



TOWN OF DIDSBUY AGENDA

Regular Council Meeting

Tuesday, February 10, 2026, 6:00 pm

Council Chambers 1606 14 Street

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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: February 10, 2026
SUBJECT: 2nd Quarterly RCMP Detachment Report
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 3.1

BACKGROUND/PROPOSAL:

Sergeant Shane O'Neill, Acting Commander of the Didsbury RCMP is presenting to Council the Detachment's Q2 Statistics from 2025-2026.

The RCMP follow the federal fiscal year so their Q2 is from July to September.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The attached report includes a letter from the Detachment Commander, Municipal Policing Report, Crime Statistics for Council's information.

The priorities set by Council for the RCMP in 2025 were:

1. Crime prevention,
2. Road safety,
3. Traffic Enforcement, and
4. Community Engagement.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To thank Sergeant Shane O'Neill for presenting the quarterly report for the Didsbury RCMP Detachment and accept the reports as information.



November 3, 2025

Chris Little
Mayor
Town of Didsbury, AB

Dear Mayor Little,

Please find attached the quarterly Community Policing Report covering the period from July 1st to September 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Didsbury Detachment.

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any other questions or concerns.

Best regards,

Staff Sergeant Stephen Browne
Commander
Didsbury Detachment





Staff Sergeant Stephen Browne

Alberta RCMP - Municipal Policing Report

Detachment Information

Detachment Name

Didsbury

Detachment Commander

Staff Sergeant Stephen Browne

Report Date	Fiscal Year	Quarter
November 3, 2024	2025-26	Q2 (July - September)

Community Priorities

Priority #1: Mental Health and Domestic Violence**Updates and Comments:**

During Q2, Didsbury RCMP responded to eleven (11) domestic violence investigations. One of those investigations resulted in criminal charges:

2025/09/21 - Assault - Adult female charged.

During Q2, Didsbury RCMP responded to twenty (20) mental health related calls for service within Didsbury, Alberta. Four (4) apprehensions were required under the Mental Health Act.

Priority #2: Drug Enforcement**Updates and Comments:**

During this quarter there has been one active Controlled Drugs and Substance Act investigations. Didsbury members continue to attempt to obtain information concerning current drug activity. Surveillance techniques continue to be utilized with the gathering of intelligence. Communication with neighboring detachments continues in an effort identify suspects and their movements.





Priority #3: Increased Visibility within the Community

Updates and Comments:

Didsbury RCMP has remained visible in the Town of Didsbury and surrounding areas, focusing primarily on patrolling and attending calls for service in marked police vehicles. Didsbury RCMP remain committed to engaging with the public in and around the town area as well as liaising with partner agencies to increase the amount of visible presence in the community. Traffic enforcement within the town has also been a priority to respond to problem areas. Nineteen (19) violation tickets were issued for moving/non-moving offences. As well, Didsbury RCMP conducted 9 foot patrols in the downtown core and completed ten (10) school visits in September. Didsbury RCMP conducted 361 proactive patrols within the Town of Didsbury for the purpose of deterring potential criminal activity.





Community Consultations

Consultation #1

Date	Meeting Type
July 1, 2024	Community Connection
Topics Discussed	
Education	
Notes/Comments:	
Carstairs Enhanced Police Officer attended the Didsbury Museum for the annual Canada Day Celebration in dress uniform. The officer was well received by the attending public and staff.	

Consultation #2

Date	Meeting Type
August 26, 2024	Meeting with Elected Officials
Topics Discussed	
Regular Reporting	
Notes/Comments:	
Detachment Commander provided the Q1 Community Report to Mayor and Council and spoke about the multi year financial plan.	

Consultation #3

Date	Meeting Type
September 5, 2024	Community Connection
Topics Discussed	
Education	
Notes/Comments:	
Didsbury member attended the Ross Ford and West Glen Schools, walked the halls and interacted with students and staff.	





Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies
Regular Members	4	3	1	0
Detachment Support	1	1	#	#

Notes:

1. Data extracted on September 29, 2025 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the four established positions, three officers are currently working with one on special leave (Medical Leave). There are no hard vacancies currently.





Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q2	2025-26 Financial Plan
Detachment Working FTE Levels	3.00 FTE	3.00 FTE	3.00 FTE
Divisionally Pooled Costs (at 100%)	\$ 34,375,418	\$ 79,216,319	\$ 79,216,319
Per Capita Rate (at 100%)	\$ 116,251	\$ 246,857	\$ 246,857
Partner Share of Pooled Costs (at 70%)	\$ 244,240	\$ 518,399	\$ 518,399
Location-Specific Costs	\$ 17,684	\$ 71,500	\$ 71,500
Total Costs after Final Adjustments (at applicable contract share)	\$ 261,924	\$ 589,899	\$ 589,899

Note: For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

Comments:

The financial figures as identified above are in alignment with your Financial Plan for 2025-26.

Quarter 2 invoicing for the 2025/26 fiscal year will be distributed by November 3, 2025.

The Alberta RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Note: No revisions have been made to the 2025-26 Financial Plan at Q2.





Definitions

Municipal Operations: Human Resources Overview

Term	Definition
FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit.
2025-26 FTE Utilization Plan	Reflects the number of working FTEs planned to be in-place for the current fiscal year.
Revised Plan at Q2	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Operations: Financial Overview

Term	Definition
Fiscal Year-to-Date (YTD)	Reflect the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed.
Revised Plan at Q2	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
2025-26 Financial Plan	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
Detachment Working FTE Levels	Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year.
Divisionally Pooled Costs	Reflects the total of all divisionally pooled costs for Alberta municipalities with a population below 15,000. It includes both direct and indirect costs, including but not limited to the cost categories below: <ul style="list-style-type: none"> • Direct Costs: <ul style="list-style-type: none"> ○ Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay; ○ Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or ○ Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs. • Indirect Costs: <ul style="list-style-type: none"> ○ Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance); ○ Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre;





Term	Definition
	<ul style="list-style-type: none"> ○ Common IT services, including management of the Police Records and Occurrence System; ○ Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or ○ Other divisional and regional administration services.
Per Capita Rate	<p>This is an average cost per member rate determined by pooling applicable costs for Alberta municipalities with a population below 15,000 and dividing the total by the combined working FTE level for those same municipalities.</p>
Partner Share of Pooled Costs	<p>Reflects the portion of the pooled costs that the Contract Partner pays.</p>
Location-Specific Costs	<p>Reflects costs that are specific to location and are not included in the pooled per capita rate. These costs may include:</p> <ul style="list-style-type: none"> • Accommodation-related costs, for space occupied in RCMP-owned buildings; • Overtime pay; • Guarding costs (e.g., with the Corps of Commissionaires); • Isolated Post Allowances; and/or • Public Service Employee pay.
Total Costs after Final Adjustments	<p>Reflects the total costs of all expenditure categories including any cost adjustments.</p>





Didsbury Municipal Detachment

Crime Statistics (Actual)

July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	1	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	0	3	N/A	N/A	0.6
Other Sexual Offences		1	1	4	1	0	-100%	-100%	-0.2
Assault		8	7	14	16	5	-38%	-69%	0.3
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	3	0	1	2	N/A	100%	0.2
Criminal Harassment		4	10	7	8	2	-50%	-75%	-0.6
Uttering Threats		12	8	8	8	2	-83%	-75%	-2.0
TOTAL PERSONS		25	29	34	34	14	-44%	-59%	-1.7
Break & Enter		11	3	3	5	3	-73%	-40%	-1.4
Theft of Motor Vehicle		3	4	1	0	1	-67%	N/A	-0.8
Theft Over \$5,000		1	0	3	0	0	-100%	N/A	-0.2
Theft Under \$5,000		24	7	11	8	5	-79%	-38%	-3.7
Possn Stn Goods		3	3	1	0	0	-100%	N/A	-0.9
Fraud		7	7	11	3	7	0%	133%	-0.4
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		13	9	12	10	7	-46%	-30%	-1.1
Mischief - Other		14	7	6	10	7	-50%	-30%	-1.1
TOTAL PROPERTY		76	40	48	36	30	-61%	-17%	-9.6
Offensive Weapons		4	1	1	4	1	-75%	-75%	-0.3
Disturbing the peace		11	9	1	8	3	-73%	-63%	-1.7
Fail to Comply & Breaches		8	18	24	6	5	-38%	-17%	-1.8
OTHER CRIMINAL CODE		3	5	8	5	1	-67%	-80%	-0.4
TOTAL OTHER CRIMINAL CODE		26	33	34	23	10	-62%	-57%	-4.2
TOTAL CRIMINAL CODE		127	102	116	93	54	-57%	-42%	-15.5



Didsbury Municipal Detachment

Crime Statistics (Actual)

July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	TREND	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		2	0	1	1	1	-50%	0%	-0.1
Drug Enforcement - Trafficking		1	0	1	1	0	-100%	-100%	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		4	0	2	2	1	-75%	-50%	-0.4
Cannabis Enforcement		0	0	1	1	0	N/A	-100%	0.1
Federal - General		3	1	1	0	0	-100%	N/A	-0.7
TOTAL FEDERAL		7	1	4	3	1	-86%	-67%	-1.0
Liquor Act		3	0	1	2	1	-67%	-50%	-0.2
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		16	25	13	18	20	25%	11%	0.1
Other Provincial Stats		21	12	11	13	10	-52%	-23%	-2.1
Total Provincial Stats		40	37	25	33	31	-23%	-6%	-2.2
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		22	9	11	7	6	-73%	-14%	-3.4
Total Municipal		23	9	11	7	6	-74%	-14%	-3.6
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	1	1	0	1	0%	N/A	-0.1
Property Damage MVC (Reportable)		16	15	13	4	7	-56%	75%	-2.9
Property Damage MVC (Non Reportable)		1	6	1	1	4	300%	300%	0.1
TOTAL MVC		18	22	15	5	12	-33%	140%	-2.9
Roadside Suspension - Alcohol (Prov)		2	4	3	1	0	-100%	-100%	-0.7
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		45	64	46	67	19	-58%	-72%	-4.9
Other Traffic		1	1	0	0	0	-100%	N/A	-0.3
Criminal Code Traffic		5	3	4	2	3	-40%	50%	-0.5
Common Police Activities									
False Alarms		5	16	10	5	2	-60%	-60%	-1.7
False/Abandoned 911 Call and 911 Act		3	6	6	3	5	67%	67%	0.1
Suspicious Person/Vehicle/Property		22	17	5	25	9	-59%	-64%	-1.8
Persons Reported Missing		4	3	1	6	2	-50%	-67%	-0.1
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		19	15	19	9	15	-21%	67%	-1.4
Form 10 (MHA) (Reported)		1	6	1	1	1	0%	0%	-0.5



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 27, 2026
SUBJECT: January 13, 2026 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 4.1

BACKGROUND/PROPOSAL:

The minutes of the January 13, 2026 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 January 13, 2026 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting
Held on January 27, 2026 in Council Chambers 1606 14 Street
Commencing at 6:00 p.m.**

Council Members Present Mayor Chris Little
Deputy Mayor Bob Murray
Councillor Curt Engel
Councillor Troy Lambert
Councillor Irwin Mahon
Councillor Norm Quantz
Councillor Will Stevens

Administration Present Chief Administrative Officer, Michael Simpson
ACAO/Chief Financial Officer, Amanda Riley
Vicki Godsall, Manager of Recreation
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter
Communications Coordinator, Lisa Bastarache

1. CALL TO ORDER

Mayor Little called the January 27, 2026 Regular Council Meeting to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

12.4 Water Update, 12.5 Public Engagement - Section 29 of the ATIA

Res. 027-26

MOVED by Councillor Engel

To adopt the agenda for the January 27, 2026 Regular Council Meeting as amended.

Motion Carried

3. DELEGATIONS/PRESENTATIONS – *no delegations or presentations.*

4. ADOPTION OF MINUTES

4.1 January 13, 2026 Regular Council Meeting Minutes

Res. 028-26

MOVED by Councillor Quantz

To adopt the January 13, 2026 Regular Council Meeting Minutes as presented.

Motion Carried

5. PUBLIC HEARINGS - *no public hearings.*

6. CAO REPORT

Res. 029-26

MOVED by Deputy Mayor Murray

To accept the Chief Administrative Officer Report for January 27, 2026 as information.

Motion Carried

7. BYLAWS & POLICIES

7.1 Policy FIN 009-26 Financial Review on Fiscally-Related Recommendations to Council

Res. 030-29

MOVED by Councillor Engel

To rescind FIN 009 – Finance Review on Fiscal Related Recommendations to Council Policy.

Motion Carried

Res. 031-26

MOVED by Councillor Engel

To approve FIN 009-26 Financial Review on Fiscally-Related Recommendations to Council Policy as presented.

Motion Carried

7.2 COUN 010-26 Amendment to High School Scholarship Award Policy

Res. 032-26

MOVED by Councillor Stevens

To rescind COUN 010-24 Town of Didsbury High School Scholarship Award Policy.

Motion Carried

Res. 033-26

MOVED by Councillor Stevens

To adopt COUN 010-26 Town of Didsbury High School Scholarship Award Policy as presented.

Motion Carried

7.3 Municipal Credit Card Borrowing Bylaw 2026-02

Res. 034-26

MOVED by Councillor Engel

That Council grant first reading to Municipal Credit Card Borrowing Bylaw 2026-02.

Motion Carried

Res. 035-26

MOVED by Councillor Engel

That Council grant second reading to Municipal Credit Card Borrowing Bylaw 2026-02.

Motion Carried

Res. 036-26

MOVED by Councillor Engel

That Council grant unanimous consent to proceed to third reading of Municipal Credit Card Borrowing Bylaw 2026-02.

Motion Carried

Res. 037-26

MOVED by Councillor Engel

That Council grant third and final reading to Municipal Credit Card Borrowing Bylaw 2026-02.

Motion Carried

7.4 Municipal Policing Committee Bylaw 2025-17

Res. 038-26

MOVED by Deputy Mayor Murray

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

Motion Carried

Res. 039-26

MOVED by Deputy Mayor Murray

That Council grant third and final reading to Municipal Policing Committee Bylaw 2025-17.

Motion Carried

8.

BUSINESS

8.1 ABmunis' 2026 Spring Municipal Leaders Caucus

Res. 040-26

MOVED by Deputy Mayor Murray

To request a meeting with the Minister of Municipal Affairs at the Alberta Municipalities 2026 Municipal Leader's Caucus.

Motion Carried

8.2 Stop Sign Request

Res. 041-26

MOVED by Councillor Mahon

To accept the request for the placement of two stop signs at the intersection of 16 Street and 18 Avenue as information.

Motion Carried

9. COUNCIL REPORTS

Res. 042-26

MOVED by Councillor Stevens

To accept the January 27, 2026 Council Reports as information.

Motion Carried

10. CORRESPONDENCE AND INFORMATION

Res. 043-26

MOVED by Councillor Quantz

To accept the correspondence for January 27, 2026 as information.

Motion Carried

11. QUESTION PERIOD

12. CLOSED MEETING

Res. 044-26

MOVED by Councillor Engel

To go into closed meeting at 6:40 p.m. for the following items:

12.1 Draft Policies - Section 28 of ATIA

12.2 Outstanding Loan - Section 32 of ATIA

12.3 Land Considerations - Section 19 of ATIA

12.4 Water Update – Section 29 of ATIA

12.5 Public Engagement – Section 29 of ATIA

Motion Carried

13. RECONVENE

Res. 045-26

MOVED by Deputy Mayor Murray

To return to open meeting at 8:46 p.m.

Motion Carried

Res. 046-26

MOVED by Councillor Quantz

To authorize further steps in collection of the outstanding doctor loan.

Motion Carried

14. ADJOURNMENT

Res. 047-26

MOVED by Councillor Lambert

To adjourn the January 27, 2026 Regular Council Meeting at 8:48 p.m.

Motion Carried



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE:	February 10, 2026
SUBJECT:	Public Hearing Amending Land Use Bylaw 2026-01: Dwelling Unit: Occupancy of Owner, Operator or Caretaker
ORIGINATING DEPARTMENT:	Planning & Development
ITEM:	5.1

BACKGROUND/PROPOSAL:

Administration received a request from a landowner located in a Direct Control District inquiring as to how they could bring a non-conforming Owner, Operator dwelling into compliance with the Land Use Bylaw.

Dwelling Unit: Occupancy of Owner, Operator or Caretaker was a Use, which was previously included in Land Use Bylaw 2013-03, was not carried over to the current Land Use Bylaw 2019-04. Administration recognizes that the Use for Dwelling Unit: Occupancy of Owner, Operator or Caretaker has come up in several proposed development inquiries and during the Municipal Development Plan Bylaw 2024-12 (MDP) review, they ensured that support of such a Use was included in the new MDP.

On February 25, 2025 Council approved Amending Land Use Bylaw 2025-01 to add Dwelling Unit: Occupancy of Owner, Operator or Caretaker along with a definition to Land Use Bylaw 2019-04 under the following districts: C1: Commercial District – General; C2: Commercial District – Highway; C3: Commercial District – Core; RC: Residential/Commercial District and I1: Industrial District – General. Unfortunately, the I2: Industrial District – Heavy and DC: Direct Control Districts (DC-01 and DC-IND) were not included in this amendment. With the support of this Use now included in the MDP, Administration is requesting that this Use also be added to these districts so that it aligns with the MDP.

This Use is **not** a family dwelling, the Use is specifically for an owner, operator or caretaker of the existing business. The dwelling could not be rented out as a residential dwelling. This type of Use is typically used for security purposes to ensure there is someone located on the property at all hours of the day and night to deter break-ins and thefts. If this Use is approved, the applicant would then have to apply for a Discretionary Use Development Permit through the appropriate Development Authority and ensure all Safety Codes requirements are met through the Building Permit process.

If approved, the inclusion will encourage property owners to bring their existing non-conforming suites into compliance with our Land Use Bylaw along with building and safety codes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As required under the *Municipal Government Act*, the Public Hearing notification was posted on the Town of Didsbury website and advertised in The Albertan on January 20, January 27 & February 3, 2026 to allow the public to submit any comments or concerns related to these amendments. Administration did not receive any comments or letters of concern.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

Administration recommends that Land Use Bylaw 2019-04 be amended to:

- a. Add the definition: ***Dwelling Unit: Occupancy of Owner, Operator or Caretaker*** means dwelling unit that is secondary to the primary use on a parcel.
- b. Add ***Dwelling Unit: Occupancy of Owner, Operator or Caretaker*** as a Discretionary Use to the following Districts: I2: Industrial District – Heavy, DC-IND: Direct Control District - Industrial; and DC-01: Direct Control District – Industrial

If Council is satisfied with the Public Hearing, Administration is recommending that Council grant second and third reading to Amending Land Use Bylaw 2026-01 during the *Bylaw and Policies* portion of the Agenda.

ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy
4. Liveability



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: February 10, 2026
SUBJECT: CAO Report
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 6.0

BACKGROUND/PROPOSAL:

Please find attached the Chief Administrative Officer's (CAO) Report for February 10, 2026.

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

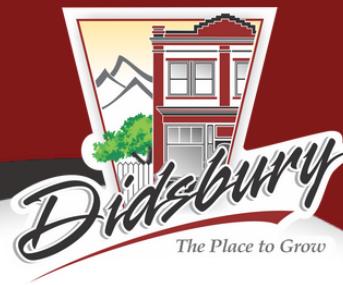
RECOMMENDATION

To accept the Chief Administrative Officer Report for February 10, 2026 as information.



CAO Report – February 10, 2026

1. [CAO Activity Report](#)
2. [Planning and Development Report as at February 4, 2026](#)
3. [Fourth Quarter Action Report](#)
4. [Fourth Quarter Protective Services Report](#)
5. [Fourth Quarter Engineering & Infrastructure Report](#)
6. [Fourth Quarter Community Services Report](#)
7. [Year End Development Permit and Building Permit Report](#)



Strategically Managed Infrastructure

Planning for Development

Discussions with staff regarding zoning regulations proposed in future LUB update have given consideration to flexible use, which offer added value to developers without compromising the character of the neighborhood by balancing a wider array of approved uses and tighter controls around discretionary uses.

Meetings with developers regarding lands currently under conditions of sale.

Discussions regarding the application of offsite levies and future planning around transportation levy inclusion in a new town bylaw regarding offsite levies.



Vibrant & Connected Character Community

CAERTF (Central Alberta Economic Resilience Task Force)

CAERTF meeting in Sundre to participate in advocacy planning with EDO group. A recently completed draft report on local businesses impacted by the trade wars happening globally, namely by Chinese and US tariffs, will soon be made available to all councils in the near future.

Stats of note:

- 21% of survey respondents impacted by US trade restrictions/tariffs
- 12% of same impacted by Chinese trade restrictions/tariffs
- 19% of respondents are impacted by interprovincial trade barriers
- 70% of respondents felt they did not need to adapt as tariffs/trade barriers weren't an issue for their business.



Strong & Resilient Local Economy

Trucking laws, or limitation of product to one province, and Canadian regulations perceived as a barrier during survey by respondents. Most respondents felt transport regulations, then labour mobility or certification differences ought to be addressed sooner than other aspects of trade regulated by provincial and national government.



Liveability

Brownlee Emerging Trends Feb 5/2026 YYC

Presentations encompassed dual loyalty scenarios with elected officials also serving on an entity board established by that same municipality, in whole or in part. Takeaway - a fiduciary duty is owed to the board when serving on board/entity business matters, and to the council when participating in council business during council meetings. Fiduciary duty defined simply is the best interests of the municipality, loyalty and good faith. Fiduciary duty prohibits divided loyalty, municipal favouritism, and improper direction.



Governance & Organizational Excellence

Regional Engagement

Feb 3 to 6 meetings with Olds and Carstairs administration members regarding various municipal administrative topics including off site levies bylaws, policing, multimedia communications practices, taxation practices, emerging political issues in the neighbourhood and business development.



Strategically Managed Infrastructure

Data Centres

Data centres in Canada are much ado about data sovereignty within Canadian borders. Gaps in international law are an exploit driving local expansion of facilities. AUC approvals for a data centre power plant and fuel delivery mechanism will trump local development permit requirements. In general, it is safe to assume any municipal planning approvals must be consistent with any AUC approvals and conditions granted prior under MGA sec (619).



Vibrant & Connected Character Community

Planning tools of the municipality are the MGA, statutory plans (MDP/IDP), the Land Use Bylaw, permits and conditions, and enforcement (last). MDP documents should avoid mandatory language, which should show up in the Land Use Bylaw, where it is used in conjunction with development agreements, permits, and enforcement of same. Within LUB defined uses, consistency and well-defined uses can avoid misinterpretation and conflict.



Strong & Resilient Local Economy

A strong LUB that considers what is required of a developer of a data centre to mitigate impacts to utilities, emergency response, roads/construction routes, grading and drainage as well as land classification/preservation is the best way to ensure a good fit for a data centre project in the community. Part of this is delineating in the LUB definitions section between data-centre (AI use) and data-centre (Bitcoin application) as each has different demands.



Liveability

Additionally, water licensing/restrictions may be a limiting factor. Approvals must consider water law's "first in line, first in right" stance and concurrent preceding demands on water by municipal users and commissions, and/or existing industry licenses. Use of process water as a cooling supply, and wastewater discharge requirements such as temperature and pervasiveness of anti-scaling and anti-corrosion additives used in cooling water should be considered in project impact/constraint due diligence.



Governance & Organizational Excellence

Utility rates (water and sewer) and assessment approaches will also be an upfront consideration with longer-reaching impacts. New legislation removes ambiguity of how data centres are to be assessed, and therefore taxed. M+E assessment regulations clarify in MRAT sec 2(2.2) that computing equipment for data centres is not included.

Rather, land, buildings and fixtures, and electrical generation are still assessable. Shipping Containers under this use would be treated as buildings, for assessment purposes. It'll be up to the municipality to determine in its Land Use Bylaw, however, whether to approve use of shipping containers as a permanent structure, and/where in the municipality.

