



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

**Tuesday, July 8, 2025, 6:00 pm**  
**Council Chambers 1606 14 Street**

**Pages**

<b>1.</b>	<b><u>CALL TO ORDER</u></b>	
<b>2.</b>	<b><u>ADOPTION OF THE AGENDA</u></b>	
<b>3.</b>	<b><u>DELEGATIONS/PRESENTATIONS</u></b>	
<b>4.</b>	<b><u>ADOPTION OF MINUTES</u></b>	
4.1	June 24, 2025 Regular Council Meeting Minutes	3
4.2	July 4, 2025 Special Council Meeting Minutes	13
<b>5.</b>	<b><u>PUBLIC HEARINGS</u></b>	
<b>6.</b>	<b><u>CAO REPORT</u></b>	15
	<ul style="list-style-type: none"><li>• Development Report as of July 3, 2025</li><li>• FortisAlberta AMI Installation</li></ul>	
<b>7.</b>	<b><u>BYLAWS &amp; POLICIES</u></b>	
7.1	Chief Administrative Officer Bylaw 2025-12	23
7.2	Commercial Vehicle Bylaw 2025-13	27
7.3	Land Use Amending Bylaw 2025-14	47
7.4	Land Use Amending Bylaw 2025-15	51
7.5	Land Use Amending Bylaw 2025-16	54
7.6	COUN 001-25 Council Remuneration and Professional Development Policy	57
<b>8.</b>	<b><u>BUSINESS</u></b>	
8.1	Memorial Complex Additional Parking Lot	70
8.2	2025 Community Grants - Heart2U and Essentials For Our Community	72
8.3	Council Committee Meetings	75
<b>9.</b>	<b><u>COUNCIL REPORTS AND MEETING HIGHLIGHTS</u></b>	76
<b>10.</b>	<b><u>CORRESPONDENCE AND INFORMATION</u></b>	80
	<ul style="list-style-type: none"><li>• F. Van Vliet</li><li>• Didsbury Arts Society - Arts Festival</li><li>• Bowden Daze</li></ul>	
<b>11.</b>	<b><u>QUESTION PERIOD</u></b>	
<b>12.</b>	<b><u>CLOSED MEETING</u></b>	
12.1	Water Supply Line Funding Model - as per section 26 of the Access to Information Act	
12.2	Chiller Unit - as per section 32 of the Access to Information Act	
12.3	CAO Recruitment - as per section 29 of the Access to Information Act	
12.4	Central Alberta Economic Partnership - as per section 29 of the Access to Information Act	
12.5	Council Governance - as per section 29 of the Access to Information Act	

13. RECONVENE
14. ADJOURNMENT



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: July 8, 2025  
SUBJECT: June 24, 2025 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 4.1

---

### BACKGROUND/PROPOSAL:

The minutes of the June 24, 2025 Regular Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To adopt the June 24, 2025 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting  
Held on June 24, 2025 in Council Chambers 1606 14 Street  
Commencing at 6:00 p.m**

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

Administration Present Acting CAO/Chief Financial Officer, Amanda Riley  
Director of Engineering & Infrastructure, Craig Fox  
Economic Development Officer, Alexandra Ross  
Planner, Tracey Connatty  
Development Officer, Lee-Ann Gaudette  
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter  
Council and Community Relations Coordinator, Nelisha Bruce  
Communications Coordinator, Lisa Bastarache

**1. CALL TO ORDER**

Mayor Hunter called the June 24, 2025 Regular Council Meeting to order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

**Res. 364-25**

MOVED by Deputy Mayor Engel

To adopt the June 24, 2025 Regular Council Meeting agenda as presented.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS**

**3.1 Presentation of the Town of Didsbury 2025 High School Scholarship**

**Res. 365-25**

MOVED by Councillor Baswick

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

**Motion Carried**

**3.2 K. Sellar**

**Res. 366-25**

MOVED by Deputy Mayor Engel

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

**Motion Carried**

**3.3 Business Arising from Delegation - Clean Energy Improvement Program**

**Res. 367-25**

MOVED by Councillor Windsor

To accept the Business Arising from Delegation – Clean Energy Improvement Program as information.

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

**Motion Carried**



4.

**ADOPTION OF MINUTES**

4.1

June 10, 2025 Regular Council Meeting Minutes

Res. 368-25

MOVED by Deputy Mayor Engel

To adopt the June 10, 2025 Regular Council Meeting Minutes as amended.

Motion Carried
5.

**PUBLIC HEARINGS**

5.1

Bylaw 2025-09 Amending to Land Use Bylaw - C3 Commercial District - Core

Mayor Hunter called the Public Hearing for Bylaw 2025-09 Amending Land Use Bylaw 2019-04 to order at 6:33 p.m.

Administration made a short presentation introducing the topic, followed by questions/comments from Council. Following, the Chair called or those in the gallery and on Zoom to speak in favour or opposed to the Bylaw. Council considered how the district was changed from RC to C3 and what the uses of each are.

Mayor Hunter closed the Public Hearing for Bylaw 2025-09 Amending Land Use Bylaw 2019-04 to order at 7:22 p.m.

5.2

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

Mayor Hunter called the Public Hearing for Bylaw 2025-10 Amending Land Use Bylaw – Portion of Plan 1711795 Block 3 Lot 73 to order at 7:23 p.m.

Administration made a short presentation introducing the topic, followed by questions/comments from Council. Following, the Chair called or those in the gallery and on Zoom to speak in favour or opposed to the Bylaw.

Mayor Hunter closed the Public Hearing for Bylaw 2025-10 Amending Land Use Bylaw 2019-04 at 7:31 p.m.
6.

**CAO REPORT**

Res. 369-25

MOVED by Councillor Moore

To accept the Chief Administrative Officer Report for June 24, 2025 as information.

Motion Carried
7.

**BYLAWS & POLICIES**

7.1

Bylaw 2025-09 Amending Land Use Bylaw - C3: Commerical District - Core

Res. 370-25

MOVED by Councillor Windsor

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

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

Motion Carried

**Res. 371-25**

MOVED by Councillor Windsor

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

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

**Motion Carried**

**Res. 372-25**

MOVED by Councillor Windsor

That Council direct Administration to bring an amendment to Land Use Bylaw 2019-04 to address the current challenges with the C3 Commercial Core District and bring the bylaw to the next Council Meeting.

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

**Motion Carried**

**7.2 Bylaw 2025-10 Amending Land Use Bylaw - Redesignation Plan 1711795 Block 3 Lot 73****Res. 373-25**

MOVED by Deputy Mayor Engel

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

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

**Motion Carried**

**Res. 374-25**

MOVED by Deputy Mayor Engel

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

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

**Motion Carried**

### 7.3 Chief Administrative Officer Bylaw 2025-12

#### Res. 375-25

MOVED by Deputy Mayor Engel

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

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

**Motion Carried**

#### Res. 376-25

MOVED by Deputy Mayor Engel

To refer Bylaw 2025-12 CAO Bylaw to the Policy and Governance Committee for review and recommendation back to Council.

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

**Motion Carried**

### 7.4 PROP 005-25 - Lease Policy

#### Res. 377-25

MOVED by Deputy Mayor Engel

To adopt PROP 005-25 Lease Policy as presented.

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

**Motion Carried**

### 7.5 COUN 001-25 Council Remuneration and Professional Development Policy

#### Res. 378-25

MOVED by Deputy Mayor Engel

Council refer COUN 001-25 Council Remuneration and Professional Development Policy to the next Council Meeting.

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

**Motion Carried**

**8. BUSINESS**

**8.1 Golf Course Irrigation License**

**Res. 379-25**

MOVED by Councillor Moore

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

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

**Motion Carried**

**Res. 380-25**

MOVED by Councillor Moore

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

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

**Motion Carried**

**8.2 Extended Producer Responsibility (EPR) Program**

**Res. 381-25**

MOVED by Deputy Mayor Engel

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

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

**Motion Carried**

**8.3 CAEP Membership report**

**Res. 382-25**

MOVED by Deputy Mayor Engel

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

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

**Motion Carried**

**Res. 383-25**

MOVED by Deputy Mayor Engel

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

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

**Motion Carried**

**8.4 Mountain View Regional Film Office Strategic Organizational Plan****Res. 384-25**

MOVED by Councillor Moore

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

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

**Motion Carried**

**Res. 385-25**

MOVED by Councillor Moore

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

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

**Motion Carried**

**8.5 Awarding Real Estate Services****Res. 386-25**

MOVED by Councillor Moore

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

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

**Motion Carried**

**8.6 2025 Council Calendar Amendment****Res. 387-25**

MOVED by Councillor Baswick

To amend the 2025 Council Calendar as presented.

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

**Motion Carried**

9. **COUNCIL REPORTS AND MEETING HIGHLIGHTS** – *deferred to the next Council Meeting*

10. **CORRESPONDENCE AND INFORMATION**

**Res. 388-25**

MOVED by Councillor Windsor

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

**Motion Defeated**

**Res. 389-25**

MOVED by Councillor Moore

To accept the letter from the Minister of Public Safety and Emergency Services be accepted as information.

**Motion Carried**

**Res. 390-25**

MOVED by Deputy Mayor Engel

To direct administration to review the request from Ms. McCoy and bring an analysis back to Council.

**Motion Carried**

11. **QUESTION PERIOD**

12. **CLOSED MEETING**

**Res. 391-25**

MOVED by Councillor Windsor

To go into closed meeting at 9:09 p.m. for the following items:

**Motion Carried**

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

13. **RECONVENE**

**Res. 392-25**

MOVED by Councillor Windsor

To return to open meeting at 10:01 p.m.

**Motion Carried**

**Res. 393-25**

MOVED by Councillor Moore

To approve the CAO and the Chair request a meeting with the Mountain View Regional Water Services Commission.

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

**Motion Carried**

**Res. 394-25**

MOVED by Councillor Baswick

To approve the offer on 2101/2109 19 Avenue subject to rezoning to the appropriate land use designation as discussed.

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

**Motion Carried**

**Res. 395-25**

MOVED by Councillor Windsor

To authorize that the CAO negotiate on Council's behalf for 2128 21 Avenue as discussed.

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

**Motion Carried**

**Res. 396-25**

MOVED by Deputy Mayor Engel

To direct Administration to bring back a Heavy Truck Route Bylaw for first reading to the July 8, 2025 Regular Council Meeting.

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

**Motion Carried**

**Res. 397-25**

MOVED by Deputy Mayor Engel

To accept the Regional Policing Study as information.

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

**Motion Carried**

**Res. 398-25**

MOVED by Deputy Mayor Engel

To direct the CAO and CEO to continue discussions related to the regional policing initiative.

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

**Motion Carried**

**Res. 399-25**

MOVED by Councillor Moore

To accept the CAO Recruitment Update as information.

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

**Motion Carried**

**Res. 400-25**

MOVED by Deputy Mayor Engel

To defer item 12.6 – Council Governance to the July 8, 2025 Regular Council Meeting

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

**Motion Carried**

**14. ADJOURNMENT**

**Res. 401-25**

MOVED by Councillor Baswick

To adjourn the June 24, 2025 Regular Council Meeting at 10:06 p.m.

**Motion Carried**

---

Mayor - Rhonda Hunter

---

Acting Chief Administrative Officer- Amanda Riley





## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE:	July 8, 2025
SUBJECT:	July 4, 2025 Special Council Meeting Minutes
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	4.2

---

### **BACKGROUND/PROPOSAL:**

The minutes from the July 4, 2025 Special Council Meeting are being presented to Council.

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

Council may adopt the Special Council Meeting Minutes as presented or amended.

### **ALIGNMENT WITH STRATEGIC PLAN**

5. Governance & Organizational Excellence

### **RECOMMENDATION**

To adopt the July 4, 2025 Special Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Special Council Meeting  
Held on July 4, 2025 on Zoom Meetings  
Commencing at 12:00 p.m**

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

Administration Present Acting CAO/Chief Financial Officer, Amanda Riley  
Communications Coordinator, Lisa Bastarache  
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter

**1. CALL TO ORDER**

Mayor Hunter called the July 4, 2025 Special Council Meeting to order at 12:00 p.m.

**2. CLOSED MEETING**

**Res. 402-25**

MOVED by Deputy Mayor Engel

To adopt the agenda for the July 4, 2025 Special Council Meeting as presented.

**Motion Carried**

**Res. 403-25**

MOVED by Councillor Baswick

To go into closed meeting at 12:02 p.m. for the following items:

Reviewing Land Sale Offers – 2128 21 Avenue – as per section 30 of the *Access to Information Act*

**Motion Carried**

**13. RECONVENE**

**Res. 404-25**

MOVED by Deputy Mayor Engel

To return to open meeting at 12:22 p.m.

