



## TOWN OF DIDSBURY AGENDA

### Regular Council Meeting

Tuesday, May 9, 2023, 6:00 pm  
Council Chambers 1606 14 Street

#### Pages

<b>1.</b>	<b><u>CALL TO ORDER</u></b>	
<b>2.</b>	<b><u>ADOPTION OF THE AGENDA</u></b>	
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	<ul style="list-style-type: none"><li>• Thank You Card from Didsbury Lions Club</li><li>• Didsbury Municipal Library - 2023 Budget approved by Board in April 2023</li><li>• Society for Hospital Expansion in Central Alberta Public Rally</li></ul>	
<b>10.</b>	<b><u>COUNCIL MEETING HIGHLIGHTS</u></b>	
<b>11.</b>	<b><u>QUESTION PERIOD</u></b>	

**12. CLOSED MEETING**

- 12.1 Draft Tax Brochure - Section 23 and 24 of the FOIP Act
- 12.2 RCMP Detachment - Section 20 of the FOIP Act
- 12.3 Shantz Village Land Group - Section 23, 24 and 27 of the FOIP Act
- 12.4 Strategic Planning - Section 23 and 24 of the FOIP Act
- 12.5 MVSH Board Succession - as per Section 21 and 23 of the FOIP Act
- 12.6 Development and Land Updates - Section 24 of the FOIP Act

**13. RECONVENE**

**14. ADJOURNMENT**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: May 9, 2023  
SUBJECT: Bethany Care Foundation Didsbury  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

Heidi Lambie, Senior Development Officer, and Mary Ann Clearwater, Site Administrative Manager, would like to present to Council an update on a pathway/gazebo project for the site.

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

This site will be accessible to the entire Town of Didsbury as they look to bring the community to their residents, when the residents no longer have the ability to get out into the community.

This presentation is to lay out plans for how Bethany Care envisions engaging the community, in addition to requesting financial support for the pathway and gazebo.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **RECOMMENDATION**

That Council thank Bethany Care Didsbury for their presentation and accept it as information.

**Bethany Care Foundation - Bethany Didsbury**  
**Didsbury Community Walking Path & Gathering Space**

Revenues

Funding		Confirmed	Pending	Total Amount
	Government		\$ 42,000.00	\$ 42,000.00
	Organizations	\$ 11,000.00	\$ 41,000.00	\$ 52,000.00
	Individuals		\$ 1,343.00	\$ 1,343.00
				<u>\$ 95,343.00</u>

Expenses

Detailed Item Description	Total Cost
Pathway (approx 411 Linel Feet)	
* Excavation - Skid Steer	\$ 2,160.00
* Excavation - Labourer	\$ 1,520.00
* Hauling Away Sod and Fill - Truck and Pup	\$ 990.00
* Gravel : 20mm Road Crush with Delivery	\$ 2,188.00
* 10mm Limestone with Delivery	\$ 4,688.00
* Labour- Installing	\$ 24,225.00
* Skid Steer - Installing	\$ 8,100.00
* Travel Expense (2 Trucks and Trailers)	\$ 4,098.00
Patio: Roman Pavers 600sq ft	
*Excavation - Skid Steer	\$ 810.00
* Hauling Away Sod and Fill - Truck and Pup	\$ 330.00
* Gravel : 20mm Road Crush with Delivery	\$ 963.00
* 10mm Limestone with Delivery	\$ 469.00
* Barkman Roman Paver Antique Brown 8"x6"	\$ 1,820.00
* Barkman Roman Paver Antique Brown 8"x4"	\$ 1,190.00
* Barkman Roman Paver Antique Brown 8"x12"	\$ 2,870.00
* Belgard Holland Paver Charcoal 12"x12"	\$ 803.00
* Alliance Polybind G2 Com Sand Oxford Grey	\$ 370.00
* Delivery of Hardscape Product	\$ 600.00
* Labour- Installing	\$ 14,250.00
* Skid Steer - Installing	\$ 1,350.00
* Travel Expense (2 Trucks and Trailers)	\$ 2,049.00
Pavillion or Pergola 11'x13'	\$ 7,000.00
Labour - Construction and Travel Expenses	\$ 12,500.00
<u>\$ 95,343.00</u>	

Quote Source is from Creative Landscape & Design Ltd.

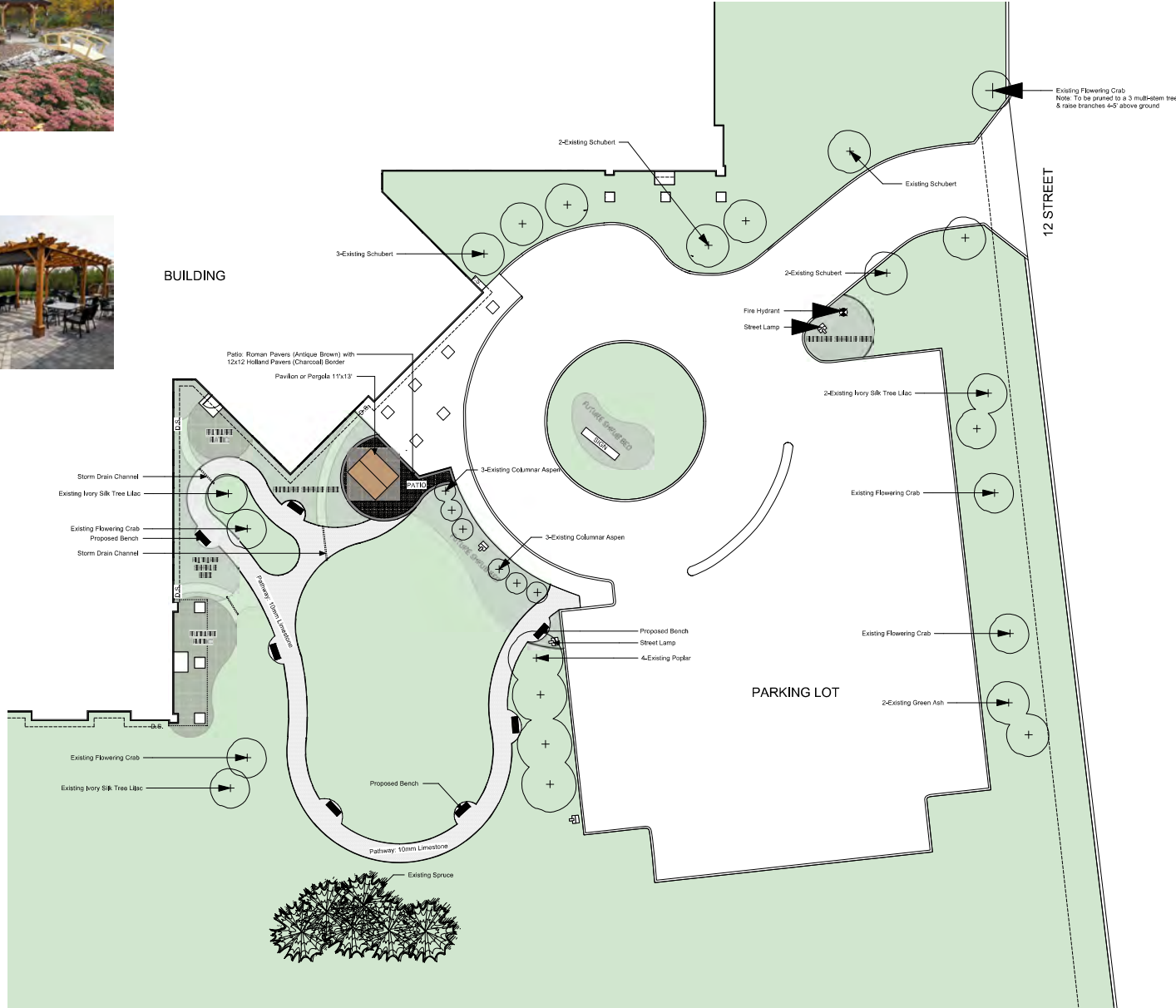


**Bethany Care Foundation - Bethany Didsbury**  
**Didsbury Community Walking Path & Gathering Space**

Expenses

Detailed Item Description	Total Cost
Pathway (approx 411 Lineal Feet)	
* Excavation - Skid Steer	\$ 2,160.00
* Excavation - Labourer	\$ 1,520.00
* Hauling Away Sod and Fill - Truck and Pup	\$ 990.00
* Gravel : 20mm Road Crush with Delivery	\$ 1,750.00
* 10mm Limestone with Delivery	\$ 3,750.00
* Labour- Installing	\$ 24,225.00
* Skid Steer - Installing	\$ 8,100.00
* Travel Expense (2 Trucks and Trailers)	\$ 4,098.00
Patio: Roman Ravers 600sq ft	
*Excavation - Skid Steer	\$ 810.00
* Hauling Away Sod and Fill - Truck and Pup	\$ 330.00
* Gravel : 20mm Road Crush with Delivery	\$ 770.00
* 10mm Limestone with Delivery	\$ 375.00
* Barkman Roman Paver Antique Brown 8"x6"	\$ 1,456.00
* Barkman Roman Paver Antique Brown 8"x4"	\$ 952.00
* Barkman Roman Paver Antique Brown 8"x12"	\$ 2,296.00
* Belgard Holland Paver Charcoal 12"x12"	\$ 642.00
* Alliance Polybind G2 Com Sand Oxford Grey	\$ 370.00
* Delivery of Hardscape Product	\$ 600.00
* Labour- Installing	\$ 11,400.00
* Skid Steer - Installing	\$ 1,350.00
* Travel Expense (2 Trucks and Trailers)	\$ 2,049.00
Pavillion or Pergola 11'x13'	\$ 5,000.00
Labour - Construction and Travel Expenses	\$ 10,000.00
	<u>\$ 84,993.00</u>

Quote Source is from Creative Landscape & Design Ltd.



General Notes
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1. All shrubs &/or perennials that are to be transplanted are indicated on plan. If any are missed or have been decided to remain, a transplant location will be shown during the construction of the landscape.
2. Existing trees to be pruned & branches reached.
3. Beds shall be edged with industrial strength landscape edging as indicated on plan.
4. All beds to be elevated a min. 6" - 12" of soil and covered with industrial strength landscape fabric and gravel as indicated on plan.
5. Builders are to be built 14 to 17 inches into the bed to give the effect that the boundaries are emerging from the ground.
6. Main Patio to be built using Roman Pavers (Antique Burren) with an Holland Paver (Charcoal) border. Side/walk patio to be Charcoal Holland Paver.
7. Secondary Patio to be built using Roman Pavers (Antique Burren) with a Holland Paver (Charcoal) border. Alternative to 10mm Rumble Pad.
8. Pathways to be built with gravel base and 3" min. covering of 10mm Rumble Pad. Pathways are to be compacted
9. 4' - 5' diameter well to be created around deciduous trees and covered with a minimum of 2" mulch (no landscape fabric).
10. Rain Garden/Gutter Catch Basin to be situated 4" lower than existing grade allowing as much water as possible to be captured with an 8x12' gravel bed to help aid infiltration. Approx. 12" of topsoil should form the top layer of the bed. The rain garden will be 10' wide and 12' long. The bed will be lined with landscape fabric allowing the water to disperse into the ground and to be used by the plants. Drainage: Drainage will be to the south of the garden. The bed will be covered with 120mm Limestone, while the basin is to be 40mm River Sand.
11. Drainage Slope to be 1:200mm Limestone. The first 3' of slope to be fixed with Rubber Liner to ensure proper drainage away from the building. Remaining slope to be 1:100mm Limestone.
12. Damaged lawn areas during construction are to be top dressed with soil and seeded.
13. Grades are to be adjusted if necessary to ensure proper drainage of the site.

NOTES:










ALL SHRUBS AND TREES ARE SHOWN AS 2/3 OF THEIR MATURE SIZE  
ACCORDING TO THE ALBERTA HORTICULTURAL GUIDE.

EXISTING STRUCTURES AND LANDSCAPING MAY NOT BE TO EXACT  
SCALE.

ALL LAYOUT LINES AND STAKES ARE TO BE APPROVED BY THE  
DESIGNER PRIOR TO CONSTRUCTION

ALL UTILITY LINES TO BE LOCATED BEFORE ANY DIGGING OCCURS.  
ALBERTA ONE CALL 1-800-242-3447

## Landscape Legend

-  Patio: Barkman; Roman Paver, 3 sizes (Antique Brown) with Holland (Charcoal) Border
-  Sidewalk: Holland Paver (Charcoal)
-  Landscape Edging
-  Grey Rock: 28mm Limestone
-  Rain Garden: 40mm Rain Rock
-  Pathway: 10mm Limestone
-  Boulder: Med. Rumble (4-8cu.ft)
-  Lawn
-  P.S. Down Spout



Project Title

Bethany Didsbury  
1201 15 Ave  
Didsbury, AB T0M 0W0  
403-302-0017 (Wayne Edmondson)

Drawing Title

Bethany Care Society  
Landscape Design  
Layout Plan - Front Patio and Pathways

Designed By Lisa Robinson, BSc. CLD	Scale 1/16" = 1'0" / 1:192
Reviewed By L.R.	Drawing No. 02-Entrance-REV01
Date 5/8/2022	
CAD File Name 1217	<u>1</u> of <u>1</u>



May 15, 2022

To whom it may concern:

As Healthcare Providers we would be supportive of the development of a walking pathway around the Bethany Care Facility in Didsbury.

This pathway would be beneficial to our residents, families of Bethany Care Facility as well the community members of Didsbury. The benefits of activity and exercise is well documented. In seniors, it is especially beneficial: improves strength and balance to prevent falls, can increase energy levels, can delay disease progression such as heart disease, diabetes, and osteoporosis, can improve mood and fight depression and may improve cognitive function.

A walking pathway would allow residents and families a place to spend time outside of the facility but with the security of knowing that they are not too far away from home.

Your consideration for this project would be greatly appreciated.

Sincerely,

Angela Murphy on behalf of the medical team of Bethany Care Didsbury.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: Olds & District Hospice Society  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Council was presented with a letter from the Olds and District Hospice Society at the April 25, 2023 Regular Council Meeting.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

As the delegates were unable to present at the April 25, 2023 Regular Council Meeting, Mary Hatcher, VP of the Hike for Hospice Event with the Olds & District Hospice Society, will now report on the event and provide information about the Society.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council thank the members of the Olds & District Hospice Society and accept their presentation as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: April 25, 2023 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Minutes of the April 25, 2023 Regular Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council move to adopt the April 25, 2023 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting  
Held on April 25, 2023 in Council Chambers at 1606 14 Street  
Commencing at 600 p.m.**

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

Administration Present Chief Administrative Officer, Ethan Gorner  
ACAO/Chief Financial Officer, Amanda Riley  
Director of Engineering & Infrastructure, Craig Fox  
Economic Development Officer, Alexandra Ross  
Planner, Tracey Connatty  
Development Officer, Lee-Ann Gaudette  
Manager of Legislative Services/Recording Officer, Luana Smith

**1. CALL TO ORDER**

Mayor Hunter called the April 25, 2023 Regular Council Meeting to Order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

Item 8.10 DP 23-020 Change of Use Direct Control District – Industrial was moved up to 8.2.

**Res. 206-23**

MOVED by Councillor Windsor

To adopt the April 25, 2023 Regular Council Meeting Agenda as amended.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS**

**3.1 Hope 4 MVC Kids**

**Res. 207-23**

MOVED by Deputy Mayor Engel

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

**Motion Carried**

**4. ADOPTION OF MINUTES**

**4.1 April 11, 2023 Regular Council Meeting**

**Res. 208-23**

MOVED by Councillor Williams

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

**Motion Carried**

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

**6. REPORTS**

**6.1 Council Reports for April 25, 2023**

**Res. 209-23**

MOVED by Deputy Mayor Engel

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

**Motion Carried**

**6.2 CAO Report for April 25, 2023**

**Res. 210-23**

MOVED by Councillor Baswick

To accept the extensive CAO Report for April 25, 2023 as information.

**Motion Carried**

**6.2.1 Municipal Enforcement First Quarter Report**

**Res. 211-23**

MOVED by Councillor Windsor

To accept the Community Peace Officer verbal Report as information.

**Motion Carried**

*Councillor McCoy requested a recorded vote*

**Res. 212-23**

MOVED by Councillor McCoy

That Administration bring back information about the individual reserves and if they are required; and if there are policies that guide them and what those policies are.

Mayor Hunter	Opposed
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Deputy Mayor Engel	Opposed
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Councillor Baswick	Opposed
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Councillor McCoy	For
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Councillor Moore	Opposed
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Councillor Windsor	Opposed
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Councillor Williams	Opposed
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**Motion Defeated**

**7. BYLAWS & POLICIES**

**7.1 Bylaw 2023-09 Planning and Business Licence Rates and Fees (3rd Reading)**

**Res. 213-23**

MOVED by Councillor Williams

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

**Motion Carried**

**Res. 214-23**

MOVED by Councillor McCoy

To bring Bylaw 2023-01 to Council to address the Non-Resident Business Licence Fees.