An Alberta Data Centre levy (2% beginning Dec 31, 2026) is coming which will be upon the invested capital used for the project. The idea is to discourage developers from using the grid to power their sites, the money used to incentivize local generation onsite.

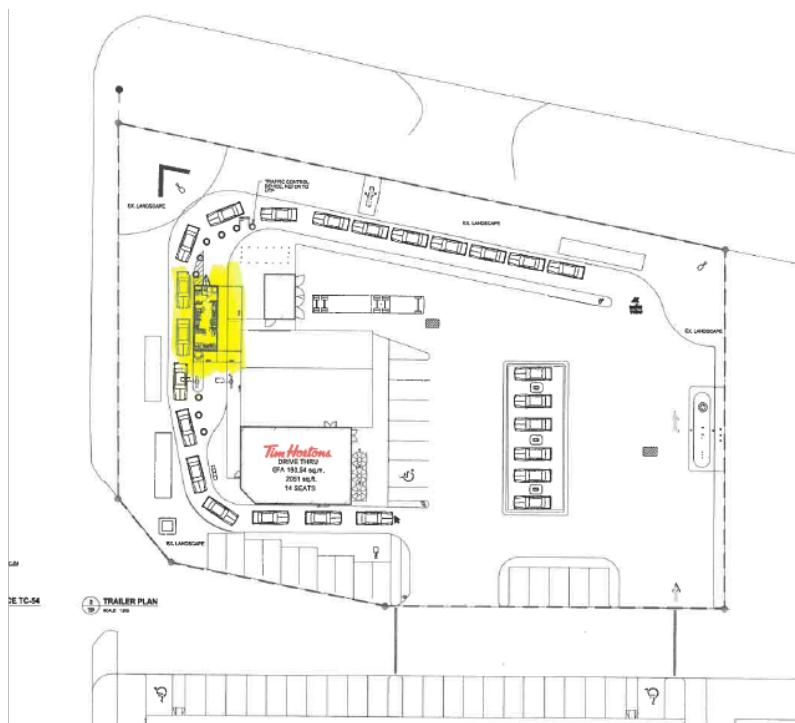
CAO Report: Developments as of February 4, 2026

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 26-002	Unit 3, 2409 – 16 St	Accessory Building: Temporary Food Services Trailer	K Paul Architect Inc. c/o Ann Marie Paul (a) 2143309 Alberta Ltd. (Tim Hortons) (o)	Jan 26, 2026

DP 26-002: Accessory Building: Temporary Food Services Trailer – The Food Trailer will be parked in the drive thru laneway to continue operations while Tim Hortons completes renovations on the building.



Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 25-092	1301 – 24 Street	Home Occupation: Catering & Signage	Klassen, Anna (a) Klassen, Anna & Christopher (o)	Jan 28, 2026 <i>Appeal ends: Feb 18, 2026 at 4:30 p.m.</i>

The next MPC Meeting is scheduled for Wednesday, February 11, 2026 for a Home Occupation and the Agenda is posted on our website.

Action Request Report
October 1 - December 31 2025

# of Requests	Department/Concern	# of Requests	Department/Concern
64 Public Works			
33 Streets			
2 Light post hole repair - Westhill Drive			
2 Pot Hole Repair - 19 Ave			
Road Repairs - 21 St			
2 Road Repair - Westhill Dr			
Road Repair - Valarosa Way			
Road lines to be marked - Westheights Close			
Pot Hole Repair - Westhill Dr			
Road Repair - 23 Ave			
3 Snow clearing/sanding - Westhill Dr			
Snow clearing/sanding - Southridge			
3 Snow clearing/sanding - 18 St			
2 Road Barricades needed - 19 St			
Snow clearing/sanding - Meadowview Court			
Snow clearing/sanding - 12 Ave			
Snow clearing/sanding - 23 St			
Snow clearing/sanding - 15 Ave			
Road Repair - 15 Ave			
Snow clearing/sanding - 19 Ave			
Snow clearing/sanding - 20 St			
Snow clearing/sanding - Sandpiper			
Snow clearing/sanding - Kildeer			
2 Snow clearing/sanding - Westpoint Dr			
Snow clearing/sanding - Princess Petra			
Snow clearing/sanding - 27 Ave			
15 Sidewalks/Pathways			
Sidewalk Repair - 15 Ave			
2 Sidewalk Clearing - 23 St			
3 Icy parking/sidewalk - 17 St			
Sidewalk Sanding - 20 Ave			
Sidewalk sanding - 24 Ave			
3 Sidewalk sanding - 21 Ave			
2 Sidewalk sanding - 12 Ave			
Sidewalk sanding - 16 St			
Sidewalk sanding - 20 St			
2 Signage			
Request for painted blue handicap parking spot - Valarosa Dr			
Playground zone sign missing - 19 St			
4 Garbage/Recycling/Compost			
Blue bin repair			
Black bin repair			
Missed black bin			
Request to remove green bin - 15 Ave			
1 Water/Sewer/Storm			
Low water pressure - 20 Ave			
9 Other			
Gravel removed - 15 Ave			
2 Barking dogs - 18 St			
Dead Animal - 23 St			
Dead Animal - 10 St			
Dead Animal - 15 Ave			
3 Household/Construction Garbage - 19 Ave			
7 Parks			
3 Park/Playground/Sporting Fields			
Playground repair/exposed nails - 17 Ave park			
Dog park bag dispenser empty			
Playground garbage bins full - Westhill Park			
1 Trees/Mowing/Weeds			
Overgrown tree branches - Westwood Dr			
3 Other			
Garbage cans Full - Valarosa Walking Path			
2 Dog bags empty - Valarose Walking Path			
71 Total			

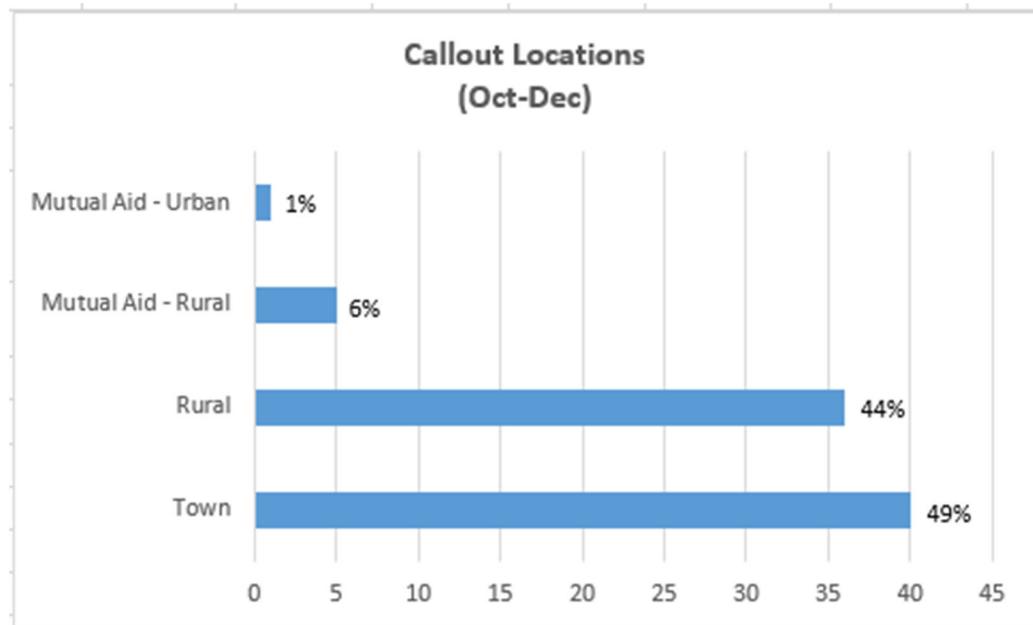
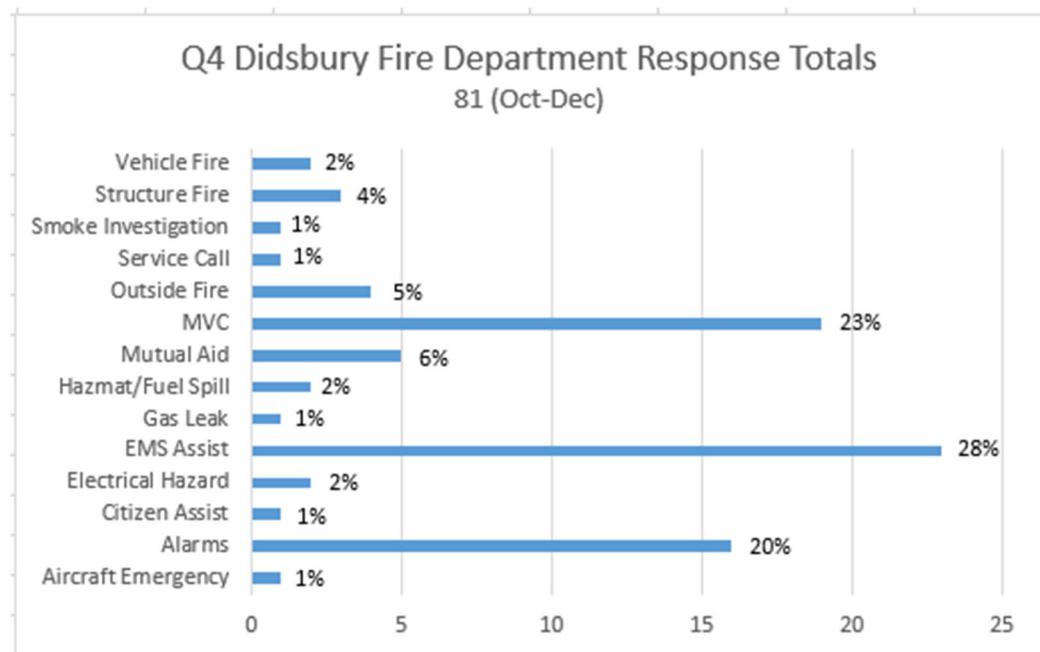


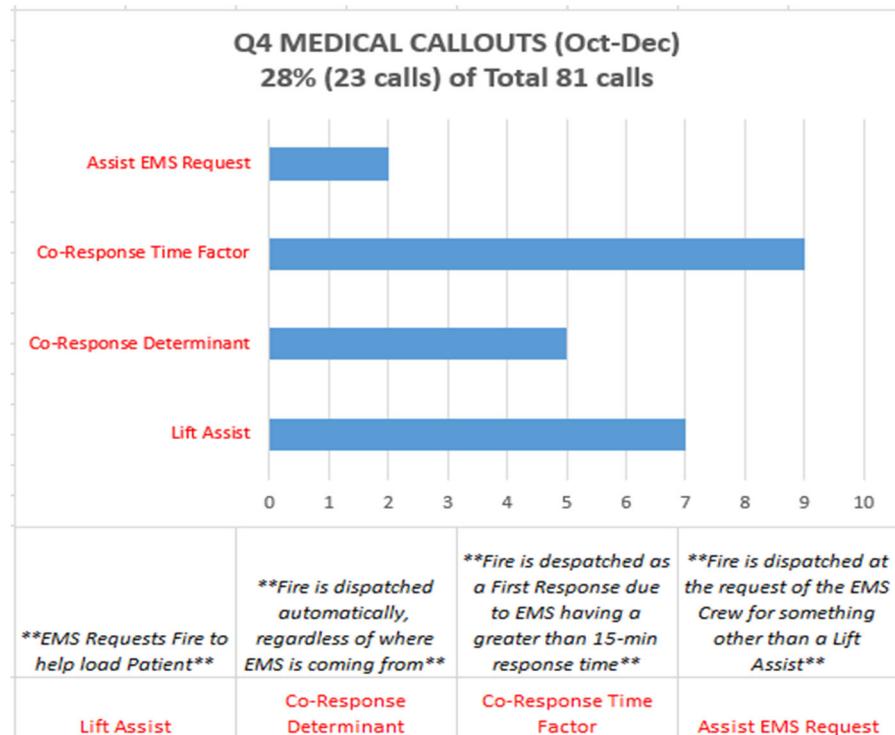
**PROTECTIVE SERVICES
2025 Q4 REPORT
AND
2025 ANNUAL REVIEWS**



Didsbury Fire Department Fourth Quarter Report

October 01, 2025 to December 30, 2025





MEDICAL RESPONSE-2025 Q4		OCTOBER-DECEMBER					
Incident #	Lift Assist	Co-Response	Co-Response	EMS Request for Clinical Support	Call Duration	ABT Rate (\$740-hr)	
		Determinant	Time Factor				
2025-228-R		1			1.000	740.00	
2025-233-R		1			0.500	370.00	
2025-234-T				1	0.000	-	
2025-239-R		1			0.750	555.00	
2025-241-T	1				0.250	185.00	
2025-243-T	1				0.250	185.00	
2025-247-T			1				
2025-249-R		1					
2025-255-R			1		1.000	740.00	
2025-256-R			1		0.750	555.00	
2025-268-T			1		0.500	370.00	
2025-273-R		1			0.500	370.00	
2025-275-T	1				0.250	185.00	
2025-281-T	1				0.750	555.00	
2025-283-T			1		0.500	370.00	
2025-285-R			1		1.250	925.00	
2025-288-T				1	0.500	370.00	
2025-289-T			1		1.000	740.00	
2025-290-R			1		0.500	370.00	
2025-292-T			1		0.500	370.00	
2025-298-T	1				0.000	-	
2025-302-T	1				0.500	370.00	
2025-303-T	1				0.250	185.00	
						-	
						-	
						\$ 8,510.00	
Lift Assist		Co-Response	Co-Response	EMS Request for Clinical Support			
		Determinant	Time Factor	Clinical Support			
		EMS Requests Fire to help load Patient	**Fire is dispatched automatically, regardless of where AHS is coming from**	despatched as a First Response due to AHS having more than a 15-min response time**	**Fire is dispatched at the request of the AHS Crew**		
TOTALS	7	5	9	2			
	30%	22%	39%	9%			
4TH QRT TOTAL MEDICAL CALLOUTS:				23	28%	of Q4 Total Callouts	
4TH QRT TOTAL CALLOUTS:				81			

Q4 Department Highlights

- New Command Truck up-fitted and put into service
- Participated alongside Municipal Enforcement, in the 1st Annual “Fill the Boot” Charity Check Stop to support the Heart2U Program. \$5300 was raised for the Heart2U Program

2025 Year in Review - Didsbury Fire Department

303 TOTAL Response Calls (*Highest Total Call Volume on Record*)

Call Location:

Town	138
Rural	138
Mutual Aid-Rural	23
Mutual Aid-Urban	4

Type of Call:

Aircraft Emergency	1
Alarms	72
Assist Request	1
Carbon Monoxide	1
Electrical Hazard	8
EMS Assist	65
Explosion	1
Extrication	2
Fuel Spill/Hazmat	4
Gas Leak	3
Motor Vehicle Collisions	59
Mutual Aid	27
Outside Fire	10
Service Call	9
Smoke Investigation	2
Structure Fire	9
Vehicle Fire	9
Wildland Fire	20



Equipment

- The Department implemented a new Records Management System, First Due. The system includes a response function, which allows members to indicate their status for calls of service, incident reporting; equipment inventory, tracking and checks; and fire inspections to name a few. By transitioning to this system, it allowed the Department to consolidate three other programs/applications into one cloud based system and negated the need to have, maintain and replace physical servers. This transition will be completed in early 2026.
- The Department saw the delivery of a new Command Truck in March 2025. Unit 310 (a capital budget item). This truck was a joint purchase (50/50) between the Town of Didsbury and Mountain View County. In December, the truck was fully up-fitted and put into service. The old Command truck will be purchased by Mountain View County for use by the Cremona Fire Department.

- Also in 2025, the Department received a new bush buggy in June. This truck was purchased by Mountain View County. The previous bush buggy (Unit 341) transitioned to a secondary bush buggy, replacing a utility truck (Unit 381). The Town of Didsbury purchased 50% residual value of Unit 341. The utility truck will be disposed of in Q1 of 2026.

Membership and Training

- The Department applied for and received a Fire Service Training Program Grant for 2025-2026 to help offset costs associated with NFPA 1002 Training (1002 Pump Operator, 1002 Aerial Apparatus and 1002 Driver Operator. These certifications deal with operating all fire apparatus. In 2025, 10 Firefighters obtained their NFPA 1002 Pump Operator Certification; 4 Firefighters obtained their NFPA 1002 Aerial Apparatus Certification; and 4 Firefighters obtained their NFPA 1002 Driver Operator Certification.
- In 2025, 3 Firefighters obtained their NFPA 1140 Wildland Firefighter Certification; and 7 Officers/Senior Firefighters were certified or re-certified in Blue Card Command. This program is a certified Incident Command System.
- Also in 2025, 1 Officer and 1 Senior Firefighter obtained their NFPA 1041 Fire Service Instructor Certification, which allows DFD Members to deliver accredited training to other Members.

Fire Chief Curtis Mousseau accepted the new role of Full Time Fire Chief, along with Director of Emergency Management and CPO Supervisor in February 2025. The Department also had 8 new Recruits in 2025. Three were brought on in early 2025 and 5 additional recruits were brought on in November 2025, with the aim to have these new recruits ready to attend calls for service in Q1 2026.



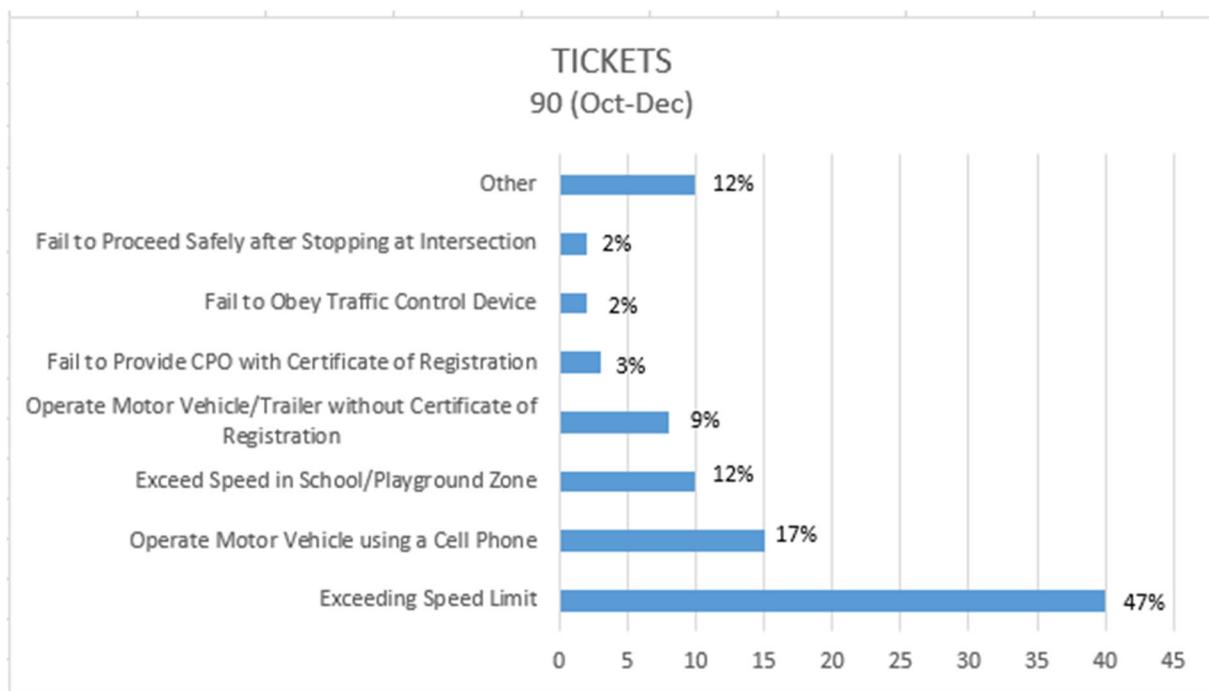
Town of Didsbury Municipal Enforcement Fourth Quarter Report

October 01, 2025 to December 31, 2025

Municipal Enforcement issued 90 Tickets in the Fourth Quarter, which included 3 Provincial Handwritten Tickets, and 1 Bylaw Ticket. A total of 49 Provincial Warning Tickets were issued. 77 Occurrence Reports were responded to; and 24 Inquiries were Logged which did not require a Report.

