chair's ability to keep order will be asked to leave the meeting.
    - i. **If the member in question refuses to leave the meeting upon request, Council may make a motion to further request that the member leave.**
    - ii. **Alternatively, the Chair may call a recess or Council may adjourn the meeting.**
29. **To limit debate,** a Council member may, at any time, make a motion to **end debate and** call for the vote. Such motions are not debatable and require two-thirds majority vote to pass. If passed, the vote will immediately be called.

### *Council Assignment Reports*

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

## **PART 6: MEETING AGENDAS AND MINUTES**

### *Agenda Format*

33. The agenda and legislative schedule are planned by the CAO in consultation with the Mayor, in accordance with the needs of Council, Administration and the business of the Town.
  - 33.1 As an administration process, Council members who wish for a matter to be included on an agenda will submit the item to the Mayor and CAO, for inclusion on the agenda.
34. Items will not be included on the agenda that are:
  - 34.1 Re-addressing of a previously heard issue, where there is no new information being brought forth;
  - 34.2 Administrative in nature;
  - 34.3 Unrelated to Council business or the governance of the town or not in the scope of local government responsibilities and powers.
35. The agenda sets forth the order of business for a given meeting and will follow in accordance with the motion of Council that adopts the agenda at the start of the meeting.

### *Agenda Distribution*

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

### *Adoption of Agenda*

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

### *Preparation of Minutes*

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

### *Adoption of Minutes*

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

### **PART 7: PERSONS WISHING TO ADDRESS COUNCIL (Delegations)**

41. If a person wishes to speak to Council on any matter, that person must notify Administration in writing and must state the reason for the request to speak. The written request must include an outline of the issue to be addressed, along with any pertinent background information, and an overview of any action being requested of Council.
42. A request will be deemed to not be appropriate if the matter is:
  - a) Re-addressing a previously heard issue, where there is no new information being brought forth;
  - b) Administrative in nature;
  - c) Unrelated to Council business, or the governance of the town, or not in the scope of local government responsibilities and powers;
  - d) Self-promoting or politicking, or a salespitch;
  - e) Incoherent; or Libelous, impertinent or improper.
43. Generally, delegations will have up to 10 minutes to speak; however, their time will be at the discretion of the chair.

### *Council Consideration of Request*

44. If a person appears at a Council meeting wishing to speak to Council without having given prior notice, Council may:
  - 44.1 Choose to add them to the "Delegation" portion of the agenda by unanimous motion;
  - 44.2 If such request is not approved by unanimous motion, the person will not be allowed to speak.

### **PART 8: COUNCIL ASSIGNMENTS**

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

## **PART 9: REPRESENTING COUNCIL**

### *Public Comments on Council Business*

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

### *Public Events*

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

## **PART 10: - SPECIAL MATTERS**

### *Petitions*

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

### *Suspension of Rules*

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

## **PART 10: - GALLERY QUESTION PERIOD**

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

**PART 11: - GENERAL PROVISIONS**

55. Bylaw 2023-11 and all amendments thereto are hereby repealed.

56. That this Bylaw shall take effect on the date of final passing.

Read a first time this \_\_\_<sup>th</sup> day of \_\_\_\_\_ 2024

Read a second time this \_\_\_<sup>rd</sup> day of \_\_\_\_\_ 2024

Read a third and final time this \_\_\_<sup>rd</sup> day of \_\_\_\_\_ 2024

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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: September 23, 2024  
SUBJECT: Write Off of Uncollectible Tax Account  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

Town of Didsbury Policy FIN 005 – Accounts Receivable, states that the write off of tax accounts receivable of any value requires approval of Council.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There is currently one tax roll pertaining to provincially owned buildings which is deemed to be uncollectible. The Province now pays only 50% of the tax amount to Municipalities in Alberta as Grants in Place of Taxes. The remaining amount is uncollectible and therefore should be written off. The total value of provincial taxes for the 2023 year was \$12,740.50. The Town recently received a 50% payment of \$6,370.25.

