



## TOWN OF DIDSBURY AGENDA

### Regular Council Meeting

Tuesday, February 25, 2025, 6:00 pm

Council Chambers 1606 14 Street

#### Pages

1.	<b><u>CALL TO ORDER</u></b>	
2.	<b><u>ADOPTION OF THE AGENDA</u></b>	
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11.	<b><u>QUESTION PERIOD</u></b>	

**12. CLOSED MEETING**

- 12.1 CAO Proposed Culture Assessment - as per section 24 of the FOIP Act
- 12.2 Culture Assessment - as per section 24 of the FOIP Act
- 12.3 Council-CAO Interface - as per section 23 and 24 of the FOIP Act
- 12.4 Council Code of Conduct Complaint 2024-01 - as per section as per sections 17 and 23 of the FOIP Act
- 12.5 Council Code of Conduct Complaint 2024-02 - as per section as per sections 17 and 23 of the FOIP Act
- 12.6 Council Code of Conduct Complaint 2024-03 - as per section as per sections 17 and 23 of the FOIP Act

**13. RECONVENE**

**14. ADJOURNMENT**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: February 25, 2025  
SUBJECT: Didsbury & District Chamber of Commerce and Didsbury & District Arts Society  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

The Town received a delegation request from Tracy Kaczmer and Laurie Fisher, representatives of the Didsbury & District Chamber of Commerce and the Didsbury & District Arts Society respectively.

The two organizations are submitting a request to Council for funding of a booth rental at the Didsbury Trade Show as well as funding to cover the cost of printed materials for the event.

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

The two organizations have provided the below funding information for Council's review.

Estimated cost is as follows:

Booth (shared ½ booth)	\$301.88
Brochures for the Chamber of Commerce	\$100.00
Business card type handout with Board of Director Contact Info	\$50.00
Brochures for the Arts Society	\$100.00
Business card type handout with Board of Director Contact Info	\$50.00
<b>Total</b>	<b>\$601.88</b>

Following the delegation presentation, there will be a business arising from delegation section whereby Council can discuss options pertaining to the request.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **3. Strong & Resilient Local Economy**

### **RECOMMENDATION**

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: February 25, 2025  
SUBJECT: Business Arising from Delegation  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Council heard a request for funding from the Didsbury & District Chamber of Commerce and Didsbury & District Arts Society.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Should Council desire to fulfill the request of the presenting organizations, the following is being presented as information.

#### **Community Grant Program (CS 003-24)**

Organizations applying for funding under the community grant program must:

- Be a registered not-for-profit;
- Apply for a specific project, program, event, or service;
- Operate within the Town of Didsbury and benefit local residents;
- Meet the remaining criteria pertaining to reporting, et cetera, as outlined in the policy.

Funding for the community grant program cannot be retroactive and the intake for applications has not yet opened. Therefore, if the funding applicants were to apply for funding through the Community Grant Program it is very likely that they would not receiving funding in time for the event unless a special exception was granted by Council.

#### **Funding from the 2025 Budget**

Should Council desire to fund the request of the organizations in their joint initiative, it is recommended that the funding request be funded from the 2025 Operating Budget and that Administration accommodate for the amount in an already existing budget line, and that the request not be funded from reserves.

### ALIGNMENT WITH STRATEGIC PLAN

#### **2. Vibrant & Connected Character Community**

### RECOMMENDATION

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

OR

To accept the presentation from the Didsbury & District Chamber of Commerce and the Didsbury & District Arts Society as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

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

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### BACKGROUND/PROPOSAL:

The minutes of the February 11, 2025 Regular Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

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



**Minutes of the Town of Didsbury Regular Council Meeting held on  
Held on February 11, 2025 in Council Chambers 1606 14 Street  
Commencing at 6:00 p.m.**

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

Administration Present ACAO/Chief Financial Officer, Amanda Riley  
Manager of Public Works, Adam Johnston  
Economic Development Officer, Alexandra Ross  
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter  
Nelisha Bruce, Council and Community Relations Coordinator

**1. CALL TO ORDER**

Mayor Hunter called the February 11, 2025 Regular Council Meeting to Order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

*Removal of item 3.1 – Urban Systems – Housing Needs Assessment Presentation*

*Add “Cancelled” to Item 5 Title*

*Change of Name of Item of 9.1 “Setting Committee of the Whole Meeting”*

*Addition of item 9.6 Street Sweeper – Award Recommendation*

*Addition of 13.1 Mountain View Seniors Housing Update*

*Addition of 13.2 Didsbury Economic Development Advisory Committee*

**Res. 056-25**

MOVED by Councillor Windsor

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

**Motion Carried**

**3. ADOPTION OF MINUTES**

**4.1 January 28, 2025 Regular Council Meeting Minutes**

**Res. 057-25**

MOVED by Councillor Windsor

To adopt the January 28, 2025 Regular Council Meeting Minutes as presented.

**Motion Carried**

**4. BUSINESS ARISING FROM DELEGATIONS/PRESENTATIONS**

**4.1 Housing Needs Assessment**

**Res. 058-25**

MOVED by Deputy Mayor Engel

To bring back information on availability of Urban Systems to reschedule the Delegation on the Housing Needs Assessment to the February 25, 2025 Regular Council Meeting.

**FOR      OPPOSED**

Mayor Hunter      X

Deputy Mayor Engel      X

Councillor Baswick      X

Councillor Moore      X

Councillor Windsor      X

**Motion Carried**

**6. PUBLIC HEARINGS – no public hearings**

**7. CAO REPORT**

**Res. 059-25**

MOVED by Deputy Mayor Engel

To accept the Chief Administrative Officer's Report for February 11, 2025 as information.

**Motion Carried**

**Res. 060-25**

MOVED by Councillor Windsor

That Administration provide a report on all information on the Suncor Brownfield Project and bring the information to the February 25, 2025 Regular Council Meeting.

**Motion Carried**

**Res. 061-25**

MOVED by Councillor Windsor

That Administration bring back a complete report on all costs and documents associated with the Didsbury Arena Rental Chiller Unit as a result of the Condenser Unit Failure.

**Motion Carried**

**Res. 062-25**

MOVED by Councillor Windsor

To cancel the March 25, 2025 Regular Council Meeting and reschedule the Regular meeting for Wednesday, March 26, 2025 at 6:00 p.m.

**Motion Carried**

**8. BYLAWS & POLICIES**

**9. BUSINESS**

**9.1 2134 22 Street Future - Old High School Lands & Setting a Committee of the Whole Date**

**Res. 063-25**

MOVED by Councillor Moore

To bring back the following information to the next Committee of the Whole Meeting:

- Bring back information regarding the Memorandum of Agreement with the Chinook's Edge School Division.
- Information pertaining to the lots east of the Museum.
- Gauge the School division's potential interest in purchasing the property of 2134 22 Street for use as a parking location and green space.
- Explore alternative options for park/green spaces in the central core. (e.g. north side of train station, brownfield, old fire hall/town office)
- Are the high school lands in the central core?
- Bring back an update on the Phase II Environmental Assessment.
- Bring back information on the number of parks/green spaces on Town-Owned Property.
- Total acreage of park/green spaces.
- What limitations are in the existing parks that can't do what the High School Lands could do?
- Bring back information on the Stage at the Memorial Park.
- Bring back information on how many acres of usable space is on the west side behind the Westglen School and Ross Ford Elementary School.
- Bring back information on the utilization of the Suncor Brownfield regarding the utilization of that as green space.
- Bring back information on the Joint Use Planning Agreement.

**FOR      OPPOSED**

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

**Motion Carried**

**Res. 064-25**

MOVED by Deputy Mayor Engel

To set a Committee of the Whole Meeting for March 11, 2025 at 4:30 p.m.

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

**Motion Carried**

**9.2 Strategic Visioning Items****Res. 065-25**

MOVED by Councillor Moore

That Administration explore and engage with the Didsbury Municipal Library as it pertains to the future potential utilization of the Old Town Office.

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

**Motion Carried**

**Res. 066-25**

MOVED by Councillor Moore

To refer the discussion on the disposal or retention of the film props to Administration for review and recommendation back to Council.

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

**Motion Carried**

**Res. 067-25**

MOVED by Councillor Moore

That Administration explore options pertaining to the internal administration of the campground and bring back budgetary and service level implications.

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

**Motion Carried**

**Res. 068-25**

MOVED by Councillor Moore

To have Administration provide additional administrative support to the Didsbury Golf Club to help by way of ongoing advice and guidance.

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

**Motion Carried**

**Res. 069-25**

MOVED by Councillor Moore

That Administration explore the potential sale of 2101 19 Avenue and bring back information to Council as outlined in COUN 011-24 Sale, Acquisition, and Expropriation of Land Policy.

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

**Motion Carried**

**Res. 070-25**

MOVED by Councillor Windsor

To defer the discussion on the future visioning on the administrative utilization of the Didsbury Train Station to the new council term.

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

**Motion Carried**

**9.3 Establishment of Municipal Planning Commission Bylaw 2025-02 Review Ad-Hoc Committee****Res. 071-25**

MOVED by Deputy Mayor Engel

To establish an Ad Hoc Committee for the purpose of reviewing and making recommendations on Municipal Planning Commission Bylaw 2025-02.

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

**Motion Carried**

**Res. 072-25**

MOVED by Deputy Mayor Engel

To appoint Councillor John Baswick and Councillor Dorothy Moore to the Municipal Planning Commission Bylaw 2025-02 Review Ad Hoc Committee.

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

**Motion Carried**

**9.4 Didsbury Five-0 Club Projects Update****Res. 073-25**

MOVED by Councillor Moore

To accept the correspondence from the Didsbury Five-0 Club Lawn Bowling Facility as information.

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

**Motion Carried**

**9.5 DEDAC New Member Appointment February 2025**

**Res. 074-25**

MOVED by Councillor Moore

To appoint Jesse Argueta as a new member to the Didsbury Economic Development Advisory Committee (DEDAC).

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

**Motion Carried**

**9.6 Street Sweeper – Award Recommendation**

**Res. 075-25**

MOVED by Councillor Moore

To approve the purchase of an Elgin Broom Bear Mechanical Sweeper from Joe Johnson Equipment for no more than \$500,000.

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

**Motion Carried**

**10. COUNCIL REPORTS AND MEETING HIGHLIGHTS**

**10.1 February 11, 2025 Council Reports**

**Res. 076-25**

MOVED by Deputy Mayor Engel

To accept the February 11, 2024 Council Reports as information.

**Motion Carried**

Highlights

- Establishment of the MPC Bylaw Ad Hoc Committee
- Strategic Visioning Items
- Street Sweeper Acquisition
- CAO Report – OHS Visit
- Consideration of Old Fire Hall for Potential Sale

**Res. 077-25**

MOVED by Councillor Engel

To refer COUN 001-24 to the Policy and Governance Committee for review of the professional development as it pertains to individual Council members.

