



TOWN OF DIDSBURY AGENDA

Regular Council Meeting

Tuesday, October 28, 2025, 6:00 pm

Council Chambers 1606 14 Street

Pages

1.	<u>CALL TO ORDER</u>	
2.	<u>SWEARING IN CEREMONY</u>	
3.	<u>ADOPTION OF THE AGENDA</u>	
4.	<u>ADOPTION OF MINUTES</u>	
4.1	October 14, 2025 Regular Council Meeting Minutes	2
5.	<u>ORGANIZATIONAL MEETING</u>	
5.1	Call to Order	
5.2	Adoption of the Agenda	
5.3	Appointment of Deputy Mayor	8
5.4	Council Meeting Schedule	9
5.5	Council Assignments	11
5.6	Municipal Planning Commission Appointments	15
5.7	Didsbury Municipal Library Board Appointments	21
5.8	DEDAC Appointments	22
5.9	Adjournment of Organizational Meeting	
6.	<u>CAO REPORT</u>	24
7.	<u>BYLAWS & POLICIES</u>	
8.	<u>BUSINESS</u>	
8.1	Signing Authorities Post-Election	27
8.2	Council Group Accident and Critical Illness Insurance 2026-2029	29
9.	<u>CORRESPONDENCE & INFORMATION</u>	
10.	<u>QUESTION PERIOD</u>	
11.	<u>CLOSED MEETING</u>	
12.	<u>RECONVENE</u>	
13.	<u>ADJOURNMENT</u>	



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE:	October 28, 2025
SUBJECT:	October 14, 2025 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	4.1

BACKGROUND/PROPOSAL:

The minutes of the October 14, 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 October 14, 2025 Regular Council Meeting Minutes as presented.



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

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

Administration Present Chief Administrative Officer, Michael Simpson
Chief Financial Officer, Amanda Riley
Director of Community Services, Nicole Aasen
Director of Engineering & Infrastructure, Craig Fox
Economic Development Officer, Alexandra Ross
Communications Coordinator, Lisa Bastarache
Legislative Services Coordinator, Jocelyn Baxter
Council and Community Relations Coordinator, Nelisha Bruce

1. **CALL TO ORDER**
Mayor Hunter Called the October 14, 2025 Regular Council Meeting to order at 6:00 p.m.
2. **ADOPTION OF THE AGENDA**
Res. 500-25
MOVED by Deputy Mayor Engel
To adopt the October 14, 2025 Regular Council Meeting Agenda as presented.
Motion Carried
3. **DELEGATIONS/PRESENTATIONS**
No delegations/presentations
4. **ADOPTION OF MINUTES**
 - 4.1 **September 23, 2025 Regular Council Meeting Minutes**
Res. 501-25
MOVED by Deputy Mayor Engel
To adopt the September 23, 2025 Regular Council Meeting Minutes as presented.
Motion Carried
 - 4.2 **September 26, 2025 Special Council Meeting Minutes**
Res. 502-25
MOVED by Councillor Moore
To adopt the September 26, 2025 Special Council Meeting Minutes as presented.
Motion Carried
5. **PUBLIC HEARINGS** - *No public hearings*
6. **CAO REPORT**
Res. 503-25
MOVED by Councillor Windsor
To accept the Chief Administrative Officer Report for October 14, 2025 as information.
Motion Carried
7. **BYLAWS & POLICIES**
8. **BUSINESS**
 - 8.1 **Lateral Water Line Project Budget Approval**
Res. 504-25
MOVED by Councillor Baswick
To approve the Lateral Line project budget of \$597,400 to be funded from the Water Reserve.

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

Motion Carried

8.2 AMWWP - Letter of Support

Res. 505-25

MOVED by Councillor Moore

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

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

Motion Carried

8.3 Traffic Control Measures and Street Naming - Valarosa

Res. 506-25

MOVED by Deputy Mayor Engel

Council approve the traffic control device layouts as presented.

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

Motion Carried

Res. 507-25

MOVED by Deputy Mayor Engel

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

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

Motion Carried

Res. 508-25

MOVED by Deputy Mayor Engel

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

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

Motion Carried

8.4 Parkland Regional Library Systems 2026 Budget

Res. 509-25

MOVED by Councillor Windsor

To accept the Parkland Regional Library Systems Proposed 2026 Budget as information.

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

Motion Carried

Res. 510-25

MOVED by Councillor Windsor

That Mayor Hunter write a letter to the Parkland Regional Library Systems to underscore Council's position regarding their proposed 2026 Budget.