Administration recommends that Council write off the remaining balance of \$6,370.25 to bad debt expense, and it would become an expense in the current year.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To authorize the write off of the outstanding tax receivable balance for Roll #1398000 totaling \$6,370.25.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
 SUBJECT: Financial Planning Committee Recommendation 2025 Franchise Fees  
 ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

At the September 11, 2024 Regular Council Meeting, Council referred the 2024 Franchise Fee rates to the Financial Planning Committee for review and recommendation.

Franchise fees are a form of rent paid to the Town by utility companies for the right to access municipal lands to construct, maintain and operate their distribution systems within the corporate limits to serve residents. Franchise fees are applied to all gas and electric utility bills for properties within the corporate limits including Town-owned buildings, residences, businesses, churches, seniors' housing, hospitals, schools, etc. The utility companies that operate within the Town are *ATCO Gas* and *Fortis Alberta*.

The Alberta Utility Commission (AUC) is the regulatory body that regulates investor-owned natural gas and electric utilities to ensure that utility service delivery is fair, responsible, and in the public interest. The Town's franchise agreements with Fortis have been approved by the AUC and, presently, the Town's ATCO Franchise agreement is being reviewed by the AUC as part of a mandatory process being undertaken by all municipalities to align it with legislative changes at the provincial level which occurred in the spring. The AUC establishes the maximum franchise rate that can be charged and is outlined in the franchise agreement. The maximum rate for ATCO Gas is 35% and the maximum rate for Fortis Alberta is 20%. At present, the Town's franchise rates are 25% for ATCO and 17% for Fortis.

Ratepayers are able to see the franchise fees collected by utility companies on their gas and electric bills, these fees may be listed as **franchise fees** or **local access fees**. The franchise fees collected by utility companies are then distributed to the municipality as a source of Town revenue. This revenue is then used to fund the annual budget which funds a variety of operating programs and levels of service that the Town provides to residents.

If Council were to decide to increase the franchise fee rates, the new rates would have to be approved by the Alberta Utilities Commission in accordance with their procedures.

The rates charged in surrounding municipalities are as follows:

Comparisons as of April 1, 2024									
	Cremona	Sundre	Carstairs	Didsbury	Innisfail	Olds	Airdrie	Bowden	Crossfield
Natural Gas (ATCO)	23%	N/A	25%	25%	27%	30%	29.6%	22%	20%
Electric (Fortis)	10%	12%	10%	17%	17%	17%	20%	15%	17%



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

Annually, ATCO and Fortis provide franchise fee calculators to show the estimated impact of a change in the franchise fee rate. Below is a summary of pertinent information from the calculator.

ATCO Rate [max 35%]	26% (+1%)	30% (+5%)	35% (+10%)
Estimated Additional Revenue	\$14,500	\$73,500	\$146,500
Impact on Avg. Residential Customer* Bill per year	\$5.89	\$29.46	\$58.92
Impact on Avg. Residential Customer* Bill per month	\$0.49	\$2.46	\$4.91
*Avg. residential customer using 115 GJ per year (approx. 9.6 GJ per month)			

Fortis Rate [max 20%]	18% (+1%)	19% (+2%)	20% (+3%)
Estimated Additional Revenue	\$49,500	\$84,000	\$118,500
Impact on Avg. Residential Customer* Bill per year	\$15.06	\$25.09	\$35.11
Impact on Avg. Residential Customer* Bill per month	\$1.26	\$2.09	\$2.93
*Avg. residential customer using 7680 kWh per year (approx. 640 kWh per month)			

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee met on September 17 to discuss how to set the franchise fees for ATCO and Fortis for 2025. The Committee gave consideration to the impacts that increasing rates would have on residents as well as potential opportunities that could present regarding increased level of service to benefit the community. In considering earmarking the funds for a specific purpose, the Committee reflected on the impacts of reductions to the budgeted funds for repair and maintenance of curbs, gutters, and sidewalks in recent years. Given the recent approval of the Pedestrian Connectivity Master Plan, franchise fees could serve as an opportunity for Council to designate additional franchise fee revenue toward the long-term recommendations within the Plan while having a limited impact on the tax rate. The Committee discussed the impact of increasing the natural gas and the electrical franchise fees. It was determined that an increase to the electrical franchise fees will have a greater impact on high electrical users, which includes the Town for things like the light standards and the ice plant, upping the cost to run those facilities.

