



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, January 28, 2025, 6:00 pm
Council Chambers 1606 14 Street

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12.	<u>QUESTION PERIOD</u>	

13. CLOSED MEETING

- 12.1 Didsbury Memorial Complex Update - as per section 24 of the FOIP Act
- 12.2 Mountain View Regional Water Services Commission - as per section 21 of the FOIP Act
- 12.3 Strategic Visioning - as per sections 23 and 24 of the FOIP Act
- 12.4 Regional Policing Model Study (addition)
- 12.5 Cultural Assessment Information - as per section 24 of the FOIP Act
- 12.6 CAO Performance Appraisal - as per section 17 of the FOIP Act

14. RECONVENE

15. ADJOURNMENT



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 28, 2025
SUBJECT: K. Windsor – 2134 22 Street
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Kathleen Windsor is attending the January 28, 2025 Regular Council Meeting to present to Council a request to retain the property 2134 22 Street, also known as the Old Didsbury High School site, as a park within Town.

In 2022, Council resolved that the lands commonly known as the Old Didsbury High School site (2134 22 Street) be listed for sale with a requirement for timely development and consideration of the vision of the development proposal, as well as the purchase amount, to be decided upon by Council. (Res. 569-22).

Since then, Council has approved COUN 011-24 Sale, Acquisition, and Expropriation of Land Policy which outlines a process for the Town's approach to purchase and/or dispose of land and property.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Ms. Windsor has provided the attached presentation for Council's review.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To thank Ms. Kathleen Windsor for her presentation on 2134 22 Street, Old Didsbury High School site.



“Moose Fence Park” Proposal to Didsbury Town Council
By Kathleen Windsor

Didsbury has a beautiful, open park where the high school used to be. This is an area that has been used by residents for many years, and since 2017 and Canada's 150th Anniversary, has been fondly referred to by residents as "Moose Fence Park".

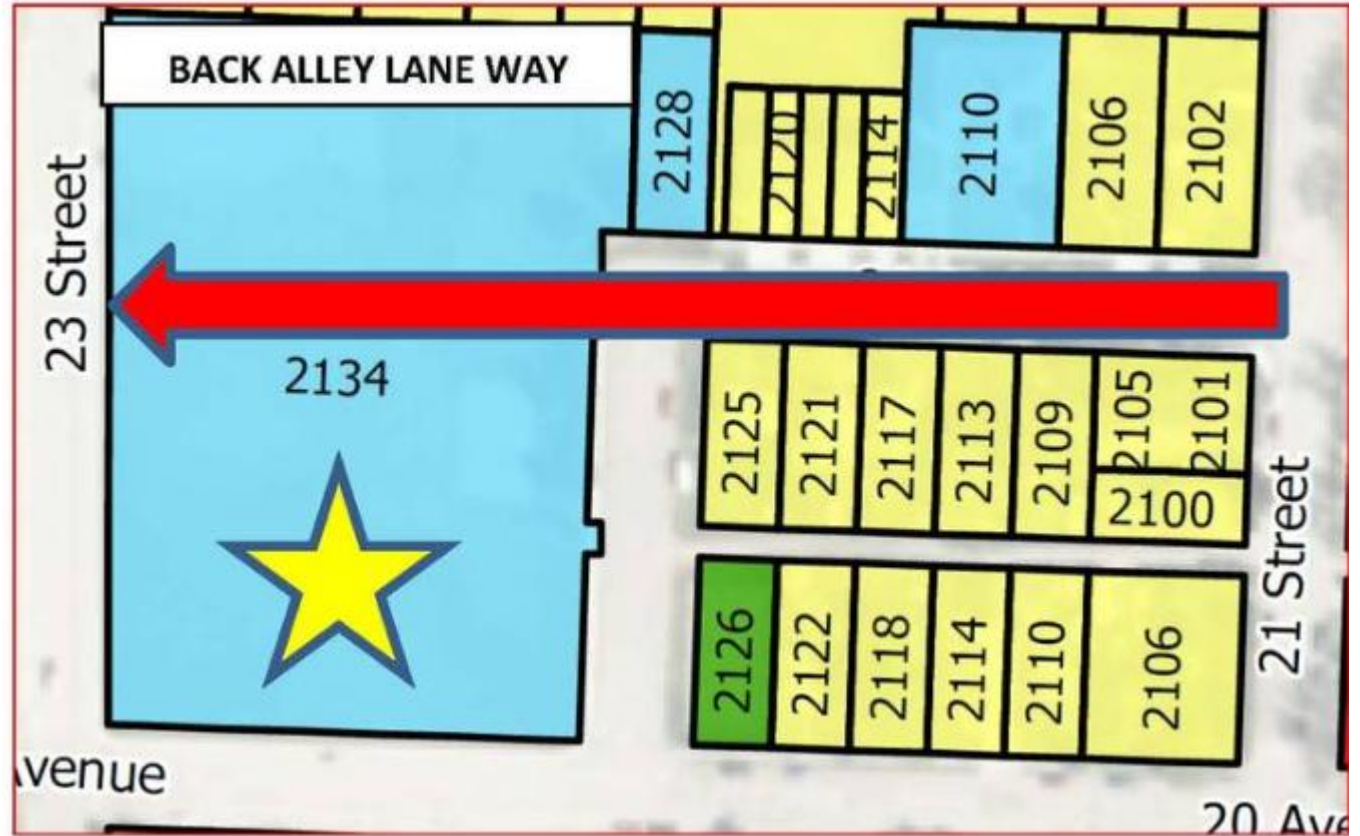
I am proposing Town Council be open to the possibility of leaving this park as a park.



The property is 3.17 acres in size and is already zoned Institutional, so no rezoning is required because a park is a Permitted Use in an Institutional District.

It is a perfect location with a well-used parking lot, with the golf course, basketball court, and a condo nearby, as well as being near two schools and the museum – three facilities that cater to education, culture, and heritage in all facets.

It is a block from the downtown business district, so when added to a tourist wayfaring map, is a perfect draw for visitors to our community.



It is also the only piece of land the Town owns that could become a green space with little cost this year, or in subsequent years. This is the only opportunity we have to retain and salvage public land in the downtown core. If sold, we can never go back.



Reading the Town's newly adopted Municipal Development Plan, it was obvious residents considered "parks and natural areas" most representative of why people love to call Didsbury home.

While this property has been considered a possible location for residential development, the Town already has six residential developments pending on the books.

We have to ask, is there a need for a seventh?



I broached this idea on social media. The majority of respondents felt it should be left as a green space.

- If the community wants to retain it as a park, now is the time to say so.
 - What's not to like about the idea of more parks and green space?!
 - One thing is for sure, if we don't try, the opportunity will most certainly be gone.
 - I agree it should be left as a green space. An open area for possible landscaped garden.
 - I think that is a wonderful idea! I would rather see it as a community space than have it turned into high density housing.
 - I am definitely on board with this. It would be wonderful to see it turned into a beautiful green space!
 - It could be a really beautiful space.
 - We all pitch it as owners and use it as we wish. I agree we need to keep this space.
 - Throwing in more homes or developing in some other way near the schools to boot will damage that area.
 - Love this idea! It's such a great green space, and a lot of residents already use it.
- That's exactly what I was thinking! It could be a really beautiful space.
 - I agree wholeheartedly with it being a community park!!
 - Making it a park is a great idea – central to downtown – close to schools – already skating.
 - I think the town should utilize it in a way that benefits the community for sure. I think it would be a shame if it were sold to developers.
 - As a homeowner that backs onto this area, it would be preferred to have this area left as a green space.
 - As someone who lives across from this area, I think the idea of green space is excellent!
 - I don't live in Didsbury but always thought that would be the best use of that land. A beautiful green space in town like European cities. Can't always be money hungry and developing space with buildings.
 - I think that is an excellent idea. Didsbury needs a place that isn't a playground. It is central and a good gathering place for families.
 - Due to ageism, there is a need for a place for seniors to easily access green space and local parks are necessary.

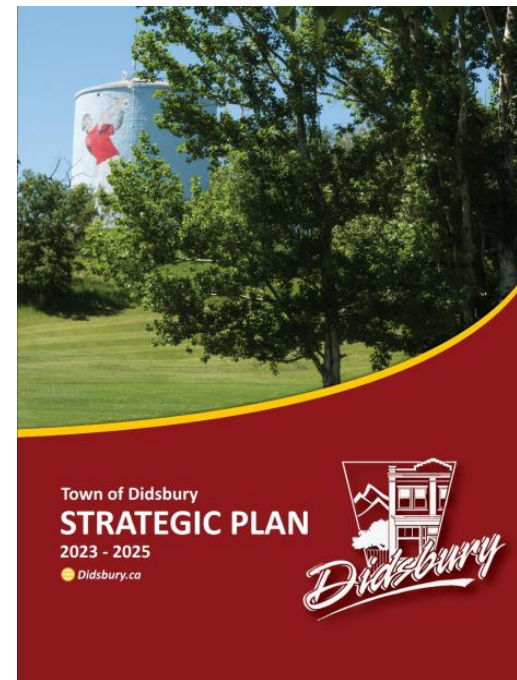
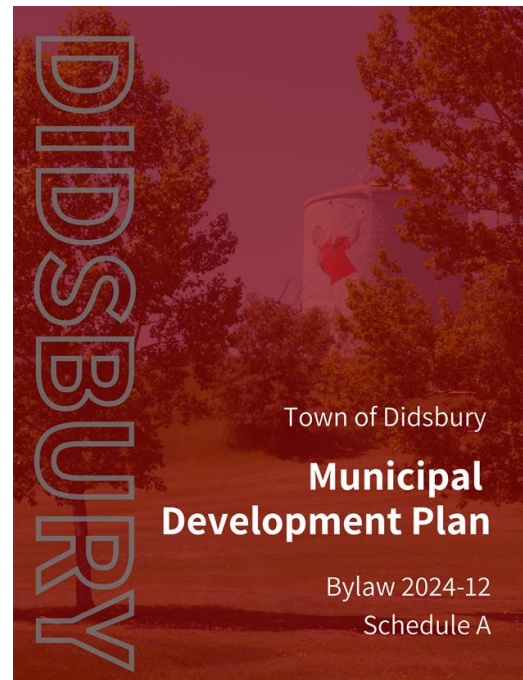
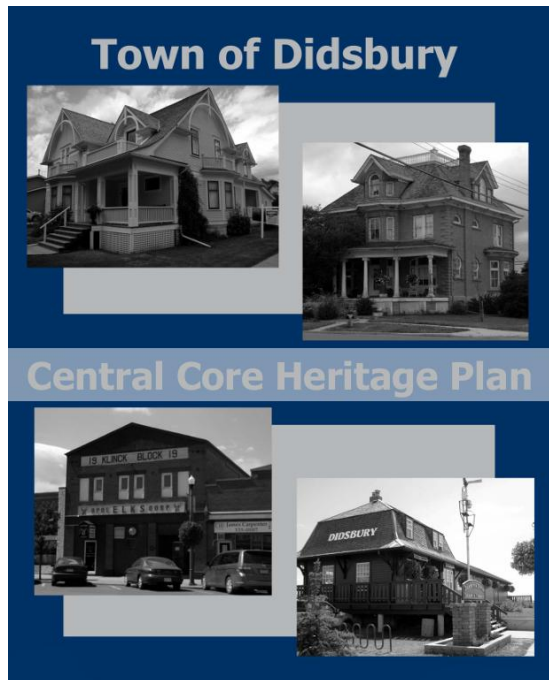
Left as is, and with your leadership, this park could become the hub of Didsbury. Folks can have a picnic or sit on a park bench and read a book, or just throw a frisbee around with their kids. The green space will give residents and visitors the opportunity to create new memories in one of the nicest areas in Didsbury.



