



AGENDA TOWN OF DIDSBURY
REGULAR COUNCIL MEETING
January 14, 2020 - 6:00 PM

ATTENDANCE:

Mayor: R. Hunter; **Deputy Mayor:** D. Moore

Councillors: J. Baswick, M. Crothers, C. Engel, E. Poggemiller, B. Windsor

Chief Administrative Officer: E. Gorner

Chief Financial Officer: A. Riley

Recording Secretary: D. Porath

1. CALL TO ORDER
2. APPOINTMENT OF NEW CHIEF ADMINISTRATIVE OFFICER
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Minutes of the Town of Didsbury
Regular Council Meeting
December 10, 2019

Present: Mayor: R. Hunter
Deputy Mayor: D. Moore
Councillors: B. Windsor, C. Engel, E. Poggemiller, J. Baswick, M. Crothers
Interim Chief Administrative Officer: A. Riley
Staff: C. Fox, K. Pickett, M. Moreau
Recording Secretary: D. Porath

Absent: None

1. **CALL TO ORDER**

Mayor R. Hunter called the Regular Council Meeting to order at 6:00 PM.

2. **ADOPTION OF AGENDA**

Res. No. 577-19 Moved by Deputy Mayor Moore that Council accept the agenda of the December 10, 2019 Regular Council Meeting as amended:
ADD Poplar Ridge Off-site Levies as 9.e
ADD Legal – Section 27(1) as 13.a.vii.

Carried

3. **ADOPTION OF MINUTES**

a. Regular Council Meeting Minutes – November 26, 2019

Res. No. 578-19 Moved by Baswick that Council accept the minutes of the November 26, 2019 Regular Council Meeting as presented.

Res. No. 579 -19 Moved by Councillor Engel that Council direct Administration to amend Resolution 550-19 to include a fourth bullet: that the new Parks/Arena full time employee position be reviewed when the new Chief Administrative Officer is in place.

Carried

4. **DELEGATION/PRESENTATIONS**

Beverley Devolin Zwart – Community Recognition Award, nominated by Mountain View Arts Society.

5. **PUBLIC HEARINGS**

Land Use Bylaw 2019-12 Amendment

Mayor Hunter called the Public Hearing portion of the Regular Council Meeting to order at 6:19 PM.

Res. No. 580 -19 Moved by Deputy Mayor Moore that Council accept the Public Hearing Agenda as presented.

Carried

Development Officer K. Pickett detailed the content of the bylaw.

There were no comments or letters/emails from the public regarding these changes.

Res. No. 581-19 Moved by Councillor Crothers that Council close the Public Hearing portion of the meeting at 6:24 PM.

Carried

6. **FINANCIAL STATEMENTS**

a. Council Remuneration to October 2019

Res. No. 582-19 Moved by Councillor Engel that Council accept the Remuneration Spreadsheet as information.

Carried

b. 2020 Interim Operating Budget

Res. No. 583-19 Moved by Councillor Baswick that Council adopt the interim operating budget based on the 2019 operating budget as presented.

Carried

c. Multi-Year Operating Plan

Res. No. 584-19 Moved by Councillor Baswick that Council accept the multi-year operating plan as presented.

Carried

7. **BYLAWS & POLICIES**

a. Bylaw 2019-12 Land Use Bylaw Amendment

Res. No. 585-19 Moved by Councillor Windsor that Council grant a second reading of Bylaw 2019-12 "Land Use Bylaw Amendment" on this 10th day of December, 2019.

Carried

Res. No. 586-19 Moved by Councillor Windsor that Council grant a third reading of Bylaw 2019-12 "Land Use Bylaw Amendment" on this 10th day of December, 2019.

Carried

b. Bylaw 2019-13 Land Use Bylaw Amendment

Res. No. 587-19 Moved by Deputy Mayor Moore that Council grant first reading of Bylaw 2019-13 "Land Use Bylaw Amendment" on this 10th day of December 2019.

Carried

Res. No. 588-19 Moved by Deputy Mayor Moore that Council set a Public Hearing for Bylaw 2019-13 "Land Use Bylaw Amendment" for January 14, 2020 in Council Chambers.

Carried

c. 2020 Rates, Fees and Fines Bylaw 2019-15

Res. No. 589-19 Moved by Deputy Mayor Moore that Council grant a first reading of 2020 Rates, Fees and Fines Bylaw 2019-15 as amended on this 10th day of December, 2019.

Carried

Res. No. 590-19 Moved by Deputy Mayor Moore that Council grant a second reading of 2020 Rates, Fees and Fines Bylaw 2019-15 as amended on this 10th day of December, 2019.

Carried

Res. No. 591-19 Moved by Deputy Mayor Moore that Council grant unanimous consent to move to a third and final reading of 2020 Rates, Fees and Fines Bylaw 2019-15 as amended on this 10th day of December, 2019.

Unanimously Carried

Res. No. 592-19 Moved by Deputy Mayor Moore that Council grant a third reading of 2020 Rates, Fees and Fines Bylaw 2019-15 as amended on this 10th day of December, 2019.

Carried

- Res. No. 593-19** Moved by Deputy Mayor Moore that Council direct Administration to review the possibility of a perpetual care fee being created for the Didsbury Cemetery and bring it back to Council for review for the 2021 Rates Fees and Fines Bylaw.

Carried

d. Policy CS 211 – Financial Support for Community Groups

- Res. No. 594-19** Moved by Councillor Baswick that Council approve Policy CS 211 – Financial Support for Community Groups as presented.

Carried

e. Policy FIN 001 – EGov Refund and Exchange

- Res. No. 595-19** Moved by Councillor Crothers that Council amend Policy FIN 001 – EGOV Refund and Exchange as presented.

Carried

Councillor Windsor recused himself for pecuniary reasons at 7:25 PM.

8. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

a. Residential Sub-Class Report

- Res. No. 596-19** Moved by Councillor Baswick that Council accept the residential sub-class report as information.

Carried

- Res. No. 597-19** Moved by Deputy Mayor Moore that Council direct administration to bring information regarding lots that are unserved, 1 acre in size and up and do not have access to Town utility services by January 14, 2020

Carried

Councillor Windsor returned to the Regular Council Meeting at 7:47 PM

b. Economic Development Advisory Committee – Council Appointments

- Res. No. 598-19** Moved by Councillor Windsor that Council and member-at-large appointments to the Economic Development Advisory Committee shall be made after the closed meeting and those council members appointed to the advisory committee shall be ineligible for the selection committee.

Carried

- Res. No. 599-19** Moved by Deputy Mayor Moore that Council appoint Councillor Poggemiller and Councillor Crothers to the Economic Development Advisory Committee whose term will end at the Organization Meeting in 2021.

Carried

c. Economic Development Advisory Committee – Member-at-Large Appointment Committee

- Res. No. 600-19** Moved by Deputy Mayor Moore that Deputy Mayor Moore and Councillor Engel be appointed to the Economic Development Selection Committee, selecting and recommending to Council member-at-large appointments to the Economic Development Advisory Committee.

Carried

9. **NEW BUSINESS**

a. Notice of Motion 001-19 RFP Old Fire Hall

Res. No. 601-19 Moved by Council Poggemiller that Council direct Administration to complete a Request for Proposal to demolish the old fire hall building and to prepare appropriate documentation to make the property available for sale.

Carried

b. CAEP Cares Application Letter Of Support And Opportunity For Competitive Lands Analysis Project

Res. No. 602-19 Moved by Councillor Crothers that Council accept the email correspondence from CAEP as information.

Carried

c. Keep Alberta Rolling

Res. No. 603-19 Moved by Councillor Engel that Council approve the initiative of working with Keep Alberta Rolling to raise positive awareness of the screen industry and that our administrative team be kept apprised on initiatives and projects that will require their support and participation.

Carried

d. Facility Closure Request

Res. No. 604-19 Moved by Councillor Crothers that Council approve closure of the Town facilities from 11:30am to 1:30pm on Friday December 20, 2019 for an all staff gathering.

Carried

Res. No. 605-19 Moved by Councillor Windsor that Administration develop a policy allowing for the CAO to have the authority to approve facility closure and return policy to Council in the early new year.

Carried

e. Poplar Ridge Off-site Levies

Res. No. 606-19 Moved by Councillor Poggemiller that Council direct Administration to bring back all available information on the off-site levies for the Poplar Ridge subdivision and return it to Council prior to December 31, 2019.

Carried

Res. No. 607-19 Moved by Councillor Windsor that Council directs administration to enter into talks with the developer of Poplar Ridge to endeavour to mitigate three issues impeding development; slope stability study, storm water and the roadside development permit.

Carried

10. **REPORTS**

a. Council Reports

Res. No. 608-19 Moved by Councillor Baswick that Council accept the attached reports as information.

Carried

Res. No. 609-19 Moved by Councillor Engel that council approve the appointment of Councillor Windsor to the Committee of the Red Deer River Municipal Users Group with no costs to the Town of Didsbury.

Carried

b. October Monthly Action Requests

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| Res. No. 610-19 | Moved by Councillor Engel that Council accept the October Monthly Action Requests as information. | Carried |
|------------------------|---|----------------|

c. November Monthly Action Requests

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| Res. No. 611-19 | Moved by Councillor Engel that Council accept the November Monthly Action Requests as information. | Carried |
|------------------------|--|----------------|

11. CORRESPONDENCE/INFORMATION

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| Res. No. 612-19 | Moved by Councillor Crothers that Council accept the attached correspondence as information. | Carried |
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12. GALLERY/QUESTION PERIOD

13. CLOSED MEETING

a. Move to Closed Meeting

| | | |
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| Res. No. 613-19 | Moved by Councillor Crothers that Council move to the closed meeting at 8:51 PM. | Carried |
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| Res. No. 614-19 | Moved by Councillor Windsor that Council return to the Regular Council Meeting at 8:58 PM. | Carried |
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| Res. No. 615-19 | Moved by Councillor Windsor that Council extend the Regular Council Meeting to 10:30 PM. | Carried |
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| Res. No. 616-19 | Moved by Councillor Windsor that Council move to the closed meeting at 8:59 PM. | Carried |
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| Res. No. 617-19 | Moved by Councillor Crothers that Council return to the Regular Council Meeting at 10:26 PM. | Carried |
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| Res. No. 618-19 | Moved by Councillor Crothers that Council extend the Regular Council Meeting to 10:40 PM. | Carried |
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| Res. No. 619-19 | Moved by Councillor Crothers that Council move to the closed meeting at 10:27 PM. | Carried |
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b. Move to Open Meeting

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| Res. No. 620-19 | Moved by Councillor Crothers that Council return to the Regular Council Meeting at 10:30 PM. | Carried |
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Res. No. 621-19 Moved by Deputy Mayor Moore that Council direct the Chief Administrative Officer to procure planning services.

Carried

Res. No. 622-19 Moved by Deputy Mayor Moore that Council direct the Chief Administrative Officer to discuss policing options as directed.

Carried

Res. No. 623-19 Moved by Deputy Mayor Moore that Council direct the Mayor to ensure the past interim Chief Administrative Officer's letter to Council is shared with the new Chief Administrative Officer when appointed.

Carried

Res. No. 624-19 Moved by Deputy Mayor Moore that Council request the Mayor to complete the Chief Administrative Officer contract as discussed.

Carried

Res. No. 625-19 Moved by Deputy Mayor Moore that Council direct Administration to enter a tax deferral agreement for roll numbers 2600000, 2601000, 2602000, 2603000, and 2604000 with respect to the 2019 taxation year and with respect to only the municipal portion of taxes, with a due date of December 31, 2020, or until each of the properties are sold, whichever is earlier and in doing so waive the penalty on tax arrears on January 1, 2020 and to back date the deferral agreement to the date of request, thus reimbursing the taxpayer November's TIPP payment.

Carried

14. NOTICE OF MOTION

15. ADJOURNMENT

Res. No. 626-19 Moved by Councillor Crothers that Council adjourn the Regular Council Meeting at 10:35 PM.

Carried

Mayor R. Hunter

Interim Chief Administrative Officer A. Riley



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 14, 2020

SUBJECT: PUBLIC HEARING – BYLAW 2019-13 – LAND USE BYLAW AMENDMENT

BACKGROUND: Mayor Hunter will call to order the Public Hearing for Bylaw 2019-12 – Land Use Bylaw Amendment.

ADMINISTRATIVE REVIEW: Town of Didsbury Procedural Bylaw states the following in regards to Public Hearings:

- The Chair of the Public Hearing has the right to limit the time taken by a person to five (5) minutes after which Council may wish to ask questions of the person. All questions must be channeled through the Chair of the hearing.
- The Chair of the Public Hearing may decline to hear further presentations, questions or objections where he/she are satisfied that the matter has been addressed at the public hearing.
- The Chair of the Public Hearing may decide which presenters will be heard, if he/she is satisfied that presentations are the same or similar.
- The Chair of the Public Hearing may require any person, other than a member of Council, who is in the opinion of the Chair, conducting themselves in a disorderly or improper conduct, to leave the Public Hearing and if that person fails to do so, may cause that person to be removed.

If a Public Hearing is adjourned, Council shall provide a public notice of the date, time and location of the continuation of the hearing, unless information is announced at the adjournment of the hearing.

RELEVANT LEGISLATION: Bylaw 2019-03 “Procedural Bylaw”

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Economic Prosperity

RECOMMENDATION: That Council close the Public Hearing for Bylaw 2019-13, Land Use Bylaw Amendment at __
_____ PM

ALTERNATIVE OPTIONS:

Attachments: (May take the form of pictures, graphs, letters, etc.)

None

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____ 9



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 14, 2020

SUBJECT: TOWN OF DIDSBURY LIBRARY BOARD BYLAW 2020-02

BACKGROUND: The Town of Didsbury Library Board is regulated by the Alberta Libraries Act, and Bylaw 2005-15 and this bylaw needed some updating to bring it in line with the Libraries Act.

ADMINISTRATIVE REVIEW: Administration consulted with Ken Allan, MLIS, Library Consultant with the Public Library Services Branch with the Government of Alberta.

The following changes are recommended by Mr. Allan:

- that the Didsbury Municipal Library Board is not the official name of the board and the name in the bylaw should be changed to The Town of Didsbury Library Board;
- that the Town can call the building any name it deems acceptable (Didsbury Municipal Library for instance) but the name of the corporation will always be Town of Didsbury Library Board.
- that the Libraries Act allows the continuation of the board, so this does not need to be reiterated (clause 1 in the bylaw);
- That the Libraries Act already allows for appointments to the municipal library board so text should reflect that (Section 4 Libraries Act: "A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.");
- That under Section 4 of the Libraries Act, Council does not have the authority to set quorum, which is defined in the Act as 50% of the Board's membership/ (suggest removal of clause 3);
- That under Clause 2, only the Town of Didsbury Council has the authority to appoint members to the Town of Didsbury Library Board. Other councils may recommend members, but only Town of Didsbury Council may appoint them.

This revamp is an opportunity to change the number of the bylaw to fall into more recent practices as well.

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: N/A

RECOMMENDATION: That Council approve First Reading of the Town of Didsbury Library Board Bylaw 2020-02.

ALTERNATIVE OPTIONS: As directed by Council.

Attachments: (May take the form of pictures, graphs, letters, etc.)

None

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____

TOWN OF DIDSBURY
TOWN OF DIDSBURY LIBRARY BOARD BY-LAW NO. 05-152020-02
Amended October 20, 2009

**A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA
RESPECTING THE TOWN OF DIDSBURY LIBRARY BOARD.**

WHEREAS the Town Of Didsbury Library Board ~~Didsbury Municipal Library Board~~
was established by the Town of Didsbury Bylaw No. 911, passed on October 20, 1964
and

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WHEREAS it is deemed right and proper to determine the composition of the Library
Board and the method of appointments thereto, and

WHEREAS Under the Authority and pursuant to Section 4 of the Libraries Act, R.S.A.
2000, Chapter 2-11, as amended, members of the Town of Didsbury Library Board are
appointed by Council. Sections 9 to 11 of the Libraries Act, Chapter L-12.1, 1983
statutes of Alberta provide for the continuation of and appointments to a Municipal
Library Board.

**NOW THEREFORE THE COUNCIL OF THE TOWN OF DISBURY DULY
ASSEMBLED ENACTS AS FOLLOWS:**

~~1. That the Didsbury Municipal Library Board be continued.~~

2.1 That the ~~Didsbury Municipal Library~~ Town of Didsbury Library Board shall
consist of ~~not fewer than five (5) and not more than ten (10) members~~, one of
whom shall be a member of Town of Didsbury Council, and one member of
whom shall be ~~appointed~~ recommended by Mountain View County Council.

~~3. A quorum shall consist of simple majority.~~

4.2 That appointments to the Board, other than Councillor, shall be for a three (3)
year term or any unexpired portion thereof and eligible to be re-appointed for two
(2) additional three (3) year terms. The appointment of the member from Council
shall be made annually at the Organizational Meeting of Council and shall be for
a term of one (1) year.

5.3 That Bylaw ~~#87-15~~ 05-15 is hereby repealed.

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

~~Read and amended a First time~~ That Council grant first reading to Bylaw 2020-02
– The Town of Didsbury Library this 14-20th day of ~~October~~ January, A.D.
~~2009~~ 2020.

~~Read and amended a Second time~~ That council grand second reading to Bylaw
2020-02 – The Town of Didsbury Library this 14 day of January 2020. ~~20th day of~~
~~October, A.D. 2009~~

That Council grant unanimous consent to a third and final reading of Bylaw 2020-02 – The Town of Didsbury Library this 14th day of January, 2020

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~~Read and amended a~~ That Council grant a third and final reading of Bylaw 2020-02 – The Town of Didsbury Library this 14th day of January, 2020.

~~Third time, by unanimous consent, 20th day of October, A.D. 2009~~

Mayor

Chief Administrative Officer



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 14, 2020

SUBJECT: TOWN OF DIDSBURY LIBRARY TERMS OF REFERENCE

BACKGROUND: The Town of Didsbury Library Terms of Reference was updated over a year ago. In the meantime there have been some legislative changes that left the TOR non-compliant.

ADMINISTRATIVE REVIEW: Administration has made some changes to the TOR for Council's consideration that bring the Terms of Reference in compliance with the Libraries Act of Alberta.

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: N/A

RECOMMENDATION: That Council approve the Town of Didsbury Library Terms of Reference.

ALTERNATIVE OPTIONS: As directed by Council.

Attachments: (May take the form of pictures, graphs, letters, etc.)

- i. *Town of Didsbury Library Terms of Reference.*
-

Town of Didsbury

Committee Terms of Reference

1.1 Name of Committee: The Didsbury Municipal Library Board

1.2 Purpose of the Committee:

- 1.2.1 The Town of Didsbury ~~Municipal~~ Library Board is the corporate body empowered by law to operate the Didsbury Municipal Library in accordance with *The Alberta Libraries Act and Libraries Regulation*. It is an autonomous, decision-making board created under Town of Didsbury By-Law No. ~~05-152019-15~~ and has full management and control of the Library. The following policies comply with the *Act* and guide the Board in its operation.