**Motion Carried**

**11. CORRESPONDENCE & INFORMATION**

**12. QUESTION PERIOD**

**13. CLOSED MEETING**

**Res. 078-25**

MOVED by Councillor Baswick

To go into closed meeting at 8:05 p.m. for the following items:

13.1 Mountain View Seniors Housing Update

13.2 Mountain View Regional Water Services Commission Letter - as per section 21 of the FOIP Act

13.2 Personnel Update - as per section 24 of the FOIP Act

13.3 Code of Conduct Process - as per section 24 of the FOIP Act

13.4 CUPE Certification Update - as per section 27 of the FOIP Act

13.6 Didsbury Economic Development Advisory Committee Update

13.5 Culture Assessment - as per section 24 of the FOIP Act

**Motion Carried**

**14. RECONVENE**

**Res. 079-25**

MOVED by Councillor Moore

To return to open meeting at 9:54 p.m.

**Motion Carried**

**Res. 080-25**

MOVED by Councillor Moore

To accept the Mountain View Senior's Housing Update as information.

**Motion Carried**

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

**Motion Carried**

**Res. 081-25**

MOVED by Deputy Mayor Engel

That the Didsbury Economic Development Advisory Committee continue to function and operate as currently established.

**Motion Carried**

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

**Motion Carried**

**Res. 082-25**

MOVED by Councillor Windsor

To approve the Mountain View Regional Water Services Commission letter as presented.

**Motion Carried**

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

**Motion Carried**

**Res. 083-25**

MOVED by Deputy Mayor Engel

To accept the Personnel Update as information.

**Motion Carried**

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

**Motion Carried****Res. 084-25**

MOVED by Councillor Deputy Mayor

To bring back the Code of Conduct Complaints to the February 25, 2025 Regular Council Meeting for Council Decision.

**Motion Carried**

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

**Motion Carried****Res. 085-25**

MOVED by Councillor Baswick

To accept the CUPE Certification Update as information.

**Motion Carried**

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

**Motion Carried****Res. 086-25**

MOVED by Mayor Hunter

To accept the culture assessment information as information and that Mayor Hunter and Councillor Moore forward the Culture Assessment documents to Chief Administrative Officer, Ethan Gorner for review and discussion on or before February 25, 2025.

**Motion Carried**

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

**Motion Carried**

15. **ADJOURNMENT**

**Res. 087-25**

MOVED by Councillor Baswick

To adjourn the February 11, 2025 Regular Council Meeting at 9:57 p.m.

**Motion Carried**

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Mayor - Rhonda Hunter

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Chief Administrative Officer- Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 24, 2025  
SUBJECT: February 20, 2025 Special Council Meeting Minutes  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

The minutes of the February 20, 2025 Special Council Meeting are being presented to Council for their review and approval.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

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



**Minutes of the Town of Didsbury Special Council Meeting held on  
Held on February 20, 2025 on Zoom Meetings  
Commencing at 6:00 p.m.**

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

Administration Present Chief Administrative Officer, Ethan Gorner  
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter

**1. CALL TO ORDER**

Mayor Hunter called the February 20, 2025 Special Council Meeting to Order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

**Res. 088-25**

MOVED by Councillor Windsor

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

**Motion Carried**

**3. CLOSED MEETING**

**Res. 089-25**

MOVED by Deputy Mayor Engel

To go into closed meeting at 6:03 p.m. for the following items:

2.1 Personnel – as per section 17 of the FOIP Act

2.2 Culture Assessment – as per section 24 of the FOIP Act

**Motion Carried**

**4. RECONVENE**

**Res. 090-25**

MOVED by Deputy Mayor Engel

To return to open meeting at 7:34 p.m.

**Motion Carried**

**Res. 091-25**

MOVED by Councillor Windsor

That Council authorize Mayor Hunter to seek legal advice and information on behalf of Council on the matter discussed and return back to Council.

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

**Motion Carried**

**Res. 092-25**

MOVED by Councillor Windsor

That Council accept the Culture Assessment Follow up as information

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

**Motion Carried**

**5. ADJOURNMENT**

**Res. 093-25**

MOVED by Councillor Windsor

To adjourn the February 20, 2025 Special Council Meeting at 7:37 p.m.

**Motion Carried**

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Mayor - Rhonda Hunter

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Chief Administrative Officer- Ethan Gorner





## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: February 25, 2025  
SUBJECT: Public Hearing for Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 – Dwelling Unit: Occupancy of the Owner, Operator, or Caretaker  
ORIGINATING DEPARTMENT: Planning & Development

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### **BACKGROUND/PROPOSAL:**

Administration has recognized that the Use for Dwelling Unit: Occupancy of the Owner, Operator or Caretaker has come up in several proposed development inquiries.

During the drafting of the new Municipal Development Plan Bylaw 2024-12 (MDP), a policy was included in the MDP to support such a Use. With the support of this Use now included in the MDP, Administration is proposing an amendment the Land Use Bylaw so that it aligns with the MDP. Council granted first reading to Bylaw 2025-01 Amending Land Use Bylaw 2019-04 – Dwelling Unit: Occupancy of the Owner, Operator, or Caretaker at the January 14, 2025 Regular Council Meeting.

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

The Public Hearing notification was posted on the Town of Didsbury website and advertised in The Albertan on February 4, 11, 18, and 25, 2025 to allow the public to submit any comments or concerns related to these amendments. Administration did not receive any comments or letters of concern.

Administration recommends that Land Use Bylaw 2019-04 be amended as follows:

- a. Add a definition for “Dwelling Unit: Occupancy of the Owner, Operator or Caretaker” as follows:  
***Dwelling Unit: Occupancy of the Owner, Operator or Caretaker means dwelling unit that is secondary to the primary use on a parcel.***
- b. Addition of ***Dwelling Unit: Occupancy of the Owner, Operator or Caretaker*** as a Discretionary Use to the following Districts: C1: Commercial District – General; C2: Commercial District – Highway; C3: Commercial District – Core; RC: Residential/Commercial District and I1: Industrial District - General.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **RECOMMENDATION**

If Council is satisfied with the Public Hearing, Administration is recommending that Council grant second and third reading to Bylaw 2025-01 during the *Bylaws and Policies* portion of the Agenda.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 25, 2025  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Please find attached the information for the Chief Administrative Officer (CAO) Report for February 25, 2024

### 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 February 25, 2025 as information.



## CAO Report – February 25, 2025

### 1. Development Report as of February 19, 2025

Please find the attached Development Report as of February 19, 2025.

### 2. Fourth Quarter Financial Report

Please find the attached Fourth Quarter Financial Report for 2024.

### 3. Third Quarter Engineering and Infrastructure Report – 2024

The 23 Street sewer line repair project was completed successfully. Approximately 80 meters of sewer pipe was replaced, and an unknown water leak from a service line was identified and addressed. The project was completed under budget, and there were no homeowner complaints received. The local contractor's site management was commendable.

The installation of the Southridge playground was also completed during this period. This extensive project involved the removal and disposal of the old playground and border, and utilized over 700 Public Works man-hours.

Additionally, crack filling and painting were finalized during Q3.

A total of three water leaks, all resulting from service line failures, were identified and repaired.

### 4. Fourth Quarter Engineering and Infrastructure Report – 2024

The Lagoon dredging project was completed within scope and under budget. Five water leaks were identified and repaired: three were curb stop failures, and two were service line failures. Winter operational tasks, including snow removal from roadways; pathway and sidewalk sweeping; and snow shoveling are ongoing.

### 5. Land Loan – Shantz

The Town entered into a Promissory Note with Canadian Minerals Inc. on February 14, 2010 for \$1,093,500 at a rate of 3% per annum. The Town's annual payment was \$91,598.76, plus \$25,000 per acre when land was sold.

On February 14, 2025, the Town made the final payment on a loan for land in the Shantz subdivision. The Town's outstanding total debt is currently \$1,456,688.

### 6. Didsbury Economic Development Advisory Committee (DEDAC) Updates

DEDAC set up an ad hoc committee (Jesse Argueta, Chris Overwater, and Sterling Toews) to find a solution for the film props currently stored at the Old Fire Hall. The members determined that the film props cater to film tourism and are one of the tools for Didsbury to attract visitors. Tourism is a tool for Economic Development catering to business retention, as well as residents, business and investment attraction.

DEDAC would like to organize a BBQ for mid-September, like in previous years, where the Economic Development Department, on behalf of Council, hosted DEDAC and MPC members, as well as Chamber executives. Sterling Toews made his event centre available for this event.

Administration recently received a letter from Sean McKinsley tendering his resignation from DEDAC.

## CAO Report as February 19, 2025: Planning & Development

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

### Development Officer (Permitted Use) Decisions

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 25-005	82, 1190 – 15 Avenue	Demolition – Mobile Home	Gale, Duane (a) 1113816 Alberta Ltd. o/a Didsbury Mobile Home Park (o)	Feb 6, 2025
DP 25-006	70, 1190 – 15 Avenue	Demolition – Mobile Home	Gale, Duane (a) 1113816 Alberta Ltd. o/a Didsbury Mobile Home Park (o)	Feb 6, 2025
DP 25-007	2500 – 15 Avenue	Relocation of 5-0 Building	Cox, Joel (a) Meadowlark Land Holdings Inc. (o)	Feb 5, 2025

**DP 25-005 & DP 25-006:** removing 2 uninhabitable mobile homes to make room for 2 newer models coming from a mobile home park that closed in Calgary.

**DP 25-007:** 5-0 Club building being moved to its new location east of town, there were lots of great photos and videos posted on social media of this iconic move so thank you to everyone for sharing those.

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

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE	APPEAL PERIOD ENDS
DP 25-003	12 Westhill Drive	Home Occupation – Lash & Brow Studio	Temple, Tammy (a) Temple, Leonard & Tannis (o)	Feb 12, 2025	Mar 5, 2025 (at 4:30 p.m.)

**DP 25-003:** Home Occupation for a Lash & Brow Studio to be operated out of the Applicant's spare bedroom which has been set up as a treatment room and has received approval from Alberta Health Services.

#### WHAT IS A LASH LIFT

It's like a perm for your natural eyelashes. It uplifts and curls them from the base of the lash, making them stand out and look longer. It's often paired with an eyelash tint, to enhance the defining effect. When finished, your eyes look larger, your lashes look longer and fuller, and your entire face looks uplifted.



#### WHAT IS BROW LAMINATION

Brow lamination is a semi-permanent perming procedure for those who may be experiencing thinning or unruly brows. Benefits of brow lamination include filling in gaps from previously over waxing or plucking, filling in areas of thinning hair or just keeping those unruly hairs in place.