**Motion Defeated**

**7.2 Tax Penalties Bylaw 2023-07**

**Res. 215-23**

MOVED by Councillor Williams

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

**Motion Carried**

**Res. 216-23**

MOVED by Councillor Williams

To send Bylaw 2023-07 Tax Penalties Bylaw, to the Strategic Planning Committee to bring back a recommendation.

**Motion Carried**

**7.3 Tax Rate Bylaw 2023-10**

**Res. 217-23**

MOVED by Councillor Williams

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

**Motion Carried**

**7.4 Council Procedural Bylaw 2023-11**

**Res. 218-23**

MOVED by Councillor Windsor

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

**Motion Carried**

*Councillor McCoy requested a recorded vote.*

**Res. 219-23**

MOVED by Councillor McCoy

That Administration undertake a legal review of Council Procedural Bylaw 2023-11 to ensure key components are not missing.

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

**Motion Defeated**

**7.5 Policy PLAN 002 Seasonal Pop-Up Patios**

**Res. 220-23**

MOVED by Councillor Williams

That Council approve Policy PLAN 002 Seasonal Pop-up Patios as presented.

**Motion Carried**

**8. BUSINESS**

**8.1 2023 Municipal Enforcement Priorities**

**Res. 221-23**

MOVED by Councillor Moore

To set the 2023 Municipal Enforcement Priorities as follows:

1. Traffic Enforcement
2. Community Engagement
3. Unsightly Properties
4. Responsible Pet Ownership

**Motion Carried**



- 8.2 DP 23-020 Change of Use DC-IND Direct Control District - Industrial**  
**Res. 222-23**  
MOVED by Councillor McCoy  
To approve DP 23-020 for a Change of Use located in the DC-IND: Direct Control District - Industrial located at Unit #2, 2825 19 Street, subject to the above noted conditions 1 through 5.  
**Motion Carried**
- 8.3 ICF Review Extension**  
**Res. 223-23**  
MOVED by Deputy Mayor Engel  
To accept the letter from the Minister of Municipal Affairs, Rebecca Schulz, on Intermunicipal Collaboration Framework Agreements review period changes as information, and that Mayor Hunter send a letter on behalf of Council that includes their support of retaining the five-year review period and reaffirming Council's proposal submitted to the Minister in March 2023.  
**Motion Carried**
- 8.4 RCMP Retro Pay Invoice**  
**Res. 224-23**  
MOVED by Councillor Moore  
To request an extended payment schedule with K Division.  
**Motion Carried**
- Res. 225-23**  
MOVED by Councillor Moore  
To send a letter to Alberta Municipalities for feedback and polling process regarding RCMP retroactive pay.  
**Motion Carried**
- 8.5 Parkland Regional Library Board Agreement**  
**Res. 226-23**  
MOVED by Councillor Windsor  
That Council accept the letter from the Parkland Regional Library Board regarding amending Article 8.3 of the Parkland Regional Library System Membership Agreement as information, and approve the Town of Didsbury board representative to continue to advocate on this issue.  
**Motion Carried**
- 8.6 Blue Bin Forensic Audit**  
**Res. 227-23**  
MOVED by Councillor Williams  
That Council accept the report on the Blue Bin Forensic Audit as information.  
**Motion Carried**
- 8.7 Bulk Water Rates**  
**Res. 228-23**  
MOVED by Councillor Williams  
That Council accept the report on bulk water rates as information.  
**Motion Carried**
- Res. 229-23**  
MOVED by Councillor Baswick  
That the discussion on the bulk water rates go back to the Strategic Planning Committee for review and consideration on non-local rates.  
**Motion Defeated**

**8.8 Bethany Care Foundation**

**Res. 230-23**

MOVED by Councillor Moore

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

**Motion Carried**

**8.9 Highway 582 and 23rd Street Intersection Project**

**Res. 231-23**

MOVED by Deputy Mayor Engel

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

**Motion Carried**

**8.10 Olds and District Hospice Society Request**

**Res. 232-23**

MOVED by Councillor Moore

To approve Mayor Hunter, on behalf of Council, to deliver a welcome message to the participants of the First Annual Hike for Hospice event on May 7, 2023 at 9:30 a.m. at the Didsbury Memorial Park, and that a letter be sent to the Society responding to the proclamation request.

**Motion Carried**

**8.11 2023 Projects Award Recommendation**

**Res. 233-23**

MOVED by Councillor McCoy

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

**Motion Carried**

**Res. 234-23**

MOVED by Councillor McCoy

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

**Motion Carried**

**8.12 Temporary utilization of Town facilities for filming**

**Res. 235-23**

MOVED by Deputy Mayor Engel

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

**Motion Carried**

**9. CORRESPONDENCE & INFORMATION – No correspondence and information**

**10. COUNCIL MEETING HIGHLIGHTS**

- Hope 4 MV Kids Presentation
- Approval of policy for Pop Up Patios
- Reports from DEDAC members who attend the EDA Conference
- Highway 582 and 23 Street Intersection Project and the awarding of the 2023 Projects to a local company
- Approval of Change of Use in the DC District for a new business Mountain View Roasterie Ltd.
- Use of old Town facilities for filming

**11. QUESTION PERIOD**

**12. CLOSED MEETING**

**Res. 236-23**

MOVED by Councillor Windsor

To go into Closed Meeting for the following purposes at 9:11 p.m.:

12.1 Facility Visioning - as per Section 23 and 24 of the FOIP Act

12.2 East Reservoir Project - as per Section 23 and 24 of the FOIP Act

12.3 Shantz Development - as per Section 25 of the FOIP Act

12.4 Strategic Planning as per Section 23 and 24 of the FOIP Act

**Motion Carried**

**13. RECONVENE**

**Res. 237-23**

MOVED by Councillor Windsor

To return to Open Meeting at 9:53 p.m.

**Motion Carried**

**Res. 238-23**

MOVED by Councillor Windsor

To approve the agreement in principle and to advertise in the local newspaper as discussed.

**Motion Carried**

**Res. 239-23**

MOVED by Councillor Windsor

To refer items 12.1 Facility Visioning and 12.4 Strategic Planning to the Council Committee of the Whole.

**Motion Carried**

**14. ADJOURNMENT**

**Res. 240-23**

MOVED by Councillor Williams

To adjourn the April 28, 2023 Regular Council Meeting at 9:56 p.m.

**Motion Carried**

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Mayor - Rhonda Hunter

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Chief Administrative Officer- Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: May 9, 2023  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

### Council Professional Development Schedule for April 2023:

Mayor Hunter: May 25-28, 2023; Federation of Canadian Municipalities Conference; Toronto, ON

Please find attached the following report(s):

- Municipal Area Partnership (MAP) Key Message from April 20, 2023 Meeting

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the Council Reports for May 9, 2023 as information.



## KEY MESSAGES

Municipal Area Partnership (MAP) Committee

Thursday, April 13, 2023, at 9:30 a.m.

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### **KEY MESSAGES:**

#### **Urban Systems:**

- What is driving the needs for a housing assessment / study?
- Is Funding acting as a driver (grant specific to seniors/affordable) housings etc.)?
- What are you going to do with it? Now What, who sees it, action taken?
- Data to be objective, demographics, income statistics, labour force, what does housing mean to the community / industry;
- Recommendations based on current, future needs;
- each individual community should have its own unique assessment, and unique set of recommendations.

#### **Policing Grant:**

Committee members to share information on availability for regional policing grant:

- Town of Olds is only municipality doing this at this time.

#### **Mountain View Film Office:**

- The Mountain View Regional Film Office is a collaboration between the Towns of Didsbury, Sundre and Mountain View County, to promote the advancement of film, TV media and tech development in the Mountain View region of Alberta. Eventually the MVRFO aspires to increase capacity and grow its membership;
- The MVRFO has been developed as a multi-purpose presence to diversify the economy through film and tech development in support of business investment, attraction, retention and expansion, and tourism growth;
- The MVRFO's website is its prime tool. It features location photo galleries and search functionality, a crew database, and other useful information on resources and grants. The MVRFO also acts as a FDI Mechanism to attract tech firms that serve film, TV and media (i.e., for CGI, video games etc.);
- More information may be obtained from the website: [mountainviewfilm.ca](http://mountainviewfilm.ca)

#### **Next Meeting:**

June 8, 2023, Mountain View County Chambers, 9:30 a.m.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please see attached information for the Chief Administrative Officer Report (CAO) for May 9, 2023.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the CAO Report for May 9, 2023 as information.



## CAO Report – May 9, 2023

### 1. MS BIKE TOUR (Community Services)

Please see attached information on the MS Bike Tour 2023.

### 2. COMMUNITY SERVICES FIRST QUARTER REPORT (Community Services)

#### **AQUATICS**

January to March 2023 were exceptionally busy for the Didsbury Aquatic Centre, with the bulk of our school swim lessons occurring during this time frame. A Bronze Medallion course was hosted in February 2023, which is the first step in our lifeguarding certification program. Passes for the facility were selling fast, and 43% of the annual budget for passes was achieved within Q1. All other revenues are on track for this time period.

#### **ARENA**

The first quarter of 2023 was very busy within the Didsbury Arena which, in addition to our regular use, was host to three tournaments, an ice carnival and the Mountain View Colts playoffs between January to March. Ice removal occurred at the end of March in preparation for our spring season, hosting two lacrosse clubs and an inline hockey club. All revenues for in-season use are on track for 2023.

#### **FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

The 2023 FCSS Community Grants were approved and distributed in Q1, with \$64,000 being awarded to 12 different organization that support our Didsbury community. Additionally, our Didsbury FCSS program launched a Facebook page in early 2023 to better inform and support our residents about all that FCSS has to offer. Our FCSS Coordinator brought numerous new programs, events and activities to our community during the first quarter, which have been well-received by the public.

#### **2023 CAPITAL PROJECTS**

Upon approval of the 2023 capital projects, the Community Services team got busy planning, preparing and procuring these improvements. Projects for our department in 2023 include:

- Exterior painting of the Didsbury Train Station, plus deck, ramp and railing repairs
- Replacement of two HVAC units at the Didsbury Curling Rink
- Repair and replacement of lobby floors in the main entry and pool entry at the Memorial Complex
- A carryover from 2022 will see a pathway and landscaping occur on the grounds of the Memorial Complex

All projects are expected to occur between May to October 2023.

### 3. FILMING IN DIDSBURY (Economic Development Officer)

"The Order" is a feature film starring Jude Law and Nicholas Hoult that will be filming in Calgary, Didsbury, and other communities in the area through May/June. The film is a 1980's true crime thriller - a heist movie about the FBI tracking an Aryan Nation terrorist group working in Idaho, Denver and Seattle who committed the largest armored car heist in US history. The story is based on the book "The Silent Brotherhood" by Kevin Flynn and Gary Gerhardt. The film is directed by Justin Kurzel. The production is excited about the team the producers have put together, and to work in our community.

For more information please check out the link:

<https://deadline.com/2023/02/jude-law-nicholas-hoult-justin-kurzel-domestic-terror-group-silent-brotherhood-order-efm-1235248849/>

#### 4. 2022 YEAR END REPORT (Engineering & Infrastructure)

##### CAPITAL PROJECTS:

Growing from stormwater investments completed in 2021 & 2022, the Town continued with the final phases of the south central commercial drainage improvements on 21 Street from 15 Avenue to 18 Avenue.

Fun Facts:

- Replaced 250 metres of watermain
- Replaced 200 metres of sanitary main
- NEW 160 metres of stormwater main
- Replaced 160 metres of sidewalk
- NEW 150 metres of sidewalk
- Replaced asphalt surface from 15 Avenue to 18 Avenue.

##### OPERATING PROJECTS:

The Town increased both the quantity and the quality of asphalt maintenance and restoration in 2022. The goal was achieved with investment in personnel, materials, equipment and process. The new infrared asphalt restoration unit and the improved crack fill application unit were deployed early and extensively throughout the season. Hot mix applied to the network, with the use of the IR unit, increased substantially over 2021 levels and the repairs anticipated to last several years. The Town continues to monitor the durability of the repairs and is eager to continue program development in 2023.

More Fun Facts:

- 190 m of pathway was replaced adjacent to Deer Coulee
- 123 metres of problem sidewalk panels were replaced at 13 different locations
- 2 new accessibility ramps installed
- 2 hydrants replaced & protected

#### 5. WATER DEPARTMENT UPDATE (Engineering & Infrastructure)

The Town was notified of water seeping from the asphalt, east of 23rd Street just north of 15th Avenue. The new leak detector was used to gauge where to begin excavating. The detector identified a location which was not near where the water was seeping. Upon excavation, the leak was located within 0.5 metres of the identified position. The residential water service line had a 7mm diameter corrosion hole which appears to have been leaking for a considerable amount of time. When exposed, it became apparent that the water did not come to the surface quickly as it was draining directly into the sanitary sewer system. While in the area, the crews checked the surrounding service lines and no other issues were identified. The department continues to train operators with the new device and recent successes are encouraging.



## 6. COMMUNITY CLEAN-UP WEEK (Corporate Services)

The Town of Didsbury is hosting Community Cleanup the week of May 29 – June 3, 2023.

### FOR ALL RESIDENTS:

- **LANDFILL DAYS – MAY 29 – JUNE 3, 2023:** Residents may purchase tickets (\$10/unit) to bring unwanted items to the landfill.
- **APPLIANCE DAY – Tuesday, May 30, 2023:** Residents may purchase tickets (\$10/appliance) and set old/no-longer functioning appliances curbside for Public Works to pick up and dispose of.

### **FREE** FOR SENIORS AND PERSONS WITH DISABILITIES:

- **APPLIANCE DAY – Tuesday, May 30, 2023:** Seniors and Persons with disabilities are eligible for **FREE** Appliance Day, sponsored by FCSS. Set old/no-longer functioning appliances curbside for Public Works to pick up and dispose of.
- **CURBSIDE PICK UP – Wednesday, May 31, 2023:** Seniors and Persons with disabilities are eligible for **FREE** Curbside pickup, sponsored by FCSS. Set excess or bulky unwanted household items curbside for Public Works to pick up and dispose of.

Residents can register for Community Cleanup tickets on the website or in the Town Office and can purchase tickets through the following methods:

- Utility account (Property owners only)
- In-person at the Town Office via Credit/Debit Card, Cash, Cheque
- Over the phone via Credit Card
- E-transfer to [business@didsbury.ca](mailto:business@didsbury.ca) (Include name, address, and Community Cleanup in the memo)

## 7. DEVELOPMENT PERMIT APPROVAL (Planning & Development)

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 23-018	2415 – Hwy 582	Accessory Building – Shed	Costello, Shaun & Lisa	April 24, 2023
DP 23-019	2108 – 7 <sup>th</sup> Avenue	Front Yard Projection – Covered Balcony	Faryna, Steven & Van Mook, Hannah	April 24, 2023
DP 23-021	1514 Walter Place	Addition – 2 Storey	Anderson, Joseph (a) Sinclair, Cheri (o)	April 24, 2023
DP 23-022	2101 – 22 Avenue	Covered Deck & Covered Landing	Bayfield, Joyce & Paul	Apr 26, 2023
DP 23-023	106 Valarosa Drive	Accessory Building – Garage	Fawns, George	Apr 27, 2023
DP 23-024	2019 – 19 Avenue	Seasonal Pop-Up Patio	Mierke, Brooke (Vintage Coffee Bar)	May 1, 2023
DP 23-026	2020 – 17 Avenue	Seasonal Pop-Up Patio	Gamble, Jacqueline (All Jacked Up)	May 3, 2023

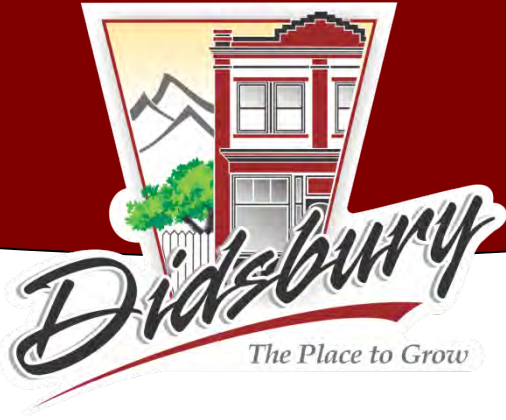
## 8. Q1 OPERATING AND CAPITAL BUDGET (Corporate Services)

Please see attached the First Quarter (January 1 to March 31, 2023) for the Operating and Capital Budget.

## 9. CAPITAL PROJECT STATUS UPDATES (Corporate Services)

Please find attached the First Quarter Capital Projects Status Update Report.

