



**TOWN OF DIDSBURY AGENDA  
Regular Council Meeting**

**Tuesday, March 11, 2025, 6:00 pm  
Council Chambers 1606 14 Street**

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<b>12. <u>CLOSED MEETING</u></b>	
12.1 Municipal Inspection Request (Res. 130-25) - as per section 21 of the FOIP Act	
12.2 Draft CAO Recruitment Package - as per section 24 of the FOIP Act	
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<b>13. <u>RECONVENE</u></b>	
<b>14. <u>ADJOURNMENT</u></b>	



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: February 24, 2025 Special Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may adopt the minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To adopt the February 24, 2025 Special Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Special Council Meeting  
Held on February 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        Chief Administrative Officer, Ethan Gorner  
    Legislative Services Coordinator/Recording Officer, Jocelyn Baxter

**1.     CALL TO ORDER**

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

**2.     ADOPTION OF THE AGENDA**

**Res. 094-25**

MOVED by Councillor Windsor

To adopt the February 24, 2025 Special Council Meeting agenda as presented.

**Motion Carried**

**3.     CLOSED MEETING**

**Res. 095-25**

MOVED by Deputy Mayor Engel

To go into closed meeting at 6:01 p.m. for the following items:

3.1     Personnel – as per section 17 of the FOIP Act

**Motion Carried**

**4.     RECONVENE**

**Res. 096-25**

MOVED by Councillor Windsor

To return to open meeting at 7:27 p.m.

**Motion Carried**

**Res. 097-25**

MOVED by Councillor Windsor

That Council accept Chief Administrative Officer Ethan Gorner’s resignation effective immediately.

	<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. 098-25**

MOVED by Deputy Mayor Engel

That Council appoint Amanda Riley as the Acting Chief Administrative Officer effective February 24, 2025.

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

**Motion Carried**

**5. ADJOURNMENT**

**Res. 099-25**

MOVED by Councillor Windsor

To adjourn the February 24, 2025 Special Council Meeting at 7:46 p.m.

**Motion Carried**

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Mayor - Rhonda Hunter

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Acting Chief Administrative Officer- Amanda Riley



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: February 25, 2025 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The minutes of the February 25, 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 February 25, 2025 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting  
Held on February 25, 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  
   Development Officer, Lee-Ann Gaudette  
   Legislative Services Coordinator/Recording Officer, Jocelyn Baxter

**1.     CALL TO ORDER**

Mayor Hunter called the February 25, 2025 Regular Council Meeting to order at 6:00 p.m.

**Res. 100-25**

MOVED by Councillor Moore

To go into closed meeting at 6:05 p.m. to discuss the proposed addition of Closed Meeting item  
"Request to the Minister of Municipal Affairs".

**Motion Carried**

**Res. 101-25**

MOVED by Deputy Mayor Engel

To return to open meeting at 6:18 p.m.

**Motion Carried**

**2.     ADOPTION OF THE AGENDA**

**Res. 102-25**

MOVED by Councillor Moore

To add closed meeting item 12.3 – Request to the Minister of Municipal Affairs.

**Motion Carried**

Removal of items:

- 12.1 – CAO Proposed Culture Assessment
- 12.2 – Culture Assessment
- 12.3 – Council-CAO Interface

Addition of:

- 8.8 - Bank Signing Authorities
- New 12.1 will be "Personnel"
- New 12.2 will be "Organizational Update"
- New 12.3 – Request to the Minister of Municipal Affairs

**Res. 103-25**

MOVED by Deputy Mayor Engel

To adopt the February 25, 2025 Regular Council Meeting agenda as amended.

**Motion Carried**

**3.     DELEGATIONS/PRESENTATIONS**

**3.1    Didsbury and District Chamber of Commerce and Didsbury and District Arts Society**

**Res. 104-25**

MOVED by Deputy Mayor Engel

To thank Tracy Kaczmer and Scott Fisher for presenting to Council on behalf of the Didsbury &  
District Chamber of Commerce and the Didsbury & District Arts Society.

**Motion Carried**

**3.2 Business Arising from Delegation**

**Res. 105-25**

MOVED by Deputy Mayor Engel

To approve funding a half-booth at the Didsbury Trade Show for the Didsbury & District Chamber of Commerce in partnership with the Didsbury & District Arts Society, as well as provide funding for the printing of promotional materials up to a maximum total amount of \$601.88.

	<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 February 11, 2025 Regular Council Meeting Minutes**

**Res. 106-25**

MOVED by Councillor Baswick

To adopt the February 11, 2025 Regular Council Meeting Minutes as amended.

**Motion Carried**

**4.2 February 20, 2025 Special Council Meeting Minutes**

**Res. 107-25**

MOVED by Councillor Baswick

To adopt the February 20, 2025 Special Council Meeting Minutes as presented.

**Motion Carried**

**5. PUBLIC HEARINGS**

Mayor Hunter called the Public Hearing for Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 Dwelling Unit Occupancy of the Owner, Operator or Caretaker to order at 6:48 p.m. Development Officer, Lee-Ann Gaudette, presented on Bylaw 2025-01.

**Res. 108-25**

MOVED by Councillor Moore

To adjourn the Public Hearing for Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 Dwelling Unit Occupancy of the Owner, Operator or Caretaker at 6:55 p.m.

**Motion Carried**

**6. CAO REPORT**

**Res. 109-25**

MOVED by Deputy Mayor Engel

To accept the Chief Administrative Officer Report for February 25, 2025 as information.

**Motion Carried**

**7. BYLAWS & POLICIES**

**7.1 Bylaw 2025-01 Amending Land Use Bylaw - Dwelling Unit Occupancy of the Owner, Operator or Caretaker**

**Res. 110-25**

MOVED by Councillor Baswick

To grant second reading to Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 Dwelling Unit: Occupancy of the Owner, Operator or Caretaker.

	<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. 111-25**

MOVED by Councillor Baswick

To grant third and final reading to Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 Dwelling Unit: Occupancy of the Owner, Operator or Caretaker.

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

**Motion Carried**

**8. BUSINESS**

**8.1 DOSCA Year End Reconciliation**

**Res. 112-25**

MOVED by Deputy Mayor Engel

To refer the 2024 Year End Reconciliation – DOSCA to the Financial Planning Committee for review and recommendation.

	<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 Utilities Departments Year End Reconciliation**

**Res. 113-25**

MOVED by Councillor Moore

To approve the transfer of the 2024 water department surplus of \$18,101 to the Water Reserve.

	<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. 114-25**

MOVED by Councillor Moore

To approve the transfer of the 2024 wastewater department surplus of \$181,224 to the Wastewater Reserve.

	<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. 115-25**

MOVED by Councillor Moore

To approve the transfer of the 2024 solid waste department surplus of \$38,472 to the Water Reserve.



	<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 2024 Year End Reserve Allocation**

**Res. 116-25**

MOVED by Councillor Baswick

To approve transferring the 2024 subdivision deficit of \$238,772 to internal borrowings, due from Subdivision, the balance of which is to be repaid from future sales of Shantz lots 1, 2, 10, 11, and 12.

	<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. 117-25**

MOVED by Councillor Baswick

To refer the 2024 Year End Reserve allocation to the Financial Planning Committee.

	<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 2025 FCSS Funding Recommendations**

**Res. 118-25**

MOVED by Councillor Moore

To approve the 2025 Family and Community Support Services Community Grant Funding as presented, valued at \$52,224, and that the remaining funds be used to support Town-run FCSS programs for community users.

	<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 Naming of New Roads Valarosa**

**Res. 119-25**

MOVED by Deputy Mayor Engel

To approve the road names Valarosa View and Valarosa Green for SD 24-008 – Valarosa Phase II Subdivision, 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**

**8.6 DEDAC Chamber of Commerce Representative Appointment**

**Res. 120-25**

MOVED by Councillor Moore

To appoint Laurie Fisher as the Didsbury & District Chamber of Commerce representative on the Didsbury Economic Development Advisory Committee.

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

**Motion Carried**

**8.7 Suncor Brownfield Project Update**

**Res. 121-25**

MOVED by Councillor Baswick

To accept the Suncor Brownfield Project 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**

**8.8 Update Authorized Signatories – Bank Accounts**

**Res. 122-25**

MOVED by Deputy Mayor Engel

To approve the Town of Didsbury Bank Signing Authorities as follows:

- Mayor, Rhonda Hunter
- Deputy Mayor, Curtis (Curt) Engel
- Councillor, John Baswick
- Councillor, Dorothy Moore
- Councillor, William (Bill) Windsor
- Chief Financial Officer, Amanda Riley
- Manager of Financial Services, Shannon Milligan

	<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**

**9.1 February 25, 2025 Council Reports**

**Res. 123-25**

MOVED by Deputy Mayor Engel

To accept the February 25, 2025 Council Highlights and Reports as information.

**Motion Carried**

Highlights

- CAO Report - The \$25,000 Donation toward arena; Fourth Quarter Financial Report; Shantz Loan Update; Roller Skating at Arena
- Chamber of Commerce Delegation
- Mountain View Seniors Housing Correspondence

**10. CORRESPONDENCE & INFORMATION**

**Res. 124-25**

MOVED by Councillor Moore

To accept the correspondence for February 25, 2025 as information.

**Motion Carried**

**Res. 125-25**

MOVED by Deputy Mayor Engel

To direct Mayor Hunter to write a letter to Mountain View Senior’s Housing of congratulations on the celebration of their 65<sup>th</sup> Anniversary.

**Motion Carried**

**11. QUESTION PERIOD**

**12. CLOSED MEETING**

**Res. 125-25**

MOVED by Councillor Baswick

To go into closed meeting at 8:10 p.m. for the following items:

- 12.1 Personnel – as per section 17 of the FOIP act
- 12.2 Organizational Update – as per section 24 of the FOIP Act
- 12.3 Request to the Minister of Municipal Affairs – as per section 21 of the FOIP Act
- 12.4 Council Code of Conduct Complaint 2024-01 - as per section as per sections 17 and 23 of the FOIP Act
- 12.5 Council Code of Conduct Complaint 2024-02 - as per section as per sections 17 and 23 of the FOIP Act
- 12.6 Council Code of Conduct Complaint 2024-03 - as per section as per sections 17 and 23 of the FOIP Act

**Motion Carried**

**13. RECONVENE**

**Res. 126-25**

MOVED by Deputy Mayor Engel

To return to open meeting at 9:50 p.m.

**Motion Carried**

**Res. 127-25**

MOVED by Councillor Windsor

To accept the personnel item 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. 128-25**

MOVED by Deputy Mayor Engel

To accept the organizational 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. 129-25**

MOVED by Deputy Mayor Engel

That Council direct Administration to prepare a recruitment package for the CAO position and bring it back to the next 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. 130-25**

MOVED by Councillor Moore

That the Town of Didsbury Council request a municipal inspection of the Council governance and operations of the Town of Didsbury and to send the approved letter from Council.

	<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. 131-25**

MOVED by Councillor Baswick

That Council Code of Conduct Complaint 2024-01 be received 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. 132-25**

MOVED by Councillor Baswick

That Council Code of Conduct Complaint 2024-02 be received 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. 133-25**

MOVED by Councillor Baswick

That Council Code of Conduct Complaint 2024-03 be received 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**

**14. ADJOURNMENT**

**Res. 134-25**

MOVED by Councillor Baswick

To adjourn the February 25, 2025 Regular Council Meeting at 9:54 p.m.

