



TOWN OF DIDSBURY AGENDA

Regular Council Meeting

Monday, September 25, 2023, 6:00 pm

Council Chambers 1606 14 Street

Pages

1.	<u>CALL TO ORDER</u>	
2.	<u>ADOPTION OF THE AGENDA</u>	
3.	<u>DELEGATIONS/PRESENTATIONS</u>	
4.	<u>ADOPTION OF MINUTES</u>	
4.1	September 12, 2023 Regular Council Meeting Minutes	2
5.	<u>PUBLIC HEARINGS</u>	
6.	<u>REPORTS</u>	
6.1	September 25, 2023 Council Reports	8
6.2	Chief Administrative Officer (CAO) Report for September 25, 2023	9
7.	<u>BYLAWS & POLICIES</u>	
7.1	Bylaw 2023-16 Rosebud Valley Campground Rates and Fees (3rd Reading)	30
7.2	Bylaw 2023-17 Didsbury Municipal Library Board	33
8.	<u>BUSINESS</u>	
8.1	Municipal Planning Commission - Temporary Appointment	35
8.2	Parkland Regional Library Systems 2024 Budget	36
8.3	Rosebud Valley Campground - Winter Standards	58
8.4	Alberta Municipalities Committee	61
8.5	2023 Alberta Municipalities Resolutions	64
8.6	Parking Requests	67
9.	<u>CORRESPONDENCE & INFORMATION</u>	68
	• CAEP Connections	
10.	<u>COUNCIL MEETING HIGHLIGHTS</u>	
11.	<u>QUESTION PERIOD</u>	
12.	<u>CLOSED MEETING</u>	
12.1	External Interface - Section 25 & 29	
12.2	Alberta Municipalities Resolutions - Section 24 of the FOIP Act	
12.3	Strategic Planning - Section 23 of the FOIP Act	
12.4	Governance Updates - Section 23 & 24 of the FOIP Act	
13.	<u>RECONVENE</u>	
14.	<u>ADJOURNMENT</u>	



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: September 25, 2023
SUBJECT: September 12, 2023 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Minutes of the September 12, 2023 Regular Council Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the Minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

That Council move to adopt the September 12, 2023 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting
Held on September 12, 2023
Commencing at 6:00 p.m.**

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

Council Member Absent Councillor McCoy

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

1. CALL TO ORDER

Mayor Hunter called the September 12, 2023 Regular Council Meeting to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Res. 382-23

MOVED by Councillor Windsor

To adopt the September 12, 2023 Regular Council Meeting Agenda as presented.

Motion Carried

3. DELEGATIONS/PRESENTATIONS

3.1 Evolve Surface Strategies

Res. 383-23

MOVED by Councillor Windsor

To accept the presentation from Evolve Surface Strategies as information.

Motion Carried

4. ADOPTION OF MINUTES

4.1 July 11, 2023 Regular Council Meeting Minutes

Res. 384-23

MOVED by Councillor Williams

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

Motion Carried

5. BUSINESS ARISING FROM THE DELEGATION

5.1 Letter of Concurrence Rogers Communication Tower

Res. 385-23

MOVED by Councillor Windsor

To issue a Letter of Concurrence for the proposed Rogers Wireless Communication Installation located at 1727 – 19 Street, Didsbury, Alberta.

Motion Carried

6. REPORTS

6.1 September 12, 2023 Council Reports

Res. 386-23

MOVED by Deputy Mayor Engel

To accept the Council Reports for September 12, 2023 as information.

Motion Carried

6.2 September 12, 2023 CAO Report

Res. 387-23

MOVED by Councillor Moore

To accept the Chief Administrative Officer's Report for September 12, 2023 as information.

Motion Carried

7. BYLAWS & POLICIES

7.1 Bylaw 2023-15 Amending Land Use Bylaw 2019-01

Res. 388-23

MOVED by Deputy Mayor Engel

That Council grant first reading of Bylaw 2023-15 Redesignation from IS to R2 - 2500 15 Ave. amending the Land Use Bylaw 2019-01.

Motion Carried

Res. 389-23

MOVED by Deputy Mayor Engel

To set October 24, 2023 as the Public Hearing for Bylaw 2023-15 Redesignation from IS to R2 - 2500 15 Ave. Amending the Land Use Bylaw 2019-01.

Motion Carried

7.2 Bylaw 2023-16 - Rosebud Valley Campground Rates and Fees

Res. 390-23

MOVED by Councillor Moore

That Council grant first reading to Bylaw 2023-16 Rosebud Valley Campground Rates and Fees.

Motion Carried

Res. 391-23

MOVED by Councillor Moore

That Council grant second reading to Bylaw 2023-16 Rosebud Valley Campground Rates and Fees.

Motion Carried

Res. 392-23

MOVED by Councillor Williams

To refer Bylaw 2023-16 Rosebud Valley Campground Rate and Fees to the Strategic Planning Committee and bring back recommendations to Council.

Motion Defeated

Res. 393-23

MOVED by Councillor Williams

To refer the Policy and Standards relating to the Rosebud Valley Campground to the Performance Evaluation Committee and bring back recommendations to Council.

Motion Carried

8. **BUSINESS**
- 8.1 **MR Removal**
Res. 394-23
MOVED by Councillor Williams
To set a Public Hearing date for October 24, 2023 Regular Council Meeting for the removal of the Municipal Reserve (MR) designation within Plan 0310537 Block 3 Lot 51MR.
Motion Carried
- 8.2 **Community Grant Application - Mountain View Arts Society**
Res. 395-23
MOVED by Councillor Windsor
To go into closed meeting at 7:30 p.m. as per Section 29 of the FOIP Act.
Motion Carried
- Res. 396-23**
MOVED by Councillor Windsor
To return to Open Meeting at 7:34 p.m.
Motion Carried
- Res. 397-23**
MOVED by Councillor Windsor
To approve \$2000 in 2023 Community Grant funding for the Mountain View Arts Society for the installation of a mural on the west wall of 2014 19 Avenue Didsbury, Alberta.
Motion Carried
- 8.3 **Sponsorship Request for 2023 Didsbury and Mountain View Business Conference**
Res. 398-23
MOVED by Councillor Moore
To approve a \$500 sponsorship to the Didsbury and District Chamber of Commerce for the Didsbury & Mountain View Business Conference, to be funded from Council's Community Grants budget.
Motion Carried
- 8.4 **Meeting at Alberta Municipalities Convention**
Res. 399-23
MOVED by Councillor Williams
To appoint a delegation of Mayor Hunter, Councillor Windsor, and Councillor Williams to meet with the Honourable Devin Dreesen, Minister of Transportation, at the Alberta Municipalities Convention being held September 26-29, 2023 in Edmonton, Alberta.
Motion Carried
9. **CORRESPONDENCE & INFORMATION** – *No Correspondence presented*
10. **COUNCIL MEETING HIGHLIGHTS**
- Community Grant Application for Mountain View Arts – Mural
 - CAO Report
 - Sponsorship for Didsbury & Mountain View Business Conference
 - Council Reports
 - Meeting with the Minister of Transportation
11. **QUESTION PERIOD**

12. CLOSED MEETING

Res. 400-23

MOVED by Councillor Baswick

To go into Closed Meeting at 7:49 p.m. for the following items:

- 12.1 Waste to Energy - As per Section 16, 21, 23 of the FOIP Act
- 12.2 Administrative Updates - as per Section 23 and 24 of the FOIP Act
- 12.3 Governance Updates - as per Section 23 of the FOIP Act
- 12.4 ICF Timelines - as per Section 21, 23, 24 of the FOIP Act

Motion Carried

13. RECONVENE

Res. 401-23

MOVED by Councillor Williams

To return to Open Meeting at 9:18 p.m.

Motion Carried

Res. 402-23

MOVED by Councillor Moore

To approve Mayor Hunter to respond with a letter regarding the Waste to Energy proposal as discussed.

Motion Carried

Res. 403-23

MOVED by Councillor Windsor

To accept the Administrative updates as presented.

Motion Carried

Res. 404-23

MOVED by Councillor Williams

To approve Mayor Hunter to continue to engage with Alberta Municipalities regarding Board representation.

Motion Carried

Res. 405-23

MOVED by Deputy Mayor Engel

To approve Mayor Hunter and the CAO's engagement with the Public Safety Minister as discussed with accompanying letters as needed.

Motion Carried

Res. 406-23

MOVED by Councillor Baswick

To approve Mayor Hunter to respond to the Didsbury and District Chamber of Commerce as discussed.

Motion Carried

Res. 407-23

MOVED by Councillor Windsor

To approve Councillor Moore represent Council's interest regarding the Mountain View Seniors' Housing as discussed.

Motion Carried

Res. 408-23

MOVED by Councillor Williams

To accept governance updates as information.

Motion Carried

Res. 409-23

MOVED by Deputy Mayor Engel

To accept the ICF Timelines correspondence as information.

Motion Carried

14. ADJOURNMENT

Res. 410-23

MOVED by Councillor Williams

To adjourn the September 12, 2023 Regular Council Meeting at 9:23 p.m.

Motion Carried

Mayor - Rhonda Hunter

Chief Administrative Officer- Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: September 25, 2023
SUBJECT: Council Reports
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

Council Professional Development Schedule for September 2023

Alberta Municipalities, Edmonton, Alberta September 27 to 29, 2023

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

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



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 25, 2023
SUBJECT: CAO Report
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Please see attached information for the Chief Administrative Officer (CAO) Report for September 25, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Chief Administrative Officer's Report for September 25, 2023 as information.



CAO Report – September 25, 2023

1. 2023 Council Resolution Index – Second Quarter Report (Legislative Services)

Please find attached the Council Resolution Index for April 11 to June 27, 2023.

2. Amended Financial Reports - Second Quarter (Corporate Services)

Please find attached an amended second quarter financial report.

- Note 7 was updated in the Q2 operating report by object code.
- The footnotes in the Q2 budget report have been updated to include all amendments.

3. Development Permits Issued up to September 20, 2023 (Planning & Development)

Please find attached the Permits issued by the Development Officer for Permitted Use and the Discretionary Permits issued by approval of the MPC from September 1 to 20, 2023.

4. Community Services Second Quarter Report (Community Services)

Please see attached the second quarter report from the Community Services Department.

5. Economic Development Awards (Economic Development & Strategic Operations)

Every year, the Economic Development Association of Canada is calling for nominations for their prestigious Canada Marketing award. Town of Didsbury Economic Development applied on behalf of the Mountain View Regional Film Office for three National Marketing awards in the following categories:

1. Website
2. Promotional Video
3. Community Collaboration

All three applications were deemed eligible and were accepted as nomination and therefore are featured on the Economic Development Association of Canada website.

The winners of this very competitive “2023 Marketing Canada Awards” will be announced during the EDAC in-person conference held in Summerside, PEI from September 30 to October 3.

6. Lagoon Update (Engineering & Infrastructure)

Director Craig Fox will give a verbal update on the lagoon.