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

Motion Carried

8.5 2025-2026 Alberta Community Partnership Program Grant

Res. 511-25

MOVED by Councillor Moore

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

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

Motion Carried

8.6 Council Assignments Listing

Res. 512-25

MOVED by Councillor Windsor

To approve the renaming of MVRWSC – “Council Designate” to “Alternate”; to approve the removal of the Chamber of Commerce Representative and Alternate Deputy Mayor from the Council Assignments listing; and approve the amalgamation of the Committee of the Whole and Visioning Committees.

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

Motion Carried

8.7 Regional Assessment Review Committee Volunteer

Res. 513-25

MOVED by Councillor Windsor

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

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

Motion Carried

8.8 Sale of the Old Fire Hall (2109 and 2101 19 Avenue) and 2128 21 Ave

Res. 514-25

MOVED by Councillor Windsor

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

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

Motion Carried

9. COUNCIL REPORTS AND MEETING HIGHLIGHTS

Res. 515-25

MOVED by Deputy Mayor Engel

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

Motion Carried

Highlights

- The last four years
- Lateral Line Budget
- EDAC Awards
- Continued Development of Valarosa
- East Reservoir Project Updates

10. CORRESPONDENCE & INFORMATION

Res. 516-25

MOVED by Councillor Moore

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

Motion Carried

11. 2021-2025 COUNCIL TERM IN REVIEW

Res. 517-25

MOVED by Deputy Mayor Engel

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

Motion Carried

12. QUESTION PERIOD

13. CLOSED MEETING

Res. 518-25

MOVED by Councillor Baswick

To go into closed meeting at 7:30 p.m. for the following items:

13.1 TC Energy Donation - as per section 29 of the *Access to Information Act*

13.2 Mid-Sized Town's Mayors' Caucus - as per section 26 of the *Access to Information Act*

Motion Carried

14. RECONVENE

Res. 519-25

MOVED by Deputy Mayor Engel

To return to Open Meeting at 8:34 p.m.

Motion Carried

Res. 520-25

MOVED by Councillor Windsor

That Council approve the TC Energy Donation of \$25,000 to the local user groups of the Didsbury Arena that were negatively impacted by the Arena Condenser failure.

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

Motion Carried

Res. 521-25

MOVED by Deputy Mayor Engel

That Council accept the Mid-Sized Towns Mayors' Caucus update as information.

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

Motion Carried

15. **ADJOURNMENT**

Res. 522-25

MOVED by Councillor Baswick

To adjourn the October 14, 2025 Regular Council Meeting at 8:38 p.m.

Motion Carried



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 28, 2025
SUBJECT: Appointment of Deputy Mayor
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 5.3

BACKGROUND/PROPOSAL:

In accordance with section 153 of the *Municipal Government Act*, Council must appoint a Councillor as deputy chief elected official (Deputy Mayor). This role is intended to not only fill in for the Mayor when they are unable to perform the duties of Mayor, but also to support the Mayor throughout their term.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may appoint a single individual for a term of one year to the position or may appoint a rotating schedule of individuals so that only one councillor holds the office at one time and that the office shall always be filled.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To appoint Councillor _____ as Deputy Mayor until the 2026 Organizational Meeting.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE:	October 28, 2025
SUBJECT:	2025-2026 Council Meeting Schedule
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	5.4

BACKGROUND/PROPOSAL:

Annually at the Organizational Meeting, Council has the opportunity to review their meeting schedule.

The Regular Council Meeting have previously been set for the second and fourth Tuesdays of each month, beginning at 6:00 p.m. Council also sets the meetings of the Municipal Planning Commission (MPC) which are set on the second and fourth Wednesday of each month.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

When considering the schedule, Council should be aware of the following:

- Due to the Christmas holidays, there is usually only one meeting in December.
- In the past, Council has opted for a summer break during the warmer months.

In the event that an occurrence arises that requires Council's immediate attention, a Special Council Meeting may be called.

Please find the attached Council calendar recommended by Administration.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the 2025-2026 Council Meeting Calendar as presented.

2025 COUNCIL MEETING CALENDAR

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

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

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

2026 COUNCIL MEETING CALENDAR

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

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

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

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

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

JUNE						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30	31	

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

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

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

NOVEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

	Statutory Holiday		Regular Council Meeting		Council Break		ABMunis Convention		MPC Meeting
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REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE:	October 28, 2025
SUBJECT:	2025-2026 Council Assignments
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	5.5

BACKGROUND/PROPOSAL:

The Town of Didsbury has agreements with various independent organizations that provide services to residents. These agreements enable Council to appoint a representative to external governance boards and committees in order to promote the interests of town residents that utilize and have access to these specific services.