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Mayor - Rhonda Hunter

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Acting Chief Administrative Officer, Amanda Riley



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please find attached the information for the Chief Administrative Officer (CAO) Report for March 11, 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 March 11, 2025 as information.



## CAO Report – March 11, 2025

### 1. Development Report as of March 3, 2025

Please find the attached Development Report as of March 3, 2025.

## CAO Report as March 3, 2025: Planning & Development

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

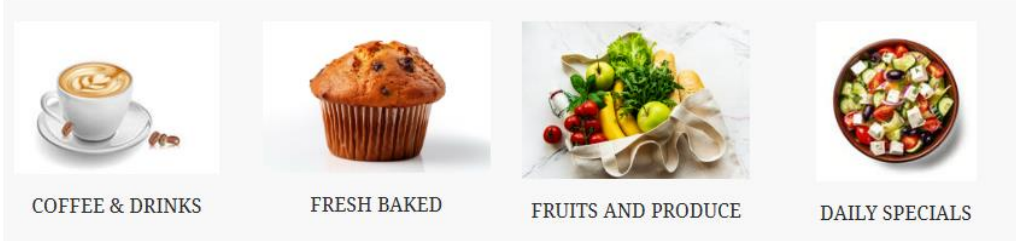
### Development Officer (Permitted Use) Decisions

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 25-008	1516 & 1518 – 25 Street	Dwelling, Semi-Detached	Grasse, Lowell (a) Meadowlark Lane Holdings Inc. (o)	Feb 20, 2025
DP 25-009	1520 & 1522 – 25 Street	Dwelling, Semi-Detached	Grasse, Lowell (a) Meadowlark Lane Holdings Inc. (o)	Feb 20, 2025
DP 25-010	Units 4-7, 2103 – 20 Street	Establishment, Eating or Drinking (Class 1) & Retail (Small)	Daphne’s Market c/o Tyler Lygas (a) 2166378 Alberta Ltd. (o)	Feb 28, 2025
DP 25-011	802 Hwy 582	Signage – Portable (Spring & Xmas Markets)	Brazzale, Debbie (a) Zion EMC Fellowship (o)	Feb 20, 2025

*DP 25-008 & DP 25-009: these 2 Dwellings will be developed at the former 5-0 Club location*



*DP 25-010: new location for Daphne’s Market which allowed for an expansion of the eating area due to the available space*



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

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE	APPEAL PERIOD ENDS
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**Next MPC Meeting: March 12, 2025: SD 25-001 Jalin Homes: to subdivide 1 lot into 2 developable lots 26 Poplar Ridge Close**





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Bylaw 2025-02 Municipal Planning Commission  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL

At the February 11, 2025 Regular Council Meeting, Council established an Ad Hoc Committee to review and discuss the Bylaw 2025-02 Municipal Planning Commission.

The Committee met on March 4, 2025 to discuss the contents and intent of the bylaw and are recommending that Council grant second and third reading to Municipal Planning Commission Bylaw 2025-02.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following is a brief summary of the bylaws which are repealed by Bylaw 2025-02.

#### ***Subdivision Authority Bylaw 95-28 and any amendments thereto***

Bylaw 95-28 establishes a subdivision authority, the Parkland Community Planning Services, which is no longer utilized or relevant; therefore, it is proposed that the bylaw be repealed to provide for greater clarification and consistency.

#### ***Development Authority Bylaw 95-29 and any amendments thereto***

Section 623 of the *Municipal Government Act (MGA)* requires that the municipality establish a development authority by bylaw. Bylaw 95-29 establishes the Development Officer and the Municipal Planning Commission as the development authorities for the Town of Didsbury. However, the Land use Bylaw also has a provisions that establishes development authorities and outlines the duties of those established. Therefore, Bylaw 95-29 is being put forward for repeal to reduce duplication and confusion.

#### ***Municipal Planning Commission Bylaw 95-30 and any amendments thereto***

Section 625 of the MGA requires that, should the municipality desire a Municipal Planning Commission (MPC), it must do so by bylaw. Bylaw 95-30, which was amended in 2006 by an unnumbered bylaw, establishes the MPC and outlines the procedures for the Commission. This bylaw will largely be replaced by Bylaw 2025-02.

#### ***Subdivision Authority Bylaw 97-03 and any amendments thereto***

Bylaw 97-03, amended in an unnumbered bylaw in November of 2007, establishes the MPC as the subdivision authority. These provisions have been updated and incorporated into Bylaw 2025-02.

#### ***Joint Intermunicipal Planning Commission Bylaw 2007-29 and any amendments thereto***

The Town no longer requires or utilizes an intermunicipal planning commission. The attachment to this bylaw is an unsigned agreement from 2007 for the Intermunicipal Subdivision and Development Appeal Board (ISDAB). It is assumed that this was an administrative error which confused the two bodies. May it be known that the ISDAB is established in Bylaw 2018-11 and the Town maintains an agreement with neighbouring municipalities to form an ISDAB; therefore, the ISDAB will remain if Bylaw 2007-29 is repealed.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

Bylaw 2025-02 would serve as the replacement to these bylaws. The most notable differences between the current MPC Bylaw 95-30 and the bylaw being presented, 2025-02, is the following:

- Bylaw 2025-02 clarifies, for greater certainty, that Development Authorities are established in the Land Use Bylaw for tracking purposes and consistency;
- Bylaw 2025-02 establishes the MPC as the subdivision authority;
- Bylaw 2025-02 clarifies that a member of the Intermunicipal Subdivision and Development Appeal Board cannot be a member of the Municipal Planning Commission in accordance with the MGA;
- The term of an MPC member is being reduced from two years to one year. Annually, at the Organizational Meeting, Council re-affirms the sitting members of the Commission and appoints members of Council to serve on the Commission. Reducing the term to one year ensures that those members appointed from Council and from the Public are serving for the same length of term. Furthermore, by reducing the length of term, there is the opportunity for Administration to receive applications for the MPC every year to engage the community in the opportunity to serve on the MPC. There has also been a provision added to highlight that Council may re-appoint active members on the MPC;
- Addition of a clause that enables Council to remove a member of the MPC;
- Addition of a clause that removes a member, appointed in their capacity as a member of Council, from the MPC once they cease to be a member of Council;
- Includes a more robust provision for declaring pecuniary interest;
- Addition of provision that requires that Members of the Municipal Planning Commission be a resident of the Town of Didsbury.

The transitional of this bylaw ensures that current members shall remain members until the Organizational Meeting following the adoption of this bylaw or upon ceasing to be a member of Council.

***Since receiving first reading and following the meeting of the Ad Hoc Committee Administration is proposing amendments to the three following administrative errors:***

- Addition of the letter “s” to the word “become” in clause 18; and
- The removal of the words “at Large” to clarify that the term of all members, both members at large and those appointed as members of council, would be one year.
- Replacement of the word “us” with the word “such” in clause 30(a).

These changes have been incorporated into the bylaw attached but were not presented to the Committee.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

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

That Council grant second reading to Municipal Planning Commission Bylaw 2025-02 as presented.

AND

That Council grant third and final reading to Municipal Planning Commission Bylaw 2025-02.

Town of Didsbury  
Bylaw 2025-02  
Municipal Planning Commission Bylaw

---

A bylaw of the Town of Didsbury, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* R.S.A 2000 c. M-26 and amendments thereto, to provide for the establishment of a Municipal Planning Commission in the Town of Didsbury.

**WHEREAS**, the municipal council wishes to establish a Municipal Planning Commission pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto;

**WHEREAS**, the municipal council must, by bylaw, provide for a subdivision authority and a development authority to perform the respective powers and duties on behalf of the municipality pursuant to the *Municipal Government Act*, R.S.A 2000 c. M-26 and amendments thereto;

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

1. The Bylaw may be cited as the “Municipal Planning Commission Bylaw”

**Definitions**

2. The following words and terms are defined as follows:
  - a. **Act** shall mean the *Municipal Government Act*, R.S.A 2000 c. M-26 as amended;
  - b. **Administrative representative** shall mean a representative of Town of Didsbury Administration as delegated by the Chief Administrative Officer, acting as the Recording Officer;
  - c. **Commission** shall mean the Municipal Planning Commission (MPC) established by bylaw;
  - d. **Council** shall mean the municipal council of the Town of Didsbury;
  - e. **Development Authority** means the designated development authorities as set out in the Act and Land Use Bylaw;
  - f. **Development Officer** means any person(s) appointed to this position, by the Chief Administrative Officer, to fulfill the development authority responsibilities as established in the Town of Didsbury Land Use Bylaw;
  - g. **Land Use Bylaw** means the current Town of Didsbury Land Use Bylaw, as amended or replaced;
  - h. **Member** means a member of the Town of Didsbury Municipal Planning Commission appointed pursuant to this bylaw;
  - i. **Pecuniary interest** shall have the same meaning as set out in Division 6 of Part 5 of the Act as applied in the context of this bylaw;
  - j. **Town** shall mean the Town of Didsbury, a municipal corporation in the Province of Alberta.

**Authority**

3. The Municipal Planning Commission is hereby established.
4. The Municipal Planning Commission is hereby authorized to act as a Development Authority.
5. The Municipal Planning Commission is hereby authorized to act as the Subdivision Authority and has those powers and duties as set out in the Act, Land Use Bylaw, and any regulations thereunder.
6. The Town of Didsbury may establish additional Development Authorities in the Land Use Bylaw.
7. The Town of Didsbury Development Authorities shall have those powers and duties as set out in the Act and any regulations thereunder and the Town of Didsbury Land Use Bylaw.

## Structure

8. The Municipal Planning Commission is hereby established and shall consist of seven (7) members, being two (2) members of Council and five (5) members at large.
9. A Member of the Commission shall not include:
  - a. an employee of the Town;
  - b. a Development Officer;
  - c. a member of the Intermunicipal Subdivision and Development Appeal Board.
10. All Members and the Council Member Alternate shall be appointed by Resolution of Council.
11. All Members shall reside within the Town of Didsbury municipal boundary to be an eligible member of the Commission.

## Term of Office

12. The term of appointment for a Member will generally be one (1) year and shall commence upon the date of appointment and cease on the Organizational Meeting of the following year.
13. A person may be reappointed to the Commission upon the expiration of that person's term.
14. Council may remove a Member of the Municipal Planning Commission by resolution at any time.
15. In the event of a vacancy, Council may appoint, by resolution of Council, a new member to serve the remainder of the vacating Member's term.
16. Any member of Council appointed to the MPC terminates upon ceasing to be a member of Council.
17. Council may appoint any number of alternate members of Council to act when any of the Council members of the MPC are unable to attend an MPC meeting.
18. If a Member misses three (3) consecutive meetings without the authorization of the Commission, the person is disqualified and the position becomes vacant.

## Selection of Chair

19. The Commission shall elect its Chair and Vice Chair from its Members at a meeting of the Commission following the Council Organizational meeting.
20. In the event of absence or inability of the Chair to preside at a Commission meeting, the Vice-Chair shall preside, and in the event of the absence or inability of both the Chair and Vice-Chair to preside at a meeting of the Commission, the members present in constituting a quorum shall elect one of its members as acting Chair for that meeting.

