



TOWN OF DIDSBURY AGENDA

Regular Council Meeting

Tuesday, October 14, 2025, 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>	
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15.	<u>ADJOURNMENT</u>	



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE:	October 14, 2025
SUBJECT:	September 23, 2025 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	4.1

BACKGROUND/PROPOSAL:

The minutes of the September 23, 2025 Regular Council Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the September 23, 2025 Regular Council Meeting Minutes as presented.



Minutes of the Town of Didsbury Regular Council Meeting
Held on September 23, 2025 in Council Chambers 1606 14 Street
Commencing at 6:00 p.m

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

Administration Present Chief Administrative Officer, Michael Simpson
Chief Financial Officer, Amanda Riley
Director of Community Services, Nicole Aasen
Director of Engineering & Infrastructure, Craig Fox
Planner, Tracey Connatty
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter
Nelisha Bruce, Council and Community Relations Coordinator
Lisa Bastarache, Communications Coordinator

1. CALL TO ORDER

Mayor Hunter called the September 23, 2025 Regular Council Meeting to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Correction of numbering on RFD for item 8.4

Res. 481-25

MOVED by Deputy Mayor Engel

To adopt the agenda for the September 23, 2025 Regular Council Meeting as amended.

Motion Carried

3. DELEGATIONS/PRESENTATIONS - *No delegations or presentations.*

4. ADOPTION OF MINUTES

4.1 September 9, 2025 Council Meeting Minutes

Res. 482-25

MOVED by Deputy Mayor Engel

To adopt the September 9, 2025 Regular Council Meeting Minutes as presented.

Motion Carried

5. PUBLIC HEARINGS – *no public hearings*

6. CAO REPORT

Res. 483-25

MOVED by Councillor Baswick

To accept the Chief Administrative Officer Report for September 23, 2025 as information.

Motion Carried

7. BYLAWS & POLICIES

7.1 Rescinding of Policy FIN 002 Application for Property Tax Exemption

Res. 484-25

MOVED by Councillor Moore

To rescind Policy FIN 002 Application for Property Tax Exemption.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

7.2 Municipal Policing Committee Bylaw 2025-17

Res. 485-25

MOVED by Deputy Mayor Engel

That Council grant first reading to Municipal Policing Committee Bylaw 2025-17.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8. BUSINESS

8.1 Old Fire Hall Reserve Fund

Res. 486-25

MOVED by Deputy Mayor Engel

To transfer \$25,500 from the Old Fire Hall/Film Location Reserve to the Strategic Initiatives and Contingency Reserve.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.2 Franchise Fees 2026

Res. 487-25

MOVED by Councillor Moore

To maintain the existing ATCO Gas franchise fee percentage for the 2026 calendar year at 25% and to maintain the existing Fortis Alberta franchise fee percentage for the 2026 calendar year at 17%.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.3 SD24-003 Conditionally Approved Subdivision Time Extension

Res. 488-25

MOVED by Councillor Moore

To approve the requested time extension for Subdivision SD 24-003 of one year for the conditionally approved subdivision to remain valid and allow until July 24, 2026 to complete all outstanding conditions.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.4 Didsbury Aquatic Centre - Scheduling Survey Results

Res. 489-25

MOVED by Deputy Mayor Engel

That Council accept the survey results for the Didsbury Aquatic Centre as information.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

9. COUNCIL REPORTS & MEETING HIGHLIGHTS

Res. 490-25

MOVED by Councillor Baswick

To accept the September 23, 2025 Council Reports as information.

Motion Carried

Highlights

- SD24-003 Extension
- Aquatic Centre Survey Results
- CAO Report
- Welcoming Mr. Simpson as CAO

10. CORRESPONDENCE & INFORMATION

Res. 491-25

MOVED by Councillor Baswick

To accept the correspondence for September 23, 2025 as information.

Motion Carried

11. QUESTION PERIOD

12. CLOSED MEETING

Res. 492-25

MOVED by Councillor Baswick

To go to closed at 7:03 p.m. for the following items:

- 12.1 Mountain View Regional Water Services Commission - as per section 28 of the Access to Information Act
- 12.2 Economic Developers Association of Canada - as per section 29 of the Access to Information Act

Motion Carried

13. RECONVENE

Res. 493-25

MOVED by Deputy Mayor Engel

To return to open meeting at 7:42 p.m.

Motion Carried

Res. 494-25

MOVED by Councillor Windsor

That the Town of Didsbury enter into the cost sharing and payment agreement with the Mountain View Regional Water Services Commission for the installation of the Lateral Line as outlined in the agreement for a total budgeted amount of \$597,400.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 495-25

MOVED by Deputy Mayor Engel

That Council approve Mayor Hunter attend the Economic Developers Association of Canada (EDAC) Awards Presentation.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

14. ADJOURNMENT

Res. 496-25

MOVED by Councillor Baswick

To adjourn the September 23, 2025 Regular Council Meeting at 7:44 p.m.

Motion Carried

Mayor - Rhonda Hunter

Chief Administrative Officer- Michael Simpson



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE:	October 14, 2025
SUBJECT:	September 26, 2025 Special Council Meeting Minutes
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	4.2

BACKGROUND/PROPOSAL:

The minutes of the September 26, 2025 Special Council Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the September 26, 2025 Special Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Special Council Meeting
Held on September 26, 2025 on Zoom Meetings
Commencing at 4:30 p.m.**

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

Administration Present Chief Administrative Officer, Michael Simpson
Nelisha Bruce, Council and Community Relations Coordinator
Lisa Bastarache, Communications Coordinator

1. CALL TO ORDER

Mayor Hunter called the September 26, 2025 Special Council Meeting to order at 4:30 p.m.

2. ADOPTION OF THE AGENDA

Res. 497-25

MOVED by Councillor Baswick to adopt the agenda for the September 26, 2025 Special Council Meeting as presented.

Motion Carried

3. BUSINESS

3.1 Candidate Forum - October 6 Hosted by the Town of Didsbury

Res. 498-25

MOVED by Councillor Moore

To approve a maximum budget expenditure of \$2,000 for the hosting of a 2025 Didsbury Municipal Candidate Forum hosted by the Town of Didsbury to be funded from the Operating Budget, and further that the forum be held October 6, 2025 beginning at 6:30 p.m. at the Didsbury Memorial Arena Complex in the Multi-Purpose Room.

	For	Opposed
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

4. ADJOURNMENT

Res. 499-25

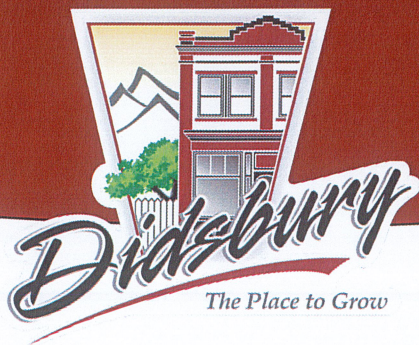
MOVED by Councillor Baswick

To adjourn the September 26, 2025 Special Council Meeting at 4:46 p.m.

Motion Carried

Mayor - Rhonda Hunter

Chief Administrative Officer- Michael Simpson



SPECIAL COUNCIL MEETING

Date of Notice
September 26, 2025

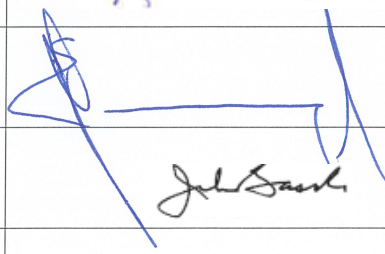
NOTICE OF SPECIAL COUNCIL MEETING

Friday, September 26, 2025 at 4:30 p.m. held virtually on Zoom

In accordance with Section 194 of the *Municipal Government Act*, Mayor Hunter has called a Special Council Meeting for Friday, September 26, 2025 at 4:30 p.m. to be virtually on Zoom.

