



**TOWN OF DIDSBURY AGENDA**  
**Regular Council Meeting**

**Tuesday, June 24, 2025, 6:00 pm**  
**Council Chambers 1606 14 Street**

**Pages**

<b>1.</b>	<b><u>CALL TO ORDER</u></b>	
<b>2.</b>	<b><u>ADOPTION OF THE AGENDA</u></b>	
<b>3.</b>	<b><u>DELEGATIONS/PRESENTATIONS</u></b>	
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	<ul style="list-style-type: none"><li>• Letter from J. McCoy</li><li>• Letter from Minister of Public Safety and Emergency Services</li></ul>	
<b>11.</b>	<b><u>QUESTION PERIOD</u></b>	



**12. CLOSED MEETING**

- 12.1 Water Supply Line - as per section 29 of the Access to Information Act
- 12.2 Reviewing Land Sale Offers - as per section 30 of the Access to Information Act
- 12.3 23 Street North of Highway 582 - as per section 26 of the Access to Information Act
- 12.4 Regional Policing Study - as per section 29 of the Access to Information Act
- 12.5 CAO Recruitment - as per section 29 of the Access to Information Act
- 12.6 Council Governance - as per section 28 of the Access to Information Act

**13. RECONVENE**

**14. ADJOURNMENT**





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: Presentation of the Town of Didsbury's 2025 High School  
Scholarship  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the June 10, 2025 Regular Council Meeting, Council awarded the 2025 Town of Didsbury High School Scholarship to Brendan Fifield.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The recipient will be present to receive their scholarship funds and certificate of recognition from Council.

### ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

### RECOMMENDATION

That Council congratulate Brendan Fifield on being awarded the Town of Didsbury's 2025 High School Scholarship and wish him well in his upcoming post-secondary education.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: June 24, 2025  
SUBJECT: K. Sellar  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

Kyle Sellar is presenting to Council a proposal to implement a Clean Energy Improvement Program (CEIP) in the municipality.

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

In the Business Arising from Delegations portion of the agenda, Council will be asked to consider Mr. Sellar's request.

### **ALIGNMENT WITH STRATEGIC PLAN**

5. Governance & Organizational Excellence

### **RECOMMENDATION**

To thank Kyle Sellar for his presentation to Council on the Clean Energy Improvement Program.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: Business Arising from Delegations – Clean Energy Improvement Program  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Council heard a delegation from a local business owner who is requesting that Council consider participation in the Clean Energy Improvement Program (CEIP).

The Clean Energy Improvement Program (CEIP) would require a Clean Energy Improvement Tax Bylaw to participate in the program, a Borrowing Bylaw to approve fund to use toward the program, as well as implement additional administrative processes and procedures to administer the program.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration lacks experience with the program and therefore recommends that additional research regarding the program be completed should Council wish to move forward with this program. If there is no interest amongst Council for exploration or participation in the CEIP, Council may wish to accept this report as information.

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Liveability

### RECOMMENDATION

A motion at Council's discretion.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: June 10, 2025 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The minutes of the June 10, 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 June 10, 2025 Regular Council Meeting Minutes as presented.





**Minutes of the Town of Didsbury Regular Council Meeting  
Held on June 10, 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 Acting CAO/Chief Financial Officer, Amanda Riley  
Director of Community Services, Nicole Aasen  
Council and Community Relations Coordinator, Nelisha Bruce  
Communications Coordinator, Lisa Bastarache  
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter

**1. CALL TO ORDER**

Mayor Hunter called the June 10, 2025 Regular Council Meeting to order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

**Res. 341-25**

MOVED by Councillor Baswick

To adopt the June 10, 2025 Regular Council Meeting agenda as presented.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS**

**3.1 Staff Sgt. S. Browne, RCMP 2025 4th Quarter Report**

**Res. 342-25**

MOVED by Councillor Windsor

To accept Staff Sgt. Stephen Browne's Didsbury RCMP Detachment Fourth Quarter Report as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**4. ADOPTION OF MINUTES**

**4.1 May 27, 2025 Regular Council Meeting Minutes**

**Res. 343-25**

MOVED by Councillor Windsor

To adopt the May 27, 2025 Regular Council Meeting Minutes as presented.

**Motion Carried**

**4.2 May 29, 2025 Special Council Meeting Minutes**

**Res. 344-25**

MOVED by Councillor Windsor

To adopt the May 29, 2025 Special Council Meeting Minutes as presented.

**Motion Carried**

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

**6. CAO REPORT**

**Res. 345-25**

MOVED by Councillor Baswick

To accept the Chief Administrative Officer Report for June 10, 2025 as information.

**Motion Carried**



**7. BYLAWS & POLICIES**

**7.1 Bylaw 2025-11 - Social Services Rates and Fees**

**Res. 346-25**

MOVED by Councillor Windsor

That Council grant first reading to Social Services Rates and Fees Bylaw 2025-11 as amended.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 347-25**

MOVED by Councillor Windsor

That Council grant second reading to Social Services Rates and Fees Bylaw 2025-11.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 348-25**

MOVED by Councillor Windsor

That Council grant unanimous consent to proceed to third reading of Social Services Rates and Fees Bylaw 2025-11.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried Unanimously**

**Res. 349-25**

MOVED by Councillor Windsor

That Council grant third and final reading to Social Services Rates and Fees Bylaw 2025-11.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**8. BUSINESS**

**8.1 Reserve Bids for Tax Sale Properties**

**Res. 350-25**

MOVED by Councillor Moore

To set the reserve bids for Roll #218000 at \$190,480, Roll #285000 at \$211,930, Roll #1266000 at \$393,930, and Roll #607000 at \$248,390 and set the terms and conditions of sale for all properties as follows:

- Payment by cash or certified cheque;
- 5% non-refundable deposit provided on date of the auction;
- Balance to be received by the Town within 15 business days after the auction

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**



## 8.2 2025 Community Grant Recommendations

### Res. 351-25

MOVED by Councillor Windsor

To approve the 2025 Community Grant applications as presented.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

## 8.3 Community Partnership Project - Stirling Rock

### Res. 352-25

MOVED by Councillor Moore

To direct Administration to work with the applicant regarding the pros and cons of proposed locations for the potential installation of a Stirling structure in the Town of Didsbury on municipal lands.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

## 8.4 2025 Mountain View Seniors' Housing Golf Tournament Sponsorship

### Res. 353-25

MOVED by Councillor Baswick

To approve a sponsorship to the Mountain View Seniors' Housing 15<sup>th</sup> Annual Golf Classic as a Team Sponsor for \$2,000 to be funded from the Council Public Relations budget line.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor		X

**Motion Carried**

## 8.5 Minister's Awards - Service Level Committee Recommendation

### Res. 354-25

MOVED by Councillor Moore

To accept the Service Level Committee's recommendation on the 2025 Minister's Awards 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 AND MEETING HIGHLIGHTS

Highlights

- RCMP Detachment Fourth Quarter Report
- Development Permit Report – CAO Report
- High School Scholarship

### Res. 355-25

MOVED by Deputy Mayor Engel

To accept the June 10, 2025 Council Reports as information.

**Motion Carried**



**10. CORRESPONDENCE AND INFORMATION**

**Res. 356-25**

MOVED by Councillor Moore

To accept the correspondence for June 10, 2025 as information.

**Motion Carried**

**11. QUESTION PERIOD**

**12. CLOSED MEETING**

**Res. 357-25**

MOVED by Councillor Windsor

To go into closed meeting at 7:49 p.m. for the following items:

12.1 2025 Didsbury High School Scholarship - as per section 17 of the FOIP Act

12.2 Intermunicipal Project Update - as per section 21 and 29 of the FOIP Act

12.3 CAO Recruitment - as per section 24 of the FOIP Act

12.4 Resolution 197-25 Follow-Up - as per section 21 of the FOIP Act

**Motion Carried**

**13. RECONVENE**

**Res. 358-25**

MOVED by Councillor Moore

To return to open meeting at 8:32 p.m.

**Motion Carried**

**Res. 359-25**

MOVED by Councillor Moore

To award the 2025 Didsbury High School Scholarship to Brendan Fifiel in the amount of \$2,000 and that Council invite Brendan to the June 24, 2025 Regular Council Meeting.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 360-25**

MOVED by Councillor Baswick

To accept the intermunicipal project update as information and that Council provide an update to the Community on the status of 23<sup>rd</sup> Street North of Highway 582.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 361-25**

MOVED by Councillor Windsor

To accept the CAO Recruitment as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**



**Res. 362-25**

MOVED by Councillor

That Administration add a closed meeting item entitled "Council Governance" to the June 24, 2025 Regular Council Meeting agenda.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter		X
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor		X

**Motion Carried**

**14. ADJOURNMENT**

**Res. 363-25**

MOVED by Councillor Baswick

To adjourn the June 10, 2025 Regular Council Meeting at 8:36 p.m.

**Motion Carried**





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

**MEETING DATE:** June 24, 2025  
**SUBJECT:** Public Hearing Bylaw 2025-09 Amendment to Land Use Bylaw – C3:  
Commercial District - Core  
**ORIGINATING DEPARTMENT:** Planning & Development

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### **PROPOSAL:**

Administration received an inquiry about a proposed development for a secondary suite in the C3: Commercial District – Core (“C3 District”). Upon review of the Land Use Bylaw, Administration noticed not only was there no Use allowing for a Secondary Suite (Internal/External) in the C3 District, but there were no Dwelling Uses listed in the C3 District at all. The previous RC: Residential/Commercial District (“RC District”) had a Use of Dwelling/Dwelling Unit which would allow for a Secondary Suite in the RC District.

Currently there are 22 residential dwellings located in the C3 District which were previously zoned RC District (*see attached Schedule A*). The residential Uses previously available to these 22 properties under the RC District were all Discretionary Uses as follows:

Dwelling/Dwelling Unit	Dwelling, Semi-Detached
Dwelling, Duplex	Dwelling, Single Detached
Dwelling, Multi-Unit (Apartment)	Dwelling, Stacked Townhouse
Dwelling, Row House	Dwelling, Townhouse

Under the current C3 District, the only residential Uses allowed are Dwelling, Multi-Unit (Apartment) and Dwelling Unit, Occupancy of Owner, Operator or Caretaker which is a suite for the owner or employee of a commercial business.

During the above noted conversation, the question was also asked as to whether a homeowner could re-build their house in an existing location if it were to burn down. Unfortunately, no dwellings could be re-built under the current C3 District.

### **BACKGROUND:**

On February 22, 2022, Bylaw 2022-01 received third and final reading to amend Section 4 of Land Use Bylaw 2019-04 to create a new C3 District. The C3 District replaced the existing RC District and the C1: Commercial District – General (“C1 District”) in the downtown core. Creating this new district did not take into account the 22 existing residential dwelling units located in the C3 District. Under Bylaw 2025-09, Administration is recommending that the C3 District be amended to include regulations allowing the existing dwellings to be protected and re-built should the dwelling be destroyed by fire or other natural disaster, and to add Secondary Suite (Internal/External) as a Discretionary Use. Bylaw 2025-09 received first reading on May 27, 2025 and the Public Hearing was scheduled for June 24, 2025.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

### CIRCULATION

The Public Hearing Notice was circulated to all 22 residential landowners with a comment deadline of June 13, 2025. The Public Hearing Notice was also advertised on the Town website and in the local newspaper for a period of three (3) weeks. Administration received one (1) letter from an affected landowner in response to the circulation and a summary of those comments are outlined below. The full letter is attached as Schedule C to this Report:

Adjacent Landowner Comments	<p><b><i>D.C.M Homes by Design</i></b></p> <ul style="list-style-type: none"> <li>• <i>It sparks an alarming awareness of consequences to “previous” RC: Residential/Commercial District property owners.</i></li> <li>• <i>D.C.M. Homes By Design Inc. acquired their property with the RC designation subject to the Land Use Bylaw.</i></li> <li>• <i>This decision directly impacted RC to a new C3: Commercial District – Core.</i></li> <li>• <i>“The general purpose of the RC District is to provide a mix of residential and commercial uses intended to provide a transition between commercial and adjacent residential districts.”</i></li> <li>• <i>Oppose amendment 2.1 to add secondary suite (internal/external) as a Discretionary Use to the C3 District.</i></li> <li>• <i>If Secondary Suite can simply be added....it is simple to add the listed Discretionary Uses to support the previous...dwelling, or dwelling unit....</i></li> <li>• <i>Emphatically oppose amendment 2.2 to: “no other dwellings in the C3 District shall be developed other than to replace the existing destroyed dwellings at the following locations.....”</i></li> <li>• <i>there is no understanding why C3 was structured to include existing RC properties</i></li> <li>• <i>Remedy 1: reinstate RC designation to 2037 – 20 Avenue</i></li> <li>• <i>Remedy 2: to add/include RC District Permitted Uses, Discretionary Uses, Site Requirements, Minimum Setback Requirements and Additional Regulations to C3: Commercial District – Core</i></li> <li>• <i>Any and all Residential/Commercial District Didsbury Land Use Bylaw will become part of the C3: Commercial District – Core including but not limited to...(as shown on page 3 of 3 of this letter)</i></li> </ul>
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Administration recommends that Land Use Bylaw 2019-04 be amended to add the following to the C3: Commercial District – Core:

- a) Secondary Suite (Internal/External) as a Discretionary Use; and
- b) Residential Regulations as outlined below:

If the existing (22) dwellings in the C3 District were to be destroyed by fire or any other natural disaster, these dwellings may be re-built. No other dwellings in the C3 District shall be developed other than to replace the existing destroyed dwellings at the following locations:





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

2034 A – 17 Avenue	2037 – 18 Avenue	2037 – 20 Avenue
2034 B – 17 Avenue	2018 – 18 Avenue	2022 – 20 Avenue
2038 A – 17 Avenue	2022 – 18 Avenue	2026 – 20 Avenue
2038 B – 17 Avenue	2026 – 18 Avenue	2030 – 20 Avenue
2030 – 18 Avenue	2034 – 20 Avenue	2033 – 20 Avenue
2017 – 18 Avenue	2034 – 18 Avenue	2038 – 20 Avenue
2021 – 18 Avenue	2038 – 18 Avenue	
2029 – 18 Avenue	2033 – 18 Avenue	

In the event of destruction by fire or natural disaster, the landowner may apply for a Development Permit to re-build the dwelling in accordance with the following residential site and setback requirements. These requirements are the same requirements outlined in the Land Use Bylaw under RC: Residential/Commercial District, which was the previous District for these (22) existing dwellings.

### Residential Site Requirements

Minimum Parcel Size	At the discretion of the Development Authority
Maximum Building Height	10.0 metres (32.8 feet)
Min. Landscaping Parcel Coverage	At the discretion of the Development Authority

### Residential Minimum Setback Requirements

Front Yard	At the discretion of the Development Authority
Side Yard w/Lane	1.5 metres (4.92 feet)
Side Yard w/o Lane	1.5 metres (4.92 feet)*
Rear Yard	10.0 metres (32.81 feet)
*Where there is no provision for access to the rear of the lot, the setback on one side shall be 3.0 metres (9.84 feet)	

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Liveability

### ATTACHMENT

1. Schedule A: Location of Dwellings
2. Schedule B: Current C3 District
3. Schedule C: ALO Response

### RECOMMENDATION

If Council is satisfied with the Public Hearing, Administration is recommending that Council grant second and third reading to Bylaw 2025-09 during the *Bylaws and Policies* portion of the Agenda.









C3: Commercial District – Core





## Schedule C: ALO Response

June 10, 2025

Page 1 of 3

Town of Didsbury  
PO Box 790, 1606 14 Street  
Didsbury, Alberta  
T0M 0W0

RECEIVED  
Jun 10.25

Attention:

Lee-Ann Gaudette, Development Officer / eMail: lgaudette@didsbury.ca  
Mayor Rhonda Hunter  
Deputy Mayor Curt Engel  
Councillor Baswick, John  
Councillor Moore, Dorothy  
Councillor Windsor, Bill

RE: NOTICE OF PUBLIC HEARING: LAND USE BYLAW AMENDMENT C3: DISTRICT (BYLAW 2025-09)

**Owner: D.C.M. Homes by Design Inc.**

**Address:** [REDACTED] Didsbury, Alberta

Letter, dated May 29, 2025, addressed to and received by D.C.M. Homes By Design Inc. advises on a proposed amendment to LUB – Land Use Bylaw 2019-04 C3: Commercial District – Core; with notice of a PUBLIC HEARING, June 24, 2025 at 6:00 p.m.