1.3 Membership:

- 1.3.1 The Town of Didsbury ~~Municipal~~ Library Board, hereafter called the Board, will consist of between ~~seven and five (5) and ten (10)~~ voting members appointed by the Didsbury Town Council. One of these voting members will also be a Town Councillor, ~~and one a County representative~~ representative County representative will be recommended by the Library Board for appointment by Didsbury Town Council.
- 1.3.1.1 In the event that the current membership of the Board exceeds ~~nine-ten (10)~~ members at the time of adoption of the Terms of Reference, any additional members shall be grandfathered until such time that the membership is reduced to ~~nine-ten (10)~~ members.
- 1.3.1.2 The Board shall endeavour to ensure that the majority of voting members reside within the Town of Didsbury Municipal boundaries.
- 1.3.2 All prospective Board members will provide a current criminal record check when submitting a request for appointment to the Board.
- 1.3.3 A term of office for a Board member is three years, except Council members who are appointed annually. Ideally the terms will be staggered so that one or two terms expire each year. No member of the Board may serve more than three consecutive three-year terms, subject to the *Act*.
- 1.3.4 Within five working days of a vacancy becoming available on the Board, the Chairperson will report it to Town Council. The Board will then assume responsibility for filling the vacancy and will present Town Council with a recommended replacement for approval. Public notification shall be undertaken for two consecutive weeks prior to the Board recommending a replacement to Town Council for consideration of approval.
- 1.3.5 An annual organizational meeting will be held and, at that time, the Board will elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer and appoint committee members. The term of office for board executive positions is one year and two years for committee members.
- 1.3.6 A trustee who is absent without notification from two consecutive regular meetings will be contacted by the Board Chairperson. A trustee who is absent from three consecutive meetings is deemed to have resigned without notification.
- 1.3.7 A support individual may be allowed to accompany a regular committee member due to health considerations with permission of the Chair.
- 1.3.7.1 The support person shall have no voting power or privileges.

1.4 Meetings:

- 1.4.1 Regular meetings of the Board will be held each month except July and August.

- 1.4.2 The date, time, and place of meetings are to be determined by Board majority vote and are entered on the annual Library Board calendar.
- 1.4.3 A special meeting of the Board may be held at any time at the call of two members. Verbal or written notice of such meetings must be given to all Board members at least 24 hours in advance.
- 1.4.4 All meetings of the Board are open to the public.
- 1.4.5 In a Town of Didsbury Municipal Election year, no meetings shall be held between the third Monday in October and two weeks following the third Monday in October.

1.5 Authority:

- 1.5.1 Only Town Council appointed Library Board trustees may vote on Board matters.
- 1.5.2 A quorum of the Board will consist of 50% of the appointed members plus one.
- 1.5.3 Robert's Rules of Order will govern Board meetings.
- 1.5.4 An agenda for each regular Board meeting will be prepared by the Chairperson and the Library Director. Trustees wishing to have items included on the agenda should submit such items to the Chairperson or the Library Director. The agenda, minutes of the previous meeting, reports, and any other relevant material will be e-mailed, or otherwise made available to trustees at least four working days preceding the meeting. Items shall only be added to the agenda in the event that an emergent item requires immediate Board consideration.
- 1.5.5 The agenda and minutes of all meetings shall include:
 - call to order
 - opportunity to make changes to and approve the agenda
 - approval of the minutes of the previous meeting
 - financial reports
 - staff report
 - committee reports
 - correspondence
 - old business
 - new business
 - adjournment
- 1.5.6 No vote or action by the Board will be rescinded at any special Board meeting unless there are as many Board members present as were present when the vote or action was taken.
- 1.5.7 Any member who has a personal and/or pecuniary interest in a matter before the Board may not vote on that matter and will remove himself from any discussion of the matter.

1.6 Dissolution of Committee:

- 1.6.1 None stated



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 14, 2020

SUBJECT: BYLAW 2020-01 WASTEWATER BYLAW

BACKGROUND: The Wastewater bylaw was reviewed and updated by Administration.

ADMINISTRATIVE REVIEW: There were some administrative updates which included formatting and numbering. In addition, the following sections have been updated:

1. Wastewater charges – updated to align with the Town's rates, fee and fines bylaw;
2. To eliminate ambiguity of obligations of owner;
3. Adjusted formatting where applicable.

RELEVANT LEGISLATION: n/a

BUDGET IMPLICATIONS: n/a

STRATEGIC PLAN ALIGNMENT: Asset management; economic prosperity

RECOMMENDATION:

That Council grant first reading to Bylaw 2020-01 – Wastewater Bylaw this 14th day of January, 2020.

AND

That Council grant second reading to Bylaw 2020-01 – Wastewater Bylaw this 14th day of January, 2020.

AND

That Council grant unanimous consent to proceed to a third and final reading to Bylaw 2020-01 – Wastewater Bylaw this 14th day of January, 2020.

AND

That Council grant third and final reading to Bylaw 2020-01 – Wastewater Bylaw this 14th day of January, 2020.

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

1. Wastewater Bylaw with tracked changes

PREPARED BY: A. Riley, Chief Financial Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____

TOWN OF DIDSBURY WASTEWATER BYLAW 201~~20-01~~

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TOWN OF DIDSBURY
WASTEWATER BYLAW NO. ~~2020-01~~

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WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26 provides that Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people, services provided by or on behalf of the municipality, public utilities and the enforcement of bylaws;

AND WHEREAS Council deems it desirable to manage wastewater within The Town of Didsbury in compliance with environmental and regulatory guidelines;

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

PART I: DEFINITIONS AND INTERPRETATION

Short Title

1. This *Bylaw* may be referred to as the “*Wastewater Bylaw*”.

Purpose

2. The purposes of this *Bylaw* include the following:

- (a) to protect the *wastewater system* and its processes from damage, obstruction, toxic upset, or loss of efficiency;
- (b) to protect *The Town of Didsbury’s* employees and the public from exposure to hazardous conditions;
- (c) to control the flow and composition of *releases* of *wastewater* and *substances* to the *wastewater system*;
- (d) to provide for a system of rates, fees and charges for various types of use of the *wastewater system*;
- (e) to provide for a system of *permits* or other permissions that facilitate the imposing of conditions on *releases* to the *wastewater system*.

Definitions

3. The following definitions apply in this *Bylaw*:

- (a) “*adverse effect*” means impairment of, or damage to, any one or more of the following:
 - (i) human health or safety;
 - (ii) property;
 - (iii) the environment;
 - (iv) the *wastewater system*.
- (b) “*biological substance*” means a *substance* from hospitals, medical clinics, medical laboratories, dental laboratories, dental clinics, health care facilities, necropsy facilities, research laboratories, biological research facilities, or from other similar facilities, which cannot be treated to acceptable levels by the *wastewater* treatment process, and which may contain either a pathogenic *substance* or an experimental biological substance;
- (c) “*biosolid*” means a solid or semi-solid *substance* produced from *wastewater* treatment processes that may be beneficially recycled;

- (d) “*Bylaw*” means the *Wastewater Bylaw*, described in section 1, as amended from time to time;
- (e) “*Bylaw Enforcement Officer*” means a *person* appointed pursuant to enforce the provisions of this *Bylaw* and other bylaws of *The Town*;
- (f) “*CAN/CSA B481*” refers to the 2007 edition of the Canadian Standards Association publication titled ‘Grease Interceptors’;
- (g) “*Chief Administrative Officer (CAO)*” means the *person* appointed by the *Council of The Town of Didsbury*
- (h) “*clear water waste*” means water originating from sources other than *wastewater* streams and includes the following:
 - (i) roof and *foundation drainage*;
 - (ii) (ii) remediated *groundwater*;
 - (iii) impounded *storm drainage* or impounded *groundwater*;
 - (iv) *non-contact cooling water*;
 - (v) a *release* as directed by Alberta Environment;
- (i) “*common wastewater service*” means a wastewater service provided to 2 or more premise by means of a single *connection*;
- (j) “*connection*” means a pipe or conduit installed between a *premise* and the *wastewater system* for the purpose of draining *wastewater* from the *premise*;
- (k) “*Council*” means *The Council of the Town of Didsbury*;
- (l) “*Customer*” means an individual, partnership or corporation who is the Owner of the Lands and who submits an application for utility service for those Lands;
- (m) “*domestic wastewater*” means wastewater generated from *premise* as a result of human living processes, including cooking, cleaning, washing, drinking or other domestic activities;
- (n) “*effluent meter*” means a device that measures the volume of *wastewater released* into *The Town of Didsbury’s wastewater system*;
- (o) “*emergency*” includes a situation in which there is imminent danger to public safety or of serious harm to property;
- (p) “*Environmental Protection and Enhancement Act*” means the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c. E-12 and all regulations adopted under the *Environmental Protection and Enhancement Act*;
- (q) “*flammable liquid*” means a *substance* that is a liquid, or a mixture of liquids, or a liquid containing solids that has a flash point of not more than 61 degrees Celsius as determined by the American Society for Testing Materials method D93-08 for flash point by the Pensky-Martens closed cup tester;
- (r) “*FOG*” or “*Fats, Oils, and Grease*” means organic matter extracted by n-hexane using the partition gravimetric procedure set out in *Standard Methods*;
- (s) “*foundation drainage*” means water collected beneath the surface of the ground by a foundation drain or weeping tile
- (t) “*grab sample*” means a single sample of wastewater, clear water waste or groundwater collected at a specific time and at a specific location;
- (u) “*groundwater*” means all water under the surface of the ground;

- (v) "hailed wastewater" means *wastewater, septage, FOG or waste residue* that is transported by a vehicle to a designated site for disposal to the *wastewater system* ;
- (w) "hazardous substance" means a *substance* that is either a hazardous substance or a hazardous waste, or has the properties of hazardous waste as described in the *Environmental Protection and Enhancement Act*;
- (x) "hydrocarbons" means non-polar organic matter extracted by n-hexane using the partition gravimetric procedure set out in *Standard Methods*;
- (y) "ICI premise" means industrial, commercial or institutional *premise*;
- (z) "interceptor" means a type of *pre-treatment system*;
- (aa) "ISO 11143" means the standard ISO/FDIS 11143: (2008) for "Dental equipment-Amalgam separators" established by the International Organization for Standardization, as amended;
- (bb) "manifest" means the documentation accompanying *hailed wastewater*;
- (cc) "Manager of Public Works" means the person appointed by the CAO to oversee the operations of the Town of Didsbury Wastewater System;
- (dd) "monitoring access point" means an access point in or on a *premise* that allows for the observation, sampling and flow measurement of *wastewater* entering the *wastewater system*, and includes a *test manhole*;
- (ee) "Municipal Government Act" means the *Municipal Government Act*, R.S.A. 2000, C. M-26;
- (ff) "National Plumbing Code of Canada" means the current edition of the *National Plumbing Code of Canada* published by the Canadian Commission on Building and Fire Codes;
- (gg) "non-contact cooling water" means water used in a process for the purpose of removing heat and that has not, by design, come into contact with any additional *substance*;
- (hh) "Officer" includes a *Community Peace Officer*, a *Bylaw Enforcement Officer* or a member of the RCMP;
- (ii) "owner" means:
 - (i) any person registered as the Owner of the Property under the Land Titles Act and
 - (ii) recorded as the Owner of the Property on the Assessment Roll of the Town.
- (jj) "Peace Officer" means a *person* appointed pursuant to the *Peace Officer Act*, S.A. 2006, c. P-3.5;
- (kk) "permit" means a form of approval, in writing, issued by the *Manager of Public Works*
- (ll) "person" means any of the following:
 - (i) an individual;
 - (ii) a legal entity or business entity, including a firm, association, partnership, society or corporation;
 - (iii) a trustee, executor, administrator, agent or employee of either (i) or (ii);
- (mm) "pesticide" means a pesticide as defined and regulated in the *Environmental Protection and Enhancement Act*;
- (nn) "pharmaceutical" means prescription and non-prescription drugs;

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(oo) "premise" means any one or more of the following:

- (i) land;
- (ii) a building or a structure;
- (iii) both (i) and (ii);
- (iv) part of (i) or (ii);
- (v) ICI premise;

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(pp) "pre-treatment system" means a treatment system or device that is designed to remove substances or contaminants from wastewater produced on site before that wastewater passes into the wastewater system, and includes interceptors, separators and sumps;

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(qq) "private wastewater system" means a privately owned system for the collection, treatment and disposal of wastewater, and may include a septic tank with an absorption field or other approved means of disposal;

(rr) "prohibited substance" means any of the substances described in Schedule "A" of this Bylaw;

(ss) "Provincial Offences Procedure Act" means the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34;

(tt) "qualified person" means a person who is qualified to determine the truthfulness, accuracy and completeness of information relating to a specific subject matter because the person possesses either one, or both, of the following:

- (i) a recognized degree, certificate, or professional standing in respect of the subject matter;
- (ii) extensive knowledge, training, and experience in respect of the subject matter;

(uu) "radioactive material" means a nuclear substance as defined in the Nuclear Safety and Control Act;

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(vv) "release" means:

- (a) to directly or indirectly conduct a substance to the wastewater system or a watercourse by spilling, discharging, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means; or
- (b) a spill, discharge, disposal, abandonment, deposit, leak, seep, pour, drain or emptying of a substance into the wastewater system or a watercourse;

(ww) "Remedial Order" means a remedial order written pursuant to section 545 of the Municipal Government Act;

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(xx) "restricted substance" means a substance described in Column 1 of Schedule "B" of this Bylaw;

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(yy) "separator" means a type of pre-treatment system;

(zz) "Safety Codes Act" means the Alberta Safety Codes Act, c. S-1 R.S.A. 2000 and all regulations adopted under the Alberta Safety Codes Act;

Deleted: "return factor" the adjustment factor applied to convert a volume of water, as measured by a water meter, in to a volume of wastewater by subtracting the volume of water not returned to the wastewater system.¶

(aaa) "septage" means wastewater removed from a cesspool, septic tank system, privy vault or privy pit, chemical toilet, portable toilet, or other wastewater holding structure;

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(bbb) "residential" means a residential building where no commercial activity or business is carried on;

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(ccc) "Standard Methods" means the analytical and examination procedures:

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- (a) set out in the current edition of "Standard Methods for the Examination of Water and Wastewater" published jointly by the American Public Health

Association, the American Water Works Association and the Water Environment Federation; and

(b) includes the procedures approved by the Manager of Public Works;

(ddd) "storm drainage" means runoff that is the result of rainfall or other natural precipitation or runoff that results from the melting of snow or ice;

(eee) "storm drainage system" means the system for collecting, storing, treating, transporting or disposing of storm drainage, but does not include plumbing or service connections in premise;

(fff) "substance" means any one or more of the following:

- (i) any solid matter;
- (ii) any liquid matter;
- (iii) any gaseous matter;
- (iv) any sound, vibration, heat, radiation or other form of energy;
- (v) any combination of (i), (ii), (iii) or (iv);

(ggg) "sump" means a device that traps large, heavy solids from the wastewater before the wastewater is released into the wastewater system or storm drainage system;

(hhh) "The Town" means the municipal corporation of The Town of Didsbury;

(iii) "waste residue" means all substances removed from wastewater by a pre-treatment system;

- (iv) "wastewater" means the composite of water and water-carried substances released from premise or from any other source;
- (v) "wastewater agreement" means an agreement governing any of the following:
 - (i) conditions related to the release of wastewater from a premise to the wastewater system; or
 - (ii) conditions related to connection of a premise to the wastewater system;

(iii) "wastewater charge" means a charge levied pursuant to this Bylaw, but does not include a wastewater surcharge.

(kkk) "wastewater information report" means a report containing information for the purpose of evaluating wastewater released from ICI premise;

(lll) "wastewater treatment facility" means a facility that stores, treats and disposes of wastewater, but which is not part of the wastewater system;

(mmm) "wastewater system" means the system for the collection, transmission, treatment and disposal of wastewater owned and operated by The Town.

(nnn) "water meter" means a device owned and installed by The Town that measures the volume of water used in a premise.

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is based on a 30 day period where the amount billed is determined by dividing the applicable charge by 30 to derive the daily rate and multiplying the daily rate by the actual number of days in the billing period; and ¶
does not include a wastewater surcharge;

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Interpretation

4. (1) Wherever a word used in this *Bylaw* is italicized, the term is being used as it is defined in section 3, and where any word appears in regular font, its common meaning in the English language is intended.
- (2) A word or expression and grammatical forms of the same word or expression have corresponding meanings.
- (3) Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this *Bylaw*.
- (4) Where this *Bylaw* cites or refers to any other Act, bylaw, regulation, or publication, the citation or reference is to the Act, bylaw, regulation or publication as amended, whether amended before or after the commencement of this *Bylaw*, and includes reference to any Act, bylaw, regulation or publication that may be substituted in its place.
- (5) Each provision of this *Bylaw* is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this *Bylaw* remain valid and enforceable.
- (6) All schedules attached to this *Bylaw* form a part of this *Bylaw*.

Compliance With Other Laws

5. Nothing in this *Bylaw* relieves a *person* from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.

PART II: GENERAL

Provision of Wastewater System

6. (1) A *person* must not install or operate a *wastewater treatment facility* that treats *wastewater* from a source external to that *wastewater treatment facility* unless:
 - (a) the *person* obtains written approval from the *Manager of Public Works* and
 - (b) the *person* complies with all conditions or requirements as required by the *Manager of Public Works* for the installation and operation of the *wastewater treatment facility*.
- (2) If all conditions or requirements as required by the *Manager of Public Works* pursuant to Subsection (1) are not complied with, the *Manager of Public Works* may, considering the severity of the breach or breaches of compliance with the conditions or requirements, do any of the following:
 - (a) issue a Remedial Order;
 - (b) suspend the written approval for a period of time to be determined by the Manager of Public Works in the Manager of Public Works discretion;
 - (c) revoke the written approval.

- (3) If a written approval to install or operate a *wastewater treatment facility* is suspended or revoked by the *Manager of Public Works* pursuant to subsection (2), the *Manager of Public Works* will notify the *person* of the suspension or revocation and the reasons for it by:
- (a) delivering a notice to the *person*, or that *person's* representative, personally; or
 - (b) mailing a registered letter to the *person's* place of business as shown on the *person's* application for a written approval to install or operate a *waste treatment facility*.

Obligations of Owner

7. (1) If a *wastewater service connection* is made or continued pursuant to this *Bylaw*, an *owner* of a *premise* must do all of the following:
- (a) provide and maintain, at the owner's sole costs and expense, the *wastewater connection* from the property line, or from the boundary of an easement granted by *The Town* for the *wastewater system*, to the *owner's* plumbing system, provided that the owner shall also be responsible for the costs of construction, maintenance and repair of the portion of the service connection from the main lines of the wastewater system to the boundary of the road or easement;
 - (b) ensure that the *connection* referred to in subsection (a) complies with the provisions of this *Bylaw*;
 - (c) ensure that the *connection* referred to in subsection (a) and the remainder of the *owner's* plumbing system complies with the *Safety Codes Act*;
 - (d) ensure that any permits, inspections or approvals required pursuant to the *Safety Codes Act*, the *Environmental Protection and Enhancement Act*, or any bylaw or any other applicable legislation, have been conducted or obtained and are valid and subsisting prior to *connection* to the *wastewater system*;
- (2) Notwithstanding s.7(1)(a), the Town may as a term of providing wastewater service to premises reserve the authority to construct, maintain and repair the portion of the service connection located above or underneath the parcel of land in question and to enter onto any land or building for the purpose. If the Town elects to construct, maintain or repair the service connection in accordance with this provision, the Town's costs arising from such construction, maintenance or repair are an amount owing to the Town by the Owner.
- (3) An *owner* of a *premise* that is serviced by a *wastewater connection* must notify the *Manager of Public Works* in writing when the *wastewater connection* is being discontinued and requires disconnection.
- (4) Without limitation to ss. 7(1) and (2) of this Bylaw, an Owner is responsible for all costs associated with any of the following:
- (a) the implementation of any measures taken, or required to be taken, by either the *owner* or *The Town* to meet the requirements of this *Bylaw*;
 - (b) damage or harm to the *wastewater system* resulting from the *owner's* contravention of the requirements of this *Bylaw*.
- (5) In the case of a *wastewater service line* blockage reference must be made to the Town of Didsbury Policy No. 4004 (Residential Sanitary Sewer Service) which shall be updated and revised from time to time

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Obligation to Report

8. A *person* is required to report to *The Town* any connections or equipment located on a *premise* that does not comply with the requirements of the *Safety Codes Act* or this *Bylaw*.