## Budget vs. Actual Comparison

by OBJECT

	2024 Actual at December 31, 2024	2024 Budget Approved March 26, 2024	% of Budget	Notes
<b>Revenue</b>				
Total Property taxes	7,348,839	7,335,633	100%	R1
LESS Requisitions	(2,098,495)	(2,095,771)	100%	R1
Net municipal taxation (Tax Revenues)	5,250,344	5,239,862	100%	R1
Utility user charges	3,464,741	3,334,325	104%	
Government grants	1,651,087	1,463,004	113%	R2
Sales and user fees	1,285,414	1,210,188	106%	R3
Lot sales	-	240,594	0%	R4
Franchise fees	923,760	880,000	105%	R5
Penalties	97,176	106,000	92%	
Fine revenue	25,171	23,500	107%	
Licence fees	61,917	63,000	98%	
Permit fees	147,522	85,500	173%	R6
Investment income	473,327	75,000	631%	R7
Other revenue	98,906	60,200	164%	R8
From reserve	554,862	377,953	147%	R9
<b>Total - Revenue</b>	<b>14,034,226</b>	<b>13,159,126</b>	<b>107%</b>	
<b>Expenditures</b>				
Salaries and benefits	4,529,793	4,700,898	96%	
Training, conferences and travel	124,379	139,850	89%	
Memberships	27,887	27,924	100%	
Advertising and printing	81,601	73,880	110%	E1
Professional services	318,570	191,500	166%	E2
Contracted services	778,744	851,590	91%	
Municipal Policing Contract	584,771	697,500	84%	E3
Telecommunications	270,306	306,742	88%	
General supplies	470,838	476,220	99%	
Cost of water	1,043,092	1,108,380	94%	
Repairs and maintenance	1,186,393	983,430	121%	E4
Utilities	846,362	865,740	98%	
Insurance	216,806	219,795	99%	
Leases	48,183	63,724	76%	
Bank charges and interest	18,250	15,500	118%	
Write off	6,704	6,500	-	
Interest on long term debt	55,658	63,155	88%	
Long term debt repaid	583,285	583,276	100%	
Grants and other payments to organizations	508,808	527,347	96%	
To capital	43,712	96,000	46%	E5
To reserve	1,844,291	1,160,175	159%	E6
<b>Total - Expenditures</b>	<b>13,588,432</b>	<b>13,159,126</b>	<b>103%</b>	
<b>Total Town of Didsbury, before amortization</b>	<b>445,794</b>	<b>-</b>		
Amortization	-	-		
Gain / (Loss) on disposal	282,272	-		R10
<b>Total Town of Didsbury, incl amortization</b>	<b>728,066</b>	<b>-</b>		

## Notes

- R1. Tax revenue is higher than budgeted due to supplementary tax revenue of \$13,200 and corresponding Education Foundation requisitons.
- R2. Government grants includes \$177,000 of MSI Capital, allocated to non-routine road works projects that are recorded in the repairs and maintenance line. There was also unexpected grant revenue of \$11,000 from AHS for recognition of the Fire Department attendance at medical calls.
- R3. User Charges are higher than budget by about \$75,000. Some more notable overages include Sale of Columbarium Space (over budget by \$14,300), Planning and Development Fees (over budget by \$35,560), Swimming Pool revenue (over budget by \$44,000), Campground Fees (over budget by \$34,000). Other User Charges revenue was lower than budget including DOSCA Revenue (under budget by \$6,000) and Fire Revenue (under budget by \$50,000).
- R4. There were no sales of lots in Shantz Subdivision by the Town in 2024.
- R5. Franchise Fees were higher than expected in 2024. FORTIS fees were stronger, exceeing budget by \$50,000 and ATCO fees were weaker coming in \$6,000 below budget.
- R6. Permit fees in 2024 were much higher than projected. The Town implemented a filming permit which was not budgeted for and brought in \$8,000. Planning and Development permit fees exceeded expectation by \$53,000.
- R7. Investment income includes interest earned on the chequing account, and interest earned on reserve accounts. The interest rate earned began at 5.5% in January and dropped to 4.25% in December. The Town earned \$106,000 on its chequing account. The budget of \$75,000 is based on interest earned in the chequings account only. The remaining is re-invested into reserve accounts and has no impact on the bottom line.
- R8. Other revenue is often unpredictable. Some examples include Wildfire Deployment revenue of \$10,000, which is offset by additional costs in the fire department; Earptopia revenue of \$6,300.
- R9. Transfers from reserve include funds transferred in to offset Shantz Subdivision costs as there were no lot sales in 2024, resulting in higher than budgeted transactions in 2024.
- R10. The Gain on disposal relates to proceeds on disposal of a fire truck and disposal of property.
- E1. Advertising and printing is higher than budget mainly due to additional advertising that was approved by resolution in the Economic Development department and used for bus and radio campaigns.
- E2. Professional services has an overage of \$127,000 for 2024. Of this, \$16,000 relates to the completion of the MDP and Housing Needs Assessment (paid for by reserve funds); \$74,000 relates to unforeseen legal costs incurred by Council and Administration; and \$33,000 relates to higher building inspector fees (which is also offset by additional permit revenue).
- E3. Municipal Policing Contract costs are lower that budget as certain positions paid for by the Town remained vacant for a portion of the year.
- E4. Repairs and maintenance has exceeded budget due to the additional expenditures for the Butte Standpipe maintenance that was approved by Council by resolution.
- E5. Transfers to capital are lower than budget as the Snow Wing purchase was cancelled, thus the funds were not spent.
- E6. Transfers to reserves exceed budget as proceeds from sale of the Five-0 club were reserved during the year. In addition, the interest earned on reserves are transferred into the reserve funds (net zero transaction, not included in budget).

## Budget vs Actual Comparison

by DEPARTMENT

	2024 Actual					2024 Budget Approved March 26, 2024	% of Budget
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	at Dec 31, 2024		
Revenue - by department							
Net municipal taxes							
Total Property Taxes	-	7,336,084	-	12,755	7,348,839	7,335,633	100%
LESS Requisitions	(486,447)	(486,447)	(598,407)	(527,195)	(2,098,495)	(2,095,771)	100%
Net municipal taxes	(486,447)	6,849,637	(598,407)	(514,440)	5,250,344	5,239,862	100%
General municipal revenue	389,550	186,759	573,175	359,848	1,509,333	1,062,952	142%
Council	-	-	32,264	1,421	33,684	30,000	112%
General Government	347,507	26,744	222,997	29,730	626,978	322,738	194%
Protective Services							
RCMP	82,235	45,557	58,960	214,700	401,452	392,766	102%
Fire Department	149,563	114,423	(3,258)	(36,755)	223,973	254,866	88%
Municipal Enforcement	19,696	3,528	859	2,307	26,390	29,000	91%
	251,494	163,508	56,561	180,253	651,816	676,632	96%
Community Services							
FCSS	58,488	34,549	56,238	33,567	182,842	182,159	100%
DOSCA	55,817	55,813	60,461	27,868	199,959	218,686	91%
Didsbury Neighborhood Place	-	6,555	4,497	21,500	32,553	36,375	89%
	114,305	96,917	121,196	82,935	415,353	437,220	95%
Recreation & Community Facilities							
Arena	87,311	228,778	43,486	80,933	440,509	434,815	101%
Aquatics	56,850	274,383	125,747	45,383	502,363	459,915	109%
Curling Rink	22,045	2,455	9,121	13,670	47,291	49,500	96%
Parks	1,000	12,394	2,475	2,339	18,208	22,156	82%
MPR	6,836	2,700	2,981	5,150	17,666	16,000	110%
Train Station	3,753	2,216	2,403	2,737	11,109	10,000	111%
Memorial Complex	10,500	27	45	-	10,572	10,000	106%
Campground	18,648	27,098	43,466	25,152	114,364	80,000	143%
	206,943	550,052	229,724	175,364	1,162,082	1,082,386	107%
Engineering & Infrastructure							
Roads and Streets	12,746	22,702	23,515	204,611	263,573	75,400	350%
Cemetery	7,860	12,675	10,600	(11,800)	19,335	24,900	78%
	20,606	35,377	34,115	192,811	282,908	100,300	282%
Utilities							
Water Utility	528,143	552,415	599,193	543,451	2,223,202	2,162,454	103%
Wastewater Utility	189,027	195,155	211,558	405,845	1,001,585	966,312	104%
Solid Waste Utility	123,136	124,367	123,451	123,994	494,947	516,259	96%
	840,306	871,937	934,201	1,073,290	3,719,734	3,645,025	102%
Planning and Development							
Planning and Development	52,560	28,911	70,337	52,742	204,551	160,000	128%
Economic Development	33,445	5,670	2,890	59,023	101,028	42,500	238%
Subdivision	-	-	-	238,772	238,772	240,594	99%
	86,005	34,581	73,227	350,536	544,350	443,094	123%
Culture and Other Facilities							
Library	-	44,917	75,000	-	119,917	118,917	101%
Total Operating Revenue	1,770,269	8,860,429	1,754,053	1,931,748	14,316,499	13,159,126	109%

## Budget vs Actual Comparison

by DEPARTMENT

	2024 Actual					2024 Budget Approved March 26, 2024	% of Budget
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	at Dec 31, 2024		
<i>Expenditures - by department</i>							
Council	57,336	117,631	57,132	85,287	317,385	306,967	103%
General Government	405,646	561,560	642,807	(76,418)	1,533,595	667,765	230%
Communications & Community Relations	25,268	31,357	34,609	33,157	124,391	194,428	64%
Protective Services							
RCMP	32,642	222,655	155,296	413,129	823,722	962,581	86%
Fire Department	108,923	148,880	90,528	301,973	650,303	656,988	99%
Municipal Enforcement	106,268	57,200	72,607	99,745	335,820	373,758	90%
	247,832	428,734	318,431	814,847	1,809,844	1,993,327	91%
Community Services							
FCSS	62,191	48,910	41,142	64,158	216,402	235,651	92%
DOSCA	38,357	49,256	78,417	57,985	224,015	218,686	102%
Didsbury Neighborhood Place	6,757	7,707	7,094	10,995	32,553	36,375	89%
	107,305	105,874	126,653	133,138	472,970	490,712	96%
Recreation & Community Facilities							
Arena	144,735	149,687	132,681	385,659	812,762	809,602	100%
Aquatics	152,859	183,406	182,647	338,652	857,564	873,369	98%
Ice Plant	27,233	14,599	27,173	(69,006)	-	-	-
Curling Rink	28,204	48,533	16,983	108,165	201,885	186,153	108%
Parks	11,097	83,493	76,856	105,502	276,948	329,625	84%
MPR	8,641	6,164	3,453	27,718	45,976	49,348	93%
Train Station	9,841	15,531	20,828	26,683	72,882	91,544	80%
Memorial Complex	37,875	49,156	45,528	82,717	215,275	223,133	96%
Campground	14,699	27,017	22,457	27,010	91,183	89,626	102%
Community Hall	1,312	2,252	-	249	3,814	6,000	64%
Other community facilities	1,765	3,537	1,858	2,133	9,293	13,750	68%
	438,261	583,375	530,465	1,035,481	2,587,582	2,672,150	97%
Public Works							
Roads and Streets	333,174	385,467	403,999	809,527	1,932,168	1,841,370	105%
Cemetery	9,246	14,785	17,829	14,702	56,562	71,164	79%
	342,420	400,252	421,828	824,229	1,988,730	1,912,534	104%
Emergency Management	4,929	8,319	5,666	14,702	24,548	30,879	79%
Utilities							
Water Utility	295,889	383,640	648,027	877,546	2,205,101	2,162,454	102%
Wastewater Utility	53,352	141,985	83,562	541,462	820,361	966,312	85%
Solid Waste Utility	86,937	112,220	113,614	143,703	456,475	516,259	88%
	436,179	637,845	845,203	1,562,711	3,481,937	3,645,025	96%
Planning and Development							
Planning and Development	91,839	102,407	108,447	130,530	433,223	453,122	96%
Economic Development	40,456	54,586	69,880	49,805	214,727	193,273	111%
Subdivision	91,793	75,021	-	71,958	238,772	240,594	99%
	224,088	232,014	178,327	252,292	886,722	886,989	100%
Culture							
Museum	216	36,138	194	1,313	37,861	36,800	103%
Library	74,873	82,873	80,109	85,012	322,867	321,550	100%
	75,089	119,011	80,303	86,325	360,728	358,350	101%
Total Expenditures	2,364,353	3,225,972	3,241,425	4,751,049	13,588,432	13,159,126	103%
	(594,084)	5,634,457	(1,487,371)	(2,819,302)	728,066	-	