**Attachment 1**

It sparks an alarming awareness of consequences to “previous” RC: Residential Commercial District property owner(s).

D.C.M. Homes By Design Inc. acquired the above-mentioned property with RC: Residential/Commercial designation subject to its Land Use Bylaw(s).

On June 3, 2025, Development Officer, Lee-Ann Gaudette, shared a critical issue resulting from Town of Didsbury excluding its Planning & Development Dept. from being engaged or informed during the process with Urban Systems.

This decision directly impacted RC: Residential/Commercial to a new C3: Commercial District – Core.

D.C.M. Homes By Design Inc. only received [REDACTED], Didsbury, AB, property assessment class for tax purposes which has not and does not reflect a new C3 District allocation.

“The general purpose of the R/C District is to provide a mix of residential and commercial uses intended to provide a transition between commercial and adjacent residential districts.”

**Attachment 2**

RC: Residential/Commercial defines [REDACTED], Didsbury, AB.

On June 2, 2025, C3: Commercial District – Core was better described by Town of Didsbury Planning & Development as “having properties mistakenly included”.

Owner(s) of D.C.M. Homes By Design Inc. **oppose** Proposed Amendment 2.1 –  
**to add Secondary Suite (Internal/External) as a Discretionary Use to the C3: Commercial District - Core**

**Attachment 3 and 4**

**without “lost” RC: Residential/Commercial discretionary uses being added** to support the nature of the “previous” RC: Residential/Commercial properties and invested interest(s) of these landowners.

**Attachment 2**

If Secondary Suite (Internal/External) as a Discretionary Use to C3: Commercial District – Core can simply be added, respectively it is simple to add the listed Discretionary Uses to support the “previous”

RC: Residential/Commercial District, including – but not limited to:

- Dwelling or Dwelling Unit



- Dwelling, Duplex
- Dwelling, Row House
- Dwelling, Semi-Detached
- Dwelling, Single Detached
- Dwelling, Stacked Townhouse
- Dwelling, Townhouse

Development Officer- Lee-Ann Gaudette noticed discrepancies and is now trying to rescue and remedy this “previous” RC: Residential/Commercial District.

Her suggested amendment for Bylaw 2025-09 / Residential Requirements states, “These requirements are the same requirements outlined in the Land Use Bylaw under RC: Residential/Commercial, which was the previous District for these (22) existing dwellings.”

Owner(s) of D.C.M. Homes By Design Inc. **emphatically oppose** Proposed Amendment 2.2 –

The suggested Residential Regulations restrict the “previous” RC: Residential/Commercial District landowner(s) to:

“No other dwellings in the C3 District shall be developed other than to replace the existing destroyed dwellings at the following locations ...” (!?!)

Attachment 3 and 4

It is not sustainable, mutually beneficial, and reverse economics to replace existing dwelling at \_\_\_\_\_, Didsbury, AB.

It is unthinkable to create and implement a new C3 District, a decision made by Town of Didsbury Council, which did not consider loan(s), insurance, tax, investment, livelihood, and/or future development implications to ALL properties and/or owners involved.

How does anyone plan to move forward with a “previous” RC: Residential/Commercial property under an umbrella of a C3 – Commercial Business – Core designation?

There is absolutely no understanding why C3: Commercial District – Core was structured to include existing RC: Residential/Commercial properties.

**Currently, C3: Commercial District – Core does not apply and will not fit, suit, meet, \_\_\_\_\_, Didsbury, AB.**

On June 3, 2025, during a conversation with Development Officer, Lee-Ann Gaudette, she shared that the current owners of the 22 dwellings listed, including \_\_\_\_\_, are vulnerable and rendered incapable of moving forward with acquiring a BP much less a DP. This also affects adjacent landowners and the community.

Of outstanding concern is the insurance implication(s) and future development of \_\_\_\_\_, Didsbury, AB

Attachment 3 and 4

**Only two (2) remedies exist:**

**Remedy 1 – Resolve for \_\_\_\_\_, Didsbury, AB**

Reinstate RC: Residential/Commercial designation to \_\_\_\_\_, Didsbury, AB.

Attachment 2

There is absolutely no excuse or explanation as to why C3 – Commercial District – Core was “mistakenly” placed on this property. As it was and as it is, \_\_\_\_\_ remains an RC - Residential/Commercial property by the Town of Didsbury’s definition.

Attachment 2

As disclosed by Town of Didsbury Development Officer, Lee-Ann Gaudette, an **urgency** is created by this zoning mistake and the potential repercussions justifying RC: Residential/Commercial **immediately** being restored to \_\_\_\_\_, Didsbury, Alberta

**Remedy 2 – Secondary Resolve**

To add/include RC: Residential/Commercial District Permitted Uses, Discretionary Uses, Site Requirements, Minimum Setback Requirements and Additional Regulations to C3 – Commercial District – Core



Any and all Residential/Commercial District Didsbury Land Use Bylaw will become a part of the C3: Commercial District – Core. Including, but not limited to:

Permitted Uses:

- (a) Accessory Building
- (b) Public Utility

Discretionary:

- (a) Accessory Building, exceeding 62.8 metres<sup>2</sup> (676 feet<sup>2</sup>)
- (b) Accessory Structure
- (c) Care Facility (Child/Clinic/Group)
- (d) Community Garden
- (e) Dwelling or Dwelling Unit
- (f) Dwelling, Duplex
- (g) Dwelling, Row House
- (h) Dwelling, Multi-Unit Apartment
- (i) Dwelling, Semi-Detached
- (j) Dwelling, Single Detached
- (k) Dwelling, Stacked Townhouse
- (l) Dwelling, Townhouse
- (m) Establishment (Eating or Drinking Class 1)
- (n) Funeral Home
- (o) Home Occupation
- (p) Hotel/Motel
- (q) Office
- (r) Park
- (s) Recreation (Private)
- (t) Retail (Personal Services/Small)
- (u) Any uses that are, in the opinion of the Development Authority, similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District

The owner(s) of D.C.M. Homes By Design Inc. will be attending, on behalf of D.C.M Homes By Design Inc., the PUBLIC HEARING on Tuesday, June 24, 2025 at 6:00 PM in Council Chambers located at 1606 14 Street, Didsbury, Alberta.

  
Dana C. Munn, Owner and Director, D.C.M. Homes By Design Inc.

M: 

  
Sondra Morghorst Munn, on behalf of D.C.M. Homes By Design Inc.

M: 

**D.C.M. Homes By Design Inc.**

**Didsbury, Alberta**  
**TOM OWO**

**Attachments:**

- 1 – Town of Didsbury Letter dated May 29, 2025 / (1 page)
- 2 - RC: Residential Commercial District Land Use Bylaw 2019-04 / (1 page)
- 3 - “Proposed” Amendments, Detailed in Blue / (4 pages)
- 4 – “Proposed” Titled Town of Didsbury Bylaw 2025-09 / (2 pages)





May 29, 2025

Attention: Adjacent Landowners

Dear Sir/Madam:

**RE: NOTICE OF PUBLIC HEARING: LAND USE BYLAW AMENDMENT C3: DISTRICT (BYLAW 2025-09)**

This notice is to advise that Council granted first reading to Bylaw 2025-09 on May 27, 2025 to amend Land Use Bylaw 2019-04 C3: Commercial District – Core. A PUBLIC HEARING will be held on Tuesday June 24, 2025 at 6:00 p.m. in Council Chambers located at 1606 14 Street, Didsbury.

As you are a homeowner located in this area, the Town of Didsbury is required to notify you of this Public Hearing. You can find the following on our website here: <https://www.didsbury.ca/p/public-hearings>

1. Notice of Public Hearing (Bylaw 2025-09);
2. Bylaw 2025-09 Amending Land Use Bylaw 2019-04 C3: Commercial District – Core; and
3. C3: Commercial District – Core with tracked changes.

Any persons wishing to speak will be requested to state their name and address for the record upon being recognized during the Public Hearing. *Written responses will be accepted until 8:30 a.m. on Friday, June 13, 2025. Bylaws and proposed amendments may be viewed at the Town Office at 1606 - 14 Street, Didsbury, between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, (excepting statutory holidays) or on our website as noted above.*

Circulation comments received will be presented to Town Council when considering this amendment. If you have any questions, please do not hesitate to contact me at 403-335-7732 or by email at [lgaudette@didsbury.ca](mailto:lgaudette@didsbury.ca).

Kind regards,

  
Lee-Ann Gaudette  
Development Officer  
/lg



# RC: RESIDENTIAL/COMMERCIAL DISTRICT

## General Purpose

To provide for a mix of residential and commercial uses intended to provide a transition between commercial and adjacent residential districts. New residential / commercial development must connect to municipal sewer and water systems, if municipal services are within a right of way directly adjacent the property. Existing residential / commercial is authorised to continue to utilize onsite water and sewer systems.

## Permitted Uses

- a) Accessory Building, up to 62.8 metres<sup>2</sup> (676 feet<sup>2</sup>)
- b) Public Utility

## Discretionary Uses

- a) Accessory Building, exceeding 62.8 metres<sup>2</sup> (676 feet<sup>2</sup>)
- b) Accessory Structure
- c) Care Facility (Child/Clinic/Group)
- d) Community Garden
- e) Dwelling or Dwelling Unit
- f) Dwelling, Duplex
- g) Dwelling, Multi-Unit (Apartment)
- h) Dwelling, Row House
- i) Dwelling, Semi-Detached
- j) Dwelling, Single Detached
- k) Dwelling, Stacked Townhouse
- l) Dwelling, Townhouse
- m) Dwelling Unit, Occupancy of Owner, Operator or Caretaker
- n) Establishment (Eating or Drinking Class 1)
- o) Funeral Home
- p) Home Occupation
- q) Hotel/Motel
- r) Office
- s) Park
- t) Recreation (Private)
- u) Retail (Personal Services/Small)
- v) Shipping Container (Small)
- w) Shipping Container (Large)
- x) Any uses that are, in the opinion of the Development Authority, similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District.

## Site Requirements

Minimum Parcel Size	At the discretion of the Development Authority
Minimum Parcel Size (Townhouse)	Interior Units: 180.0 metres <sup>2</sup> (1,937.50 feet <sup>2</sup> )* Exterior Units: 220.0 metres <sup>2</sup> (2,368.06 feet <sup>2</sup> )*
Maximum Building Height	10.0 metres (32.8 feet)
Min. Landscaping Parcel Coverage	At the discretion of the Development Authority
*or 1.3 times building floor area (including all floors, excluding the basement) whichever is greater.	

## Minimum Setback Requirements

Front Yard	At the discretion of the Development Authority
Side Yard w/Lane	1.5 metres (4.92 feet)
Side Yard w/o Lane	1.5 metres (4.92 feet)*
Rear Yard	10.0 metres (32.81 feet)





## C3: COMMERCIAL DISTRICT – CORE

### General Purpose

To strengthen the Commercial Core as the “heart” of the community and as a logical place to bring new vitality and mixed-use development that is compatible with the historic character. The district encourages, supports, and enhances the Commercial Core as a mixed-use urban hub that enhances the pedestrian-oriented streetscape.

### Permitted Uses

- a) Accessory Building
- b) Accessory Structure
- c) Establishment (Eating or Drinking Class 1)
- d) Market (Indoor)
- e) Office
- f) Public Utility
- g) Retail (Small/General/Personal Service)

### Discretionary Uses

- a) Animal Services
- b) Automotive Services (Minor)
- c) Building, Accessory
- d) Bus Depot
- e) Cannabis Retail Sales
- f) Care Facility (Child/Clinic)
- g) Drive-Through
- h) Dwelling, Multi-Unit (Apartment)
- i) Dwelling Unit, Occupancy of Owner, Operator or Caretaker
- j) Establishment (Eating or Drinking Class 2/Entertainment)
- k) Funeral Home
- l) Gas Station
- m) Market (Outdoor)
- n) Park
- o) Recreation (Private)
- p) Retail (Groceries/Vice)
- q) [Secondary Suite \(Internal/External\)](#)
- r) Shipping Container (Small)
- s) Shopping Centre
- t) Car Wash
- u) Any uses that are, in the opinion of the Development Authority, similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District.

### Commercial Site Requirements

Minimum Parcel Size	At the discretion of the Development Authority
Maximum Building Height	12.5 metres (41.01 feet)
Min. Landscaping Parcel Coverage	At the discretion of the Development Authority



**Commercial Minimum Setback Requirements**

Front Yard	0 metres (0 feet)
Side Yard w/Lane	0 metres (0 feet)
Side Yard w/o Lane	3.0 metres (9.84 feet)*
Rear Yard	Shall be provided for parking and loading
*Where there is no provision for access to the rear of the lot, the setback on one side shall be 6.0 metres (19.68 feet)	

**Additional Regulations**

- Outdoor storage may be permitted at the discretion of the Development Authority where fencing and/or vegetative screening has been provided;
- A buffer strip of 6.5 metres should be provided along any boundary of a Commercial Core District that is immediately adjacent to any Residential District other than Residential- Commercial District;
- The buffer strip shall be provided on private lands unless an alternative has been provided as part of a multi-lot subdivision, and is acceptable to the Development Authority;
- A Dwelling, Multi-Unit (Apartment) may only be considered by the Development Authority when part of a Mixed Use Development application and complying with the requirements of section 3-15.
- Outdoor commercial patios shall not be detrimental to the surrounding area by way of noise, lighting, odours, access or any other means as determined by the Development Authority;

**Parking Requirements**

- Section 3-58 and 3-60 of this Bylaw do not apply to development in this district.
- Notwithstanding a), where a new commercial development, or addition to an existing commercial development, exceeds a gross floor area of 500 m<sup>2</sup> or, where a new Mixed Use Development is proposed or, in the opinion of the Development Authority there is an increase in intensification through change of use, the parking needs for the subject development must be determined by the applicant, and a Parking Plan must be submitted to demonstrate satisfaction of those needs, to the satisfaction of the Development Authority.
- Where the Development Authority deems a Parking Plan unsatisfactory in meeting the identified parking needs for the development, the applicant shall either:
  - share no more than 75% of the necessary parking spaces identified with a site within 200m of the proposed development, which must include a legal agreement between the owner(s) of the properties for the sharing of parking;
  - provide and meet the recommendations of a Parking Study completed by a qualified transportation professional, to the satisfaction of the Development Authority.

**Residential Requirements**

- If the existing 22 dwellings in the C3 District were to be destroyed by fire or any other natural disaster, these dwellings may be re-built. No other dwellings in the C3 District shall be developed other than to replace the existing destroyed dwellings at the following locations:

2034 A – 17 Avenue	2037 – 18 Avenue	2037 – 20 Avenue
2034 B – 17 Avenue	2018 – 18 Avenue	2022 – 20 Avenue
2038 A – 17 Avenue	2022 – 18 Avenue	2026 – 20 Avenue
2038 B – 17 Avenue	2026 – 18 Avenue	2030 – 20 Avenue



<u>2030 – 18 Avenue</u>	<u>2034 – 20 Avenue</u>	<u>2033 – 20 Avenue</u>
<u>2017 – 18 Avenue</u>	<u>2034 – 18 Avenue</u>	<u>2038 – 20 Avenue</u>
<u>2021 – 18 Avenue</u>	<u>2038 – 18 Avenue</u>	
<u>2029 – 18 Avenue</u>	<u>2033 – 18 Avenue</u>	

- b) In the event of destruction by fire or natural disaster, the landowner may apply for a Development Permit to re-build the dwelling in accordance with the following residential site and setback requirements. These requirements are the same requirements outlined in the Land Use Bylaw under RC: Residential/Commercial District, which was the previous District for these (22) existing dwellings.

