



TOWN OF DIDSBURY AGENDA
Regular Council Meeting
Tuesday, February 23, 2021 at 6:00 p.m.
Held by ZOOM Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATION/ PRESENTATIONS - *None*
4. ADOPTION OF MINUTES Pg. 2
 - 4.1 February 9, 2021 Regular Council Meeting
5. PUBLIC HEARINGS - *None*
6. BYLAWS & POLICIES
 - 6.1 Emergency Management Bylaw 2020-06 (3rd Reading) Pg. 7
 - 6.2 Amending Committee Bylaw 2021-02 (1st Reading) Pg. 13
 - 6.3 Proclamation Policy COUN 006– (Amendment) Pg. 19
 - 6.4 Rescinding of Committees of Council Policy COUN 002 Pg. 21
7. BUSINESS
 - 7.1 Delegation Request Recommendation Pg. 29
 - 7.3 988 Crisis Hotline Pg. 30
 - 7.4 Chamber/Town Council Virtual Town Hall Meeting Pg. 33
8. REPORTS
 - 8.1 COVID Update Pg. 34
 - 8.2 CAO Report Pg. 35
 - 8.2.1 Project Summary Arena Floor & Boards Pg. 45
 - 8.2.2 Project Summary 15 Avenue Storm, Sidewalks & Westhill Place Pg. 49
 - 8.3 Council Reports Pg. 51
9. CORRESPONDENCE & INFORMATION Pg. 52
 - 9.1 Strategic Planning Committee Meeting Notes – February 3, 2021 Pg. 53
 - 9.2 Policy & Governance Committee Meeting Notes – February 3 and 10, 2021 Pg. 56
 - 9.3 Performance Evaluation Committee Meeting Notes – January 21, 2021 Pg. 58
 - 9.4 MPC Minutes – January 13, 2021 Pg. 60
 - 9.5 Minister of Alberta Municipal Affairs – Municipal Internship Program Approval Pg. 62
 - 9.6 Mackenzie County – Reopening Recreational & Business Services Pg. 63
10. COUNCIL MEETING HIGHLIGHTS (Roundtable) Pg. 64
11. QUESTION PERIOD
 - Public Gallery
 - Press Gallery
12. CLOSED MEETING (in accordance with Division 2 of the *FOIP Act*)
 - 12.1 Sec.21, 23, 24, 25 & 27 (Local body confidences; advice from officials)
 - 12.2 Sec. 23, 27 (local body confidences, legal privilege)
13. ADJOURNMENT



Meeting Minutes of the Town of Didsbury
Regular Council Meeting
February 9, 2021
Held through ZOOM Meeting

The regular meeting of Council for the municipality of the Town of Didsbury was held through ZOOM Meetings on Tuesday, February 9, 2021 commencing at 6:02 p.m.

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

Absent Councillor J. Baswick

Staff: Chief Administrative Officer - E. Gorner
Assistant CAO/Chief Financial Officer - A. Riley
Manager of Community Services – N. Aasen
Manager of Public Works & Infrastructure – C. Fox
Manager of Legislative Services/Recording Officer - L. Smith

CALL TO ORDER

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

ADOPTION OF AGENDA

Add: 7.10 - Request for Delegation Mountain View Freedom Emergency Meeting

Res. 047-21 MOVED by Councillor Moore to approve the agenda as amended.

Carried

DELEGATION

Didsbury Curling Club – Dave Fife

Presentation from Didsbury Curling Club on the effects COVID-19 has had on the club.

ADOPTION OF MINUTES

Correction to minutes Res. 037-21 correct spelling of Skate Park Society should be “Sk8park”.

Res. 048-21 MOVED by Councillor Windsor to approve the January 26, 2021 Regular Council Meeting Minutes as amended.

Carried

BYLAWS & POLICIES

Procedural Bylaw 2020-12

Res. 049-21 MOVED by Councillor Engel to grant third and final reading to Procedural Bylaw 2020-12.

Carried

Emergency Management Bylaw 2020-06

Res. 050-21 MOVED by Councillor Windsor to grant second reading to Emergency Management Bylaw 2020-06 and that it be referred to committee.

Carried

Development Incentives Bylaw 2021-01

Res. 051-21 MOVED by Councillor Poggemiller to grant second reading to Development Incentive Bylaw 2021-01 and that it be referred to committee.

Carried

BUSINESS

Council Compensation Committee Appointment

Res. 052-21 MOVED by Councillor Engel to appoint Brad Blatz, Gail Nowlan and Brian Wittal to the Council Compensation Committee.

Carried

FCSS Funding Recommendations for 2021

Name of Organization	Amount Recommended
CESD – Family School Wellness	\$15,840
CESD – Youth Empowerment and Support	\$8,500
Didsbury Preschool Society, Preschool Program	\$6,900
Didsbury Municipal Library – Teen Advisory Council	\$2,770
Mountain View Emergency Shelter, Programs	\$2,900
Olds & District Hospice Society	\$1,500
Town of Didsbury, Didsbury Out of School Care Association	\$13,609
Totals	\$52,019

Res. 053-21 MOVED by Councillor Windsor to approve the 2021 FCSS funding recommendations as presented in the amount of \$52,019.

Carried

2021 Capital Budget

Res. 054-21 MOVED by Councillor Windsor to approve the amended 2021 Capital Budget to include the following projects funded as presented:

- Street lighting continuity (20th Street – south end) \$120,000
- Community information signage project \$ 70,000
- Southridge Sewage Lift Station Emergency Backup Generator \$ 28,000

Totaling \$218,000; and that the determination of proposed locations for the 2nd sign for the Community Information Signage project be referred to Committee.

Carried

Didsbury Curling Club Financial Relief

Res. 055-21 MOVED by Councillor Windsor to refer this item to the Strategic Planning Committee for their examination and bring back a recommendation to Council.

Carried

Appointment to Mayors of South Central Alberta

- Res. 056-21 MOVED by Councillor Moore to appoint Mayor Rhonda Hunter to the Mayors of South Central Alberta Committee until the Organizational Meeting in 2021.

Carried

Design Decision – 20th Street Stormwater Drainage & Surface

- Res. 057-21 MOVED by Councillor Engel to approve Option 2 and install parallel parking inclusive of a full mill and overlay from 15th Avenue to the construction boundary just north of 17th Avenue in Didsbury.

Carried

Need for Stronger Western Canadian Municipal Advocate

- Res. 058-21 MOVED by Councillor Engel to approve a letter be sent from Mayor Hunter on behalf of Council regarding the need for a stronger Western Canadian Municipal Advocate.

Carried

Letter of Appreciation of Military Service Request

- Res. 059-21 MOVED by Councillor Moore to approve a letter from Mayor Hunter on behalf of Council for Capt. Hickling for his serving 30 years of active service as a Cadet Instructor Cadre (CIC) Officer with Cadet Organizations Administration and Training Service (COATS).

Carried

Town Hall Meetings

- Res. 060-21 MOVED by Councillor Windsor to approve two (2) Town Halls be scheduled, one for volunteer organizations on February 24, 2021 at 7:00 p.m. and one for local businesses that would be jointly hosted with the Didsbury & District Chamber of Commerce dates and times to be determined.

Carried

Delegation Request – Mountain View Freedom

- Res. 061-21 MOVED by Councillor Windsor that the delegation request be deferred to the Strategic Planning Committee.

Carried

REPORTS

COVID-19 Update

- Res. 062-21 MOVED by Councillor Windsor to accept the COVID-19 update for February 9, 2021 and the COVID Update on Recreation from Community Services as information.

Carried

- Res. 063-21 MOVED by Councillor Engel to accept the CAO's update on the rally held on January 31, 2021 as information.

Carried

Chief Administrative Officer Report

- Res. 064-21 MOVED by Councillor Windsor to accept the Chief Administrative Officer's report for February 9, 2021 as information.

Carried

Res. 065-21 MOVED by Deputy Mayor Poggemiller to accept the Project Summary on the Library Facility Expansion as information.

Carried

Council Reports

Res. 066-21 MOVED by Councillor Engel to accept the Council reports for February 9, 2021 as information.

Carried

CORRESPONDENCE & INFORMATION

- Strategic Planning Committee Meeting Notes – January 20, 2021
- Policy & Governance Committee Meeting Notes – January 20 and 27, 2021
- MD of Spirit River, Reeve Tony Van Roostelaar – COVID-19 Restrictions

Res. 067-21 MOVED by Councillor Moore to accept the items presented as information.

Carried

COUNCIL MEETING HIGHLIGHTS

Council deemed the following items be highlighted from the February 9, 2021 Regular Council Meeting:

- Cutting of red tape in the new Procedures Bylaw and the 2nd Reading of Development Incentives Bylaw.
- 20th St. Stormwater surface and drainage improvement
- Working hard on committees and working well
- Opening of businesses and appreciate support from the community and hope province continues to support
- Setting of Town Hall meeting with organizations on February 24th
- Appreciate moving forward on Town Hall Meetings and with the business
- Recognition of Captain Hickling for serving 30 years in Canadian Armed Forces Reserves and 3025 Didsbury Cadets for 6 years.

QUESTION PERIOD

Public Gallery –One email received and deferred to Administration

Press Gallery – No questions

CLOSED MEETING

Res. 068-21 MOVED by Councillor Engel to go into Closed Meeting at 8:20 p.m.

The following staff attended the closed meeting session with Council:

Staff: Ethan Gerner, Chief Administrative Officer
 Amanda Riley, ACAO/Chief Financial Officer
 Luana Smith, Manager of Legislative Services

Topics of Closed Meeting in accordance with the FOIP Act.

Sec.23, 24 (Local body confidences; advice from officials)

Sec. 23, 27 (local body confidences, legal privilege)

RECONVENE

Res. 069-21 MOVED by Councillor Moore to come out of closed meeting at 8:59 p.m.

Carried

Deputy Mayor Poggemiller requested a recorded vote

Res. 070-21 MOVED by Councillor Engel to rescind motion 281-20.

Mayor Hunter - For
Deputy Poggemiller - Opposed
Councillor Crothers - For
Councillor Engel - For
Councillor Moore - Opposed
Councillor Windsor - For
Carried

ADJOURNMENT

Res. 071-21 MOVED by Councillor Crothers to adjourn the meeting 9:01 p.m.

Carried

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gorner



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Bylaw 2020-06 Emergency Management
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2020-06 is a bylaw to establish an Emergency Advisory Committee, an Emergency Management Agency and Emergency Management Protocol.

Council gave first reading to Bylaw 2020-06 on September 8, 2020 and second reading on February 9, 2021.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy & Governance Committee has reviewed the bylaw and is recommending the bylaw go for third and final reading.