Limitation on Liability

9. The Town is not liable for damages or loss suffered by any *person* due to the operation of the *wastewater system*, unless such damages or loss are shown to be directly due to the negligence of *The Town* or its employees, and without limiting the generality of the foregoing, *The Town* will not be liable for damages or loss resulting from any of the following:
- (a) the settlement of an excavation or trench made for the purpose of installing, maintaining or repairing any part of the *wastewater system*, or any damage or loss resulting from that settlement;
 - (b) a break of a *wastewater main* or *connection*;
 - (c) the disruption of the *wastewater system* when the disruption is necessary for the repair or maintenance of the *wastewater system*;
 - (d) the disruption of the *wastewater system* in the event of an *emergency*.

Requirements of Written Approvals or Agreements

10. (1) A written approval or *permit* given by the *Manager of Public Works* pursuant to this *Bylaw*, or an agreement entered into by the *Manager of Public Works* pursuant to this *Bylaw*, must be available for inspection on the request of either of the Chief Administrative Officer or on the request of an *Officer*.
- (2) A *person* is guilty of an offence pursuant to this *Bylaw* if the *person* does any one or more of the following:
- (a) contravenes a requirement of the Manager of Public Works,
 - (b) contravenes a requirement or condition of a written approval or *permit* given by the *Manager of Public Works*,
 - (c) contravenes a requirement or condition of an agreement entered into by the *Manager of Public Works* with the *person*.

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PART III: AUTHORITY OF THE CAO

Powers of Delegation

11. (1) The *Chief Administrative Officer* may delegate any or all of the powers granted to the CAO *under this Bylaw*.

Disconnections

12. (1) The *Manager of Public Works* may do either, or both, of the following:
- (a) take any action required to prevent a *release* from entering the *wastewater system*, including shutting off, disconnecting or sealing off the *wastewater* line at the *premise* from which the *release* is made;
 - (b) continue any action taken under subsection (a) until the *owner* of the *premise* produces sufficient evidence, as may be required by the *Chief Administrative Officer*, that a *release* having an *adverse effect* will not be made to the *wastewater system* from the *premise*.
- (2) An *owner* of *premise* from which a *release* having an *adverse effect* enters the *wastewater system* is responsible for all costs associated with the *Chief Administrative Officer's* taken pursuant to subsection (1).
13. The *Manager of Public Works* may shut off, disconnect or seal off the *water* line at the property line of a *premise* and continue to refuse to provide *wastewater* services to the *premise* if any one or more of the following occurs:
- (a) the *owner* of the *premise* provides false information in an application for a *connection*;
 - (b) the *owner* of a *premise* refuses to allow the installation of an *effluent meter*, or other equipment that the *Manager of Public Works* requires to be installed;
 - (c) an unsafe condition exists.

Recovery of Overdue Accounts

14. If an owner defaults on payment of an account that is due and payable based on the rates as described in the Rates, Fees and Fines Bylaw or on payment of an account due and payable for anything done by *The Town* pursuant to this *Bylaw*, the *Chief Administrative Officer* may enforce the collection of an account that is overdue by 60 days or more by doing one or more of the following:
- (a) shutting off, disconnecting or sealing off the *water* line to the *premise* to which *wastewater* services are provided;
 - (b) bringing an action against the *person* in a court of competent jurisdiction;
 - (c) entering the unpaid account on the assessment and tax roll of the *owner's premise* receiving *wastewater services*.

PART IV: RATES AND FEES

Authority of Council

15. Council must set the rates and fees set out in the Rates, Fees, and Fines Bylaw for the following:
- (a) *wastewater charges* and usage rates;
 - (b) monthly flat rates.

Authority of the CAO

16. Subject to section 15, the CAO may establish rates, charges or fees for all the products and services provided pursuant to this *Bylaw*, including any or all of the following:
- (a) fees for inspections, service *connections*, reconnections and disconnections;
 - (b) fees for equipment rentals, or replacement or relocation of equipment;
 - (c) service fees for site visits, maintenance, testing and repairs;
 - (d) fees for collection.
17. (1) The *Chief Administrative Officer* may establish a system for the billing and collection of any rates, charges and fees in *connection* with the *wastewater system*.
- (2) The *Manager of Public Works* may establish rates, charges or fees for any work done or service or material supplied for the construction, installation, *connection*, disconnection or replacement of any of the following:
- (a) any part of the *wastewater system*, including, but not limited to, the Town's costs for constructing, maintaining or repairing a service connection pursuant to s. 7(1)(a) or s. 7(2) of this Bylaw;
 - (b) any part of a *person's* plumbing system located on private property.

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PART V: DISPOSAL

Wastewater

18. (1) The *owner* of a *premise* must dispose of *wastewater* from the plumbing system in the *premise* into one of the following:
- (a) the *wastewater system*;
 - (b) a *private wastewater system*.
- (2) A *person* must not dispose of any *substance* into the plumbing system of a *premise* prior to *connection* of the plumbing system to either the *wastewater system* or a *private wastewater system*.

Clear Water Waste

19. A *person* must not *release*, or allow to be *released*, any *clear water waste* into the *wastewater system* unless the person obtains a *permit* from the *Manager of Public Works* to *release clear water waste* into the *wastewater system*.

PART VI: GENERAL PROHIBITIONS

Access to Wastewater System

20. (1) A *person* must not, without prior approval from either the *Manager of Public Works*, uncover, open into, break, alter, remove, damage, destroy, or tamper with, or allow the uncovering, opening into, breaking, altering, removing, damaging, destroying or tampering with any of the following:

- (a) any part of the *wastewater system*;
 - (b) a *monitoring access point*;
 - (c) any permanent or temporary device installed in or on the *wastewater system* for the
(d) purposes of flow measuring, sampling, testing, or contamination prevention.
- 2) A *person* must not obstruct or prevent access to a *monitoring access point*, or act in a manner that obstructs or prevents access to a *monitoring access point*, including doing any of the following actions:
- (a) parking a vehicle of any kind over a *monitoring access point*;
 - (b) planting shrubbery, trees or other plants that obstruct or prevent access to a *monitoring access point*;
 - (c) constructing a fence or any other structure that obstructs or prevents access to a *monitoring access point*;
 - (d) piling snow, wood, or any other material on top of a *monitoring access point*;
 - (e) enclosing a *monitoring access point*.
- (3) A *person* must not enter into any chamber, structure, or *premise* associated with the *wastewater system* without prior approval from the *Manager of Public Works*.
- (4) A *person* who contravenes the requirements of this *Bylaw*, and such contravention results in damage or harm to the *wastewater system* must compensate *The Town* for the cost of repair or replacement of any part, or parts, of the *wastewater system* that the *person* damaged or harmed.

Wastewater Re-use

21. (1) *Wastewater* must not be re-used for any purpose without written approval from the Chief Administrative Officer.

Release of Substances

22. (1) A *person* must not *release* or allow the *release* of any *wastewater* into the *wastewater system* that:
- (a) contains a *substance* described in "Schedule 'A': Prohibited Substances";
 - (b) contains a *substance* that is above the approved concentration limit as described in Column 2 of "Schedule 'B': Restricted Substances"; or
 - (c) does not comply with the requirements of this *Bylaw*.
- (2) Despite subsection (1), the *Manager of Public Works* may grant written approval to allow *wastewater* that does not meet the requirements of subsection (1) to enter the *wastewater system* if all the following conditions are complied with:
- (a) the *wastewater* does not have an *adverse effect*;
 - (b) all terms and conditions as the *Manager of Public Works* may specify are complied with, including the following conditions:
 - (i) the *wastewater* is tested at regular intervals in accordance with the *Manager of Public Works* instructions; and

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(ii) a *wastewater surcharge* is paid in compliance with the requirements of this *Bylaw*.

- (3) A *person* must not directly or indirectly dilute *wastewater* for the purpose of complying with the requirements of this *Bylaw* as set out in Schedules "A" and "B".

PART VII: WASTEWATER SYSTEM REQUIREMENTS

Connections

23. (1) A *person* making, altering, disconnecting or removing, or allowing the making, alteration, disconnection or removal of a *connection* to the *wastewater system* must:
- (a) obtain written approval from the *Manager of Public Works*, on any terms and conditions the *Manager of Public Works* considers necessary, including compliance with all requirements of The Town of Didsbury, before making, altering, disconnecting or removing the *connection*;
 - (b) not re-use a *connection* without obtaining prior written approval from the *Manager of Public Works*.
- (2) The *owner* must pay to *The Town* all costs of the installation, alteration, disconnection or removal of the *connection* as described in subsection (1).

- (3) Nothing in this provision shall be interpreted to limit the Town's authority to pursuant to s. 7(2) of this Bylaw.

Release Quality

For the purpose of this section, "*alter or expand*" means the modification of an existing activity in or on *ICI premise* that may result in an increased amount of a *restricted substance* in the *wastewater*.

24. (1) The *Manager of Public Works* may require a *wastewater information report* completed by a *qualified person* from any *person* that carries on, *alters or expands*, or proposes to carry on or *alter or expand* an activity on an *ICI premise* that is connected or proposing to be connected to the *wastewater system*.
- (2) Despite subsection (1), the *Manager of Public Works* may, by written approval, allow a *person* to *release wastewater* into the *wastewater system* from *ICI premise* without receiving a *wastewater information report* if the *Manager of Public Works* is satisfied that the proposed carrying on, *alteration or expansion* of the activity on the *ICI premise* will not have an *adverse effect* on the *wastewater system*.

Wastewater Agreement

25. A *person* required by the *CAO* to submit a *wastewater information report* may be required to enter into a *wastewater agreement* with the *CAO* prior to releasing any *wastewater* from the *premise* into the *wastewater system*.

Pre-Treatment

General requirements

26. (1) The *Manager of Public Works* may require an *owner* to do any one or more of the following:

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- (a) install, operate, monitor and properly maintain at all times a *wastewater pre-treatment system* that is located at a directly accessible location on the upstream side of a *monitoring access point* at the *owner's premise*;
 - (b) take steps to equalize either the composition or the flow rate of a *release*, or both the composition and flow rate of a *release*, from the *premise* into the *wastewater system* if the volume or quality of the *wastewater* being *released* has an *adverse effect*;
 - (c) enter into a *wastewater agreement*.
- (2) An *owner* who fails to install, operate, monitor and properly maintain at all times a *wastewater pre-treatment system* as required by the *Manager of Public Works* pursuant to subsection (1)(a) is guilty of an offence under this *Bylaw*.

Waste residue disposal

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- (3) A *person* must not deposit, or allow to be deposited, any *waste residue* from a *pre-treatment system* into the *wastewater system* unless the *person* has obtained prior approval from the *Manager of Public Works*.

Records maintenance

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- (4) An *owner* of *premise* with a *pre-treatment system* installed in or on a *premise* must do all of the following:
 - (a) obtain and retain at the *premise* any manuals, instructions and specifications related to the installation, operation, maintenance and cleaning of the *pre-treatment system* installed at the *premise*;
 - (b) maintain a maintenance schedule and record of each maintenance for every *pre-treatment system* installed at the *premise* for a period of two years, including records for disposal of *waste residue*;
 - (c) submit to the *Manager of Public Works, Water Resources*, any records requested by the *Manager of Public Works* described in (a) and (b) of this subsection.

Sector Specific Pre-Treatment

Food service establishments

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27. (1) An *owner* of a restaurant or other *premise* that is connected directly or indirectly to the *wastewater system*, and where food is cooked, processed or prepared, must do all of the following:
- (a) install a *FOG interceptor* at a directly accessible location on the upstream side of a *monitoring access point* in or on the *premise* that is designed and sized in accordance with *CAN/CSA B481*, and meets the requirements of the *National Plumbing Code of Canada* to prevent *FOG* from passing into the *wastewater system*;
 - (b) monitor, operate, properly maintain at all times, and clean each *FOG interceptor* installed in or on the *premise* in accordance with the requirements set by *CAN/CSA B481* and in compliance with the manufacturer's instructions and specifications;

Vehicle and equipment washing, repair and maintenance

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- (2) An *owner* of a vehicle or equipment service station, repair shop or garage, or of a *premise* where motor vehicles are repaired, lubricated, maintained or washed, must do all of the following:
 - (a) install an *interceptor* at a directly accessible location on the upstream side of a *monitoring access point* in or on the *premise* that is designed and sized in accordance with the requirements of the *National Plumbing Code of Canada* to prevent *hydrocarbons and flammable liquids* from passing into the *wastewater system*;
 - (b) monitor, operate, properly maintain at all times, and clean each *interceptor* installed in or on the *premise* as required by the manufacturer's instructions and specifications;

Dental facilities

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- (3) An *owner* of *premise* from which dental amalgam may be *released* into the *wastewater system* must install a dental amalgam *separator* on all fixtures that may *release* dental amalgam waste containing mercury to the *wastewater system*, and the *separator* must be:
 - (a) *ISO 11143* certified, or meets the *ISO 11143* efficiency standard;
 - (b) located at a directly accessible location on the upstream side of a *monitoring access point* in or on the *premise*; and
 - (c) monitored, operated, properly maintained and cleaned as required by *ISO 11143* and as required by the manufacturer's instructions and specifications.

Prohibition on bypassing interceptors

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- (4) A *person* must not use emulsifiers, enzymes, bacteria, solvents, hot water or any other agent to facilitate the passage of *FOG* or *hydrocarbons* through an *interceptor*.

PART VIII: HAULED WASTEWATER

Requirement for Permit

- 28. A *person* releasing or allowing the release of *hauled wastewater* must:
 - (a) obtain a *hauled wastewater permit* from the *Manager of Public Works*;
 - (b) pay any fees and charges related to the *permit* as specified in the Rates and Fees Bylaw
 - (c) *release* or allow the *release* of the *hauled wastewater* at a location approved by the *Manager of Public Works*.

Manager of Public Works Authority

29. (1) The *Manager of Public Works* may do any of the following:

- (a) place any condition on a *hauled wastewater permit* that the *Manager of Public Works* decides is necessary;
- (b) suspend a *hauled wastewater permit* for a maximum of 5 days, or revoke a *hauled wastewater permit*, or refuse to allow the *release* of the *hauled wastewater* if the *permit* holder does not comply with any one or more of the following:
 - (i) a condition of the *permit*;
 - (ii) any verbal, posted or written instructions for the *release* of *hauled wastewater* at a *hauled wastewater* facility;
 - (iii) the provisions of this *Bylaw*.

Permit Holder's Obligations

30. (1) A *person* in possession of a *hauled wastewater permit* must:

- (a) comply with all conditions set out in the *permit*;
- (b) maintain the *permit* in the vehicle for which the *permit* was issued and surrender the *permit* to an employee of *The Town* on demand;
- (c) accompany every load of *hauled wastewater* with a *manifest* that:
 - (i) is in a form approved by the *Manager of Public Works*;
 - (ii) is accurately completed;
 - (iii) is signed by the *permit* holder or the *permit* holder's representative;
 - (iv) is deposited in an approved location at the time of the *release*; and
 - (v) contains the following information:
 - A. the *permit* holder's name;
 - B. the *permit* number;
 - C. the source of the load;
 - D. the type of *substance* from each source;
 - E. the volume or quantity of the *substance* from each source;
 - F. the *persons* consigning, hauling and *releasing* the load to the *wastewater system*.

- (2) A *person* who fails to use a *hauled wastewater* facility for *hauled wastewater* in accordance with all verbal, posted or written instructions, and such failure results in soiling, damage or harm to any part of the facility, must compensate *The Town* for the costs of clean-up, repair or replacement of that part, or parts, of the facility that the *person* soiled, damaged or harmed.

PART IX: UNLAWFUL, UNAUTHORIZED AND ACCIDENTAL RELEASES

Release Reporting

- 31. (1)** Any *person* who *releases* or allows a *release* of a *substance* into the *wastewater system* in contravention of this *Bylaw* must take all reasonable measures to immediately notify:
- (a) the 9-1-1 emergency telephone number if there is any damage or immediate danger to any one or more of the following:
 - (i) human health or safety;
 - (ii) property;
 - (iii) the environment;
 - (iv) the *wastewater system*;
 - (b) *The Town*, by calling the 24-hour emergency telephone number 403.507.3624;
 - (c) the *owner* of the *premise* where the *release* occurred; and
 - (d) any other *person* that may be affected by the *release*.
- (2) A *person* reporting the *release* described in subsection (1) must supply the following information:
- (a) the name and contact information of the *person* reporting the *release*;
 - (b) the time of the *release*;
 - (c) the location of the *release*;
 - (d) the type of material *released* and any known associated hazards;
 - (e) the volume of material *released*; and
 - (f) any corrective action being taken, or proposed to be taken, to control the *release*.
- (3) The *Manager of Public Works* may require the *owner*, or the *person* responsible for the *release* described in subsection (1), to do either, or both, of the following:
- (a) compensate *The Town* for all costs incurred by *The Town* with respect to the *release*, including containment, sampling, testing, removal, cleanup, disposal and any other activity related to the *release*;
 - (b) submit to the *Manager of Public Works* a written report describing the cause of the *release* and the steps or procedures to be taken to prevent or eliminate similar future *releases*.
- (4) An *owner* or *person* who fails to submit a written report required by either the *Manager of Public Works* pursuant to subsection (3)(b) is guilty of an offence under this *Bylaw*.
- (5) A *person* who *releases* or allows a *release* of a *substance* into the *wastewater system* in contravention of this *Bylaw* must immediately take all reasonable measures to mitigate the *release*.

PART X: WASTEWATER CHARGES AND SURCHARGES

Wastewater Charge

32. (1) The owner of a *premise* connected to *The Town of Didsbury's wastewater system* must pay to *The Town* a *wastewater charge*.
- (2) The *wastewater charge* for a *premise* that obtains its water solely from *The Town of Didsbury's* water supply be determined by applying the wastewater charge established in the Town's Rates, Fees and Fines Bylaw from time to time based on the volume of water supplied by the Town to the premise.
- (3) In addition to any other charges set out in this *Bylaw*, the *owner* of a *premise* located within the boundaries of *The Town of Didsbury* and connected to the *wastewater system* must pay a *Collection Fee* to *The Town*.
- (4) *Premise* served in part with water from a source other than *The Town of Didsbury's* water supply:
- (a) must install either an *effluent meter* or a *water meter*, or both an *effluent meter* and *water meter*, as may be required by the *Manager of Public Works*, to allow for determination of the *wastewater charge* for the *premises*;
 - (b) may have the volume of *released wastewater* estimated by the *Manager of Public Works* to determine the *wastewater charge* for the *premise* if the *premise* is not equipped with either an *effluent meter* or a *water meter*, or with both an *effluent meter* and *water meter*, as may be required by the *Manager of Public Works* under subsection (a).
- ~~(5)~~ The *owner* of a *premise* connected to the *wastewater system* but located outside the boundaries of *The Town* must pay to *The Town* a charge determined as follows:
- (a) If the *premise obtains* water solely from *The Town of Didsbury's* water supply, a *wastewater charge* in accordance with the *Rates, Fees and Fines Bylaw*.
 - (b) If the *premise* obtains water, in whole or in part, from a source other than *The Town of Didsbury's* water supply, the *owner* must install either an *effluent meter* or
 - (c) a *water meter*, or both an *effluent meter* and *water meter*, as may be required by the *Manager of Public Works*, to measure the volume of *wastewater* being *released*, and must pay a *wastewater charge* in accordance with *Rates, Fees and Fines Bylaw*.
- ~~(6)~~ In the event that information upon which a *wastewater charge* is based proves to be in error, the *Manager of Public Works* may estimate the *wastewater charge* for the period during which the error occurred for up to 12 months or 1 year.
- ~~(7)~~ A reduction in the monthly *wastewater charge* will not be made as a result of an interruption or failure of the *wastewater system*, however caused.

