



TOWN OF DIDSBURY AGENDA
Council Organizational Meeting
Monday, November 2, 2026 commencing at 6:00 p.m.
Council Chambers 1606 14 Street, Didsbury, AB

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

3. DEPUTY MAYOR APPOINTMENT

- 3.1. RFD - Deputy Mayor Appointment

4. SIGNING AUTHORITY

- 4.1. RFI – Appointment of Signing Authority

5. REVIEW OF COUNCIL BYLAWS & POLICIES

- 5.1. Procedural Bylaw
 5.2. RFD – Council Remuneration & Professional Development Policy

6. COUNCIL COMMITTEE APPOINTMENTS

- 6.1. RFD - 2026-2027 Council Committee Appointments
- Municipal Planning Commission
 - Intermunicipal Cooperation Committee
 - Mountain View Regional Water Services Commission
 - Mountain View Regional Waste Management Commission
 - Mountain View Seniors' Housing Board
 - Parkland Regional Library System Board
 - Red Deer River Municipal Users Group

7. SCHEDULE OF MEETINGS

- 7.1. RFD – Proposed 2027 Council Calendar

8. COUNCIL ATTENDANCE AT CONFERENCES

- 8.1. RFD – President's Summit & Spring Municipal Leaders Caucus (Edmonton, April 5-8, 2027)
 8.2. RFD – 2027 ABmunis Convention and Trade Show (Edmonton, September 22-24, 2027)

9. CLOSED SESSION

In Alberta, when municipalities or public bodies transition into "Closed Sessions", they must formally state their authority to do so under the *Municipal Government Act (MGA)* RVA 2000 Chapter M-26, Section 197 and the *Access to Information Act (ATIA)/Protection of Privacy Act (POPA)*.

If Council or a Council Committee allow one or more other persons to attend a closed meeting, the names of those persons and the reason for their attendance must be recorded in the minutes of the Council meeting.

A strict reminder that all discussions, documents, and recordings are confidential and cannot be disclosed to the public.

Once Council returns from Closed Session, five minutes will be required to allow the public time to return to the scheduled Council Meeting.

Please note that no back up material or information will be sent with the Agenda for the Closed Sessions and material circulated the meeting will be returned to the CAO and destroyed unless otherwise noted.

- 9.1. Public Member Appointments to Boards and Committees Deliberation – *Access to Information*

Act, Section 28 (Local public body confidences)

10. ADJOURNMENT



Town of Didsbury Request for Decision (RFD)

To:	<i>Didsbury Town Council</i>
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	<i>Legislative Services</i>
Date:	Monday, November 2, 2026
Subject:	Deputy Mayor Appointment
Bylaw Number (If Applicable):	<i>Not applicable</i>
Item Number:	3.1

Recommendation(s) to Council:

Recommended that Council appoint one of the following Councillors as Deputy Mayor for a period of 1 (one) year:

- a) Councillor Engel
- b) Councillor Lambert
- c) Councillor Mahon
- d) Councillor Murray
- e) Councillor Quantz, OR
- f) Councillor Stevens

Subject / Background:

In accordance with the Municipal Government Act, a Council must appoint one or more Councillors as Deputy Chief Elected Official so that only one Councillor will hold that office at any one time, and the office will be filled at all times.

Implications:

A Deputy Chief Elected Official must act as the Chief Elected Official when the Chief Elected Official is unable to perform the duties of the Chief Elected Official, or if the Office of Chief Elected Official is vacant.

Related Policies, Bylaws & Legislation:

Municipal Government Act, RSA 2000, c M-26

Previous Reports/Council Decisions (If Any):

Councillor Murray was appointed as the Deputy Mayor by Resolution 526-25 at the October 28, 2025 Organizational Meeting, effective until the 2026 Organizational Meeting.



Town of Didsbury Request for Decision (RFD)

Attachments:

Not applicable

Other Options to Consider:

Council may also choose any or all of the following options: (a) to retain the same Deputy Mayor, (b) to change the length or term for a Deputy Mayoral appointment, or (c) to change the method of selecting a Deputy Mayor.

Leonie-Arianne Becker

Author



Town of Didsbury Report for Information (RFI)

To:	Didsbury Town Council
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	Legislative Services
Date:	November 2, 2026
Subject:	Signing Authority
Item Number:	4.1.

Recommendation(s) to Council:

That Council accept the designated Signing Authorities for the Town of Didsbury for Information.

Subject / Background:

According to the Payment Authority Policy, the Town's Signing Authorities are as follows:

	First Signature	Second Signature
	<i>Mayor</i>	<i>Chief Administrative Officer</i>
May be delegated to:	<i>Deputy Mayor</i>	<i>ACAO/CFO</i>
May be further delegated to:	<i>Alternate Deputy Mayor</i>	<i>Manager of Financial Services</i>

Related Policies, Bylaws & Legislation:

FIN 004 – 22 Payment Authority Policy

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

FIN 004 – 22 Payment Authority Policy

Other Options to Consider:

Not applicable.

Leonie-Arianne Becker

Author



Policy Statement

The Town of Didsbury shall provide flexibility in the authorization for payment of expenditures to ensure the efficiency of business operations while maintaining effective internal controls and approval processes.

1. Definitions

- a. **Expenditure** means a purchase of goods or services approved by Council as part of the annual operating or capital budget or by resolution of Council.
- b. **Budget Manager** is a member of Administration authorized by the CAO to oversee collection of revenues and payment of expenditures for a certain area of the budget, as set forth by the CAO in a Directive.
- c. **Cheque** is a payment method for which a specified amount of money is recorded on a printed document which is required to be deposited at a financial institution.
- d. **Electronic Fund Transfer (EFT)**, also known as AFT or CAFT, is a payment method in which funds are deposited directly into the bank account of a vendor or employee.
- e. **Preauthorized Debit (PAD)** is a payment method in which funds, equal to an invoice amount, are preauthorized to be withdrawn from the Town's bank account on a certain date.

2. Principles

- a. Section 209 of the Municipal Government Act (MGA) of Alberta provides the Chief Administrative Officer (CAO) with the authority to delegate his/her powers, duties or functions under the Act to an employee of the municipality.
- b. Section 213(4) of the MGA requires signatures on cheques and other negotiable instruments by the Mayor (or other person authorized by Council to sign) and the CAO (or delegate) OR the CAO acting alone if so authorized by Council.
- c. EFTs have largely replaced cheques as a payment method as they are considered safer, there are fewer administrative processes, and costs and payments occur faster.
- d. Payments may only be issued for expenditures that were approved by Council, either as part of the annual operating or capital budget or by resolution of Council.

