



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, March 10, 2026, 6:00 pm
Council Chambers 1606 14 Street

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>ADOPTION OF THE AGENDA</u>	
3. <u>DELEGATIONS/PRESENTATIONS</u>	
3.1 Sturling Committee	2
4. <u>ADOPTION OF MINUTES</u>	
4.1 February 24, 2026 Regular Council Meeting Minutes	3
5. <u>PUBLIC HEARINGS</u>	
6. <u>CAO REPORT</u>	9
• CAO Activity Report	
• Planning and Development Report	
7. <u>BYLAWS & POLICIES</u>	
7.1 ADMIN 001 - Policy Development Guidelines	13
7.2 COUN 008-26 - Council Technology Policy	19
7.3 Public Space Neutrality Bylaw 2026-08	26
8. <u>BUSINESS</u>	
8.1 2026 Campground Operations	30
8.2 2026 Roadworks - Award Recommendation	33
9. <u>COUNCIL REPORTS</u>	35
10. <u>CORRESPONDENCE & INFORMATION</u>	
11. <u>QUESTION PERIOD</u>	
12. <u>CLOSED MEETING</u>	
12.1 Proposal - section 29 of ATIA	
12.2 Proposal - section 29 of ATIA	
12.3 Outstanding Loan - section 32 of ATIA	
12.4 Land Updates - section 29 of ATIA	
13. <u>RECONVENE</u>	
14. <u>ADJOURNMENT</u>	



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: March 10, 2026
SUBJECT: Sturling Committee
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 3.1

BACKGROUND/PROPOSAL:

Gord Leeson, a representative of a group of community-based individuals seeking to fundraise and develop a Sturling Rock display in Didsbury, is presenting to Council on the group's proposal through the Community Partnership Program.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This project is led by community members and the Didsbury Curling Club and would see the installation of a large sturling rock display within the community in recognition of Didsbury being the home to the two-person game of Sturling. The group representing the Sturling Rock project has presented their idea previously to Council and has submitted a Phase One Initial Application on May 14, 2024.

Administration has worked with the group to provide feedback on how to strengthen the proposal. The group has since completed their application in full.

RECOMMENDATION

To thank Mr. Leeson for his presentation and accept it as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: March 10, 2026
SUBJECT: February 24, 2026 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 4.1

BACKGROUND/PROPOSAL:

The minutes of the February 24, 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 February 24, 2026 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting held on
February 24, 2026 in Council Chambers 1606 14 Street
Commencing at 6:00 p.m**

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

Council Members Absent Deputy Mayor Bob Murray

Administration Present Chief Administrative Officer, Michael Simpson
Chief Financial Officer, Amanda Riley
Director of Community Services, Nicole Aasen
Director of Engineering & Infrastructure, Craig Fox
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter
Communications Coordinator, Lisa Bastarache
Development Officer, Lee-Ann Gaudette

1. CALL TO ORDER

Mayor Little called the February 24, 2026 Regular Council Meeting to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Addition of items 12.4 Draft Bylaw - section 28 of ATIA and 12.6 - Event Planning - section 29 of ATIA and renumbering of 12.4 to 12.5.

Res. 079-26

MOVED by Councillor Engel

To adopt the February 24, 2026 Regular Council Meeting Agenda as amended.

Motion Carried

3. DELEGATIONS/PRESENTATIONS

3.1 Olds College

Res. 080-26

MOVED by Councillor Stevens

To thank Olds College Chairman Al Kemmere and President Debbie Thompson for their presentation and accept it as information.

Motion Carried

4. ADOPTION OF MINUTES

4.1 February 10, 2026 Regular Council Meeting Minutes

Resolution 050-26 made by Councillor Stevens

Res. 081-26

MOVED by Councillor Engel

To adopt the February 10, 2026 Regular Council Meeting Minutes as amended.

Motion Carried

4.2 February 12, 2026 Special Council Meeting Minutes

Resolution 076-26 made by Councillor Mahon

Res. 082-26

MOVED by Councillor Stevens

To adopt the February 12, 2026 Special Council Meeting Minutes as presented.

Motion Carried

5. **PUBLIC HEARINGS** - *No public hearings.*

6. **CAO REPORT**

Res. 083-26

MOVED by Councillor Engel

To accept the Chief Administrative Officer Report for February 24, 2026 as information.

Motion Carried

7. **BYLAWS & POLICIES**

7.1 Land Use Amending Bylaw 2026-03

Res. 084-26

MOVED by Councillor Lambert

That Council grant first reading to Land Use Amending Bylaw 2026-03.

Motion Carried

Res. 085-26

MOVED by Councillor Lambert

To set **Tuesday, March 24, 2026** as the public hearing for Land Use Amending Bylaw 2026-03.

Motion Carried

7.2 Land Use Amending Bylaw 2026-04

Res. 086-26

MOVED by Councillor Quantz

That Council grant first reading to Land Use Amending Bylaw 2026-04.

Motion Carried

Res. 087-26

MOVED by Councillor Quantz

To set **Tuesday, March 24, 2026** as the public hearing for Land Use Amending Bylaw 2026-04.

Motion Carried

7.3 Land Use Amending Bylaw 2026-05

Res. 088-26

MOVED by Councillor Engel

That Council grant first reading to Land Use Amending Bylaw 2026-05.

Motion Carried

Res. 089-26

MOVED by Councillor Engel

That Council set **Tuesday, March 24, 2026** as the Public Hearing for Land Use Amending Bylaw 2026-05.