We the undersigned hereby waive notice requirements under the MGA section 194, in order to facilitate a Special Meeting of Council regarding the following item of business:

1. *Candidate Forum, October 6 Hosted by the Town of Didsbury.*

Council Member Name	Signature
Mayor Rhonda Hunter	
Deputy Mayor Curt Engel	
Councillor John Baswick	
Councillor Dorothy Moore	DMMoore
Councillor Bill Windsor	W. E. Windsor



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 1, 2025
SUBJECT: CAO Report
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 6.0

BACKGROUND/PROPOSAL:

Please find attached the Chief Administrative Officer's (CAO) Report for October 14, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Chief Administrative Officer Report for October 14, 2025 as information.



CAO Report – October 14, 2025

1. **CAO Activity Report**

Please see the attached Activity Report from the Chief Administrative Officer.

2. **Second Quarterly Planning and Development Report**

Please see the attached second quarterly report for Planning and Development.

3. **Development Permits Issued as at October 8, 2025**

Please see attached the Development Permits Issued as at October 8, 2025.

4. **East Reservoir Project Updates**

The East Reservoir Project has been assigned its own dedicated page on the Town of Didsbury Website! Content including pictures, video, and regular updates will be posted to the site for residents and Council members to see the progress of this long-term capital project regularly. [The link to the site can be found here.](#)

5. **Economic Development Association of Canada Awards 2025**

Please see attached the Economic Development Association of Canada Awards Report.

Office of the Chief Administrative Officer

Activity Report - October 14, 2025



**Strategically
Managed
Infrastructure**



**Vibrant &
Connected
Character
Community**



**Strong &
Resilient Local
Economy**



Liveability



**Governance &
Organizational
Excellence**

Review of the following ongoing files:

- 23rd Street Road Rehabilitation.
- Review of long range capital plan for public infrastructure, fleet, and facilities.
- Review and negotiation of East Reservoir Lateral Line construction project, managed by the Mountain View Regional Water Services Commission.
- Review of Intermunicipal Collaboration Framework with Mountain View County.
- Meeting with RCMP Detachment Commander, Staff Sergeant Steve Browne and Mayor Hunter.
- Directors Meetings regarding:
 - Future capital planning
 - Onboarding
 - Asset Management
 - Campground operations for 2026 season
 - Tangible Capital Asset Policy
- Discussions on Mid-Sized Towns Mayors' Caucus funding formula advocacy and request to provincial government.
- Review of Economic Development Strategy.
- Review of procurement policy and cardholder policy in effect for Town employees.
- Tour of Butte (Standpipe) Reservoir with Director of Engineering and Infrastructure.
- Discussion with planning team on Stop Order, tour of sidewalks in new development and discussion on Town specs with Director of Engineering and Infrastructure.
- Discussions with staff and council regarding current status of long range land use planning of Town lands, Dog Park, and Memorial Complex.
- Review of onboarding agenda for new Council term.
- Tour of Didsbury District Hospital with Mayor Hunter and AHS Site Manager.
- Regional RCMP Model Study.
- Hosting of a political forum for election candidates in Didsbury.
- Introductory meeting with the MLA for Olds-Didsbury-Three Hills, Tara Sawyer and Mayor Hunter.
- Human Resource Matters.
- Onboarding with staff on municipal records software and human resources software.
- Safety Orientation as a Town employee in accordance with the Occupational Health and Safety Policies.

CAO Report: Developments as of October 8, 2025

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

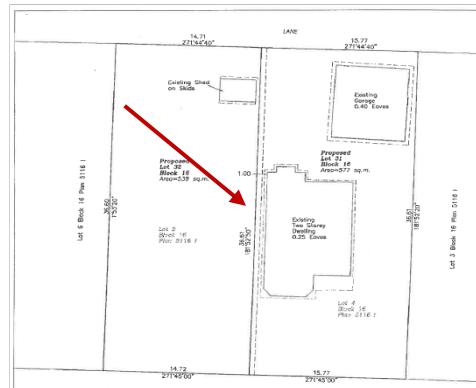
Development Officer (Permitted Use) Decisions

PERMIT	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 25-076	308 Westhill Close	Deck Extension with Stairs	Peak 2 Crete Contracting Ltd. (a) Smith, Brian (o)	Sept 19, 2025
DP 25-077	1520 A – 22 Avenue	Accessory Building - Garage	Dyck, Alayna (a/o)	Sept 19, 2025

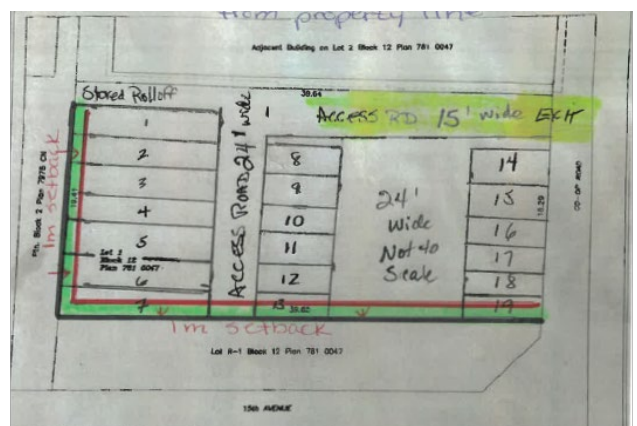
Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE	APPEAL PERIOD ENDS
DP 25-072	2114 – 20 Avenue	Side Yard Setback Variance	Jalin Homes Inc.	Oct 8, 2025	Oct 29, 2025 at 4:30 p.m.
DP 25-073	15 Co-op Road	Storage (Self) & Shipping Containers (Small/Large)	Saint, Denver (a) Payless Disposal Inc. (o)	Oct 8, 2025	Oct 29, 2025 at 4:30 p.m.
DP 25-075	26 Westheights Dr	Home Occupation – CNC Plasma Cutting/Metalwork	Reimer, Shamus	Oct 8, 2025	Oct 29, 2025 at 4:30 p.m.

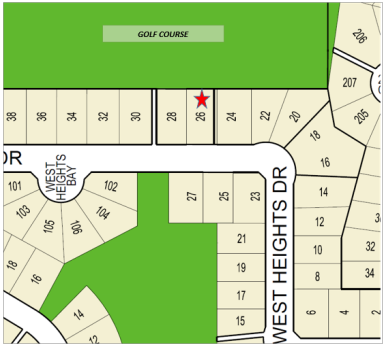
DP 25-072: Side Yard Setback Variance from 1.5 metres to 1.0 metres: 2114 – 20 Avenue



DP 25-073: Storage (Self) & Shipping Containers – mini storage business using shipping containers 15 Co-op Road



DP 25-075: Home Occupation: CNC Plasma & Metalworking Business 26 Westheights Drive



Operating business out of the garage



CNC Plasma Tables



Signs



Automotive Parts



Fire Pits

SD 25-005 Minor boundary adjustment to allow for future development 2118 – 20 Avenue

Front yard of developed yard and approximate location boundary adjustment





PLANNING & DEVELOPMENT SERVICES
2025 Quarterly Planning & Development Report (Q2)
 (Apr 1 – Jun 30)

Prepared for the Regular Council Meeting

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PRINCIPAL DWELLING UNITS

	Q1	Q2	Q3	Q4	2025
Permits: Principal Dwelling Units	3	5			8
Total Construction Values [in \$ millions]	1.33	3.28			4.61
Date of First Permit Issued	Feb 20	May 8			Feb 20
Date of Last Permit Issued	Mar 26	Jun 24			Jun 24

ACCESSORY BUILDINGS, STRUCTURES & OTHER USES

	Q1	Q2	Q3	Q4	2025
TOTAL: Permits Issued for Accessory Buildings/Structures, Additions, Decks, Demolitions/Relocations & Secondary Suites	7	9			16
TOTAL: Construction Values [in \$ millions]	0.21	0.35			0.56