# Report to the CAO

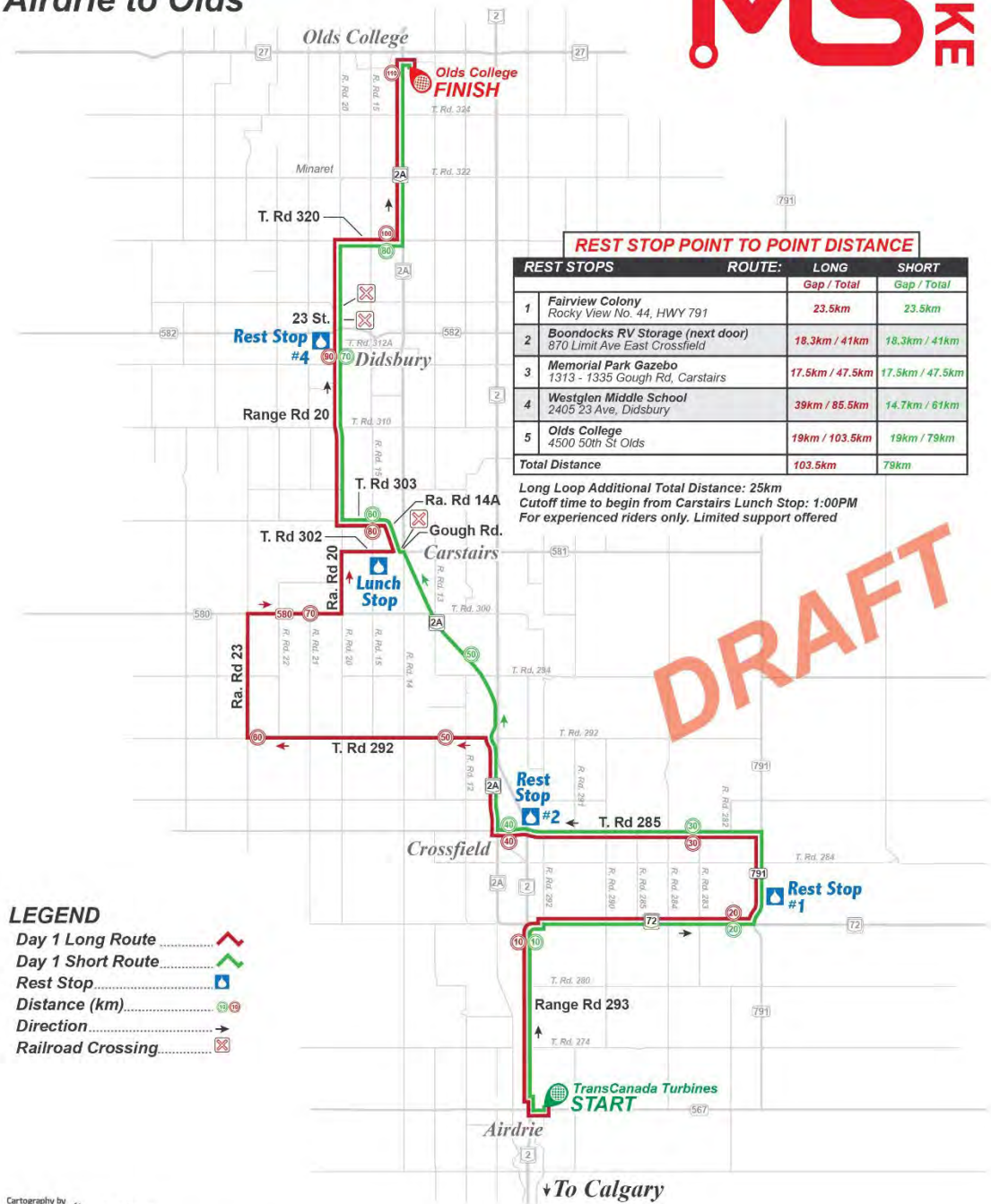


## **MS Bike Tour 2023**

On June 24 and 25, 2023, the MS Bike Tour from Airdrie to Olds is occurring once again. This year is their 29<sup>th</sup> anniversary ride. As in years past, the route for the ride will pass through Didsbury, along 23 Street. Additionally, a pit stop is planned for Westglen School on both days. MS Canada, the organizer of the ride will be providing first aid responders, ham radio operators and RCMP involvement along the route.

Please see the attached maps for the route information.

Day 1 • Saturday • June 24, 2023  
Airdrie to Olds



Cartography by Singletrack Maps  
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Day 2 • **Sunday** • June 25, 2023  
Airdrie to Olds



Town of Didsbury								
1st Quarter Financial Report								
Revenues and Expenditures by Division								
(Jan 1, 2023 to March 31, 2023)								
<b>Budget vs Actual Comparison</b>								
by DIVISION								
	Quarter 1 2023 Actual	Quarter 2 2023 Actual	Quarter 3 2023 Actual	Quarter 4 2023 Actual	Cumulative YTD Actual	2023 Budget (Mar 28/23)	% of Budget	Notes
<i>Revenue - by division</i>								
<b>Net municipal taxes</b>								
Total Property Taxes	-				-	7,054,785	0%	1
LESS Requisitions	(449,190)				(449,190)	(1,933,829)	23%	1
<b>Net municipal taxes</b>	<b>(449,190)</b>	-	-	-	<b>(449,190)</b>	<b>5,120,956</b>	-9%	1
<b>General municipal revenue</b>	375,836				<b>375,836</b>	<b>1,130,000</b>	33%	
<b>Council</b>	-				-	<b>30,000</b>	0%	2
<b>General Government</b>	21,822				<b>21,822</b>	<b>314,571</b>	7%	3
<b>Protective Services</b>								
RCMP	81,328				81,328	385,764	21%	
Fire Department	89,726				89,726	247,239	36%	
Municipal Enforcement	27,415				27,415	56,000	49%	
	<b>198,469</b>	-	-	-	<b>198,469</b>	<b>689,003</b>	29%	
<b>Community Services</b>								
FCSS	56,313				56,313	173,984	32%	
DOSCA	25,877				25,877	207,630	12%	4
Didsbury Neighborhood Place	130				130	39,525	0%	5
	<b>82,320</b>	-	-	-	<b>82,320</b>	<b>421,139</b>	20%	
<b>Recreation &amp; Community Facilities</b>								
Arena	73,005				73,005	425,075	17%	6
Aquatics	49,105				49,105	432,975	11%	6
Ice Plant	-				-	-	-	
Curling Rink	17,239				17,239	35,000	49%	
Parks	330				330	24,250	1%	6
MPR	4,341				4,341	9,000	48%	
Concession	2,886				2,886	12,000	24%	
Train Station	2,012				2,012	10,000	20%	
Memorial Complex	12,170				12,170	10,000	122%	
Campground	10,414				10,414	68,000	15%	7
Community Hall	1,355				1,355	3,000	45%	
	<b>172,857</b>	-	-	-	<b>172,857</b>	<b>1,029,300</b>	17%	
<b>Engineering &amp; Infrastructure</b>								
Roads and Streets	62,508				62,508	78,400	80%	
Cemetery	1,950				1,950	27,000	7%	8
Emergency Management	-				-	-	-	
	<b>64,458</b>	-	-	-	<b>64,458</b>	<b>105,400</b>	61%	
<b>Utilities</b>								
Water Utility	511,401				511,401	2,003,433	26%	
Wastewater Utility	176,852				176,852	728,401	24%	
Solid Waste Utility	129,767				129,767	568,280	23%	
	<b>818,020</b>	-	-	-	<b>818,020</b>	<b>3,300,114</b>	25%	
<b>Planning and Development</b>								
Planning and Development	38,581				38,581	124,500	31%	
Economic Development	34,678				34,678	38,000	91%	
Subdivision	-				-	240,595	0%	9
	<b>73,259</b>	-	-	-	<b>73,259</b>	<b>403,095</b>	18%	
<b>Culture and Other Facilities</b>								
Museum	-	-	-	-	-	-	-	
Library	-				-	117,632	0%	10
	-	-	-	-	-	<b>117,632</b>	0%	
<b>Total Operating Revenue</b>	<b>1,357,852</b>	-	-	-	<b>1,357,852</b>	<b>12,661,210</b>	11%	

Town of Didsbury								
1st Quarter Financial Report								
Revenues and Expenditures by Division								
(Jan 1, 2023 to March 31, 2023)								
<b>Budget vs Actual Comparison</b>								
by DIVISION								
	Quarter 1 2023 Actual	Quarter 2 2023 Actual	Quarter 3 2023 Actual	Quarter 4 2023 Actual	Cumulative YTD Actual	2023 Budget (Mar 28/23)	% of Budget	Notes
<i>Expenditures - by division</i>								
Council	65,622				65,622	295,572	22%	
General Government	192,335				192,335	759,059	25%	
Communications & Community Relations	31,622				31,622	194,880	16%	
Protective Services								
RCMP	183,101				183,101	926,775	20%	
Fire Department	90,607				90,607	626,310	14%	
Municipal Enforcement	93,489				93,489	393,234	24%	
	367,197	-	-	-	367,197	1,946,319	19%	
Community Services								
FCSS	50,443				50,443	253,553	20%	
DOSCA	39,655				39,655	207,630	19%	
Didsbury Neighborhood Place	6,927				6,927	39,525	18%	
	97,025	-	-	-	97,025	500,708	19%	
Recreation & Community Facilities								
Arena	153,190				153,190	796,497	19%	
Aquatics	142,322				142,322	841,738	17%	
Ice Plant	23,271				23,271	-	-	
Curling Rink	21,028				21,028	154,618	14%	
Parks	37,500				37,500	355,220	11%	
MPR	7,084				7,084	43,480	16%	
Concession	134				134	4,500	3%	
Train Station	10,208				10,208	57,547	18%	
Memorial Complex	43,692				43,692	229,180	19%	
Campground	11,013				11,013	76,353	14%	
Community Hall	2,978				2,978	23,750	13%	
Other community facilities	1,474				1,474	17,171	9%	
	453,894	-	-	-	453,894	2,600,054	17%	
Public Works								
Roads and Streets	377,337				377,337	1,805,358	21%	
Cemetery	10,731				10,731	76,840	14%	
	388,068	-	-	-	388,068	1,882,198	21%	
Emergency Management	6,176				6,176	35,973	17%	
Utilities								
Water Utility	376,184				376,184	2,003,433	19%	
Wastewater Utility	72,145				72,145	728,401	10%	
Solid Waste Utility	126,836				126,836	568,280	22%	
	575,165	-	-	-	575,165	3,300,114	17%	
Planning and Development								
Planning and Development	93,072				93,072	395,560	24%	
Economic Development	32,452				32,452	175,235	19%	
Subdivision	91,599				91,599	240,595	38%	11
	217,123	-	-	-	217,123	811,390	27%	
Culture								
Museum	190				190	31,500	1%	
Library	86,229				86,229	303,443	28%	
	86,419	-	-	-	86,419	334,943	26%	
Total Expenditures	2,480,646	-	-	-	2,480,646	12,661,210	20%	
	(1,122,794)	-	-	-	(1,122,794)	-		

Town of Didsbury								
1st Quarter Financial Report								
Revenues and Expenditures by Division								
(Jan 1, 2023 to March 31, 2023)								
<b>Budget vs Actual Comparison</b>								
by DIVISION								
	Quarter 1 2023 Actual	Quarter 2 2023 Actual	Quarter 3 2023 Actual	Quarter 4 2023 Actual	Cumulative YTD Actual	2023 Budget (Mar 28/23)	% of Budget	Notes
Notes								
At the end of Quarter 1, generally we expect 25% of budget to be earned or expended. Below is an explanation of revenues that are significantly lower than 25% and expenses that are significantly higher than 25%.								
1. At March 31st the tax rates have not been set so current year taxes have not been levied and the Total Property Taxes remain at \$0. Requisitions paid to MVSH and Alberta Education are paid on a quarterly basis. At March 31st one-quarter of the payments have been made which is consistent with 25% of the budget.								
2. Council revenues are currently at \$0 as the community grant payments have not yet been funded.								
3. Revenues for General government are lower than expected mainly due to the MSI Operating grant not yet being received.								
4. DOSCA revenues are lower than expected as revenues are billed the month after the service occurred, so only 2/12 months instead of 3/12 months shows up in the actuals at March 31st.								
5. Revenues for DNP are related to grants and transfers which have not yet taken place for the year.								
6. Revenues for Arena, Aquatics and Parks Budgets include the Shared Facility Contribution from Mountain View County, which was received after the end of Quarter 1, resulting in lower than expected revenues for the period.								
7. Majority of the campground revenues occurs between April and September, therefore actuals are trending low at the end of Quarter 1.								
8. Cemetery revenues have been low for the first three months which is expected to be due to weather.								
9. Subdivision revenues are at \$0 as there have been no lot sales in Quarter 1.								
10. Library revenues include grants and transfers which were not received by the end of Quarter 1.								
11. Subdivision expenses are higher than expected at the end of Quarter 1 as the expenditures are loan payments which do not occur evenly over the year. The loan payments made in Quarter 1 are in accordance with the Town's loan agreements.								



Town of Didsbury					
1st Quarter Financial Report					
Revenues and Expenditures by object					
(January 1, 2023 to March 31, 2023)					
<b>Budget vs. Actual Comparison</b>					
by OBJECT					
	2022 Actual (as of March 31, 2023)	2023 Approved Budget (2023-03-28)	% of Budget	Notes	
<b>Revenue</b>					
Total Property taxes	-	7,054,785	0%	1	
LESS Requisitions	(449,190)	(1,933,829)	23%	1	
Net municipal taxation (Tax Revenues)	(449,190)	5,120,956	-9%	1	
Utility user charges	808,736	3,242,114	25%		
Government operating grants	134,822	1,434,498	9%	2	
Sales and user fees	364,246	1,174,547	31%		
Lot sales	-	240,595	0%	3	
Franchise fees	264,684	890,000	30%		
Penalties	25,286	101,000	25%		
Fine revenue	3,420	22,500	15%	4	
Licence fees	50,744	56,000	91%		
Permit fees	37,732	72,000	52%		
Investment income	89,516	75,000	119%		
Other revenue	27,856	37,000	75%		
From reserve	-	195,000	0%	5	
<b>Total - Revenue</b>	<b>1,357,852</b>	<b>12,661,210</b>	<b>11%</b>		
<b>Expenditures</b>					
Salaries and benefits	961,021	4,653,120	21%		
Training, conferences and travel	22,290	137,855	16%		
Memberships	16,138	26,285	61%	6	
Advertising and printing	13,940	70,475	20%		
Professional services	54,196	229,800	24%		
Contracted services	194,061	782,710	25%		
Municipal Policing Contract	142,720	655,000	22%		
Telecommunications	59,781	234,315	26%		
General supplies	98,765	465,050	21%		
Cost of water	272,189	1,050,000	26%		
Repairs and maintenance	65,044	687,813	9%		
Utilities	167,469	800,185	21%		
Insurance	486	189,058	0%		
Leases	(2,765)	64,687	-4%		
Bank charges and interest	3,721	12,900	29%		
Write off	-	6,000	0%		
Interest on long term debt	17,834	82,748	22%		
Long term debt repaid	161,899	563,683	29%		
Grants and other payments to organizations	145,820	581,598	25%		
To capital	6,450	10,937	59%	7	
To reserve	79,587	1,356,991	6%		
<b>Total - Expenditures</b>	<b>2,480,646</b>	<b>12,661,210</b>	<b>20%</b>		
<b>Total Town of Didsbury, before amortization</b>	<b>(1,122,794)</b>	<b>-</b>			
Amortization	-	-			
<b>Total Town of Didsbury, incl amortization</b>	<b>(1,122,794)</b>	<b>-</b>			
<b>Notes</b>					
1. At March 31st the tax rates have not been set so current year taxes have not been levied and the Total Property Taxes remain at \$0. Requisitions paid to MVSH and Alberta Education are paid on a quarterly basis. At March 31st one-quarter of the payments have been made which is consistent with 25% of the budget.					
2. Government operating grants are lower than expected as the majority of the grants have not been received by the end of the first Quarter.					
3. There have been no lot sales in Quarter 1.					
4. Fine revenue is received after the end of the month, therefore only 2/12 months is represented in this line as of March 31st.					
5. Transfers from reserve happen as a project is completed, or the end of the year, depending on the item. There have been no transfers from reserve as of March 31st.					
6. Membership costs occur once a year, normally in the first quarter which is why 61% of budget has been spent at March 31st.					
7. There are two capital items funded from operations. At March 31st the purchase of the water leak detector has occurred and the DNP entrance/ramp improvements are outstanding.					