Deleted: (5) If the *wastewater charge* for a *premise* is determined by measuring the volume of water with a *water meter*, the *wastewater charge* for the *premise* reflects the *return factor* that is not returned to the *wastewater system*. ¶

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PART XI: ENFORCEMENT

Inspections

- 33.** (1) The *Manager of Public Works*, may enter into, or on a *premise* with the consent of the *owner* at a reasonable time for any one or more of the following purposes:
- (a) to carry out an inspection, enforcement or action authorized by this *Bylaw*, including:
 - (i) to inspect or repair any equipment connected to, or part of, the *wastewater system*;
 - (ii) to make observations, or to take tests, samples or photographs of equipment or *wastewater*;
 - (iii) to disconnect or to shut off the supply of water to the *premise*;
 - (b) to require the production, for inspection purposes, of any document or anything relevant to the inspection;
 - (c) to remove any document or anything relevant to the inspection for the purpose of making copies;
 - (d) to determine whether this *Bylaw* is being complied with.
- (2) Before entering in or on a *premise* pursuant to subsection (1), the *Manager of Public Works* or the *Manager of Public Works'* designate must provide both reasonable notice and identification to the *owner* of the *premise*.
- (3) Despite subsections (1) and (2), the *Manager of Public Works* may enter into, or on a *premise* if the *Manager of Public Works* has obtained an order pursuant to the *Municipal Government Act*.
- (4) Despite subsections (1) and (2), in an *emergency*, or in extraordinary circumstances, the *Manager of Public Works* need not enter at a reasonable hour or give reasonable notice before entering a *premise*, and may carry out any of the purposes described in subsection (1) without obtaining the consent of the *owner*.

Obstructing an Inspection

- 34.** (1) A *person* must not obstruct, or attempt to obstruct, in any manner, an *Officer*, or the *Manager of Public Works*, or their designates, contractors, servants or agents, in the exercise of their powers or duties as authorized or required by this *Bylaw*.
- (2) For the purposes of subsection (1), "obstruct" means to hinder, delay, interfere with, or prevent, or attempt to prevent the execution of a power or duty, and includes any of the following:
- (a) providing false or misleading information or making a false claim or statement to a *Manager of Public Works* or an *Officer*,
 - (b) preventing, barring or delaying, or attempting to prevent, bar or delay entry or inspection by a *Manager of Public Works* or an *Officer* in accordance with this *Bylaw*,
 - (c) failing to provide, on the request of a *Manager of Public Works* or an *Officer*, any information, documents or things relevant to an inspection, including any documents specifically required to be kept or provided under this *Bylaw*.

Remedial Orders

35. (1) A *Remedial Order* issued with respect to subsection 37(1)(a) of this *Bylaw* must:

- (a) indicate the *person* to whom it is directed;
- (b) identify the *premise* to which the *Remedial Order* relates either by municipal address or legal description;
- (c) identify the date on which it is issued;
- (d) identify the specific provisions of this *Bylaw* that have been contravened;
- (e) identify the nature of the remedial action required to be taken to remedy the contravention of this *Bylaw*;
- (f) identify the time period within which the remedial action must be completed;
- (g) indicate that if the required remedial action is not completed within the time specified in the *Remedial Order*, *The Town* may take whatever action or measures are necessary to remedy the contravention;
- (h) indicate that the expenses and costs of any action or measures taken by *The Town* under this section are an amount owing to *The Town* by the *person* to whom the *Remedial Order* is directed;
- (i) indicate that the expenses and costs referred to in this section may be attached to the tax roll of the property if such costs are not paid by a specific time;

(2) A *Remedial Order* issued pursuant to this *Bylaw* may be served:

- (a) in the case of an individual, by any of the following methods:
 - (i) by delivering it personally to the individual;
 - (ii) by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age;
 - (iii) by delivering it by registered mail to the individual at their apparent place of residence;
 - (iv) by delivering it by registered mail to the last address of the individual who is to be served as shown on the records of the Registrar of Motor Vehicle Services in Alberta; or;
- (b) in the case of a corporation, by any of the following methods:
 - (i) by delivering it personally to a director or officer of the corporation;
 - (ii) by delivering it personally to any *person* apparently in charge of an office of the corporation at the address held out by the corporation to be its address;
 - (iii) by registered mail addressed to the registered office of the corporation.

(3) The *Manager of Public Works*, may shut off wastewater services to a *premise* if a *Remedial Order* has been issued to the *owner* of that *premise* pursuant to this *Bylaw* and either of the following applies:

- (a) the *owner* of the *premise* fails to comply with the requirements of the *Remedial Order*; or
- (b) the *owner* of the *premise* fails to comply with the requirements of the *Remedial Order* within the time period set out in the *Remedial Order*.

(4) The *Manager of Public Works*, may do anything, or carry out any work required by a *Remedial Order* issued pursuant to subsection 37(1)(a), and the costs associated with doing that thing, or carrying out the work, are an amount owing to *The Town* and may be added to the tax roll of the *premise* if a *Remedial Order* has been issued to the *owner* of that *premise* pursuant to this *Bylaw* and:

- (a) the *owner* of the *premise* fails to comply with the requirements of the *Remedial Order*; or
- (b) the *owner* of the *premise* fails to comply with the requirements of the *Remedial Order* within the time period set out in the *Remedial Order*.

(5) A *person* who fails to comply with the requirements of a *Remedial Order* issued pursuant to this *Bylaw* within the time period set out in the *Remedial Order* commits an offence.

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Offences

36. Any *person* who contravenes any provision of this *Bylaw* by doing any act or thing which the *person* is prohibited from doing, or by failing to do any act or thing the *person* is required to do, is guilty of an offence pursuant to this *Bylaw*.

Penalties

37. (1) Where an *Officer* believes a *person* has contravened any provision of this *Bylaw*, the *Officer* may do one of the following:

- (a) issue to the *person* a *Remedial Order* pursuant to section 545 of the *Municipal Government Act* to remedy the infraction;
- (b) issue to the *person* a violation ticket in accordance with the *Provincial Offences Procedure Act*
- (c) both (a) and (b).

(2) Every *person* who is convicted of an offence pursuant to this *Bylaw* is subject to one of the following penalties:

- (a) a fine amount of not more than \$10,000.00;
- (b) imprisonment for not more than 1 year;
- (c) both (a) and (b).

(3) The specified penalty on conviction of an offence pursuant to this *Bylaw* is the fine amount set out in Rates, Fees and Fines Bylaw in respect of the offence.

(4) The minimum penalty on conviction of an offence pursuant to this *Bylaw* is the fine amount set out in Rates, Fees and Fines Bylaw in respect of the offence.

- (5) Despite subsection (3) and subsection (4), a *person* who is convicted for a second offence of the same provision within a 12 month period is liable on conviction:
 - (a) for twice the fine amount of the specified penalty set out in Rates, Fees and Fines Bylaw; or
 - (b) for twice the fine amount of the minimum penalty set out in Rates, Fees and Fines Bylaw.
- (6) Despite subsection (3) and subsection (4), a *person* who is convicted for a third offence of the same provision within a 12 month period is liable on conviction:
 - (a) for three times the fine amount of the specified penalty set out in Rates, Fees and Fines Bylaw; or
 - (b) or three times the fine amount of the minimum penalty set out in Rates, Fees and Fines Bylaw.
- (7) On conviction of an offence that is of a continuing nature, the penalty is the fine amount set out in Rates, Fees and Fines Bylaw of this *Bylaw* in respect of the offence for each day, or part of a day, that the offence continues.

Mandatory Court or Information

- 38.** This section shall not prevent any *Officer* from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act* or from laying information instead of issuing a violation ticket.

Owner of Motor Vehicle Liable

For the purposes of this section, “*owner*”, “*driving*” and “*motor vehicle*” have the same meaning as set out in the *Traffic Safety Act*, R.S.A. 2000, c. T-6:

- 39. (1)** If a *motor vehicle* is involved in an offence described in this *Bylaw*, the *owner* of the *motor vehicle* is guilty of the offence.
- (2) Subsection (1) does not apply if the *owner* of the *motor vehicle* satisfies the Court that:
- (a) the *owner* was not *driving* the *motor vehicle* at the time of the offence; and
 - (b) the *person driving* the *motor vehicle* at the time of the offence did not have the *owner’s* express or implied consent to be *driving* the *motor vehicle*.
- (3) Despite subsection (1), if the *owner* was not *driving* the *motor vehicle* at the time of the offence, the *owner* is not liable to imprisonment.

Liability for Fees

- 40.** The levying and payment of any fine or the imprisonment for any period provided in this *Bylaw* shall not relieve a *person* from the necessity of paying any fees, charges or costs for which that *person* is liable under the provisions of this *Bylaw* or any other bylaw.

PART XII: COMING INTO FORCE

Coming Into Force

41. Upon third reading of Bylaw 2020-01, Bylaw 2013-09 and all amendmnets thereto are hereby repearled.

42. This Bylaw shall take effect on the date of the third and final reading.

Read a first time on this 14th Day of January, 2020.

Read a second time on this 14th Day of January, 2020.

Granted unanimous consent to proceed to a third reading on this 14th Day of January, 2020.

Read a third and final time this 14th Day of January, 2020.

Mayor

Chief Administrative Officer

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SCHEDULE “A” PROHIBITED SUBSTANCES

The following must not be *released* into the *wastewater system*:

- (a) a *substance* that causes or will cause an *adverse effect*;
- (b) a *substance* that will interfere, or does interfere, with the operation of the *wastewater system*;
- (c) a *substance* that will cause a violation or non-compliance event with respect to *The Town of Didsbury’s wastewater* operating approval;
- (d) a *substance* that will interfere with the disposal of *biosolids* resulting from municipal *wastewater* treatment;
- (e) an explosive *substance*, including solvents or petroleum derivatives such as gasoline, diesel fuel, naphtha or fuel oil, of a quantity such that:
- (f) *wastewater* from the *premise* will exhibit the characteristics of a *flammable liquid*, or
- (g) the explosive *substance* could cause or contribute to an explosion or support combustion in the *wastewater system*, by itself or in combination with other *wastewater*;
- (h) a *substance*, including hydrogen sulphide, carbon disulphide or other reduced sulphur compounds, but not including *domestic wastewater*, which by itself or in combination with other *substances* is capable of creating odours;
- (i) a solid or viscous *substance* in a quantity, or of such size, as to be capable of causing obstruction to the flow in a *wastewater system*, including ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animals or animal parts, animal feces and blood;
- (j) *wastewater* containing a *substance* that on its own, or in combination with another *substance*, creates a taste or an odour in the drinking water supply and makes drinking water unpalatable after conventional water purification treatment;
- (k) *wastewater* containing a *substance* that on its own, or in combination with another *substance*, becomes highly coloured and passes through the *wastewater system*, discoloring the effluent;
- (l) *wastewater* that is *released* in layers or forms layers upon interaction with other *wastewater*;
- (m) *wastewater* having a pH of less than 5.5 or greater than 10;
- (n) *wastewater* having a temperature in excess of 75 degree Celsius;
- (o) *radioactive materials*;
- (p) corrosive or toxic *wastewater* that causes or will cause an *adverse effect*;
- (q) *biological substances*;
- (r) unused or waste *pharmaceuticals*;
- (s) unused or waste chemical *substances*;
- (t) *hazardous substances*;
- (u) *pesticides*;
- (v) grit removed from *ICI premise*, including grit removed from car wash establishments, automobile garages and restaurant *sumps* or from *interceptors*.

SCHEDULE “B” RESTRICTED SUBSTANCES

Wastewater containing the following materials in excess of the following concentrations is restricted: **Inorganic Contaminants**

| Column 1 | Column 2 |
|-------------------|-----------------------------------|
| Substance | Concentration Limit (mg/L) |
| Aluminium, total | 50 |
| Antimony, total | 5 |
| Arsenic, total | 1 |
| Beryllium, total | 1 |
| Bismuth, total | 5 |
| Boron, total | 5 |
| Cadmium, total | 0.7 |
| Chloride | 1500 |
| Chromium, total | 3 |
| Cobalt, total | 5 |
| Copper, total | 2 |
| Cyanide | 1.2 |
| Fluoride | 10 |
| Iron, total | 50 |
| Lead, total | 0.7 |
| Manganese, total | 5 |
| Mercury, total | 0.01 |
| Molybdenum, total | 5 |
| Nickel, total | 2 |
| Selenium, total | 1 |
| Silver, total | 0.5 |
| Sulphate | 1500 |
| Sulphides | 1 |
| Thallium, total | 0.5 |
| Tin, total | 5 |
| Titanium, total | 5 |
| Vanadium, total | 5 |
| Zinc, total | 2 |



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *Didsbury is a vibrant and inclusive community that embraces its healthy quality of life and small town charm.*

Mission: *Serve a great community through effective, informed leadership and quality municipal services.*

DATE: JANUARY 14, 2019

SUBJECT: BYLAW 2019-13, LAND USE BYLAW AMENDMENT

BACKGROUND: Land Use Bylaw 2019-04 was adopted on June 11, 2019 replacing former Land Use Bylaw 2013-03. In utilizing the new Land Use Bylaw, administration identified a few key areas that were not captured prior to adoption and would like to recommend the following addition to Land Use Bylaw 2019-04.

ADMINISTRATIVE REVIEW: Land Use Bylaw 2019-04 was adopted on June 11th 2019 and the previous Land Use Bylaw 2013-03 was repealed, along with all its amendments. With the adoption, the “DC-01 Direct Control District-Industrial” was not carried forward into Land Use Bylaw 2019-04. Not having this Direct Control district in the Land Use Bylaw means that there are no uses or district requirements for Council to guide development in this Direct Control zoning.

Planning and Development Services propose that Land Use Bylaw 2019-04 be amended as follows:

- a) To add “DC-01: Direct Control District- Industrial” as set out in Schedule B for the following parcels of land, described as:

Legal: Meridian 5; Range 1; Township 31; Section 19; NW

Civic: 3011- 23rd Street

RELEVANT LEGISLATION: Land Use Bylaw 2019-09

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: Organizational Excellence, An Informed and Engaged Community

RECOMMENDATION: That Council grant second reading for Bylaw 2019-13 “Land Use Bylaw Amendments” on this 14TH day of January, 2020

And

That Council grant third reading for Bylaw 2019-13 “Land Use Bylaw Amendments” on this 14TH day of January, 2020

ALTERNATIVE OPTIONS:

Attachments: (May take the form of pictures, graphs, letters, etc.)

None

PREPARED BY: K. Pickett, Development Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 14, 2020

SUBJECT: RESIDENTIAL SUB-CLASS REPORT (1 ACRE PLUS)

BACKGROUND: On November 12, 2019 Council passed resolution #511-19 to amend Resolution #431-19 and that the amendment will be:

That Council direct administration to bring back three scenarios of residential subclass tax rates for un-serviced Didsbury lots, including subclass tax rates as follows:

- i. 2% lower than the residential tax rate;
- ii. A 4.16% subclass tax rate;
- iii. A 5.7% subclass tax rate

And, further, that the impact on revenue from taxes for the 2019 assessment be returned to the December 10, 2019 regular council meeting.

The initial report of parcels 3 acres or larger was accepted as information at the December 10, 2019 RCM.

On December 10, 2019 Council passed a resolution directing Administration to bring information on lots of one (1) or more acres that are unserviced and do not have access to town utilities by January 14, 2020.

The following report represents all tax rolls which are 1 acre or larger, are not currently serviced with Town water or wastewater, and do not currently have water or sanitary lines running adjacent to their properties.

ADMINISTRATIVE REVIEW:

The definition of the sub-class is the same as presented on December 10, 2019, except for the size of the parcel is adjusted to be a minimum of 1 acre, instead of 3.

The definition of un-serviced for the purpose of this directive is without Town provided water service, Town provided sanitary service or without either.

It is also understood that the size of the lots must be one (1) or more acres.

2% lower than the current residential tax rate is equivalent to 8.30.

It is understood that 4.16% is calculated as the average rate for municipal districts in Alberta. 5.7% is the midpoint between the residential sub-class for the Town of Didsbury and Mountain View County.

The result is 54 properties which would be impacted by a special residential sub-class as defined above. The list of 3 acres + parcels is 20 properties.

A summary of the information provided by Frank is that the assessed value of the land portion of a property takes into account whether a lot is serviced as well as whether it is developable. The assessed value of a building (land improvements) would not change based on whether the lot was serviced. Because the value of the property takes this into account, adjusting the tax rate for these reasons would be a further benefit to the owner of the property.

Furthermore, the cost to develop a subdivision (i.e. water service, sanitary service, sidewalks, paved roads, etc.) is not a cost covered by tax dollars, rather it is the cost incurred by a land developer, which is passed onto the land

PREPARED BY: A. Riley, Chief Financial Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

owner when they purchase the lot. In conclusion, the things being considered by Council are already being addressed in the assessment, and any issues with the assessment would be referred to the Town's assessment services.

Minimum 1 acre parcels, not serviced

| | Assessed value (2019) | Tax revenue foregone – 8.3% | Tax revenue foregone – 5.70% | Tax revenue foregone – 4.16% |
|-----------------------------|--------------------------|--------------------------------|---------------------------------|---------------------------------|
| Improvements (buildings) | \$11,829,920 | \$2,003 | \$32,722 | \$50,940 |
| Land | \$6,121,800 | \$1,037 | \$16,933 | \$26,360 |
| Total | \$17,951,720 | \$3,040 | \$49,655 | \$77,300 |

Minimum 3 acre parcels, not serviced

| | Assessed value (2019) | Tax revenue foregone – 8.3% | Tax revenue foregone – 5.70% | Tax revenue foregone – 4.16% |
|-----------------------------|--------------------------|--------------------------------|---------------------------------|---------------------------------|
| Improvements (buildings) | \$8,107,720 | \$1,373 | \$22,426 | \$34,912 |
| Land | \$3,440,270 | \$583 | \$9,516 | \$14,814 |
| Total | \$11,547,990 | \$1,955 | \$31,942 | \$49,726 |

Administration does not recommend moving forward with any of the residential sub-class options.

However if the will of Council is to move forward, Administration recommends Council only create the sub-class for the land portion of a property's assessment and for properties of a minimum of three (3) acres or more.

RELEVANT LEGISLATION: MGA s. 297(1), (2)

297(1) When preparing an assessment of property, the assessor must assign one or more of the following assessment classes to the property:

- (a) class 1 - residential;
- (b) class 2 - non-residential;
- (c) class 3 - farm land;
- (d) class 4 - machinery and equipment.

(2) A council may by bylaw divide class 1 into sub-classes on any basis it considers appropriate, and if the council does so, the assessor may assign one or more sub-classes to property in class 1

PREPARED BY: A. Riley, Chief Financial Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT:

RECOMMENDATION: That Council accept the residential sub-class report as information.

ALTERNATIVE OPTIONS: As directed by Council.

Attachments: (May take the form of pictures, graphs, letters, etc.)

None

PREPARED BY: A. Riley, Chief Financial Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 14, 2020

SUBJECT: POPLAR RIDGE OFF-SITE LEVIES

BACKGROUND: At the RCM on December 10, 2019, Council passed a resolution to direct Administration to bring back all available information on the off-site levies for the Poplar Ridge subdivision and return it to Council prior to December 31, 2019.

ADMINISTRATIVE REVIEW:

Introduction:

There is currently a 10-plex built within the Poplar Ridge Subdivision. Town Administration approved the development permit on the property without collecting the proportionate amount of off-site levies. When titles were transferred Administration realized these were not collected and requested collection.

Administrative Review of Didsbury's historic financial records:

Administration scanned all off-site levies revenue general ledger accounts from January 1, 2008 to current day (the development agreement was entered into on September 3, 2009). The financial information system that is used by the Town contains detailed data for this period of time. Typically when an off-site levy is received it is entered into the system with a description being the lot, block and plan of the lot in question so it is apparent what parcel of land the payment has been made for.

In certain cases at year end, an off-site levy is entered by journal entry. Therefore Administration also scanned all journal entries relevant to off-site levies for the years 2008 to present.

Administration also searched the accounts receivable/cash receipts for the past owner of the property to ensure there were no cases of the revenue being recorded in the incorrect account.