#### Residential Site Requirements

<u>Minimum Parcel Size</u>	<u>At the discretion of the Development Authority</u>
<u>Maximum Building Height</u>	<u>10.0 metres (32.8 feet)</u>
<u>Min. Landscaping Parcel Coverage</u>	<u>At the discretion of the Development Authority</u>

#### Residential Minimum Setback Requirements

<u>Front Yard</u>	<u>At the discretion of the Development Authority</u>
<u>Side Yard w/ Lane</u>	<u>1.5 metres (4.92 feet)</u>
<u>Side Yard w/o Lane</u>	<u>1.5 metres (4.92 feet)*</u>
<u>Rear Yard</u>	<u>10.0 metres (32.81 feet)</u>
<u>*Where there is no provision for access to the rear of the lot, the setback on one side shall be 3.0 metres (9.84 feet)</u>	



### C3: COMMERCIAL DISTRICT – CORE BOUNDARY





**TOWN OF DIDSBURY**  
**Bylaw 2025-09**  
**Amending Land Use Bylaw 2019-04 – C3: Commercial District - Core**

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A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Land Use Bylaw 2019-04.

**WHEREAS**, the Council of the Town of Didsbury deems it necessary to amend Bylaw 2019-04: Land Use Bylaw;

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

**1. SHORT TITLE**

1.1. This Bylaw may be referred to as “Amending Land Use Bylaw 2019-04 – C3: Commercial District – Core”.

**2. PROPOSED AMENDMENTS**

2.1 That Land Use Bylaw 2019-04 be amended to add Secondary Suite (Internal/External) as a Discretionary Use to the C3: Commercial District – Core.

2.2 That Land Use Bylaw 2019-04 be amended to include the following Residential Regulations to the C3: Commercial District – Core:

**Residential Regulations**

If the existing (22) dwellings in the C3 District were to be destroyed by fire or any other natural disaster, these dwellings may be re-built. No other dwellings in the C3 District shall be developed other than to replace the existing destroyed dwellings at the following locations:

2034 A – 17 Avenue	2037 – 18 Avenue	2037 – 20 Avenue
2034 B – 17 Avenue	2018 – 18 Avenue	2022 – 20 Avenue
2038 A – 17 Avenue	2022 – 18 Avenue	2026 – 20 Avenue
2038 B – 17 Avenue	2026 – 18 Avenue	2030 – 20 Avenue
2030 – 18 Avenue	2034 – 20 Avenue	2033 – 20 Avenue
2017 – 18 Avenue	2034 – 18 Avenue	2038 – 20 Avenue
2021 – 18 Avenue	2038 – 18 Avenue	
2029 – 18 Avenue	2033 – 18 Avenue	

In the event of destruction by fire or natural disaster, the landowner may apply for a Development Permit to re-build the dwelling in accordance with the following residential site and setback requirements. These requirements are the same requirements outlined in the Land Use Bylaw under RC: Residential/Commercial District, which was the previous District for these (22) existing dwellings.

**Residential Site Requirements**

Minimum Parcel Size	At the discretion of the Development Authority
Maximum Building Height	10.0 metres (32.8 feet)
Min. Landscaping Parcel Coverage	At the discretion of the Development Authority



**Residential Minimum Setback Requirements**

Front Yard	At the discretion of the Development Authority
Side Yard w/Lane	1.5 metres (4.92 feet)
Side Yard w/o Lane	1.5 metres (4.92 feet)*
Rear Yard	10.0 metres (32.81 feet)
*Where there is no provision for access to the rear of the lot, the setback on one side shall be 3.0 metres (9.84 feet)	

**3. EFFECTIVE DATE**

3.1 This Bylaw shall come into effect upon passing of the third and final reading.

Read a First time on this 27<sup>th</sup> day of May, 2025.

Read a Second time on this \_\_\_\_ day of \_\_\_\_\_ 2025.

Public Hearing held on this \_\_\_\_ day of \_\_\_\_\_ 2025.

Read a Third and Final time on this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Mayor Rhonda Hunter

\_\_\_\_\_  
Acting Chief Administrative Officer Amanda Riley





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: June 24, 2025  
SUBJECT: Bylaw 2025-10 Amending Land Use Bylaw 2019-04 - Portion of Plan 1711795 Block 3 Lot 73 Redesignation  
ORIGINATING DEPARTMENT: Planning & Development

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### **BACKGROUND/PROPOSAL:**

The lot in question is currently zoned R5: Residential District – High Density and, as part of a subdivision proposal, a portion of the property is being considered for Municipal Reserve Dedication. This consideration requires the redesignation to REC: Recreation/Open Space District.

### **KEY DATES, COMMUNICATION AND INFORMATION:**

Application Circulated	The proposal was circulated to five adjacent landowners and Referral Agencies on May 15, 2025. The Public Hearing notification was provided to the adjacent landowners on May 29, 2025. Notification of the Public Hearing was also advertised on the Town website and in the local newspaper.
Responses from Referral Agencies	<b>Telus</b> – there were no concerns. <b>Fortis Alberta</b> – an easement is not required for this property. <b>TOD Fire Department</b> – no concerns. Standard requirement for any hydrants installs to have 5” Stortz connection on the main steamer port. <b>Alberta Transportation and Economic Corridors</b> – Transportation and Economic Corridors comments are outstanding; however, Administration does not anticipate any significant concerns.
Response from Adjacent Landowners	No responses were received from adjacent landowners.

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

The area being considered for redesignation will provide for pathway connection within the Valarosa neighbourhood. The applicant has constructed two multi-family structures; one has five separate units and the other has six separate units. The applicant has chosen to subdivide to allow each of the units to be privately owned.

The area being considered for redesignation is a Utility Right of Way containing Town services and will become a pathway.

### **ALIGNMENT WITH STRATEGIC PLAN**

3. Strong & Resilient Local Economy

5. Governance & Organizational Excellence





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### ALIGNMENT WITH STATUTORY PLANS

#### Municipal Development Plan Bylaw 2024-12

##### 4.1 Growth Management

- 4.1.15 Development within the Town of Didsbury should occur in a contiguous manner in close proximity to existing development and major services.
- 4.1.16 Future development should only be permitted in locations that can be accommodated by logical extensions of the municipal infrastructure and that follow a logical and most fiscally responsible sequencing of development.
  - This proposal will improve access for adjacent residents and provide an off-street public space for pedestrians.

##### 4.3 Open Space and Connectivity

- 4.3.5 New development areas shall provide linear pathway systems, where possible, linking school sites, recreation facilities, and major open space areas to the rest of the community.
- 4.3.13 All new development shall ensure connectivity to existing and future parks through linkages in the sidewalk and trail networks.
  - The proposed pathway provides connectivity through the development to the existing sidewalks in the area.

### RECOMMENDATION

If Council is satisfied with the Public Hearing, Administration is recommending that Council grant second and third reading to Bylaw 2025-09 during the *Bylaws and Policies* portion of the Agenda.



**TOWN OF DIDSBURY**  
**Bylaw 2025-10 Amending Land Use Bylaw 2019-04**  
**Portion of Plan 1711795 Block 3 Lot 73 Redesignation**

---

A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Land Use Bylaw 2019-04.

**WHEREAS**, the Council of the Town of Didsbury deems it necessary to amend Land Use Bylaw 2019-04.

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

**1. SHORT TITLE**

1.1. This Bylaw may be referred to as "Bylaw 2025-10 Amending Land Use Bylaw 2019-04 - Portion of Plan 1711795 Block 3 Lot 73 Redesignation"

**2. PROPOSED AMENDMENTS**

2.1. That Appendix A Land Use Bylaw Map, of the Land Use Bylaw 2019-04 is hereby amended, to change the designation of a portion of 1711795 Block 3 Lot 73 from R5: Residential District – High Density to REC: Recreation/Open Space District as shown on the attached Schedule A map.

**3. EFFECTIVE DATE**

3.1. This Bylaw shall come into effect upon passing of the third and final reading.

Read a first time on this 27<sup>th</sup> day of May, 2025

Read a second time on this        day of

Read a third and final time on this        day of

---

Mayor Rhonda Hunter

---

Acting Chief Administrative Officer Amanda Riley







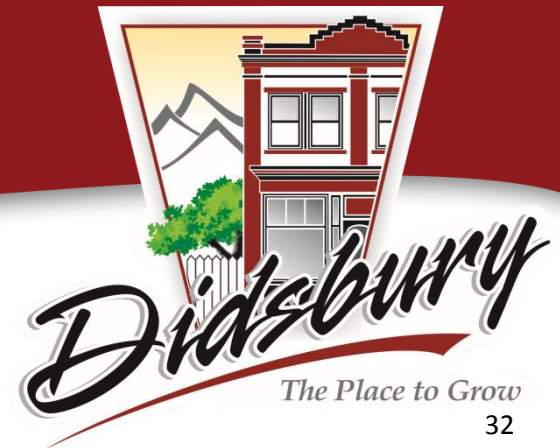
# Bylaw 2025-10

Council

June 24, 2025

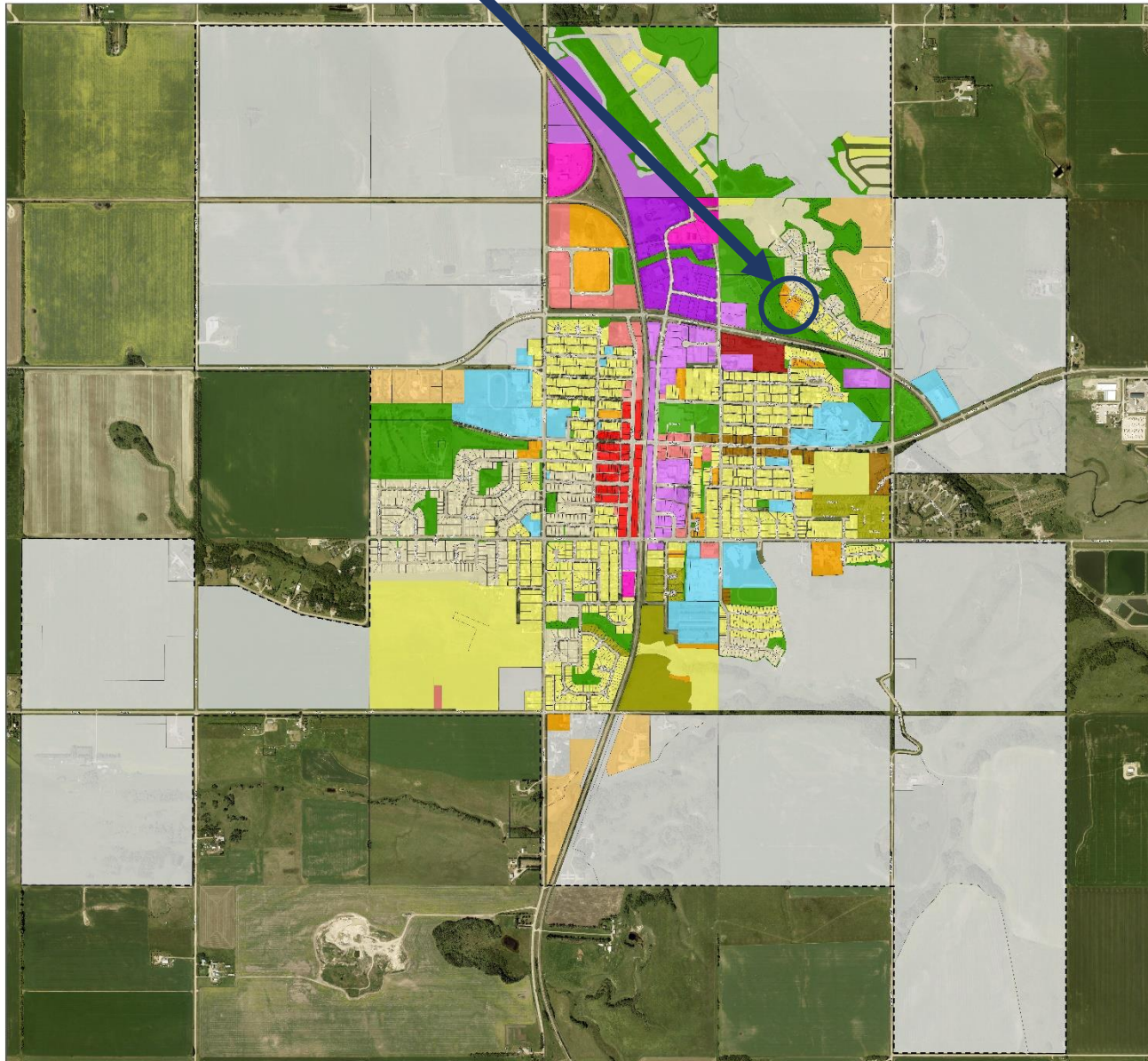
Applicant: Doug Sytsma

Landowner: JonBoyz Construction Inc.





# Proposal Location



Town of Didsbury

Land Use By-Law

## Legend

### Land Use

- C1: Commercial District - General
- C2: Commercial District - Highway
- C3: Commercial District - Core
- DC: Direct Control District
- I1: Industrial District - General
- I2: Industrial District - Heavy
- I5: Institutional District
- R1: Residential District - Single Detached
- R2: Residential District - General
- R3: Residential District - Manufactured
- R4: Residential District - Large Lot
- R5: Residential District - High Density
- RC: Residential/Commercial District
- REC: Recreation/Open Space District
- UR: Urban Reserve District
- Town Boundary

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.

Coordinate System:  
NAD 1983 STM 114

Scale:  
1:5,000  
(When plotted at  
342"x114")

Data Sources:  
- Data provided by the Town of Didsbury and ESRI

Project #: 17-7-0021.01  
Author: JW  
Checked: TC  
Status: Review  
Revision: A  
Date: 2024.7.26

**URBAN**  
systems

FIGURE 1





# RD 25-002 Location

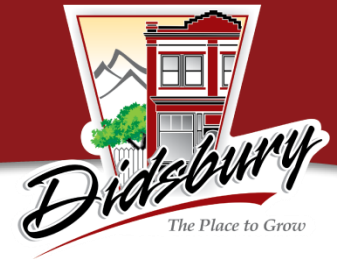








# Subject Area



Existing  
Sidewalks





Proposed pathway







Structure on East side of parcel

Proposed Pathway







Proposed Pathway

Structure on West side of lot



Site photos



# MDP Compliance



## 4.1 Growth Management

4.1.15 Development within the Town of Didsbury should occur in a contiguous manner in close proximity to existing development and major services.

4.1.16 Future development should only be permitted in locations that can be accommodated by logical extensions of the municipal infrastructure and that follow a logical and most fiscally responsible sequencing of development.

➤ This proposal will be serviced with Town Services

## 4.3 Open Space and Connectivity

4.3.5 New development areas shall provide linear pathway systems, where possible, linking school sites, recreation facilities, and major open space areas to the rest of the community.

4.3.13 All new development shall ensure connectivity to existing and future parks through linkages in the sidewalk and trail networks.

➤ The proposed pathway provides connectivity through the development to the existing sidewalks in the area.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

---

### BACKGROUND/PROPOSAL:

Please find attached the information for the Chief Administrative Officer (CAO) Report for June 24, 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 June 24, 2025 as information.





## CAO Report – June 24, 2025

### 1. Development Permits Issued as of June 18, 2025

Please find the attached Development Permits issued as of June 18, 2025.

### 2. Transit Campaign

The Town of Didsbury created the art work for the 2025 transit campaign in Calgary. The overarching theme is based on the scavenger hunt by using the key phrase: “Find it here”.

There are 4 different objectives.

Two of the posters will be installed in the interior of the LRT and is catering to lifestyle and tourism - attracting visitors and potential residents.

Two of the posters will be installed on the back of the busses in Calgary, catering to Business Retention and the other to Business Attraction.

The campaign will commence on June 23rd until September 14th. The campaign will run during the Calgary Stampede, trying to captivate tourists visiting Calgary and wanting to venture outside of the city.

The key performance indicators of the campaign will be measured by visitation to the museum and visitation/revenue increase of storefront businesses during the summer and following months.

In addition we monitor development permits issued, homes sold, store front/commercial vacancies, new businesses and investment inquiries within 12 months following the campaign.