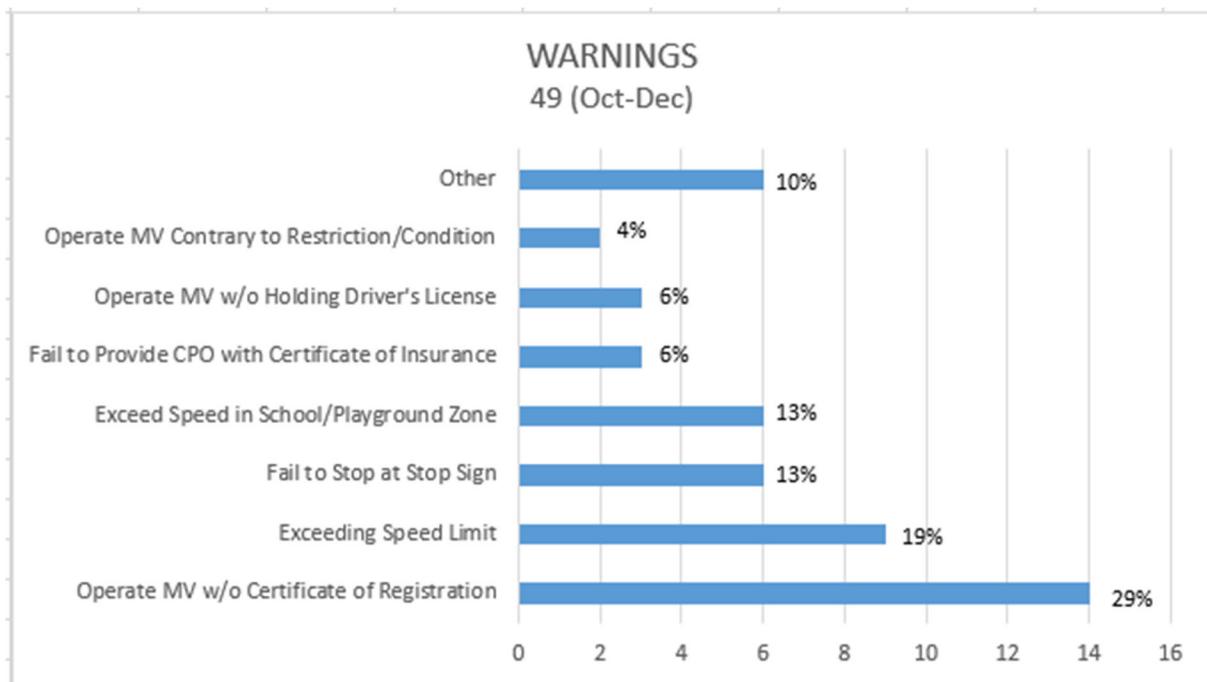
Tickets Issued

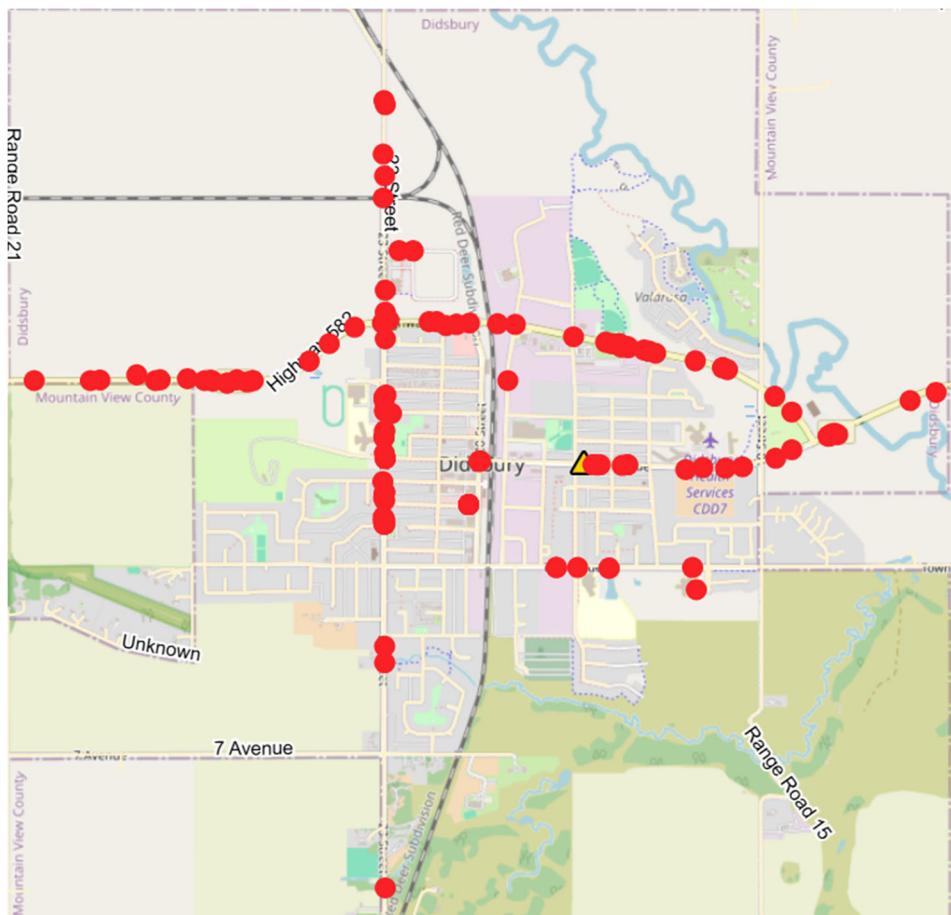
- 40 Exceeding Speed Limit
- 15 Operate Motor Vehicle using a Cell Phone
- 10 Exceed Speed in School/Playground Zone
- 8 Operate Motor Vehicle/Trailer without Certificate of Registration
- 3 Fail to Provide CPO with Certificate of Registration
- 2 Fail to Obey Traffic Control Device
- 2 Fail to Proceed Safely after Stopping at Intersection
- 10 Other (including 1-Bylaw)



Ticket-Warnings

- 9 Exceed Speed Limit
- 14 Operate motor vehicle without Certificate of Registration
- 3 Failure to Provide CPO with Insurance Card
- 6 Speeding in School/Playground Zone
- 6 Fail to Stop at Stop Sign
- 3 Operate motor vehicle w/o Holding Driver's License
- 2 Operate motor vehicle with Condition on License
- 6 Other



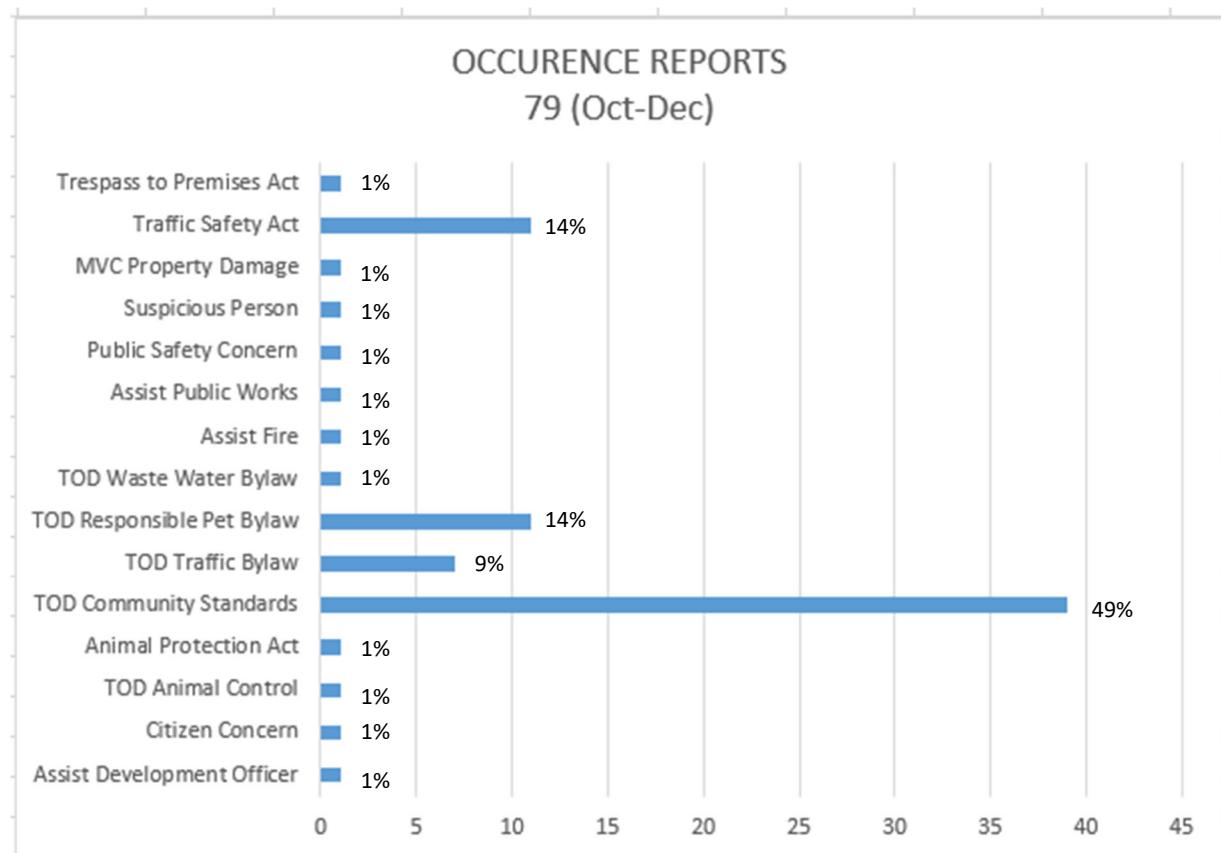


Approximate Areas of where Provincial Tickets were Issued within the Town's Jurisdiction

NOTE – Representation is the location of where the traffic stop occurred, not necessarily the exact area of the infraction. But all infractions were observed within Town Limits.

Occurrence Reports

- 11 ToD Responsible Pet Ownership Bylaw
- 39 ToD Community Standards Bylaw
- 7 ToD Traffic Bylaw
- 11 Traffic Safety Act
- 1 Assist Development Officer
- 1 ToD Waste Water Bylaw
- 1 ToD Animal Control
- 1 Animal Protection Act
- 1 Motor Vehicle Collision Property Damage
- 1 Public Safety Concern
- 1 Suspicious Person
- 1 Assist Public Works
- 1 Assist Fire
- 1 Citizen Concern
- 1 Trespass to Premises Act



Logged Inquiries

- 9 Responsible Pet Owner Bylaw
- 7 Community Standards Bylaw
- 1 Fireworks Bylaw
- 3 Traffic Bylaw
- 4 Miscellaneous

Q4 Department Highlights

- Started snow removal enforcement for sidewalks
- Participated alongside the Fire Department, in the 1st Annual “Fill the Boot” Charity Check Stop to support the Heart2U Program. \$5300 was raised for the Heart2U Program
- Provided a visible presence, alongside the Fire Department and Didsbury RCMP, at both Country Christmas and the CPKC Holiday Train
- Provided a visible presence on Halloween helping to ensure the safety of trick-or-treaters and handed out candy
- Continued Traffic Enforcement throughout the Town

2025 Year in Review – Didsbury Municipal Enforcement

1,217 TOTAL Tickets Issued

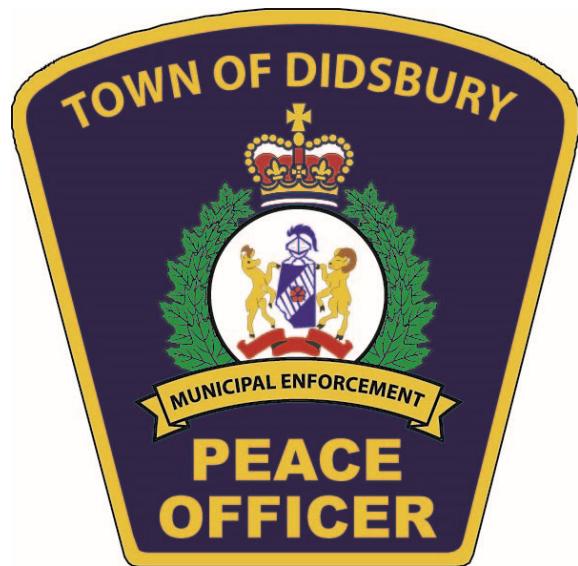
659 Warnings
511 Provincial
24 Bylaw
23 Handwritten Provincial

432 TOTAL Occurrence Reports Completed

164 Responsible Pet Ownership Bylaw
138 Community Standards Bylaw
43 Didsbury Traffic Bylaw
40 Traffic Safety Act (TSA)
12 Citizen Concerns
6 Animal Protection Act
6 Didsbury Animal Control
4 Didsbury Land Use Bylaw
3 Assist Public Works
3 Tresspass Act
13 Other

114 Inquires Logged not requiring a Report

40 Responsible Pet Ownership Bylaw
28 Miscellaneous
22 Community Standards Bylaw
23 Traffic Bylaw
1 Fireworks Bylaw



DEPARTMENT HIGHLIGHTS

- CPO Boggs completed CPOIP (Community Peace Officer Induction Program), receiving his Level 1 Appointment from the Province. CPO Boggs also successfully completed his EVOC (Emergency Vehicle Operators Course) Training and Radar/LiDar Certification
- Speed Enforcement, specifically targeting School and Playground Zones
- Conducted an anti-bullying presentation with the Didsbury RCMP at the Westglen Middle School. This also included Tours of the Didsbury RCMP Detachment and the Firehall. The presentations were well received by both the Staff and Students, with the intent to carry this forward in future years
- Enforcing snow removal from sidewalks and unsightly properties
- Participated in the 1st Annual “Fill the Boot” Charity Check Stop to support the Heart2U Program
- 924 Pets were licensed in 2025

Engineering Services Q4 Report

Over the last quarter, the teams have focused on core service delivery.

The Planning office processed several subdivision files, development agreements, legal land document amendments, and assisted numerous interested entities with area structure plans, conceptual schemes, and pre-application meetings in anticipation of a busy 2026.

The Development office continues to be hectic with permit activity, inquiries, compliance and it is continually working to improve the functionality of the Land Use Bylaw. Detailed stats are at the end of this report.

The GIS/Asset Management office began serving the organization and the community in September. During the October–December 2025 reporting period, efforts were primarily focused on onboarding and establishing internal workflows to support effective service delivery. Work also included data collection, stakeholder engagement, acquisition and organization of foundational datasets, and the development of initial data visualization products to support current operations and future initiatives for internal and external use.

The Public Works department focused on seasonal transition work/maintenance/readiness, potholing and street sweeping of the main downtown corridors.

Seasonal preparations also include all municipal facilities. HVAC maintenance, inspections and repair items are identified and prioritized. At the time of inspection, no major deficiencies were noted but the department is aware of and is actively monitoring an issue with heating units on the old Town Office on 19th Avenue. As information becomes available, the department will approach Council for a decision.

Streetlight banners were changed multiple times throughout the quarter, transitioning from Art to Veterans to Christmas themes. Christmas lights were installed throughout the downtown core.

Several snow removal operations were completed in the downtown core, as well as along Priority 1 and Priority 2 routes. Sanding continued almost daily at intersections throughout town, with a focus on priority routes. Sidewalks, municipal parking lots, and pathway clearing was conducted, as required, along with responding to resident requests for service.

The Utility department identified one water service leak on private land. The water breached the surface and was flowing along the roadway. The department engaged with the resident and assisted with coordinating a contractor to investigate and complete the repair. At the time of water line repair, a significant belly was identified in the resident's sanitary line. The deficient sanitary line segment was replaced.

The Utility department finalized the Advanced Metering Infrastructure project and transitioned from manual meter reading to digital collection. The change has significantly reduced the resources needed to collect meter data and billing. A significant milestone for the department.

The Utility department conducted the annual treated effluent release to the Rosebud River. Approximately 400,000 m³ of treated water was released.

In preparation of 2026 maintenance, the Memorial Park wetland was bathometric surveyed to determine when the forebay cells will require sediment removal. Assessment has not concluded and no timeline has been determined yet.

The Utility department also conducted the annual landfill gas monitoring. No significant findings were identified.

With all departments fully engaged, the Engineering office was dedicated to completing 2025 capital projects, budget planning for 2026, along with supporting developers, development, planning, GIS/Asset Mgmt, Utilities and Infrastructure functions.

Developers continued to progress their developments, requiring substantive assistance with construction. The construction season ended with a completed phase 1 & 2 in Valarosa along with the installation of a new water and sanitary main up RR15 (10th Street) for Copperview Landing subdivision. As a result of the department's efforts, several new home permits were issued. We anticipate a notable increase in new home construction in 2026.

On the capital investment elements the department concluded the 2025 Roadworks project, concrete replacement program, improved the level of service at 23rd Street and Westhill Drive, Westhill playground equipment was replaced and landscaping restored, and the replacement parking lot at the Memorial complex was installed.

In addition to our routine capital projects, Engineering continued to oversee the east reservoir construction, 21st Avenue connector design and tender along with MVRWSC supply line design assistance.

Permit	Project Address	Plan	Block	Lot	Zone	Description	Value of Construction
DP 25-078	1609 – 25 Ave	9912249	-	5	I1	Warehouse	\$269,345
DP 25-079	Valarosa Ph 1 & Ph 2	2511692	Various lots	R1		Rear Yard Variances	n/a
DP 25-080	NW 19-31-1-5	-	-	-	I1	Industrial Services (Storage Units)	n/a
DP 25-081	1813 – 14 Street	3880	H	3, 4	R2	Home Occupation: Dog Grooming/Daycare	n/a
DP 25-082	1705 – 16 Street	7411051	D	5A	R2	Rear Deck w/ Sunroom & Shed w/ rooftop deck	\$38,000
DP 25-083	1816 – 20 Street	1427	1	2, 3	C3	Retail (Small) Prairie Clover	n/a
DP 25-084	143 Valarosa Dr	2511692	6	4	R2	Dwelling, Single Detached w/ Attached Garage & Rear Deck	\$325,000
DP 25-085	44, 1190 – 15 Ave	0610810	-	44	R3	Deck Extension w/ Covered Roof & Stairs	\$1,000
DP 25-086	1509 – 16 Street	0510175	N	8	R2	Accessory Bldg: Garage	\$32,500
DP 25-087	360, 800 Shantz Dr	2310740	1	13	C1	Signage: Fascia x2	\$5,500
DP 25-088	350, 800 Shantz Dr	2310740	1	13	C1	Establishment, Eating or Drinking Class 1 (Pizza)	\$70,000
DP 25-089	506, 500 Valarosa Pl	2511692	3	67	R1	Dwelling, Single Detached w/ Attached Garage & Covered Deck	\$390,000
DP 25-090	508, 500 Valarosa Pl	2511692	3	68	R1	Dwelling, Single Detached w/ Attached Garage & Rear Deck	\$420,000
DP 25-091	510, 500 Valarosa Pl	2511692	3	69	R1	Dwelling, Single Detached w/ Attached Garage & Covered Deck	\$390,000

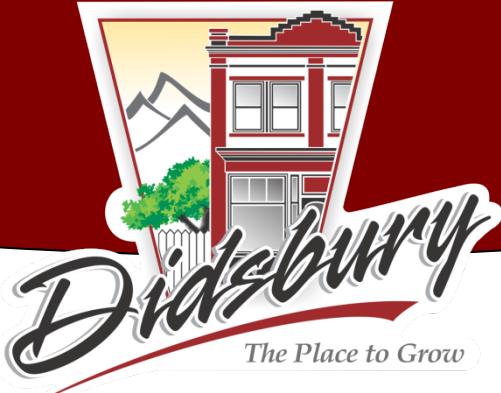
Total Construction Value	\$1,792,000
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Development Permits	14
Compliance Certificates	21
Subdivisions	1
Redesignations	0

Permit Type1	Dev Permit Number	Construction Location	Lot	Block	Plan	Type Of Building	Type Of Work Stats Can	Total Developed Area	Construction Value
Building Permit	DP 25-085	44, 1190 15 Ave	44		0610810	Mobile Home	Alteration and improvements	144	\$5,000.00
	DP25-002	1606 14 St		I	38800	Office Complex	Alteration and improvements	2500	\$20,000.00
	DP25-037	1118 23 St	5	A	263L	Single House	Conversion from single to multiple dwelling	650	\$60,000.00
	DP25-046	2 Valarosa Park		3	1711795	Semi-Detached or Double House	New Construction	2162	\$250,000.00
	DP25-046	4 Valarosa Park		3	1711795	Semi-Detached or Double House	New Construction	2162	\$250,000.00
	DP25-047	6 Valarosa Park		3	1711795	Semi-Detached or Double House	New Construction	2162	\$250,000.00
	DP25-047	8 Valarosa Park		3	1711795	Semi-Detached or Double House	New Construction	2162	\$250,000.00
	DP25-061	1205 20 St	7	J	2484JK	Office Building	Installation of a pre-fabricated building	528	\$45,000.00
	DP25-070	1408 20 Ave	91		9710760	Single House	Garage and carport	480	\$42,000.00
	DP25-078	1609 25 Ave	5		9912249	Storage Building (warehouse)	New Construction	6000	\$269,345.00
	DP25-082	1705 16 St	5A	D	7411051	Single House	Alteration and improvements	480	\$38,000.00
	DP25-084	143 Valarosa Dr	4	6	2511692	Single House	New Construction	2402	\$300,000.00
	DP25-086	1509 16 Street	8	N	0510175	Single House	Garage and carport	572	\$15,000.00
	N/A	1186 Kildeer Close	4	1	0510306	Single House	Alteration and improvements	150	\$2,500.00

N/A	1301 24 St	28	B	41620	Single House	Alteration and improvements	455	\$6,000.00
N/A	1309 24 Street				Single House	Alteration and improvements	456	\$15,840.00
N/A	30 W Heights Crescent				Single House	Alteration and improvements	365	\$29,688.75

Permit Type	Total Permits	Construction Value
Building Permit	17	\$1,848,373.75



Report to the CAO

Community Services Q4 Report 2025

AQUATICS

The Didsbury Aquatic Centre saw a significant increase in users above our summer months as we welcomed 10,414 patrons during that time period. The Fall saw the return of our school swim lessons, with Ross Ford Elementary and Carstairs Elementary students. Our Aquafit program attendance continues to amaze us, with 1936 users between October and December 2025, and a total of 6,547 users in 2025.

We continue to be faced with difficulties in hiring qualified lifeguards, specifically those available during daytime hours. In an effort to address this ongoing, national issue, training was invested in two senior guards in December to be able offer additional programming to youth in 2026. Our Junior Lifeguard Club began in mid-January, a program for youth aged 10-16 years that fosters a love of aquatics and a glimpse into the value, skill requirement and fun that a career in aquatics can offer. During the week of February 16, 2026, we will be offering a Bronze Medallion Course, the first step in becoming a lifeguard, which has sold out. Additional lifeguarding courses are planned for April and August in the hopes to see newly-trained candidates available for vacancies that we will experience in September 2026 when several of our graduating staff members leave for post-secondary schooling.

ARENA

The Didsbury Arena continued to be a hub of activity in the fourth quarter of 2025, welcoming 21,831 visitors during that time. The bulk of these users were during games, practices and tournaments hosted by our local organizations. However, of note, during the October school closure, we offered a variety of public programs to keep our local youth occupied. During that month, we hosted 1,004 users during Public Skates and Sticks and Puck programs ... this is three times our monthly average for public program use. Also in October, we offered additional rental ice times during school hours and found that 66% of all rentals in Q4 occurred during this timeframe. The staff enjoyed the extra daytime users in October, and it was a great way to keep our community kids busy when the schools were not open.

In late November, Council approved an additional capital project for the replacement of the Zamboni bay overhead door. The door was ordered following this approval, and after an eight-week delivery period, it was installed February 5-6, 2026.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

The final quarter of 2025 saw numerous programs and events offered to Didsbury residents, which have been exceptionally well received within the community. Our annual Halloween Howler family dance was hosted in October at the Memorial Complex, and a great array of programs for our senior residents we offered between October and December. Of note, our holiday events were extremely well-attended which included: the Christmas Carol Community Bus Trip, the Mingle and Jingle family holiday party, a Seniors Christmas Lunch and Concert with our DHS Jazz Band and the annual arrival of the CPCK Holiday Train brought out hundreds of area residents to enjoy this spectacular sight.