RECOMMENDATION

That Council grant third and final reading to Emergency Management Bylaw 2020-06 to establish an Emergency Advisory Committee, an Emergency Management Agency and Emergency Management Protocol.

TOWN OF DIDSBURY
EMERGENCY MANAGEMENT
BYLAW 2020-06

A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE, AN EMERGENCY MANAGEMENT AGENCY AND EMERGENCY MANAGEMENT PROTOCOL.

WHEREAS the *Municipal Government Act* provides that a Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

WHEREAS the Council of the Town of Didsbury is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (herein referred to as the "Act"), to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency.

WHEREAS the Council of the Town of Didsbury wishes to establish regulations and procedures to meet the obligations of the municipality under the *Emergency Management Act* and under the *Local Authority Emergency Management Regulation 203/2018*; and

WHEREAS the Council of the Town of Didsbury shall undertake all responsibilities and exercise all powers as prescribed in the *Emergency Management Act*.

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, and such an Agency be established and maintained to carry out Council's statutory powers and obligations under the said *Emergency Management Act*.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. TITLE

This Bylaw may be cited as the "Municipal Emergency Management Bylaw."

2. PURPOSE

The purposes of this Bylaw are:

- 2.1 To provide for the direction and control of the Town's emergency responses, and the preparation of the Emergency Management Plan and related plans and programs for approval by Council;
- 2.2 To establish and appoint an emergency advisory committee and provide for the payment of expenses of the emergency advisory committee, and
- 2.3 To establish an emergency management agency to act as Council's agent in exercising Council's powers and duties under the *Emergency Management Act*.

3. DEFINITIONS

- 3.1 All definitions will be as defined in the *Emergency Management Act*, and the *Emergency Management Regulations*, as amended from time to time.
- 3.2 **Alberta Emergency Management Agency (AEMA)** means the provincial government agency charged with the administration of the *Emergency Management Act* and the *Local Authority Emergency Management Regulations*;
- 3.3 **Chief Administrative Officer (CAO)** means the administrative head of the Town of Didsbury appointed in accordance with the principles of the *Municipal Government Act*. For the purposes of this Bylaw, all references to the CAO shall also mean any designate as directed by the CAO.

- 3.4 **Director of Emergency Management (DEM)** means an individual appointed under this Bylaw to lead the Emergency Management Agency;
- 3.5 **Deputy Director of Emergency Management (DDEM)** means the person(s) delegated to act in the capacity of the Director of Emergency Management in the event the Director of Emergency Management is unavailable, or requires rest during an emergency event;
- 3.6 **Emergency Advisory Committee (EAC)** means the committee established under this Bylaw;
- 3.7 **Emergency Management Plan (EMP)** means the emergency plan prepared by the Municipal Emergency Management Agency to co-ordinate response to an emergency or disaster, as approved by the Council and by the Alberta Emergency Management Agency (AEMA);
- 3.8 **Emergency Management Program** means the development, coordination and execution of plans, measures and programs pertaining to the mitigation preparedness, response and recovery before, during and after an emergency event.

4. EMERGENCY ADVISORY COMMITTEE

- 4.1 The Town of Didsbury Emergency Advisory Committee is hereby established to provide guidance and direction to the Emergency Management Agency.
- 4.2 The Committee Shall:
- 4.2.1 Provide governance over the Town's emergency response unless the Government assumes direction and control under Section 18 of the *Emergency Management Act*.
 - 4.2.2 The Emergency Advisory Committee shall be made up of all members of Council, unless one or more members are unable to serve on the committee.
 - 4.2.3 Review and make recommendations on the Emergency Management Plan (EMP) and any other related plans or programs subject to the *Local Authority Emergency Management Regulation*.
 - 4.2.4 Complete the Municipal Elected Officials online course within 90 days of being elected.
- 4.3 The Mayor shall be the Chair of all Committee meetings unless absent, and in the 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.
- 4.4 The Committee shall meet at least once annually.
- 4.5 The Committee may meet from time to time at the request of the Mayor or the Chief Administrative Officer.
- 4.6 The majority of the members shall constitute a quorum.
- 4.7 During an Emergency or Disaster, the Committee shall:
- 4.7.1 Receive updates regarding the Emergency or Disaster from the Agency;
 - 4.7.2 In accordance with the Act, declare, renew or terminate a State of Local Emergency by resolution when appropriate;
 - 4.7.3 Perform any additional powers or duties as described in the Act, as assigned to it by Council.
 - 4.7.4 Exercise any power given to the Minister under Section 19(1) of the Act in relation to the part of the Town affected by the declaration; and

- 4.7.5 Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

5. EMERGENCY MANAGEMENT AGENCY

- 5.1 There is hereby established an Emergency Management Agency (referred to hereafter as the Agency) to act as the agent of Council to carry out its statutory obligations under the Act. This does not include the authority to declare, renew, or terminate a State of Local Emergency.
- 5.2 Council hereby authorizes the Agency, for the duration of such State of Local Emergency, do all acts and take necessary proceedings to address the emergency pursuant to the Act.
- 5.3 The Agency shall follow the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 5.4 The composition of the Agency will be at the discretion of the Chief Administrative Officer and administered by the DEM/DDEMs.
- 5.5 The Agency shall:
- 5.5.1 Be responsible for the administration of the Town's emergency management program;
 - 5.5.2 Act as the agent of Council to carry out all of the powers and duties of Council under the Act, except for the powers and duties delegated by this Bylaw to the Committee;
 - 5.5.3 Provide advice to the Committee as required;
 - 5.5.4 Review all emergency management plans and programs for the Town on at least an annual basis;
 - 5.5.5 Report to the Committee on all Agency activities and provide an update on the review of the EMP on an annual basis;
 - 5.5.6 Cause the EMP and related plans and programs to be activated when required; and
 - 5.5.7 Perform any other functions and duties as required by this Bylaw or by Council.
- 5.6 The Town of Didsbury will collaborate with the other communities in the Mountain View Regional Emergency Management Agency (MVREMA) in sustaining a Regional Emergency Response Plan.
- 5.7 The Town of Didsbury will actively participate in the MVREMA for the purpose of assisting in the managing of the Regional Emergency Response Plan.

6. DIRECTOR OF EMERGENCY MANAGEMENT (DEM) / (DDEM)s

- 6.1 The Director of Emergency Management (DEM) and any Deputy Directors of Emergency Management (DDEM) shall be appointed by and serve under the direction of the Chief Administrative Officer.
- 6.2 Under the direction of the Chief Administrative Officer, the DEM oversees the administrative work of the Agency with the assistance of the DDEM(s), and acts as the liaison between the Emergency Advisory Committee and the Emergency Management Agency.
- 6.3 Under the direction of the Chief Administrative Officer, the DDEM(s) are able to act on behalf of the DEM in any capacity as delegated and to exercise the powers of the DEM, where the DEM is not available.
- 6.4 The Chief Administrative Officer may appoint any additional DDEMs as necessary or any acting officials to fill these roles as needed.
- 6.5 The DEM, or any DDEM so acting, is authorized to delegate and authorize further delegations of any of their powers, duties and functions under this Bylaw.

7. DECLARATION OF STATE OF LOCAL EMERGENCY

- 7.1 A declaration of a statement of local emergency may be made by resolution of the Committee, and in accordance with the *Emergency Management Act*.
 - 7.1.1 In the event that the Committee is unable to meet, the Mayor acting alone may exercise this authority in declaring a State of Local Emergency.
 - 7.1.1.1 If the Mayor is unavailable or incapacitated, then the Deputy Mayor acting alone may exercise this authority; and
 - 7.1.1.2 if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.
- 7.2 A declaration, renewal or termination of a State of Local Emergency shall be made in accordance with the Act, and shall follow the above process in the determination of those declarations.
- 7.3 When a State of Local Emergency is declared, the Agency shall:
 - 7.3.1 Ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - 7.3.2 Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - 7.3.3 Forward a copy of the declaration to the Minister forthwith; and
 - 7.3.4 Notify the Alberta Emergency Management Agency when practical.
 - 7.3.5 When a State of Local Emergency is declared, the Agency may, for the duration of the State of Local Emergency, do all acts and take necessary proceedings including the following:
 - 7.3.5.1 Cause the Emergency Management Plan or any related plans or programs to be put into operation;
 - 7.3.5.2 Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - 7.3.5.3 Authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - 7.3.5.4 Control or prohibit travel to or from any area of Didsbury;
 - 7.3.5.5 Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of Didsbury;
 - 7.3.5.6 Cause the evacuation of persons and removal of personal property from any area of Didsbury that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons and of the personal property;
 - 7.3.5.7 Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - 7.3.5.8 Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - 7.3.5.9 Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of property, service, resources or equipment within Didsbury for the duration of the State of Local Emergency.

7.3.5.10 Authorize the conscription of persons needed to meet an emergency; and

7.3.5.11 Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan and related plans or programs, any power specified in Section 24, 25 and 26 of the *Emergency Management Act* and Section 4 of the *Local Authority Emergency Management Regulation*.

7.3.6 Reasonable compensation will be made as outlined in the Act.

8. TERMINATION OF STATE OF LOCAL EMERGENCY

8.1 A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

8.1.1 A resolution to terminate the declaration of a State of Local Emergency is passed under the provision of this Bylaw;

8.1.2 A period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;

8.1.3 The Lieutenant Governor in Council makes an order for the declaration of a State of Emergency under the Act, relating to the same area; or

8.1.4 The Minister cancels the State of Local Emergency.

8.2 When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

9. INDEMNITY STATEMENT

No action lies against Didsbury or a person acting under Didsbury's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the *Emergency Management Act* or the regulations during a State of Local Emergency.

10. SEVERABILITY

Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain and be binding as though such provision had not been invalid.

11. EFFECTIVE DATE

This Bylaw comes into force and effect on Third and Final Reading.

12. REPEAL

Town of Didsbury Bylaw No. 2007-22 is hereby repealed.

Read a first time this 8th day of September 2020

Read a second time this 9 day of February 2021

Read a third and final time this day of 2021

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Bylaw 2021-02 Amending Committees of Council Bylaw 2020-11
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Bylaw 2021-02 is a Bylaw to amend Committees of Council Bylaw 2020-11.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy & Governance Committee recommended amendments to the Committees of Council Bylaw 2020-11 to provide clarification by including the following sections under General Considerations:

- 6.3 Committee meetings shall be set by the Committee based on member availability.
- 6.4 The meeting schedule may be amended in any way, including the addition or cancellation of meetings, at the discretion of the committee.
- 6.5 The majority of all the members that comprise the Committee shall establish a quorum.