June 13, 2023 Regular Council Meeting				
Res. #	Date	Motion	Department Assigned To	Status
292-23	6/13/2023	MOVED by Councillor Williams to accept the June 13, 2023 Regular Council Meeting Agenda as presented.		
293-23	6/13/2023	MOVED by Deputy Mayor Engel to adopt the May 23, 2023 Regular Council Meeting Minutes as presented.		
294-23	6/13/2023	MOVED by Councillor Windsor to accept the Council Reports for June 13, 2023 as information.		
295-23	6/13/2023	MOVED by Councillor Moore to accept the Chief Administrative Officer's Report for June 13, 2023 as information.		
296-23	6/13/2023	MOVED by Councillor Windsor to have Administration bring a report to Council regarding the library incident.	Corporate Services	Completed
297-23	6/13/2023	MOVED by Deputy Mayor Engel that Council grant second reading to Bylaw 2022-15 Creekside Area Structure Plan as amended.	Legislative Services	Completed
298-23	6/13/2023	MOVED by Deputy Mayor Engel that Council grant third and final reading to Bylaw 2022-15 Creekside Area Structure Plan.	Legislative Services	Completed
299-23	6/13/2023	MOVED by Councillor Windsor that Council grant second reading to Bylaw 2022-16 amending Municipal Development Plan Bylaw 2012-09.	Legislative Services	Completed
300-23	6/13/2023	MOVED by Councillor Windsor that Council grant third and final reading to Bylaw 2022-16 amending Municipal Development Plan Bylaw 2012-09.	Legislative Services	Completed
301-23	6/13/2023	MOVED by Councillor Moore to approve Winter Camping at the Rosebud Valley Campground on an on-going basis, and that Administration address the items raised in the report and bring them back to Council.	Community Services	On-going
302-23	6/13/2023	MOVED by Councillor Williams that the <i>Summer Sunday Funday</i> event for August 13, 2023 be approved as presented.	Community Services	Completed
303-23	6/13/2023	MOVED by Deputy Mayor Engel To approve a donation of \$8,000 to the Bethany Care Foundation for the pathway and gazebo project located at Bethany Didsbury, to be funded from the In Lieu of Municipal Reserve Fund, and that the availability of these funds be conditional upon measures being taken to ensure the lands remain available to the public going forward, when the project is completed.	Legislative Services	Completed
304-23	6/13/2023	MOVED by Councillor Windsor To approve the southwest parking lot of the Memorial Complex for the future site of the East Reservoir.	Engineering & Infrastructure	Completed
305-23	6/13/2023	MOVED by Councillor Windsor To approve proceeding with the preliminary engineering design for Phase 1, with revised construction cost estimates for Phase 1 & 2 to be brought back to Council, when available, for further consideration.	Engineering & Infrastructure	Completed

306-23	6/13/2023	MOVED by Councillor Moore To approve Administration proceed with an enhanced scope of work for the Mill and Overlay in accordance with the approved budget.	Engineering & Infrastructure	Completed
307-23	6/13/2023	MOVED by Councillor Baswick To refer the reduction of speed limits in the cul-de-sacs in the Town of Didsbury to the Performance Evaluation Committee and bring back a recommendation to Council.	PEC	
308-23	6/13/2023	MOVED by Councillor Baswick To refer the reduction of speed limits in the Town of Didsbury to the Performance Evaluation Committee and bring back a recommendation to Council.	PEC	
309-23	6/13/2023	MOVED by Councillor Moore That Administration update Policy FIN 007 – Reserves, including incorporating the Strategic Initiatives and Contingency Reserves funding principles as presented, and to refer it to the Strategic Planning Committee for consideration.	SPC	
310-23	6/13/2023	MOVED by Councillor Williams To accept the Awarding of the Town of Didsbury High School Scholarship as information pending the discussion in Closed Session.		
311-23	6/13/2023	MOVED by Councillor Baswick That the August 22, 2023 Regular Council Meeting be removed from the Council schedule.	Legislative Services	Completed
312-23	6/13/2023	<ul style="list-style-type: none"> Ukrainian-Canadian Congress – Ukrainian Day Recognition Alberta Municipalities – RCMP Retroactive Pay MOVED by Deputy Mayor Engel to accept the correspondence items presented as information.		
313-23	6/13/2023	MOVED by Councillor Baswick to go into Closed Meeting at 7:57 p.m. for the following items: 12.1 Didsbury High School Scholarship - as per Section 17 of the FOIP Act 12.2 Shantz Village Land Group - as per Section 23, 24 and 27 of the FOIP Act 12.3 Land Strategy as per Section 23 and 24 of the FOIP Act 12.4 Organizational Interface - as per Section 23 and 24 of the FOIP Act 12.5 Council Interface as per Section 23 of the FOIP Act		
314-23	6/13/2023	MOVED by Councillor Moore to return to Open Meeting at 9:16 p.m.		
315-23	6/13/2023	MOVED by Councillor Windsor to award the 2023 Didsbury High School Scholarship to Sadie Gray in the amount of \$1500 to be funded from the Council High School Scholarship budget.	Legislative Services	Completed
316-23	6/13/2023	MOVED by Councillor Moore to reaffirm Council's original motion to the Shantz Village Land Group.	OCAO	Completed
317-23	6/13/2023	MOVED by Deputy Mayor Engel to approve that the CAO and Mayor to explore the Land Strategy as discussed.	OCAO	

318-23	6/13/2023	MOVED by Councillor Baswick to conclude the pre-Council engagement sessions after the July meeting and not resume them after the summer break.		
319-23	6/13/2023	MOVED by Councillor Williams to approve Mayor Hunter's participation in the Female Elected Officials networking group.	Mayor	Completed
320-23	6/13/2023	MOVED by Councillor Williams to adjourn the June 13, 2023 Regular Council Meeting at 9:20 p.m.		
June 27, 2023 Regular Council Meeting				
Res. #	Date	Motion	Department Assigned To	Status
321-23	6/27/2023	MOVED by Councillor Moore to adopt the June 27, 2023 Regular Council Meeting Agenda as presented.		
322-23	6/27/2023	MOVED by Councillor Williams that Council congratulate Sadie Gray on being awarded the Town of Didsbury High School Scholarship and wish her well in her upcoming post-secondary education.		
323-23	6/27/2023	MOVED by Councillor Williams to adopt the June 13, 2023 Regular Council Meeting Minutes as presented.		
324-23	6/27/2023	MOVED by Councillor Baswick to accept the Council Reports for June 27, 2023 as information.		
325-23	6/27/2023	MOVED by Deputy Mayor Engel to accept the Chief Administrative Officer's Report for June 27, 2023 as information.		
326-23	6/27/2023	MOVED by Deputy Mayor Engel that Council grant second reading to Shantz Village Bylaw 2023-12 Amending Land Use Bylaw 400, 500 & 600 Shantz Drive.		
327-23	6/27/2023	MOVED by Deputy Mayor Engel that Council grant third and final reading to Shantz Village Bylaw 2023-12 Amending Land Use Bylaw 400, 500 & 600 Shantz Drive.	Legislative & Planning	Completed
328-23	6/27/2023	MOVED by Councillor Baswick that Council grant second reading to Bylaw 2023-13 amending the Shantz Village Area Structure Plan Bylaw 2016-04.		
329-23	6/27/2023	MOVED by Councillor Baswick that Council grant third and final reading to Bylaw 2023-13 amending the Shantz Village Area Structure Plan Bylaw 2016-04.	Legislative & Planning	Completed
330-23	6/27/2023	MOVED by Councillor Williams that Council grant first reading to Bylaw 2023-14 Community Standards and to refer it to the Policy & Governance Committee for review and recommendation.	PGC	
331-23	6/27/2023	MOVED by Councillor McCoy to give consent to remove a portion of the Municipal Reserve (MR) designation within Plan 0912831 Block 15 Lot 35MR.	Planning & Development	Completed
332-23	6/27/2023	MOVED by Councillor McCoy to set a Public Hearing date for July 11, 2023 Regular Council Meeting for the removal of a portion of the Municipal Reserve (MR) designation within Plan 0912831 Block 15 Lot 35MR.	Planning & Development	Completed
333-23	6/27/2023	MOVED by Councillor Moore that Administration update and bring back the Multi Year Operating Plan (3 years) for the Utilities Departments.	Corporate Services & Engineering & Infrastructure	

334-23	6/27/2023	MOVED by Councillor Windsor that Administration research the current Membership Agreement with Mountain View Regional Water Services Commission on the date at which the annual rates are provided to the members, and bring that information back to Council.	Engineering & Infrastructure	
335-23	6/27/2023	MOVED by Councillor Moore to authorize Administration to engage with Western Generator to finalize procurement details and enter into a supply and delivery agreement for the Fire Hall Standby Generator for no more than \$90,000. Mayor Hunter For Deputy Mayor Engel Opposed Councillor Baswick Opposed Councillor McCoy For Councillor Moore For Councillor Windsor For Councillor Williams For	Engineering & Infrastructure	
336-23	6/27/2023	MOVED by Councillor McCoy that the Joint Use and Planning and Agreement with Chinook's Edge School Division be referred to a future Committee of the Whole meeting.	OCAO/COW Meeting	Completed
337-23	6/27/2023	MOVED by Councillor Windsor to stop the debate on the appointment to CAEP and call the vote. Mayor Hunter For Deputy Mayor Engel For Councillor Baswick For Councillor McCoy Opposed Councillor Moore For Councillor Windsor For Councillor Williams For Motion Carried		
338-23	6/27/2023	MOVED by Councillor Williams to appoint Mayor Hunter as the Municipal Representative to the Central Alberta Economic Partnership and Councillor Williams as the Alternate.	Legislative Services	Completed
339-23	6/27/2023	MOVED by Councillor Williams to support Mayor Hunter to sit on the Central Alberta Economic Partnership Board of Directors to be reviewed at the October Organizational meeting.	Legislative Services	Completed
340-23	6/27/2023	MOVED by Councillor Moore to approve changing the Tuesday, September 12, 2023 Regular Council Meeting to Monday, September 11, 2023.	Legislative Services	Completed
341-23	6/27/2023	MOVED by Councillor Moore to approve in principle the Didsbury & District Chamber of Commerce's proposal to assume the responsibility of the Didsbury's Community Groups sign located at 20 Avenue and 10 Street and enter into an agreement with a sunset clause for use and maintenance of the sign which is located on Town land.	Legislative Services & EDO	In progress
342-23	6/27/2023	MOVED by Councillor McCoy to provide Town of Didsbury swag to all of the participants to the Didsbury Golf Club for their Third Annual Memorial Tournament on Saturday, July 15, 2023.	Community Services	Completed

343-23	6/27/2023	<ul style="list-style-type: none"> Minister of Municipal Affairs Ric McIver Bowden Daze Parade – Invitation to attend <p>MOVED by Deputy Mayor Engel to accept the correspondence from Minister Ric McIver – Appointed as Minister of Municipal Affairs as information.</p>	Legislative Services	Completed
344-23	6/27/2023	MOVED by Councillor Windsor to respond to the invitation to attend the Bowden Daze Parade and regretfully decline.	Legislative Services	Completed
345-23	6/27/2023	at 8:11 p.m. for the following items: 12.1 Library Incident Update - as per Section 17 and 20 of the FOIP Act 12.2 Lease Agreement - as per Section 23 and 25 of the FOIP Act 12.3 Land Opportunities - as per Section 25 of the FOIP Act 12.4 Alberta Municipalities - ICF Recommendation - as per Section 21 and 23 of the FOIP Act 12.5 Fire Services Sub-Agreement - as per Section 23 and 25 of the FOIP Act		
356-23	6/27/2023	MOVED by Councillor Moore to return to Open Meeting at 8:55 p.m.		
347-23	6/27/2023	MOVED by Councillor Windsor to approve a three-year lease agreement with Prairie Whistle Food Co., with terms as discussed, effective September 1, 2023 to August 31, 2026.	Community Services	Completed
348-23	6/27/2023	MOVED by Councillor Moore that Council members provide their recommendations to proposed changes to the Intermunicipal Collaboration Framework be submitted to Mayor Hunter by July 7, 2023.	Office of the Mayor	Completed
349-23	6/27/2023	MOVED by Councillor Williams to adjourn the June 27, 2023 Regular Council Meeting at 8:56 p.m.		
July 11, 2023 Regular Council Meeting				
Res. #	Date	Motion	Department Assigned To	Status
350-23	7/11/2023	MOVED by Councillor Moore to approve the July 11, 2023 Regular Council Meeting Agenda as presented.		
351-23	7/11/2023	MOVED by Councillor Windsor to thank Staff Sgt. Stephen Browne for the presentation of the Didsbury RCMP Detachment Fourth Quarter Report for January 1 to March 31, 2023 and the Multi Year Financial Plan and accept them as information.		
352-23	7/11/2023	MOVED by Deputy Mayor Engel to adopt the June 27, 2023 Regular Council Meeting Minutes as amended.		
353-23	7/11/2023	MOVED by Councillor McCoy to accept the Council Reports for July 11, 2023 as information.		
354-23	7/11/2023	MOVED by Councillor Moore to accept the Chief Administrative Officer's Report for July 11, 2023 as information.		