**Motion Carried**

**Res. 405-25**

MOVED by Councillor Windsor

That Council accept the offer on 2128 21 Avenue subject to rezoning and the terms and conditions as discussed.

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

**Motion Carried**

**14. ADJOURNMENT**

**Res. 406-25**

MOVED by Deputy Mayor Engel

To adjourn the July 4, 2025 Special Council Meeting at 12:25 p.m.

**Motion Carried**

---

Mayor - Rhonda Hunter

---

Acting Chief Administrative Officer- Amanda Riley



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE:	July 8, 2025
SUBJECT:	CAO Report
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	6.0

---

### BACKGROUND/PROPOSAL:

Please find attached the information for the Chief Administrative Officer (CAO) Report for July 8, 2025

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Chief Administrative Officer Report for July 8, 2025 as information.



## CAO Report – July 8, 2025

### 1. Development Permits Issued as of July 3, 2025

Please find the attached Development Permits issued as of July 3, 2025.

### 2. AMI Fortis

The Town has received notice from FortisAlberta that they will be implementing the Next Generation Advanced Metering Program (AMI) to various poles and streetlights in town. The installation of gateways, routers and streetlight controllers on this infrastructure is estimated to commence on August 4 through to September 1, 2025. Following installation, Fortis will begin mass installation of AMI electricity meters on homes and business in town, which is anticipated to commence in the fall of 2025 through to 2029.

Residents and business owners can expect to see Fortis crews this summer at the locations noted on the map attached.

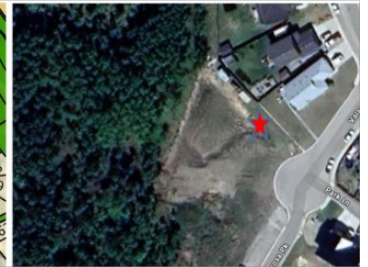
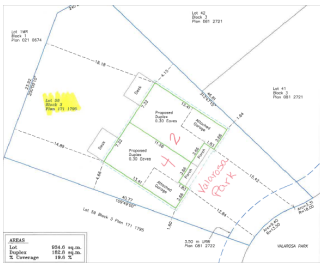
## CAO Report: Developments as of July 3, 2025

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

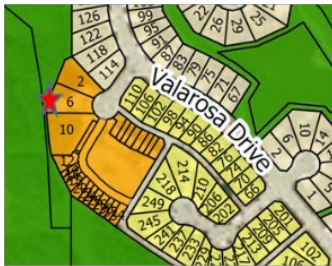
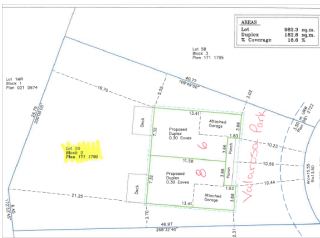
### Development Officer (Permitted Use) Decisions

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 25-046	2 Valarosa Park 4 Valarosa Park	Dwelling, Row House (2 dwellings)	Jonboyz Construction Inc. (a/o)	Jun 23, 2025
DP 25-047	6 Valarosa Park 8 Valarosa Park	Dwelling, Row House (2 dwellings)	Jonboyz Construction Inc. (a/o)	Jun 23, 2025
DP 25-048	10 Valarosa Park	Dwelling, Row House (6 plex)	Jonboyz Construction Inc. (a/o)	Jun 24, 2025
DP 25-049	310, 800 Shantz Dr	Signage – Fascia, Freestanding & Pylon - A & W Restaurants	Hansen Signs c/o Mary Horsman (a) Developments 2 Inc. (o)	Jun 24, 2025
DP 25-050	63 Valarosa Drive	Addition (Sunroom)	Seven Day Permits Inc. (a) Foster, James & Sandra (o)	Jun 27, 2025

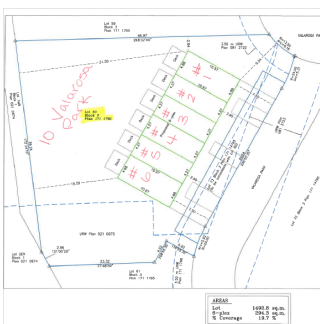
#### DP 25-046 Dwelling, Row House (2 dwellings)



#### DP 25-047 Dwelling, Row House (2 dwellings)

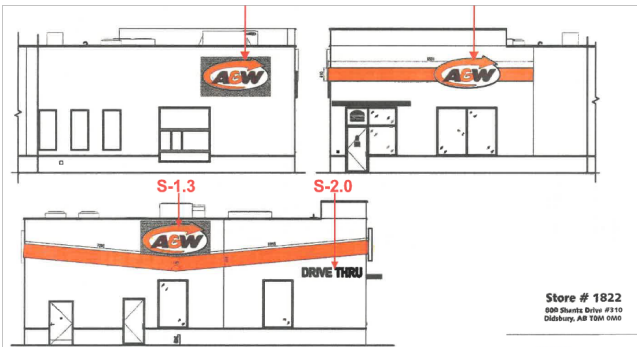


#### DP 25-048 Dwelling, Row House (6 plex)

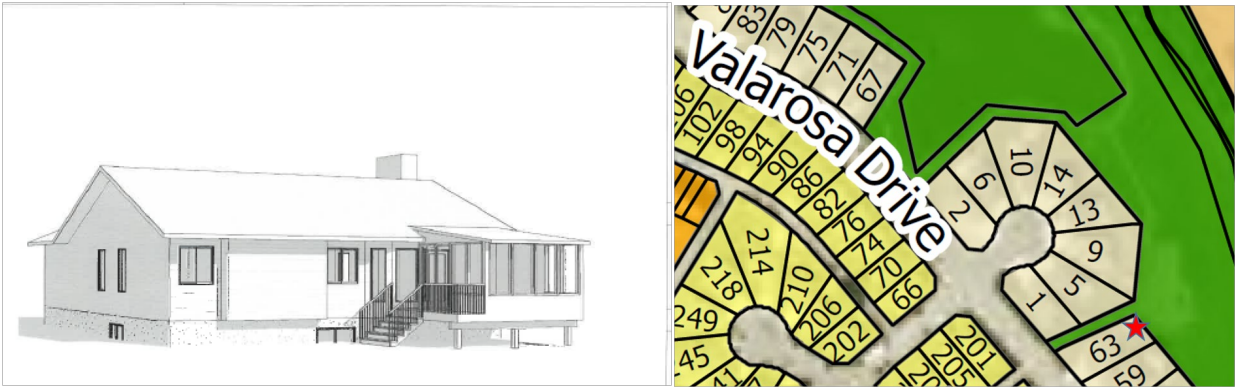




DP 25-049 Signage – Fascia, Freestanding & Pylon (A & W)

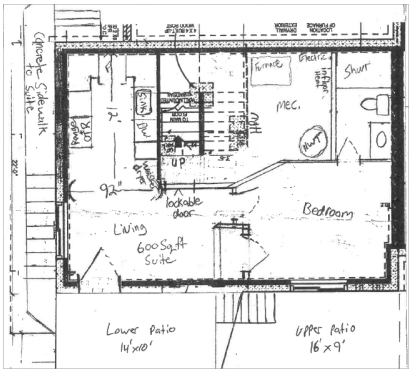


DP 25-050 Addition (Sunroom)



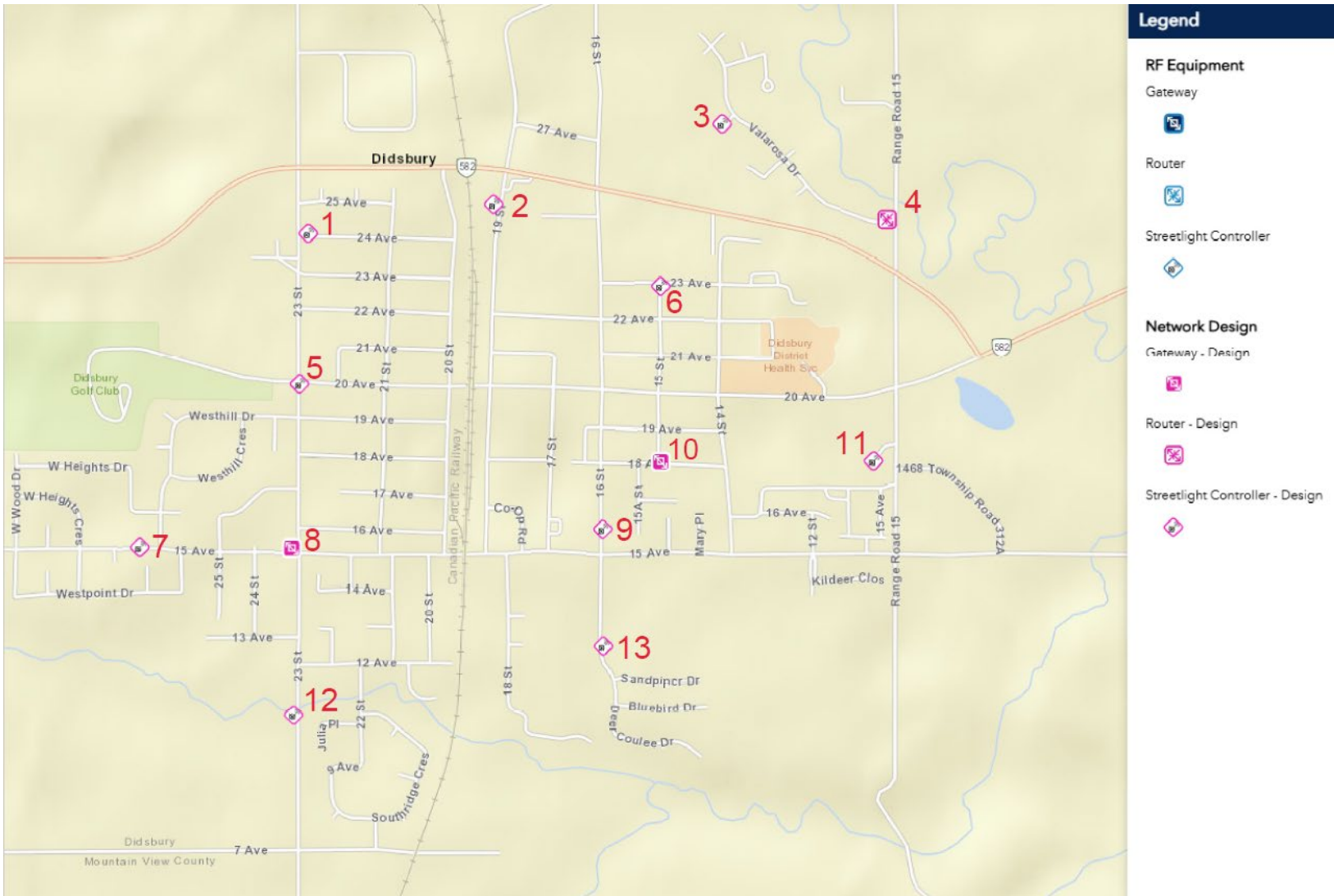
Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE	APPEAL PERIOD ENDS
DP 25-044	27 Poplar Ridge Close	Secondary Suite (Internal)	Jalin Homes Inc. (a) Kneeshaw, Deanna & Ralph (o)	Jun 25, 2025	Jul 16, 2025 at 4:30 p.m.



The next Municipal Planning Commission will be on Wednesday, July 9, 2025 for a Subdivision Application

## AMI Network Installation Map

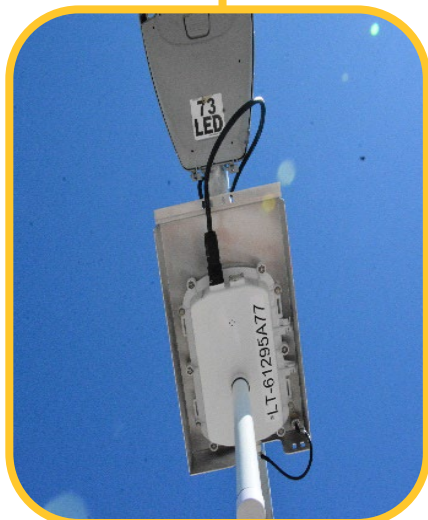


## AMI Gateway Pictures





## AMI Router Pictures



## AMI Streetlight Controller Pictures





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: July 8, 2025  
SUBJECT: Chief Administrative Officer Bylaw 2025-12  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 7.1

---

### BACKGROUND/PROPOSAL:

Council granted first reading to Bylaw 2025-12 at the June 24, 2025 Regular Council Meeting and referred the Bylaw to the Policy and Governance Committee.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Having met on July 3, 2025, the Committee discussed the bylaw at length, with particular attention paid to how the CAO Bylaw, employment agreement, policies, programs, and bylaws of the municipality affect the duties, functions, and powers of the Chief Administrative Officer.