As far as whether the off-site levies have previously been paid, they have not. We have detailed data in our financial software and were able to pull all required reports. I reviewed all off-site levy revenue accounts back to January 1, 2008 (the Development Agreement was entered into on September 3, 2009), searched cash receipts and accounts receivable back to this date for the previous owner's company name, and found that off-site levies for Poplar Ridge have **NOT** been paid.

There is no instance of the off-site levies for any lot in Poplar Ridge being paid. Therefore the full balance of off-site levies is outstanding.

Timing of off-site levy payment

The Development Agreement was entered into on September 3, 2009 and is registered on title for all lots within the subdivision. Appendix M of the agreement states the following:

"The Developer shall pay to the Municipality an Off-Site Levy pursuant to the attached Bylaw.

The Municipality and Developer agree that the applicable number of acres within the Subdivision Area is 3.939 acres.

The total amount payable under this Appendix subject to the Bylaw 2007-24 and the agreed acres within the Subdivision Area is the sum of \$54,575.

PREPARED BY: A. Riley, Chief Financial Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

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The amounts payable as per the attached offsite levy bylaw are \$1,475 per dwelling unit. **Such sum to be paid at the time of application for development permits."**

Definition of Developer:

It is normal that a Development Agreement is registered on title (which it is in this case) and that the successors in title must adhere to the conditions of the agreement.

Within the Development Agreement, 'developer' is defined as:

"...the body corporate defined as the 'Developer' on page one of this agreement and its successors in title to the Subdivision Area."

According to the 2007-24 Off-site levy bylaw, 'developer' is defined as:

"... the owner of lands on which development is proposed..."

Therefore the person or company on title of the lot at time of application for the development permit is responsible for paying the off-site levies attributable to that lot.

Mr. Poffenroth was the applicant of a 2016 Subdivision Application to create 37 fee simple lots (previously under a Condominium Plan). One of the conditions of the MPC at the time was that a Development Agreement be entered into. A new Development Agreement was not entered as there was already one registered on title of each of the lots.

Even if the Development Agreement in question was no longer on title, off-site levies are still required to be collected in accordance with the current Bylaw. The current off-site levy Bylaw 2019-06 is relevant for any development with the Town's corporate limits when carrying out any construction on, over or under land or making a change in the use of the land, building or premises.

The Bylaw states the levy is imposed and shall be collected when lands are to be subdivided or developed and for which no off-site levy has previously been paid. The off-site levy that would be imposed in accordance to this Bylaw is \$26,536 per acre. The amount in the 2007-24 Bylaw was \$17,700 per acre.

Options:

1. Impose off-site levies as stated in the Development Agreement.
2. In this case Administration should have collected upon application for development permit. Given the status of the project it may be difficult to collect for the off-site levies on the property as the building is complete and sales have already occurred. Due to the circumstances involved in this specific subdivision including the error by Administration in collecting off-site levies at time of development permit, Council may concede not imposing off-site levies at this time on the 10-plex property.

Regardless the decision of Council, this matter should be referred back to Administration to carry out the appropriate processes for invoicing.

RELEVANT LEGISLATION: Bylaw 2019-06 (Offsite Levy Bylaw); Bylaw 2007-24 (Offsite Levy Bylaw)

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT:

RECOMMENDATION: That Council refer the matter of Poplar Ridge off-site levies back to Administration for

PREPARED BY: A. Riley, Chief Financial Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

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proper invoicing, based on the direction of Council.

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

1.

PREPARED BY: A. Riley, Chief Financial Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 14, 2020

SUBJECT: BANK SIGNING AUTHORITIES

BACKGROUND: Council must appoint members of Council and Administration as bank-signing authorities.

ADMINISTRATIVE REVIEW: Mountain View Financial requires all appointed members to sign new documents when changes in Council or Administration occur. With the departure of Harold Northcott, there is a need to remove him from the bank signing authority and replace him with the newly hired CAO, Ethan Gorner.

RELEVANT LEGISLATION:

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT:

RECOMMENDATION: That Council rescinds Resolution # 336-18 the Town of Didsbury Bank Signing Authorities

And

That Council appoints the following Bank Signing Authorities for the Town of Didsbury

| | |
|--------------------|-------------------------------|
| Ethan Gorner | Chief Administrative Officer |
| Amanda Riley | Chief Financial Officer |
| Maxine Moreau | Manager of Financial Services |
| Rhonda Hunter | Mayor |
| John Baswick | Councillor |
| Mel Crothers | Councillor |
| Curt Engel | Councillor |
| Dorothy Moore | Councillor |
| Erhard Poggemiller | Councillor |
| Bill Windsor | Councillor |

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

1. Res. # 336-18

PREPARED BY: M. Moreau, Manager of Financial Services

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____

9 d) RCMP Contract 2020

Res. # 334-18 MOTION: Moved by Deputy Mayor M. Crothers that Council approves a meeting with the RCMP for September 10th, 2018 at 5:00 pm.

Carried

9 e) Banking Signing Authority

Res. # 335-18 MOTION: Moved by Councillor J. Baswick that Council rescinds Resolution #447-17 the Town of Didsbury Bank Signing Authorities

Carried

Res. # 336-18 MOTION: Moved by Councillor J. Baswick that Council appoints the following Bank Signing Authorities for the Town of Didsbury.

| | |
|--------------------|-------------------------------|
| Harold Northcott | Chief Administrative Officer |
| Amanda Riley | Chief Financial Officer |
| Maxine Moreau | Manager of Financial Services |
| Rhonda Hunter | Mayor |
| John Baswick | Councillor |
| Mel Crothers | Councillor |
| Curt Engel | Councillor |
| Dorothy Moore | Councillor |
| Erhard Poggemiller | Councillor |
| Bill Windsor | Councillor |

Carried

9 f) Rosebud Health Foundation Doctor Loan

Res. # 337-18 MOTION: Moved by Councillor C. Engel that Council approves the Doctor Loan for \$50,000.00.

Carried

9 g) Didsbury Elks 34th Annual Parade Street Closure

Res. # 338-18 MOTION: Moved by Deputy Mayor M. Crothers that Council approves the street closure as requested in the letter provided by Didsbury Elks.

Carried

9 h) Tender for 23rd Street Upgrades

Res. # 339-18 MOTION: Moved by Deputy Mayor M. Crothers that Council approves the tender for 23rd Street upgrades be awarded to IMC Construction Ltd.

Carried

INTLS: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: January 14, 2020

SUBJECT: Direct Control-Industrial(Services) Change of Use

BACKGROUND: Administration has received an application for a Change of Use in a Direct Control District. The use that is being applied for is Industrial (Services) as defined in the Land Use Bylaw 2019-04. The address of the property is 1213-20th Street and the legal land description is Plan: 2484JK, Block: J, Lot 5.

ADMINISTRATIVE REVIEW: In reviewing the applicant's file it was determined that no use was ever given for this business. The previous business was a feed mill and was operating for many years prior to shutting down.

The use that is being applied for today is Industrial (Services) the definition is as follows:

INDUSTRIAL (SERVICES) – means a Development where industrial services and goods are provided, sold or repaired in a manner that does not emit excessive smoke, fumes or noises that or similar nuisances which could adversely effects adjacent parcels, and may include onsite storage of materials and equipment. Typical uses include laboratory services, general contractors such as electrical, plumbing and landscaping services, construction firms and woodworking and related crafts, but does not include Service Station (Major/Minor), or other Industrial uses.

The applicant runs a small excavation company and wants to have storage of his equipment and trucks on this site. The majority of the operations happen off-site with minor repairs of the equipment being done in the 5200ft² shop. The applicant also stores a small amount of gravel products on site, these products are being used to complete jobs and there will be no commercial sales of gravel or gravel products from this site.

Since 2015 when the applicant moved into the location there has been extensive cleanup of the area with future plans to remove the old elevator and potential plans to upgrade the site.

Administration feels that the operations of this business falls under the use that is being applied for and will not adversely affect the adjacent residential properties, therefore we recommend approval.

RELEVANT LEGISLATION: Land Use Bylaw 2019-04

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT:

RECOMMENDATION: That council approves the DP 19-058 for a Change of Use-Industrial (Services) subject to the following conditions:

1. That approval does not exclude the need and/ or requirements of the permit holder to obtain any and all other permits as may be required by this or any other legislation, bylaws or regulations.
2. That the Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land

PREPARED BY: P.Boucher, Development Officer

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

- Use Bylaw.
3. That construction proceed as per the submitted application and plot plan
 4. If the development authorized by a permit is not commenced within 12 months from the date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence, as determined by the Development Authority, the permit ceases to be effective, unless an extension to this period, being no longer than an additional 12 months, has previously been granted by the Development Authority.
 5. That the applicant adheres to all provisions of the Direct Control Industrial district requirements set out in Land Use Bylaw 2019-04.

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

1. Application-Redacted
2. QGIS-Location Map
3. Plot Plan
4. Letter Of Intent

1320128 ab ltd o/a Miller Excavating
1213-20 st.
Didsbury, Alberta
T0M 0W0
December 17, 2019

Town of Didsbury
Approval Officer
PO Box 790
Didsbury, Alberta

To Whom It May Concern:

We would like to introduce Miller Excavating a family run business by Jeff and Lindsay Miller since 2007. We have both resided in the Didsbury area for most of our lives. We started out with skid steer and have grown the business over the last 13 years. Today we operate 10 units of various types of construction equipment to meet job requirements which the primary function is excavating operations which includes gravel hauling, bobcat services, track hoe services and general excavating.

Since 2015 we purchased the property of interest and relocated our business. Miller excavating operates out of one building which is 5,200 sq. ft. The shop and yard is primarily used for equipment maintenance and storage. No third party operations are done in the facility. The property is 1.1 acres in a rectangular shape. Over the last the four years we have done a major clean-up on the property and improved and met all requests from the Town of Didsbury.

Sincerely,

Jeff Miller





Development Permit - Application

Planning and Development Services, PO Box 790, Didsbury, AB T0M 0W0

Phone 403.335.3391 Fax 403.335.9794

This form is to be completed in full by the registered owner(s) of the land or by an authorized person acting on behalf of the registered owner(s).

For Office Use Only

File Number: 19-058
Date Received: DEC 17/19
Deemed Complete Date: _____
Fees: \$275⁰⁰

| | | | | | | | |
|--|--|--|--|--|--|---|--|
| 1. Name of Registered Landowner(s): <u>1330128 AB LTD</u> <u>Miller Excavating</u> | | Address: <u>1213 20th Didsbury</u> PO Box: <u>RR2 Site 16 Box 26 Didsbury</u> Phone: <u>403-507-1534</u> Email: <u>mllelexcavating@gmail.com</u> | | | | | |
| 2. Name of Applicant/Authorized person acting on behalf of the registered landowner(s): _____ _____ _____ | | Address: _____ _____ _____ PO Box: _____ Phone: _____ Email: _____ | | | | | |
| 3. Location Address of Property: <u>1213- 20th Street</u> Legal Description: Lot <u>5</u> Block <u>J</u> Plan <u>2484 JK</u> | | | | | | | |
| 4. Type of Development <table border="0"><tr><td><input type="checkbox"/> Residential <input type="checkbox"/> Dwelling, Single Detached <input type="checkbox"/> Dwelling, Semi-Detached (side by side) <input type="checkbox"/> Dwelling, Duplex (up or down) <input type="checkbox"/> Dwelling, Multi-Unit</td><td><input type="checkbox"/> Dwelling, Manufactured <input type="checkbox"/> Garage/Shed <input type="checkbox"/> Deck <input type="checkbox"/> Other: <u>Change of Use</u></td></tr><tr><td><input type="checkbox"/> Commercial <input type="checkbox"/> Residential/Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input checked="" type="checkbox"/> Direct Control <input type="checkbox"/> Change of Use</td><td></td></tr></table> | | | | <input type="checkbox"/> Residential <input type="checkbox"/> Dwelling, Single Detached <input type="checkbox"/> Dwelling, Semi-Detached (side by side) <input type="checkbox"/> Dwelling, Duplex (up or down) <input type="checkbox"/> Dwelling, Multi-Unit | <input type="checkbox"/> Dwelling, Manufactured <input type="checkbox"/> Garage/Shed <input type="checkbox"/> Deck <input type="checkbox"/> Other: <u>Change of Use</u> | <input type="checkbox"/> Commercial <input type="checkbox"/> Residential/Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input checked="" type="checkbox"/> Direct Control <input type="checkbox"/> Change of Use | |
| <input type="checkbox"/> Residential <input type="checkbox"/> Dwelling, Single Detached <input type="checkbox"/> Dwelling, Semi-Detached (side by side) <input type="checkbox"/> Dwelling, Duplex (up or down) <input type="checkbox"/> Dwelling, Multi-Unit | <input type="checkbox"/> Dwelling, Manufactured <input type="checkbox"/> Garage/Shed <input type="checkbox"/> Deck <input type="checkbox"/> Other: <u>Change of Use</u> | | | | | | |
| <input type="checkbox"/> Commercial <input type="checkbox"/> Residential/Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input checked="" type="checkbox"/> Direct Control <input type="checkbox"/> Change of Use | | | | | | | |

DEVELOPMENT PERMIT APPLICATION
Permit #: 19-058

PLANNING AND DEVELOPMENT SERVICES
Page 1 of 4

Development Permit – Application

6. Type of Work

New (size in m² / ft² 5200)
Renovation (size in m² / ft² _____)
Addition (size in m² / ft² _____)

Setbacks

Front _____ m/ft
Rear _____ m/ft
Right _____ m/ft
Left _____ m/ft

7. Construction Details

Land Use District (Zoning) DC-IND
Estimated Commencement _____
Height of Building (m/ft) _____
Proposed development has commenced?
Yes ☒ No ☐

Number of off street parking stalls: _____
Estimated Completion: _____
Cost of Construction: _____
Is the property a Municipal Historic Resource?
Yes ☐ No ☒

8. Description of Work

Please describe in **detail** what is being constructed or the intended use that is being applied for.

Change of Use - Industrial Services.

See attached letter

AUTHORIZATION

(Please ensure that all names and signatures of those listed on the Certificate of Title are included below)

I/We, _____
being the registered owner(s) of: _____
do hereby authorize _____
to act as Applicant(s) on my/our behalf regarding the Development Permit application of the above
mentioned lands.

The information given on this form is full and complete and is, to the best of my knowledge, a true
statement of the facts relating to this application for the development approval.

Signature of Owner(s): _____
Date: _____

Signature of Owner(s): _____
Date: _____

DEVELOPMENT PERMIT APPLICATION

Permit #: 19-058

PLANNING AND DEVELOPMENT SERVICES

Page 2 of 4

Development Permit – Application

RIGHT OF ENTRY

I/We being the registered owner(s) or person(s) in possession of herein land and building(s) thereon, hereby consent to an authorized person designated by the Town of Didsbury entering upon the said property for the purpose of inspection during the processing of this application.

Signature of Applicant: _____

Date: Dec 17, 2019

SIGNATURES

I have been informed of the Town's bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all of the requirement of the Land Use Bylaw. I hereby declare that the development identified in this application will be conducted in accordance with the plans submitted.

Applicant Name: _____

Signature: _____

Date: _____

This personal information is being collected under the authority of the Municipal Government Act and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Privacy Act. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about collecting or use of this personal information, please contact the Town of Didsbury FOIP Coordinator at 403-335-3391.

IMPOTANT NOTICE: This application does not permit the commencement of construction on the site until a decision is made regarding the proposed development by the Development Authority. A Building Permit may also be required for any development on the site.

FOR OFFICE USE ONLY

Application Fee: \$275⁰⁰ Receipt No. _____ Method of Payment: _____

NOTICE OF DECISION

Approved: ☐ MPC ☐ DO ☐ SDAB

Refused: ☐ MPC ☐ DO ☐ SDAB

☐ Subject to Conditions (see below)

☐ Reasons for Refusal (see below)

Decision Date: _____

Date Advertised: _____

DEVELOPMENT PERMIT APPLICATION

Permit #: 19-058

PLANNING AND DEVELOPMENT SERVICES

Page 3 of 4

Development Permit – Application

CHECK THE BOX FOR ITEMS THAT HAVE BEEN SUBMITTED FOR A COMPLETE APPLICATION

I. The following information is required to be submitted for a complete application.

☒ **Application Fee**

The application fee shall be included in accordance with the fee schedule in effect at the time of application.

☒ **Application Form**

The name(s), address(es), and telephone number(s) of the registered owner(s) and the authorized person acting on behalf of the registered owner(s). If a person is acting on behalf of the registered owner(s), the owner(s) shall sign the authorization in Section 11. If the said land is under an agreement for sale as indicated by caveat on the back on the Certificate of Title, please submit a copy of the signed agreement. The individual noted on the caveat must sign the application.

☒ **Authorization**

Authorization from the owner of the parcel for making the application.

☒ **Bylaw Amendments**

A copy (hardcopy and digital copy) of any proposed bylaw amendments in the form of a Town of Didsbury Bylaw where the redesignation proposes a Direct Control Bylaw or amendments to the existing Land Use Bylaw.

☒ **Current Certificate of Title**

A copy of the certificate of title of the lands not more than 30 days prior to application submission can be obtained from any license and registry office.