355-23	7/11/2023	MOVED by Councillor Williams that Council grant second reading to Bylaw 2023-14 Community Standards and refer it back to the Policy and Governance Committee for review and recommendation.	PGC Legislative Services	
356-23	7/11/2023	MOVED by Councillor Moore to approve the removal of a portion of the Municipal Reserve (MR) designation within Plan 0912831 Block 15 Lot 35MR.	Planning & Development	In progress
357-23	7/11/2023	MOVED by Councillor McCoy to accept the Didsbury Municipal Detachment Multi-Year Financial Plan for April 1, 2024 to March 31, 2029 in principle and that any service level changes require approval from Council prior to implementation.	OCAO	on-going
358-23	7/11/2023	MOVED by Councillor Moore to award the Safety Codes Services Contract to IID Inspections Ltd.	Planning & Development	Completed
359-23	7/11/2023	the 2023 tax sale properties as follows: · Roll # 582000 at \$272,310; · Roll # 1062000 at \$123,450; and that the terms and conditions of the sale be: · Payment shall be by cash or certified cheque; · A 5% non-refundable deposit shall be received by the Town on the date of the auction; and · The balance of funds is to be received by the Town within 15 business days after the auction.	Corporate Services	Completed - auction cancelled
360-23	7/11/2023	MOVED by Councillor McCoy to end the debate and call the question.		
361-23	7/11/2023	MOVED by Councillor Williams to amend the 2022 Capital Budget to increase the Highway 582 and 23 Street Intersection Project by \$111,000 for a total of \$1,611,000 with the additional amount to be funded from the Canada Community Building Fund Grant.	Corporate Services	Budget amended
362-23	7/11/2023	MOVED by Councillor Windsor to approve and support Mountain View County in their application for the Alberta Community Partnership (ACP) Grant for the Regional Emergency Social Services Plan.	Legislative Services	Completed
363-23	7/11/2023	MOVED by Councillor Windsor to approve Mountain View County as the managing partner for the ACP Grant.	Legislative Services	Completed
364-23	7/11/2023	MOVED by Councillor Windsor to support the Town of Didsbury Emergency Management and Community Services staff to complete the Regional Emergency Social Services Grant.	Legislative Services	Completed
365-23	7/11/2023	MOVED by Councillor McCoy to approve providing gifts in kind and/or swag items to a value of up to \$2000 in support of the tornado relief efforts at the silent auction.	Community Services	Completed
366-23	7/11/2023	MOVED by Deputy Mayor Engel to approve the Economic Development Strategy in principle as presented.	Economic Development Officer	In progress
367-23	7/11/2023	MOVED by Councillor Williams to approve restoring the first Regular Council Meeting in September to Tuesday, September 12, 2023.	Legislative Services	Completed

368-23	7/11/2023	MOVED by Councillor Windsor to approve a donation to the Mountain View Seniors' Housing 13th Annual Golf Classic as a Silver Sponsor in the amount of \$1500, to be funded from the Council budget.	Legislative Services	Completed
369-23	7/11/2023	MOVED by Councillor Windsor to accept the correspondence items presented as information, and acknowledge the funds allocated to MVC Adult Learning be returned to the Community Grant Program for future consideration.	Community Services	Completed
370-23	7/11/2023	for the following items at 8:12 p.m.: 13.1 Naming Contest for Memorial Complex Outlying Plan - as per Section 19 of the FOIP Act 13.2 Land Opportunities - as per Section 25 of the FOIP Act 13.3 Alberta Municipalities Advocacy - as per Section 21 and 23 of the FOIP Act 13.4 ICF Negotiation - as per Section 23 and 25 of the FOIP Act 13.5 Facilities Visioning - as per Section 24 and 25 of the FOIP Act 13.6 Council Interface - as per Section 23 of the FOIP Act		
371-23	7/11/2023	MOVED by Councillor Baswick to return to Open Meeting at 9:47 p.m.		
372-23	7/11/2023	MOVED by Councillor Moore to extend the deadline for the renaming of the Memorial Complex Outlying Plan to September 1, 2023.	Community Services	Completed
373-23	7/11/2023	MOVED by Councillor Windsor to accept in principle the proposal for the former Didsbury High School property as discussed.	Planning & Development	Completed
374-23	7/11/2023	MOVED by Councillor Williams to accept in principle the proposal for the former 5-0 Club property as discussed.	OCAO	Completed
375-23	7/11/2023	MOVED by Deputy Mayor Engel that Mayor Hunter continue to advocate for improved board representation with Alberta Municipalities.	Office of the Mayor	On-going
376-23	7/11/2023	MOVED by Councillor McCoy to accept the Intermunicipal Collaboration Framework information as discussed.		
377-23	7/11/2023	MOVED by Councillor Baswick that Administration bring back information on the proposals for the facilities as discussed.	OCAO	
378-23	7/11/2023	MOVED by Councillor Moore to approve in principle the plaza concept for the Brownfield as discussed and bring back information to Council.	Economic Development Officer	
379-23	7/11/2023	MOVED by Councillor Windsor to approve to recognize the Didsbury RCMP Detachment celebrating the RCMP 150 Year Anniversary as discussed.	Community Relations	In progress

380-23	7/11/2023	MOVED by Councillor Williams in preparation for the Organizational Meeting in October, refer the Council Assignments to the Visioning Committee for review and recommendation.	CAO & Council	Completed
381-23	7/11/2023	MOVED by Councillor Moore to adjourn the July 11, 2023 Regular Council Meeting at 9:52 p.m.		

Town of Didsbury						
2nd Quarter Financial Report						
Revenues and Expenditures by object						
(April 1, 2023 to June 30, 2023)						
Budget vs. Actual Comparison						
by OBJECT						
	2022 Actual (as of June 30, 2023)	2023 Approved Budget (2023-03-28)	% of Budget	Notes		
Revenue						
Total Property taxes	7,055,182	7,054,785	100%	1		
LESS Requisitions	(961,821)	(1,933,829)	50%	1		
Net municipal taxation (Tax Revenues)	6,093,361	5,120,956	119%	1		
Utility user charges	1,670,053	3,242,114	52%			
Government operating grants	847,297	1,434,498	59%			
Sales and user fees	609,533	1,174,547	52%			
Lot sales	-	240,595	0%	2		
Franchise fees	493,200	890,000	55%			
Penalties	43,344	101,000	43%			
Fine revenue	10,400	22,500	46%			
Licence fees	57,720	56,000	103%			
Permit fees	48,596	72,000	67%			
Investment income	181,392	75,000	242%	3		
Other revenue	143,643	37,000	388%	4		
From reserve	34,950	195,000	18%	5		
Total - Revenue	10,233,489	12,661,210	81%			
Expenditures						
Salaries and benefits	2,006,751	4,653,120	43%			
Training, conferences and travel	48,520	137,855	35%			
Memberships	18,241	26,285	69%	6		
Advertising and printing	33,013	70,475	47%			
Professional services	107,680	229,800	47%			
Contracted services	384,954	782,710	49%			
Municipal Policing Contract	309,792	655,000	47%			
Telecommunications	104,598	234,315	45%			
General supplies	209,715	465,050	45%			
Cost of water	548,818	1,050,000	52%			
Repairs and maintenance	247,701	687,813	36%			
Utilities	357,546	800,185	45%			
Insurance	257,604	189,058	136%	7		
Leases	45,030	64,687	70%			
Bank charges and interest	8,073	12,900	63%			
Write off	-	6,000	0%			
Interest on long term debt	54,224	82,748	66%			
Long term debt repaid	360,403	563,683	64%			
Grants and other payments to organizations	386,848	581,598	67%			
To capital	6,450	10,937	59%			
To reserve	159,112	1,356,991	12%			
Total - Expenditures	5,655,073	12,661,210	45%			
Total Town of Didsbury, before amortization	4,578,416	-				
Amortization	-	-				
Total Town of Didsbury, incl amortization	4,578,416	-				
Notes						
1. The tax bylaw was passed in May and therefore 100% of property taxes were recognized in quarter two. Requisitions paid to MVSH and Alberta Education are paid on a quarterly basis. At June 30th two-quarters of the payments have been made which is consistent with 50% of the budget. The remaining requisition payments will be paid in quarters 3 and 4.						
2. There have been no lot sales in Quarter 1 or 2.						
3. Investment income is much higher than budgeted. There have been later payments out of reserve funds than expected for certain purchases and the interest rate has increased significantly from previous years.						
4. Other revenue includes approximately \$70,000 of insurance proceeds related to the water department for which the expenditure is recorded under damage claims (included in insurance expense). There is also additional revenue from filming that occurred in quarter 2.						
5. Transfers from reserve happen as a project is completed, or the end of the year, depending on the item. Only the transfers from reserve related to the community grants and strategic plan have been completed at this time.						
6. Membership costs occur once a year, normally in the first quarter which is why 69% of budget has been spent at June 30th.						
7. Insurance expense includes damage claims and during the quarter there was an expenditures of approximately \$70,000 related to an insurance claim for which the corresponding insurance proceeds is in other revenue						

Amended

Town of Didsbury								
2nd Quarter Financial Report								
Revenues and Expenditures by Division								
(April 1, 2023 to June 30, 2023)								
Budget vs Actual Comparison								
by DIVISION								
	Quarter 1 2023 Actual	Quarter 2 2023 Actual	Quarter 3 2023 Actual	Quarter 4 2023 Actual	Cumulative YTD Actual	2023 Budget (Mar 28/23)	% of Budget	Notes
<i>Revenue - by division</i>								
Net municipal taxes								
Total Property Taxes	-	7,055,182			7,055,182	7,054,785	100%	1
LESS Requisitions	(449,190)	(512,631)			(961,821)	(1,933,829)	50%	1
Net municipal taxes	(449,190)	6,542,551	-	-	6,093,361	5,120,956	119%	1
General municipal revenue	375,836	335,712			711,548	1,130,000	63%	
Council	-	34,950			34,950	30,000	117%	2
General Government	21,822	81,440			103,262	314,571	33%	
Protective Services								
RCMP	81,328	42,209			123,537	385,764	32%	3
Fire Department	89,726	37,253			126,979	247,239	51%	
Municipal Enforcement	27,415	12,101			39,516	56,000	71%	
	198,469	91,562	-	-	290,031	689,003	42%	
Community Services								
FCSS	56,313	124,334			180,647	173,984	104%	
DOSCA	25,877	66,322			92,199	207,630	44%	
Didsbury Neighborhood Place	130	7,760			7,890	39,525	20%	4
	82,320	198,416	-	-	280,736	421,139	67%	
Recreation & Community Facilities								
Arena	73,005	228,223			301,228	425,075	71%	
Aquatics	49,105	261,259			310,364	432,975	72%	
Ice Plant	-	-			-	-	-	
Curling Rink	17,239	2,102			19,341	35,000	55%	
Parks	330	12,444			12,774	24,250	53%	
MPR	4,341	3,525			7,866	9,000	87%	
Concession	2,886	3,131			6,017	12,000	50%	
Train Station	2,012	1,828			3,840	10,000	38%	5
Memorial Complex	12,170	6,034			18,204	10,000	182%	
Campground	10,414	19,000			29,414	68,000	43%	
Community Hall	1,355	2,070			3,425	3,000	114%	
	172,857	539,616	-	-	712,474	1,029,300	69%	
Engineering & Infrastructure								
Roads and Streets	62,508	25,985			88,493	78,400	113%	
Cemetery	1,950	3,950			5,900	27,000	22%	6
Emergency Management	-	-			-	-	-	
	64,458	29,935	-	-	94,393	105,400	90%	
Utilities								
Water Utility	511,401	626,811			1,138,212	2,003,433	57%	
Wastewater Utility	176,852	193,774			370,626	728,401	51%	
Solid Waste Utility	129,767	131,100			260,867	568,280	46%	
	818,020	951,685	-	-	1,769,705	3,300,114	54%	
Planning and Development								
Planning and Development	38,581	15,212			53,793	124,500	43%	
Economic Development	34,678	11,927			46,605	38,000	123%	
Subdivision	-	-			-	240,595	0%	7
	73,259	27,139	-	-	100,398	403,095	25%	
Culture and Other Facilities								
Museum	-	-	-	-	-	-	-	
Library	-	42,632			42,632	117,632	36%	8
	-	42,632	-	-	42,632	117,632	36%	
Total Operating Revenue	1,357,852	8,875,637	-	-	10,233,489	12,661,210	81%	