As recommended in the Central Core Heritage Plan, your objective is to ensure that open spaces are provided, enhanced, and maintained throughout the downtown. The Heritage Plan also states that development will only be considered where it can be shown to not negatively affect adjacent owners of residential lands. Keeping this acreage as a park will only enhance the value of neighbouring residential properties.

Also in the Central Core Heritage Plan, it states that “Future development of the old High School site should ensure that the site provides public open space that is integrated into the downtown”.

This request simply respects the Town’s Plans – Central Core Heritage Plan, Municipal Development Plan, Strategic Plan, even your Open Spaces Asset Management Plan and the Town’s 2024 Marketing Plan.



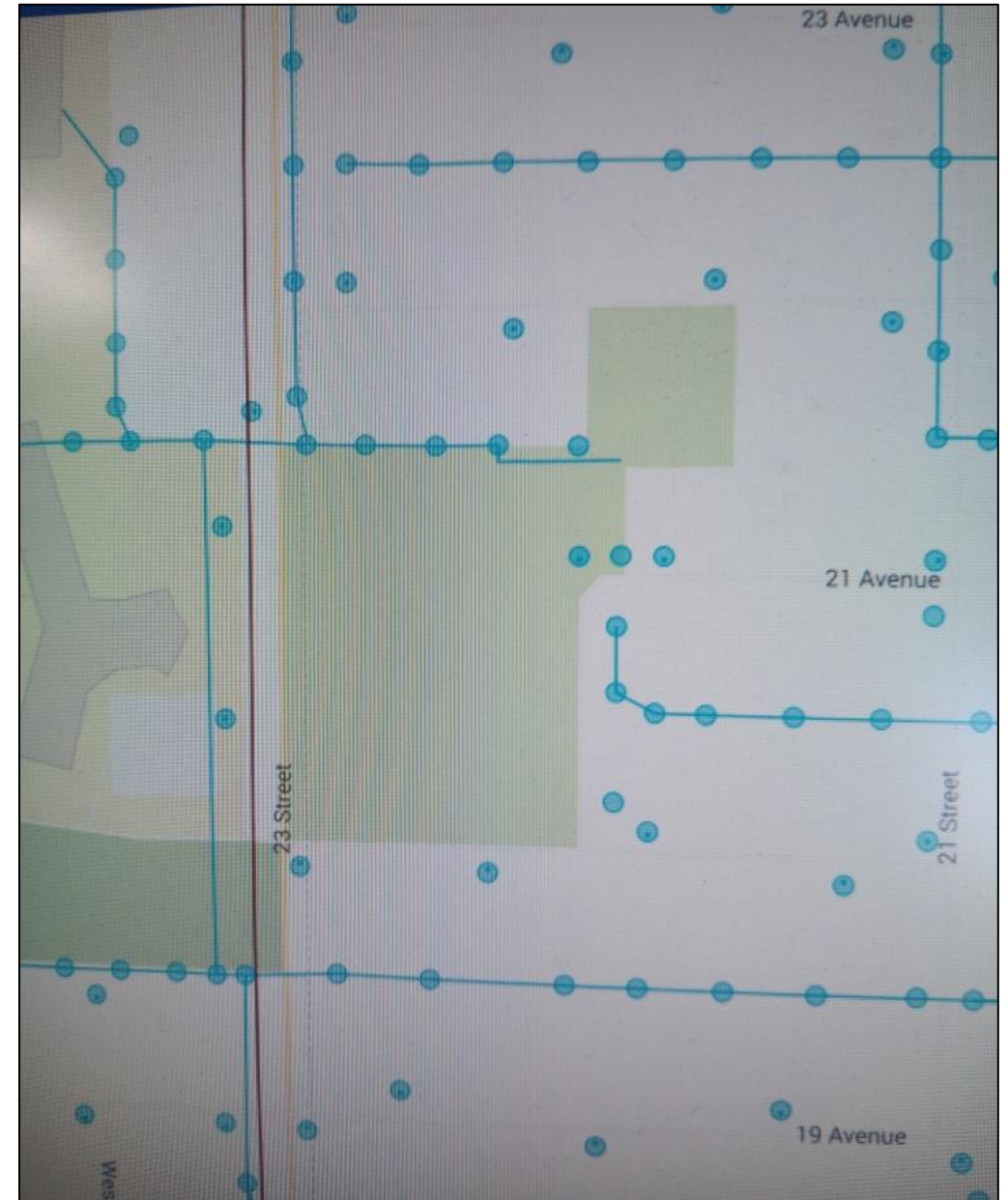
So, let's talk about what's already there.

It would be wise and appreciated to keep the parking lot on the north end of the property for parents picking up their kids from elementary and middle school. They're used to this lot and it provides a safe and uncrowded area for our children as they walk back and forth to school. Not only that, but the regular parking traffic keeps snow down in the winter and would not require snow storage spaces.

The parking lot is also perfect for holding events like Canada Day and other festivals, because the parking lot is handy for food trucks or for those setting up inflatable obstacle courses or bouncy houses.



Park maintenance has already been included in the Town's Park budget so, initially, no additional cost will be required. There is also already power and water to the property.



There is a good chain link fence on two sides, along 20th Avenue and 23rd Street. While minor repairs are needed, it's a great start to a secure family area.

There is already land prepped that has been used for a small outdoor skating rink for toddlers. This mini outdoor rink is perfect for a quick game of fast action shinny, or for those getting their little ones out on skates for the very first time!

This rink is located just down the street from the Didsbury Museum, and across from Ross Ford Elementary School.



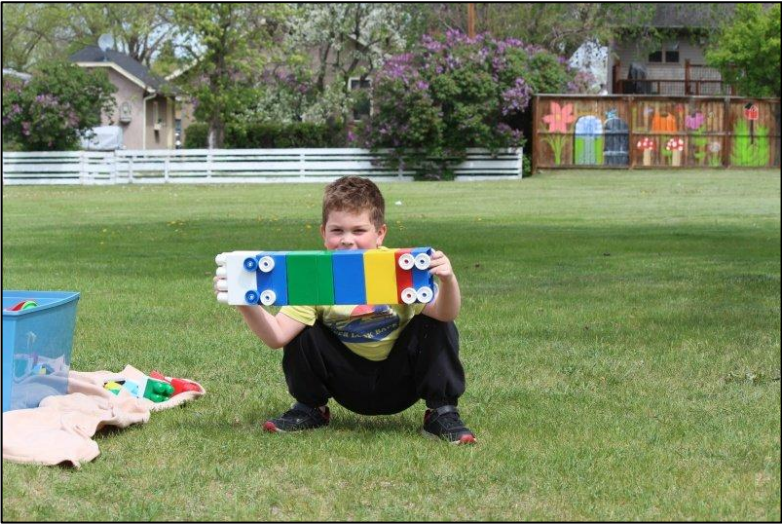
The grounds are easily promoted as a four-season public parkland, showcasing Didsbury's natural beauty and community collaboration. When you go travelling, you know it's so nice to have a place to sit and have a picnic between tourist attractions.

Not only that, but downtown is nearby which means people will shop to their heart's content, visit the Museum, take in a school concert, and have a picnic in the park.

We must value this land and retain it now.



The success other towns have had with creating community parks is easily recorded. Growing towns like Carstairs, Crossfield, and Olds all have parks right in their downtowns and are thriving. The Carstairs Heritage Festival is held in their park. Centennial Park in Olds is used for many activities – activities that draw the community together and draw out-of-towners as well.



The Didsbury and District Historical Society used the "Moose Fence Park" for Queen Elizabeth II's Platinum Jubilee celebrations, which included the Didsbury Municipal Library activities that the Didsbury Fire Department members participated in.

It's been used during the Arts Festival and Canada Day festivities, too.



So, let's talk about what could be.

For now, we don't have to design this urban space. Let's say that keeping this acreage as a park is Phase 1. We have plenty of time to get into the heads and hearts of the people we're designing for. It is important that what happens in this space integrates with the rest of the neighbourhood, but again, that can be worked on over time, efficiently, and with community involvement.

The future is shaped by what we do today.



Here's some ideas from the social media comments I talked about earlier, and comments I have since received from phone calls and personal visits.

- Trees, bandstand, picnics, kite flying ...
- Put a gazebo in there for picnic tables. There could be live music and/or birthday party events, or movies in the park like Airdrie does! There's so much opportunity.
- Ideal location for splash park. People donate park benches or pathway made with bricks and their names. Trees – the list is endless!
- I hope they can maintain the outdoor rink there in the winter. And it would be nice to have it as a community park with maybe gazebo type shelters with picnic tables, benches, etc., especially being right across from the school.
- Memorial benches
- Warming Shack for lacing skates or storing boots while skating. Wheelchair accessible. Also maybe a storage building for rink maintenance equipment.
- Outdoor movies, church services, weddings, public gatherings, picnics.
- First Nations Powwow

- Park parties with Didsbee
- Subtle tree and plant species. School classes to learn native species. Pick a berry as you go by a raspberry bush.
- Small perennial gardens – Communities in Bloom potential.
- Small interpretive signs could showcase our Economic Development award of Project 52 residents – tell stories vital to our local culture.
- Push the moose on the fence as another public art in town.
- Good spot for a community garage sale
- Lions gazebo
- Volleyball court
- Maybe bonfires in firepits
- Could even rent spots for ice cream vendors or markets
- Recreational therapy, yoga
- Public washrooms



21 January 2025



To Didsbury Town Council,

The Board of Directors of the Didsbury and District Historical Society [referred to hereafter as the DDHS] would like to state their support for the preservation of the lot that borders 21 Ave. and 23 St. as an urban green space.

We, the DDHS, have witnessed the open spaces surrounding the Didsbury and District Museum get developed, one by one, until only this one remains. The playground is now family homes. The gardens and high school are now brownstones. We have neighbours right up to our fences on all sides. We have celebrated and welcomed new neighbours as this neighbourhood expanded, but now there is only the one undeveloped parcel in close proximity to the Museum, and we hope to retain that space as an urban green space.