3. Payment Authorization

- a. Electronic Fund Transfers (EFTs) are used to issue payment to all vendors, except where a vendor is authorized to be paid by Preauthorized Debit (PAD), or where banking information is not provided by the invoice due date.
- b. The CAO may authorize vendors to be paid by PAD when:
 - i. No other payment methods are accepted by the vendor; and/or
 - ii. Payment occurs on a re-occurring basis, such as monthly, quarterly, or semi-annually; and/or
 - iii. For logistical reasons, a different form of payment will be inefficient or costly to the organization.

Examples of these payments include:

- Quarterly Requisitions [Alberta Education];
 - Monthly utility, telephone, and credit card invoices;
 - Payroll remittances; and
 - Quarterly, Semi-Annual, or Annual Loan and Lease payments.
- c. Before any method of payment may be processed, the supporting documentation outlining the payment amount (i.e. invoices and contracts) must be authorized as follows:
- i. **One Signature is Required** to authorize payment of invoices totaling less than \$30,000; or, when an invoice exceeds \$30,000 but is a routine, reoccurring operating expenditures, such as the payment of utilities or requisition payments. The Signature must be from the relevant Budget Manager.
 - ii. **Two Signatures are Required** to authorize payment of invoices totaling \$30,000 or more, except as described in 3(c)(i). The first signature must be from the relevant Budget Manager. The second signature must be from the CAO or as delegated to the CFO.
- d. The CAO or delegate is responsible to prepare after each payment run a Payments Report (Register) for review by the Mayor outlining the vendor, amount paid, and description of the expenditure.

4. Cheque Signing

- a. Where banking information cannot be obtained prior to the due date of an invoice, a cheque may be issued.
- b. Dual signatures are required on all cheques.
- c. Cheques valued at \$30,000 or more must be signed with handwritten ink.
- d. Cheques must be signed by the Mayor and the CAO, or delegates, as outlined below:

	First Signature	Second Signature
	<i>Mayor</i>	<i>Chief Administrative Officer</i>
May be delegated to:	<i>Deputy Mayor</i>	<i>ACAO/CFO</i>
May be further delegated to:	<i>Alternate Deputy Mayor</i>	<i>Manager of Financial Services</i>

5. End of Policy



Town of Didsbury Request for Decision (RFD)

To:	Didsbury Town Council
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	Legislative Services
Date:	November 2, 2026
Subject:	Council Procedural Bylaw – Input and Recommendations Overview
Bylaw Number (If Applicable):	<i>Bylaw 2024-11</i>
Item Number:	<i>5.1.</i>

Recommendation(s) to Council:

That Council accept Bylaw #001-24, being the Council Procedural Bylaw, for information.

Subject / Background:

The Procedural Bylaw provides a framework for conducting meetings, addressing motions, maintaining order, and ensuring Council business is conducted in an orderly, transparent ,and consistent manner. Administration is presenting the Procedural Bylaw for Council's consideration.

Implications:

Not applicable.

Related Policies, Bylaws & Legislation:

Municipal Government Act, RSA 2000, c M-26

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

Bylaw 2024-11 Council Procedural Bylaw

Other Options to Consider:

None at this time.

Leonie-Arianne Becker

Author

TOWN OF DIDSBURY
COUNCIL PROCEDURAL BYLAW 2024-11

A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCTING OF ORDERLY COUNCIL MEETINGS, COMMITTEE MEETINGS, AND PUBLIC HEARINGS.

The Council of the Town of Didsbury enacts the following:

PART 1: PURPOSE

1. The purpose of this bylaw is to establish rules to follow in governing Town of Didsbury Council Meetings.
2. The following meetings are carried out in accordance with the *Municipal Government Act* RSA C-M26:
 - 2.1 Regular Council Meetings
 - 2.2 Special Council Meetings
 - 2.3 Organizational Meeting
 - 2.4 Public Hearings
 - 2.5 Closed (in-camera) Meetings
3. All references to Chief Administrative Officer (CAO) will be taken to also mean any designate as directed by the CAO.

PART 2: APPLICATION

Paramount Rules

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

PART 3: MEETING FRAMEWORK

Meeting Chair

5. The Mayor shall be the Chair of all Council Meetings unless absent, and in that event, the Deputy Mayor will act in their stead. Where both the Mayor and Deputy Mayor are absent, Council shall appoint one of the remaining members to Chair that meeting by motion.

Meeting Dates and Times

6. The days and times of Regular Council Meetings shall be set by resolution at the Organizational Meeting each year. Other meetings as needed may be set by motion of Council.
7. The meeting schedule may be amended in any way, including the addition or cancellation of meetings, by motion of Council.

Electronic Devices

8. Only Town issued devices are to be accessible and used by Council members during all in-person meetings/committees of Council, other than for such uses as allowed by the Chair. All personal devices shall be turned off and put away unless their use is authorized by the Chair.

Councillor Seat Selection

9. Council seating positions are at the discretion of Council.
 - 9.1 At the Annual Organizational Meeting, Council may change seating positions by random draw.
 - 9.2 The Deputy Mayor will sit directly adjacent to the Mayor.
 - 9.3 Any Council member may request a seating change by requesting this as an agenda item through the process outlined above.

Quorum

10. The majority of all the Councillors that comprise the Council shall establish a quorum.

Meeting Length & Unfinished Business

11. Regular Council meetings that reach the four (4) hour mark will adjourn to the next day or a date and time designated by motion.
12. Council may, by motion, defer all or some of the remaining business of Council to the next regularly scheduled meeting of Council.

PART 4: ELECTRONIC PARTICIPATION

Meeting by Electronic Means

13. The following types of meetings must be conducted on any virtual forum facilitated by administration if decided upon:
 - 13.1 by resolution of Council for Council meetings or workshops;
 - 13.2 by consensus of a Council Committee;
 - 13.3 by the Chief Elected Official for a Special Council Meeting;
 - 13.4 by default for a Public Hearing under Part 17 of the *Municipal Government Act*.
14. The hyperlink to the virtual meeting will be posted to the Town Website prior to commencement, with the exception of meetings that are closed to the public pursuant to the *Municipal Government Act* and *Freedom of Information and Protection of Privacy Act*.
15. The meeting chair shall verbally:
 - 15.1 identify Council member(s) attending the meeting electronically;
 - 15.2 indicate the means by which they are doing so, and;
 - 15.3 confirm that each Council member has voted, either in-favour or against, on all motions.
16. All virtual attendees of any meeting must remain in a stationary, quiet setting that commands their attention. Any participant deemed by the chair to be participating in an improper or disruptive manner may be muted and asked to leave the meeting using the mechanisms outlined in this bylaw.
17. All virtual attendees at a public hearing shall remain muted until such time as they are called upon by the Chair to speak.