Motion Carried

7.4 Land Use Amending Bylaw 2026-06

Res. 090-26

MOVED by Councillor Quantz

That Council grant first reading to Land Use Amending Bylaw 2026-06.

Motion Carried

Res. 091-26

MOVED by Councillor Quantz

To set **Tuesday, March 24, 2026** as the public hearing for Land Use Amending Bylaw 2026-06.

Motion Carried

7.5 Land Use Amending Bylaw 2026-07

Res. 092-26

MOVED by Councillor Stevens

That Council grant first reading to Land Use Amending Bylaw 2026-07.

Motion Carried

Res. 093-26

MOVED by Councillor Stevens

To set **Tuesday, March 24, 2026** as the public hearing for Land Use Amending Bylaw 2026-07.

Motion Carried

7.6 FIN 008-26 Year End Reserve Allocation Policy

Res. 094-26

MOVED by Councillor Mahon

To rescind FIN 008-22 Year End Reserve Allocation.

Motion Carried

Res. 095-26

MOVED by Councillor Mahon

To approve FIN 008-26 Year End Reserve Allocation as presented.

Motion Carried

7.7 Rescind HUMAN 003 - Student Scholarship Policy

Res. 096-26

MOVED by Councillor Stevens

To rescind HUMAN 003 – Student Scholarship Policy.

Motion Carried

8. BUSINESS

8.1 Cancellation of Augmented Reality Project

Res. 097-26

MOVED by Councillor Quantz

To cancel the 2024 Augmented Reality Project.

Motion Carried

8.2 Cancellation of GIS and Asset Management Software Project

Res. 098-26

MOVED by Councillor Mahon

To amend the 2025 Capital Budget to cancel the GIS and Asset Management Software project.

Motion Carried

8.3 Direct Control District DP 26-004 Dwelling Unit, Occupancy of Owner, Operator or Caretaker

Res. 099-26

MOVED by Councillor Engel

To approve DP 26-004 for **Dwelling Unit: Occupancy of Owner, Operator or Caretaker** located at Bay 1 & Bay 5A, 2825 - 19 Street, **subject to the following conditions 1 through 4.**

Location on Lot & Nature of Development

1. That the nature of the development conforms to the approved site plan, building plans, and the principles set forth in the application.

Safety Code Permits

2. That the developer obtains a Building Permit and any other applicable Safety Codes Permits (i.e. electrical, plumbing, gas) in accordance with the Safety Codes Act. **Note: The dwelling shall not be occupied until a final inspection has been completed and a Permit Services Report has been issued.**

General Requirements

3. That the Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/ or Land Use Bylaw.

4. That if the development authorized by this development permit is not completed as per the requirements of the Land Use Bylaw such permit approval ceases and the permit is deemed void, expired and without effect, unless an extension to this period has been previously granted.

Motion Carried

9. COUNCIL REPORTS

Res. 100-26

MOVED by Councillor Stevens

That Council provide a letter of support for the Didsbury Library and Mountain View County Comic Con Event.

Motion Carried

Res. 101-26

MOVED by Councillor Stevens

To accept the February 24, 2026 Council Reports as information.

Motion Carried

10. CORRESPONDENCE & INFORMATION

Res. 102-26

MOVED by Councillor Quantz

To accept the correspondence for February 24, 2026 as information.

Motion Carried

11. QUESTION PERIOD

12. CLOSED MEETING

Res. 103-26

MOVED by Councillor Engel

To go into closed meeting at 7:01 p.m. for the following items:

12.1 Governance - as per section 29 of ATIA

12.2 Draft Policies - section 28 of ATIA

12.3 Contract Renewal - section 29 of ATIA

12.4 Draft Bylaw - section 28 of ATIA

12.5 Land Sales - section 28 of ATIA

12.6 Event Planning - section 29 of ATIA

Motion Carried

13. RECONVENE

Res. 104-26

MOVED by Councillor Stevens

To return to open meeting at 8:50 p.m.

Motion Carried

Res. 105-26

MOVED by Councillor Stevens

To proceed with a Family Resource Network grant application to provide Mountain View Family Resource Network services for the region for the next grant funding term.

Motion Carried

Res. 106-26

MOVED by Councillor Engel

To approve the sale of a 2.94-acre portion of 100 Shantz Drive as presented subject to the terms and conditions set out in the offer to purchase.

Motion Carried

Res. 107-26

MOVED by Mayor Little

To hire Gaucho House (Gillian Grant) for \$2,500 to plan a public event to coincide with the Rodeo Weekend in Didsbury in August, with final approval for funding the event to be determined by Council once a detailed proposal has been provided by Gaucho House's Gillian Grant to Council.

Motion Carried

Res. 108-26

MOVED by Councillor Engel

To establish an Ad Hoc Committee for the purpose of facilitating the planning of a public event during the Didsbury Rodeo with the following members:

- Mayor Chris Little,
- Councillor Mahon,
- Councillor Stevens,
- Two representatives from the Didsbury Agriculture Society, and
- A representative from Gaucho House

Motion Carried

14. ADJOURNMENT

Res. 109-26

MOVED by Councillor Lambert

To adjourn the February 24, 2026 Regular Council Meeting at 8:53 p.m.