## Voting

21. A quorum of the Commission shall consist of a majority of the Members.
22. Only those members of the Commission present at the meeting of the Commission shall be able to vote on a matter at the meeting.
23. A decision of the majority of members present at a duly convened meeting of the Commission shall be deemed to be a decision of the Commission.
24. In the event of a tie vote, the matter before the Commission shall be deemed to be denied.
25. If a member has a pecuniary interest in a matter before the Commission, or if the Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall:
  - a. declare an interest or likelihood of bias to the Commission;
  - b. leave the room where the meeting is being held; and
  - c. shall abstain from discussion and voting on the matter.

## Procedures

26. For any procedures not addressed in Part 17 of the Act or bylaw of the Town, the Town may establish, by bylaw, procedures for the conduct of Commission meetings.
27. Any declaration of pecuniary interest shall be recorded in the Commission meeting minutes.
28. A member of the town administration shall be responsible for preparing the Commission agendas, keeping records, and minutes of the Commission proceedings.
29. The minutes of the Commission meeting shall be signed by the Chair and an Administrative representative in attendance at the meeting.
30. Council shall establish the regular meeting schedule of the Commission. The Commission shall hold meetings and undertake actions as are necessary to fulfill the powers and duties of the Commission.
  - a. Any meeting may be cancelled by administration at their discretion. Commission members will be notified of such cancellations.
31. Orders, decisions, notices and letters issued by the Commission shall be signed by the Administrative representative.

## Severability

32. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

## Repeal

33. Upon receiving three readings and coming into force and effect, this bylaw shall hereby repeal:
  - a. Town of Didsbury Subdivision Authority Bylaw 95-28 and any amendments thereto; and
  - b. Town of Didsbury Development Authority Bylaw 95-29 and any amendments thereto; and
  - c. Town of Didsbury Municipal Planning Commission Bylaw 95-30 and any amendments thereto; and
  - d. Town of Didsbury Subdivision Authority Bylaw 97-03 and any amendments thereto; and
  - e. Town of Didsbury Joint Intermunicipal Planning Commission Bylaw 2007-29 and any amendments thereto.

## Transitional

34. Members appointed to the MPC prior to the passing of this bylaw shall remain Members for the duration of the specified term.
35. Council Members appointed to the MPC prior to the passing of this bylaw shall remain members until the first Organizational Meeting following the adoption of this bylaw or upon ceasing to be a member of Council.
36. This bylaw shall come into force and effect upon third and final reading.

Read a first time this 28<sup>th</sup> day of January, 2025

Read a second time this \_\_\_ day of \_\_\_\_\_, 2025

Read a third and final time this \_\_\_ day of \_\_\_\_\_, 2025



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Bylaw 2025-03 Amending Creekside Area Structure Plan Bylaw 2022-15  
ORIGINATING DEPARTMENT: Planning & Development

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### BACKGROUND/PROPOSAL:

The applicant has adjusted the location of the road and realigned the parcel configuration. The applicant has also proposed the inclusion of another Land Use District, IS: Institutional District, within the ASP to accommodate the future use of one of the parcels to be subdivided. The original location and size of the stormwater pond has also been adjusted. These proposed amendments deviate from the existing Land Use Concept Map and, therefore, an amendment is required.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This proposal ensures the appropriate land use districts and the realignment of the road and parcels are in place prior to any subdivision considerations or development applications.

### ALIGNMENT WITH STATUTORY PLANS

Creekside Area Structure Plan Bylaw 2022-15  
Land Use Bylaw 2019-04

### ALIGNMENT WITH STRATEGIC PLAN

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

### RECOMMENDATION (two motions)

That Council grant first reading of Bylaw 2025-03 Amending Creekside Area Structure Plan Bylaw 2022-15.

AND

To set April 8, 2025 as the Public Hearing for Bylaw 2025-03 Amending Creekside Area Structure Plan Bylaw 2022-15.

**TOWN OF DIDSBURY**  
**Amending Creekside Area Structure Plan Bylaw 2022-15**  
**Bylaw 2025-03**

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A Bylaw of the Town of Didsbury in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26-1, of the revised Statutes of Alberta and amendments thereto, to amend Creekside Area Structure Plan Bylaw 2022-15.

**WHEREAS**, the Council of the Town of Didsbury deems it necessary to amend Creekside Area Structure Plan Bylaw 2022-15.

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

**1. SHORT TITLE**

1.1. This Bylaw may be referred to as “Amending Creekside Area Structure Plan Bylaw 2022-15”

**2. GENERAL PROVISIONS**

2.1. That Land Use District IS: Institutional District be included as a use within the Area Structure Plan.

2.2. That Figure 6.2: Land Use Concept Phase 1 be included as defined in Schedule A

2.3. Upon final reading, this bylaw hereby amends Bylaw 2022-15 Creekside Area Structure Plan.

**3. EFFECTIVE DATE**

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

Read a First time on this    day of    2025

Public Hearing held on this    day of

Read a Second time on this    day of

Read a Third and Final time on this    day of

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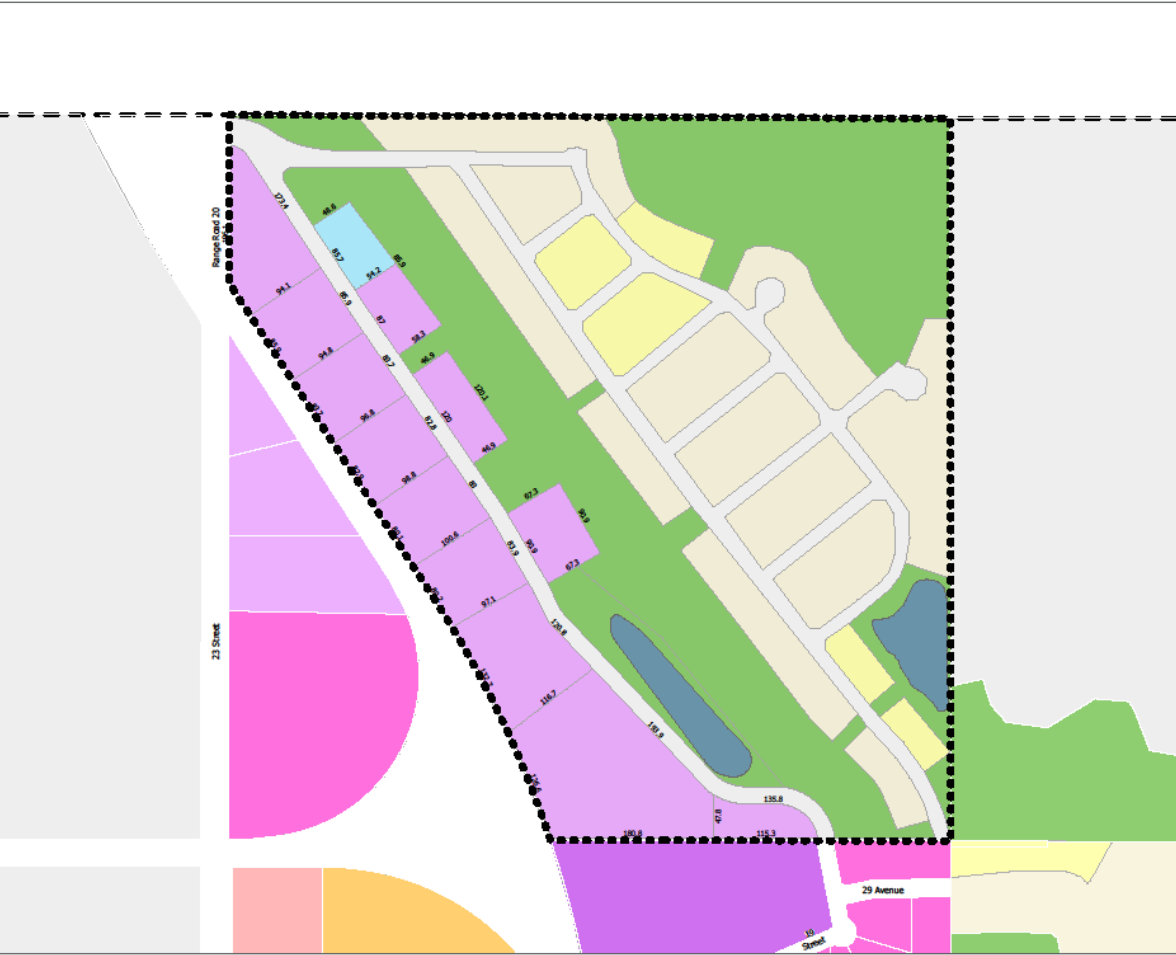
Mayor Rhonda Hunter

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Acting Chief Administrative Officer Amanda Riley

# SCHEDULE A

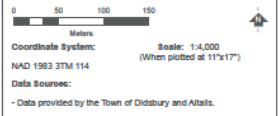
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**Creekside ASP**  
**Land Use Concept Phase 1**  
**Bylaw 2025 - 03**

- Legend**
- From UR: Urban Reserve District to Proposed Land Use
  - Proposed Land Use**
  - I1: Industrial District - General
  - IS: Institutional District
  - R1: Residential District - Single Family
  - R2: Residential District - General
  - REC: Recreation/Open Space District
  - Pond
  - Town Boundary

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



Project #: 1717.0011.01  
 Author: JW  
 Checked: TC  
 Status: **Review**  
 Revision: A  
 Date: 2025 / 2 / 19







## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Bylaw 2025-04 Amendment to Land Use Bylaw 2019-04 for NW 19-31-1-5 Redesignation  
ORIGINATING DEPARTMENT: Planning & Development

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### BACKGROUND/PROPOSAL:

The area of land that is being considered for redesignation is an undeveloped area. This is within the Creekside Area Structure Plan (ASP). The applicant has realigned the location of the road and the proposed lot configuration which was outlined in the ASP. This change in the layout requires a redesignation to ensure that each future proposed lot for subdivision has the appropriate land use district. One of the proposed lots is for a land use district which was not included in the original redesignation application.

This proposal is in alignment with the amended Creekside Area Structure Plan.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This proposal ensures the appropriate land use designation is in place prior to any subdivision considerations or development applications.

### ALIGNMENT WITH STATUTORY PLANS

Creekside Area Structure Plan Bylaw 2022-15

- Figure 6.2 Land Use Concept

Land Use Bylaw 2019-04

### ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy

5. Governance & Organizational Excellence

### RECOMMENDATION (two motions)

That Council grant first reading of Bylaw 2025-04 Amendment to Land Use Bylaw 2019-04 - NW 19-31-1-5 Redesignation.

AND

To set April 8, 2025 as the Public Hearing for Bylaw 2025-04 NW 19-31-1-5 Redesignation amending Land Use Bylaw 2019-04

**TOWN OF DIDSBURY**  
**Bylaw 2025-04 Amendment to Land Use Bylaw 2019-04**  
**NW 19-31-1-5 Redesignation**

---

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

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

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

**1. SHORT TITLE**

1.1. This Bylaw may be referred to as the “Amendment to Land Use Bylaw 2019-04 – NW 19-31-1-5 Redesignation.”

**2. GENERAL PROVISIONS**

2.1. That the Land Use Bylaw Map, forming Appendix A of Bylaw 2019-04, be amended to change the designation of a portion of NW 19-31-1-5, as shown on in Schedule A of this bylaw.