Electronic Participation in Meetings

18. Council members are expected to attend Regular Council Meetings and Council Committee meetings at the meeting's designated location, unless unavoidable circumstances arise.
 - 18.1 Should such circumstances arise, Council members may request to participate in an in-person meeting by means of any form of virtual, or telephone participation, and will be deemed to be present at the meeting.
 - 18.2 The recording officer must be given a minimum of three hours' notice to facilitate electronic participation.
19. All virtual attendees participating in closed meeting discussions must verbally confirm that they are participating alone and confidentially.

PART 5: COUNCIL MEETING BUSINESS

Order of Business

20. The order of business at a meeting is the order of the items on the agenda except:
 - 20.1 When a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;
 - 20.2 When Council alters the order of business for the convenience of the meeting by motion.

Administrative Inquiries

21. Council members will make administrative inquiries during the CAO Report portion of Council meetings, and be approved by motion for any administrative follow up.

Livestreaming

22. Council meetings and Committee of the Whole shall be livestreamed during the meeting, and/or digitally recorded, and access thereto will be made available on the Town of Didsbury website thereafter.

Meeting Decorum

23. Council members may participate in Council Meetings by engaging in agenda business items by:
 - a) Making motions;
 - b) Debating motions; and
 - c) Voting on motions.
24. The Chair presides over the meeting and all comments and questions shall be addressed through the Chair. This includes members of Council and other participants and delegations, who will not speak until recognized by the Chair.
 - 24.1 All members wishing to speak to a matter will notify the chair by raising their hand and will hold their peace until called upon. Council members will not be disruptive or disrespectful.
25. The Council member making a motion shall have the first right to speak to the motion.
26. Council members may speak twice to a motion, and may only speak a second time after everyone who wishes to speak has spoken a first time. After a member has spoken twice to a matter, they will not be called upon to speak again unless providing new information to the motion.
27. Comments or questions must be relative to the motion or matter being considered.
28. Those speaking will address their comments and questions to the chair.
 - 28.1 Council members will not engage in side conversations with other members, while others have the floor during debate, nor be disruptive in their behaviours to the Chair or the decorum of the meeting.
 - 28.2 Council members will be respectful of the will of the majority of Council and will not verbally attack or threaten or attempt to intimidate them for decisions they disagree with. Council members who engage in such behaviours will be asked to leave the meeting.
 - 28.3 Members who persist in being disruptive and disrespectful to the Chair's ability to keep order will be asked to leave the meeting. If the member in question refuses to leave the meeting upon request, Council may:
 - a) make a motion to request the council member leave the meeting;
 - b) call a recess; or
 - c) adjourn the meeting.

29. A Council member may, at any time, make a motion to call for the vote. Such motions are not debatable and require two-thirds majority vote to pass. If passed, the vote will immediately be called.

Points of Order

30. Any Member of Council, who is not acting as chair, may raise a point of order as it pertains to a perceived violation of any Council procedures or meeting decorum.
31. The Mayor shall rule on any point of order that may arise.
32. The Mayor may consult the Chief Administrative Officer when reviewing a point of order.
33. The member raising the point of order may appeal the ruling of the Mayor to Council who will render their decision by resolution of Council.

Council Assignment Reports

34. Each Council member will be provided up to three (3) minutes for the purpose of providing a verbal update on their current Council assignments.
- 34.1 Council members may provide a written report in lieu of a verbal report.
35. Any action required as a result of a Council Report shall be brought forward as a separate business item.
36. Council members attending conventions, educational sessions and other professional development sessions shall provide a written report outlining the highlights of the event within 2 weeks of attending for inclusion in the next Regular Council Meeting Agenda.

PART 6: MEETING AGENDAS AND MINUTES

Agenda Format

37. The agenda and legislative schedule are planned by the CAO in consultation with the Mayor, in accordance with the needs of Council, Administration and the business of the Town.
- 37.1 As an administration process, Council members who wish for a matter to be included on an agenda will submit the item to the Mayor and CAO, for inclusion on the agenda.
- 37.1 The agenda and legislative schedule planning meetings will be attended by the Mayor and Deputy Mayor or, if the Deputy Mayor is unavailable, the alternate Deputy Mayor.
- 37.2 In the event that neither the Deputy Mayor nor the alternate is able to attend, the Mayor may invite a member of Council at their discretion.
38. Items will not be included on the agenda that are:
- 38.1 Re-addressing of a previously heard issue, where there is no new information being brought forth;
- 38.2 Administrative in nature;
- 38.3 Unrelated to Council business or the governance of the town or not in the scope of local government responsibilities and powers.
39. The agenda sets forth the order of business for a given meeting and will follow in accordance with the motion of Council that adopts the agenda at the start of the meeting.

Agenda Distribution

40. The CAO will ensure copies of the agenda are available to Council members before each regular Council meeting (generally two (2) business days before the meeting).

Adoption of Agenda

41. Council will vote to adopt the agenda prior to transacting other business and may, by motion:
 - 41.1 Add new items to the agenda;
 - 41.2 Delete any matter from the agenda;
 - 41.3 Revise the order of business on the agenda.

Notice of Motion

42. Council members wishing to add items will provide context to the matter being presented. These proposed additions to the agenda will be voted on separately.
 - 42.1 A member must give sufficient detail so that the subject of the motion and any proposed action can be determined.
 - 42.2 Council members may provide advance notice to the Council of their intent to request to add an item by providing a notice of motion to the Mayor and CAO prior to the meeting. The notice will contain background and contextual information to the matter that the member would like the rest of Council to consider. The Mayor and CAO will distribute the notice to the other members of Council prior to the meeting. The item will then be considered in accordance with the above process.

Preparation of Minutes

43. The CAO will ensure that Council minutes are taken and prepared, in accordance with the *Municipal Government Act*.

Adoption of Minutes

44. The minutes of each meeting will be circulated, prior to the meeting, as part of the agenda package for which they are to be adopted. Council will do one of the following:
 - 44.1 Pass a motion adopting the minutes if there are no errors or omissions;
 - 44.2 If there are minor errors or omissions, Council shall make a motion to adopt the minutes as amended;
 - 44.3 If there are major errors or omissions, the minutes shall be deferred to the following meeting.

PART 7: PERSONS WISHING TO ADDRESS COUNCIL (DELEGATIONS)

45. If a person wishes to speak to Council on any matter, that person must notify Administration in writing and must state the reason for the request to speak. The written request must include an outline of the issue to be addressed, along with any pertinent background information, and an overview of any action being requested of Council.
46. A request will be deemed to not be appropriate if the matter is:
 - a) Re-addressing a previously heard issue, where there is no new information being brought forth;
 - b) Administrative in nature;
 - c) Unrelated to Council business or the governance of the town or not in the scope of local government responsibilities and powers;
 - d) Self-promoting or politicking, or a salespitch;
 - e) Incoherent; or Libelous, impertinent or improper.
47. Generally, delegations will have up to 10 minutes to speak; however, their time will be at the discretion of the chair.