Please find attached Amending Bylaw 2021-02 and Committees Bylaw 2020-11 with the additions noted in red.

RECOMMENDATION

That Council grant first reading to Bylaw 2021-02 Amending Committees of Council Bylaw to Committees of Council Bylaw 2020-11, and that it be referred to committee.

TOWN OF DIDSBURY
BYLAW 2021-02
COMMITTEES OF COUNCIL AMENDING BYLAW

BEING A BYLAW OF THE TOWN OF DIDSBURY TO AMEND BYLAW 2020-11 TO ESTABLISH COUNCIL COMMITTEES OF THE TOWN OF DIDSBURY ENACTS AS FOLLOWS:

1. Short Title

1.1 The short title of this bylaw is the "Amending Bylaw to the Committees Bylaw".

WHEREAS, the Council of the Town of Didsbury deems it necessary to amend Bylaw 2020-11: Committees of Council Bylaw.

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

2. This Bylaw may be cited as the Committees Amending Bylaw No. 2021-02.
3. Bylaw 2020-11, being a bylaw to set Establish Council Committees for the Town of Didsbury, is hereby amended as follows:

Addition to General Considerations

- 6.3 Committee meetings shall be set by the Committee based on member availability.
- 6.4 The meeting schedule may be amended in any way, including the addition or cancellation of meetings at the discretion of the committee.
- 6.5 The majority of all the members that comprise the Committee shall establish a quorum.

4. This By-Law shall take effect upon the final passing.

Read a first time on this ____ day of ____ 2021

Read a second time on this ____ day of ____ 2021

Read a third time on this ____ day of ____ 2021

Mayor Rhonda Hunter

Chief Administrative Officer Ethan Gorner

TOWN OF DIDSBURY
BYLAW 2020-11
Committees of Council Bylaw

BEING A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH COUNCIL COMMITTEES OF THE TOWN OF DIDSBURY
ENACTS AS FOLLOWS:

1. Short Title

1.1 The short title of this bylaw is the "The Committees Bylaw".

2. Definitions

2.1 In this bylaw:

Ad Hoc Committee means a Committee established for a specified period of time and for a specific purpose.

Advisory Committee means a Committee that is advisory in nature and may include community members and has specific focus.

Agency Representative means a Member of an agency bringing a level of knowledge or expertise to a Committee but who does not necessarily represent the mandate of the specific agency they represent.

Committee means a Committee, Commission, Board or other body established by Council; and in a section of this bylaw relating to a specific Committee, means that specific Committee.

Councillor means a member of Council but does not include the Mayor.

Council Representative means a member of Council appointed annually to act as Council's liaison to that committee and not as an advocate for the committee.

Governance Committee means a Committee of Council members only, tasked with specific governance responsibilities.

Mayor means the Chief Elected Official of the Town of Didsbury.

Member means a Member of a Committee.

Organizational Meeting means the organizational meeting of Council as required under the *Municipal Government Act* (MGA).

3. Governance Committees

3.1 The following Governance Committees are established:

- a. Strategic Planning Committee
- b. Performance Evaluation Committee
- c. Policy & Governance Committee
- d. Other Governance Standing Committees that Council deems necessary may be appointed and subject to the principles set out in 3.2.

3.2 General Governance Committee Principles

- 3.2.1 These committees are comprised of up to a maximum of three (3) members of the Town of Didsbury Council.
- 3.2.2 The Mayor shall only be a member of the Committees to which the Mayor is appointed.
- 3.2.3 The CAO or designate shall attend these committee meetings to provide administrative support and advice, which may include other departmental representation as deemed necessary;
- 3.2.4 Meeting schedules shall be set by each committee;
- 3.2.5 The Chair shall be appointed at the discretion of Council;
- 3.2.6 Members of these committees will be appointed at the Organizational Meeting. Rotation of the committee members shall be appointed for a one year, two year and three year rotation for each committee.
- 3.2.7 In addition to the below stated purpose and functions, these committees will also consider any matters referred to them by Council.

3.3 Purpose and Functions of the Governance Committees:

Strategic Planning Committee

- 3.3.1 The Strategic Planning Committee is a standing committee that provides recommendations or advice to Council regarding Financial Planning, Budget, Capital Expenditure, Land Development, Facility Development, Infrastructure Management and Fleet Management.
- 3.3.2 The functions of the Strategic Planning Committee to review and make recommendations on the following:
 - 1. Financial Planning
 - 2. Review of Development of Facilities and Infrastructure
 - 3. Review of Planning Documents and Plans
 - 4. Development and Review of an Asset Plan
 - 5. Prioritize Performance Based Budgeting

Performance Evaluation Committee

- 3.3.3 The Performance Evaluation Committee is a standing committee that provides recommendations or advice to Council regarding service levels and facility utilization.
- 3.3.4 The functions of the Performance Evaluation Committee to review and make recommendations on the following:
 - 1. Review Service and make recommendations of Levels for Facilities
 - 2. Review Service Levels for Emergency Services
 - 3. Review Service Levels for all Departments
- 3.3.5 Provides input and recommendation into Service Level Plans

Policy & Governance Committee

- 3.3.6 The Policy & Governance Committee is a standing committee that provides recommendations or advice to Council regarding the development and compliance of Bylaws, Policies and Shared Service Agreements.
- 3.3.7 The Functions of the Policy & Governance Committee are to review and make recommendations on the following:
 - 1. Review draft policies, bylaws and other proposals, plans and studies as referred by Council
 - 2. Review existing Legislative framework for redundancies and recommend improvements;
 - 3. Review Shared Service agreements as necessary (not including ICC Sub-Agreements);
 - 4. Review and explore opportunities for collaboration.

5. Ad Hoc and Sub Committees

- 4.1 Council may establish, by resolution, Ad Hoc Committees for reviewing a specific issue or issues.
- 4.2 The composition of an Ad Hoc Committee is at the discretion of Council.
- 4.3 Ad Hoc Committees are disbanded at the completion of their mandate.
- 4.4 A Committee may establish a subcommittee(s) to review a specific issue or issues and make recommendations back to the Committee.
- 4.5 These committees shall not have a chair or vice-chair but will be facilitated by Administration.
- 4.6 The CAO or designate shall attend these committee meetings to provide administrative support and advice, which may include other departmental representation as deemed necessary;
- 4.7 The Mayor shall only be a member of the Committees to which the Mayor is appointed.

5. Advisory Committees

- 5.1 Advisory Committees are advisory in nature and may include community members and has are specific focus.
- 5.2 Advisory Committees are established by Bylaw.
 - 5.2.1 Appointments to Advisory Committees are by Council resolution.
- 5.3 Composition of the Committee:
 - 5.3.1 Up to two (2) members of Council may be appointed to Advisory Committees.
 - 5.3.2 The composition of the Advisory Committee will be stated in the establishment bylaw.
- 5.4 Terms of Appointment
 - 5.4.1 Members will be appointed at the discretion of Council, which will be reviewed at the annual Organizational Meeting of Council.
 - 5.4.2 The appointment of chair and vice chair shall be at the discretion of Council.
 - 5.4.3. All other matters related to the Terms of Appointment will be addressed in the establishment bylaw.2

5.5 Meetings

5.5.1 All Advisory Committee Meetings are to be conducted in Town of Didsbury facilities and facilitated by Town of Didsbury staff, at their discretion and in accordance with their availability.

5.6 Administration will provide an annual orientation to all advisory committees, which will include ongoing training on guiding principles and roles and responsibilities.

6. General Considerations

6.1 Power of Authority

6.1.1 Committee members serve at the pleasure and discretion of Council to undertake the work assigned by Council.

6.1.2 Council at any time retains the power to change the disposition of any Committee by resolution of Council.

6.2 Except as otherwise specified in this bylaw, no Committee or Member has:

6.2.1 Power to pledge the credit or course of action of The Town or enter into any agreement on behalf of the Committee or the Town.

6.2.2 Power to authorize any expenditure to be charged against The Town without prior approval by Council.

6.2.3 Authority to act administratively, or to direct administrative staff.

AMENDED by BYLAW 20201-02 – on _____, 2021

6.3 Committee meetings shall be set by the Committee based on member availability.

6.4 The meeting schedule may be amended in any way, including the addition or cancellation of meetings at the discretion of the committee.

6.5 The majority of all the members that comprise the Committee shall establish a quorum.

7 Effective Date

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

8. Repeal

8.1 Bylaw 2019-14 and amendments thereto are hereby repealed.

Read a first time on the 14th day of July 2020.

Read a second time on this 8th day of September 2020.

Read a third and final time on this 24th day of November 2020.

Mayor - Rhonda Hunter



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Proclamation Policy COUN 006
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.3

BACKGROUND/PROPOSAL:

In response to the Red Tape Reduction initiative, the Policy & Governance Committee are reviewing policies that are no longer required, redundant or need to be amended.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy & Governance Committee reviewed the Proclamation Policy COUN 006 at their February 18, 2021 meeting and are recommending it be amended.

Due to the political nature of many endorsements/proclamations, as well as already being done on the provincial and federal levels, the committee is recommending Council to not make or authorize any formal endorsement or proclamations.

RECOMMENDATION

That Council approve Proclamation Policy COUN 006 as amended.



TOWN OF DIDSBURY POLICY # COUN 006
POLICY NAME: Proclamation

TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	COUN 006
Policy Title:	Proclamation
Approval Date:	
Responsible Department:	Legislative Services
Related Bylaws:	

Policy Statement:

~~That The Town of Didsbury will provide guidelines for handling proclamation requests.~~ Council shall not make or authorize a formal endorsement or proclamation for any event, day, message, interest, cause or activity, not specifically related to town-sponsored, municipal purposes or operations, regardless of the merit of such.

Policy Purpose:

This policy is intended to guide council and administration in dealing with requests for proclamations. The making of such proclamations regarding non-Town matters is not within the legislative prerogative or purpose of the Town, regardless of how worthy such matters may be in and of themselves.

1. Definitions

- 1.1 Council means the Council of the Town of Didsbury, in the Province of Alberta.
- 1.2 Proclamation means a formal public statement made by a mayor or on behalf of council to declare a day, week or month to raise awareness for an event or cause. ~~request from an individual or organization for the Town of Didsbury to designate a day or time period as significant.~~

2. ~~Responsibilities~~ Standards

- 2.1 ~~Chief Administrative Officer:~~ Any requests for a Proclamation received by the Town shall be directed to the Chief Administrative Officer or designate.
- 2.2 The Chief Administrative Officer or designate will inform the requesting group or individual of this policy.
 - 2.1.1 ~~Shall add all proclamation requests to the Regular Council Meeting Agenda for Council's consideration.~~

3. Procedure

- 3.1 ~~All proclamation requests shall be placed on the agenda for Council's information.~~

4. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Rescinding of Policy COUN 002
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.4

BACKGROUND/PROPOSAL:

In response to the Red Tape Reduction initiative, the Policy & Governance Committee are reviewing policies that are no longer required, redundant or need to be amended.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Policy & Governance Committee reviewed Committees Roles & Responsibilities Policy COUN 002 at their February 18, 2021 meeting and are recommending that it be rescinded.

