



**TOWN OF DIDSBURY AGENDA  
Regular Council Meeting**

**Tuesday, May 12, 2026, 6:00 pm  
Council Chambers 1606 14 Street**

	<b>Pages</b>
<b>1. <u>CALL TO ORDER</u></b>	
<b>2. <u>ADOPTION OF THE AGENDA</u></b>	
<b>3. <u>DELEGATIONS/PRESENTATIONS</u></b>	
3.1 Didsbury Fire Department Service Awards	2
3.2 Parkland Regional Library Systems	3
<b>4. <u>ADOPTION OF MINUTES</u></b>	
4.1 April 28, 2026 Regular Council Meeting Minutes	20
<b>5. <u>PUBLIC HEARINGS</u></b>	
<b>6. <u>CAO REPORT</u></b>	25
• CAO Activity Report	
• First Quarter Reports	
• 2026-2029 Traffic Safety Plan	
<b>7. <u>BYLAWS &amp; POLICIES</u></b>	
<b>8. <u>BUSINESS</u></b>	
8.1 2026 Municipal Enforcement Priorities	56
8.2 Safety and Use Bylaws of the Town of Didsbury Library Board	57
8.3 Regular Council Meeting - Change of Date	66
<b>9. <u>COUNCIL REPORTS</u></b>	68
<b>10. <u>CORRESPONDENCE AND INFORMATION</u></b>	95
<b>11. <u>QUESTION PERIOD</u></b>	
<b>12. <u>CLOSED MEETING</u></b>	
12.1 Offers to Purchase - 2134 22 Street	
<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: May 12, 2026  
SUBJECT: Didsbury Fire Department Service Awards  
ORIGINATING DEPARTMENT: Protective Services  
ITEM: 3.1

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### **BACKGROUND/PROPOSAL:**

Members of the Town of Didsbury Fire Department are attending Council to receive their Alberta Emergency Services Medals for their outstanding long-term service to the community.

The following Didsbury Fire Department members are receiving their Alberta Emergency Service Medal (AESM):

#### **Captain Todd Paulson – 25 Year Service Award**

Captain Paulson has been an extremely dedicated member to our Department over the years, a quarter of a century to be exact! Over his tenure, he has worked his way up and has held a number of leadership positions within the Department. His experience and dedication is something that shines through, and is someone who the Department uses as an example to show to the newer and younger members what it means to be a volunteer firefighter.

#### **Deputy Chief Lorne Code – 12 Year Service Award**

Deputy Chief Code came to us at the urging of one of his son who was a member of the Didsbury Fire Department at the time. He came to us with previous experience with Oyen Fire Department. He has risen steadily through the ranks to his current position, and as a licensed Heavy Duty Mechanic, and an Emergency Vehicle Technician, he is our resident Mr. Fix-it.

#### **Lieutenant Jesse Derksen – 12 Year Service Award**

Lieutenant Derksen is one of our members who has progressed through the ranks. He is one of our resident 'workhorses', who works so hard that he uses our equipment right up to, and sometimes past, their limits.

#### **Senior Firefighter Patrick Milne – 12 Year Service Award**

Senior Firefighter Milne was part of the Didsbury Fire Department's very first Cadet Class and was awarded a pager upon completion of high school. He has been a steady member ever since and as a Senior Firefighter provides mentorship to our newer members.

#### **Senior Firefighter Nathan Groot – 12 Year Service Award**

Senior Firefighter Groot is another graduate of our Cadet program. Through the years he has also proven to be a steady member and as a Senior Firefighter is looked upon as a mentor to our newer members.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **RECOMMENDATION**

To thank the members of the Didsbury Fire Department for their presentation and to congratulate the recipients for their awards.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: May 12, 2026  
SUBJECT: Parkland Regional Library System  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 3.2

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### BACKGROUND/PROPOSAL:

The Parkland Regional Library System Director, Ron Sheppard, and Board Chair, Barb Gilliat are presenting to Council an orientation of the role of the Library System in the municipality as well as their engagement with the local Didsbury Municipal Library.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached are some supplementary materials prepared and presented by PRLS for Council's review.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To thank Parkland Regional Library Systems for their delegation and accept it as information.



Parkland Regional Library System

# Didsbury Council Orientation



# What is the Parkland Regional Library System?

Parkland...

- is one of seven regional library systems in Alberta.
- operates as a municipal cooperative/not for profit service organization.
- is board run.
- provides service, not products.
- ensures that even the smallest libraries have access to advice and assistance along with the cost effectiveness made possible by working with a larger unit.



# PRLS Quick Facts

Formed in **1959** - oldest of the seven regional library systems

**63** member municipalities and **6** First Nation reserves

Service population of **over 250,000**

We have **49** public library service points and **45** participating library boards

We employ **22** full time employees and **5** part time delivery drivers

# In 2025:



**613,251**  
items in the  
system  
catalogue



**921,533**  
items sent on  
van runs



**1,159,357**  
physical  
circulations  
throughout  
the system



**1,510,864**  
WiFi  
sessions at  
libraires



**337,515**  
visits to  
member  
library  
websites

# Governance

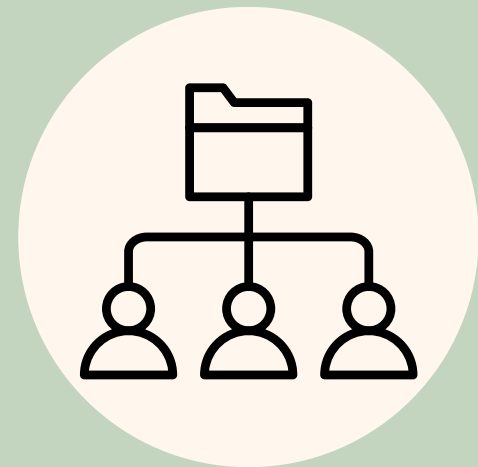
- Systems are established under the *Libraries Act*.
- Parkland is formed by parties to the Parkland Regional Library System Agreement, not by a government.

**PRLS does not exist without the 63 municipalities that form it because the member municipalities are the Parkland Regional Library System.**



# Core Benefits

## Of belonging to Parkland Regional Library System



**Access to  
resource  
sharing**



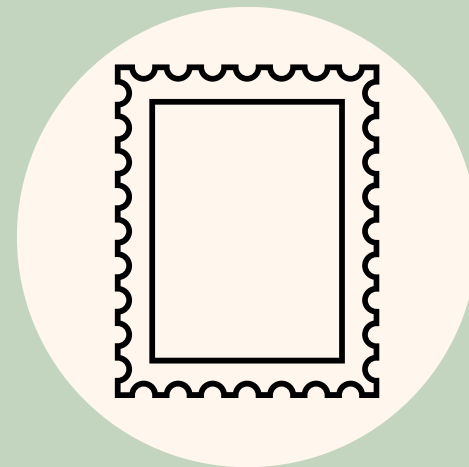
**Integrated  
Library  
System**



**Interlibrary  
loan  
management**



**Weekly/Bi-  
weekly delivery  
of materials**



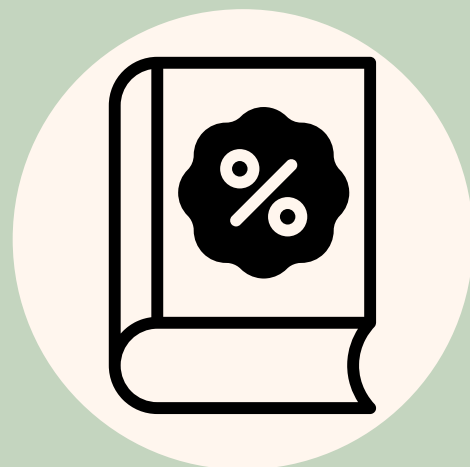
**Postage  
reimburse-  
ment**



**Library  
supplies &  
cards**



**Materials  
allotment at  
\$1.13/capita**



**41% discount  
on books  
through PRLS**



**Cataloguing  
and  
processing**



**Collections for  
print-disabled  
patrons**



**Rural Library  
Services grant  
at \$5.60/capita**



**Cooperative  
Collection  
Fund**

# Network Management

Bulk purchases of computers and wireless devices for libraries.

Manage a network of approximately 600 computers.

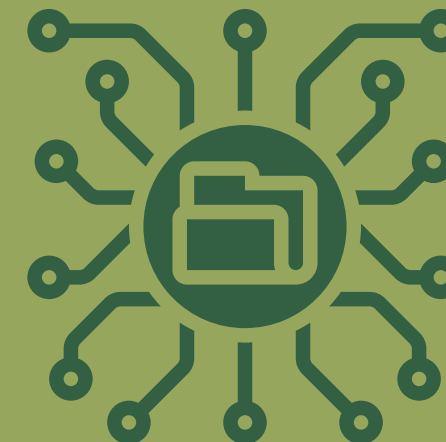
Provision of internet bandwidth and SuperNet management.

Website management for 41 libraries.

Email hosting for libraries.

Off-site network backup for all libraries.

Software licensing.



# Member Support & Training for 2025

**1,629 consulting activities by Parkland staff**  
**23 training events held**

Friends of the Library training

Financial Training

Communications & Conflict Management training

Advocacy workshop

Programming workshop

Polaris trainings

Annual report workshop

New library manager trainings

Annual Conference (160 attendees)

# Budgets

- Approximately **41%** of Parkland's operating budget came from Government of Alberta grants in 2026.
- For 2026, Parkland increased the requisition, bringing it to **\$9.99** per capita.
- The total estimated requisition for 2026 equals **\$2,234,174**.
- Based on the membership agreement, Parkland's budget cannot be approved without the endorsement of **2/3** of the municipalities that represent **2/3** of the population.
- Based on reported information, **35%** of Parkland's libraries deficit budgeted in 2025.

# Town of Didsbury

2025 Return on Investment

## Benefits to your Library

### Total Financial Benefits

**\$1,353,553.77**

### Return on Investment

**\$1.00 = \$27.21**

Based on a population of **5,070**, the cost of membership to the Parkland Regional Library System for the Town of Didsbury was **\$49,736.70** in 2025.

### Cost benefits of PRLS services

The **direct financial return** as a result of membership to Parkland Regional Library System to Didsbury Municipal Library:

2025 materials allotment	\$	5,729.10
Rural Library Services Grant	\$	13,176.80
Allotment from Mountain View County 1	\$	2,641.94
Computers for library use	\$	4,097.21
Software & Licensing	\$	8,983.49
SuperNet Connection	\$	10,242.00
Items borrowed from other libraries 2	\$	959,664.00
Digital items borrowed from PRLS 3	\$	349,019.23
<b>Combined Savings</b>		<b>\$1,353,553.77</b>

1 Mountain View County assigned a rural population of 2,338 to the Town of Didsbury

2 Average price of an item \$48.00

3 Average price of an eBook \$45.82, average price of an eAudiobook \$86.37

# Return on Investment

# Return on Municipal Levy

## Parkland Regional Library System



### Return on Municipal Levy

Based on 2026 Budgeted Amounts **2026**

Materials Allotment for Libraries	(Books, DVD's, audiobooks, etc.)	\$ 253,392
Cooperative Collection Fund		\$ 25,000
Technology	(Hardware – budget plus reserves)	\$ 161,092
Postage	(Reimbursement for Interlibrary Loan)	\$ 2,300
Software	(For computers, ILS, etc.)	\$ 242,398
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$ 25,600
Internet	(Connectivity provided to member libraries)	\$ 9,600
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$ 158,000
Vehicle Expense		\$ 58,000
Marketing/Advocacy		\$ 20,000
Workshop/Training		\$ 16,000
Cataloguing Supplies		\$ 34,600
Contribution to Outlet Libraries*	(\$200 each for Brownfield, Spruce View and Water Valley)	\$ 600
Materials Discount	(34% in 2024)	\$ 224,997
<b>Additional Services/Funding Available to Parkland Libraries:</b>		
Rural Libraries Services Grant	(Given to PRLS and distributed directly to libraries)	\$ 452,928
SuperNet	(Fiber Optic connection provided by GOA)	\$ 370,022
<b>Sub-Total</b>		<b>\$ 2,054,529</b>
<b>Requisition</b>		<b>\$ 2,234,174</b>
		<b>91%</b>
<b>Difference Between Levy &amp; Direct Return</b>		<b>\$ 179,645</b>

*Because of the Library...*

I have a safe space (in a town where there are no others) to meet with other members of the LGBTQ2SIA+ community. This is a first in our town. Because of the library, I have a safe space to be myself.

Parkland Regional Library

*Because of the Library...*

We can access wonderful programs for the kids that my daughters very much enjoy, such as story time. And they love to pick out new books every week to take home and read. We have found some real gems!

Parkland Regional Library

***Thank you!***

**Questions?**

Please contact

[administration@prl.ab.ca](mailto:administration@prl.ab.ca)

*Because of the Library...*

I've been able to make new friends and take advantage of many wonderful resources.

Parkland Regional Library

*Because of the Library...*

I found the job i wanted and used the library computers and printers to do my online training and get my paperwork done. Because of the library I was able to start my career and eventually get my own laptop.

Parkland Regional Library

## Information Technology (IT)

### Software

- An assortment of software is provided to members at no cost for both staff and public computers.

### Hardware

- Equipment is provided by and managed by PRLS every year and includes purchase of desktop and laptop computers, networking hardware, and wireless access points.

### PAC & Polaris

- The patron (PAC) and staff-accessible (Polaris Leap) catalogues are used to circulate items throughout the system and get books into the hands of patrons.

### Network Infrastructure

- Management of the Alberta SuperNet for each member library in addition to supplying member libraries with no cost Internet access.

### Support & Maintenance

- IT provides ongoing support for software and hardware during regular hours and for emergency after-hours support. Proactive maintenance is performed routinely to ensure maximum service availability.

## About Parkland

The Parkland Regional Library System was formed in 1959 to bring cost-effective service to libraries across rural Alberta. Headquartered in Lacombe, today Parkland is a cooperative network that shares physical material, resources, and expertise. We support 49 public libraries, serving residents of 64 municipalities, as well as supporting on-reserve indigenous residents in Central Alberta.

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## Contact Us



403-782-3850



4565 46th Street Lacombe



[prl.ab.ca](mailto:prl.ab.ca)



# Parkland Regional Library System

## Catalogue of Services

## Library Services Consulting & Marketing

### Programming Support

- Access to over 140 different program kits, book club kits, technological equipment, promotional materials and reduced rates on public performance rights for video screenings.

### Collection Management

- Support with weeding, inventory, collection analysis and layout, development, and purchasing.

### Communications & Marketing

- Assistance with social media, marketing and promotional campaigns, attraction/signage audits, advocacy efforts and more.

### Training

- Professional development for staff, managers, and board members on topics such as best practices, roles and responsibilities, customer service, human resources, and more.

### Support

- Guidance with Plans of Service, PLSB submissions, policy development, space planning and management, statistics gathering, and more.

## Library Services Collections & Cataloguing

### eResources

- Free access to digital resources for patrons in all member libraries.
- Training and promotional materials for all library staff are available on the Support Site. This includes social media templates for each of the resources.

### Interlibrary Loans

- Processing of items borrowed from outside of the Parkland system, including books from across the province and beyond.

### Shared & Special Collections

- Access to several special collections including:
  - A library professional development collection.
  - Large print and audiobook rotating collections.
  - Victor Readers for patrons with print disabilities and access to CELA and NNELS for accessible books.

### Cataloguing Services

- PRLS uses worldwide library standards and will catalogue new items purchased from discounted vendors, donations, physical equipment and kits, magazine subscriptions, and more.

## Finance & Operations

### Ordering

- Review carts, import information to Polaris and place orders. Liaise with vendors for updates on order status. Receive weekly shipments of library materials from multiple vendors. Check items have no defects/damage and process by adding your library code, barcode, price, and custom spine label based on your library's preference.

### Receiving

- Create, reconcile and email Allotment Status Reports and Bill Direct Invoices to libraries based on their packing slips for materials delivered during the month. Investigate and correct any discrepancies, if found.

### Processing & Shipping

- Sort all incoming materials daily and ensure items are getting to their next destination.
- Create Allotment, Bill Direct and Process Only packing slips daily for all van runs. Receive and fill requests for programming kits, rotating collection items, equipment and other supplies PRLS provides to our member libraries. Apply mylar covers to donated items, manage any van run changes or irregularities and more.