Below is a brief summary of each of these agencies, boards, commissions, and committees (ABC) and the dates/times they ordinarily meet to discuss matters of interest to the municipality. Attached is the assignments listing.

External Agencies, Boards, Commissions, Committees

Mountain View Regional Water Services Commission (MVRWSC) – one member, one alternate

The MVRWSC owns and operates the Anthony Henday Water Treatment Plant which provides treated potable water to its member municipalities and customers. As a separate corporation from the Town, the Commission has its own budget, bylaws, CAO, and Board of Directors which is established by each of its six member municipalities (Didsbury, Bowden, Carstairs, Crossfield, Innisfail, and Olds) appointing one member to the Board. MVRWSC Board Meetings are ordinarily held during the daytime hours at 9:00 a.m. on Wednesdays once per quarter at the Treatment Plant, which is situated just outside of Innisfail.

Mountain View Regional Waste Management Commission (MVRWMC) – one member, one alternate

The MVRWMC owns and operates the regional landfill site and transfer sites around Sundre, Water Valley, and Didsbury. Similar to the Water Commission, the Waste Commission is a distinct corporation run by a Board which consists of one representative from each member municipality's council (Didsbury, Carstairs, Cremona, Mountain View County, Olds, Sundre). MVRWSC Board meetings are usually minimal and are held two to four times per year during the daytime.

Mountain View Seniors' Housing (MVSH) – one member

MVSH is the Housing Management Body for the region whose board consists of representatives from Didsbury, Carstairs, Cremona, Mountain View County, Olds, and Sundre. MVSH owns and operates various lodges, self-contained apartments, and suites for seniors and community housing. The Board meetings are typically on Thursday afternoons between 1:00 p.m. and 4:00 p.m. with approximately eight meetings per year as required.

Parkland Regional Library Systems (PRLS) – one member

PRLS is not a library, but rather, is a service providing corporation that supports the 49 public libraries that utilize its materials and support services. The PRLS does not manage or govern the Didsbury Municipal Library. The Board meets four times annually on a Thursday at 10:00 a.m. in Lacombe and consists of 64 representatives from its member municipalities.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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Red Deer River Municipal Users Group (RDRMUG) – one member

RDRMUG is an association of rural and urban municipalities which utilize the water from the Red Deer River Basin. As a member of the MVRWSC, this includes all of its members. Meetings are held when required during the daytime hours and are occasionally on Zoom Meetings.

Central Alberta Economic Partnership (CAEP) – one member

CAEP is an association that focuses on empowering local economic development in the central Alberta region. The Board consists of members from various urban and rural municipalities in the corridor between Calgary and Edmonton. Meetings are hosted at a variety of locations and are occasionally held virtually, on Thursdays during the daytime hours.

Internal Agencies, Boards, Commissions, and Committees

Municipal Planning Commission (MPC) – two members, one alternate

MPC is the subdivision authority for the Town and is one of the Town's development authorities. MPC reviews development and subdivision applications and makes decisions in accordance with the legislation and statutory planning documents established by Council. Meetings are held in Council Chambers on the second and fourth Wednesday of every month at 4:30 p.m.

Intermunicipal Cooperation Committee (ICC) – three members

The ICC consists of three members of Didsbury Town Council and three members from Mountain View County Council. The Committee discusses matters of mutual interest to the Town and County and guides the administration of the Town and County Intermunicipal Collaboration Framework and its sub-agreements. Meetings are held as required.

Didsbury Economic Development Advisory Committee (DEDAC) – one member

The DEDAC is an Advisory Committee of the Town established by bylaw. Meetings are held once per quarter in the evening in Council Chambers. The Committee discusses and advises Town of Didsbury Council as well as the Economic Development Officer in matters of relevance to the business community and initiatives that would support them.

Policy and Governance Committee (PGC) – three members, one alternate

PGC is one of the governance committees of the Town of Didsbury and consists of three members of Council and one alternate. The Committee discusses matters referred to it by Council pertaining to the development and compliance of bylaws, policies, and shared services agreements. Meetings are set at the discretion of the Committee and the availability of Administration, in accordance with the Committees of Council Bylaw.

Financial Planning Committee (FPC) – three members, one alternate

FPC is one of the governance committees of the Town of Didsbury and consists of three members of Council and one alternate. The Committee discusses matters referred to it by Council pertaining to financial planning, budget, capital expenditure, land development, facility development, and asset management. Meetings are set at the discretion of the Committee and the availability of Administration, in accordance with the Committees of Council Bylaw.