There is clear cultural value to keeping this lot as an urban green space, with such close proximity to a vibrant cultural center such as the Didsbury and District Museum. Preservation would mean the DDHS can continue to expand our programs and events beyond the small footprint it currently owns and occupies. We have enthusiastically demonstrated over the last few years that we are capable of hosting large events providing we have the space available. Events that strengthen social cohesion and build a sense of community, both among Museum supporters and among residents of the Town of Didsbury and surrounding areas.

Additionally, many of the tourists we host have travelled a fair distance and enjoy having somewhere nearby to stretch their legs. Developing more public spaces within easy walking distance of the Museum increases the amount of time visitors explore Didsbury. The longer you keep tourists in town, the more they will spend in your town.

If the lot is developed, we will no longer be able to watch from our windows when school children head over from Ross Ford for school tours. We will also lose our advertising corridor from 23 St. because development would block the sign facing that direction. Unfortunately, there is currently no museum sign on 23 St. directing traffic to the Didsbury Museum, as there is downtown, and having a direct visual

Didsbury and District Historical Society (Didsbury Museum)
2110 21 Avenue ▪ (403)335-9295 ▪ www.didsburymuseum.ca

to 23 St. is an important factor to directing traffic to our facility and ensuring visitors know our historic building is also a public Museum.



As you are probably aware, parking is limited in the area the Museum occupies. We are landlocked to our current location and surroundings. Our visitors and volunteers enjoy having nearby street parking along the side of that space. If we lose that space to development, it will likely have a chilling effect on visitors to the Museum and participants in events as people would have to walk farther to reach the Museum. This is particularly a problem for people with mobility issues, including seniors who benefit greatly from having easy access to the Museum. While we hope the warm relationships we have built with our neighbours wouldn't change, they could potentially become strained as available parking spaces in the area diminish.

The Didsbury and District Museum is an important landmark within the Town of Didsbury. Our increasing visitor numbers demonstrate that it plays an important role in drawing tourism to the town. The DDHS is committed to taking steps to maximize the Museum's appeal to Didsbury residents and tourists, including through hosting frequent and sometimes large events. We strongly encourage the Town of Didsbury to preserve the urban green space of the lot that borders 21 Ave. and 23 St. to facilitate the holding of these events and the many additional benefits its preservation brings to the Museum.

On behalf of the Board of Directors
of the
Didsbury and District Historical Society

Dawn Stewart

Didsbury Museum Manager
office@didsburymuseum.ca

Didsbury and District Historical Society (Didsbury Museum)
2110 21 Avenue ▪ (403)335-9295 ▪ www.didsburymuseum.ca



Ross Ford Elementary School
 P.O. Box 250,
 Didsbury, Alberta T0M 0W0
 Phone (403) 335-3234
 Fax (403) 335-4930
 rossford@cesd73.ca
www.rossford.ca

January 19th, 2025

To the Didsbury Town Council,

My name is George Thomson and I am the Principal of Ross Ford Elementary School in Didsbury, Alberta. I am writing this letter to the Didsbury Town Council in support of the recommendation that "Moose Fence Park" remain a green space within the Town of Didsbury, Alberta.

I was listening to the car radio this morning and playing on the radio was the Counting Crows and their song called "Big Yellow Taxi". From this well known song a line came to mind while writing this letter. It goes. "Don't it always seem to go that you don't know what you got til it's gone, they paved paradise and put up a parking lot". I think the line from this song is self explanatory. Preserving nature and green spaces is critical to the health and well being of our kids, adults and the entire community.

I understand that towns face many priorities and need to make decisions on what is best for their communities. However, there is a need to balance development with establishing and preserving green spaces throughout our communities.

Moose Fence Park is a well situated and established green space which is important for its aesthetics and green space utilisation. Certainly at Ross Ford School, students, staff and parents use this area. Parents use the parking lot at critical pick up and drop off times of the day. The space is also well situated for all members of the school and larger community to access it for various activities and events.

I hope you will strongly consider preserving Moose Fence Park as a green space within the Town of Didsbury.

Thank you for considering my letter.

Your Truly,

George Thomson
 Principal
 Ross Ford Elementary School



CESD73.ca
 Chinook's Edge School Division No. 73



WESTGLEN SCHOOL

2405 - 23rd AVENUE
 BOX 200 DIDSBURY, AB T0M 0W0
 WESTGLEN.CA 403.335.8700

January 16, 2025

Subject: Support for Community Park

Dear Town Council Members,

I am writing to express my strong support for the proposal to transform the green space located across from Ross Ford School and Westglen School into a vibrant community park. I believe this project would significantly benefit both the schools and the wider community.

Numerous studies have demonstrated the positive impacts of well-maintained public spaces. These spaces contribute to increased social cohesion, improved mental and physical health, and enhanced property values. A community park at this location would not only serve the immediate needs of the schools but also enrich the lives of all residents by providing a valuable gathering place for social interaction, recreation, and community events. We are fortunate to have large green spaces already in our schools but, these are not actually public spaces and are not open for public use during the school day.

A community park would significantly improve the quality of life for residents by offering a much-needed green space for relaxation, recreation, and social interaction. This would provide a safe and accessible space for families to enjoy outdoor activities, fostering a stronger sense of community within the neighborhood. Furthermore, the park would enhance the aesthetic appeal of the neighborhood, creating a more inviting and vibrant environment for all. Many of our students take advantage of the basketball court and I would love for them to have the opportunity to use this area for other forms of recreation on the west end of town. With 3+ acres of green space, this would also provide a large space to host activities in the center of town, especially with such close proximity to the museum. Wouldn't it be great if special activities at the museum were able to spill out into such a wonderful space? I know many of my students have enjoyed the small skating area that has popped up in this area and would love to see this continue. If it was larger in size, our phys ed classes would be able to use it much more easily than traveling to the Memorial Complex.

Our community needs to continue to attract families if we are to grow and thrive. I urge the Town Council to prioritize this project and work diligently to bring this valuable community asset to fruition. I am confident that this park will be a treasured resource for generations to come.

Thank you for your time and consideration.

Sincerely,

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January 16, 2025

To Mayor Hunter and the Councillors of Didsbury Town Council,

As many of you know, Miles and I live pretty much directly across from the field, which used to house the high school, on 20 Avenue. This has been green space since the high school was torn down.

We have had the pleasure of watching so many people make use of that green space: families playing ball with their dogs, kids flying kites, sports teams using it as their playing field, people using the volleyball net that has been up, and, in the winter, kids using the ice surface that the town has put in. It has been a source of great pleasure.

There have been many rumours regarding how that green space will be used and we were sad to hear that there is a push toward putting housing, of any sort, in that space. We believe it would be a great loss to the town if we lost that green space.

One of the unique features of Didsbury is moose fence, surrounding what has become fondly known as "Moose Fence Park". It would be a shame to lose that aspect of the green space as well, should the it be used for housing.

We ask that you keep Moose Fence Park as green space so the residents of Didsbury can continue to use it at their leisure.

Sincerely,
Miles and Dee Trewin

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Didsbury Municipal Library
2033 19 Ave, Didsbury AB
(403) 335-3142

January 22, 2025

Kathleen Windsor

Subject: Letter of Support for green space.

Dear Kathleen,

The Didsbury Municipal Library extends its full support for the proposal to designate the 3.17-acre parcel of land east of Ross Ford Elementary School as a public, open space.

We believe this initiative aligns perfectly with the Library's mission to foster a vibrant and engaged community. A well-maintained green space would:

- **Enhance community well-being:** Provide residents with a valuable outdoor recreational area for relaxation, social interaction, and physical activity.
- **Support literacy and lifelong learning:** Offer a unique outdoor setting for library-sponsored events, such as story times and reading clubs.
- **Enhance the downtown area:** Increase the attractiveness and livability of the downtown core by creating a welcoming and inviting public space.

The Library recognizes the significant community interest in this project and believes that the establishment of a green space would be a valuable asset to Didsbury. We urge Didsbury Town Council to prioritize the creation and maintenance of this green space as an investment in the health, well-being, and future of our community.

Sincerely,

Maia Foster
Library Manager
Didsbury Municipal Library

Melynda Crampton
Library Board Chair
Town of Didsbury Library Board

If Town Council supports this idea, I would be happy to work together with Community Services and the Parks Department to put together a committee of residents to share ideas. We could work together towards a phased development, similarly to what was done with the Memorial Complex Outlying Plan. This would include discussions of wanted amenities, annual maintenance costs, and prepared as three- or five-year planned phases – a little bit each year.

What is paramount right now, is Council's decision to leave the former high school land, aka "Moose Fence Park", as is, letting it become a truly special public space - a place people go to for that feeling of connection with their neighbours and community spirit.



Thank You! Questions?



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

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

BACKGROUND/PROPOSAL:

The minutes of the January 14, 2025 Regular Council Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the January 14, 2025 Regular Council Meeting Minutes as presented.



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

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

Administration Present Chief Administrative Officer, Ethan Gorner
 ACAO/Chief Financial Officer, Amanda Riley
 Director of Community Services, Nicole Aasen
 Manager of Public Works, Adam Johnston
 Economic Development Officer, Alexandra Ross
 Legislative Services Coordinator/Recording Officer, Jocelyn Baxter

1. CALL TO ORDER

Mayor Hunter called the January 14, 2025 Regular Council Meeting to Order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Res. 005-25

MOVED by Deputy Mayor Engel

To adopt the January 14, 2025 Regular Council Meeting Agenda as presented.

Motion Carried

3. DELEGATIONS/PRESENTATIONS – *no delegations/presentations*

4. ADOPTION OF MINUTES

4.1 December 10, 2024 Regular Council Meeting

Res. 006-25

MOVED by Councillor Baswick

To adopt the December 10, 2024 Regular Council Meeting Minutes as amended.

Motion Carried

4.2 December 20, 2024 Special Council Meeting

Res. 007-25

MOVED by Deputy Mayor Engel

To adopt the December 20, 2024 Special Council Meeting Minutes as presented.

Motion Carried

4.3 January 6, 2025 Special Council Meeting Minutes

Res. 008-25

MOVED by Councillor Windsor

To adopt the January 6, 2025 Special Council Meeting Minutes as presented.

Motion Carried

5. PUBLIC HEARINGS – *no public hearings*

6. CAO REPORT

Res. 009-25

MOVED by Councillor Windsor

To accept the Chief Administrative Officer's Report for January 14, 2025 as information.

Motion Carried

7. BYLAWS & POLICIES

7.1 Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 – Dwelling Unit - Occupancy of the Owner, Operator or Caretaker

Res. 010-25

MOVED by Councillor Windsor

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

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

Motion Carried

Res. 011-25

MOVED by Councillor Windsor

To set Tuesday, February 25, 2025 as the Public Hearing for Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 – Dwelling Unit: Occupancy of the Owner, Operator or Caretaker.