# Parkland Regional Library System



## Return on Municipal Levy

Based on 2026 Budgeted Amounts

**2026**

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# Town of Didsbury

2025 Return on Investment

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**Return on Investment**

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<sup>2</sup> Average price of an item \$48.00

<sup>3</sup> Average price of an eBook \$45.82, average price of an eAudiobook \$86.37



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: May 12, 2026  
SUBJECT: April 28, 2026 Regular Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 4.1

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### BACKGROUND/PROPOSAL:

The minutes of the April 28, 2026 Regular Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To adopt the April 28, 2026 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting held on  
April 28, 2026 in Council Chambers 1606 14 Street  
Commencing at 6:00 p.m**

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

Administration Present Chief Administrative Officer, Michael Simpson  
Chief Financial Officer, Amanda Riley  
Director of Engineering & Infrastructure, Craig Fox  
Planner, Tracey Connatty  
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter  
Communication Coordinator, Lisa Bastarache

**1. CALL TO ORDER**

Mayor Little called the April 28, 2026 Regular Council Meeting to order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

**Res. 189-26**

MOVED by Councillor Engel

To accept the agenda for the April 28, 2026 Regular Council Meeting as presented.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS**

**3.1 Wayne Poffenroth and Gordon Lau**

**3.2 Melody Knutson**

**Res. 190-26**

MOVED by Deputy Mayor Murray

To direct Administration to bring forward Council Procedural Bylaw 2024-11 for review to consider the requests made by the delegate.

**Motion Carried**

**4. ADOPTION OF MINUTES**

**4.1 April 14, 2025 Regular Council Meeting Minutes**

**Res. 191-26**

MOVED by Councillor Engel

To adopt the April 14, 2026 Regular Council Meeting Minutes as presented.

**Motion Carried**

**5. PUBLIC HEARINGS**

**5.1 Land Use Amending Bylaw 2026-09**

Mayor Little called the public hearing for Land Use Amending Bylaw 2026-09 at 6:52 p.m.

Council heard an introduction of Land Use Amending Bylaw 2026-09 which would redesignate the northern portion of 100 Shantz Drive from C1: Commercial District to RC2:

Residential/Commercial - High Density. Council called for questions or comment both in favour and opposed from those in the gallery as well as on Zoom.

Hearing none, Mayor Little adjourned the public hearing at 6:57 p.m. and reconvened the Regular Council Meeting.

**6. CAO REPORT**

**Res. 192-26**

MOVED by Councillor Quantz

To accept the Chief Administrative Officer Report for April 28, 2026 as information.

**Motion Carried**

**7. BUDGET 2026**

**7.1 2026 Amended Operating Budget**

**Res. 193-26**

MOVED by Councillor Engel

To approve the 2026 Amended Operating Budget with total revenues before taxes of \$7,911,195 and total expenditures of \$13,320,077, and with revenues from taxes required of \$5,408,882.

**Motion Carried**

**7.2 2026 Amended Capital Budget**

**Res. 194-26**

MOVED by Councillor Quantz

To adopt the amended 2026 Capital Budget as presented, totalling an estimated amount of \$1,415,000 and funded from the following sources: Operations (\$72,108), Reserves (\$665,074), Provincial Grants (\$525,000) and Other Grants (\$152,819).

**Motion Carried**

**8. BYLAWS & POLICIES**

**8.1 Land Use Amending Bylaw 2026-09**

**Res. 195-26**

MOVED by Councillor Engel

That council grant second reading to Land Use Amending Bylaw 2026-09.

**Motion Carried**

**Res. 196-26**

MOVED by Councillor Engel

That council grant third and final reading to Land Use Amending Bylaw 2026-09.

**Motion Carried**

**8.2 Tax Rate Bylaw 2026-10**

**Res. 197-26**

MOVED by Councillor Mahon

That Council grant first reading to the 2026 Tax Rate Bylaw 2026-10.

**Motion Carried**

**Res. 198-26**

MOVED by Councillor Mahon

That Council grant second reading to the 2026 Tax Rate Bylaw 2026-10 as amended.

**Motion Carried**

**Res. 199-26**

MOVED by Councillor Mahon

That Council grant unanimous consent to proceed to third reading of 2026 Tax Rate Bylaw 2026-10.

**Motion Carried**

**Res. 200-26**

MOVED by Councillor Mahon

That Council grant third and final reading to the 2026 Tax Rate Bylaw 2026-10.

**Motion Carried**

**8.3 Municipal Development Plan Amending Bylaw 2026-11**

**Res. 201-26**

MOVED by Councillor Engel

That Council grant first reading to Municipal Development Plan Amending Bylaw 2026-11.

**Motion Carried**

**Res. 202-26**

MOVED by Councillor Engel

To set **Tuesday, May 26, 2026** as the public hearing for Municipal Development Plan Amending Bylaw 2026-11.

**Motion Carried**

**8.4 CS 003-26 - Community Grant Program Policy**

**Res. 203-26**

MOVED by Councillor Lambert

To rescind Policy CS 003-24 – Community Grant Program.

**Motion Carried**

**Res. 204-26**

MOVED by Councillor Lambert

To approve Policy CS 003-26 – Community Grant Program.

**Motion Carried**

**8.5 CS 004-26 - Facility Discounts Policy**

**Res. 205-26**

MOVED by Councillor Engel

To approve Policy CS 004-26 – Facility Discounts.

**Motion Carried**

**9. BUSINESS**

**9.1 RFP Award - Didsbury Arena Boiler + Water Storage Replacement**

**Res. 206-26**

MOVED by Councillor Stevens

To award the 2026 Didsbury Arena Boiler + Water Storage Replacement project to 2216798 AB Inc. (Fusion Plumbing & Heating AB) for a total of \$105,595.34.

**Motion Carried**

**9.2 Community Publication**

**Res. 207-26**

MOVED by Councillor Quantz

To approve entering into a publishing agreement with TNC Publishing Group to produce a Town of Didsbury Promotional/Informational Community Publication for up to twelve months.

**Motion Carried**

**10. COUNCIL REPORTS**

**Res. 208-26**

MOVED by Councillor Stevens

To accept the April 28, 2026 Council Reports as information.

**Motion Carried**

**11. CORRESPONDENCE AND INFORMATION**

**Res. 209-26**

MOVED by Councillor Mahon

To accept the correspondence for April 28, 2026 as information.

**Motion Carried**

**12. QUESTION PERIOD**

**13. CLOSED MEETING**

**Res. 210-26**

MOVED by Councillor Mahon

To go into closed meeting at 7:49 p.m. for the following items:

- 13.1 Offer to Purchase 2134 22 Street - section 29 of ATIA

**Motion Carried**

**14. RECONVENE**

**Res. 211-26**

MOVED by Councillor Engel

To return to open meeting at 8:25 p.m.

**Motion Carried**

**15. ADJOURNMENT**

**Res. 212-26**

MOVED by Councillor Quantz

To adjourn the April 28, 2026 Regular Council Meeting at 8:25 p.m.

**Motion Carried**

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Mayor - Chris Little

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Chief Administrative Officer - Michael  
Simpson



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: May 12, 2026  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 6.0

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### BACKGROUND/PROPOSAL:

Please find attached the Chief Administrative Officer's (CAO) Report for April 28, 2026 which includes the following:

- CAO Activity Report
- First Quarter Reports
  - Financial Report
  - Action Requests
  - Protective Services
  - Development and Building Permits
  - Community Services
  - Operations
  - Council Professional Development Reporting
- 2026-2029 Traffic Safety Plan

### 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 May 12, 2026 as information.

# Office of the Chief Administrative Officer

Activity Report - May 12, 2026



## Local Economic Development and Engagement

More work continues with Gaucho House securing talent for the Town's Station 5 Roundup. The Mayor's contacts at CPKC will expedite conversations about event safety on the day of the event, coinciding with the Rodeo, August 22.

## Strategically Managed Infrastructure

The CAO also fielded a cold-call from a Calgary-based entrepreneur with a focus on vertical farming. Discussions were positive, with the idea of bringing them to a location in Didsbury, possibly partnering on provincial grant funded projects, and finding local investors. The discussion will continue over the coming weeks. Worth noting that water and power and labour requirements for this potential business are well within Didsbury's ability to provide, whereas some agricultural operations come with water and sewage discharge issues that require additional problem solving. Synergies with Olds College, and Chinook's Edge School Division may also be possible. More to come on this file.



## Vibrant & Connected Character Community

## Professional Development

In the month of April, the CAO secured membership in the Local Government Administrator's Association (LGAA) and will begin attending zone meetings, with a focus on professional development among peers, broadening networks, and sharing information with colleagues.



## Strong & Resilient Local Economy

## Office of the Ombudsman Engagement

Didsbury was contacted by the investigative team at the Alberta Ombudsman Office. The role of the Ombudsman is to investigate any administrative recommendation, decision, act, or omission of various agencies in Alberta, including municipalities.



## Liveability

The Ombudsman received a handful of complaints regarding Bylaw 2026-08 the Public Spaces Neutrality Bylaw. Upon consultation with the Town with regard to our processes for passing bylaws and communicating with concerned residents, the Office is satisfied with the municipality's response to the inquiry and processes for passing bylaws. Through the process, the Town has worked to improve its communication on the website as to where to find bylaws that are being presented to Council for a reading and provide more timely and detailed responses to questions regarding the process for passing a bylaw.



## Governance & Organizational Excellence

All cases with the Ombudsman are now closed.



**Strategically  
Managed  
Infrastructure**

## Central Alberta Economic Partnership (CAEP)

The CAO attended a CAO roundtable for CAEP hosted by Paul Salvatore on April 22 in

Innisfail attended by the CAO of Didsbury, Red Deer County, Innisfail, Delburne and Clive. Very open and frank discussions took place around CAEP's role in economic development, the entry of Red Deer DRIVE into the scene and the differences that CAEP provides in relation to other organizations in the space in Central Alberta. The conversation reinforces the message that when munis talk about CAEP and regional economic development they're not talking about "What's in it for us?" but rather, "What can we do together to grow a more powerful economic region?" This is the collective shift that munis need to take to support each other as neighbours and fellow regional leaders.



**Vibrant &  
Connected  
Character  
Community**

CAO's expressed the position that CAEP should continue to lead in the area of economic development education - offering courses through EDA but also expanding the range of educational opportunities in relation to the 175+ elected officials in the region. Paul will continue to work on these opportunities while ensuring that CAEP is delivering quality programming to all members, their Councils and staff.



**Strong &  
Resilient Local  
Economy**

CAEP will also continue to emphasize the importance of bringing our members together - building the relationships amongst our members and connecting everyone to the BIG ideas that define our futures together. Relationship building is at the core of the work that CAEP does and there is no other organization that represents the region better.



**Liveability**

CAEP has a strong governance history and role to play spanning over 25 years. This means that they are a fully functioning not for profit under part 9 of the MGA and this provides us with advantages relative to the generation of revenues and the partnerships with industry.



**Governance &  
Organizational  
Excellence**

Discussion about the establishment of a "Technical Committee" of CAOs - to do what CAO's do best - acting as a resource to CAEP's Board of Directors when technical projects are being discussed.

Paul highlighted the differences of members, those on or near QEII, those that are rural, urban, small and more isolated. Each of these deserve special attention and CAEP is always listening and interested in doing more to support our members such as CAEP's focus on Sector Readiness and Building Business Cases that members can use to attract new businesses to their communities.

**Town of Didsbury**  
**1st Quarter Financial Report**  
**Budget vs Actual Comparison**  
**Revenues and Expenditures by Department**  
**(January 1, 2026 to March 31, 2026)**

	2026 Actual					as at March 31, 2026	2026 Budget	% of Budget
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Approved April 28, 2026			
<b><i>Operating Revenues - by department</i></b>								
Net municipal taxes								
Total Property Taxes	2,424	-	-	-	2,424	8,058,807	0%	
LESS Requisitions	(597,964)	-	-	-	(597,964)	(2,649,925)	23%	
Net municipal taxes	(595,541)	-	-	-	(595,541)	5,408,882	-11%	
General municipal revenue	335,593	-	-	-	335,593	1,079,100	31%	
Council	-	-	-	-	-	30,000	0%	
General Government	21,070	-	-	-	21,070	287,900	7%	
RCMP	86,034	-	-	-	86,034	338,144	25%	
Fire Department	47,681	-	-	-	47,681	326,119	15%	
Municipal Enforcement	29,910	-	-	-	29,910	48,000	62%	
FCSS	60,291	-	-	-	60,291	191,860	31%	
Didsbury Neighborhood Place	3,000	-	-	-	3,000	31,500	10%	
Arena	96,618	-	-	-	96,618	457,330	21%	
Aquatics	55,312	-	-	-	55,312	499,530	11%	
Curling Rink	24,864	-	-	-	24,864	44,800	55%	
Multi-Purpose Room	7,183	-	-	-	7,183	19,000	38%	
Train Station	7,680	-	-	-	7,680	14,000	55%	
Memorial Complex	10,063	-	-	-	10,063	10,000	101%	
Roads and Streets	13,167	-	-	-	13,167	130,200	10%	
Parks	-	-	-	-	-	26,593	0%	
Campground	-	-	-	-	-	60,000	0%	
Cemetery	3,700	-	-	-	3,700	25,900	14%	
Water	646,301	-	-	-	646,301	2,630,810	25%	
Wastewater	224,243	-	-	-	224,243	763,555	29%	
Solid Waste	127,295	-	-	-	127,295	512,496	25%	
Planning and Development	20,117	-	-	-	20,117	126,000	16%	
Economic Development	-	-	-	-	-	500	0%	
Subdivision	-	-	-	-	-	74,498	0%	
Library	-	-	-	-	-	120,400	0%	
Special Event	-	-	-	-	-	62,960	0%	
<b>Total Operating Revenues</b>	<b>1,224,582</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,224,582</b>	<b>13,320,077</b>	<b>9%</b>	

Town of Didsbury  
1st Quarter Financial Report  
Budget vs Actual Comparison  
Revenues and Expenditures by Department  
(January 1, 2026 to March 31, 2026)

	2026 Actual					as at March 31, 2026	2026 Budget	% of Budget
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Approved April 28, 2026			
<b><i>Operating Expenditures - by department</i></b>								
Council	35,369	-	-	-	35,369	318,241	11%	
General Government	198,912	-	-	-	198,912	768,812	26%	
Communications	35,802	-	-	-	35,802	144,082	25%	
RCMP	42,439	-	-	-	42,439	925,134	5%	
Fire Department	230,024	-	-	-	230,024	752,237	31%	
Municipal Enforcement	66,630	-	-	-	66,630	372,238	18%	
Emergency Management	8,096	-	-	-	8,096	36,430	22%	
FCSS	74,772	-	-	-	74,772	239,562	31%	
Didsbury Neighborhood Place	7,018	-	-	-	7,018	31,500	22%	
Arena	211,487	-	-	-	211,487	796,022	27%	
Aquatics	218,308	-	-	-	218,308	980,038	22%	
Curling Rink	57,708	-	-	-	57,708	198,312	29%	
Multi-Purpose Room	12,138	-	-	-	12,138	39,701	31%	
Train Station	22,182	-	-	-	22,182	69,989	32%	
Memorial Complex	50,965	-	-	-	50,965	248,829	20%	
Other Community Facilities	4,231	-	-	-	4,231	19,830	21%	
Roads and Streets	465,513	-	-	-	465,513	1,921,471	24%	
Parks	32,945	-	-	-	32,945	225,283	15%	
Campground	6,154	-	-	-	6,154	74,504	8%	
Cemetery	12,937	-	-	-	12,937	54,896	24%	
Water	569,426	-	-	-	569,426	2,630,810	22%	
Wastewater	103,010	-	-	-	103,010	763,555	13%	
Solid Waste	102,122	-	-	-	102,122	512,496	20%	
Planning and Development	125,742	-	-	-	125,742	540,593	23%	
Economic Development	73,044	-	-	-	73,044	125,247	58%	
Subdivision	-	-	-	-	-	74,498	0%	
Library	106,061	-	-	-	106,061	353,869	30%	
Museum	194	-	-	-	194	38,938	0%	
Special Event	8,250	-	-	-	8,250	62,960	13%	
<b>Total Operating Expenditures</b>	<b>2,881,478</b>	-	-	-	<b>2,881,478</b>	<b>13,320,077</b>	<b>22%</b>	
<b>Net Revenues over Expenditures</b>	<b>(1,656,896)</b>	-	-	-	<b>(1,656,896)</b>	-		