Motion Carried

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: March 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 March 10, 2026 which includes the following:

- CAO Activity Report
- Planning and Development Report as of March 4, 2026

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

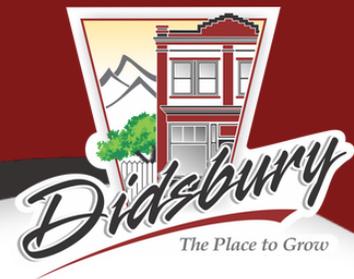
During the CAO Report, Council will have the opportunity to ask questions to the CAO and to make motions for information they would like Administration to bring back to a future Council meeting.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

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



**Strategically
Managed
Infrastructure**

Off-Site Levies

Review of Offsite Levies Bylaw and conversations with legal counsel relating to updates to bylaw components. While some developers have intoned that the Town's offsite levies are onerous, in comparison to other municipalities with their rates, Didsbury's are in the middle of the pack, the CAO suggests. In order for a full update, the infrastructure audit initially completed by the Town's engineering firm would need to be updated, projects reviewed and possibly removed, and new projects in consideration would need to be vetted and added. The purpose of Didsbury's Offsite Levies Bylaw is to provide a transparent instrument for imposing payments for developments that create infrastructure costs relating to water and sewer under the present bylaw. Many municipalities are adding transportation costs, levies for firehalls, recreation facilities and more. Were the Town to undertake a full update of the levies currently in place, it could be an appropriate time to consider new levies to be included, as the Town's bylaw allows for levies on water and sanitary sewer only. This could result in higher levy rates than the town's current rates of \$65,572 per hectare for combined water and sanitary sewer. Offsite levy rates are contained in Schedule A of Bylaw 2019-06. More to come from the CAO on this topic...



**Vibrant &
Connected
Character
Community**

Joint Use Planning Agreement

Discussions with Community Services regarding bringing the JUPA (Joint Use Planning Agreement) document back for signing by the new council, which is required by the province to be completed between school divisions and municipalities by June of this year. A 2023 document was signed and waiting on the part of Chinook's Edge, but never signed by the prior Council during their term for reasons unknown to the current CAO. It is recommended the JUPA being revisited by the Community Services Director be approved by the current council in the interest of expediency. JUPA's, in a nutshell, outline how school boards and municipalities plan for use of school sites on planning matters, joint facility usage by both parties, establish dispute resolution procedures and more. As a statutorily required document, a widely used template provided by the province is being used as the basis for this agreement between Chinook's Edge and Didsbury. The facility list is provided for in schedule A of the pending agreement.



**Strong &
Resilient Local
Economy**

Public Engagement

March 3 was the first of three evening engagements, and March 9, the second, where Town and administrative staff are hosting 2-hour public engagement sessions designed to create comfortable community conversations where residents can present their values on everything from Town involvement and support of Arts and Culture to Budget priorities and long-range visioning. While not a typical Townhall approach, feedback has been positive thus far, and conversations have been candid but cordial which is nice to see between Council and the public. No doubt, more classically-styled Town Hall meetings can be utilized for further engagements, or for issues needing specific public input. Administration suggests future engagements on issues like community traffic bylaws, bylaws addressing social matters not of a technical nature such as community standards, crime reduction discussions, policing priorities and so forth can provide opportunities for Council and the Public to have an authentic Town Hall experience. The final scheduled engagement session is scheduled March 12th beginning at 6 p.m. at Daphne's Market.



Liveability



**Governance &
Organizational
Excellence**

Office of the Chief Administrative Officer

Activity Report - February 24, 2026



Strategically Managed Infrastructure

Regular Duties

Daily work has included review of various internal HR files, legal files, Committee related files, Planning and Development files in support of Town Directors and Managers working in service delivery on a daily basis.



Vibrant & Connected Character Community

Municipal Policing

A meeting on March 3 between the Detachment Commander (interim), detachment officers, and the CAO took place for a conversation around current policing strategies, priorities of the 2025 Council, and the upcoming appointments of public at-large board members to serve with elected officials on the Municipal Police Committee. Currently, the Town is in the process of receiving applications for members-at-large for the Committee and extended the due date for applications to the end of March to ensure a wide breadth of applicants to select from. Following the closing date, Council will be asked to make a decisions regarding the member-at-large and council appointments to the Committee. Following that, the successful applicants will have to undergo an enhanced RCMP security check, which Administration is anticipating could take anywhere between 1-4 months, depending on the individual and the complexity of the check. Given this requirement and its timeline, Administration anticipates that the first meeting of the Committee will be following the Council summer break.



Strong & Resilient Local Economy



Liveability



Governance & Organizational Excellence

CAO Report: Developments as of March 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 26-008	508, 500 Valarosa Place	Covered Basement Stairs	Poffenroth, Ron (a) JB NDT Services Inc. (o)	Feb 27, 2026
DP 26-009	802 Hwy 582	Signage: Portable (Spring/Xmas Markets)	Brazzale, Debbie (a) Zion EMC Fellowship, Didsbury (o)	Feb 27, 2026

Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE	APPEAL PERIOD ENDS
DP 26-003	Valarosa Ph. 1 & Ph. 2 (9 lots)	Rear Yard Setback Variances	Hladych, Jon (a) JB NDT Services Inc. (o)	Feb 25, 2026	Mar 18, 2026 (at 4:30 pm)



DP 26-003: The Municipal Planning Commission approved a rear yard setback variance (from 10m to 7m) on 9 lots located in Valarosa Phase 1 and Phase 2 to help with placement of new dwellings. The applicant will still need to apply for Development Permits & Building Permits on each lot when they are ready to develop; after the appeal period ends.

The next MPC Meeting is scheduled for Wednesday, March 11, 2026 for two (2) Secondary Suite (Internal) files and the Agenda is posted on our website.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: March 10, 2026
SUBJECT: ADMIN 001 – Policy Development Guidelines - Rescind
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 7.1

BACKGROUND/PROPOSAL:

Council is being presented with ADMIN 001 - Policy Development Guidelines (the “Guidelines”), which establishes the guidelines for the writing and implementing policies.