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

Motion Carried

8. BUSINESS

8.1 2025 Capital Budget Amendment - Ice Plant Condenser

Res. 012-25

MOVED by Councillor Baswick

To approve the Adiabatic Model Ice Plant Condenser capital project, valued at \$400,000, funded from the Didsbury Memorial Complex Reserve, and to amend the 2025 Capital Budget accordingly.

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

Motion Carried

8.2 Valarosa Link Design

Res. 013-25

MOVED by Councillor Windsor

To accept Option 1 in principle and provide a letter of support for the Valarosa Link Project grant application for the Active Transportation Fund Grant.

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

Motion Carried

8.3 Setting 2025 Budget Meeting Date

Res. 014-25

MOVED by Deputy Mayor Engel

To set 2025 Budget Meeting dates for 6:00 p.m. on February 10, 2025 in Council Chambers and tentatively schedule March 10, 2025 at 6:00 p.m. in Council Chambers if required.

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

Motion Carried

8.4 DEDAC New Member Appointment 2025

Res. 015-25

MOVED by Deputy Mayor Engel

To appoint Laurie Fisher as a new member to the Didsbury Economic Development Advisory Committee.

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

Motion Carried

Res. 016-25

MOVED by Councillor Windsor

That Administration bring back Bylaw 2022-13 Didsbury Economic Development Advisory Committee Bylaw to Council for review.

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

Motion Defeated

9. COUNCIL REPORTS AND MEETING HIGHLIGHTS

9.1 Council Reports for January 14, 2025

Res. 017-25

MOVED by Councillor Baswick

To accept the Council Reports for January 14, 2025 as information.

Motion Carried

Res. 018-25

MOVED by Councillor Windsor

To approve Mayor Hunter’s attendance at the Red Deer Polytechnic Impact Breakfast on January 28, 2025.

Motion Carried

Res. 019-25

MOVED by Deputy Mayor Engel

To bring back the 2024 Council Expense Claim Final Total and 2024 Council Professional Development Expense Total to the January 28, 2025 Regular Council Meeting.

Motion Carried

Council Highlights

- Ice Plant Condenser Unit
- Valarosa Link Design
- CAO Report
- Land Use Bylaw Amendment

10. CORRESPONDENCE & INFORMATION

Res. 020-25

MOVED by Deputy Mayor Engel

To accept the correspondence provided as information and that Mayor Hunter send a letter on behalf of Council to the Mountain View Arts Society to thank them for their contributions to the community.

Motion Carried

11. QUESTION PERIOD

12. CLOSED MEETING

Res. 021-25

MOVED by Councillor Windsor

To go into Closed Meeting at 7:30 p.m. for the following items:

- 12.1 Memorial Complex Condenser Unit Contract Update - as per section 25 of the FOIP Act
- 12.2 Mountain View Regional Engagement - as per section 21 of the FOIP Act
- 12.3 Cultural Assessment Information - as per section 24 of the FOIP Act
- 12.4 2023 & 2024 CAO Performance Appraisals - as per section 19 of the FOIP Act
- 12.5 Governance Update-Council Planning - as per section 21 of the FOIP Act

Motion Carried

13. RECONVENE

Res. 022-25

MOVED by Deputy Mayor Engel

To return to Open Meeting at 9:34 p.m.

Motion Carried

Res. 023-25

MOVED by Councillor Windsor

To amend Resolution. 002-25 to replace “Train Technologies” with “Sunbelt Rentals” for the temporary chiller unit.

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

Motion Carried

Res. 024-25

MOVED by Deputy Mayor Engel

That Council members submit their questions for the joint All-Council meeting to Administration by January 23, 2025.

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

Motion Carried

Res. 025-25

MOVED by Councillor Moore

To accept the CAO’s cultural assessment update as information.

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

Motion Carried

Res. 026-25

MOVED by Councillor Windsor

To direct Mayor Hunter to obtain and bring information on a cultural assessment and the governance role to the January 28, 2025 Regular Council Meeting.

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

Motion Carried

Res. 027-25

MOVED by Deputy Mayor Engel

To accept the 2023 and 2024 CAO Performance Appraisals and information.

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

Motion Carried

Res. 028-25

MOVED by Councillor Baswick

To set a Council Planning Meeting for January 23, 2025 at 6:00 p.m. at the Town of Didsbury Main Office.

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

Motion Carried

Res. 029-25

MOVED by Councillor Windsor

To accept the Governance Update as information

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

Motion Carried

14. ADJOURNMENT

Res. 030-25

MOVED by Councillor Baswick

To adjourn the January 14, 2025 Regular Council Meeting at 9:40 p.m.

Motion Carried

Mayor - Rhonda Hunter

Chief Administrative Officer- Ethan Gerner



CAO Report – January 28, 2025

1. Ice Condenser Unit Update

We had originally hoped to utilize a rental chiller unit to have the ice reinstalled at the Didsbury Memorial Complex, and that the main ice would be ready for use for the start of February. Regrettably, once the contractor began the process of setting the unit up, it became apparent that it would not work as we had expected. We have fully explored a number of options to continue the pursuit of concluding this season, but none of the options will work and installing ice prior to replacing the condenser is no longer an option for the arena. Therefore, we will not be able to reinstall ice this season.

At the last Regular Council Meeting, Council approved the purchase of a new condenser unit, and it is still anticipated that the unit will be delivered and installed this summer and operational for next season.

We truly appreciate the understanding and support of our local user groups who have been effected, and we thank all our neighbouring communities for stepping up and offering the use of their facilities.

2. Resolution 019-25 Update (Legislative Services)

At the January 14, 2025 Regular Council Meeting, Council resolved to have Administration bring the 2024 Council Expense Claim Final Total and 2024 Council Professional Development Expense Total back to the January 28, 2025 Regular Council Meeting.

Administration is preparing a revised report to ensure utmost accuracy. The time required to review the expenses, remuneration, and professional development expenses meant Administration could not meet the deadline for this Council Agenda package and, therefore, the report can be expected in the February 11, 2025 Regular Council Meeting Council Reports.

3. Development Permits Issued (Planning & Development)

Please find attached the development officer issued permits and the MPC approved permits as of January 22, 2025.

4. Fourth Quarter Action Requests Report (Corporate Services)

Please find attached the fourth quarter Action Requests Report.

5. Didsbury Fire Department Fourth Quarter Report (Didsbury Fire Department)

Please find attached the fourth quarter report for the Didsbury Fire Department.

6. Didsbury Fire Department Year-End Report (Didsbury Fire Department)

Please find attached the Year-End Report for the Didsbury Fire Department.

7. 2024 Year-End Statistical Development Report (Planning & Development)

Please find attached the Year-End Statistical Development Report for 2024.

8. Economic Development Year-End Report (Economic Development)

Please find attached the Year-End Report for the Economic Development Department.

CAO Report as January 22, 2025: Planning & Development

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

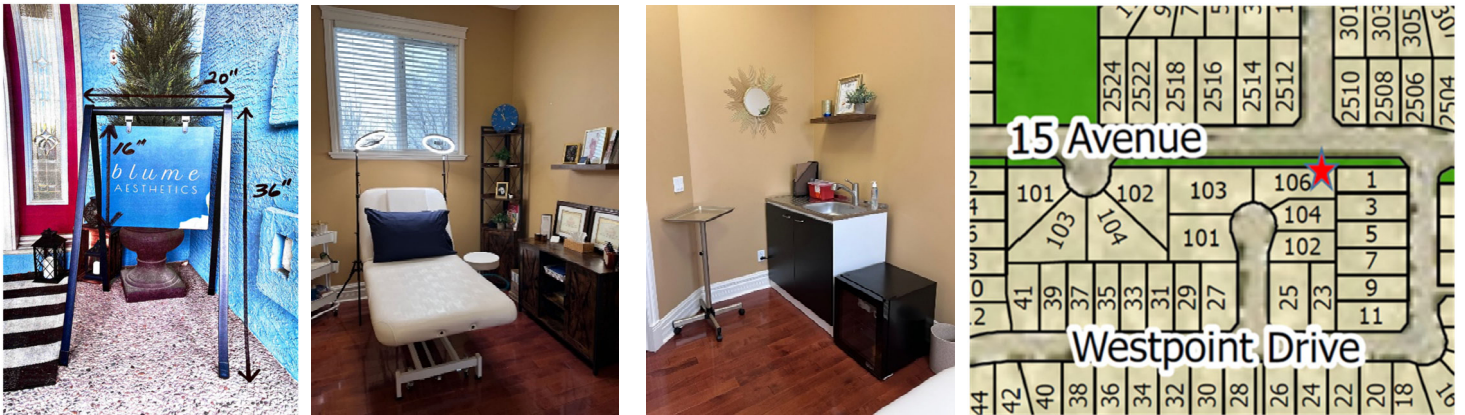
Development Officer (Permitted Use) Decisions

There have not been any Permitted Use Development Permits Issued since the last CAO Report

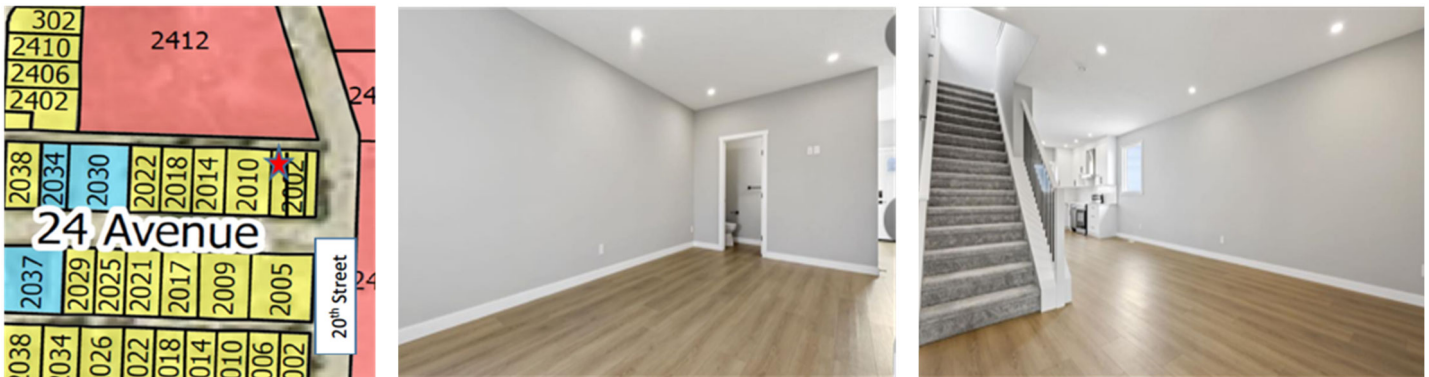
Municipal Planning Commission (Discretionary Use) Decisions:

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE	APPEAL PERIOD ENDS
DP 24-082	106 Westpoint Pl	Home Occupation Blume Aesthetics	Blume Aesthetics: Rebecca Morrish (a) Morrish, Rebecca & Scott (o)	Jan 8, 2025	Jan 29, 2025 (at 4:30 p.m.)
DP 25-001	2006 – 24 Ave	Home Occupation Day Home	Strand, Morgan (a) Strand, Morgan & Hudson, Scott (o)	Jan 22, 2025	Feb 12, 2025 (at 4:30 p.m.)
DP 25-002	7 Co-op Road	Warehouse Sales & Storage (Self)	Derksen, Dennis & Wynanda (a) Sigurdson, Ron & Marie (o) <i>sale pending</i>	Jan 22, 2025	Feb 12, 2025 (at 4:30 p.m.)