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
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Service Level Committee (SLC) – three members, one alternate

SLC is one of the governance committees of the Town of Didsbury and consists of three members of Council and one alternate. The Committee discusses matters referred to it by Council pertaining to service levels and facility utilization. Meetings are set at the discretion of the Committee and the availability of Administration, in accordance with the Committees of Council Bylaw.

In addition to these committees, commissions, and boards, Council also has two Committees that are specific to the Mayor:

- Alberta Mid-Sized Towns Mayors' Caucus
- Central Alberta Mayors and Reeves Caucus

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council must appoint one member or more representatives from Council to each ABC. Administration recommends that council members be appointed based on their area of interest/expertise as well as their availability to attend meetings. Council can make a recommendation on which member to appoint to which board, committee, or commission board or members may volunteer themselves to serve.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the 2025-2026 Council Assignments as discussed.



2025-2026 COUNCIL ASSIGNMENT LIST

DEPUTY MAYOR APPOINTMENT

- Deputy Mayor _____

COUNCIL APPOINTED COMMITTEES

Didsbury Economic Development Advisory Committee

(Bylaw 2022-13)

- Councillor _____
- Councillor _____ (Alternate)

Emergency Advisory Committee (Bylaw 2020-06)

- All members of Council

Municipal Planning Commission (Bylaw 2025-02)

- Councillor _____
- Councillor _____
- Councillor _____ (Alternate)

Intermunicipal Cooperation Committee (ICF Agreement)

- Mayor _____
- Councillor _____
- Councillor _____

COMMITTEES FOR MAYORAL APPOINTMENT

Alberta Mid-sized Towns Mayors' Caucus

- Mayor Little

Central Alberta Mayors & Reeves Caucus

- Mayor Little

COUNCIL GOVERNANCE COMMITTEES

Financial Planning Committee (Bylaw 2023-20)

- Councillor _____
- Councillor _____
- Councillor _____
- Councillor _____ (Alternate)

Service Level Committee (Bylaw 2023-20)

- Councillor _____
- Councillor _____
- Councillor _____
- Councillor _____ (Alternate)

Policy & Governance Committee (Bylaw 2023-20)

- Councillor _____
- Councillor _____
- Councillor _____
- Councillor _____ (Alternate)

EXTERNAL BOARDS & COMMITTEES:

Mountain View Regional Water Services Commission

- Councillor _____
- Mayor _____ (Alternate)

Mountain View Regional Waste Management Commission

- Councillor _____
- Councillor _____ (Alternate)

Mountain View Seniors' Housing Board

- Councillor _____

Parkland Regional Library System Board

- Councillor _____
- Councillor _____ (Alternate)

Red Deer River Municipal Users Group

- Councillor _____

Central Alberta Economic Partnership

- Councillor _____
- Mr. Chris Overwater (DEDAC Member) - (Business Rep.)



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
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MEETING DATE:	October 28, 2025
SUBJECT:	Municipal Planning Commission Appointments
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	5.6

BACKGROUND/PROPOSAL:

Bylaw 2025-02 Municipal Planning Commission Bylaw 2025-02 establishes the Municipal Planning Commission as one of the development authorities for the Town of Didsbury as well as the subdivision authority for the Town. The Commission hears applications for subdivision and discretionary development applications and makes decisions in alignments with the Town's statutory planning documents including the Intermunicipal Development Plan, Municipal Development Plan, and Land Use Bylaw.

The Commission consists of five members at large and two members of Council and the term of appointment is one year; however, three of the members at large were appointed for a two year term under the former bylaw and will be finishing out the remainder of their term which ends in 2026. One of the members at large, Norm Quantz, was elected to Council in the 2025 General Election and therefore will be unable to continue as a member at large but is eligible to serve as a Council representative. One member at large recently submitted their resignation. Therefore, Administration is bringing forward a recommendation to appoint two members at large to serve on the Commission.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration received and reviewed five applications from members of the community.

Their applications to the MPC are attached for Council's review. Administration is seeking Council's approval of two of the applicants to appoint to the MPC.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (two motions)

To appoint _____ to the Municipal Planning Commission for a one year term ending at the 2026 Organizational Meeting.

AND

To appoint _____ to the Municipal Planning Commission for a one year term ending at the 2026 Organizational Meeting.