ADMINISTRATIVE FOCUS

During Q4, Administration for the Community Services department was focused on:

- New Council Orientation planning and implementation
- 2026 Capital and Operating Budget process
- Municipal support for new Country Christmas Organizing Committee
- Grant applications to support 2026 project funding
- Annual performance evaluations
- Annual Town of Didsbury Christmas Party organization




PLANNING & DEVELOPMENT SERVICES
2025 Year End Statistical Development Report

Prepared for the Regular Council Meeting

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Permit Type	Total Permits	Construction Value
Development Permit	91	\$19,210,334.00

PRINCIPAL DWELLING UNITS	2025	2024	2023	2022	2021
Permits Issued – Principal Dwelling Units	17	34	6	13	16
Total Construction Values [in the \$ millions]	9.86	8.09	1.65	8.22	3.51
Date of First Permit Issued	Feb 20	Apr 9	Apr 12	Feb 24	Jan 1
Date of Last Permit Issued	Dec 16	Dec 5	Oct 23	Dec 9	Sept 27

COMMERCIAL RETAIL UNITS (New Construction)	2025	2024	2023	2022	2021
Permits Issued – Commercial Retail Units	-	0	1	4	1
Total Construction Values [in the \$ millions]	-	-	0.4	3.66	0.10
Date of First Permit Issued	-	-	Nov 22	Jul 13	Apr 15
Date of Last Permit Issued	-	-	Nov 22	Nov 22	Apr 15

ACCESSORY BUILDINGS, STRUCTURES & OTHER USES	2025	2024	2023	2022	2021
Total Permits Issued for Garages, Sheds, Decks, Additions, Demolitions & Secondary Suites, Home Occupations, Change of Use & Miscellaneous	57	51	55	31	26
Total Construction Values [in the \$ millions]	9.50	0.85	2.22	0.93	1.20

Change of Use (New Businesses in Town)

Ezee Market 360, 800 Shantz Drive
 Daphne's Market Units 4-7, 2103 – 20 Street
 Golden River 1804 – 20 Street
 Chantel Nails 2008 – 20 Street
 Subway 340, 800 Shantz Drive
 Boondox Take-out 1810 – 20 Street
 A & W 310, 800 Shantz Drive
 Unitrans Industrial Tires Unit D (East) 1613 – 27 Avenue
 APTCO Machinery Spares Inc. Unit D (West) 1613 – 27 Avenue
 Ad Oil 1205 & 1209 – 20 Street
 Patelli Automotive Services & Restoration Bay 3, 2825 – 19 Street
 Sophia's Massage Therapy 1601 – 15 Avenue
 Prairie Clover 1816 – 20 Street
 Pizza Shop 350, 800 Shantz Drive

Home Occupations (New Businesses in Town)

Furr & Purr Dog Grooming & Daycare
 CNC Plasma Cutting & Metalwork
 Trivana Health & Wellness Personal Training
 Lash & Brow Business
 Grow with Mo Dayhome

Individual Use Breakdown (of above):

Garages/Sheds/Structures	2025	2024	2023	2022	2021
Permits Issued – Garages, Sheds, Gazebos, Shipping Containers, Solar Panels, Storage	11	7	35	14	11



PLANNING & DEVELOPMENT SERVICES

2025 Year End Statistical Development Report

Prepared for the Regular Council Meeting

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Additions	2025	2024	2023	2022	2021
Permits Issued – Additions	2	3	3	3	4
Decks	2025	2024	2023	2022	2021
Permits Issued – Decks & Covered Decks & Steps	7	11	12	11	6
Demolitions	2025	2024	2023	2022	2021
Permits Issued – Demolitions	4	4	2	2	5
Secondary Suites	2025	2024	2023	2022	2021
Permits Issued – Secondary Suites	5	4	3	1	0
Home Occupations	2025	2024	2023	2022	2021
Permits Issued - Home Occupations	5	0	2	4	4
Change of Use (Existing Building New Use)	2025	2024	2023	2022	2021
Permits Issued - Change of Use Permitted	14	10	8	2	8
Permits Issued - Change of Use Discretionary	4	4	3		
Miscellaneous	2025	2024	2023	2022	2021
Permits Issued – Miscellaneous	5	8	5	0	5
Temporary Shipping Containers	(3)	(5)	(1)		
Letter of Concurrence (Cell Tower)	(1)	(1)	-		
Pop Up Patio	(1)	(1)	(3)		
Remediation & Landscaping	-	(1)	-		
Variances Granted	2025	2024	2023	2022	2021
Variances – Parking & Setback	2	0	0	1	3
Signage	2025	2024	2023	2022	2021
Permits Issued – Signage	15	9	12	10	17
LAND USE APPLICATIONS & APPEALS					
Subdivisions	2025	2025	2023	2022	2021
Subdivisions Approved	7	6	2	1	2
Redesignations	2025	2024	2023	2022	2021
Redesignations Approved	5	1	2	1	0
ASPs Approved	0	0	1	0	0
Subdivision & Development Appeals	2025	2024	2023	2022	2021
Development Appeals	1	0	0	0	1

**PLANNING & DEVELOPMENT SERVICES****2025 Year End Statistical Development Report**

Prepared for the Regular Council Meeting

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Subdivision Appeals	0	0	0	0	0
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Certificates of Compliance	2025	2024	2023	2022	2021
Certificates of Compliance Issued	65	59	63	82	60

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

Permit Type	Total Permits	Construction Value
Building Permit	92	\$9,826,316.03

Permit Type1	Development Permit Number	Owner Customer Name	Construction Location	Lot	Block	Plan	Type Of Building	Type Of Work Stats Can	Total Develop	Construction Value
Building Permit	N/A	David Ehrmann	13 Valarosa Way	3	4	0812721	Single House	Swimming Pool	56ft ²	\$800.00
	25-036	Brian Lanigan	1-1190 15 Ave		2	0610810	Mobile Home	Alteration and improvements	360ft ²	\$3,100.00
	25-076	Brian Smith	308 Westhill Close	39	3	7910415	Single House	Alteration and improvements	250ft ²	\$7,000.00
	DP 25-019	Steven Peach	1170 Kildeer Cl	8	1	0510306	Single House	Garage and carport	576ft ²	\$40,000.00
	DP 25-039	Giuliu Investments - Duane Gale	14-1190 15 Ave	2	2	0610810	Mobile Home	Demolition	700ft ²	\$7,000.00
	DP 25-085	Uriel Parra Martinez	44, 1190 15 Ave	44		0610810	Mobile Home	Alteration and improvements	144ft ²	\$5,000.00
	DP23-055	Michelle Bertin	1426 20 Avenue	13	F	3880N	Restaurant	Alteration and improvements	700ft ²	\$10,000.00
	DP24-002	Gary Wiens	2025 20 Ave	21,22	8	474I	Single House	Alteration and improvements	2,859ft ²	\$54,000.00
	DP24-053	2427550 Alberta Ltd	250-800 Shantz Dr	13	1	2310740	Retail and Wholesale Outlets	Alteration and improvements	3,547ft ²	\$200,000.00
	DP24-054	Lux Leaf Ltd	330-800 Shantz Drive	13	1	2310740	Retail and Wholesale Outlets	Alteration and improvements	900ft ²	\$100,000.00
	DP24-058	Rishav Garg	2037 24 Ave	11,12	12	110	Single House	Alteration and improvements	5,096ft ²	\$40,000.00
	DP24-075	Amandeep Singh and Y&S Ltd	2002 24 Ave	13	23	2411622	Single House	Alteration and improvements	765ft ²	\$25,000.00
	DP24-076	Amandeep Singh and Y&S Ltd	2004 24 Ave	14	23	2411622	Semi-Detached or Double House	Conversion from multiple to multiple dwelling	765ft ²	\$25,000.00
	DP25-002	DDD Marketing Inc	1606 14 St		I	38800	Office Complex	Alteration and improvements	2,500ft ²	\$20,000.00
	DP25-004	Om Namah Shivay Enterprises	360-800 Shantz Dr	13	1	2310740	Retail and Wholesale Outlets	Alteration and improvements	2,411ft ²	\$200,000.00
	DP25-005	Giuliu Investments - Duane Gale	82-1190 15 Ave	2	2	0610810	Mobile Home	Residential Demolition	700ft ²	\$7,000.00
	DP25-006	Giuliu Investments - Duane Gale	70-1190 15 Ave	2	2	0610810	Mobile Home	Residential Demolition	700ft ²	\$7,000.00
	DP25-008	Meadowlark Lane Holdings Inc	1516 25 Street	55	3	2411138	Semi-Detached or Double	New Construction	2,085ft ²	\$380,000.00
	DP25-008	Meadowlark Lane Holdings Inc	1518 25 Street	56	3	2411138	Semi-Detached or Double	New Construction	2,085ft ²	\$380,000.00
	DP25-009	Meadowlark Lane Holdings Inc	1520 25 Street	57	3	2411138	Semi-Detached or Double	New Construction	2,680ft ²	\$437,000.00
	DP25-009	Meadowlark Lane Holdings Inc	1522 25 Street	58	3	2411138	Semi-Detached or Double	New Construction	2,680ft ²	\$437,000.00

DP25-010	TYLER LYGAS	2103 20 Street Units 4-7	4	1	0313141	Restaurant	Alteration and improvements	4,800ft ²	\$20,000.00
DP25-014	Steven and Patricia Therrien	25 Julia Place	22		9812295	Single House	Garage and carport	672ft ²	\$30,000.00
DP25-016	Kwai Fong Pak	1804 20 St	9	1	1427	Restaurant	Alteration and improvements	1,500ft ²	\$7,000.00
DP25-017	Rayanne Schmidt	70-1190 15 Ave	70	2	0610810	Mobile Home	Installation of a pre-fabricated building	1,570ft ²	\$60,000.00
DP25-018	Steven Hemphill	2129 17 Ave	9	19	4154JK	Maintenance Building	Garage and carport	624ft ²	\$20,000.00
DP25-020	Jason & Dee Lummerding	1313 20 Ave	5C	H	1066LK	Single House	Garage and carport	480ft ²	\$100,000.00
DP25-024	Ybur Holdings/Rubyrock Construction	2830 19 St	5	2	0510321	Maintenance Building (including hangar)	Installation of a pre-fabricated building	10,000ft ²	\$217,000.00
DP25-027	2202629 Alberta Limited	340 800 Shantz Drive	13	1	2310740	Restaurant	Alteration and improvements	1,116ft ²	\$225,000.00
DP25-028	Radu Bec	6 Sandpiper Drive	6	1	0810268	Single House	Alteration and improvements	144ft ²	\$5,500.00
DP25-029	Elaine Mills & Gary Dawe	38 Bluebird Drive	25	2	1110997	Single House	Alteration and improvements	288ft ²	\$25,000.00
DP25-030	Sheila Turner	1810 20 St	6	1	1427H	Restaurant	Alteration and improvements	1,800ft ²	\$26,500.00
DP25-032	Ready Ventures	1179 Kildeer Cl	19	1	0510306	Single House	New Construction	2,164ft ²	\$385,000.00
DP25-033	Kai Mrazik	1512 25 St	53	3	2411138	Single House	New Construction	675ft ²	\$20,000.00
DP25-034	Jalin Homes Inc	26A Poplar Ridge Cl	48	9	2510686	Semi-Detached or Double	New Construction	2,375ft ²	\$260,000.00
DP25-034	Jalin Homes Inc	26B Poplar Ridge Cl	49	9	2510686	Semi-Detached or Double	New Construction	2,211ft ²	\$240,000.00
DP25-037	Mika May	1118 23 St	5	A	263L	Single House	Conversion from single to multiple dwelling	650ft ²	\$60,000.00
DP25-042	Developments 2 Inc	310-800 Shantz Drive	13	1	2310740	Restaurant	Alteration and improvements	190ft ²	\$750,000.00
DP25-044	Deanna and Ralph Kneeshaw	27 Poplar Ridge Cl	2	9	1811226	Semi-Detached or Double House	Conversion from single to multiple dwelling		\$45,000.00
DP25-046	Jonboyz Construction Inc	2 Valarosa Park		3	1711795	Semi-Detached or Double	New Construction	2,162ft ²	\$250,000.00
DP25-046	Jonboyz Construction Inc	4 Valarosa Park		3	1711795	Semi-Detached or Double	New Construction	2,162ft ²	\$250,000.00
DP25-047	Jonboyz Construction Inc	6 Valarosa Park		3	1711795	Semi-Detached or Double	New Construction	2,162ft ²	\$250,000.00
DP25-047	Jonboyz Construction Inc	8 Valarosa Park		3	1711795	Semi-Detached or Double	New Construction	2,162ft ²	\$250,000.00
DP25-048	Jonboyz Construction Inc	1-10 Valarosa Park	60	3	1711795	Row House	New Construction	1,902ft ²	\$250,000.00
DP25-048	Jonboyz Construction Inc	2-10 Valarosa Park	60	3	1711795	Row House	New Construction	1,630ft ²	\$250,000.00
DP25-048	Jonboyz Construction Inc	3-10 Valarosa Park	60	3	1711795	Row House	New Construction	1,630ft ²	\$250,000.00
DP25-048	Jonboyz Construction Inc	4-10 Valarosa Park	60	3	1711795	Row House	New Construction	1,630ft ²	\$250,000.00
DP25-048	Jonboyz Construction Inc	5-10 Valarosa Park	60	3	1711795	Row House	New Construction	1,630ft ²	\$250,000.00

DP25-048	Jonboyz Construction Inc	6-10 Valarosa Park	60	3	1711795	Row House	New Construction	1,902ft ²	\$250,000.00
DP25-050	James Foster	63 Valarosa Dr	12	1	0614747	Single House	Alteration and improvements	220ft ²	\$10,000.00
DP25-055	Pieter van Lindenberg	82-1190 15 Ave	2	2	0610810	Mobile Home	Installation of a pre-fabricated building	91ft ²	\$1,000.00
DP25-061	2244987 AB Ltd. (AdOil Inc.)	1205 20 St	7	J	2484JK	Office Building	Installation of a pre-fabricated building	528ft ²	\$45,000.00
DP25-067	Andre and Heather Campsall	34 Southridge Cres	17	2	7710339	Single House	Alteration and improvements	215ft ²	\$1,000.00
DP25-069	Masterbuilt Projects Ltd.	2128 A 21 Ave	8	15	5116I	Semi-Detached or Double	New Construction	3,278ft ²	\$285,000.00
DP25-069	Masterbuilt Projects Ltd.	2128 B 21 Ave	8	15	5116I	Semi-Detached or Double	New Construction	2,610ft ²	\$285,000.00
DP25-070	Susan Stewart	1408 20 Ave	91		9710760	Single House	Garage and carport	480ft ²	\$42,000.00
DP25-071	Jeff Munro	14-1190 15 Ave	14		0610810	Mobile Home	Installation of a pre-fabricated building	1,280ft ²	\$250,000.00
DP25-078	Dick's Trucking Ltd	1609 25 Ave	5		9912249	Storage Building (warehouse)	New Construction	6,000ft ²	\$269,345.00
DP25-082	Janice Locke	1705 16 St	5A	D	7411051	Single House	Alteration and improvements	480ft ²	\$38,000.00
DP25-084	JB NDT Services Inc	143 Valarosa Dr	4	6	2511692	Single House	New Construction	2,402ft ²	\$300,000.00
DP25-086	Colleen Peever	1509 16 Street	8	N	0510175	Single House	Garage and carport	572ft ²	\$15,000.00
N/A	1014138 Alberta Inc	1525 Mary Place				Single House	Alteration and improvements	1,885ft ²	\$250,000.00
N/A	Andrew Riendeau	1186 Kildeer Close	4	1	0510306	Single House	Alteration and improvements	150ft ²	\$2,500.00
N/A	Andy Mencarelli	2601 16 St	6	1	0213473	Clinic	Alteration and improvements	2,950ft ²	\$50,000.00
N/A	Anna Klassen	1301 24 St	28	B	4162O	Single House	Alteration and improvements	455ft ²	\$6,000.00
N/A	Bill Windsor	NW 17 31 1 W5				Single House	Alteration and improvements	523ft ²	\$27,762.00
N/A	Brian Barlow	109 100 West Heights	22	5	7910415	Single House	Alteration and improvements	207ft ²	\$14,400.00
N/A	Charlyee and Matthew Underhill	710 23 St	3		9310072	Single House	Alteration and improvements	930ft ²	\$35,000.00
N/A	Charlyee and Matthew Underhill	710 23 St	3		9310072	Single House	Alteration and improvements	650ft ²	\$20,000.00
N/A	D'Arcy and Heidi Swabey	1602 22 Ave	9	9	7976CN	Single House	Alteration and improvements		\$30,037.50
N/A	David Gaston	1432 21 Ave	15	3	1012491	Single House	Alteration and improvements	64ft ²	\$1,500.00
N/A	Evelyn Silbernagel	1313 23 Ave	10	6	9412518	Single House	Alteration and improvements	485ft ²	\$36,549.20
N/A	Fay Haeberle	1 Valarosa Cove	8	4	0812721	Single House	Alteration and improvements	373ft ²	\$19,097.50
N/A	Gary and Susan Grimm	2013 23 Ave	17	11	1456K	Single House	Alteration and improvements	1,500ft ²	\$40,000.00
N/A	Gary Gross	1300 23 Ave	19	8	0012269	Single House	Alteration and improvements	126ft ²	\$10,146.00
N/A	Greg Poirier	1501 Walter Place	37	3	9712429	Single House	Alteration and improvements		\$7,909.89



DIDS BURY

Annual Report

Building Permits Issued between January 1, 2025 and December 31, 2025

N/A	Guy Hammond	1303 23 Ave	23	6	0213391	Single House	Alteration and improvements	215ft ²	\$15,289.05
N/A	Jennifer Haase	23 Poplar Ridge Close	42	9	1911983	Single House	Alteration and improvements	503ft ²	\$30,882.35
N/A	Jeralyn & Ryan Miller	34 Westpoint Dr	17	1	9811660	Single House	Alteration and improvements	399ft ²	\$24,111.00
N/A	John Tucker	1309 24 Street				Single House	Alteration and improvements	456ft ²	\$15,840.00
N/A	Kenneth Chalk	21 Julia Place	20		9812295	Single House	Alteration and improvements		\$7,903.62
N/A	Kirk Powell	29 Westpoint Dr	27	1	9811660	Single House	Alteration and improvements	345ft ²	\$22,027.50
N/A	Larry Hartmann	1602 15A St	13	3	9510569	Single House	Alteration and improvements	294ft ²	\$9,232.48
N/A	Miranda Dulmage	7 Silverstone Place	23	2	0214290	Single House	Alteration and improvements	527ft ²	\$33,620.69
N/A	Renee McNeil	701 23 Street, Unit 1	7	3	7710339	Single House	Alteration and improvements	273ft ²	\$7,896.60
N/A	Renee McNeil	701 23 Street, Unit 2	7	3	7710339	Semi-Detached or Double	Alteration and improvements	168ft ²	\$7,910.90
N/A	Robert Baxter	106 Westridge Place	46	2	0110712	Single House	Alteration and improvements	526ft ²	\$18,000.00
N/A	Robin Tyler	3 Westwood Dr	16	5	7910415	Single House	Alteration and improvements	588ft ²	\$43,806.00
N/A	Ryan Doig	2 Poplar Ridge Close	36	9	1811226	Single House	Addition to existing building		\$21,960.00
N/A	Susan Halvorson	30 W Heights Crescent				Single House	Alteration and improvements	365ft ²	\$29,688.75
N/A	Trina Radcliffe	2122 13 Ave	12	1	7410885	Single House	Swimming Pool	128ft ²	\$5,000.00
N/A	Viet Minh Banh Thong	2008 20 St	7	9	4741	Retail and Wholesale Outlets	Alteration and improvements	600ft ²	\$60,000.00

\$9,826,316.03



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: February 10, 2026
SUBJECT: Land Use Amending Bylaw 2026-01
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 7.1

BACKGROUND/PROPOSAL:

At the January 13, 2026, Council granted first reading to Bylaw 2026-01 which would amend Land Use Bylaw 2019-04.

The bylaw would add a definition for Dwelling Unit: Occupancy of Owner, Operator, or Caretaker, meaning a dwelling unit that is secondary to the primary use on a parcel, and add it as a discretionary use to the I2: Industrial District – Heavy, DC-IND: Direct Control – Industrial, and DC-01: Direct Control – Industrial.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

If Council is satisfied with the outcome of the Public Hearing, Administration is recommending that Council proceed to grant second and third reading to Bylaw 2026-01

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure
4. Liveability
5. Governance & Organizational Excellence

RECOMMENDATION (two motions)

That Council grant second reading to Land Use Amending Bylaw 2026-01.

AND

That Council grant third and final reading to Land Use Amending Bylaw 2026-01.

TOWN OF DIDSBURY
Land Use Amending Bylaw 2026-01

BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, TO AMEND THE LAND USE BYLAW 2019-04.

WHEREAS, section 640(1) of the *Municipal Government Act*, R.S.A 2000 c. M-26, and any amendment thereto, requires that every municipality pass a Land Use Bylaw; and

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

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

Short Title

1. This Bylaw may be cited and referred to as "Land Use Amending Bylaw 2026-01"

General Provisions

2. Bylaw 2019-04, being the Land Use Bylaw of the Town of Didsbury, is hereby amended as follows:

- 2.1. Addition of definition for "Dwelling Unit: Occupancy of Owner, Operator, or Caretaker as follows:

Dwelling Unit: Occupancy of Owner, Operator or Caretaker means dwelling unit that is secondary to the primary use on a parcel.

- 2.2. Addition of ***Dwelling Unit: Occupancy of Owner, Operator or Caretaker*** as a Discretionary Use to the following Districts:

- i. I2: Industrial District – Heavy,
 - ii. DC-IND: Direct Control District – Industrial, and
 - iii. DC-01: Direct Control District – Industrial.

Transitional

3. This Bylaw comes into full force and effect upon third reading of the bylaw and being duly signed.

Read a first time this 13th day of January, 2026

Read a second time this ____ day of _____, 2026

Read a third and final time this ____ day of _____, 2026

Mayor – Chris Little

Chief Administrative Officer – Michael Simpson



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: February 10, 2026
SUBJECT: HR 011-26 Travel & Expense Policy
ORIGINATING DEPARTMENT: Corporate Services
ITEM: 7.2

BACKGROUND/PROPOSAL:

HR 011-26 Travel and Expense Policy is a revised version of FIN 003 Travel and Expense Guidelines. The policy outlines the provisions for allowed expenses and expense claims when employees, including Town staff, volunteers, and fire department members, are travelling on authorized Town Business.

There has been a significant revision to the original policy in the way of formatting and clarifying the terms of the policy. In addition, the way meals can be expensed back to the Town has changed from a model requiring submission of receipts for expenses of any amount to a meal allowance system with a fixed per diem granted for each meal incurred on travel. The per diem being proposed is \$20 for breakfast, \$30 for lunch and \$30 for supper.

In addition, the claim for a private accommodation is being proposed to increase from \$20 to \$25 per night. This is the amount the employee can claim should they take accommodation at a private residence during their stay.

The use of Personal Vehicles has also been clarified and became more robust with the new policy, ensuring use of vehicles occurs in a safe manner. Mileage claims under this policy remain at the amount set out by the CRA under the Income Tax Regulations, which changes from time to time. The current amount is \$0.73 per kilometer.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The revised policy is attached for Council's review.

Should Council wish to proceed with the policy as stated, Council may rescind FIN 003 Travel and Expense Guidelines, followed by approving HR 011-26. Should Council wish to make changes it is recommend the changes be listed and the policy be returned at a later date.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (two motions)

To rescind FIN 003 – Travel and Expense Guidelines Policy.

AND

To approve HR 011-26 – Travel and Expense Policy as presented.



Policy Statement:

The purpose of this governance policy is to ensure fair and consistent treatment of Town employees travelling or conducting authorized Town business.

1. Definitions

- 1.1 Approver means the individual with the appropriate signing authority accountable for overseeing any expense claim for individuals under their responsibility.
- 1.2 Expense means the total cost of a good or service purchased by an Employee while conducting Town Business, including the cost of the good or service, sales tax, gratuity and applicable levies.
- 1.3 Expense Claim means a form submitted by the Employee to the Corporate Services department for the purpose of receiving reimbursement for expenses incurred in relation to Town Business within the scope of this policy.
- 1.4 Employee means a Town of Didsbury staff member, volunteer, or member of the Town of Didsbury Fire Department that is responsible for submitting an expense claim for reimbursement of expenses incurred in relation to Town Business.
- 1.5 Meal Allowance means the per diem amount set out in Appendix A for the purpose of compensation for expenses incurred in relation to meals consumed when undertaking Town Business.
- 1.6 Personal Expenses means expenses paid for by the Employee while undertaking Town Business that are unrelated to the duties, objectives, or goals of the Town of Didsbury.
- 1.7 Personal Vehicle means a motor vehicle that is registered, insured, and owned or operated by an Employee for their personal use but does not include a motorcycle, e-scooter, e-bike, bicycle, aircraft, or train.
- 1.8 Town Business means activities, attendance at meetings, conference, seminars or other training opportunities outside of the town boundary undertaken by an Employee intended to promote and achieve goals and objectives of the Town of Didsbury.

2. Scope

- 2.1 This policy applies to all expenses sought to be reimbursed and allowances claimed in relation to Town Business undertaken outside of Town by:
 - a) Town of Didsbury Employees;
 - b) Town of Didsbury Volunteers; and
 - c) Town of Didsbury Fire Department Members.
- 2.2 Employees authorized to travel for Town Business are eligible to incur expenses related to transportation, accommodation, meals, and miscellaneous expenses within the regulations set out therein.



3. General Provisions

- 3.1 All expenses reimbursed through this policy are public funds and subject to public accountability.
- 3.2 The authority to incur expenses shall be based on budgetary constraints and at the discretion of the Director or Chief Administrative Officer.
- 3.3 Notwithstanding any other provisions of this policy:
 - a) Reimbursement and allowance may only be made in respect of expenses incurred in relation to Town Business,
 - b) An Employee shall not claim reimbursement of alcohol, tobacco, or marijuana as part of a travel or meal expense.
 - c) The Procurement Policy and Purchase Authority Policy continue to apply to all expenses.
- 3.4 An Employee may elect to personally incur expenses exceeding those permitted or approved under this policy. An Employee must clearly distinguish between Town Business and Personal Expenses.
- 3.5 When an Employee receives a discount, credit or bonus for travel that reduces the original travel cost, only the net expense may be claimed. This subsection is not applicable when the Employee receives a rebate, credit or privilege for using a personal credit card.