Town of Didsbury								
2nd Quarter Financial Report								
Revenues and Expenditures by Division								
(April 1, 2023 to June 30, 2023)								
Budget vs Actual Comparison								
by DIVISION								
	Quarter 1 2023 Actual	Quarter 2 2023 Actual	Quarter 3 2023 Actual	Quarter 4 2023 Actual	Cumulative YTD Actual	2023 Budget (Mar 28/23)	% of Budget	Notes
Expenditures - by division								
Council	65,622	87,076			152,698	295,572	52%	
General Government	192,335	368,236			560,571	759,059	74%	9
Communications & Community Relations	31,622	36,689			68,311	194,880	35%	
Protective Services								
RCMP	183,101	286,395			469,496	926,775	51%	
Fire Department	90,607	148,393			239,000	626,310	38%	
Municipal Enforcement	93,489	85,004			178,493	393,234	45%	
	367,197	519,791	-	-	886,988	1,946,319	46%	
Community Services								
FCSS	50,443	59,783			110,226	253,553	43%	
DOSCA	39,655	45,699			85,354	207,630	41%	
Didsbury Neighborhood Place	6,927	8,184			15,111	39,525	38%	
	97,025	113,665	-	-	210,690	500,708	42%	
Recreation & Community Facilities								
Arena	153,190	149,626			302,816	796,497	38%	
Aquatics	142,322	155,844			298,166	841,738	35%	
Ice Plant	23,271	15,684			38,955	115,650	34%	
Curling Rink	21,028	32,855			53,883	154,618	35%	
Parks	37,500	92,119			129,619	355,220	36%	
MPR	7,084	6,072			13,156	43,480	30%	
Concession	134	-			134	4,500	3%	
Train Station	10,208	12,323			22,531	57,547	39%	
Memorial Complex	43,692	44,478			88,170	229,180	38%	
Campground	11,013	21,439			32,452	76,353	43%	
Community Hall	2,978	6,345			9,323	23,750	39%	
Other community facilities	1,474	3,654			5,128	17,171	30%	
	453,894	540,436	-	-	994,330	2,715,704	37%	
Public Works								
Roads and Streets	377,337	347,862			725,199	1,805,358	40%	
Cemetery	10,731	14,370			25,101	76,840	33%	
	388,068	362,232	-	-	750,300	1,882,198	40%	
Emergency Management	6,176	11,803			17,979	35,973	50%	
Utilities								
Water Utility	376,184	453,763			829,947	2,003,433	41%	
Wastewater Utility	72,145	164,137			236,282	728,401	32%	
Solid Waste Utility	126,836	128,160			254,996	568,280	45%	
	575,165	746,059	-	-	1,321,224	3,300,114	40%	
Planning and Development								
Planning and Development	93,072	82,546			175,618	395,560	44%	
Economic Development	32,452	53,261			85,713	175,235	49%	
Subdivision	91,599	77,157			168,756	240,595	70%	10
	217,123	212,963	-	-	430,086	811,390	53%	
Culture								
Museum	190	31,320			31,510	31,500	100%	11
Library	86,229	144,156			230,385	303,443	76%	12
	86,419	175,477	-	-	261,896	334,943	78%	
Total Expenditures	2,480,646	3,174,427	-	-	5,655,073	12,776,860	44%	
	(1,122,794)	5,701,210	-	-	4,578,416	(115,650)		

Town of Didsbury								
2nd Quarter Financial Report								
Revenues and Expenditures by Division								
(April 1, 2023 to June 30, 2023)								
Budget vs Actual Comparison								
by DIVISION								
	Quarter 1 2023 Actual	Quarter 2 2023 Actual	Quarter 3 2023 Actual	Quarter 4 2023 Actual	Cumulative YTD Actual	2023 Budget (Mar 28/23)	% of Budget	Notes
Notes								
At the end of Quarter 2, generally we expect 50% of budget to be earned or expensed. Below is an explanation of revenues that are significantly lower than 50% and expenses that are significantly higher than 50%.								
1. The tax bylaw was passed in May and therefore 100% of property taxes were recognized in quarter two. Requisitions paid to MVSH and Alberta Education are paid on a quarterly basis. At June 30th two-quarters of the payments have been made which is consistent with 50% of the budget. The remaining requisition payments will be paid in quarters 3 and 4.								
2. Council revenues includes transfers from reserves of \$7800 to complete payment for the strategic plan consultant which was approved by resolution in 2022) and \$27,150 to fund community grant payments to date.								
3. RCMP Revenues are low as the Town has not received the remaining MPAG grant for \$180,420 which typically is received near year end.								
4. Revenues for DNP are related to grants and transfers which have not yet taken place for the year.								
5. Train station revenues consist of rentals of the facility and certain regular tenants have recently given notice, lowering revenues for the first half of the year.								
6. Cemetery revenues have been low for the first half of the year; cemetery revenues are difficult to predict and the budget is based on previous five year history; actual results may vary significantly.								
7. Subdivision revenues are at \$0 as there have been no lot sales in Quarter 1 or 2.								
8. Library revenues are low as the MSI operating grant has not been received as of June 30th.								
9. Admin expenditures are offset by an overhead allocation which has not yet been recorded. In addition the Transfer to Reserves is higher as a reflection of higher interest revenue on reserve accounts which is immediately transferred to the reserve.								
10. Subdivision expenses are higher than expected at the end of Quarter 2 as the expenditures are loan payments which do not occur evenly over the year. The loan payments made in Quarter 1 and 2 are in accordance with the Town's loan agreements.								
11. Museum payments have been made in full for the year.								
12. Library expenses appear higher as the third quarter operating grant payment was paid at the end of the second quarter to ensure it was received on time.								

Town of Didsbury
2nd Quarter Financial Report
2023 Capital Budget Progress as of June 30, 2023

2023 CAPITAL BUDGET ¹ :		Capital Spending			Budgeted Funding						
Asset	Dept ¹	Actual to June 30, 2023	Budget	Status ²	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
Land											
Land Purchase for Future Right of Way	EI	270,000	270,000	C		270,000					270,000
Land Improvements											
RCMP Detachment Parking Lot Expansion	EI	-	50,000	NS	-	50,000	-	-	-	-	50,000
Infrastructure											
20th Street Asphalt Mill & Overlay	EI	10,601	300,000	IP	-	-	300,000	-	-	-	300,000
Buildings											
Memorial Complex Lobby Improvements	RCS	7,451	50,000	IP	-	50,000	-	-	-	-	50,000
Train Station Exterior Painting	RCS	-	65,000	IP	-	32,500	32,500	-	-	-	65,000
Curling Rink HVAC Replacements [2]	RCS	-	55,000	IP	-	55,000	-	-	-	-	55,000
Didsbury Neighbourhood Place Ramp & Entrance Improvements	RCS	-	26,924	IP	4,487	-	22,437	-	-	-	26,924
RCMP Interior Renovations	EI	-	20,000	NS	-	20,000	-	-	-	-	20,000
RCMP Furniture Upgrades	EI	-	60,000	NS	-	60,000	-	-	-	-	60,000
Vehicles											
Vehicle Replacement Plan [2]	EI	61,365	150,000	IP	-	150,000	-	-	-	-	150,000
Equipment											
Skid Steer & Rough-Cut Mower Attachment	EI	118,630	130,000	C	-	130,000	-	-	-	-	130,000
Leak Detector	EI	6,450	6,450	C	6,450	-	-	-	-	-	6,450
		474,497	1,183,374		10,937	817,500	354,937	-	-	-	1,183,374

ADDITIONAL CAPITAL PROJECTS APPROVED BY COUNCIL RESOLUTION ³ :											
Asset	Dept ¹	Actual to June 30, 2023	Budget	Status ²	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
23 St North Corridor	EI	52,474	150,000	IP	-	150,000	-	-	-	-	150,000
Old Fire Hall Weatherproofing	EI	5,992	15,000	IP	-	15,000	-	-	-	-	15,000

2022 CAPITAL PROJECTS CARRIED OVER ⁴ :											
Asset	Dept ¹	Actual to June 30, 2023	Budget	Status ²	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
Infrastructure											
23 Street / Hwy 582 Intersection Improvement	EI	117,489	1,611,000	IP	-	-	861,000	-	750,000	-	1,611,000
21 St Storm, Water, Sanitary & Surface Works (Phase 1 & 2 - Construction)	EI	1,800,581	1,940,000	IP	-	-	1,940,000	-	-	-	1,940,000
Co-op Road Water, Sanitary, Storm & Surface Works (Design)	EI	20,460	70,000	C	-	-	70,000	-	-	-	70,000
21 Ave Storm & Surface Works (Complex Road)	EI/RCS	264,431	324,000	IP	-	-	324,000	-	-	-	324,000
Land Improvements											
Didsbury Memorial Complex Outlying Plan Pathway & Landscaping Phase 1	RCS	1,300	150,000	IP	-	75,000	75,000	-	-	-	150,000
Deer Coulee/Cemetery Pathway Replacement	EI	-	68,000	IP	-	68,000	-	-	-	-	68,000
Columbarium Purchase & Installation	EI	18,436	35,000	IP	-	-	-	-	35,000	-	35,000
Buildings											
Fire Hall Emergency Backup Generator	CS	-	100,000	IP	-	56,300	-	-	43,700	-	100,000
Vehicles											
Didsbury Fire Department Rescue Vehicle	CS	73,479	735,000	IP	-	350,000	-	-	350,000	35,000	735,000
Equipment											
Zamboni Replacement Program	RCS	118,145	176,998	IP	-	126,998	50,000	-	-	-	176,998
Municipal Enforcement Radio Replacement	CS	-	30,000	IP	-	30,000	-	-	-	-	30,000

2021 CAPITAL PROJECTS CARRIED OVER ⁵ :											
Asset	Dept ¹	Actual to June 30, 2023	Budget	Status ²	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
Southridge Sewage Lift Station Emergency Backup Generator	EI	17,623	28,000	IP	-	26,000	-	-	-	2,000	28,000

2020 CAPITAL PROJECTS CARRIED OVER ⁶ :											
Asset	Dept ¹	Actual to June 30, 2023	Budget	Status ²	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
East Reservoir Design Phase	EI	26,297	175,000	IP	-	-	-	-	175,000	-	175,000
Pedestrian Connectivity - Memorial Park	EI	15,199	74,000	IP	-	-	74,000	-	-	-	74,000

¹ Dept: Engineering & Infrastructure ("EI"), Recreation & Community Services ("RCS"), Corporate Services ("CS")

² Status: Not started ("NS"), In Progress ("IP"), Completed ("C")

³ 2023 Capital Budget Approved January 10, 2023; Amendments January 24, 2023 (Res#038-23), March 14, 2023 (Res#120-23 & Res#121-23), March 28, 2023 (Res#173-23), May 23, 2023 (Res#283-23)