New - APPLICATION FOR MUNICIPAL PLANNING COMMISSION

Fri, Oct 17, 2025 at 7:54 AM

Town of Didsbury

APPLICATION FOR MUNICIPAL PLANNING COMMISSION

Last name: Hawkins

First name: Robyn

Address, including postal code: [REDACTED]

Email address: [REDACTED]

Primary phone number (cell or home): [REDACTED]

Business phone:

I am seeking appointment to the Municipal Planning Commission. Yes

Background Information (Provide a brief outline of your experience/education or interest in this area):

I have extensive project management experience in both commercial and residential construction, including new builds and renovations. As a designer and project manager I do work closely with builders, contractors and home owners. I have earned interior design certificate from Mount Royal University , along with certificates in accounting and business administration.

since Didsbury is the place I call home, I find a strong connection to the community and a desire to serve it. I would like to contribute my experience to help navigate development processes and and possibly address some of the challenges I hear from builders and contractors regarding development issues. Although my background is primarily in interior design and project management, I am willing to learn and grow and support the town through active involvement.

Why do you wish to serve on the Municipal Planning Commission?

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1606 14 Street
PO Box 790
Didsbury AB T0M 0W0
Phone: 403.335.3391
legislative@didsbury.ca

APPLICATION FOR MUNICIPAL PLANNING COMMISSION

Smith

Last Name

Brittney

First Name

[Redacted]
Address, including Postal Code

[Redacted]
Email Address

[Redacted]
Primary Phone (Cell or Home)

Business Phone

Seeking Appointment to:

1. New member for the Municipal Planning Commission.

2. _____

Background Information (Provide a brief outline of your experience/education or interest in this area)

If you need more room, please use the back of this form:

I have 12+ years working as a drafter in oil and gas and construction department for AB. I've drafted and worked on subdivision plans so I am familiar with legal descriptions, plans etc. I would like to use my knowledge to help have a say in the town that I live in and am raising my daughter in.

Why Do You Wish To Serve On This/These Committee(s):

I would like to serve on this committee to use my knowledge and be able to help approve/deny opportunities for the town I live in and grow my family in. I truly want the best for this town and see it bloom over generations.

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[Redacted]
Signature

October 22nd 2025.
Date



1606 14 Street
PO Box 790
Didsbury AB T0M 0W0
Phone: 403.335.3391
legislative@didsbury.ca

APPLICATION FOR MUNICIPAL PLANNING COMMISSION

Moore

Last Name

Dorothy

First Name

Address, including Postal Code

Email Address

Primary Phone (Cell or Home)

Business Phone

Seeking Appointment to:

1. **Municipal Planning Committee**

2.

Background Information (Provide a brief outline of your experience/education or interest in this area)

If you need more room, please use the back of this form:

B.Ed and MBA degrees. Extensive residential development and construction experience since 1977. Designed and built my current and previous homes. Licensed real estate professional and broker 1982-2023. 17 years on Didsbury Town Council (6 as Mayor) during which I served on MPC and as Subdivision and Appeal Board Chair. South Towns Rep and Towns Vice President at Alberta Urban Municipalities Assoc. Their representative on the Land Use Framework and the MSI funding formula committee.

Consultant and facilitator with Civic Solutions Inc. 2007-2017, writing bylaws, policies, grants, and data analysis. Municipal Inspection of Acme. Served several years prior to 2017 on Red Deer Regional Assessment Appeal Board.

Why Do You Wish To Serve On This/These Committee(s):

I feel that the people of Didsbury expect MPC to ensure that development proceeds according to our Land Use Bylaw that has passed their public scrutiny, but also be open to the evolution of planning and development insofar as it will enhance (and not negatively affect) existing residents and developments. MPC members need to carefully read the information provided, and within a fair and professional governance process, understand and render the best possible decisions. My experience and expertise may be an asset to MPC, and I seek to continue to serve the Town.

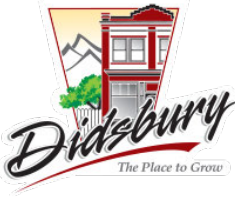
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Signature

Date

October 23, 2025



1606 14 Street
PO Box 790
Didsbury AB T0M 0W0
Phone: 403.335.3391
legislative@didsbury.ca

APPLICATION FOR MUNICIPAL PLANNING COMMISSION

Derksen

Last Name

Russell

First Name

Address, including Postal Code

Email Address

Primary Phone (Cell or Home)

Business Phone

Seeking Appointment to:

1. **Municipal Planning Commission**

2.