The key elements of the Guidelines are as follows:

- Council approves policies by resolution
- CAO implements procedures for any approved policy as needed.
- Managers bring policies to Committee or Council with recommendations and ensure the review times are met.
- Sets out the policy numbering system, and required font size and style, block header, policy statement, definitions, and “End of Policy” requirements.
- Requirements for regularly updating the policy index, which tracks the policies that need to be reviewed.

In late 2024, Council established COUN 007-24 – Policy and Procedure Policy which sets out the following principles:

- Council approves what are called “governance policies/procedures” which establish governance direction, service level delivery, programs, etc. which guide and set parameters for Administration
- The CAO or designate, approves “administrative procedures” which are operational, related to staffing, or administrative in nature, and are usually standard operating guidelines.
- Administrative procedures must align with council policies and legislation.

Given these new parameters set by COUN 007-24, the Guidelines would be considered an Administrative Policy as it is more of a set of standard operating guidelines for policy development.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending that Council rescind ADMIN 001 – Policy Development Guidelines to reflect current practices and policy.

Administration has a set naming convention and writing format for policies which need not be established by guidelines and a review schedule for policies which is on a four-year timeline.

RECOMMENDATION

To rescind ADMIN 001 – Policy Development Guidelines.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	ADMIN 001
Policy Title:	Policy Development Guidelines
Approval Date:	June 10 th 2014
Date to be Reviewed:	2019
Responsible Department:	Administration
Related Bylaws:	

Policy Statement:

The Town of Didsbury will provide guidelines for the drawing up of policies and a policy approval process. The Council of the Town of Didsbury believes that one of its primary roles is to formulate policies, which serve as guidelines for the operation of the municipal corporation. Through the adoption, implementation and evaluation of policy, Council exercises leadership and authority over the operations of the Town

1. Definitions

- 1.1 Committee means a committee or board appointed by Council.
- 1.2 Council means the Council of the Town of Didsbury, in the Province of Alberta.
- 1.3 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.
- 1.4 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 Council to:

- 2.1.1 At the first organizational meeting of a new Council, make a decision upon the recommendation of the Chief Administrative Officer relative to the process to be utilized by Council members in conducting a policy review during their four years in office
- 2.1.2 To review existing policy on a cyclical basis and recommend to Council that a policy will continue in force, or be deleted due to redundancy, or incorporate minor wording amendments which lend clarity but do not change the substance or intent of the policy.
- 2.1.3 Direct preparation of draft policies by allocation to Chief Administrative Officer, Board, Commission or Committee for development.
- 2.1.4 Approve policy by resolution.



2.2 Chief Administrative Officer to:

- 2.2.1 Recommend the revision or development of policy in identified areas to Council or Committee.
- 2.2.2 Direct preparation of draft policies and procedures.
- 2.2.3 Review draft policies for consistency with the Town of Didsbury corporate goals and objectives, and other policies.
- 2.2.4 Approve the implement of procedures for any approved policy where necessary.

2.3 Managers to:

- 2.3.1 Review draft policies and procedures affecting their areas of responsibility.
- 2.3.2 Make recommendations on the proposed policy to Committee and Council.
- 2.3.3 Support the development of procedures.
- 2.3.4 Ensure appropriate reviews are carried out when a policy is being drafted or revised.
- 2.3.5 Ensure adherence to policy within areas of responsibility.

2.4 Employees to:

- 2.4.1 Adhere to policy, guidelines and procedures when dealing with related matters.
- 2.4.2 Recommend any need for amendments or revisions to their supervisor.

3. Policy Writing Guidelines

- 3.1 Policy Number: The number of a new policy will be assigned by the Chief Administrative Officer. Numbering shall attempt to group policies with related policies within the appropriate department. The numbering will be as follows:

Administration ADMIN 000-1000
- Subjects of a general administrative nature that cannot be classified elsewhere

Protective Services PS 000-1000
- Subjects dealing with bylaw enforcement or pertaining to the officers of the protective services department.

Financial Services FIN 000-1000
- Subjects that pertain to the financial services department.



TOWN OF DIDSBURY POLICY # ADMIN 001
POLICY NAME: Policy Development Guidelines

Utilities	UTIL 000-1000
Subjects that deal with the operation, maintenance and billing of the municipality's utilities.	
Planning and Infrastructure	PLAN 000-1000
Any matter dealing with planning or development within the municipality.	
Community Services	CS 000-1000
Subjects offered to the public such as recreation and family service programs	
Communications	COM 000-1000
Public Relations functions such as internal and external communications, community and media relations.	
Property Management	PROP 000-1000
Maintenance and operation of all facilities owned by the municipality.	
Human Resources	HUMAN 000-1000
Matters dealing with Personnel, Employment and Human Resources	
Council	COUN 000-1000
Matters pertaining to the Mayor and Councillors as well as the operation of Council.	
Public Works	PW 000-1000
Matters that deal with the operation of the Public Works Department including roads and parks, but excluding any utility matter such as water and sewer policies.	

- 3.2 The policy title should be simple and short. The title should express the way in which the policy will be referred to in the future.
- 3.3 All text contained within the policy, including headings, shall be typed in 11 point font in Calibri style.
- 3.4 All policies shall be placed in an appropriate format which includes the following header on each page, following title block on the front page and page number in the bottom right hand corner of each page.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	
Policy Title:	
Approval Date:	
Date to be Reviewed:	
Responsible Department:	
Related Bylaws:	

- 3.5 Council policies shall contain a statement of purpose that outlines the need for the policy and the Town’s overall intent in the area of responsibility covered by the policy.
- 3.6 First section of the policy shall contain any definitions necessary for clarification of contents of the policy. Definitions should only be used for unfamiliar or technical terms and be listed in alphabetical order.
- 3.7 All details of the policy or procedure shall be arranged in such a way that the readers will find it logical and clear the first time they read it.
- 3.8 The end of the policy shall be indicated by a heading stating “End of Policy.”