The Committee recommends that the franchise fee rates for ATCO Gas be increased from 25% to 30% and that the additional revenue be designated toward offsetting increasing the 2025 curb, gutter, and sidewalk repairs and maintenance budget.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

#### RECOMMENDATION (two motions)

To approve an increase to the ATCO Gas franchise fee rate from 25% to 30% for 2025 and designate the additional revenue collected toward the curb, gutter, and sidewalk repairs and maintenance budget.

AND

To maintain the Fortis Alberta franchise fee rate at 17% for 2025.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
SUBJECT: Speed Limit Changes  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### BACKGROUND/PROPOSAL:

Resolution 164-24 tasked the Service Level Committee (SLC) with reviewing and recommending revisions to the Town's speed limits.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee discussed a 2019/2020 initiative undertaken by the Town in consultation with Alberta Transportation and Economic Corridors (ATEC). The recommendation from ATEC at the time was to increase the speed limit on the east side of Town from 50 Km/h to 60 Km/h up to the entrance to the hospital where it would return to our residential speed limit. This segment of the transportation network is in the Town's jurisdiction and can be modified by motion of Council. The Committee supported the recommendation to increase the speed limit for this portion of roadway. See attached map.

On the west side of town, ATEC supported a request for ministerial consent to increase the current posted limit of 60 Km/h to 80 Km/h. The change would result in eastbound Hwy 582 decreasing speed from 100 Km/h to 80 Km/h at Range Road 21 (municipal boundary). The 80 Km/h zone would apply to the municipal sign adjacent to the R4 district at Range Road 20A. From that point on, it would return to 60 Km/h for the remainder of the highway as is at present. The Committee supported the recommendation to change the speed limit for this portion of roadway. See attached map.

SLC discussed the remainder of the municipality's network. The Committee discussed the implications of reducing the town-wide speed limit from 50 km/h to 40 km/h in all areas except playground zones, school zones, and special 30 km/h zones such as Post Office Road (20 Ave from 20 Street to 23 Street) & Valarosa Drive. SLC discussed and agreed that, as this decision would affect the community as a whole, it recommends that Council consider a municipal speed limit question for inclusion on the 2025 municipal election ballot.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

### RECOMMENDATION (four motions)

To approve a speed limit increase in both directions on 20 Avenue between the intersection of 20 Ave and Highway 582 to the eastern-most Hospital entrance from 50 km/h to 60 km/h.