**Town of Didsbury**  
**2024 4TH Quarter Financial Report**  
**Reserves Continuity Schedule as of December 31, 2024**

		Actuals				Commitments						
	January 1, 2024 Actual	Revised Reserve Policy Adj (net)	Transfers In (YTD)	Interest (YTD)	Transfers Out (YTD)	December 31, 2024 Balance	Budgeted / Approved Transfers to Reserves	Capital Budget Transfers from Reserves	Transfers from Reserves Approved by Resolution / PY Budget	Resolution #	Reserve Available at December 31, 2024	Notes
Internally Restricted Reserves												1
Strategic Initiatives & Contingency	344,142	363,852	3,588	34,165	(21,217)	724,530		-	(50,000)	356-24	674,530	
Municipal Stabilization Reserves	344,142	363,852	3,588	34,165	(21,217)	724,530	-	-	(50,000)		674,530	
RCMP	173	-	10,000	41	-	10,214	-	-	-		10,214	2
Municipal Enforcement	106,429	-	15,000	7,992	-	129,421	-	-	-		129,421	
O&M Vehicle & Equipment Replacement	728,393	-	257,000	32,993	(89,769)	928,616	-	-	-		928,616	
Didsbury Memorial Complex	542,829	-	244,700	26,836	(67,885)	746,479	-	-	-		746,479	
Pathway & Trails	121,328	-	8,475	6,729	(22,529)	114,002	-	-	-		114,002	
Train Station	16,529	-	-	697	-	17,226	-	-	-		17,226	
Campground	-	-	-	-	-	-	-	-	-		-	
Cemetery and Columbaria	21,543	-	-	1,093	-	22,635	-	-	-		22,635	
Fire Vehicle & Equipment	308,259	-	95,000	14,684	(164,409)	253,534	-	(75,000)	-		178,534	
Firehall R&M	39,339	40,892	5,000	5,395	-	90,626	-	-	-		90,626	
Roads & Sidewalks	-	119,436	-	4,099	-	123,535	-	-	-		123,535	
Municipal Lifecycle Reserves	1,884,822	160,328	635,175	100,558	(344,593)	2,436,288	-	(75,000)	-		2,361,288	
DOSCA	-	-	-	-	-	-	-	-	-		-	3
Snow Removal	50,000	-	-	-	-	50,000	-	-	-		50,000	
Council Community Grants	30,928	(928)	-	-	(26,467)	3,533	-	-	-		3,533	
Contract Policing	461,724	(366,881)	-	-	-	94,844	-	-	(44,844)	055-24	50,000	
Economic Development & Tourism	127,073	-	-	-	(44,301)	82,772	-	-	(50,000)	321-24; 425-24	32,772	4
Legacy Fund	18,718	(1,421)	-	-	(2,000)	15,297	-	-	(15,297)	385-21	-	5
Old Fire Hall / Film Location (2101 19 Avenue)	28,618	(3,118)	-	-	-	25,500	-	-	-		25,500	
Municipal Specific Purpose Reserves	717,061	(372,348)	-	-	(72,768)	271,946	-	-	(110,141)		161,805	
Water	1,758,935	674,769	400,000	105,864	(30,896)	2,908,673	-	(304,053)	(125,117)	556-24	2,479,503	6
Wastewater	1,302,726	-	125,000	60,488	(282,986)	1,205,227	-	(248,546)	-		956,681	7
Wastewater (non-cash funded portion)	398,856	-	-	-	-	398,856	-	-	-		398,856	
Solid Waste	347,133	(297,133)	-	-	-	50,000	-	-	-		50,000	
Utility Reserves	3,807,650	377,636	525,000	166,352	(313,882)	4,562,756	-	(552,599)	(125,117)		3,885,040	
Externally Restricted Reserves												
Municipal Reserve Fund	63,229	-	315,000	11,564	-	389,792	-	-	-		389,792	
Municipal Cash In Lieu Reserve	63,229	-	315,000	11,564	-	389,792	-	-	-		389,792	

**Town of Didsbury**

**2024 4TH Quarter Financial Report**

**Reserves Continuity Schedule as of December 31, 2024**

Water Offsite Levy	200,431	-	-	8,569	(208,999)	-	-	-	-	-	-
Wastewater Offsite Levy	140,501	-	-	6,596	-	147,097	-	-	-	-	147,097
Developer Off-Ste Levies Reserves	340,931	-	-	15,165	(208,999)	147,097	-	-	-	-	147,097
<b>Total</b>	<b>7,157,835</b>	<b>529,469</b>	<b>1,478,763</b>	<b>327,803</b>	<b>(961,459)</b>	<b>8,532,409</b>	<b>-</b>	<b>(627,599)</b>	<b>(285,258)</b>		<b>7,619,552</b>

**Notes**

1. Strategic Initiative & Contingency Reserve transfers outstanding: \$50,000 for the Phase II Environmental Site Assessment for 2134 22 Street (Res #356-24)
2. Fire Vehicle & Equipment Reserve transfers outstanding: \$75,000 for Didsbury's portion of the Fire Command Vehicle (2024 Capital Budget)
3. Contract Policing Reserve transfers outstanding: \$44,843 for the Retroactive RCMP invoice (Res# 055-24) to be paid March 31, 2025
4. Economic Development Reserve transfers outstanding: \$45,000 for the Augmented Reality project and \$5,000 for the Business Resource Pamphlet (Res# 425-24)
5. Legacy Fund Reserve transfers outstanding: \$15,296.89 for future development of interior community mural (Res#385-21)
6. Water Reserve transfers outstanding: \$185,066 for the East Reservoir and \$118,987 for the Advanced Metering Reading Infrastructure (2024 Capital Budget), \$125,117 for the Water Transmission Line Design (Res# 556-24)
7. Wastewater Reserve transfers outstanding: \$129,559 for the RV Sani Dump, \$118,987 for the Advanced Metering Reading Infrastructure

Town of Didsbury 4th Quarter Financial Report 2024 Capital Budget Progress as of December 31, 2024												
2024 CAPITAL BUDGET <sup>3</sup> :			Capital Spending			Budgeted Funding						
Asset	Dept <sup>1</sup>		Actual to December 31, 2024	Budget	Status <sup>2</sup>	Operating	Reserves	Grants	Debt	Other / External	Developer Levies	TOTAL
Infrastructure												
East Reservoir Design & Construction	EI		135,648	\$ 5,683,054	IP	-	185,066	2,541,461	2,841,527	-	115,000	5,683,054
RV Sani-dump Design & Construction	EI		441	\$ 130,000	IP	-	130,000	-	-	-	-	130,000
21 Avenue Connector - Water Design & Construction [20 St to 16 St]	EI		126,041	\$ 1,750,000	IP	-	-	1,750,000	-	-	-	1,750,000
20 Avenue Mill & Overlay [CPR Mainline to 21 St]	EI		157,515	\$ 182,000	C	-	-	182,000	-	-	-	182,000
15 Avenue Mill & Overlay [23 St to 24 St]	EI		56,021	\$ 85,000	C	-	-	85,000	-	-	-	85,000
Co-op Road Surface Works [15 Ave to 19 St]	EI		241,953	\$ 249,000	C	-	-	249,000	-	-	-	249,000
Non-Routine Road Rehabilitation	EI		177,036	\$ 199,500	C	-	-	199,500	-	-	-	199,500
Advanced Metering Infrastructure System - Remote Reading	EI		12,026	\$ 250,000	IP	-	250,000	-	-	-	-	250,000
23 St Sanitary Main Replacement [23 Ave to 24 Ave]	EI		63,645	\$ 85,000	C	-	85,000	-	-	-	-	85,000
Valarosa Link Pathway Design	EI		19,529	\$ 30,000	C	-	30,000	-	-	-	-	30,000
Streetlight Improvement Program Design [17 Ave to 18 Ave]	EI		-	\$ 10,000	NS	10,000	-	-	-	-	-	10,000
Buildings												
Train Station Flooring Replacement	CSR		20,314	\$ 40,000	C	30,000	10,000	-	-	-	-	40,000
Curling Rink Brine Line Replacement	CSR		67,885	\$ 70,000	C	-	70,000	-	-	-	-	70,000
Land Improvements												
Playground Replacement Program - Southridge Park	CSR		63,113	\$ 65,000	C	-	65,000	-	-	-	-	65,000
Vehicles & Equipment												
JD Mower Replacement	CSR		26,656	\$ 30,000	C	-	30,000	-	-	-	-	30,000
Didsbury Fire Department Command Vehicle	CS		-	\$ 150,000	IP	-	75,000	-	-	75,000	-	150,000
VMware Virtual Host Server	CS		15,954	\$ 18,000	C	18,000	-	-	-	-	-	18,000
E-draulic Ram	CS		12,948	\$ 16,000	C	8,000	-	-	-	8,000	-	16,000
<del>Snow Wing - Grader Attachment (PROJECT CANCELLED RESOLUTION 664-24)</del>	<del>EI</del>		<del>-</del>	<del>\$ 30,000</del>		<del>-30,000</del>						<del>-30,000</del>
			1,196,725	\$ 9,042,554		66,000	930,066	5,006,961	2,841,527	83,000	115,000	9,042,554
2020 CAPITAL PROJECTS CARRIED OVER <sup>4</sup> :												
Asset	Dept <sup>1</sup>	As of Dec 31/23	Actual to Dec 31, 2024	Budget	Status <sup>2</sup>	Operations	Reserves	Grants	Debt	Other	Sales Proceeds	TOTAL
East Reservoir Design Phase	EI	87,116	175,000	175,000	C	-	-	-	-	175,000	-	175,000
<sup>1</sup> Dept: Engineering & Infrastructure ("EI"), Recreation & Community Services ("RCS"), Corporate Services ("CS") <sup>2</sup> Status: Not started ("NS"), In Progress ("IP"), Completed ("C") <sup>3</sup> 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 <sup>4</sup> 2020 Capital Budget Approved February 11, 2020 (Res#056-20); Amendments April 28, 2020 (Res#137-20), October 13, 2020 (Res#372-20), May 9, 2023 (Res#256-23)												