Council Consideration of Request

48. If a person appears at a Council meeting wishing to speak to Council without having given prior notice, Council may:
 - 48.1 Choose to add them to the "Delegation" portion of the agenda by unanimous motion;
 - 48.2 If such request is not approved by unanimous motion, the person will not be allowed to speak.

PART 8: COUNCIL ASSIGNMENTS

49. Only the primary Council member appointed to a specific assignment (or their appointed alternate, if acting in their absence) may act, speak, or vote on a matter. They may not delegate this appointed responsibility to anyone else.
50. Where there are budgetary implications, Council members must have the approval of Council, by motion, to put their name forward to take on any additional responsibility or role within their appointed assignment.
51. Council Meetings shall take priority over all other council appointed assignments.

PART 9: REPRESENTING COUNCIL

Public Comments on Council Business

52. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor, it is the Deputy Mayor.
 - 52.1 This includes commenting publicly or on social media about Council decisions or the business conducted at Council meetings. Councillors will refrain from publicly commenting on the decisions of Council or on administrative recommendations and will defer all such comments to the Mayor or Council's official spokesperson.

Public Events

53. The Mayor (Chief Elected Official) is the official representative and spokesperson for Council and the Town at public events and will perform official duties as required. If the Mayor is not available, the Deputy Mayor will be delegated on behalf of the Mayor. If the Mayor and Deputy Mayor are not available, the Mayor and/or Deputy Mayor will delegate a member of Council in their stead.
54. Other members of Council may accompany the Mayor/Deputy Mayor when appropriate or when approved by motion of Council.

PART 10: - SPECIAL MATTERS

Petitions

55. Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the *Municipal Government Act* or other applicable legislation.

Suspension of Rules

56. If a special circumstance arises that would justify, in the opinion of Council, a relaxing of any of these protocols, then any of these clauses, where not already allowed, may be temporarily relaxed or set aside by a motion of Council, such a motion must be carried unanimously.

PART 10: - GALLERY QUESTION PERIOD

57. The holding of Gallery Question Period, and whether to hold it, shall be on motion of Council and the format or placement of it on the agenda shall be at the discretion of the meeting chair.

57.1 When held, it will be for only questions or comments related to Council business or governance matters from that meeting's agenda. All questions or comments are to be made to the chair.

57.2 Council encourages respectful and constructive dialogue. Participants will not attack or ridicule staff or Council, and will not politic or campaign. Those who do so will not be called upon to participate.

58. The Chair shall have discretion in response to the questions or comments that arise, and on the order that individuals are called upon to participate.

PART 11: - GENERAL PROVISIONS

59. Bylaw 2023-11 and all amendments thereto are hereby repealed.

60. That this Bylaw shall take effect on the date of final passing.

Read a first time this 23rd day of September 2024

Read a second time this 22nd day of October 2024

Read a third and final time this 10th day of December 2024



Mayor – Rhonda Hunter



Chief Administrative Officer – Ethan Gorner



Town of Didsbury Request for Decision (RFD)

To:	<i>Didsbury Town Council</i>
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	<i>Legislative Services</i>
Date:	November 2, 2026
Subject:	<i>Council Remuneration and Professional Development Policy</i>
Bylaw Number (If Applicable):	<i>Not applicable.</i>
Item Number:	<i>5.2.</i>

Recommendation(s) to Council:

Recommended:

1. That Council RESCIND the following policy: COUN 001-26 *Council Remuneration and Professional Development Policy*;
2. That Council APPROVE Policy COUN 2026-001 *Council Remuneration and Professional Development Policy*, with the following changes to the previous policy:
 - a) Updated standardized formatting that will be applied to all Town policies, moving forward.
 - b) Per diem rates have been compared against those for similar municipalities and have been adjusted accordingly, including a simplification of the per diem rate to either a full day (greater than 4 hours) or a half day (4 hours or less).
 - c) The total per diem meal allowance may now be used to cover the cost of a single dinner meal.
 - d) Dietary restrictions are acknowledged as an acceptable reason for submitting an expense claim when the food provided was not appropriate.
 - e) The Mayor is designated as the approving authority for the other Councillors' timesheets and expense claims, prior to submission to Administration.
 - f) The Deputy Mayor is designated as the approving authority for the Mayor's timesheets and expense claims, prior to submission to Administration.



Town of Didsbury Request for Decision (RFD)

Subject / Background:

Administration has conducted a comparative review of the remuneration policies of Didsbury's neighbouring municipalities and has provided updates according to this benchmark.

Implications:

Not applicable.

Related Policies, Bylaws & Legislation:

Municipal Government Act, RSA 2000, c M-26.

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

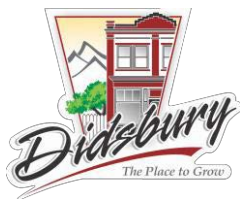
- 5.2.1. COUN 001-26 Council Remuneration and Professional Development Policy
- 5.2.2. COUN 2026-001 Council Remuneration and Professional Development Policy
- 5.2.3. 2026 Council Remuneration Comparison

Other Options to Consider:

Not applicable.

Leonie-Arianne Becker

Author



Policy Statement:

The Town of Didsbury recognizes the need to use Town funds in a prudent and fiscally responsible manner. Council members and Administration shall endeavour to utilize the most economical and reasonable accommodations, bookings, and travel plans to the best of their ability.

Policy Purpose:

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

1. Definitions

Council Assignments means those official responsibilities as appointed or delegated to a Council member by resolution of Council that are not reimbursed by other external bodies.

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

Expense Claim means the submitted record used by Council members to record the hours of eligible per diem, monthly stipend, and Travel Expenses.

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

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

Professional Development Budget means the allotted amount to Council for expenses related to Professional Development Opportunities.

Regular duties shall be those that are listed in section 3.2 of this policy.

Travel Expenses shall be those costs associated with travel to and from PDOs, Council Assignments, and other duties as assigned by Council including but not limited to costs related to mileage, flights, taxi fares, and bus tickets.

2. General Principles

- 2.1 The Council members of the Town of Didsbury recognize their duties as councillors as established Part 5 of the *Municipal Government Act*.
- 2.2 Administration shall endeavour to book standard accommodation, registrations, and travel and facilitate timely cancellations being mindful of Council's supports of the principle of fiscal responsibility.
- 2.3 Any Cost of Living Adjustment (COLA) approved by Council shall be applied to the Stipend and Per Diem rate as set out in Schedule A unless otherwise resolved by Council.
- 2.4 Council members attending meetings or events in the stead of the Mayor shall be compensated an Acting Pay Stipend as set out in Appendix A per day.