Minor clerical adjustments were made to the bylaw and the Committee is recommending the changes to the bylaw denoted in yellow on the attached document.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION (two motions)

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

**AND**

That Council grant third and final reading to Chief Administrative Officer Bylaw 2025-12.



TOWN OF DIDSBURY  
Chief Administrative Officer  
Bylaw 2025-12

---

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

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

AND WHEREAS, section 207 of the *Municipal Government Act* establishes the duties, responsibilities, and functions of the Chief Administrative Officer.

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

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

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

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

**1. Short Title**

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

**2. Definitions**

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

**3. Establishment and Appointment**

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

**4. Administration**

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

## 5. Designated Officer and Delegation

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

## 6. Signing

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

## 7. Finances

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

## 8. Access to Information & Protection of Privacy

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

## 9. Paramount Rules

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

## 10. Transitional

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

10.2. Bylaw 2018-04 is hereby repealed.

Read a first time this 24<sup>th</sup> day of June, 2025

Read a second time this

Read a third and final time this

---

Mayor – Rhonda Hunter

---

Acting Chief Administrative Officer – Amanda Riley



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: July 8, 2025  
SUBJECT: Commercial Vehicle Bylaw 2025-13  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 7.2

---

### **BACKGROUND/PROPOSAL:**

At the June 24, 2025 Regular Council Meeting, Council directed Administration to bring a bylaw regulating heavy vehicles in the Town of Didsbury.

Council granted first and second reading to a similar bylaw in 2022 and 2023 respectively, however, since the bylaw did not receive third reading within two years of receiving first reading, all previous readings were rescinded in accordance with the *Municipal Government Act*.

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

Please see Bylaw 2025-13 attached for Council's review.

### **ALIGNMENT WITH STRATEGIC PLAN**

5. Governance & Organizational Excellence

### **RECOMMENDATION**

That Council grant first reading to Commercial Vehicle Bylaw 2025-13.

TOWN OF DIDSBURY  
Commercial Vehicle Bylaw  
Bylaw 2025-13

---

BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING HEAVY VEHICLES ROUTES.

WHEREAS, section 152 *Traffic Safety Act* enables the council of a municipality to pass bylaws restricting the weight of a commercial vehicle and any goods being carried by the vehicle for the physical preservation of a highway under the direction, control, and management of the municipality to a weight less than that set out under the Act;

WHEREAS, section 7 of the *Municipal Government Act* enables the council of a municipality the ability to pass bylaws respecting the protection of property and people and transportation systems; and

AND WHEREAS, the Council of the Town of Didsbury considers it desirable and necessary to regulate Commercial and Heavy Vehicle Traffic within the Town of Didsbury;

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

**1. SHORT TITLE**

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

**2. DEFINITIONS**

- 2.1. The words within this bylaw have the same meaning as set out in the *Traffic Safety Act* except for those definitions as follows:

- a) **“Commercial Vehicle”** means any vehicle with a weight of 4,500 kilograms or more or is in excess of eleven (11) metres, but does not include school buses, Town-owned and operated vehicles, or emergency vehicles;
- b) **“Haul”** means the transportation of goods or services using a Commercial Vehicle on a road other than that which is designated as a Truck Route, to or from a Premises more than four (4) times per day.
- c) **“Local Delivery”** means the picking up or delivering of material, merchandise, or goods to or from a Premises;
- d) **“Town”** shall mean the municipal corporation of the Town of Didsbury;
- e) **“Peace Officer”** shall mean a Peace Officer appointed under the *Peace Officer Act* or a sworn member of the Royal Canadian Mounted Police.
- f) **“Truck Route”** means the roadway designated by the Town for the use of Commercial Vehicle transportation as established in Schedule “A” of this bylaw or which is designated as a Truck Route.
- g) **“Premises”** means a business or property located in the Town of Didsbury municipal boundary;
- h) **“Road Use Agreement”** means an agreement, entered into by a third party and the Town, that sets forth the terms and conditions for road use by Persons, companies, organizations, in relation to extensive or continuous Haul projects or operations;
- i) **“Violation Tag”** means a municipal violation tag providing that a person who contravenes a bylaw may pay an amount established by bylaw and if the amount is paid the individual will not be prosecuted for the offence;
- j) **“Violation Ticket”** has the same definition as that which is stated in the *Provincial Offences Procedure Act*.

**3. OPERATION OF A COMMERCIAL VEHICLE**

- 3.1. No person shall operate or cause to operate a Commercial Vehicle in the Town of Didsbury on any Highway other than that which is designated as a Truck Route, as established in Schedule “A” and forming part of this bylaw.



- 3.2. A Commercial Vehicle shall not be deemed to be operating in contravention of subsection 3.1 if the Commercial Vehicle is being operated on the most direct route between the premises and the nearest Truck Route by:
- a) Persons making a local delivery,
  - b) Persons moving a building for which necessary permits have been issued by the Town;
  - c) Persons moving or removing an immobilized or inoperable vehicle from a Highway; or
  - d) Persons going to or from a Premises that services or repairs Commercial Vehicles.
- 3.3. A person making a diversion off the Truck Route for purposes set out in section 3.2 shall proceed directly to or from the Premises and return immediately to the nearest Truck Route utilizing the most direct and accessible route.
- 3.4. No person shall use engine retarder brakes on a Commercial Vehicle on any highway within the Town of Didsbury.

#### **4. ROAD USE AGREEMENTS**

- 4.1. No person shall operate, or cause to allow another person to operate, a Vehicle that is used or intended to be used to Haul on any Highway in the Town of Didsbury without first entering into a Road Use Agreement with the Town and is thereafter subject to any terms or conditions established and specified in the said agreement.
- 4.2. The Chief Administrative Officer is hereby authorized to enter into Road Use Agreements on behalf of the Town pursuant to this bylaw regarding the weight of a Commercial Vehicle, or Commercial Vehicles, or the frequency of Commercial Vehicle Use of the Highways.
- 4.3. The Chief Administrative Officer shall be at liberty to require any Person desiring to Haul goods, materials, or services on a Highway to enter into a Road Use Agreement and to require that any Person be required to provide security to the Town to ensure compliance with the terms of the Road Use Agreement as the Chief Administrative Officer shall deem necessary.

#### **5. ROAD BANS**

- 5.1. The Chief Administrative Officer is hereby authorized to set axle weight restrictions (road bans) that they deem necessary on any Highway pursuant to this Bylaw.
- 5.2. The Chief Administrative is hereby authorized to cause signs to be erected along the highway as considered necessary to notify persons operating Commercial Vehicles on the Highway of the prohibition, limitation, condition, or restriction.

#### **6. PARKING**

- 6.1. No person shall park or cause to be parked, a Commercial Vehicle on any roadway or highway within the Town of Didsbury municipal boundary unless a permit has been issued in accordance with this Bylaw.
- 6.2. A Commercial Vehicle shall not be deemed to be in contravention of subsection 6.1 for the purposes of loading or unloading a delivery of material, merchandise, or goods to a Premises.

#### **7. OFFENCES AND PENALTIES**

- 7.1. Any person that violates any provision of this bylaw is guilty of an offence and is liable, upon conviction, to a maximum fine of \$10,000.00. The minimum fine that may be imposed upon conviction of an offence of this bylaw is \$250.00.
- 7.2. In the case that an offence is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate and distinct offence with respect to each day, or part of day, during which the contravention continues and the Person guilty of such an offence is liable to a fine in an amount that is not less than \$250.00.

#### **8. NOTICES AND MARKINGS**

- 8.1. A Peace Officer, in enforcing this bylaw, may place a temporary and removable marking, notice, tag, ticket, or other documentation on any Vehicle or trailer in relation to a contravention of this bylaw

## **9. MUNICIPAL VIOLATION TAG**

- 9.1. A Peace Officer may issue, with respect to an offence under this bylaw, a Violation Tag specifying the fine amount established by this bylaw.
- 9.2. Where a Violation Tag is issued, the fine amount indicated thereon may be paid as directed in lieu of prosecution.
- 9.3. Where a Peace Office believes that a Person has committed a breach of this bylaw, they may serve upon such Person a Violation Tag in the manner provided herein, and any such Violation Tag shall be deemed to have been sufficiently served if:
  - a) served personally to the accused,
  - b) sent by ordinary mail to the registered owner at their last known address in the records of the Registrar of Motor Vehicles,
  - c) sent by ordinary mail to the address of the Person concerned,
  - d) sent by ordinary mail to the address of the Owner of the vehicle,
  - e) attached to or upon the Vehicle in respect of which the offence is alleged to have been committed.
- 9.4. If the Person upon whom any such Violation Tag is served fails to pay the specified penalty within 21 days, the Violation Tag may be withdrawn and may be re-issued in the form of a Violation Ticket, pursuant to the *Provincial Offences and Procedures Act*.

## **10. VIOLATION TICKET**

- 10.1. A Peace Officer may at any time issue a violation ticket pursuant to the *Provincial Offences and Procedures Act*, as amended, to any person who has contravened any provision of this bylaw.

## **11. REMOVAL AND IMPOUNDMENT OF VEHICLES**

- 11.1. A Peace Officer is authorized to remove or cause to be removed, any Commercial Vehicle or trailer:
  - a) Parked in contravention of this bylaw; or
  - b) Where emergency conditions require that the vehicle or trailer be removed from a highway or property.
- 11.2. No impounded vehicle or trailer shall be released to its owner or their agent until the removal and impounding charges have been paid.
- 11.3. Any charges for the removal and impoundment of a vehicle or trailer shall be in addition to any fee, penalty, or fine imposed with respect to a violation of this, or any other bylaw or enactment.

## **12. SEVERABILITY**

- 12.1. Each provision of this bylaw is independent of all other provisions. If any such provision of this bylaw is declared invalid by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

## **13. REPEAL**

- 13.1. Traffic Bylaw 2006-17 and any amendments thereto are hereby amended as follows:
  - a) Provisions 3, 4, 5, 6, 8, 9, and 24(a), 24(b), 24(c), 24(d), 24(e), 24(f), 24(g) and all subsections thereto are hereby rescinded.
  - b) Schedules "A", "E", "F" and "G" are hereby rescinded.
- 13.2. Rates and Fee Bylaw 2019-15 is hereby amended as follows:
  - a) Schedule "E" – Traffic Bylaw (2006-17) Offences for sections 3,4, 5, 6, 8 are hereby rescinded.