DP 24-082: Blume Aesthetics was approved for a Medical Aesthetics Home Occupation located at 106 Westpoint Place. The nature of the business pertains to “beauty” and “personal care” and is specific to the administration of aesthetic injectables, including neuromodulators (i.e. Botox, Dysport) and dermal filler.

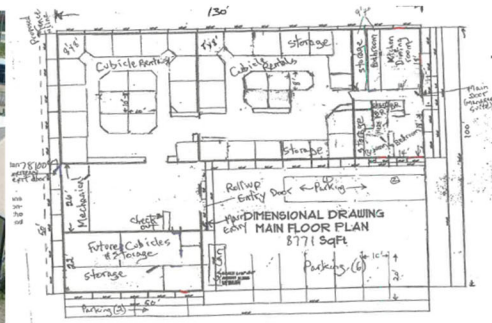


DP 25-001: Grow with MO Day Home to operate out of 2006 – 24 Avenue to provide a childcare program based on intellectual, emotional and physical small group development for a maximum of 6 children ranging in ages 3 months to 6 yrs.



DP 25-002: The intended use for this location is to have approximately 20 to 25 vendor cubicles set up within the warehouse and these cubicles would be rented out by third parties who would be selling a variety of items such as collectibles, antiques, estate clear outs, clothing and new and used items. This would not include any perishable foods. The size of the cubicles would

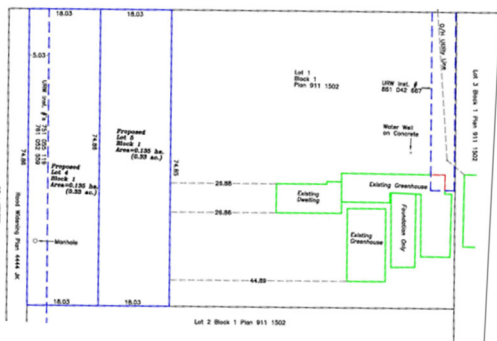
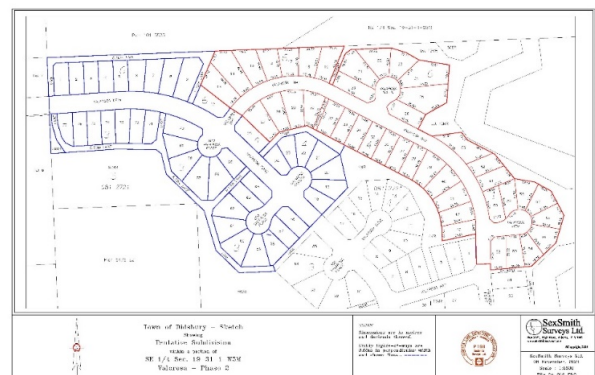
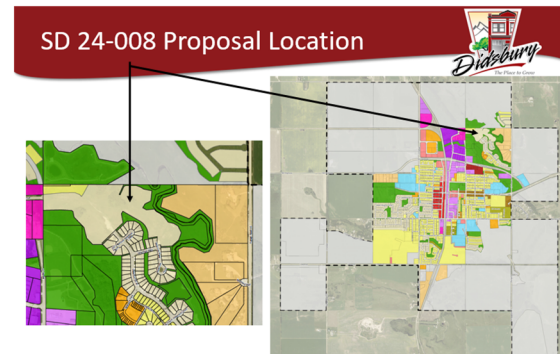
be mostly 10 ft. x 10 ft. with some that are 8 ft. x 8 ft. or smaller depending on the final layout. The applicant also received approval for Storage (Self) where there will be approximately 20 to 25 partitioned units that can be locked and secure for the renters to use to store their personal items on-site.



SD 24-008: Valarosa Phase II Subdivision to create 42 Residential Lots

SUBDIVISIONS APPROVED BY MPC ON JAN 22, 2025

SD 24-005: Subdivision of existing larger parcel to create two new smaller residential parcels with the remainder larger parcel for a total of 3 lots (609 – 23 Street)

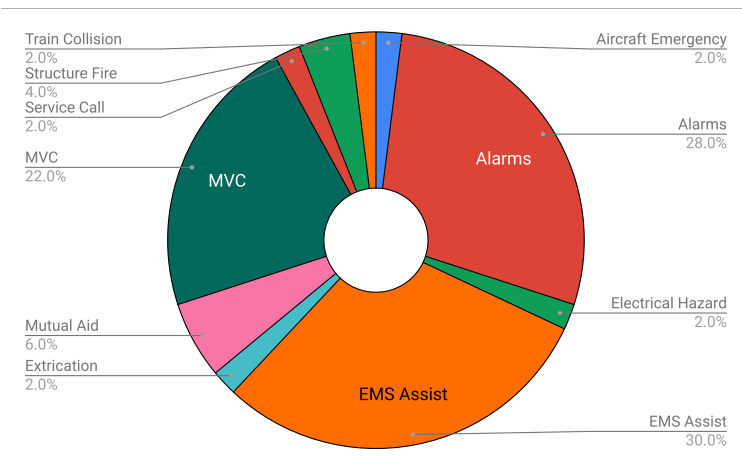


Action Requests Report
October 1 - December 31, 2024

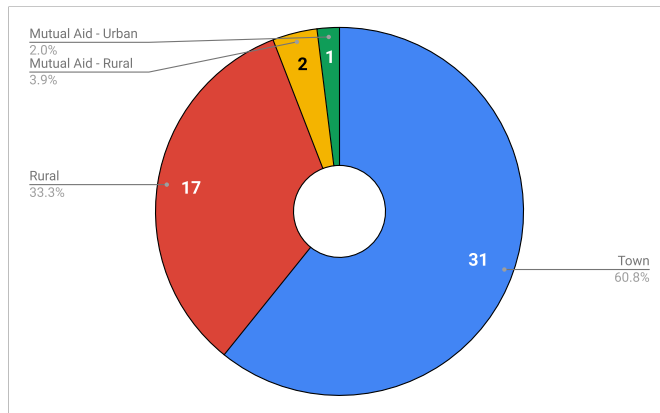
# of Requests	Department/Concern	# of Requests	Department/Concern
9	<u>Municipal Enforcement</u>	4	<u>Other</u>
1	<u>Animals</u>		Fence down at construction site 20 Street
	Kitten found on 15 Ave		Fire Hydrant damage 14 Street
			Graffiti old Town Office side door
			Deceased deer 23 Ave
4	<u>Vehicles</u>	8	<u>Sidewalks/Pathways</u>
	Parked vehicle concern Kildeer Close	2	Bent grate/Tripping hazard 20 Ave
	Parking concerns South Ridge Place		Cracked pathway West Hill Park
	Parked vehicle in no parking zone Poplar Ridge Close		Crosswalk button missing 20 Ave
	Vehicles parking on neighbouring private property		Complaint about look of poles on walking path
			Icy pathway Deer Coulee
4	<u>Property</u>	2	Icy parking lot at pathway behind vet office
	Unightly property Sandpiper Drive	2	<u>Signage</u>
	Unightly property 19 Ave		Crosswalk sign needs replaced 20 Ave & 16 Street
	Garbage dumped in alley 19 Ave		Garland lighting not turning on 19 Ave & 20 Street
	Unightly property 23 Ave		
60	<u>Public Works</u>	2	<u>Garbage/Recycling/Compost</u>
41	<u>Streets</u>		Space for garbage truck to fit Valarosa Park
	Pothole/Road maintenance Westpoint Drive		Blue bin stolen 24 Ave
	Request for potholes to be repaired - entire town	3	<u>Water/Sewer/Storm</u>
5	Very icy Westhill Place/Close/Crescent		Tree root issues with sewer system
4	Streets & sidewalks throughout town icy. Not cleared/salted		Water pouring out of shut off valve 19 Ave
	Icy/dangerous 23 Street		Sewer backup 20 Ave
3	Icy road conditions 20 Ave	1	<u>Parks</u>
2	Plowing and sanding Ross Ford & West Glen Schools	1	<u>Park/Playground/Sporting Fields</u>
	Roadway needs plowed 23 Ave		Electrical panel damaged by ball diamonds Valarosa
	Icy road needs salt 21 Street	2	<u>Other</u>
	Icy road Mobile home park & 16 Ave		Business Licence concern
2	Icy road 14 Street & 23 Ave		Fire Inspection requested
2	Icy road Deer Coulee		
	Icy road 13 Ave & 25 Street		
	Icy road Walter Place		
	Icy road Southridge		
2	Icy road 21 Ave		
2	Icy road 25 Ave		
	Icy road 23 Ave		
3	Icy roads all of Valarosa		
	Icy parking lot at complex		
2	Icy Co-op Road		
	Icy road 22 Ave		
	Icy road Poplar Road		
	Icy road College Green Seniors Appartments		
		72	Total

Didsbury Fire Department 2024 Response Totals Fourth Quarter - October 1 to December 31