AND

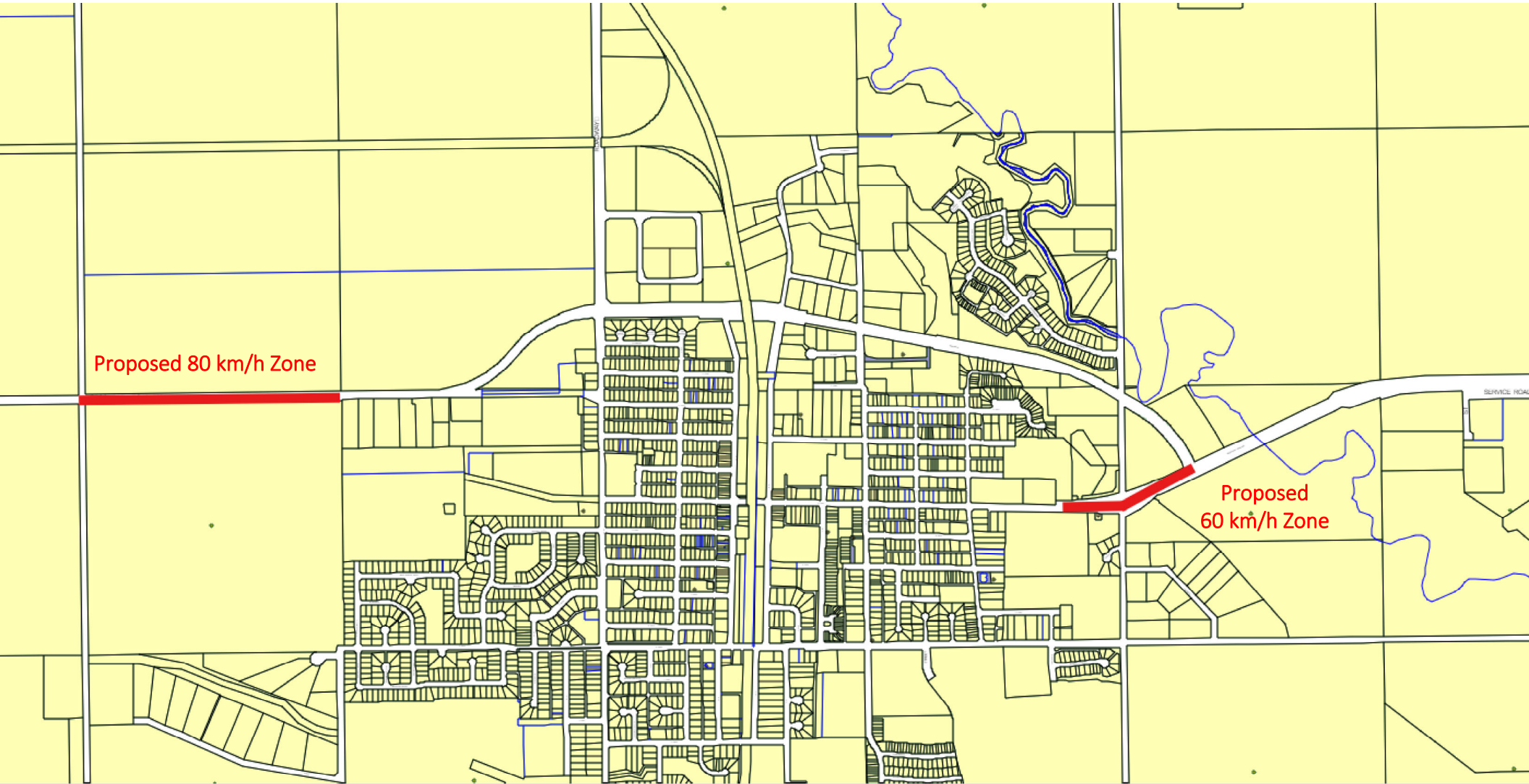
To support a speed limit change in both directions on Highway 582 between Range Road 21 and Range Road 20A to 80 km/h.

AND

To engage with Alberta Transportation and Economic Corridors to pursue ministerial approval to change the speed limit in both directions on Highway 582 between Range Road 21 and Range Road 20A to 80 km/h.

AND

To approve the addition of a question to the 2025 Municipal Election ballot pertaining a town-wide speed limit reduction from 50 km/h to 40 km/h.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
SUBJECT: Parkland Regional Library Systems 2025 Budget  
ORIGINATING DEPARTMENT: Corporate Services

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### BACKGROUND/PROPOSAL:

The Town of Didsbury is a member of the Parkland Regional Library System (PRLS). Annually, their budget is submitted to the members for notification of approval. PRLS requires two-thirds approval from its member population for it to move forward.

The PRLS 2025 proposed budget is attached for Council's review and consideration.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

PRLS continues to follow a municipal per capita membership fee. The 2024 per capita requisition was \$9.18. For 2025, there is a proposed increase of 63 cents to \$9.81 per capita.

For calculating the municipal levy for 2025, Parkland will be using the newly revised Alberta Municipal Affairs most recent official Population list, resulting in eighteen municipalities seeing decreases to their overall requisition.