4. The Policy Approval Process

- 4.1 New or revised policies may be developed following the identification of need by Council, Committees, the Law, the Public, the Chief Administrative Officer, Managers or Staff.
- 4.2 The new or revised policy is to be first presented to the appropriate Committee for review and discussion, amendment and recommendations to Council for approval.
- 4.3 Each policy is approved by resolution of Council.
- 4.4 Routine updates that are not significant in impact, do not require that the policy go before Council for approval (i.e. department name changes, position title changes, revisions to comply with Council resolutions) but such changes shall be approved by the Chief Administrative Officer.
- 4.5 The Manager of Legislative Services shall provide for the distribution and maintenance of policy manuals in an electronic format, and shall maintain a Master Policy Manual against which other policy manuals may be checked for accuracy.
- 4.6 Each policy manual shall contain all the approved policies that exist for the Town of Didsbury. Policy manuals may also contain procedures required to support those policies.



- 4.7 An electronic copy of the policy manual shall be kept on the Town of Didsbury common network drive for easy access.

5. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: March 10, 2026
SUBJECT: COUN 008-26 Council Technology Policy
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 7.2

BACKGROUND/PROPOSAL:

Administration is presenting an amended version of the Council Technology Policy for Council's review.

The revisions include:

1. Updates to reflect changes to the software available to Council members, reflected in the elimination of Schedule A.
2. More robust provisions pertaining device security, including requirements for two-factor authentication and security and privacy training.
3. Additional provisions which set out how a device is decommissioned at the end of a term, as well as how devices are decommissioned in the event that a council member does not complete the entire term.
4. Clarification of ownership of the device during the term.
5. Greater clarity regarding the mobile phone available for the Mayor's use, which clarifies that the mobile phone may not be decommissioned with the laptop at the end of term for personal use.

A marked up and a clean copy of the policy are attached for Council's review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may adopt the policy as presented or request additional amendments.

RECOMMENDATION (*two motions*)

To rescind COUN 008-22 – Council Technology Policy.

AND

To adopt COUN 008-26 – Council Technology Policy as presented.



COUNCIL TECHNOLOGY POLICY 008-26

DATE APPROVED:

RESOLUTION #:

Policy Statement:

The Town of Didsbury Council shall be provided with technological resources to assist them in conducting Council business in an efficient and effective manner and to lessen the need for printed Agendas.

1. Definitions

- 1.1 CAO: means the Chief Administrative Officer of the Town of Didsbury, or their designate.
- 1.2 Council Business: means any work, communications or activities related to their role and responsibilities as an elected member of the Town of Didsbury Council.
- 1.3 Workstation: means any laptop ~~or~~, tablet, ~~smartphone~~ or any other similar electronic and associated external hardware, such as a mouse, keyboard, monitor, charging cord, etc., and software applications ~~as listed in Appendix A~~, that will assist Council to undertake their responsibilities, connect with each other, participate during Council meetings using the digital Agenda and serve the citizens. ~~A workstation is deemed to have a useful life of four years for the purposes of this policy.~~

2. Principles Workstations

- 2.1 Under the direction of the CAO, each Council Member will be provided a workstation.
- ~~2.2.1~~ Council Members will be offered guidance and assistance on using the workstation ~~at the beginning of their term and~~ throughout the term as required.
- ~~2.2~~
- ~~2.2.2.3~~ Each Council Member must complete all IT security, privacy, and access to information training exercises as required.
- ~~2.2.4~~ The Mayor will be provided with either a mobile phone as part of the Workstation or a monthly phone allowance ~~for use of a personal mobile phone, as decided by at the discretion of the Mayor at the commencement of the term.~~
- ~~2.3~~ Each Council Member is responsible for securing their workstation and the information contained within. ~~In the event that the workstation is lost, stolen or damaged, the CAO must be notified immediately.~~
- ~~2.4.2.5~~ Each Council Members will be provided with a Town of Didsbury email address, which shall be used for all ~~Town Council~~ related business.
- ~~2.6~~ The Town of Didsbury IT department will address all issues and repairs for the workstations, using warranty claims whenever possible.

~~2.5.3.~~ Discharge of a Workstation

- ~~3.1~~ Each workstation remains the property of the ~~Council Member~~ Town of Didsbury until ~~and as such at~~ the end of the term. Council members ~~they may keep retain~~ the Workstation for personal use after the Town of Didsbury has completed off-boarding of the device ~~has ensured that all software applications listed in Appendix A are removed.~~

Formatted: Left: 1.27 cm, Right: 1.27 cm, Top: 1.27 cm, Bottom: 1.27 cm

Formatted: Indent: Left: 0.19 cm, Space Before: 0 pt

Formatted: Left

Formatted: Left, Indent: Hanging: 1.27 cm

Formatted: Left, Indent: Hanging: 1.27 cm, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.51 cm + Indent at: 2.79 cm

Formatted: Left, Indent: Hanging: 1.27 cm

Formatted: Font: 12 pt

Formatted: Left, Indent: Hanging: 1.27 cm, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.51 cm + Indent at: 2.79 cm

Formatted: Font: 12 pt

Formatted: Left, Indent: Hanging: 1.27 cm

Formatted: Left, Indent: Left: 0.25 cm, Hanging: 0.37 cm, Right: 0 cm, Space Before: 5.95 pt, Tab stops: 0.62 cm, Left + Not at 2.79 cm

Formatted: Font: 12 pt, Bold

COUNCIL TECHNOLOGY POLICY 008-26

DATE APPROVED:

RESOLUTION #:

~~2.63.2~~ In the event that a Council member cannot complete the term, the Council member may have the option to retain their workstation at a cost related to the remaining residual value of the device, depending on the length of time served.