2.2. Upon coming into force and effect, the Land Use Bylaw 2019-04 shall be amended.

**3. EFFECTIVE DATE**

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

Read a First time on this      day of 2025

Public Hearing held on this      day of

Read a Second time on this      day of

Read a Third and Final time on this      day of

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Mayor Rhonda Hunter

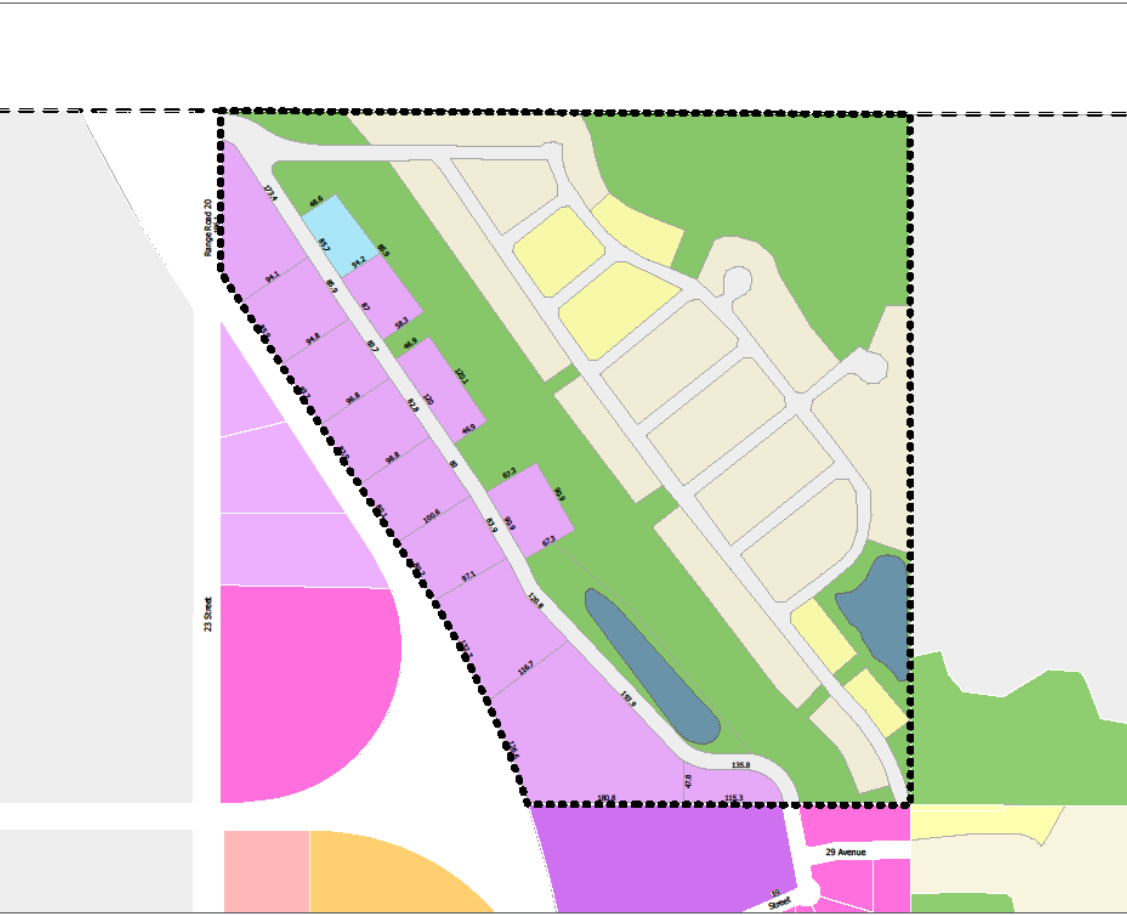
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Acting Chief Administrative Officer Amanda Riley

# Schedule A

Last updated by Information Systems 15, 2025 at 08:29 AM  
 Last approved by Public 07 February 16, 2025 04:24 PM  
 Last printed by Information Systems 15, 2025 at 08:29 AM

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**Town of Didsbury**  
 Land Use Bylaw Update  
 2025-04  
 NW 19 31-1-5

**Legend**

- From UR: Urban Reserve District to Proposed Land Use
- Proposed Land Use**
- I1: Industrial District - General
- IS: Institutional District
- R1: Residential District - Single Family
- R2: Residential District - General
- REC: Recreation/Open Space District
- Pond
- Town Boundary

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

0 50 100 150  
 Meters  
 Coordinate System: NAD 1983 3TM 114 Scale: 1:4,000 (When plotted at 11"x17")  
 Data Sources:  
 - Data provided by the Town of Didsbury and Aftab.

Project #: 1717.0011.01  
 Author: JW  
 Checked: TC  
 Status: Review  
 Revision: A  
 Date: 2025 / 2 / 19





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

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
 SUBJECT: FPC Recommendation – 2024 Year End Reserve Allocation  
 ORIGINATING DEPARTMENT: Corporate Services

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**BACKGROUND/PROPOSAL:**

The 2024 Year End Reserve Allocation was received by Council at the February 25, 2025 Regular Council Meeting where it was referred to the Financial Planning Committee for review and recommendation.

The Committee met February 27, 2025 to discuss the year end reserve report. Of the surplus, 48%, or \$232,056, arose from unforeseen revenues that were recognized in 2024. General revenues, like interest, franchise fees and penalties, as well as user fees and permit fees, have been stronger than expected. The remaining 52%, or \$248,535, arose from lower than budgeted expenses mainly occurring in three categories – wages and benefits, municipal policing contract costs, and repairs and maintenance. A summary is as follows:

	Budget	Actual	Operating Surplus / Deficit for Tax Purposes	
<b>Taxation Revenue</b>	5,239,862	5,250,344	(10,482)	surplus
<b>Interest Income, Franchise Fees and Penalties</b>	1,053,000	1,117,955	(64,955)	surplus
<b>User fees</b>	1,210,688	1,285,414	(74,726)	surplus
<b>Permit fees</b>	85,500	114,242	(28,742)	surplus
<b>All other revenues</b>	1,684,458	1,737,609	(53,151)	surplus
<b>Wages and benefits</b>	(4,142,969)	(4,028,076)	(114,893)	surplus
<b>Municipal Policing Contract costs</b>	(697,500)	(584,771)	(112,729)	surplus
<b>Repairs and Maintenance</b>	(436,930)	(367,397)	(69,533)	surplus
<b>All other expenses</b>	(3,996,109)	(4,044,730)	48,620	deficit
	-	480,591	(480,591)	surplus



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommended that the surplus is cash funded and, therefore, only the portion available in cash be allocated to reserve which, after reducing the surplus by the subdivision costs for the year, leaves approximately \$240,000. The Committee by consensus is recommending the following:

1. **Reserve \$29,967 to Council Community Grant Reserve.** In accordance with CS003-24 Community Grant Program, funding allocated from the budget surplus is to be 10% of the surplus or \$30,000, whichever is lower. While there was \$3,533 remaining in the reserve in 2024, \$3,500 is to be retained as directed by resolution 591-24, which has not yet been fulfilled. \$33 remains in the reserve fund available for 2025 grants and, therefore \$29,967 is to be reserved.
2. **Reserve \$37,000 to Economic Development & Tourism Reserve.** In 2024, the Photo/Image Library and 2024 Plan was funded from the Economic Development & Tourism reserve, leaving the department with a surplus of approximately \$37,000, including unbudgeted film revenue.
3. **Reserve \$10,000 to Train Station Reserve.** The flooring replacement project funded from operations came in \$10,000 under budget.
4. **Reserve \$30,000 to O&M Vehicle & Equipment Replacement Reserve.** The snow wing attachment purchase was cancelled, leaving \$30,000 unspent.
5. **Reserve \$23,000 to Campground Reserve.** The Campground department ended the year with a surplus of approximately \$23,000.
6. **Reserve \$70,000 to Roads and Sidewalks Reserve.** Repairs and maintenance line items were underutilized by approximately \$70,000.
7. **Reserve \$40,033 to Strategic Initiatives and Contingency Reserve.** In accordance with FIN007-24, Reserve policy, the excess funds are to be reserved to the STIC reserve.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To approve the allocation of the 2024 year end surplus as follows:

- \$29,967 to the Council Community Grants Reserve;
- \$37,000 to Economic Development & Tourism Reserve;
- \$10,000 to Train Station Reserve;
- \$30,000 to Operations and Maintenance Vehicle & Equipment Replacement Reserve;
- \$23,000 to Campground Reserve;
- \$70,000 to Roads and Sidewalks Reserve; and
- \$40,033 to Strategic Initiatives and Contingency Reserve.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: FPC Recommendation – Social Services Rates and Fees Bylaw  
ORIGINATING DEPARTMENT: Corporate Services

---

### BACKGROUND/PROPOSAL:

The DOSCA department year end deficit was referred to the Financial Planning Committee on February 25, 2025. The Committee met February 27, 2025 to review the information.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Committee reviewed the DOSCA year end deficit and requested additional financial information to segregate the revenues and costs associated with DOSCA versus those associated with Summer Fun. This information has not yet been returned to the Committee. At the time that it is available, it will be returned to Council with a recommendation regarding the year end deficit.

The Committee is also recommending that the Social Services Rates and Fees Bylaw, which houses the rates and fees associated with DOSCA and Summer Fun, be referred to FPC.

The Bylaw is attached for Council's review.

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Liveability

### RECOMMENDATION

To refer Bylaw 2023-22 - Social Services Rates and Fees to the Financial Planning Committee for review and recommendation.

**TOWN OF DIDSBURY**  
**Social Services Rates and Fees Bylaw**  
**Bylaw No. 2023-22**

---

**BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, RESPECTING RATES AND FEES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES PROVIDED BY THE TOWN OF DIDSBURY.**

**WHEREAS**, pursuant to section 3 of the *Municipal Government Act*, being the Revised Statutes of Alberta 2000, Chapter M-26, as amended, the purposes of a municipality are to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality; and

**WHEREAS**, pursuant to section 7(f) of the *Municipal Government Act* a Council of a municipality may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality; and

**WHEREAS**, Section 7 and 8 of the *Municipal Government Act*, Chapter M-26, 2000 and amendments thereof authorizes the Council to repeal or amend any bylaws; and

**WHEREAS**, section 6 of the *Municipal Government Act* Revised Statutes of Alberta 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided, and

**WHEREAS**, Goods and Services Tax (GST) is included or exempt where it is not stated;

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

1. This Bylaw shall be known as the “Communities Services Rates and Fees Bylaw”.
2. That the rates specified in the Schedules attached be charged for the goods and services as specified.
3. This bylaw comes into full force and effect upon third reading of the bylaw. The effective date of the rates and fees are listed and form part of the Schedules.
4. The schedules attached to this Bylaw form part of this Bylaw.

**5. Definitions**

DOSCA means the Didsbury Out of School Care Association.