Didsbury's population, according to Alberta Municipal Affairs is 5,070, which is a reduction from the estimated population used in 2024 of 5092.

In 2024, the total requisition amounted to \$46,745. Based on the proposed budget for 2025, this would increase to \$49,737, which is an increase of \$2,992, or 6.4%.

PRLS requests that Council responds as soon as possible with their decision of whether or not to approve the proposed 2025 budget. The results will be reviewed at the next PRLS Board meeting on November 14, 2024.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. Vibrant & Connected Character Community

### RECOMMENDATION

To approve the Parkland Regional Library System proposed 2025 Budget as presented, with a fee of \$9.81 per capita, an increase of \$0.63 per capita, equating to a \$2,992 (or 6.4%) increase to the Parkland Regional Library Systems budget line item.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
SUBJECT: Municipal Representatives on the Regional Health Advisory Council  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Town received correspondence from Alberta Health seeking interest from municipally elected leaders to join a regional advisory council.

Advisory council members will advise government and the new primary care, acute care, continuing care, and mental health and addiction health agencies on clinical service planning, capital planning, and workforce planning.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council is being asked to consider their interest in appointing a municipal representative to the Advisory Council. The advisory council will meet both virtually and in-person four to six times per year. Applications are due October 11, 2024.

Please see attached the letter and the Position Profile guidelines for Regional Advisory Councils, received from Alberta Health.

If Council decides to appoint a municipal representative to the council, it will be the responsibility of the appointee to register themselves due to the nature of the application requirements.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Municipal Representatives on the Regional Health Advisory Council as information.

OR

To support Councillor \_\_\_\_\_ to apply to become a municipal representative on the Regional Health Advisory Council.





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## Alberta Health – municipal representatives on regional advisory councils

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Health RAC <Health.RAC@gov.ab.ca>  
To: "cao@didsbury.ca" <cao@didsbury.ca>

Fri, Sep 13, 2024 at 9:14 AM

Dear Ethan Gorner,

We are reaching out from Alberta Health, Advisory Councils Secretariat, to seek interest from municipally elected leaders in your community to join a regional advisory council.

The new regional advisory councils aim to better reflect local voices, bring forward local priorities and provide input on how to improve the health care system. As part of the work to refocus the health care system, council members will advise government and the new primary care, acute care, continuing care, and mental health and addiction provincial health agencies on clinical service planning, capital planning and workforce planning.

Municipal representatives are connected to the communities they serve and understand their local health needs. As the Chief Administrative Officer of Didsbury, we are hoping you would share this opportunity with your mayor and councillors.

Interested municipal representatives can send their information to the Advisory Councils Secretariat at [health.rac@gov.ab.ca](mailto:health.rac@gov.ab.ca) by October 11. Please have them include their name, address and a resume or a short biography. More information about the advisory council's role is available at <https://www.alberta.ca/advisory-councils-health>. If you have any questions, you can reach us at 780-217-5713 or through email.

The council will meet virtually and in-person four to six times a year. There are other expectations, including involvement in community engagement.

Thank you for your help as we work together to build a strong health system that is responsive to the needs of Albertans.

Sincerely,

Advisory Councils Secretariat

[health.rac@gov.ab.ca](mailto:health.rac@gov.ab.ca)



# Position Profile

## Regional Advisory Councils

### Role Description

Appointment to a Regional Advisory Council gives community members an opportunity to represent community perspectives and bring forward local priorities. Public members, appointed to the council will provide current knowledge, critical thinking, and analysis to advise the Government of Alberta on important health care priorities – including clinical service planning, capital planning, and workforce planning.

Public members are required to:

- Understand the needs of communities in their region and maintain awareness of local and regional health care issues and priorities.
- Be able to take an active role and engage with their community.
- Bring an open mind and consider a wide range of points of view.
- Prepare for, attend, and participate in council meetings by providing information, as requested by the chair.
- Provide input to the Ministry of Health on pertinent issues affecting the community.