#### 14. EFFECTIVE DATE

14.1. This bylaw shall come into force and effect upon third and final reading.

Read a first time this

Read a second time this

Read a third and final time this

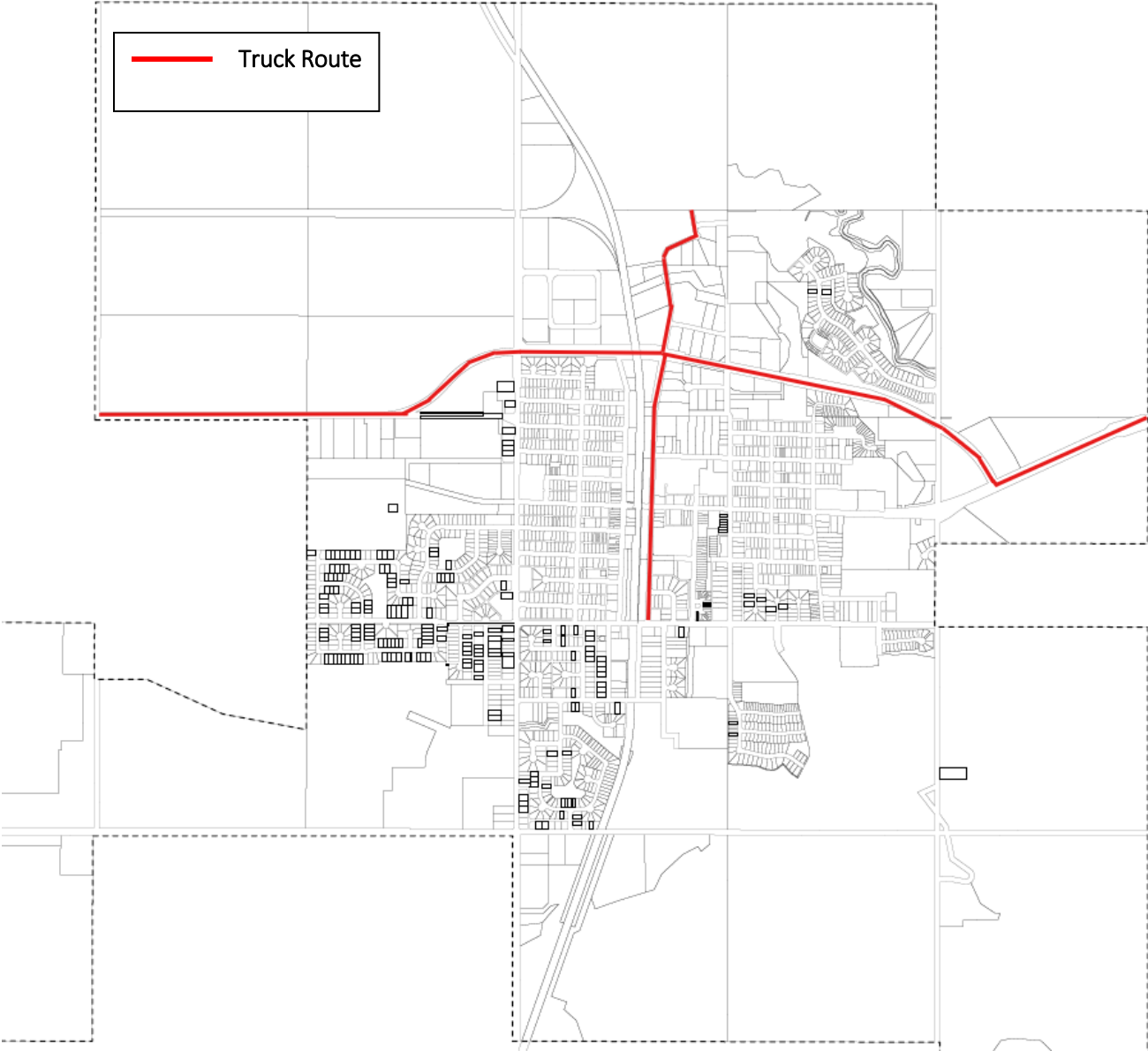
---

Mayor – Rhonda Hunter

---

Acting Chief Administrative Officer – Amanda Riley

Schedule “A” – Truck Route



**TOWN OF DIDSBURY**  
**BY-LAW 2006-17**  
**Amended November 8<sup>th</sup> 2016**

---

**WHEREAS**, pursuant to the Traffic Safety Act, of the Province of Alberta and the Municipal Government Act, a Council may make by-laws for the regulation and control of vehicle, animal and pedestrian traffic;

**AND WHEREAS**, Section 152 of the Traffic Safety Act, RSA 2000, c. T-6. As amended ("The Act") provides that a Council of a municipality may, for the physical preservation of a highway under its direction, control and management, make bylaws restricting the weight of a commercial vehicle or a commercial vehicle and any goods being carried by the vehicle, to a weight that may be bore under this Act;

**AND WHEREAS**, the Act provides that the Council of a municipality may by bylaw delegate to an employee of the municipality the power to impose road bans;

**AND WHEREAS**, the Council of the Town of Didsbury deems it necessary to provide for weight restrictions for vehicles on highways under the direction, control and management of the Town of Didsbury;

**NOW THEREFORE** The Council of the Town of Didsbury duly assembled enacts as follows:

1. This By-Law may be cited as the "**Traffic By-Law**";
2. Definitions of words or phrases in this By-Law shall have the same definitions as those contained in the Traffic Safety Act; or as follows:
  - a. "By-Law Enforcement Officer" – as per the Municipal Government Act
  - b. "Development Officer" – as appointed by resolution of Council
  - c. "Bus" – a motor vehicle designed for carrying more than 12 passengers that is used or intended to be used for the transportation of persons and includes any other motor vehicle designated by order of the Board as a bus
  - d. "Disabled person" – any person with a disability seriously and permanently impairing the ambulatory movement of that individual
  - e. "Private land" – the land owned by a private person or company other than a municipality
  - f. "Park" means a public space controlled by the Town and set aside as a Park to be used for rest, recreation, exercise, pleasure, amusement and enjoyment and includes:
    - i. Playgrounds
    - ii. Cemeteries
    - iii. Natural Areas
    - iv. Sports Fields
    - v. Pathways
    - vi. Trails
    - vii. Park Roadways; and
    - viii. Municipal and Environmental Reserve lands
3. No person shall operate or park a commercial vehicle, in excess of six (6) metres in length, or over 4,000 kilograms GVW on any highway, other than a highway as specified in Schedule "A" attached hereto and forming part of this By-Law;

4. The following shall not be deemed to be operating a commercial vehicle in contravention of Section 3 above, if:
  - a. The owner or operator of a single commercial vehicle, including school buses, but excluding recreational vehicles, in excess of six (6) metres in length, or over 4,000 kilograms GVW is in possession of a valid permit issued, according to Section 5, by the By-Law Enforcement Officer or the Development Officer, specifying the most direct and practical route between the nearest Truck Route and the owner's residence and the commercial vehicle is proceeding along that route; and
  - b. If the owner/operator is in possession of a valid Development Permit and Home Occupation business license. A truck permit is also required but the truck permit fee shall be waived. A truck parking permit will not automatically be granted with a business license.
  - c. The commercial vehicle is proceeding to or from the premises, which are off of a truck route, of bona fide customers of the owner or operator of the commercial vehicle for the purpose of collecting goods or services and the shortest direction route is taken to or from the nearest truck route; or
  - d. The commercial vehicle is proceeding to or from premises, which are off of a truck route, designated as commercial or industrial, occupied by the owner of the commercial vehicle and the shortest direct route is taken to or from the truck route; or
  - e. The commercial vehicle is proceeding to or from a premises which are off of a truck route, for the purpose of carrying household goods and furniture belonging to a person who is moving his residence to or from the residence and the shortest direct route is taken to or from the truck route; or
  - f. The commercial vehicle is proceeding to or from premises where a business of the repair or maintenance of vehicles is lawfully carried on, for the purpose of being serviced or repaired on such premises; or
  - g. The commercial vehicle is towing a disabled vehicle from a highway other than a designated truck route; or
  - h. The commercial vehicle is owned by the Town of Didsbury or being used in work being done for or under contract to the Town.
5. The following shall be the requirements for the issuing of permits as specified in 4 a) and 4b):
  - a. The permit issued by the By-Law Enforcement Officer or the Development Officer, must be applied for in writing, on a form provided by the Town. Approval of such permit to be at the sole discretion of the By-Law Officer/Development Officer. The residence in question must be at least a minimum size of 0.3 of an acre in size or as approved by the By-Law Enforcement Officer or Development Officer. The person applying for the permit must also have letters from adjacent neighbors or at the request of the By-law Enforcement Officer or the Development Officer, stating they agree with the application; and
  - b. The commercial vehicle is parked at the owner's residence either in an enclosed structure or on the property such that no part of the commercial vehicle will protrude into the area between the front of the residence and the street; and
  - c. Permits will be made VOID if the direction on the permit is not followed as written or at the sole discretion of the By-law Enforcement Officer or the Development Officer. Cancelled permits may be appealed to the Town Council within fourteen (14) days of cancellation; and

- d. Permit application fee and forms are a non refundable fee (see current Rates, Fees and Fines Bylaw). Permits are to be renewed on an annual basis every January 1; and
  - e. Upon request at the Town Office, a temporary 24 hour parking permit may be granted by the By-Law Enforcement Officer, for the purposes of taking a commercial vehicle home for cleaning.
- 6. No person shall park a commercial vehicle and/or commercial trailer on any highway, not designated as a truck route, or on any truck route that is specifically posted to restrict parking of commercial vehicles in excess of six (6) metres in length, or over 4,000 kilograms GVW except where the trailer is a bona fide travel trailer.
- 7. No person shall park an unattached trailer of any type on any highway within the Town limits.
- 8. No person shall make use of any engine retarding devices within the Town limits.
- 9. No commercial vehicle in excess of six (6) metres in length or over 4,000 kilograms GVW shall be parked on any residential street not designated as a truck route, or any truck route that is specifically posted to restrict parking of commercial vehicles.
- 10. The Town Council is hereby delegated the power by resolution of Council:
  - a. To prescribe where traffic control devices are to be located, including traffic control devices restricting the speed of vehicles, and such traffic control devices shall be deemed to have been made by By-Law of the Town and providing for a record of all the locations to be kept which shall be open to public inspection during normal business hours.
- 11. The marking of a curb with yellow paint, placed by the Town of Didsbury only, shall be deemed to be a traffic control device to prohibit stopping and/or parking on the roadway immediately adjacent to the marked curb.
- 12. No person shall ride a bicycle on any sidewalk in the downtown core of Didsbury, Schedule "C", nor park any such vehicle in such a manner as to obstruct the use of a sidewalk by pedestrians. Children's bicycles and tricycles having a wheel diameter of less than 50 cm's shall be exempt from this provision.
- 13. Parade or Procession:
  - a. No parade or procession, other than a funeral procession, shall pass over any highway within the Town unless and until a permit for the passage has been issued by the Mayor, or Council by a resolution has expressly permitted it.
  - b. A funeral procession shall be allowed passage over any highway within the Town without the permit of Council resolution required by Section 13 (a) above.
- 14. No person shall drive on any alley at a rate of speed greater than 20 kilometers per hour.
- 15. Council may, upon application in writing, allow a person to display any goods for sale or offer any goods for sale or sell any goods on a highway.
- 16. Disabled Persons & Reserved Parking
  - a. No person shall park or leave a vehicle in a space reserved for disabled persons parking, which has been designated by a traffic control device, unless such person has marked the vehicle with an appropriate symbol and permit, issued by the proper authorities, indicating it as a disabled persons vehicle (Schedule "D"); and
  - b. No person shall park or leave a vehicle on private land in a space reserved for disabled persons parking, which has been designated by a traffic control device erected by the land owner, tenant or their agent, unless such person has marked the

- vehicle with an appropriate symbol and permit, issued by the proper authorities, indicating it as a disabled persons vehicle; and
- c. Vehicle parked contrary to Subsection (a) or (b), will be tagged with a violation ticket and may be impounded and removed.
17. No person, without a valid parking permit issued by the Town, shall park in an area reserved for parking permit holders.
18. Unless required or permitted by the Traffic Safety Act or by this By-Law or by a traffic control device, or in compliance with the directions of a peace officer, or to avoid conflict with other traffic, a driver shall not stop or park his vehicle:
- a. On a sidewalk or boulevard,
  - b. On a crosswalk or on any part of a crosswalk
  - c. Within an intersection other than immediately nearest to a curb in a "T" intersection,
  - d. Within an intersection nearer than five (5) metres to the projection of the corner property line immediately ahead or immediately to the rear, except where a control device indicates parking is permitted,
  - e. Within five (5) metres on the approach to a stop sign or yield sign,
  - f. Within five (5) metres of any fire hydrant or when a hydrant is not located at the curb, within five (5) metres of the point on the curb nearest the hydrant,
  - g. Within one and one-half(1.5) metres of any access to a garage, private road or driveway, or a vehicle crossway, over a sidewalk to a parking area,
  - h. Within five (5) metres of the near side of a marked crosswalk,
  - i. Alongside or opposite any street excavation or obstruction when the stopping or parking would obstruct traffic,
  - j. At any other place where a traffic control device prohibits stopping or parking, during the times stopping or parking is so prohibited.
  - k. On the roadway side of a vehicle parked or stopped at the curb or edge of the roadway,
  - l. At or near the side of any fire, explosion, accident, or other incident, if stopping or parking would obstruct traffic or hinder police officers, firemen, ambulance drivers or assistants or rescue officers or volunteers, or
  - m. In any alley when the stopping or parking would obstruct traffic except when standing temporarily for the purpose of and while actually engaged in loading or unloading.
19. A person shall not park a vehicle that is being displayed for sale or that is displaying advertising directing persons to a commercial premises on a highway.
20. When parking on a roadway, a driver of a vehicle shall park that vehicle with the sides of it parallel to the curb or edge of the roadway; and
- a. With the right hand wheels of it not more than 500 millimeters from the right hand curb or edge of the roadway; or
  - b. In the case of a one-way Highway where parking on either side is permitted, with the wheels closets to a curb or edge of the roadway no more than 500 millimeters from the curb or edge and with the vehicle facing the direction of travel authorized for that Highway.



21. No person shall stand upon, or walk along a roadway for the purpose of soliciting a ride from the driver of any vehicle within the Town of Didsbury

22. No group of more than three (3) persons shall congregate so near to each other on any highway, crosswalk or sidewalk as to obstruct the entrance to any building or to obstruct or prevent other persons using such highway, crosswalk or sidewalk;

- a. Every person being a member of such a group shall, after a request has been made by a Peace Officer, or By-Law Enforcement Officer, forthwith disperse and move away.