**Summer Fun** means a licensed week-long summer camp program, run by the Didsbury Out of School Care Association.

**6. General Provision**

6.1 The DOSCA department in the Town of Didsbury is self-supported, therefore is not subsidized by property taxes.

**7. Paramount Rules**

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

**8. Transitional**

8.1 Bylaw 2022-03 is hereby repealed.

Read a first time this 12<sup>th</sup> day of December 2023

Read a second time this 12<sup>th</sup> day of December 2023

Granted Unanimously Consent 12<sup>th</sup> day of December 2023

Read a third and final time this 12<sup>th</sup> day of December 2023

  
\_\_\_\_\_  
Mayor – Rhonda Hunter  
  
\_\_\_\_\_  
Chief Administrative Officer – Ethan Gorner

**SCHEDULE "A"**  
**2024 Proposed Didsbury Out of School Care Association (DOSCA) Fees**  
*Effective February 1, 2024*

<b>DOSCA Before and After School Care</b>	<b>Current Rate</b>	<b>Proposed Rate</b>
Before and After School Care Hourly Fee	\$8.50/ hour	\$9.00/hour
No School Full Day: Daily Fee	\$50.00/ day	No change
No School Full Day: Four-Day Fee (consecutive days)	n/a	\$170.00/week
No School Full Day: Weekly Fee (Monday to Friday)	n/a	\$200.00/week

**SCHEDULE "B"**  
**2024 Summer Fun Fees**  
*Effective January 1, 2024*

<b>Summer Fun Day Camp Program:</b>	<b>Current Rate</b>	<b>Proposed Rate</b>
Weekly Early Bird Fee (Monday to Friday)	\$180.00/week, until June 15	\$190.00/week, until June 14
Weekly Early Bird Fee, additional siblings (Monday to Friday)	\$170.00/week/sibling, until June 15	\$180.00/week, until June 14
Weekly Fee (Monday to Friday)	\$190.00/week, after June 15	\$200.00/week, after June 14
Weekly Fee, additional siblings (Monday to Friday)	\$180.00/week/sibling, after June 15	\$190.00/week, after June 14
Four-Day Fee (consecutive days)	n/a	\$170.00/week
Daily Drop-In Fee	\$50.00/day	\$55.00/day
Field Trip Drop-In Fee	\$65.00/day	\$75.00/day





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

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

**MEETING DATE:** March 11, 2025  
**SUBJECT:** Intermunicipal Subdivision and Development Appeal Board (ISDAB)  
Appointments  
**ORIGINATING DEPARTMENT:** Legislative Services

---

**BACKGROUND/PROPOSAL:**

Section 627 requires that Council establish a subdivision and development appeal board or authorize the municipality to enter into an agreement with one or more municipalities to establish an Intermunicipal Subdivision and Development Appeal Board (ISDAB).

Bylaw 2018-11 authorized the Town to enter into an agreement with Carstairs, Sundre, and Cremona to establish an ISDAB. The agreement requires that each municipality appoint two members to the ISDAB for the purposes of hearing development and subdivision appeals. Ordinarily, members are appointed at the annual organizational meeting; however, the Town has not appointed new members to the ISDAB since 2021.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Members of the ISDAB are required to receive training every three years to be considered an active member.

Administration is seeking Council’s appointment of two members to the ISDAB; one is a proposed member was appointed in 2021 and is seeking reappointment, and the other submitted an application for appointment to the ISDAB.

Following their appointment, both members will undergo training in the spring of 2025 to become eligible members of the board.

**ALIGNMENT WITH STRATEGIC PLAN**

**5. Governance & Organizational Excellence**

**RECOMMENDATION** (two motions)

To appoint Melynda Crampton to the Intermunicipal Subdivision and Development Appeal Board (ISDAB).

AND

To appoint Carla Killen to the Intermunicipal Subdivision and Development Appeal Board (ISDAB).



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Mountain View Regional Water Services Commission Bylaw Revisions  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Town has received notice from the Water Commission regarding updates that the Commission is making to their bylaws.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Section 602.09 of the *Municipal Government Act* enables the board of a Regional Water Service Commission to pass bylaws respecting:

- a) Respecting the provision of the commission's services;
- b) Respecting the administration of the commission;
- c) Respecting the process for changing the directors of the board and the chair of the commission and for setting the terms of office of the board and the chair;
- d) Respecting the process for adding or removing members;
- e) Respecting the fees to be charged by the commission for services provided to its customers or to any class of its customers;
- f) Respecting the disposal of assets by the commission;
- g) Respecting the process for disestablishment of the commission, including the treatment of assets and liabilities on disestablishment.

The documents sent by the Commission are attached for Council's review. Should Council desire to provide feedback or recommendations to the Commission, Administration is recommending that the Mayor write a letter on behalf of Council to the board. If no comments or concerns are raised by Council, Council may desire to accept this report as information.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

A motion at Council's discretion.

**Mountain View Regional Water Services Commission**

35566 Range Road 10, Red Deer County AB, T4G 0H5  
Phone: 403-227-5828 Fax: 403-227-5831  
watermtn@telus.net



<http://www.mountainviewwater.com/>

Mountain View Water Commission Members:

Town of Innisfail

Town of Crossfield

Town of Bowden

Town of Carstairs

Town of Olds

Town of Didsbury

Re: Bylaw Update – Amendments to Bylaw 2021-3

Dear Member,

The Mountain View Regional Water Services Commission (MVRWSC) is in the process of revising and updating its bylaws. Bylaw 2021-3 – Operations of the Commission and Provision of Services (see attached) has been reviewed by the Board of Directors and has proposed amendments – reflected in Bylaw 2025-1 (see attached.)

The amendments are as follows:

**Section 6.8 amended to read:**

**6.8 A quorum of the Board shall be 4 (four) directors.**

Existing Bylaw 2021-3 reads:

A quorum of the Board shall be a majority of the directors.

This amendment confirms all business of MVRWSC has a majority of the directors present (4).

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**Section 7.2 amended to read:**

**7.2 Written notice of the Annual General Meeting shall be provided to each Member by mail or electronic means not less than 30 (thirty) days prior to the date of the Annual General Meeting.**

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Existing Bylaw 2021-3 reads:

Written notice of the Annual Meeting shall be provided to each Member by mail postmarked not less than thirty (30) days prior to the date of the Annual Meeting.

This revision reflects the inclusion of modern means of communication.

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**Section 10.4 amended to read:**

**10.4 Whereas the capacity of the system is insufficient to deliver the water requested by the Members, the Members shall be allocated the available capacity proportionately based on the previous years' volume until such time as the water supply is available for the Commission to fully supply the volume required.**

Existing Bylaw 2021-3 reads:

Where the capacity of the system is insufficient to deliver the water requested by the Members, the Members shall be allocated the available capacity proportionately based on the previous years volumes, until such time the Commission is able to fully supply the volume required.

This revision clarifies the process of allocation of water when MVRWSC cannot provide capacity.

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**Section 14.1 amended to read:**

**14.1 In accordance with section 602.07 of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is passed by a three quarters majority of the Directors.**

Existing Bylaw 2021-3 reads:

An amendment to this Bylaw may be passed by the Board by a three quarters majority of the Directors of the Board.

**Mountain View Regional Water Services Commission**

35566 Range Road 10, Red Deer County AB, T4G 0H5

Phone: 403-227-5828 Fax: 403-227-5831

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<http://www.mountainviewwater.com/>

**Section 14.2 amended to read:**

**14.2 Written notice of a proposed amendment to this Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.**

Existing Bylaw 2021-3 reads:

Written notice of a proposed amendment to the Bylaw shall be provided to each Director not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

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**Section 5.0 Added to read:**

**5.1 Bylaw 2021-3 of the Commission is hereby amended upon this Bylaw coming into force.**

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The third and final reading will be considered at the April 9<sup>th</sup>, 2025 Commission meeting.

Please find attached both the original Bylaw 2021-3 and amending Bylaw 2025-1.

Should any questions or concerns arise, please contact myself at 403-227-5828.

Yours,

John Van Doesburg, CAO

CC: Commission Directors

## **Bylaw 2025-1**

**Being a Revised Bylaw of the Mountain View Regional Water Services Commission in the Province of Alberta amending Bylaw 2021-3 respecting the Operation of the Commission and Provision of Services.**

**WHEREAS** the Commission Board of Directors wishes to amend Bylaw 2021-3 to amend certain provisions of Bylaw 2021-3.

**WHEREAS** the *Municipal Government Act*, R.S.A 2000, c.M-26, div. 7, s.63(1), the Board of the Commission may revise bylaws:

1. Respecting the provision of the Commission's services; and
2. Governing the administration of the Commission.

**NOW THEREFORE** the Board of Directors of the Mountain View Regional Water Services Commission in the Province of Alberta enacts as follows:

**1. Existing Sections 6.8 amended to read:**

**6.8** A quorum of the Board shall be 4 (four) directors.

**2. Existing Section 7.2 Annual Meetings be amended to read:**

**7.2.** Written notice of the Annual General Meeting shall be provided to each Member by mail or electronic means not less than 30 (thirty) days prior to the date of the annual meeting.

**3. Existing Section 10.4 Volume of Water Supplied be amended to read:**

**10.4.** Whereas the capacity of the system is insufficient to deliver the water requested by the Members, the Members shall be allocated the available capacity proportionately based on the previous year's volume until such time as the water supply is available for the Commission to fully supply the volume required.

**4. Amendments**

**14.1** In accordance with section 602.07 of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is passed by a three quarters majority of the Directors.

**14.2** Written notice of a proposed amendment to this Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

**5. Previous Bylaw**

**5.1** Bylaw 2021-3 of the Commission is hereby amended upon this Bylaw coming into force.

Read a First Time this 12th day of February 2025.

Read a Second Time this \_\_\_\_\_ day of \_\_\_\_\_.

Read a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Administrative Officer

**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION**  
**Bylaw No. 2021-3**

*Being a By-Law of the Mountain View Regional Water Services Commission in the Province of Alberta (Commission} respecting the Operation of the Commission and Provision of Services.*

*WHEREAS* appointment of the Board of Directors and the selection of Chair and Vice Chair of the Board has been established under Bylaw No. of the Commission, and

*WHEREAS* pursuant to the provisions of the Municipal Government Act, the Board of the Commission may pass Bylaws:

1. *respecting the provision of the Commission's services; and*
2. *governing the administration of the Commission.*

*NOW THEREFORE* the Board of the Commission, duly assembled, enacts the following:

1. **DEFINITIONS**

- 1.1 *"Act" means the Municipal Government Act, RS.A. 2000, c. M-26;*
- 1.2 *"Annual Meeting" means the Meeting of the Board and the Members to be held on a date and at a location to be determined by the Board in accordance with this Bylaw;*
- 1.3 *"Auditor" means the auditor of the Commission appointed by the Board pursuant to Section 9 hereof;*
- 1.4 *"Board" means the Board of Directors of the Commission;*
- 1.5 *"Budget" means the capital budget and the operating budget required by the Act;*
- 1.6 *"Chair" means the chairperson of the Board, selected in accordance with Bylaw No. 2021 -2;*
- 1.7 *"Commission" means Mountain View Regional Water Services Commission established under the Regulation;*
- 1.8 *"Director" means the representative of a Member on the Board appointed in accordance with Bylaw No.2021-2;*
- 1.9 *"Financial Plan" means the financial plan for the Commission for the forthcoming three (3) financial years, as it exists from year to year;*



- 
- 1.10 "Manager" means the person appointed by the Board as Manager in accordance with this Bylaw;
  - 1.11 "Member(s)" means the member{s} set out in the Regulation;
  - 1.12 "Quorum" means a majority of the Directors
  - 1.13 "Regular Meeting" means the meetings of the Board to be held in each year on dates and at locations to be determined by resolution of the Board pursuant to Section 6.1 hereof;
  - 1.14 "System" means the pipelines, reservoirs, pump stations and control systems operated by the Commission for the purpose of providing water to the Members and customers of the Commission.
  - 1.15 "Special Meeting" means a meeting of the Board called in accordance with Section 6.2 of this Bylaw;
  - 1.16 "Water Services" means all treated water services provided by the Commission; and
  - 1.17 All other words in this Bylaw are as defined or used in the Act or the Regulation.