Breakdown of Accessory Buildings/Structures, Additions, Deck, Demolition & Secondary Suites

Accessory Buildings/Structure	Q1	Q2	Q3	Q4
Garages	3	0		
Sheds	0	0		
Gazebos	0	0		
Sprung Structure	0	1		
Additions	Q1	Q2	Q3	Q4
Garages	1	0		
Dwelling - Sunroom	0	1		
Commercial	0	0		
Institutional	0	0		
Industrial	0	0		
Decks	Q1	Q2	Q3	Q4
Deck with Stairs	0	3		
Covered Deck	0	0		
Enclosed Deck	0	0		
Demolitions	Q1	Q2	Q3	Q4
Demolition	2	1		
Relocation	1	0		
Secondary Suites	Q1	Q2	Q3	Q4
Internal Secondary Suite	0	3		
External Secondary Suite	0	0		



PLANNING & DEVELOPMENT SERVICES
2025 Quarterly Planning & Development Report (Q2)
 (Apr 1 – Jun 30)

Prepared for the Regular Council Meeting

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MISCELLANEOUS

	Q1	Q2	Q3	Q4	2025
Shipping Container	0	2			2

HOME OCCUPATIONS

	Q1	Q2	Q3	Q4	2025
Home Occupations	3	0			3

VARIANCES GRANTED

	Q1	Q2	Q3	Q4	2025
Parking Variance	0	0			0
Setback Variance	0	0			0

Variances included in above Dwelling Permits (these numbers not to be added to permit totals)

COMMERCIAL RETAIL UNITS

	Q1	Q2	Q3	Q4	2025
Permits: New Commercial Retail Units	1	0			1
Total Construction Values [in the \$ millions]	0.20	0			0
Date of First Permit Issued	Jan 23	-			Jan 23
Date of Last Permit Issued	Jan 23	-			Jan 23

Change of Use	Q1	Q2	Q3	Q4	2025
Change of Use Business (new businesses in existing building)	4	4			8
Change of Intensification (ex: increase in number of children in a daycare)	0	0			0

Signage	Q1	Q2	Q3	Q4	2025
Signage	2	8			10

LAND USE APPLICATIONS & APPEALS

Subdivisions	Q1	Q2	Q3	Q4	2025
Subdivisions Approved	3	2			5

Redesignations	Q1	Q2	Q3	Q4	2025
Redesignations Approved	0	2			2

Development & Subdivision Appeals	Q1	Q2	Q3	Q4	2025
Development Appeals	0	0			0



PLANNING & DEVELOPMENT SERVICES
2025 Quarterly Planning & Development Report (Q2)
(Apr 1 – Jun 30)

Prepared for the Regular Council Meeting

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COMPLIANCE CERTIFICATES

Certificates of Compliance	Q1	Q2	Q3	Q4	2025
<i>Certificates of Compliance Issued</i>	8	19			27

Though not fully accurate, the number of Compliance Letters issued is a reflection of real estate activity in the town as the issuing of a Compliance Letter often accompanies the selling of a property. For the most part, Compliance Letters issued by the Development Office are done so for Residential lots.

Town of Didsbury wins three EDAC Awards, plus takes home EDAC Cup 2025

Category: Economic Development budget under \$200,000

Marketing is a challenging, but essential activity. Excellence in marketing has become a critical differentiator for Canada's Economic Development Professionals. The Marketing Canada Awards acknowledge and praise communities who have succeeded at this critical task.

The winners were announced last week at the Economic Development Association Canada conference held in Niagara on the Lake, ON from October 3 – 9, 2025.

All award nominations are featured on the national website of the Economic Development Association Canada: <https://edac.ca/conferences-awards/marketing-awards/gallery-of-entries/>

Award 1: Category: Promotional Event

Events geared to promoting economic development / tourism opportunities, attractions and services. To be considered, abstract must detail concrete outcomes and results of the event to as well as any sustainable motives or message associated with this event. Include examples, if applicable, of how virtual events have allowed you to continue with your goals, work, local successes, etc.

Project: **"Earptopia Didsbury Day"**

In October 2024, the Town of Didsbury leveraged its strong film tourism potential by hosting "Earptopia-Didsbury Day," a fan experience tied to the Earptopia Convention in Calgary. With over 200 international visitors from 17 countries, the event transformed Didsbury into the fictional town of Purgatory from the hit television series Wynonna Earp.

Award 2: Category: Advertising Campaign

A series of themed published advertisements (not necessarily printed) promoting/marketing economic development or tourism opportunities, attractions, events or services.

Project: **"Direct Your Life" Calgary Transit Campaign**

Didsbury's 2024 transit marketing campaign, launched through Pattison Outdoors in Calgary, was a creative and strategic initiative spotlighting Didsbury as a destination for quality living, business and investment opportunities, and visiting setting a benchmark for innovative and impactful municipal marketing utilizing ESG principals. The graphics were a playful nod to the creative industry, adding an element of fun and familiarity to the advertisements.

Award 3: Category: Promotional Item

Unique items created specifically to promote or reinforce business/tourism themes, opportunities, attractions, or services. Must be innovative and customized for the purpose. (No generic objects with brand/logos will be judged). Where applicable, abstract should detail any efforts made to choose sustainable materials for these items and what message that it is sending to the community.

Project: **"Themed Scavenger Hunt"**

In 2024, the Town of Didsbury created a truly unique promotional item: a customized, interactive *Wynonna Earp*-themed scavenger hunt designed to guide visitors through the town's film locations and activated places. This innovative product reimaged tourism promotion as an immersive experience that continues to generate economic, cultural, and social returns far beyond its initial launch.

EDAC Cup Award

The Town of Didsbury received the EDAC Cup, the top prize awarded at the end of the Marketing Canada Awards. It is awarded to the best submission from each budget category, making it the best overall submission from the entire competition. Winning the EDAC Cup signifies that a community's project is recognized as one of the "Best of the Best" in economic development marketing.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 14, 2025
SUBJECT: Lateral Water Line Project Budget
ORIGINATING DEPARTMENT: Corporate Services
ITEM: 8.1

BACKGROUND/PROPOSAL:

At the September 23, 2025 Regular Council Meeting, Council authorized entering an agreement with the Mountain View Regional Water Services Commission (MVRWSC) for the installation of a Lateral Line which would require a financial commitment from the Town of \$597,400.

The lateral line is required to connect to the new East Reservoir to the regional water system.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

While the agreement has been committed to, the project budget has not yet been finalized. Administration is requesting Council approve the budget for this project for \$597,400 to be funded from the Town's Water Reserves.

The Town currently has \$2,268,000 available in the water reserve. Should Council approve this project, that would leave \$1,670,600. Each year the Town replenishes this reserve fund through its budgeted reserve transfers.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To approve the Lateral Line project budget of \$597,400 to be funded from the Water Reserve.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 14, 2025
SUBJECT: AMWWP Grant Letter of Support
ORIGINATING DEPARTMENT: Engineering & Infrastructure
ITEM: 8.2

BACKGROUND/PROPOSAL:

The Alberta Water and Wastewater Partnership grant funding was based on a construction cost estimate. Following a public tendering and award process the cost to construct the reservoir differed from the estimate.

A letter was delivered to the Minister of Transportation and Economic Corridors requesting a reassessment of the grant funding. The Minister requested that the municipality submit a request for reassessment through the regular 2025 grant application.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is prepared to submit for reassessment and is recommending that Council provide a Letter of Support to accompany the application.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To support the submission of Letter of Support, endorsed by Town Council, for the reassessment of the AMWWP grant.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 14, 2025
SUBJECT: Traffic Control Measures and Street Name - Valarosa
ORIGINATING DEPARTMENT: Engineering & Infrastructure
ITEM: 8.3

BACKGROUND/PROPOSAL:

The final phases of Valarosa are nearing completion.