3. Stipend

- 3.1 Members of Council shall be compensated with a monthly Stipend at the rates set out in Appendix A.
- 3.2 The Stipend shall be used to compensate members of Council for the following Regular Duties:
 - a) Regular Council Meetings;
 - b) Meetings with agencies and community partners;
 - c) Meetings with the Chief Administrative Officer or designates;
 - d) Preparation for Council and Committee meetings;
 - e) Regular cyber security training;
 - f) Speaking, welcoming, or attending public events in an official capacity;
 - g) Emergency events;
 - h) Town of Didsbury open houses, public hearings, engagement sessions;
 - i) Informal duties.

4. Per Diem

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

5. Internet Allowance

- 5.1 Members of Council shall be reimbursed for the use of their personal internet at the monthly rate set out in Appendix A.

6. Travel and Subsistence

- 6.1 While traveling on Town business, Council members may submit an Expense Claim for eligible Travel Expenses that were paid for by the Council member.
- 6.2 All Expense Claims must be submitted with the accompanying itemized receipt(s) and may be claimed at the amount shown on itemized receipts submitted.
- 6.3 Council members shall not claim reimbursement of alcohol, tobacco, or marijuana as part of an Expense Claim.
- 6.4 The maximum gratuity rate shall be 20% of the actual Travel Expense.
- 6.5 The Town will provide a per diem (meal allowance) at the rates set out in Appendix "A" for meals consumed when attending a PDO.
- 6.6 No Expense Claims may be submitted for any meals or meals that were purchased in lieu of consumption of scheduled meals provided by an event which the claimant is attending.
- 6.7 No expense paid for any person other than a Town of Didsbury Council Member shall be submitted as an Expense Claim.
- 6.8 Members of Council may submit an Expense Claim for the mileage rate as established by the Canada Revenue Agency per kilometer rate.

- 6.9 Council members shall not book their own registrations, accommodations, or flights unless otherwise requested by the Chief Administrative Officer.

7. Professional Development

- 7.1 Administration shall provide to Council a list of Professional Development Opportunities (PDOs) available in the year; updates may be made available throughout the year as suitable opportunities arise.
- 7.2 Council members may be compensated for the full day per diem rate for attendance at a PDO from the date that the PDO commences to the date on which it concludes. Commencement of the PDO is considered to commence the first date that an educational session occurs.
- 7.3 Each Council member will have discretion in undertaking listed PDOs and do not require motion of Council to attend.
- 7.4 Any opportunities that Council members would like to pursue outside of the prescribed Professional Development Budget must be submitted to Council for due consideration and decision.
- 7.5 Council members may provide a written report to Council on all PDOs prior to submitting an Expense Claim for that PDO.
- 7.6 Council members shall be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances, as approved by Council.
- 7.7 The Town is not responsible for expenses which are unrelated to the Council member's PDO, including for spousal/partner attendance.

8. Submission and Approval of Council Remuneration Forms

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

9. Review of Council Compensation

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

10. Financial Reporting

- 10.1 Council Expense Claims shall be posted to the Town of Didsbury website.
- 10.2 Council's Professional Development and Year-to-Date Actuals will be included in the Council Report quarterly.

Appendix A – Council Remuneration & Meal Allowances

Council Remuneration			
	Mayor	Deputy Mayor	Councillor
Monthly Stipend	\$2,448.56	\$1,452.37	\$1452.37
Hourly Per Diem (to a maximum of \$265 per day)	\$38.73	\$38.73	\$38.73
Acting Pay Stipend	N/A	\$53.05	
Internet Allowance	\$21.00		

Expense Type	Per Diem
Breakfast	\$20.00
Lunch	\$30.00
Supper	\$30.00



COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Council
COUN 2026-001

TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	COUN 2026-001
Policy Owner:	Council
Adopted By:	Council
Adoption Date:	
Effective Date:	
Date Last Amended:	2026-02-10
Date Last Reviewed:	2026-02-10
Related Bylaws:	N/A

Purpose

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

Policy Statement

2. The Town of Didsbury recognizes the need to use Town funds in a prudent and fiscally responsible manner. Council members and Administration shall endeavour to use the most economical and reasonable accommodations, bookings, and travel plans to the best of their ability.

Policy

3. General Principles

- 3.1. The Council members of the Town of Didsbury recognize their duties as councillors as established in Part 5 of the Municipal Government Act.
- 3.2. Administration shall endeavour to book standard accommodation, registrations, and travel, and facilitate timely cancellations being mindful of Council's supports of the principle of fiscal responsibility.
- 3.3. Any Cost of Living Adjustment (COLA) approved by Council shall be applied to the Stipend and Per Diem rate as set out in Schedule A unless otherwise resolved by Council.
- 3.4. Council members attending meetings or events in the stead of the Mayor shall be compensated an Acting Pay Stipend as set out in Appendix A per day.

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COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Council
COUN 2026-001

4. Stipend

- 4.1. Members of Council shall be compensated with a monthly Stipend at the rates set out in Appendix A.
- 4.2. The Stipend shall be used to compensate members of Council for the following Regular Duties:
 - 4.2.1. Regular Council Meetings;
 - 4.2.2. Meetings with agencies and community partners;
 - 4.2.3. Meetings with the Chief Administrative Officer or designates;
 - 4.2.4. Preparation for Council and Committee meetings;
 - 4.2.5. Regular cyber security training;
 - 4.2.6. Speaking, welcoming, or attending public events in an official capacity;
 - 4.2.7. Emergency events;
 - 4.2.8. Town of Didsbury open houses, public hearings, engagement sessions;
 - 4.2.9. Informal duties.

5. Per Diem

- 5.1. In addition to the Stipend, Council members shall be compensated with either a full or half-day per diem for participation in the following:
 - 5.1.1. Internal and external Committee, Agencies, Boards, and Commissions;
 - 5.1.2. Budget Meetings;
 - 5.1.3. Special Council Meetings;
 - 5.1.4. Council Workshops;
 - 5.1.5. Required Training;
 - 5.1.6. Professional Development Opportunities;
 - 5.1.7. Travel time for meetings outside of Didsbury;
 - 5.1.8. Other events as approved by motion of Council.
- 5.2. The minimum claim is half a day, unless otherwise agreed to by Committee; claims shall be rounded up to the nearest half day or full day.
- 5.3. Council members compensated by an external Committee, Agency, Board, or Commission shall not be compensated at the per diem rate.



COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Council
COUN 2026-001

6. Internet Allowance

- 6.1. Members of Council shall be reimbursed for the use of their personal internet at the monthly rate set out in Appendix A.