## 2. OBJECTS

- 2.1 The objects of the Commission are to:
  - a. To provide wholesale potable water services to its Members;
  - b. To provide potable water services to other customers on such terms and conditions as the Commission may determine.

## 3. MANAGEMENT

- 3.1 The management of the Commission shall be vested in the Board.

## 4. BOARD OF DIRECTORS

- 4.1 The proceedings of the Board shall be conducted in accordance with the Act and this Bylaw.
- 4.2 The Board shall be responsible for the management and conduct of the affairs of the Commission, which responsibility shall include, but not be limited to, the following:
  - (a) to approve the Financial Plan for the forthcoming three (3) years and the Budget for the forthcoming year;
  - (b) to maintain the operations of the Commission in a manner which benefits the Members; and

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- (c) to cause the minute books and financial records of the Commission to be maintained and to make the same available to the Members.

- 4.3 The Directors shall receive for attending any Board meeting or for carrying out any Director's responsibilities, meeting fees and expenses including travel expenses as permitted by the rates and fees set out the Financial Plan and Budget.

## 5. OFFICERS

- 5.1 The Chair shall preside over each Regular Meeting, Special Meeting and the Annual Meeting and of any meetings of any committee of the Commission.
- 5.2 The Chair shall appoint all officials and committees as directed by the Board.
- 5.3 The Chair shall be an ex-officio member of all committees.
- 5.4 The Chair shall vote on all matters before the Board.
- 5.5 The Chair shall perform all other and such other duties as are usually performed by the Chair.
- 5.6 The Vice-Chair shall act and perform the duties of the Chair in the Chair's absence.
- 5.7 In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.
- 5.8 During the absence or inability of the Chair and Vice-Chair, a Director appointed by the Board for that purpose shall exercise the duties and powers of the Chair.
- 5.9 The Board in its discretion may appoint other Officers from time to time.
- 5.10 In addition to the duties set forth herein, the Officers shall have such duties as the Board may from time to time determine.

## 6. MEETINGS OF THE BOARD OF DIRECTORS

- 6.1 The Board, by resolution, may establish the date and number of Regular Meetings held during a year, however, there shall be not less than two (2) Regular Meetings per year.
- 6.2 The Chair:
  - (a) may call a Special Meeting at the discretion of the Chair; and
  - (b) shall call a Special Meeting upon receipt of written request by at least Three (3) Directors.
- 6.3 Notice of the time and place of every Board meeting shall be given to each Director personally, by telephone or by facsimile transmission or any electronic medium not less than forty-eight (48) hours before the time fixed for the holding of such Board

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meeting, provided that any Board meeting may be held at any time and place without such notice if:

- (a) all the Directors are present thereat and signify their waiver of such notice at such meeting; or
- (b) All the Directors present thereat signify their waiver of such notice and all the Directors that are absent have signified their consent to the meeting being held in their absence.

6.4 A Director may participate in a Board meeting or at a meeting of a committee of the Board by means of telephone conference or other electronic communications medium that permits each of the Directors to hear each of the other Directors and to be heard by each of the other Directors.

6.5 The Chair shall establish the agenda for any meeting of the Board. Directors shall be entitled to add items to the proposed agenda by submitting a written request to the Manager at least twenty-four (24) hours before the meeting.

6.6 The Board shall adopt the agenda at the beginning of the meeting and may, upon agreement of a majority of those Directors present at the meeting add or delete items from the agenda.

6.7 Any matter properly placed before a meeting of the Board shall be decided by a majority of the votes cast by the Directors present at the relevant Board Meeting.

6.8 A quorum of the Board shall be a majority of the Directors.

## **7. ANNUAL MEETINGS**

7.1 The Board shall call an Annual Meeting which shall be held no later than April 30<sup>th</sup> of each year.

7.2 Written notice of the Annual Meeting shall be provided to each Member by mail postmarked not less than thirty {30} days prior to the date of the Annual Meeting.

7.3 At the Annual Meeting, the Auditor shall present the audited financial statements of the Commission and the Chair shall report on the activities of the past year of the Board and the future plans of the Commission.

## **8. MANAGER**

8.1 The Manager shall act as the administrative head of the Commission and the without limiting the foregoing, the Manager shall:

- (a) ensure that the policies and programs of the Commission are implemented;
- (b) advise and inform the Board on the operations and affairs of the Commission;

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- (c) maintain custody of the seal of the Commission and when required on any instrument requiring the seal of the Commission, affix the same together with one of the Chair or the Vice-Chair;
  - (d) perform the duties and exercise the powers assigned to the Manager in this Bylaw
  - (e) perform the duties and exercise the powers required of the Manager in the Act or any other applicable legislation;
  - (f) cause the funds of the Commission to be received and disbursed in accordance with the directions of the Board, subject to this Bylaw;
  - (g) cause to be kept detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Commission;
  - (h) cause to be rendered to the Board at Regular Meetings or whenever required by the Board an account of all transactions of the Commission and the financial position of the Commission;
  - (i) cause all facts and minutes of all proceedings to be kept on all meetings of the Commission;
  - (j) cause all notices to be given to Members and to Directors required by this Bylaw;
  - (k) cause to be kept all books, papers, records, correspondence, contracts and other documents belonging to the Commission and shall cause the same to be delivered up when required by the Act or when authorized by the Board to such person as may be named by the Board; and
  - (l) shall carry out any lawful direction of the Board from time to time.

8.2 The Board may select as Manager:

- (a) an individual that is an employee of the Commission;
- (b) an individual, municipality, or firm engaged on a contractual basis;

on such terms and conditions as may be acceptable to the Board.

8.3 Any one Directors, together with the Manager are authorized to execute and deliver any cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission.

8.4 The Board may, from time to time, appoint an acting manager who shall be authorized, in the absence the Manager, to perform such duties of the Manager as the Board may prescribe.

8.5 Members shall have the right to inspect and may obtain extracts or copies of all books and records of the Commission.

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9. **AUDITOR**

- 9.1 *The Board shall appoint an Auditor who shall report to the Board on the annual financial statement of the Commission and on the financial procedures and activities of the Commission.*
- 9.2 *The Board shall appoint the Auditor at the first meeting of the Board following the Annual Meeting for the ensuing year.*

10. **VOLUME OF WATER SUPPLIED**

- 10.1 *Each member of the Commission shall be entitled to and the Commission shall undertake to provide capacity within the system to supply the volume of water annually requested by each member.*
- 10.2 *The Commission may at its discretion, provide to Members volumes of water exceeding these allocations.*
- 10.3 *Members shall provide the Commission in the fall of each year, a request for water for the next ensuing year, based on a reasonable estimate of the volume of water expected to be required to meet the needs of the Member's customers in that next year, together with a forecast of volumes anticipated to be required by the member for the second through fifth ensuing years.*
- 10.4 *Where the capacity of the system is insufficient to deliver the water requested by the Members, the Members shall be allocated the available capacity proportionately based on the previous year's volumes, until such time as the Commission is able to fully supply the volume required.*

11. **FINANCIAL**

- 11.1 *The financial year of the Commission shall be the calendar year.*
- 11.2 *Without limiting the requirements for the Budget pursuant to the Act, the Board in fall of each year will prepare the Financial Plan for the forthcoming three (3) financial years and Budget for the next financial year which will set out the:*
- (a) *expected consumption requirements of the Members;*
  - (b) *estimate expenditures for the:*
    - (i) *operations of the Board and Manager;*
    - (ii) *operations of the system;*
    - (iii) *purchase of water;*
    - (iv) *repayment of debt obligations;*
    - (v) *non cash expenditures; and*
    - (vi) *return on equity and investments;*

- 
- (c) estimated revenue requirements to meet the expenditures of the Commission and the rates and fees to be charged to Members and customers of the Commission;
  - (d) second and third year projections of operating expenditure, revenue requirements and rate trends;
  - (e) capital projects planned and expected to be completed in the forthcoming financial year and the second and third financial years of the Financial Plan;
  - (f) estimated costs and sources of revenue for each year of the Financial Plan;
  - (g) rates of remuneration and expenses to be provided to the Directors.
- 11.3 Subject to and in accordance with the Act and the Budget, the Commission may:
- (a) accumulate operating surplus funds to an amount up to but not exceeding 50% of the annual operating expenditures in any year; and
  - (b) accumulate capital reserve funds to an amount up to but not exceeding the total expected capital expenditures in the three years of the Financial Plan and Budget.
- 11.4 Each Director shall be entitled to vote on the Budget and on the Financial Plan
- 11.5 Subject to the Act, the Manager may, during any financial year, present to the Members amendments to the Budget and the Financial Plan for the then current financial year. Any amendments to the Budget and the Financial Plan shall be made in accordance with the procedure for approval of the Budget and the Financial Plan set forth in paragraphs 11.5, through 11.8, herein.
- 11.6 The Commission shall set out in the annual Budget and Financial Plan, the rate to be charged by the Commission for providing Water Services to the Members and customers and such rates and fees shall be adopted by the Commission by Bylaw.
- 11.7 The estimated costs of the system shall be determined on a cost of service basis utilizing the principles set out in the American Water Works Association (AWWA) manuals of practice dealing with water rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the Alberta Utilities Commission, such approach being commonly referred to as the "utility rate model" and shall include full recovery of the annual costs of the Commission for those cost components set out in clauses 11.2 and 11.3.
- 11.8 The rate for water services to Members shall be a common rate, calculated by dividing the estimated costs of the system determined under clause 11.11, by the total volume of water requested under Clause 10.3 by the Members and anticipated to be sold to customers.
- 11.9 For those Members purchasing water from the Commission, the Members shall pay to the Commission the product of the actual volume of water purchased by the

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*Member in a year times the rate set out in clause 11.10. Notwithstanding the actual volume of water purchased, the Member shall be responsible for a minimum payment to the Commission of 90% of the volume requested by the Member under Clause 10.3 times the rate set out in clause 11.10.*

12. **CUSTOMERS AND RESTRICTIONS IN USE OF WATER**

- 12.1 *The Commission shall not sell Water Services to a Member and a Member shall not resell Water Services to any customer for the purpose of the supply of Water Services for water flood injection into any geological subsurface structure or formation for oil and gas recovery.*
- 12.2 *The Commission may terminate the supply of water services to any Member for failure to pay for water services received from the Commission.*
- 12.3 *Water Services from the Regional System will be sold at the cost of water and operating water services. Each member will conform to the prescribed sale of water. The Commission shall be entitled to terminate water supply of water services to any member if the Commission, at its sole discretion, determines that the member is selling water sold under the cost of water, which includes the purchase price, transmission costs, administration and other costs associated with the delivery of water*

13. **CHANGE IN MEMBERSHIP**

- 13.1 *The Board may agree to the addition of a municipality as a Member of the Commission if sufficient capacity for the supply of water can be made available.*
- 13.2 *A new Member shall be required to pay an amount to be calculated at the time of application and meet all criteria the Commission dictates.*
- 13.3 *A Member may withdraw from membership of the Commission upon five (5) years notice.*
- 13.4 *The withdrawing Member shall remain responsible for any respective proportion of net current financial obligations of the Commission for which the Member is responsible and shall pay to the Commission such share and any accrued interest.*
- 13.5 *The withdrawing Member shall still be responsible for any respective proportion of long term debt that has been incurred by the Commission in the construction of the System and for any future long term debt that will be required to complete the System as planned at the time the withdrawing Member was part of the Commission and shall either:*
- (a) *pay the outstanding principle and any accrued interest of current long-term debt and a the respective share of future long term debt to the Commission or*
  - (b) *agree to continue to pay the respective share of the annual payments for the current and future debt.*

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13.6 The addition of any new Member or the withdrawal of any Member shall be subject to the approval of the Government of Alberta.