Policy COUN 002 is no longer needed with the passing of Committees Bylaw 2020-11.

The policy is attached for Council's reference.

RECOMMENDATION

That Council move to rescind Committees Roles & Responsibilities Policy COUN 002.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	COUN 002
Policy Title:	Committee Roles and Responsibilities
Approval Date:	July 23, 2019
Date to be Reviewed:	2024
Responsible Department:	Council
Related Bylaws:	Town of Didsbury Procedural Bylaw

Policy Statement:

The Town of Didsbury recognizes the crucial role that committees play in assisting Council in meeting the needs of the community. Councils are elected to govern on behalf of the citizens and the citizens have a right to expect its Council to be judicious in making use of community resources including human resources (committee members).

1. Definitions

- 1.1 Committee means a committee, authority or board in which members are appointed by Council. Shall mean either a Standing Committee or Task Force.

2. Responsibilities

2.1 Council

- 2.1.1 Shall appoint committees when required and approve terms of reference at the time of the creation of a Committee.
- 2.1.2 Shall receive applications for appointments to committees.
- 2.1.3 Shall review applications and/or recommendations for consideration of appointment from committees.
- 2.1.4 Shall appoint Council representatives, and members of the public to the committee as defined in the terms of reference.
- 2.1.5 Shall review the membership on committees and may, for any reason it considers proper, revoke the appointment of a member or members of a committee and appoint successor(s) to fill the vacancy.
- 2.1.6 Receive and Review, accept or decline the resignation of any member of a committee.
- 2.1.7 Council Members that sit on a committee shall rotate if requested or where possible on a yearly or maximum two (2) year basis to ensure opportunity for other Councillors to sit on different Boards and Committees.
- 2.1.8 The Councillor appointed to the Alternate position will be the person who will be appointed after the decided term is complete. The alternate shall attend all meetings along with the designate for three (3) months prior to the appointed member being changed to ensure they are up to date on issues of that board or committee and to meet the other members.



2.2 Mayor

2.2.1 Shall act as ex-officio member of all Council Committees.

2.3 Chairperson of Committee

2.3.1 Shall call meetings of the committee as required. Special meetings shall be called in the same manner as a Special Council Meeting.

2.3.2 Shall coordinate the duties of the committee and the preparation and circulation of the meeting agenda for the committee no less than 48 hours prior to a meeting.

2.3.3 Shall review applications with the committee that are submitted to fill vacancies on the committee and to provide confidential recommendation to Council through the Chief Administrative Officer.

2.3.4 Shall forward to the Chief Administrative Officer by the 30th of June each calendar year, the names of any Committee members whose term in office is due to expire at the annual organizational meeting of Council.

2.4 Chief Administrative Officer or their designate

2.4.1 Shall receive and present application to Council for consideration of appointments on committees.

2.4.2 Shall annually review memberships of committees to ascertain the names of all members whose term will be expiring within the current year and advise Council.

2.4.3 Shall coordinate the use of the Council Chambers or committee rooms.

2.4.4 Shall advertise all vacancies on Town of Didsbury committees for at least two consecutive weeks.

2.4.5 Shall inform all applicants and Chairperson of the Committee of Council's decision relative to the committee appointments.

2.4.6 Shall keep accurate records of appointment of all Town of Didsbury committee members.

2.5 Committee Members

2.5.1 Shall analyze, determine and recommend or act upon a matter within the terms of reference of the committee.

2.5.2 Shall regularly attend committee meetings and fully participate in presenting motions, debating and voting.



2.6 Council Members

- 2.6.1 Shall forward minutes to be included in the Regular Council Agenda for information and review.
- 2.6.2 Shall provide a written report on committee activities and emerging issues for every meeting the Councillor's attend.
- 2.6.3 Shall provide the following information that may arise within Committee meetings:
 - 2.6.3.1 Financial Statements or Reports
 - 2.6.3.2 Approved business or strategic plans
 - 2.6.3.3 Changes to Policies, Procedures or Bylaws
- 2.6.4 Shall advise the alternate appointee of any meeting the Council Member is unable to attend in a manner allowing the alternate appointee enough time to arrange to attend the meeting in the Council Member's place.

2.7 Supporting Staff Members

- 2.7.1 Shall prepare, review with the chairperson, and distribute agenda materials not less than 48 hours prior to meetings, except in the case of Special meetings.
- 2.7.2 Shall prepare and distribute the minutes in accordance with standards set by the Chief Administrative Officer.
- 2.7.3 Shall book the Council Chambers or Committee Room for each meeting through the appropriate staff member.
- 2.7.4 Shall provide for the orientation of new members of the committee.
- 2.7.5 Shall provide all office supplies required for the operation of the committee.
- 2.7.6 Shall return the meeting room to its normal condition following the meeting.

3. Applications

- 3.1 Upon receiving applications for Committees, or in some cases, recommendations for appointment from the respective Committee, Council should review all applications closely, fairly and equally.
 - 3.1.1 Council may request references and check references if necessary.
 - 3.1.2 All decisions regarding selection and appointment of applicants will include, but not be limited to consideration of experience, availability and individual references.
 - 3.1.3 In the event that more applications are received than available vacancies, unsuccessful application shall be retained for six (6) months in the event that a vacant position becomes available.



4. Terms of Reference

- 4.1 Under the direction of Council, the Chief Administrative Officer shall review and present terms of reference for each committee.
- 4.2 The Terms of Reference shall include the following:
 - 4.2.1 Name of the committee, as set by Council, and to be used on all correspondence by the committee.
 - 4.2.2 Membership: Appointments shall be for a term of two years or less, ending on October 31st of each year, unless otherwise stated in Terms of Reference or relative legislated references. Terms of Reference shall show membership by source (Council, Public, etc.) and term.
 - 4.2.3 Frequency of Meetings: A statement of the frequency of meetings and how these meetings are arranged should be included.
 - 4.2.4 Authority: A statement of the authority granted to the committee by Council, usually through a resolution number, must be included.
 - 4.2.5 Term: A statement should be provided that indicates whether the Committee is a permanent Standing Committee or is a Task Force with a definite objective and time of dissolution.
 - 4.2.6 Supportive Staff Member: The position designated to provide support services to the Committee should be identified.

5. Regulation

- 5.1 No member of Council shall serve continuously for more than two (2) years on any committee without unanimous Council approval.
- 5.2 No member of the public shall serve continuously on any committee for greater than four years without unanimous Council approval.
- 5.3 No individual member of the public shall be appointed to more than one (1) Committee.

6. Meetings

- 6.1 At its first meeting, each committee shall elect a chairperson by secret ballot where appointment by acclamation does not occur. The chairperson of a Committee, where there are members of the public appointed, shall be a member of the public.
- 6.2 Each committee shall submit in December of each year a schedule of regular meetings for the following year to the Chief Administrative Officer. An overall schedule shall be prepared by the Chief Administrative Officer and circulated to Council, staff and all committees.



- 6.3 Frequency of meetings shall not be less than stated in terms of reference. Meetings may be canceled, by resolution, if poor attendance is anticipated due to holidays or vacations.
- 6.4 All agendas are to be prepared and circulated in advance except in the case of a special meeting being called.
- 6.5 A quorum is required to hold a formal meeting.
- 6.6 All meetings are to be recorded in accordance with standards set by the Chief Administrative Officer.
- 6.7 All meetings will be held in accordance with the Town of Didsbury's Procedural Bylaw and Roberts Rules of Order unless otherwise stated by the policy or Terms of Reference.
- 6.8 Motions
 - 6.8.1 Motions do not require a second, unless directed otherwise.
 - 6.8.2 Motions cannot be made by the Chairperson.
 - 6.8.3 Motions are passed by a simple majority.
 - 6.8.4 A vote will be recorded only as Carried or Defeated unless otherwise requested by a member of the Committee prior to the vote.
 - 6.8.5 Each member of the committee shall cast one vote.
- 6.9 If a Committee member misses three (3) consecutive regular meetings without prior authorization from the Committee, the Committee Member is automatically removed from Committee membership. An excused absence occurs if a member is absent on Town business or under the care of a doctor.
- 6.10 A Council member is held to the same expectation in any Council-appointed Committee, Board or Commission position; if 3 consecutive meetings are missed without authorization from Council, the Council member will be removed as the Council-appointed Committee, Board or Commission representative and replaced by the appointed alternate Council representative for the remainder of the appointment term.
- 6.11 If extenuating circumstances have forced the Committee Member to miss three (3) consecutive meetings, the Committee may through resolution request that Council consider reappointing the Committee Member to the Committee.
- 6.12 If extenuating circumstances have forced a Council Member to miss three (3) consecutive meetings, Council may, through resolution approve the reappointment of the Council member to the Committee, Board or Commission.

7. Authority

- 7.1 Committees shall be considered as advisory only, unless granted specific authority by resolution of Council.
- 7.2 All contracts or agreements proposed by a Committee require approval by



Council prior to signing.

- 7.3 Committee shall meet in public unless the nature of the issue being discussed requires that the committee go in-camera. All recommendations to Council shall be made by resolution in public.

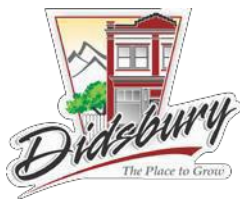
8. Task Force

- 8.1 A Task Force shall be proposed by resolution of the Committee following review of availability of volunteer and staff resources, and the priorities of the organization.
- 8.2 Each Task Force shall have as one of its members, a member of a Standing Committee or a member of Council, and that member shall be responsible for coordinating.

9. Advertising

- 9.1 The Chief Administrative Officer shall advertise all committee meetings in accordance with the Municipal Government Act.
- 9.2 All position vacancies shall be advertised through all regular methods of Town of Didsbury communications when possible.