Clause 10 of Bylaw 2006-17 Traffic Bylaw states that Council has the power “to prescribe where traffic control device are to be located, including traffic control devices restricting the speed of vehicles, and such traffic control devices shall be deemed to have been made by By-Law of the Town and providing for a record of all the locations to be kept which shall be open to public inspection during normal business hours.”

The Developer has proposed a typical control device layout for the subdivision as attached.

Valarosa subdivision is currently posted as 30 km/h.

The road segment, which Valarosa Drive connects to, is currently named 19th Street.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is supportive of the traffic control device layout and the designation of 30 km/h to remain throughout the subdivision.

Administration is also seeking to rename 19th Street to Valarosa Drive and place a traffic control device at the T-intersection as proposed in the attached schematic.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

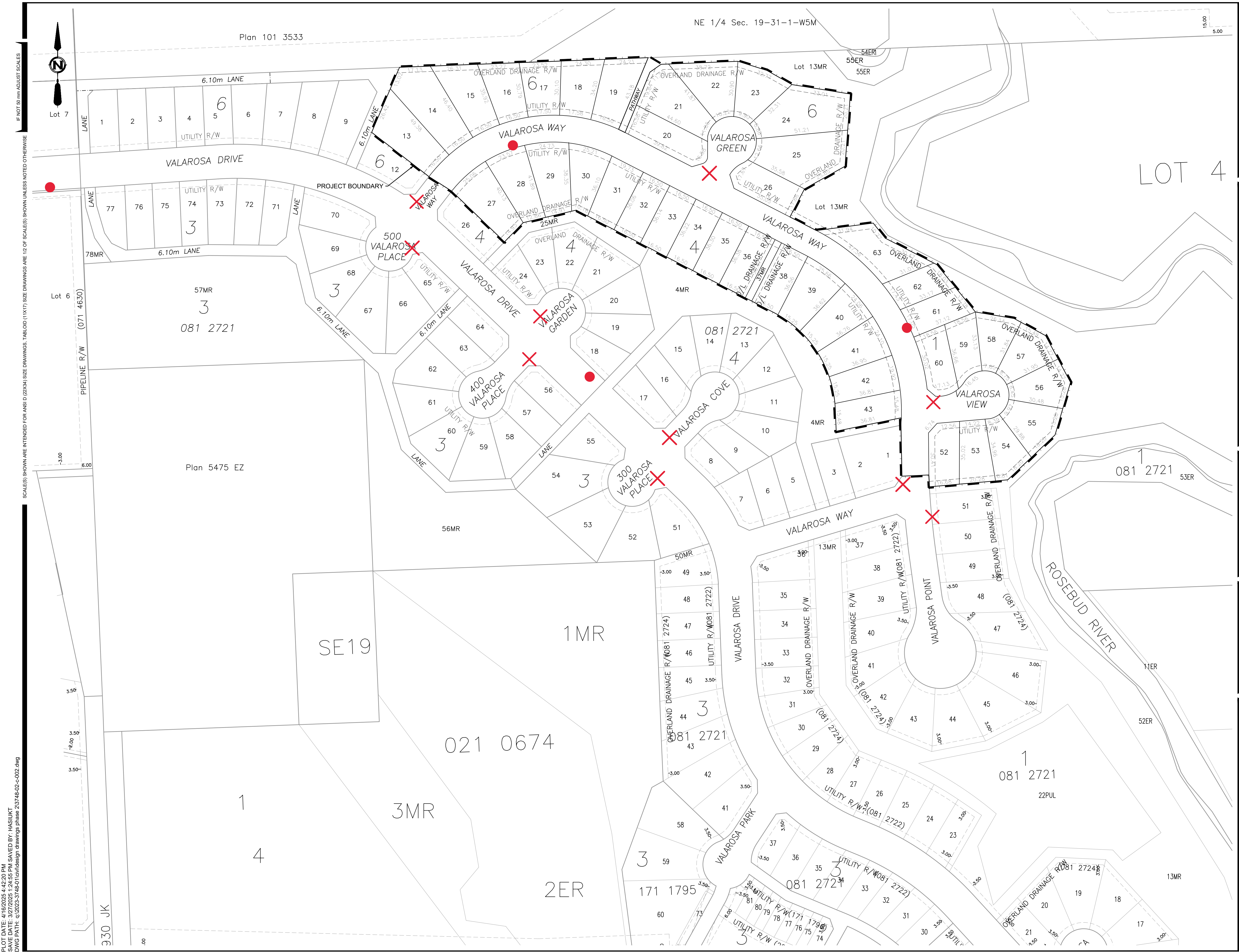
Council approve the traffic control device layouts as presented.

AND

Council approves a speed limit of 30 km/h for the extension of Valarosa Drive and Valarosa Way.

AND

Council approves the renaming the east-west portion of 19th Street, to Valarosa Drive as per the layout presented.



- ✗ Proposed Stop Sign
- Proposed 30 Km/h sign

REV	DATE	DESIGN	DRAWN	DESCRIPTION
1	2025APR22	EJ WHITE	T HASIUK	ISSUED FOR CONSTRUCTION
0	2025FEB11	EJ WHITE	T HASIUK	ISSUED FOR TENDER

JB NDT SERVICES INC

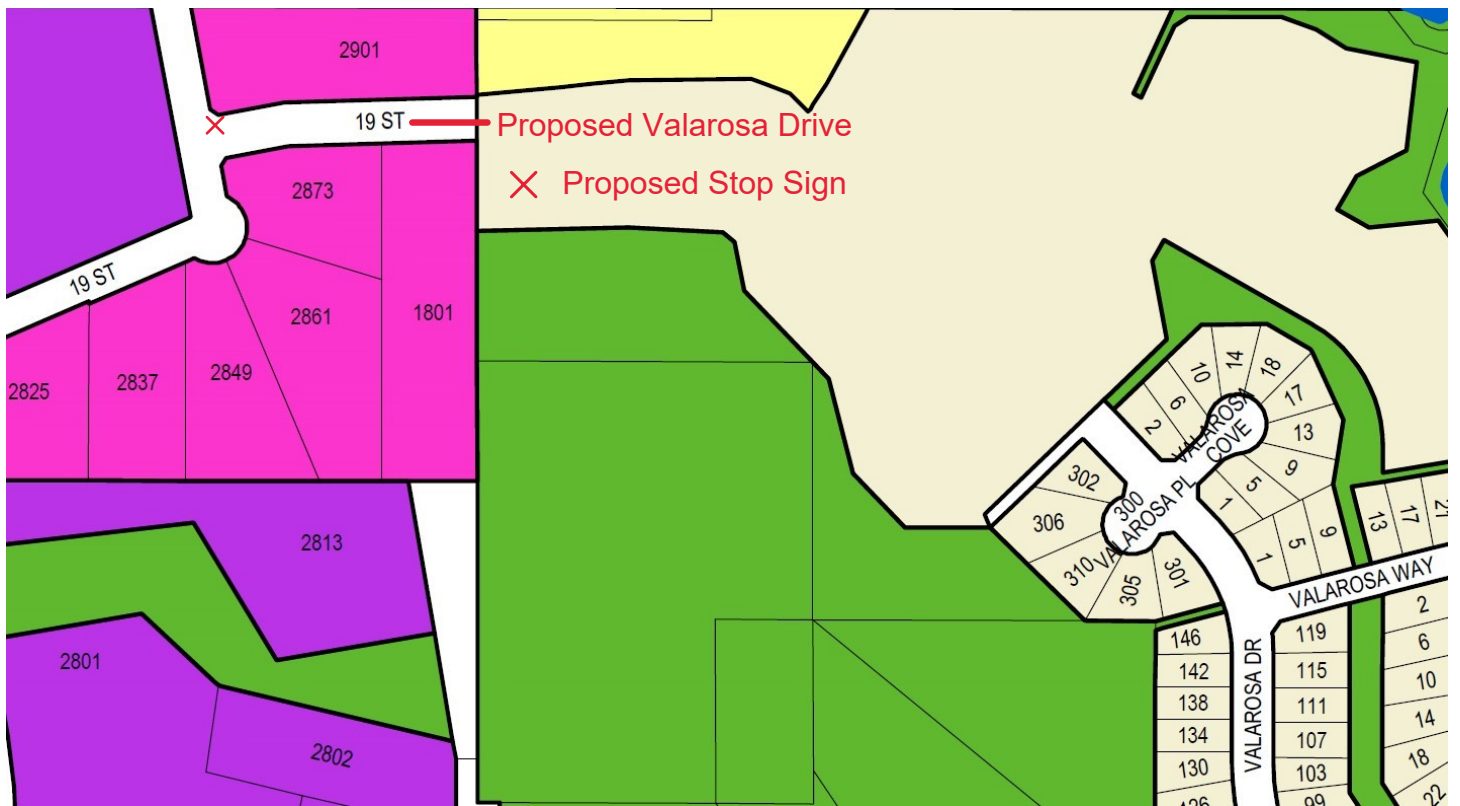
VALAROSA CROSSING
SUBDIVISION
PHASE 2
2023-3748-02