14. **AMENDMENTS**

14.1 An amendment to this Bylaw may be passed by the Board by a three quarters majority of the Directors of the Board.

14.2 Written notice of a proposed amendment to the Bylaw shall be provided to each Director not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

15. **SEVERABILITY**

15.1 If any provision of this Bylaw is found to be invalid or unenforceable for any reason, such determination shall not affect the validity or application of the remaining provisions of this Bylaw

16. **COMING INTO FORCE**

16.1 This Bylaw shall come into force at the same time as Bylaw comes into force.

READ A FIRST TIME this 10<sup>th</sup> day of February, 2021

READ A SECOND TIME this 10<sup>th</sup> day of February, 2021.

READ A THIRD TIME this 10<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager



DocuSigned by:

Rick Blair

74965C358DFF4A0

Chair

Manager



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Setting Didsbury Emergency Advisory Committee Meeting  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The Town of Didsbury Emergency Management Bylaw 2020-06 establishes the Didsbury Emergency Advisory Committee.

The Committee provides governance over the Town's emergency response, reviews and makes recommendations on the Emergency Management Plan.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The *Local Authority Emergency Management Regulations 203/2018* and the Emergency Management Bylaw require that the Committee meet once annually.

The last meeting of the Committee was March 12, 2024. Therefore, Council is being asked to set a date and time for the annual meeting of the Committee.

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Liveability

### RECOMMENDATION

To set a Didsbury Emergency Advisory Committee meeting for Tuesday, April 22, 2025 at 4:30 p.m. in Council Chambers.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Hotel Feasibility Study  
ORIGINATING DEPARTMENT: Economic Development & Strategic Operations

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### BACKGROUND/PROPOSAL:

The Economic Development Officer attended the International Council for Shopping Centers (ICSC) convention in British Columbia this past January. While working to attract businesses to fill commercial spaces in Didsbury and seeking a hotel chain interested in establishing a presence in town, it became clear that a hotel feasibility study would be essential to attracting potential hotel investors.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2021 Business and Residents Survey identified a clear need for a hotel in the community. A hotel would accommodate visitors coming to see family and friends, including those staying at the seniors' facility or hospital, as well as guests attending events in Didsbury and the surrounding region. Additionally, discussions with the film industry and related organizations highlighted the necessity of a hotel with at least 80 rooms to attract more productions to the area.

Bringing a hotel to Didsbury is also referenced in the Economic Development Strategy accepted in principle by Council. The strategy includes developing and supporting tourism products to increase visitation to Didsbury, as well as targeted industry sector for attraction and expansion, which specifically references full-service hotels.

Conversations with hotel investors and chains revealed that a hotel feasibility study is a crucial prerequisite for investment in rural communities. Such a study helps hotel operators assess the viability of the project by providing key insights into market demand, development costs, revenue potential, and associated risks.

Key findings of a study may include:

1. **Market Demand Analysis** – Identifies tourism trends, business travel needs, and local demand drivers (e.g., creative industry, health & wellness, mining, agriculture, seasonal tourism).
2. **Competitive Analysis** – Assesses existing accommodation options and potential market gaps.
3. **Site Selection & Suitability** – Evaluates location, infrastructure, and accessibility.
4. **Financial Feasibility** – Estimates development costs, operational expenses, and revenue projections.
5. **Community & Economic Impact** – Analyzes how the hotel will contribute to job creation and economic growth.

Typical cost estimates for a **Basic Feasibility Study**:

- \$10,000 – \$25,000
- Includes market research, preliminary financial projections, and location analysis.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

Should Council approve the study, Administration recommends adding it to the 2025 operating budget, which would either impact the Municipal Tax Levy, or be funded from the Economic Development & Tourism Reserve. Following approval, Administration would begin a Request for Proposals process to select a contractor to perform the work.

The Economic Development & Tourism reserve currently has \$32,772 available. This figure does not include the year end surplus transfer that is being considered in a previous RFD.

### ALIGNMENT WITH STRATEGIC PLAN

#### 1. Strategically Managed Infrastructure

### RECOMMENDATION

To approve a Basic Hotel Feasibility study for a cost of a maximum of \$25,000 to be included in the 2025 Operating Budget and included in the Municipal Tax Levy.

OR

To approve a Basic Hotel Feasibility study for a cost up to a maximum of \$25,000 to be included in the 2025 Operating Budget and funded from the Economic Development & Tourism Reserve.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Housing Needs Assessment Presentation Information  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the February 11, 2025 Regular Council Meeting, Council resolved that Administration bring back information on the availability of Urban Systems to present to Council on the Housing Needs Assessment.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Urban Systems has indicated to Administration that they would be available to present as a delegation to Council at the March 26, 2025 Regular Council Meeting.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To receive a delegation from Urban Systems regarding the Housing Needs Assessment at the March 26, 2025 Regular Council Meeting.





## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

The municipality collects the provincial property taxes on behalf of the province. The rate for the education property tax is not set by the municipality, nor do the revenues of such go to the municipality for operations or capital projects. There is, approximately, a 14% increase to the Education Property Tax Revenue in 2025 compared to 2024; this is one of the most significant increases over the last 10 years. This increase will be represented in the Town of Didsbury Tax Rate Bylaw and will increase the amount of property tax revenue collected by the municipality and then distributed to the province for education funding.

### Town of Didsbury Highlights

#### Grants in Place of Taxes (GIPOT)

	2020	2021	2022	2023	2024	2025	2026
Assessment	\$1,248,230	\$1,230,460	\$1,312,700	\$1,414,390	\$1,445,880	\$1,521,320	TBD
Taxes	\$10,946	\$10,992	\$11,876	\$12,347	\$12,741	TBD	TBD
Percentage	50%	50%	50%	50%	50%	75%	100%
GIPOT received	\$5,473	\$5,496	\$5,938	\$6,174	\$6,370	TBD	TBD

The *Grants in Place of Taxes (GIPOT)* program is run by the Government of Alberta as payment for the municipal services delivered to provincial buildings and properties within municipal boundaries, given that the province has exempted themselves from paying property taxes. Over the last number of years, the amount received by municipalities was equivalent to 50% of the amount that would have been received if the properties held by the province were charged property tax. In 2025, this rate will be increasing from 50% last year to 75% this year, and the eventual increase to 100% allocation in 2026. This was a great point of advocacy amongst municipalities, particularly for those with a significant number of provincial buildings and, while the impact is minimal, it is still a benefit for the Town of Didsbury.

The *Local Government Fiscal Framework (LGFF)* came into its first year of use in 2024 to replace the pre-existing Municipal Sustainability Initiative (MSI) and previous Basic Municipal Transportation Grant (BMTG). LGFF Funding is based largely on a formula that ties municipal funding to the provincial government revenues from three years prior to the funding year; therefore, 2025's allocation is based in large part on the provincial revenue increases between 2021 and 2022. Given that provincial revenues declined between 2022 and 2023, it is anticipated that the LGFF will decline in 2026.

The Town was approved for an *Alberta Municipal Water/Wastewater Program Grant* in 2024 and currently has collaborative interest in the *Water for Life Grant* and the *Strategic Transportation Infrastructure Fund*.

A letter received from Minister McIver with additional information about Budget 2025 is attached in the correspondence section of the agenda.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Alberta Provincial Budget 2025-26 Report as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached is Mayor Hunter's written report on the Brownlee Emerging Trends Seminar which she attended on February 6, 2025 in Calgary.

### Upcoming Council Professional Development

Rural Municipalities Association Spring Convention – March 17-19, 2025 in Edmonton

Mayor Hunter, Rhonda

Councillor Baswick, John

Councillor Windsor, Bill

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the March 11, 2025 Council Reports as information.



## 2025 Emerging Trends in Municipal Law – February 6 2025 Report to Council – Mayor Hunter

### 1. FOIP Act Update: Proposed legislative changes to access to information and privacy obligations for public bodies.

#### FOIP'd No More:

Provincial government says “after several years of engagement with Albertans, public bodies, and the Office of the Information and Privacy Commissioner”

This came out of the blue. Who was involved in consultation? This bill will have major impacts on people's rights to access information.

1999: The Freedom of Information and Protection of Privacy Act introduced in 1999

November 2024: Government announced replacement (Bill 33 + Bill 34)

Late Spring 2025: New legislation to come into force, with regulations

#### Bill 34 Access to Information Act

Information and Privacy Commissioner: “my view is that there are many grounds for concern regarding Bill 34's impact on Albertans' access to information rights and more generally the functioning of the access to information system in Alberta”

Public body may disregard access to information request (S. 9.1): The public body has discretion to disregard public access requests; Shift of the decision making from the Commissioner; Overly broad and incomprehensible

#### Circumstances where the public body may disregard requests:

1. Unreasonably interfere with the operations of the public body (repeated requests)
2. Abusive, threatening, frivolous, or vexatious
3. Has already been provided/available to the public
4. Public body does not have information that is sufficiently clear to enable them to locate and identify the record within a reasonable time with reasonable effort
5. Otherwise overly broad or incomprehensible

The authority for extending the time to respond rests solely with the head of a public body, and there is no limit on the length of extensions

#### Exceptions to Disclosure

Some of the broadest exceptions to executive level government transparency vs. similar Canadian or international legislation

Virtually all communication between political staff and executive council members

“Political staff” can be freely defined in regulations

#### Impacts on Municipalities

**Requests** – Governed by new Access to Information Act

- Public body has discretion to disregard public access requests
- Process changes to provide public bodies with more time and flexibility
- Business days versus regular days

Implications for: • Workplace investigations • Councillor Code of Conduct investigations • Whistleblower complaints • Basis for in-camera meetings • Fees (will they change in Regulation??)