10. End of Policy



APPENDIX A – COMMITTEE APPLICATION FORM FOR MEMBERS-AT-LARGE



1606 14 Street
PO Box 790
Didsbury AB T0M 0W0
Phone: 403.335.3391
Fax: 403.335.9794

APPLICATION FOR BOARD/COMMITTEE/COMMISSION

Please Print Clearly

Last Name

First Name

Address, including Postal Code

Email Address

Primary Phone (Cell or Home)

Business Phone

Seeking Appointment to:

1. _____
2. _____

Background Information (Provide a brief outline of your experience/education or interest in this area)
If you need more room, please use the back of this form:

Why Do You Wish To Serve On This/These Committee(s):

Please Read: Completed applications must be returned to the Town Office.
To be eligible for appointment as a member-at-large on a Town Board, Committee or Commission, you must be a resident of Didsbury.
The length of appointment is a two-year term, except as required by statute or if the appointment is to fill a vacancy.
The personal information being requested on this form is being collected to assist Council in making appointments to its committees, and is governed by the Freedom of Information and Protection of Privacy (FOIPP). If you are appointed to a committee, your name will be disclosed.

Signature

Date



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Delegation Request – Mountain View Freedom
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

The Mountain View Freedom organization submitted a request to have an emergency in-person meeting with Council on the lockdowns and supporting local businesses.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

At the February 9, 2021 Regular Council Meeting, Council referred the request to the Strategic Planning Committee to review and bring a recommendation back to Council.

The Committee met on February 16, 2021 and made the following recommendation:

That the Mountain View Freedom group be advised that in accordance with Procedural Bylaw 2020-12 s.19.1.e, the request does not meet the criteria for a delegation and further recommend the members attend the Organization and/or Business Virtual Town Halls best suited for their interest.

RECOMMENDATION

That Council move to advise the Mountain View Freedom group that in accordance with Procedural Bylaw 2020-12 s.19.1.e, the request does not meet the criteria for a delegation and further recommend the members attend the Organization and/or Business Virtual Town Halls best suited for their interest.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	988 Crisis Hotline
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

Mayor Hunter received correspondence from Damien Kurek, MP with Battle River-Crowfoot on the devastating consequences on mental health and the need for awareness.

On December 11, 2020 the House of Commons passed a motion introduced by MP Todd Doherty to bring a national 3-digit suicide prevention hotline to Canada.

Please see attached letter dated February 16, 2021.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mr. Kurek is asking all municipalities to consider passing a motion to make 988 a reality and to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

RECOMMENDATION

That Council move to accept the 988 Crisis Hotline as information.

OR

That Council move to make the following resolution:

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline; and

WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent; and

WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold; and

WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS Didsbury Council recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT Didsbury Council endorses this 988 crisis line initiative;

And that Staff be directed to send a letter indicating such support to the local MP, MLA, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.

Motion to Support 988 Crisis Hotline

From: Kurek, Damien C. - M.P. <Damien.Kurek@parl.gc.ca>

February 16th, 2021

To Ms. Rhonda Hunter via email: rhunter@didsbury.ca

Dear Ms. Hunter,

Over the past year, I have heard about the challenges with maintaining strong mental health and the devastating consequences of that on people, families, and communities. Mental health is a serious issue that needs to be talked about more than just on awareness days.

Although there are some supports available, they are not widely known, and they need to be. In addition, they need to be accessible to everyone, not only to people in major cities.

While there have been significant steps taken in the past few years, it is not enough, and more needs to be done still.

On December 11th, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline line to Canada.

That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.

I'm asking that all municipalities across Battle River – Crowfoot consider passing a motion similar to the one below. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

Personally, you can also support the cause by signing our electronic petition at: <https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2772>

The past year has been a challenging year and the mental health implications have been severe. As local leaders, and especially during this period of difficulty, our constituents are looking for leadership. This is one small step we can all take.

Please feel free to reach out if we can assist you in any way.

Sincerely,

Damien C. Kurek, MP
Battle River - Crowfoot

Support for 988 Crisis Line

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS Didsbury Council recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT Didsbury Council endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP, MLA, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Chamber/Town Council Virtual Town Hall Meeting
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.4

BACKGROUND/PROPOSAL:

The Didsbury and District Chamber of Commerce have agreed to co-host a Virtual Town Hall Meeting with the Town of Didsbury Council focusing on local businesses.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Chamber has provided 2 dates for Council to select from for our co-hosted Town Hall for businesses.

The Didsbury and District Chamber of Commerce have requested the meeting take place prior to their Annual General Meeting which is being held on March 10th.

The Chamber Board are available March 3rd, or alternately March 1st.

RECOMMENDATION

That Council move for the Didsbury & District Chamber of Commerce/Town of Didsbury Council Virtual Town Hall take place on March ____, 2021 at 7:00 p.m.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	COVID Update
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Administration will provide a verbal update on COVID-19.

RECOMMENDATION

That Council accept the COVID-19 update for February 23, 2021 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Chief Administrative Officer's Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Chief Administrative Officer's report for February 23, 2021 as information.



CAO Report – February 23, 2021

1. FCSS Funding Follow-up (Community Services)

Please see attached follow-up report on Family School Wellness FCSS Funding

2. 2021 Property Assessment Notices (Financial Services)

2,563 Tax Assessment Notices were prepared and mailed February 12, 2021. The assessment complaint period is until April 23, 2021.

3. Action Requests (Financial Services)

The January Action Request and Summary are attached for Council's review and information.

4. 2020 4th Quarter Financial Reports (ACAO/CFO)

The 2020 4th quarter financial reports are provided for Council's review and information.

Family School Wellness FCSS Funding Explanation

Please find additional information in **RED**, provided by Jolene Sanford, Community Development Coordinator:

History of Approved Funding

2017 - \$12,916.70

2018 - \$11,916.70

2019 – \$11,916.70

2020 - \$10,000.00

2021 Ask: \$26,400.00 (substantially higher)

Financial History

- Family School Wellness (FSW) is currently funded through Chinooks Edge School Division (CESD) and area Family and Community Support Services (FCSS) programs
- They were also previously funded through Child and Family Services but with many changes in 2020, that funding was reduced by \$400,000.

General Objectives/Services Offered

- This program has been restructured with a new model
- To provide a comprehensive range of preventative and early intervention programs and services during school hours to ensure that every student can engage in meaningful learning while attending school (they will no longer run programs outside of school hours, only offer service from 8:30 to 4:30 on school days)
- Meet with children as well as family members if need be
- Address the diverse social and emotional needs of our student population
- If the child's issues/needs stem from school then FSW will work with them, otherwise they will find other resources to connect the child with (previously they would work with/deal with the various issues that the child was dealing with even if it had to do with issues outside of school.....now if the issues are outside of school they will refer the child/family to another resource if available)
- Their services are now only offered during the school year (10 months) (no programming or connection with students during the summer months)
- They will no longer offer programs such as "Get Real Day", "Speakers", "Mental Wellness Day" etc, their service is strictly one on one

- There is not necessarily a FSW worker assigned to each school, they now have a collective group assigned to our area and the FSW workers go where they are needed.....so if Didsbury High School was in high demand and having 1 FSW worker there was not enough, another would step in to help out the caseload. They will move to where their services are required. They will also use one another's expertise as it is required in various schools depending on the needs of the students at that time (past programming there was 1 FSW worker assigned to each school)

Rational for Community Services Board funding recommendation:

- With many changes to the structure of the program there are some concern with the service delivery and what that will look like for our children in the schools and the pressures it could put on other resources in our community
- With the change in structure of the program the Board wanted the opportunity to review the feedback that we will receive from January to June. Numbers of children helped, trends they are seeing, services required that they may not be able to offer, are there adequate resources to refer to, challenges, successes
- The board definitely sees value in this program but felt that in order to be financially responsible with funding recommendations, a review of the "new" program half way through would be a wise opportunity to have the discussion around the use of funds and if FSW is happy with the new structure and what they see as successful and or if there needs to be further changes to the new model
- The FCSS Funding request is substantially higher this year and at the end of the day should the shortfall of \$400,000.00 fall onto FCSS to make up?

Action Requests January, 2021

<u>Department</u>	<u>Previous Outstanding</u>	<u>Current Monthly Requests</u>	<u>Completed</u>	<u>Total Outstanding</u>
Public Works		1	1	0
Municipal Enforcemen		4	4	0
Waste Managemen		1	1	0
Parks/Rec		2	2	0
Finance		2	2	0
Administration				0
Plan/Dev				0
Leg/Ec Dev				0
Totals	0	10	10	0

2021 ACTION REQUESTS LISTING								
MONTH	PW - PROPERTY	ANIMAL S	ME - PROPERTY	ME- SIDEWAL	SOLID WAST	PARKS PROPERTY	UTILITIES	TOTAL
January	I	I	II	I	I	II	II	
	1	1	2	1	1	2	2	10

- 1 PW - PROPERTY Black and Green bins are broken
- 1 ANIMALS Dog running at large
- 2 ME - Property Removal of fence & driving in ditch, Snow not cleaned around hydrant
- 1 ME - Sidewalk Neighbours sidewalk not cleaned
- 1 SOLID WASTE Black bin not picked up
- 2 PARKS - Property Trees in Memorial Park have black knot, Equipment broke at Playground on 23rd Street
- 2 UTILITIES High consumption on last few invoices, High consumption for December

OTHER

Town of Didsbury
Financial Reporting
2020 – 4th Quarter

The following reports were provided to the Strategic Planning Committee at their February 16, 2021 meeting.

1. 2020 Capital Project Schedule
2. 2020 Reserves Continuity Schedule
3. 2020 Capital Grants Continuity Schedule

The Committee questioned the status of the Memorial Park Connectivity project. Administration communicated that an update would be provided at a Regular Council Meeting.

The Committee accepted the 4th Quarter Financial reports as information and requested Administration includes them on the Regular Council Meeting agenda for Council's information.