⁴ Additional Capital Projects Approved By Motion; March 8, 2022 (Res#116-22), June 22, 2021 (Res#322-21), July 12, 2022 (Res#379-22), September 13, 2022 (Res#429-22)

⁵ 2022 Capital Budget Approved January 11, 2022; Amendments March 22, 2022 (Res#166-22), April 26, 2022 (Res#248-22), June 14, 2022 (Res#329-22), September 13, 2022 (Res#427-22 & Res#428-2), October 25, 2022 (Res#506-22), November 8, 2022 (Res#541-22), April 25, 2023 (Res#234-23), May 9, 2023 (Res#257-23), July 11, 2023 (Res#361-23)

⁶ 2021 Capital Budget Approved January 26, 2021; Amendments February 9, 2021 (Res#054-21), April 13, 2021 (Res#164-21), June 22, 2021 (Res#317-21), September 14, 2021 (Res#382-21), September 28, 2021 (Res#415-21), October 12, 2021 (Res#438-21)

⁷ 2020 Capital Budget Approved February 11, 2020 (Res#056-20); Amendments April 28, 2020 (Res#137-20), October 13, 2020 (Res#372-20), May 9, 2023 (Res#256-23)

Town of Didsbury
2nd Quarter Financial Report
Capital Projects Status Updates as of June 30, 2023

2023 CAPITAL BUDGET		Q2 PROGRESS
Asset	Status	
Land		
Land Purchase for Future Right of Way	C	Purchase complete; no invoices outstanding
Land Improvements		
RCMP Detachment Parking Lot Expansion	NS	Project commencement forthcoming
Infrastructure		
20th Street Asphalt Mill & Overlay	IP	Project recently expanded and in progress
Buildings		
Memorial Complex Lobby Improvements	IP	Floor level concrete work complete; spray for floor is scheduled during facility closure
Train Station Exterior Painting	IP	Awaiting funding approval from province; deck repairs scheduled ahead of painting
Curling Rink HVAC Replacements [2]	IP	HVAC units ordered; estimated delivery early September
Didsbury Neighbourhood Place Ramp & Entrance Improvements	IP	No RFQ submissions; project delayed to fall
RCMP Interior Renovations	NS	Project commencement forthcoming
RCMP Furniture Upgrades	NS	Project commencement forthcoming
Vehicles		
Vehicle Replacement Plan [2]	IP	One vehicle complete; one vehicle inbound
Equipment		
Skid Steer & Rough-Cut Mower Attachment	C	Purchase complete; no invoices outstanding
Leak Detector	C	Purchase complete; no invoices outstanding

ADDITIONAL CAPITAL PROJECTS APPROVED BY COUNCIL RESOLUTION:		Q2 PROGRESS
Asset	Status	
23 St North Corridor	IP	Remaining project construction outstanding
Old Fire Hall Weatherproofing	IP	Minor repair work outstanding

2022 CAPITAL PROJECTS CARRIED OVER:		Q2 PROGRESS
Asset	Status	
Infrastructure		
23 Street / Hwy 582 Intersection Improvement	IP	Project in progress
21 St Storm, Water, Sanitary & Surface Works (Phase 1 & 2 - Construction)	IP	One invoice outstanding for landscape/minor change orders
Co-op Road Water, Sanitary, Storm & Surface Works (Design)	C	Engineering design complete
21 Ave Storm & Surface Works (Complex Road)	IP	Project 95% complete; pavement outstanding
Land Improvements		
Didsbury Memorial Complex Outlying Plan Pathway & Landscaping Phase 1	IP	Pathway complete; fencing and landscaping outstanding
Deer Coulee/Cemetery Pathway Replacement	IP	Pathway complete; invoice outstanding
Columbarium Purchase & Installation	IP	Foundation to be completed shortly
Buildings		
Fire Hall Emergency Backup Generator	IP	Project awarded to Western Generator; deposit outstanding
Vehicles		
Didsbury Fire Department Rescue Vehicle	IP	Deposit paid March 2022; vehicle delayed and expected to arrive in 2024
Equipment		
Zamboni Replacement Program	IP	Zamboni received and charger installed; invoice outstanding for panel tie-in
Municipal Enforcement Radio Replacement	IP	Radios on order; full payment upon arrival

2021 CAPITAL PROJECTS CARRIED OVER:		Q2 PROGRESS
Asset	Status	
Southridge Sewage Lift Station Emergency Backup Generator	IP	Lift station installed; old lift station to go to auction

2020 CAPITAL PROJECTS CARRIED OVER:		Q2 PROGRESS
Asset	Status	
East Reservoir Design Phase	IP	Engineering proposal and design in progress
Pedestrian Connectivity - Memorial Park	IP	Project in progress; wheelchair ramp outstanding

Town of Didsbury
2023 2nd Quarter Financial Report
Reserves Continuity Schedule as of June 30, 2023

	Jan 1 2023, Actual	Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)	June 30, 2023 Balance	Budgeted Transfers to Reserves (outstanding)	Capital Budget Transfers from Reserves (outstanding)	Operating Budget Transfers from Reserves (outstanding)	Transfers from Reserves Approved by Resolution (outstanding)	Resolution #	Reserve Available	Notes
General	574,181	-	13,327	(12,384)	575,124	-	-	(40,000)	(111,526)	379-22; 283-23	423,598	1
Strategic Initiatives and Contingency	134,416	-	3,160	-	137,576	-	-	(75,000)	-	-	62,576	2
Council Community Grant Program	30,276	-	592	(27,150)	3,718	-	-	(2,850)	-	284-23	868	3
Election	10,744	-	253	-	10,997	-	-	-	-	-	10,997	
In Lieu of Municipal Reserve	64,515	-	1,517	-	66,032	-	-	-	(8,000)	303-23	58,032	4
Legacy Fund	17,767	-	418	-	18,185	-	-	-	(17,297)	385-21; 386-21	888	5
Professional Development	12,475	-	293	-	12,768	-	-	-	-	-	12,768	
General reserve	831,900	-	19,267	(39,534)	811,632	-	-	(117,850)	(136,823)	-	556,959	
Old fire hall demolition/removal	27,137	-	677	-	27,813	-	-	-	-	-	27,813	
Fire dept large equipment	401,785	-	10,018	-	411,803	90,000	(369,561)	-	-	-	132,243	6
Fire dept building maintenance	28,739	-	717	-	29,455	5,000	-	-	-	-	34,455	
Fire dept operating	25,819	-	644	-	26,463	-	-	-	-	-	26,463	
Fire dept small capital equipment	12,417	-	310	-	12,726	-	-	-	-	-	12,726	
RCMP capital	16,771	-	2,265	-	19,036	10,000	(22,400)	-	-	-	6,636	7
RCMP operating	442,590	-	9,188	-	451,778	-	-	-	-	-	451,778	
Municipal enforcement operating and capital	110,983	-	2,767	-	113,751	15,000	(30,000)	-	-	-	98,751	8
Protective services reserve	1,066,240	-	26,585	-	1,092,825	120,000	(421,961)	-	-	-	790,865	
Vehicle & equipment replacement	858,942	-	15,596	(449,995)	424,543	207,000	(88,635)	-	-	-	542,908	9
Snow removal	36,846	-	944	-	37,791	-	-	-	-	-	37,791	
Water	1,176,684	-	30,153	-	1,206,837	466,320	-	-	-	-	1,673,157	
Water offsite levies	183,014	-	4,690	(2,304)	185,400	-	(89,887)	-	-	-	95,513	10
Water distribution offsite levies	59,654	-	1,465	-	61,120	-	(61,120)	-	-	-	-	10
Wastewater	1,055,618	-	27,050	-	1,082,668	101,060	-	-	-	-	1,183,728	
Wastewater (unfunded - non-interest bearing)	408,205	-	-	-	408,205	-	(8,377)	-	-	-	399,828	11
Wastewater offsite levies	88,632	-	2,325	-	90,957	-	-	-	-	-	90,957	
Solid waste	347,549	-	8,906	-	356,455	-	-	(50,000)	-	-	306,455	
Roads & Sidewalks	-	-	-	-	-	119,436	-	-	-	-	119,436	
Public works reserve	4,215,144	-	91,128	(452,299)	3,853,976	893,816	(248,018)	(50,000)	-	-	4,449,773	
Cemetery	20,378	-	517	-	20,895	-	-	-	-	-	20,895	
DOSCA	11,271	-	-	-	11,271	-	-	-	-	-	11,271	
Economic development & tourism	115,865	-	2,939	-	118,804	-	-	-	(9,008)	322-21, 383-22	109,796	12
Train station maintenance	43,200	-	1,096	-	44,296	-	(32,500)	-	-	-	11,796	13
Pathway & trail	176,012	-	4,465	-	180,477	8,475	(141,700)	-	-	-	47,252	14
Vehicle & equipment replacement	85,821	-	1,558	-	87,379	50,000	-	-	-	-	137,379	
Recreation facilities	458,923	-	11,011	(125,596)	344,338	244,700	(106,402)	-	-	-	482,636	15
Campground	32,688	-	253	(32,941)	-	-	-	-	-	-	-	
Community/Recreation Services reserve	944,157	-	21,839	(158,537)	807,460	303,175	(280,602)	-	(9,008)	-	821,025	
Total	7,069,917	-	159,112	(1,300,740)	6,578,661	1,316,991	(950,581)	(167,850)	(145,831)	-	6,631,390	

Town of Didsbury
2023 2nd Quarter Financial Report
Reserves Continuity Schedule as of June 30, 2023

Notes

1. General reserve approved transfers outstanding: \$40,000 transfers in to fund completion of MDP, \$97,526 23 St Project, \$14,000 RCMP Detachment Parking Lot Expansion.
2. Tax stabilization approved transfers outstanding: \$75,000 to offset taxes.
3. Council community grant program approved transfers outstanding: \$2,850 remaining and unallocated.
4. In lieu of municipal reserve approved transfers outstanding: \$8,000 for the donation to Bethany Care for a pathway and gazebo.
5. Legacy Fund approved transfers outstanding: \$15,296.89 for future development of interior community mural (385-21); \$2,000 for athletic scholarship (386-21).
6. Fire large equipment transfers outstanding: \$56,300 for Didsbury's portion of the emergency backup generator; \$313,261 of \$350,000 for Didsbury's remaining portion of Rescue.
7. RCMP capital transfers outstanding \$22,400 for RCMP Interior Renovations and RCMP Furniture Upgrades.
8. Municipal enforcement transfers outstanding: \$30,000 for budgeted replacement of radios (2022 capital budget).
9. Vehicle & equipment replacement transfers outstanding: \$88,635 for one remaining vehicle the Vehicle Replacement Program.
10. Water offsite levies transfers outstanding: \$151,007 of \$175,000 for East Reservoir Design Phase (2020 capital budget).
11. Wastewater reserve transfer outstanding: \$8,377 for Southridge Sewage Lift Station Emergency Backup Generator (2021 capital budget).
12. Ec dev reserve transfer outstanding: \$9,008 for Old Fire Hall Weatherproofing (383-22).
13. Train station maintenance transfer outstanding: \$32,500 for the Train Station painting project.
14. Pathway & trail reserve transfer outstanding: \$68,000 for cemetery pathway project; \$73,700 for Outlying Plan pathway project.
15. Recreation facilities approved transfer outstanding: \$8,853 for Zamboni Replacement project (2022 capital budget), \$42,549.06 for Memorial Complex Lobby Improvements, and \$55,000 for Curling Rink HVAC Units [2].