Background Information (Provide a brief outline of your experience/education or interest in this area)

If you need more room, please use the back of this form:

Myself, along with my wife have been residents of Didsbury since 2011. We originally moved to Didsbury because of the small town community and we wanted to bring our kids up in a smaller school setting. I have been involved in the community through volunteering on the Didsbury Fire Department, coaching soccer and basketball, and taking santa photos for the past three years, and I care deeply about Didsbury's future and the direction that it is going. I work at Feeg's Propane as the Operations Manager so I am constantly dealing with Gas Code, regulations, permits, and other governing correspondence. I am always in conversation with new customers wanting to set up new buildings--homes, shops, garages, barns, etc. While I don't have extensive experience serving on committees, I'm a quick learner and actually enjoy reading and understanding bylaws and codes.

Why Do You Wish To Serve On This/These Committee(s):

I wish to serve on this committee, because I want to get more involved in the community and the direction that Didsbury is heading, and have a genuine interest in future developments and ensuring they line up with current bylaws and planning goals. My family and I are committed to Didsbury and are not planning on going anywhere, therefore I want to have an active role in helping Didsbury maintain its feasibility as a vibrant small town that can attract new businesses and homes and continue its positive, slow growth.

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Signature

October 23, 2025

Date

**New - APPLICATION FOR MUNICIPAL PLANNING COMMISSION**

1 message

Fri, Oct 24, 2025 at 11:48 AM

Town of Didsbury**APPLICATION FOR MUNICIPAL PLANNING COMMISSION**

Last name:

Fawns

First name:

George

Address, including postal code:

[REDACTED]

Email address:

[REDACTED]

Primary phone number (cell or home):

[REDACTED]

Business phone:

I am seeking appointment to the Municipal Planning Commission.

Yes

Background Information (Provide a brief outline of your experience/education or interest in this area):

My post secondary schooling was in the architecture field. I have worked for a land surveyor in the area for 28 years. I have dealt with most of the different types of surveys including subdivisions, new house layouts, real property reports and engineering surveys (including deep services). I also deal with all types of legal documents in my job.

Why do you wish to serve on the Municipal Planning Commission?

I am wanting to give back to the community and I feel that with my background, I can help the commission to make good decisions to help grow and make our community a better place for the residents and any one coming here.

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REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 28, 2025
SUBJECT: Didsbury Municipal Library
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 5.7

BACKGROUND/PROPOSAL:

In accordance with the *Libraries Act*, The Didsbury Municipal Library Board is established by bylaw and sets out that the board consists of between five and ten members appointed by Council. The term of a board member is up to three years.

Currently the board consists of the following:

Name	Term
Jaimee Reese	2023-2026
David McWhinney	2023-2026
Emily Swan	2023-2026
Diane Arbuckle	2023-2026
Bill Windsor	2023-2026
Jennifer Bommarito	2024-2027
Brittany Stevens	2024-2027

The terms of the Town of Didsbury-Mountain View County Intermunicipal Collaboration Framework Shared Facilities Sub-Agreement sets out that the County may nominate a person for appointment to the board and the Town of Didsbury obliges to appoint that person.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Didsbury Municipal Library Board is recommending that Aimee Hunter be appointed to the board for a three-year term. Mountain View County has their Organizational Meeting on October 29, 2025 and will make a recommendation for a member on that date. Therefore, Council may choose to pre-emptively accept County Council's recommendation prior to them being named, or may opt to wait to appoint the County's recommended member until the November 10, 2025 Regular Council Meeting.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (two motions)

To appoint Aimee Hunter to the Didsbury Municipal Library Board for a three-year term commencing November 1, 2025 and ceasing on November 1, 2028.

AND

To appoint the recommended member from Mountain View County following their 2025 Organizational Meeting for a term of one-year ceasing at the 2026 Organizational Meeting.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE:	October 28, 2025
SUBJECT:	DEDAC New Member Appointment October 2025
ORIGINATING DEPARTMENT:	Economic Development & Strategic Operations
ITEM:	5.8

BACKGROUND/PROPOSAL:

The Didsbury Economic Development Advisory Committee (DEDAC) recommends an appointment of a new member to the DEDAC Committee for Council's consideration.

The DEDAC is established by:

- One Town of Didsbury Councillor;
- Up to ten (10) regular members;
- Up to two (2) youth members between the ages of 15 and 21.

Upon consultation with the DEDAC membership, the following individuals are seeking reappointment to the committee:

- Dawn Stewart – Chair
- Sterling Toews
- Chris Overwater
- Jesse Argueta
- Laurie Fisher
- Laurie Hodge

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town has received an application for the Economic Development Advisory Committee (DEDAC) from Gillian Grant, a dedicated advocate and champion for the Didsbury community. Although Gillian resides just outside town limits and does not own a business in Didsbury, she is deeply connected to the community—her children attend school in Didsbury, and she actively participates in local initiatives.