☐ **Site Plan or Real Property Report showing the following:**

- ☐ The legal description and the municipal address of the site
- ☐ The scale and a North arrow
- ☐ Dimensions of the parcel, including total parcel area
- ☒ All existing and proposed buildings with dimensions or foundations/walls and any projections and/or cantilevers
- ☐ The perpendicular distance measured from adjacent front, rear and side property lines to each corner of the foundation/walls and eaves of the proposed and any existing buildings
- ☐ Location of access and egress points to the sites
- ☐ Location of off-street vehicular parking and loading areas
- ☐ Location of any registered utility rights-of-way (including plan number)

☐ **One (1) copy (11"x17") of building plans showing the following:**

- ☐ Floor plan(s) of the building, including living space including all Alberta Building Code related information
- ☐ Building elevation plans which indicate front, rear and side elevators, wall height (finished grade to eaves), roofing material and roof pitch
- ☐ Building cross-section drawings

This Drawing Is For The Use Of The Client And Project Indicated

Drawing Name: map_TownOfDidsbury.qgs
Path: W:\Terra Nova\Projects\2015\201\Project\QGIS\

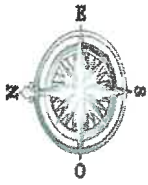


Town of Didsbury

Drawn: PB



Miller Excavating and Contracting
1213-20th St Didsbury, Alberta
403-507-1534



Staff Parking 10
Spaces

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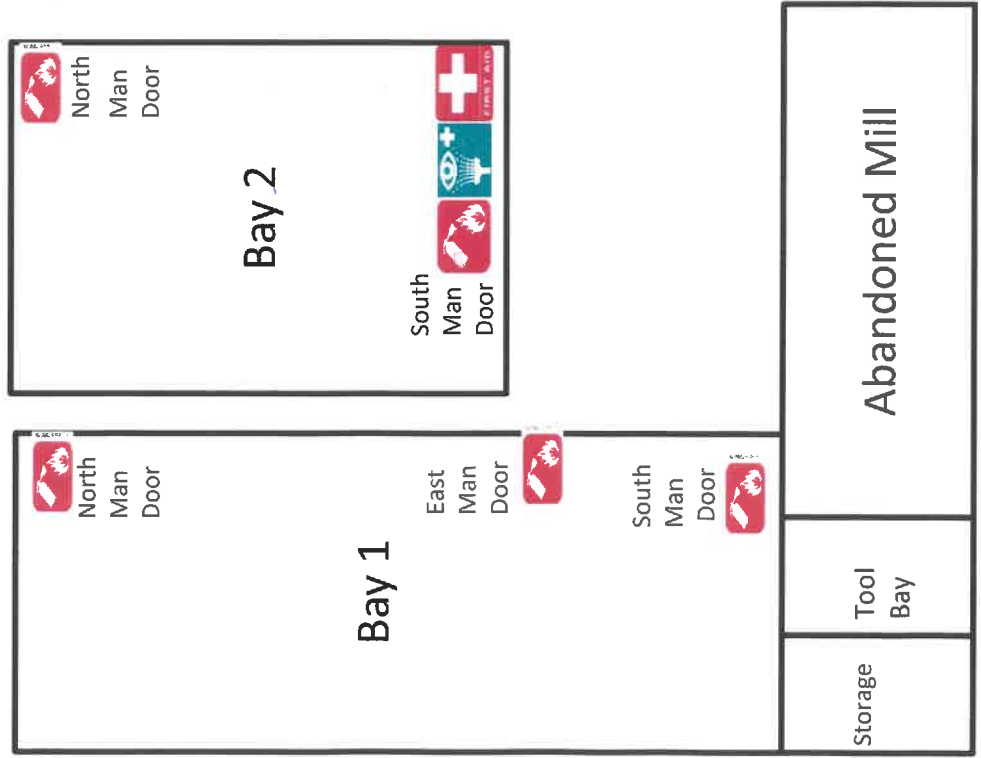
Equipment
Parking

Aggregate
Piles



Emergency Phone Numbers

| | |
|------------------------------------|----------------|
| Alberta One Call | 1 800 242-3447 |
| Ambulance | 911 |
| Fire | 911 |
| Emergency Hazardous Waste Spills | 1 800 222 6514 |
| Environmental Hotline to report an | Non emergency |
| Environmental Emergency | 780-644-1932 |
| | 911 |
| RCMP | 1 403 310-9473 |
| Fortis Alberta | 1-800-511-3447 |
| Atco Gas | 811 (24 hours) |
| Health Link Alberta | |
| Occupational Health & Safety | 1 866 415-8690 |
| Poison Control Center | 1 800 332-1414 |
| Department of Fisheries and Oceans | 1800-889-8852 |
| Emergency Response Team | Jeff Miller |
| | 403-507-1534 |
| First Aid Attendants | Jeff Miller |
| | 403-507-1534 |
| | Bill Miller |
| | 403-701-3064 |
| Supervisors | Jeff Miller |
| | 403-507-1534 |
| | 403-335-9393 |
| Hospital Didsbury Alta | 403-556-3381 |
| Hospital Olds Alberta | 403-335-8343 |
| Town of Didsbury Public Works | 403-335-3391 |
| Town of Didsbury Office | |





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

DATE: JANUARY 14, 2020

SUBJECT: COUNCIL REPORTS

BACKGROUND: According to the Procedural Bylaw 2019-03:

16. Councillor Reports

- Each Council member will be provided a maximum of two (2) minutes for the purpose of providing a verbal update on Committees and/or Boards.
- Any action required as a result of a Council Report shall be brought forward as a separate business item or Notice of Motion.
- Council members attending Committee, Commission and/or Board meetings as the appointed Council representatives shall provide a written report outlining the highlights of the meeting within 2 weeks of the meeting for inclusion in the next Regular Council Meeting Agenda.

| Date | Board Name | Councillor | Alternate | Mtg Rpt |
|-------------|---------------------------------------|------------------|-------------|---------|
| 7-Nov-2019 | PRL | Hunter | Baswick | x |
| 28-Nov-2019 | MVSH | Moore | | x |
| 20-Nov-2019 | CPAC | Poggemiller | Crothers | |
| 4-Dec-2019 | MPC | Crothers/Baswick | Moore | |
| 11-Dec-2019 | MV Regional Water Services Commission | Baswick | Poggemiller | x |
| 11-Dec-2019 | MPC | Crothers/Baswick | Moore | |
| 17-Dec-2019 | Didsbury Municipal Library | Engel | Windsor | x |
| 18-Dec-2019 | CPAC | Poggemiller | Crothers | |
| 18-Dec-2019 | Didsbury & Dist Historical Society | Engel | Windsor | x |

ADMINISTRATIVE REVIEW: If a Committee is not scheduled on a date listed above, Council should let Administration know so it may be removed from this list.

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: That Council accept the attached Council reports as information.

ALTERNATIVE OPTIONS:

Attachments: (May take the form of pictures, graphs, letters, etc.)

- Parkland Regional Library – Key Messages – November 2019*
- Mountain View Seniors' Housing – Key Messages – November 2019*
- Mountain View Regional Water Services Commission – December 11, 2019*
- Town of Didsbury Library Board – December 17, 2019*
- Didsbury & District Historical Society – December 18, 2019*

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 7, 2019

Organizational Meeting

Parkland's board has 12 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation. One vacancy remains on the Executive Committee. The board has until the February 20th board meeting to fill the vacancy, otherwise the seat will remain empty until the next year's organizational meeting in November.

Executive Committee

The Executive Committee has one new face, along with returning members.

Debra Smith, Board Chair (Village of Lougheed)

Sharolyn Sanchez, (Town of Penhold)

Jason Alderson, (Town of Rocky Mountain House)

Kevin Ferguson, (Town of Ponoka)

Bruce Gartside, (Village of Donalda)

Ray Olfert, (Town of Blackfalds)

Janine Stannard, (Town of Coronation)

Heather Ryan, (Town of Olds)

Megan Hanson, (Town of Sylvan Lake)

2020 Budget Approval

As of the date of the board meeting, PRL's 2020 budget was not yet approved. However, by November 13th, the budget reached approval by 73% of the member municipalities representing 67% of the population.

Trustee Orientation

A Board Member Orientation was given by Ken Allan with Miranda McGuire from the PLSB.

Alberta Library Conference 2019

Parkland will cover the costs for 3 board members plus the Board Chair to attend the Alberta Library Conference held from April 23 to 25, 2020 in Jasper. Barb Gilliat (Village of Alix), Gord Lawlor (Town of Stettler), and Ann Zacharias (Summer Villages of Sylvan Lake) will attend. Attendees are selected to attend through a ballot process.

2020 Board Meeting Dates

February 20 – Annual Report, Year in Review

May 28 – 2019 Financial Statements

September 17 – Budget Presentation for 2021

November 12 – Organizational Meeting

Library Card Sign up Month

PRL's Library Card Sign-up Month campaign was held this September. Alix Public was the star library this year, with a 34% increase in memberships. They received the Nintendo Prize package from PRL. There was an overall rise in memberships across the Parkland region of 4.5%

Building Update

Tricon Developments has forwarded PRL's application for a development permit to the City of Lacombe. Williams along with representatives of Tricon presented the request to council on November 12th, which was approved.

Tricon is working on the agreement between PRL and Tricon for the construction of the new building and selling of the current headquarters building. When complete, this agreement will provide the most cost-effective way to finance the new building. Signing an agreement with Tricon should occur soon, since based on the draft construction schedule, pouring the concrete pilings for the new building should occur by the end of November.

Based on cost estimates PRL may have to move more of its current furniture than expected. There may be insufficient money to purchase large amounts of new furniture. Staff have already investigated the cost of moving the contents of the current headquarters building. A quote is being prepared by Outsource Installations Ltd.

Based on the draft construction schedule, Parkland's planned move in date is the end of October 2020.

Advocacy Committee Activity

The Advocacy Committee has met once since the last board meeting. Nevertheless, they have been able to move forward on several objectives.

- A brief *What You Need to Know* trustee handout is in its first draft. Board members received it at this meeting.
- A Return on Investment (ROI) document that demonstrates the value municipalities receive from their membership in Parkland is nearing completion.
- The committee is working to educate PRL board members on their role as trustees and to promote attendance at board meetings. Staff will now track board member attendance so they can advise municipalities when a trustee misses two consecutive meetings. Under the Libraries Regulation it is assumed that a trustee who misses three consecutive meetings has resigned.
- There will soon be a document that clarifies the role of council in relation to their local library board.
- Advocacy Committee members contributed thoughts on how libraries are well positioned to help the provincial government balance their budget (for example, as an agency for service delivery).
- They discussed the value of regional library staff manning a booth at the AUMA trade show and are investigating whether presenting a session at AUMA instead would be a better use of time and money for this conference.

Lawlor stated that all of the current Advocacy Committee members wish to continue their service to the PRL Board; making room for two more members. Bill Rock volunteered and has joined the committee.

The Advocacy Committee members are:

Gord Lawlor, Chair, (Town of Stettler)
Barb Gilliat, Vice Chair (Village of Alix)
Jeanny Fisher, (Town of Daysland)
Stephen Levy, (Town of Sedgewick)
Norma Penney, (Village of Clive)
Janine Stannard, (Town of Coronation)
Cora Knutson, (Town of Bentley)
Deb Smith, Ex Officio, (Village of Loughheed)
Bill Rock, (Village of Amisk)

Community News from Trustees

Stettler Public Library will host a Wine Survivor night on November 16th at 7:00 p.m. The entry fee is \$20.00 and a bottle of wine. Last year they raised \$2,000.00 for the library.

The **Sundry Municipal Library** held a \$500.00 contest to local artists to have a mural painted in their library, with the winner Dax Stringer unveiling the Barb Bell memorial mural on September 30th.

Alix Public Library won the contest for Library Card Sign-up Month in September with a whopping 34% increase in membership. They received the Nintendo Switch Prize package from PRL.

Board Members Present

Debra Smith (Board Chair), Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Cora Knutson, Gord Lawlor, Faye Leicht, Daryl Loughheed, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias, Gavin Bates (Alternate for Glen Carrit), Greg Harris (Alternate for Dwayne Fulton)

With Regrets

Glen Carrit, Agnes Hoveland, Philip Massier, Heather Ryan, Stephen Levy

Absent

Jackie Almborg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, May Douglas Chamber, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Blair Morton, Roger Nichols, Rick Pankiw, Corby Parsons, Chris Ross, Sonia Temple

Guests

Bob Green, Ken Allan and Miranda McGuire (PLSB)

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Haley Amendt, Kara Hamilton

Next Meeting: February 20, 2020, 12:30 PM.



BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of November 28, 2019

- The MVSH Board met at the MVSH Administrative Offices in Olds Alberta for their regular scheduled Board meeting.

Key Messages

- The Board was updated on recent AHS Health Care funding concerns at all sites. All risk matters remain under review to ensure adequate care delivery hours and funding for residents at these sites. The Board was updated on meetings and progress with Alberta Health Services (AHS) related to the AHS Master Services Contract termination notice.
- The Board requested Management to prepare a draft letter to the Minister of Seniors and Housing to express concerns related to 1) downloading of costs from the Province to Housing Management Bodies (HMBs) in recent years, 2) equitable treatment for Alberta Seniors for Income Support, 3) access to capital financing by HMBs directly through Alberta Social Housing Corporation (ASHC) and or Alberta Capital Finance Authority (ACFA), 4) the challenges for MVSH in working with two different AHS zones, 5) the red tape bureaucracy for Use of Net Proceeds from Disposal of MVSH Assets transferred under Nominal Sum Disposal Agreement, 6) the red tape bureaucracy for reallocation of Capital Maintenance Renewal (CMR) funding already approved, and 7) extend an invitation for the Minister and Assistant Deputy Minister (ADM) to a site tour and visit with the Board to discuss these agenda matters.
- The Board discussed keeping the invitation open for our MLAs serving Mountain View County and Municipalities to attend our future meetings, as their schedules permit.
- This past Spring, the Board completed a series of four working sessions for developing a Strategic Business Plan. There are three identified areas of priority focused on Sustainability, Facilities Management and Business Continuity. The draft Strategic Business Plan will be presented for approval at the next meeting on January 23, 2020.
- The Board requested Management review the 2020 Proposed Schedule of Meetings with the intention of folding the Committees back into the Board, eliminating duplication and reducing board costs. Board meetings would be held bi-monthly in 2020 (shown in a separate attachment).



- The Board discussed the increasing costs of operations, the downloading of costs from the Province to Municipalities and the efforts by MVSH in streamlining, becoming efficient and productive in the allocation and use of budget resources in 2019 and continuing in 2020.
- The Board requested Management to provide a satisfaction survey to Residents and Families in 2020 and to provide feedback along with Management's response to the feedback with action plans. The Board further requested Management to provide for a satisfaction survey for Staff, alternating surveys every two years.
- The Board approved the 2020 MVSH Operating Budget for \$16,777,281 and the 2020-2024 Business Plan assumptions which will form part of the Strategic Business Plan to be presented for approval by the Board at their next meeting on January 23, 2020.
- The Board approved an increase in Lodge Resident Accommodation and Service Fees for up to 5% effective January 1, 2020.
- The Board approved the 2020 Municipal Requisition request of \$2,944,627.
- The Board reviewed the Q3 2019 Financial Reports (separate attachment) as well as the 2019 MVSH Operating Forecast and Budget Management strategies. The Board requested Management to look for efficiencies which will not affect resident care or services. The Board also reviewed and approved the 2019 Audit Plan, the updated 2019 Capital Budget and the Board Policy (BP014) on Capital Debt and Financing.
- The Board approved the borrowing of \$3 Million from Mountain View County (MVC) as for a term of 20 years at the ACFA rate of December 15, 2019. An administrative fee of \$30,000 one time will be paid to MVC for managing and borrowing these funds by agreement with MVSH. These funds will be used by MVSH to offset the current forecasted overdraft of \$2.5 Million before December 31, 2019.
- The Board was updated on the concept drawings for the future Life Lease parking shelter at Mount View Lodge. Funds for this project will come from Life Lease Reserves funded by the Life Lease in Olds. Tenants of the Old's Life Lease Units are requesting the Board make this project a priority. Tenants of the Sundre Life Lease Units has also expressed interest in making their future Life Lease Parking shelter a priority and the Board will incorporate these both into the capital planning and priority.
- The Board has review and approved another pricing option for Life Lease Tenants who wish to make additional life lease fee deposits over and above the current Schedule C pricing and pricing for suites. This option will enable tenants to receive a reduction on their basic rental fee for increments of \$25,000 up to \$200,000 of additional deposits. The hope is for this option to attract new residents to fill life lease vacancies.



- The Board requested Management to send a letter of request to the Town of Sundre asking them to reconsider taxation of the occupied Life Lease suites in Sundre.
- The Board continues in good faith negotiations with the AUPE Union on behalf of MVSH Staff at the Olds Mount View Lodge site.
- The Board expressed appreciation and support for the MVSH Foundation's fundraising in 2019 and its continuing efforts in 2020 for the 5th Annual Gala on April 2, 2020 at the Heritage Centre just east of Cremona and for the 10th Annual Golf Classic to be held at the Olds Heritage Golf Course on September 17, 2020. Please save the dates for both and support our Foundation raising funds for the furniture and equipment needs for our MVSH Seniors.

Next MVSH Regular Board Meeting

- The next regular Board meeting will be Thursday January 23, 2020 @ 5:30-9:00 PM at the MVSH Administration Offices, in Olds, AB.
- At this meeting, the Board will review Education and On-Boarding information in preparation for a Policy on Organizational Meetings and Orientation of New Board Directors starting in November 2020.

Questions

If you require any information or there are any questions related to this communication please contact a Board Director, Alternate Director or Sam Smalldon, CAO for MVSH at 403-556-2957 or by email at sam.smalldon@mvsh.ca.

Mountainview Regional Water Services Commission
Commission Organizational Meeting December 11th, 2019
Including December 11th minutes wrapping up the year.

Councillor, John Baswick's Report



PREAMBLE: The year 2019 has been proven to be one of the most successful. The twinning of our main service line to the communities of Innisfail, Olds, Didsbury, Carstairs and Crossfield, will insure an uninterrupted potable water supply for years to come. Credit has to be given to the dedicated staff, under the leadership of Chairman Rick Blair and Manager John Van Doesburg. This commission, of which I am proud to be a member, runs efficiently; with only pertinent matters presented to the board on the agenda. Meeting protocols are smoothly adhered to and all members are graciously given equal time for comment and input. Other commissions, boards and municipal councils could benefit from the manner in which these proceedings are conducted. Only salient items are placed on the agenda. Agendas are not fluffed up with items, just to fill a 2 or 3 hour time frame. If we can conclude the meeting in 1.5 hours, we do. This is a no nonsense, get it done group of dedicated individuals, who work hard for the interest of the Water Commission and their respective communities. The 2020 budget has been set and we look forward to another year of bringing fresh, safe water to the communities we serve.

ISL Pipeline Didsbury to Carstairs Twinning Update: Pipeline twinning is project has been completed. All areas have been restored seeded and harrowed. There will be some uncompleted surface work to be finished in the spring

NOTE: Effective April 1st 2020, Didsbury and other municipalities will be paying a revised \$1.70 per cube, down from the previously announced \$1.72 per cube.

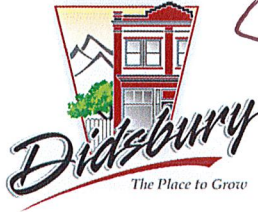
Technical Services: Wes Olstad, Operations Manager reported new particle counters have been installed. Laboratory proficiency testing has been completed and the UV dose reference probe has been calibrated.

Operations: Terry Stigings, Operations Manager, PLC upgrades were completed along with various pump inspections and necessary repairs carried out.

Maintenance: Van Stonhocker, Maintenance Manager, completed various continuous maintenance duties with Didsbury, Carstairs and Crossfield.

Manager's Report: John Van Doesburg relayed normal business activity with no surprises.

Financial: Samantha LaFontaine, Administrative Assistant is carrying out routine accounting duties under the supervision of the previous manager. Training continues as they work on our Year End.



Town of Didsbury Councillor Committee & Board Report

| | | |
|---|------------------------|----------------------------|
| Submitted by: Curtis Engel | | |
| Meeting: Didsbury Municipal Library | | |
| Date: Dec, 17 | Time: 7:00 PM | Location: Didsbury Library |
| Type of meeting | Board meeting | |
| Attendees | library Board Meeting. | |
| Meeting Highlights | | |
| <p>Financial reports. Updating wording in the policy manual Library presentation for March 17th. hoping to have it a DNP. i have put in a request</p> | | |
| Council Action Required? | | |
| Can the library board use the DNP march 17th 2020 for joint presentation with Carstairs. | | |

| | | |
|--|---------------|------------------|
| Submitted by: Curtis Engel | | |
| Meeting: Historical Society | | |
| Date: Dec, 18 | Time: 7 PM | Location: Museum |
| Type of meeting | Board Meeting | |
| Attendees | Board members | |
| Meeting Highlights | | |
| <p>talked about 100 Didsburiens Plans for G scale train Appreciation lunch for town. exploring what insurance is required for Museum use.</p> | | |
| Council Action Required? | | |
| | | |



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 14, 2020

SUBJECT: COUNCIL DIRECTIVES

BACKGROUND: Administration has developed a report for Council to examine the status of past requests of Council and Council meeting follow up items. This report will be provided monthly to Council for their review.

ADMINISTRATIVE REVIEW: Items depicted in Yellow have been completed. The next meeting that the directive is returned for Council's review, the yellow items will be removed.

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: That Council accept the attached Council Directives reports as information.