Town of Didsbury  
2023 1st Quarter Financial Report  
Reserves Continuity Schedule

	Jan 1 2023, Actual	Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)	March 31, 2023 Account Balance	Budgeted Transfers to Reserves (outstanding)	Transfers out - capital 2020	Transfers out - capital 2021	Transfers out - capital 2022	Transfers out - capital 2023	Capital Budget Transfers from Reserves (outstanding)	Transfers out - operating	Operating Budget Transfers from Reserves (outstanding)	Transfers from Reserves Approved by Resolution (outstanding)	Resolution #	Reserve Available	Notes
General	574,181	-	6,168	(4,584)	575,765	-	-	-	-	-	-	(40,000)	(40,000)	(108,301)	225-22, 226-22; 379-22	427,464	1
Tax Stabilization Fund	134,416	-	1,448	-	135,864	-	-	-	-	-	-	(75,000)	(75,000)	-	-	60,864	2
Council Community Grant Program	30,276	-	326	-	30,602	-	-	-	-	-	-	(30,000)	(30,000)	-	-	602	3
Election	10,744	-	116	-	10,860	-	-	-	-	-	-	-	-	-	-	10,860	
In Lieu of Municipal Reserve	64,515	-	695	-	65,210	-	-	-	-	-	-	-	-	-	-	65,210	
Legacy Fund	17,767	-	191	-	17,958	-	-	-	-	-	-	-	-	(17,297)	385-21; 386-21	661	4
General reserve	831,900	-	8,944	(4,584)	836,259	-	-	-	-	-	-	(145,000)	(145,000)	(125,598)	-	565,661	
Old fire hall demolition/removal	27,137	-	329	-	27,466	-	-	-	-	-	-	-	-	-	-	27,466	5
Fire dept large equipment	401,785	-	4,874	-	406,659	90,000	-	-	(369,561)	-	(369,561)	-	-	-	-	127,099	
Fire dept building maintenance	28,739	-	349	-	29,087	5,000	-	-	-	-	-	-	-	-	-	34,087	
Fire dept operating	25,819	-	313	-	26,132	-	-	-	-	-	-	-	-	-	-	26,132	
Fire dept small capital equipment	12,417	-	151	-	12,567	-	-	-	-	-	-	-	-	-	-	12,567	
RCMP capital	16,771	-	203	-	16,974	10,000	-	-	-	-	-	-	-	-	-	26,974	
RCMP operating	442,590	-	5,369	-	447,959	-	-	-	-	-	-	-	-	-	-	447,959	
Municipal enforcement operating and capital	110,983	-	1,346	-	112,330	15,000	-	-	(30,000)	-	(30,000)	-	-	-	-	97,330	6
Protective services reserve	1,066,240	-	12,934	-	1,079,174	120,000	-	-	(399,561)	-	(399,561)	-	-	-	-	799,614	
Vehicle & equipment replacement	858,942	-	9,268	(388,630)	479,580	207,000	-	-	-	(150,000)	(150,000)	-	-	-	-	536,580	7
Snow removal	36,846	-	468	-	37,315	-	-	-	-	-	-	-	-	-	-	37,315	
Water	1,176,684	-	14,948	-	1,191,632	466,320	-	-	-	-	-	-	-	-	-	1,657,952	
Water offsite levies	183,014	-	2,325	-	185,338	-	(90,648)	-	-	-	(90,648)	-	-	-	-	94,690	8
Water distribution offsite levies	59,654	-	705	-	60,359	-	(60,359)	-	-	-	(60,359)	-	-	-	-	-	8
Wastewater	1,055,618	-	13,410	-	1,069,028	101,060	-	-	-	-	-	-	-	-	-	1,170,088	
Wastewater (unfunded - non-interest bearing)	408,205	-	-	-	408,205	-	-	(8,377)	-	-	(8,377)	-	-	-	-	399,828	9
Wastewater offsite levies	88,632	-	1,179	-	89,811	-	-	-	-	-	-	-	-	-	-	89,811	
Solid waste	347,549	-	4,415	-	351,964	-	-	-	-	-	-	(50,000)	(50,000)	-	-	301,964	
Roads & Sidewalks	-	-	-	-	-	119,436	-	-	-	-	-	-	-	-	-	-	
Public works reserve	4,215,144	-	46,718	(388,630)	3,873,232	893,816	(151,007)	(8,377)	-	(150,000)	(309,384)	(50,000)	(50,000)	-	-	4,288,228	
Cemetery	20,378	-	242	-	20,620	-	-	-	-	-	-	-	-	-	-	20,620	
DOSCA	11,271	-	-	-	11,271	-	-	-	-	-	-	-	-	-	-	11,271	
Economic development & tourism	115,865	-	1,377	-	117,242	-	-	-	-	-	-	-	-	(9,008)	322-21, 383-22	108,234	10
Train station maintenance	43,200	-	513	-	43,713	-	-	-	-	(32,500)	(32,500)	-	-	-	-	11,213	11
Pathway & trail	176,012	-	2,092	-	178,104	8,475	-	(141,700)	-	-	(141,700)	-	-	-	-	44,879	12
Vehicle & equipment replacement	85,821	-	926	-	86,747	50,000	-	-	-	-	-	-	-	-	-	136,747	
Recreation facilities	458,923	-	5,454	-	464,377	244,700	-	(126,998)	(105,000)	(231,998)	-	-	-	-	-	477,079	13
Campground	32,688	-	253	(32,941)	-	-	-	-	-	-	-	-	-	-	-	-	
Community/Recreation Services reserve	944,157	-	10,857	(32,941)	922,074	303,175	-	-	(268,698)	(137,500)	(406,198)	-	-	(9,008)	-	810,043	
Total	7,057,442	-	79,453	(426,155)	6,710,739	1,316,991	(151,007)	(8,377)	(668,259)	(287,500)	(1,115,142)	(195,000)	(195,000)	(134,606)	-	6,463,546	

- Notes**
- General reserve approved transfers outstanding: \$40,000 transfers in to fund completion of MDP, up to \$10,775 for Strategic Planning Consultant (225-22; 226-22); \$97,526 23 St Project
  - Tax stabilization approved transfers outstanding: \$75,000 to offset taxes.
  - Council community grant program approved transfers outstanding: \$30,000 to fund community grants upon approval.
  - Legacy Fund approved transfers outstanding: \$15,296.89 for future development of interior community mural (385-21); \$2,000 for athletic scholarship (386-21).
  - Fire large equipment transfers outstanding: \$56,300 for Didsbury's portion of emergency backup generator; \$313,261 of \$350,000 for Didsbury's remaining portion of Rescue.
  - Municipal enforcement transfers outstanding: \$30,000 for budgeted replacement of radios (2022 capital budget).
  - Vehicle & equipment replacement transfers outstanding: \$150,000 for the Vehicle Replacement Program.
  - Water offsite levies transfers outstanding: \$151,007 of \$175,000 for East Reservoir Design Phase (2020 capital budget).
  - Wastewater reserve transfer outstanding: \$8,377 for Southridge Sewage Lift Station Emergency Backup Generator (2021 capital budget).
  - Ec dev reserve transfer outstanding: \$9,008 for Old Fire Hall Weatherproofing (383-22).
  - Train station maintenance transfer outstanding: \$32,500 for the Train Station painting project.
  - Pathway & trail reserve transfer outstanding: \$68,000 for cemetery pathway project; \$73,700 for Outlying Plan pathway project.
  - Recreation facilities approved transfer outstanding: \$126,998 for Zamboni Replacement project (2022 capital budget), \$50,000 for Memorial Complex Lobby Improvements, and \$55,000 for Curling Rink HVAC Units [2].

**Town of Didsbury**  
**2023 1st Quarter Financial Report**  
**Capital Grants Continuity Schedule**

	January 1, 2023	2023 Grant Allocation Received	Interest (YTD)	2023 Actual Expenditures (YTD)	March 31, 2023 Balance	2023 Grant Allocation Receivable	Expenditures Projected - Unfinished Projects	Dec 31, 2023 Available	Notes
Municipal Sustainability Initiative Grant (MSI)	1,405,388	-	14,630		1,420,018	540,506	(750,270)	1,210,255	1
Canada Community Building Fund (CCBF)*	1,124,670	-	9,855	(41,319)	1,093,206	329,785	(1,098,924)	324,067	2
<b>Total</b>	<b>2,530,059</b>	<b>-</b>	<b>24,485</b>	<b>(41,319)</b>	<b>2,513,224</b>	<b>870,291</b>	<b>(1,849,193)</b>	<b>1,534,322</b>	

\*Formerly known as Gas Tax Fund (GTF)

**Notes**

1. MSI funded projects outstanding: \$200,000 East Reservoir Land Purchase (2020); \$61,311 Pedestrian Connectivity (2020); \$139,419 21 St (2022); \$49,540 Co-op Rd design (2022), 20th Street Asphalt Mill & Overlay (2023).
2. CCBF funded projects outstanding: \$701,560 23 Street / Hwy 582 Intersection Improvement (2022); \$280,364 21 Avenue (2022); \$75,000 Outlying Plan Pathway (2022).

Town of Didsbury  
1st Quarter Financial Report  
2023 Capital Budget PROGRESS TO DATE

2023 CAPITAL BUDGET <sup>1</sup> :		Capital Spending		Budgeted Funding							
Asset	Dept	Actual to March 31, 2023	Budget	Status <sup>1</sup>	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
<b>Land</b>											
Land Purchase for Future Right of Way	EI	270,000	270,000	C		270,000					270,000
<b>Infrastructure</b>											
20th Street Asphalt Mill & Overlay	EI	-	300,000	IP	-	-	300,000	-	-	-	300,000
<b>Buildings</b>											
Memorial Complex Lobby Improvements	CS	-	50,000	IP	-	50,000	-	-	-	-	50,000
Train Station Exterior Painting	CS	-	65,000	IP	-	32,500	32,500	-	-	-	65,000
Curling Rink HVAC Replacements [2]	CS	-	55,000	IP	-	55,000	-	-	-	-	55,000
Didsbury Neighbourhood Place Ramp & Entrance Improvements	CS	-	26,924	NS	4,487	-	22,437	-	-	-	26,924
<b>Vehicles</b>											
Vehicle Replacement Plan [2]	EI	-	150,000	IP	-	150,000	-	-	-	-	150,000
<b>Equipment</b>											
Skid Steer & Rough-Cut Mower Attachment	EI	118,630	130,000	C	-	130,000	-	-	-	-	130,000
Leak Detector	EI	6,450	6,450	C	6,450	-	-	-	-	-	6,450
		<b>395,080</b>	<b>1,053,374</b>		<b>10,937</b>	<b>687,500</b>	<b>354,937</b>	-	-	-	<b>1,053,374</b>

ADDITIONAL CAPITAL PROJECTS APPROVED BY COUNCIL RESOLUTION <sup>1</sup> :		Capital Spending		Budgeted Funding							
Asset	Dept	Actual to March 31, 2023	Budget	Status <sup>1</sup>	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
23 St North Corridor	EI	52,474	150,000	IP	-	150,000	-	-	-	-	150,000
Campground Tie-in	EI	37,525	40,000	C	-	40,000	-	-	-	-	40,000
Old Fire Hall Weatherproofing	EI	5,992	15,000	IP	-	15,000	-	-	-	-	15,000

2022 CAPITAL PROJECTS CARRIED OVER <sup>1</sup> :		Capital Spending		Budgeted Funding							
Asset	Dept	Actual to March 31, 2023	Budget	Status <sup>1</sup>	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
<b>Infrastructure</b>											
23 Street / Hwy 582 Intersection Improvement	EI	96,880	1,500,000	IP	-	-	750,000	-	750,000	-	1,500,000
21 St Storm, Water, Sanitary & Surface Works (Phase 1 & 2 - Construction)	EI	1,800,581	1,940,000	IP	-	-	1,940,000	-	-	-	1,940,000
21 St Storm, Water, Sanitary & Surface Works (Phase 2 - Design)	EI	84,000	84,000	C	-	-	84,000	-	-	-	84,000
Co-op Road Water, Sanitary, Storm & Surface Works (Design)	EI	20,460	70,000	IP	-	-	70,000	-	-	-	70,000
21 Ave Storm & Surface Works (Complex Road)	EI/CS	19,636	324,000	IP	-	-	342,000	-	-	-	342,000
<b>Land Improvements</b>											
Didsbury Memorial Complex Outlying Plan Pathway & Landscaping Phase 1	CS	1,300	150,000	IP	-	75,000	75,000	-	-	-	150,000
Deer Coulee/Cemetery Pathway Replacement	EI	-	68,000	NS	-	68,000	-	-	-	-	68,000
Columbarium Purchase & Installation	EI	18,436	35,000	IP	-	-	-	-	35,000	-	35,000
<b>Buildings</b>											
Fire Hall Emergency Backup Generator	CP	-	100,000	IP	-	56,300	-	-	43,700	-	100,000
<b>Vehicles</b>											
Didsbury Fire Department Rescue Vehicle	CP	73,479	735,000	IP	-	350,000	-	-	350,000	35,000	735,000
<b>Equipment</b>											
Skid Steer Annual Program	EI	-	3,500	NS	3,500	-	-	-	-	-	3,500
Zamboni Replacement Program	CS	-	176,998	IP	-	126,998	50,000	-	-	-	176,998
Municipal Enforcement Radio Replacement	CP	-	30,000	IP	-	30,000	-	-	-	-	30,000

2021 CAPITAL PROJECTS CARRIED OVER <sup>1</sup> :		Capital Spending		Budgeted Funding							
Asset	Dept	Actual to March 31, 2023	Budget	Status <sup>1</sup>	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
Street Lighting Continuity (20th St - south end)	EI	112,992	150,000	C	-	-	150,000	-	-	-	150,000
Southridge Sewage Lift Station Emergency Backup Generator	EI	17,623	28,000	IP	-	26,000	-	-	-	2,000	28,000

2020 CAPITAL PROJECTS CARRIED OVER <sup>1</sup> :		Capital Spending		Budgeted Funding							
Asset	Dept	Actual to March 31, 2023	Budget	Status <sup>1</sup>	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
East Reservoir Land Acquisition	EI	-	200,000	IP	-	-	200,000	-	-	-	200,000
East Reservoir Design Phase	EI	23,993	175,000	IP	-	-	-	-	175,000	-	175,000
Pedestrian Connectivity - Memorial Park	EI	12,689	74,000	IP	-	-	74,000	-	-	-	74,000

<sup>1</sup> Status: Not started ("NS"), In Progress ("IP"), Completed ("C")

<sup>2</sup> 2023 Capital Budget Approved January 10, 2023; Amendments January 24, 2023, March 14, 2023, & March 28, 2023

<sup>3</sup> Additional Capital Projects Approved By Motion; Res#322-21, Res#379-22, Res#116-22 & 429-22

<sup>4</sup> 2022 Capital Budget Approved January 11, 2022; Amendments March 22, 2022, April 26, 2022, June 14, 2022, September 13, 2022, October 25, 2022 & November 8, 2022

<sup>5</sup> 2021 Capital Budget Approved January 26, 2021; Amendments February 11, 2021, April 13, 2021, June 22, 2021, September 14, 2021, September 28, 2021 & October 12, 2021

<sup>6</sup> 2020 Capital Budget Approved February 11, 2020 (Res#056-20); Amended April 28, 2020 (Res#137-20); Amended October 13, 2020 (Res#372-20)

**Town of Didsbury**  
**1st Quarter Financial Report**

**CAPITAL PROJECT STATUS UPDATES**

2023 CAPITAL BUDGET	PROGRESS
<b>Asset</b>	
<b>Land</b> Land Purchase for Future Right of Way	Purchase is complete; no invoices outstanding
<b>Infrastructure</b> 20th Street Asphalt Mill & Overlay	Contract awarded; project schedule to be determined.
<b>Buildings</b> Memorial Complex Lobby Improvements	Competitive procurement process occurred; work currently underway.
Train Station Exterior Painting	Project awarded; project schedule to be determined.
Curling Rink HVAC Replacements [2]	Competitive procurement process currently underway.
Didsbury Neighbourhood Place Ramp & Entrance Improvements	Request for Quotes process underway.
<b>Vehicles</b> Vehicle Replacement Plan [2]	One Vehicle on order; One outstanding.
<b>Equipment</b> Skid Steer & Rough-Cut Mower Attachment	Purchase is complete; no invoices outstanding
Leak Detector	Purchase is complete; no invoices outstanding

ADDITIONAL CAPITAL PROJECTS APPROVED BY COUNCIL RESOLUTION <sup>2</sup> :	PROGRESS
<b>Asset</b>	
23 St North Corridor	Remaining project construction scheduled for Spring, 2023.
Campground Tie-in	Project completed and online.
Old Fire Hall Weatherproofing	Administration will monitor after rainy season to locate any additional leaks.

2022 CAPITAL PROJECTS CARRIED OVER <sup>3</sup> :	PROGRESS
<b>Asset</b>	
<b>Infrastructure</b>	
23 Street / Hwy 582 Intersection Improvement	Contract awarded; project schedule to be determined.
21 St Storm, Water, Sanitary & Surface Works (Phase 1 & 2 - Construction)	Final touches to start shortly; notices will be provided to residences adjacent to the work.
Co-op Road Water, Sanitary, Storm & Surface Works (Design)	Engineering design complete; project is at issued for tender stage.
21 Ave Storm & Surface Works (Complex Road)	Contract awarded; project schedule to be determined.
<b>Land Improvements</b>	
Didsbury Memorial Complex Outlying Plan Pathway & Landscaping Phase 1	Contract carried over from previous year; project schedule to be determined.
Deer Coulee/Cemetery Pathway Replacement	Contract carried over from previous year; project schedule to be determined.
Columbarium Purchase & Installation	Columbarium Foundation released for tendering until May 19, 2023.
<b>Buildings</b>	
Fire Hall Emergency Backup Generator	Emergency Generator released for tendering until May 19, 2023.
<b>Vehicles</b>	
Didsbury Fire Department Rescue Vehicle	Deposit paid March 2022; vehicle expected to arrive late 2023.
<b>Equipment</b>	
Skid Steer Annual Program	Requesting to be removed
Zamboni Replacement Program	Zamboni ordered September 2022; Expected arrival in August 2023.
Municipal Enforcement Radio Replacement	Radios expected to arrive in May; Full Payment upon arrival.