~~2.7.1~~ The proportionate value of the workstation will have a taxable benefit implication for the portion of the term not completed.

~~3.3~~ A workstation is deemed to have a useful life of four years for the purposes of this policy.

~~2.7~~ All Town provided equipment shall be used primarily for Town related business.

4. Acceptable Use

~~4.1~~ All Town provided equipment shall be used primarily for Council Business.

~~4.2~~ Each Council Member is responsible for securing their workstation and the information contained within.

Formatted: Left

Formatted: Left

COUNCIL TECHNOLOGY POLICY 008-26

DATE APPROVED:

RESOLUTION #:

4.3 All passwords must meet the municipal complexity requirements and multi-factor authentication must be used when required.

Formatted: Left

Formatted: Font: Bold

4.4 All communication through a Town of Didsbury email address is considered a record of the Town of Didsbury.

Formatted: Font: Bold

4.5 All suspected data breaches, malware infections, lost or stolen devices, or unauthorized access incidents must be reported to the CAO immediately.

4.5 End of Policy

Formatted: Left, Indent: Left: 0.25 cm, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25 cm + Indent at: 0.62 cm

Formatted: Font: 12 pt

COUNCIL TECHNOLOGY POLICY 008-26

DATE APPROVED:

RESOLUTION #:

APPENDIX A

Software Applications Included on Council Workstations During Council Term

- Microsoft Office 2016 Standard
- Adobe PDF Reader
- eSCRIBE Meetings Pro Application
- FortiEDR
- o/s security software Bitdefender GravityZone
- Google Chrome

Formatted: Left, Indent: Left: 1.52 cm

Formatted: Indent: Left: 1.52 cm, No bullets or numbering



Policy Statement:

The Town of Didsbury Council shall be provided with technological resources to assist them in conducting Council business in an efficient and effective manner and to lessen the need for printed Agendas.

1. Definitions

- 1.1 CAO: means the Chief Administrative Officer of the Town of Didsbury, or their designate.
- 1.2 Council Business: means any work, communications or activities related to their role and responsibilities as an elected member of the Town of Didsbury Council.
- 1.3 Workstation: means any laptop or tablet, or any other similar electronic and associated external hardware, such as a mouse, keyboard, monitor, charging cord, etc., and software applications, that will assist Council to undertake their responsibilities, connect with each other, participate during Council meetings using the digital Agenda and serve the citizens.

2. Workstations

- 2.1 Under the direction of the CAO, each Council Member will be provided a workstation.
- 2.2 Council Members will be offered guidance and assistance on using the workstation throughout the term as required.
- 2.3 Each Council Member must complete all IT security, privacy, and access to information training exercises as required.
- 2.4 The Mayor will be provided with either a mobile phone as part of the Workstation or a monthly phone allowance, at the discretion of the Mayor at the commencement of the term.
- 2.5 Each Council Member will be provided with a Town of Didsbury email address, which shall be used for all Council related business.
- 2.6 The Town of Didsbury IT department will address all issues and repairs for the workstations, using warranty claims whenever possible.

3. Discharge of a Workstation

- 3.1 Each workstation remains the property of the Town of Didsbury until the end of the term. Council members may retain the Workstation for personal use after the Town of Didsbury has completed off-boarding of the device.
- 3.2 In the event that a Council member cannot complete the term, the Council member may have the option to retain their workstation at a cost related to the remaining residual value of the device, depending on the length of time served.
- 3.3 A workstation is deemed to have a useful life of four years for the purposes of this policy.

4. Acceptable Use

- 4.1 All Town provided equipment shall be used primarily for Council Business.
- 4.2 Each Council Member is responsible for securing their workstation and the information contained within.

- 4.3 All passwords must meet the municipal complexity requirements and multi-factor authentication must be used when required.
- 4.4 All communication through a Town of Didsbury email address is considered a record of the Town of Didsbury.
- 4.5 All suspected data breaches, malware infections, lost or stolen devices, or unauthorized access incidents must be reported to the CAO immediately.

5. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: March 10, 2026
SUBJECT: Public Space Neutrality Bylaw 2026-08
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 7.3

BACKGROUND/PROPOSAL:

Upon consultation with the community throughout the 2025 General Municipal Election and the beginning of the Council term, the attached bylaw was requested to be presented to Council.

The bylaw, as written, would apply to the flagpoles and crosswalks on Town of Didsbury-owned property. The bylaw would require that all crosswalks be painted in the continental or ladder pattern with white paint, and that the flags to be raised on Town property be the national flag of Canada, provincial flag of Alberta, or any of the Town of Didsbury flags.

Failure to comply with the bylaw will result in the removal of the non-complaint items and the costs-incurred to do so becoming a debt owing to the Town of Didsbury by the person contravening the bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may grant all first and second reading to the Neutral Spaces Bylaw and grant unanimous consent to proceed to third reading. If Council does not grant unanimous consent to proceed to third reading, the bylaw will be presented at the next regular council meeting.

RECOMMENDATION

That Council grant first reading to Public Space Neutrality Bylaw 2026-08.