7. Travel and Subsistence

- 7.1. While traveling on Town business, Council members may submit an Expense Claim for eligible Travel Expenses that were paid for by the Council member.
- 7.2. All Expense Claims must be submitted with the accompanying itemized receipt(s) and may be claimed at the amount shown on itemized receipts submitted.
- 7.3. Council members shall not claim reimbursement of alcohol, tobacco, or marijuana as part of an Expense Claim.
- 7.4. The maximum gratuity rate shall be 20% of the actual Travel Expense.
- 7.5. The Town will provide a per diem (meal allowance) at the rates set out in Appendix "A" for meals consumed when attending a PDO.
 - 7.5.1. A single dinner meal may use the sum total of the allowable per diem meal allowance that is set out in Appendix "A"
- 7.6. With the exception of cases where dietary restriction require alternatives, no Expense Claims may be submitted for any meals or meals that were purchased in lieu of consumption of scheduled meals provided by an event which the claimant is attending.
- 7.7. No expense paid for any person other than a Town of Didsbury Council Member shall be submitted as an Expense Claim.
- 7.8. Members of Council may submit an Expense Claim for the mileage rate as established by the Canada Revenue Agency per kilometer rate.
- 7.9. Council members shall not book their own registrations, accommodations, or flights unless otherwise requested by the Chief Administrative Officer.

8. Professional Development

- 8.1. Administration shall provide to Council a list of Professional Development Opportunities (PDOs) available in the year; updates may be made available throughout the year as suitable opportunities arise.
- 8.2. Council members may be compensated for the full day per diem rate for attendance at a PDO from the date that the PDO commences to the date on which it concludes. Commencement of the PDO is considered to commence the first date that an educational session occurs.

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COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Council
COUN 2026-001

- 8.3. Each Council member will have discretion in undertaking listed PDOs and do not require motion of Council to attend.
- 8.4. Any opportunities that Council members would like to pursue outside of the prescribed Professional Development Budget must be submitted to Council for due consideration and decision.
- 8.5. Council members may provide a written report to Council on all PDOs prior to submitting an Expense Claim for that PDO.
- 8.6. Council members shall be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances, as approved by Council.
- 8.7. The Town is not responsible for expenses which are unrelated to the Council member's PDO, including for spousal/partner attendance.

9. Submission and Approval of Council Remuneration Forms

- 9.1. Timesheets for members of Council will be considered complete when signed by the Mayor and submitted to Administration.
- 9.2. Timesheets for the Mayor will be considered complete when signed by the Deputy Mayor and submitted to Administration.
- 9.3. Members of Council must submit a completed monthly Expense Claim form to Administration by the third day of each month.
- 9.4. An Expense Claim shall be considered complete when it has been signed by the Council member, the Mayor, and submitted to Administration.
- 9.5. In the case of an Expense Claim submitted by the Mayor, it shall be considered complete when it has been signed by both the Mayor and the Deputy Mayor, and submitted to Administration.
- 9.6. Administration may make minor adjustments or corrections to a Council member's submitted Expense Claims to reflect consistent meeting times and attendance which shall be communicated to the affected member of Council.
- 9.7. Any errors, omissions, or Expense Claims inconsistent with the provisions of this policy may result in the claim being denied.
- 9.8. Any dispute over the suitability of a specific claim or timesheet may be presented to Council for due consideration and decision.
- 9.9. Expense Claims received after the third day of the month may be processed in the current or following pay period.

10. Review of Council Compensation

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COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Council
COUN 2026-001

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

11. Financial Reporting

- 11.1. Council Expense Claims shall be posted to the Town of Didsbury website.
- 11.2. Council's Professional Development and Year-to-Date Actuals will be included in the Council Report quarterly.



COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Council
COUN 2026-001

Appendix A – Council Remuneration & Meal Allowances

Council Remuneration			
	Mayor	Deputy Mayor	Councillor
Monthly Stipend	\$2,448.56	\$1,452.37	\$1452.37
Per Diem	Full Day (> 4 Hours)	\$350.00	
	Half Day (< 4 Hours)	\$185.00	
Acting Pay Stipend	(hourly)	N/A	\$53.05
Internet Allowance	(monthly)	\$21.00	

Expense Type	Per Diem
Breakfast	\$25.00
Lunch	\$35.00
Supper	\$45.00



COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Council
COUN 2026-001

References

Legal Authorities:	<ul style="list-style-type: none"> • <i>Municipal Government Act, RSA 2000, c M-26.</i>
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> • Not at this time.
Related Procedures:	<ul style="list-style-type: none"> • Not at this time.
Other:	<ul style="list-style-type: none"> • Not at this time.

Policy History

Amendments Date(s) – Amendment Description	<ul style="list-style-type: none"> • Not at this time.
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> • Not at this time.

Definitions

In this policy:

- (1) “Council Assignments” shall mean those official responsibilities as appointed or delegated to a Council members by resolution of Council that are not reimbursed by other external bodies.
- (2) “Eligible Travel Time” shall mean travel on the day before or the day after a full day meeting, or travel time on the same day.
- (3) “Expense Claim” shall mean the submitted record used by Council members to record the hours of eligible per diem, monthly stipend, and Travel Expenses.
- (4) “Informal duties” shall mean any event, including networking, socializing, and meeting with community members.
- (5) “Professional Development Opportunities (PDOs)” shall mean annual conventions, conferences, courses, seminars, workshops, orientation, and other training opportunities that are related to municipal governance that are included in the Professional Development List.
- (6) “Professional Development Budget” shall mean the allotted amount to Council for expenses related to Professional Development Opportunities.
- (7) “Regular duties” shall mean those that are listed in section 4.2 of this policy.

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COUNCIL REMUNERATION & PROFESSIONAL DEVELOPMENT POLICY

Council
COUN 2026-001

- (8) “Travel Expenses” shall mean those costs associated with travel to and from PDOs, Council Assignments, and other duties as assigned by Council including but not limited to costs related to mileage, flights, taxi fares, and bus tickets.