#### Implications for:

- New policies and programs must be in place within one year (PMPs and Privacy by Design)
- Consider when PIAs are necessary
- Mandatory breach notification
- Be aware of data rules and implications of new technologies

Regulations to come in Spring 2025

## **2. 90 New Schools by 2031: Joint use and planning agreement prep and review.**

The Municipal Government Act (Alberta) (“MGA”) and Education Act (Alberta) were amended to require that Municipalities and School Divisions adopt the use of JUPAs [www.brownleelaw.com](http://www.brownleelaw.com) JUNE 10, 2023 Original Deadline JUNE 10, 2025 Extended Deadline. (An extended deadline to June 10, 2026, was recently announced by the Minister of Municipal Affairs on February 13, 2025).

### Approach to JUPA

Start building relationships and JUPA sooner than later. • Anticipate future needs and resources. • Develop JUPA in tandem to enhancements to ASPs.

Rely on legal counsel for drafting and negotiation support. • Consultation and collaboration meetings. • Version control and meeting minutes. • Drafting JUPA and facilitating execution

Who is going to pay for servicing future school sites? • Developer? • Municipality? • Both??? • Cost sharing with developer? • Avoid deferring servicing of school sites

Rely on development agreements

## **3. Municipal Procurement/Tendering Obligations.**

Introduction 2. Tender Process 3. RFP Process 4. Advantages/Disadvantages 5. Best Practices

For public sector procurement, owners can procure services through tendering or a Request for Proposals (“RFP”). • The tender process and the RFP process are different impose differing obligations upon an owner

Tender Process:

Tendering contract created when bidder submits bid in response to owner’s tender call (Contract A) • Duty to treat all bidders fairly and equally • Unfair treatment of a bid can expose an owner to a claim for loss of profits

Must only evaluate a compliant bid • Tender documents dictate mandatory requirements for a compliant bid •

Evaluation based upon undisclosed criteria is prohibited • Subject to applicable trade agreements

Tender and RFP advantages and disadvantages were reviewed as were the Best Practices

### RFP Process

Owner has more flexibility with evaluation and non-compliant proposals • Think of the RFP process as a negotiation process

Owner may negotiate with Proponents (before construction contract is executed)

Subject to applicable trade agreements • Proper preparation and drafting is crucial

## **4. Managing Municipal Lands: A strategic approach.**

As the volume and complexity of land transactions grow, decisions must be well thought out and strategic.

Council has broad authority to determine what matters must be determined by Council, and what can be delegated to the CAO or other senior management. Benefits of Creating (or Updating) Your Land Management Framework: • Provide clear guidance to administration • Clarify roles and responsibilities • Support autonomous systems • Create efficiency • Support better decision-making • Make Council priorities and objectives clear

### **Municipal Authority overview**

The MGA gives municipalities broad authority to own and manage land, subject to a few specific limitations. • Municipalities have the power of a “natural person”, except as limited under the MGA or other legislation. • Municipalities are not provided with a comprehensive, statutory framework for how to manage public lands If the MGA, other enactment or a bylaw requires/ authorizes a municipality to do something, but does not specify who may do it... OR If municipality wishes to exercise its natural person powers... Council or CAO can do it UNLESS Council specifies otherwise MGA

### **Exercising Municipal Authority**

Methods in Which Council May Act: A Council may act only by:

- Bylaws : Used when creating laws of general application; creating regulatory offences/penalties.
- Resolutions : Used for discrete issues, often to give direction to administration.

Where a Council is required or authorized to do something by bylaw, it may ONLY be done by bylaw

### **Delegation of Powers**

Council may delegate its powers to a Council committee or any person 2. Council may not delegate:

- Power to pass bylaws
- Power to deal with CAO
- Power to adopt budgets
- Power with respect to cancelling, reducing, refunding or deferring taxes

### **Making the Decision:**

Understand Benefits of Establishing Land Strategies Understand how Authority is Exercised and Delegated  
Ways to Provide Guidance for Decision Making and Define Roles

### **Authority that only Council may authorize:**

The following may only be authorized by Council: • Road closures (s. 22, MGA) • Temporary roads and rights of way (s. 26, MGA) • Designation/re-designation of municipal land (s. 665, 672, MGA) • Changes to environmental reserve use or boundaries (s. 676, MGA) • Authorizing Municipality to issue licences or permits for the temporary occupation of road allowances when not required for public use (s. 13(1)(o), Traffic Safety Act) • Initiating Expropriation (s. 14, MGA)

### **Signing municipal agreements**

Section 213 Signing or Authorization of municipal documents 213(4) Agreements and cheques and other negotiable instruments must be signed or authorized: LEGISLATION (MGA): a) by the chief elected official or by another person authorized by council to sign them, and b) by a designated officer, WHO HAS AUTHORITY? or by a designated officer acting alone if so authorized by council. Mayor and CAO Unless Council States Otherwise

Issues to Address within Policy: 1) What documents may be signed by CAO acting alone? 2) Can signing authority be further delegated by the CAO? 3) Are there agreements that must be signed by the Mayor and CAO? 4) Who controls the Municipality's seal? 5) What are the reporting requirements? 6) Will Council authorize the use and acceptance of electronic signatures? If yes, what are the technical requirements?

### **Acquiring and Selling land**

Natural Person Power (s. 6, MGA) LEGISLATION (MGA): WHO HAS AUTHORITY? Otherwise, not expressly regulated under the MGA Mayor and CAO sign, unless otherwise authorized by Council (s. 213, MGA) EXCEPTIONS Approval process not expressly legislated Often delegated to CAO Reserve Land Roads Expropriation

### **Acquiring and Selling Municipal Land**

Issues to Address within Policy: 1) Who has the authority to approve transactions? Any limits? 2) How will purchase price be determined/negotiated? 3) Are deposits mandatory? 4) Any specific objectives that must be satisfied? 5) How will lands be deemed "surplus"? 6) Who determines where funds are allocated after sale? 7) What are the reporting requirements?

### **Selling Lands for Market Value**

Section 70 Disposal of Land 70(1) If a municipality proposes to transfer or grant an estate or interest in...land or less than its market value...the proposal must be advertised. Definitions 1(n) "market value" means the amount that a property...might be expected to realize if it is sold on the open market by a willing seller to a willing buyer WHO HAS AUTHORITY? Council or the CAO Unless Council States Otherwise

Issues to Address within Policy: 1) How will market value be determined? 2) Who makes the final decision? 3) Any specific factors to take into account? 4) What are the reporting requirements?

Granting Rights over Municipal property

## 5. The importance of hire letters and termination clauses in your hiring practices

This session provided an overview of effective employment practices, checks and balances.

### Featured Seminars during the day:

#### Case Law and Legislative Updates.

- Pallerv Drumheller (Town), 2024 ABKB364
- Coalition for Justice and Human Rights Ltd v Edmonton (City), 2024 ABKB26m
- R v Heather, 2024 ABCJ 229
- Cold Lake (City) v. Canada (Attorney General), 2024 FC 432 Outcome
- Lehodeyv Calgary(City), 2025 ABKB 8.
- TransAlta Generation Partnership v. Alberta, 2024 SCC 37
- Southpoint Landing JV Inc. v Camrose (City), 2024 ABKB 207
- Clark v City of Medicine Hat, 2024 ABKB513
- Bravi v Rocky View County et al

**Power Shift: How Bill 20 Reshapes Local Democracy:** A presentation from Brownlee on Bill 20 and the changes to the Local Authorities Election Act. This legislation modifies two key pieces of legislation for Alberta municipalities - the Municipal Government Act and the Local Authorities Election Act. In addition to making some changes that will help to have more homes built in Alberta, these amendments increase the transparency and accountability of both local governments and local elections. They will also modify provincial oversight of municipalities to strengthen cabinet's ability, if absolutely necessary, to address situations where municipal decisions are not aligning with the public interest. Finally, there are also administrative amendments that eliminate redundancies and clarify the legislation.

#### Key changes to the LEAE Candidate Qualifications include:

• Criminal Record Checks • Protection of Personal Information • Register of Electors • Contributions • Voter Identification • Special Ballot Voting Eligibility • Vote Recounts

Bear Pit Session: At the end of the day, a Q&A was hosted by Brownlee for registrants to ask questions on a variety of topics related to the presentations and otherwise.

~ End of Report ~



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: March 11, 2025  
SUBJECT: Correspondence & Information  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following correspondence items can be found on the link below:

- Letter from Minister McIver – Budget 2025

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the correspondence for March 11, 2025 as information.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR117795

February 27, 2025

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2025*, tabled in the Alberta Legislature by my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance. Below are some details relevant to Alberta Municipal Affairs.

*Budget 2025* is meeting the challenges facing Alberta with responsible decisions to fund today's priorities, investing more than \$1 billion to build stronger communities provincewide. Through these investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

Last year, Municipal Affairs introduced the Local Government Fiscal Framework (LGFF), delivering predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta. The LGFF represents years of collaboration between the province and local governments, replacing the Municipal Sustainability Initiative with a modern and predictable model.

LGFF funding allocations for the 2025/26 fiscal year have been known to communities for several months. Thanks to the LGFF's revenue index factor, which ties the funding level to provincial revenue from three years prior, *Budget 2025* increases LGFF capital funding by more than 13 per cent, from \$722 million to \$820 million. This increase will help your communities achieve their local infrastructure priorities. *Budget 2025* also maintains LGFF Operating funding at \$60 million to assist with operational costs and help respond to inflationary pressures. This grant was doubled in 2023 to reflect lost municipal revenue through the Grants in Place of Taxes program.

*Budget 2025* also increases funding for the Grants in Place of Taxes program (GIPOT). Over the last few years, we heard loud and clear from municipalities that have provincially run buildings within their boundaries about the need for stronger recognition of the impact provincial properties have on municipal services. Starting in the 2025/26 fiscal year, GIPOT will be paid to municipalities at 75 per cent of the property tax amount that would be owed if the properties were subject to municipal taxation. Next year, in 2026/27, GIPOT will be fully restored to 100 per cent.


.../2

In light of these increases, the Local Growth and Sustainability Grant (LGSG) program will not continue. Introduced in *Budget 2024*, this three-year, \$60-million grant program aimed to alleviate pressures in fast-growing communities. We received numerous applications from municipalities for the initial \$20 million in LGSG funding allocated in 2024. Those funds will still be distributed, with successful applicants notified by the end of March 2025. However, after careful consideration, our government made the difficult decision to discontinue the LGSG program for *Budget 2025* and focus the investment of taxpayer dollars into other areas, including a comprehensive capital plan to enhance public infrastructure.

As in previous years, *Budget 2025* includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also maintaining funding levels for public libraries, with more than \$33 million going toward operating grants across the province.

*Budget 2025* is meeting the challenge of the cost of living by helping families keep more money in their pockets through lower personal income taxes and continuing investments in education and health care. Our municipal partners are integral to our work. As we face global uncertainties, I look forward to working together over the next year as we continue to build strong, vibrant, and sustainable communities that help keep our province the best place in Canada to live, work, and raise a family.

Sincerely,



Ric Mclver  
Minister