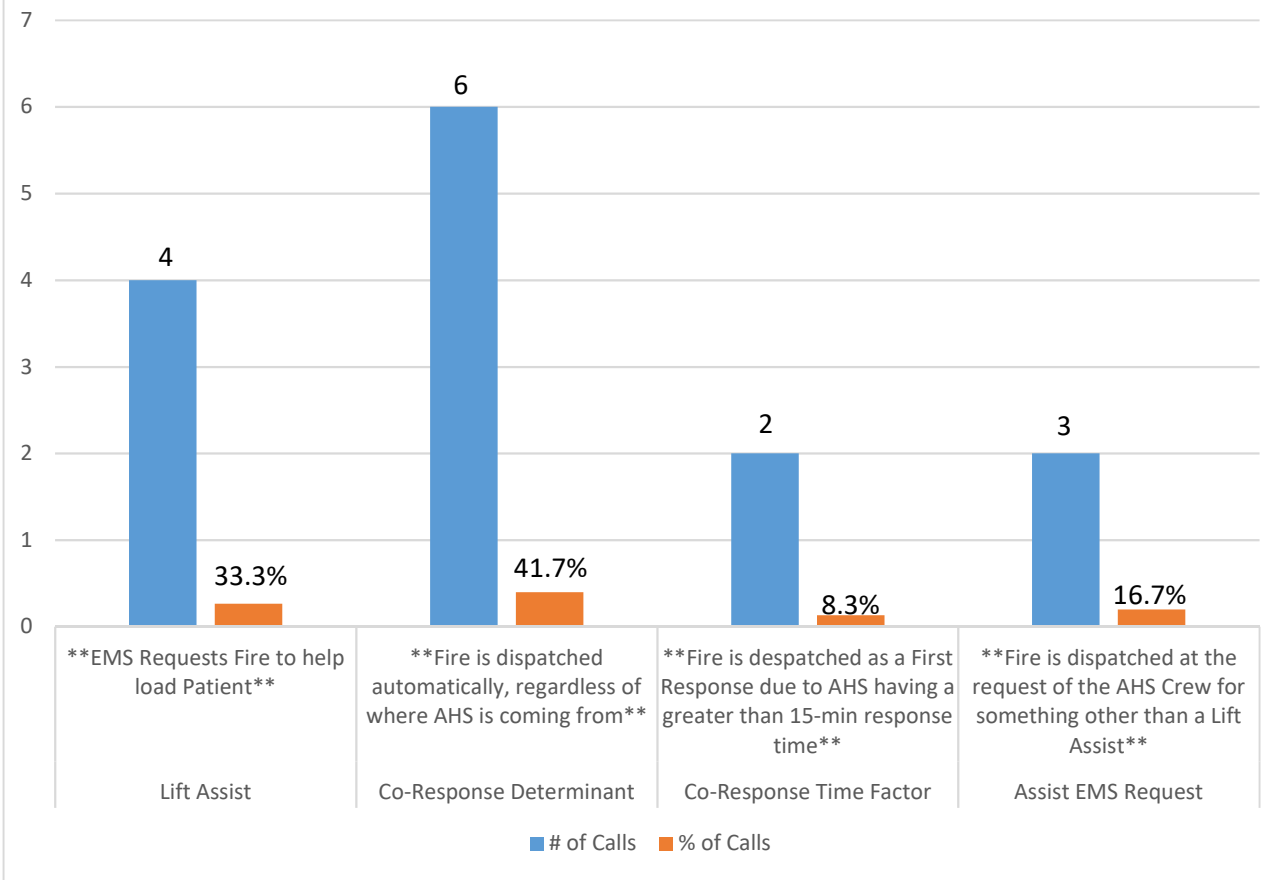
Type	Total
Aircraft Emergency	1
Alarms	14
Citizen Assist	0
Electrical Hazard	1
EMS Assist	15
Extrication	1
Gas Leak	0
Hazmat/Fuel Spill	0
Lightning Strike	0
Mutual Aid	3
MVC	11
Odour Investigation	0
Outside Fire	0
Service Call	1
Smoke Investigation	0
Structure Fire	2
Train Collision	1
Train Fire	0
Vehicle Fire	1
Wildland Fire	0
Total	51



Call Location	Total
Town	31
Rural	17
Mutual Aid - Rural	2
Mutual Aid - Urban	1
Total	51



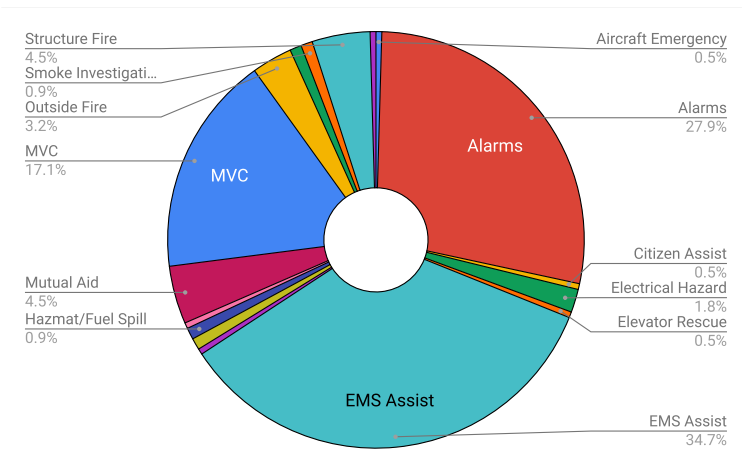
Q4 Medical Callouts (Oct-Dec)
24% (12) of Total 51 Calls



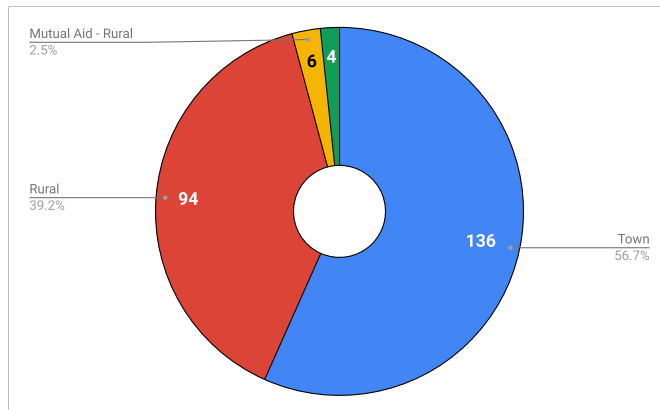
MEDICAL RESPONSE-2024 Q4				OCTOBER-DECEMBER		
<u>Incident #</u>	<u>Lift Assist</u>	<u>Co-Response Determinant</u>	<u>Co-Response Time Factor</u>	<u>AHS Request for Clinical Support</u>	<u>Call Duration</u>	<u>ABT Rate (\$700-hr)</u>
2024-190-R		1			1.000	700.00
2024-192-T	1				0.000	-
2024-199-T				1	1.000	700.00
2024-202-T	1				0.150	105.00
2024-203-R				1	0.750	525.00
2024-212-T	1				1.500	1,050.00
2024-213-T			1		0.750	525.00
2024-218-T		1			0.000	-
2024-220-T			1		0.500	350.00
2024-225-R		1			0.500	350.00
2024-227-R		1			0.000	-
2024-229-T	1				0.250	175.00
2024-232-R		1			1.500	1,050.00
2024-233-T				1	0.250	175.00
2024-237-T		1			0.250	175.00
						-
						-
						-
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						-
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						-
						\$ 5,880.00
<u>Lift Assist</u>	<u>Co-Response Determinant</u>	<u>Co-Response Time Factor</u>	<u>AHS Request for Clinical Support</u>			
EMS Requests Fire to help load Patient	**Fire is dispatched automatically, regardless of where AHS is coming from**	**Fire is dispatched as a First Response due to AHS having more than a 15-min response time**	**Fire is dispatched at the request of the AHS Crew**			
4	6	2	3			
27%	40%	13%	20%			
4TH QRT TOTAL MEDICAL CALLOUTS:		15	29%	of Q4 Total Callouts		
4TH QRT TOTAL CALLOUTS:		51				

Didsbury Fire Department 2024 Response Totals

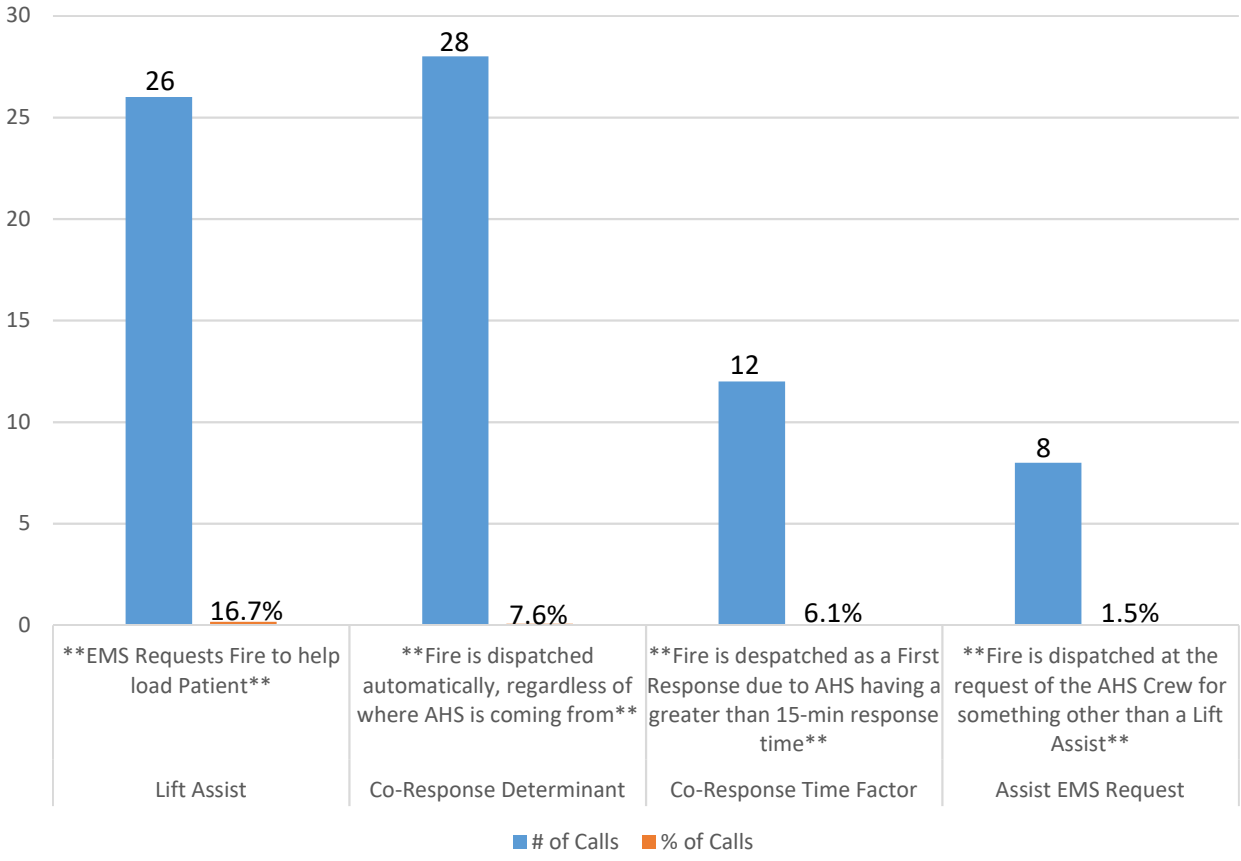
Type	Total
Aircraft Emergency	1
Alarms	62
Citizen Assist	1
Electrical Hazard	4
Elevator Rescue	1
EMS Assist	77
Extrication	1
Gas Leak	2
Hazmat/Fuel Spill	2
High Angle Rescue	1
Lightning Strike	0
Mutual Aid	10
MVC	38
Odour Investigation	0
Outside Fire	7
Service Call	2
Smoke Investigation	2
Structure Fire	10
Train Collision	1
Train Fire	0
Vehicle Fire	4
Wildland Fire	14
Total	240