2026 Council Remuneration Comparison

	Carstairs	Crossfield	Didsbury	Innisfail	MVC	Olds	Average	Median
2025 Population	5,248	4,075	5,185	8,736	14,776	9,679		
Honorarium (annually)								
Mayor/Reeve	\$ 28,212.48	\$ 20,160.00	\$ 29,382.72	\$ 40,200.00	\$ 79,161.62	\$ 58,658.00	\$ 42,629.14	\$ 34,791.36
Deputy Mayor/Reeve	\$ 24,544.80	\$ 14,400.00	\$ 17,428.44	\$ 19,476.00	\$ 47,838.50	\$ 38,524.00	\$ 27,035.29	\$ 22,010.40
Councillor	\$ 21,723.60	\$ 14,400.00	\$ 17,428.44	\$ 19,476.00	\$ 47,838.50	\$ 38,524.00	\$ 26,565.09	\$ 20,599.80
Honorarium (monthly)								
Mayor/Reeve	\$ 2,351.04	\$ 1,680.00	\$ 2,448.56	\$ 3,350.00	\$ 6,596.80	\$ 4,888.17	\$ 3,552.43	\$ 2,899.28
Deputy Mayor/Reeve	\$ 2,045.40	\$ 1,200.00	\$ 1,452.37	\$ 1,623.00	\$ 3,986.54	\$ 3,210.33	\$ 2,252.94	\$ 1,834.20
Councillor	\$ 1,810.30	\$ 1,200.00	\$ 1,452.37	\$ 1,623.00	\$ 3,986.54	\$ 3,210.33	\$ 2,213.76	\$ 1,716.65
Per diem								
Meals								
Breakfast			\$ 20.00				\$ 20.00	\$ 20.00
Lunch			\$ 30.00				\$ 30.00	\$ 30.00
Dinner			\$ 30.00				\$ 30.00	\$ 30.00
Time Compensation								
1/2 Day (<4hrs)	\$ 180.00	\$ 200.00			\$ 182.98		\$ 187.66	\$ 182.98
Full Day (>4hrs)	\$ 360.00	\$ 300.00			\$ 365.95		\$ 341.98	\$ 360.00
Any Time Over Full Day (>8hrs)					\$ 182.98		\$ 182.98	\$ 182.98
Less than 2 Hours Rate	\$ 90.00						\$ 90.00	\$ 90.00
Hourly Rate			\$ 38.73	\$ 35.00			\$ 36.87	\$ 36.87
1/2 Hourly Rate								
Acting Chair/Deputy Mayor Hourly Rate			\$ 53.05				\$ 53.05	\$ 53.05
Committee Meeting (/meeting)		\$ 75.00					\$ 75.00	\$ 75.00
Agenda and Priorities Meeting				\$ 125.00			\$ 125.00	\$ 125.00
Other								
Mileage	CRA rate	CRA rate						
Phone/Internet (monthly)		\$ 75.00	\$ 21.00				\$ 48.00	\$ 48.00



Town of Didsbury Request for Decision (RFD)

To:	<i>Didsbury Town Council</i>
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	<i>Legislative Services</i>
Date:	<i>November 2, 2026</i>
Subject:	<i>2026-2027 Council Committee Appointments</i>
Bylaw Number (If Applicable):	<i>Not applicable.</i>
Item Number:	<i>6.1</i>

Recommendation(s) to Council:

That Council appoint Members of Council to the Boards and Committees listed below until the 2027 Organizational Meeting of Council.

Subject / Background:

As per the Municipal Government Act, R.S.A. 2000, c. M-26 (MGA), Council may establish Council Committees for the purpose of engaging with members of the public to help focus and engage with certain priorities to guide Council during their time in office.

Bylaw 2023-20, being the Council Committee Bylaw, states that Members of Council must be appointed to Boards and Committees by resolution of Council. Mayor and Council will nominate, then vote on which Members of Council will sit on the following Boards and Committees:

COUNCIL APPOINTED COMMITTEES

Municipal Planning Commission (Bylaw 2025-02)

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

Intermunicipal Cooperation Committee (ICF Agreement)

- Mayor _____
- Councillor _____
- Councillor _____
- Mayor Little



Town of Didsbury Request for Decision (RFD)

EXTERNAL BOARDS & COMMITTEES:

Mountain View Regional Water Services Commission

- Councillor _____
- Mayor _____ (Alternate)

Mountain View Regional Waste Management Commission

- Councillor _____
- Councillor _____ (Alternate)

Mountain View Seniors' Housing Board

- Councillor _____

Parkland Regional Library System Board

- Councillor _____
- Councillor _____ (Alternate)

Red Deer River Municipal Users Group

Councillor _____

Implications:

Please note that the following committees have been removed from the appointment listing pending the new Committee Bylaw which will be brought before the Regular Council Meeting on November 10, 2026:

- Financial Planning Committee
- Service Level Committee
- Policy & Governance Committee

Related Policies, Bylaws & Legislation:

Council Committee Bylaw 2023-20

Previous Reports/Council Decisions (If Any):

Res. 528-25

MOVED by Deputy Mayor Murray

To approve the 2025-2026 Council Assignments until the 2026 Organizational Meeting as discussed.

Motion Carried



Town of Didsbury Request for Decision (RFD)

Attachments:

6.1.1. Council Appointments 2025-2026

6.1.2. Council Appointments 2026-2027

Other Options to Consider:

None at this time.

Leonie-Arianne Becker

Author

2025-2026 COUNCIL ASSIGNMENT LIST

DEPUTY MAYOR APPOINTMENT

- Deputy Mayor Bob Murray

COUNCIL APPOINTED COMMITTEES

Didsbury Economic Development Advisory Committee

(Bylaw 2022-13)

- Councillor Irwin Mahon
- Councillor Curt Engel (Alternate)

Emergency Advisory Committee (Bylaw 2020-06)

- All members of Council

Municipal Planning Commission (Bylaw 2025-02)

- Councillor Troy Lambert
- Councillor Irwin Mahon
- Councillor Norm Quantz (Alternate)

Intermunicipal Cooperation Committee (ICF Agreement)

- Mayor Chris Little
- Councillor Curt Engel
- Councillor Will Stevens

COMMITTEES FOR MAYORAL APPOINTMENT

Alberta Mid-sized Towns Mayors' Caucus

- Mayor Chris Little

Central Alberta Mayors & Reeves Caucus

- Mayor Chris Little

COUNCIL GOVERNANCE COMMITTEES

Financial Planning Committee (Bylaw 2023-20)

- Deputy Mayor Bob Murray
- Councillor Norm Quantz
- Councillor Will Stevens
- Councillor Curt Engel (Alternate)

Service Level Committee (Bylaw 2023-20)

- Councillor Troy Lambert
- Deputy Mayor Bob Murray
- Councillor Norm Quantz
- Councillor Curt Engel (Alternate)

Policy & Governance Committee (Bylaw 2023-20)

- Councillor Curt Engel
- Councillor Norm Quantz
- Councillor Will Stevens
- Deputy Mayor Bob Murray (Alternate)

EXTERNAL BOARDS & COMMITTEES:

Mountain View Regional Water Services Commission

- Councillor Norm Quantz
- Councillor Troy Lambert (Alternate)

Mountain View Regional Waste Management Commission

- Councillor Troy Lambert
- Councillor Will Stevens (Alternate)

Mountain View Seniors' Housing Board

- Councillor Will Stevens

Parkland Regional Library System Board

- Councillor Troy Lambert
- Councillor Norm Quantz (Alternate)

Red Deer River Municipal Users Group

- Councillor Norm Quantz

Central Alberta Economic Partnership

- Deputy Mayor Bob Murray
- Mr. Chris Overwater (DEDAC Member) - (Business Rep.)