TOWN OF DIDSBURY
Public Space Neutrality
Bylaw 2026-08

BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, TO ENSURE THAT FLAGPOLES AND CROSSWALKS WITHIN PUBLIC SPACES WITHIN THE TOWN OF DIDSBURY REMAIN NEUTRAL.

WHEREAS, pursuant to Part 2, Division 1 of the *Municipal Government Act*, being the Revised Statutes of Alberta 2000, Chapter M-26, as amended, a Council may pass bylaws for purposes respecting people, activities and things in, on or near a public space that is open to the public;

WHEREAS, Council for the Town of Didsbury wishes to enact a bylaw ensuring that flagpoles and crosswalks within public spaces within the Town of Didsbury remain neutral.

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

1. SHORT TITLE

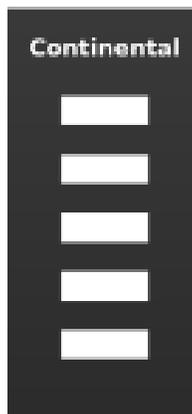
1.1 This Bylaw may be cited as the “Neutral Space Bylaw.”

2. DEFINITIONS

2.1 **Act** means the *Municipal Government Act, R.S.A. 2000, Chapter M-26* as amended.

2.2 **Chief Administrative Officer (CAO)** means the person appointed as chief administrative officer of the Town of Didsbury or designate.

2.3 **Continental** means the pattern drawn or illustrated on Crosswalks as set out in the following image:



2.4 **Council** means the municipal Council for the Town of Didsbury.

2.5 **Crosswalk** means

- (a) that part of a Municipal Road at an intersection included within the lateral line of the sidewalks on opposite sides of the Municipal Road measured from the curbs or in the absence of curbs, from the edges of the Municipal Road; or
- (b) any part of a Municipal Road at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, by lines or by other markings on the road surface.

- 2.6 **Ladder** means the pattern drawn or illustrated on Crosswalks as set out in the following image:



- 2.7 **Municipal Road** means a road as defined in the Act which is under the direction, control and management of the Town.
- 2.8 **Public Property** means land located within the Town of Didsbury for which the Town is the sole registered owner, and that the Town owns and utilizes for the benefit and use of the public.
- 2.9 **Town** means the municipal corporation of the Town of Didsbury or the geographical area within the municipal boundaries of the Town of Didsbury, as the context may require.

3 CROSSWALKS

- 3.1 No person shall paint or colour any Crosswalks within the Town with any colours or patterns other than the standard Continental or Ladder patterns.

4 FLAGS

- 4.1 No person shall raise any flag on any flagpoles on Public Property other than:

- 4.1.1 The national flag of Canada;
- 4.1.2 The provincial flag of Alberta; or
- 4.1.3 Town of Didsbury flags.

5 ENFORCEMENT

- 5.1 In the event of a contravention of this bylaw, the CAO or designate, is authorized to remove any non-compliant items from Public Property, with any costs incurred by the Town in removing the items constituting a debt owing to the Town by the person who placed the non-compliant flag or Crosswalk colors or pattern.

6 SEVERABILITY

- 6.1 If any part of this bylaw is deemed invalid, the invalid portion shall be severed, and the remaining parts of the bylaw will continue to be in force.

7 **EFFECTIVE**

7.1 This Bylaw shall take come into force and effect upon third and final reading.

7.2 Any Crosswalks or flags located on Town property that contravene sections 3.1 or 4.1 of this Bylaw shall be removed within thirty (30) days of this Bylaw coming into force and effect.

Read a first time this _____ day of _____, 2026.

Read a second time this _____ day of _____, 2026.

Read a third time this _____ day of _____, 2026 and passed.

Chris Little, Mayor

Michael Simpson, Chief Administrative Officer



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: March 10, 2026
SUBJECT: 2026 Campground Operations
ORIGINATING DEPARTMENT: Engineering & Infrastructure
ITEM: 8.1

BACKGROUND/PROPOSAL:

Council Resolution 067-25 “that Administration explore options pertaining to the internal administration of the campground and bring budgetary and service level implications.”

Administration identified four options.

1. Short term contract for a Caretaker
2. Leasing to a third party operator (tenant)
3. Self-registration
4. Disposal of land/assets in private sale

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Up until the end of the 2025 season, the Town was in a contract with a caretaker. The purpose of the contract was to provide 24 hour/7 day a week management of the booking system, visitor inquiries, mowing, garbage removal, and washroom maintenance. This model provides for a high level of service (LOS) for the visitors.

Historically, the most significant benefit of this model is onsite conflict mediation and resolution. Often challenges arise at the campground after hours. The Caretaker or tenant is the first line of assistance to help resolve open-air, common space, accommodations. This minimizes the potential of escalation and reduces the need of RCMP involvement.

The caretaker model provides onsite assistance to help visitors find local venues, retailers, and services, which our commercial district has to offer. The Caretaker is also required to provide onsite facility cleaning/maintenance support to ensure visitors experience clean and operable facilities.

Visitor bookings are facilitated through an online portal called Let’s Camp. The URL is <https://letscamp.ca/camps/rosebud-valley-campground>. Visitors can login to reserve a spot, choose their length of stay, and pay for the site rental.

The webpage contains the Town’s terms, conditions and rules for users to review at the time of booking and they are located here: <https://letscamp.ca/camps/rosebud-valley-campground/terms-conditions>

The previous caretaker contract was for \$3000/month for the operational term of May 1 to Oct 31. The Town incurs the operating expenses and retains the revenue in this model.