Gillian is the organizer of the Marquis Mixer, an event that successfully brought together residents of all ages and local businesses to share ideas about Didsbury's future and explore ways to strengthen the community. With a professional background in event management, fundraising, and sponsorship, Gillian brings valuable expertise and a fresh perspective to community engagement.

Both the Economic Development Department and the members of DEDAC believe that Gillian would be a strong addition to the committee. Her experience in organizing events, her proven leadership, and her ability to represent a currently underrepresented demographic will compliment the existing membership and contribute meaningfully to Didsbury's ongoing economic and community development efforts.

ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

RECOMMENDATION (two motions)

To appoint Gillian Grant as a new member to the Didsbury Economic Development Advisory Committee.

AND

To reappoint Dawn Stewart (Chair), Sterling Toews, Chris Overwater, Jesse Argueta, Laurie Fisher, and Laurie Hodge to the Didsbury Economic Development Advisory Committee as presented.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 28, 2025
SUBJECT: CAO Report
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 6.0

BACKGROUND/PROPOSAL:

Please find attached the Chief Administrative Officer's (CAO) Report for October 28, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Chief Administrative Officer Report for October 28, 2025 as information.



CAO Report – October 28, 2025

1. CAO Activity Report

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

Office of the Chief Administrative Officer

Activity Report - October 28, 2025



Strategically Managed Infrastructure

Review of the following ongoing files:

23rd Street Road Rehabilitation

Meetings with Waste Commission CAO Michael Wuetherick, Mountain View County CAO Jeff Holmes, Directors Riley and Fox regarding 2026 capital planning. Administration will be recommending the preliminary data collection of subsurface conditions via geotech investigation, opening comms channels with CPKC Rail on the rail crossing reconstruction, and engineering and design work, which will be funded via grants specific for the purposes listed.



Vibrant & Connected Character Community

Economic Development

Review of Economic Development activities, upcoming administrative and Council events regarding economic development, options for strategic planning discussions, and themes with Town Economic Development Officer A. Ross.

Discussions on the Business License and DEDAC Bylaw and future functionality analysis with Leg. Coordinator Baxter and EDO Ross. Review of research provided by EDO Ross on the regional E3 Lithium project, high profile developers and strategic positioning analysis, which will be provided to Council when complete in the form of a dedicated workshop regarding economic development.



Strong & Resilient Local Economy

Lateral Line East Reservoir

Lateral Line construction project kickoff meeting, with ISL Engineering and Director Fox. This project is being managed by Mountain View Water Services Commission, who will own the lateral line up to the mechanical components inside the reservoir. The Town portion of the project is budgeted at \$597,000.

Mid-Sized Towns Mayors' Caucus

Discussions on Mid-Sized Towns Mayors Caucus with Sundre Mayor Richard Warnock and Nelisha Bruce, Didsbury's Council and Community Relations Coordinator, regarding the upcoming transition from Didsbury as the organizing member to a new municipality.



Liveability

Administration

Discussions with a vendor proposing use of cloud-based management of electronic documents, forms and permitting. If a partner is found, there may be an opportunity to explore use of a proprietary software through an Alberta Community Partnership Grant (ACP) provided there is a regional benefit. Further investigation by Administration is required.

HR matters and personnel supports for successful town outcomes.



Governance & Organizational Excellence

RCMP

Handoff meeting with RCMP Sergeant Browne and Mayor Hunter regarding commitment to participate in interviews by the CAO for Didsbury's new RCMP Detachment Commander, hosted by the Town at the Firehall on October 28th.

Budget 2026

Budget discussions with Director Riley regarding upcoming impacts on revenues and planned expenditures based on internal factors (town projects and timelines) and external factors (provincial legislation regarding franchise fees, applicability of grant funding etc.) that may prove to be restrictive or permissive.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 28, 2025
SUBJECT: Update to Signing Authorities
ORIGINATING DEPARTMENT: Corporate Services
ITEM: 8.1

BACKGROUND/PROPOSAL:

In accordance with our agreement with Connect First Credit Union, the Town's banking institution, Council must appoint bank-signing authorities by way of resolution of Council.

Given the recent election, a resolution is required to remove past members and add new members. The Town's financial controls require dual signors on every cheque, being the Mayor and the CAO. In the event that the Mayor and/or the CAO are not present, the Deputy Mayor and the CFO would be delegated to sign. The requirements are outlined in FIN 004-22 Payment Authority Policy.