4. Authority to Travel

- 4.1 Prior to travel arrangements being made for any purpose, an Employee shall obtain approval from their Director.
- 4.2 Where funds have not been provided in the budget for the proposed Expense, the prior approval of Council shall be obtained.
- 4.3 Whether or not funds have been provided in the budget, Employee travel by air and/or out-of-province travel shall be authorized only by a resolution of Council prior to incurring any expenditures related to the travel.
- 4.4 Where travel is authorized, the most direct, economical and logical route shall be utilized.

5. Credit Card Use

- 5.1 Whenever possible, Town-issued credit card holders (cardholder) shall use their Town-issued credit card to pay for Expenses such as registrations, travel, and accommodations that would be incurred by themselves or by their staff. If the Employee travelling is not a cardholder, the direct supervisor may use their Town issued credit card to pay for Expenses. When this is not feasible, a personal payment method is required and Expenses in accordance with this policy will be reimbursed by the Town.
- 5.2 Credit Cards shall not be used for the payment of meals consumed when on Town Business.



6. Travel Expenses

Mileage

- 6.1 Employees are encouraged to utilize Town-owned vehicles for Town Business, unless use would create a service level disruption or is unfeasible.
- 6.2 Employees are authorized to utilize their Personal Vehicles when travelling on Town Business.
- 6.3 When operating a Town-owned vehicle or a Personal Vehicle, the Employee must:
 - a) comply with appropriate licensed driver requirements of the provincial government,
 - b) have a completed and current Driver's Abstract,
 - c) ensure that the Personal Vehicle is in safe, roadworthy condition,
 - d) report any accidents, incidents, or near-misses to the Town of Didsbury in accordance with the *Occupational Health and Safety Code*, and
 - e) follow all laws and regulations for vehicle operation.
- 6.4 A Personal Vehicle must have valid and current Alberta personal automobile insurance with coverage levels meeting or exceeding the minimum statutory limits.
- 6.5 When an Employee is using their Personal Vehicle, the Employee's personal auto insurance shall be primary for liability and vehicle loss arising from any accidents or damage that may occur while the Employee is conducting Town Business.
- 6.6 When travelling utilizing a Personal Vehicle:
 - a) Kilometers travelled will be reimbursed to the Employee at the per kilometer rate prescribed annually by the Canada Revenue Agency under Section 7306 of the Income Tax Regulations;
 - b) Reimbursement for kilometers travelled will be for the actual kilometers travelled, calculated from the Employee's normal place of work or the Employee's residence, whichever is less; and
 - c) An Employee may select a route to combine personal activities with Town Business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the most direct route.

Accommodation

- 6.7 The Town will pay Expenses related to accommodation costs (standard hotel room), including applicable taxes and levies upon invoice from the hotel, or upon submission of the original, detailed hotel receipt verifying costs when paid directly by the Employee.
- 6.8 In-room charges are considered a Personal Expense and will not be reimbursed.
- 6.9 Private residence accommodation in lieu of hotel accommodation will be reimbursed at the nightly rate set out in Appendix "A". This accommodation allowance is intended to allow for suitable recognition for the host; other purchases related to a private accommodation are not reimbursable.



Meal Allowance

- 6.10 The Town will provide a per diem (meal allowance) at the rates set out in Appendix "A" for meals consumed when undertaking Town Business.
- 6.11 Meal allowances are provided for each meal consumed that is not provided or included in the registration fee unless other Town Business does not allow the Employee to participate in the conference meal(s) depending on the meal being consumed.

Miscellaneous Expenses

- 6.12 The Town will reimburse Expenses incurred in relation to taxi, rideshare, or parking services utilized when undertaking Town Business.
- 6.13 Gratuities are limited to a maximum of 20%.

7. Registration

- 7.1 The Town will reimburse registration fees and costs of required books and materials for courses, seminars, and conferences where an Expense Claim is submitted.
- 7.2 Costs for other activities such as social or sporting activities that are associated with the event but not included in the registration fees will not be reimbursed, unless deemed to be approved by the Chief Administrative Officer prior to incurring the cost.

8. Fleet Card Use

- 8.1 Employees may utilize Town Fleet Cards to purchase fuel for Town-owned vehicles and equipment.
- 8.2 Town Fleet Cards may only be used by an Employee authorized by their Director upon having successfully completed and signed a Fleet Card Declaration Form.
- 8.3 Directors are responsible for ensuring that Town Fleet Cards are used for Town-Owned vehicles and equipment only and that the appropriate Employees are designated as authorized users.

9. Expense Claim Submission and Payment

- 9.1 Expenses to be reimbursed to the Employee by the Town may be processed by submitting a completed Expense Claim form which shall be signed by the appropriate Approver, and submitted with the appropriate supporting documentation including both:
 - a) the itemized receipt which shows the item purchased and the GST, and
 - b) the receipt from the point-of-sales machine that documents the gratuity, for all eligible expenses, except in the case of meal per diems, mileage claims and private accommodations.
- 9.2 Successfully completed and authorized Expense Claims must be submitted to the payroll department within 30 days of the expenses being incurred.
- 9.3 Successfully completed and authorized expense claims shall be reimbursed in the next available pay period following the submission.

10. End of Policy



APPENDIX "A"

Expense Type	Section Reference	Per Diem
Private Accommodation	6.9	\$25.00
Breakfast	6.10	\$20.00
Lunch	6.10	\$30.00
Supper	6.10	\$30.00



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE:	February 10, 2026
SUBJECT:	COUN 001-26 Council Remuneration and Professional Development Policy
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	7.3

BACKGROUND/PROPOSAL:

The Council Remuneration and Professional Development Policy serves to guide how Council members receive remuneration for their council assignments and regular duties as well as set regulations surrounding expenses accrued when travelling for professional development activities and council assignments.

This policy went through a thorough review in 2025 and is being presented to Council with minor amendments to the Professional Development section to better reflect the current 2026 budgeted allotment for professional development.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Rather than allocating a specified Professional Development Budget to each Councillor, this policy will have an amount available for any council member to utilize for professional development. Council members will not require a motion to attend a professional development opportunity (PDO) provided on the list of PDOs prepared annually, but rather, will receive a quarterly report on the available funds. Furthermore, revisions to this policy include a meal allowance to better align the policy with the Travel and Expense Policy that applies to Town staff.

Amendments also remove the requirement to provide a written report on PDOs, the requirement to repay any overspent professional development funds outside of the budget, and the requirement to submit a professional development plan.

A marked up version of the Remuneration and Professional Development Policy is attached for Council's review. Council may desire to make amendments to that which was presented or adopt the policy as presented.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (two motions)

To rescind COUN 001-25 Council Remuneration and Professional Development Policy.

AND

To adopt COUN 001-26 Council Remuneration and Professional Development Policy as presented.



COUN-001-26 - COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Adopted:
Res. 473-25

Policy Statement:

The Town of Didsbury recognizes the need to use Town funds in a prudent and fiscally responsible manner. Council members and Administration shall endeavour to utilize the most economical and reasonable accommodations, bookings, and travel plans to the best of their ability.

Policy Purpose:

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.

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1. Definitions

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Council Assignments means those official responsibilities as appointed or delegated to a Council members by resolution of Council that are not reimbursed by other external bodies.

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

Expense Claim means the submitted record used by Council members to record the hours of eligible per diem, monthly stipend, and Travel Expenses.

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~~ Council ~~member~~ for expenses related to Professional Development Opportunities.

Professional Development Plan means a documented summary of PDOs and educational opportunities that a Council member will endeavor to pursue in a year for professional improvement as a locally elected official.

Regular duties shall be those that are listed in section 3.2 of this policy.

Travel Expenses shall be those costs associated with travel to and from PDOs, Council Assignments, and other duties as assigned by Council including but not limited to costs related to mileage, flights, taxi fares, ~~and~~ bus tickets, ~~meals, and gratuity.~~

2. General Principles

- 2.1 The Council members of the Town of Didsbury recognize their duties as councillors as established Part 5 of the *Municipal Government Act*.
- 2.2 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.
- 2.3 Any Cost of Living Adjustment (COLA) approved by Council shall be applied to the Stipend and Per Diem rate as set out in Schedule A unless otherwise resolved by Council.

2.4 Council members attending meetings or events in the stead of the Mayor shall be compensated an Acting Pay Stipend as set out in Appendix A per day.

3. Stipend

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

3.2 The Stipend shall be used to compensate members of Council for the following Regular Duties:

- 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) Town of Didsbury open houses, public hearings, engagement sessions;
- i) Informal duties.

4. Per Diem

4.1 In addition to the Stipend, 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) Required Training;
- f) Professional Development Opportunities;
- 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. Internet Allowance

5.1 Members of Council shall be reimbursed for the use of their personal internet at the monthly rate set out in Appendix A.

6. Travel and Subsistence

6.1 While traveling on Town business, Council members may submit an Expense Claim for eligible Travel Expenses that were paid for by the Council member.

6.2 All Expense Claims must be submitted with the accompanying itemized receipt(s) and may be claimed at the amount shown on itemized receipts submitted.

a) 6.3 The actual Travel Expense is the amount shown on the receipt, excluding alcoholic beverages. Council members shall not claim reimbursement of alcohol, tobacco, or marijuana as part of an Expense Claim.

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6.4 The maximum gratuity rate shall be 20% of the actual Travel Expense.

b) 6.5 The Town will provide a per diem (meal allowance) at the rates set out in Appendix "A" for meals consumed when attending a PDO.

6.36.6 No Expense Claims may be submitted for any meals or meals-meals that were purchased in lieu of consumption of scheduled meals provided by an event which the claimant is attending.

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6.46.7 No expense paid for any person other than a Town of Didsbury Council Member shall be submitted as an Expense Claim.

6.56.8 Members of Council may submit an Expense Claim for the mileage rate as established by the Canada Revenue Agency per kilometer rate.

6.66.9 Council members shall not book their own registrations, accommodations, or flights 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 Annually, Council members shall prepare a Professional Development Plan prior to the budgeting process.~~

~~7.4 Council members may 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.~~

~~7.5.2 Commencement of the PDO is considered to commence the first date that an educational session occurs.~~

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~~7.5.3 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.~~

~~7.6.7.4 Any opportunities that Council members would like to pursue outside of the prescribed Professional Development Budget must be submitted to Council for due consideration and decision.~~

~~7.7 If a Councillor has exceeded their Professional Development Budget, the overspent total shall be deducted off their monthly Expense Claim.~~

~~7.8.7.5 Council members shallmay 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.~~

~~7.10.7.6 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.~~

~~7.11.7.7 The Town is not responsible for expenses which are unrelated to the Council member's PDO, 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 and attendance which shall be communicated to the affected member of Council.

- 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 due consideration and decision.
- 8.6 Expense Claims received after the third day of the month may be processed in the current or following 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 to be posted to the Town of Didsbury Website.~~

~~10.2~~ 10.1 Council Expense Claims shall be posted to the Town of Didsbury website.

~~10.3~~ 10.2 Council's Professional Development Budgets and Year-to-Date Actuals will be included in the Council Report quarterly.

Appendix A – Council Remuneration & Professional Development

BudgetMeal Allowances

Council Remuneration	Mayor	Deputy Mayor	Councillor
Monthly Stipend	\$2,448.56	\$1,452.37	\$1452.37
Hourly Per Diem (to a maximum of \$265 per day)	\$38.73	\$38.73	\$38.73
Acting Pay Stipend	N/A		\$53.05
Internet Allowance		\$21.00	

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Professional Development Budget	
Mayor	\$10,500
Councillors	\$8,500

Expense Type	Per Diem
Breakfast	\$20.00
Lunch	\$30.00
Supper	\$30.00

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REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: February 10, 2026
SUBJECT: FIN 002-26 Corporate Credit Card Policy
ORIGINATING DEPARTMENT: Corporate Services
ITEM: 7.4

BACKGROUND/PROPOSAL:

FIN 002-26 Corporate Credit Card Policy is a new policy that governs how Town issued credit cards are used for appropriate business expenditures. Currently there is only an administrative directive which outlines similar requirements. This policy serves to replace the administrative directive. The development of this policy follows the passing of the Corporate Credit Card Borrowing Bylaw at the January 27, 2026 Regular Council Meeting, which authorizes short-term borrowing by credit card.

The policy outlines which employees are authorized to hold a Corporate Credit Card and the maximum limit of their card. Unless otherwise approved by the CAO, credit cards may be issued to Directors, Managers and those responsible for booking Council travel. In addition, it outlines the responsibilities of the cardholder and card administrator in order to ensure strong internal controls continue to exist in the organization.

It also outlines that each month a reconciliation must be completed by the cardholder and signed by the Director of the relevant department, or the CAO. All supporting documentation must accompany the reconciliation including itemized receipts that break out the GST and gratuity, if applicable.

The intended use for Corporate Credit Cards is travel, professional development registration fees, subscription and membership fees and when urgency exists, small and incidental purchases from vendors at which a Town Charge Account does not exist. There are several restrictions to use of Corporate Credit Cards for payment which are outlined in the policy and include personal purchases, gasoline and fuel and capital assets or deposits on capital assets.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The policy is attached for Council's review.

Should Council wish to proceed with the policy as stated, Council may approve the policy as presented. Should Council wish to make changes to the policy, it is recommended that the changes be documented and the policy be returned at a later date.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve FIN 002-26 – Corporate Credit Card Policy as presented.



Policy Statement

The purpose of this governance policy is to ensure that corporate credit cards are used for appropriate business expenditures and adequate controls are established for day-to-day use.

Definitions

- a) **Authorization Agreement** means a contract to define the limits and use for Town of Didsbury-issued Corporate Credit Cards provided to employees in order to purchase goods and services.
- b) **CAO** means the Chief Administrative Officer of the Town of Didsbury.
- c) **Card Administrator** means the director of financial or corporate services, or delegate.
- d) **Cardholder** means a Town of Didsbury employee who has been issued a Corporate Credit Card and who is authorized to make purchases in accordance with this policy.
- e) **Corporate Credit Card** means a credit card, issued by a recognized financial institution, used for the payment of appropriate business expenditures.
- f) **Council Relations** means the employee responsible for booking Council travel and accommodations.

Scope

1. This policy applies to all employees who are approved to use a **Corporate Credit Card**.

Guidelines

2. Corporate Credit Cards may be issued to the following employees of the Town of Didsbury, as approved by the CAO, on an as-needed basis:
 - a. the CAO,
 - b. Directors,
 - c. Managers, and
 - d. Council Relations.
3. Other employees may be issued a Corporate Credit Card on an exception basis, after successful completion of their probationary period.
4. A Corporate Credit Card issued in the name of the employee is property of the Town of Didsbury.
5. Cardholders shall make purchases in accordance with the Town of Didsbury Procurement and Purchase Authority Policies.

Responsibilities

6. Card Administrator(s) shall:
 - a. Maintain and control a central record of all cardholders, limits, Authorization Agreements,
 - b. Monitor and evaluate spending patterns,
 - c. Assist with concerns or Cardholder inquiries,
 - d. Assist in rectifying disputed Corporate Credit Card charges with vendors and the credit card company.

7. Cardholders shall:
 - a. Sign an Authorization Agreement prior to being issued a Corporate Credit Card;
 - b. Take appropriate action to resolve any problem;
 - c. Ensure their Corporate Credit Card is secure to avoid risk of unauthorized use;
 - d. Return the Corporate Credit Card immediately upon request;
 - e. Use prudence in making purchases;
 - f. Keep their Corporate Credit Card personal identification number (PIN) in a secure place and never store it together with the Corporate Credit Card.
8. Direct supervisors of Cardholders are responsible to ensure that purchases made on Corporate Credit Cards are made in accordance with Town of Didsbury Procurement and Purchase Authority Policies and relevant bylaws.

Corporate Credit Card Reconciliations

9. Cardholders, or a designate, shall supply a completed Corporate Credit Card reconciliation to the Card Administrator on a monthly basis.
10. A Corporate Credit Card reconciliation shall only be accepted and deemed completed by the Card Administrator when submitted with:
 - a. Signatures of both the Cardholder and the Cardholder's Director, or the CAO,
 - b. Appropriate GL codes for each good or service purchased,
 - c. The itemized invoice which shows the item purchased and any goods and services tax or levies, and
 - d. The receipt from the point-of-sales machine that documents the gratuity, when applicable.
11. In the event that a Cardholder cannot produce a receipt, they shall be responsible for reimbursing the Town of Didsbury for the full amount of the charge.

Corporate Credit Card Limits

Position	Maximum Credit Limit
CAO, Directors, Council Relations	\$10,000.00
Managers	\$5,000.00
Other employees as designated	\$1,000.00

Corporate Credit Card Acceptable Use

12. A Corporate Credit Card is intended for use for the following categories:
 - a. Travel on Town Business, not covered by meal or mileage allowances;
 - b. Professional development registration fees in which other methods of payment are not feasible;
 - c. Small and incidental purchases for low-cost supplies that are needed immediately and at a location at which a Town Charge Account does not exist;
 - d. Subscriptions and membership fees in which other methods of payment are not feasible;

Corporate Credit Card Restrictions and Unauthorized Use

13. A Corporate Credit Card shall not be used:

- a. To purchase:
 - i. goods or services for personal use;
 - ii. goods or services from a vendor at which a Town Charge Account exists;
 - iii. goods or services that are already procured by an approved vendor;
 - iv. meals while travelling on Town Business in accordance with the Travel and Expense Policy;
 - v. gasoline or other fuels; or
 - vi. capital assets or deposits on capital assets.
- b) To obtain cash advances, money order, bank drafts, or for settlement of Town charge accounts.
- c) To purchase goods or services online unless purchased through a trusted and secure website.
- d) To bypass the Accounts Payable process whereby vendors directly invoice the Town for the procurement of goods and services.

14. Cardholders may be required to reimburse the Town of Didsbury for all costs associated with unauthorized use through direct payment.

15. Any violation of this policy shall be investigated and may result in the revocation of Corporate Credit Card authorization, disciplinary action, termination, civil litigation, and/or criminal prosecution.

16. Gratuity on meals shall not exceed 20%.



REGULAR COUNCIL MEETING Request for Decision (RFD)

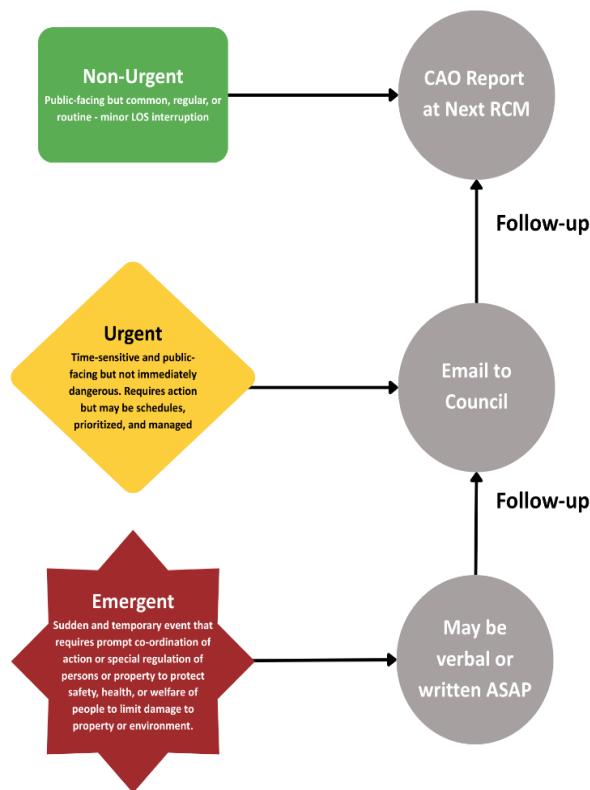
*Vision: The Place to Grow.
Mission: Creating the Place to Grow.*

MEETING DATE: February 10, 2026
SUBJECT: COMM 002-26 Council Communication Policy
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 7.5

BACKGROUND/PROPOSAL:

Council is being presented with a new policy that would specifically guide how, when, and why Administration is communicating to Council on matters that impact the level of service provided to residents.

This policy breaks down how information will be communicated as well as how Council can expect a follow-up proceeding the initial communication, based on the severity of the impact to the public.



DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This policy will be supplementary to the Road Closures Policy and Facility Closures Policy which already outline requirements of when Council will be notified of disruptions affecting public spaces.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt COMM 002-26 Council Communication Policy as presented.



1. Purpose

The purpose of this governance policy to ensure that the Town of Didsbury is providing accurate, timely, and relevant information from Administration to Council on matters that affect the services and level of service provided to residents, businesses, and ratepayers. This policy supports transparent governance and informed reporting.

2. Scope

This policy applies to all departments and functions of the municipality and governs how and when information is communicated from Administration to Council outside of a Regular Council Meeting on services, projects, service levels, capital projects, and regulatory impacts.

3. Definitions

Administration means the employees, officers, and departments of the Town of Didsbury that are under the purview of the Chief Administrative Officer.

Council means the elected municipal council of the Town of Didsbury

Emergent means a sudden and temporary event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property or the environment.

Service Level means the defined standard performance or availability of a municipal service such as water distribution, wastewater collection, solid waste collection, storm water management, management of public infrastructure, and the availability of recreational or social service programming.

Urgent means a time sensitive but not immediately dangerous or emergent event that requires action but may be scheduled, prioritized, and managed.

4. General Provisions

- 4.1. Administration shall ensure that Council is informed at the earliest practical time of any significant, urgent, or emergent issues or opportunities that affect municipal service levels or capital infrastructure.
- 4.2. Reports to Council must be submitted in accordance with the council meeting schedule or through communications channels outlined in this policy if the matter is urgent or emergent.

5. Matters when Communication may be Required

- 5.1. Administration may communicate with Council on the following, as applicable:

- a) *Service level impacts* which could materially change the set level of service for:
 - i. Water supply, treatment, or distribution;
 - ii. Wastewater collection, treatment, or distribution;
 - iii. Storm water infrastructure performance; or
 - iv. Administrative or recreational services or facilities.



- b) *Planned maintenance and capital project updates* including:
 - i. Changes and delays to scheduled maintenance or capital projects that could affect public-facing operations; or
 - ii. The initiation and conclusion of approved capital projects.
- c) Matters that could reasonably affect *public safety* or service reliability.

6. Method of Communication

6.1. CAO Report

- a) Written reports on planned maintenance, levels of service updates, and capital project updates that are non-urgent shall be provided to council in the CAO Report of the Council Agenda.

6.2. Written Notices

- a) May be provided via email to communicate urgent or emergent, unplanned, or regulatory required maintenance that may impact the level of service.

6.3. Verbal Briefings

- a) For emergent issues requiring immediate Council awareness such as complete system failures, public safety impacts, or public health emergencies.
- b) May be scheduled at the earliest availability or via phone or video conferencing and may require a meeting in accordance with the *Emergency Management Bylaw*.

6.4. Communication via any method will endeavor to include:

- a) Who, what, when, where, why, how, and
- b) When an update can be expected.

7. Follow Up

7.1. Follow-up may be provided by:

- a) Written or verbal notices for emergent issues,
- b) Written or CAO Report items for urgent issues,
- c) CAO Report for non-urgent issues.

8. Responsibilities

8.1. The CAO is to ensure compliance with this policy, coordinate reporting, and establish a procedure for ensuring compliance with this policy.

9. Confidentiality

9.1. To make informed and effective policy decisions some of the information reported to council may be subject to the exceptions to disclosure under the Alberta *Protection of Privacy Act* and *Access to Information Act*.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: February 10, 2026
SUBJECT: Policy CS 001-26 – FCSS External Grant Funding
ORIGINATING DEPARTMENT: Community Services
ITEM: 7.6

BACKGROUND/PROPOSAL:

Annually, the Family & Community Support Services (FCSS) department provides opportunity for external social service providers to apply for grant funding to support their work on behalf of Didsbury residents. This budget for the FCSS Community Grants is approved by Council during their annual budget process.