SCALE: 1:1000

GENERAL
VALAROSA CROSSING
TENATIVE PLAN

DRAWING	REVISION	SHEET
3748-02-C-002	1	2

PLOT DATE: 4/16/2025 4:42:20 PM
FILE: 2023-3748-02-002.dwg
DWG PATH: C:\2023-3748-02\Drawings\Phase 2\3748-02-002.dwg





REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 14, 2025
SUBJECT: Parkland Regional Library Systems 2026 Budget
ORIGINATING DEPARTMENT: Corporate Services
ITEM: 8.4

BACKGROUND/PROPOSAL:

The Town of Didsbury is a member of the Parkland Regional Library System (PRLS). PRLS is a regional library system supporting 49 public libraries across central Alberta in 64 municipalities. It provides support services and shared resources to public libraries to make things more efficient and accessible. As a member, the Town pays a membership fee which is included as part of the Town's annual budget.

Annually the PRLS budget is submitted to its members for notification of approval. As part of the budget, PRLS sets out its membership fee for the following year which is paid on a per capita basis based on the population published by Alberta Municipal Affairs. PRLS requires two-thirds approval from its member population to approve an increase to the annual membership fee.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2025 per capital membership fee was \$9.81, up from \$9.18 in 2024. PRLS is proposing an increase of \$0.18 per capital to \$9.99 per capita.

The population list published by Alberta Municipal Affairs is comprised of figures determined in the most recent published federal census. Didsbury's population for the purposes of the PRLS membership fee is currently 5070.

In 2025, the membership fee amounted to \$49,736.70. Based on the proposed budget the 2026 fee would be \$50,649.30, an increase of \$912.60 or 1.8%. The PRLS proposed budget document including a detailed analysis of the changes is attached for Council's review.

PRLS Administration requested that Council respond as soon as possible with a decision regarding whether to approve the proposed 2026 budget. The results will be reviewed at the next PRLS Board meeting on November 27, 2025.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the Parkland Regional Library System proposed 2026 Budget as presented, with a membership fee of \$9.99 per capita, an increase of \$0.18 per capita and a total increase for the Town of \$912.60 (1.8%).



Proposed BUDGET 2026

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

		Present Budget	Proposed Budget
		2025	2026
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,178,075	2,234,174
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	67,500	50,000
TOTAL Income		3,900,392	3,938,991
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
PRLS Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Professional Development Materials (formerly reference)	2,600	3,600
TOTAL Support Materials & Services Direct to Libraries		1,423,188	1,451,466
Cost of Services			
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)		3,900,392	3,938,991
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		9.81	9.99

Notes for the Parkland Regional Library System Budget 2026

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 2026, there is an eighteen-cent increase to the municipal per capita requisition to \$9.99. This amounts to a \$0.18 or 1.84% increase in the requisition.

The budget was built around the assumption that the Government of Alberta system operating grant will remain at the 2024 rate of \$4.75 per capita and the rural library services grant will remain at \$5.60 per capita, with both being issued based on the 2019 Municipal Affairs Population List.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 0.99% in 2026.
- For 2026, seventeen expense lines are projected to remain unchanged from 2025, thirteen will see increases, and eight will decrease.
- The budget for 2026 is based on a new population figure of 223,641.
- Interest income is down because of a sharp decline in interest paid on Parkland's current bank account (line 1.5).
- The Cooperative Collection has been reduced by \$5,000 to pay for additional eContent (line 2.4).
- eContent platform fees have been increased by \$6,150 to cover cost increase for existing products (line 2.5).
- Internet connection fees are also down. Parkland's network infrastructure department had set aside funds for an increase in bandwidth it does not judge as necessary (line 2.8).
- Library Services tools have increased slightly due to an increase in the cost of one of Parkland's frequently used survey tools (line 2.9).
- Outlet contributions have dropped slightly since by 2026. The library in Nordegg will no longer be a Parkland service point (line 2.12).
- Line 2.13 has been eliminated with the funds added to line 2.22.
- The Workshop and Training lines have been increased slightly to cover the increased costs for Parkland's in-person conference which was reinstated in 2024 (line 2.17).
- eContent has been increased by \$10,000 due to requests made by a few libraries for more eContent. (line 2.19).
- Audit fees are down slightly because 2024 had a Local Authorities Pension Plan audit in addition to Parkland's regular audit – LAPP audits only occur every third year (line 3.1).
- The salaries line (3.9) has increased to accommodate eligible employees moving up a step on the salary grid.
- The Supplies/Stationery/Building line (line 3.12) has been reduced by \$7,600 and Supplies Purchased (line 2.15) increased by the same amount to reflect the inventory items purchased for member libraries.
- The Telephone line (line 3.13) has increased due to the number of staff who now require multi-factor authentication as part of their job with Parkland. Staff receive a \$50 per month subsidy towards their phone plan.
- Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

At the end of the budget, is the Budget Supplement. In this section the board pre-approves purchases from reserves for the upcoming year and known transfers between reserves. In 2026, Parkland will be purchasing at least one new vehicle (estimated at \$65,000). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a Return on Municipal Levy 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 91% of the 2026 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2026 Budgeted Amounts

2026

Materials Allotment for Libraries	(Books, DVD's, audiobooks, etc.)	\$ 253,392
Cooperative Collection Fund		\$ 25,000
Technology	(Hardware – budget plus reserves)	\$ 161,092
Postage	(Reimbursement for Interlibrary Loan)	\$ 2,300
Software	(For computers, ILS, etc.)	\$ 242,398
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$ 25,600
Internet	(Connectivity provided to member libraries)	\$ 9,600
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$ 158,000
Vehicle Expense		\$ 58,000
Marketing/Advocacy		\$ 20,000
Workshop/Training		\$ 16,000
Cataloguing Supplies		\$ 34,600
Contribution to Outlet Libraries*	(\$200 each for Brownfield, Spruce View and Water Valley)	\$ 600
Materials Discount	(34% in 2024)	\$ 224,997
Additional Services/Funding Available to Parkland Libraries:		
Rural Libraries Services Grant	(Given to PRLS and distributed directly to libraries)	\$ 452,928
SuperNet	(Fiber Optic connection provided by GOA)	\$ 370,022
Sub-Total		\$ 2,054,529
Requisition		\$ 2,234,174
		91%
Difference Between Levy & Direct Return		\$ 179,645

Parkland Regional Library System
Requisition Comparison for 2026 TO PREVIOUS 2025 YEAR