**Town of Didsbury**  
**2024 4th Quarter Financial Report**  
**Capital Grants Continuity Schedule as of December 31, 2024**

	January 1, 2024	2024 Grant Allocation	Interest (YTD)	2024 Actual Expenditures (YTD)	Dec 31, 2024 Balance	Expenditures Projected - Unfinished Projects	Dec 31, 2024 Available	Notes
Municipal Sustainability Initiative Grant (MSI) / Local Government Fiscal Framework (LGFF)	1,665,888	813,055	61,371	(545,030)	1,995,284	(1,623,959)	371,325	1
Canada Community Building Fund (CCBF)	313,027	345,363	9,890	(213,536)	454,744	-	454,744	2/3
<b>Total</b>	<b>1,978,915</b>	<b>1,158,418</b>	<b>71,260</b>	<b>(758,566)</b>	<b>2,450,028</b>	<b>(1,623,959)</b>	<b>826,069</b>	

1. MSI/LGFF transfers outstanding: \$1,623,959 - 21 Avenue Water Connector (2024 Capital Budget)



## REGULAR COUNCIL MEETING Request for Decision (RFD)

**Vision:** The Place to Grow.

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

MEETING DATE: February 25, 2025  
SUBJECT: Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 – Dwelling Unit: Occupancy of the Owner, Operator or Caretaker  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

Council granted first reading to Bylaw 2025-01 at the January 14, 2025 Regular Council Meeting. The Public Hearing was held during Agenda item 5.1 of this meeting.

As presented during the Public Hearing, the amendments are for adding a Use and a Definition to the Land Use Bylaw to align with the new Municipal Development Plan. These amendments include adding a Definition for Dwelling Unit: Occupancy of the Owner, Operator or Caretaker and adding a Use of Dwelling Unit: Occupancy of the Owner, Operator or Caretaker to the following districts:

- C1: Commercial District – General
- C2: Commercial District – Highway
- C3: Commercial District – Core
- I1: Industrial District - General

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends that the Land Use Bylaw 2019-04 be amended as follows:

- a. Add a definition for “Dwelling Unit: Occupancy of the Owner, Operator or Caretaker” as follows:  
***Dwelling Unit: Occupancy of the Owner, Operator or Caretaker means a dwelling unit that is secondary to the primary use on a parcel.***
- b. Addition of ***Dwelling Unit: Occupancy of the Owner, Operator or Caretaker*** as a Discretionary Use to the following districts: C1: Commercial District – General; C2: Commercial District – Highway; C3: Commercial District – Core; RC: Recreational/Commercial District; and I1: Industrial District – General.

If Council is comfortable with the outcome of the Public Hearing, Administration is recommending that Council grant second and third and final reading to Bylaw 2025-01.

### ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy

4. Liveability

### RECOMMENDATION (2 separate motions)

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

AND

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

TOWN OF DIDSBURY  
Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04  
Dwelling Unit: Occupancy of the Owner, Operator or Caretaker

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

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

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

**1. SHORT TITLE**

- 1.1. This Bylaw may be referred to as “Amending the Land Use Bylaw –”Dwelling Unit: Occupancy of the Owner, Operator or Caretaker Bylaw 2025-01”.

**2. PROPOSED AMENDMENTS**

2.1 Bylaw 2019-04, being the Town of Didsbury Land Use Bylaw, is hereby amended as follows:

- a. Add a definition for “Dwelling Unit: Occupancy of the Owner, Operator or Caretaker as follows:  
***Dwelling Unit: Occupancy of the Owner, Operator or Caretaker** means dwelling unit that is secondary to the primary use on a parcel.*
- b. Addition of ***Dwelling Unit: Occupancy of the Owner, Operator or Caretaker*** as a Discretionary Use to the following Districts: C1: Commercial District – General; C2: Commercial District – Highway; C3: Commercial District – Core; RC: Residential/Commercial District and I1: Industrial District - General.

**3. EFFECTIVE DATE**

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

Read a First time on this 14<sup>th</sup> day of January 2025.

Read a Second time on this \_\_\_\_ day of \_\_\_\_\_ 2025.

Read a Third and Final time on this \_\_\_\_ day of \_\_\_\_\_ 2025.

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Mayor Rhonda Hunter

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Chief Administrative Officer Ethan Gorner



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: February 25, 2025  
SUBJECT: DOSCA Year End Reconciliation  
ORIGINATING DEPARTMENT: Corporate Services

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### **BACKGROUND/PROPOSAL:**

Didsbury Out of School Care Association (DOSCA) is a department of the Town that runs before and after school and PD Day childcare for school-aged children, as well as a Summer Fun program which runs day camps during July and August. DOSCA is intended to have no burden on the tax payers and, therefore, the revenues brought in must meet or exceed the expenditures to run the department.

At year end, all revenues and costs are compiled. A surplus is returned to the DOSCA reserve in accordance with the Reserve Policy (FIN 007-24) and DOSCA Reserve Fund (CS 101). If the department experiences a shortfall, the deficit may be funded from the reserve, or borrowed from the Town by way of an internal loan, until such time it can be repaid.

In accordance with FIN 007-24, the Town may internally borrow to provide for the financing of operating and/or capital projects thereby reducing the impact of external borrowing. Documentation for Council's decision must include a written plan to return the funds to the reserves in a period that is short-term in nature.

Council approved allocation of \$22,183.16 to DOSCA in the 2023 year end to offset the deficit, thereby created an internal loan balance of the same amount for the DOSCA department. Council approved a repayment plan which included additional FCSS support as well as increased DOSCA program fees, both which occurred in 2024.

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

DOSCA experienced a net deficit of \$24,056.93 in the 2024 year end, as follows:

	Budget	Actual
DOSCA Revenues	218,686	199,959
DOSCA Expenses	218,686	224,015
Net Deficit	-	(24,057)

Revenues were lower than budgeted for and expenses were higher than budgeted for, resulting in the deficit.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **RECOMMENDATION**

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 25, 2025  
SUBJECT: Utilities Departments Year End Reconciliation  
ORIGINATING DEPARTMENT: Corporate Services

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### **BACKGROUND/PROPOSAL:**

The Utility Charges Bylaw sets out the framework for the Town's self-supported utility departments, outlining that revenues collected for utility services will offset the expenses and that taxes will not fund these departments.

#### **Water Department**

The Water department experienced revenues of \$2,223,202 and expenses of \$2,202,101 resulting in a net departmental surplus of \$18,101.

On June 25, 2024, Council approved resolution 434-24 to approve an additional \$215,000 for the Butte Standpipe repairs from water repairs and maintenance and, if there is a deficit at year end, that it comes back to Council for a decision on funding. This amount was in addition to \$100,000 already included in the operating budget, for a total budget of \$315,000 for the repairs. The total expenses for the Butte Standpipe repair project in 2024 were \$317,336, which are included in the department's total expenses noted above.

Considering the significant additional costs for Butte repairs, the surplus is a positive sign for the department, expressing its success in reducing the unmetered water percentage.

#### **Wastewater Department**

The Wastewater department experienced revenues of \$1,001,585 and expenses of \$820,361 resulting in a net departmental surplus of \$181,224.

As part of the 2024 operating budget, Council approved the Lagoon Desludging project with a budget of \$250,000 to be funded from Wastewater reserves. The total cost of this project was \$212,887 which is included both in total expenses and the total revenues listed above.

#### **Solid Waste Department**

The Solid Waste department experienced revenues of \$494,947 and expenses of \$456,475 resulting in a surplus of \$38,472. Although a reserve transfer of \$25,000 was allowed for in the budget, the department did not require the transfer to break even; therefore, the transfer did not occur.

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

In accordance with the Reserve policy (FIN 007-24), year end water and wastewater department surpluses are to be re-invested into the relevant reserve fund. Therefore, it is recommended that the water surplus of \$18,101 be transferred to the Water Reserve and the wastewater surplus of \$181,224 be transferred to the Wastewater department.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

The policy also states that year end solid waste department surplus shall be reinvested back into the Solid Waste Reserve, to a maximum of \$50,000. The Solid Waste Reserve is currently at its maximum balance of \$50,000. Therefore, it is recommended that the surplus be reinvested into the Water Reserve which will be used to fund the new East Reservoir.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

#### RECOMMENDATION (three separate motions)

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

AND

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

AND

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: February 25, 2025  
SUBJECT: 2024 Year End Reserve Allocation  
ORIGINATING DEPARTMENT: Corporate Services

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### **BACKGROUND/PROPOSAL:**

In accordance with the Town's Policy FIN 008-22 – Year End Reserve Allocations, Council is responsible for approving the allocation of operating surplus for tax purposes and unbudgeted revenues on an annual basis. The annual operating surplus for tax purposes is the excess of revenues over expenditures, including reserve transfers and debt payments. Unbudgeted revenues are new and/or one-time revenues for which no budget amount was included in the approved budget. Each year, after all revenues and expenditures have been recorded, Administration prepares an analysis of the year end actual balance after adjustments for non-cash items, compared to the approved budget. Often, municipalities end up with a surplus generated from revenues that are higher than budget, or expenses that are lower than budget.

Reserve allocations shall follow FIN 007-24 – Reserve Policy. When determining what amount to reserve at year end, Council must also take into account the excess cash flow available, otherwise it may not be feasible to cash fund the reserve transfer.

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

#### *Subdivision*

Each year the Subdivision department incurs costs that are only recouped if there have been sales of lots. In 2024, there were no lot sales, which caused the department to experience a deficit of \$238,772. Taxes do not pay for these expenditures, so when no lot sales occur, the Town's cash flow available is reduced by this amount. It is recommended that Council approve transferring the current year costs of Shantz to the internal loan with the repayment plan as follows:

Balance January 1, 2024	1,632,567
2024 addition	238,772
	1,871,339
Future Loan Expenditures Remaining	278,163
Total Expected Loan Balance	2,149,502
Land Valuation	
Lot 1	1,757,390
Lots 2, 10, 11, 12	2,433,900
closing costs	unknown
	4,191,290

Future sales of Shantz lots 1, 2, 10, 11, and 12, less closing costs, will go towards repayment of the overall balance of Shantz internal borrowings.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### Year End Surplus

The remaining year end surplus is \$480,591 and summarized below:

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

Of the surplus, 48%, or \$232,056 arose from unforeseen revenues that were recognized in 2024. General revenues like interest, franchise fees and penalties, as well as user fees and permit fees, have been stronger than expected. The remaining 52%, or \$248,535, arose from lower than budgeted expenses mainly occurring in three categories – wages and benefits, municipal policing contract costs, and repairs and maintenance.