23. Vehicles on Parkland

- a. No person shall operate a vehicle on Parkland except on a Park roadway.

24. No person shall park a vehicle in a park except in areas set aside for parking. Road Use Agreements and Road Bans

- a. Council of the Town of Didsbury has delegated the power to impose Road use Agreements or Road Bans to the Chief Administrative Officer or their designate;
- b. No person, except under the authority of a permit issued by the Town, shall operate or move upon or over any road within the Town of Didsbury municipal boundaries any vehicle, load, building, machine, or property which may:
  - i. obstruct traffic; or
  - ii. which exceed the maximum height, weight or length limitations as set out in the Traffic Safety Act or its regulations; or
  - iii. any other object or property which in the opinion of the Town may have adverse effect on the roadway or persons using the roadway, and:
- c. Any person in contravention to subsection (b) shall exit the roadway upon demand of a Peace Officer.
- d. Before granting permission to move the load, object, or thing over any highway as prescribed in subsection (b), the Town may, require a road use agreement (Schedule E).
- e. The Town may issue a permit in special cases for the operation of a particular type of vehicle and for a load, or the movement of any other class of traffic otherwise prohibited by this Bylaw.
- f. The Town may require that that owner, operator, driver or mover of such vehicle and/or load, or any of them, as a condition prior to obtaining a permit referred to in Section 4 to agree to be responsible for all damages which may be caused to the highway by reason of driving, operation or moving of any such vehicles and/or load upon the highway and the Town may, as a condition prior to the granting of such permit, require security sufficient to cover the cost of repairing such possible injury or damage to the roadway.
- g. Road Bans
  - i. The Council of the Town of Didsbury reserves the right to limit the weight of any load traveling on any highway under their jurisdiction by way of Road Bans;
  - ii. At any point in time that a road ban is imposed, the Chief Administrative Officer shall cause signs to be erected along the highway as considered necessary to notify persons using vehicles on the highway of the prohibition, limitation, condition or restriction;

Penalty & Effective Date

- a. Any person who contravenes any provision of this By-Law is guilty of an offence,
- i. Any person who is guilty of an offence under this By-Law is exclusive of costs or in default of payment of the fine and costs, to imprisonment for any period not exceeding six (6) months, unless the fine and costs including the costs of committal are sooner paid,
- j. A Peace Officer may issue a tag in the form prescribed by Schedule "B" to allow payment of a penalty to the Town of Didsbury in lieu of prosecution for the offence. Penalties prescribed are listed in the current Town of Didsbury Rates, Fees and Fines Bylaw
- k. Any person other than the owner of the vehicle who removes a tag from a vehicle is guilty of an offence.

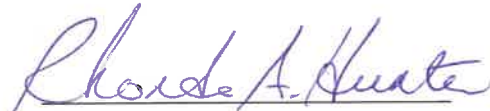
25. By-Law No. 99-17 is hereby repealed.

26. This By-Law shall come into effect on the date of the final reading.

Read a first time to amend Bylaw 2006-17 this 8<sup>th</sup> day of November, 2016 A.D.

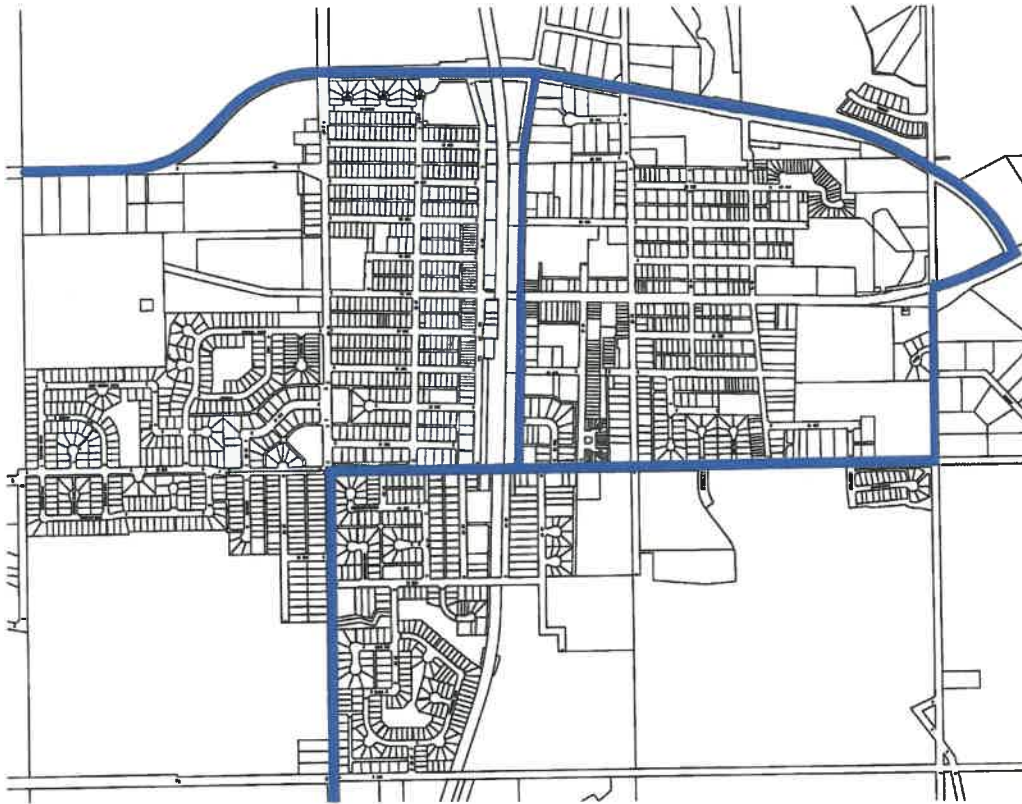
Read a second time amend Bylaw 2006-17 this 8<sup>th</sup> day of November, 2016 A.D.

Read a third time by unanimous consent, to amend Bylaw 2006-17 this 8<sup>th</sup> day of November, 2016 A.D.

  
Mayor

  
Chief Administrative Officer

## **SCHEDULE "A" – Truck Route**



### **Truck Routes**

1. 15<sup>th</sup> Avenue from East Town Limits to 23<sup>rd</sup> Street
2. 23<sup>rd</sup> Street from 15<sup>th</sup> Avenue to South Town Limits
3. 19<sup>th</sup> Street from North By-pass Road to 15<sup>th</sup> Avenue
4. North By-pass Road within Town Limits

### **Truck Parking**

- Along 19<sup>th</sup> Street where not prohibited by the By-Law.
- Any designated parking area for the purpose of truck parking.
- No truck parking shall be permitted on any other street or parcel of land within the Town, unless authorized by this By-law.
- 20<sup>th</sup> Avenue from 19<sup>th</sup> Street to 14<sup>th</sup> Street – two (2) hour parking limit.

### SCHEDULE "B" – Ticket

**TOWN OF DIDSBURY**  
**BOX 790, 2037 19TH AVENUE**  
**DIDSBURY, AB T0M 0W0**

**TICKET**  
**Nº 176**

☐ T.S.A. ☐ U.H.R.R. ☐ V.E.R. ☐ OTHER ☐ BY-LAW

THIS TAG IS FOR BREACH OF: \_\_\_\_\_

SECTION: \_\_\_\_\_

PENALTY: \$ \_\_\_\_\_ WARNING: \_\_\_\_\_

LICENSE: \_\_\_\_\_ MAKE/COLOUR: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ HRS.

OFFENCE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

You may avoid prosecution for this offence by paying the penalty above within **TEN** (10) days, to the address above. Failure to do so will result in prosecution in Provincial Court.

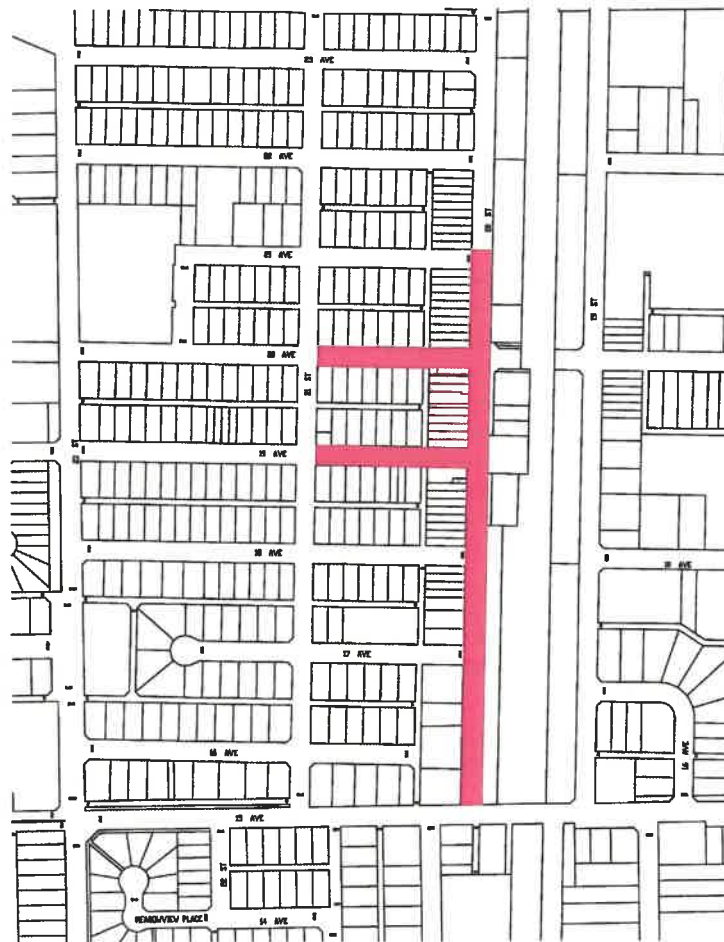
Penalty may be remitted by mail (cheque or money order only) but **MUST** be accompanied by this tag. Receipt supplied on request if sender's name and address is provided.

If this By-Law ticket is paid within three (3) working days, from date of issue, the fine will be reduced by \$10.00.

Please make payment payable to TOWN OF DIDSBURY.

Issuer: \_\_\_\_\_ Issue Date: \_\_\_\_\_

### SCHEDULE "C" – Bicycle Route



## **SCHEDULE “D” – Handicap Persons Tag**

### **Alberta Registries**



## **SCHEDULE “E” – Road Use Agreement**

### **1. Master Road Use Agreement**

- 1.1 Before moves may be permitted within the Town of Didsbury the Applicant may be required to:
  - 1.1.1 Apply for Master Road Use Agreement, by submitting the attached Application for a Master Road use Agreement.
  - 1.1.2 Provide the Town of Didsbury with a Letter of Credit in the amount of \$50,000.

### **2. Addendum to Master Road Use Agreement**

- 2.1 The Applicant may be required to apply for a Haul Route Agreement, when within the Town of Didsbury, by submitting the attached Schedule “A”. This may be required for each move.
- 2.2 Once the Applicant submits the Haul Route Agreement, a Town of Didsbury representative will review it and, if approved, may authorize such approval by signing and faxing or emailing approval to the Application, thus allowing the Applicant to move.
- 2.3 The Applicant must allow a 24-hour period for said review and subsequent approval to transpire.
- 2.4 Inspections of the roads identified on the Haul Route Agreement may be carried out at the following times in the presence of official designates of the Town and the Applicant at a time set by the Town and the Applicant or by the designate of the Town alone if so agreed to by the Applicant:
  - 2.4.1 prior to use of the Roads
  - 2.4.2 during the use of the Roads
  - 2.4.3 following completion of use of the Roads

The Town and the Applicant shall both acknowledge the results of all inspections by having the inspection document(s) signed by their official designates. Inspection fees shall be paid by the Applicant to the Town.

### **3. Road Use Notification**

- 3.1 A Road Use Notification may be required of an Applicant at the Town of Didsbury’s discretion, for situations where hauling could cause damage to Town roads and a Road Use Agreement is not required by the Town of Didsbury. The Applicant will be required to submit the Road Use Notification the day prior the move and it will be understood by both the Town of Didsbury and the Applicant that, if no verbal approval has been received by noon the following day, the move has been permitted by the Town of Didsbury.

**SCHEDULE "F"**  
**DEVELOPMENT PERMIT \_\_\_\_\_ HAUL ROUTE AGREEMENT**

Land Owner and/or Operator: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_ agrees to the following with respect to \_\_\_\_\_.