Town of Didsbury 1st Quarter Financial Report Revenues and Expenditures by object (January 1, 2026 to March 31, 2026)			
	2026 Actual at March 31, 2026	2026 BUDGET Approved April 28, 2026	% OF BUDGET
<b>Operating Revenues</b>			
Total Property taxes	2,424	8,058,807	0%
LESS Requisitions	(597,964)	(2,649,925)	23%
Net municipal taxation	(595,541)	5,408,882	-11%
Utility user charges	989,646	3,892,361	25%
Government operating grants	121,640	1,321,857	9%
Sales and user fees	288,216	1,170,019	25%
Lot sales	-	74,498	0%
Franchise fees	267,254	925,000	29%
Penalties	31,867	100,000	32%
Fines	15,440	50,000	31%
Licence fees	18,068	22,000	82%
Permit fees	18,497	116,000	16%
Investment income	40,213	55,000	73%
Other revenue	29,281	76,000	39%
Transfers from reserve	-	108,460	0%
<b>Total Operating Revenues</b>	<b>1,224,582</b>	<b>13,320,077</b>	<b>9%</b>
<b>Operating Expenditures</b>			
Salaries and benefits	1,065,559	4,821,852	22%
Training, conferences and travel	26,587	161,926	16%
Memberships	20,700	32,713	63%
Advertising and printing	16,160	79,400	20%
Professional services	56,130	226,270	25%
Contracted services	228,780	892,467	26%
Municipal Policing Contract	3,014	748,914	0%
Telecommunications	106,441	264,876	40%
General supplies	125,253	511,450	24%
Cost of water	273,581	1,260,463	22%
Repairs and maintenance	151,586	815,000	19%
Utilities	208,916	864,150	24%
Insurance	235,056	262,384	90%
Leases	(2,603)	47,697	-5%
Bank charges and interest	4,451	22,230	20%
Interest on long term debt	85,541	183,540	47%
Long term debt repaid	121,355	443,093	27%
Grants and other payments to organizations	109,482	497,546	22%
To capital	45,489	72,108	63%
To reserve	-	1,112,000	0%
<b>Total Operating Expenditures</b>	<b>2,881,478</b>	<b>13,320,077</b>	<b>22%</b>
<b>Net Revenues over Expenditures</b>	<b>(1,656,896)</b>	-	

Town of Didsbury  
2026 1st Quarter Financial Report  
Internally Restricted Reserves Continuity Schedule as of MARCH 31, 2026

	January 1, 2026 Actual	Actuals			MARCH 31, 2026 Balance	Commitments				Resolution #	Reserve Available at DECEMBER 31 2026	Notes
		Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)		Budgeted / Approved Transfers to Reserves	Outstanding Capital Budget Transfers from Reserves	2026 Operating Budget Transfers from Reserves	Ousting Transfers from Reserves Approved by Resolution			
Strategic Initiatives & Contingency	734,623	-	5,051	-	739,674	-	(140,000)	-	-		599,674	
<b>Municipal Stabilization Reserves</b>	<b>\$ 734,623</b>	<b>\$ -</b>	<b>\$ 5,051</b>	<b>\$ -</b>	<b>\$ 739,674</b>	<b>\$ -</b>	<b>\$ (140,000)</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 599,674</b>	
RCMP	20,552	-	72	-	20,623	10,000	-	-	-		30,623	
Municipal Enforcement	148,699	-	909	-	149,607	15,000	(90,000)	-	-		74,607	
O&M Vehicle & Equipment Replacement	669,136	-	2,770	-	671,906	107,000	(130,000)	-	-		648,906	
Didsbury Memorial Complex	698,089	-	3,535	-	701,625	162,000	(153,705)	-	-		709,920	
Pathway & Trails	118,056	-	762	-	118,818	10,000	-	-	-		128,818	
Train Station	28,119	-	195	-	28,315	-	-	-	-		28,315	
Campground	23,755	-	165	-	23,920	8,000	-	-	-		31,920	
Cemetery and Columbaria	23,379	-	162	-	23,541	-	-	-	-		23,541	
Fire Vehicle & Equipment	254,821	-	1,086	-	255,907	100,000	-	-	-		355,907	
Firehall R&M	98,622	-	636	-	99,258	10,000	-	-	-		109,258	
Roads & Sidewalks	299,742	-	1,358	-	301,100	-	(65,000)	(50,000)	-		186,100	
<b>Municipal Lifecycle Reserves</b>	<b>\$ 2,382,969</b>	<b>\$ -</b>	<b>\$ 11,651</b>	<b>\$ -</b>	<b>\$ 2,394,620</b>	<b>\$ 422,000</b>	<b>\$ (438,705)</b>	<b>\$ (50,000)</b>	<b>\$ -</b>		<b>\$ 2,327,915</b>	
Snow Removal	50,000	-	-	-	50,000	-	-	-	-		50,000	
Council Community Grants	30,000	-	-	-	30,000	-	-	(30,000)	-		-	
Contract Policing	50,000	-	-	-	50,000	-	-	-	-		50,000	
Economic Development & Tourism	114,772	-	-	-	114,772	-	-	(26,960)	-		87,812	
Legacy Fund	15,297	-	-	-	15,297	-	-	-	(15,297)	385-21	-	1
<b>Municipal Specific Purpose Reserves</b>	<b>\$ 260,068</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,069</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (56,960)</b>	<b>\$ (15,297)</b>		<b>\$ 187,812</b>	
Water	3,874,210	-	20,363	-	3,894,573	525,000	(1,314,240)	-	(597,400)	494-25	2,507,933	2
Wastewater	1,614,125	-	9,244	-	1,623,369	165,000	(263,609)	-	-		1,524,760	
Wastewater (non-cash funded portion)	398,856	-	-	-	398,856	-	-	-	-		398,856	
Solid Waste	50,000	-	-	-	50,000	-	-	-	-		50,000	
<b>Utility Reserves</b>	<b>\$ 5,937,191</b>	<b>\$ -</b>	<b>\$ 29,607</b>	<b>\$ -</b>	<b>\$ 5,966,798</b>	<b>\$ 690,000</b>	<b>\$ (1,577,849)</b>	<b>\$ -</b>	<b>\$ (597,400)</b>		<b>\$ 4,481,549</b>	
<b>Total</b>	<b>\$ 9,314,851</b>	<b>\$ -</b>	<b>\$ 46,309</b>	<b>\$ -</b>	<b>\$ 9,361,161</b>	<b>\$ 1,112,000</b>	<b>\$ (2,156,554)</b>	<b>\$ (106,960)</b>	<b>\$ (612,697)</b>		<b>\$ 7,596,950</b>	

Notes

1. Resolution #385-21 - \$15,296.89 for future development of interior community mural
2. Resolution #494-25 - \$597,400 for Water Transmission Line Contribution

**Town of Didsbury**  
**2026 1st Quarter Financial Report**  
**Externally Restricted Reserves Continuity Schedule as of MARCH 31, 2026**

	Actuals				MARCH 31, 2026 Balance	Commitments				Reserve Available at DECEMBER 31 2026
	JANUARY 1, 2026 Actual	Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)		Budgeted / Approved Transfers to Reserves	Capital Budget Transfers from Reserves	2026 Operating Budget Transfers from Reserves	Transfers from Reserves Approved by Resolution	
<b>Municipal Cash In Lieu Reserve</b>	\$ 298,554	\$ -	\$ 2,292	\$ -	\$ 300,846	\$ -	\$ (102,700)	\$ -	\$ -	\$ 198,146
Water Offsite Levy	215,702	-	1,467	-	217,169	-	(215,000)	-	-	2,169
Wastewater Offsite Levy	151,814	-	1,032	-	152,846	-	-	-	-	152,846
<b>Developer Off-Site Levies Reserves</b>	<b>\$ 367,516</b>	<b>\$ -</b>	<b>\$ 2,499</b>	<b>\$ -</b>	<b>\$ 370,015</b>	<b>\$ -</b>	<b>\$ (215,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 155,015</b>

**Off-Site Levies Report**

**Developer Contributions**

Date	Water Amount	WasteWater Amount	Description	Contributor
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Off-Site Levy contributions reported annually in Q4 report.

**Uses of Off-Site Levies for Each Type of Facility and Infrastructure**

Date	Water Amount	WasteWater Amount	Project Description	Capital Budget Approval
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Nothing to report

**Town of Didsbury**  
**2026 1st Quarter Financial Report**  
**Capital Grants Continuity Schedule as of MARCH 31, 2026**

	<b>JANUARY 1, 2026 Balance</b>	<b>2026 Grant Allocation</b>	<b>Interest (YTD)</b>	<b>2026 Actual Expenditures (YTD)</b>	<b>MARCH 31, 2026 Balance</b>	<b>Grant Allocation Receivable</b>	<b>Expenditures Projected - Unfinished Projects</b>	<b>DECEMBER 31, 2026 Available</b>
Municipal Sustainability Initiative Grant (MSI)	572,762	-	4,240	-	577,002	-	(577,002)	-
Local Government Fiscal Framework (LGFF)	1,763,931	831,039	-	-	2,594,970	-	(978,562)	1,616,408
Canada Community Building Fund (CCBF)	816,142	355,027	2,226	-	1,173,394	-	(525,000)	648,394
Alberta Municipal Water Wastewater Partnership (AMWWP)	998,428	-	7,124	-	1,005,552	541,000	(1,546,552)	-
	<b>4,151,263</b>	<b>1,186,066</b>	<b>13,590</b>	<b>-</b>	<b>5,350,919</b>	<b>541,000</b>	<b>(3,627,117)</b>	<b>2,264,802</b>

**Town of Didsbury**  
**1ST Quarter Financial Report**  
**2026 Capital Budget Progress as of MARCH 31, 2026**

2026 CAPITAL BUDGET <sup>2</sup> :	Capital Spending			Budgeted Funding						
	Actual to MARCH 31, 2026	Budget	Status <sup>1</sup>	Operating	Reserves	Grants	Debt	Other / External	Developer Levies	TOTAL
VM Server Upgrade	\$ 25,214	\$ 32,000	IP	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000
2026 Roadworks Program	8,595	425,000	IP	-	-	425,000	-	-	-	425,000
23 St Road & Rail Upgrades	10,496	100,000	IP	-	-	100,000	-	-	-	100,000
21 Ave Extension	-	200,000	NS	-	200,000	-	-	-	-	200,000
Didsbury Memorial Complex Pedestrian Connectivity	-	65,000	NS	-	65,000	-	-	-	-	65,000
Lawn Mower - Large Capacity	-	105,000	NS	-	105,000	-	-	-	-	105,000
Lawn Mower - Zero Turn	-	25,000	NS	-	25,000	-	-	-	-	25,000
Didsbury Memorial Complex LED Lighting Upgrade	-	45,000	IP	-	15,403	-	-	29,597	-	45,000
Didsbury Arena Boiler & Water Tank Replacement	61	125,000	IP	-	42,788	-	-	82,212	-	125,000
Didsbury Aquatic Centre Changeroom Upgrades	6,144	30,000	IP	-	20,538	-	-	9,462	-	30,000
Didsbury Aquatic Centre Waterslide Tower Retrofit	-	25,000	NS	-	17,115	-	-	7,885	-	25,000
Didsbury Memorial Complex Public Wi-Fi Installation	-	10,000	NS	10,000	-	-	-	-	-	10,000
Didsbury Aquatic Centre Boiler Replacement	-	26,000	NS	26,000	-	-	-	-	-	26,000
Didsbury Aquatic Centre Hot Water Tank Replacement	-	50,000	NS	-	34,230	-	-	15,770	-	50,000
Didsbury Municipal Library LED Lighting Upgrade	12,235	12,000	COMP	4,108	-	-	-	7,892	-	12,000
Didsbury Golf Club Sanitary Sewer Connection	-	140,000	NS	-	140,000	-	-	-	-	140,000
	<b>\$ 62,745</b>	<b>\$ 1,415,000</b>		<b>\$ 72,108</b>	<b>\$ 665,074</b>	<b>\$ 525,000</b>	<b>\$ -</b>	<b>\$ 152,818</b>	<b>\$ -</b>	<b>\$ 1,415,000</b>
<b>CAPITAL BUDGET (PRIOR YEAR CARRYOVER PROJECTS)<sup>3</sup>:</b>										
Asset	Actual to MARCH 31, 2026	Budget	Status <sup>1</sup>	Operating	Reserves	Grants	Debt	Other / External	Developer Levies	TOTAL
East Reservoir Design & Construction	\$ 3,106,126	\$ 7,400,000	IP	\$ -	\$ 1,144,000	\$ 2,541,000	\$ 3,500,000	\$ -	\$ 215,000	\$ 7,400,000
RV Sani-dump Design & Construction	20,630	130,000	IP	-	130,000	-	-	-	-	130,000
21 Avenue Connector - Water Design & Construction [20 St to 16 St]	343,451	1,750,000	IP	-	-	1,750,000	-	-	-	1,750,000
Advanced Metering Infrastructure System - Remote Reading	172,790	250,000	COMP	-	250,000	-	-	-	-	250,000
Municipal Enforcement Vehicle Replacement	53,552	90,000	IP	-	90,000	-	-	-	-	90,000
Didsbury Tree Project	5,000	220,400	IP	-	102,700	117,700	-	-	-	220,400
Arena Overhead Door Replacement	22,500	25,000	COMP	-	25,000	-	-	-	-	25,000
<b>OTHER PROJECTS</b>										
Lateral Line Supply Main (Water Commission Project)	\$ 13,135	\$ 597,400	IP	\$ -	\$ 597,400	\$ -	\$ -	\$ -	\$ -	\$ 597,400

<sup>1</sup> Status: Not started ("NS"), In Progress ("IP"), Completed ("COMP"), Cancelled ("Canc")

<sup>2</sup> 2026 Capital Budget Projects Approved April 28, 2026

<sup>3</sup> 2025 Capital Budget Projects Approved December 10, 2024 (Res#683-24); Amendments January 14, 2025 (Res#012-25), July 8, 2025 (Res#421-25), September 9, 2025 (Res#477-25), November 25, 2025 (Res#565-25), March 24, 2026; 2024 Capital Budget Projects Approved February 24, 2024 (Res#098-26), March 24, 2025 (Res #145-26) 2024 Capital Budget Projects Approved January 17, 2024 (Res#023-24, Res#028-24); Amendments January 23, 2024 (Res#043-24, Res#044-24, Res#045-24); March 26, 2024 (Res#219-24); April 23, 2024 (Res#281-24); May 14, 2024 (Res#315-24); June 25, 2024 (Res#431-24); October 22, 2024 (Res#572-24); December 10, 2024 (Res#700-24); April 22, 2025 (Res#255-25)

**Town of Didsbury**  
**2026 1st Quarter Financial Report**  
**Internal Loans Schedule as of MARCH 31, 2026**

	January 1, 2026 Balance	Loan Paid Off	Loan Extended	MARCH 31, 2026 Balance
Shantz Subdivision Internal Loan	\$ 2,069,025	\$ -	\$ -	\$ 2,069,025
Columbarium Internal Loan	8,677	-	-	8,677
Didsbury Out of School Care Association (DOSCA) Internal Loan	88,727	-	-	88,727
	<b>\$ 2,166,429</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,166,429</b>

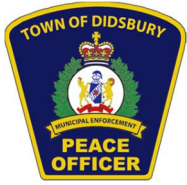
**Action Request Report**  
January 1 - March 31 2026

<i># of Requests</i>	<i>Department/Concern</i>	<i># of Requests</i>	<i>Department/Concern</i>
<b>111</b>	<b>Public Works</b>	<b>9</b>	<b>Sidewalks/Pathways</b>
<b>63</b>	<b>Streets</b>		Snow removal on Westheights Close path Icy sidewalks on 17 Ave Icy sidewalk on corner 19 Ave and 15 St Sidewalk on 19th Ave is sinking Sidewalks on Valarosa Way are cracking
	Snow removal on 21 St Snow removal on 23 Ave	<b>2</b>	Sidewalk on 21 Ave needs replacing
<b>2</b>	Snow removal on 18 Ave		Sidewalk on 16 St needs repair Sidewalk on 17 Ave needs replacing
<b>3</b>	Snow removal in Southridge	<b>4</b>	<b>Signage</b>
<b>2</b>	Snow removal 17 Ave		Request for signage at new complex parking lot Request for signage in Poplar Ridge Close
	Snow removal in Valarosa Snow removal in alley between Westpoint Dr and 25 St Snow removal on 20 St Clear ice curb on 15 Ave	<b>2</b>	Stop sign knocked down on 582 and RR 15
<b>2</b>	Sand Westhill Place	<b>15</b>	<b>Garbage/Recycling/Compost</b>
<b>2</b>	Sand Westhill Crescent	<b>5</b>	Request for new/additional bin
<b>2</b>	Sand Killdeer Close	<b>10</b>	Request for bin repair
	Sand 21 St Sand 15 Ave Sand 14 St Sand Walter Place Sand alley between 23 and 24 Ave Sand 7 Ave	<b>13</b>	<b>Water/Sewer/Storm</b>
<b>2</b>	Sand 23 St		Storm drain in blocked in Westhill Crescent
	Sand Julia Place Sand 22 Ave	<b>2</b>	Clear snow from drain on 7 Ave Drain blocked on 21 Ave and 15 St
<b>4</b>	Sand 17 Ave		Drainage in Southridge Pl Clear ice from water break Drainage on 22 Ave Drainage in West Point Bay Valarosa Drive alley is flooding Drainage causing ice build up at dog park Drainage in Rosebud Bay Low water pressure in Westwood Dr Low water pressure in Westpoint Dr
	Sand Park Place Sand alley behind 23 St Sand alley behind Valarosa Dr Sand 12 Ave	<b>7</b>	<b>Other</b>
<b>2</b>	Sand 18 Ave		Sand arena parking lot Clear snow in Arena/Curling Club parking lot and
	Sand Southridge Crescent Sand Valarosa Place and Valarosa Park	<b>4</b>	sidewalks Loose light post on 19 Ave Sand Curling Club parking lot
<b>2</b>	Sand Anderson Court	<b>9</b>	<b>Parks</b>
	Sand 13 Ave Sand Deer Coulee Dr Sand 23 Ave	<b>7</b>	<b>Park/Playground/Sporting Fields</b>
	Sand Westheights Dr Sand 22 St Sand Southridge		Empty garbage at soccer field Graffiti at skate park Garbage bins in Valarosa need to be emptied
<b>4</b>	Sand Westhill Dr	<b>4</b>	Dog park is out of bags
	Sand 19 Ave Sand intersection of 23 St and 15 Ave Grade entrance to Valarosa Grade corner of 18 Ave and 15A St Grade Silverstone Place Road scraping on 17 Ave Road scraping on 12 Ave Road scraping on Sandpiper Dr Fill potholes at entrance to Valarosa Pothole on 19 Ave	<b>2</b>	<b>Trees/Mowing/Weeds</b>
		<b>2</b>	Broken tree branches on 21 Ave
			<b>Other</b>
		<b>120</b>	<b>Total</b>