### Unbudgeted Revenues

In accordance with FIN 008-22, a summary of unbudgeted revenues is below:

Supplementary Tax Revenue	10,482
Film permit revenue	8,095
Cemetery operating grant	1,500
Sale of Surplus Equipment	3,307
	23,384



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### *Recommendations*

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

1. According to CS 003-24 – Community Grant Program, funding for the next year’s program is based on the year end surplus of the previous year. The total funding allocated from the budget surplus is to be 10% of the total surplus to a maximum of \$30,000. However, there is currently \$3,533 unexpended from the 2024 year; therefore, it is recommended that \$26,467 be allocated to the Council Community Grant reserve.
2. Although there is a surplus in the snow removal line, the snow removal reserve is at its maximum value of \$50,000; reserving the excess is not recommended.
3. During the year, Council approved various Economic Development projects to be funded from the Economic Development reserve. However, the Economic Development department ended the year with a budget surplus of approximately \$37,000. It is recommended that use of operating reserves throughout the year does not contribute to excess surplus and, therefore, the Economic Development Reserve be replenished up to \$37,000. This would also take into account the unbudgeted film permit revenue that was received in 2024.
4. In the 2024 budget, Council approved certain capital projects with funding from the operating budget. This is for the Train Station flooring project and the Snow Wing attachment purchase. The Train Station flooring project came in under budget by almost \$20,000, creating an operating budget surplus of \$10,000. It is recommended that these funds be transferred to the Train Station Municipal Lifecycle reserve. The Snow Wing attachment budgeted at \$30,000 was found to be not feasible for the department and was therefore cancelled. It is recommended that the funds be moved to the Operations and Maintenance Vehicle and Equipment Replacement reserve.
5. Due to stronger than foreseen campground revenues, the campground department has a net surplus and, therefore, is offsetting costs of other municipal departments. The campground has many assets, including several buildings; however, its Municipal Lifecycle reserve currently sits at \$0. Council may use the surplus funds of \$23,000 to reserve in the Campground Reserve.
6. Repairs and maintenance expenses were underutilized by about \$70,000. Council may decide to return these excess funds to one or various municipal lifecycle reserve funds.
7. Any excess funds are recommended to be reserved into the Strategic Initiatives and Contingency Reserve in accordance with the Reserve Policy (FIN 007-24).



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

#### RECOMMENDATION (two separate motions):

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

AND

To refer the 2024 Year End Reserve allocation to the Financial Planning Committee for review and recommendation.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 25, 2025  
SUBJECT: 2025 FCSS Funding Recommendations  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

In the 2025 budget, there is \$64,000 budgeted for the 2025 FCSS Community Grants. In total, eighteen applications were received amounting to a total of \$96,050 in external funding requests. Administration is proposing the below allocation of funds which meet the needs of the community organization and program needs while also adhering to the FCSS Guidelines and increase the capacity for community engagement and partnership opportunities.

The \$64,000 budget for FCSS Community Grants is 48% of the total FCSS funding received from the Government of Alberta in 2025.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Below is a chart that outlines each requesting agency/program, a brief description of their purpose, an explanation of their funding request, the value of their request, and the funding amount recommended by Administration:

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value of Request	Recomm. Funding
Boys & Girls Club Olds & District – After School programs	Provision of after-school programs as a safe alternative for youth when they need somewhere to go.	Provision of after-school programs as a safe alternative for youth when they need somewhere to go.	\$3,150	\$1,750
Boys & Girls Club Olds & District – Babysitter + Home Alone programs	Offer the Babysitting and Home Alone programs to Didsbury families.	The Town of Didsbury offers Home Alone/Babysitters courses already within our community. This would be a duplication of services.	\$1,000	\$0
Carstairs Library-partnership with all MVC Libraries Comic Con	Third Annual event in partnership with all MVC libraries offering one day conference	Event creates volunteer opportunities, exposure to less traditional careers, reduces social isolation/stigma. Exposure to local resources.	\$1,100	\$1,100
Chinook's Edge School Division – Family Wellness program	Provides a comprehensive range of rehabilitative services during school hours.	No funding recommended in 2025 due to the rehabilitative nature of the services offered not meeting FCSS Mandate. Specific preventative Didsbury programs need to be applied for in the future.	\$15,600	\$0



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value of Request	Recommend. Funding
Chinook's Edge School Division – Youth Empowerment (YES Program)	Preventative in nature Supports children/youth to make better choices, socially connect and increase social/emotional/ mental wellness.	Services offered are critical for children and youth. Attendees of programs, quarterly requests for financials ensuring dollars stay within Didsbury will be requested.	\$8,760	\$8,760
Didsbury & District Historical Society – Coffee & Conversation program	Preserving, interpreting and sharing Didsbury history. Showcasing local talent while providing social engagement, entertainment, and education opportunities.	Seniors' programs offered at the Museum are essential in combating social isolation and disconnections. Additional dollars requested for snack food items for speciality stores in Didsbury does not align with FCSS mandate.	\$2,515	\$2,140
Didsbury Preschool Society	Preschool program that works to understand and meet the developmental needs of each child socially, physically and intellectually. Serves approximately 30 children per annum.	Preschool programs are essential in providing children with opportunities to meet friends while encouraging development. Funds reduced due to number of grant applications received. Funding is meant to enhance programs, not sustain them.	\$13,510	\$8,000
Didsbury Municipal Library – Teen Advisory Board	Teen Advisory Board – engage and empower teens while connecting them to one another, the library, and their community.	Funding for youth programs they run. Opportunity to partner and run programs collaboratively with FCSS to offer additional support.	\$3,641	\$3,640
Didsbury Municipal Library – Volunteer Program	Creates opportunities for connection and ways to give back. Creates job/skill building for teens, as well as community service opportunities.	Funding for staff development and materials to run this program. Volunteer appreciation will be offered thru the TOD volunteer appreciation annual event.	\$2,055	\$337



## REGULAR COUNCIL MEETING

### Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

Applying Agency	Explanation of Application	Explanation of Funding Recommendation	Value of Request	Recom.
DOSCA – Before & After School Care	Offers before and after school care for children aged 5-12 years, plus school-day-off care and Summer Fun program.	Funding to be used for operational costs of this critical care program. Allows safe care of children when parents are at work, while encouraging friendships and connection to the larger community.	\$17,497	\$17,497
Essentials for Our Community – Konnection Kitchen	Opportunity to build relationships with residents who may be at risk due to low income and/or access to food.	Funding applied for meal distribution, and vouchers that support individuals in community. This is ineligible under FCSS Mandate.	\$9,000	\$0
Hope 4 MVC Kids- Program 7	Seeking funding for psychological assessments.	This does not meet FCSS mandate. Falls within Ministry of Health, not preventative- diagnostic.	\$5,000	\$0
Hope 4 MVC Kids- Nurturing Volunteer Program	Mental Health day funding, swag, printing of handbook, recruitment/ training.	Volunteers will be invited to attend TOD volunteer appreciation event; volunteer training meets FCSS mandate.	\$600	\$250
Mountain View Emergency Shelter Society	Requesting funding for outreach coordinator program, program costs, rent/insurance.	Funding for preventative programming fits within the FCSS mandate. Space is provided in partnership. Intervention is not eligible for funding through FCSS.	\$9,122	\$5,750
Mountain View Moccasin House – Indigenous Cultural Awareness Teachings/ Activities	Creating greater awareness and understanding of shared history and experience of Indigenous Canadians.	Opportunity to have Indigenous cultural and learning activities brought to our community.	\$1,000	\$1,000
Olds & District Hospice Society – Volunteer training, expenses and recognition	To promote education, awareness, improved communications, and trained compassionate volunteer base as well as support for Nav Care, support/referral program.	Volunteer development and retention are important for the essential service. Nav Care and supports are not duplicated by any other agency in Didsbury. Funds for space in Didsbury not required due to partnership opportunities with FCSS.	\$2,500	\$2,000
<b>TOTAL</b>			<b>\$96,050</b>	<b>\$52,224</b>



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

The total budget for FCSS grants is \$64,000, thus leaving \$11,776 remaining for distribution.

Administration is proposing that the funds be used for improved Town-run FCSS programs that support the mandate of FCSS and support community groups. Administration is recommending that:

- \$800 of the funds be put towards the Town's Community Connect/Development Program which services to connect residents to resources, social network building, and programming through local active programming.
- \$5,976 is dedicated to running a robust Community Engagement and Volunteer Program in 2025. The Program would celebrate volunteer engagement, appreciation, and training events.
- \$5,000 be allocated to the Didsbury Seniors Program which provides consistent programming, referral, educational, and connection services to local seniors.

All of these initiatives align with the FCSS Mandate and provide a new approach to providing support to community groups through this funding program.

### ALIGNMENT WITH STRATEGIC PLAN

#### 2. Vibrant & Connected Character Community

### RECOMMENDATION

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

OR

To refer the Family and Community Support Services Community Grant Funding to the Financial Planning Committee for review and recommendation back to Council.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: February 25, 2025  
SUBJECT: Naming of New Roads Valarosa  
ORIGINATING DEPARTMENT: Planning & Development

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### **BACKGROUND/PROPOSAL:**

Administration has received a subdivision application for the final phase within the Valarosa area. The subdivision received conditional approval from the Municipal Planning Commission (MPC) on January 22, 2025.