In current years, the process for granting FCSS dollars to external organizations has been:

- Applications accepted in November of the year prior to funding being approved.
- Applications reviewed by Administration for eligibility, alignment with Provincial *FCSS Act*, program/service availability for Didsbury residents and grant fund availability.
- Eligible applications presented to Council for consideration.
- Successful applicants enter into a funding agreement with the Town of Didsbury, through which Administration is able to monitor funded agencies' programs/services, collect outcome data for provincial reporting requirements and to ensure appropriate use of funds.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In an effort to ensure policy alignment with current practices, Administration is presenting an updated policy for Council's consideration. This new policy, CS 001-26 – FCSS External Grant Funding (attached), clearly outlines the above process for annual grant fund distribution and captures newly-updated Provincial legislation and priority changes.

The new policy would replace the existing policy, CS 100 – FCSS (attached), which has an outdated process that involves the use of a Community Services Board (CSB) to review and recommend FCSS Community Grant funding distribution to Council, who would have final approval on funding decisions. Administration moved away from the use of the Board in 2024 for the following reasons:

- Due to the annual nature of FCSS grant distribution, Administration found that it was difficult to maintain board members year-to-year. Recruiting and training board members to a level of knowledge to understand the FCSS program requirements in order to make informed recommendations to Council became a cumbersome process each year.
- As this is a provincially-governed program, the requirements for funding eligibility and alignment with Provincial legislation and priorities have changed over the past several years, with a new Accountability Framework being introduced in 2026. These changes at the Provincial level require an in-depth knowledge of the FCSS program at the municipal level, which Administration has.
- The new process offers clearer and more efficient processes for grant distribution to successful funding recipients.



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 (two motions)

To rescind Policy CS 100 – FCSS.

AND

To approve Policy CS 001-26 – FCSS External Grant Funding as presented.



1. Policy Statement

Annually, Council approves funding supports to eligible applying external organizations through the Family & Community Support Services (FCSS) program. Therefore, the purpose of this Governance policy is to provide a process by which FCSS grants are awarded to local organizations to deliver preventative social services within the parameters of the Province of Alberta FCSS legislation.

2. Definitions (if needed)

2.1 *FCSS Act* means the Family and Community Support Services Act, R.S.A c. F-3 and applicable regulations.

3. Applications

3.1 Each year, the level of funding for Didsbury FCSS grants shall be determined through the budget process and approved by Council during the adoption of the annual Operating Budget.

3.2 Applications for funding shall be advertised and received by Administration, and reviewed for eligibility against the priorities set out in *FCSS Act*, as follows:

- a) Develop and strengthen skills that build resilience. Help people develop independence, strengthen coping skills and become resistant to crisis;
- b) Enhance access to social supports;
- c) Help people to develop an awareness of social needs;
- d) Promote and encourage active engagement in the community;
- e) Foster a sense of belonging;
- f) Promote social inclusion;
- g) Help people to develop interpersonal and group skills which enhance constructive relationships; or
- h) Develop and maintain healthy relationships.

3.3 The following programs and services are deemed ineligible for the FCSS Grant Program must not:

- a) Provide for primarily recreational needs or leisure time pursuits of individuals;
- b) Offer direct assistance, including money, food, clothing, or shelter to sustain an individual or family, with the exception of those provided during a public health emergency, fire, flood, or other emergency;
- c) Be primarily rehabilitative in nature; or
- d) Duplicate services that are ordinarily provided by a government or government agency.

4. Funding Allocation

4.1 Funding applications that meet FCSS eligibility requirements shall be presented to Council with recommendations for levels of funding based on:

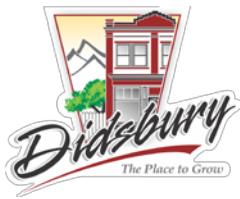
- a) alignment with the *FCSS Act*,
- b) ability to meet local needs or fill service gaps,
- c) accessibility to services and/or programs for Didsbury and area residents, and
- d) FCSS grant funding availability.

- 4.2 Council shall approve the allocation of FCSS grant funding to successful applicants by resolution.
- 4.3 Successful applicants are required to enter into a funding agreement with the Town of Didsbury to monitor the funded agencies' programs and services, collect year-end information for municipal reporting requirements, and to ensure appropriate use of funds.

5. Exceptions

- 5.1 If any part of this policy is in conflict or contradiction of the *FCSS Act*, the *FCSS Act* shall prevail and supersede the conflicting provision of this policy.
- 5.2 Council may, by resolution, eliminate, reduce, or withdraw approval of funding if:
 - a) The approved applicant is in violation of the *FCSS Act*;
 - b) The approved applicant is in breach of an agreement between the Town of Didsbury and the approved applicant;
 - c) The approved applicant significantly changes the programming focus, scope, or outcomes from that which is set out in their FCSS grant application.
 - d) There is a reduction or change in the funding provided from the Government of Alberta to the Town of Didsbury for administration of the FCSS program.

6. End of Policy

**TOWN OF DIDSBUY POLICY INDEX**

Policy Number:	CS 100
Policy Title:	FCSS
Approval Date:	June 10 th 2014
Date to be Reviewed:	2019
Responsible Department:	Community Services - FCSS
Related Bylaws:	

Policy Statement:

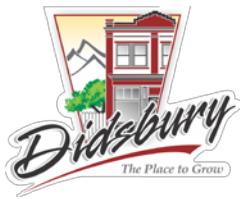
The Town of Didsbury governs the Community Services Board which has been created to encourage, promote, support and at times initiate programs and activities to enhance the quality of life for the people of the Didsbury area. It shall also receive and review project applications and make recommendations to Council regarding FCSS Project Funding allocations.

1. Definitions

- 1.1 Chairperson means the individual elected by the board annually
- 1.2 Community Agency means a recognized entity deemed eligible for project funding under the Family Community Support Services program.
- 1.3 Community Services Board (CSB) means a permanent standing board of Council, herein referred to as the CSB or 'The Board'.
- 1.4 Council means the Council of the Town of Didsbury, in the Province of Alberta.
- 1.5 Family and Community Support Services (FCSS) means a program that is jointly funded by the Province of Alberta and the Town of Didsbury. It is designed to meet the preventative social programming needs of residents of the Didsbury area.
- 1.6 Policy means a guide for decision-making and is accompanied by procedures. The function of a policy is to ensure that decisions and actions are being undertaken in a consistent matter throughout the organization.
- 1.7 Procedure means a guide that directs the approved method in carrying out a task. It outlines the means in which Town employees are to carry out a particular policy.

2. Responsibilities

- 2.1 Manager of Community Services to:
 - 2.1.1 Be designated by Council to oversee the FCSS program.
 - 2.1.2 Advertise for project applications under the FCSS program.
 - 2.1.3 Review all applications to ensure completeness and submit to the CSB for review.



2.1.4 Make arrangements for the recording of minutes of Board meetings.

2.2 Community Services Board to:

2.2.1 Serve Council as an Advisory Board on matters pertaining to FCSS development within Didsbury and area.

2.2.2 Review project applications and determine funding amounts.

2.2.3 Present to Council its recommendations regarding proposed allocation of FCSS Community Grants.

2.3 Community Agencies to:

2.3.1 Submit annual project applications to the Manager of Community Services as per the funding allocation guidelines in Appendixes 1 and 2.

2.4 Chairperson to:

2.4.1 Work closely with the Manager of Community Services to ensure the smooth functioning of the Board.

2.4.2 Preside at meetings of the Board.

3. Guidelines

3.1 Development of FCSS Policy:

3.1.1 This policy manual has been developed pursuant to the Alberta Family and Community Support Services Act.

3.1.2 It is recognized that the policies of the CSB are superseded by the Alberta Family and Community support Services Act, the Town of Didsbury by-laws, Municipal Government Act and any other provincial or federal legislation.

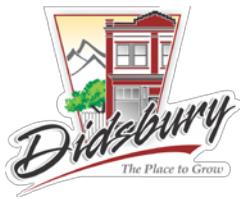
3.1.3 Council is responsible for any policy revisions or new policy implementation for the CSB. Recommendations for such revisions and new policy may come from the CSB.

3.2 Community Services Board:

3.2.1 Shall consist of no less than 5 (five) voting members and no more than 11 (eleven) voting members. Council will appoint members to the Board. One voting member will be a Councillor.

3.2.2 The Manager of Community Services will report all vacancies on the Board to the Chief Administrative Officer and the Chairperson within five (5) working days. The Manager of Community Services will then assume responsibility for filling the vacancy and presenting to Council a recommended replacement for approval.

3.2.3 An organizational meeting shall be held in October of each year.



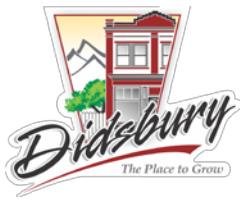
- 3.2.4 The Manager of Community Services shall supervise the affairs of the Board. The Chairperson shall preside at all meetings of the Board, and shall appoint such committees as may be necessary to carry out the purposes of the Board.
- 3.2.5 If a member is absent from 3 (three) consecutive regular meetings without acknowledgement by the Board, the Board may declare the position vacant. The Board may also suspend or revoke membership of a Board member during an acknowledged absence by a two-thirds majority vote of the Board.
- 3.2.6 From time to time, the Manager of Community Services and the Chairperson shall be responsible for the execution of business requiring immediate action outside a regular meeting. After attempting to solicit input from all Board members, these two individuals shall meet either in person or through other means of communication to reach a decision. The Chairperson will report the action(s) at the next Board meeting.

3.3 Committees:

- 3.3.1 The Chairperson shall appoint all standing committees unless the Board directs otherwise.

3.4 Roles and Responsibility of Board Members:

- 3.4.1 Attend all Board meetings and be punctual.
- 3.4.2 Be an active participant in our community and have an interest in social issues.
- 3.4.3 Adhere to the Code of Conduct.
 - 3.4.3.1 Ensure the confidentiality of client information and funding applications.
 - 3.4.3.2 Serve the good of the community and refrain from the promotion of personal goals.
 - 3.4.3.3 Declare any conflict of interest and refrain from voting.
 - 3.4.3.4 Support the decisions of the Board once they have been made.
 - 3.4.3.5 Attend workshops or special meetings as required.
 - 3.4.3.6 Determine and adopt written policies to govern the operation of the Board.
 - 3.4.3.7 Be aware of the needs of the community and bring forth ideas regarding programs.
 - 3.4.3.8 Know the Guidelines for Funding as they apply to FCSS funding allocation.
 - 3.4.3.9 Read all information pertinent to the upcoming meeting before



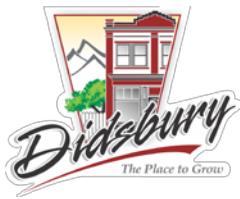
attending the monthly meetings.

3.5 Meetings:

- 3.5.1 Regular meetings of the Board will be held monthly. Regular meetings will not be scheduled in July and August, unless required by the Chair or Manager of Community Services.
- 3.5.2 The date and time of meetings will be determined by an affirmative vote of the majority of the members of the Board.
- 3.5.3 A special meeting of the Board may be held at any time at the call of any two members of the Board and the Manager of Community Services. Verbal or written notice of such meeting must be given to all Board members at least 24 hours in advance.
- 3.5.4 Regular meetings of the Board shall be open to the public with the exception of funding allocation meetings.
- 3.5.5 A quorum of the Board shall consist of 50% + 1 members. At least two business days prior to a regular meeting, an agenda shall be prepared by the Manager of Community Services and/or the Chairperson. Board members wishing to have items included on the agenda should submit such items to the Manager of Community Services or Chairperson at least four business days prior to the meeting. The agenda and relevant material will be available to the Board two business days preceding the meeting.
- 3.5.6 Meetings shall not exceed two (2) hours in length without majority consent of the Board.
- 3.5.7 Robert's Rules of Order shall govern the deliberation of the Board.

3.6 Meeting Procedures:

- 3.6.1 The agenda and minutes shall include:
 - 3.6.1.1 Call to order.
 - 3.6.1.2 Additions or deletions to the agenda.
 - 3.6.1.3 Delegations
 - 3.6.1.4 Approval of minutes from the previous meeting.
 - 3.6.1.5 Board Information
 - 3.6.1.6 Correspondence
 - 3.6.1.7 Action Items
 - 3.6.1.8 Determination of next agenda
 - 3.6.1.9 Adjournment



3.6.2 No vote or action of the Board shall be rescinded at any special meeting of the Board unless there be present as many members as were present at the meeting when such a vote or action was taken.

3.7 Board Member Orientation:

3.7.1 An appropriate Orientation Meeting shall be held after new Board member(s) are appointed by Council and before the new member(s) first meeting with the Board. The orientation meeting shall:

3.7.1.1 Be planned and organized by the Chairperson with assistance as necessary.

3.7.1.2 Serve as an opportunity for the new board member(s) to become knowledgeable about the philosophy and operating procedure of the Board.

3.7.2 In preparation for the Board Orientation meeting, each new member shall receive material including:

3.7.2.1 Alberta Family and Community Support Services Handbook.

3.7.2.2 Policies of the FCSS

3.7.2.3 List of Board members names, addresses, phone numbers and e-mail addresses if available

3.7.2.4 Minutes of the last board meeting

3.7.2.5 Schedule of meeting dates

3.7.2.6 Any other pertinent information

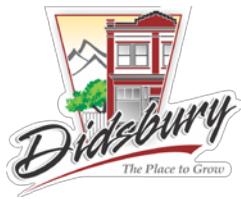
3.8 Continuing Education for Board Members:

3.8.1 The Board encourages its members to become involved in workshops, seminars and conferences related to FCSS issues. The Manager of Community Services or the Chairperson shall bring relevant information to the attention of the Board with regard to this matter.

3.8.2 Board members shall be reimbursed for expenses incurred while attending conferences, workshops, and seminars, if pre-authorized by the Board and will be reimbursed for expenses pursuant to Town of Didsbury Policy.

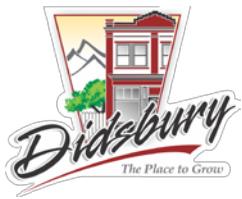
3.9 Retention of Records:

3.9.1 The Board must file and retain certain information in order to conduct business.



- 3.9.2 The Manager of Community Services or Chairperson will retain and organize only what is necessary to manage business.
- 3.9.3 The Alberta Family and Community Support Services Act and the Federal and Provincial Income Tax Acts are used as the authority for the retention of financial records.
- 3.9.4 The Board will retain records as outlined by FOIP.
- 3.9.5 Authority for the destruction of records is given to the Manager of Community Services.
- 3.9.6 Permanent records are kept at the Town of Didsbury Municipal Office.
- 3.10 Protection of Privacy:
 - 3.10.1 Permanent records are kept at the Town of Didsbury Municipal Office.
 - 3.10.2 Funding allocation figures will be a matter of public record once the allocation decisions have been made by the Board and approved by Council.
- 3.11 Community Involvement:
 - 3.11.1 Volunteers or members of community organizations may be recruited by the Board to spearhead the creation and/or implementation of special programs or projects.

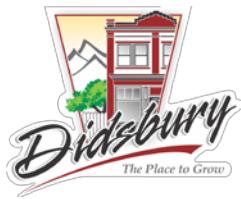
4. End of Policy



APPENDIX 1

FUNDING APPLICATION GUIDELINES

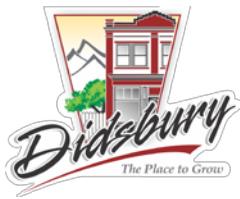
1. All applicants for funding shall obtain a funding application package from the Town of Didsbury Website. The completed package must be submitted to the accepting agency. Applications received for the upcoming calendar year prior to November 15, will be considered first. If funds remain, further applications will be accepted throughout the calendar year.
2. Only those applications that are complete as required will be submitted to the Community Services Board for consideration.
3. All groups requesting funds must meet the criteria as set forth in the Funding Allocation Model in Appendix 2. The Board will evaluate the applications according to these criteria.
4. Groups requesting funds may be required to make an oral presentation to the Board on a date determined by the Board.
5. The Board will review all applications and make recommendations to Council. The Board will advise applicants of the decision. Appeals on any decision shall be made to Council, who will then make a final recommendation.
6. Funded organizations will maintain communication with the Board as mandated by the Board. Successful applicants will be required to sign a Funding Agreement, which will include details of payment, reporting, auditing and other funding conditions. At the discretion of the Board, subsequent conditions may apply. Authorized officials of the organization will sign all agreements.
7. Funds will be released in whole, installments, or as recommended by the Board.
8. All groups receiving funding shall be expected to contribute a portion of revenue for the project from their own sources. Such sources could include fees for service, fundraising efforts, membership fees and grants from other funding bodies.
9. All groups receiving funding shall provide an audited annual financial statement to the Board. Those groups receiving up to \$5000.00 in funds shall provide a statement verified by a member at large (not an executive or staff member) of the organization. Those groups receiving more than \$5000.00 in funds shall provide a statement verified by an officer of a local financial institution (bank, credit union, or trust company) or such individual that the Board and/or Manager may authorize.



TOWN OF DIDSBURY POLICY # CS 100

POLICY NAME: FCSS

10. An audited financial statement for the previous year must be submitted to CSB no later than March 1 of the current funding year. If the statement is not received it will withhold the payment of the balance of funding for the current year.
11. All groups will complete an Annual Project Report Form, which is to be submitted no later than October 31, of the year in which funding was granted. Further funding will not be granted until the Annual Project Report is submitted.

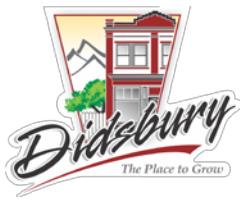


APPENDIX 2

COMPLETE FUNDING ALLOCATION CRITERIA

Criteria for Reviewing Project Applications

1. The following general guidelines shall apply for projects receiving FCSS funding:
 - 1.1 Promote volunteerism and the use of volunteers.
 - 1.2 Be preventative in order to enhance, strengthen and stabilize family and community life.
 - 1.3 Improve people's ability to identify and act on their own needs.
 - 1.4 Help avert family or community social breakdown.
 - 1.5 Help prevent small problems from turning into crisis.
 - 1.6 Provide citizens with information about its planning and operation.
 - 1.7 Use clearly identified needs and effective planning as the basis for services provided.
 - 1.8 Encourage cooperation and coordination with other service agencies in the community.
2. Projects shall not:
 - 2.1 Primarily provide for recreation or leisure time pursuits.
 - 2.2 Direct financial assistance to an individual or family.
 - 2.3 Be primarily rehabilitative in nature.
 - 2.4 Duplicate services that fall within the mandate of a government agency, or that are already available in the community.
3. Project may offer the following:
 - 3.1 Services that promote the social development of children and their families.
 - 3.2 Services that enrich and strengthen family life by developing skills so people function more effectively within their own environment.
 - 3.3 Services that enhance the quality of life of the retired and semi-retired.
 - 3.4 Services to promote, encourage and support volunteer work in the community.
 - 3.5 Services to inform the public of available services.
4. Requests for funds will be assessed against the following criteria. Failure to meet any particular criterion would not necessarily disqualify an application. Rather, criteria will be used to obtain an overall picture of the proposed project.
 - 4.1 The degree to which the project may be considered to be preventative. Using the following definitions of prevention, only those projects that are primary or secondary in nature will be considered. Priority will be given to projects that are primary in nature.

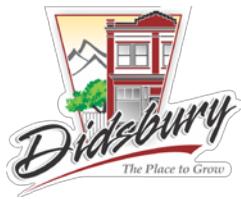


4.1.1 **Primary** prevention is an activity aimed at preventing the appearance of social malfunctioning in presently adequate people; the emphasis is on improving the ability to satisfy human needs, and to develop human potential so that problems are less likely to appear. (e.g., a program to educate children about the health hazards of smoking.)

Secondary prevention is an early response to the first symptoms of social breakdown and is aimed at decreasing the possibility of minor problems developing into major crisis. (e.g., a program to help people to quit smoking.)

Tertiary prevention is rehabilitation from a crisis situation or assistance in coping with a crisis situation. (e.g., a program providing palliative care to those dying of cancer caused by smoking.)

5. The degree of need. The degree of need existing for the project's services will be assessed by:
 - 5.1 Reviewing the process employed to determine the need. (e.g., surveys, census, data, agency records etc.)
 - 5.2 Determining if that need is already being addressed.
6. The degree of volunteer involvement in a project will be assessed as follows:
 - 6.1 The numbers of volunteers who are or will be involved in the project in relation to numbers of paid staff.
 - 6.2 The ways volunteers are involved in the project.
 - 6.3 The degree of responsibility which is given to boards and committees, to effectively manage the project by determining priorities, developing budgets, setting direction, and monitoring progress.
7. Project feasibility. To anticipate the likelihood of the success or failure of a project, the following factors will be considered:
 - 7.1 The validity of the project's underlying assumptions, rationale, and the degree to which they are consistent with those of the FCSS program and to the value system of consumers in the area.
 - 7.2 Evidence that other approaches towards meeting the need have been explored, and the reasons why they were rejected.
 - 7.3 The existing level of consumer use of the service and the quality of service.
 - 7.4 The likelihood of success of the project, based on the experience of similar projects elsewhere.
 - 7.5 The likelihood of the project generating expectations that cannot be met.
 - 7.6 The support for the project from the community as indicated by community involvement in the project through manpower and/or finances.
 - 7.7 The viability of the proposed funding plan.
8. Project accountability. The following financial and program information will be considered:
 - 8.1 Degree to which the project has clear and measurable goals, against which its performance may be measured at the end of the year.



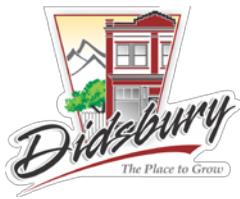
- 8.2 Observing how accurately the project has described its efforts.
- 8.3 Determining whether accurate records of project activities are maintained.
- 8.4 Considering the ratio of resources expended to results achieved (resources – time, money).
- 8.5 Observing the willingness of the project to make evaluation an integral and ongoing process.
- 8.6 Considering the evidence of evaluation results and attainment of objectives set.

9. Necessity for seeking FCSS funds. To ensure that all locally available resources have been identified and utilized, and in order to strengthen community self-reliance, the following factors will be considered:

- 9.1 Whether or not other organizations or agencies exist with the mandate and/or financial resources to sponsor the project and if so, whether or not they have been approached for funding.
- 9.2 If alternative fundraising methods have been, or will be pursued.

10. Project innovation:

- 10.1 The degree to which the project is unique to the community and innovative in meeting needs.



APPENDIX 3

FUNDING ALLOCATION CRITERIA

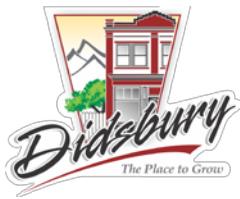
At a Glance

The following are general guidelines for programs receiving funding under the FCSS Act:

1. All groups requesting funds must be registered as a charity, a non-profit society or a not for profit corporation, or be sponsored by an organization so registered. Government bodies, quasi-government bodies (e.g., school board, health board) or groups operating under the auspices of such bodies also qualify for funding.

2. **A program shall:**
 - Promote volunteerism and the use of volunteers;
 - Be preventative in order to enhance, strengthen and stabilize family and community life;
 - Improve peoples' ability to identify and respond to their own needs;
 - Help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - Help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - Provide citizens with information about its planning and operation;
 - Use clearly identified needs and effective planning as their basis for services provided;
 - Encourage cooperation and coordination with other service agencies in the community;

3. **A program shall not:**
 - Provide primarily for the recreational needs or leisure time pursuits of individuals;
 - Offer direct financial support to an individual or family;
 - Be primarily rehabilitative in nature;
 - Duplicate services that fall within the mandate of a government agency, or that are already available in the community;
 - Fall under one of the following categories: daycare, food banks, clothing depots/thrift shops, Christmas hampers/Santa's Anonymous, literacy/adult tutoring.