	2026		2025		Requisition change based on 9.99 2025 to 2026
	billing population	per capita 9.99	billing population	per capita rate \$9.81	
ALIX	783	7,822.17	774	7,592.94	229.23
ALLIANCE	166	1,658.34	166	1,628.46	29.88
AMISK	219	2,187.81	219	2,148.39	39.42
BASHAW	848	8,471.52	848	8,318.88	152.64
BAWLF	412	4,115.88	412	4,041.72	74.16
BENTLEY	1,042	10,409.58	1,042	10,222.02	187.56
BIG VALLEY	331	3,306.69	331	3,247.11	59.58
BIRCHCLIFF SV	211	2,107.89	211	2,069.91	37.98
BITTERN LAKE	216	2,157.84	216	2,118.96	38.88
BLACKFALDS	11,415	114,035.85	10,470	102,710.70	11,325.15
BOWDEN	1,280	12,787.20	1,280	12,556.80	230.40
CAMROSE	18,772	187,532.28	18,772	184,153.32	3,378.96
CAMROSE COUNTY	8,504	84,954.96	8,504	83,424.24	1,530.72
CARSTAIRS	5,313	53,076.87	4,898	48,049.38	5,027.49
CASTOR	803	8,021.97	803	7,877.43	144.54
CLEARWATER M D*	12,335	123,226.65	11,865	116,395.65	6,831.00
*Plus population of Caroline					
CLIVE	775	7,742.25	775	7,602.75	139.50
CORONATION	868	8,671.32	868	8,515.08	156.24
CREMONA	437	4,365.63	437	4,286.97	78.66
CZAR	248	2,477.52	248	2,432.88	44.64
DAYSLAND	789	7,882.11	789	7,740.09	142.02
DELBURNE	919	9,180.81	919	9,015.39	165.42
DIDSBURY	5,070	50,649.30	5,070	49,736.70	912.60
DONALDA	226	2,257.74	226	2,217.06	40.68
ECKVILLE	1,014	10,129.86	1,014	9,947.34	182.52
EDBERG	126	1,258.74	126	1,236.06	22.68
ELNORA	288	2,877.12	288	2,825.28	51.84
FLAGSTAFF COUNTY	3,660	36,563.40	3,694	36,238.14	325.26
FORESTBURG	807	8,061.93	807	7,916.67	145.26
GULL LAKE	226	2,257.74	226	2,217.06	40.68
HALF MOON BAY SV	65	649.35	65	637.65	11.70
HARDISTY	548	5,474.52	548	5,375.88	98.64
HAY LAKES	456	4,555.44	456	4,473.36	82.08
HEISLER	135	1,348.65	135	1,324.35	24.30
HUGHENDEN	213	2,127.87	213	2,089.53	38.34
INNISFAIL	7,985	79,770.15	7,985	78,332.85	1,437.30
JARVIS BAY SV	213	2,127.87	213	2,089.53	38.34
KILLAM	918	9,170.82	918	9,005.58	165.24
LACOMBE	14,258	142,437.42	14,258	139,870.98	2,566.44
LACOMBE COUNTY	10,283	102,727.17	10,283	100,876.23	1,850.94
LOUGHEED	225	2,247.75	225	2,207.25	40.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	127,343.61	2,336.58
NORGLNWOLD SV	306	3,056.94	306	3,001.86	55.08
OLDS	9,209	91,997.91	9,209	90,340.29	1,657.62
PAINT EARTH COUNTY	1,990	19,880.10	1,990	19,521.90	358.20
PARKLAND BEACH SV	168	1,678.32	168	1,648.08	30.24
PENHOLD	3,484	34,805.16	3,484	34,178.04	627.12
PONOKA	7,331	73,236.69	7,331	71,917.11	1,319.58
PONOKA COUNTY	9,998	99,880.02	9,998	98,080.38	1,799.64
PROVOST	1,900	18,981.00	1,900	18,639.00	342.00
PROVOST MD	2,071	20,689.29	2,071	20,316.51	372.78
RED DEER COUNTY	19,933	199,130.67	19,933	195,542.73	3,587.94
RIMBEY	2,470	24,675.30	2,470	24,230.70	444.60
ROCHON SANDS SV	97	969.03	97	951.57	17.46
ROCKY	6,765	67,582.35	6,765	66,364.65	1,217.70
ROSALIND	162	1,618.38	162	1,589.22	29.16
SEDGEWICK	761	7,602.39	761	7,465.41	136.98
STETTLER	5,695	56,893.05	5,695	55,867.95	1,025.10
STETTLER COUNTY	5,666	56,603.34	5,666	55,583.46	1,019.88
SUNBREAKER COVE SV	131	1,308.69	131	1,285.11	23.58
SUNDRE	2,672	26,693.28	2,672	26,212.32	480.96
SYLVAN LAKE	16,275	162,587.25	15,995	156,910.95	5,676.30
WHITE SANDS	174	1,738.26	174	1,706.94	31.32
	223,641	2,234,173.59	222,026	2,178,075.06	56,098.53

Brief Notes – September 2026

INCOME

- 1.1 The Provincial Operating grant remains the same, as per notification from 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 increase to \$9.99 population is based on 2024 Alberta Municipal Official Population List
- 1.4 Based on notifications from PLSB and calculated at \$5.60 per capita
- 1.5 Decreased - 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 due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners
- 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. Reduced by \$5,000 to pay for additional eContent (line 2.19)
- 2.5 This line increased by \$6,150 to cover cost increase for existing products
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2025 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 Line reduced as bandwidth increase is deemed unnecessary
- 2.9 Increased slightly to \$8,000 – Tools to assist with cataloguing library materials
- 2.10 Held at 2025 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Increased slightly as this is based on current population at \$0.30 per capita
- 2.12 Decreased to \$600 - operating funding provided to PRLS' three outlet libraries (Nordegg no longer a Parkland service point)
- 2.13 Line eliminated with funds added to line 2.22
- 2.14 Held at 2025 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services - used for purchasing library material

processing items such as laminated book covers, cataloguing records, library cards and multimedia cases

- 2.16 Held at 2025 level - for the operation 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 Increased by \$2,000 with funds taken from line 3.11 to cover increased cost for Parkland's in-person conference - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS CIRCULATING COLLECTIONS

- 2.18 Held at 2025 level \$5,000
- 2.19 Increased \$10,000 due to demands by libraries and renewal of license agreements. Some funds coming from line 2.4 -includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2025 level \$12,000
- 2.21 Held at 2025 level \$5,000
- 2.22 Increased to \$3,600 from funds from eliminated line 2.13

COST OF SERVICES

- 3.1 Decreased as no LAPP audit required in 2026
- 3.2 Reduced slightly to \$1,200 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2025 level of \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$27,250 - actual costs reviewed plus an estimated increase in the building requiring more service calls
- 3.5 Held at 2025 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Held at \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$38,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Held at 2025 level – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Decrease \$2,000 based on actual expenses
- 3.12 Decreased \$7,600 going to line 2.15 to reflect inventory items that were for library support - based on a five-year review
- 3.13 Increase to \$11,000 based on review - includes line charges, toll free number, mobile telephones, long-distance costs, staff phone reimbursement

- 3.14 Held at 2025 level – since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses
- 3.15 Held at 2025 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 Held at 2025 of \$34,000 - based on review of actual costs and estimated increases

At the end of the budget documents, you will find the Budget Supplement which indicates planned purchases from reserves. The largest planned purchase is for computer hardware from the Technology Reserve, most of which is for member libraries. Expenditures are projected to be valued at \$169,250. Parkland will also need to replace at least one vehicle in 2026 which is reflected by a planned expenditure of \$65,000 from the Vehicle Reserve. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Also included is a "Return on Municipal Levy" document. It is based on comparing the amount of the municipal levy to items of direct financial benefit to member libraries. For 2026, it is projected an equivalent of 91% of the levy is returned in tangible form. This return is before considering the services provided by Parkland or taking into account the cost of running Parkland's system headquarters.