# **PROTECTIVE SERVICES**

## **2026 Q1 REPORT**

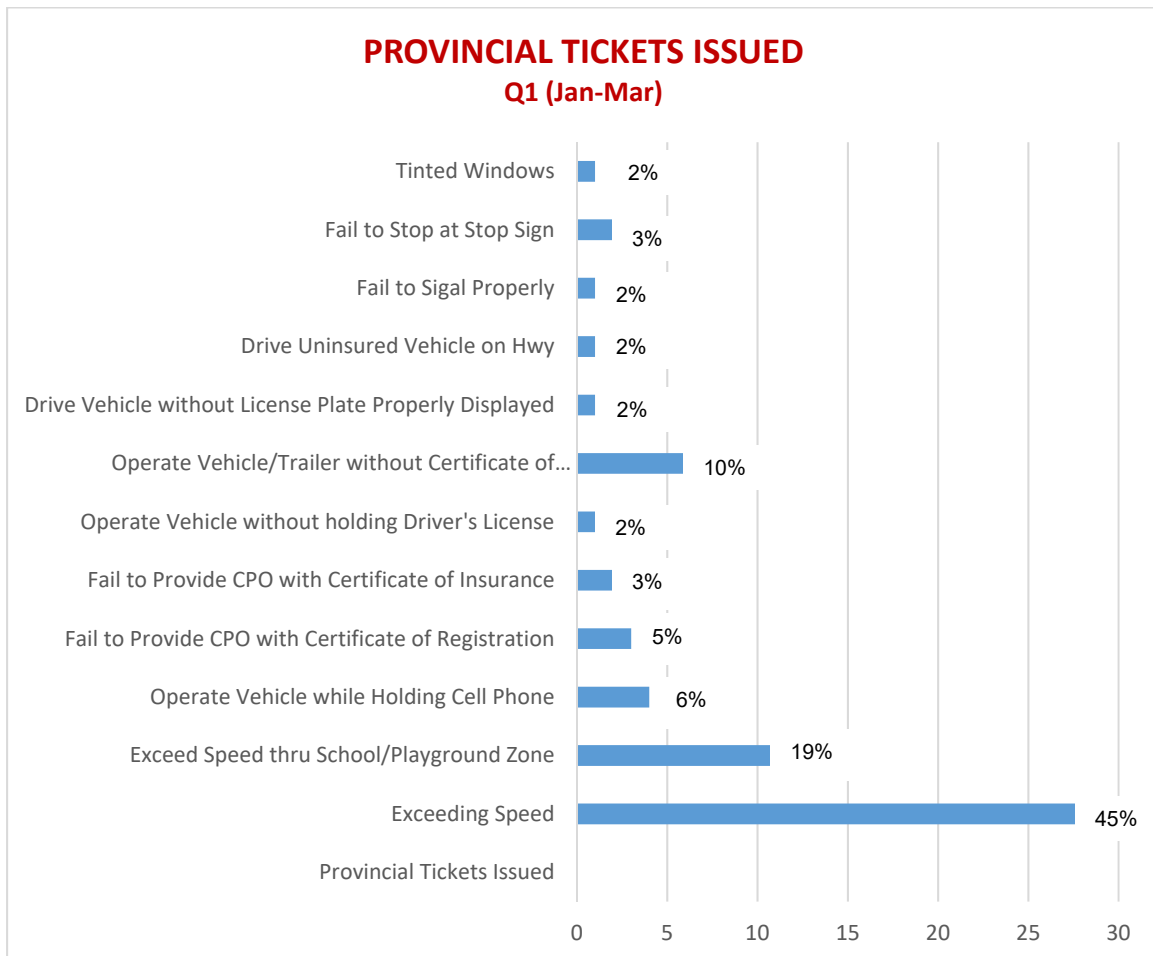


## Town of Didsbury Municipal Enforcement First Quarter Report January 01. 2026 to March 31. 2026

Municipal Enforcement issued 80 Tickets in the First Quarter. 62 Provincial, 38 Warnings, which included 4 Bylaw. 33 Occurrence Reports were responded to and 10 Inquiries were Logged not requiring a Report.

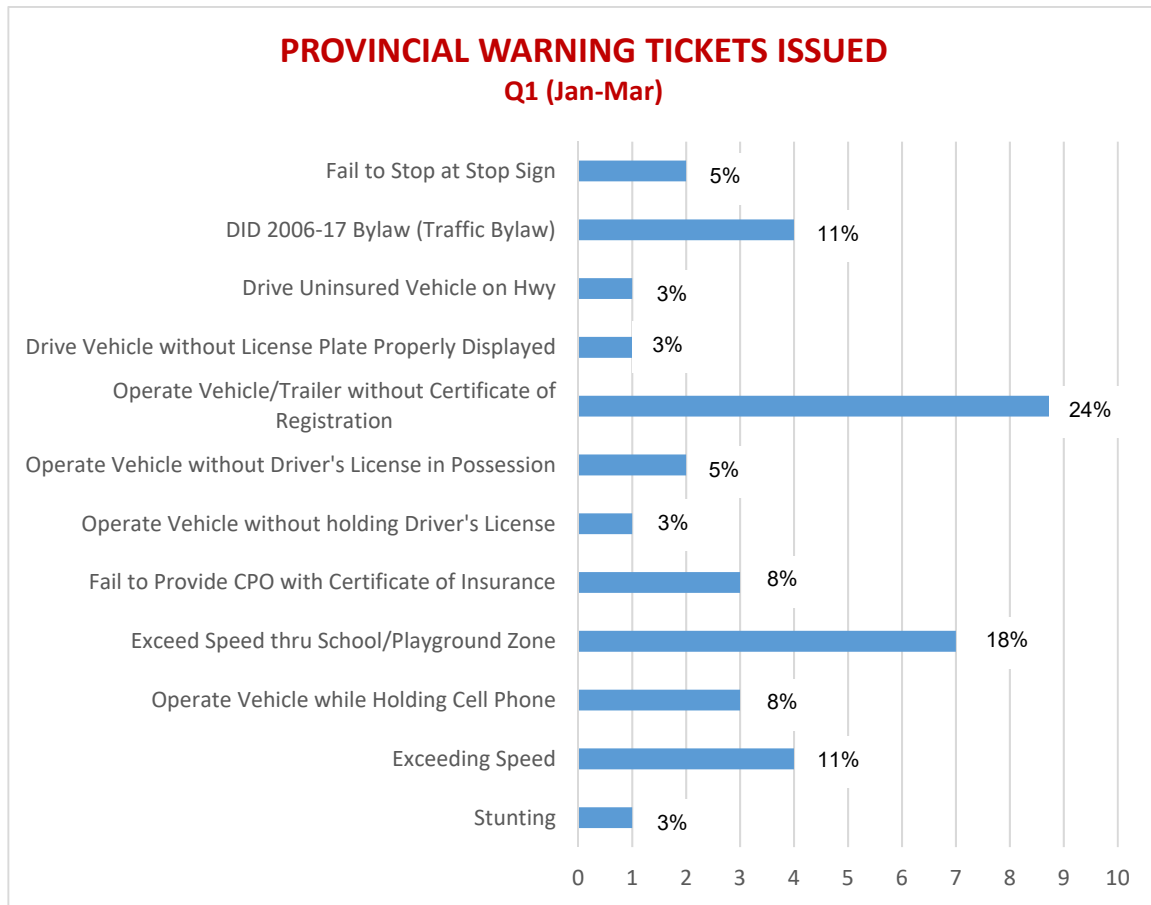
### Provincial Ticket Issued (62)

- 28 Exceeding Speed Limit
- 12 Exceed Speed thru School/Playground Zone
- 4 Operate Vehicle while Holding Cell Phone
- 3 Fail to Provide CPO with Certificate of Registration
- 2 Fail to Provide CPO with Certificate of Insurance
- 1 Operate Vehicle without holding Driver's License
- 6 Operate Vehicle/Trailer without Certificate of Registration
- 1 Drive Vehicle without License Plate Properly Displayed
- 1 Drive Uninsured Vehicle on Hwy
- 1 Fail to Signal Properly
- 2 Fail to Stop at Stop Sign
- 1 Tinted Windows



### **Provincial Ticket-Warnings (38 including 4 Bylaw)**

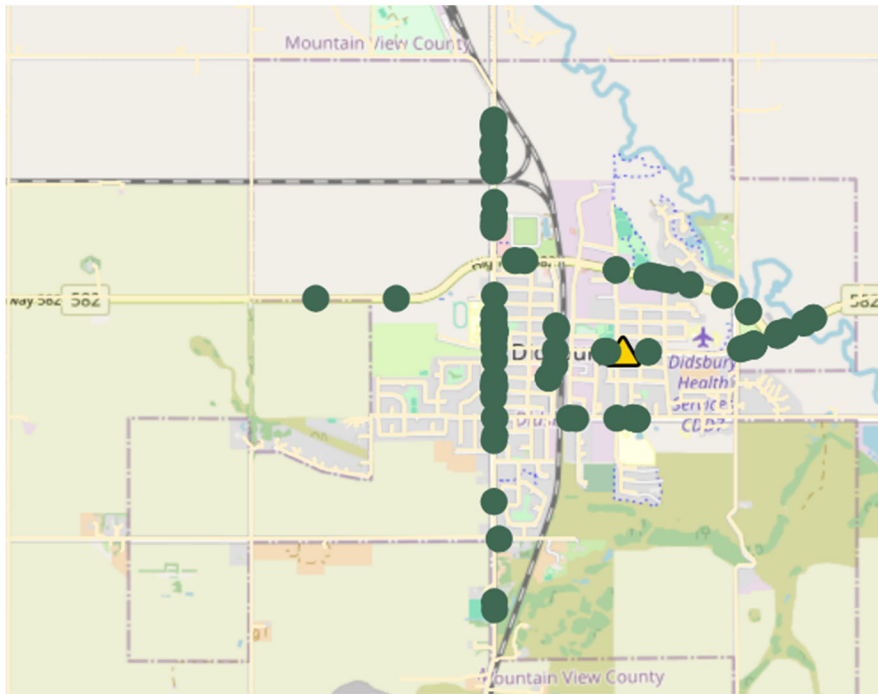
- 1 Stunting
- 4 Exceed Speed Limit
- 7 Exceed Speed thru School/Playground Zone
- 3 Operate Vehicle while Holding Cell Phone
- 3 Fail to Provide CPO with Certificate of Insurance
- 1 Operate Vehicle without holding Driver's License
- 2 Operate Vehicle without Driver's License in Possession
- 9 Operate Vehicle/Trailer without Certificate of Registration
- 1 Drive Vehicle without License Plate Properly Displayed
- 1 Drive Uninsured Vehicle on Hwy
- 4 DID 2006-17 Bylaw (Traffic Bylaw)
- 2 Fail to Stop at Stop Sign



### **Logged Inquiries (10)**

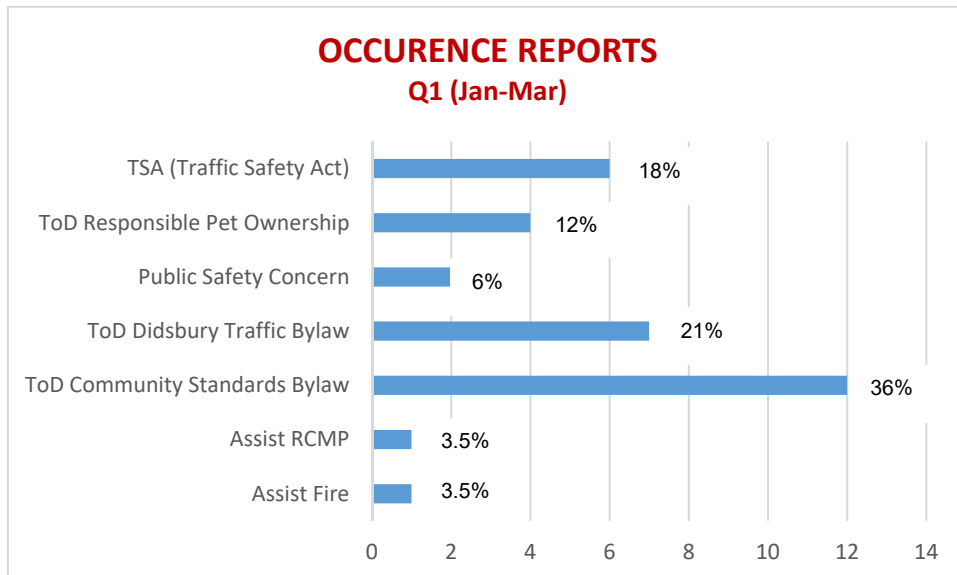
- 2 ToD Traffic Bylaw
- 4 ToD Responsible Pet Bylaw
- 4 Miscellaneous