### 3. Economic Development Web Tool

To remain competitive and aligned with current economic development trends, the Town has implemented a new web tool in collaboration with **LocalIntel**. Economic Development and Communications staff worked together to enhance and streamline the Town’s Economic Development landing page. The updated page now functions as a comprehensive, one-stop resource that highlights Didsbury’s key value propositions and includes newly developed promotional assets such as videos and the investment brochure. To view these changes visit: <https://didsbury.ca/p/why-didsbury->



## CAO Report: Development as of June 18, 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 25-045	1906 B – 20 Street	Signage – Fascia Golden Maple Jewelry Ltd.	Golden Maple Jewelry Ltd (a) Whiz Eazy Ltd. c/o Theo Springer (o)	June 11, 2025

**DP25-045** Sign for the new Jewelry Store located in the Downtown Core



### Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE	APPEAL PERIOD ENDS
DP 25-037	1118 – 23 Street	Secondary Suite (Internal)	May, Mika (a/o)	Jun 11, 2025	Jul 2, 2025 at 4:30 p.m.
DP 25-038	1001 – 20 Ave	Existing Shipping Container (Large) and (Small) (x2)	Kerr, Gord (a) Dreamwood Developments Inc. (o)	Jun 11, 2025	Jul 2, 2025 at 4:30 p.m.
DP 25-041	2405 – 20 Street	Existing Shipping Container (Large) and (Small) (x2)	Reinhardt, David & Lisa (a) 1333468 Alberta Inc. (o)	Jun 11, 2025	Jul 2, 2025 at 4:30 p.m.

**DP 25-037** Development Permit for a Secondary Suite (Internal) to be located in the basement of an existing Dwelling, Single Detached



**DP 25-038** This Permit is to bring an existing shipping container into compliance by requesting a Development Permit for a Container that has been on the property since 2010 and to add 2 Shipping Containers (Small)

**DP 25-041** This Permit is to bring the 3 existing shipping containers into compliance by requesting a Development Permit for these containers placed on the property by the previous owner.

*The next Municipal Planning Commission will be on Wednesday, June 25, 2025 for the proposed development of a Secondary Suite (Internal)*



## Exterior - Business Retention



## Exterior - Business Attraction





## Interior - Tourism



## Interior - Lifestyle







## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: Bylaw 2025-09 Amending Land Use Bylaw 2019-04 – C3:  
Commercial District - Core  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the May 27<sup>th</sup>, 2025 Regular Council Meeting, Council granted first reading to Bylaw 2025-09 which would amend the Land Use Bylaw 2019-04.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

If Council is satisfied with the outcome of the Public Hearing, Administration is recommending that Council grant second and third reading to Bylaw 2025-09.

### ALIGNMENT WITH STRATEGIC PLAN

#### 3. Strong & Resilient Local Economy

### RECOMMENDATION (two motions)

That Council grant second reading to Bylaw 2025-09 Amending Land Use Bylaw 2019-04 – C3:  
Commercial District – Core.

### AND

That Council grant third and final reading to Bylaw 2025-09 Amending Land Use Bylaw 2019-04 – C3:  
Commercial District – Core.



**TOWN OF DIDSBURY**  
**Bylaw 2025-09**  
**Amending Land Use Bylaw 2019-04 – C3: Commercial District - Core**

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A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Land Use Bylaw 2019-04.

**WHEREAS**, the Council of the Town of Didsbury deems it necessary to amend Bylaw 2019-04: Land Use Bylaw;

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

**1. SHORT TITLE**

1.1. This Bylaw may be referred to as “Amending Land Use Bylaw 2019-04 – C3: Commercial District – Core”.

**2. PROPOSED AMENDMENTS**

2.1 That Land Use Bylaw 2019-04 be amended to add Secondary Suite (Internal/External) as a Discretionary Use to the C3: Commercial District – Core.

2.2 That Land Use Bylaw 2019-04 be amended to include the following Residential Regulations to the C3: Commercial District – Core:

**Residential Regulations**

If the existing (22) dwellings in the C3 District were to be destroyed by fire or any other natural disaster, these dwellings may be re-built. No other dwellings in the C3 District shall be developed other than to replace the existing destroyed dwellings at the following locations:

2034 A – 17 Avenue	2037 – 18 Avenue	2037 – 20 Avenue
2034 B – 17 Avenue	2018 – 18 Avenue	2022 – 20 Avenue
2038 A – 17 Avenue	2022 – 18 Avenue	2026 – 20 Avenue
2038 B – 17 Avenue	2026 – 18 Avenue	2030 – 20 Avenue
2030 – 18 Avenue	2034 – 20 Avenue	2033 – 20 Avenue
2017 – 18 Avenue	2034 – 18 Avenue	2038 – 20 Avenue
2021 – 18 Avenue	2038 – 18 Avenue	
2029 – 18 Avenue	2033 – 18 Avenue	

In the event of destruction by fire or natural disaster, the landowner may apply for a Development Permit to re-build the dwelling in accordance with the following residential site and setback requirements. These requirements are the same requirements outlined in the Land Use Bylaw under RC: Residential/Commercial District, which was the previous District for these (22) existing dwellings.

**Residential Site Requirements**

Minimum Parcel Size	At the discretion of the Development Authority
Maximum Building Height	10.0 metres (32.8 feet)
Min. Landscaping Parcel Coverage	At the discretion of the Development Authority



### Residential Minimum Setback Requirements

Front Yard	At the discretion of the Development Authority
Side Yard w/Lane	1.5 metres (4.92 feet)
Side Yard w/o Lane	1.5 metres (4.92 feet)*
Rear Yard	10.0 metres (32.81 feet)
*Where there is no provision for access to the rear of the lot, the setback on one side shall be 3.0 metres (9.84 feet)	

### 3. EFFECTIVE DATE

3.1 This Bylaw shall come into effect upon passing of the third and final reading.

Read a First time on this 27<sup>th</sup> day of May, 2025.

Read a Second time on this \_\_\_\_ day of \_\_\_\_\_ 2025.

Public Hearing held on this \_\_\_\_ day of \_\_\_\_\_ 2025.

Read a Third and Final time on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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Mayor Rhonda Hunter

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Acting Chief Administrative Officer Amanda Riley





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: Bylaw 2025-10 Amending Land Use Bylaw 2019-04 – Redesignation  
Plan 1711795 Block 3 Lot 73  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the May 27, 2025 Regular Council Meeting, Council granted first reading to Bylaw 2025-10 which would amend the Land Use Bylaw 2019-04.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

If Council is satisfied with the outcome of the Public Hearing, Administration is recommending that Council grant second and third reading to Bylaw 2025-10.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION (two motions)

That Council grant second reading to Bylaw 2025-10 Amending Land Use Bylaw 2019-04 – Redesignation Plan 1711795 Block 3 Lot 73.

**AND**

That Council grant third and final reading to Bylaw 2025-10 Amending Land Use Bylaw 2019-04 – Redesignation Plan 1711795 Block 3 Lot 73.



**TOWN OF DIDSBURY**  
**Bylaw 2025-10 Amending Land Use Bylaw 2019-04**  
**Portion of Plan 1711795 Block 3 Lot 73 Redesignation**

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A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Land Use Bylaw 2019-04.

**WHEREAS**, the Council of the Town of Didsbury deems it necessary to amend Land Use Bylaw 2019-04.

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

**1. SHORT TITLE**

1.1. This Bylaw may be referred to as "Bylaw 2025-10 Amending Land Use Bylaw 2019-04 - Portion of Plan 1711795 Block 3 Lot 73 Redesignation"

**2. PROPOSED AMENDMENTS**

2.1. That Appendix A Land Use Bylaw Map, of the Land Use Bylaw 2019-04 is hereby amended, to change the designation of a portion of 1711795 Block 3 Lot 73 from R5: Residential District – High Density to REC: Recreation/Open Space District as shown on the attached Schedule A map.

**3. EFFECTIVE DATE**

3.1. This Bylaw shall come into effect upon passing of the third and final reading.

Read a first time on this 27<sup>th</sup> day of May, 2025

Read a second time on this        day of

Read a third and final time on this        day of

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Mayor Rhonda Hunter

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Acting Chief Administrative Officer Amanda Riley









## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: June 24, 2025  
SUBJECT: Chief Administrative Officer Bylaw 2025-12  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

At the March 26, 2025 Regular Council Meeting, Council referred Bylaw 2018-04 to the Policy and Governance Committee (PGC) for review and recommendation back to Council and that the PGC be authorized to engage with a third party expert regarding the contents of the bylaw if necessary.

Attached is the bylaw reviewed at Committee as well as the current CAO Bylaw 2018-04.

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

The *Municipal Government Act* (MGA) requires that the council of a municipality establish the position of Chief Administrative Officer (CAO) by bylaw. The CAO bylaw is used to define the powers, duties, and responsibilities of the CAO in addition to those which are already set out in the MGA. If the MGA or another enactment or bylaw requires that the “municipality” do something, but does not specify if it is Council or the CAO that does it, then that thing may be done by Council or by the CAO unless Council directs otherwise. Therefore, the CAO bylaw is a useful tool to provide greater clarity to the roles and responsibilities of the CAO and Council.

In addition to the duties and responsibilities of the CAO, the MGA often outlines a series of roles and responsibilities of designated officers (DO). Council may establish the position of a Designated Officer by bylaw, but where no bylaw exists or no appointment has been made, the CAO serves in the capacity of the DO. Furthermore, the MGA enables the CAO and the DO the ability to delegate any of their powers, duties, or functions to an employee of the municipality. Bylaw 2025-12 provides greater clarity to this process.

This bylaw has included provisions as it pertains to signing authority, establishment of the head of the public body for the purposes of interpreting the *Access to Information Act*, and requires that Council enter into an employment agreement with the CAO.

Furthermore, the MGA authorizes Council the option to delegate any of Council’s powers, duties or functions, with some limitations, to a committee, the CAO, or DO, which can then be further delegated to another person. This bylaw would delegate certain responsibilities of Council to the CAO, namely the authority to appoint a person as clerk of the assessment review board, if ever required and the authority to appoint a clerk to the subdivision and development appeal board.

In addition to the provisions of this bylaw the MGA, other enactments, and other bylaws outline the responsibilities pertinent to the function, establishment, or role of the CAO.

The bylaw being presented to Council for first reading, Bylaw 2025-12, is written with these objectives in mind. The former CAO Bylaw 2018-04 is also attached for Council’s review.

Council may consider giving all three readings to the Bylaw in consideration of ensuring the bylaw is approved prior to the hiring of a CAO.





## **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**

That Council grant first reading to Chief Administrative Officer Bylaw 2025-12.



TOWN OF DIDSBURY  
Chief Administrative Officer  
Bylaw 2025-12

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BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, ESTABLISHING THE POSITION OF THE CHIEF ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.

**WHEREAS**, section 205 of the *Municipal Government Act*, R.S.A 2000 c. M-26 required that every Council must establish the position of Chief Administrative Officer.

**WHEREAS**, section 210 of the *Municipal Government Act* states that the Chief Administrative Officer may exercise all of the powers, duties, and functions of a designated officer under this or any other enactment or bylaw if no designated officer has been assigned by Council in accordance with the *Municipal Government Act* or other enactment or bylaw.

**WHEREAS**, section 209 of the *Municipal Government Act* allows the Chief Administrative Officer to delegate any of the duties, roles, powers, or functions under this Act to a designated officer or an employee of the municipality.

**WHEREAS**, section 203 of the *Municipal Government Act* enables the Council of a municipality the ability to delegate any of its powers, duties, or functions to any person unless otherwise prohibited by another enactment or bylaw.

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

**1. Short Title**

- 1.1. This bylaw may be referred to as the “CAO Bylaw.”

**2. Definitions**

- 2.1. **Act** means the *Municipal Government Act*, R.S.A 2000 c. M-26 as amended and any Regulations thereto.
- 2.2. **Chief Administrative Officer** means the individual appointed by the Council of the Town of Didsbury to the position of chief administrative officer pursuant to the Act.
- 2.3. **Council** means the Council of the Town of Didsbury, a municipal corporation in the Province of Alberta.
- 2.4. **Designated Officer** means an individual appointed by Council to the position of designated officer as established by bylaw.

**3. Establishment and Appointment**

- 3.1. The position of Chief Administrative Officer is hereby established.
- 3.2. Council shall appoint one individual to carry out the powers, duties, and functions of the Chief Administrative Officer.
- 3.3. Council shall enter into a written employment contract with the Chief Administrative Officer.
- 3.4. The Chief Administrative Officer shall perform the powers, duties, and functions of the Chief Administrative Officer pursuant to the Act, this bylaw, and any other enactment.

**4. Administration**

- 4.1. The Chief Administrative Officer may implement any administrative policy, procedure, or standard operating procedures or guidelines necessary to promote the efficient functionality of Administration.
- 4.2. The Chief Administrative Officer may hire, discipline, demote, transfer, suspend, or terminate any employee from any position in accordance with Town policies and bylaws and any relevant federal and provision statutes.
- 4.3. The Chief Administrative Officer shall establish or change the organizational structure of Administration to deliver the programs and policies of the municipality as set by Council.



## **5. Designated Officer and Delegation**

- 5.1. The Chief Administrative Officer shall act in the capacity of the designated officer pursuant to the Act if the position of designated officer is vacant or has not been established.
- 5.2. The Chief Administrative Officer, when acting in the capacity of the Chief Administrative Officer or designated officer, may delegate any of the roles, responsibilities, or functions of the Chief Administrative Officer or designated officer to any employee of the municipality.
- 5.3. In the absence of the Chief Administrative Officer for a period of greater than two business days, the Chief Administrative Officer shall appoint an employee of the municipality to perform the powers, duties, and functions of the Chief Administrative Officer pursuant to the Act or any other relevant enactment.
- 5.4. In addition to those powers, duties, and functions of the Chief Administrative Officer or designated Officer as outlined in any enactment or this bylaw, the Chief Administrative Officer shall also be delegated the following responsibilities:
  - a) The authority to appoint a secretary to the Intermunicipal Subdivision and Development Appeal Board pursuant to the Act,
  - b) The authority to appoint an assessment review board clerk,
  - c) The authority to consolidate bylaws,
  - d) The authority to engage, consult, instruct and liaise with legal counsel involving any legal matters pertaining to the administration of the municipality.

## **6. Signing**

- 6.1. The Chief Administrative Officer is authorized to sign and approve:
  - a) any expenses or agreements:
    - i. in accordance with the Procurement of Goods and Services Policy,
    - ii. required by policy or bylaw of the municipality or by any other enactment, or
    - iii. approved by resolution of Council, and
  - b) any grant agreement whereby the municipality is the recipient of the funds.
- 6.2. The Chief Administrative Officer shall not sign or approve a contract that commits the municipality to the sale, acquisition, disposition, or expropriation of a fee simple interest in land unless Council has been informed of the essential terms of the proposed contract and have approved the terms.

## **7. Finances**

- 7.1. Annually, the Chief Administrative Officer shall present to Council a capital budget, operating budget, multi-year operating plan, and multi-year capital plan in accordance with the Act.
- 7.2. The Chief Administrative Officer shall regularly report to Council on the operating and capital budgets.
- 7.3. The Chief Administrative Officer shall not authorize operating or capital expenditures in excess of the total approved operating or capital budget unless approved by Council.
- 7.4. The Chief Administrative Officer may authorize over expenditures within programs or budgeting lines in the operating budget.

## **8. Access to Information & Protection of Privacy**

- 8.1. For the purposes of the *Access to Information Act*, the head of the Public Body shall be the Chief Administrative Officer.



## 9. Paramount Rules

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

## 10. Transitional

10.1. This bylaw comes into full force and effect upon third reading of the bylaw.

10.2. Bylaw 2018-04 is hereby repealed.

Read a first time this

Read a second time this

Read a third and final time this

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Mayor – Rhonda Hunter

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Acting Chief Administrative Officer – Amanda Riley



**TOWN OF DIDSBURY**  
**BYLAW 2018-04 (CHIEF ADMINISTRATIVE OFFICER)**

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**BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA  
TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.**

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

**WHEREAS** The position of Chief Administrative Officer is hereby established in accordance with the Municipal Government Act.

**AND WHEREAS** The position of Chief Administrative Officer shall be given the title granted by resolution of Council.

**AND WHEREAS** The Council shall appoint by resolution a person to carry out the powers, duties and functions of the Chief Administrative Officer.

**AND WHEREAS** The Chief Administrative Officer shall report directly to the Council and is accountable to the Council for the conduct and operation of the Town of Didsbury. All Council authority delegated to the staff of the Town is delegated through the CAO.