APPENDIX 4

FCSS FUNDING ASSESSMENT FORM

Funding Application Review Checklist

1. Project Name: _____
2. Initial funding year: _____
3. FCSS funding as a percentage of total budget: _____
4. Level of Prevention: * Primary Secondary Tertiary
5. Ratio of salaried staff to volunteer involvement: _____
6. Number of users: _____
7. Cost per client: _____
8. Necessity for FCSS funds: _____

9. Degree to which this project is unique and innovative in meeting the needs of the community: _____
10. Recommended changes to plan or project: _____

11. Recommended funding: \$ _____

Primary Prevention: the emphasis is on improving the ability to satisfy human needs and to develop human potential so that problems are less likely to appear (e.g., a program to educate children about the hazards of smoking).

Secondary Prevention: is aimed at decreasing the possibility of minor problems developing into major crisis (e.g., a program to help people quit smoking).

Tertiary Prevention: is rehabilitation from a crisis situation (e.g., a program providing palliative care for those dying of cancer caused by smoking).

**Only projects that are primary or secondary in nature will be considered.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE:

February 10, 2026

SUBJECT:

2026 Family & Community Support Services Grant Funding

ORIGINATING DEPARTMENT:

Community Services

ITEM:

8.1

BACKGROUND/PROPOSAL:

Each year, the Town of Didsbury allocates a portion of the annual Family and Community Support Services (FCSS) budget for grant funding to eligible applying organization as a means to support their operations for our residents. In the approved 2026 Operating Budget, a total of \$30,000 is planned for these grants.

The Family and Community Support Services (FCSS) program focuses on enhancing protective factors to improve well-being and prevent problems before they occur, or at an early stage before they require crisis support.

Thinking of prevention along a continuum, this means services and supports offered through local FCSS programs must focus on primary and secondary prevention.

FCSS may achieve programming/service goals by both offering direct/internal programs or by funding external partners to provide programs/services. External programs may be funded as per provincial guidelines. These programs must adhere to the provincial priorities, strategies and outcome reporting requirements.

Core Strategies

FCSS programs use several core strategies to meet these priorities, focusing on primary and secondary prevention:

- Promote Social Inclusion and a Sense of Belonging: Creating environments where all groups feel valued and included.
- Develop and Maintain Healthy Relationships: Fostering positive interactions based on respect, trust, and accountability.
- Enhance Access to Social Supports: Connecting people with appropriate resources (e.g., parenting courses, youth mentorship, volunteer centers).
- Develop and Strengthen Skills that Build Resilience: Helping individuals and families develop independence, strengthen coping skills, and become more resistant to future crises.
- Promote and Encourage Active Engagement in the Community: Supporting volunteerism and community-wide initiatives that involve citizen participation



The \$30,000 allocated for external Community Grants in 2026 is meant to enhance programming and services offered to Didsbury residents while adhering to provincial FCSS mandates. The proposed allocation of funds meets community organization and program needs, while also adhering to FCSS guidelines, increasing community engagement and partnership opportunities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has reviewed all 2026 FCSS Grant Funding applications for eligibility, and recommendations for funding are presented for Council's consideration this evening.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

PLEASE NOTE: Not all proposed grant recipients are located within Didsbury. The rationale behind recommended allocations are as follows:

- They are a regional service provider that serve Didsbury residents (MV Emergency Shelter, MV Hope4Kids, etc.)
- They are a service provider that is located in another community that will be providing services in Didsbury that are not already offered here (Olds Boys & Girls Club, Accredited Supports to the Community)
- They are the lead organization in a regional program that Didsbury residents attend (Carstairs Municipal Library – ComiCon event)

Below, please find a chart that outlines each requesting agency/program, a brief description of their purpose, an explanation of their funding request, the value of their request, and the funding amount recommended by Administration:

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value Of Request	Recommended Funding
Accredited Supports to the Community: CONNECT Program	Provides senior supports such as respite, light house work, meal prep, transportation. Users charged at sliding scale as per need.	First year requesting funding from FCSS, program funded by Healthy Aging Grant. Need has exceeded funding. Dollars granted would be allocated to clients residing in Didsbury.	\$3,768	\$3,000
Boys & Girls Club Olds & District: Seniors Social Club	Programming for Seniors such as art, game days	Duplication of services offered currently. Would like B&G services to focus on varied youth programming.	\$1,500	\$0
Boys & Girls Club Olds & District: After School programs	Provision of after-school programs as a safe alternative for youth when they need somewhere to go.	Programming to be varied from presently offered community programs & will be monitored closely in 2026 for frequency.	\$1,360	\$1,000
Carstairs Library-partnership with all MVC Libraries: Comic Con Event	4th Annual event in partnership with all MVC libraries offering 1-day conference Creates volunteer opportunities, exposure to less traditional careers, and reduces social isolation/stigma.	MVC FCSS funds allocated for venue, panelists, volunteers, marketing, materials, guests, performers & transportation to/from event. Approximately 1000 guests.	\$1,100	\$1,100
Chinook's Edge School Division: Youth Empowerment Program (YES)	Preventative in nature Supports children/youth to make better choices, socially connect and increase social/emotional/ mental wellness.	Services offered are critical for children and youth. Attendance of programs and quarterly requests for financials ensuring dollars stay within Didsbury will be requested. Partnership opportunities with FCSS will be offered.	\$10,215	\$10,000



REGULAR COUNCIL MEETING

Request for Decision (RFD)

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

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value of Request	Recommended Funding
<i>Didsbury & District Historical Society:</i> Coffee & Conversation Program	Preserving, interpreting and sharing Didsbury history. Showcasing local talent while providing social engagement, entertainment, and educational opportunities.	Funds provided for facility/guest speakers, costs, supplies, advertising, light refreshments.	\$3,100	\$2,300
<i>Didsbury Municipal Library:</i> Teen Drop-In Social Connect	Offers a safe space for teens to engage while connecting them to one another, the library, and their community	Well-attended program. Funds for supplies, marketing, staffing. FCSS has seen a decline in financial request, suggesting the program is becoming more self-sufficient.	\$1,200	\$1,200
<i>Didsbury Municipal Library:</i> Pen to Paper Creative Expression	New program offering residents a place for non-clinical arts-based emotional exploration, reducing stress and strengthening well-being	Offers a new mental health program to Didsbury that is accessible to all, seniors, adults, families. Funding for materials, guest facilitator, marketing.	\$1,600	\$1,050
<i>Didsbury Municipal Library:</i> Seniors Connect	Creates opportunities for weekly connection for seniors through games/activities.	Funding for program materials, marketing, light refreshments and some staff time as staff is on location during hours program is offered.	\$2,850	\$1,350
<i>Didsbury Preschool Society</i>	Preschool program that works to understand and meet the developmental needs of each child socially, physically and intellectually. Serves approximately 30 children per annum.	Funding is meant to enhance programs, <i>not sustain them</i> . Noted in 2025 grant letter to the preschool that funds would be reduced.	\$14,010	\$3,500
<i>Essentials for Our Community:</i> Konnection Kitchen	Opportunity to build relationships with residents who may be at risk due to low income and/or access to food.	Funding applied for meal distribution, and vouchers that support individuals in community. Ineligible under FCSS Mandate. Sec 2.1(2)(b) of FCSS Regulation - See Note 2	\$13,460	\$0
<i>Hope 4 MVC Kids:</i> Mental health First Aid training for MVC leadership	Seeking funding for two-day learning, mental health first aid certification & director led training. Relaxation activity/lunch	Funds to support board members gain Mental Health First Aid Certification. Costs have been portioned to each MVC community per population. TOD FCSS is offering a free psychological training (not certified) to all county residents	\$750	\$700



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value Of Request	Recommended Funding
Mountain View Emergency Shelter Society	Requesting funding for prevention campaigns, building community awareness/capacity. Building the community of practice.	Funding for preventative campaigns, Community of Practice. Programs are not planned for 2026. Intervention is not eligible for funding through FCSS.	\$4,700	\$1,300
Mountain View Moccasin House: Blanket Exercise	Creating greater awareness and understanding of shared history and experience of Indigenous Canadians.	Funding for honorariums/mileage to program, program supplies	\$300	\$300
Mountain View Moccasin House: Ribbon Skirt/Shirt Workshop	Promotes cultural awareness, offers teaching to residents free of charge	Funding is for honorariums, materials, mileage- direct program costs.	\$700	\$700
Mountain View Special Riding Association	One-on-one riding lessons and therapy program	Therapeutic in nature- not eligible Sec 2.2 FCSS Regulation, <i>See Note 2</i>	\$945	\$0
Olds & District Hospice Society: Driver Volunteer and Navigation program for older adults	A volunteer program offering door to door service to older adults, helping to maintain dignity, connection and quality of life. Assistance with system navigation, social connection	Funds to support volunteer training, materials, volunteer expenses (mileage), info sessions and administrative costs related to supports offered to Didsbury clients.	\$2,500	\$2,500
Ross Ford Breakfast Program	Funds for food for children's breakfast program	Ineligible to fund such program Sec 2.1(2)(b) of FCSS regulation	\$1,241	\$0
TOTAL			\$65,299	\$30,000



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

Note 1:

Groups that did not receive funding are encouraged to explore partnership opportunities with Didsbury FCSS, to collaborate on initiatives that align with FCSS core mandate and outcomes, subject to available resources.

Note 2: From the *Family and Community Support Services Regulation*

Section 2.1 Services provided under a program must:

- (a) be of a **preventive nature** that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and
- (b) do one or more of the following:
 - (i) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - (ii) help people to develop an awareness of social needs;
 - (iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - (iv) help people and communities to assume responsibility for decisions and actions which affect them;
 - (v) provide supports that help sustain people as active participants in the community.

Section 2.2:

(2) Services provided under a program must not:

- (a) provide primarily for the recreational needs or leisure time pursuits of individuals;
- (b) offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family (except during a public health emergency or fire/flood);
- (c) be primarily rehabilitative in nature; or
- (d) duplicate services that are ordinarily provided by a government or government agency.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To approve the 2026 Family and Community Support Services grant funds as presented for a total of \$30,000 to be funded from the 2026 FCSS grant budget.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: February 10, 2026
SUBJECT: Real Estate Services Contract Amendment
ORIGINATING DEPARTMENT: Engineering & Infrastructure
ITEM: 8.2

BACKGROUND/PROPOSAL:

The Sale, Acquisition, and Expropriation of Land Policy (SAEL) states that when Council identifies a property that they intend to sale, that the municipality goes to market through a Request for Proposal (RFP) to select a realtor. Council awarded a real estate service contract to two realtors in 2025 for different properties: REAL Broker and RE/MAX for several properties.

In late January, the agreement between the Town and RE/MAX expired, leaving Lot 100 in Shantz without a realtor. To continue the pursuit of buyers for this property, Administration is seeking Council's approval to list the sale with a realtor.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council has the option to go out to market for a realtor to list the property, but this would delay the facilitation of pending or prospective sales in the four to eight weeks that it would take to receive proposals.

Alternatively, Council may opt to amend the service agreement with REAL Broker to include Shantz 100, given that the realtor has already gone through the RFP process for other properties.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To approve the amendment to the REAL Broker real estate service contract to include 100 Shantz Drive.



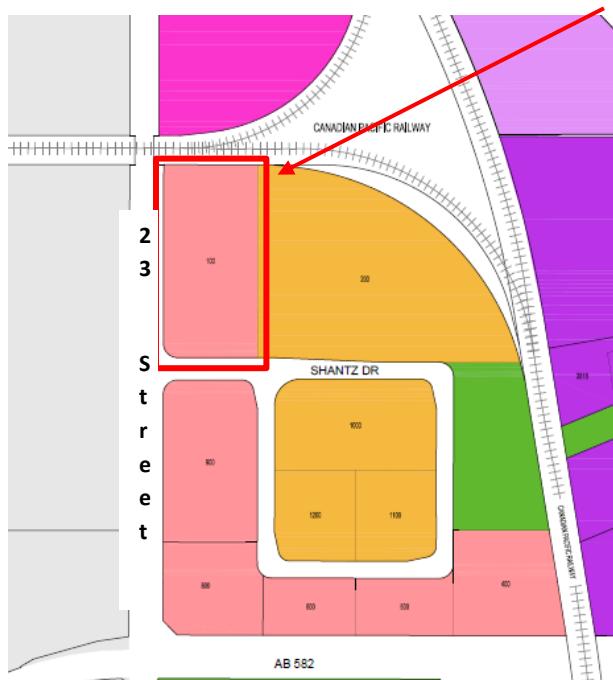
REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: February 10, 2026
SUBJECT: 100 Shantz Drive Subdivision Consideration
ORIGINATING DEPARTMENT: Planning & Development
ITEM: 8.3

BACKGROUND/PROPOSAL:

Council approved the listing for sale of various properties within the Shantz Village Area Structure Plan. The lot (Plan 1310247 Block 1 Lot 1) is 2 Hectares (4.94 acres), Civic Address 100 Shantz Drive.



The property has garnered some interest but the interest is for a smaller lot. The lot is currently zoned C1: Commercial District – General. The parcel is bordered on the northern side by a railway; development within this area will need to consider proximity to the railway and setback considerations.

Administration is seeking Council's direction to pursue smaller, serviced lots in the development area. As the current land owner of the parcel, the Town would submit the subdivision application to the Municipal Planning Commission for review and decision which is then subject to an appeal period.

DISCUSSION

A subdivision proposal must work through the following steps prior to the new lots being registered with Land Titles:

- (a) Submission of a complete application for subdivision, this will be circulated to adjacent landowners and relevant government agencies for review and comment.
- (b) The proposal is presented to the Municipal Planning Commission (MPC) for consideration.
- (c) If the subdivision is granted conditional approval by MPC, a Notice of Decision is issued that outlines the conditions of approval as well as the length of time that the proposed subdivision is valid.



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
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- (d) Endorsement: once all the conditions have been satisfied, an endorsement package is completed and provided to the applicant/landowner's Alberta Land Surveyor. This includes the review, collection of relevant supporting documents and execution of agreements that may be conditions of subdivision approval.
- (e) The Alberta Land Surveyor will submit the required documents to Land Titles for registration. This is when the new legal land description is issued.

Subdivision proposals are governed by the following Municipal Government Act Sections:

Application for Subdivision approval

653(1) An application to a subdivision authority for subdivision approval

- (a) must be in accordance with the subdivision and development regulations, and
- (b) must include a proposed plan of subdivision or other instrument that describes the subdivision.

(2) If a subdivision application includes the signed consent of the applicant to the municipality or its delegate carrying out an inspection, at a reasonable time, of the land that is the subject of the application, a notice of inspection is not required to be given under section 542(1).

(2.1) On receipt of an application, the subdivision authority must, in accordance with section 653.1, determine whether the application is complete.

(3) On receipt of an acknowledgment under section 653.1(5) or (7) that the application for subdivision approval is complete, or if the application is deemed to be complete under section 653.1(4), the subdivision authority must

- (a) give a copy of the application to the Government departments, persons and local authorities required by the subdivision and development regulations, and
- (b) give notice of the application to owners of adjacent land

(4.1) *Despite subsection (3)(b), a subdivision authority is not required to give notice to owners of adjacent lands if the land that is the subject of the application is contained within an area structure plan or a conceptual scheme and a public hearing has been held with respect to that plan or scheme.*

(4.2) A notice under subsection (3)(b) must be given by at least one of the following methods:

- (a) mailing the notice to each owner of adjacent land;
- (b) posting the notice on the land that is the subject of the application;
- (c) publishing a notice in a newspaper that has general circulation in the municipality that contains the land that is the subject of the application.

(4.3) A notice under subsection (3)(b) must include

- (a) the municipal address, if any, and the legal address of the parcel of land, and
- (b) a map showing the location of the parcel of land.

(5) A notice under subsection (3)(b) must describe the nature of the application, the method of obtaining further information about the application and the manner in which and time within which written submissions may be made for the consideration of the subdivision authority.

(6) When considering an application under this section, a subdivision authority is not required to hold a hearing.

➤ The MGA notes in Section 653 (4.1) that circulation is not required when the property is within an Area Structure Plan that has had a public hearing, administration supports circulation of a subdivision proposal within this area due to the length of time since the adoption of the Area Structure Plan.

MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULATION



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

The Regulation contains details about what is required in a subdivision application in Section 6, outlines referrals in Section 7, Decision Time Limit in Section 8 and Relevant Considerations in Section 9

Relevant considerations

9 In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

- (a) its topography,
- (b) its soil characteristics,
- (c) storm water collection and disposal,
- (d) any potential for the flooding, subsidence or erosion of the land,
- (e) its accessibility to a road as defined in section 616(aa) of the Act,
- (f) the availability and adequacy of a water supply, a sewage disposal system and solid waste disposal,
- (g) in the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 6(4)(b) and (c),
- (h) the use of land in the vicinity of the land that is the subject of the application, and
- (i) any other matters that it considers necessary to determine whether the land that is the subject of the application is suitable for the purpose for which the subdivision is intended

These above noted regulations as well as comments and concerns received during the circulation process will aid in the recommended conditions of a subdivision proposal that would be presented to the Municipal Planning Commission.

Although smaller parcels may be more palatable for the market, all lands within the town's boundaries are to be municipally serviced. Water, sanitary and vehicle access must be addressed when considering subdivision.

Administration believes that water and sanitary servicing could be managed through private lands but protected by legal means, such as a Utility Right of Way. Administration also believes that vehicle access for the 2.94 acre remnant could be directly off of 23rd Street. The costs to service the remnant would be a negotiation topic at the time of an offer to purchase.

Administration is recommending that the existing lot be subdivided into an approximate 2 acre lot in the southern portion and the remainder would be approximately 2.94 acres, requiring servicing at some point in the near future as a condition of development permit approval, to remain compliant with Town water and sewer bylaws.

ALIGNMENT WITH STRATEGIC PLAN

- 3. Strong & Resilient Local Economy
- 4. Liveability

RECOMMENDATION

To commence the subdivision process for the lot (Plan 1310247 Block 1 Lot 1) to create two titles.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: February 10, 2026
SUBJECT: Reserve Bid for Tax Sale Property 2026
ORIGINATING DEPARTMENT: Corporate Services
ITEM: 8.4

BACKGROUND/PROPOSAL:

If a property owner is in arrears of their property taxes for two years, the Town must register a tax notification against their property. If the tax arrears are not paid by March 31st of the following year, the Town must offer the property for sale at a public auction in accordance with section 418 of the *Municipal Government Act*. The date of the public auction is March 18, 2026, which is rescheduled from September 16, 2025. The reserve bid was set for the previous date, however assessment values have changed since that time and therefore Administration is recommending Council set a new reserve bid.

Currently there is one property that meets this criteria and will be offered for sale at a public auction in order for the Town to recuperate its taxes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council's role in the tax recovery process with a property related to land is to set the reserve bid for the property going to public auction. The reserve bid is set at a level that is as closed as reasonably possible to market value of the parcel. For the property in question, Administration is recommending a value equivalent to the current assessed value.

Roll Number	Municipal Address	Recommended Reserve Bid
#607000	1813 16 Street	\$263,200

In addition to the reserve bid, Council must establish any terms and conditions that apply to the sale. The recommended Terms and Conditions are as follows:

1. Payment by cash or certified cheque;
2. 5% non-refundable deposit provided on date of the auction with the balance to be received by the Town within 15 business days after the auction.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To set the reserve bid for the upcoming public auction for Roll #607000 at \$263,200 and set the terms and conditions of sale as follows:

1. Payment by cash or certified cheque;
2. 5% non-refundable deposit provided on date of the auction, with the balance to be received by the Town within 15 business days after the auction.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: February 10, 2026
SUBJECT: Mountain View and Neighbours Women in Business Awards
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 8.5

BACKGROUND/PROPOSAL:

The Mayor and Council have been invited to attend Mountain View and Neighbours Women in Business Awards Luncheon and March 6, 2026. This special event celebrates International Women's Day by honouring the incredible achievements of women in our Alberta communities

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Tickets for the event are \$50 per person or \$450 for a table of 10 and it will be held at the Pomeroy Inn, Olds. Council approved \$9,500.00 for Public Relations and Promotions as part of 2026 budget approval process. \$2,000 of which is budgeted for the Mountain View Senior's Housing Sponsorship and \$7,500 of which is for public engagement related to strategic planning.

ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy

RECOMMENDATION (one motion)

To approve attendance to the Mountain View and Neighbours Women in Business Awards Luncheon on March 6, 2026 and purchase a table of 10 for \$450.00.

OR

To accept the invitation to Mountain View and Neighbours Women in Business Awards Luncheon as information.

Awards Luncheon - March 6, 2026

Recognizing Deserving Women
who live &/or work in

Clearwater, Mountain View, Kneehill Counties and the Towns & Villages within.



January 19, 2026

Subject: Invitation to Celebrate and Support Women in Business

Honorable Mayors and Reeves,

On behalf of Mountain View County, Clearwater County and Kneehill County, we are delighted to extend a warm invitation to you and your council to attend the 2026 Women in Business Awards Luncheon. This special event celebrates International Women's Day by honouring the incredible achievements of women in our Alberta communities.

The luncheon will take place on Friday, March 6, 2026, (11 AM to 3 PM) at the Pomeroy Inn, Olds. This inspiring event will recognize women excelling in various sectors through awards, including:

- Woman in Business – For Profit
- Woman in Energy
- Woman of Influence
- Woman in Business – Not-For-Profit
- Woman in Agriculture/Agribusiness or Agri Food
- Rising Young Woman Award (Youth 17yrs and younger)

Tickets for the event are \$50 per person or \$450 for a table of 10. We encourage you to show your support for the women in business in your local community and surrounding area and we look very forward to sharing this special event with you.

The Mountain View and Neighbours Women in Business organization supports urban and rural women and/or businesses that employ women within the boundaries of our three municipalities.

In addition to celebrating these extraordinary individuals, the event offers an excellent opportunity to network with businesswomen, women of influence, industry leaders, and community stakeholders.

We are excited for you to attend this event and to show your support to women in business across Mountain View, Clearwater, and Kneehill Counties. Together, we can make this celebration a resounding success and amplify the incredible work being done in our communities.

Thank you for considering our invitation. We hope you will join us in making the 2026 Women in Business Awards Luncheon a memorable and impactful occasion.

Regards,

Reeve Angela Aalbers, Reeve Jordon Northcott, Councillor Laura Lee Machell-Cunningham

CC: Clearwater County
Kneehill County
Debora Rice-Salomons



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: February 10, 2026
SUBJECT: 2026 Public Engagement Workshops
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 8.6

BACKGROUND/PROPOSAL:

Council and Administration recognizes that engaging with the Didsbury community is essential for informed decision making and effective governance.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Hosting public engagement in the form of community conversations will provide the opportunity for community members to share ideas on key topics affecting the Town. Administration is recommending hosting 3 sessions to increase participation levels as a whole. It is suggested ratepayers select one of three evenings to attend, however repeat participation remains valid especially if new perspectives are introduced at each session.

- 1) *Tuesday March 3, 2026 from 6:00-8:00pm at the Didsbury Library (Booking date confirmed)*
- 2) *Monday March 9, 2026 from 6:00-8:00pm at the Didsbury Train Station (Booking date confirmed)*
- 3) *Thursday March 11, 2026 from 6:00-8:00pm at Daphne's Market (Booking date confirmed)*

The information gathered from these information sharing workshops can help council prepare for strategic planning by gaining a clear understanding of community values around various topics and themes. Strong strategic planning is supported by upfront community conversations, providing a context that Council may have regard to during discussions.

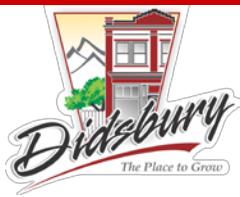
A public summary report of the feedback received from these three evenings of community conversations will be issued by administration to Council approximately late spring/early summer 2026, prior to Strategic Planning workshops of Council. Administration recommends publishing the report as well on the Town website to acknowledge the dialogues held with the public and demonstrate accountability and value to the public for their time and opinions.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the 2026 Public Engagement as presented.