### About the Agency

The Regional Advisory Councils will enable local engagement and provide input on how to improve the system. Objectives of the Regional Advisory Councils are to:

- Bring local and regional perspectives to directly advise government and the new primary care, acute care, continuing care, and mental health and addiction organizations on clinical service planning, capital planning and workforce planning.
- Provide advice on strategies and approach to engage local communities, as required.
- Collaborate with community partners and other stakeholders to identify local health system issues and explore potential solutions.
- Identify opportunities for the health system to better support local decision making.

The councils overall scope spans the entire health care system, with a dedicated focus on clinical services planning, capital planning and workforce planning. The councils will provide information and advice on local health system priorities for consideration. It is anticipated each council will have up to 16 members including a chair.

### Skills and Experience

The councils will reflect the makeup of communities in a region. Council members will represent a wide range of backgrounds and diverse experiences. That includes Albertans receiving health care services, health care workers, community leaders, Indigenous representatives and municipal representatives.

Relevant skills and experience may include:

#### Community

- Experience volunteering or working in Alberta communities.
- Demonstrate basic knowledge and understanding of Alberta's health care system.

#### Communication

- **Leadership/Teamwork Skills:**

The applicant has the ability to inspire, motivate and offer direction and leadership to others. The candidate also demonstrates an understanding of the importance of teamwork to the success of the councils. This includes an ability to recognize and value the contributions of council members, and partners.

- **Strategic Thinking/Planning Skills:**

Demonstrates an ability to think strategically about the opportunities and challenges the health care system faces to develop tangible, workable strategies, options, and recommendations.

- **Critical Thinking/Problem Solving Skills:**

Can identify problems and solutions; provides detailed insight and constructive criticism into problems and complex situations; skilled at finding logical flaws in arguments and plans; strong analytical and systems thinking skills.

- **Communications/ Relationship Building Skills:**

Ability to communicate both clearly and effectively, as well as actively listen. This includes the capacity to convey complex thoughts and ideas that result in action. Has a collaborative approach to identifying issues and finding solutions that meet the needs of diverse stakeholders. Encourages diverse opinions to be shared and considered. Builds networks of relationships and uses network connections to understand other perspectives in an effort to represent the community.

#### Governance Experience

- Understanding of governance and the roles of stakeholders, members, and management; understands strategic planning, implementation and review processes; acts in accordance with sound governance practices and the highest ethical standards.

#### Management

- The applicant has professional or volunteer experience in the public, private, volunteer and/or non-profit sector that is relevant and valuable to providing insight on Alberta's health care system.

### **Specialized Knowledge and Experience**

Relevant specialized knowledge and experience may include:

#### Commitment to Community

- The applicant has experience with, or is able to, demonstrate knowledge or expertise of the various organizations, communities and diverse stakeholders that makeup Alberta's health system. This includes a demonstrated capacity to build networks and foster trusting relationships with communities and stakeholders.

#### Representative of Diverse Groups

- Fosters respect for the beliefs and traditions of others; discourages behaviors or practices that may be perceived as unfair, biased, or critical toward people with certain backgrounds; promotes practices that support cultural diversity; demonstrates knowledge and understanding of issues affecting diverse communities.

#### Health care Understanding

- Demonstrates knowledge or expertise of the health carer sector; understands particular trends in primary care, acute care, continuing care, or mental health and addictions challenges and opportunities, or unique dynamics within the healthcare sector.

### **Remuneration, Time Commitment and Meeting Location**

The term of office for a member shall be determined upon appointment. Members will be appointed for up to three (3) years.

The councils shall meet four (4) to six (6) times in a year or as otherwise required by the chair. Meetings may be conducted either in person or virtually, including teleconference. There may be other expectations outside of council meetings, such as taking part in community engagements, preparing for meetings and developing proposals.

Members are not paid for time spent on a council. Council members may only receive payment of or reimbursement for travelling, living or other expenses incurred while away from their ordinary places of residence and while in the course of their duties as members, in accordance with the Public Service Relocation and Employment Expenses Regulation and the Government of Alberta Travel, Meals and Hospitality Expense Policy.