**AND WHEREAS** As indicated in the Municipal Government Act. "The Chief Administrative Officer is the administrative head of the municipality; ensures that the policies and programs of the municipality are implemented; advises and informs the council on the operation and affairs of the municipality; performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council. (MGA Section 207)

**AND WHEREAS** The Chief Administrative Officer may delegate any of the chief administrative officer's powers, duties or functions under this or any other enactment or bylaw to a designated officer or an employee of the municipality. (MGA Section 209)

**AND WHEREAS** The Chief Administrative Officer shall in addition to the duties prescribed by the Municipal Government Act (Section 207-209) be responsible to the Council of the Town of Didsbury for the following duties:

**1. Fiscal Responsibility**

- 1.1 Ensures the Town operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 1.2 Ensures all deficiencies identified in the previous audit report and management letter have been remediated to the satisfaction of the auditor.
- 1.3 Directs the preparation and the presentation of the budget.
- 1.4 Ensures the Council has current and relevant financial information. (Quarterly financial reports)
- 1.5 Ensures the duties related to fiscal management contained in the MGA are carried out as prescribed. (Section 208 (g-n))



- the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by council;
  - all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;
  - the accounts for authorized expenditures referred to in section 248 are paid;
  - accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
  - the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
  - money invested by the municipality is invested in accordance with section 250;
  - assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 are prepared;
  - public auctions held to recover taxes are carried out in accordance with Part 10 of MGA Section 208;
- 1.6 At least annually reviews expenditures to identify actions which will increase value for money.

## **2. Personnel Management**

- 2.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Council policy or Bylaw.
- 2.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
- 2.3 Informs the Council of any changes to the organization chart before such changes are made.
- 2.4 Monitors adherence to Occupational Health and Safety requirements.

## **3. Policy**

- 3.1 Provides leadership in the planning, development, implementation and evaluation of Council Bylaws and policies.
- 3.2 Ensures compliance with relevant provincial legislation and Council policies and bylaws.

## **4. CAO/Council Relations ("The First Team")**

- 4.1 Interacts with the Council in an open, honest, and professional manner.
- 4.2 Provides for effective orientation of the new Council within 90 days of taking the oath of office in accordance with Section 201.1 of the MGA.
- 4.3 Ensures minutes are kept in the manner prescribed in the MGA Section 208(1).
- 4.4 Respects and honors the Council's roles and responsibilities and facilitates the implementation of that role as defined in legislation and policy.
- 4.5 Attends all Council meetings, or arranges for a designate to be in attendance, and makes recommendations on matters requiring Council action by providing accurate information and reports as are needed to ensure the making of informed decisions.
- 4.6 Provides the information and counsel which the Council requires to perform its role.
- 4.7 Keeps the Council informed on sensitive issues in a timely manner.
- 4.8 Attends, and/or designates, administrative attendance at all committee meetings.
- 4.9 Implements Council directions with integrity in a timely fashion.



- 4.10 Council agendas are prepared and distributed to Councilors in sufficient time to allow for appropriate Councilor preparation for the meeting.
- 4.11 Provides the Council with balanced, sufficient, concise information and clear recommendations in agendas.
- 4.12 Ensures:
  - high quality management services are provided to the Council.
  - that Council receives the best available advice on each issue including the identification of all major alternatives on actions recommended,
  - that issues, goals and objectives identified by Council are given a high priority by the organization,
- 4.13 Advises Council re:
  - current and future policies or programs
  - the most effective use of corporate assets and resources,
  - the appropriate corporate planning process for the organization,
  - changes to the organization structure required to support the changing needs of Council and the Community,

## **5. Strategic Planning and Reporting**

- 5.1 Facilitates the strategic planning process including the Council's development of goals, and supporting budget
- 5.2 Involves the Council appropriately (Council approval of process and timelines; opportunity for Council establishment of strategic priorities and key results early in the process; final Council approval).
- 5.3 Implements plans as approved.
- 5.4 Reports at least annually on results achieved.

## **6. Organizational Management**

- 6.1 Demonstrates effective organization skills resulting in compliance with all legal, Ministerial and Council mandates and timelines.
- 6.2 Reports to the Minister with respect to matters identified in provincial legislation.

## **7. Communications and Community Relations**

- 7.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 7.2 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 7.3 Keeps the Council informed through the provision of appropriate accountability reports.

## **8. Leadership Practices**

- 8.1 Practices leadership in manner that is viewed positively and has the support of those with whom the CAO works most directly in carrying out the directives of the Council and the Minister. Such practices include:
  - Provide clear direction
  - Provide effective leadership
  - Establish and maintain positive, professional working relationships with staff
  - Unite staff toward common goals
  - Display competence




- Be trustworthy
- Empower others
- Effectively solve problems

Read a first time on the 22 day of May 2018.

Read a second time on the 22 day of May 2018.

Read a third time and passed unanimously on the 22 day of May 2018 and rescinds Bylaw 2015-15.



Mayor



Chief Administrative Officer





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: June 24, 2025  
SUBJECT: PROP 005-25 Lease Policy  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

Council referred the development of a Lease Policy to the Policy and Governance Committee for development. Council referred this policy back to the Policy and Governance Committee at the May 27, 2025 Regular Council Meeting. The Committee reviewed the policy at the June 12, 2025 committee meeting and made a couple of clerical adjustments, as well as removed the definition for Triple Net and one line referencing Triple Net as it did not add value to the policy.

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

This policy draws a distinction between a lease and a facility rental.

The purpose of which was to enable the Chief Administrative Officer or designate the ability to continue to rent facilities, such as the Arena ice surface, Train Station, and Aquatic Centre for regular use for a term of 30 days or less but may be subject to month-to-month renewal. Rates for facility rentals are largely established by bylaw, however, in the case that a rate has not been established by bylaw, the CAO may establish a rental rate based on market value.

Alternatively, any agreement for use of a town-owned property for a term in excess of 1 year would be considered a lease and is required to come to Council for approval. The policy enables leases to be entered into with private, individual, and not-for-profit organizations with considerations for market and non-market value.

The municipality also has a number of long term or indefinite leases with various organizations. The following is a non-exhaustive list of the long term leases held by the Town:

- Didsbury Five-O Club Lease (2016) – 1 year term with automatic renewal
- Didsbury Golf Club Lease (1985) – 42 year term with 50 year automatic renewal
- Girl Guides of Canada Lease (2019) – Indefinite
- Didsbury Municipal Library Letter of Understanding (2019) – Indefinite
- Didsbury Memorial Complex Concession Lease (2023) – 3 year term
- Telus Communications Lease (2020) – 5 year term with automatic renewal

This policy enables for greater clarity to the approving authority of Council and the CAO in terms of rental agreement and leases which affect the level of service provided to the residents of Didsbury.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **5. Governance & Organizational Excellence**

### **RECOMMENDATION**

To adopt PROP 005-25 Lease Policy as presented.





## Policy Statement

This governance policy provides for the ability of the Town of Didsbury to enter into lease and rental agreements for use of Town property.

### 1. Definitions

- 1.1 **Lease(s)** shall mean an agreement between the Town of Didsbury and a Person or Not-for-Profit for a term of, or in excess of one (1) year.
- 1.2 **Lessee** shall mean the person or not-for-profit that has entered into a lease with the Town of Didsbury for use of Town Property.
- 1.3 **Town Property** shall mean property, land, or improvements including fee simple, municipal reserve, environmental reserve, community services reserve, or school reserve whereby the Town of Didsbury is a registered property owner on the Certificate of Title
- 1.4 **Market Value** shall mean the highest price that a willing lessee would be willing to pay and that the Town would be willing to accept.
- 1.5 **Non-Market Value** shall means the value of a lease being less than the Market Value of the lease.
- 1.6 **Not-for-Profit** means a Society registered under the *Societies Act R.S.A 2000 c. S-14* or is a registered charity under another enactment operating in the Town of Didsbury.
- 1.7 **Person** includes an individual, partnership, association, body corporate, company, trustee, executor, administrator, legal representative, municipality, or regional services commission not including a not-for-profit.
- 1.8 **Rental agreement** shall mean an agreement between the Town of Didsbury and a Person or Not-for-Profit for a term of one calendar month or less.

### 2. General Principles

- 2.1 The Town will endeavor to collaborate and form partnerships with Not-for-Profits to establish reasonable Leasing costs where there is a benefit to the community and an opportunity to maximize the benefit to the community.
- 2.2 Any entity leasing or utilizing Town Property for a period of one year or more is required to enter into a lease agreement.
- 2.3 The Town of Didsbury will hold a public hearing for any lease on municipal reserve, community services reserve or school reserve in accordance with the *Municipal Government Act*.
- 2.4 Where a lease is granted to a Not-for-Profit for non-market value, the amount of the lease shall be considered an indirect grant with a non-cash value.
- 2.5 Council may make exceptions to this policy through resolution.



### **3. Leases**

3.1 All Leases shall be brought to Council for approval, amendment, extension, or renewal.

3.2 All leases between the Town and a Person shall endeavor to be of market value.

3.3 Leases to Not-for-Profits may be granted below market value where:

- a) the Not-for-Profit will deliver services that will enhance recreation, culture, economic development, or foster a sense of community;
- b) the Not-for-Profit is the sole provider of the service or activity;
- c) the Not-for-Profit's services do not compete with a person or not-for-profit providing a similar service;
- d) services provided serve a broad range of demographics to maximize service to the community.
- e) the Not-for-Profit is registered and in good standing and has provided sufficient proof of such; or
- f) The Town Property could not be utilized for any other purpose.

### **4. Rentals**

4.1 Administration is authorized to enter into rental agreements for the use of Town Property.

4.2 A rental agreement may be renewed month-to-month.

4.3 Rental rates shall be established by bylaw. In the case that no bylaw or rate exists for a service, or until such time as one exists, the Chief Administrative Officer may establish a market value rate.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

**MEETING DATE:** June 24, 2025  
**SUBJECT:** COUN 001-25 Council Remuneration and Professional Development Policy  
**ORIGINATING DEPARTMENT:** Legislative Services

### BACKGROUND/PROPOSAL:

The Council Remuneration and Professional Development Policy was referred to the Policy and Governance Committee (PGC) for review and recommendation back to Council.

In May, Council resolved to leave the rate structure established in the policy unchanged. Through a thorough review at the PGC, the Committee worked to provide greater clarity to the policy, update the Professional Development Budget provisions, and adjust what can be considered claimable per diem time. A clean and marked up version of the policy is attached with additions noted in yellow and other changes in red.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

While the majority of the changes demonstrated in the marked-up version of the policy are incidental, there are some notable changes. The below table demonstrates the changes to per diem eligibility based on meeting type.

	2024 Version	Presented Version
Regular Council Meetings	Honorarium	Honorarium
Budget Meetings	Per Diem	Per Diem
Committee Meetings	Per Diem	Per Diem
Committee Meetings as secondary representative with primary representative in attendance	Per Diem for 2 meetings	N/A
Committee Meetings as the alternate	Per Diem	Per Diem
Council Workshops	Per Diem*	Per Diem
Meetings with the CAO or Designate	N/A	Honorarium
Meetings with External Agencies	Per Diem*	Honorarium
Meeting with Resident or Business Owner	Per Diem*	Honorarium
Professional Development Time	Per Diem	Per Diem (Professional Development Budget)
Open Houses	Per Diem*	Honorarium
Special Council Meetings	Per Diem	Per Diem
Trade Shows	Per Diem*	Honorarium
Travel Time outside of Didsbury	Per Diem	Per Diem
Meetings or attendance at events in the stead of the Mayor	N/A	Per Diem
Required Training	N/A	Per Diem
Regular Cyber Security Training	N/A	Honorarium
Emergency Events	N/A	Honorarium
Informal Duties	N/A	Honorarium
Preparation for Council and Committee Meetings	N/A	Honorarium
Other duties	Per Diem*	Per Diem*

\*if set or approved by motion of Council





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

The following is a summary of the changes recommended by the Committee:

### ***Honorarium***

- Any Cost of Living Adjustment approved by Council shall be applied to the honorarium rate (not the per diem rate) unless otherwise resolved by Council.

### ***Internet Allowance***

- The *Internet Allowance* be renamed and adjusted to a *Communications Allowance* to better reflect the use of cellular data, personal phone use, and internet use.

### ***Expenses***

- Removal of the clause that allows for the reimbursement of expenses associated to Council assignments paid out of pocket by councillors due to lack of relevance and use;

### ***Travel and Subsistence***

- Addition of clause that prohibits the submission of an expense claim for meals paid for any person other than a Town of Didsbury councillor.

### ***Professional Development***

- Each Councillor shall be afforded a Professional Development Budget (4,500 for each Council Member and \$5,500 for the Mayor) which shall be used to account for the following expenses related to Professional Development:
  - Registration
  - Travel and mileage
  - Travel and attendance time
  - Subsistence, including meals, rooms, and board.
- Addition of clarity as to when an event formally begins or ends.
- If a Councillor overspends their Professional Development Budget, the overspent amount will be deducted from their monthly honorarium.

### ***Council Remuneration Forms***

- Removal of the provision that required the Mayor to review and approve all expense claims, and the Deputy Mayor to review and approve the Mayor's expense claims. Rather, administration would review expense claim sheets and make necessary adjustments or corrections for consistent meeting times. Similar to the former version, any dispute over the suitability of a claim may be submitted to Council for consideration and approval.
- There is a new provision that would require that all Council expense claim forms be posted to the Town of Didsbury Website.
- There is a new provision that requires quarterly reporting of the Council Professional Development Budgets and Year to Date Actuals in the Council Reports

## **ALIGNMENT WITH STRATEGIC PLAN**

### **5. Governance & Organizational Excellence**

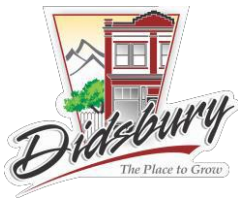
#### **RECOMMENDATION (two motions)**

To rescind COUN 001-24 Council Remuneration and Professional Development Policy.

**AND**

To approve COUN 001-25 Council Remuneration and Professional Development Policy as presented.





## Policy Statement:

The *Municipal Government Act* establishes Council as the governing body of the municipality and, as such, allows for the compensation of Elected Officials for the duties performed. Council recognizes the need to have training and development opportunities available to ensure that Council Members remain educated and informed on governance-related matters. The purpose of this policy, therefore, is to outline the type and frequency of remuneration and professional development for the Town of Didsbury Elected Officials.

### 1. Definitions

**Eligible Travel Time:** means travel on the day before or the day after a full day meeting; or travel time on the same day.

**Informal duties:** means any event, including networking, socializing, and meeting with community members.

**Professional Development Opportunities (PDOs):** means annual conventions, conferences, courses, seminars, workshops, orientation, and other training opportunities that are related to municipal governance that are included in the Professional Development List.

**Professional Development Budget:** means the allotted amount to each councillor for expenses related to Professional Development Opportunities.

### 2. General Principles

- 2.1 The Council of the Town of Didsbury recognizes their duties as councillors as established Part 5 of the *Municipal Government Act*.
- 2.2 The Honorarium shall be used to compensate Councillors for their regular duties. The Per Diem shall be used to compensate Councillors for their duties in addition to those regular duties.
- 2.3 Administration shall endeavour to book standard accommodation, registrations, and travel and facilitate timely cancellations being mindful of Council's supports of the principle of fiscal responsibility.

### 3. Honorarium

- 3.1 Members of Council shall be compensated with a monthly honorarium at the rates set out in Appendix A.
- 3.2 Members of Council are paid an honorarium for participation in:
  - a) Regular Council Meetings;
  - b) Meetings with agencies and community partners;
  - c) Meetings with the Chief Administrative Officer or designates;
  - d) Preparation for Council and Committee meetings;
  - e) Regular cyber security training;
  - f) Speaking, welcoming, or attending public events in an official capacity;
  - g) Emergency events;
  - h) Open houses, public hearings, engagement sessions;
  - i) Informal duties.
- 3.3 Any Cost of Living Adjustment approved by Council shall be applied to the honorarium rate unless otherwise resolved by Council.