Town of Didsbury
2023 2nd Quarter Financial Report
Capital Grants Continuity Schedule as of June 30, 2023

	January 1, 2023	2023 Grant Allocation Received	Interest (YTD)	2023 Actual Expenditures (YTD)	June 30, 2023 Balance	2023 Grant Allocation Receivable	Expenditures Projected - Unfinished Projects	Dec 31, 2023 Available	Notes
Municipal Sustainability Initiative Grant (MSI)	1,405,388	-	32,623	(13,111)	1,424,901	540,506	(537,159)	1,428,248	1
Canada Community Building Fund (CCBF)*	1,124,670	-	23,774	(296,418)	852,026	329,785	(936,825)	244,986	2
Total	2,530,059	-	56,398	(309,529)	2,276,927	870,291	(1,473,984)	1,673,234	

*Formerly known as Gas Tax Fund (GTF)

Notes

1. MSI funded projects outstanding: \$58,801 Pedestrian Connectivity (2020); \$139,419 21 St (2022); \$49,540 Co-op Rd design (2022), 289,399 20th Street Asphalt Mill & Overlay (2023).

2. CCBF funded projects outstanding: \$802,256 23 Street / Hwy 582 Intersection Improvement (2022); \$59,569 21 Avenue (2022); \$75,000 Outlying Plan Pathway (2022).

CAO Report: Planning & Development Permits

Development Officer (Permitted Use) Decisions:

The Town of Didsbury has authorized the conditional issuance of the following permits:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 23-057	2038 - 19 Avenue	Signage - Fascia & Projecting	LED Pros Ltd. (a) Malik and Othee Investment Inc. (o) (Dental Town)	Sept 14, 2023
DP 23-058	2211 - 12 Avenue	Accessory Structure, Car Canvas Shelter	Golder, Kevin & Julie (a/o)	Sept 11, 2023
DP 23-059	22 Poplar Ridge Close	Dwelling, Single Detached w/ Attached Garage & Rear Deck	Jonboyz Construction Inc. (a/o)	Sept 15, 2023
DP 23-060	1920 - 20 Street	Signage - Portable	Curbex c/o Natalie Wood (a) K.T. Keller Holdings Ltd. (o) (Pharmasave)	Sept 15, 2023

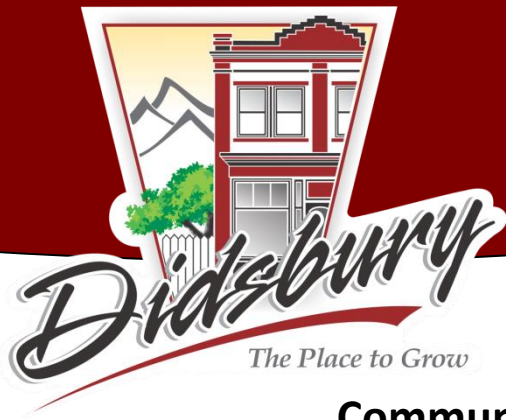
Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT #	ADDRESS	TYPE	DECISION DATE	APPEAL PERIOD ENDS	APPLICANT/ OWNER
DP 23-048	2038 – 19 Ave	Care Facility (Clinic) Dental Town	Sept 13, 2023	Oct 4, 2023 (at 4:30 p.m.)	Ng, Andrew (a) Malik and Othee Investment Inc. (o)

Comments

The Portable Sign for Pharmasave is the same sign as last year advertising for flu shots. It will be located on the sidewalk and will not interfere with pedestrian traffic.

Dental Town is a new dental office which was approved by MPC on Sept 13, 2023. It will be located in the AGT Building on 19 Avenue. The appeal period will be over on Oct 4, 2023.



Report to the CAO

Community Services Q2 Report 2023

2023 PROJECTS

The second quarter of 2023 was focused on securing contractors and placing orders for the Community Services-led projects this year. The majority of the work on these projects will occur in Q3.

PARKS

The Parks department experienced some change early into their 2023 season with the departure of their long-time Parks Lead in June. The crew bounced back quickly, and gratefully was made up of three returning staff members from previous seasons who were able to offer continuity and leadership to the new crew members. The weather was very cooperative this season, allowing the crews to work efficiently and thoroughly within their schedule. Many compliments were received for Parks this season as they kept Didsbury looking beautiful and maintained all season long.

AQUATICS

The Didsbury Aquatic Centre continued to experience a deficit in staffing in Q2, specifically in 18+ year old lifeguard/instructors. For this reason, the pool continued to be closed on Sundays throughout the second quarter; however, the final staffing member required for full opening was secured at the end of quarter, which allowed for a full reopening on July 1, 2023 ... the first time we have returned to full operations since March 2020! Spring was busy at the pool with school lessons wrapping up, and the return of our Aqua Jets Swim Club and their annual swim meet.

ARENA

The arena experienced a slower spring in 2023, as some of our larger events have not returned after COVID closures. We hosted the Stingers Lacrosse Club and Didsbury In-Line, as well as bookings from other communities for floor-time. The Aqua Jets Swim Meet and DHS Grad returned to full events in 2023. We will be looking to utilize this space more fully in 2024.

FAMILY & COMMUNITY SUPPORT SERVICES

The Didsbury FCSS program had a very busy Q2 in 2023! Partnerships were key to the success of many programs in the spring, including Boys and Girls Club of Olds, Public Health, the Didsbury Museum, Didsbury Library, the 5-0 Club, and many more. Our annual Seniors Week activities in June were well-attended and a great way to celebrate our Didsbury senior population. A new FCSS Facebook page was launched in Q2, focusing on specific programs and services offered by our local FCSS office.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: September 25, 2022
SUBJECT: Bylaw 2023-16 Rosebud Valley Campground Rates and Fees
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Council approved Bylaw 2022-04 on April 12, 2022, setting the rates and fees for the Rosebud Valley Campground. Council approved a winter camping trial for the months of October 2022 to March 2023 to determine the demand in our region as well as the costs associated with winter camping.

At their June 13, 2023 meeting, a report on the trial was presented and Council approved ongoing winter camping at the Rosebud Valley Campground, with the recommendation to increase rates for winter campsites. Bylaw 2023-16, which includes updated Winter Camping rates effective October to March each season, is being presented for approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed rates are based on comparison to other Central Alberta campgrounds that also offer this service. The comparison information is as follows:

- Westerner Park (Red Deer) \$650/month, with metered power
- Balzac Campground \$825-\$950 month, depending on amperage (30 or 50) of site

Administration is recommending the winter rate to be set at \$800 + GST, which takes into consideration the increased utility costs experienced during the trial phase as a result of winter camping.

However, for 2023 only, Administration is recommending that the rates go into effect on November 1, 2023, to allow for proper notice of the rate increase. In future years, the winter camping rate shall be effective October 1, as per the bylaw.

Please find attached Bylaw 2023-16, which notes the following new winter camping rate in red.

Previous Monthly Rate	Proposed Monthly Rate
\$650.00 + gst	\$800.00 + gst

ALIGNMENT WITH STRATEGIC PLAN

1. Economic Prosperity

RECOMMENDATION

That Council grant third and final reading to Bylaw 2023-16 Rosebud Valley Campground Rates and Fees.

TOWN OF DIDSBURY
Rosebud Valley Campground Rates and Fees Bylaw
Bylaw No. 2023-16

BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, RESPECTING RATES AND FEES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES PROVIDED BY THE TOWN OF DIDSBURY.

WHEREAS, pursuant to section 3 of the *Municipal Government Act*, being the Revised Statutes of Alberta 2000, Chapter M-26, as amended, the purposes of a municipality are to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality; and

WHEREAS, pursuant to section 7(f) of the *Municipal Government Act* a Council of a municipality may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality; and

WHEREAS, Section 7 and 8 of the *Municipal Government Act*, Chapter M-26, 2000 and amendments thereof authorizes the Council to repeal or amend any bylaws; and

WHEREAS, section 6 of the *Municipal Government Act* Revised Statutes of Alberta 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided, and

WHEREAS, Goods and Services Tax (GST) is included or exempt where it is not stated;

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

1. This Bylaw shall be known as the “Campground Rates and Fees Bylaw”.
2. That the rates specified in the Schedule “A” attached be charged for the goods and services as specified.
3. The schedules attached to this Bylaw form part of this Bylaw.

4. Definitions

Campground means the Rosebud Valley Campground.

5. Paramount Rules

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

6. Transitional

- 7.1 Bylaw 2022-04 Campground Rates & Fees is hereby repealed.

Read a first time this 12th day of September 2023

Read a second time this 12th day of September 2023

Read a third and final time this ^h day of 2023

Mayor – Rhonda Hunter

Chief Administrative Officer – Ethan Gorner

SCHEDULE "A"
Rosebud Valley Campground Rates

REGULAR SEASON RATES – April 1 to September 30:

	Daily	Weekly	Monthly
Power Only (15 amp)	\$25.00 + gst	\$150.00 + gst	\$600.00 + gst
Power Only (30 amp)	\$30.00 + gst	\$180.00 + gst	\$650.00 + gst
Power + Water (15 amp)	\$30.00 + gst	\$180.00 + gst	\$650.00 + gst
Power + Water (30 amp)	\$35.00 + gst	\$200.00 + gst	\$700.00 + gst
Unserviced Site	\$20.00 + gst	Not available	Not available

WINTER SEASON RATES – October 1 to March 31 (Effective November 1, 2023):

	Daily	Weekly	Monthly
Power Only (30 amp)	N/A	N/A	\$800.00 + gst



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 25, 2023
SUBJECT: Bylaw 2023-17 Didsbury Municipal Library Board
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Bylaw 2023-17 Establishment of a Didsbury Municipal Library Board is being presented to replace the previous bylaw regarding the appointment of public and council members.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council has appointed a Council member to the Didsbury Library Board for several years. The *Libraries Act* does not stipulate that a member of Council must be appointed to the board. All Library Board members are appointed by Council.

The Visioning Committee is recommending an amendment to Section 5 of the previous Bylaw 2021-12 which stated:

1. *In accordance with Part 1 Section 4(1) of the Libraries Act, the board shall consist of not fewer than five (5) and not more than ten (10) members appointed by Council. This will include one (1) member from the Town of Didsbury Council and one (1) member appointed by Mountain View County Council.*

Bylaw 2023-17 Section 5 amendment would read as follows:

2. In accordance with Part 1 Section 4 of the *Libraries Act*, the board shall consist of:
 - a) not fewer than five (5) and not more than ten (10) members appointed by Council; and
 - b) not more than two (2) members of Council.

5.1 The Town of Didsbury Council shall appoint a member Council or the public; and

5.2 Mountain View County Council shall appoint a member of Council or the public.

By adopting this new bylaw with the above noted revisions (in red), it gives Council the flexibility to appoint either a member of Council or the public as they see fit.

Administration is recommending Council grant first reading and refer it to the Policy & Governance Committee for review and bring back any recommendations to Council.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To grant first reading to Bylaw 2023-17 Establishment of Didsbury Municipal Library Board, and refer it to the Policy and Governance Committee for review and recommendation.

TOWN OF DIDSBURY
DIDSBURY LIBRARY BOARD
BYLAW NO. 2023-17

A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF A TOWN OF DIDSBURY LIBRARY BOARD.

WHEREAS the Council of the Town of Didsbury deems it expedient to propose the establishment of a municipal library board.

NOW THEREFORE with the authority and under the provisions of Part 1 of the "*Libraries Act*," being Chapter L-11, the Council of the Town of Didsbury duly assembled, enacts as follows:

1. There shall be established a Library Board for the Town of Didsbury.
2. The Town of Didsbury Library Board shall manage, regulate and control the Town of Didsbury library in accordance with section 7 of the *Libraries Act*.
3. The policies of the Town of Didsbury Library Board shall be governed by Parts 1 and 5 of the "*Libraries Act*" and Amendments and Regulations pertaining thereto.
4. This Bylaw shall take effect on the date of the final passing thereof.
5. In accordance with Part 1 Section 4 of the *Libraries Act*, the board shall consist of:
 - a) not fewer than five (5) and not more than ten (10) members appointed by Council; and
 - b) not more than two (2) members of Council.
 - 5.1 The Town of Didsbury Council shall appoint a member Council or the public; and
 - 5.2 Mountain View County Council shall appoint a member of Council or the public.
6. That Bylaw #2021-12 is hereby repealed.