TOWN OF DIDSBUY POLICY INDEX

Policy Number:	ADMIN 003
Policy Title:	Public Participation Policy
Approval Date:	January 22, 2019
Date to be Reviewed:	2021
Responsible Department:	Legislative Services
Related Bylaws:	N/A

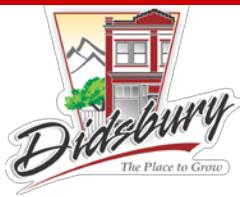
Purpose:

To provide direction to Administration on how to involve stakeholders in providing input into decisions that affect the community.

Policy Statement:

Council and Administration of the Town of Didsbury recognize that quality public participation is a critical component of good governance and as such, adequate resources will be allocated and the appropriate level of public participation undertaken. The Town is committed to public participation activities that are founded on the following principles:

- **Shared Responsibility and Commitment:** Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community.
- **Transparent and Accountable:** The Town communicates clearly and openly about public participation opportunities, its processes and provides factual and evidence-based information. It shares the outcomes of public participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community as a whole.
- **Inclusive and Accessible:** The Town endeavors to provide opportunities for public participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.
- **Appropriate and Responsive:** Public participation activities need to be appropriate to the stated goals, and reflective of the varied preferences and needs of community members for receiving and sharing information.
- **Evaluation and Continual Improvement:** Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to improve and address the changing needs of the community.



TOWN OF DIDS BURY POLICY # ADMIN 003
POLICY NAME: Public Participation Policy

Definitions:

For the purpose of this policy:

“Community” refers to the Town, residents, businesses, schools and all other institutions and agencies that make up Didsbury.

“Public participation” means processes through which the Town provides opportunities for the community to have input into decision-making through methods that may include: public meetings, surveys, open houses, workshops, polling, citizens’ advisory committees and other forms of engagement.

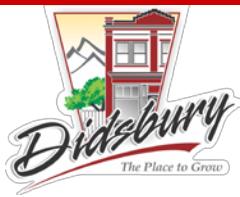
“Stakeholder” means an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

“Town” means the municipal corporation of the Town of Didsbury.

Responsibilities:

1. Town Council may:

- a. Consider public input obtained through public participation activities as part of their decision-making process;
- b. Promote public participation activities and provide, where appropriate, Council member representation;
- c. Establish consistent practices, processes and timelines for public participation requirements;
- d. Ensure appropriate resources are available to allow for the ongoing implementation of consistent, comprehensive and representative public participation programs and services;
- e. Request for information from the Chief Administrative Officer on the scope, timing, appropriate methods and resources required for public participation, prior to directing Administration to undertake a public participation activity on a specific issue or item.

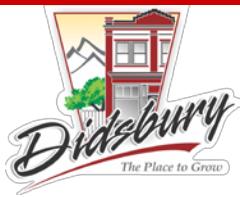


TOWN OF DIDS BURY POLICY # ADMIN 003
POLICY NAME: Public Participation Policy

2. The Chief Administrative Officer may:
 - a. Maintain public participation processes that:
 - i. Ensure a coordinated and standardized approach to public participation across the organization;
 - ii. When determining the appropriate level of public participation that the Town:
 - Provides opportunities for early and ongoing participation.
 - Aligns resources, types and methods of public participation with the impact of the decision to the community and/or key stakeholder groups.
 - Provides opportunities for ongoing engagement as well as for emerging issues.
 - b. Recommend to Council practices, processes and timelines for public participation activities.
 - c. Develop all necessary processes and tools that support the implementation of this policy.
 - d. Communicate to Council and community, where appropriate, how public input was gathered and used in Administrative recommendations to Council.
 - e. Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently.
 - f. Make recommendations to Council on the appropriate resources required for public participation, when Council directs public input on a specific issue or item.

Service Standards/ Expectations:

1. The Town shall comply with all provincial and federal statutory requirements for public participation.
2. The Town may offer public participation opportunities when:
 - a. Identifying Council priorities;
 - b. Formulating recommendations to Council in regards to proposed business plans and budgets;
 - c. Gathering community input following the presentation of proposed business plans and budgets;
 - d. Reviewing existing programs, services and associated service levels;
 - e. Establishing of new programs, services and service levels; or
 - f. When deemed necessary by Council or the Chief Administrative Officer.



TOWN OF DIDS BURY POLICY # ADMIN 003
POLICY NAME: Public Participation Policy

3. The Town shall organize at least one statistically representative public participation activity, at least every three years, to obtain the community's overall perceptions of quality of life and satisfaction with programs and services.
4. The Town shall effectively communicate to the community its public participation goals, objectives and processes, including how information will be used and how decisions are made.
5. The Town will ensure the results of the public participation activities are publicly available, which includes posting them on the Town's website.
6. The Town shall, where possible, use various methods and techniques for public participation that meet the varied needs of the community whether it be demographic, physical, social or cultural.
7. The Town shall evaluate and learn from feedback received from the community, as well as continuously look for new and better processes and tools that address the changing needs of the community.

End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: February 10, 2026
SUBJECT: Council Reports
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 9.0

BACKGROUND/PROPOSAL:

Council members will each provide a verbal or written report on any business, committee activity, or professional development opportunities that they have undertaken.

Attached is a written report from Councillor Lambert regarding the Town of Didsbury Library Board and Municipal Planning Commission, a written report from Councillor Quantz, as well as the Q4 Council Professional Development Report.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the February 10, 2026 Council Reports as information.

<u>4th Quarter Professional Development Report (Oct 21 - Dec 31, 2025)</u>						
Name	PD Budget	AB Munis Fall Convention			CAEP	2025 PD Budget Remaining
		Expenses Claims	Mileage	Registration	Hotel	Registration
C. Little	\$10,500.00	\$106.83	\$116.06		\$57.75	\$10,219.36
B. Murray	\$8,500.00	\$762.84	\$116.06	\$719.25	\$854.25	\$5,989.85
C. Engel	\$8,500.00					\$8,500.00
T. Lambert	\$8,500.00					\$8,500.00
I. Mahon	\$8,500.00					\$8,442.25
N. Quantz	\$8,500.00	\$801.57	\$116.06	\$719.25	\$1,241.31	\$5,621.81
W. Stevens	\$8,500.00	\$801.57		\$719.25	\$1,239.33	\$5,739.85

Council also participated in Mandatory Training as per the Municipal Government Act including:

Regional Councillor Orientation

Onboarding

Local Emergency Management Training

Management Regulation



Jocelyn Baxter <jbaxter@didsbury.ca>

Library Committee report January 20th 2026

1 message

Troy Lambert <tlambert@didsbury.ca>
To: Jocelyn Baxter <jbaxter@didsbury.ca>

Tue, Jan 27, 2026 at 11:18 AM

Library Meeting January 20th 2026

Call to Order 6:59pm

Discussion on location of 2026 ComicCon

Committee Appointments for 2026:

Finance Committee:

Bill Windsor

Brittany Stevens

Personnel Committee

Angela Look

Brittany Stevens

Policy Committee

Bill Windsor

Brittany Stevens

(Aimee Hunter possibly)

Fundraising Committees:

Brittany Stevens & TBD

Annual Fundraising and Programs:

Discussed 2026 calendar of advocacy programs/fundraising

Garage Sale - collect items

Bottle Drive 1 night only

Evening Fundraiser

Advocacy / Community Giving - Plan of service - Public Booths

Training

Committee Work:

Library will provide info/resume to council for future committee applicants, no need for a bylaw as per Libraries Act

Library wants to make official notes from board meeting to give to council

not wanting the councillor to give in own report, but one that the library produces itself.

Safety & Use Bylaw Changes:

Term Manager changes to Director (1.7)

Library will not Charge for overdue fines

Lost and damaged are still charged

Tabling vote on bylaw, due to fees being on bylaw

Delegation:

Delegation between Parkland, Councils & Didsbury Library will commence for better cooperation.



Jocelyn Baxter <jbaxter@didsbury.ca>

MPC Meeting Report Jan 14 2026

Troy Lambert <tlambert@didsbury.ca>
To: Jocelyn Baxter <jbaxter@didsbury.ca>

Tue, Jan 27, 2026 at 11:34 AM

MPC Meeting Jan 14th 2026

4.1 Development Permits Issued by Development Officer be accepted as information... Carried

4.2 SD 25-007 Jonboyz Construction SD of 2 titles into 2 lots each title 2 & 6 Valarosa Park

Moved that MPC approves SD 25-007 to create two new lots, resulting in 4 titles.... Carried
5 conditions must be met.

4.3 SD 25-009 Matz, Abigail & Justin SD into two lots

There was some concern by one resident in the area about division of lots and increased density. However it was stated by Member that if these lots are in compliance with the Land Use Bylaw, we cannot refuse the application.

Moved the MPC approves SD 25-009 to create two new lots resulting in three titles subject to 5 conditions... Carried

Norm Quantz, Councillor Report for February 10th, 2026

It was a privilege to volunteer at the Junior Curling Bonspiel that brought teams from Red Deer, Sylvan Lake, Rocky Mountain House, Torrington, etc. It's great to see the local junior curlers learning to enjoy what has been a long tradition of curling in Didsbury. The Alberta Stick Curling Bonspiel will be held here on February 20th to 22nd.

I was also a judge at the Ross Ford and Westglen School Science Fairs. Great talent in this young generation.

A verbal report will be given re: this morning's Mountain View Regional Water Services Commission meeting.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE:

February 10, 2026

SUBJECT:

Correspondence & Information

ORIGINATING DEPARTMENT:

Legislative Services

ITEM:

10.0

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following correspondence items can be found attached.

- Letter to Council – Video Proposal
- CAEP Regional Call to Action – Red Deer

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the correspondence for February 10, 2026 as information.

To
Town of Didsbury and Council

January 27, 2026

Apologies for the general address, those who previously expressed an interest or I had been directed to speak with are no longer with the Town Office, I don't know who else to approach to have some questions answered.

What I'm looking for are answers to questions I have regarding 2 projects.

Project 1 - aSimsLife Inclusion Project is a community created full length animated series that's been ongoing since the 2020 pandemic.

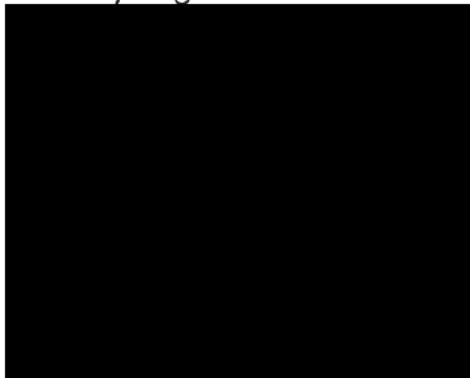
Project 2 - is a proposal submission for 'It's Your Didsbury', a short video magazine that highlights Town events, services, programs, societies, clubs and people.

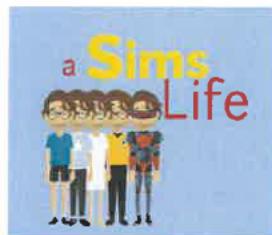
Attached are overviews of each project, a list of questions, a short list of what the projects are looking for, and finally, attached is my résumé to prove my qualifications.

Your advice, references and consideration, whether by appointment or by email, is greatly appreciated.

I look forward to hearing from you.

Kelsey Logan





Project 1 - Overview of aSimsLife Inclusion Project

aSimsLife is a web based animated series that's community created. A Pandemic inspired inclusion project that aims to include all MVC areas in continuing the story then pass our story on to others outside the county.

aSimsLife is about simulations from a computer game who escape and create a town in MVC. The 2D Sims hope to assimilate to 3D Mountain View County.

Ever since the 2020 pandemic MVC individuals have told what happens next before passing it on to others to add their ideas to the story.

Some contributors star as the Real Humans of Mountain View County. These feature characters add to the relationship between MVC and the Sim characters.



It all started with a Marvel style plot line



Add some characters to populate MVC's newest town.



Ask people to watch the plot. Then asked who goes with who and what happens.
As more and more contributors added their ideas over time a full length animated series developed.



Origin

No Name

Convergence
Part 1

Convergence
Part 2

Consolidation

Real Humans Make
the News

Six episodes have been created since the pandemic with contributors from Carstairs, Didsbury and a few from Olds. The goal is to have MVC groups and individuals continue the story until all areas of the county have contributed before sharing the series with others outside the county.

Episodes can be viewed on the **Web** or on **You Tube unlisted**



Or Goggle
<http://www.c2prproj.com>

Project 2 : Proposal 'It's Your Didsbury'

Inquiring if Didsbury would consider a similar online magazine like 'All About You Carstairs':

A grassroots 3 minute animated/infographic online video magazine dedicated to serve entertainment and information to local online community. Run monthly and then bi-weekly its main features include Town events, services, programs, societies, clubs and people.

ALL ABOUT YOU Carstairs



Carstairs Public Library



Carstairs Community Curling Club



Ladies Bonspiel



Carstairs FCSS



Community Programs



MVCALS



Adult Learning Programs

A place where agencies can get across messages on hard to talk about topics like resources for,



Nondescript characters

Mental Health
Domestic Violence
Or Addictions



Artificial intelligent characters

in a friendly, quick and fun way to get community information to the online and streaming population of Didsbury and Mountain View County.

All About You Carstairs

Town and agencies contribute in monthly to bi weekly productions designed to enhance town living in an agricultural community.

Link <https://www.facebook.com/prolle.php?id=100067733022452>



Costs of the project is shared with aSimsLife Inclusion Project and are \$1850 per year in programs, subscriptions and web page. Seeking funding to create and produce episodes that are specifically designed for Didsbury and area.

Questions

What is the best identity to present these projects to our community?
ie: Society, business, contractor, government, partnership, joint venture, or something else?

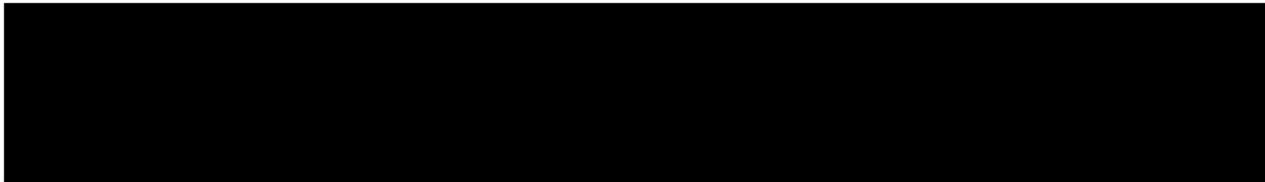
What funding options would best serve MVC in a projects of this kind?

Is Project 2 'It's your Didsbury' is this something Didsbury would be interested in to reach a growing online population?

If interested, how would I go about entering a proposal? What are Didsbury's requirements of a written proposal? And if so, to whom?

If not interested, what organizations might be interested in an inclusion project and online magazine like this?

A few facts,



Additional, foreseeable costs in 2026 would be funding for the artist.

aSimsLife is producing 1-2 episodes a year with random individuals contributing since the pandemic.

While the projects are specialized the goal is to have those interested in the field learn and practice skills while entertaining community.

Seeking support for

Contributor groups over individual
Advice on funding
Accountability
and Awareness

Run time for each production

aSimsLife = 30 minutes 1-2x per year

It's Your Didsbury = 3 minutes 1 - 2x per month



Jocelyn Baxter <jbaxter@didsbury.ca>

City of Red Deer - Support for CAEP

Paul Salvatore

To: [REDACTED]

Fri, Jan 30, 2026 at 9:48 AM

Good morning CAEP communities.

Some of you may be aware that the City of Red Deer officially launched it's new Economic Development organization DRIVE earlier this week.

What you need to know about DRIVE is that it has secured \$750,000 for it's first year of operations and to arrive at that amount - it will be deciding whether or not to cut it's CAEP membership.

CAEP's 25+ years of service in Central Alberta was initiated by the City of Red Deer in collaboration with current CAEP member communities.

So, I'm asking you to support CAEP by connecting with officials from the City of Red Deer and reinforcing the message that we are much stronger together.

Please review the attached message for more details, contact information and templates that will help you to give the City more thought about the power of a regional alliance - CAEP.

Thanks for your time and attention to this.

Paul

Paul Salvatore, BA, ALUP, CLGM

Executive Director



Central Alberta Economic Partnership

Address: G11, [REDACTED] | Red Deer, AB | T4N 1L1

Office | investcentralalberta.ca

We acknowledge and honour that the land we work and live on is located in the Treaty 6 and Treaty 7 regions. This area is the traditional lands of the Cree, Niisitapi (Blackfoot), Tsuut'ina, Stoney Nakoda, Saulteaux, and Métis peoples.



Central Alberta
Economic
Partnership

Subject: Keeping Red Deer at the Table: A Regional Call to Action from CAEP

Preheader: Council votes Feb 10. Let's ensure Central Alberta doesn't end up with a donut hole where the hub should be.

Keep the City of Red Deer at the Table

CAEP and our industry connections through Team Central Alberta is strong when every spoke is connected to the hub. We always say that a strong Red Deer makes for a strong Central Alberta. The City can be the hub in the middle of Central Alberta, however the threat of the City's withdrawal from CAEP will weaken the City and the region.

We're asking all CAEP members **outside of Red Deer** to stand up now—because regional prosperity is a team sport and CAEP is your **truly regional** economic development organization.

Why this matters now

- **Feb 10:** Red Deer City Council will consider ending membership in CAEP.
- Red Deer currently represents a significant share of CAEP's operating base and market signal. Losing the City would reduce our ability to deliver shared outcomes at a cost for **every** member.
- Advocacy from neighbouring municipalities and industry partners carries real weight with Council. Your voice, can help keep the region connected.

What CAEP delivers for your community (and the region)

Getting everyone in the room

- One table for over 25+ municipal and industry partners, aligning with priorities and projects that help our members to be ready when opportunity knocks..

- CAEP helps to reduce duplication of services and unifies the region with over 175 elected officials that are connected to each other and 300,000 Central Albertans focused on growing Alberta's 3rd largest regional economy.

Investment Readiness and Attraction

- Focus on our core sectors **transport & logistics (incl. YQF & highway corridors), agriculture / agtech & agri-food, energy (conventional & alternative) and emerging technologies in CCUS, data centres & quantum, and advanced manufacturing.**
- CAEP ensures that our communities are prepared to respond to investment opportunities whether as a growing business or a new business from other parts of Canada and the world.
- We support the economic development goals of all our communities and back it with years of experience in economic development through CAEP's operations team.

Team Central Alberta

- A platform to bring major industry partners to the table to dial-in CAEP's connection to opportunities and leverage the power of our in-region relationships.
- <https://www.investcentralalberta.ca/team-central-alberta> - refer the top businesses in your community to CAEP's Team Central Alberta to strengthen our ties to industry through support of our events, projects and discussions.

Bottom line: CAEP converts regional coordination into **jobs, assessment, and deal flow**. If the City of Red Deer chooses to move away from CAEP – CAEP's focus rachet-down on our members right next door to the City.

What's at risk if Red Deer steps away

- **Fragmented market signal:** Site selectors and investors get mixed messages; opportunities slow or go elsewhere.
- **Duplicated costs:** Multiple organizations building parallel functions instead of one coordinated regional engine. We need to "dove-tail" not duplicate.
- **Weaker sector plays:** Logistics, ag-food processing, energy transition/CCUS, and digital infrastructure rely on regional scale—with Red Deer as the hub.
- **Lost leverage:** Fewer points for joint projects and competition for federal/provincial programs.

What we're asking you to do (next 7–10 days)

1) Send a letter of support to Red Deer Council

Use the template below. Place on municipal or organizational letterhead. Share a copy with CAEP.

2) Make 2–3 direct calls

Mayor and Councillors you know personally. Keep it constructive, regional, and practical. (Talking points below.)

3) Show public support

A short motion or statement of support at your next Council meeting. Post a supportive message (sample language below) and tag partners.

4) Share your projects

Give us an update regarding the projects and services that CAEP has offered or could offer in the future that mean the most to your community.

Let's share the stories that reinforce CAEP's importance where you live.

Letter of Support – Template (1 page max)

Re: Support for the City of Red Deer's continued membership in CAEP
[Date]

Mayor and Council, City of Red Deer,

On behalf of [Municipality/Organization], we strongly encourage the City of Red Deer to **maintain membership in CAEP**. CAEP is Central Alberta's **truly regional** economic development organization, enabling coordinated investment attraction, business retention, and workforce solutions that benefit every community—including Red Deer.

Red Deer is the **hub** for our region's sector strengths—transport & logistics, agriculture/agtech & agri-food, energy transition/CCUS, data centres/quantum, and advanced manufacturing. A regional approach, with Red Deer at the table, improves our competitiveness for site selectors and reduces duplication between organizations.

We value the City's leadership and believe the best path forward is **coordination, not fragmentation**. We support CAEP's commitment to align with DRIVE on roles and shared outcomes, and we offer our partnership to deliver measurable results in 2026.

Respectfully,
[Name, Title]
[Municipality/Organization]

Quick talking points for calls

- **Keep the hub, don't risk isolation.** Red Deer's presence ensures investors see a connected region.
- **DRIVE will not deliver regional on regional economic development, if the City is the only member.**
- **Near-term wins – giving our communities the tools to land deals.**
- **The Ask:** The City should maintain CAEP membership for 2026 and review shared outcomes later this year.

Suggested public post (feel free to copy/paste on LinkedIn)

Municipal/Industry voice:

"Regional economies win when the hub is connected to the spokes. We support the City of Red Deer staying at the CAEP table so Central Alberta presents one strong, coordinated story to investors and employers. #TeamCentralAlberta
#InvestCentralAlberta #RegionalCollaboration"

Hashtags

#TeamCentralAlberta #InvestCentralAlberta #RegionalCollaboration #YQF #AgriFood
#AgTech #AdvancedManufacturing #EnergyTransition #CCUS #DataCentres
#Workforce #Investment

What's in it for me? (for members outside Red Deer)

- **Shared credibility:** One coordinated message to site selectors increases your community's visibility.
- **Lower cost per win:** Pooled research, profiles, and sector platforms are more efficient than duplicated systems.
- **Faster execution:** Grants that serve the region – partnerships that strengthen the network and make us all faster and more competitive.

How CAEP will follow through in 2026

- **Visiting with you and your Council**
- **Providing value added services to your organization, including:**
 - **Support for development and implementation of your community's Economic Development Strategy and plan**

- **Facilitation of economic development discussions in your community**
- **Sharpening your investment readiness tools to help you to be more competitive.**
- **Connecting you to CAEP's members and strengthening your economic development network in-region, across Canada and beyond.**
- **Reporting on Progress and keeping you in the loop**

I'm looking forward to discussing all these things with you and your organization. Reach out via email if you want to schedule a time to follow-up or hear more about what's happening.

Most appreciated.

Paul Salvatore, CLGM

[REDACTED] direct

[REDACTED]

Contact List – City of Red Deer below:

Name	Email	Phone
Mayor Cindy Jefferies	[REDACTED]	[REDACTED] (Office) The City of Red Deer
Councillor Kraymer Barnstable	[REDACTED]	[REDACTED] (Cell). (The City of Red Deer)
Councillor Tristin Brisbois	[REDACTED]	[REDACTED] (Cell). (The City of Red Deer)
Councillor Bruce Buruma	[REDACTED]	[REDACTED] (Cell). (The City of Red Deer)
Councillor Cassandra Curtis	[REDACTED]	[REDACTED] (Cell). (The City of Red Deer)
Councillor Adam Goodwin	[REDACTED]	[REDACTED] (Cell). (The City of Red Deer)
Councillor Chad Krahn	[REDACTED]	— (no direct number listed). (The City of Red Deer)
Councillor Jaelene Tweedle	[REDACTED]	[REDACTED] (Cell). (The City of Red Deer)
Councillor Dianne Wyntjes	[REDACTED]	4 [REDACTED] (Cell). (The City of Red Deer)