#### **4. Per Diem**

- 4.1 In addition to the honorarium, Council members shall be compensated with an hourly per diem for participation in the following:
  - a) Internal and external Committee, Agencies, Boards, and Commissions;
  - b) Budget Meetings;
  - c) Special Council Meetings;
  - d) Council Workshops;
  - e) Meetings or attendance at events in the stead of the Mayor;
  - f) Required Training;
  - g) Travel time for meetings outside of Didsbury;
  - h) Other events as approved by motion of Council.
- 4.2 The minimum claim is half an hour, unless otherwise agreed to by Committee; claims shall be rounded up to the nearest half hour.
- 4.3 Council members compensated by an external Committee, Agency, Board, or Commission shall not be compensated at the per diem rate.

#### **5. Communications Allowance**

- 5.1 Members of Council shall be reimbursed for the use of personal phone, internet, and cellular data at the monthly rate set out in Appendix A.

#### **6. Travel and Subsistence**

- 6.1 While traveling on Town business, meals may be claimed at the amount shown on itemized receipts submitted. The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages.
- 6.2 No expense claims may be submitted for meals that were purchased in lieu of consumption of scheduled meals provided by an event which the claimant is attending.
- 6.3 No expenses for meals paid for any person other than a Town of Didsbury councillor shall be submitted as an expense claim.
- 6.4 Members of Council may claim mileage as established by the Canada Revenue Agency per kilometer rate.
- 6.5 The maximum gratuity rate shall be 20% of the actual expense of the meal.
- 6.6 Council members shall not book their own registrations or accommodations unless otherwise requested by the Chief Administrative Officer.

#### **7. Professional Development**

- 7.1 Administration shall provide to Council a list of professional development opportunities (PDOs) available in the year; updates may be made available throughout the year as suitable opportunities arise.
- 7.2 Each Council member shall be allotted an individualized Professional Development Budget, established in Appendix A, which shall be used to manage expenses related to PDOs as follows:
  - a) Registration costs;
  - b) Travel and mileage expenses;
  - c) Travel and attendance time; and
  - d) Subsistence including meals, room, and board.
- 7.3 Council members shall be compensated for the full day per diem rate for attendance at a PDO from the date that the PDO commences to the date on which it concludes.



- a) Commencement of the PDO is considered to commence the first date that an educational session occurs.
- 7.4 Each Council member will have discretion in undertaking listed PDOs within their prescribed Professional Development Budget and do not require motion of Council to attend.
- 7.5 Any opportunities that Council members would like to pursue outside of the prescribed Professional Development Budget must be submitted to Council for consideration and approval.
- 7.6 If a Councillor has exceeded their Professional Development Budget, the overspent total shall be deducted off their monthly honorarium.
- 7.7 Council members shall provide a written report to Council on all PDOs prior to submitting an expense claim for that PDO.
- 7.8 Any remaining unspent Professional Development Budget shall not carry over into the following year but shall remain a surplus of that year.
- 7.9 Council members shall be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances, as approved by Council.
- 7.10 The Town is not responsible for expenses which are unrelated to the Council member's professional development activity, including for spousal/partner attendance.

#### **8. Submission and Approval of Council Remuneration Forms**

- 8.1 Members of Council must submit a completed monthly expense claim form to Administration by the third day of each month.
- 8.2 An expense claim shall be considered complete when it has been signed by the Council member and submitted to Administration.
- 8.3 Administration may make minor adjustments or corrections to a Council member's submitted expense claims to reflect consistent meeting times.
- 8.4 Any errors, omissions, or expense claims inconsistent with the provisions of this policy may result in the claim being denied.
- 8.5 Any dispute over the suitability of a specific claim may be presented to Council for their consideration and approval.
- 8.6 Expense claims received after the third day of the month may be processed in the next pay period.

#### **9. Review of Council Compensation**

- 9.1 In the year of an election, Council shall undertake a thorough review of this policy, and make any revisions they feel appropriate to take effect at the start of the next term.
- 9.2 Annually, the Appendix A shall be reviewed during the budget process.

#### **10. Financial Reporting**

- 10.1 Members of Council that are compensated directly by a Committee, Board, or Commission shall provide their remuneration annually for inclusion in the audited financial statements.
- 10.2 Council expense claims shall be posted to the Town of Didsbury website.
- 10.3 Council Professional Development Budgets and Year to Date Actuals will be included in the Council Report quarterly.

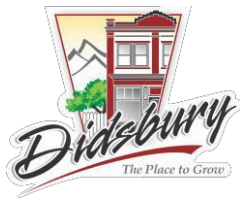


## Appendix A – Council Remuneration & Professional Development Budget

Council Remuneration			
	Mayor	Deputy Mayor	Councillor
Monthly Honorarium	\$2,448.56	\$1452.37	\$1452.37
Hourly Per Diem (to a maximum of \$265 per day)	\$38.73	\$38.73	\$38.73
Communications Allowance	\$21.00		

Professional Development Budget	
Mayor	\$5,500
Councillors	\$4,500





## Policy Statement:

The *Municipal Government Act* establishes Council as the governing body of the municipality and, as such, allows for the compensation of Elected Officials for the duties performed. Council recognizes the need to have training and development opportunities available to ensure that Council Members remain educated and informed on governance-related matters. The purpose of this policy, therefore, is to outline the type and frequency of remuneration and professional development for the Town of Didsbury Elected Officials.

### 1. Definitions

~~Council Assignments:~~ means official responsibilities as related to their Council assignments and appointments as well as all those assigned by motion of Council that are not reimbursed by some other external body.

**Eligible Travel Time:** means travel on the day before or the day after a full day meeting; or travel time on the same day ~~(see Appendix "A").~~

**Informal duties:** means any event, including networking, socializing, and meeting with community members.

**Professional Development Opportunities (PDOs):** means annual conventions, conferences, courses, seminars, workshops, orientation, and other training opportunities that are related to municipal governance that are included in the Professional Development List.

**Professional Development Budget Opportunities (PDOs):** means ~~professional development opportunities that are included in the Professional Development List.~~ the allotted amount to each councillor for expenses related to Professional Development Opportunities.

### 2. ~~Remuneration Guidelines~~ General Principles

2.1 The Council of the Town of Didsbury recognizes their duties as councillors as established Part 5 of the Municipal Government Act.

2.2 The Honorarium shall be used to compensate Councillors for their regular duties. The Per Diem shall be used to compensate Councillors for their duties in addition to those regular duties.

2.3 Administration shall endeavour to book standard accommodation, registrations, and travel and facilitate timely cancellations being mindful of Council's supports of the principle of fiscal responsibility.

### 3. Honorarium

3.1 Members of Council shall be compensated with a monthly honorarium at the rates set out in Appendix A.

3.2 Members of Council are paid an honorarium for participation in: ~~all regularly scheduled Council Meetings as defined by the Municipal Government Act.~~

- a) Regular Council Meetings,
- b) Meetings with agencies and community partners,
- c) Meetings with the Chief Administrative Officer or designates,
- d) Preparation for Council and Committee meetings,
- e) Regular cyber security training,
- f) Speaking, welcoming, or attending public events in an official capacity,
- g) Emergency events,
- h) Open houses, public hearings, engagement sessions, or



i) Informal duties.

3.3 Any Cost of Living Adjustment approved by Council shall be applied to the honorarium rate unless otherwise resolved by Council.

3.4 ~~The honorarium is also for all non-formal duties. Non-formal duties are activities undertaken by Council due to their position, but are neither formal nor related to Council's governance function.~~

3.5 ~~Annually, the honoraria shall be reviewed during the budget process.~~

#### 4. Per Diem

4.1 In addition to the honorarium, Council members shall ~~will~~ be compensated ~~an hourly per diem~~ for participation in the following: ~~attendance at Council workshops, governance and external committee meetings, and professional development opportunities within their prescribed Professional Development Budget or as approved by motion of Council.~~

- a) Internal and external Committee, Agencies, Boards, and Commissions;
- b) Budget Meetings;
- c) Special Council Meetings;
- d) Council Workshops;
- e) Meetings or attendance at events in the stead of the Mayor;
- f) Required Training;
- g) Travel time for meetings outside of Didsbury;
- h) Other events as approved by motion of Council.

4.2 ~~Members of Council will be compensated for executing their formal Council Assignments at the rates set out in Appendix A.~~

4.3 The minimum claim is half an hour, unless otherwise agreed to by Committee; claims shall be rounded up to the nearest half hour.

4.4 Council members compensated by an external Committee, Agency, Board, or Commission shall not be compensated at the per diem rate

a) ~~When eligible, members of Council may claim remuneration for travel time.~~

4.5 ~~Alternate representatives are encouraged to attend Committee meetings.~~

a) ~~Alternate representatives shall only be paid for two (2) meetings annually that they attend when the primary representative is already attending, unless allowed for by motion of Council.~~

4.6 ~~Only the following types of meetings are eligible for per diem remuneration claims:~~

- a) ~~a meeting/activity is scheduled or approved by motion of Council;~~
- b) ~~a Council member is appointed to serve on the respective Committee/Board; or~~
- c) ~~a PDO is undertaken in accordance with this policy.~~

#### 5. Internet Communications Allowance

5.1 Members of Council shall be reimbursed for the use of personal phone, internet, and cellular data at the monthly rates set out in Appendix A.

#### 6. ~~Expenses~~ Travel and Subsistence

6.1 While traveling on Town business, meals may be claimed at the amount shown on itemized receipts submitted. The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages, ~~plus a reasonable gratuity as per Appendix A.~~

6.2 No expense claims may be submitted for meals that were purchased in lieu of consumption of scheduled meals provided by an event which the claimant is attending.



- 6.3 No expenses for meals paid for any person other than a Town of Didsbury councillor shall be submitted as an expense claim.
- 6.4 Members of Council may claim mileage as established by the Canada Revenue Agency per kilometer rate. ~~per Appendix A.~~
- 6.5 The maximum gratuity rate shall be 20% of the actual expense of the meal.
- 6.6 ~~Expenses associated to Council assignments paid out of pocket by a Member of Council may be submitted for reimbursement with receipts.~~
- 6.7 ~~Administration will book standard accommodation, registrations, and travel and facilitate timely cancellations being mindful of Council's supports of the principle of fiscal responsibility. To this end, Council members shall will not book their own registrations or accommodations unless otherwise requested by the Chief Administrative Officer. Administration has deferred the responsibility should extenuating circumstances arise.~~

## 7. Professional Development

- 7.1 Administration shall will provide to Council a list of professional development opportunities (PDOs) available in the year, updates may be made available throughout the year as suitable opportunities arise.
- 7.2 Each Council member shall will be allotted ~~afforded~~ an individualized Professional Development Budget, established in Appendix A, which will include shall be used to manage expenses related to PDOs as follows:
- a) Registration costs;
  - b) Travel and mileage expenses;
  - c) Travel and attendance time; and
  - d) Subsistence including meals, room, and board.
  - e) ~~Funds for attendance to the Alberta Municipalities (ABmunis) Convention;~~
  - f) ~~Funds for attendance to the ABmunis Leadership Caucus'; and~~
  - g) ~~Allowance to pursue PDOs on the list provided by Administration, as updated from time to time.~~
- 7.3 Council members shall be compensated for the full day per diem rate for attendance at a PDO from the date that the PDO commences to the date on which it concludes.
- a) Commencement of the PDO is considered to commence the first date that an educational session occurs.
- 7.4 Each Council member will have discretion in undertaking listed PDOs within their prescribed Professional Development Budget and do not require motion of Council to attend.
- 7.5 Any opportunities that Council members would like to pursue outside of the prescribed Professional Development Budget ~~as defined in Section 4.2 of this policy~~ must be submitted to Council for consideration and approval.
- 7.6 If a Councillor has exceeded their Professional Development Budget, the overspent total shall be deducted off their monthly honorarium.
- 7.7 ~~As needed, Administration may provide guidance to Council members with regards to suitability of specific opportunities outside of the Professional Development Budget provided.~~
- 7.8 Council members shall provide a written report to Council on all PDOs prior to submitting an expense claim for that PDO.
- 7.9 Any remaining unspent Professional Development Budget shall not carry over into the following year but shall remain a surplus of that year.



- 7.10 ~~Professional Development time is only claimable when the Council Expense Claim Form is accompanied by a written Council report.~~
- 7.11 Council members shall will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances, as approved by Council.
- 7.12 The Town is not responsible for expenses which are unrelated to the Council member's professional development activity, including for spousal/partner attendance.

## 6. Submission and Approval of Council Remuneration Forms

- 6.1 Members of Council must submit a completed monthly expense claim form to Administration by the third day of each month.
- 6.2 An expense claim shall be considered complete when it has been signed by the Council member and submitted to Administration.
- 6.3 Administration may make minor adjustments or corrections to a Council member's submitted expense claims to reflect consistent meeting times.
- 6.4 Any errors, omissions, or expense claims inconsistent with the provisions of this policy may result in the claim being denied.
- 6.5 Any dispute over the suitability of a specific claim may be presented to Council for their consideration and approval.
- 6.6 Expense claims received after the third day of the month may be processed in the next pay period.
- 6.7 ~~Members of Council must utilize the monthly remuneration form as supplied by Administration and amended from time to time.~~
- 6.7.1 ~~In the event that there is incorrect information submitted on the remuneration form, the Member of Council shall be notified relative to the adjustments made.~~
- 6.8 ~~Any discrepancies may result in the claim being denied.~~
- 6.9 ~~Claims submitted by Councillors shall be approved by the Mayor.~~
- 6.9.1 ~~Claims submitted by the Mayor shall be approved by the Deputy Mayor.~~
- 6.10 ~~Any disagreement over the suitability of a specific claim may be presented to Council for their consideration.~~
- 6.11 ~~Completed Expense Claim forms are due on the 3<sup>rd</sup> day of the month.~~
- 6.11.1 ~~Expense claims received after the deadline may be processed in the next pay period.~~

## 8. Review of Council Compensation

- 8.1 In the year of an election, Council shall undertake a thorough review of this policy, and make any revisions they feel appropriate to take effect at the start of the next term.
- 8.2 Annually, the honoraria shall be reviewed during the budget process.

## 7. Financial Reporting

- 7.1 Members of Council that are compensated directly by a Committee, Board, or Commission shall provide their remuneration annually for inclusion in the audited financial statements.
- 7.2 Council expense claims shall be posted to the Town of Didsbury website.
- 7.3 Council Professional Development Budgets and Year to Date Actuals will be included in the Council Report quarterly.

## ~~8. End of Policy~~



## Appendix A – Council Remuneration & Professional Development Budget

Remuneration Type	Frequency	Mayor	Deputy Mayor	Councillor
Monthly Honorarium (superseded)	Per month	\$2,448.56	\$1452.37	\$1452.37
Additional Meeting Top-up (superseded)	Per meeting, seminar or function, when attending in place of the Mayor	n/a	\$53.05	\$53.05
Hourly Per Diem (superseded)	Per hour (to a maximum of \$265.23 per day)	\$38.73		
Internet Communications Allowance	per month	\$21.00		
Mileage Rate	Current Canada Revenue Agency per-kilometre rate (*note 2024 is \$.70/km)			
Maximum Gratuity Rate	Current Industry Standard Rate	20%	20%	20%

Professional Development Budget	
Mayor	\$5,500
Councillors	\$4,500



## Appendix B

### Meeting Types for per Diem Expense Claims

Meeting Type	Motion of Council
Committee Meeting/Workshop (As primary representative)	Not required (per appointment)
Committee Meeting/Workshop (As secondary representative with primary representative in attendance)	Per Section 2.7.1
Committee Meeting/Workshop (As secondary representative without primary representative in attendance)	Not required (per appointment)
Council Workshops including Strategic and Financial Planning	Required
Meetings with External Agencies (Including Government Representatives)	Required
Meetings with Resident or Business Owner	Required
Professional Development	Per Section 4
Open Houses	Required
Special Council Meetings or any other additional Council Meetings	Not Required
Trade Shows	Required
Travel (Outside of Didsbury Corporate Limits)	Not required if activity is approved/eligible
Travel Time (Outside of Didsbury Corporate Limits)	Not required if activity is approved/eligible
Other duties	Required





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: Golf Course Irrigation Water License  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### **BACKGROUND/PROPOSAL:**

The water wells near the Butte water reservoir were “abandoned” at the time Mountain View Water Service Commission began providing potable water for the community. Although the Town was not using the wells, the golf course relies on the wells to fill ponds and provide irrigation for fairways & greens.