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



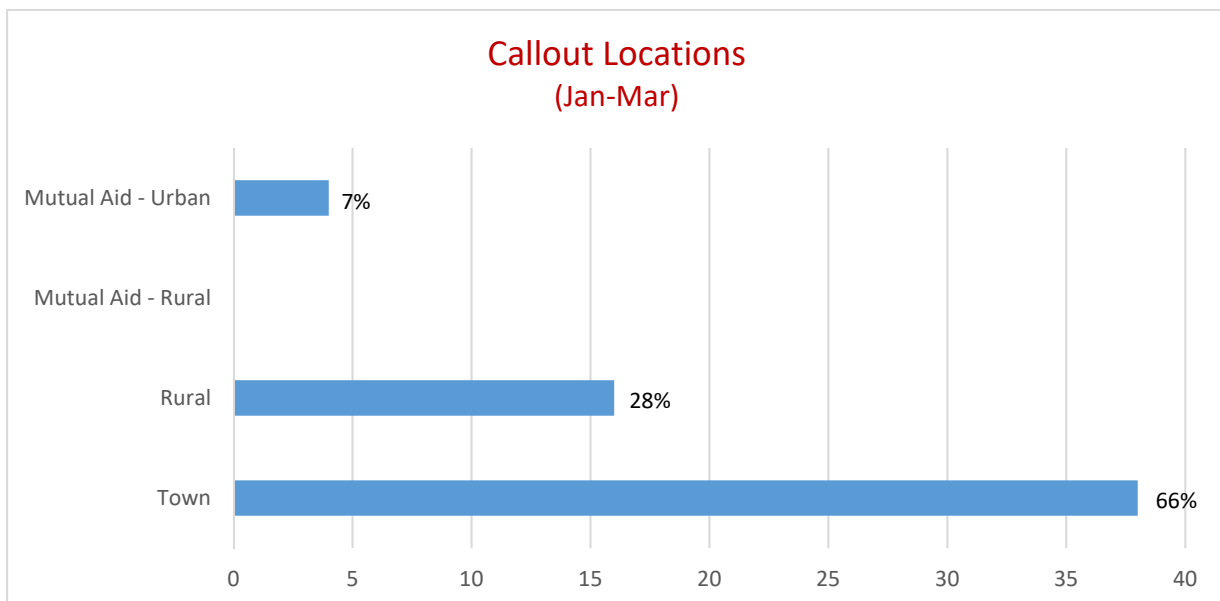
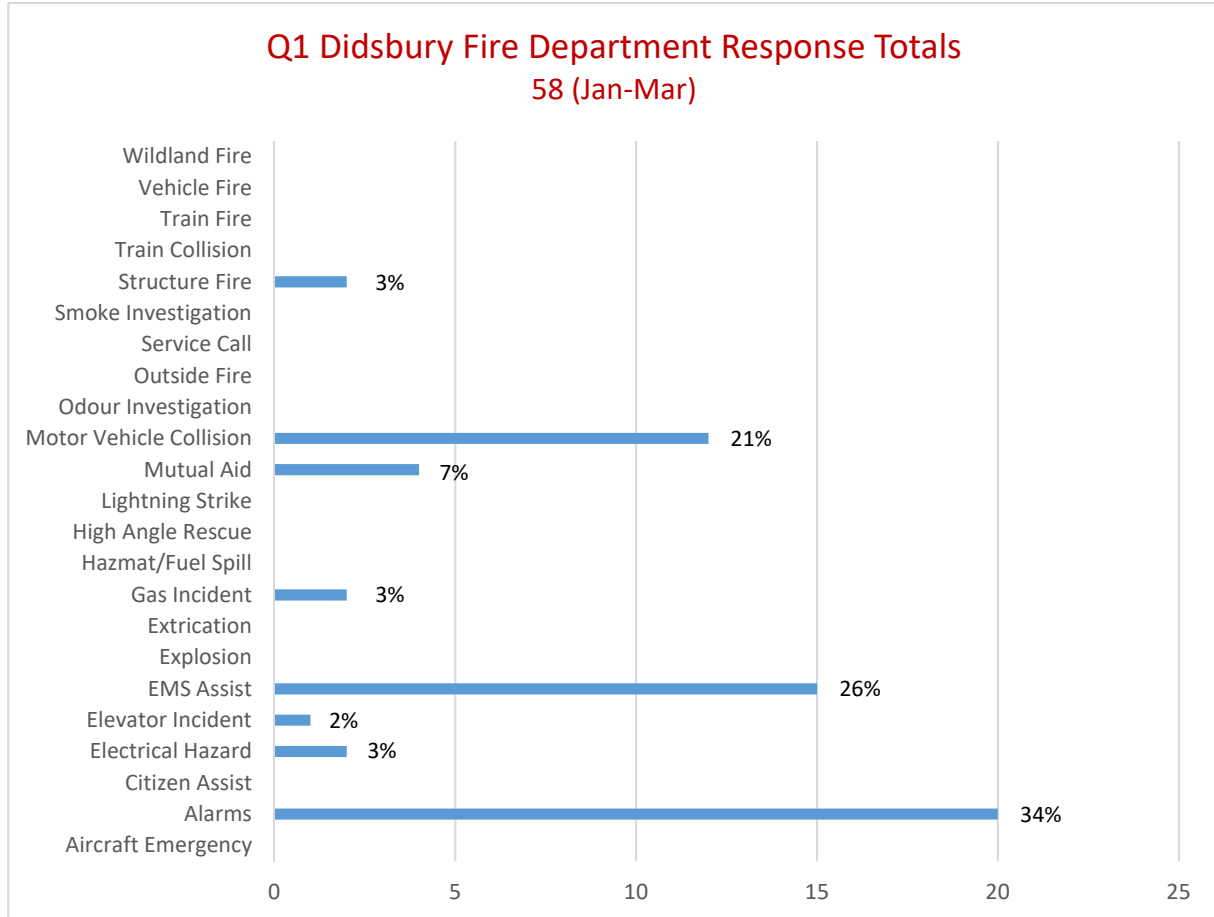
**Occurrence Reports (33)**

- 1 Assist Fire
- 1 Assist RCMP
- 12 ToD Community Standards Bylaw
- 7 ToD Didsbury Traffic Bylaw
- 2 Public Safety Concern
- 4 ToD Responsible Pet Ownership
- 6 TSA (Traffic Safety Act)





## Didsbury Fire Department First Quarter Report January. 2026 to March 30. 2026





## **Municipal Enforcement Q1 Highlights**

- CPO Boggs attended the annual Alberta Association of Community Peace Officers (AACPO) conference in February. Attended various information/training sessions related to his duties as a Peace Officer (i.e. animal behavior, prosecutions etc..).
- CPO Boggs took a Commercial Vehicle Dimensions and Weights Regulations course. This will allow CPO Boggs to conduct traffic stops of commercial vehicles traveling through the Town and enforce aspects of the Traffic Safety Act that apply to commercial vehicles.

## **Didsbury Fire Department Q1 Highlights**

- Responded to numerous weather related MVCs through the quarter. One incident was a multi-vehicle collision on the QEII Highway. As a result of weather, and affected vehicle conditions, the Town's Emergency Management Department opened a warming centre for stranded motorists. Fire and Emergency Management assisted stranded motorists in getting to their overnight accommodations.
- DC Leeson attended and successfully completed the Blue Card Command Train the Trainer Course. Blue Card Command is a certifiable Incident Command Course, and the investment in the Train the Trainer Course will enable the Department to certify our Officer Group in Blue Card Command in house. This will result in a more efficient means of certifying, and maintaining certification of our Officer Group as they will no longer have to travel to other host locations.



# PLANNING & DEVELOPMENT 1st QUARTER REPORT JAN 1, 2026 - MAR 31, 2026

Prepared by: Development Officer

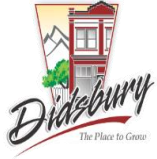


**1st Quarter Developments**



**Planning & Development 1<sup>st</sup> Quarter Report  
January 1 – March 31, 2026  
Development Permits**

Permit	Owner	Applicant	Project Address	Plan	Block	Lot	LUB District	Description	Value of Construction
DP 26-001	Reid, Ryan & Bodmer, Robyn	Reid, Ryan	27 Park Place	0011784	3	8	R2	Home Occupation: Automotive Services (Minor)	n/a
DP 26-002	2143309 Alberta Ltd. (Tim Hortons)	K Paul Architect Inc. c/o Ann Marie Paul	2409 - 16 Street, Unit 3	1311141	-	3	C2	Temporary Food Services Trailer	\$20,000
DP 26-003	JB NDT Services Inc.	Hladych, Jon	Valarosa Ph 1 & Ph 2	various			R1/R2	Rear Yard Setback Variance	n/a
DP 26-004	2208769 Alberta Ltd	Carpenter, James	2825 - 19 Street	0714629	5	1	I2	Dwelling, Occupancy of Owner, Operator Caretaker	n/a
DP 26-005	Wang Li o/a Castle Putt	Design-Tech Engineering Inc.	2014 - 18 Avenue	1427H	1	11	C3	Retail (Small) Castle Putt	\$18,000
DP 26-006	Meadowlark Lane Holdings Inc.	Grasse, Lowell	1516 - 25 Street	2411138	3	55	R2	Secondary Suite (Internal)	\$45,000
DP 26-007	Meadowlark Lane Holdings Inc.	Grasse, Lowell	1518 - 25 Street	2411138	3	56	R2	Secondary Suite (Internal)	\$45,000
DP 26-008	JB NDT Services Inc.	Poffenroth, Ron	508, 500 Valarosa Place	2511692	3	68	R1	Covered Basement Stairwell	\$2,000
DP 26-009	Zion EMC Fellowship, Didsbury	Brazzale, Debbie	802 Hwy 582	0112182	1	1	IS	Signage - Portable (Spring & Xmas Markets)	\$300
DP 26-010	JB NDT Services Inc.	Poffenroth, Ron	512, 500 Valarosa Place	2511692	3	70	R1	Dwelling, Single Detached w/ Garage & Covered Deck	\$350,000



**Planning & Development 1<sup>st</sup> Quarter Report  
January 1 – March 31, 2026  
Development Permits**

Permit	Owner	Applicant	Project Address	Plan	Block	Lot	LUB District	Description	Value of Construction
DP 26-011	Wang Li	Wang Li o/a Castle Putt	2014 - 18 Avenue	1427H	1	11	C3	Signage - Freestanding & Fascia	\$5,400
DP 26-012	Brassard Enterprises Ltd.	The Prairie Empath Inc. c/o Sarah Riedner	2023 - 19 Avenue	1427H	1	21,22	C3	Retail (Personal Services)	\$22,000
DP 26-013	Lepah Holdings Inc.	Icon Plumbing & Heating	7 Co-op Road	7810047	12	8	I1	Industrial (Services)	n/a
DP 26-014	Lepah Holdings Inc.	Icon Plumbing & Heating	7 Co-op Road	7810047	12	8	I1	Signage Fascia x3 & Freestanding	\$20,000
DP 26-016	Masterbuilt Projects Ltd.	Masterbuilt Projects Ltd.	2128 - 21 Avenue	2610495	15	46	R2	Secondary Suite (Internal)	\$25,000
DP 26-017	Masterbuilt Projects Ltd.	Masterbuilt Projects Ltd.	2130 - 21 Avenue	2610495	15	47	R2	Secondary Suite (Internal)	\$25,000
DP 26-018	K.T. Keller Holdings Ltd.	Signarama c/o Kyle Huggins	1920 - 20 Street	1197JK	8	1A	C3	Signage - Fascia	\$7,000
<b>Total \$ Dev Permits</b>									<b>\$584,700</b>

Development Permits	17
Compliance Certificates	17
Subdivisions	3
Redesignations	17



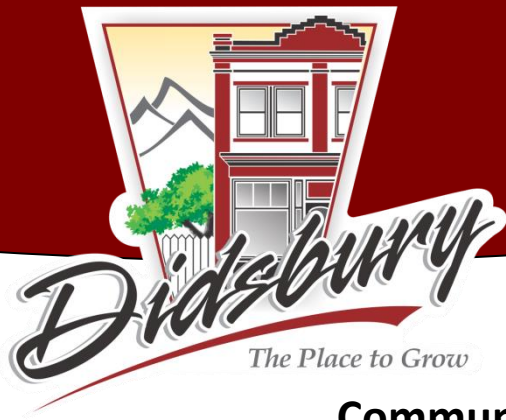
Permit Type	Totla Permits	Construction Value
Building Permit	<b>16</b>	<b>\$2,919,852.86</b>

Permit Type1	Development Permit Number	Owner Customer Name	Construction Location	Lot	Block	Plan	Type Of Building	Type Of Work Stats Can	Total Developed Area	Construction Value
Building Permit	DP 25-089	JB NDT Services Inc	506-500 Valarosa Place	67	3	2511692	Single House	New Construction	2095	\$360,000.00
	DP 25-090	JB NDT Services Inc	508-500 Valarosa Place	68	3	2511692	Single House	New Construction	3980	\$410,000.00
	DP 25-091	JB NDT Services Inc	510-500 Valarosa Place	69	3	2511692	Single House	New Construction	2122	\$360,000.00
	DP25-051	Town of Didsbury	1703 21 Avenue	1		9310170	Utility Building	New Construction	2100	\$575,000.00
	DP25-088	Developments 2 Inc	350-800 Shantz Drive	13	1	2310740	Restaurant	Alteration and improvements	750	\$70,000.00
	DP26-002	Gurnham Atkar	2409 16 St, Unit 3		3	1311141	Restaurant	Installation of a pre-fabricated building	34.18	\$20,000.00
	DP26-005	Wang Li	2014 18 Ave	11	1	1427H	Retail and Wholesale Outlets	Alteration and improvements		\$15,000.00
	DP26-010	JB NDT Services Inc	512 Valarosa Place	70	3	2511692	Single House	New Construction	2253	\$330,000.00



Permit Type	Total Permits	Construction Value
Building Permit	16	\$2,919,852.86

Permit Type1	Development Permit Number	Owner Customer Name	Construction Location	Lot	Block	Plan	Type Of Building	Type Of Work Stats Can	Total Developed Area	Construction Value
	N/A	Gail Blain	2109 15 Ave	4		2824R	Single House	Alteration and improvements	129.11	\$33,427.63
	N/A	Gurnham Atkar	2409 16 St, Unit 3		3	1311141	Restaurant	Alteration and improvements	190.54	\$650,000.00
	N/A	Jacob Sanche	8 Westheights Drive	37	1	7910415	Single House	Alteration and improvements		\$500.00
	N/A	Kimberley and Robert Kienitz	1620 25 Ave	29	28	7621650	Single House	Alteration and improvements		\$27,432.00
	N/A	Michael Chudy	205-200 Southridge Place	28	2	7710339	Single House	Alteration and improvements	537.97	\$17,093.23
	N/A	Michelle Salisbury	2134 24 Avenue	9	24	1100	Single House	Alteration and improvements	1100	\$30,000.00
	N/A	Robert Forsyth	2410 21 St	5	1	1811887	Single House	Alteration and improvements	750	\$1,400.00
	N/A	Travis DayMiko	130 Valarosa Dr	45	3	0812721	Single House	Alteration and improvements	1321	\$20,000.00



# Report to the CAO

## Community Services Q1 Report 2026

### 2026 CAPITAL PROJECTS

During the first quarter of 2026, progress was made on the following Community Services capital projects:

- Didsbury Municipal Library LED Retrofit – this project reached completion in early February
- Aquatic Centre Stall Replacements – Contracting and ordering of the new stalls was completed, with installation to occur in early September during our annual two-week shutdown
- Arena Boiler Project – Request for Proposals was issued and closed in Q1
- Memorial Complex LED Retrofit – Phase II – the majority of this project was completed in Q1, with the MPR, office spaces, auxiliary spaces, lobbies and remaining arena and curling lighting being upgraded to LED. Outstanding on this project is the Aquatic Centre, which will also be completed during the September shutdown

### ARENA

The first three months of 2026 were very busy at the arena, with two tournaments, a skating carnival, numerous MV Colts' games and season wrap-up events for many of our user groups. A quick turnaround of the facility occurred at the end of March and into the first week of April to ensure that our surfaces were ready to host the annual Didsbury Trade Show, and our spring sports of lacrosse and in-line hockey.

Also in Q1, the Mountain View Colts were notified of their successful application to host the 2027 Hockey Alberta Junior B Provincials in April of next year. This is a very exciting opportunity for our community, and most especially our own Junior B hockey club. Significant planning will be required over the next year leading up to this tournament.

## **MOUNTAIN VIEW FAMILY RESOURCE NETWORK (MVFN)**

The first quarter of 2026 was largely focused on preparing an application to the Province for the upcoming Family Resource Network grant renewal. Significant time was put into a submission that met all requirements of the Province, while ensuring that the services submitted for continue to meet the needs of our families within Mountain View County.

The application for MVFRN was submitted on March 16, 2026 and it is expected that successful applicants will be notified by mid-June, as all existing FRN agreements end on June 30, 2026.

## **ADMINISTRATIVE FOCUS**

During Q1, Administration for the Community Services department was focused on:

- 2026 Capital Projects – contracting, scheduling and execution
- Presentation, approval and distribution of 2026 FCSS Community Grants
- Grant reporting to Province – FCSS and MVFRN contracts
- Update of Family & Community Support Services (FCSS) policy
- Full revision of Community Grant Program – policies and appendices
- Health and Safety training



## **Operations Report – First Quarter**

### **Operations and Parks**

Operations conducted routine and seasonal activities during this period. Snow clearing, sanding and various equipment services in preparation for the upcoming season. Parks purchased two mowers. The department disbursed the Global street sweeper, two mowers and a trailer from the fleet.

### **Utilities**

Utilities attended to three water service connection repairs and two sanitary service line repairs. During this time frame, the Town's advanced metering infrastructure began operation in Jan and is now live.

### **Capital Projects and East Reservoir**

Capital projects progressed as scheduled during this timeframe. East Reservoir is on schedule and is inline with budget. Geotechnical investigation on 23rd Street was completed during the quarter. At this time, the report and new engineering estimates are forthcoming. All other capital projects advanced to tendering and award.

### **Planning, Development and GIS**

GIS and Asset Management continued collecting data from various departments to identify gaps and prepare plans for capturing the relevant information. The department provided ongoing support to the Planning and Development department to facilitate presentations to the Council and MPC.

Numerous development files are actively progressing and the department facilitated several land sales along side ongoing negotiations.

**1st Quarter Professional Development Report (Jan 1 – Mar 31, 2026)**

1st Quarter			
	<b>Actual Cost</b>	<b>Budget Amount</b>	<b>Remaining</b>
Travel and Accommodation	\$ 837.65	\$ 20,800.00	\$ 19,962.35
Registration	\$ 0.00	\$ 5,600.00	\$ 5,600.00
ABMunis Conference Reg	\$ 275.00	\$ 2,100.00	\$ 1,825.00
Expenses	\$ 38,130.27		

Council also participated in the following:

Audit Service Plan

Public Engagement Workshops

## **TRAFFIC SAFETY PLAN**

### **Town of Didsbury, AB**

**March 2026**

The Town of Didsbury currently employs two Level 1 Community Peace Officers (CPOs). Duties for the CPOs include local bylaw enforcement, land use, parking control and animal control issues. The CPO's also enforce the following Alberta legislation and all regulations hereunder, within the Town of Didsbury in the Province of Alberta and has authority throughout the Province of Alberta to execute a duty when the matter under investigation occurred within the Town of Didsbury in the Province of Alberta relating to:

- *Traffic Safety Act*
- *Animal Protection Act*
- *Dangerous Dogs Act*
- *Gaming, Liquor, and Cannabis Act* (s. 83, 84, 87, 89, 90.24, 90.25, 90.27, 90.28, 90.29, 107, 108 and 115 subject to s. 53 of the *Police Act*)
- *Petty Trespass Act*
- *Provincial Administrative Penalties Act*
- *Provincial Offences Procedure Act*
- *Stray Animals Act*
- *Tobacco, Smoking, and Vaping Reduction Act*
- *Trespass to Premises Act*

It is estimated that at least 30-40% of the CPO working hours are dedicated to moving traffic enforcement within the Town of Didsbury's corporate limits.