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

Below is a list of the proposed road names within the conditionally approved subdivision:

- Valarosa Final Phase –
  - Valarosa View
  - Valarosa Green

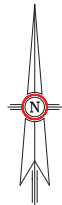
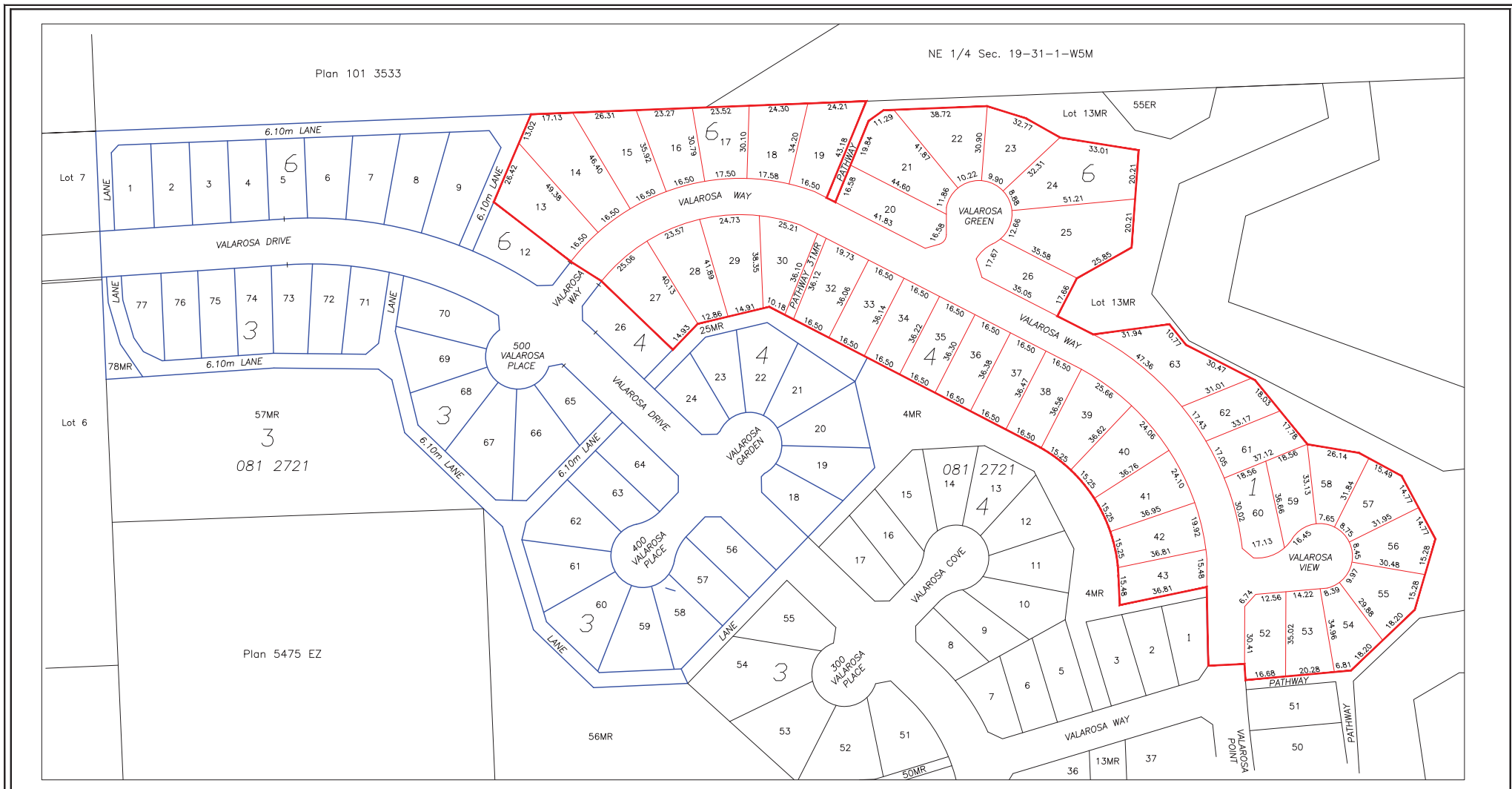
The subdivision proposal included names for the new streets to be created for their project. Attached to the report is the Tentative Plan of Subdivision for the conditionally approved subdivision and the lots for this application are outlined in red. The Tentative Plan of Subdivision, which is attached, shows the extension of an existing road, Valarosa Way, as well as the new roads.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### **1. Strategically Managed Infrastructure**

### **RECOMMENDATION**

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



Town of Didsbury - Sketch  
Showing  
Tentative Subdivision  
within a portion of  
SE 1/4 Sec. 19-31-1-W5M  
Valarosa - Phase 2

#### NOTES

Dimensions are in metres  
and decimals thereof.

Utility Rights-of-ways are  
3.50m in perpendicular width  
and shown thus... - - - - -



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08 November, 2024

Scale : 1:1500

File 24-070 Ph2



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE:	February 25, 2025
SUBJECT:	DEDAC Chamber of Commerce Representative Appointment
ORIGINATING DEPARTMENT:	Economic Development & Strategic Operations

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### BACKGROUND/PROPOSAL:

The Didsbury Economic Development Advisory Committee (DEDAC) would like to make a recommendation for an appointment of a Chamber of Commerce representative to the DEDAC for Council's consideration.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Economic Development Officer received information that the current Chamber representative has stepped down from the Didsbury & District Chamber of Commerce; this leaves the DEDAC without an official Chamber Executive representative.

Laurie Fisher, owner of Yarn Merchant in Didsbury and new member on the DEDAC, is a Chamber Executive Board member. DEDAC members feel that it is necessary to have a Chamber representative on their committee to receive updates regarding the rebuilding of the Chamber of Commerce and to better understand what support the Chamber requires to be successful.

As a business owner in Didsbury since 2024, Laurie is already heavily involved in the business community. She was part of the Country Christmas volunteer committee and is now part of the Chamber board, helping to rebuild the organization. Laurie is also the President of the newly formed Arts Society in Didsbury.

### ALIGNMENT WITH STRATEGIC PLAN

#### **3. Strong & Resilient Local Economy**

### RECOMMENDATION

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



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: February 25, 2025  
SUBJECT: Suncor Brownfield Project Update  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

At the February 11, 2025 Regular Council Meeting, Council resolved to bring a report on all information regarding the Suncor Brownfield Project to the February 25, 2025 Regular Council Meeting.

The exploration of this project was identified in a June 25, 2024 Resolution:

Res. 426-24

MOVED by Councillor Williams

That Administration further explore the potential utilization of the brownfield and engage with Suncor and legal counsel about use agreements, funding and feasibility.

Motion Carried

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town requested a series of amendments to the agreement to incorporate recommendations made upon legal counsel advice. Currently, the agreement is being discussed between Suncor and the Town. There are ongoing discussions pertaining to the site plan, which was incorporated into a schedule of the draft agreement.

Incorporated into the agreement was an original rough draft of a site plan. In addition to those aforementioned changes, the Town also put forward an alternative site plan to incorporate a simpler, more refined design plan; it was then identified by Suncor that additional foliage may be added to the property. Administration is awaiting information regarding the placement and type of foliage to represent it adequately in the site plan prior to final administrative review and referral to Council.

At this time, Administration is unable provide an estimated time of delivery to Council for their review as the project continues to undergo thorough engagement and is still in the draft phase.

### ALIGNMENT WITH STRATEGIC PLAN

#### **3. Strong & Resilient Local Economy**

### RECOMMENDATION

To accept the Suncor Brownfield Project Update as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: February 25, 2025  
SUBJECT: February 25, 2025 Council Reports  
ORIGINATING DEPARTMENT: Legislative Services

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### **BACKGROUND/PROPOSAL:**

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

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

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

### **Upcoming Council Professional Development**

*Alberta Municipalities Spring Leaders Caucus & President's Summit on Civility -  
March 5 - 7, 2025*

Mayor Hunter, Rhonda  
Councillor Baswick, John  
Councillor Moore, Dorothy  
Councillor Windsor, Bill

### **ALIGNMENT WITH STRATEGIC PLAN**

5. Governance & Organizational Excellence

### **RECOMMENDATION**

To accept the February 25, 2024 Council Reports as information.

# BROWLEE LAW EMERGING TRENDS SEMINAR February 6, 2025

New Access to Information and Privacy Legislation in Alberta *Bills 33 & 34 to Replace FOIP Act in 2025.*

## **BILL 34: Access to Information Act**

5 CIRCUMSTANCES WHERE PUBLIC BODY MAY DISREGARD REQUEST:

1. unreasonably interfere with the operations of the public body (repeated requests)
  2. abusive, threatening, frivolous, or vexatious
  3. Has already been provided/available to the public
  4. Public body does not have information that is sufficiently clear to enable them to locate and identify the record within a reasonable time with reasonable effort, or
  5. otherwise overly broad or incomprehensible
- **Section 25** – disclosure harmful to economic or other interests of public body
  - Blanket Cabinet privilege exemptions – Section 27(1) - “any record submitted to or prepared for” “or created by or on behalf of”
  - **Section 27(2)** – exempts background and factual information as part of deliberations exception

## **Workplace Investigation exemptions – Section 24**

Can refuse to disclose if “reasonably expected” to

- a) interfere with, prejudice or otherwise harm a workplace investigation, or
- b) cause harm to a witness or third party, or prevent a witness from coming forward as a witness, in a workplace investigation

**Advice from officials exemption – Section 29** Carves out background factual information from right of access

No **requests for records** by public body to another public body (S. 8) • Purpose of provision unclear

## **Requests for Review by Privacy Commissioner**

Records available without requests

- Proactive or routine disclosure
  - Limits right to request access to information
- Must be completed within 180 business days, or no more than 360 business days with extension
- No power to compel production of privileged records or political communications

## **Impact on Municipalities**

Requests – Governed by new Access to Information Act

- Public body has discretion to disregard public access requests
- Process changes to provide public bodies with more time and flexibility
- Business days counted for timing (versus regular days before)
- Workplace investigations
- Councillor Code of Conduct investigations
- Whistleblower complaints
- Basis for in-camera meetings
- Fees (will they change in Regulation??)

## **BILL 33: Protection of Privacy Act**

**Privacy as the default**

- **Proactive rather than reactive**

**Practically - public bodies must consider privacy implications of personal information when they do business make changes to their programs and systems**

## **PERSONAL INFORMATION: Revised definition:**

- Information about an identifiable individual
- Does not include employee information where provided on behalf of employer in capacity as employee
- Gender identity and sexual orientation

## **Collection of Personal Information Without Consent [s 5(1)]:**

- Delivering a common or integrated program or service
- Where public bodies are working collaboratively with one another
- With previous notice of collection [s 5(4)]
- **Automated Collection of personal Information S 5 (2)(d)**

Notification:

- Automated tools to generate content, or make decisions, recommendation or predictions
- AI programs(?)
- Regulations re content of notice

## **MANDATORY DISCLOSURE where loss, unauthorized access to or disclosure:**

- Real risk of significant harm
- Notice without unreasonable delay:
- Individual
- Commissioner
- Minister

## **\* No selling of personal information by a public body in any circumstance, including marketing and advertising**

**Section 12** A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner

- Anonymized, de-identified information to be used where possible

## **Section 13** Notable additions: • Workplace Investigations • Data matching

Data matching = syncing up more than one data source about an individual to get a better view of the whole of their personal information. • Where delivering or evaluating a service. Or for • Security arrangements

**Section 17** "Public bodies will have clear rules for when and how to share information with each other to provide a common or integrated service, so Albertans don't have to repeatedly provide their information"

- EXAMPLE: Emergency - eligibility for supports that are provided by various public bodies
- Retention, Disclosure, Protection

## **Section 22 Non personal data:** Derived or anonymized from personal information

Rules surrounding the: • Creation • Use • Disclosure • Protection

## **Section 25 Privacy Management Programs** Mandatory to document policies and procedures: •

Available upon request • Promote compliance

- One year to establish and implement a privacy management program

**Section 26 Privacy Impact Assessments:** - mandatory for all programs and operations re collection, use and disclosure of personal information

- ☐ Proactive tool - compliance and identify potential privacy risks
- ☐ Mitigation strategies for privacy risks