Town of Didsbury
4th Quarter Financial Report
2020 Capital Schedule (current year projects) Approved February 11, 2020

		Capital Spending			Budgeted Funding						
		Actual to Dec 31, 2020	Budget	Status ¹	Operations	Reserves	Grants	Debt	Developer Contribution	Sales Proceeds	TOTAL
Asset Group		Department									
Land											
East Reservoir Land Acquisition	Utilities	-	200,000	IP	-	-	200,000	-	-	-	200,000
Infrastructure											
East Reservoir Design Phase	Utilities	2,720	175,000	IP	-	-	-	-	175,000	-	175,000
Pedestrian Connectivity- Shantz	Public Works	70,327	150,000	IP	-	-	150,000	-	-	-	150,000
15th Ave. Storm Water Main Extension ³	Public Works	556,078	1,053,594	C	-	-	1,053,594	-	-	-	1,053,594
Westhill Place Sanitary Service Line Repl.	Utilities	84,126	94,000	C	-	94,000	-	-	-	-	94,000
Pedestrian Connectivity- Memorial Park	Public Works	-	74,000	NS	-	-	74,000	-	-	-	74,000
Pedestrian Connectivity- High School ³	Public Works	250,689	222,406	C	-	-	222,406	-	-	-	222,406
Buildings											
AG Foods Building Acquisition	Administration	-	990,000	IP	-	990,000	-	-	-	-	990,000
Arena Floor & Boards Replacement ²	Recreation/Parks	1,422,888	1,450,000	IP	-	725,000	725,000	-	-	-	1,450,000
Machinery & Equipment											
Floor Scrubbing Machine	Recreation/Parks	8,303	8,500	C	8,500	-	-	-	-	-	8,500
Mower	Recreation/Parks	37,839	45,000	C	-	42,300	-	-	-	2,700	45,000
Solar Crosswalk 20 Ave/16 St	Public Works	10,303	20,000	C	-	-	20,000	-	-	-	20,000
Skid Steer annual program	Public Works	49,853	50,000	C	3,500	-	-	-	-	46,500	50,000
Replacement truck - plow/salt/sander ⁴	Public Works	102,307	107,500	C	-	107,500	-	-	-	-	107,500
Grand Total					12,000	1,958,800	2,445,000	-	175,000	49,200	4,640,000

2019 Capital Schedule (projects carried over)⁵

Asset Group	Department	Actual to Dec 31, 2020	Budget	Status ¹	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
Vehicles											
321 Pumper Truck	Protective Services	774,856	775,000	C	-	387,500	-	-	387,500	-	775,000

¹ Status: Not started ("NS"), In Progress ("IP"), Completed ("C")

² 2020 Capital Budget Amended April 28, 2020 (Res#137-20); Arena project Amended June 23, 2020 (Res#247-20) (Project completed in January, 2021)

³ Pedestrian Connectivity - High School project budget increased by \$16,406; amended July 21, 2020 (Res#289-20)

⁴ 2020 Capital Budget Amended October 13, 2020 (Res#372-20)

⁵ 2019 Capital Budget Approved February 12, 2019; Amended November 12, 2019 (Res#548-19); Amended September 8, 2020 (Res#343-20)

Town of Didsbury
4th Quarter Financial Report
Reserves Continuity Schedule

	Jan 1, 2020 Actual	Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)	Dec 31, 2020 Actual	Transfers out Budgeted (related to previous budgets)	January 1, 2021 Reserve balances Available
General	1,049,301	45,000	-	-	1,094,301	(990,000)	104,301
Safety awards	2,040	9,154	-	(8,250)	2,944	-	2,944
In lieu of municipal reserve	62,735	-	-	-	62,735	-	62,735
General reserve	1,114,076	54,154	-	(8,250)	1,159,980	(990,000)	169,980
Old fire hall	26,249	-	-	-	26,249	-	26,249
Fire dept large equipment	460,054	100,000	-	(348,831)	211,223	-	211,223
Fire dept building maintenance	9,867	-	-	-	9,867	-	9,867
Fire dept operating	50,046	-	-	(25,023)	25,023	-	25,023
Fire dept small capital equipment	10,284	-	-	-	10,284	-	10,284
RCMP operating and capital	295,940	83,753	-	-	379,693	-	379,693
Municipal enforcement operating and capital	64,036	21,400	-	-	85,436	-	85,436
Protective services reserve	916,477	205,153	-	(373,854)	747,776	-	747,776
Vehicle & equipment replacement	391,571	302,000	-	(154,141)	539,430	-	539,430
Snow removal	25,688	-	-	-	25,688	-	25,688
Water	40,987	215,000	-	-	255,987	-	255,987
Water offsite levies	160,887	3,337	-	(2,720)	161,505	(93,421)	68,083
Water distribution offsite levies	81,579	-	-	-	81,579	(81,579)	-
Wastewater (unfunded)	648,898	555,000	-	(84,126)	1,119,772	-	1,119,772
Wastewater treatment offsite levies (unfunded)	40,901	23,741	-	-	64,642	-	64,642
Solid waste	328,056	8,000	-	-	336,056	-	336,056
Public works reserve	1,718,567	1,107,078	-	(240,987)	2,584,659	(175,000)	2,409,659
Cemetery	19,749	-	-	-	19,749	-	19,749
Economic development & tourism	74,617	-	-	-	74,617	-	74,617
Train station maintenance	41,866	-	-	-	41,866	-	41,866
Pathway & trail	183,498	8,474	-	(36,831)	155,140	-	155,140
Skatepark	49,446	-	-	(21,632)	27,814	(22,695)	5,119
Recreation facilities	645,008	234,700	-	(736,855)	142,853	(4,848)	138,005
Campground	30,274	1,405	-	-	31,679	-	31,679
Community/Recreation Services reserve	1,044,458	244,579	-	(795,318)	493,719	(27,543)	466,176
Total	4,793,579	1,610,964	-	(1,418,409)	4,986,133	(1,192,543)	3,793,590

Town of Didsbury
4th Quarter Financial Report
Capital Grants Continuity Schedule

	Jan 1, 2020 Actual	Grant \$ Received (YTD)	Interest (YTD)	Actual Expenditures (YTD)	Dec 31, 2020 Actual	2020 Grant Allocation Receivable	Budgeted Expenditures Projected	2020 Grant Balance Available
Gas Tax Fund Grant ¹	740,334	-	1,900	(711,444)	30,791	301,339	(4,848)	327,282
Municipal Sustainability Initiative Grant	1,295,458	1,099,109	8,566	(887,397)	1,515,736	-	(353,673)	1,162,063
Total	2,035,793	1,099,109	10,466	(1,598,841)	1,546,526	301,339	(358,521)	1,489,344

¹ The opening balance for the GTF grant includes \$595,287 receivable from the Government of Alberta.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Project Summary – Arena Floor & Boards
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	8.2.1

BACKGROUND/PROPOSAL:

A substantial capital investment was made in the Didsbury Arena between May and December 2020. This project saw the removal and replacement of two arena floors, installation of new brine line system and new board systems and the addition of underpad heating for both surfaces.

The existing floor and board systems were 40+ years old and were showing signs of failure. Cracking, heaving and poor refrigeration were all indicators that the floors were in need of replacement. Closure of sport due to COVID-19, combined with the failures, allowed the project to receive Council approval to move ahead in 2020.

Work on this project began mid-May 2020 and the project was expected to reach completion by October 2020. Upon excavation of the two surfaces in June, two additional buried slabs were discovered, along with some structural issues with the cross-ties that are located under the arena slabs. Additional scope of work and funding was required to address these issues. These unanticipated problems also added an additional six weeks to the project.

Once these issues had been addressed, the project moved ahead without further complications. Every week brought a new stage to the project and it was exciting to watch the progression. The day that the floors were poured saw over 20 workers on site to ensure a perfect floor ... ours are 99.8% level and the contractor says it is the most level floors they have ever done!

Due to cost savings along the way, we were able to enhance the project with some value-added items which included: the addition of an overhead door system for the Zamboni entrance; a small heated slab of concrete at the Zamboni gate for a safer, ice-free area for staff and leisure ice users; higher glass for spectator enjoyment; and minor upgrades to the board system for better advertising opportunities and a more finished look.

The project was completed in early December 2020, but unable to open to users due to ongoing restrictions related to COVID-19. Management and staff are thrilled to be able to open the doors to our school users and one-on-one training opportunities on February 8, 2020!

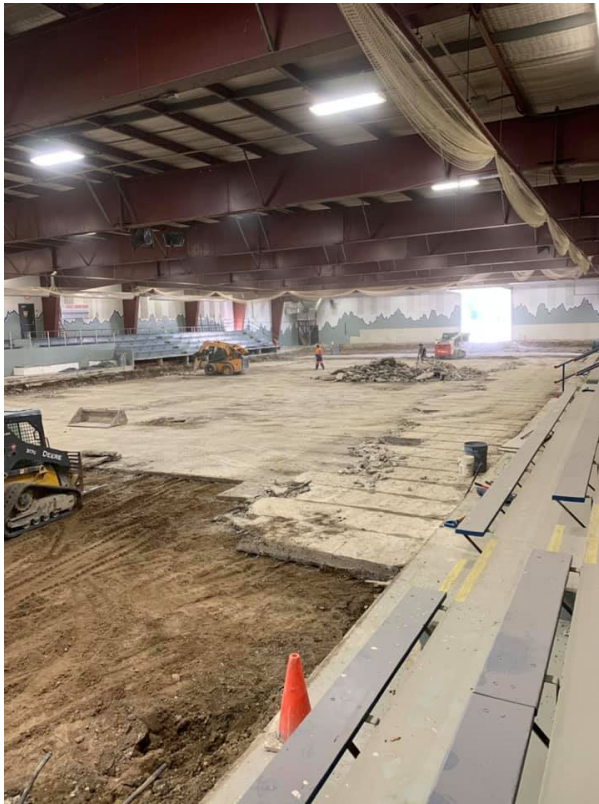
This item was presented to the February 17, 2021 Strategic Planning Committee who recommended that the summary be brought to Council for review.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

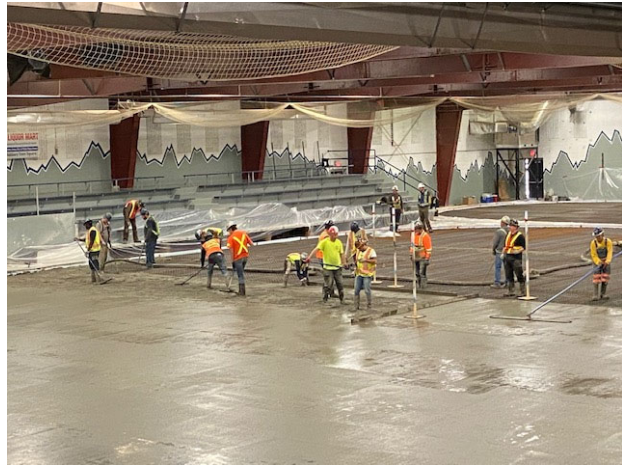
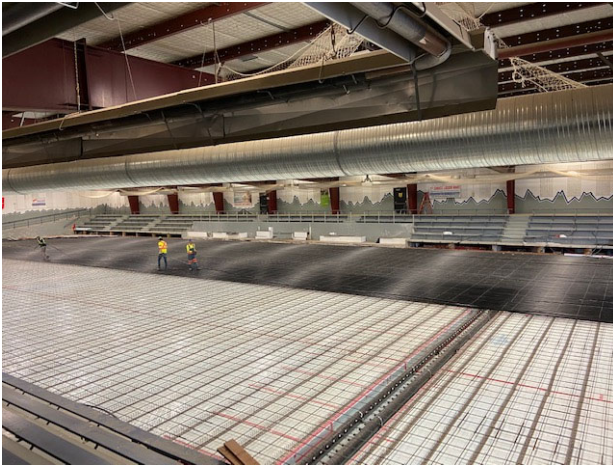




REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*



DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The costs were incurred as followed:

	Contractor Costs – Floor	Contractor – Boards	Other costs*	Total
2020 Budget	\$1,162,053	\$252,947	\$35,000	\$1,450,000
2020 Actual Costs Incurred	\$1,147,420	\$252,947	\$32,216	\$1,432,583
Difference				\$17,417

*Includes geotechnical, plumbing, electrical, machining and hauling old materials.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

This project was able to achieve savings in actual costs versus budget through the following:

- Using local contractors whenever possible to avoid travel and mobilization costs
- The removal of the slabs cost less as a result of Town of Didsbury equipment being used, when possible
- Local businesses, area farms and individuals took much of the concrete removed for their own use, saving on recycling and/or landfill costs

ALIGNMENT WITH STRATEGIC PLAN

Healthy Active Living, Infrastructure and Asset Management, Economic Prosperity

RECOMMENDATION

That Council accept the Arena Floor & Boards Project Summary as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Project Summary – 15 th Ave Storm, High School Connectivity, Westhill Place
ORIGINATING DEPARTMENT	Public Works & Infrastructure
AGENDA ITEM	8.2.2

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

15th Avenue Stormwater Main

The project is the first phase of a multi-year plan to install an underground stormwater collection system for the south end of our commercial district. The project began construction in late summer 2020 and completed construction in late fall. Contractor recommended an alternate installation method than was asked for in the Tender. The installation method required more asphalt to be removed; however, the removal of subcontractors and risk mitigation measures allowed the Contractor to self-execute the installation with open cut excavation. To minimize the asphalt repair required we used trench boxes to protect workers installing the infrastructure.

The outfall improvement to Southridge Coulee was part of the installation of this phase. The significantly improved structure will ensure environmental protection of the downstream channel from the increased flow directed into the coulee

Other design refinements occurred seamlessly and preparations were included in the work for future phases to tie into. The construction team was successful in its delivery of a high quality investment.

	Contractor Costs	3 rd Party Costs	Engineering	Total
2020 Actual Costs Incurred	473,794	-	82,284	556,078
2020 Budget				1,053,594
Difference				497,516

High School Connectivity (15th Avenue Sidewalks)

The project began shortly after contract award. As with the project above, the construction team worked seamlessly and met regularly to address issues and agree quickly on resolutions. Schedules were maintained and design modifications were incorporated efficiently to ensure completion.

The notable overage from the approved budget is a combination of two discrete items.

- The first is a product of installing a straight curb line along a previously rural road cross-section. Where the existing asphalt was lower than the curb line, additional asphalt was needed and the curb line was approximately 0.5m further from the existing asphalt than anticipated at the time of Tender.
- The second item of the contract which exceeded the tendered quantity is landscape restoration. At the time of tender, the allowance was for 1m of landscape for the length of the sidewalk. The installation of the sidewalk resulted in a greater total restored area at the two ends of the work (at the high school & residences adjacent to 18th Street.)



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

	Contractor Costs	3 rd Party Costs	Engineering	Total
2020 Actual Costs Incurred	219,885	-	30,804	250,689
2020 Budget				222,406
Difference				(28,283)

Westhill Place Sanitary Sewer Replacement

This capital improvement project began in mid-October. The sanitary service replacements were installed along with new sidewalks and asphalt in the bulb of the cul-de-sac. The service replacements posed challenges and required more than average site design solutions to advance construction. To keep the project on schedule, additional engineering site time was necessary. The team worked efficiently to restore services and minimize impacts on the residents of Westhill Place. The Town is already benefitting from reduced operation costs associated with this segment of our network.

	Contractor Costs	3 rd Party Costs	Engineering	Total
2020 Actual Costs Incurred	67,487	450	16,189	84,126
2020 Budget				94,000
Difference				9,874

The Department would like to extend a much deserved Thank You to the residents of our Town. The combined works above impacted a major segment of our transportation network and affected every resident and many businesses in some way. We appreciate your patience and understanding.

This item was presented to the Strategic Planning Committee on February 17, 2021. The Committee recommended that the project summaries be brought to Council at the next Regular Council Meeting.

RECOMMENDATION

That Council accept the Project Summaries for the 15th Avenue Stormwater Main Extension, Pedestrian Connectivity – High School, and Westhill Place Sanitary Service Line Replacement as information.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Council Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

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

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engaged Community

RECOMMENDATION

That Council move to accept the Council Reports for February 23, 2021 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Correspondence & Information
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- Strategic Planning Committee Meeting Notes – February 3, 2021
- Policy & Governance Committee Meeting Notes – February 3 and 10, 2021
- Performance Evaluation Committee Meeting Notes – January 21, 2021
- MPC Minutes – January 13, 2021
- Minister of Alberta Municipal Affairs – Municipal Internship Program approval
- Mackenzie County – Reopening Recreational & Business Services

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 2. An Informed & Engagement Community

RECOMMENDATION

That Council move to accept the items presented as information.



Strategic Planning Committee
Meeting Notes
February 3, 2021 at 1:00 p.m.
Held through ZOOM Meeting

Present:

Councillor Windsor (Chair)
Councillor Moore (Vice-chair)
Mayor Hunter

Staff:

Amanda Riley
Craig Fox
Luana Smith

1. CALL TO ORDER

Councillor Windsor called the meeting to order at 1:08 p.m.

2. APPROVAL OF AGENDA

- Add: Amendments/Updates to 2021 Capital Budget as first item under 4.1
- Add: 4.0 Outstanding Business section to capture items from previous meetings not yet addressed.

MOVED by Councillor Moore to approve the February 3, 2021 Strategic Planning Committee Agenda as amended.

Carried

3. REVIEW OF COMMITTEE MEETING NOTES

MOVED by Mayor Hunter to approve the January 20, 2021 Strategic Planning Committee Meeting Notes as amended.

Carried

4. OUTSTANDING BUSINESS

CAO to bring information and recommendations for framework and meeting structure.

5. STANDING ITEMS

FINANCIAL PLANNING

Amendments/Updates to 2021 Capital Budget

1. Updated on 20th Street Drainage Project re: two possible options within budget.

Option 1: Parking on the east side of 20th - continue with angle parking towards 17th Avenue. This requires widening of the roadway; budget would only allow for trenched areas to be re-surfaced.

MOVED by Mayor Hunter to go into closed meeting at 1:19 p.m.

Carried

MOVED by Mayor Hunter to go come out of closed meeting at 1:25 p.m.

Carried



Option 2: Parallel parking which will not require additional roadway be developed; fewer parking stalls; will include full mill and overlay of roadway.

The committee discussed the pros and cons on angle and parallel parking on the east side of 20th.

MOVED by Mayor Hunter to recommend to Council that the 20th Street Project scope includes parallel parking on the east side based on current and future budget considerations (Option 2).

Carried

2. New capital item – Grader

The grader is having significant mechanical issues and Administration would like to add to the 2021 capital budget.

Option 1: Repair the equipment including the engine

Option 2: Replace with good quality used equipment

The committee discussed the projected costs for repairs, replacement, contract out and lease of the grader.

MOVED by Mayor Hunter to recommend Administration explore a lease option for the replacement of the grader and to return to the February 17, 2021 Strategic Planning Committee meeting.

Carried

2021 Capital Budget remaining items

The committee discussed the 9 remaining items for the 2021 Capital Budget including the importance of having an asset management plan.

MOVED by Councillor Moore to go into closed meeting at 2:10 p.m.

Carried

MOVED by Mayor Hunter to come out of closed meeting at 2:15 p.m.

Carried

- East Reservoir (design & tender) (remove)
- Street Lighting Continuity Program (reduce budget to \$120,000, project scope to include only the south end with the 20th Street project)
- Community Information Signage Project (move forward) (2nd sign come back for approval of its location prior to installation)
- Library Expansion and Renovation (more information forth coming)
- Emergency Backup Generator – title to include Southridge Lift Station (move forward)
- Asphalt Repair Equipment & Packer (remove; return with testimonials in future)

MOVED by Mayor Hunter to recommend the following items be included in the 2021 Capital Budget:

Street Lighting Continuity Program for south end of 20th Street (\$120,000)

Community Information Signage Project (\$70,000)

Southridge Lift Station Emergency Backup Generator (\$28,000)

Carried



6. ACTIONS/MOTIONS:

- Administration to bring back information on lease costs for grader.
- Defer Outlying Plan Elements Ranking to February 17, 2021 Strategic Planning Meeting.

7. NEXT MEETING

7.1 February 17, 2021 at 1:00 p.m.

8. AJOURNMENT

MOVED by Mayor Hunter to adjourn the Strategic Planning Committee meeting at 2:43 p.m.

Carried



Policy and Governance Committee
Meeting Notes
February 3, 2021 at 10:00 a.m.
Held through ZOOM Meeting

Present:

Councillor Moore (Chair)
Councillor Windsor

Staff:

Ethan Gorner (CAO)
Luana Smith

Regrets:

Councillor Crothers (Vice-chair)

1. CALL TO ORDER

Councillor Moore called the meeting to order at 10:03 a.m.

2. REVIEW OF MEETING NOTES

Meeting notes of January 27, 2021 were accepted as presented.

3. BYLAW REVIEW

Procedural Bylaw 2020-12

The Committee revisited the Bylaw to address comments raised at the Regular Council Meeting of January 26th. The Committee recommended the marked up Bylaw go to the February 9, 2021 Council Meeting.

Emergency Management Bylaw 2020-06

The committee made some changes and Administration will make further revisions/clean up and bring for 2nd reading at the February 9, 2021 Regular Council Meeting.

Development Incentives Bylaw 2021-01

The committee agreed that a clause addressing the development will apply to the portion of land that serves the development only was needed. Administration will provide the wording at the next meeting. The bylaw will go to the Development Incentives Committee for further input.

4. UPCOMING ON DOCKET

- Red Tape Reduction – politicized policies
- Utilities Rates & Fees

5. MEETING OUTCOMES/RESOLUTIONS

MOVED by Councillor Windsor to request a draft Amending Bylaw for Committees Bylaw 2020-11 be brought to the next Policy & Governance Meeting.

Carried

MOVED by Councillor Windsor that the Development Incentives Committee review the Bylaw Development Incentives Bylaw 2021-01.

Carried

MOVED by Councillor Windsor to bring the Emergency Management Bylaw 2020-06 for second reading to the February 9, 2021 Regular Council Meeting

Carried

6. NEXT MEETING

February 10, 2021 at 10 a.m.