2021 CAPITAL PROJECTS CARRIED OVER <sup>4</sup> :	PROGRESS
<b>Asset</b>	
Street Lighting Continuity (20th St - south end)	Project complete; no invoices outstanding.
Southridge Sewage Lift Station Emergency Backup	Lift station installed; waiting on new wall build.

2020 CAPITAL PROJECTS CARRIED OVER <sup>5</sup> :	PROGRESS
<b>Asset</b>	
East Reservoir Land Acquisition	
East Reservoir Design Phase	
Pedestrian Connectivity - Memorial Park	Contract awarded; project schedule to be determined.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: DEDAC Bylaw Revision 2022-13  
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

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### **BACKGROUND/PROPOSAL:**

The Didsbury Economic Development Advisory Committee (DEDAC) has been governed over the last three years by the original DEDAC Bylaw 2020-05. DEDAC reviewed this bylaw and made recommended changes to Administration who reviewed and made additional improvements and drafted a new, updated and simplified Bylaw 2022-13 for Council's consideration.

After passing first reading Council referred it to the Policy and Governance Committee (PGC) who has been working on it.

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

The PGC worked on it during their April 5 and May 3, 2023 meetings and are recommending that Bylaw 2022-13 receive second and, if Council has no further changes, third reading.

Attached below is a 'clean' copy of the bylaw, marked with a few revisions made since first reading by the committee. Also attached is the full marked up version showing the changes from the original bylaw 2020-05 with the amendments.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **RECOMMENDATION** (two separate motions)

That Council grant second reading to Bylaw 2022-13 Didsbury Economic Development Advisory Committee.

AND

That Council grant third and final reading to Bylaw 2022-13 Didsbury Economic Development Advisory Committee.

TOWN OF DIDSBURY  
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
BYLAW 2022-13

---

BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

**WHEREAS** the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate;

**AND WHEREAS** the Municipal Government Act also provides that a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council Committees, and the conduct of Council Committees established by the Council;

**AND WHEREAS** the Council of the Town of Didsbury considers it expedient to establish such an Economic Development Advisory Committee to advise them on Economic Development matters and enhance Didsbury's economic viability.

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF DIDSBURY, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**1. TITLE**

This bylaw will be cited as the Didsbury Economic Development Advisory Committee Bylaw.

**2. DEFINITIONS**

2.1 In this bylaw, unless the content otherwise requires:

**Act** means the *Municipal Government Act*, RSA 2000, being Chapter M-26 of the Revised Statutes of Alberta, and amended thereto;

**Committee** means and includes the Town of Didsbury Economic Development Advisory Committee (referred to as **DEDAC**);

**Council** means the Council of the Town of Didsbury;

**Chair** means the Chair appointed by Council, or the Vice Chair when acting in their stead, or an Acting Chair, appointed to this role when required;

**Economic Development Officer** is Town of Didsbury administration employee (referred to as **EDO**);

**Town** means the Town of Didsbury, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Didsbury, as the context may require.

**3. POWERS/DUTIES & AUTHORITY OF COMMITTEE**

3.1 The Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw;

3.1.1 The Committee shall have authority to invite any persons in an advisory capacity as deemed necessary.

3.2 The Committee shall not have the power to pledge the credit of the Town, to pass Bylaws or to enter into any contractual agreements.

3.3 The tasks of DEDAC include:

- a. Provide advice and comment on all economic development matters the EDO brings forward for their consideration, and provide recommendations that the EDO may take forward to Council;
- b. Provide to the EDO potential strategies, ideas and solutions related to economic development in the Town of Didsbury and area;
- c. To provide input, feedback and recommendations that is referred to DEDAC by motion of Council.

#### 4. MEMBERSHIP

4.1 The DEDAC Membership shall comprise of the following:

- a. **One (1)** Town of Didsbury Councillor;
- b. Up to two (2) Didsbury & District Chamber of Commerce **Board Executive** Members
- c. A Chamber ~~Executive~~ **Board Member** that leave the Chamber board, may automatically transition to a regular member at large, if space is available;
- d. Up to ten (10) regular members of the public at large above the age of 21 years who have experience in or a passion for business, innovation and economic development. A background in, but not limited to the following, are beneficial:
  - Owning or operating a Didsbury area business (**non-board** member of the Chamber)
  - Entrepreneurship
  - Investing/financing
  - Commercial real estate;
  - Land development
  - Tourism operation
  - Retail
  - Industrial/manufacturing operations
  - The hospitality industry
  - The arts & culture sector
  - The health & wellness sector
- e. Up to two (2) youth members between the ages of 15 and 21 years;
- f. Any youth member who turns 22 years old may automatically transition to regular member at large, if space is available.

4.2 All members shall be appointed by Council Resolution at the recommendation of DEDAC.

4.2.1 Applicants are recommended to Council by DEDAC on the basis of demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the volunteer application form. Academic qualification, availability, work experience, community involvement, knowledge and professional experience will also be taken into consideration.

4.3 The majority of members must maintain residence within the Town of Didsbury. Those without residence must have a vested interest in the community and economic development region by means of, but not limited to land or business ownership or investment.

4.4 Where possible, the Central Alberta Economic Partnership Business Representative will be selected from DEDAC.

#### 5. TERM



- 5.1 Each appointment to DEDAC shall be until the following Organizational meeting of Council, at which time all appointments will be reviewed and reappointed at the discretion of Council.
- 5.2 Should a vacancy occur mid-term, Council may appoint a replacement on the recommendation of the Committee.

## **6. RESIGNATIONS & REMOVALS**

- 6.1 Any member shall be able to resign by providing a resignation in writing to the Chair.
- 6.2 Any member of the Committee who has unauthorized absence from three consecutive meetings shall be automatically removed from the Committee.

## **7. PROCEEDING/MEETINGS**

- 7.1 The Chair and Vice Chair shall be appointed by Council on the recommendation of DEDAC.
  - 7.1.1 In the event that both the Chair and Vice Chair are unavailable, the DEDAC may, by motion, appoint an acting Chair.
- 7.2 A majority of voting members shall constitute a quorum at the Committee meeting.
- 7.3 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee; in the event of a tie, the motion shall be deemed defeated.
- 7.4 Meetings shall be held at the discretion of the Chair and the EDO.
- 7.5 All members of the Committee, including the Chair shall have the right to vote on any motion before the Committee.
- 7.6 As per Section 23 & 25 of the *Freedom of Information and Protection of Privacy Act (FOIP)*, the DEDAC discussions shall be held in closed session. Members of DEDAC shall be bound to confidentiality with regards to items discussed.
  - 7.6.1 Voting on formal recommendations regarding items discussed in closed session will be held in the open meeting, after coming out of closed session.

## **8. EDO & ADMINISTRATIVE REPRESENTATIVE**

- 8.1 The EDO shall be the administrative support and advisor to the Committee and shall facilitate the meeting of DEDAC.
- 8.2 The EDO provides to DEDAC updates on economic development matters pertaining, but not limited to Didsbury and the region; suggestions, ideas, projects and strategies for input and discussion by DEDAC;
- 8.3 Under the direction of the CAO, the EDO is the liaison between DEDAC and the Town of Didsbury Council;
- 8.4 The EDO shall not be a voting member of the Committee;
- 8.5 The EDO collaborates with the Chair to establish the agenda for all meetings.

## **9. COMMUNICATION**

- 9.1 All public communication and engagement by the committee will be at the discretion of Council, and will have the approval of Council before commencement.

## **10. GENERAL**

- 10.1 Committee members shall abide by all Town of Didsbury Bylaws and Policies related to committees.
- 10.2 Committee members shall abide by the Council Code of Conduct Bylaw.

## **11. EFFECTIVE DAY**

11.1 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

## 12. REPEAL

12.1 Bylaw 2020-05 and 2020-13 and amendments thereto are hereby repealed.

Read a first time on the 27<sup>th</sup> day of September, 2022

Read a second time on this day of 2022

Read a third and final time on this day of 2022

---

Mayor – Rhonda Hunter

---

Chief Administrative Officer – Ethan Gorner

TOWN OF DIDSBURY  
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
**BYLAW 2020-05-2022-13**

---

BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

**WHEREAS** the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate;

**AND WHEREAS** the Municipal Government Act also provides that, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council Committees, and the conduct of Council Committees established by the Council;

**AND WHEREAS** the Council of the Town of Didsbury considers it expedient to establish such an Economic Development Advisory Committee to advise them on Economic Development matters and enhance Didsbury's economic viability;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF DIDSBURY, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**1. TITLE**

This bylaw will be cited as the Didsbury Economic Development Advisory Committee Bylaw.

**2. DEFINITIONS**

2.1 In this bylaw, unless the content otherwise requires:

**Act** means the *Municipal Government Act*, RSA 2000, being Chapter M-26 of the Revised Statutes of Alberta, and amended thereto.

**Committee** means and includes the Town of Didsbury Economic Development Advisory Committee (referred to as **DEDAC**).

**Council** means the Council of the Town of Didsbury.

**Steering Committee** means the committee tasked with recruitment of inaugural members of the Didsbury Economic Development Advisory Committee.

**Chair** means the Chair appointed by Council, or the Vice Chair when acting in their stead, or an acting Chair, appointed to this role when required.

**Economic Development Officer** is Town of Didsbury administration employee (referred to as **EDO**)

**Town** means the Town of Didsbury, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Didsbury, as the context may require.

**3. POWERS/DUTIES & AUTHORITY OF COMMITTEE**

3.1 The Committee shall have the authority to form ad hoc Committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.

3.1.1 The Committee shall have authority to invite any persons in an advisory capacity as deemed

necessary.

3.2 The Committee shall not have the power to pledge the credit of the Town, to pass Bylaws or to enter into any contractual agreements.

3.3 The tasks of the ~~Didsbury Economic Development Advisory Committee (DEDAC)~~ include:

- ~~a. Provide input, feedback and advice on the strategies in the Economic Development Marketing Plan to the Economic Development Officer;~~
- ~~b. Provide input, feedback and advice on the strategies in the Integrated Community Sustainability Plan to the Economic Development Officer;~~
- ~~c. Provide advice and comment on Economic Development Officer recommendations that the Economic Development Officer may take forward to Council;~~
- ~~d. Recommend additional strategies, ideas and solutions related to economic development in the Town of Didsbury and area to the Economic Development Officer.~~

a. Provide advice and comment on all economic development matters that the EDO brings forward for their consideration and recommendations that the EDO may take forward to Council;

b. To provide potential strategies, ideas and solutions related to economic development in the Town of Didsbury and area to the EDO.

c. To provide input, feedback and recommendations that is referred to DEDAC by motion of Council.

#### 4. MEMBERSHIP

4.1 The ~~Town of Didsbury Economic Development Advisory Committee (DEDAC)~~ Membership shall comprise the following:

- a. ~~Up to one (1) two (2)~~ Town of Didsbury Councillors;
- b. ~~Two (2) Didsbury & District Chamber of Commerce Executive Members~~  
b. Up to two (2) Didsbury & District Chamber of Commerce Board ~~Executive Members (including the President);~~  
b.i A Chamber Board Member that leave the Chamber board, may automatically transition to regular member at large, if space is available.

c. Up to Ten (10) regular members of the public at large above the age of 21 years old that have experience in or a passion for business, innovation and economic development. Backgrounds in, but not limited to the following, are beneficial:

- Didsbury area business owner and operator (non-board Member of Chamber);
- Entrepreneur;
- Investor/financier;
- Commercial realty;
- Land development;
- Tourism operator;

- Retailer;
- Industrial/Manufacturing;
- Hospitality Industry;
- Art & Culture;
- Health & Wellness.

AMENDED MEMBERSHIP OCTOBER 27, 2020 – BYLAW 2020-13

- c. The Committee may be comprised of at least eight (8) voting members of the public at large where possible; that have experience in or a passion for business, innovation or economic development. Backgrounds in, but not limited to the following, are beneficial:
  - Didsbury area business owner and operator (non-Executive Member of Chamber);
  - Entrepreneur;
  - Investor/financier;
  - Commercial realty;
  - Land development;
  - Tourism operator;
- d. President of the Didsbury & District Chamber of Commerce (non-voting ex-officio);
- e. Mayor of the Town of Didsbury non-voting ex-officio);
- f. A youth voting member (target age Grade 11 or 12).

- d. Up to two (2) youth members between the ages of 15 and 21 years.
- d.i. any youth member that turn 22 years old may automatically transition to regular member at large, if space is available.

4.2 The inaugural recommendations for appointment of members of the public at large to the Economic Development Advisory Committee shall be provided by the Economic Development Steering Committee.

4.3 All subsequent members shall be appointed by Council Resolution at the recommendation of the Economic Development Advisory Committee submitted in writing.

AMENDED MEMBERSHIP OCTOBER 27, 2020 – BYLAW 2020-13

4.6 Where possible, the Central Alberta Economic Partnership Business Representative will be selected from the Didsbury Economic Development Advisory Committee.

4.2 All members shall be appointed by Council Resolution at the recommendation of DEDAC.

4.2.1 Applicants are recommended to Council by DEDAC on the basis of demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the Volunteer Application Form. Academic qualification, availability, work experience, community involvement, knowledge and professional experience will also be taken into consideration.

4.3 The majority of members must maintain residence within the Town of Didsbury. Those without residence must have a vested interest in the community and economic development region by means of, but not limited to land or business ownership or investment.

4.4 Where possible, the Central Alberta Economic Partnership Business Representative will be selected from DEDAC.

## 5. TERM

~~5.1 The term of office shall be for two (2) years, with the term to expire at the organizational meeting of Council held as per Section 192(1) of the *Municipal Government Act*.~~

5.1 Each appointment to DEDAC shall be until the following Organizational meeting of Council, at which time all appointments will be reviewed and reappointed at the discretion of Council.

~~5.2 Should a vacancy occur, the vacancy shall be advertised through all regular methods of the Town of Didsbury communications when possible. The committee through the Chair, shall recommend a replacement member. The Committee through the Chair, may recommend re-appointment of a member whose terms has expired. In the circumstance of a vacancy for an incomplete term, the appointment will be for the duration of the incomplete term.~~

5.2 Should a vacancy occur mid-term, Council may appoint a replacement on the recommendation of the Committee.

## 6. RESIGNATIONS & REMOVALS

6.1 Any member shall be able to resign by providing a resignation in writing to the Chair.

6.2 ~~5.3~~ Any member of the Committee who has an unauthorized absence from three consecutive meetings shall be automatically removed from the Committee.

## ~~6-7.~~ PROCEEDING/MEETINGS

~~AMENDED OCTOBER 27, 2020 BYLAW 2020-13~~

~~6.1 The appointment of a Chair and a Vice chair shall be at the discretion of Council~~

7.1 The Chair and Vice Chair shall be appointed by Council on the recommendation of DEDAC.

7.1.1 In the event that both the Chair and Vice Chair are unavailable, the DEDAC may, by motion, appoint an acting Chair.

~~6.2~~ 7.2 A majority of voting members shall constitute a quorum at the Committee meeting.

~~6.3 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.~~

7.3 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the

decision of the Committee; in the event of a tie, the motion shall be deemed defeated.

7.4 Meetings shall be held at the discretion of the Chair and the EDO.

7.5 All members of the Committee, including the Chair shall have the right to vote on any motion before the Committee.

7.6 As per Section 23 & 25 of the *Freedom of Information and Protection of Privacy Act* (FOIP), the DEDAC discussions shall be held in closed session. Members of DEDAC shall be bound to confidentiality with regards to items discussed.