1. \_\_\_\_\_ and all parties hauling in or out of the site shall use the following route:
  - \_\_\_\_\_
  - \_\_\_\_\_
2. \_\_\_\_\_ will be responsible for all damages to Town roads caused by their vehicles or sub-contractor vehicles. The Town of Didsbury and \_\_\_\_\_ will jointly inspect the road \_\_\_\_\_ prior to any use.
3. \_\_\_\_\_ will ensure conformance with the Town of Didsbury Traffic bylaw as well as the Traffic Safety Act including seasonal road bans.
4. \_\_\_\_\_ will provide the Town of Didsbury with an Irrevocable Letter of Credit in the amount of \$10,000.00 as security.
5. \_\_\_\_\_ will notify contractors in writing regarding the Road Use Agreement and intent or permit \_\_\_\_\_ and associated conditions of approval.
6. That \_\_\_\_\_ notify haul operators in writing regarding anticipated conduct and safety measures when operating on the Town road network.

This Agreement shall commence on the date shown below.

The terms and conditions as set forth above will be binding and compromise the agreement between the parties in this matter and binding upon \_\_\_\_\_ its successors and assigns.

Accepted, Understood and Agreed To this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2016.

Applicant

The Town of Didsbury

Per:

Per:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name & or Seal)

\_\_\_\_\_  
(Print Name & or Seal)



## **SCHEDULE "G"**

### **LETTER OF CREDIT PROCEDURES**

The Town may draw upon all or part of the irrevocable Blanket Letter of Credit required by this Agreement to complete repairs and to recover all costs (including legal on a solicitor and own client basis) incurred by the Town in the event of any one of the following:

1. The Company fails to complete required repairs within five (5) business days of being notified by the Town of the need for such repairs.
2. The Company fails to complete repairs to the satisfaction of the Town within two (2) business days of being notified by the County of deficiencies in repairs previously required by the Town under Item 1 above.
3. Emergency repair work has been completed by the Town to rectify damage attributed to the Company in accordance with the provisions of this Agreement.
4. The irrevocable security to be provided by the Company pursuant to this Agreement is due to expire within a period of 30 days and the Company is still operating in the County under the terms of this Agreement, has not provided notification of cancellation of this Agreement and has not deposited a renewal or replacement of such irrevocable security in terms and form acceptable to the County.
5. In the event the Municipality realizes upon the whole or any portion of the security pursuant to this Agreement, the Municipality shall be entitled to take whatever steps as may be necessary to receive for its own account the proceeds thereof, and in the event the Municipality is only entitled to a portion of the said proceeds it shall nevertheless be entitled to hold as security any surplus or balance thereof in such form as it shall determine until all obligations of the Developer arising pursuant to this Agreement or otherwise have been fully satisfied.

Invoking these draw down provisions shall be authorized by the Chief Administrative Officer of the County or his designate who shall make a reasonable attempt to notify the Company prior to, or concurrent with, taking such action. The Town may make demands as payee and beneficiary under the security. If the Town is required to draw upon the security to cover the cost of repairs, the Company shall be responsible to replenish the security to the original amount before any further permits will be issued. The Town shall not charge any administrative fee relating to the holding or draw down of security nor shall it pay interest on the funds held.

### **DEFAULT BY COMPANY**

Upon failure, neglect or refusal of the Company to comply with any notice of defect or default, given in writing to the Company by the Town, within 30 days of delivery of said notice to the Company, or if the Company fails to adhere to the Completion Date, or the Company commits an act of bankruptcy or a receiver or receiver and manager is appointed in respect of the Company, the County hereby is granted the limited power of attorney on behalf of the Company, and be entitled, but not obligated to take all or any of the following actions:

1. To remedy or cause to be remedied the defect or default, including necessary design and supervision costs;
2. To terminate this agreement upon 15 days notice in writing to the Company;
3. To recover the costs of any action taken by the Town pursuant to 1, 2, 3, 4 or 5 above, and any other monies owing to the Town by the Company under this Agreement, from

the Company by realizing upon the security or by any or all methods of recovery, or any one of them, deemed advisable or expedient by the Town including, but not limited to, any methods of recovery available to the County pursuant to the *Municipal Government Act*, Chapter m-26, as amended from time to time.

4. To terminate this agreement upon 15 days notice in writing to the Company;
5. To recover the costs of any action taken by the Town pursuant to 1, 2, 3, 4 or 5 above, and any other monies owing to the Town by the Company under this Agreement, from the Company by realizing upon the security or by any or all methods of recovery, or any one of them, deemed advisable or expedient by the Town including, but not limited to, any methods of recovery available to the County pursuant to the *Municipal Government Act*, Chapter m-26, as amended from time to time.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: July 8, 2025  
SUBJECT: Land Use Amending Bylaw 2025-14  
ORIGINATING DEPARTMENT: Planning & Development  
ITEM: 7.3

---

### BACKGROUND/PROPOSAL:

At the last Regular Council meeting, Council considered an Amending Bylaw 2025-09 for an amendment to the C3: Commercial District – Core (“C3 District”). At the conclusion of the Public Hearing for Bylaw 2025-09 Council directed Administration to prepare a Bylaw that would redesignate 22 addresses within the current C3 District to RC: Residential/Commercial District.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The redesignation of these properties will ensure that the current residential use can remain for these properties.

### ALIGNMENT WITH STRATEGIC PLAN

- 3. Strong & Resilient Local Economy
- 5. Governance & Organizational Excellence

### RECOMMENDATION (two motions)

That Council grant first reading to Land Use Amending Bylaw 2025-14.

**AND**

To set **August 26, 2025** as the Public Hearing for Land Use Amending Bylaw 2025-14.

**TOWN OF DIDSBURY**  
**Land Use Amending Bylaw 2025-14**

---

**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 2025-14”

**General Provisions**

2. Bylaw 2019-04, being the Land Use Bylaw of the Town of Didsbury, is hereby amended as follows:
  - 2.1. That Appendix A be amended to change the designation of the following 22 addresses from C3: Commercial District – Core to RC: Residential/Commercial District as shown on the attached Schedule A map:

2034 A – 17 Avenue	Plan 1427H Block 2 Lot 16
2034 B – 17 Avenue	Plan 1427H Block 2 Lot 16
2038 A – 17 Avenue	Plan 0714830 Block 2 Lot 28
2038 B – 17 Avenue	Plan 0714830 Block 2 Lot 29
2030 – 18 Avenue	Plan 1427H Block 1 Lot 15
2017 – 18 Avenue	Plan 1427H Block 2 Lot 23
2021 – 18 Avenue	Plan 1427H Block 2 The East 20 Feet of Lot 21 and all of Lot 22
2029 – 18 Avenue	Plan 1427H In Block 2 Lot 20 and the West 30 Feet of Lot 21
2037 – 18 Avenue	Plan 1427H Block 2 Lot 18
2018 – 18 Avenue	Plan 1427H Block 1 Lot 12
2022 – 18 Avenue	Plan 1427H Block 1 Lot 13
2026 – 18 Avenue	Plan 1427H Block 1 Lot 14
2034 – 20 Avenue	Plan 474I Block 9 Lot 16
2034 – 18 Avenue	Plan 1427H Block 1 Lot 16
2038 – 18 Avenue	Plan 1427H Block 1 Lot 17
2033 – 18 Avenue	Plan 1427H Block 2 Lot 19
2037 – 20 Avenue	Plan 474I Block 8 Lot 18
2022 – 20 Avenue	Plan 474I Block 9 Lot 13
2026 – 20 Avenue	Plan 474I Block 9 Lot 14
2030 – 20 Avenue	Plan 474I Block 9 Lot 15
2033 – 20 Avenue	Plan 471I Block 8 Lot 19
2038 – 20 Avenue	Plan 474I Block 9 Lot 17

## Transitional

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

Read a first time this

Read a second time this

Read a third and final time this

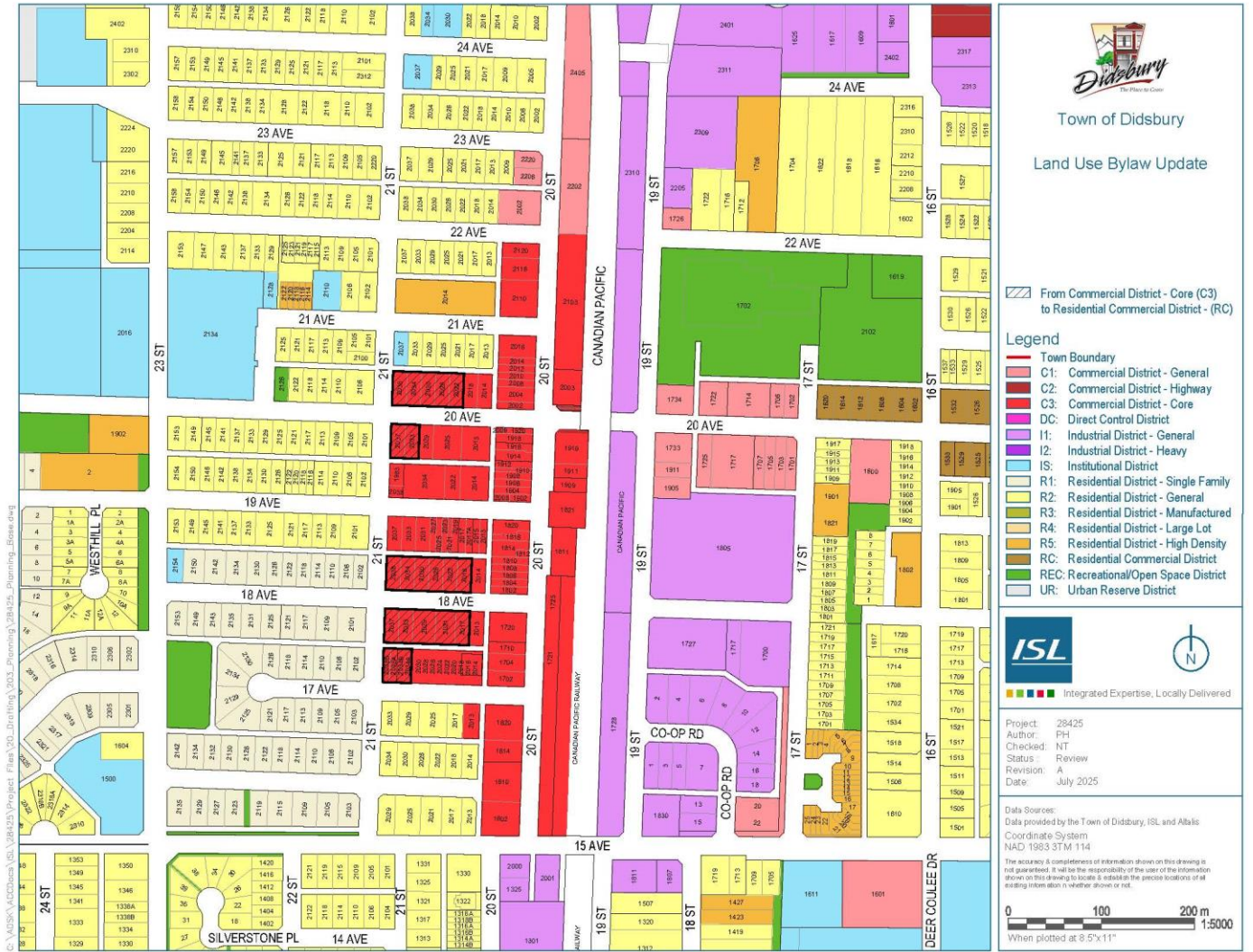
---

Mayor – Rhonda Hunter

---

Acting Chief Administrative Officer – Amanda Riley

# Schedule A





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: July 8, 2025  
SUBJECT: Land Use Amending Bylaw 2025-15  
ORIGINATING DEPARTMENT: Planning & Development  
ITEM: 7.4

---

### BACKGROUND/PROPOSAL:

Council recently directed Administration to offer for sale the property located at 2128 21 Avenue in compliance with Policy COUN 011-24 Sale, Acquisition, and Expropriation of Land Policy. Administration was also directed to initiate the process to redesignate the property to an appropriate residential Land Use District.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The redesignation to R2: Residential District – General will allow for future development of this lot for residential purposes.

### ALIGNMENT WITH STRATEGIC PLAN

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

### RECOMMENDATION (two motions)

That Council grant first reading to Land Use Amending Bylaw 2025-15.

**AND**

To set **August 26, 2025** as the Public Hearing for Land Use Amending Bylaw 2025-15.