Read a first time on the day of 2023

Read a second time on the day of 2023

Read a third and final time on the day of 2023

Mayor - Rhonda Hunter

Chief Administrative Officer - Ethan Gorner



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: September 25, 2023
SUBJECT: Municipal Planning Commission – Temporary Appointment
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Municipal Planning Commission (MPC) meetings are held the second and fourth Wednesdays of each month, if needed. The next MPC meeting is scheduled for September 27, 2023. This date is in conflict with the Alberta Municipalities (ABMUNIS) convention being held on September 26 to 29, 2023 in Edmonton.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Due to the ABMUNIS convention, neither of the appointed MPC Council representatives, Councillors Baswick or Williams, nor the alternate, Councillor Moore, are able to attend the September 27, 2023 MPC Meeting.

Therefore it is recommended that Deputy Mayor Engel be temporarily appointed in their stead to the Municipal Planning Commission for the week of September 25 to 29, 2023.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To temporarily appoint Deputy Mayor Engel to the Municipal Planning Commission as the alternate for the week of September 25-29, 2023.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 25, 2023
SUBJECT: Parkland Regional Library Systems 2024 Budget
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

PRLS's 2024 proposed budget is attached for Council's review and consideration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

PRLS continues to follow a municipal per capita membership fee. The 2023 per capita requisition was \$8.75. For 2024, there is a five percent increase in the budget; the municipal per capita requisition is proposed at \$9.18.

For calculating the municipal levy for 2024, PRLS will be using the *Population Estimates and Projections* supplied by the *Office of Statistics and Information* at *Alberta Treasury Board and Finance*. Didsbury's estimated population is 5092. The most recent data is from 2022.

In 2023, the total requisition amounted to \$45,684. Based on the proposed budget for 2024, this would increase to \$46,745, which is an increase of \$1,061.

PRLS requests that Council respond as soon as possible with their decision of whether or not to approve the proposed 2024 budget. The results will be reviewed at the next PRLS Board meeting on November 16, 2023.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the Parkland Regional Library System proposed 2024 Budget as presented, with a fee of \$9.18 per capita, representing a five percent increase (of \$.43) per capita to the membership fees from 2023, for a total of \$1,061.

OR

To accept the Parkland Regional Library System proposed 2024 Budget as information.



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

		Present Budget	Proposed Budget
		2023	2024
Income			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
TOTAL Income		3,597,800	3,828,179
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licenses	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,329,492	1,418,460
Cost of Services			
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)		3,597,800	3,828,179
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.75	9.18

Notes for the Parkland Regional Library System Budget 2024

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

At the March 16th Executive Committee meeting, *"it was agreed that a 5% increase to the budget is the maximum that could be borne by the municipalities. This equals .44 to .55 cents per capita. Staff were to build a budget around this increase."* The proposed budget meets the criteria established by the Executive Committee in March.

While most expense lines of the budget remain stable, below is an overview.

Under Income

- 1.1 has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now \$4.75.
- 1.2 has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.
- 1.3 has been adjusted to account for the current population and new requisition per capita amount of forty-three cents
- 1.4 has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.
- 1.5 is an estimated increase based on improved returns on Parkland's bond investments.

Under Support Materials

- 2.2 has been adjusted to reflect current populations
- 2.3 has been adjusted up to reflect the known increased software costs anticipated for 2024
- 2.4 Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund is provided to give Parkland staff funds for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of \$30,000.
- 2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.
- 2.11 has been adjusted to reflect current population numbers.

Under Cost of Service

- 3.6 has increased due to a general increase in Cyber Insurance premiums.
- 3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits

increases using the current compensation policy where the grid received a cost-of-living adjustment and all eligible staff were awarded a step up on the grid. COLA for Alberta was at COLA at 4.3% at the end of May.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.

Provincial grants amount to approximately 43.3% of PRLS' total income (line 1.1).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 95% of the 2024 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2024 Budgeted Amounts **2024**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$262,277
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$282,100
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$231,308
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$133,550
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$56,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,530
Contribution to Outlet Libraries*		\$800
Materials Discount	(40% in 2022)	\$116,911
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,028,546
Requisition		\$2,123,362
Difference Between Levy & Direct Return		95%
		\$94,816

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

Brief Notes – September 2024

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$9.18
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2023 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual expenditures
- 2.14 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Decreased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2023 amount
- 2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.20 Increased slightly to \$12,000 to meet demand
- 2.21 Increased to include more tech-based programming kits for member library use
- 2.22 Held at 2023 level \$2,600

COST OF SERVICES

- 3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS’ lawyer required for the audit process
- 3.2 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - to cover PRLS’ cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 level of \$26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established
- 3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

		Present Budget	
		2023	2024
Income			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
TOTAL Income		3,597,800	3,828,179

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.18 per capita – requisition to municipalities to balance the budget, a forty-three cent increase per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

Support Materials & Services Direct to Libraries		2023	2024
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licences	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,329,492	1,418,460

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects materials allotment rate of \$1.13 per capita – held at the 2023 level.

2.3 Computer Maint. Agree.

Software Licences:

line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licences, and licenced services for the Polaris integrated library system, also small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection:

this line has been included back in the budget for 2023 and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

2.5 eContent Platform fees and Subscription fees:

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

2.6 On Reserve, On

Settlement Grant Exp:

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2023 level.

2.8 Internet Connection

Fees: for internet service provision to member libraries and HQ – based on a five-year contract, held at 2023 level.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated– includes (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2023 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers:

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution

to Operating:

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

held at 2023 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage

Reimbursement for Libraries:

increased slightly based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.

2.15 Supplies purchased

Cataloguing/Mylar:

held at 2023 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

reduced slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2023 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2023 level – used to support the physical audiobook collection.

2.19 eContent: decreased significantly due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: slight increase from 2023 level to help refresh the collection.

2.21 Programming Boxes: increased to build new programming tech-based kits and consumables for programming in member libraries.

2.22 Reference Materials: held at 2023 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2023	2024
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual expenses in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

3.5 Dues/Fees/

Memberships:

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual expenses.

3.6 Insurance:

this line has increased mainly due to cyber insurance - also includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor

Maint. Expense:

increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and a major item in the snow removal.

3.8 Photocopy:

reflects fees for photocopiers and estimated usage with a slight decrease, based on actual costs.

3.9 Salaries:

to reflect the current staffing level and includes both COLA and step increases for all eligible staff – staff have not had a step increase in two years.

3.10 Salaries-Employee

Benefits:

to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.

3.11 Staff Development:

funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at \$20,000.

3.12 Supplies/Stationery/

Building:

based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

- 3.13 Telephone:* based on actual and held at 2023 level - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2023 level.
- 3.16 Utilities:* reduced slightly, based on actual expenses since moving into the new building in October 2020 and then estimated for a full year.

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2024 Budget

	Present Budget 2023	Proposed Budget 2024
TOTAL Income	3,597,800	3,828,179
TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460
TOTAL Cost of Services	2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)	3,597,800	3,828,179
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.75	9.18

Budget Supplement

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicle in 2024. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2024

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME		2024
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$68,992	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$0	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$282,100	
<i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRLS assets - 2024, \$78,100 -B)</i>		
	\$351,092	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$0	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$35,145	B
Current Year Amortization estimated - PRLS Assets	\$42,955	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		
Proceeds from the sale of vehicles	\$0	C

(actual amounts will be based on exact selling price in the year)

Technology Reserve

Budgeted for member library computers \$69,391

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$68,992 **A**

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building \$78,939

(actual amount will be affected by asset disposals during the year)

\$147,931



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 25, 2023
SUBJECT: Rosebud Valley Campground – Winter Camping Standards
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

At their June 13, 2023 regular meeting, Council was presented with a report on the winter camping trial that was conducted at the Rosebud Valley Campground from October 2022 to March 2023. At the same meeting, Council approved that winter camping be implemented on an ongoing basis.

As part of the report, a recommendation was made for the development of Winter Camping Standards to ensure suitability, safety and aesthetics of those units that are being utilized for winter camping. This item was assigned, at the September 12, 2023 Regular Council Meeting, to the Performance Evaluation Committee for review and recommendation to Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Performance Evaluation Committee (PEC) met on September 20, 2023 to review the proposed Winter Camping Standards (attached) and gave unanimous consent that the standards be brought to Council for approval.

Once approved, these standards will become part of the Rosebud Valley Campground use agreement for the winter months, and shall be distributed to all current and new renters.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

That Council approve the Winter Camping Standards as presented.



Rosebud Valley Campground Proposed Winter Camping Standards

In an effort to ensure safe winter camping operations at the Rosebud Valley Campground, as well as to provide an aesthetically-pleasing environment for both users and visitors, the following standards are being proposed:

Skirting Materials – In order to decrease heat loss within a unit, it is strongly recommended that exterior skirting be in place prior to November 1 annually.

Recommended skirting materials include:

- Wood paneling
- Modular home-type aluminum skirting
- RV-specific custom made skirting
- Other materials at the discretion of the Campground Host

Heating Sources – To ensure safe, warm heating of units during the winter months, the following heat sources are recommended:

- Propane furnace
- Diesel heater
- Electric heater

***PLEASE NOTE** – Use of both smoke and carbon monoxide (CO) detectors is imperative to safe winter camping. Heating units should be checked regularly to ensure proper operation.

Exterior Storage – All campsites must be kept in a neat and tidy condition year-round, and this is especially important during winter camping. Storage of items outside should utilize areas underneath the unit and small non-fixed sheds, to ensure an aesthetically-pleasing environment for all.

COMPLIANCE:

If the Campground Hosts have concerns relative to compliance of the above standards, the following process will be utilized:

1. Hosts will have a conversation relative to concerns with tenant to seek resolution.
2. If the concerns continue, the hosts will follow-up with a letter to seek compliance within a specified time frame.
3. An eviction notice will be issued if compliance to standards is continually not met.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 25, 2023
SUBJECT: Alberta Municipalities Committee
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Councillor Ethan Williams has expressed interest in sitting on an Alberta Municipalities Committee.

Councillor Williams has applied for the following committees:

- 1) Small Communities
- 2) Municipal Governance
- 3) Infrastructure Committee

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council is being asked to provide support through a motion of Council for Councillor Williams to be appointed to a Alberta Municipalities Committee.

Please find attached *Frequently Asked Questions on Joining a Committee* provided by Alberta Municipalities.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

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

Joining a Committee

Why should I join a committee?

Have your say at the table. If you are a Municipal Elected Official or Senior Administrator and want to shape the direction of the organization, consider applying to serve on one of our committees.

Participating on a committee provides an opportunity to influence the direction of policy and programs. In addition, you will gain greater awareness of key initiatives as well as increase your network and leadership skills.

What is the expected time commitment?

Committee meetings are typically held four times in an appointment term. An appointment term is for one year.

Please allow a full day for these meetings as they typically start at 9:00 a.m. and end at 3:00 p.m. While meetings may be attended virtually, in-person attendance is preferred whenever possible.

Committee meeting agendas are available 7 days prior for meeting preparation and generally take a few hours to review depending on the agenda items.

What are the roles and responsibilities?

Committee members are responsible for:

- Attending meetings on a regular basis
- Preparing for and actively participating in meetings
- Representing the interests and views of members with whom they have contact with
- Communicating with members regarding matters under consideration unless confidential
- Exercising the care, skill, and diligence of a prudent person in carrying out their duties

Are honoraria provided and expenses covered?

Per Association Policy:

- Municipal Elected Officials are entitled to receive honoraria for their service on a committee established by the Board.
- Municipal Administrators and other persons serving on a committee established by the Board will be reimbursed for travel costs incurred as a result of committee requirements.

About us

We represent urban municipalities including cities, towns, villages, summer villages and specialized municipalities and more than 85% of Albertans. We are a dynamic and evolving association, advocating the interests of members to the provincial and federal orders of government and other stakeholders.