7.6.1 Voting on formal recommendations will be held in the open meeting after coming out of closed session.

~~6.4 The Committee may request the attendance of any person in an advisory capacity.~~

~~6.5 At least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting must be given:~~

~~a. To the members of the Committee; and~~

~~b. To the public.~~

~~6.6 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Didsbury website.~~

~~6.7 Notwithstanding 7.6, the Committee may act in the absence of a quorum provided all members have received notice as provided in subsection 7.4 a. and b.~~

~~6.8 All voting members of the Committee, including the chair shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be defeated.~~

## ~~7. ADMINISTRATIVE REPRESENTATIVE (ECONOMIC DEVELOPMENT OFFICER)~~

### 8. EDO & ADMINISTRATIVE REPRESENTATIVE

~~7.1 The Economic Development Officer shall:~~

~~a. Be the administrative advisor to the Committee and provide administrative support;~~

~~b. Notify all members and advise the Committee of any Regular, or Special Meetings;~~

~~c. Keep minutes of the proceedings of all meetings which shall be retained in the Town Office;~~

~~d. Maintain all records and correspondence that are relevant to the Committee;~~

~~e. Work with the Chairperson to establish the agenda for all meetings; and~~

~~f.~~

8.1 The EDO shall be the administrative support and advisor to the Committee and shall facilitate the meeting of DEDAC.

8.2 The EDO provides updates on economic development matters pertaining, but not limited to Didsbury and the region; provides suggestions, ideas, projects and strategies for input and discussion to DEDAC;

8.3 Under the direction of the CAO, the EDO is the liaison between DEDAC and Town of Didsbury Council;

8.4 ~~f~~ The EDO shall not be a voting member of the Committee;

8.5 The EDO collaborates with the Chair to establish the agenda for all meetings.

## **8. 9. COMMUNICATION**

9.1 All public communication and engagement by the committee will be at the discretion of Council, and will have the approval of Council before commencement.

## **10. GENERAL**

8.1 10.1 Committee members shall abide by all Town of Didsbury Bylaws and Policies related to committees.

8.2 10.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.

8.3 The proceedings and deliberations of the Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

## **9. COUNCIL PREROGATIVES**

9.1 Council may authorize, by motion, variance of any the preceding enactments.

9.2 Where there is a conflict of this bylaw with other bylaws, this bylaw shall take precedent.

## **11. EFFECTIVE DAY**

10.1 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

## **12. REPEAL**

11.1 Bylaw 2005-11 2020-05 and 2020-13 and amendments thereto are hereby repealed.

Read a first time on the 10<sup>th</sup> day of March, 2020.

Read a second time on this 28 day of April 2020.

Read a third and final time on this 12<sup>th</sup> day of May 2020

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: May 9, 2023  
SUBJECT: Tax Penalties Bylaw 2023-07 (3rd Reading)  
ORIGINATING DEPARTMENT: Corporate Services

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### **BACKGROUND/PROPOSAL:**

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

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

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

The structure of the arrears penalty remains unchanged.

Council amended the bylaw prior to second reading and referred it to the Strategic Planning Committee (SPC) for review and recommendation. The SPC met on April 28, 2023 to discuss the changes further which are identified in red and recommends that the bylaw as presented be returned for third reading.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **RECOMMENDATION**

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

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

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

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

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

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

1. That this bylaw be referred to as the “Tax Penalties Bylaw”.
2. Definitions
  - Current Taxes** means taxes levied within in the current calendar year.
  - Taxes** includes all property taxes, business revitalization zone taxes, local improvement taxes, penalties, and unpaid costs, charges and expenses as provided in Section 553 of the *Municipal Government Act* RSA 2000 c. M-26 or any other statute of the Province of Alberta.
  - Tax Arrears** means taxes that remain unpaid after December 31 of the year in which they are imposed.
3. Any taxes levied for the current year, remaining unpaid after June 30, **are subject to penalties on the first business day of July, or thirty days after the taxation notice mailing date, whichever is later**, at the rates set out in Schedule A.
4. Any tax arrears are subject to penalties at the rates set out in Schedule A.
5. Any penalties added to current taxes or tax arrears shall be added to, and form part of, the unpaid taxes.
6. This bylaw comes into force on the day it is passed.

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

Read a second time on this 25<sup>th</sup> day of April 2023.

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

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

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

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Applied on the first day of:	Current Taxes	Arrears
January		1.5%
February		1.5%
March		1.5%
April		1.5%
May		1.5%
June		1.5%
July (or 30 days after the taxation notice mailing date, whichever is later)	5%	1.5%
August		1.5%
September	5%	1.5%
October		1.5%
November	5%	1.5%
December		1.5%



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: May 9, 2023  
SUBJECT: Tax Rate Bylaw 2023-10  
ORIGINATING DEPARTMENT: Corporate Services

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### **BACKGROUND/PROPOSAL:**

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

The bylaw received first reading on April 25, 2023 and was referred to the Strategic Planning Committee (SPC) for review and recommendation. The Committee met on April 28, 2023 and recommends that scenario 1 (85.6% Residential / 14.4% Non-Residential) be used, and the bylaw be returned to Council for second and third readings.

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

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

Overall, assessment values in the town have increased. Residential and Farmland properties have increased an average of 12.2% from the prior year. Non-residential properties have increased an average of 8.2%. Designated Industrial Property, which is assessed by a Provincial Assessor, has increased an average of 7.8%. In Didsbury, approximately 87.5% of taxable assessment is from residential or farmland and the remaining 12.5% is from non-residential properties.

The assessment was first presented to Council on January 10, 2023. Since that time, there have been adjustments to the assessment. The finalized assessment is as follows:

RESIDENTIAL/FARMLAND	\$ 589,413,990	
NON-RESIDENTIAL	\$ 84,471,840	
EXEMPT	\$ 177,384,510	
TOTAL ASSESSMENT 2023	\$ 851,270,340	+11.5%

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

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

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

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

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

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

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

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

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

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

Each year, Council must also decide what portion of the municipal tax revenues shall be paid by residential/farmland properties and what portion shall be paid by the non-residential properties. In 2022, the split was 85.6% Residential and 14.4% Non-Residential. The SPC Committee reviewed the information from the April 25, 2023 RCM and recommends that this remain the same for 2023.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

The impact to the Municipal portion of taxes for a sample of properties is as follows:

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

The Town is required to collect Education and Seniors Housing requisitions on behalf of those entities. Therefore, property owners' full tax bill will include those amounts. The impact to the total amount of taxes, for a sample of properties, is as follows:

<b>Scenario 1: Tax Split: 85.6% Residential; 14.4% Non-Residential</b>									
<b>Mill Rate: Residential: 7.437; Non-Residential: 8.730</b>									
		ASSESSMENT 2022	ASSESSMENT 2023	MUNICIPAL ONLY \$ Increase per year	SCHOOL \$ Increase per year	MVSH \$ Increase per year	TOTAL TAX \$ Increase per year	TOTAL TAX \$ Increase per month	% Increase
RESIDENTIAL	House 1	\$ 155,020	\$ 173,870	\$ 49	\$ 33	\$ 14	\$ 96	\$ 8	5.7%
	House 2	\$ 223,300	\$ 248,190	\$ 54	\$ 42	\$ 19	\$ 115	\$ 10	4.8%
	House 3	\$ 249,120	\$ 281,870	\$ 97	\$ 59	\$ 23	\$ 179	\$ 15	6.7%
	House 4	\$ 262,160	\$ 293,650	\$ 80	\$ 55	\$ 23	\$ 158	\$ 13	5.6%
	House 5	\$ 358,010	\$ 397,780	\$ 86	\$ 67	\$ 31	\$ 183	\$ 15	4.7%
	House 6	\$ 458,020	\$ 509,540	\$ 115	\$ 87	\$ 39	\$ 241	\$ 20	4.9%
	House 7	\$ 588,450	\$ 652,990	\$ 135	\$ 108	\$ 50	\$ 293	\$ 24	4.6%
NON-RESIDENTIAL	Property 1	\$ 119,160	\$ 125,570	\$ 18	\$ 31	\$ 8	\$ 57	\$ 5	3.7%
	Property 2	\$ 355,150	\$ 387,230	\$ 167	\$ 138	\$ 28	\$ 333	\$ 28	7.3%
	Property 3	\$ 508,090	\$ 550,240	\$ 207	\$ 185	\$ 38	\$ 429	\$ 36	6.6%
	Property 4	\$ 630,620	\$ 667,710	\$ 124	\$ 175	\$ 41	\$ 340	\$ 28	4.2%
	Property 5	\$ 768,050	\$ 845,940	\$ 436	\$ 329	\$ 63	\$ 828	\$ 69	8.4%
	Property 6	\$ 1,174,540	\$ 1,272,670	\$ 484	\$ 429	\$ 88	\$ 1,001	\$ 83	6.6%
	Property 7	\$ 1,658,150	\$ 1,779,600	\$ 534	\$ 545	\$ 118	\$ 1,198	\$ 100	5.6%

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

That Council grant second reading to Bylaw 2023-10 Tax Rate, a bylaw to establish the rates of taxation for 2023.

AND

That Council grant third and final reading to Bylaw 2023-10 Tax Rate, a bylaw to establish the rates of taxation for 2023.

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

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

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

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

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

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

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

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

**PART 1 – TITLE, PURPOSE AND DEFINITIONS**

**1. Title**

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

**2. Purpose**

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

**3. Definitions**

3.1 In this bylaw, unless the context otherwise requires, definitions in the Act shall apply.

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

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



## PART II - ASSESSMENT CLASSES AND TAX RATES

### 4. Assessment Classes and Sub-Classes

- 4.1 For the purpose of the 2023 tax levy and supplementary tax levy, all assessed property within the Town of Didsbury is hereby divided into one of the following assessment classes and subclasses:
- a. Residential
  - b. Farmland
  - c. Vacant Residential
  - d. Non-Residential
  - e. Vacant Non-Residential
  - f. Machinery and Equipment

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

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

### 6. Levy of Tax Rates

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

## PART IV – GENERAL

### 7. Minimum Tax

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

### 8. Effective Date

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

Read a first time on the 25<sup>th</sup> day of April 2023.

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

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

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner

BYLAW 2023-10  
SCHEDULE "A"  
TAX RATES

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: Bylaw 2023-11 Council Procedural  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

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

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

Bylaw 2023-11 received first reading at the April 25, 2023 Regular Council Meeting and was referred back to the committee.

The committee reviewed and discussed Bylaw 2023-11 at their May 3, 2023 meeting and are recommending Council Procedural Bylaw 2023-11 received second reading and, if no additional changes are recommended, Bylaw 2023-11 receive third reading.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **RECOMMENDATION** (two separate motions)

That Council grant second reading to Council Procedural Bylaw 2023-11.

AND

That Council grant third and final reading to Council Procedural Bylaw 2023-11.

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

The Council of the Town of Didsbury enacts the following:

**PART 1: PURPOSE**

*Purpose*

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

**PART 2: APPLICATION**

*Paramount Rules*

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

**PART 3: MEETING FRAMEWORK**

*Meeting Chair*

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

*Meeting Dates and Times*

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

*Electronic Participation*

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

### *Electronic Devices*

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

### *Councillor Seat Selection*

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

### *Quorum*

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

### *Meeting Length & Unfinished Business*

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

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

### *Order of Business*

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

### *Administrative Inquiries*

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

### *Livestreaming*

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

### *Meeting Decorum*

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

called upon to speak again unless providing new information to the motion.

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

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

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

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

### ***Agenda Format***

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

### ***Agenda Distribution***

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

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

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

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

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

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

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

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

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

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

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

- d. Self-promoting or politicking, or a salespitch;
- e. Incoherent; or Libelous, impertinent or improper.

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

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

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

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

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

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

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

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

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

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

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

#### ***Petitions***

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



### *Suspension of Rules*

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

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

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

### **PART 11: - GENERAL PROVISIONS**

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

Read a first time this 25<sup>th</sup> day of April, 2023

Read a second time this     day of     , 2023

Read a third and final time this     day of     , 2023

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Mayor – Rhonda Hunter

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Chief Administrative Officer – Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: May 9, 2023  
SUBJECT: East Reservoir Update  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

---

### **BACKGROUND/PROPOSAL:**

The Town's Butte potable water reservoir volume is 2,270 m<sup>3</sup> and the Town's average daily demand ranges seasonally between 1200 m<sup>3</sup> and 2000 m<sup>3</sup>. The reservoir pumping capacity is approximately 140 m<sup>3</sup>/hour. Over the past three years the pumps run at an average of 63 m<sup>3</sup>/hour. Over the same time period, the pumps reach the maximum delivery capacity 25% of the days.

The capacity and supply issues were identified by ISL Engineering following a system-wide assessment. The assessment was conducted for the Town's Water Distribution Master Plan (WDMP). The WDMP recommends a second reservoir be constructed in the southeastern area of the Town with designated fire pumps added to both pumphouses. The East Reservoir remains the utility's top priority project.

The WDMP divides the East Reservoir into roughly three phases:

- Phase one is a new 2,250 m<sup>3</sup> potable water storage facility with a pump house. The new reservoir is sized to address the Town's current needs and the 15-year population projection (3.9% growth).
- Phase two is a multi-year watermain program to connect the reservoir to the existing network and maximize its delivery capacity. This phase is location sensitive and is to install larger diameter mains which connect to 15 Avenue, north through 16 Street, and then east to connect to the larger diameter main from the west side of Town, under CPR (approximately 22 Ave).
- Phase three is a future phase which will see an additional 2,250 m<sup>3</sup> of storage constructed. Phase three would be necessary as the town's population and/or average daily demand once again approaches one of the Alberta Environment triggers for expanded capacity.

Council approved proceeding with land acquisition and design for the East Reservoir as part of the 2020 Capital Budget.

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

The reservoir would ideally be located east of the railway and within proximity of 15 Avenue to address the most urgent supply issues and prepare the municipality for growth on the east side of CPR.

Since 2019, multiple sites have been investigated for suitability. Administration approached the site's selection with the intent to maximize the benefit to the community and considered the following:

1. The parcel needs to be of adequate size, and the location must satisfy the recommendations of the WDMP.
2. The need to minimize the cost of land procurement.
3. The need to minimize the cost of connecting the reservoir to the network.
4. Project delivery timeline.

A site which suits the above considerations is on the north side of 17 Avenue, east of 15A Street and directly west of the Town Office. Specifically: Lot 2, Block K, Plan 8010432; Lot 7, Block 2, Plan 4163JK & a portion of 17 Ave. (see Figure below)



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

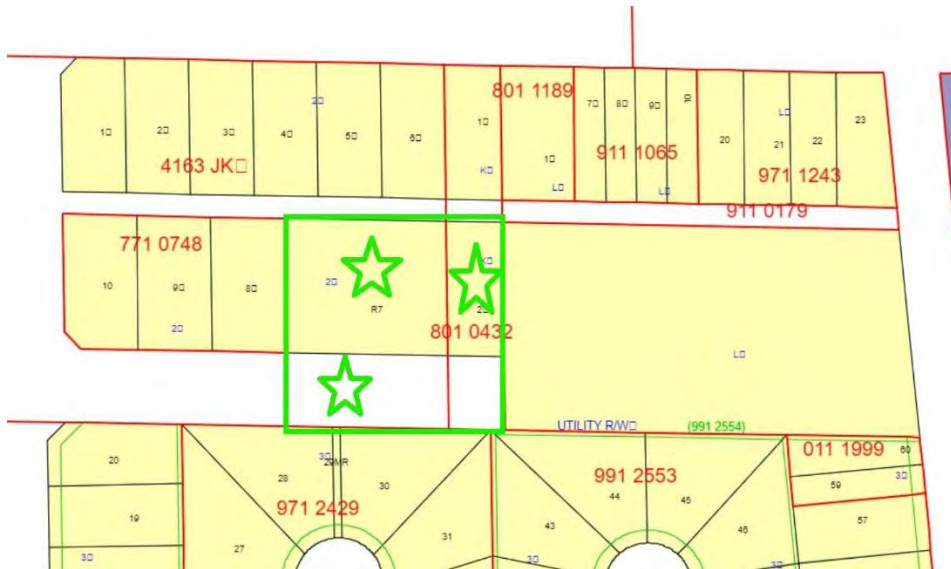


Figure 1 Proposed East Reservoir Site

Based on the criteria above, the proposed site:

1. Satisfies the ISL recommendation and is sufficient in size to construct Phases one and three.
2. The cost to purchase the land is minimal as the lands are Town owned, but there will be fees for land use re-designation and subdivision (legal fees, surveying, map updates).
3. The preliminary estimate to connect the proposed site to the network is approximately 10% lower than the cost to connect the reservoir site identified in the 2018 Plan.
4. Administration could begin the process of land use re-designation, subdivision, and preliminary design in 2023; pending further Council approvals, the project could be tendered in 2024.

Public input regarding the proposed location is very important and the public would be engaged as part of Land Use Bylaw amendment.

The proposed site currently has play equipment on one of the parcels (Lot 7). The park is currently underused by the public due to its location, the local demographics, and the age of the equipment.

If the proposed site is acceptable, Administration would recommend the surface of the reservoir be designed as a community garden to improve the aesthetics, provide opportunities for the community and maintain the public access to the space. See attached concept layout.

The original budget included \$200,000 for purchase of land. If the proposed site is approved by Council, the land would not need to be purchased. Therefore, Administration is recommending cancelling that capital budget line to free up the grant money that is allocated to it for other projects.