TOWN OF DIDSBURY  
Land Use Amending Bylaw 2025-15

---

**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 2025-15.”

**General Provisions**

2. Bylaw 2019-04, being the Land Use Bylaw of the Town of Didsbury, is hereby amended as follows:
  - 2.1. That Appendix A be amended to change the designation of Plan 5116I Block 15 Lot 8 from IS: Institutional District to R2: Residential District – General as shown on the attached Schedule A map

**Transitional**

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

Read a first time this

Read a second time this

Read a third and final time this

---

Mayor – Rhonda Hunter

---

Acting Chief Administrative Officer – Amanda Riley



# Schedule A





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: July 8, 2025  
SUBJECT: Land Use Amending Bylaw 2025-16  
ORIGINATING DEPARTMENT: Planning & Development  
ITEM: 7.5

---

### BACKGROUND/PROPOSAL:

Council had directed Administration to offer for sale the properties located at 2101 and 2109 19 Avenue in compliance with Policy COUN 011-24 Sale, Acquisition, and Expropriation of Land Policy. Administration was also directed to initiate the process to redesignate the property to an appropriate Land Use District for the proposed use.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The redesignation, if approved will allow for the redevelopment of this property.

### ALIGNMENT WITH STRATEGIC PLAN

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

### RECOMMENDATION (two motions)

That Council grant first reading to Land Use Amending Bylaw 2025-16.

**AND**

To set **August 26, 2025** as the Public Hearing for Land Use Amending Bylaw 2025-16.

**TOWN OF DIDSBURY**  
**Land Use Amending Bylaw 2025-16**

---

**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 2025-16.”

**General Provisions**

2. Bylaw 2019-04, being the Land Use Bylaw of the Town of Didsbury, is hereby amended as follows:
  - 2.1. That Appendix A be amended to change the designation of Plan 1100 Block 18 Lots 26, 27 & 28 from R2: Residential District – General to DC: Direct Control District as shown on the attached Schedule A map:
  - 2.2. That Plan 1100 Block 18 Lots 27 & 28 addressed as 2101 – 19 Avenue and Plan 1100 Block 18 Lot 26 addressed as 2109 – 19 Avenue be added to the DC: Direct Control District.

**Transitional**

3. This Bylaw comes into full force and effect upon third reading of the Bylaw.

Read a first time this

Read a second time this

Read a third and final time this

---

Mayor – Rhonda Hunter

---

Acting Chief Administrative Officer – Amanda Riley

# Schedule A





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: July 8, 2025  
 SUBJECT: COUN 001-25 Council Remuneration and Professional Development Policy  
 ORIGINATING DEPARTMENT: Legislative Services  
 ITEM: 7.6

---

### **BACKGROUND/PROPOSAL:**

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

In May, Council resolved to leave the rate structure established in the policy unchanged. Through a thorough review at the PGC, the Committee worked to provide greater clarity to the policy, update the Professional Development Budget provisions, and adjust what can be considered claimable per diem time.

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

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

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

\*if set or approved by motion of council



## **REGULAR COUNCIL MEETING Request for Decision (RFD)**

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

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

Furthermore, the Committee is recommending the following changes:

### ***Honorarium***

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

### ***Internet Allowance***

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

### ***Expenses***

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

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

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

### ***Professional Development***

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

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

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

## **ALIGNMENT WITH STRATEGIC PLAN**

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

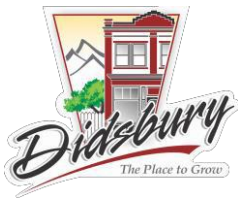
#### **RECOMMENDATION (two motions)**

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

**AND**

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





## Policy Statement:

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

### 1. Definitions

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

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

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

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

### 2. General Principles

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

### 3. Honorarium

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



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

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

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

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

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

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

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

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

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

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

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

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

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

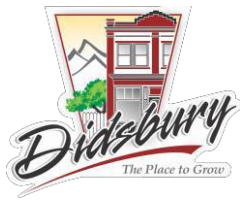
#### **10. Financial Reporting**

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

## Appendix A – Council Remuneration & Professional Development Budget

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

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



## Policy Statement:

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

### 1. Definitions

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

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

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

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

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

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

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

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

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

### 3. Honorarium

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

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

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

i) Informal duties.

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

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

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

#### 4. Per Diem

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

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

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

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

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

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

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

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

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

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

#### 5. Internet Communications Allowance

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

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

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

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

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

## 7. Professional Development

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

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

## 6. Submission and Approval of Council Remuneration Forms

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

## 8. Review of Council Compensation

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

## 7. Financial Reporting

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

## ~~8. End of Policy~~

## Appendix A – Council Remuneration & Professional Development Budget

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

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



## Appendix B

### Meeting Types for per Diem Expense Claims

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: July 8, 2025  
SUBJECT: Memorial Complex Additional Parking Lot  
ORIGINATING DEPARTMENT: Engineering & Infrastructure  
ITEM: 8.1

---

### BACKGROUND/PROPOSAL:

In the fall of 2024 Council was presented with a business case to support investment into a parking lot for the Memorial Complex to replace the area needed for the East Reservoir. Additional parking is integral during large sporting and other events held at the Didsbury Memorial Complex. At the time, Administration presented a gravel parking lot with an asphalt pathway to connect to the existing pathway network estimated to be \$80,000 which was to be funded from the In Lieu of Municipal Reserve fund which currently holds approximately \$390,000.

The Town currently has two contracts with capable contractors. Administration approached both contractors with the scope of work and requested pricing. The low bid exceeded the approved capital budget for this project, therefore Administration is seeking Council's approval of an amended budget for this project.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The project cost for a gravel parking lot, to replace the area used by the East Reservoir project, and a paved pathway to connect the parking lot to the front of the Didsbury Memorial Complex, is approximately \$200,000.

If Council wishes to consider an added scope of work, parking bumpers and fencing could be considered for an additional \$40,000 (Parking bumpers for 80 spots (\$15,000) and/or the post and cable fencing (\$25,000)). Alternatively, these items can be added in a future year. The paved pathway can also be considered separately for a cost of approximately \$25,000.

The Town has since requested funding from Mountain View County who approved approximately \$25,000 towards this project. This funding has not yet been accounted for and can be put towards the overages.

Administration is recommending that Council go through with the gravel parking lot and paved pathway project in 2025, and funding the remainder of the project with the In Lieu of Municipal Reserve fund. Should Council wish to add the parking blocks and fencing, Administration further recommends adding these items in a future year.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

To approve the amendment of the Memorial Complex Additional Parking lot project 2025 capital budget to \$200,000 to be funded \$25,000 from grants and \$175,000 from the In Lieu of Municipal



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

Reserve fund.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE:	July 8, 2025
SUBJECT:	2025 Community Grants – Heart2U and EFOC
ORIGINATING DEPARTMENT:	Community Services
ITEM:	8.2

---

### BACKGROUND/PROPOSAL:

At the June 10, 2025 RCM, Council approved recommendations from the Financial Planning Committee (FPC) for the distribution of 2025 Community Grant funding. During this meeting, Council funded \$21,500 in grants, \$2,000 in sponsorships and \$2,000 in Facility Requests.

During their deliberation of the 2025 Town of Didsbury Community Grant applications, the FPC members deferred decision on applications from Heart2U (Didsbury Christmas Hampers) and Essentials For Our Community, as the Committee had requested additional information regarding their applications and this info was not available for the June 5, 2025 FPC meeting. Administration has since received the follow-up information, and it is presented below for Council's consideration.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

**Heart2U (Didsbury Christmas Hampers) – Request \$2000 – Initial application requested funding to help support the Didsbury Christmas Hamper program, which delivers an average of 170 hampers each holiday season to families in Didsbury.**

1. Can you please provide additional budget information relative to the specific project, program and/or event that you have applied for? What will the applied for TOD Community Grant funds be used for? Please provide a cost breakdown.

*The full amount received would be strictly used at the local grocery store to purchase food for the Christmas Hampers for the 2025 Christmas Season for the residents of the Town of Didsbury who are in need of help with food for their household.*

2. Please identify any additional funding, discounts and/or services in lieu of funding that you receive from the Town of Didsbury.

*We do receive food hamper donations from the staff of the Town Office from them personally not through the office. We do not receive any other funding, discounts or services in lieu of funding from the Town.*

3. Please identify any additional funding, donations and/or grants that your specific project, program and/or event has received or expects to receive.

*We have received 5k from a Pembina Grant but otherwise the donations that we receive are from community members and local businesses within Didsbury and we do not advertise that information unless we are asked by the donor to. Local clubs do bottle drives and different fundraisers and donate proceeds to us and the Hospital has a silent auction which raises money for the Christmas Hampers each year.*



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

**Administrative Note** – For the past several years, the Town of Didsbury has donated 90 family swim passes to be included in the Christmas hampers, with a value of \$20/pass, or \$1,800 total. In 2024, 13 passes were utilized at the pool, and in both 2022 and 2023, no passes were utilized.

**Essentials For Our Community – Request \$2000:** *Initial application requested funding to support promotion and direct event costs of EFOC's annual Surrounded in Support Charity Run, which was raising funds for food sustainability in our community through weekly access to hot meals and grocery items.*

1. Can you please provide additional budget information relative to the specific project, program and/or event that you have applied for? What will the applied for TOD Community Grant funds be used for? Please provide a cost breakdown.

*Please see **attached** Budget Spreadsheet containing a detailed breakdown of promotion and direct event costs. The TOD Community Grant Funds will be used to pay for the promotion and direct event costs, listed on the spreadsheet.*

2. Please identify any additional funding, discounts and/or services in lieu of funding that you receive from the Town of Didsbury.

*We have not received any funding, discounts, or services in lieu of funding from the Town of Didsbury.*

3. Please identify any additional funding, donations and/or grants that your specific project, program and/or event has received or expects to receive.

*We had sponsors for this event; Value Drug Mart, Fountain Tire, Ruby Rock, Didsbury Smiles Dental, Remax, Aspenleaf, and Dairy Queen. The amount they sponsored varies from \$55 - \$500, for a total of approximately \$2,555.*

**In accordance with the Community Grant policy, the current available funds for the Community Grant Program is as follows:**

- Community Grants/ Sponsorships - \$2,000 available
- Facility Requests - \$2,500 available

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. Vibrant & Connected Character Community

### RECOMMENDATION

To approve 2025 Community Grant funding for Heart2U (Didsbury Christmas Hampers), valued at \$\_\_\_\_\_ and for Essentials For Our Community, valued at \$\_\_\_\_\_.

## Essentials For Our Community

Box 355

Didsbury, Alberta T0M 0W0

Vanessa Weitz, Board Member

T: 403-408-6013

BUDGET FOR 2025 Fun Run		
Signage at the Race/around town	\$	445.28
Posters/Staples printing	\$	450.00
Office Supplies/Tape/Twine etc.	\$	100.00
Social Media ads	\$	45.00
Printer Cartridges	\$	200.00
Tables/chairs rental	\$	150.00
T-Shirts	\$	901.30
Insurance	\$	325.00
Prizes	\$	601.25
Gasoline for Generator	\$	40.00
Handwashing Station	\$	75.00
Hotdogs (buns,condiments, napkins)	\$	190.00
Beverages	\$	84.00
TOTAL \$		3,606.83



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE:	July 8, 2025
SUBJECT:	Council Committee Meetings
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	8.3

---

### **BACKGROUND/PROPOSAL:**

Given the impending general municipal election and upcoming budget preparation, Administration is asking Council to consider standing down the governance committee for remainder of the Council term.

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

The Committees Bylaw 2023-20 states that committee meeting shall be at the discretion of each committee and at the availability of administration as needed. Given the confluence of the budgeting process, election preparation, and council orientation preparation it is not foreseen that Administration will have the capacity to fulfil a regular committee schedule.

### **ALIGNMENT WITH STRATEGIC PLAN**

5. Governance & Organizational Excellence

### **RECOMMENDATION**

To cease governance committee meetings set out in Committees Bylaw 2023-20 until the 2025 Organizational Meeting.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: July 8, 2025  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 9.0

---

### **BACKGROUND/PROPOSAL:**

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

Council deferred the Council Reports from June 24, 2025 to this Council Meeting.

Attached is Mayor Hunter's report on the 2025 Summer Municipal Leaders Caucus.

### **ALIGNMENT WITH STRATEGIC PLAN**

5. Governance & Organizational Excellence

### **RECOMMENDATION**

To accept the July 8, 2025 Council Reports as information.