7. AJOURNMENT

MOVED by Councillor Windsor to adjourn the Policy & Governance Committee meeting at 11:37 a.m.

Carried



Policy and Governance Committee
Meeting Notes
February 10, 2021 at 10:00 a.m.
Held through ZOOM Meeting

Present:

Councillor Moore (Chair)
Councillor Windsor
Councillor Crothers (Vice-chair)

Staff:

Ethan Gorner (CAO)
Luana Smith

1. CALL TO ORDER

Councillor Moore called the meeting to order at 10:03 a.m.

2. AGENDA

The agenda was accepted as presented.

3. REVIEW OF MEETING NOTES

The meeting notes of February 3, 2021 were accepted as presented.

4. BYLAW REVIEW

Emergency Management Bylaw 2020-06

Administration recommended to remove the definition of EOC as it is not in the bylaw and the term is no longer used. The committee recommended the bylaw go for 3rd reading at the February 23, 2021 Regular Council Meeting.

Development Incentives Bylaw 2021-01

Discussion ensued on an extension clause if the development is substantially near completion after December 31, 2023. The committee recommended Bylaw 2021-01 for 3rd reading at the February 23, 2021 Regular Council Meeting with the changes discussed.

Amending Committees Bylaw 2021-02

Bylaw 2021-02 was created to address issues to the Committees Bylaw 2020-11. The Committee discussed changes and will review again at the next committee meeting before going to Council.

5. UPCOMING ON DOCKET

The committee discussed items on the upcoming docket.

- Utilities Rates & Fees – going to Strategic Planning Committee first
- Red Tape Reduction – politicized policies
- Code of Conduct Bylaw

6. MEETING OUTCOMES/RESOLUTIONS

The committee recommended the Emergency Management Bylaw 2020-06 go to Council for third and final reading to the February 23, 2021 Regular Council Meeting

The committee asked Administration to bring back the Development Incentive Bylaw with an extension clause.

The committee recommended Amending Committee Bylaw 2021-02 go to Council for first reading to the February 23, 2021 Regular Council Meeting.

7. NEXT MEETING

February 18, 2021 at 2:30 p.m.

8. AJOURNMENT

Councillor Windsor to adjourn the Policy & Governance Committee meeting at 11:09 a.m.



Performance Evaluation Committee
Orientation & Organizational Meeting
Meeting Notes
January 21, 2021 at 7:00 p.m.
Held through ZOOM Meeting

Present:

Councillor Baswick, Councillor Engel and Councillor Poggemiller

Staff:

CAO Ethan Gorner, ACAO/CFO Amanda Riley, Manager of Legislative Services Luana Smith

1. CALL TO ORDER

Ethan Gorner called the meeting to order at 7:05 p.m.

2. ORGANIZATIONAL MEETING

2.1 Recommendation for Appointment of Chair/Vice-chair

MOVED by Councillor Baswick to appoint Councillor Poggemiller as Chair and Councillor Engel as Vice-chair to the Performance Evaluation Committee.

Carried

3. ORIENTATION

3.1 Review of Purpose of Committee

Ethan Gorner gave a brief overview and a group discussion on the role of the committee and how it applies to the organization.

Additional resources can be brought to the committee as needed. Council will refer items to the committee during budget discussions in relation to service levels.

The committee's recommendation based on the discussions and reviewing the information should enough to move items forward on the agenda. Administration will help frame the recommendations and identify the reasons and decisions behind the recommendation.

Administration will bring items to this committee or they will be referred to the committee by Council.

The committee members agreed they would like to keep the committee meetings informal and have the ability to add items to the agenda at the start of the meeting.

The committee had a roundtable discussion regarding issues of services levels:

- Councillor Baswick: sidewalks (moss filled in cracks) snow clearing on edge of curbside of storefronts.
- Councillor Poggemiller: look at working hours for efficiency such as 4 10 hour days.
- Christmas lights
- Signs, roadway, stop signs and streets where it is icy on an incline. Monitoring signs or change the signs or remove the signs. (Example: Main Street, Hospital, 22 Avenue & 14 Street).



Councillor Baswick asked if the committee could bring in experts to speak to certain issues to solve a problem.

Ethan Gorner confirmed the committee could with approval from Council as there is a budget consideration to bring in experts.

The committee agreed to bring back to the next meeting:

1. Snow removal
2. Municipal Enforcement Service Level

The committee members preferred to keep to one meeting per month unless meetings are needed due to specific issues the committee would like to address. The meetings will be limited to an hour to hour and half. Agendas with information attached will be provided prior to the meeting such as the Monday preceding the meeting.

4. ACTIONS/MOTIONS

MOVED by Councillor Engel to have Administration bring Snow Removal and Municipal Enforcement Service Levels to the next meeting.

Carried

5. NEXT MEETING

5.1 February 18, 2021 at 7:00 p.m.

6. AJOURNMENT

MOVED by Councillor Baswick to adjourn the Performance Evaluation Committee meeting at 7:43 p.m.

Carried

**Minutes of the Town of Didsbury
Municipal Planning Commission Meeting
January 13, 2021**



Present: Chair S. Madge
Vice-Chair K. Phillips
Councillor M. Crothers
Councillor J. Baswick
Member-at-Large C. Dahl
Development Officer K. Pickett
Recording Officer D. Porath

Regrets Member-at-Large D. Loades,

Guests: Mayor R. Hunter, E. Gorner, TOD CAO, C. Fox, TOD Manager Public Works, A. Novello, Evolve Inc., J. McCoy

The meeting was held via Zoom Meeting with the general public able to be involved via audio/visual conferencing.

1. CALL TO ORDER

Call to order by Chair Madge at 4:31 PM.

2. AGENDA

The agenda was presented for the Commission's approval:

Remove page 70 from the agenda package.

MOTION: Moved by Councillor Crothers that the January 13, 2021 Municipal Planning Commission Meeting agenda be accepted as amended.

Carried

3. ADOPTION OF MINUTES

MOTION: Moved by Councillor Crothers that the minutes of the December 9, 2021 Municipal Planning Commission Meeting be approved as presented.

Carried

6. NEW BUSINESS

6.a) Development Permits issued

MOTION: Moved by Councillor Crothers that the report on Development Permits Issued be accepted as information.

Carried

6.b) DP 20-077

MOTION: Moved by Councillor Crothers that the Municipal Planning Commission approves DP 20-077 for Accessory Structure- Communication Structure, subject to the following conditions:

- 1) That the nature of the development conforms to the approved site plan, design and specifications set forth in the application.
- 2) That the Communication Structure be installed and operated in compliance with

Health Canada's Safety Code 6, as may be amended from time to time, for the protection of general public including any combined effects of nearby installations within the local radio environment.

- 3) That the Communication Structure be constructed using the standards of the National building code and that the applicant obtains any other applicable safety codes permits (i.e. building, electrical, plumbing, gas) in accordance with the Safety Codes Act.
- 4) That the proponents be willing to minimize the visual impact of the Communication Structure by disguising or camouflaging the structure to be unobtrusive and inconspicuous as possible as it is adjacent to a residential neighborhood.
- 5) That the use of landscaping on and around the equipment compound associated with the Communication Structure be used to blend in with the surrounding environment.
- 6) That an Alberta One Call be made prior to construction of the Communication Structure.
- 7) Applicant shall apply industry standard best practices for construction activities. This includes but is not limited to noise, dust, environmental practices, erosion, sediment and spill containment.

Carried

ADJOURNMENT

MOTION: Moved by Councillor Crothers that January 13, 2021 Municipal Planning Commission meeting be adjourned at 4:56 PM.

Carried

Chair S. Madge

Recording Officer, D. Porath



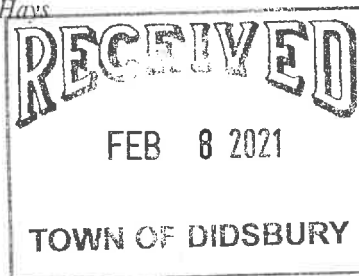
ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

FEB 03 2021

Her Worship Rhonda Hunter
Mayor
Town of Didsbury
PO Box 790
Didsbury AB T0M 0W0



AR104114

Dear Mayor Hunter:

The Government of Alberta is committed to supporting fiscally responsible, collaborative, and accountable local governments. By supporting the capacity building priorities of our municipalities, we can help strengthen communities, improve the quality of life for residents, and foster an environment for business and industry to thrive. Through the Municipal Internship component of the 2020/21 Alberta Community Partnership (ACP) program, we will continue to support the development of future local government leaders.

I am pleased to inform you the Town of Didsbury has been approved to host an intern in the 2021/22 Municipal Internship Program for Finance Officers. Your municipality will receive a grant of \$43,000 under the Municipal Internship component of the ACP program for this purpose.

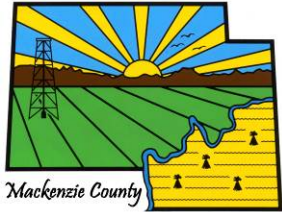
The conditional grant agreement will be mailed shortly to your Chief Administrative Officer to obtain the appropriate signatures. The Internship and Education team will also be in touch with your administration in the near future to share information about the responsibilities of host municipalities and to develop a community profile that will be used in the recruitment of candidates for your intern position.

I congratulate the Town of Didsbury and look forward to working together to develop leaders, build capacity in municipalities across Alberta, and contribute to the economic recovery of the province.

Sincerely,

Ric McIver
Minister

cc: Ethan Gorner, Chief Administrative Officer, Town of Didsbury



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266
www.mackenziecounty.com
office@mackenziecounty.com

January 27, 2021

The Honourable Jason Kenney
Premier of Alberta
307 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Premier:

RE: REOPENING RECREATIONAL AND BUSINESS SERVICES

While we appreciate the work the government has done to ensure the safety of Albertans, we recognize the extreme toll the pandemic has taken on our residents, businesses and recreational centres.

We strongly urge the Provincial Government to reopen access to indoor recreational facilities, such as arenas, to the public and establish additional supportive public health guidelines. These could include allowing facility rentals for private functions.

Additionally, we urge the Provincial Government to reopen all business services as many are at risk of closing permanently and losing their livelihood. In our rural remote northern location, services such as restaurants are extremely limited. Reinstating in-person service will assist in sustainability into the future.

Again, we thank you for your efforts in keeping Albertans safe, and we look forward to having a conversation with you to discuss the specific needs of our communities. Please feel free to contact me at (780) 926-7405 or by email to josh@mackenziecounty.com.

Yours sincerely,

Josh Knelsen
Reeve



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

COUNCIL MEETING DATE	February 23, 2021
SUBJECT	Council Highlights Roundtable
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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