Our Vision

We are a change agent that enables municipalities to be a fully engaged order of government with the capacity to build thriving communities.

Our Mission

We are the voice of urban municipalities and provides visionary leadership, solutions-based advocacy, and service excellence.



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Committee Descriptions

- The **Audit and Finance Committee** is responsible for ensuring, using the appropriate methodologies and processes, the overall probity and integrity of financial systems and practices for the organization and its associated entities.
- The **Economic Strategy Committee** considers issues including labour and immigration; jobs, economy, innovation, and technology; energy policies and market access; and advanced education.
- The **Infrastructure Committee** looks at matters pertaining to municipal infrastructure and financing, municipal infrastructure related grants and transfers, tangible capital assets, asset management, transportation and public works, roads and bridges, rights of way including utilities, energy policies and market access, and disaster planning and emergency management.
- The **Investment Advisory Committee** is responsible for ensuring, using appropriate methodologies and processes, the internal investment funds and those held in Trust or by agreement are well-managed and operate in compliance.
- The **Municipal Governance Committee** looks at matters pertaining to the Municipal Government Act and related legislation, property assessment and tax policy, municipal revenue and cost sharing, intermunicipal cooperation, the municipal sustainability strategy, roles and responsibilities of municipalities, citizen engagement, indigenous relations, and Convention resolutions.
- The **Safe and Healthy Communities Committee** considers issues relating to health and safety (including emergency medical response and police funding), social programs (FCSS, poverty reduction, affordable housing, and homelessness), culture and recreation, and Welcoming and Inclusive Communities.
- The **Small Communities Committee** provides advice on opportunities and challenges affecting the sustainability of small communities. This Committee is also responsible for providing a small communities perspective on key policy initiatives.
- The **Sustainability and Environment Committee** reviews matters pertaining to water, climate change, clean air, brownfields, solid waste management, land use planning and cumulative effects management, and municipal sustainability planning.

Application and Selection Process

1. Read the descriptions of each Committee to identify which one(s) interests you and then complete the application form [online](#).
2. Applications for 2023/2024 must be submitted by **September 29, 2023**.
3. All applications will be reviewed and members will be appointed to the various committees based on expertise and criteria ensuring balance and representation of various regions.
4. All applicants will receive a letter once the appointments have been made.

**Submit your
interest to join
a committee**

Fill out our [online form](#) to submit your interest in joining a committee.



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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: September 25, 2023
SUBJECT: 2023 Alberta Municipalities Resolutions
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Alberta Municipalities' Annual Convention will be held September 27 – 29, 2023 where members will consider a variety of resolutions put forward by various municipalities. The resolutions book is available as a PDF and Word document which is found on the following link: <https://www.abmunis.ca/advocacy-resources/resolutions>

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council is encouraged to review these proposed resolutions in advance of the Convention, so that they are prepared to participate in the debate and voting process.

Attached is a document with resolution voting instructions to support your participation in the resolution session.

Council is being asked to accept the 2023 Alberta Municipalities Resolutions update as information and to refer consideration of these resolutions to Closed Meeting in accordance with Section 23 of the *FOIP Act*.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (2 separate motions)

To accept the 2023 Alberta Municipalities Resolutions update as information.

AND

To refer to Closed Meeting Council's consideration on the 2023 Resolutions being presented at Alberta Municipalities Convention in Edmonton September 27 to 29.

Resolution Voting Instructions

Presentation of the Resolution

- After the resolutions chair introduces the resolution, a spokesperson from the moving municipality is provided two (2) minutes to speak.
- Next, there will be a call for a speaker in opposition, seeking clarification or proposing an amendment.
- Those moving or speaking in favour of a resolution, will go to microphones 1 or 3. Those speaking opposed, or with a question or amendment will go to microphone 2 or 4. Microphones will be clearly marked.
- Those attending virtually, will use the Q&A function of Zoom to enter questions or comments, which will be read out by an ABmunis staff member in turn. Please enter your name, municipality, whether your statement is in opposition or in favour of the resolution along with a statement that can be read out by a staff member in no more than 2 minutes.
- If no one indicates they wish to speak in opposition to the resolution, the vote will be called immediately.
- Aside from the mover, a speaker cannot speak more than once on each resolution.
- To ensure we can move through the resolutions in a fair and timely manner, we will turn off the microphone once a speaker's 2 minutes are up.
- When there are no more opposing speakers, the resolutions chair will declare the end of the debate.
- The mover will then be allowed one minute to close the debate.
- When debate is completed, the resolutions chair will ask for a vote on the active clause of the resolution.

Amendments

- Amendments, even minor ones, will be accepted when duly moved and seconded.
- To help speed up the process, we encourage you to submit amendments in writing, prior to the amendment being introduced.
- To do so, please drop off a written copy of the amendment to Rachel de Vos who will be sitting at the audio-visual table at the back of the room, so we can input your changes and display them on the screens.
- The discussion and debate process for an amendment is the same as that of the original resolution.

The Vote

- Prior to the start of Convention, all registered elected officials from regular member municipalities received voting credentials from Simply Voting.

- These voting credentials are personalized to each elected official and will work for resolutions and Board elections.
- When the resolutions session starts you will be asked to log into abmunis.dotsconnect.live
- Once the resolutions chair calls the vote, you will hit the “next vote” button at the top of the page to see the current resolution.
- You have 45 seconds to cast your vote, after which you will receive confirmation that your vote has been counted.
- Once the result is posted, we will move onto the next resolution.
- Resolutions that receive a simple majority of 50 percent plus one, are considered approved.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: September 25, 2023
SUBJECT: Parking Requests
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Town of Didsbury Municipal Enforcement and Public Works have received various requests from residents for the establishment of specific parking areas in the town in various residential areas.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending that the various parking requests be referred to the Performance Evaluation Committee to review and bring recommendations to Council.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To refer parking concerns in residential areas to the Performance Evaluation Committee for review and recommendation.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: September 25, 2023
SUBJECT: Correspondence & Information
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached:

- Central Alberta Economic Partnership Connections

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the correspondence items presented as information.



Welcome from Executive Director Tracy Gardner:

On behalf of CAEP, we are so excited to serve the Central Alberta region to offer resources and connectivity for our valued membership.

It has been a privilege to travel to communities that are focused, entrepreneurial and making a difference. Municipal officials, staff and citizens are addressing important issues that impact the vibrancy of their communities by tackling housing, transportation and new investment. A lot can be learned from this sharing and collaboration on regional growth and development.

CAEP is a "connector" and an organization that values bringing people together for intellectual sharing, business engagement and regional excellence. The Central Alberta region is vibrant with continued potential for growth and diversity regardless of the size of community. Rural communities are focusing on agriculture innovation, film industry, tourism and unique business attraction to create and enhance local growth and prosperity. We lean on the larger centers who maximize resources and continue the great work to position Central Alberta as a "destination of choice" for investment and development. This diversity in membership is what makes CAEP strong and resilient as we continue to ensure the region is a great place to live, work and play.

Here are a few things CAEP is working on:

- Business & Blue Jeans ~ Fall 2023
- Delegation Summit ~ postponed to April 2024
- Business Support Network Workshops for Employers ~ October 16 2023 Register below



- Welcome Town of Rocky Mountain House!
- Continued visits around the region to enhance understanding of what makes each community authentic.

Call for CAEP Committee Members

Any CAEP Members who are interested to engage in committee work, please let Tracy know and we will share some exciting opportunities

Phone 587.447.2237 or email tracy@caepalberta.com

Committees include: Governance, Infrastructure and Engagement

Upcoming Events!



Mon, Oct 16, 2023 9:00 AM MST

Business Support Network Workshop Series

Red Deer Polytechnic, Room 2901B, Red Deer

Tickets



Photo Contest!

Email a picture of your community to
info@CAEPalberta.com

Theme is "Communities in Action" Submit a quality photo that demonstrates the space, colors, people and spirit of your community.

One entry will be randomly selected to

Win Homemade Desserts

for you and up to a dozen colleagues!

Photos may be used by CAEP in future promotions.

Email your high res jpeg quality photo (Maximum 4MB) with Location and Title/Description in the email body to
info@caepalberta.com

Maximum entry: 6 photos per person.

Deadline October 15, 2023

Funding and Investment Opportunities

- [CanExport Community Investment Program: 2024-2025 Proposals Being Accepted from Sept 5 – 29, 2023](#). Minor changes have been made to this grant that communities and non-profits can access in to attract, retain and expand foreign direct investment activities. See more in the [Applicant Guide](#).
- [Community Support Fund: Applications open Aug 1 to Oct 6](#). First Nations, incorporated Indigenous communities and organizations, as well as municipalities and non-Indigenous organizations working with an Indigenous partner on an initiative that primarily benefits Indigenous people are eligible. Relevant projects include those that aim to enhance economic security for Indigenous women. See [Program Guidelines HERE](#).
- <https://www.alberta.ca/corporate-tax-incentives>
- <https://www.alberta.ca/alberta-agri-processing-investment-tax-credit>
- <https://investalberta.ca/business-support-programs/>
- <https://albertainnovates.ca/funding/>

Partner on Regional Skills Gap Study

Over the past three years, two excellent studies coordinated through the Central Alberta Economic Partnership (CAEP) have been completed for the Central Alberta Region, including: • The Regional Labour Market Overview • **The Workforce Development Strategy for Central Alberta**

Red Deer Polytechnic (RDP) would like to collaborate with other regional stakeholders to participate in **Part III – The Central Alberta Regional Skills Gap Study**. This would be a more detailed look into current and future regional skills and competency gaps and explore ways to address those gaps.

Red Deer Polytechnic will also be applying for the **Government of Alberta Labour Market Partnership grant funding for this study**, and we would like to invite other central Alberta stakeholders to partner with us on the project. ([Read the full invitation here.](#))

By September 25, RDP is looking to identify any regional partners interested in participating and contributing to the cost of funding the project as well as provide value-in-kind support that may include, but is not limited to:

- data development,
- project administration support,
- participant list development,
- coordination of sub-region activities.

If you have any questions or would like to discuss this opportunity further, please contact: J'Anna Aitchison Executive Director, Institutional Planning Red Deer Polytechnic J'Anna.Aitchison@rdpolytech.ca

|

Consolidating Wastewater Projects

There is work being done on consolidating wastewater projects into a master agreement that can span across Alberta municipalities, so that they be financed by CIB.

The current individual projects do not meet the minimum threshold size for investment thus the interest to consolidate them, into minimum \$400 million dollar buckets then CIB can finance up to 50 percent of the projects. This includes industrial water processing projects, large scale replacement of old water treatment plants at the end or near to the end of their life.

The intent of an industrial wastewater project is to treat the water to a level where the water can be returned to surface water and used for agriculture, industry, etc., instead of pumped into disposal wells.

Please share any future, currently planned and other proposed projects in your economic area.

Please provide CAEP with the name of Municipality, Project Description (10 words max), Total Project Cost and Proposed Installation Date. EMAIL Tracy@caepalberta.com

Delegation Summit n News



CAEP
CENTRAL ALBERTA
ECONOMIC PARTNERSHIP
Driving Business... Vibrant Communities

CENTRAL ALBERTA
INDIA
DELEGATES SUMMIT
OCTOBER 2023

POSTPONED TO APRIL 2024!!

LIVE, WORK AND SETTLE IN CENTRAL ALBERTA

- Visit six Central Alberta municipalities and explore the region's economic and cultural diversity.
- Meet with local business consultants and entrepreneurs.
- Discover settlement support services in the region.

We look forward to welcoming you to Central Alberta!



CAEP Mission

A convenor of business, communities, and people,
CAEP fosters local success to advance our regional competitive advantage.

CAEP Vision

Beyond ordinary, Central Alberta is a business friendly, diverse, and welcoming region that provides optimal opportunity for all.

CAEP Values

Put communities first
Act with integrity
Provide leadership
Be open and inclusive