**Alberta Municipalities 2025 Municipal Leaders Caucus – June 12 2025**  
**Drumheller**  
**Mayor Hunter Report – July 8 2025 Regular Council Meeting**  
**Agenda Attached**

**Summary:**

**Opening and Welcomes:**

Alberta Municipalities President Tyler Gandam  
Drumheller Mayor Heather Colberg

**Speaking to Albertans about Property Taxes and the Future of our Communities**

Menti Meter voting was used to answer a variety of questions posed by Alberta Municipalities. Interactive discussion took place regarding communication with and education of ratepayers. While information has already been provided by ABmunis, they will continue creating and presenting further communication plans that will assist elected officials and administrators in getting the message to ratepayers regarding the Alberta School Foundation Fund (the provincial education tax) and its impact on municipal taxation notices.

**President's Report**

President Gandam provided an update on Board projects, committees, and appointments as well as ABmunis services and products that can benefit member municipalities.

**Water Act Micro-Session**

Menti Meter voting was used to answer a variety of questions presented by ABmunis on proposed amendments to the Water Act.

**Police Governance and Funding**

The province is currently engaging municipalities on the renewal of the Police Funding Model for PPSA municipalities. The province has also amended the Police Act that will now mandate that civilian governance bodies be established for policing. Menti Meter voting was used to answer a variety of questions on these two topics that ABmunis will use to present a response to the provincial government on the funding model and on civilian governance bodies.

**Changes to the Municipal Government and Local Authorities Election Acts**

Menti Meter voting was used to answer a variety of questions regarding Bill 50 as outlined in the MLC agenda. New regulations are anticipated to be added into the MGA, after what the provincial government says will be through a consultation process. Attendees at the Caucus event were encouraged to review the ABmunis analyses of both Bill 50 and Bill 54 in preparation for the MLC.

**Recall of Municipal Elected Officials**

The Municipal Affairs Minister will be engaging on the Recall Act and recent amendments. This session also used the Menti Meter for attendees to answer a variety of questions. Many great suggestions and lots of good input on ways to improve the Recall Act were presented.

**Note:** At the end of the day, elected officials were encouraged and prompted to stay involved and active in providing input and feedback on all legislation that the provincial government is currently, supposedly consulting with municipalities about. Whether that consultations will result in any revisions to any of the legislations is yet to be seen.

## Agenda for Spring 2025 Municipal Leaders Caucus

Thursday, June 26 – Devon

**\*SUBJECT TO CHANGE\***

10:00 a.m. **Opening remarks**

10:05 a.m. **Welcome from the Mayor of the Host Municipality**

10:10 a.m. **Welcome the MLA of the Host Constituency**

10:15 a.m. **Icebreaker Activity**

10:30 a.m. **Speaking to Albertans about Property Taxes and the Future of Our Communities**

The Government of Alberta is increasing its reliance on property taxes, funding has not kept pace with Alberta's growth or inflation, and councils are feeling the pinch at budget and tax time. But do Albertans truly understand what is happening and how it is going to impact their wallet and day-to-day life? We will be sharing some of our early research on municipal finances and how we plan to use the information to create conversations among Albertans.

11:30 a.m. **President's Report**

11:50 a.m. **Water Act Micro-session**

Help shape ABmunis' feedback to the province on proposed amendments to the *Water Act*. The session will focus on gathering member input on key areas under review, including enhanced water use information and transparency, enabling lower-risk inter-basin transfers, improving licensing and license transfers, and expanding the use of alternative water sources. Your insights will help inform our advocacy on these important water management changes.

12:00 p.m. **Lunch**

1:00 p.m. **Police Governance and Funding**

In this session, we will delve into two critical topics in policing: funding and governance. The province is engaging municipalities on renewing the police funding model that applies to municipalities with populations under 5,000, so we want to hear your thoughts on what a fair and equitable police funding model would look like. Also, recent amendments to the Police Act require the establishment of new, mandatory civilian governance bodies. We'd like to take this opportunity to check in with municipalities on their progress so far, as well as any supports they may need to successfully implement these changes.

2:00 p.m. **Changes to the Municipal Government and Local Authorities Election Acts**

With the legislature's recent passing of Bill 50, the Municipal Affairs Statutes Amendment Act, 2025, we anticipate that Municipal Affairs will begin consultations this spring or summer to develop new regulations under the MGA. To help everyone prepare for those engagements, we will use this session to discuss:

- When your CAO has made a managerial decision, in what circumstances would you expect your CAO to report that decision to council within 72 hours?
- What rules from your council meetings do you think should be included in a provincial standard on meeting procedures?
- If the province were to create a municipal ethics commissioner, what responsibilities and authority should they have?

We won't have time to discuss all the changes proposed in Bill 50, so before you attend Summer MLC, please take time to read our [analysis report](#) or watch our April 24 [webinar on Bill 50](#). You may also find value in reading our [analysis of Bill 54](#), the Elections Statutes Amendment Act, 2025.

**2:30 p.m. Break**

**2:45 p.m. Recall of Municipal Elected Officials**

The recall of municipal elected officials is a complex and evolving issue. With Municipal Affairs' upcoming engagement on recall and recent amendments to the Recall Act for provincial elected officials through Bill 54, this session offers a timely refresher on the current recall rules affecting municipal officials. ABmunis will share our proposed improvements for recall rules under the MGA and explore how potential changes to recall petition requirements could impact the municipal landscape so that you are informed when the province begins engaging.

**3:10 p.m. Municipal Election Resources**

Join ABmunis for an engaging session focused on municipal elections! We'll share the latest resources, webinars, and tools we've been developing over the past six months to support municipalities as they prepare for the upcoming election. Whether you're looking for practical guidance or fresh materials, this session will highlight what's new and how you can make the most of ABmunis' offerings.

**3:25 p.m. Closing Remarks**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE:	July 8, 2025
SUBJECT:	Correspondence & Information
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	10.0

---

### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following correspondence items can be found attached.

- Letter from Fred Van Vliet
- Letter from Didsbury Arts Society
- Bowden Daze

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the correspondence for July 8, 2025 as information.

Acting CAO.  
A. RILEY

June 27, 2025

Dear Didsbury Mayor and Council:

As our property taxes are collected this month, I note the pertinent reality that about \$1,400,000 (25%) of the projected \$5,445,950 tax revenue will be forwarded directly to the Alberta Board of Education. The Town of Didsbury routinely provides this channel of funding from the taxpayers to the province, and back to our local school districts, just like every other municipality.

Parental concerns are rising about appropriate quality of our educational system. Individual and social confusion are a constant topic of concern across the full spectrum of adolescent development and learning. My own grand children have noted publicly that they feel bullied by their own teachers to conform to prescribed ideologies that interfere with their freedom to learn and to interact with their peers as they seek to grow up without undue duress. In general, it is noted that student's performance is significantly lower now than in the past. Much can be said about that. The net result is a declining public-school enrollment due to the increase of alternative schooling in search of more productive methods.

Given that our Council is expected to represent the interests of our community, how do you intend to fulfill your fiduciary responsibilities for assuring the integrity of our money, handled by the Town, is being spent for the beneficial and wholesome good of our community?

Thank you in advance, for your considered reply.

[REDACTED]  
Fred Van Vliet

[REDACTED] Didsbury

CC Editor, The Albertan.



PO Box 237  
Didsbury, AB T0M 0W0  
didsburyartsociety@gmail.com

June 23, 2025

Town of Didsbury  
1606 14 Street Didsbury, AB T0M 0W0

**Subject: Street Closure Request – 19 Avenue for Didsbury Arts Festival, August 1, 2025**

Dear Town of Didsbury Council and Administration,

The Didsbury and District Arts Society requests the temporary closure of 19 Avenue, between 20 Street and 21 Street, for our one-day street festival. This event is scheduled for **Friday, August 1, 2025**, with the street closure from approximately 8:00 AM to 8:00 PM for setup and takedown.

Our Street Festival aims to celebrate the arts by fostering community spirit, showcasing local talent, providing family-friendly entertainment, supporting local businesses, and notably, marking the opening of our popup art gallery. We plan a vibrant event featuring music, local artisan vendors, food trucks, children's activities, and community booths.

Regarding safety and traffic management, we ask the Town to provide traffic barriers on Thursday night, July 31st, to block off the ends of the street. We will ensure adequate volunteer and staff presence for crowd control and coordinate closely with local emergency services. Furthermore, we will ensure the street is thoroughly cleaned following the event.

We are committed to working closely with the Town to ensure a well-organized and successful event. We are available to discuss our plans, provide further information, and address any concerns. We will comply with all Town bylaws and regulations for special events and street closures.

Thank you for considering our request. We look forward to hosting a memorable community event in Didsbury.

Sincerely,  
Didsbury and District Arts Society



Town of Bowden  
Box 338, 2101 20<sup>th</sup> Ave  
Bowden, Alberta, T0M 0K0  
403 224 3395  
[www.bowden.ca](http://www.bowden.ca)

May 13, 2025.

Mayor Rhonda Hunter  
Town of Didsbury  
Box 790  
Didsbury, Alberta  
T0M 0W0.

## Bowden Daze Rodeo Parade 2025

Dear Mayor Hunter,

On behalf of Mayor Robb Stuart and the Town Council, we invite you to take part in the Town of Bowden Daze Rodeo Parade on Saturday, July 12, 2025.

You are also encouraged to visit the Bowden Agricultural Society Annual Rodeo held at the rodeo grounds south of the Town throughout Friday until Sunday of that weekend.

This year, our parade theme is "Salute to Volunteers". While participants are encouraged to incorporate the theme into their entry, we welcome any theme or colourful addition to the parade.

As in previous years, the staging area will be at the Bowden Grandview School, on 21<sup>st</sup> Avenue.

Please arrive from 9:30am onwards for a parade start time of 11:00am.

You are welcome to join us at the pancake breakfast at the Igloo Arena from 8:30am.

To assist with our planning, please complete the attached registration form and return it to the Town Administration Office by mail or in person or alternatively by email to: [info@bowden.ca](mailto:info@bowden.ca).

We look forward to having you join us.

Warm regards,

Bowden Daze Parade Committee







## Bowden Daze Rodeo Parade Registration Form

Please complete and return the completed registration form no later than Wednesday July 9, 2025.

All fields must be completed:

<b>Contact Name:</b>		<b>Phone (cell):</b>	
<b>Organization Name:</b>		<b>Email:</b>	
		<b>Resident Y/N:</b>	
<b>Declaration:</b>	I / We assume all liability relating to or arising from our involvement in the Bowden Daze Rodeo Parade. I / We have read and agreed to the Parade Rules & Regulations.	<b>Signature:</b>	

<b>Category:</b>	<b>Business</b> <input type="checkbox"/>	<b>Type of Entry:</b>	<b>Car / Truck</b> <input type="checkbox"/>
	<b>Community Group</b> <input type="checkbox"/>		<b>Walking</b> <input type="checkbox"/>
	<b>Dignitary</b> <input type="checkbox"/>		<b>Horses</b> <input type="checkbox"/>
	<b>Individual</b> <input type="checkbox"/>		<b>Float</b> <input type="checkbox"/>
			<b>Music</b> <input type="checkbox"/>
			<b>Cycle / Motorcycle</b> <input type="checkbox"/>
			<b>Other</b> <input type="checkbox"/>

Please complete the attached registration form and return it to the Town Administration Office by mail / in person / or by email to: [info@bowden.ca](mailto:info@bowden.ca).

*Please refer to the rules and regulations on the reverse of this form.*

## Bowden Daze Rodeo Parade Rules & Regulations

1

All drivers must have a valid driver's license and insurance. It is the responsibility of the driver to ensure that their vehicle is roadworthy and complies with the Road Traffic Safety Act regulations.

2

It is the responsibility of the driver (or assistant) to ensure that the activities on the float are conducted in a safe and orderly manner.

3

Riders of horses, bikes, scooters, ATV's or any other vehicle must ensure that they wear proper protective equipment, especially helmets.

4

All participants must obey the instructions of the Parade Organizer or any person with responsibilities for traffic management.

5

The Parade Organizer may remove any entry from the parade for any reason including but not limited to safety reasons or unsuitable themes or political statements.

6

For safety reasons candy or advertising items may only be handed out along the parade route. Under no circumstances will throwing items from vehicles be allowed. To ensure the comfort and safety of all spectators viewing the parade, water guns or apparatus that shoot water or other material are strictly prohibited.

7

Children and youth (as participants) must be supervised at all times during the parade by a responsible parent, supervisor or adult.

8

The Town of Bowden will not extend liability insurance coverage to participants. Participants must assume full responsibility for any losses or liabilities arising from their involvement in the Bowden Daze Parade.

9

All participants must assume all liability relating to or arising from their involvement in the Bowden Daze Parade. All participants will hold the Town of Bowden and its volunteers and staff harmless of all claims, actions or causes arising from their participation or involvement.

10

By actively engaging in the parade you are deemed to have agreed to comply with all the rules and regulations.