## **Additional Notes**

Applicants must be 18 years of age or older.

The following person is **NOT** eligible to be appointed as public member:

- Individuals whose appointment would result in an actual or perceived conflict of interest that cannot be managed.

Candidates will be requested to submit a resume. Applicants are asked to indicate any previous or current appointments they may have to government, private, or not-for-profit sector agencies, boards or committees.

Only applicants who are most suitable for the council member role will be contacted for an interview. Following the interview applicants may be asked to provide the following additional documents:

- Conflict of Interest Declaration
- Biography

If you are appointed to this position:

You must comply with the code of conduct as referenced in the [Conflicts of Interest Act](#) sections 23.922-23.924 throughout your appointment.

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies. Some examples include:

- Geographical, diversity or residency requirements.

## **Contact Information**

Advisory Councils Secretariat

Phone: 780 644 0878

Email: [health.recruitment-rac@gov.ab.ca](mailto:health.recruitment-rac@gov.ab.ca)



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
SUBJECT: Letter of Thanks to the Mountain View Arts Society  
ORIGINATING DEPARTMENT: Office of the Mayor

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### BACKGROUND/PROPOSAL:

In 2023, Council approved a \$2,000 grant to the Mountain View Arts Society for the installation of a mural on the west wall of the Didsbury Inn at 2014 19 Avenue. The project began in the spring of 2024, undertaken by local artist, Mike Sydoryk.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The completed mural, pictured below, is a beautiful addition to the downtown core and enhances the creative character of the culture of the town. While we understand that this project will grow, it is important at this time to extend appreciation to the Mountain View Arts Society for their commitment to the beautification, through art, of buildings in our downtown core.

A complete description and photograph of the project are available on the Mountain View Arts Society website at: <https://www.mountainviewartsociety.ca/pdfs/mural.pdf>

### ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

### RECOMMENDATION

To send a letter of thanks and appreciation to the Mountain View Arts Society for their coordination and facilitation of the creation of Mike Sydoryk's mural on the wall of the Didsbury Inn.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 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 & Event Attendance for September:

Mayor Hunter	ABMunis Convention Red Deer, AB September 24-27
Councillor Baswick	ABMunis Convention Red Deer, AB September 24-27
Councillor McCoy	ABMunis Convention Red Deer, AB September 24-27
Councillor Moore	ABMunis Convention Red Deer, AB September 24-27
Councillor Windsor	ABMunis Convention Red Deer, AB September 24-27

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: September 23, 2024  
SUBJECT: Correspondence & Information  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following correspondence items can be found on the link below:

- World Cerebral Palsy Day
- National Veteran's Week Speakers Program

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the correspondence provided as information.



# World Cerebral Palsy Day OCT 6

## PROCLAMATION

Cerebral palsy is a neuromotor disability that affects approximately 3.3 people in every thousand. Cerebral palsy is a term used to describe a group of conditions affecting body movement and muscle coordination.

It is not a disease.

In Alberta, it is estimated that over 9,000 individuals are affected by cerebral palsy. There is more than one diagnosis of cerebral palsy for every 500 children born each year in Alberta and the number of new cases per year has increased by 25 percent over the past decade. On a worldwide scale, over 17 million people have cerebral palsy.

**WHEREAS:** Cerebral palsy affects all levels of society and all levels of socioeconomic status;

**WHEREAS:** Cerebral palsy affects an estimated 17 million people worldwide;

**WHEREAS:** Cerebral Palsy Alberta (CPAA) is a leader in advocating for persons with disabilities and is the primary center for providing programs, services and information on treatments, resources and services relating to cerebral palsy.

On behalf of City Council and the citizens of \_\_\_\_\_ I hereby proclaim the 6th day of October 2024:

**“World Cerebral Palsy Day”**

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Mayor



## Proclamation on World Cerebral Palsy Day

Dear Honorable Rhonda,

Since 2012, communities across Alberta have come together to recognize World Cerebral Palsy Day. This annual event is designed to raise public awareness about the serious challenges that remain for people affected by cerebral palsy.