Administration recommends appointing the Mayor and the Deputy Mayor as signing authorities for Council's representation. The administrative appointments include the CAO, the CFO and the Manager of Financial Services, to ensure appropriate coverage of signors.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council must all rescind the previous Council appointments and in a separate motion appoint the current Council members.

Separately, Administration recommends appointing the administrative signing authorities.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (Three Separate Motions)

To rescind resolution 122-25 "to approve the Town of Didsbury bank signing authorities as follows: Mayor Rhonda Hunter, Deputy Mayor Curtis Engel, Councillor John Baswick, Councillor Dorothy Moore, Councillor William Windsor, Chief Financial Officer Amanda Riley, Manager of Financial Services Shannon Milligan."

AND

To approve the Council Member Bank Signing Authorities for all Connect First Credit Union accounts as follows:

Mayor Chris Little

Deputy Mayor _____

AND



REGULAR COUNCIL MEETING

Request for Decision (RFD)

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

To approve the Administrative Bank Signing Authorities for all Connect First Credit Union accounts as follows:

Chief Administrative Office – Michael Simpson
Chief Financial Officer – Amanda Riley
Manager of Financial Services – Shannon Milligan



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: October 28, 2025
SUBJECT: Council Group Accident and Critical Illness Insurance 2026-2029
ORIGINATING DEPARTMENT: Corporate Services
ITEM: 8.2

BACKGROUND/PROPOSAL:

As part of their compensation package, Council is provided group accident insurance benefits and group critical illness insurance. This service is provided by Alberta Municipalities (AB Munis) through Alberta Municipal Service Corporation (AMSC). The insurance package is renewed annually and runs on a calendar year. Eligible participants include any member of a municipal Council.

For 2025 Council opted for Plan F, 24/7 Group Accident Insurance Coverage which protects a member 24 hours a day and includes \$250,000 Accidental Death & Dismemberment, \$500,000 Paralysis, \$25,000 Seat Belt, and \$350/week Disability coverage. In addition, Council opted for Critical Illness coverage of \$15,000 for an annual cost per member of \$120.

The combined cost of these options is \$270 per Council Member, or \$1,890 per year.

Should Council wish to change the coverage for the 2026-2029 years, the additional options are outlined below. As noted, Council may choose On-Duty or Off-Duty coverage. On-Duty coverage refers to travel to, during and from all business activities of the municipality where as Off-Duty coverage protects the member 24 hours a day.

AD&D, Paralysis, Seat Belt, Disability Coverage Options (eligible for members age 80 and below)

	Plan A	Plan B	Plan C	Plan D	Plan E	Plan F
AD&D	\$25,000	\$50,000	\$100,000	\$150,000	\$200,000	\$250,000
Paralysis	\$50,000	\$100,000	\$200,000	\$300,000	\$400,000	\$500,000
Seat Belt	\$2,500	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000
Disability	\$150/wk	\$200/wk	\$250/wk	\$250/wk	\$300/wk	\$350/wk
Premium - On Duty	\$8/member/yr	\$13/member/yr	\$22/member/yr	\$28/member/yr	\$38/member/yr	\$46/member/yr
Premium - Off Duty	\$32/member/yr	\$48/member/yr	\$75/member/yr	100/member/yr	\$135/member/yr	\$165/member/yr

Critical Illness Coverage Options (eligible for members age 70 and below)

AIG Critical Illness (member only)		
Annual Rate	Flat Coverage Amounts	Coverage Benefits
\$40.00	\$5,000	• Cancer (life-threatening) • Cancer (non-life threatening) at 10% of coverage amount • Heart attack • Stroke • Kidney failure • Occupational HIV • Blindness • Coma • Coronary artery bypass surgery • Loss of speech
\$80.00	\$10,000	
\$120.00	\$15,000	
\$160.00	\$20,000	
Age 70 termination age 24/24 pre-existing condition limitation		



REGULAR COUNCIL MEETING Request for Decision (RFD)

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Should Council keep the current plan, it would remain consistent with the previous Council's benefits. The coverage for AD&D, Paralysis, Seat Belt and Disability Coverage is the most robust plan option for the Council Members, and the Critical Illness is the third highest coverage, while keeping the budget for this cost consistent with prior years.

Administration recommends Council approve the plan of choice for each of the four years during the Council term. If at any time the plan options change, it will be returned to Council for an amendment.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve Plan F 24/7 Group Accident Insurance and \$15,000 Critical Illness Insurance for the years 2026-2029 for eligible Council Members.