Another document has been included comparing the change in requestion paid by each municipality in 2025 and 2026.

Complete Notes to the 2026 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,178,075	2,234,174
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	67,500	50,000
TOTAL Income	3,900,392	3,938,991

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 potentially 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	\$9.99 per capita requisition to municipalities to balance the budget, an eighteen-cent increase per capita using the 2024 Municipal Affairs Population List
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 and municipal districts. 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	reduced in 2026 - 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

Support Materials & Services Direct to Libraries

		2025	2026
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
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2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
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2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	3,600
TOTAL		1,423,188	1,451,466

Support Materials & Services Direct to Libraries - Line Details

2.1 Alberta Rural Library

Services Grant

a \$5.60 per capita 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 – using 2024 Municipal Affairs Population

2.3 Computer Maint. Agree.

Software Licenses

Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners

2.4 Cooperative Collection

decreased by \$5000 - 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

increased by \$6150 – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for Ancestry Library Edition 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 2025 level

2.8 Internet Connection

Fees

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ

2.9 Library Services Tools	increased, based on increase in actual costs – includes tools for Parkland’s cataloguing staff (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 2025 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
2.11 Member Library Computers	slight increase based on system population - 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	decrease to \$600 - funds for Parkland’s three outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.
2.13 Periodicals	line eliminated; funds added to line 2.22
2.14 ILL Postage Reimbursement for Libraries	held at 2025 level - based on actual and estimates – reimbursement for items interlibrary loaned (ILL) by member libraries and ILLs sent for libraries from Parkland
2.15 Supplies purchased Cataloguing/Mylar	increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services funds for direct support items being included here – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases, barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries
2.16 Vehicle Expense	held at 2025 level – 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). Also includes tire replacements

2.17 Workshop/Training increased by \$2000 with funds coming from the Staff Development line (3.11) - 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

PRLS Circulating Collections

2.18. Audiobook Materials held at 2025 level – used to support the physical audiobook collection

2.19 eContent increased 10,000 due to demands for additional content by libraries and renewal of license agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent

2.20 Large Print Books held at 2025 level to help refresh the collection

2.21 Programming Kits held at 2025 level - to build new programming kits and replace consumables in current kits for programming in member libraries

2.22 Reference Materials increased by \$1000 due to line 2.13 being eliminated – to purchase limited amounts of reference material for use by member libraries and PRLS staff, and periodicals. eResources for reference and professional development purposes can also be purchased using this budget line

Cost of Services

		2025	2026
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL		2,477,204	2,487,525

Cost of Services – Line Details

3.1 Audit	decreased - three-year quote for audit services with MNP - no LAPP audit required this year, includes costs for an annual letter from PRLS' lawyers required for the audit process
3.2 Bank Expenses	decreased based on actual - to cover the cost of enhanced electronic banking services and cheques
3.3 Bank Investment Fees	fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2025 level.
3.4 Building-Repair/Maintenance	held at 2025 level – based on actual costs as reviewed

3.5 Dues/Fees/ Memberships	held at 2025 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
3.6 Insurance	held at 2025 level - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, 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 \$38,000 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal
3.8 Photocopy	reflects fees for photocopiers and estimated usage, based on 3-year average costs
3.9 Salaries	reflects current staffing levels and includes a step up the grid for qualifying staff
3.10 Salaries-Employee Benefits	reflects predicted costs for employer contributions and staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross, WCB
3.11 Staff Development	funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items and activities- reduced to \$18,000
3.12 Supplies/Stationery/ Building	reduced - direct library supplies costs moved to line 2.15- includes, but not limited to, book processing-related supplies, building and stationery supplies
3.13 Telephone	increased slightly - includes line charges, toll free number, mobile telephones, long-distance costs, and mobile phone reimbursement for staff. Based on actual costs.

3.14 Travel	held at 2025 level - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.57 per km to staff when they are unable to use the PRLS staff vehicles)
3.15 Trustee Expense	accounts for a 10-member Executive Committee and a 6-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, 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 2025 level
3.16 Utilities	held at 2025 level - based on multi-year review of actual expenses

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
TOTAL Income	3,900,392	3,938,991
TOTAL Support Materials & Services Direct to Libraries	1,423,188	1,451,466
TOTAL Cost of Services	2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)	3,900,392	3,938,991
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.81	9.99

Budget Supplement

Explanation points to the 2026 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 at least one new vehicle in 2026 (estimated at \$65,000). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

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 - 2026

Explanation points to the 2026 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		2026
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$89,810	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$65,000	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$169,250	
<i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i>		
<i>(Estimated capital PRLS assets - 2025, \$132,250 -B)</i>		
	\$324,060	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$10,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$10,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$75,763	B
Current Year Amortization estimated - PRLS Assets	\$56,487	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		

Vehicle Reserve

Proceeds from the sale of vehicles	\$10,000	C
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(actual amounts will be based on exact selling price in the year)

Technology Reserve

Budgeted for member library computers	\$67,092	
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\$209,342

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	\$89,810	A
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(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building	\$78,939	
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(actual amount will be affected by asset disposals during the year)

\$168,749



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE:	October 14, 2025
SUBJECT:	2025-2026 Alberta Community Partnership Program Grant
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	8.5

BACKGROUND/PROPOSAL:

Annually, the Government of Alberta administers the Alberta Community Partnership Program (ACP), a grant program that offers funding to municipalities to improve viability and long-term sustainability of local governments through regional collaboration and capacity building initiatives. The four opportunities through the ACP are as follows:

- Intermunicipal Collaboration – used to develop regional plans, service delivery frameworks, and regional service delivery efficiencies. Deadline to apply is November 28, 2025
- Municipal Restructuring – used to assist municipalities in amalgamation, dissolution or viability reviews. Deadline to apply is January 15, 2026
- Mediation and Cooperative Processes – assists in funding collaborative facilitation, mediation, or dispute resolution through Intermunicipal conflict or negotiations. Deadline to apply is February 3, 2026
- Municipal Internship – partially funds the recruitment, training, and retention of an administrative, finance, or land-use planning intern. Deadline to apply is October 17, 2025

The Town of Didsbury has been successful in the ACP in 2020-2021 and 2022-2023 in the retention of an intern through this program.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The ACP opened recently and Council is being asked to consider their interest in applying to a program stream.

Of the streams available, the Internship Program would be the most suitable for the Town at this point in time. Upon thorough review and consideration, Administration is not currently recommending that the Town apply to the ACP due to factors that would contribute challenges in meeting the application deadline. Furthermore, there is not a need within the organization at this point to onboard an intern in any of the three capacities.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the report on the 2025-2026 Alberta Community Partnership Program as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 14, 2025
SUBJECT: Council Assignments Listing
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 8.6

BACKGROUND/PROPOSAL:

Annually at the Organizational Meeting, Council assigns members to their respective council assignments for the year. Prior to the 2025 Organizational Meeting, Council is being asked to consider reviewing the current assignments of councillors.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Primarily, Council is being asked to consider and provide feedback on the following appointments:

Mountain View Regional Water Services Commission

Currently, Council appoints one representative to sit as the Town's voting member on the Commission board as well as a "Council Designate". Given that the Commission meetings are held in the presence of the public, with the exception of those portions held in closed session in accordance with the *Access to Information Act*, any Council member is able to attend a meeting as a non-voting spectator. Therefore, Administration is seeking Council input as to the whether a formal motion designating an additional Council member will be required in the subsequent term.

Didsbury and District Chamber of Commerce

Throughout this term, Council changed the format of the Council representative on the Chamber of Commerce. Administration is seeking Council's input as to the need at this time to formally appoint a Council member given the current status of the Chamber of Commerce in Didsbury.