It was determined that the wells were not licenced with Alberta Environment and Protected Areas (AEPA). The Town initiated an application for compliance to obtain a temporary license. At the same time, the Town inspected the infrastructure and determined the Town’s electricity was supplying the irrigation water.

Additionally, the following resolution was passed:

Council resolution # 339-24 MOVED by Councillor Windsor that Administration provide a financial overview of a cost to date and provision of water from the butte water wells to the golf club and options for financial recovery of those costs.

To date, the Department has invested approximately \$5,600 of time working with AEPA, Fortis, consultants and contractors to apply for licencing, determine electrical consumption, estimate the cost of compliance work, and secure the facility to safeguard staff, contractors and the public.

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

Administration was tasked to work with Alberta Environment & Protected Areas (AEPA) to determine the requirements for a permanent irrigation license.

The cost to bring one of the three wells into compliance with the requirements of AEPA is estimated at approximately \$23,000 plus approximately \$700 in annual power consumption costs. The scope of work includes a new 3 HP pump, 1” drop pipe, and electrical components in order to conduct a 48 hour drawdown test under the supervision of a Hydrogeologist.

Following an internal review of the report, Administration would submit the results to AEPA and await a decision on our application for a permanent licence.

Based on the existing pump’s capacity and historical operating conditions, it has been determined that one operating well with the recommended pump would be sufficient for the current irrigation needs with capacity for growth and or drier seasons.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION (two motions)

To accept the financial overview related to the Butte water wells, the source of water for the Didsbury Golf Club's ponds and irrigation system, as information.

### **AND**

To approve \$23,000 for water well compliance work required by Alberta Environment and Protected Areas, proceed with an application for a permanent irrigation licence for the Didsbury Golf Club, with the project funded from the Strategic Initiatives and Contingency Reserve Fund.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: June 24, 2025  
SUBJECT: Extended Producer Responsibility (EPR) Program  
ORIGINATING DEPARTMENT: Legislative Services

---

### **BACKGROUND/PROPOSAL:**

In November 2023, Council directed Administration to complete the registration process for the Extended Producer Responsibility (EPR) program for both Single Use Packaging and Paper Products (PPPs) and Hazardous and Special Products (HSPs).

The Town is currently registered with ARMA to participate in the program and has been in contract with a Producer Responsibility Organization (PRO), Circular Materials (CM), which acts as an agent on behalf of producers. Administration is now seeking Council's direction as to how to proceed with EPR.

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

Currently, the Town has a service contractor that provides bi-weekly curbside recycling services to ratepayers at a cost to the municipality. The cost is charged to the ratepayers through the Solid Waste fees.

In essence, through EPR, Circular Materials would facilitate recycling services in the municipality, thus making Circular Materials the agent that would enter into a contract with the service contractor. In this program, Circular Materials absorbs the cost of recycling services which are then pushed up to become the cost to the producers of those product rather than the costs of the municipality.

#### **Level of Service**

If the Town were to participate in EPR and proceed with Circular Materials, Circular Materials would be offering curbside recycling pick up in town rather than the municipality. This means that the level of service for curbside recycling pick-up would largely be dependent on the requirements of the *Extended Producer Recycling Regulations* which requires curbside collection bi-weekly for single-family dwellings. Furthermore, any resident inquiries or complaints pertaining to missed/late pickups, questions, or comments would go directly to the service contractor rather than to the municipality. The municipality also would not have the ability to select the service contractor that provides recycling pick up, that is dictated by Circular Materials. Lastly, the Town currently has ownership and control over the blue bins provided to residents. If the Town were to proceed with EPR, the service contractor would likely acquire the bins.

#### **Budgeting and Cost Implications**

As previously mentioned, proceeding with EPR would eliminate the cost of recycling services to the municipality and therefore to the ratepayers; although, ratepayers would still be required to pay for composting and solid waste pick up services. It is difficult to give a precise answer as to the cost savings to ratepayers given that this program would not be implemented until October 1, 2026. However current estimates are approximately \$5 per month per household.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

During a delegation from the Alberta Recycling Management Agency (ARMA) in 2023, questions were raised pertaining to the costs of EPR being passed down to consumers. Given the price elasticity of consumer products, regular market fluctuations, and the fact that only approximately 2-15% of a product's overall cost is caused by packaging costs, the impact to consumers is largely negligible. Furthermore, given that the program is already being implemented in other municipalities in the province, those costs would have already been passed down to consumers regardless of whether the Town opts-in or opts-out.

To be operational for October 1, 2026, the Administration must advise Circular Materials so that they can begin the process of publishing a Request for Proposal for service contractors. While Circular Materials endeavours to utilize the incumbent service contractor, it is not guaranteed.

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Liveability

### RECOMMENDATION

To approve participation in the Extended Producer Responsibility Program for Single Use Packaging and Paper Products.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: CAEP Membership Report  
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

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### **BACKGROUND/PROPOSAL:**

In 2021, the Town of Didsbury began evaluating the value of its membership with the Central Alberta Economic Partnership (CAEP) in relation to the associated costs. Since that time, the Town has renewed its membership on an annual basis.

At the October 11, 2022 Regular Council Meeting Council requested that the return on membership investment be monitored and returned in an annual report prepared by the Economic Development Officer (EDO). Administration is providing the report below to outline the return on membership investment for Council's consideration.

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

The CAEP membership fees paid for 2023 and 2024 were \$4,056 per year and the expected fee for 2025 is \$4,160.

The Town has continued to renew its membership annually, recognizing the increasing value CAEP delivers through regional collaboration, strategic alignment with the Province, and tangible economic development benefits. While Mayor Rhonda Hunter served as a Director on the CAEP Executive Board, the Town's Economic Development Officer (EDO) has remained highly engaged, participating in many scheduled CAEP events, programs, and working groups.

### **Strategic Value and Outcomes**

#### **1. Provincial and Regional Collaboration**

CAEP has significantly strengthened relationships between municipalities in Central Alberta and key provincial stakeholders. Notably, the Town participated in a CAEP-hosted event that featured Premier Danielle Smith and the Minister of Jobs, Economy and Trade, with a focus on promoting the Central Alberta Advantage and elevating the region's economic profile across Alberta.

#### **2. New Strategic Direction**

In 2025, CAEP launched a new regional strategy with a focused emphasis on business attraction, investment readiness, and economic diversification. This renewed direction aligns with the Town's own goals for increasing commercial and industrial investment.

#### **3. Professional Development and Resources**

CAEP continues to provide high-quality, relevant training and capacity-building opportunities for economic developers and business leaders, including:

- Educational seminars and presentations on workforce development, immigration, and investment trends
- Workshops for employers in Central Alberta to address current and future labour challenges
- Access to LocalIntel web tools at a significantly reduced rate, which enhances the Town's ability to market itself effectively to prospective investors
- Community profile and business data hosted on CAEP's newly designed, user-friendly website, which is linked from the Town's site to increase visibility





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### 4. Investment and Promotion Initiatives

- The upcoming Site Selector Forum will provide developers and municipalities an opportunity to showcase available land and investment opportunities to national and international decision-makers
- A collaborative event with Invest Alberta allowed communities to directly present regional opportunities and reinforce the advantages of doing business in Central Alberta; in turn, Invest Alberta provided information on how to get more involved
- As part of CAEP's network, the Town benefits from a stronger collective voice when engaging with federal and provincial governments, increasing our visibility and access to grant opportunities, strategic consultations, and trade missions

### 5. Enhanced Organizational Capacity

In 2025, CAEP appointed a new Executive Director with extensive experience in economic development and well-established relationships with municipal EDOs and elected officials. This leadership transition is expected to elevate CAEP's impact and deepen support for member communities.

### Conclusion

For an annual investment of approximately \$4,100, Didsbury gains direct access to investment attraction tools like discounted LocalIntel services, regional exposure through CAEP's marketing platforms, and increased visibility at high-level events with provincial leaders and international site selectors. The Town also benefits from capacity-building workshops, inclusion in regional strategies that align with local priorities, and enhanced opportunities for funding, advocacy, and collaboration.

In economic development, collaboration is critical to success, particularly in attracting business investment. Being part of a well-established regional network like CAEP increases Didsbury's exposure and positions Didsbury more competitively by leveraging shared marketing, online presence, and provincial advocacy.

Our continued participation ensures we remain connected to emerging trends, funding opportunities, best practices, and strategic partnerships that directly support local business retention, expansion, and investment attraction.

## ALIGNMENT WITH STRATEGIC PLAN z

### 3. Strong & Resilient Local Economy

### RECOMMENDATION (two motions)

To accept the Central Alberta Economic Partnership return on membership investment report as information.

### AND

To retain membership in Central Alberta Economic Partnership for the 2025-26 year.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: June 24, 2025  
SUBJECT: Mountain View Regional Film Office Strategic Operational Plan  
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

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### **BACKGROUND/PROPOSAL:**

In 2024, the Mountain View Regional Film Office (MVRFO)—a collaborative initiative between the Town of Didsbury, the Town of Sundre, and Mountain View County—was awarded a provincial grant to support the development of a Strategic Organizational Plan.

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

The development of the Strategic Organizational Plan marked a critical step forward in formalizing the region's film-friendly framework and enhancing its capacity to attract and support film and television productions.

To lead this effort, the partners retained Nordicity, a nationally recognized consulting firm based in Ontario with expertise in the screen-based media sector. Nordicity, in partnership with SKH Consulting, leveraged its long-standing industry knowledge to design a Strategic Organizational Plan tailored to the unique strengths and opportunities of the Mountain View Region.

The plan provides a comprehensive roadmap for establishing the MVRFO as a professional, well-coordinated entity capable of servicing the growing demand for film-friendly locations in Alberta. Key areas addressed in the strategy include:

- Governance and operational structure
- Roles and responsibilities of partner municipalities
- Funding and sustainability models
- Marketing and promotion strategies
- Liaison procedures with production companies and industry stakeholders

The work undertaken by Nordicity and SKH Consulting positions the region to take full advantage of Alberta's expanding film and television sector, while supporting local economic development, tourism, and small business opportunities.

This initiative continues to demonstrate the value of regional collaboration and strategic investment in emerging industries, aligning with the Town's broader goals of diversification and community profile elevation.

A summary of the report is attached for Council's consideration. The full report prepared by Nordicity can be found at <https://www.didsbury.ca/p/additional-agenda-items>.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **3. Strong & Resilient Local Economy**





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

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

To accept the Mountain View Regional Film Office Strategic Organizational Development Plan as information.

### **AND**

To approve the continuation of the Mountain View Regional Film Office partnership with the Town of Sundre and Mountain View County and to proceed with the 'fundamental' initiatives outlined in Step 1 of the Organizational Development Plan.



## **REVIEW: Mountain View Regional Film Office Strategic Organizational Development Plan**

### **Prepared by Nordicity and SKH Consulting**

Presentation to Councils and Recommendations for Next Steps - June 24, 2025

#### **Background:**

In 2024, the partners of the Mountain View Regional Film Office (Town of Didsbury, Town of Sundre, Mountain View County) engaged Nordicity, a consultancy from Ontario specializing in the film industry, to prepare a Strategic Organizational Plan for this collaborative initiative. Nordicity, in collaboration with SKH Consulting, brought to bear its long-established expertise in the audio-visual industry.

#### **Methodology:**

The study included:

- Three key discovery interviews with MVRFO staff.
- Thirteen interviews with representatives from the MVRFO municipalities.
- Two interviews with the Government of Alberta Film Commission.
- One interview with Keep Alberta Rolling.
- Desk research on comparable regional film offices/commissions.
- Desk research on film festivals/Events.

#### **Summary:**

The MVRFO has a solid foundation for growth and capacity expansion. Mountain View County's location offers both advantages (e.g., rural tax credits, scenic landscape) and disadvantages (e.g., being outside union zones). The impact of the latter depends on the production; while hiring unionized personnel outside union zones increases costs (e.g., lodging, per diems), the 30% rural tax credit can help offset these expenses. Key areas for improvement include increasing visibility and leveraging promotional opportunities. The main objectives are policy standardization, securing funding, and aligning goals. A unified approach is crucial; partners must collaborate with the understanding that benefits may not be evenly distributed annually. Film producers should perceive the MVRFO as a single, streamlined entity with standardized processes, forms, and fee structures.

#### **Next Steps Recommendations: Aligning with the MVRFO Strategy**

The Nordicity report outlines a two-step strategy for the MVRFO: Step 1: Fundamental (Pg.59) – this portrays the existing governance structure with the three municipalities operating the MVRFO at a partnership with independent appeal processes. Step 2: Advanced (Pg.59) – this sees the growth and expansion of the film office, beyond the three founding partners.

Administration has identified challenges with full rollout of the recommendations immediately and therefore recommend proceeding with Step 1 and continuing to analyze when an expansion to Step 2 is realistic and viable. Our recommendations are structured to align with this strategy, ensuring a phased and adaptable approach to the MVRFO's development.



## **Step 1: Fundamental**

- **Description:** Step 1 focuses on establishing core infrastructure and foundational processes, assuming no increase in the MVRFO's current budget, which is currently funded by existing operating budgets from each municipality.
- **Aligned Recommendations:**
  - **Streamlining and Standardizing (Pillar 1):** This involves aligning and standardizing film-related policies, bylaws, permitting fees, and turnaround times across all participating municipalities. This is a fundamental step to ensure a unified approach, as highlighted in the report.
  - **Record Keeping and Data Collection (Pillar 2):** Establishing a system for tracking and recording filming inquiries, permits, and production activity, including a centralized database or CRM, is crucial for streamlining operations and generating reports. Improving financial transparency through a financial audit and standardized budget reporting is also a key component of this step.
  - **Communicating with the Public (Pillar 3):** Enhancing community engagement and awareness by actively promoting the benefits of film activity, developing accessible resources, and establishing a communication plan to inform residents.
  - **Marketing Foundations (Pillars 1 & 6):** This includes adding Mountain View locations to the Alberta Film Commission's location library with high-quality imagery and prioritizing relationship-building with provincial film organizations like the Alberta Film Commission, Calgary Economic Development, and Keep Alberta Rolling.
- **Expected Outcomes:** By the end of Step 1, the MVRFO will have established core operational systems, improved communication with stakeholders, and laid the groundwork for future expansion, all within the existing budget.

## **Step 2: Advanced**

- **Description:** Step 2 is contingent on securing increased funding and focuses on regional expansion, formal governance, and enhanced outreach. It assumes an additional annual funding of \$43,168 and one-time costs of \$8,722.
- **Aligned Recommendations:**
  - **Increasing Resources (Pillar 4):** Securing additional financial support and adding a part-time team member to support strategy implementation and operational efficiency.
  - **Unifying and Expanding (Pillar 5):** Incorporating as an entity to establish a unified voice to enhance credibility and streamline communication, solidify governance of the MVRFO such as decision making and budget appeals, along with expanding partnerships across the region.



- Provincial Relationship Building (Pillar 6): Deepening relationships with key provincial film and television organizations to enhance impact and expand opportunities.
- Communicating with Industry (Pillar 7): Enhancing outreach to the broader audiovisual industry and actively promoting Mountain View as a prime filming destination, including the development of a film-focused event.
- Expected Outcomes: Upon successful completion of Step 1 outcomes, the MVRFO will conduct a thorough review of its progress, achievements, and capacity. If the review demonstrates that the film office has established a strong foundation and is well-positioned to leverage additional resources, it will confidently proceed with Step 2. With increased resources, the MVRFO will then expand its regional influence, establish a stronger organizational structure, and significantly enhance its marketing and outreach efforts, attracting more productions and fostering industry growth.

### Financial Summary:

The table below outlines the costs associated with each recommendation pillar, as presented in the Nordicity report.