ALTERNATIVE OPTIONS:

Attachments: (May take the form of pictures, graphs, letters, etc.)

i. *Council Directives*

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|-----------------------------------|--|---------|------------------------|--|
| May 28, 2019 P&P | | | | |
| | Direct Administration to ascertain whether speed limit reduction in Town is viable – cost vs gains. | PS | June 11, 2019 | The purchase of a data collection apparatus was denied for the 2020 Budget. The Town has no way to gauge the viability of a speed reduction. Consider completed. |
| June 25, 2019 RCM | | | | |
| 273-19 | that Council accept the 2019 Town of Didsbury Recreation & Culture Survey Review and further direct administration to blend the 2019 Recreation Priorities and the 2019 Outlying Plan Priorities, updating the 2019 Master Plan with the 2013 Master Plan. | CS | December 10, 2019 | Due to timing of other projects, require extension to January 28, 2020 |
| 274-19 | that Council direct Administration to work with community groups to create the Cultural Master Plan to be completed by December 2020. | CS | December 8, 2020 | |
| July 9, 2019 RCM | | | | |
| 316-19 | That Council table a decision on the airport funding until Fall, 2019. | Council | Fall 2019 | Council decided to not make a decision on this at this time. Returned to October 22 RCM. |
| September 10, 2019 P&P | | | | |
| 6.a | Council requested that the Road Preservation Policy come back to the second P&P meeting in January 2020. | PW | January 28, 2020 | |
| September 23 2019 P&P | | | | |
| 6.d | Administration to come back to Council with recommendations. (with regard to Municipal Planning Commission Authorities Revision) | CAO | | Item on hold until permanent CAO in Place |
| 6.a | Would like Administration to bring an information fact sheet/campaign to the community reiterating the benefits of continuing to recycle. | CS/EA | | Currently processed and released to the public December 5, 2019 |
| October 8 2019 P&P | | | | |
| 6.c | Administration suggested that 3.2 should be removed from the current Policy and it will be at Council's discretion on how it is handled. (Proclamation Policy) | EA | | Proclamation Policy was before Council and approved on November 12th at the RCM |
| October 8 2019 RCM | | | | |
| 427-19 | that Council directs Administration to undertake advertising until October 31, 2019 to fill the positions of the Economic Development Advisory Committee | HR | | Advertising was extended until Nov 30, 2019 at the request of the Committee - members-at-large committee and Council appointments to be made in January 2020. |
| 429-19 | that Council direct Administration to bring back administrative review of this report, comparing other municipalities (Sherwood Park/Stony Plains) and investigate metered vs non-metered and user pay systems | CFO | | Completed - Council accepted the Administrative report as information on November 26, 2019 |

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|------------|---|---------|------------------------|--|
| 430-19 | that Council notify MVSH that the Town of Didsbury is not interested in taking on a loan of \$3,000,000.00 on their behalf. | EA | | Completed – letter sent |
| 431-19 | direct Administration to bring back two scenarios of subclass rates, taking into consideration the verbal report from Mr. Watson, to the second Regular Council Meeting in November, 2019 | DFO | November 26, 2019 | Motion rescinded by resolution 511-19. |
| 434-19 | direct Administration to contract Direct Energy for a 5-year fixed rate plan for electricity for sites other than street lights on the updated information. | CFO | | Contract signed (5 year fixed plan) and executed |
| 435-19 | that Council direct Administration to extend the current index program with Direct Energy for natural gas. | CFO | | Contract signed (extension of natural gas index program) and executed |
| 436-19 | direct Administration to include any and all motions of Council that give direction to Administration be included in the CAO Action Log and that the CAO Action Log be updated with all applicable motions made by Council since May 1st, 2019. | EA | | Complete Council Directives were brought to the November 26th RCM - this item is complete. |
| 437-19 | that Council direct Administration to complete a request for proposals for residential waste management services. | CFO | | |
| 438-19 | that Council approve a “Single” sponsorship in the amount of \$250.00 to be taken from Community Engagement payable to the Rotary Club of Olds. | FS | | Cheque #201901582 for \$250 dated October 25, 2019 - mailed to club |
| 439-19 | that Council direct Administration to create a policy for the dispensing of the community engagement budget line to bring back to the second RCM in November, 2019. | CAO/CFO | November 26, 2019 | discussed first draft at P&P on Nov 26, 2019 - approved December 10, 2019 RCM |
| 440-19 | that Council approve the expenditure of \$6,300.00 plus disbursements to come from Town’s accumulated Surplus, for a revised Traffic Impact Assessment for the current land use designations within Shantz Crossing. | CAO/PS | | The TIA is complete and with the Town for review prior to being sent to AT for approval. |
| 441-19 | that Council direct Administration to print for the Mayor’s signature and send the attached letter to the provincial government. | CAO/EA | | Letters sent – copied to Town Council |
| 443-19 | that Council direct Administration to prepare a letter for the Mayor’s signature, advising the Parkland Regional Library that Town of Didsbury Council recommends an increase to their 2020 budget of \$0. | CAO/EA | | Letter sent – copied to Town Council |
| 444-19 | that Council approve the \$25,411.00 be utilized from the Recreation Facilities Reserve for the replacement of the handicap lift at the Didsbury Memorial Complex. | CS | | Lift has been ordered and should be installed by end of January 2020. |

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|--------------------------------|--|--------|------------------------|--|
| 445-19 | that Council direct Administration to return the 2020 operating budget with \$4,788,676 as the Revenue from Tax with the following conditions: <ul style="list-style-type: none"> Continued level of transfer to reserves and amortization Continue to put \$266,000 (the 2019 amount) into reserves every year for RCMP and top up RCMP reserve annually to meet the next budget year's needs cost projection. Continue to put money into pathway reserve Maintain the Library allocation Maintain the Museum allocation Budget for the Culture Master Plan (CHAMPS - Culture, Heritage, Arts Master Plan) as per Resolution 209-19 Creation of dedicated reserves from land sales of Town of Didsbury land inventory. | CFO | | 2020 budget prepared with these items addressed in the budget |
| October 22 2019 P&P | | | | |
| 5.b | Council requested that this topic be returned to the November 12, 2019 meeting with numbers (23 rd St North) | PW | November 12, 2019 | Motion 515-19 in regards to 23rd St N; project completed |
| 6.a | Council requested Administration bring forward some ideas for a welcome package and return to the first meeting in December, 2019. | CS | 10-Dec-19 | Welcome package for film/creative industries with changes brought to January 14 P&P |
| 6.b | Make suggested changes Temporary Road Closure Policy and bring back to November 12, 2019 RCM. | CAO/EA | November 12, 2019 | This item was brought to the Nov 12 P&P and RCM and approved. |
| October 22 2019 RCM | | | | |
| 470-19 | that Council direct Administration to bring forward for Council's approval, a policy allowing the CAO to approve project overages of 10% or up to a maximum of \$100,000 | CAO | | See Resolution 499-19 - To be addressed with the Financial Controls Policy (February 2020) |
| 490-19 | that Council direct Administration to explore the options discussed during the closed meeting. | CAO | | |
| 491-19 | that Administration draft a letter for the Mayor's signature indicating that Council believes that the proposed Airport Agreement with Mountain View County is part of the current ICF review and will become part of that review. | CAO | | Letter received by MVC requesting a response by December 1, 2020. Letter signed by Mayor sent to MVC November 28, 2019 |
| 492-19 | that Administration engage a land agent to evaluate fully services industrial lot values in the Town of Didsbury. | CAO | | January 14th RCM Closed Meeting |

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|---------------------------------|--|---------|------------------------|---|
| | Council further directs Administration to base the evaluation of the required utility right-of-way upon the evaluation of the land agent, and further Council requests Administration to return to Council for consideration of any value to be paid to the developer for the registration of the necessary right-of-way. | | | |
| November 12 2019 P&P | | | | |
| 5.b | As suggested by CAO, Development & Planning will provide more detail in their report. Urban Systems requested to attend November 26th P&P Meeting if available. | D&P | November 26, 2019 | Due to aircraft issues, Urban Systems was unable to attend. But P&D brought a written update for Council at the Nov 26th RCM. |
| 6.b | CAO Authority to Approve Funds - CAO and CFO have been in discussion with how a policy should roll out. It should be brought back to council within a month | CFO/CAO | February 15, 2020 | Financial Controls Policy currently being drafted - due February 2020 - See resolution 499-19 |
| 6.d | Committees of Council Bylaw - Amendments were made and the bylaw will be brought back to the November 26, 2019 Regular Council Meeting. | CAO/EA | November 26, 2019 | Approved at November 26 RCM. |
| 6.e | Recovery Rates for Rec Facilities - Council directed Administration to bring back a report on recovery rates for the Town recreational facilities. | CS | No date Set | Due to workload, this item should be ready for March 2020 P&P |
| 6.f | CAEP Funding Bus. Rep - Council requested Administration bring this topic back to the November 26, 2019 P&P meeting regarding the \$500 ongoing support to the Chamber. | CAO | November 26, 2019 | Item removed from P&P based on request from Chamber |
| November 12 2019 RCM | | | | |
| 498-19 | Motion by Deputy Mayor Moore that Council direct Administration to: a. Fund the excess project amount of \$219,353 for Rosebud Lift Station from Wastewater Reserves; b. Reserve \$600,000 from 2019 lot sales to General Reserves; c. Reserve \$50,000 from 2019 parks budget to Pathways & Trails Reserves for the Valarosa pathway in 2020; d. Reserve \$7,500 from 2019 municipal enforcement budget to Municipal Enforcement Reserves for training courses in 2020. | CFO | No date set | Adjusting entries and money transfers completed. |
| 499-19 | that Council rescind Resolution 470-19 and direct Administration bring back a Financial Controls Policy by February 2020. | CFO | February 1, 2020 | |

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|------------|---|--------|------------------------|---|
| 510-19 | that Council choose Plan F with on duty coverage for 2020 Group Accident Insurance | HR | No date | On November 13, 2019 the completed agreement was sent to AUMA for Plan F with on-duty coverage for 2020 group accident insurance. |
| | That Council direct administration to bring back three scenarios of residential subclass tax rates for unserviced Didsbury lots, including subclass tax rates as follows: i. 2% lower than the residential tax rate; ii. A 4.16% subclass tax rate; iii. A 5.7% subclass tax rate And, further, that the impact on revenue from taxes for the 2019 assessment be returned to the December 10, 2019 regular council meeting. | CFO | December 10, 2019 | RFD to Council December 10, 2019 |
| 512-19 | that Council direct Administration to compose a letter for the Mayor's signature asking the Town of Carstairs to consider extending their termination of the RCMP administrative support contract to March 31, 2020. | EA | No Date | Letter sent - copied to Town Council November 19, 2019 - Extension was granted. |
| 512-19 | that Council direct Administration compose a letter to Mountain View County requesting they consider an amendment to our current agreement that being a 50/50 with the Town of Didsbury for the administrative support person at the Didsbury RCMP Detachment. | EA | No Date | Letter sent - copied to Town Council November 19, 2019 |
| 515-19 | that Council approve an expenditure of up to \$41,000 for road R&M of 23 rd Street North. | PW | No Date | Work has been completed. |
| 516-19 | that Council move the deadline for the completion of Professional Development Plan to November 15, 2019 and the review of the plan take place at the November 26, 2019 Policies and Priorities Meeting. | CFO | November 26, 2019 | Will be postponed to January 14, 2020 |
| 517-19 | that Council authorizes Administration to write off the outstanding net accounts receivable balance for \$4,701.20. | CFO/FS | No date | Finance completed necessary adjusting entry for amount stated |
| 518-19 | that Council authorizes Administration to write off the outstanding accounts receivable account #52047 for \$2,370.40. | CFO/FS | No date | Finance completed necessary adjusting entry for amount stated |
| 532-19 | that Council direct Administration to bring back a full financial report dealing with Rosebud trunk line and 20th Ave to the December 10, 2019 regular council meeting. | CFO/PW | 10-Dec-19 | Brought to to January 14, 2020 RCM |
| 533-19 | that Council direct Administration to review all library documents and legislation and bring all into line with the Libraries Act and bring back to December 10, 2019 regular council meeting. | CAO | 10-Dec-19 | Brought to January 14, 2020 RCM |

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|---------------------------------|--|-------|------------------------|--|
| 534-19 | that Council contact the selected candidate with an offer based on the conditions of Council. | CAO | | CAO recruitment complete. |
| 535-19 | that Council recognize Beverly Zwart for the Art Wall as outlined in the Community Recognition Policy. | CAO | | Recognized December 10, 2019 |
| November 26 2019 P&P | | | | |
| 6.a | Financial Support for Community Groups Policy - Bring back to RCM with amendment to 3.5 as discussed on December 10, 2019. | CS | December 10, 2019 | Item on December 10, 2019 RCM agenda for Council decision - Approved |
| 6.c | "Concerns of Council" to be a new agenda item effective January 1, 2020. | CAO | January 14, 2020 | On January 14, 2020 agenda - New Business |
| November 26 2019 RCM | | | | |
| 545-19 | that Resolution 512-19 be amended by placing the acronym "RCMP" in front of the words "administrative support". | EA | EA | Amendments done to Minutes - CAO and Mayor Signed off. |
| 546-19 | that Resolution 515-19 be amended to include the word "Council" in front of the words "Professional Development". | EA | EA | Amendments done to Minutes - CAO and Mayor Signed off. |
| 548-19 | that Council direct administration to amend the 2019 Capital Budget for the main street road drainage rehab 15th to 17th Streets project from \$800,000 to \$32,617. | CFO | January 14, 2020 | Amended budget released. |

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|------------|--|-------|------------------------|---|
| 549-19 | <p>that Council direct administration to investigate/ research the noted directives and bring back an amended 2020 Capital Budget to the January 14, 2020 Regular Council Meeting.</p> <p>Noted changes are:</p> <ul style="list-style-type: none"> • Project 1 – investigate asset management software which integrates infrastructure, fleet, buildings (all inclusive) such as Citywide Management Software; • Project 4 – eliminate paved pathway, bring back most cost effective sidewalk design plan; • Project 7 – remove 22nd Ave. sidewalks – include in multi-year capital plan; • Project 8 – assess if funds from Project 4 can pay for project 8; investigate cost of warning lights integrated into crossing signal; • Investigate if Project 15 can be funded by excess Project 4 money. • Project 12 – investigate operating cost to contract street sweeping for the Town; • Project 13 – investigate alternate brand cost (average); fund one from reserves in 2020 and include one in multi-year capital plan • Project 16 – eliminate traffic message board from 2020 budget • Project 17/18 – remove from budget – include in multi-year plan. | | January 14, 2020 | Included on January 14, 2020 RCM agenda |
| 550-19 | <p>that Council direct Administration to bring back additional information, or adjust the 2020 Operating Budget as below and return it to the March 10, 2020 Regular Council Meeting to include summary of tax rates paid for each class of property.</p> <ul style="list-style-type: none"> • Programs– assessment of revenue to expenditures – are there overlaps? • Consider modified Canada Day celebrations in Council budget; • Increase other community facilities R & M to 5,000. • that the new Parks/Arena full-time employee position be reviewed when the new CAO is in place. | CFO | March 10, 2020 | |

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|-----------------------------|---|--------|------------------------|---|
| 557-19 | Utility Rate Structure Decision - that this item be postponed to a future meeting once a permanent CAO is in place. | CAO | | |
| 558-19 | Airport Sub-Agreement - that Council decline to enter into a shared services sub-agreement for the Airport at this time. | | | Letter signed by the Mayor dated November 28, 2019 to MVC |
| 560-19 | that Council accept the Signage Fees as information and direct Administration to review what other communities are doing with regard to signage. | CFO | | Signage review brought back as part of Rates and Fees Bylaw RFD for decision December 10, 2019 |
| 561-19 | that Council direct Administration to respond to the Minister of Service Alberta with the designated contact person being the CAO of the Town of Didsbury. | EA/CAO | | Letter sent via e-mail providing CAO's contact information |
| 562-19 | that Council approve funding in the amount of \$2000 for the cost associated with hanging garland downtown for the Christmas season, to be paid from the EDC/HAC Committees budget line. | FS | | Invoice received, submitted for payment week of December 3, 2019 |
| 563-19 | that Council approve a donation of an additional \$25.00 to the Didsbury Farm & Ranch Bonspiel to be paid from Council Community Engagement budget line and that we appoint a town representative to curl in the event. | FS | | Misc payment voucher prepared; submitted for payment week of December 3, 2019; Call for participant done. |
| 572-19 | that Council direct Administration to use Planning & Development operating budget for Planning Services to conduct, up to a maximum of \$7,500.00, a land appraisal. | PW/CFO | | |
| 573-19 | TELUS Communications - that Council direct Administration to proceed with the development permit process and resulting public consultation process for the proposed location and proposed style of tower. | PW | | |
| December 10 2019 RCM | | | | |
| 579-19 | that Council direct Administration to amend Resolution 550-19 to include a fourth bullet: that the new Parks/Arena full time employee position be reviewed when the new Chief Administrative Officer is in place. | CAO | | Resolution was amended. |
| 593-19 | that Council direct Administration to review the possibility of a perpetual care fee being created for the Didsbury Cemetery and bring it back to Council for review for the 2021 Rates Fees and Fines Bylaw. | CAO | | |
| 597-19 | that Council direct administration to bring information regarding lots that are unserved, 1 acre in size and up and do not have access to Town utility services by January 14, 2020 | CFO/FS | | Included on January 14, 2020 Agenda |

| Resolution | Motions | Resp. | Action/Completion Date | Status |
|------------|---|--------|------------------------|--------------------------------------|
| 601-19 | that Council direct Administration to complete a Request for Proposal to demolish the old fire hall building and to prepare appropriate documentation to make the property available for sale. | PW/CFO | | |
| 606-19 | that Council direct Administration to bring back all available information on the off-site levies for the Poplar Ridge subdivision and return it to Council prior to December 31, 2019. | CAO | December 31, 2019 | |
| 605-19 | that Council directs administration to enter into talks with the developer of Poplar Ridge to endeavour to mitigate three issues impeding development, slope stability study, stormwater and the roadside development permit. | CAO | | |
| 621-19 | that Council direct the Chief Administrative Officer to procure planning services. | CAO | | Planning services contracted. |
| 622-19 | that Council direct the Chief Administrative Officer to discuss policing options as directed. | CAO | | |
| 625-19 | that Council direct Administration to enter a tax deferral agreement for roll numbers 2600000, 2601000, 2602000, 2603000, and 2604000 with respect to the 2019 taxation year and with respect to only the municipal portion of taxes, with a due date of December 31, 2020, or until each of the properties are sold, whichever is earlier and in doing so waive the penalty on tax arrears on January 1, 2020 and to back date the deferral agreement to the date of request, thus reimbursing the taxpayer November's TIPP payment. | CFO | | Tax deferral agreement entered into. |



Mountain View C O U N T Y

December 11, 2019

Via e-mail: rhunter@didsbury.ca

Mayor Rhonda Hunter
Box 790
Didsbury, AB T0M 0W0

Dear Mayor Hunter:

Re: Mountain View County and Town of Didsbury and Town of Carstairs Agreement Administrative Support to R.C.M.P. Contract Termination Effective March 31, 2019.

I am in receipt of your letter of November 19, 2019 requesting that Mountain View County consider increasing its funding support of the Didsbury R.C.M.P. Administrative Position to an equal 50/50 partnership, reflecting the Town of Carstairs' recent notification that they will be terminating their involvement effective February 1, 2020.

At the November 27, 2019 Regular Council Meeting, Mountain View County considered the funding level that it contributes to the Didsbury R.C.M.P. Administrative Support position. Due to upcoming changes to the municipal policing costing formula proposed by the Province of Alberta, which will result in Mountain View County becoming responsible for a significant share of the cost of Municipal Policing, Council has decided to provide notice to the Town of Didsbury that they intend to terminate the R.C.M.P. Administrative Support Contract effective March 31, 2020. This date was selected as it corresponds with the Town of Didsbury's transition onto the Municipal Policing Contract.

I would like to thank the Town of Didsbury for the administration of this position, which has contributed positively to all our communities.

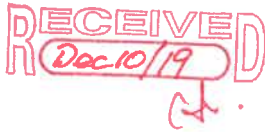
If you have any questions or concerns on the above, please do not hesitate to contact me.

Sincerely,

Bruce Beattie
Reeve

CA/vl

pc Amanda Riley, Interim Chief Administrative Officer



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR98902

December 4, 2019

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

Dear Mayor Hunter,

In August, our government provided \$597 million in interim Municipal Sustainability Initiative (MSI) funding to help municipalities and Metis Settlements move forward with their local priorities.

I am pleased to confirm the additional \$74 million in MSI capital funding announced as part of Budget 2019. Combined with the interim funding, municipalities and Metis Settlements will have access to \$671 million in MSI funding, \$641 million under the capital component and \$30 million under the operating component.