Alternate Deputy Mayor

The *Municipal Government Act* requires that Council appoint a Deputy Mayor. Throughout this term, Council has also appointed a rotating slate of alternate deputy mayors, in the event that the Mayor and Deputy Mayor are not available. Historically, rarely is the Alternate Deputy Mayor invoked to undertake the required duties and functions of the Chief Elected Official in the CEO's absence. Administration seeking Council's input as to the elimination of this appointment in the subsequent term.

Committee of the Whole and Visioning Committee

Council has hosted Committee of the Whole and the Visioning Committee throughout the course of this term. Given that these committees consist of the whole of council, Administration is recommending that they be amalgamated into one committee, and incorporated in the Council Committee bylaw, thus nullifying the need for inclusion on the Council Assignments listing.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the removal the MVRSWC Council Designate, Chamber of Commerce Representative, Alternate Deputy Mayor, Committee of the Whole, and Visioning Committee assignments from the Council Assignments listing.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 14, 2025
SUBJECT: Regional Assessment Review Committee Volunteer
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 8.7

BACKGROUND/PROPOSAL:

The *Municipal Government Act* requires that a Council of a municipality establish an Assessment Review Board (ARB) by bylaw for the purposes of hearing assessment-related complaints. The Town is part of the Central Alberta Regional Assessment Review Board (CARARB), administered by the City of Red Deer, which functions at the Town's local ARB and Composite ARB.

Per the terms the Town's bylaw and agreement with the CARARB, there is a Regional Board Review Committee, which:

- a) reviews applications from persons applying to be Members of the CARARB and makes recommendation to the Designated Officer (who administered the CARARB) concerning the appointment of Members from applicants; and
- b) may make recommends to the Designated Officer concerning the revocation of appointment of a Member.

The Designated Officer of the CARARB sent a letter to the Town on October 6, 2025 concerning this Committee, which is attached. Per the bylaw, Member municipalities are expected to volunteer, from Administration, a person to serve on this committee. As set out in the letter, the Committee is short of volunteers and Didsbury has been selected to provide one from the group of Members.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending that Chief Administrative Officer, Michael Simpson, be appointed by Council as the designated volunteer to serve on this Committee, as Mr. Simpson possesses his Assessment Review Board Clerk certification current until 2028 and possesses experience drafting bylaws related to assessment and taxation.

The time expectations are minimal, estimated 1-2 hours in November for a virtual meeting, making for minimal level of service impacts to the Town.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To support Michael Simpson as the designated volunteer for the Regional Board Review Committee.

Date: October 6, 2025

From: Jessica Robinson Designated Officer, Central Alberta Regional Assessment Review Board

To: All Chief Administrative Officers

RE: **Request for Volunteer – Regional Board Review Committee**

As outlined in the Regional Assessment Review Services Agreement between the City of Red Deer and your municipality, a Regional Board Review Committee must be established. This committee is to be composed of five administrators who volunteer from the partner municipalities.

To date, we have only received volunteers from two municipalities. We are now seeking a representative from your municipality to participate on the committee.

Committee Details:

- **Purpose:** To review applications from individuals seeking appointment as Board Members and to make recommendations to the Designated Officer.
- **Who:** Any municipal staff member may participate, but ideally someone with experience in assessment or legislative services.
- **Time Commitment:** Approximately 1–2 hours to review application materials, plus a 1–2 hour virtual meeting.
- **Timeline:** Meeting to be held in early November (date to be confirmed).
- **Format:** Virtual

Please confirm your municipality's volunteer **by October 17, 2025**.

If we do not receive the required number of volunteers by this date, we will be obligated to appoint additional members from the City of Red Deer to ensure the committee is formed in accordance with the agreement and bylaw.

Looking ahead, the governing bylaw will be reviewed and amended in 2026 to support a more sustainable committee structure. We will share further details at that time.

Thank you for your continued partnership and support.



If you have any questions regarding the foregoing, please contact the Board Clerk at (403) 342-8132 or via email at RegionalARB@reddeer.ca.

Sincerely,

A handwritten signature in blue ink, consisting of several fluid, overlapping loops and a long horizontal stroke at the end.

Jessica Robinson Designated Officer,

Central Alberta Regional Assessment Review Board



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 14, 2025
SUBJECT: Sale of Old Fire Hall - 2109 and 2101 19 Avenue and 2128 21 Ave
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 8.8

BACKGROUND/PROPOSAL:

The Sale, Acquisition, and Expropriation of Land (SAEL) Policy requires that Administration present to Council a report on the disposition of land held by the Town.

Municipal Address(es) - 2101 & 2109 19 Avenue
Legal Land Description - PLAN 1100, Block 18, Lots 26, 27, and 28
Value of Sale: \$300,000 including GST
Date of Close - September 10, 2025

Municipal Address(es) – 2128 21 Ave
Legal Land Description - PLAN 5116I, Block 15, Lot 8
Value of Sale: \$135,000 including GST
Date of Close - September 10, 2025

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

From the value of the sale proceeds, certain costs associated with the sales were deducted. These costs are in accordance with the SAEL policy and reflect costs related to legal fees, real estate commissions, and GST. Council will be presented with a request for decision to allocate the net sale proceeds at a future Regular Council Meeting.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To accept the report on the sale of the Old Fire Hall – 2109 & 2101 19 Avenue and 2128 21 Avenue as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE:	October 14, 2025
SUBJECT:	Council Reports
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	9.0

BACKGROUND/PROPOSAL:

Council members will each provide a verbal report on any business or committee activity in which they have participated.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the October 14, 2025 Council Reports as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE:	October 14, 2025
SUBJECT:	Correspondence & Information
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	10.0

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following correspondence items can be found attached.

- Thank you from Mountain View Senior's Housing
- Thank you from Subway Didsbury

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the correspondence for September 23, 2025 as information.



Paid Sponsorship Invoice - 2025 Golf Classic

3 messages

Thu, Sep 25, 2025 at 2:39 PM

On behalf of Mountain View Seniors' Housing Foundation, we would like to extend our sincerest gratitude for your generous sponsorship of our recent golf tournament. Your support plays an instrumental role in making this event a success, and we couldn't have done it without you.

Your contribution supports the Foundation to raise money for specialized equipment and activities for senior lodge residents who call Mountain View Seniors Housing HOME!

We hope you will consider joining us again for the 16th annual tournament September 10th, 2026.

Once again, thank you for your support to help us do this important work, we are grateful to know and work with you.



 (she/her)

Accounting Coordinator

Mountain View Seniors' Housing

#301, 6501-51st Street, Olds, Alberta, T4H 1Y6

This year, MVSH is celebrating 65 years of quality service and support to our communities!

Connect with us online as we celebrate this milestone - [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [Mvsh.ca](#)



[DIDSBURY SUBWAY] THANK YOU.

Thu, Sep 25, 2025 at 9:42 PM

Dear Nelisha,

On behalf of our entire Subway Didsbury team, we sincerely thank you for joining us at today's grand opening and for helping us invite the Mayor, Councillors, and other town officers.

Your support and presence truly made our celebration special.

We are very grateful for your efforts and the time you took to be part of this important day with us.

It meant a lot to have the Town of Didsbury represented at our opening and we deeply appreciate your role in making the event so memorable.

Sincerely,



Subway team.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 14, 2025
SUBJECT: 2021-2025 Council Term in Review
ORIGINATING DEPARTMENT: Community Services
ITEM: 11.0

BACKGROUND/PROPOSAL:

Over the past four years, Council has accomplished a wide variety of capital projects, operating initiatives, and community programs.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In recognition of the current Council's commitment to Didsbury and its residents, Administration is proud to present an end of term video with thanks.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To accept the 2021-2025 Council Term in Review as information.