Recommendation Pillar	Initial year costs	Ongoing costs after initial year	Revenue Sources
1. Streamlining and Standardizing	\$0	\$0	Municipal Support, Permitting Fees
2. Record Keeping and Data Collection	\$0	\$0	Municipal Support, Permitting Fees
3. Communicating with the Public	\$3,000	\$3,000	Municipal Support, Permitting Fees
4. Increasing Resources	\$0	\$0	Municipal Support, Permitting Fees, Grants, Partnership Fees
5. Unifying and Expanding	\$50,570	\$49,348	Municipal Support, Permitting Fees, Grants, Partnership Fees
6. Provincial Relationship Building	\$5,820	\$5,820	Municipal Support, Permitting Fees, Grants, Partnership Fees
7. Communicating with Industry	\$25,500	\$18,000	Municipal Support, Permitting Fees, Grants, Partnership Fees



Total	\$84,890	\$76,168	
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- Revenue estimates are excluded due to the unpredictable nature of the film industry.
- Cost estimates are approximate and felt can be significantly lower in actuality.
- Current operative costs are reflective to Recommendation Pillar 3. Communicating with the Public, of approximately \$3000.00 per year, per partner.

### **Conclusion:**

By aligning the recommendations with the Step 1 and Step 2 framework, *proceeding with Step 1 and continuing to analyze when an expansion to Step 2 is realistic and viable*, the MVRFO can strategically develop its capacity and impact based on the film environment and direction from Councils. This phased approach ensures that foundational elements are established before pursuing more ambitious growth initiatives, maximizing the effectiveness of available resources and setting the stage for long-term success.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: June 24, 2025  
SUBJECT: Awarding Town's Real Estate Services  
ORIGINATING DEPARTMENT: Engineering & Infrastructure

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### **BACKGROUND/PROPOSAL:**

Council approved several lots to be listed for sale. In accordance with the Sale, Acquisition and Expropriation of Land Policy, a Request for Proposal (RFP) was posted on the Town's website, advertised in the local paper, posted on the Alberta Purchasing Connection (APC) website and advertised on social media from May 27, 2025 until June 13, 2025.

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

The Town received one proposal, which was reviewed by Administration for compliance with the conditions of the RFP. Notably, the proponent is qualified to perform realtor services for the municipality.

The proposed commission fees is four percent (4%).

The proponent has strong local connections, several years in the Real Estate Industry, and offers a rate consistent with industry standards. The proponent currently has an agreement for Town lands from the previous RFP process.

The RFP included 200, 1000, 1100, 1200 Shantz Drive along with the Old High School lands.

The subsurface investigation at the old high school lot has not yet concluded, therefore Administration is recommending not to move forward on listing the lands at this time.

As outlined in the RFP, Council has the option to award one, some or none of the noted properties.






### **ALIGNMENT WITH STRATEGIC PLAN**

#### **5. Governance & Organizational Excellence**

### **RECOMMENDATION**

To approve entering into a Real Estate Service Agreement with Jesse Argueta, Agent with Real Broker, for Lots 200, 1000, 1100 & 1200 Shantz Drive.



	Civic Address	Size	Assessment	Zoning	Instruments Registered on Title
1	<b>200 Shantz Drive</b> 	10.43 ac	\$2,271,650	R5: Residential District – High Density	131 025 594 Development Agreement 131 025 597 Utility Right of Way (TOD) 131 025 599 Utility Right of Way 161 159 658 Caveat: Purchaser's Interest
2	<b>1000 Shantz Drive</b> 	3.93 ac	\$855,950	R5: Residential District – High Density	131 025 594 Development Agreement 131 025 597 Utility Right of Way (TOD) 131 025 599 Utility Right of Way 161 159 658 Caveat: Purchaser's Interest
3	<b>1100 Shantz Drive</b> 	1.97 ac	\$429,070	R5: Residential District – High Density	131 025 594 Development Agreement 131 025 597 Utility Right of Way (TOD) 131 025 599 Utility Right of Way 161 159 658 Caveat: Purchaser's Interest
4	<b>1200 Shantz Drive</b> 	1.97 ac	\$429,070	R5: Residential District – High Density	131 025 594 Development Agreement 131 025 597 Utility Right of Way (TOD) 131 025 599 Utility Right of Way 161 159 658 Caveat: Purchaser's Interest
5	<b>2134 – 22 Street</b> 	3.17 acres	\$935,000 <b>Appraisal:</b> <b>\$660,000</b>	IS: Institutional District	1849HF Utility Right of Way (CWN Gas) 051 451 330 Utility Right of Way (TOD) 051 451 953 Caveat: Deferred Reserve (TOD) 151 319 050 Utility Right of Way (Fortis)





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: 2025 Council Calendar Amendment  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the annual Organizational Meeting, Council sets the calendar for all of the Regular Council Meetings and Municipal Planning Commission Meetings.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is asking that Council consider adding a Regular Council Meeting to the Council Calendar for July 8, 2025 at 6:00 p.m. to address timely items that need to be addressed prior to the break.

The proposed amendment to the Council Calendar is presented for Council's review.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To amend the 2025 Council Calendar as presented.



## 2025 COUNCIL MEETING CALENDAR

JANUARY						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
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25	26	27	28	29	30	31

JUNE						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

SEPTEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> Statutory Holiday	<span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> Regular Council Meeting	<span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; border: 1px solid black;"></span> Council Break	<span style="display: inline-block; width: 15px; height: 15px; background-color: lightgreen; border: 1px solid black;"></span> ABMunis Convention	<span style="display: inline-block; width: 15px; height: 15px; background-color: cyan; border: 1px solid black;"></span> Election
	<span style="display: inline-block; width: 15px; height: 15px; background-color: purple; border: 1px solid black;"></span> MPC Meeting			





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: June 24, 2025  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### 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 June 24, 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: June 24, 2025  
SUBJECT: Correspondence & Information  
ORIGINATING DEPARTMENT: Legislative Services

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### 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.

- Letter from Joyce McCoy
- Letter from Minister of Public Safety and Emergency Services

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the correspondence for June 24, 2025 as information.



June 16, 2025

Dear Council

Please accept this as a formal request for reimbursement of expenses that were not paid to me during 2024.

I was not aware that these expenses had not been paid. When I discovered this while reviewing things for my 2024 income taxes, I left voice mail messages for the previous CAO, and on February 3, I emailed him. He had not confirmed the process I should follow before he left Didsbury's employ on February 24, 2025.

I wasn't sure what to do. After pondering the situation and getting advice, I shared the issue with Deputy Mayor Engel, who agreed to share it with the Acting CAO, Amanda Riley, on my behalf. As per Deputy Mayor Engel, he met with Amanda on Apr 8. I emailed Amanda on May 15. Amanda requested that I write a letter addressed to all of Council and email it to her for inclusion in the agenda.

As per Appendix A, I respectfully request \$3015.79 for outstanding expenses.

For reference, as per **COUN-001-24 - COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY**:

**Item 3.4**, Members of Council may claim mileage as per Appendix A.

**Item 4.6**, Professional Development **time** is only claimable when the Council Expense Claim Form is accompanied by a written Council report.

All my reports for all professional development have been submitted. Note, as per the above 4.6, it is only **time** that can be withheld for not having a report attached to an expense claim. It takes time to do good informative reports.

Thank you for your time and consideration

Respectfully

Joyce McCoy



## Appendix A

Date	Description	Expense Type	Cost
Mar. 20	Brownlee Law Seminar	Mileage	\$ 324.80
Apr. 9-12	EDA Conference	Time	\$ 1,080.35
Jun. 3	Council FPC	Time	\$ 58.10
Jun. 7-10	FCM Conference	Mileage	\$ 116.20
Jun. 7-10	FCM	Time	\$ 1,436.34
			\$ 3,015.79





ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

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*Office of the Minister  
Deputy Premier of Alberta  
MLA, Calgary-West*

AR 31345

June 10, 2025

Her Worship Rhonda Hunter  
Mayor  
Town of Didsbury  
Box 790, 1606 - 14 Street  
Didsbury AB T0M 0W0

Dear Mayor Hunter:

Across North America, jurisdictions are increasingly recognizing the importance of reshaping the perception of police services, from being solely an arm of the state to being extensions of their communities. A key component of this paradigm shift is ensuring police accountability through greater transparency. In Alberta, the implementation of body-worn cameras (BWC) is a critical step toward enhancing transparency and accountability in policing. These devices provide an objective record of interactions, bolstering public confidence in law enforcement and reinforcing the integrity of police practices.

In 2023, I announced that all police services under provincial jurisdiction in Alberta would be required to equip their front-line officers with BWC. To support this mandate, my ministry partnered with the Alberta Association of Chiefs of Police (AACP) to update the Alberta Provincial Policing Standards, introducing new policies governing the use of BWC. At that time, I also advised the AACP that while individual police services remain responsible for the hardware and staffing costs associated with BWC implementation, the Government of Alberta is committed to advancing a single province-wide digital evidence management system (DEMS). This system will support the secure sharing of BWC-generated digital evidence between law enforcement agencies and the Alberta Crown Prosecution Service, promoting consistency, interoperability, and efficiency across the province.

.../2



I understand the Royal Canadian Mounted Police (RCMP) is in the final stages of its nationwide implementation of BWC, a process that will have both operational implications for front-line RCMP officers serving in contract policing jurisdictions and financial impacts for provinces and municipalities who contract for the RCMP. While the RCMP's adoption of BWC stems from a federal directive rather than changes to Alberta's provincial policing standards, I want to assure you the Government of Alberta remains committed to the principles of fairness and equity in supporting the implementation of DEMS for BWC. As I have stated many times, I do not focus on the colour of the stripe on the uniform, what matters is that Albertans receive the policing services they need and deserve.

To this end, I am pleased to share that as part of *Budget 2025*, my ministry is introducing a grant program open to municipalities with their own police service, First Nations police services, and municipalities who contract for the RCMP to be their municipal police service. The purpose of this new grant program is to offset some costs related to the implementation of a single province-wide DEMS. Under this program, your municipality may receive up to \$3,160 annually for three years, starting in fiscal year 2025-26. To be eligible to receive this funding, your municipality, working in partnership with the RCMP and your local policing committee, will be required to:

- Provide the Director of Law Enforcement with information on the RCMP BWC utilization rate planned or achieved for 2025-26, 2026-27, and 2027-28 applicable to your Municipal Police Service Agreement.

To learn more about the program, as well as next steps, please have an appropriate official from your municipality contact Mr. Douglas Morgan, Executive Director of Innovation and Program Development, Public Safety and Emergency Services, at [douglas.morgan@gov.ab.ca](mailto:douglas.morgan@gov.ab.ca).

I thank you for your support on this important initiative to improve transparency and accountability between police and citizens in Alberta.

Sincerely,



Honourable Mike Ellis  
Deputy Premier of Alberta  
Minister of Public Safety and Emergency Services

Attachment

cc: Deputy Commissioner Trevor Daroux, Commanding Officer, Alberta RCMP



# Body-Worn Camera

## Digital Evidence Management System Grant Program

### Body-Worn Camera (BWC) Mandate: Overview

- In March 2023, the Minister of Public Safety and Emergency Services mandated that all municipal and First Nations police services will be required to implement body-worn cameras (BWCs) for frontline officers.
- In July 2024, the [Alberta Provincial Policing Standards](#), which is policy used to regulate policing in Alberta, were updated to include BWC requirements, developed in collaboration with the Alberta Association of Chiefs of Police.
- This mandate aims to enhance public safety, trust, and accountability by:
  - Documenting officer-public interactions
  - Improving evidence collection
  - Reducing the time to resolve complaints

### BWC and DEMS Basics

- **BWCs:** Wearable audio-video devices used by law enforcement to record real-time public interactions. Typically mounted on an officer's chest, shoulder, or eyewear, BWCs provide objective evidence for investigations, training, and accountability.
- **Digital Evidence Management System (DEMS):** A centralized, secure software platform for storing and managing digital evidence—including BWC footage, surveillance video, audio files, images, and documents. DEMS enables:
  - Evidence tagging and redaction
  - Chain-of-custody tracking
  - Secure sharing with legal stakeholders
  - Compliance with data retention and privacy standards



### Royal Canadian Mounted Police (RCMP) BWC Implementation

- Independent but complementary to Alberta's BWC mandate, the RCMP identified BWC adoption as a national priority in its national 2024–2027 Strategic Plan.
- In 2024, Axon Canada was selected by the RCMP to supply BWCs and DEMS across Canada.
- In Alberta, RCMP implementation of BWCs is part of the RCMP's national rollout strategy. Use of BWCs by RCMP detachments across Alberta is expected by the end of 2025–26, with associated costs billed to RCMP contract partners such as the Government of Alberta via the Provincial Police Service Agreement and municipalities with a Municipal Police Service Agreement (MPSA). For more information on the RCMP's implementation of BWCs, please visit <https://rcmp.ca/en/body-worn-cameras>.

### Implications for Municipalities and First Nations Police Services

- Standalone municipal and First Nations police services are responsible for meeting Alberta's provincial policing standards which includes BWC implementation and its associated costs.
- Municipalities with an RCMP policing contract receive federal cost-sharing through their MPSA. The amount invoiced by the RCMP to these municipalities for the RCMP's BWC implementation reflects this cost-sharing model.



Government of Alberta Support

- In May 2025, the Government of Alberta signed a province-wide contract with Axon Canada to acquire BWCs, DEMS, and in-car digital video (ICDV) systems.
- This contract enables municipalities and First Nations to access the same terms and pricing, offering long-term cost certainty and potentially reducing implementation expenses.

Funding Support:

- Budget 2025 allocated funding over three fiscal years (2025–26 to 2027–28) to establish a grant program for DEMS implementation.
- The grant is available to:
  - Municipalities with standalone police services
  - First Nations police services
  - Communities with MPSAs

Guiding Principles of the Grant Program:

- **Fairness & Equity:** Inclusive of all policing models in Alberta
- **Cost Consistency:** Based on negotiated DEMS pricing in Alberta’s Axon Canada contract
- **Compliance Support:** Assists in meeting provincial BWC standards

Grant Funding Formula

Police Service Type	Grant Funding Formula
Municipal and First Nations police services	(Authorized Strength, as of 2025) × (Alberta’s Cost per DEMS License) × (BWC Utilization Adjustment)
Municipalities with an RCMP MPSA	(Authorized Strength, as of 2025) × (Alberta’s Cost per DEMS License) × (BWC Utilization Adjustment) × ( *Federal Cost Share Adjustment)

*\*The formula ensures equitable per-officer funding while accounting for federal cost-sharing benefits (30% or 10%) received by RCMP-contracted municipalities.*



# Frequently Asked Questions (FAQs)

## Why mandate BWCs for municipal and First Nations police services?

- To enhance public safety, improve accountability and trust, strengthen evidence collection, and streamline complaint resolution processes.

## Why is there a different funding formula for municipalities with their own police service compared to those municipalities who contract their policing via the RCMP?

- Municipalities with their own police services do not receive federal cost-sharing like RCMP-contracted municipalities and are responsible for paying for 100% of their BWC costs. The funding formula adjusts for this to ensure fairness.

## What are the DEMS grant criteria?

- To receive the maximum amount of grant funding available, municipalities with their own police service, First Nations police services and those municipalities contracting the RCMP must submit information to the Director of Law Enforcement (DLE) which includes the following:

Municipalities with their own police service and First Nations police services	Municipalities who contract their policing via the RCMP
A plan outlining how the police service intends to meet the updated Alberta Provincial Policing Standards with the goal of ensuring some or all frontline officers are utilizing BWCs in 2025-26, <u>or</u> provide an outline of how they are currently meeting provincial policing standards for BWCs.	Municipalities that contract for the RCMP will be required to provide the DLE information on their RCMP MPSA BWC utilization rate planned or achieved for 2025-26, 2026-27, and 2027-28.

- **Note:** Grant funding covers **DEMS costs only**. It cannot be used for BWC hardware or FTE staffing.

## Why is there funding support for DEMS costs but not for BWC or FTE costs?

- Under the *Police Act*, urban municipalities (pop. > 5,000) are responsible for funding their local policing, including BWC hardware and personnel. However, the Minister of Public Safety and Emergency Services committed to supporting the establishment of a province-wide DEMS solution in partnership with the Alberta Association of Chiefs of Police.
- The BWC DEMS grant program provides municipalities and First Nations police service with three years of funding to assist in offsetting some costs associated with their police services implement a BWC DEMS solution.

## How does my municipality or First Nation police service get access to the grant funding?

- Your municipality or First Nation police can contact the Ministry of Public Safety and Emergency Services via Douglas Morgan, Executive Director of Innovation and Program Development at [douglas.morgan@gov.ab.ca](mailto:douglas.morgan@gov.ab.ca).