For the Town of Didsbury, the additional MSI capital funding is \$68,383; \$31,986 under the MSI component and \$36,397 under the Basic Municipal Transportation Grant (BMTG) component. When added to the MSI capital funding of \$723,515 committed through the Interim Supply in August 2019, your municipality's total capital funding for program year 2019 is \$791,898. Your municipality's MSI operating funding for 2019 remains unchanged at \$159,336.

The Future of MSI

Our government committed to helping municipalities meet their infrastructure needs with predictable, long-term funding, and Budget 2019 fulfills this commitment.

In 2020, capital funding will be \$963 million (including MSI Capital and BMTG). This represents a 9 per cent reduction from the previous provincial budget. In 2021, capital funding will be \$897 million (including MSI Capital and BMTG). This represents a 14 per cent reduction from the previous provincial budget. In both years, MSI Operating will be \$30 million.

Allocation estimates for 2020 and 2021 are now available online at open.alberta.ca/publications/municipal-sustainability-initiative-allocation-estimates-2020-2021.

In 2022 and beyond, funding amounts will be determined by the Local Government Fiscal Framework.

.../2

Local Government Fiscal Framework

The Local Government Fiscal Framework replaces the MSI program (including BMTG) beginning in 2022. It includes new legislation passed as part of this year's budget, which determines how much capital funding the province must provide to municipalities every year. The framework also includes \$30 million in annual operating funding, though this is not legislated.

In 2022, municipalities will receive \$860 million in capital funding. Calgary and Edmonton will share \$455 million, and other municipalities will share \$405 million.

In following years capital funding will change depending on changes in provincial revenue, which means that municipalities will share in the success of the province. The funding amount will be published two years in advance. For example, the province is legally required to publish the funding amount for 2023 on or before September 30, 2021. Predictable funding will make it easier for municipalities to plan for the future and fulfill planning requirements.

Our government is proud to support municipalities through the Local Government Fiscal Framework, and I will be seeking municipal support in the next steps of this important work. This will include developing a formula to distribute the funding among municipalities, and determining the administrative elements of the program including project eligibility, and application and reporting requirements.

I understand that provincial support is critical for Albertans to receive the infrastructure and services they expect. Working together, as partners, we can ensure these needs are met and set the course for a prosperous future.

Yours very truly,



Kaycee Madu
Minister

cc: Amanda Riley, Interim Chief Administrative Officer, Town of Didsbury



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR 97607

Subject: 2019/20 Fire Services Training Program Grant

Dear Chief Elected Officials,

It is my pleasure to announce Municipal Affairs is providing \$500,000 in grant funding for the 2019/20 Fire Services Training Program.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses that may be approved for delivery under this grant will align with key outcomes:

- Alberta communities are supported in developing capacity to prevent, prepare for, and respond to identified risks.
- Training of fire services remains current and is updated as required.
- Training aligns with and supports community planning.


In order to maximize resources, collaboration involving multiple municipalities is encouraged, with one municipality applying as the grant's administrator. Please encourage your fire officials to work closely with other fire and rescue departments within your area when applying.

The grant guidelines and project application form are available on the Municipal Affairs' website at www.alberta.ca/grants-for-fire-and-rescue-training.aspx. Please forward this information to your chief administrative officers and fire chiefs so they may complete the application form.

Regional technical advisors from the Office of the Fire Commissioner are available to assist municipalities with the application process upon request. Should you have any questions regarding the grant applications or the program guidelines, please feel free to contact the Grants Coordinator at 1-866-421-6929 or firecomm@gov.ab.ca.

I wish you all the best with your fire service training projects.

Yours very truly,



Honourable Kaycee Madu
Minister of Municipal Affairs

Minutes
Mountain View Regional Water Services Commission
Organizational Meeting
November 20, 2019

Members Present:

Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jo Harper – Town of Olds
Mary Ann Overwater – Town of Olds alternate

Also Present:

John Van Doesburg – Manager
Terry Stigings – Operations Manager
Wes Olstad – Technical Manager
Van Stonehocker – Maintenance manager
Samantha Lafontaine – Finance Manager and Board Secretary
Brenda Bayley – Admin Assistant

1. Call to Order

Manager John Van Doesburg called the meeting to order at 9:00

2. Introductions

Each member identified themselves and the town that they represent

3. Declaration of Directors Representation

The following individuals have been appointed as representatives and alternatives by their respective Town Councils:

Representatives

Jim Romane – Town of Innisfail
Robb Stuart – Town of Bowden
Mary Jane Harper – Town of Olds

Rick Blair – Town of Carstairs
Jo Tennant – Town of Crossfield
John Baswick – Town of Didsbury

Alternates

Gavin Bates – Town of Innisfail
Randy Brown – Town of Bowden
Mary Anne Overwater – Town of Olds
Marty Ratz – Town of Carstairs
Liz Grace – Town of Crossfield
Erhard Poggemiller – Town of Didsbury

4. Commission Appointments

Election of Chairman for 2018

John Baswick nominated Rick Blair as Chairman. Rick Blair accepted the nomination.

There were 2 more calls for nominations. There were no further nominations.

Jim Romane moved nominations cease.

Carried

Rick Blair will be the Chairman for 2019/2020.

Election of Vice Chairman

Robb Stuart nominated Jo Tennant as Vice Chairman.

Jim Romane nominated himself as Vice Chairman. John Baswick seconded the nomination.

Ballots were submitted and counted. Mary Jane moved that the ballots be destroyed.

Carried

Jim Romane will be the Vice Chair for 2019/2020.

Signing Authorities

All commission cheques must be signed by a board member and a member of administration.

Moved by Jim Romane that the Chairman or Vice Chairman will have signing authority on behalf of the board and that John Van Doesburg and Wesley Olstad will have signing authority on behalf of the administration.

Carried

Appointment of Auditor

John Baswick moved that we reappoint Pivotal LLP Chartered Professional Accountants as the auditor for the Commission.

Carried

Commission Meeting Dates and Times

Moved by Mary Jane Harper that the Commission meet at the Anthony Henday Water Treatment Plant every second Wednesday of each month with the exception of August. The meetings will commence at 9:00 a.m.

Carried

Adjournment

Mary Jane Harper moved that the meeting be adjourned at 9:14.

Carried

Chairman

Manager

Minutes
Mountain View Regional Water Services Commission
Regular Meeting
November 20, 2019
Meeting held at the Anthony Henday Water Treatment Plant

Members Present:

Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail - Vice
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jane Harper – Town of Olds

Also Present:

John Van Doesburg – Manager
Terry Stigings – Operations Manager
Wes Olstad – Technical Manager
Van Stonehocker – Maintenance manager
Samantha Lafontaine – Finance Manager
Brenda Bayley – Admin Assistant
Mary Anne Overwater – Town of Olds alternate

1. Call to Order

Chairman Rick Blair called the meeting to order at 9:15 am.

2. Adoption of Agenda

Moved by Robb Stuart to adopt the agenda as amended to include Conference Protocol in New Business.

Carried

3. Approval of Oct 9, 2019 Regular Meeting Minutes

Robb Stuart motioned to amend the minutes showing that John Baswick was present and not on tele-conference.

Moved by Jim Romane to approve the minutes as amended.

Carried

4. ISL Engineering Project Review

John Van Doesburg presented the ISL Engineering's Progress Report.

John Van Doesburg motioned to formally thank John Opendries for his service to the project.

Carried

John Baswick motioned to accept the ISL Engineering Project review.

Carried

5. Reports

Chair Report – Rick Blair presented the Chair's Report.

As requested by Mary Jane Harper, John will email speaking notes to the Board.

Operations Report – Terry Stigings presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Rick motioned to accept reports for information.

Carried

Finance Report – Samantha Lafontaine presented the Finance Report.

Moved by Jim Romane to accept Financial Report for information.

Carried

John Van Doesburg motioned to break at 10:15.

Carried

Meeting resumed at 10:25

Jo Tennant joined meeting at 10:25.

6. New Business

c. i. Cost of living

ii. MVRWSC Operating Budget

John Van Doesburg presented 2020 proposed budget. Jo Tennant motioned to accept the MVRWSC budget.

In camera Session

Moved by Mary Jane Harper to move in Camera.

Carried

Staff Members left the meeting at 10:55.

Moved by John Baswick to come out of camera at 11:15.

Carried

iii. Rates Bylaw

Robb Stuart motioned to read Bylaw No. 15-2019 for the first time.

Carried

d. Conference Protocol

Rob motioned that if a chair cannot attend a conference, then the vice chair should attend.

Carried

8. Next Meeting December 11, 2019 at Anthony Henday Water Treatment Plant

9. Adjournment

Moved by Jim Romane to adjourn the meeting at 11:40.

Carried

Chairman

Manager

Minutes
Mountain View Regional Water Services Commission
Regular Meeting
December 11, 2019
Meeting held at the Anthony Henday Water Treatment Plant

Members Present:

Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail - Vice
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jane Harper – Town of Olds

Also Present:

John Van Doesburg – Manager
Wes Olstad – Technical Manager
Van Stonehocker – Maintenance manager
Samantha Lafontaine – Finance Manager
Terry Wood – Finance Manager/Consultant
Erhard Poggemiller – Town of Didsbury alternate

1. Call to Order

Chairman Rick Blair called the meeting to order at 10:00 am.

2. Adoption of Agenda

Moved by John Baswick to adopt the agenda as amended to include Conference Protocol in New Business C.

Carried

3. Approval of Nov 20, 2019 Organizational/Regular Meeting Minutes

Mary Jane Harper motioned to amend the minutes showing that her name was spelled incorrectly on the Organizational Meeting Minutes, that Mary Anne Overwater was spelled incorrectly and Jo Tennant was not present for the Organizational Meeting. Mary Jane Harper then motioned to accept the minutes as amended.

Moved by John Baswick to approve the Regular Meeting Minutes.

Carried

4. ISL Engineering Project Review

John Van Doesburg presented the ISL Engineering's Progress Report.

5. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – Van Stonehocker presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Mary Jane Harper asked John Van Doesburg to email speaking notes to the Board, as per the last meeting.

Jo Tennant motioned to accept reports for information.

Carried

Finance Report – Samantha Lafontaine and Terry Wood presented the Finance Report.

Moved by Robb Stuart to accept the Financial Report for information.

Carried

6. New Business

a. Rates Bylaw 14-2019 – 2nd & 3rd Reading

Jo Tennant motioned to approve the 2nd Reading of Rates Bylaw 14.

Carried

John Baswick motioned to approve the third and final reading of Bylaw 14-2019.

Carried

c. Conference Protocol

Board Conference Protocol Policy presented. Mary Jane Harper suggested the policy needs more detail and information prior to passing. John Van Doesburg will amend and present at the January 8, 2020 meeting.

8. Next Meeting January 8, 2020 at Anthony Henday Water Treatment Plant

9. Adjournment

Moved by Jo Tennant to adjourn the meeting at 11:20.

Carried

Chairman

Manager



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 14, 2020

SUBJECT: GALLERY QUESTION PERIOD

BACKGROUND:

ADMINISTRATIVE REVIEW: The Town of Didsbury Procedural Bylaw gives an opportunity for gallery members to ask Council a question or make a comment relative to any current Town-related Issue. The following regulations to Gallery Question Periods apply:

- A maximum of fifteen (15) minutes shall be allocated for Gallery Question Period. No presenter shall be permitted to utilize more than two (2) minutes for their respective question or comment. Gallery members may be permitted a second 2-minute allocation only if no other gallery members indicate a desire to speak when the Chair asks the question; gallery members may be provided a maximum of two (2) opportunities to present in Gallery Question Period, if time permits.
- A presenter who utilizes Gallery Question Period shall state their name and direct all questions and comments to the Chair.
- Questions and comments must be of a professional nature and shall at no point make personal attack against any Council Member or member of Administration. At the discretion of the Chair questions or comments that have been previously posed in front of Council may be restricted.
- In the event that more than two presenters would like to speak on the same topic, they are encouraged to utilize the Delegation period as outlined in Section 17.
- Members of Council and Administration shall not provide response to questions or comments during the Gallery Question Period. The Chair may choose to respond to comments or questions on behalf of the Town of Didsbury. If Council determines that the question or comment necessitates a response or further investigation, a notice of motion in accordance with Section 13 shall be issued.

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: N/A

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

None

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer

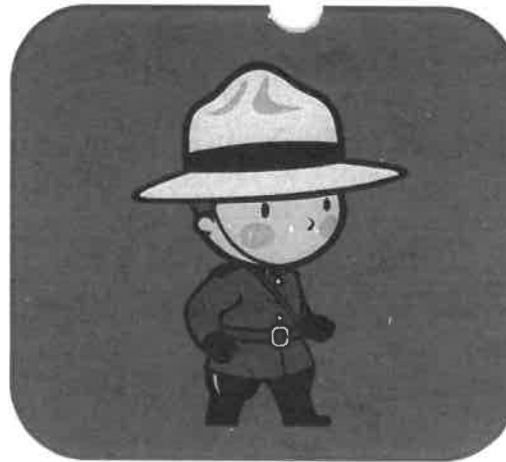
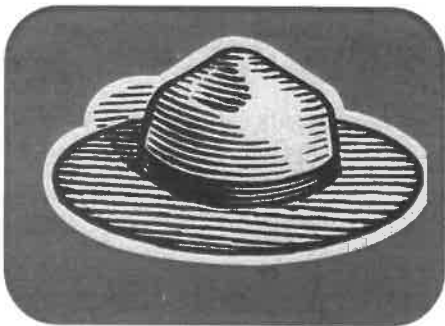
Approval: _____

We Need You To Volunteer!

*Do you want to have input
into crime prevention in
your community?*

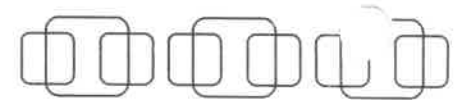
*Do you care about your
community and your
property and want to see a
decrease in criminal
activity?*

*Can you make the time for
FIVE meetings a year?
(2nd Wednesday of January,
March, May, September and
November.)*



***Didsbury Regional
Community Policing
Advisory Committee
(2010)***

***C/o Didsbury RCMP
Box 1270
Didsbury AB T0M 0W0
Email
ian.kennedy@shaw.ca***



**Didsbury Regional
CPAC**

**Community
Policing Advisory
Committee**



DIDSBURY REGIONAL COMMUNITY POLICE ADVISORY COMMITTEE (2010)

GOALS & OBJECTIVES

1 to 5 YEARS

Develop and fund programs that assist police and educators alike to achieve their goals of reaching and guiding the children through to a safe and productive adult lifestyle.

- By identifying and developing positions on issues that concern the communities served by our committee.
- By fundraising and applying for grants to support our various initiatives.
- By developing working relationships/alliances with other likeminded groups within the communities served by our committee.
- By encouraging an open dialogue between all shareholders.
- By nurturing and enhancing government relationships on every level (town, county, provincial, federal).
- By lobbying for a full time police resource officer in all schools in our area.

Become a focal point and voice for the communities we serve by identifying and addressing areas of concern for the citizens of our district.

- By encouraging the general public to attend open meetings with guest speakers.
- By rotating our meeting venues throughout the district we encompass.
- By being open and honest in our communications.

Operate an effective, volunteer driven organization.

- By encouraging effective governance principles.
- By providing an environment where appropriate volunteers can be recruited and retained.
- By co-operating with other organizations to reduce duplicate effort.
- By being financially responsible.
- By recognizing our volunteers and their efforts on behalf of the organization.

Maintain a daily presence in the communities in the form of a store front office accessible to everyone.

- By establishing a storefront office in each community served.
- By staffing this office with appropriate volunteer staff.
- By having literature and information pamphlets available.
- By having crime statistics and graphs available to demonstrate the program is working.

5 to 10 YEARS

Become an independent self-sustaining partner in the communities we represent.

- By becoming self-sufficient in our fundraising efforts thereby reducing our dependency on government support and assistance to fulfill our mandate.
- By following-up and following-through on all commitments that are undertaken.
- By maintaining our daily presence in the communities in the form of a store front office accessible to everyone.
- By offering a “crime stopper” like connection to the local authorities by assuring anonymity.
- By establishing a block watch program to provide safe homes for children.
- By supplying and erecting signage in our communities such as “YOU ARE ENTERING A CRIME FREE ZONE, HANDLE YOURSELF ACCORDINGLY”.



Didsbury & District Community Policing Advisory Committee (CPAC)

Terms of Reference

Didsbury RCMP Detachment

The Didsbury & District CPAC Committee was established for the purpose of formalizing the process for receiving input from the community and the partnership between the community, the Didsbury RCMP and local government.

Objectives:

The objectives include, but are not limited to the following:

1. To advise and provide input to the Didsbury Detachment Commander on policing priorities and objectives identified through community input, for Council consideration and approval.
2. To make recommendations on community policing initiatives based on identified trends and issues.
3. To keep the Didsbury Detachment Commander informed of emerging trends and issues within their community.
4. To receive regular reports from the Didsbury Detachment Commander concerning community policing issues, initiatives and statistics as requested by the Committee.
5. To receive and address issues brought to the CPAC Committee by the citizens within the Didsbury RCMP Detachment service area.
6. To attend community events and meetings, when reasonably practical and/or when invited, regarding the roles and responsibilities of the Didsbury CPAC Committee.

Mountain View County, Town of Didsbury, Town of Carstairs, Village of Cremona and the Didsbury RCMP recognize the value and benefit of the community policing concept which enhances the quality of life for residents.

The Didsbury & District CPAC reflects the demographics of the community served by the Didsbury RCMP and provides liaison among Council, residents, community groups and the RCMP.

Membership:

The Didsbury & District CPAC shall be comprised of, but not limited to:

- Detachment Commander of the Didsbury RCMP Detachment or Designate
- One (1) Representative from Council or designate (Mountain View County; Town of Didsbury; Town of Carstairs; Village of Cremona)
- One (1) Representative from Chamber of Commerce (Town of Didsbury; Town of Carstairs; Village of Cremona)

- One (1) Representative from Search & Rescue (SAR)
- One (1) Representative from Rural Crime Watch (RCW)
- One (1) Representative from Citizens on Patrol (COP)
- One (1) Member at large
- One (1) Youth Representative

All members must be approved by the Didsbury CPAC Committee.

Organization and Structure:

The Didsbury & District CPAC in collaboration with the Didsbury Detachment Commander is responsible for establishing and maintaining the Terms of Reference of the Didsbury CPAC with input from its membership.

Meetings:

The Didsbury & District CPAC Committee will meet quarterly on the third Wednesday of January, April, July, and October. Otherwise the CPAC will establish its own rules and procedures for performing its duties.

At the first meeting of the year, CPAC shall elect a Chair; Vice-Chair; and Secretary-Treasurer (not the Detachment Commander).

A majority of the members (50% + 1) shall constitute a quorum at CPAC Meetings on voting items. Any member who is in potential conflict of interest must abstain from voting and/or the discussion in general.

Special meetings may be called as requested by the Didsbury Detachment Commander or Chair. Members shall receive not less than forty-eight (48) hours notice of such special meeting.

All Members shall have a right to vote on any motion before the CPAC.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

DATE: JANUARY 14, 2020

SUBJECT: NOTICE OF MOTION

BACKGROUND: The Town of Didsbury Procedural Bylaw 2019-03 allows for Council to direct Administration to include an agenda item at a future Council meeting through the use of a "Notice of Motion".

ADMINISTRATIVE REVIEW:

RELEVANT LEGISLATION: Bylaw 2019-03 "Procedural Bylaw"

BUDGET IMPLICATIONS: N/A

STRATEGIC PLAN ALIGNMENT: An Informed and Engaged Community

RECOMMENDATION: That Council direct Administration to return to a future Council meeting with the following items:

ALTERNATIVE OPTIONS: N/A

Attachments: (May take the form of pictures, graphs, letters, etc.)

None

PREPARED BY: D. Porath, Executive Assistant

REVIEWED BY: E. Gorner, Chief Administrative Officer

Approval: _____