To help us achieve this goal in communities across Alberta, we would like to request a proclamation of World Cerebral Palsy Day be made in your community to help us raise awareness locally and to mark this important event. A template is attached for your convenience.

**World Cerebral Palsy Day** is **October 6, 2024**, and if possible, we request the proclamation be made for this day.

Proclamations can be shared through social media, website, local newspapers, or magazines. **Cerebral Palsy Alberta services over 3900 members across the province, including Didsbury** . By proclaiming World CP Day in your community, we can work together to create a bright, more just and sustainable future for all Albertans; empowering men, women and children with cerebral palsy to love, learn, laugh and live as full citizens.

### **Together we make a difference!**

Cerebral Palsy Alberta offers innovative opportunities for community inclusion and takes a proactive stance in building capacity for persons with disabilities. Placing the utmost value on respect and dignity, the CPAA empowers members to live a Life Without Limits. Members have access to informed and compassionate support services, health and wellness activities and community advocacy.

Thank you for helping us to create a **Life Without Limits**. I look forward to hearing from you.

Sincerely,

Raelene Mitts, on behalf

of Joanne Dorn

Executive Director

Cerebral Palsy Alberta

[12001-44th Street S.E., Calgary, AB T2Z](#)

[4G9 \(403\) 219-3603](#) -office (403) 710-

3293-cell



## Presentations by Canadian Armed Forces Members during Veterans' Week

Calling all Community Leaders!

Are you looking to make this Remembrance Day and Veterans' Week (November 5-11) more engaging and interactive? This November, help create lasting memories for your audiences by inviting a member of the Canadian Armed Forces (CAF) to your activities.

The National Veterans' Week Speakers Program (NVWSP) connects you with active members, providing an enriching understanding of Canada's military contributions here at home and across the world. This is your chance to help honour and commemorate the service and sacrifice of Canada's veterans and active service members.

Would you'd like to have a CAF member participate in your libraries reading hour? Perhaps you'd like to have a CAF member share their story during a municipal council meeting? We can make that happen.

In addition to in-person presentations, the NVWSP also offers virtual Q&A sessions (for smaller groups), and pre-recorded NVWSP videos. There is no charge for these services, but we encourage you to submit your request early as we receive several thousand requests and can only accommodate so many.

The in-person presentations provide an opportunity to hear first-hand and personal stories of our CAF members, while the virtual Q&A sessions allow for an interactive, educational experience. The pre-recorded videos demonstrate the importance of remembering and honouring our CAF members in a concise and accessible format. These pre-recorded videos can enhance existing Veterans' Week activities and can also be shown ahead of an in-person presentation. You can choose from a variety of videos targeted towards different audiences and age levels.

If you would like to register for any of these options, visit the 2024 National Veterans' Week Speakers Program webpage (<http://Canada.ca/caf-veterans-week-speakers>).

The deadline to submit a request for presentations and Q&A sessions is October 21, while the deadline to submit a request for the pre-recorded videos is November 4. The videos will be made available by mid-October to everyone who submits a request.

If you have any questions about this year's program, please contact our national coordinator, Mélodie Gratton at 1-833-223-8322 or via email at: [DNDRemembrance.SouvenirMDN@forces.gc.ca](mailto:DNDRemembrance.SouvenirMDN@forces.gc.ca).

To supplement your activities, Veterans Affairs Canada offers an array of free, bilingual learning resources available in electronic and print format to help students of all ages remember the importance of honouring Canada's veterans. Visit [veterans.gc.ca/educators](http://veterans.gc.ca/educators) to order materials and explore remembrance activities, videos, veteran interviews and much more!

We hope you will join us in this meaningful initiative to celebrate and educate Canadians about the contributions and sacrifices of our veterans and service members.

Sincerely, Vance White

Manager, Stakeholder Engagement Team

Assistant Deputy Minister (Public Affairs), Department of National Defence