Council could also consider leasing the operation to a third party operator. In this model, the operator would pay the Town a suitable lease amount but the tenant would retain the revenue from the operation. The facilities and ground maintenance would be the responsibility of the tenant. The facilities would be repaired, restored or replaced by the Town.

The Town could require the tenant to be onsite 24/7 to maintain the current LOS.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

Council could also consider self-registration. This model requires Town staff to monitor visitor stays, maintain the grounds and the facilities. This model is the highest demand on the Town’s resources, provides the lowest LOS and increases the probability of police attendance to resolve disputes.

Lastly, the Town also has the option to conduct an appraisal, and retain a realtor to sell the campground to a third party private entity who may assume all profit potential and risks associated with running a camping facility.

Each option has different risks and rewards.

	Pro	Con
Caretaker	Town sets rates	Cost of Caretaker Contract
	Highest LOS	
	Minimal Town resources required to support	
	Town retains revenue	
Lease	Town influences rates	Final rate decision is not the Town's
	Town influences LOS	Final LOS decision is not the Town's
	Minimal Town resources required to support	
	Negotiated operating conditions	
	Revenue from Lease	
Self-Registration	Town sets rates	High demand on Town resources
	Town retains revenue	Lowest LOS
Sale of Campground	Reduction in liability and operating costs to Town associated with camping facilities	Loss of control over community asset due to privatization. No guarantee a campground offering will remain in Didsbury.

At the time of the 2026 budget presentation, Administration proposed a **Parks Lead** with the intent of providing a Self-Registration service delivery at the campground. With the proposed position, Administration planned to allocate a portion of the position to the operation of the campground facility. The plan was to provide 8 hrs / 7 days a week assistance to visitors with a 24 hour call line, which is monitored 7 days a week to request Public Work’s operations support, if deemed required.

The position was not funded in the 2026 operating budget.

At this time, Administration is recommending a one-year Caretaker contract to provide the best level of service with limited impact on municipal resources. Given the present time of year and the timeline of opening the campground, on April 1, it is not currently anticipated that this timeline can be reached, resulting in a later opening date.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

If Council agrees, Administration would prepare a Request for Proposal to seek submissions from interested parties. The submissions will inform the cost of the service we are seeking and Administration would bring the results back to Council for further consideration with additional information, and possibly a budget amendment request.

RECOMMENDATION

To approve the release of a Request for Proposal to seek submissions for the Rosebud Valley Campground Caretaker Service Contract for the 2026 camping season.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: March 10, 2026
 SUBJECT: 2026 Roadworks – Award Recommendation
 ORIGINATING DEPARTMENT: Engineering & Infrastructure
 ITEM: 8.2

BACKGROUND/PROPOSAL:

Council approved two projects for mill and overlay in 2026. The two projects are second phase of 15th Avenue and the final phase of 7th Avenue. The approved capital budget is \$425,000.

The tender was posted on social media, promoted via email to various contractors and posted on the Alberta Purchasing Connection January 21, 2026. The tender closed on February 18, 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town received 8 submissions. The bid results are as follows:

Contractor	Verified Tendered Amount	% Difference from Low Bid
Border Paving Ltd.	\$ 354,014.28	0.00%
TJ Paving Ltd.	\$ 374,564.85	5.81%
Ruby Rock Asphalt Works Inc.	\$ 374,975.88	5.92%
Grindstone Paving	\$ 438,777.11	23.94%
Central City Asphalt	\$ 457,605.17	29.26%
Professional Excavators and Construction Inc.	\$ 482,677.53	36.34%
WR Paving	\$ 499,905.99	41.21%
Cemrock	\$ 554,961.23	56.76%

Following the bid evaluation, the scoring changed the ranking:

Contractor	Blended Scoring
Border Paving Ltd.	97.5
Ruby Rock Asphalt Works Inc	95.4
Grindstone Paving	86.5
TJ Paving Ltd.	85.4
Central City Asphalt	76
Professional Excavators and Construction Inc	71.9
Cemrock	70.6
WR Paving	68.9



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

With a tight bid range and highly competent contractors, Administration determined that the most significant difference between the top two contractors was mobilization. Border Paving was demonstratively lower.

ALIGNMENT WITH STRATEGIC PLAN.

1. Strategically Managed Infrastructure

RECOMMENDATION

To award the 2026 Roadworks Contract to Border Paving Ltd for a total of \$354,014.28.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: March 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.

Please see the attached Key Messages from Mountain View Senior's Housing

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

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

BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of February 19, 2026.

Key Messages

- The Board held their regular meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-3:00 pm.
- The Board welcomed Craig Lamb, Mayor of Cremona as a Director for Mountain View Seniors' Housing.
- The Board provided management approval on the renewal of the main administrative office lease.
- The Board reviewed and approved the Rental Assistance Benefit (RAB) and the Seniors' Self-Contained (SSC) rental rates.
- The Board appreciated the information regarding the new Federal Program, Build Canada Homes.
- The Board extends their thanks and appreciation to Director of Operations, Susan Read and Director of Facilities, Al Smart for their overview of highlights for 2025.
- The Board reviewed and approved several new and revised key policies.
- The Board sends thanks to Administration for coordinating building tours of our Lodges and some of the Seniors' Self-Contained buildings within the MVSH portfolio. The Board was very impressed with the Lodge staff they were able to meet and speak to as well as how the buildings are operated and maintained.

Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, March 19, 2026 starting at 1:00 PM in the MVSH Administration Offices boardroom in Olds, Alberta (or by Microsoft Teams if required).

If you require any information or there are any questions related to this communication, please contact a Board Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at stacey.stilling@mvsh.ca