### ALIGNMENT WITH STRATEGIC PLAN

#### 3. Infrastructure & Asset Management



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### RECOMMENDATION

To approve the proposed location for the East Reservoir and that Administration initiate the following processes in due course:

1. Land Use Bylaw Amendment—to re-designate the lands to a Public Utility Lot
2. Subdivision—to consolidate re-designated lands
3. Preliminary engineering design (30%) including updated estimates for Phases one and two

AND

To request the Multi-Year Capital Budget be brought back with East Reservoir Phases one and two, updated estimates, and proposed schedule.

AND

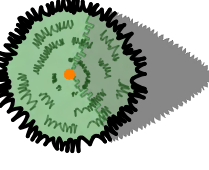
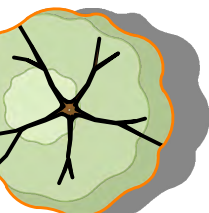
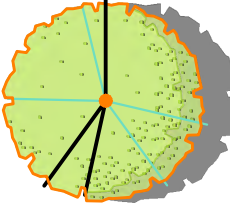
To amend the 2020 Capital Budget to cancel the east reservoir land acquisition for \$200,000.

OR


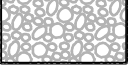
That Council accept the update as information.



PLANT SCHEDULE EAST RESERVOIR

CONIFEROUS TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SIZE
	PL	6	Pinus contorta latifolia	Lodgepole Pine	Ball & Burlap	2000mm Ht.
DECIDUOUS TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SIZE
	PM	9	Prunus maackii	Amur Cherry	Ball & Burlap	50mm Cal.
	UB	3	Ulmus americana 'Brandon'	Brandon Elm	Ball & Burlap	50mm Cal.

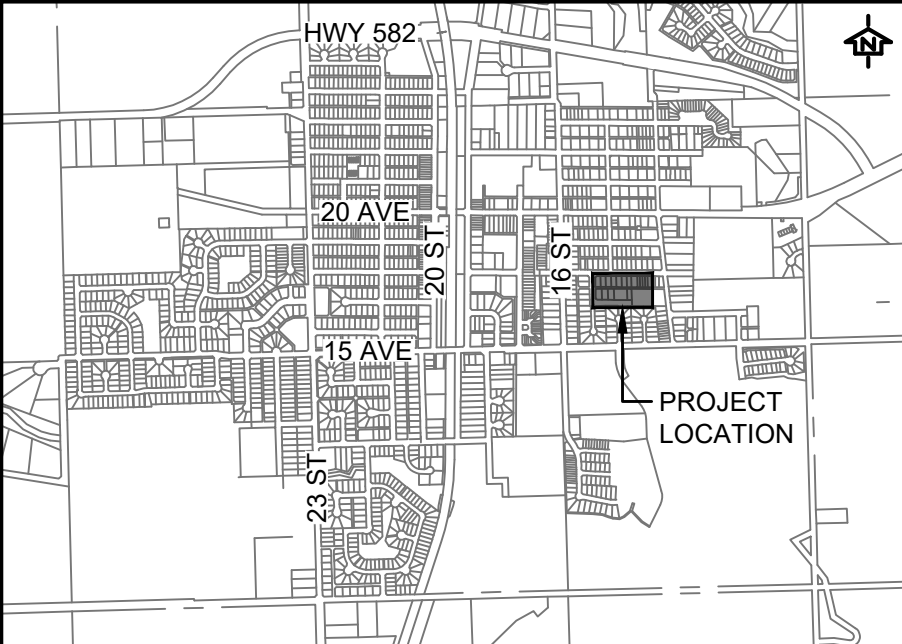
REFERENCE NOTES SCHEDULE EAST RESERVOIR

SYMBOL	DESCRIPTION
	CHAIN LINK FENCE, 6' HT.
SYMBOL	DESCRIPTION
	GRAVEL

NOTES:

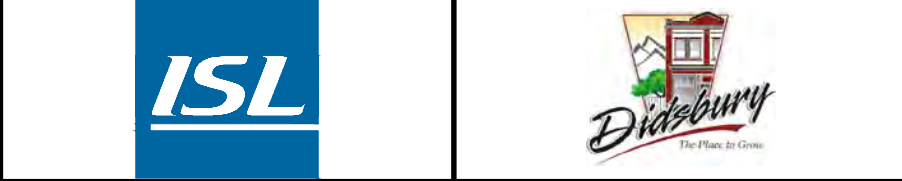
- ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE INDICATED.
- CONTRACTOR TO CONFIRM DEPTH AND LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.

KEY PLAN:



P.Eng.		Permit	
6			
5			
4			
3			
2			
1			
No.	DESCRIPTION	BY	DATE

REVISIONS



TOWN OF DIDSBURY  
2023 GENERAL ENGINEERING  
EAST RESERVOIR INSTALLATION

LANDSCAPE  
PLANTING PLAN

Drawn: JBC	Drawing No.
Designed: GW	28242
Design Checked: Date:	LA
Discipline Review: Date:	01
Scale	Sheet No.
1:300	1
	0
	Revision No.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: Skid Steer Annual Program Removal  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

---

### BACKGROUND/PROPOSAL:

The Town of Didsbury has participated in the Skid Steer Annual Program with Calmont since 2015. This program allowed the Town to purchase a brand new Bobcat each year for the net cost of ~\$3,500 plus operating expenses. In 2021, the Town paid \$7,500 to upgrade the model of the Bobcat with the intent that the program would continue year to year. The Skid Steer Annual Program was included in the 2022 Capital Budget and was carried over to 2023 at year end. Administration has been notified that Calmont's program has been discontinued following the introduction of a provincial purchasing program.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As this program is no longer offered, Administration plans to retain its most recent purchase, the 2021 Bobcat. The two year old model is in good overall condition and does not require replacement. The Town will continue to conduct regular maintenance of this machine through Bobcat. Should a new annual trade-in program surface, Administration will bring this item back to Council.

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community
3. Infrastructure & Asset Management

### RECOMMENDATION

To amend the 2022 Capital Budget to cancel the Skid Steer Replacement for \$3,500.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: Letter of Support – CFEP Grant  
ORIGINATING DEPARTMENT: Legislative Services

---

### BACKGROUND/PROPOSAL:

The Didsbury and District Chamber of Commerce has requested a Letter of Support from the Town of Didsbury for its application to the Community Facility Enhancement Program (CFEP).

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The grant funds would be used to update the Chamber facility's technology, for office improvements and for an expansion of the office rental space.

The Chamber is applying for \$75,000 in grant funds.

Please see the attached letter from the Didsbury & District Chamber of Commerce President, Helen Hafke.

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Healthy Active Living

### RECOMMENDATION

To approve that Mayor Hunter, on behalf of Council, provide a letter of support for the Didsbury and District Chamber of Commerce, for use in their grant application to the Community Facility Enhancement Program.



Didsbury & District Chamber of Commerce  
205-2034 19th Ave  
Didsbury T0M0W0

Town Council  
Town of Didsbury  
Didsbury T0M0W0

May 2, 2023

Dear Sir/Madam:

In response to a need to support developing businesses the Didsbury & District Chamber of Commerce opened the Didsbury Business Centre in December 2022. The Centre provides office, cubicle, and meeting room rentals.

The space has also allowed us to bring programming from Sundance College and Red Deer Polytechnic into Didsbury. This provides a skilled labour to our businesses and allow our young people to stay within the community.

The move has been successful with all monthly office space rented and meeting room rentals becoming consistent. Small businesses are utilizing the space to start up and grow their business; Service groups hold monthly meetings; artists are holding classes; and training programs are booking, helping to create the Business Centre we envisioned.

The use of the facility has indicated the need for reconfiguration of space, including more office and improvements to technology.

We respectfully request the Town Council for a letter of support for our Community Facility Enhancement Project Grant. The submission date is May 15<sup>th</sup>, with a projected response in November 2023. We are seeking a grant for approx.: \$75,000 .

We look forward to your response.

Regards

*Helen Hafke per Didsbury Chamber*

Helen Hafke  
President

Per Didsbury & District Chamber of Commerce





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: May 9, 2023  
SUBJECT: Reconvening of Creekside Public Hearing  
ORIGINATING DEPARTMENT: Planning & Development

---

### **BACKGROUND/PROPOSAL:**

The Public Hearing for Creekside ASP Bylaw 2023-15 and Creekside MDP Bylaw 2023-16 were opened December 13, 2022. After considering the information presented to them, Council temporarily adjourned the Public Hearing.

*Resolution 593-22 MOVED by Councillor Moore to temporarily adjourn the Public Hearing to allow additional time to work with the applicant to address the elements discussed (i.e.: circulation comments, internal review, review of studies etc.).*

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

The applicant has updated the ASP to address the items discussed at the first Public Hearing.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **RECOMMENDATION (one motion)**

To set June 13, 2023 to reconvene the Public Hearings for Bylaw No. 2022-15 and Bylaw No. 2022-16.

TOWN OF DIDSBURY  
PROVINCE OF ALBERTA  
BYLAW NO. 2022-15 (Creekside ASP)

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Being a Bylaw to regulate the use and development of land within the Town of Didsbury.

**WHEREAS**, the Council of the Town of Didsbury believes it expedient to adopt a Bylaw consolidating all regulations governing the use and development of land within the Town;

**NOW THEREFORE**, pursuant to Sections 633 of the Municipal Government Act, Revised Statutes of Alberta, Chapter M-26-1, as amended, the Council of the Town of Didsbury, in the Province of Alberta, duly assembled enacts the following:

(1) The document titled “Creekside Area Structure Plan”, attached to this Bylaw as Schedule “A” is hereby adopted.

**1. SHORT TITLE**

1.1 This Bylaw may be referred to as the “Creekside Area Structure Plan”

**2. EFFECTIVE DATE**

2.1 This Bylaw shall come into effect upon passing or the third and final reading.

Read a first time this 8<sup>th</sup> day of November, 2022

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2022

---

Mayor Rhonda Hunter

---

Chief Administrative Officer Ethan Gorner

**TOWN OF DIDSBURY**  
**Amending Bylaw No. 2012-09 Municipal Development Plan**  
**Bylaw No. 2022-16**

---

A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Municipal Development Plan 2012-09.

**WHEREAS**, the Council of the Town of Didsbury deems it necessary to amend Bylaw No. 2012-09: Municipal Development Plan, as amended from time to time;

**WHEREAS**, Section 632 of the Municipal Government Act, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Municipal Development Plan

**AND WHEREAS** Section 191(1) of the MGA and amendments thereto authorizes Council to adopt a bylaw to amend a Municipal Development Plan

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

- (1) This Bylaw may be cited as Amending Bylaw No. 2022- 16 to amend the Municipal Development Plan 2012-09, as amended from time to time.
- (2) Bylaw No. 2012-09, being the Town of Didsbury Municipal Development Plan, is hereby amended

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

**1. PROPOSED AMENDMENTS**

- 1.1. Municipal Development Plan Bylaw No. 2012-09 is hereby amended by replacing *Map A-Overall Land Use Concept* with map as shown in Schedule A
- 1.2. Municipal Development Plan Bylaw No. 2012-09 is hereby amended by replacing *Map B-Residential Lands* with map as shown in Schedule B
- 1.3. Municipal Development Plan Bylaw No. 2012-09 is hereby amended by replacing *Map D-Industrial Lands* with map as shown in Schedule C

**2. EFFECTIVE DATE**

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

Read a First time on this 8<sup>th</sup> day of November 2022.

Read a Second time on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

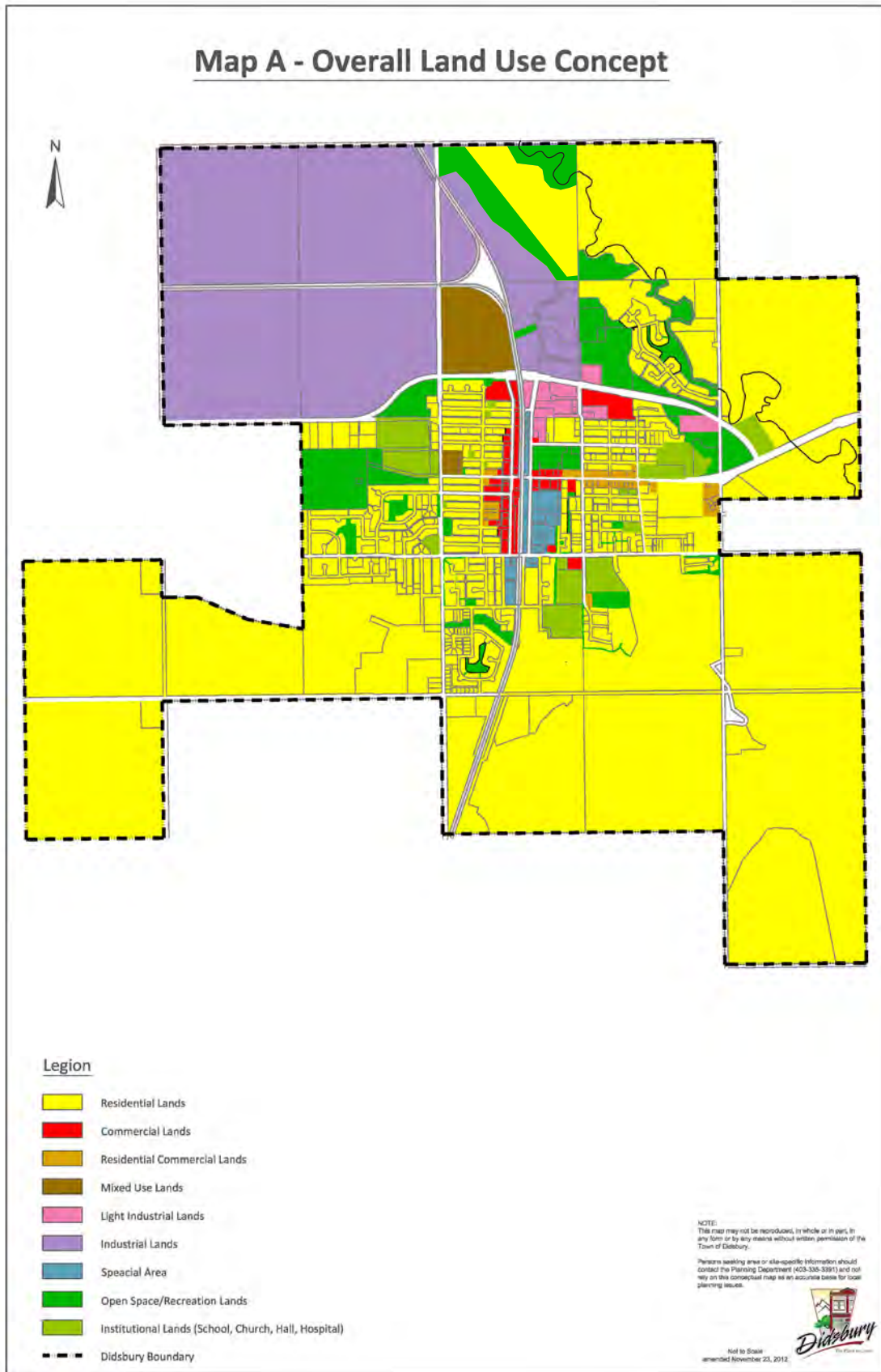
Read a Third and Final time on this \_\_\_\_\_ day of \_\_\_\_\_ 2022