The Town of Didsbury has an estimated population of 5,185 that is spread over an area of 30.75 km<sup>2</sup>, with a total road length of 51.49 km. The Town of Didsbury has Secondary Highway 582 running along the eastern edge and through the northern portion of the Town's corporate limits. The speed limit along Secondary Highway 582, inside Didsbury's eastern edge is currently 80 km/hr until it diverts north, east of 10<sup>th</sup> Street, where it drops to 60 km/hr. It remains 60 km/hr while it travels through the northern portion of the Town until Range Road 21, where it increases to 100 km/hr at the west edge of the Town's corporate limits.

Based on visual observation and previous traffic enforcement, involving radar and LiDAR tracking, it has been determined that the section of Secondary Highway 582 running through the northern portion of the Town of Didsbury is an extremely busy highway, and is consistently a common location for excessive vehicle speeds.

There are two school zones within the Town of Didsbury. One runs north and south along 23<sup>rd</sup> Street, between 20<sup>th</sup> and 24<sup>th</sup> Avenues, and the second runs east and west along 15<sup>th</sup> Avenue, between 14<sup>th</sup> and 17<sup>th</sup> Street. There are also eight playground zones within the Town limits.

There are six pedestrian crossings which are controlled by flashing pedestrian lights, located at the following intersections:

- The north intersection of 23<sup>rd</sup> Street and 20<sup>th</sup> Avenue
- North of 20<sup>th</sup> Avenue on 23<sup>rd</sup> Street, directly across from Ross Ford Elementary School
- The south intersection of 23<sup>rd</sup> Street and 23<sup>rd</sup> Avenue
- The east intersection of 23<sup>rd</sup> Street and Secondary Highway 582
- The east intersection of 16<sup>th</sup> Street and Secondary Highway 582
- The east intersection of 16<sup>th</sup> Street and 20<sup>th</sup> Avenue

### Collision and Violation/Ticket Information

The following information was compiled using data compiled by Alberta Transportation and Economic Corridors, using the most recent data that was available. There were a total of 235 collisions within the Town of Didsbury for the five year period of 2020 – 2024 (reporting period).

	Injury Collisions	Property Damage Collisions
2020	3	21
2021	2	40
2022	6	57
2023	2	52
2024	5	47

On average there were 47 collisions per year during the reporting period; of those, 3.6 collisions were injury collisions. There were no fatalities during the reporting period.

Primary Contributing Factor	2020	2021	2022	2023	2024
Surface Conditions	13	9	29	17	26
Driver Performing Improper Actions	11	13	18	19	22
Intersections	3	9	12	7	16
Weather Related	6	3	13	10	13
Animal Related	2	2	8	5	8
Unsafe Speed	0	1	2	3	2

Note that there may be more than one primary contributing factor listed for the data provided.

Season	2020	2021	2022	2023	2024
Spring (March – May)	5	10	9	13	15
Summer (June – August)	4	8	12	11	4
Fall (September – November)	11	14	23	17	18
Winter (December – February)	4	10	19	13	15

Time of Day	2020	2021	2022	2023	2024
7:00 am – 10.59 am	5	5	17	10	14
11:00 am – 2.59 pm	7	16	10	14	15
3:00 pm – 6.59 pm	4	10	16	16	11
7:00 pm – 10.59 pm	5	6	8	8	7
11:00 pm – 2.59 am	2	0	2	2	2
3:00 am – 6.59 am	0	0	2	2	3
Unspecified	1	5	8	2	0

A review of the statistical data reveals that more than half (61.3%) of the reported collisions occurred in fall and winter. And that primary contributing factors for the majority of the conditions (>75%) were related to surface conditions, intersections and weather. Additionally the majority of the collisions occurred between morning rush hour and evening rush hour (72.4%).

In 2025, Town of Didsbury CPOs issued the following Violation and Warning tickets: Speeding – 521; No Registration – 23; Stop Signs – 115; No Insurance – 6; Distracted Driving – 25.

Speeding along main collector routes within the Town’s boundary remain an ongoing issue. This includes speeding through school and playground zones. Failure to stop at stop signs also remains a consistent problem, with distracted driving starting to emerge as an emerging trend.

**Action Plan**

To address these issues, Town CPOs will continue to monitor and enforce traffic safety violations. Focus will be placed on school zones at the drop off and pick up areas, before and after school. Playground zones will also receive significant monitoring and/or enforcement.

Shifts will be scheduled to ensure coverage and monitoring during school hours and commuter times, along with some weekend coverage.

Joint Force Operations will be conducted with the local RCMP Detachment, to target specific traffic safety initiatives.

Public awareness and education, and enforcement initiatives will follow the Alberta Traffic Safety Calendar.

Enforcement activities, including public awareness and educational activities, will be tracked and statistics will be compiled annually.

This plan is in effect from April 1, 2026 to March 31, 2029 and was completed in conjunction with the Didsbury RCMP Detachment.

**Michael Simpson**  
Digitally signed by Michael Simpson  
 DN: cn=Michael Simpson, o=Town of Didsbury, ou=Town of Didsbury, email=msimpson@didsbury.ca, c=CA  
 Date: 2026.04.06 13:34:01 -06'00'

**O'Neill,Shane Michael Warick,000157713**  
Digitally signed by O'Neill,Shane Michael Warick,000157713  
 Date: 2026.04.07 15:35:28 -06'00'

Michael Simpson, Chief Administrative Officer  
 Town of Didsbury

Shane O’Neill, Acting Staff Sergeant  
 RCMP, Didsbury Detachment



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: May 12, 2026  
SUBJECT: 2026 Municipal Enforcement Priorities  
ORIGINATING DEPARTMENT: Protective Services  
ITEM: 8.1

---

### BACKGROUND/PROPOSAL:

Annually, Council sets the priorities for the Municipal Enforcement Department. In 2025, Council set the Community Peace Officer Priorities as follows:

1. Bylaw Enforcement
2. Traffic Enforcement
3. Community Engagement

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Municipal Enforcement Department is recommending the following priorities in 2026:

1. Continued Traffic Enforcement, specifically continuing monitoring and enforcement of major collector routes within Town limits such as Sec Hwy 582, 20<sup>th</sup> Avenue and 20<sup>th</sup> Street, 23<sup>rd</sup> Street and 15<sup>th</sup> Avenue.
2. Continued Bylaw Enforcement, both through complaints registered with the Department and through Officer-initiated patrols of the community.
3. Continued Community Engagement within the Town of Didsbury, such as engaging with the local schools, engaging with the community through community events and other municipal programming, and continued collaboration with the local RCMP Detachment on community engagement activities.

### ALIGNMENT WITH STRATEGIC PLAN

#### 4. Liveability

### RECOMMENDATION

To set the 2026 Municipal Enforcement priorities as follows:

1. Continued Traffic Enforcement with focus on collector routes;
2. Continued Bylaw Enforcement; and,
3. Continued Community Engagement.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: May 12, 2026  
SUBJECT: Town of Didsbury Library Board - Safety and Use Bylaw  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 8.2

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### BACKGROUND/PROPOSAL:

Section 36 of the *Libraries Act* enables a library board to pass bylaws respecting the safety and use of the library, including:

- a) The terms and conditions under which:
  - a. The public may be admitted to the building,
  - b. Public library property may be used or borrowed by members of the public, and
  - c. Borrowing privileges may be suspended or forfeited;
- b) Fees to be paid by members of the public for:
  - a. Issuance of library borrowing cards,
  - b. The use of those parts of the building not used for the purposes of the public library,
  - c. Photocopying and printing services,
  - d. Receiving information in a printed, electronic, magnetic, or other format, and
  - e. Receiving, on request, a library service not normally provided by a public library.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

At their April 2026 Board Meeting, the board approved the amended Safety and Use Bylaws. Section 37 of the *Libraries Act* requires that the board forward a copy to Council. Council has the authority under the Act to disallow a bylaw passed by the board, but does not have the authority to amend it or formally “pass it”.

The marked up copy of the bylaw showing the changes, are attached for Council’s review.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Safety and Use Bylaws of the Town of Didsbury Library Board as information.

## Safety & Use Bylaws of the Town of Didsbury Library Board

Approved by the Board on: ~~September 21, 2021~~ April 21, 2026

Accepted by the Town of Didsbury Municipal Council on: January 25, 2022

### 1. Definitions in these Bylaws shall mean:

- 1.1. **Board:** the Town of Didsbury Library Board.
- 1.2. **Building:** the facility in which the library is housed.
- 1.3. **Applicant:** a person applying for a library card.
- 1.4. **Cardholder:** the registered user of a current library card.
- 1.5. Cardholder Categories shall include the following:
  - **Adult:** any person 18 years and older.
  - **Juvenile:** any person up to and including 17 years of age.
  - **Limited Borrower:** any person, adult or juvenile, with limited borrowing abilities of 20 items. For juvenile cards, this can be set by the adult listed on the card.
  - **Institutional:** a cardholder for an institution with residents in care (such as a group home or care facility).
  - **TAL Card borrower:** a cardholder with a current TAL card. This could include non-residents with a card from another library.
  - **ME Libraries borrower:** a cardholder whose card is registered in the ME Libraries program. This could include non-residents with a card from another library.
- 1.6. **Good Standing:** a cardholder with no outstanding ~~overdue fines or~~ charges.
- 1.7. **Library ~~Manager~~ Director:** the person charged by the Board with operation of the Library.
- 1.8. **Library:** Town of Didsbury Library Board also known as Didsbury Municipal Library.
- 1.9. **Library Resources:** any resources, regardless of format, that are held in the Didsbury Municipal Library's collection or borrowed by the Didsbury Municipal Library.
- 1.10. **Loan Period:** the period of time for which a cardholder may borrow library resources (see Schedule ~~A~~<sup>B</sup>).
- 1.11. **ME Libraries:** a provincial program that allows library card holders to borrow materials from any library in Alberta that participates in the Alberta Public Library Network.
- 1.12. **Non-resident:** any person who does not have a residence within the service area and does not pay property or business taxes within the service area (see 1.15).
- 1.13. **Temporary:** Temporary cards may be issued for a three-month time period.

1.14. **Resident:** any person who has a residence within and/or pays property or business taxes within the service area (see 1.15).

1.15. **Service Area:** the Town of Didsbury and the Didsbury division of Mountain View County.

1.16. **TAL Card:** The Alberta Library Card allows a cardholder to borrow materials from any library participating in The Alberta Library Card program.

## 2. Interpreting the Bylaws

2.1. The Board is a corporation established under the *Libraries Act* Sect 3 (4) as defined by the *Interpretation Act*.

## 3. Admittance to / Conduct in the Building

3.1. The building is to be open and free of charge to the public for library purposes at the hours posted.

3.2. No person using the library building shall:

- Contravene any Board policy.
- Create any unnecessary disturbance for other library users.
- Remove library items from the building unless the items have been properly checked out in accordance with library circulation policies and procedures.
- Solicit other library users and staff for personal, commercial, religious, or political reasons.

3.3. Except with the permission of the Library ~~Manager~~Director, no person shall:

- Bring any animal, other than a service animal, into the building.
- Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.

3.4. Persons who do not act in accordance with 3.2 and/or 3.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.

3.5. All persons using the library shall comply with applicable public health regulations.

3.6. No member of the public is to be left in the library building for any purpose without a library staff person or member of the Board present at all times. Town of Didsbury staff shall have access to the building in relation to building concerns. Law enforcement officers or fire fighters may have access to the building under special circumstances.

## 4. Procedures for Acquiring a Library Card

4.1. Anyone is eligible to apply for a library card. However, non-residents are encouraged to apply for a library card at their local library.

4.2. A library card is issued upon:

- Presentation of one piece of photo identification bearing the applicant's permanent address if a person 16 years of age or older is applying for a card. If a person under 16 years of age is applying for a card, their parent or legal guardian must present photo identification bearing their permanent address. The Library will also accept a combination of photo identification and documentation bearing the permanent address.
- Presentation of applicable fees, as determined from time to time by the Library Board, and posted publicly in the Library and on the Library website, outlined in Schedule A.
- Completion by library staff of the online borrower database form with appropriate contact information and borrower type.

4.3. Applicants will receive a library card which:

- Is valid for one year from date of issue unless revoked by the Library ~~Manager~~Director under section 5.7-3
- Remains the property of the Town of Didsbury Library Board

4.4. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.

4.5. An applicant may participate in the ME Libraries program if the applicant is a cardholder in good standing at a public library participating in the ME Libraries program.

## 5. Responsibilities of a Cardholder

5.1. The adult cardholder named on a library card will be the only person that may use that card. The cardholder may designate alternate people to use their card. ~~Possession of the card or the borrower's card number is sufficient to denote designated access.~~

5.2. Loss or theft of a current library card must be reported as soon as possible to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported.

5.3. Cardholders must notify the library of any change of contact information as soon as possible.

5.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a Juvenile card, the parent or legal guardian is responsible for all library items borrowed on that library card and will compensate the library for any library items damaged or lost while borrowed on that card.

5.5. A cardholder will return or renew any library items on or before the due dates as provided in schedule ~~A~~B.

## 6. Loan of Library Resources

- 6.1. There is no charge for using library resources on library premises or for borrowing library resources normally lent by the library, for consultation with members of the library staff, or for receiving basic information services.
- 6.2. Loan periods for resources are set out in Schedule ~~AB~~.
- 6.3. Library resources may be reserved and/or renewed in accordance with procedures established by Parkland Regional Library.

**7. Penalty Provisions**

- 7.1. ~~The procedures for requesting the return of overdue resources are set out Schedule C. Didsbury Library does not charge overdue fines.~~
- 7.2. ~~As per 5.4, cardholders are responsible for all charges resulting from failing to return library resources (see Schedule C). Penalties for lost or damaged items~~
  - ~~Are of the purchase cost of the item as listed in the Integrated Library system.~~
  - ~~When charges on a cardholders account exceed \$25.00 borrowing privileges are suspended.~~
  - ~~Once the item has been paid for, the lost, damaged or found item becomes the property of the cardholder.~~
- ~~7.2.~~ ~~Replacement charges for damaged books may be waived if it is undetermined as to who caused the damage, or if the damage may have been pre-existing.~~
- 7.3. ~~A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in section 5. As per 5.4, cardholders are responsible for all charges resulting from failing to return library resources.~~
- 7.4. ~~In cases of serious dereliction, the Board may prosecute an offence under the Libraries Act, s. 41. Such an offence is punishable under the Libraries Act, s. 41. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in section 5.~~
- ~~7.4.~~7.5. ~~In cases of serious dereliction, the Board may prosecute an offence under the Libraries Act, s.41. Such an offence is punishable under the Libraries Act s. 41.~~
- ~~7.5.~~7.6. ~~Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the Town of Didsbury Library Board in accordance with the Libraries Act, s.42.~~

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**8. Service and Room Rental Fees and Conditions Fees**

- 8.1. ~~Service fees are listed in Schedule D. Shall be determined from time to time by the Library Board and posted publicly in the Library and on the Library website.~~
- 8.2. Services provided shall include but not be limited to:
  - ~~Black & White and/or Colour printing or copying~~
  - ~~8.1.~~ Laminating

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**9.—Room Rental Fees**

**9.1.8.3.** Charges for the use of library premises not normally used for public library purposes are set out in Schedule E.

**SCHEDULE A – Fees for the Issuance of Library Cards**

~~Resident Adult Card Fee (18 years and older) ————— \$0.00 per year~~

~~Resident Juvenile Card Fee (0 to 17 years) ————— \$0.00 per year~~

~~Non-resident Card Fee (18 years and older) ————— \$60.00 per year or \$5.00 per month~~

**SCHEDULE ~~AB~~ – Loan Periods for Library Resources**

All circulating resources are loaned for the periods of time agreed upon by consensus of the members of Parkland Regional Library System, as follows:

1. The following circulating resources are loaned for three weeks:
  - a. Books and periodicals
  - b. Audiovisual resources – DVDs, BluRays, ~~music CDs,~~ audiobooks
  - c. Realia – ~~Chromebooks, eReaders, cameras, backpacks, equipment, games, videogames, etc., backpacks, equipment, games, videogames, etc.~~
  - d. Interlibrary loans
2. The following circulating resources are loaned for 3 months:
  - a. Language Learning material (books, CDs, and DVDs)
  - b. DAISY Readers for use by Print Disabled patrons
3. Renewals or Extension of loan periods
  - a. Only resources that are not requested for a hold can be renewed
  - b. All circulating resources may be renewed up to 5 times for their normal loan period
  - c. Extended due dates may be granted in the event of vacation, hospitalization or recuperation, or similar absences
  - d. Interlibrary loans can only be renewed with the permission of the owning library

**SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material**

~~Didsbury Library does not charge overdue fines:~~

- ~~1.—The Integrated Library System automatically accrues fines on overdue items at the rate set by Parkland Regional Library (\$0.25 per day per item).~~
- ~~2.—Fines will accrue to the purchase cost of the item as listed in the Integrated Library System.~~
- ~~3.—When the books are returned in good condition, fines will be waived by library staff.~~
- ~~4.—Patrons may be encouraged to donate cash in lieu of fines.~~

Penalties for lost or damaged items:

1. Are the purchase cost of the item as listed in the Integrated Library System.
2. When charges on a cardholders account exceed \$25.00 borrowing privileges are suspended.
3. Once the item has been paid for, the lost, damaged, or found item becomes the property of the cardholder.
4. Replacement charges for damaged books may be waived if it is undetermined as to who caused the damage, or if the damage may have been pre-existing.