## **Section 38 Reviews and Inquiry** Attempt resolution with Public Body

- If the public body decides to respond – 30 days
- Deadline for filing a review • 60 days from response •

90 days from complaint • Mediation >> Inquiry

**Office of the Privacy Commissioner Inquiry** must be completed:

- 180 business days after receiving Request for Review
- Extension of not more than 180 business days (360 total)

## **Higher fines for offences**

- Individual - Up to \$125,000 to \$200,000 (Previously not more than \$10,000)
- Public body – Up to \$750,000 to \$1,000,000. (Previously not more than \$500,000)
- Higher maximums for data derived or non-personal information

## **IMPACT ON MUNICIPALITIES**

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

**Regulations to come! Spring 2025 FOIP Act applies for now...**

## **Procurement Law: Overview and Best Practices** (Administrative processes)

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

### **The tender process is rigid. No negotiation is possible and must be fair to all.**

- Bid security is required to “hold” the bid (Bid Bond)
- Once submitted, the bid is irrevocable
- Construction contract awarded to bid that best responds to requirements of tender call (Contract B)
- Must only evaluate a compliant bid
- Tender documents dictate mandatory requirements for a compliant bid
- Evaluation based upon undisclosed criteria is prohibited
- Subject to applicable trade agreements

### **In the RFP process • Owner has more flexibility with evaluation and non-compliant proposals**

- Think of the RFP process as a negotiation process • If treated as a tender – greater potential for liability

## **Managing Municipal Lands: A Strategic Approach**

### **Why have a land strategy?**

Municipalities have a duty to:

1. Make strategic decisions in the best interest of both current and future residents.
2. Act responsibly and transparently.
3. Balance competing views and priorities

### **A Council may act only by:**

- Bylaws: Used when creating laws of general application; creating regulatory offences/penalties.
  - Resolutions: Used for discrete issues, often to give direction to administration.
1. Council may delegate its powers to a Council committee or any person
  2. Council may not delegate:
    - Power to pass bylaws
    - Power to deal with CAO
    - Power to adopt budgets
    - Power with respect to cancelling, reducing, refunding or deferring taxes
  3. CAO may delegate any of their powers, duties or functions under the MGA, or under any other enactment or bylaw to a designated officer or an employee of the municipality. **MGA S. 209**

## **Aquiring and Selling Municipal Land Issues to Address within Policy:**

- 1) Who has the authority to approve transactions? Any limits?
- 2) How will purchase price be determined/negotiated?
- 3) Are deposits mandatory?
- 4) Any specific objectives that must be satisfied?
- 5) How will lands be deemed “surplus”?
- 6) Who determines where funds are allocated after sale?
- 7) What are the reporting requirements?
- 8) How will market value be determined?
- 9) Who makes the final decision?
- 10) Any specific factors to take into account?
- 11) What are the reporting requirements?

### **Issues to Address within Granting Rights over Municipal Property Policies:**

- 1) Who has authority to grant encroachments, easements, licences, etc.?
- 2) Does Council want to establish guidelines or restrictions on use?
- 3) Any limits on authority?
- 4) Should there be Standardized Templates?
- 5) Who is responsible for setting fees and rent?
- 6) What are the reporting requirements?

### **The following may only be authorized by Council:**

- Road closures (s. 22, MGA)
- Temporary roads and rights of way (s. 26, MGA)
- Designation/re-designation of municipal land (s. 665, 672, MGA)

- Changes to environmental reserve use or boundaries (s. 676, MGA)
- Authorizing Municipality to issue licences or permits for the temporary occupation of road allowances when not required for public use (s. 13(1)(o), Traffic Safety Act)
- Initiating Expropriation (s. 14, MGA)

## **SUMMARY**

As the volume and complexity of land transactions grow, decisions must be well thought out and strategic. Council has broad authority to determine what matters must be determined by Council, and what can be delegated to the CAO or other senior management.

Benefits of Creating (or Updating) Your Land Management Framework:

- Provide clear guidance to administration
- Clarify roles and responsibilities
- Support autonomous systems
- Create efficiency
- Support better decision-making
- Make Council priorities and objectives clear

## **Building the Future: Preparing School Sites for Success** (Not very applicable to Didsbury now) **Be Proactive:**

- **Joint Use & Planning Agreements** The Municipal Government Act (Alberta) ("MGA") S. 670(1)(3) and Education Act 53.1 were amended to require that Municipalities and School Divisions adopt the use of JUPAs
- **Identify future school sites in Planning Documents**
- Subdivide and service (adjacent or plan)

## **The Basics of Severance Liability on Termination of Employment** (A legal and administrative subject)

- If you aren't using a clear notice/severance clause for your non-union hires, we strongly recommend you seek legal advice to do so moving forward
- Even if your hiring terms include such a clause, we recommend reviewing it annually with legal counsel to ensure it remains up to date with evolving case law
- This is a very important tool in every employer's toolbox and when used correctly can save any employer hundreds of thousands of dollars in severance over the coming years
- Setting this up properly means you will have more time and money to spend on your good employees rather than spending too much money on walking poor employees out the door

## **Case Law Takeaways**

- Municipalities should ensure proper paperwork is done when renewing agreements or permits. Failure to do so can lead to ambiguity and litigation.
- Individuals or organizations are not necessarily entitled to challenge municipal bylaws
- Municipalities in Alberta are able to pass bylaws with the goal of preventing heated confrontations between attendees at certain public events and protestors.
- Bylaws which could limit a Charter right:
  - Should have reasonable and specific constraints, and should not prevent an individual from exercising their Charter rights.
- Municipalities are not required to take a community approach to zoning and they have broad authority under the MGA to amend land use bylaws.
- Municipalities have wide discretion to pass rezoning bylaws; there is no requirement to divide on the basis of "community distinctiveness".
- The Municipal Government Act does not direct a different public hearing process depending on the scale of the proposed changes or the number of affected parties.
- Subordinate legislation, such as municipal bylaws, will continue to receive deference from the Courts.
- Administrative discrimination is acceptable if it is authorized by the enabling statute.
- Municipalities desiring control over advertising processes should enact advertising bylaws.
- Municipalities should ensure language in their advertising bylaws allows for some flexibility.
- The degree of compliance with advertising requirements depends on the nature of the proposed bylaw.
- Sanctions cannot prevent a councillor from fulfilling their legislative duties.
- Sanctions must be rationally connected to the breach of the Code.
- Section 533(a) of the Municipal Government Act can protect a municipality that does not place speed limit signs even in a case where an accident is caused by excessive speed.
- Adding a speed limit sign after an accident cannot be used against a municipality to establish liability.

**How Bill 20 Reshapes Local Democracy** The changes don't affect small towns' elections much.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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

MEETING DATE: February 25, 2025  
SUBJECT: Correspondence & Information  
ORIGINATING DEPARTMENT: Legislative Services

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

- Mountain View Seniors Housing – Celebrating 65 Years
- Minister McIver – Joint Use Planning Agreement Deadline Extension

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

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

## **Mountain View Seniors' Housing Celebrates 65 Years of Service**

Olds, Alberta – 2025 marks the 65th anniversary of Mountain View Seniors' Housing (MVSH), a milestone that highlights the organization's deep commitment to providing exceptional housing and services for seniors and individuals in our communities. Since April 1960, MVSH has grown from its humble beginnings into a cornerstone of support, serving countless residents and families throughout Mountain View County over the past six and a half decades.

Reflecting on this remarkable journey, MVSH is proud to commemorate 65 years of service with a series of celebrations and initiatives that honour its legacy and the many lives it has touched. "I am profoundly grateful to be part of the MVSH team as we recognize our 65th year of operating. It's a wonderful opportunity to reflect on our journey and celebrate our achievements," said Stacey Stilling, CAO of Mountain View Seniors' Housing. "This milestone is a testament to ALL those—past and present—who have been part of our story through dedication, hard work, and the unwavering commitment to support others."

### **65th Anniversary Celebrations**

To mark this special year, MVSH has designed a commemorative tribute logo that will be used throughout 2025, celebrating the organization's enduring impact and bright future. In addition, MVSH is launching several celebratory initiatives:

- **Legacy Tree Project** – Each MVSH lodge will feature a Legacy Tree, inviting residents, staff, and families to share their favorite memories, cherished stories, or what they love most about MVSH. These heartfelt contributions will be placed in a time capsule to preserve these special moments for future generations.
- **Special Seniors Week Programs** – During Seniors Week in 2025, each lodge will host a celebration program, including tributes, entertainment, and a brief ceremony to commemorate the milestone.
- **65 Days of Celebration on Social Media** – Beginning in April, MVSH will launch a "65 Days of Celebration" campaign, sharing stories, historic newspaper clippings, shout-outs, and more. Join us on Facebook and Instagram (@mountainviewseniorshousing) to relive the memories and be part of this special journey.

"Over the years, we have not only grown as an organization but have also developed into a second family for many," added Stilling. "Together, we have faced challenges, celebrated victories, and pushed through adversities that will forever be part of our legacy."

Dwayne Fulton, MVSH Board Chair, emphasized the importance of community support in the organization's success: "Our 65th anniversary is not only a celebration of our past contributions but also a reflection of our future impact on the community. We are grateful to all the individuals, organizations, and municipalities who have supported and contributed to this journey, ensuring we remain a vital resource for seniors and those in need throughout Mountain View County."

Stilling echoed this sentiment, acknowledging the many people and organizations that have shaped MVSH's legacy: "The success story of our long-term history truly rests with all those who believe passionately in the work we do—our Board, staff, volunteers, residents, families, donors, municipal partners (Mountain View County, the Towns of Carstairs, Didsbury, Olds, and Sundre, as well as the Village of Cremona), and the Government of Alberta."



Looking ahead, MVSH remains committed to its mission of providing quality housing and support for seniors and individuals in need. "As we look forward, we extend our most heartfelt thanks to everyone who has been part of our 65-year journey and invite you to join us in support as we set new goals for a strong and sustainable future, enhancing positive impact in our communities and our industry for another 65 years!" said Stilling.

MVSH looks forward to celebrating this milestone with the residents, families, staff, and communities who make its work possible. For more information about our 65th anniversary initiatives or to get involved, please contact Sarah Eichhorst, Marketing & Communications Specialist, at [engage@mvsh.ca](mailto:engage@mvsh.ca) or 403-556-2957.

#### ***About Mountain View Seniors' Housing***

*Since its incorporation in 1960, Mountain View Seniors' Housing has been dedicated to enhancing the quality of life for seniors and individuals within Mountain View County. Through compassionate care, innovative programs, and a commitment to excellence, MVSH continues to create vibrant and supportive communities where everyone feels at home.*

#### **For media inquiries, please contact:**

Sarah Eichhorst  
Marketing & Communications Specialist  
Mountain View Seniors' Housing  
Email: [engage@mvsh.ca](mailto:engage@mvsh.ca)  
Phone: 403-556-2957





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca), or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca), or call the number above for more information.

Sincerely,

Ric McIver  
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education