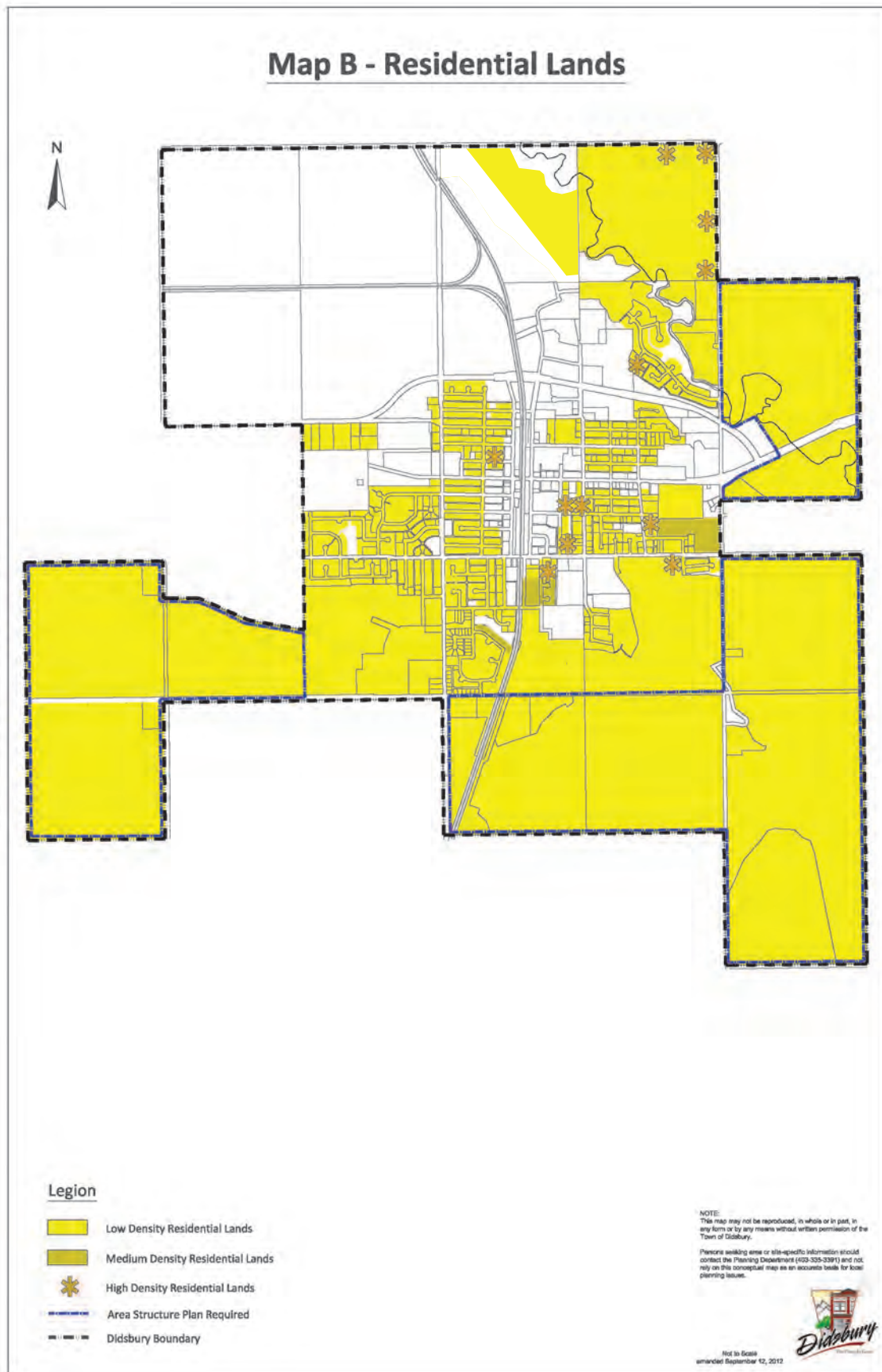
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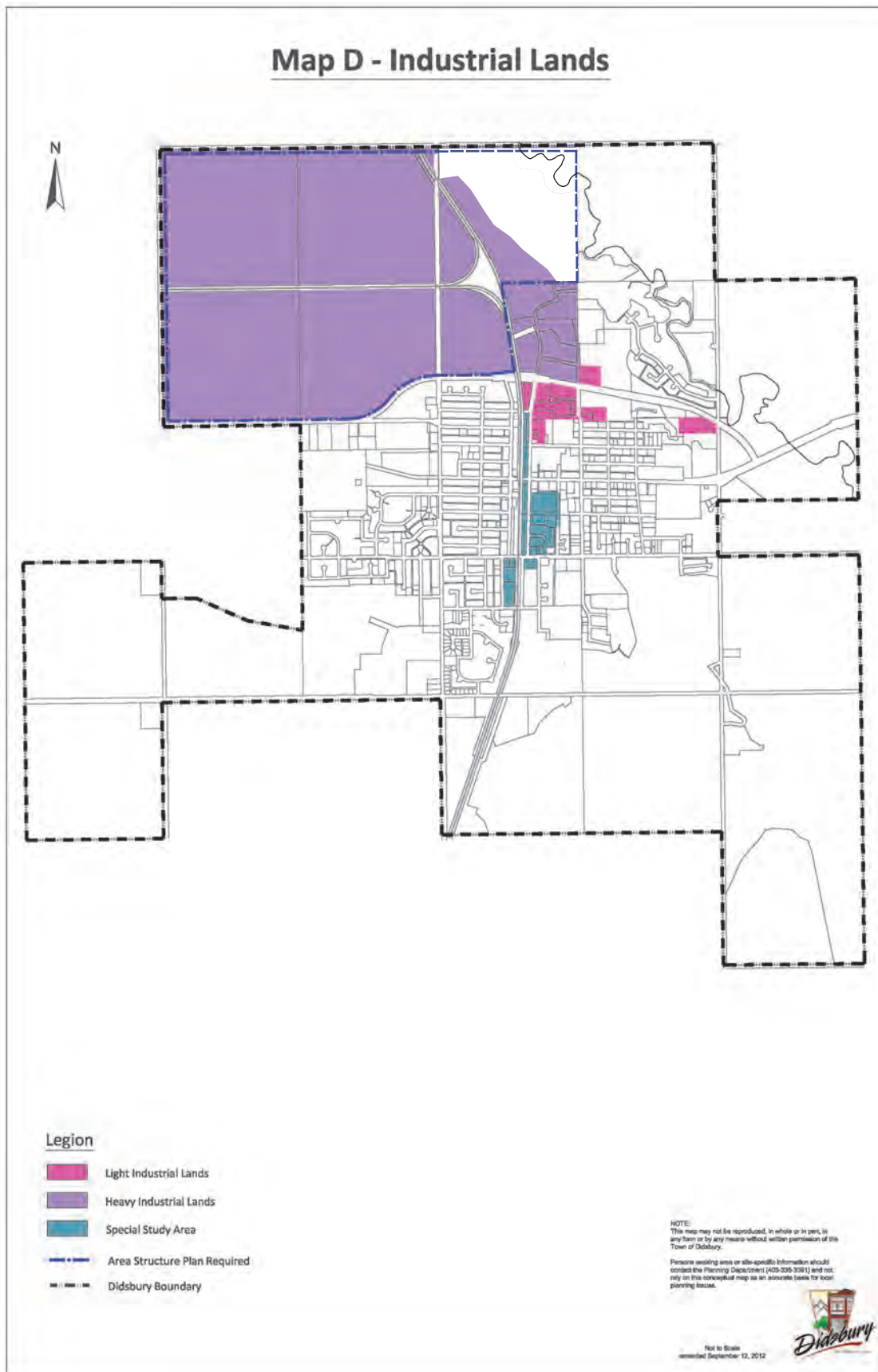
Mayor Rhonda Hunter

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Chief Administrative Officer Ethan Gorner











## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: Selling of the Community Hall Lands  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The former Five-0 Club Building located at 2500 – 15 Avenue terminated their lease with the Town of Didsbury on March 1, 2023 leaving the building vacant. The lands are made up of one parcel: Plan 0310537, Block 3, Lot 51 – approximately 0.282 acres. The land is currently zoned Institutional.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The cost to build the building in 1979 was \$80,000.

The current assessed value of the building and lands is \$495,660.

Administration is recommending that this property be listed for sale. In addition to considering the amount being offered, it is recommended that Council consider the value of a proposed development to the town as being a significant deciding point.

Administration would assist with the process for rezoning the land to whatever designation was most suitable for the successful proposed project.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

To approve that the lands commonly known as the Community Hall (Five-0 Club) 2500 15 Avenue be listed for sale, with a requirement for timely development and consideration of the vision of the development proposal, as well as the purchase amount, to be decided upon by Council.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: May 9, 2023  
SUBJECT: Strategic Initiative & Contingency Reserve Fund  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the March 14, 2023 Regular Council Meeting, Council tasked the Policy and Governance Committee (PGC) with the development of a Tax Stabilization Reserve Policy.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The PGC met on May 3, 2023 to discuss key principles for a policy relating to the potential use of such a stabilization reserve fund.

After thorough review, the committee is recommending that such a fund be explored as a “Strategic Initiative and Contingency Reserve” to be utilized for strategic and contingency type operations and projects that arise from time to time. The committee is further recommending that it be referred to the Strategic Planning Committee to consider and make recommendation on how to annually fund this reserve.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Economic Prosperity

### RECOMMENDATION

To refer to the Strategic Planning Committee to develop the principles of funding for a Strategic Initiatives and Contingency Reserve Fund and bring back a recommendation to Council.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 9, 2023  
SUBJECT: Correspondence and Information  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

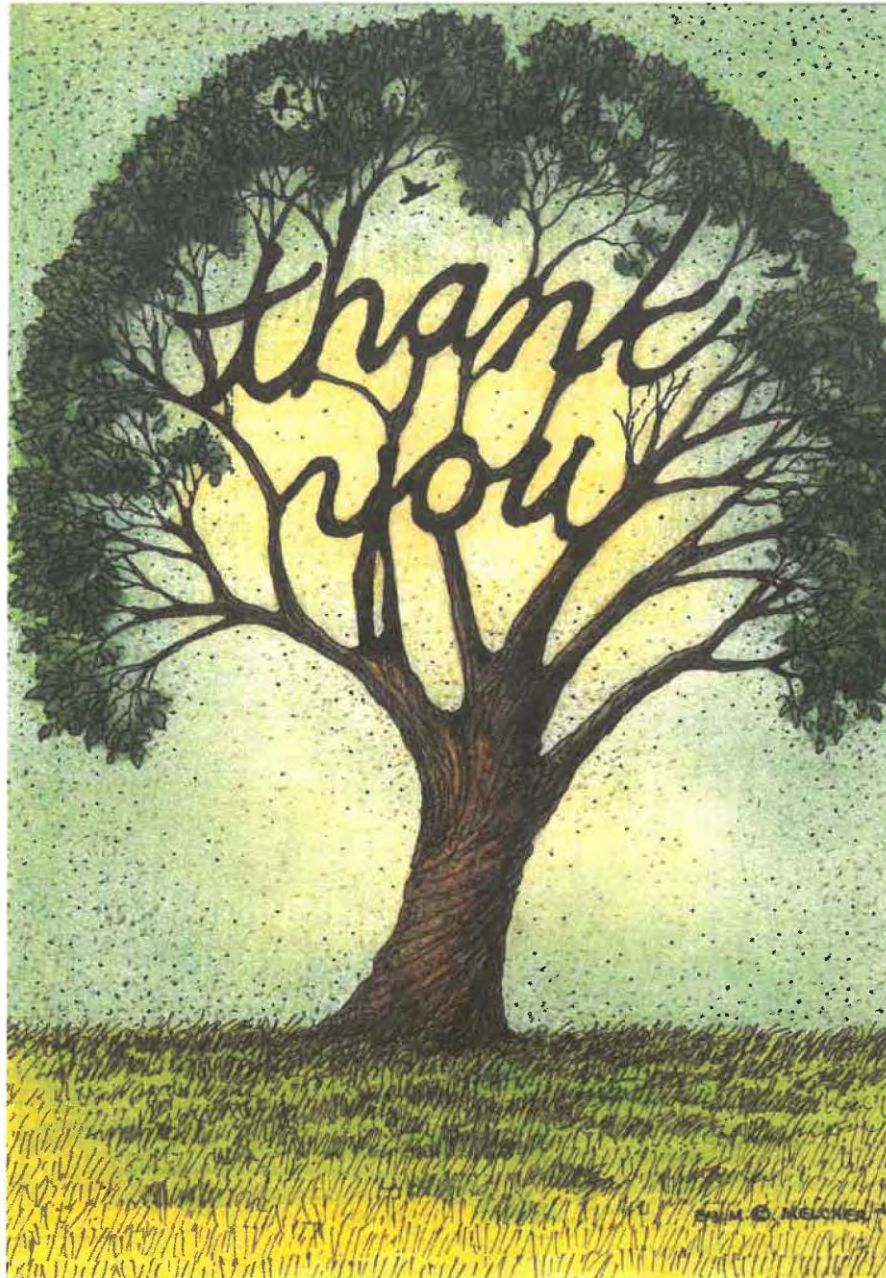
- Thank You Card from Didsbury Lions Club
- Didsbury Municipal Library Budget – Approved by DML Board in April 2023
- Society for Hospital Expansion in Central Alberta Public Rally

### ALIGNMENT WITH STRATEGIC PLAN

2. An Informed & Engaged Community

### RECOMMENDATION

That Council accept the correspondence items presented as information.



Dear Mayor Hunter  
& Council

The Widdow Lyons Club  
would like to express our  
gratitude for the Grant  
of \$9000 toward the operation  
of the Community Buses.

This enable us to continue  
to provide a much needed  
service for those who need  
it.

Thank you

Larry Linbach

Secretary, Widdow Lyons

REVENUE	Budget 2023
Rural Services Transfer Grant	12,349.00
Local Appropriation (Town and County)	252,074.00
Provincial Library Operating Grant	38,501.00
<b>TOTAL LOCAL APPROPRIATION</b>	<b>302,924.00</b>
Other Grants	7,000.00
Friends	8,000.00
Employment Grants	6,000.00
<b>TOTAL GRANTS</b>	<b>21,000.00</b>
DONATIONS/FUNDRAISING	7,000.00
BOOK SALES	500.00
<b>TOTAL DONATIONS</b>	<b>7,500.00</b>
SERVICE REVENUE	4,000.00
LOST/DAMAGED ITEMS	600.00
<b>TOTAL SERVICE REVENUE</b>	<b>4,600.00</b>
BANK INTEREST/REBATES	200.00
GST REBATE	2,100.00
<b>TOTAL other income</b>	<b>2,300.00</b>
<b>TOTAL REVENUE</b>	<b>338,324.00</b>

EXPENSES	Budget 2023
WAGES	\$ 245,530.00
PENSION FUND	\$ 9,005.42
BENEFITS	\$ 6,623.66
WORKERS' COMPENSATION	\$ 870.00
SOURCE DEDUCTIONS EI	\$ 5,243.89
SOURCE DEDUCTIONS CPP	\$ 13,684.70
<b>TOTAL Salaries and benefits</b>	<b>\$ 280,957.67</b>
COURSE OR CONFERENCE EXPENSE -STAFF	\$ 2,000.00
Staff and Meeting expenses	\$ 400.00
Honoraria (Volunteer appreciation)	\$ 400.00
TRAVEL AND HOSPITALITY (STAFF)	\$ 500.00
<b>Total other staff expenses</b>	<b>\$ 3,300.00</b>
<b>TOTAL STAFF COSTS</b>	<b>\$ 284,257.67</b>
BOOKS PURCHASED	\$ 11,297.00
PERIODICALS	\$ 2,105.35
AV MATERIALS	\$ 4,621.00
DIGITAL RESOURCES	\$ 1,670.00
<b>TOTAL MATERIALS EXPENSES</b>	<b>\$ 19,693.35</b>
Audit	\$ 250.00
BOARD EXPENSES	\$ 200.00
Contracts for services (Payroll)	\$ 1,013.14
Legal fees, bank charges, refunds, deposits	\$ 150.00
LIBRARY SUPPLIES - COLLECTION	\$ 750.00
Postage and Freight	\$ 500.00
ASSOCIATION MEMBERSHIPS	\$ 900.00
PUBLICITY AND ADVERTISING	\$ 700.00
Fundraising supplies	\$ 300.00
General Program Expenses	\$ 5,000.00
General Office Supplies	\$ 5,085.69
<b>Adminstrative Expenses</b>	<b>\$ 14,848.83</b>
TELEPHONE	\$ 456.00
SECURITY SYSTEM	\$ 400.00
<b>Telecommunications</b>	<b>\$ 856.00</b>
CASH SHORT / OVER	\$ -
GST PAID	\$ 2,158.59
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 2,158.59</b>
Janitorial and Maintenance	\$ 1,500.00
Insurance	\$ 2,749.28
GAS	\$ 3,595.00
ELECTRIC	\$ 5,240.00
WATER AND SEWER	\$ 975.65
CARBON LEVY	\$ 450.00
<b>Utilities</b>	<b>\$ 10,260.65</b>

<b>TOTAL BUILDING EXPENSE</b>	<b>\$</b>	<b>14,509.93</b>
FURNITURE AND EQUIPMENT	\$	2,000.00
<b>Total Capital</b>	<b>\$</b>	<b>2,000.00</b>
Bad Debt	\$	-
Legal	\$	-
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>338,324.37</b>
<b>NET INCOME</b>		
Board Chair Signature:		
Date Approved: April 18, 2023		

May 1, 2023

## PRESS RELEASE

### Society for Hospital Expansion in Central Alberta Public Rally

Saturday, May 6, City Hall Park, 12:00 noon

**The Society for Hospital Expansion in Central Alberta continues its advocacy for an expansion to the Red Deer Regional Hospital.**

In 2017, the Society for Hospital Expansion in Central Alberta (SHECA) was formed to inform the community of the health care deficits that exist in Central Alberta, and to advocate for hospital and health care program expansion in Red Deer. Both Government and Alberta Health Services have an urgent obligation to plan, fund and complete the expansion of the Red Deer Regional Hospital.

We demand high quality care. It is not a matter of *if* you will be in the hospital – it's a matter of *when*. Why wait until it happens to you or your loved ones, when you can act today. No one deserves to suffer, wait long hours, or be forced to travel for services because they don't live in Edmonton or Calgary. Let's bring healthcare close to home.

We invite all citizens in Central Alberta to join us on Saturday, May 6 at 12:00 noon at City Hall park as we **demand care** for all residents of Central Alberta.

For more information on SHECA, please visit our Facebook page:

<https://www.facebook.com/DemandCare/>