Call Location	Total
Town	136
Rural	94
Mutual Aid - Rural	6
Mutual Aid - Town	4
Total	240



Year to Date Medical Callouts 31.8% of Total 240 Calls



MEDICAL RESPONSE-2024

	<u>Lift Assist</u>	<u>Co-Response Determinant</u>	<u>Co-Response Time Factor</u>	<u>AHS Request for Clinical Support</u>
	EMS Requests Fire to help load Patient	**Fire is dispatched automatically, regardless of where AHS is coming from**	**Fire is despatched as a First Response due to AHS having more than a 15- min response time**	**Fire is dispatched at the request of the AHS Crew**
TOTALS	26 16.7%	29 7.6%	13 6.1%	9 1.5%

YEARLY TOTAL MEDICAL CALLOUTS: **77** **31.8%** of YTD Calls

YEARLY TOTAL CALLOUTS: **240**

ABT RATE TOTAL ... if Billing Out: **\$ 32,635.00**



PLANNING & DEVELOPMENT SERVICES
2024 Year End Statistical Development Report

Prepared for the Regular Council Meeting

PRINCIPAL DWELLING UNITS	2024	2023	2022	2021	2020
<i>Permits Issued – Principal Dwelling Units</i>	34	6	13	16	14
Total Construction Values [in the \$ millions]	8.09	1.65	8.22	3.51	1.98
<i>Date of First Permit Issued</i>	Apr 9	Apr 12	Feb 24	Jan 1	Mar. 11
<i>Date of Last Permit Issued</i>	Dec 5	Oct 23	Dec 9	Sept 27	Dec.21

COMMERCIAL RETAIL UNITS (New Construction)	2024	2023	2022	2021	2020
<i>Permits Issued – Commercial Retail Units</i>	0	1	4	1	5
Total Construction Values [in the \$ millions]	-	0.4	3.66	0.10	2.44
<i>Date of First Permit Issued</i>	-	Nov 22	Jul 13	Apr 15	Jan. 17
<i>Date of Last Permit Issued</i>	-	Nov 22	Nov 22	Apr 15	Dec. 1

ACCESSORY BUILDINGS, STRUCTURES & OTHER USES	2024	2023	2022	2021	2020
<i>Total Permits Issued for Garages, Sheds, Decks, Additions, Demolitions & Secondary Suites, Home Occupations, Change of Use & Miscellaneous</i>	51	55	31	26	17
Total Construction Values [in the \$ millions]	0.85	2.22	0.93	1.20	1.5

Individual Use Breakdown (of above):

Garages/Sheds/Structures	2024	2023	2022	2021	2020
<i>Permits Issued – Garages, Sheds, Gazebos, Shipping Containers, Solar Panels, Storage</i>	7	35	14	11	5

Additions	2024	2023	2022	2021	2020
<i>Permits Issued – Additions</i>	3	3	3	4	9

Decks	2024	2023	2022	2021	2020
<i>Permits Issued – Decks & Covered Decks & Steps</i>	11	12	11	6	2

Demolitions	2024	2023	2022	2021	2020
<i>Permits Issued – Demolitions</i>	4	2	2	5	1

Secondary Suites	2024	2023	2022	2021	2020
<i>Permits Issued – Secondary Suites</i>	4	3	1	0	-

Home Occupations	2024	2023	2022	2021	2020
<i>Permits Issued - Home Occupations</i>	0	2	4	4	5



PLANNING & DEVELOPMENT SERVICES
2024 Year End Statistical Development Report

Prepared for the Regular Council Meeting

Change of Use (Existing Building New Use)	2024	2023	2022	2021	2020
<i>Permits Issued - Change of Use Permitted</i>	10	8	2	8	10
<i>Permits Issued - Change of Use Discretionary</i>	4	3			

Miscellaneous	2024	2023	2022	2021	2020
<i>Permits Issued – Miscellaneous</i>	8	5	0	5	-
<i>Temporary Shipping Containers</i>	(5)	(1)			
<i>Temporary Dumpster</i>	(1)	-			
<i>Pop Up Patio</i>	(1)	(3)			
<i>Remediation & Landscaping</i>	(1)	-			

Variances Granted	2024	2023	2022	2021	2020
<i>Variances – Parking & Setback</i>	0	0	1	3	-

Signage	2024	2023	2022	2021	2020
<i>Permits Issued – Signage</i>	9	12	10	17	20

LAND USE APPLICATIONS & APPEALS

Subdivisions	2024	2023	2022	2021	2020
<i>Subdivisions Approved</i>	6	2	1	2	1

Redesignations	2024	2023	2022	2021	2020
<i>Redesignations Approved</i>	1	2	1	0	-
<i>ASPs Approved</i>	0	1			

Subdivision & Development Appeals	2024	2023	2022	2021	2020
<i>Development Appeals</i>	0	0	0	1	-
<i>Subdivision Appeals</i>	0	0	0	0	-

Certificates of Compliance	2024	2023	2022	2021	2020
<i>Certificates of Compliance Issued</i>	59	63	82	60	44

Though not fully accurate, the number of Compliance Letters issued is a reflection of real estate activity in the town as the issuing of a Compliance Letter often accompanies the selling of a property. For the most part, Compliance Letters issued by the Development Office are done so for Residential lots.

A year in review **Didsbury Economic Development – Top 10 Highlights 2024**

1. Mountain View Regional Film Office received an award for “Innovative approach to Economic Development”. This was the third award received for the MVRFO project and the sixth award that Didsbury was part of or received since 2023. The MVRFO partners also increased visibility through an invitation to be panel speakers at the EDA 50th Anniversary Summit.
2. The MVRFO initiative increased awareness for our region and Didsbury noted five productions this year, including Audible promotional production. Sundre also received increase in production inquiries.
3. The Calgary Transit Campaign with Pattison Outdoors for Didsbury was a great success. The success reflected in the increase of visitation from Calgary and investment inquiries. The campaign also received praise from the Didsbury community via Facebook.
4. The contracted graphic designer won an international award (bronze) for Didsbury’s Transit campaign in Calgary. The business community reported a traffic increase of 5%-10% during the campaign months.
5. The Economic Development initiatives may have contributed in an increase in development permits 82 in 2024 and counting versus 64 the previous year. The awareness campaign started in 2023. There was no notable increase recorded in 2022.
6. The museum reported 4,640 visitors, which is a record year with additional 862 visitors in comparison to the previous year and 46% increase since 2022.
7. Completed two out of four videos, plus images for our photo library utilized for marketing. The “Investment Opportunity” and the “Quality of Life Didsbury” video were well received by the business community.
8. Development of the Wynona Earp themed Scavenger Hunt was well received and educated the players on Didsbury’s history and encouraged them to visit our stores. This tool has proven an excellent tool for Business Retention and great fun for the visitors. Didsbury Economic Development provided Scavenger Hunt game cards and free viewing of the movie props showcase during Country Christmas. The Scavenger Hunt game was revamped into a general movie/history of Didsbury Game and is available for purchase via “Cluesolvers”. The game developer notes that 5+ Didsbury Scavenger Hunt Game cards were sold during the Spruce Meadows Christmas market.
The Economic Development community in Alberta recognized the Earptopia “Didsbury Day” as a great success for Film Tourism in the Province.
9. AAIP Program (Rural Renewal –workforce stream & Rural Entrepreneurship - investment stream)
Total number of interested people to move and work in Didsbury via Rural Renewal Stream in 2024 approximately 1,300. Total support letters for this program: 30+ Registered companies: 20
Total numbers of investment and business expansion inquiries: 178. Support letters issued for Rural Entrepreneurship Stream: 14 (pending approval). Actual RES investments to date: 3.
10. LinkedIn followers for Didsbury Economic Development increase from 278 in 2023 to 343 in 2024.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 28, 2025
SUBJECT: COUN 001-24 Council Remuneration and Professional Development Policy
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The Council Remuneration and Professional Development Policy is to be reviewed prior to the beginning of a new Council term. With the General Municipal Election to be held on October 20, 2025, it is recommended that the policy be referred to committee for review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Subsection 5.1 of the Remuneration and Professional Development Policy states the following:

“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 the start of the next term.”

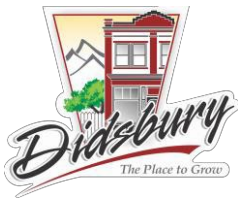
Given the policy was recently reviewed and updated by the Policy and Governance Committee, it is recommended the Financial Planning Committee review the policy, notably, Appendix A, the remuneration amounts.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To refer COUN 001-24 Council Professional Development and Remuneration Policy to the Financial Planning Committee for review and recommendation.



Policy Statement:

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 official responsibilities as related to their Council assignments and appointments as well as all those assigned by motion of Council that are not reimbursed by some other external body.

Eligible Travel Time: means travel on the day before or the day after a full day meeting; or travel time on the same day (*see Appendix "A"*).

Professional Development: means annual conventions, conferences, courses, seminars, workshops, orientation, and other training opportunities that are related to municipal governance.

Professional Development Opportunities (PDOs): means professional development opportunities that are included in the Professional Development List.

2. Remuneration Guidelines

Honoraria

- 2.1 Members of Council shall be compensated with a monthly honorarium at the rates set out in Appendix A.
- 2.2 Members of Council are paid an honorarium for participation in all regularly scheduled Council Meetings as defined by the *Municipal Government Act*.
- 2.3 The honorarium is also for all non-formal duties. Non-formal duties are activities undertaken by Council due to their position, but are neither formal nor related to Council's governance function.
- 2.4 Annually, the honoraria shall be reviewed during the budget process.

Per Diem

- 2.5 In addition to the honorarium, Council members will be compensated for attendance at Council workshops, governance and external committee meetings, and professional development opportunities within their prescribed Professional Development Budget or as approved by motion of Council.
- 2.6 Members of Council will be compensated for executing their formal Council Assignments at the rates set out in Appendix A.
 - 2.6.1 The minimum claim is half an hour, unless otherwise agreed to by Committee; claims shall be rounded up to the nearest half hour.
 - 2.6.2 When eligible, members of Council may claim remuneration for travel time.
- 2.7 Alternate representatives are encouraged to attend Committee meetings.
 - 2.7.1 Alternate representatives shall only be paid for two (2) meetings annually that they attend when the primary representative is already attending, unless allowed for by motion of Council.

- 2.8 Only the following types of meetings are eligible for per diem remuneration claims:
 - 2.8.1 a meeting/activity is scheduled or approved by motion of Council;
 - 2.8.2 a Council member is appointed to serve on the respective Committee/Board; or
 - 2.8.3 a PDO is undertaken in accordance with this policy.

Internet Allowance

- 2.9 Members of Council shall be reimbursed for the use of personal internet at the rates set out in Appendix A.