**SCHEDULE D – Service Fees**

PRINTING OR COPYING

BLACK & WHITE

● 8 ½" X 11" single side	\$0.25
● 8 ½" X 11" double-sided	0.35
● 8 ½" X 14" (legal)	0.30
● 8 ½" X 14" double-sided	0.40
● 11" X 17" (ledger)	0.40
● 11" X 17" double-sided	0.60

COLOUR

● 8 ½" x 11" single side	\$0.50
● 8 ½" X 11" double-sided	0.75
● 8 ½" X 14" (legal)	0.75
● 8 ½" X 14" double-sided	1.00
● 11" X 17" (ledger)	1.00
● 11" X 17" double-sided	1.50

NON-PROFIT PRINTING OR COPYING

- B&W PER SIDE (REGARDLESS OF SIZE) \$0.05
- COLOUR PER SIDE (REGARDLESS OF SIZE) \$0.25
- Groups must preregister to provide contact information for invoicing

LAMINATING:

● Card size	\$1.00
● Letter size	2.00
● Legal size	3.00
● Ledger size	4.00

**SCHEDULE E**

**Meeting Room Rentals:**

- Local non-profit organizations may reserve a meeting room or space to use in the Library at no cost
- For profit companies may reserve meeting space for a fee of \$30.00 per hour
- All meeting space bookings are on a first come first served basis



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

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

MEETING DATE: May 12, 2026  
SUBJECT: Regular Council Meeting – Change of Date  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 8.3

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### **BACKGROUND/PROPOSAL:**

Administration has received a request from Mayor Little to consider amending the Regular Council Meeting Schedule slightly.

The Mayor is requesting that Council consider moving the Tuesday, June 9 Regular Council Meeting to Thursday June 11. The attached amended Council Meeting Calendar is presented for Council's review.

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

To ensure that the public is well aware in advance of a public meeting, the Council Meeting Calendar is set at the Organizational Meeting in October. Although, amendments to the Council calendar regularly is not recommended to avoid confusion, at times, it is unavoidable to coordinate quorum.

### **ALIGNMENT WITH STRATEGIC PLAN**

5. Governance & Organizational Excellence

### **RECOMMENDATION**

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

## 2025 COUNCIL MEETING CALENDAR

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

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

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

## 2026 COUNCIL MEETING CALENDAR

JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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JUNE						
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AUGUST						
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30	31					

SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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Statutory Holiday    
  Regular Council Meeting    
  Council Break    
  ABMunis Convention    
  MPC Meeting



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 12, 2026  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 9.0

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### BACKGROUND/PROPOSAL:

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

Attached for information are the audited financial statements of the Parkland Regional Library System.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the May 12, 2026 Council Reports as information.

# Red Deer Municipal Users Group Spring 2026 Newsletter



## Alberta Provincial Budget & Water Implications

The 2026 Alberta provincial budget reflects a focus on fiscal restraint across ministries, including those responsible for water, environment, and infrastructure. While this approach aligns with broader provincial priorities, it introduces ongoing challenges for municipalities that rely on stable funding to maintain and enhance water-related infrastructure.

Municipalities within the Red Deer River basin are particularly aware of the importance of long-term investment in water and wastewater systems. Aging infrastructure, population, and climate variability all contribute to increasing demand on existing systems. With limited new provincial funding anticipated, municipalities may need to prioritize projects more strategically, explore partnerships, and consider phased approaches to capital investments. Notably, STIP funding has seen somewhat of a reduction in funding as municipalities are facing increased pressure with respect to their bridges and bridge files.

At the same time, there is an opportunity for regional collaboration. This has been demonstrated by many of our members already. By working together through organizations such as RDRMUG, we can continue to share information, advocate collectively, and identify efficiencies that support various areas of sustainable water management across the basin.

## Bill 28 and Utility Governance

Bill 28, among other things, continues to shape the conversation around utility governance in Alberta, with implications for municipalities operating or participating in utility commissions. The legislation places a stronger emphasis on transparency, accountability, and consistency in how utilities are governed and regulated.

For municipal leaders, this means ensuring that governance structures are clearly defined and that decision-making processes are well documented. It also reinforces the importance of aligning utility operations with both regulatory expectations and community needs.

These governance considerations are especially important as they identify various areas including the expectation of municipal cost recovery, service delivery, and long-term sustainability, all while continuing to maintain public trust. Bill 28 serves as an indication from the province that strong governance is not just a regulatory requirement, but an expectation for sound utility management.



## Spring Runoff Forecast – Southern Alberta

As spring approaches, (we hope), attention once again turns to runoff conditions across southern Alberta. Early indicators suggest a mixed outlook for the Red Deer River basin, with snowpack levels varying significantly by region.

Some upstream areas are reporting near-average accumulation, while others remain below historical norms. This variability creates uncertainty for municipalities preparing for the spring melt. While widespread flooding is not currently anticipated, localized high flows remain possible, particularly if rapid warming or significant precipitation events occur. Given the spring climate to date, rapid warming is now a definite possibility.

Conversely, below-average snowpack in certain areas raises concerns about water availability later in the season. Municipalities are encouraged to monitor conditions closely and remain prepared for a range of scenarios, from short-term high flows to longer-term dry conditions.

RDRMUG will continue to monitor provincial updates and share relevant information with members as conditions evolve. Also, **The Alberta Rivers website** provides up-to-date river information from across Alberta.



## Red Deer River Basin Outlook

The Red Deer River continues to be a stable water resource for municipalities, agriculture, and industry throughout central Alberta. Its role in supporting economic activity and community

well-being is of great value for our municipal members from the headwaters to the Saskatchewan border.

As we heard at the March meeting, there is growing interest at the provincial level in enhancing collaboration across the basin. Discussions around potential water information roundtables and improved data sharing are encouraging steps toward a more integrated approach to watershed management.

By continuing to work together, municipalities in the Red Deer River basin can help ensure that this critical resource remains sustainable for future generations.



## RDRMUG Updates

Apologies for some of the confusion regarding the May meeting. It is scheduled for **Thursday, May 21<sup>st</sup>**, in person at Drumheller Badlands Community Facility and via Zoom.

At the writing of the newsletter, I am scheduled for three different RDRMUG presentations. Members will be updated on those presentations at the next meeting. I currently plan to be in Red Deer, Lacombe and Delburne.

Please feel free to share this newsletter with your councils, administration and colleagues. If any questions arise regarding the content, please let me know. Also, we are now working on updates to our new website. Feel free to check out the site at [www.rdrmug.ca](http://www.rdrmug.ca) All updates should be in place by the end of May.

**PARKLAND REGIONAL LIBRARY SYSTEM**

**FINANCIAL STATEMENTS**

**December 31, 2025**

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Table of Contents**  
*December 31, 2025*

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<b>Contents</b>	<b>Page</b>
Management's Report	2
Independent Auditor's Report	3-4
Statement of Financial Position	5
Statement of Operations	6
Statement of Changes in Net Financial Assets	7
Statement of Cash Flows	8
Statement of Changes in Accumulated Operating Surplus	9
Statement of Remeasurement Gains and Losses	10
Schedule of Tangible Capital Assets	11
Notes to the Financial Statements	12-18

## MANAGEMENT'S REPORT

### To the Members of Parkland Regional Library System:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard  
2026-03-23 11:16:13 MDT

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Ron Sheppard - Executive Director

To the Members of The Parkland Library Board:

## Opinion

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2025, and the statements of operations, changes in net financial assets, remeasurement gains and losses, cash flows, and changes in accumulated operating surplus for the year then ended, and schedules and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2025, and the results of its operations net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

March 23, 2026

*MNP LLP*

Chartered Professional Accountants

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF FINANCIAL POSITION**  
AS AT DECEMBER 31, 2025

	2025	2024
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents <i>(note 3)</i>	\$ 482,520	\$ 674,459
Accounts receivable	\$ 24,197	23,333
Investments <i>(note 4)</i>	\$ 816,264	798,013
<b>TOTAL FINANCIAL ASSETS</b>	<b>\$ 1,322,981</b>	<b>1,495,805</b>
<b>LIABILITIES</b>		
Accounts payable and accruals <i>(note 5)</i>	\$ 146,687	\$ 141,759
Book allotment	\$ 12,940	17,182
Deferred revenue <i>(note 6)</i>	\$ 119,647	130,940
<b>TOTAL LIABILITIES</b>	<b>\$ 279,274</b>	<b>289,881</b>
<b>NET FINANCIAL ASSETS</b>	<b>\$ 1,043,707</b>	<b>1,205,924</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory for consumption	\$ 16,659	\$ 24,930
Prepaid expenses	287,595	175,192
Tangible capital assets <i>(schedule 1)</i>	4,184,142	4,295,198
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>4,488,396</b>	<b>4,495,320</b>
<b>COMMITMENTS</b> <i>(note 7)</i>		
<b>ACCUMULATED SURPLUS</b>	<b>5,532,103</b>	<b>5,701,244</b>
<b>ACCUMULATED SURPLUS CONSISTS OF:</b>		
Accumulated operating surplus <i>(note 8)</i>	5,533,945	5,720,276
Accumulated remeasurement loss on investments	(1,842)	(19,032)
	<b>5,532,103</b>	<b>5,701,244</b>

Approved by the Library Board:

e-Signed by Barb Gilliat  
2026-03-21 11:13:45:45 MDT

**Chairperson**

e-Signed by Joe Iwanicki  
2026-03-20 10:56:17:17 MDT

**Chairperson**

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF OPERATIONS**  
FOR THE YEAR ENDED DECEMBER 31, 2025

	Budget	2025	2024
<b>REVENUE</b>			
Investment income	\$ 67,500	\$ 51,857	\$ 76,101
Member fees	2,178,075	2,178,075	2,123,362
Miscellaneous and donations	-	9,744	10,135
Outside sales - Books and supplies	-	152,240	155,043
Provincial funding (note 9)	1,654,817	1,600,366	1,676,580
	<u>3,900,392</u>	<u>3,992,282</u>	<u>4,041,221</u>
<b>EXPENSES</b>			
Administration	\$ 14,500	\$ 15,432	\$ 14,885
Amortization	-	133,705	165,019
Audit	25,000	21,714	24,701
Communications, marketing and promotions	20,000	17,367	24,770
Continuing education	20,000	15,334	17,128
Dues, fees, and memberships	13,000	12,355	12,011
OROS grant expense	84,756	96,049	106,518
Freight and postage reimbursement	3,500	2,133	2,557
Insurance	26,500	25,607	24,998
Investment fees	4,700	4,561	4,308
Library materials	455,944	453,532	449,070
Library service grant	452,928	386,652	452,928
Miscellaneous - distributions	-	7,500	7,500
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	152,074	154,339
Planned member technology purchases	66,608	209,729	185,146
Professional fees	-	2,050	14,463
Repairs and maintenance - building	64,850	60,043	65,566
Salaries and benefits	2,216,154	2,154,722	2,082,135
Supplies for library materials and inhouse stationary	48,000	42,923	44,195
Technology software, internet, maint. agreement, misc. supplies	247,652	257,274	243,187
Travel	3,500	2,849	1,242
Trustee	26,000	12,663	23,530
Utilities	34,000	29,059	27,757
Vehicle	58,000	42,375	45,460
Workshops, training for libraries	14,000	13,229	15,019
	<u>3,900,392</u>	<u>4,171,731</u>	<u>4,209,232</u>
<b>Deficiency of revenue over expenses, before other expenses</b>	-	(179,449)	(168,011)
<b>OTHER EXPENSES</b>			
Loss on disposal of investments	-	(4,465)	(2,367)
Loss on disposal of tangible capital assets	-	(2,417)	(796)
<b>Deficiency of revenue over expenses</b>	-	(186,331)	(171,174)
<b>Accumulated operating surplus, beginning of year</b>	<u>5,720,276</u>	<u>5,720,276</u>	<u>5,891,450</u>
<b>Accumulated operating surplus, end of year (Note 8)</b>	<u>5,720,276</u>	<u>5,533,945</u>	<u>5,720,276</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2025*

	Budget	2025	2024
<b>Deficiency of revenue over expenses</b>	\$ -	<b>(186,331)</b>	(171,174)
Acquisition of tangible capital assets	-	<b>(25,066)</b>	(66,003)
Amortization of tangible capital assets	-	<b>133,705</b>	165,019
Loss on disposal of tangible capital assets	-	<b>2,417</b>	796
Change in prepaid expenses	-	<b>(112,403)</b>	(3,286)
Change in inventory for consumption	-	<b>8,271</b>	(16,160)
Change in accumulated remeasurement loss on long-term investments	-	<b>17,190</b>	15,915
<b>Decrease in net financial assets</b>	-	<b>(162,217)</b>	(74,893)
<b>Net financial assets, beginning of year</b>	1,205,924	<b>1,205,924</b>	1,280,817
<b>Net financial assets, end of year</b>	1,205,924	<b>1,043,707</b>	1,205,924

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CASH FLOWS**  
*FOR THE YEAR ENDED DECEMBER 31, 2025*

	2025	2024
<b>OPERATING ACTIVITIES</b>		
Cash receipts from membership fees, contracts, and sales	\$ 2,339,296	\$ 2,292,700
Cash receipts from grants	1,589,073	1,654,817
Investment income received	51,716	76,101
Cash paid for materials and services	(1,599,854)	(1,726,373)
Cash paid for salaries and benefits	(2,149,720)	(1,987,091)
Cash paid for library service grant	(386,652)	(452,928)
Bank and investment fees paid	(5,247)	(5,008)
	<b>(161,388)</b>	<b>(147,782)</b>
<b>CAPITAL ACTIVITY</b>		
Purchase of tangible capital assets	(25,066)	(66,003)
<b>INVESTING ACTIVITY</b>		
Purchase of investments	(95,496)	(92,049)
Proceeds on sale of investments	90,011	73,000
	<b>(5,485)</b>	<b>(19,049)</b>
<b>Net increase (decrease) in cash</b>	<b>(191,939)</b>	<b>(232,834)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>674,459</b>	<b>907,293</b>
<b>Cash and cash equivalents, end of year</b>	<b>482,520</b>	<b>674,459</b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS**  
*FOR THE YEAR ENDED DECEMBER 31, 2025*

	Unrestricted (Note 8)	Reserves (Note 8)	Equity in Tangible Capital Assets (Note 8)	2025	2024
<b>Balance, beginning of year</b>	312,253	1,112,825	4,295,198	<b>\$ 5,720,276</b>	\$ 5,891,450
Deficiency of revenue over expenses	(186,331)	-	-	<b>(186,331)</b>	(171,174)
Reserves used for (transferred from) operations	(10,276)	10,276	-	-	-
Purchases of tangible capital assets	-	(25,066)	25,066	-	-
Disposal of tangible capital assets	2,417	-	(2,417)	-	-
Annual amortization expense	133,705	-	(133,705)	-	-
<b>Balance, end of year</b>	<u>251,768</u>	<u>1,098,035</u>	<u>4,184,142</u>	<u><b>5,533,945</b></u>	<u>5,720,276</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
*FOR THE YEAR ENDED DECEMBER 31, 2025*

	2025	2024
<b>Accumulated remeasurement loss on investments, beginning of the year</b>	<b>(19,032)</b>	<b>(34,947)</b>
Increase in market value	17,190	15,915
<b>Accumulated remeasurement loss on investments, end of year</b>	<b><u>(1,842)</u></b>	<b><u>(19,032)</u></b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
 FOR THE YEAR ENDED DECEMBER 31, 2025  
 SCHEDULE 1

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2025	2024
<b>Original Cost:</b>								
Balance, beginning of year	181,219	3,946,960	610,000	347,084	49,194	58,967	<b>5,193,424</b>	5,206,861
Acquisition of tangible capital assets	-	-	-	18,029	2,294	4,743	<b>25,066</b>	66,003
Disposals of tangible capital assets	-	-	-	(107,110)	(5,902)	(8,694)	<b>(121,706)</b>	(79,440)
<b>Balance, end of year</b>	<b>181,219</b>	<b>3,946,960</b>	<b>610,000</b>	<b>258,003</b>	<b>45,586</b>	<b>55,016</b>	<b>5,096,784</b>	<b>5,193,424</b>
<b>Accumulated Amortization:</b>								
Balance, beginning of year	124,301	394,696	-	303,142	36,540	39,547	<b>898,226</b>	811,851
Annual amortization	19,731	78,939	-	27,415	2,911	4,709	<b>133,705</b>	165,019
Disposals	(8,853)	-	-	(97,498)	(5,508)	(7,430)	<b>(119,289)</b>	(78,644)
<b>Balance, end of year</b>	<b>135,179</b>	<b>473,635</b>	<b>-</b>	<b>233,059</b>	<b>33,943</b>	<b>36,826</b>	<b>912,642</b>	<b>898,226</b>
<b>Net Book Value</b>	<b>46,040</b>	<b>3,473,325</b>	<b>610,000</b>	<b>24,944</b>	<b>11,643</b>	<b>18,190</b>	<b>4,184,142</b>	<b>4,295,198</b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED DECEMBER 31, 2025*

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**1. Nature of activities**

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

**Cash and cash equivalents**

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

**Revenue recognition**

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met. Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Expenses**

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

**Non-financial assets**

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

**i. Inventory for consumption**

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2025**

**2. Significant accounting policies** *(continued from previous page)*

**ii. Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<i><b>Method</b></i>	<i><b>Rate</b></i>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

**iii. Prepaid expenses**

Expenses paid in advance where services have not been performed or materials have not been received.