2026-2027 COUNCIL ASSIGNMENT LIST

DEPUTY MAYOR APPOINTMENT

- Deputy Mayor _____

COUNCIL APPOINTED COMMITTEES

Emergency Advisory Committee (Bylaw 2020-06)

- All members of Council

Municipal Planning Commission (Bylaw 2025-02)

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

Intermunicipal Cooperation Committee (ICF Agreement)

- Mayor _____
- Councillor _____
- Councillor _____

COMMITTEES FOR MAYORAL APPOINTMENT

Alberta Mid-sized Towns Mayors' Caucus

- Mayor Little

Central Alberta Mayors & Reeves Caucus

- Mayor Little

EXTERNAL BOARDS & COMMITTEES:

Mountain View Regional Water Services Commission

- Councillor _____
- Mayor _____ (Alternate)

Mountain View Regional Waste Management Commission

- Councillor _____
- Councillor _____ (Alternate)

Mountain View Seniors' Housing Board

- Councillor _____

Parkland Regional Library System Board

- Councillor _____
- Councillor _____ (Alternate)

Red Deer River Municipal Users Group

- Councillor _____



Town of Didsbury Request for Decision (RFD)

To:	<i>Didsbury Town Council</i>
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	<i>Legislative Services</i>
Date:	<i>November 2, 2026</i>
Subject:	<i>Proposed 2027 Council Calendar</i>
Bylaw Number (If Applicable):	<i>Not applicable.</i>
Item Number:	<i>7.1.</i>

Recommendation(s) to Council:

Recommended that Council adopt the 2027 Council Calendar as presented.

Subject / Background:

According to Bylaw 2024-11, being the Procedural Bylaw, Council must set dates and times for Regular Meetings of Council at every Organizational Meeting of Council. Administration has created a 2027 Council Calendar outlining the dates and times of Regular Council Meetings. The proposed calendar will include the following meetings on the following dates:

- **Regular Council Meetings**

- | | |
|---------------------|----------------------|
| o January 12, 2027 | o June 1, 2027 |
| o January 26, 2027 | o June 15, 2027 |
| o February 9, 2027 | o June 29, 2027 |
| o February 23, 2027 | o September 14, 2027 |
| o March 9, 2027 | o October 5, 2027 |
| o March 23, 2027 | o October 19, 2027 |
| o April 13, 2027 | o November 9, 2027 |
| o April 27, 2027 | o November 23, 2027 |
| o May 11, 2027 | o December 14, 2027 |

- **Organizational Meeting**

- o November 1, 2027

The proposed Calendar also accommodates a break for Council in the months of July and August. Furthermore, no meetings have been scheduled during ABmunis conferences.



Town of Didsbury Request for Decision (RFD)

Implications:

Adopting the proposed 2027 Council Calendar would ensure that Council is adhering to the requirements of Bylaw 2024-11, being the Procedural Bylaw which states that Council must set dates for Regular Council Meetings

Related Policies, Bylaws & Legislation:

Procedural Bylaw 2024-11

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

7.1.1. Proposed 2027 Council Calendar

Other Options to Consider:

Council may amend the Proposed 2027 Council Calendar and adopt the calendar with the amended dates.

Leonie-Arianne Becker

Author

2027 Council Calendar



JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Statutory
Holiday



Regular Council
Meeting



Organizational
Meeting



Council
Break



ABMunis
Convention



MPC
Meeting



Governance and
Policy



Elected Officials Education
Program EOEP Courses



Town of Didsbury Request for Decision (RFD)

To:	Didsbury Town Council
From:	Vanessa Van der Meer, Chief Administrative Officer
Department:	Office of the CAO
Date:	November 2, 2026
Subject:	President's Summit & Spring Municipal Leaders Caucus
Bylaw Number (If Applicable):	Not applicable.
Item Number:	8.1.

Recommendation(s) to Council:

That Council inform administration of their desired attendance at the Alberta Municipalities President's Summit and Spring Municipal Leaders Caucus, and select _____ as Council delegates.

Subject / Background:

In April 2027, ABmunis will host both the President's Summit and Spring Municipal Leaders Caucus. In 2026, Council budgeted for the Mayor and two Councillors to attend.

The President's Summit is hosted every two years and will run on Tuesday, April 6, with the Spring Municipal Leaders Caucus following with a full day on April 7 and a half day on April 8.

Elected Officials Education Program courses will run on Monday, April 5.

While these two events will focus on separate topics, they are run in tandem and will not only complement each other in content but will also save members on travel costs and time.

Estimated Cost to Attend (Per Person)	
Travel & Accommodation	\$825.00
Per Diem	\$862.50
Registration	\$290.00
Total:	\$1,977.50

*If a Council member would like to take the EOEP Course, there are additional accommodation costs (\$175), per diem costs (\$265), and registration costs (\$450).

As written, the current Professional Development Policy does not require a motion of council to attend the conference. Council members just need to inform Administration of their intention to attend, and which additional training sessions that they would like to pursue.



Town of Didsbury Request for Decision (RFD)

Implications:

Associated budget would be withdrawn from Training & Development

Related Policies, Bylaws & Legislation:

2026-01 Council Remuneration & Professional Development Policy

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

Not applicable.

Other Options to Consider:

Not applicable.

Vanessa Van der Meer

Author



Town of Didsbury Request for Decision (RFD)

To:	Didsbury Town Council
From:	Vanessa Van der Meer, Chief Administrative Officer
Department:	Office of the CAO
Date:	November 2, 2026
Subject:	2027 ABmunis' Convention & Trade Show
Bylaw Number (If Applicable):	Not applicable.
Item Number:	8.2.

Recommendation(s) to Council:

That Council inform administration of their desired attendance at the 2027 ABmunis' Convention & Trade Show, and select _____ as Council delegates.

Subject / Background:

Alberta's largest annual municipal gathering, Alberta Municipalities' Convention and Trade Show, will take place at the Edmonton Convention Centre in 2027 from September 22 - 24. This important convention welcomes provincial and federal delegates as well as representation from municipalities from across the Province. In 2026, Council budgeted for the Mayor and two Councillors to attend.

Similar to the President's Summit & Leader Caucus, this event will take place over approximately two and a half days.

Estimated Cost to Attend (Per Person)	
Travel & Accommodation	\$825.00
Per Diem	\$862.50
Registration	\$660.00
Total:	\$2,347.50

As written, the current Professional Development Policy does not require a motion of council to attend the conference. Council members just need to inform Administration of their intention to attend, and which additional training sessions that they would like to pursue.



Town of Didsbury Request for Decision (RFD)

Implications:

Associated budget would be withdrawn from Training & Development

Related Policies, Bylaws & Legislation:

2026-01 Council Remuneration & Professional Development Policy

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

Not applicable.

Other Options to Consider:

Not applicable.

Vanessa Van der Meer

Author