**Use of estimates**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

**Long-term investment**

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

**Foreign currency translation**

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

**Reserves for future expenditures**

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2025*

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**2. Significant accounting policies** *(continued from previous page)*

**Financial instruments**

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

*Arm's length financial instruments*

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

*Financial asset impairment*

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2025*

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**3. Cash and cash equivalents**

Cash accounts bear interest at bank prime rate of 4.45% (2024 - 5.45%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2024 - prime less 1.90%) on \$476,560 (2024 - \$719,261).

**4. Investments**

	2025	2024
Bonds (original cost of \$814,744; 2024 - \$813,825)	<b>816,264</b>	798,013

Bonds bear interest at rates ranging from 1.10% to 3.95% and have maturity dates ranging from June 2026 to June 2035. Included in investments is \$3,361 (2024 - \$3,220) of accrued interest.

**5. Accounts payable and accruals**

	2025	2024
Trade accounts payable and accruals	<b>\$ 46,980</b>	48,742
Employee benefit obligations	<b>81,991</b>	76,990
Goods and Services Tax payable	<b>17,716</b>	16,027
	<b>146,687</b>	141,759

Included in trade accounts payable and accruals is a balance of \$10,411 (2024 - \$3,719) on ATB Financial Mastercards with a total credit limit of \$20,000 (2024 - \$15,000).

Employee benefit obligations consist of estimated sick leave benefits of \$64,000 (2024 - \$65,500) that accumulate but do not vest, as well as vacation and lieu time of \$17,991 (2024 - \$11,490) that employees have earned and deferred to future years.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2025**

**6. Deferred revenue**

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2025	2024
Opening balance	\$ 130,940	\$ 152,703
Add: amounts deferred	156,647	156,647
Less: amounts recorded as revenue	(167,940)	(178,410)
Ending balance	119,647	130,940

**7. Commitments**

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$5,400 per year.

In 2023, the Library entered into a 5 year agreement for access to Polaris software commencing January 1, 2024 at a 2026 annual cost of \$97,081 which increases at 2% per year over the term.

**8. Accumulated operating surplus**

	2025	2024
<b>Unrestricted reserve</b>	<b>251,768</b>	312,253
<b>Internally restricted</b>		
Operating reserves		
Technology	282,523	312,117
Building	250,000	235,500
Contingent liability	69,263	69,518
	<b>601,786</b>	617,135
Capital reserves		
Amortization	248,832	278,531
Vehicle	204,454	179,454
Equipment/furnishings replacement	42,963	37,705
	<b>496,249</b>	495,690
<b>Total reserves</b>	<b>1,098,035</b>	1,112,825
<b>Equity in tangible capital assets</b>	<b>4,184,142</b>	4,295,198
	<b>5,533,945</b>	5,720,276

**9. Provincial funding**

	2025	2024
Government of Alberta - Municipal Affairs		
Operating grant	\$ 1,045,774	\$ 1,045,242
Library Service grant	386,652	452,928
OROS grant	167,940	178,410
	<b>1,600,366</b>	1,676,580

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2025*

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**10. Local Authorities Pension Plan**

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 316,938 people and 453 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.65% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2025 were \$140,886 (2024 - \$146,356). Total current service contributions by employees of the Library to the LAPP in 2025 were \$124,913 (2024 - \$124,666).

As at December 31, 2024, the LAPP disclosed an actuarial surplus of \$19,557 billion (2023 - \$15,057 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2025.

**11. Economic dependence**

The Library is dependent on funding from government grants to maintain its operations. In 2025, the Province of Alberta contributed \$1,600,366 (2024 - \$1,678,580) of revenue to the Library, equalling approximately 40% (2024 - 42%) of total revenue. If funding is not received, its operations would be significantly reduced.

**12. Financial instruments**

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

**Credit risk**

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from three member libraries (2024 - one member library) in connection with trade receivables represents 40% (2024 - 10%) of total accounts receivable at December 31, 2025. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

**Market rate risk**

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

**13. Comparative figures**

Comparative figures have not been reclassified to conform with current year presentation.

**14. Approval of financial statements**

These financial statements were approved by the Library board on February 26, 2026.



# The Parkland Library Board

2025 Audit Findings

Report to the Audit Committee

December 31, 2025

Lindsey Bauman, CPA

T: 403.786.2410

E: lindsey.bauman@mnp.ca



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# Overview

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We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of The Parkland Library Board (the "Library") as at December 31, 2025 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Audit Committee.

As auditors, we report to the members on the results of our examination of the financial statements of the Library as at and for the year ended December 31, 2025. The purpose of this Report is to assist you, as members of the Audit Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Audit Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

## Engagement Status

We have completed our audit of the financial statements of the Library which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Audit Committee;
- The Board of Directors / Executive Committee review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

## Independent Auditor's Report

We expect to have the above procedures completed and to release our Independent Auditor's Report on March 20, 2026.








Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the members of the Library. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

# Audit Reporting Matters

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The following significant matters arose during the course of audit that we wish to bring to your attention.

## Significant Audit, Accounting and Reporting Matters

Area	Comments	
	<b>Changes from Audit Service Plan</b>	<p>There were no deviations from the Audit Service Plan previously presented to you. Please refer to Appendix B for the significant areas and our audit responses.</p>
	<b>Final Materiality</b>	<p>Final materiality used for our audit was \$200,000 for December 31, 2025, and \$200,000 for December 31, 2024.</p>
	<b>Identified or Suspected Fraud</b>	<p>Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud.</p> <p>While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.</p>
	<b>Identified or Suspected Non-Compliance with Laws and Regulations</b>	<p>Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements</p>
	<b>Matters Arising in Connection with Related Parties</b>	<p>No significant matters arose during the course of our audit in connection with related parties of the Library.</p>
	<b>Matters Arising From Discussions with Management</b>	<p>We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the Library.</p> <p>There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.</p>
	<b>Budgeting</b>	<p>It is important to ensure that the budget is appropriate for the entity's purposes. Consider whether it would be relevant to budget for items like amortization or capital items. With these items missing the budget is inconsistent with financial</p>

Area	Comments
	reporting. Amortization is common to be budgeted for as a proxy for future capital expenditures.

## Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p><b>Management override of internal controls</b></p> <p>Overall risk of material misstatement due to fraud regarding management's override of internal controls.</p>	<p>To respond to the overall risk of material misstatement due to fraud regarding management's override of controls, we have performed the following procedures:</p> <ol style="list-style-type: none"> <li>1. Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements using Mindbridge AI software. No issues were noted.</li> <li>2. Reviewed accounting estimates for biases. There were no circumstances producing biases which represented a risk of material misstatement due to fraud found during testing.</li> <li>3. Evaluated the rationale behind significant transactions not in the normal course of business. No circumstances were noted during testing which would point to management engaging in fraudulent financial reporting or concealing misappropriation of assets.</li> </ol>
<p><b>Deferred revenue and restricted contributions</b></p> <p>Risk that deferred revenue has been overstated and/or understated.</p>	<p>Reviewed contracts for grant revenue to ensure appropriate amounts recorded as deferred versus revenue. Substantive testing completed on deferred revenue.</p>
<p><b>Expenses</b></p> <p>Risk that expenses are overstated in the current year to align with budget or due to personal expenses being recorded. These risks are common for similar organizations.</p>	<p>Testing around expense claims was completed, consistent with the previous years. Further testing around accounts payables was completed to ensure that they appropriately exist. No issues were noted.</p>

## Other Areas

Area	Comments
<p><b>Auditor Independence</b></p>	<p>We confirm to the Audit Committee that we are independent of the Library. Our letter to the Audit Committee discussing our independence is included</p>

Area	Comments
	as part of the additional materials attached to this report.
<b>Management Representations</b>	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
<b>Technology Reserve</b>	During our audit, we noted that the Technology Reserve is under-funded from its recommended minimum level of \$300,000 by \$17,477.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

*MNP LLP*

Chartered Professional Accountants

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**SUMMARY OF DIFFERENCES**

The Parkland Library Board

December 31, 2025

DESCRIPTION OF DIFFERENCES	PROPOSED ADJUSTMENTS DR(CR)				
	EARNINGS		BALANCE SHEET		
	IDENTIFIED	LIKELY AGGREGATE (NET OF TAX)	ASSETS	LIABILITIES	EQUITY
To record inventory as uncounted/unadjusted balance	\$ (8,270)	\$ (8,270)	\$ (16,659)	-	\$ 16,659
<b>Total</b>	<b>\$ (8,270)</b>	<b>\$ (8,270)</b>	<b>\$ (16,659)</b>	<b>-</b>	<b>\$ 16,659</b>
Differences corrected by management	-	-	-	-	-
Total differences net of corrections	\$ (8,270)	\$ (8,270)	\$ (16,659)	-	\$ 16,659
Uncorrected opening differences	-	-	-	-	-
Current period differences	\$ (8,270)	\$ (8,270)	\$ (16,659)	-	\$ 16,659
Final overall materiality	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
<b>Excess (shortfall)</b>	<b>\$ 191,730</b>	<b>\$ 191,730</b>	<b>\$ 183,341</b>	<b>\$ 200,000</b>	<b>\$ 183,341</b>

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: May 12, 2026  
SUBJECT: Correspondence & Information  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 10.0

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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 attached

- Letter from Melody Knutson – Didsbury 120
- Letter from Kathleen Windsor – Community Grant Program

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the correspondence for May 12, 2026 as information.

*Melody Knutson*

ATIA 20(4)(h)(i)

Didsbury, AB

T0M 0W0

Mayor and Council  
Town of Didsbury  
1606 14 Street  
Didsbury AB  
T0M 0W0

April 28, 2026

Mayor and Council,

I would like this letter added to the Council's package for the Council Meeting on May 12, 2026

After looking closer at the history of Didsbury I realized that it will be Didsbury's 120<sup>th</sup> Birthday on September 6, 2026. I wanted to share this information so that all citizens would have an opportunity to celebrate.

This is a significant date so I thought I would share with Council so that possibly there could be more sharing of information with Town Staff and Community Groups so that there could be conversations about an event.

It might be possible to have an event that coincides with the rodeo celebration happening toward the end of August or possibly an event of its own on September 6<sup>th</sup>.

A celebration could be very positive news for our Community.

Thank you,

Melody Knutson

Town of Didsbury Council  
Box 790, 1606 – 15<sup>th</sup> Street  
Didsbury, AB T0M 0W0

May 4, 2026

To the Town Council,

I request that this letter be included in the next Council Agenda package.

I am writing to express my sincere disappointment at the changes adopted on April 29<sup>th</sup> to the Community Grant Program, particularly to the exclusion of three organizations selected by what I believe are unjust reasons.

This Community Grant Policy should include ALL organizations in the community that enhance quality of life in Didsbury, not just the ones you pick and choose at random.

I understand your inference that qualified organizations can have only one active application or grant at a time, however, the criteria for an Operating Grant is totally different than the criteria for an FCSS grant, which is totally different than the criteria for a Community Grant. You're comparing apples to oranges if you believe these funding opportunities are based on the same parameters.

1. **An Operating Grant** is directed for expenses required for the daily function of an organization, ongoing activities, programs, or activities, and is not to include capital expenditures.
2. **Family and Community Support Services (FCSS) grants** are 80/20 provincial-municipal partnership funds for preventive social programs. Funds are intended to prevent crises, not provide direct financial assistance. They do not duplicate other government services (provincial or municipal).
3. The **Town of Didsbury Community Grant** provides funding to organizations to support their projects, programs, events, or services. This can include assistance directed for tournaments, training and uniforms, and can also include capital expenditures (e.g. lighting, heating, computers).

As you can see, the funding descriptions and criteria are quite different from each other. In addition, the newly introduced Evaluation Matrix allows Council to accept or reject based on the point system established – you don't need to add a separate clause that is obviously aimed at the Didsbury Lions Club, Didsbury and District Historical Society, and Didsbury Municipal Library (organizations that receive funding through an Operating Grant). Those organizations should not be automatically excluded from the Community Grant, because your Evaluation Matrix will determine their eligibility.

Further to that, by stating groups that receive funding from the FCSS grant are now excluded, means valued organizations like Didsbury Preschool Society, Accredited Supports to the Community, the Youth Empowerment Program, Mountain View Hospice Society, Hope 4 MVC Kids, and similar entities, have also been deemed to be ineligible, and can no longer apply for the Community Grant either.

In the same vein, at the April Council meeting, it was mentioned, in error, that some organizations in town “have not had a chance to because the same organizations keep getting the money ...” It should be made clear that ANY organization could apply for the Community Grant; some simply chose not to.

It should also be explained that the Town actually does fund these organizations once a year, by virtue of Council approving the Town of Didsbury's operating budget. When Council approves their annual budget, they are

automatically budgeting for funding for the three operating grants, FCSS grants, and the Community Grant (the latter with a caveat on there being an operating budget surplus). Once a year, Council budgets for the financial side; it is the application process only that Administration reviews at different times of the year.

I am also disturbed by the discussion around the Council table, where it was stated these organizations “need to sharpen their pencils”. Councillors made an assumption that these three organizations had not already conducted a critical examination of their budgets or retained accurate financial estimates; that the requests the organizations presented to Council in November 2025 were not thorough or precise. I can personally speak for the Didsbury and District Historical Society (DDHS) here, as their presentation was well-researched, and in fact, already included the downloading of some expenses the Town had covered in the past into its 2026 budget (water, lawn mowing, fire maintenance). It also included the anticipated revenue from the Town of Didsbury’s Community Grant, as the information was requested, and presented, before the suggested changes to the 2026 Community Grant Program Policy were ever mentioned. This means that since the Town of Didsbury Council is not honouring what was requested in November, despite the Historical Society being quite open and honest in their budget presentation, DDHS now has to come up with another \$2,000 to help cover the expected capital purchase that might have been in their Community Grant application.

As an aside, and as I am sure all councillors are aware, the boiler system at the Museum had to be upgraded as it showed clear signs that key parts of the system were coming to the end of their life. Because of the financial responsibility of the Society’s Board of Directors, there were funds in our Reserves that meant our local contractor’s expenses were covered. This financial responsibility remains as many fundraising efforts have been undertaken over the past few months in an effort to replenish those Reserves. To say we “need to sharpen our pencils” is hurtful and irresponsible.

On that note, I would also like to add that unlike what was stated in the CAO Report of April 28<sup>th</sup>, the Museum does not deliver “soft services” in the municipality. The Historical Society focuses on human comfort, of course, but that comfort includes a serious focus on the building infrastructure. Even though it is an aging facility, with the participation of the community at large, and hopefully, the Town of Didsbury itself, the Historical Society’s volunteer Board of Directors work diligently to manage repairs successfully (providing “hard services”), in an effort to sustain the facility as a valued Provincial Historic Resource, and an important member of our community.

In conclusion, and to highlight my initial concerns, the Community Grant Policy should include ALL organizations in the community that enhance quality of life in Didsbury, and I sincerely hope you will reconsider the exclusion issue, and use your own Evaluation Matrix to determine the eligibility of applications to the Community Grant Program Policy.

Thank you for your respectful consideration.

Yours sincerely,

Kathleen Windsor

**ATIA 20(4)(h)(i)**

Didsbury, Alberta