3. Expenses

- 3.1 Expenses associated to Council assignments paid out-of-pocket by a Member of Council may be submitted for reimbursement with receipts.

Meals

- 3.2 While traveling on Town business, meals may be claimed at the amount shown on itemized receipts submitted. The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages, plus a reasonable gratuity as per Appendix A.
- 3.3 No expense claims may be submitted for meals that were purchased in lieu of consumption of meals provided by an event which the claimant is attending.

Travel

- 3.4 Members of Council may claim mileage as per Appendix A.
- 3.5 Administration will book standard accommodation, registrations, and travel and facilitate timely cancellations being mindful of Council's supports of the principle of fiscal responsibility. To this end, Council members will not book their own registrations or accommodations unless Administration has deferred the responsibility should extenuating circumstances arise.

4. Professional Development

- 4.1 Administration will 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.
- 4.2 Each Council member will be afforded a Professional Development Budget which will include:
 - 4.2.1 Funds for attendance to the Alberta Municipalities (ABmunis) Convention;
 - 4.2.2 Funds for attendance to the ABmunis Leadership Caucus'; and
 - 4.2.3 Allowance to pursue PDOs on the list provided by Administration, as updated from time to time.
- 4.3 Each Council member will have discretion in undertaking listed PDOs within their prescribed Professional Development Budget and do not require motion of Council to attend.
- 4.4 Any opportunities that Council members would like to pursue outside of the prescribed Professional Development Budget as defined in Section 4.2 of this policy must be submitted to Council for consideration and approval.
- 4.5 As needed, Administration may provide guidance to Council members with regards to suitability of specific opportunities outside of the Professional Development Budget provided.
- 4.6 Professional Development time is only claimable when the Council Expense Claim Form is accompanied by a written Council report.
- 4.7 Council members will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances, as approved by Council.

- 4.8 The Town is not responsible for expenses which are unrelated to the Council member's professional development activity, including for spousal/partner attendance.

5. Review of Council Compensation

- 5.1 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.

6. Submission and Approval of Council Remuneration Forms

- 6.1 Members of Council must utilize the monthly remuneration form as supplied by Administration and amended from time to time.

- 6.1.1 In the event that there is incorrect information submitted on the remuneration form, the Member of Council shall be notified relative to the adjustments made.

- 6.2 Any discrepancies may result in the claim being denied.

- 6.3 Claims submitted by Councillors shall be approved by the Mayor.

- 6.3.1 Claims submitted by the Mayor shall be approved by the Deputy Mayor.

- 6.4 Any disagreement over the suitability of a specific claim may be presented to Council for their consideration.

- 6.5 Completed Expense Claim forms are due on the 3rd day of the month.

- 6.5.1 Expense claims received after the deadline may be processed in the next pay period.

7. Financial Reporting

- 7.1 Members of Council that are compensated directly by a Committee, Board, or Commission shall provide their remuneration annually for inclusion in the audited financial statements.

8. End of Policy

Appendix A – Council Remuneration

Remuneration Type	Frequency	Mayor	Deputy Mayor	Councillor
Honorarium (superseded)	Per month	\$2,448.56.	\$1452.37	\$1452.37
Additional Meeting Top-up (superseded)	Per meeting, seminar or function, when attending in place of the Mayor	n/a	\$53.05	\$53.05
Per Diem (superseded)	Per hour (to a maximum of \$265.23 per day)	\$38.73	\$38.73	\$38.73
Internet Allowance	per month	\$21.00	\$21.00	\$21.00
Mileage Rate	Current Canada Revenue Agency per-kilometre rate (*note 2024 is \$.70/km)			
Maximum Gratuity Rate	Current Industry Standard Rate	20%	20%	20%

Appendix B

Meeting-Types for per Diem Expense Claims

Meeting Type	Motion of Council
Committee Meeting/Workshop (As primary representative)	Not required (per appointment)
Committee Meeting/Workshop (As secondary representative with primary representative in attendance)	Per Section 2.7.1
Committee Meeting/Workshop (As secondary representative without primary representative in attendance)	Not required (per appointment)
Council Workshops including Strategic and Financial Planning	Required
Meetings with External Agencies (Including Government Representatives)	Required
Meetings with Resident or Business Owner	Required
Professional Development	Per Section 4
Open Houses	Required
Special Council Meetings or any other additional Council Meetings	Not Required
Trade Shows	Required
Travel (Outside of Didsbury Corporate Limits)	Not required if activity is approved/eligible
Travel Time (Outside of Didsbury Corporate Limits)	Not required if activity is approved/eligible
Other duties	Required



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 21, 2025
SUBJECT: Bylaw 2025-02 Municipal Planning Commission
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Section 625 of the *Municipal Government Act* allows Council to establish, by bylaw, a municipal planning commission and enables Council to delegate subdivision and development authority to a municipal planning commission.

Currently, the following bylaws establish the Town of Didsbury Municipal Planning Commission as the subdivision authority and a development authority.

- Subdivision Authority Bylaw 1995-28 and amendments thereto;
- Municipal Planning Commission Bylaw 95-30 and amendments thereto;
- Development Authority Bylaw 95-29;
- Subdivision Authority Bylaw 97-03 and amendments thereto;
- Town of Didsbury Joint Intermunicipal Planning Commission Bylaw 2007-29.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending that the aforementioned bylaws be repealed and replaced by Bylaw 2025-02 Municipal Planning Commission Bylaw which would incorporate the aspects of the former into the later, thus reducing any confusion or redundancy.

Attached is Municipal Planning Commission Bylaw 2025-02 for Council's review as well as bylaws 95-28, 95-29, 95-30, 97-03, and 2007-29 and any amendments thereto which will be repealed upon Bylaw 2025-02 coming into effect.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

That Council grant first reading to Municipal Planning Commission Bylaw 2025-02 and refer it to the Policy and Governance Committee for review and recommendation back to Council.

Town of Didsbury
Bylaw 2025-02
Municipal Planning Commission Bylaw

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

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

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

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

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

Definitions

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

Authority

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

Structure

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

Term of Office

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

Selection of Chair

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

Voting

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

Procedures

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

Severability

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

Repeal

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

Transitional

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

Read a first time this __ day of _____, 2025

Read a second time this __ day of _____, 2025

Read a third and final time this __ day of _____, 2025

**TOWN OF DIDSBURY
SUBDIVISION AUTHORITY BYLAW NO. 95-28**

A Bylaw of the Town of Didsbury, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto, to provide for the establishment of Subdivision Authority in the Town of Didsbury.

WHEREAS the Municipal Council wishes to establish subdivision authority as required by the Municipal Government Act, Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto;

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

1. Title

1.1 This Bylaw may be cited as the “Subdivision Authority Bylaw”.

2. Definitions

2.1 The following words and terms are defined as follows:

- a. “Act” means the Municipal Government Act, S.A. 1994, c.M-26.1, as amended;
- b. “Land Use Bylaw” means Land Use Bylaw No. 95-6;
- c. “Town” means the Town of Didsbury.

3. Establishment of Authority

3.1 The Subdivision Authority of the Town is Parkland Community Planning Services.

4. Powers and Duties

4.1 The Subdivision Authority has those powers and duties as set out in the Act and any regulations made thereunder.

5. Administration

- 5.1 The signing authority for all subdivision related matters is the Director of Parkland Community Planning Services or designate.
- 5.2 When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications to the related registerable instrument from that approved by the Subdivision Authority provided:
- a. the number of parcels does not increase;
 - b. municipal, school, municipal and school or environmental reserves are not compromised;
 - c. municipal roads and standards are not compromised;
 - d. such adjustments comply with municipal bylaws, except that minor changes to Land Use Bylaw standards may be included as provided for in Section 654(2) of the Act.

READ a first time this 06 day of November, 1995

READ a second time this 06 day of November, 1995

READ a third and final time this ~~06 day of November, 1995~~


MAYOR


CHIEF ADMINISTRATIVE OFFICER

**TOWN OF DIDSBURY
DEVELOPMENT AUTHORITY BYLAW NO. 95-29**

A Bylaw of the Town of Didsbury, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto, to provide for the establishment of Development Authority in the Town of Didsbury.

WHEREAS the Municipal Council wishes to establish development authority as required by the Municipal Government Act, Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto;

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

1. Title:

1.1 This Bylaw may be cited as the “Development Authority Bylaw”.

2. Definitions

2.1 The following words and terms are defined as follows:

- a. “Act” means the Municipal Government Act, S.A. 1994, c.M-26.1, as amended;
- b. “Authority” means the Development Authority” established pursuant to this Bylaw;
- c. “Commission” means the Municipal Planning Commission established by bylaw;
- d. “Council” means the Council of the Town of Didsbury;
- e. “Development Officer” means one of the persons appointed to the position of Development Officer pursuant to Land Use Bylaw No. 95-6;
- f. “Land Use Bylaw” means the Land Use Bylaw No. 95-6;
- g. “Town” means the Town of Didsbury..

3. Establishment of Authority

3.1 The Development Authority of the Town is:

- a. the person or persons appointed by Resolution of Council as Development Officer pursuant to the Land Use Bylaw;
- b. the Municipal Planning Commission established by bylaw.

4. Powers and Duties

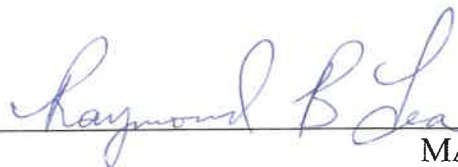
4.1 The Authority has those powers and duties as set out in the Act, any regulations made thereunder and as further set out in the Land Use Bylaw and Municipal Planning Commission Bylaw.

4.2 The powers and duties of the Authority may be exercised by any one of the individuals appointed as Development Officer or by the Commission where so set out in the Land Use Bylaw and Municipal Planning Commission Bylaw.

READ a first time this 06 day of November, 1995

READ a second time this 06 day of November, 1995

READ a third and final time this 06 day of November, 1995


MAYOR


CHIEF ADMINISTRATIVE OFFICER

TOWN OF DIDSBURY
BY-LAW 95-30
Amended March 21, 2006

A By-law of the Town of Didsbury, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto, to provide for the establishment of a Municipal Planning Commission in the Town of Didsbury.

WHEREAS, the Municipal Council wishes to establish a Municipal Planning Commission pursuant to the Municipal Government Act, Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto;

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

1. Title

- 1.1 This By-law may be cited as the “Municipal Planning Commission By-law.”

2. Definitions

2.1 The following words and terms are defined as follows:

- a. “Act” means the Municipal Government Act, SA 1994, cM-26.1, as amended;
- b. “Commission” means the Municipal Planning Commission established by By-law
- c. “Council” means the Council of the Town of Didsbury;
- d. “Development Officer” means one of the persons appointed to the position of Development Officer pursuant to current Town of Didsbury Land Use By-law.
- e. “Land Use By-law” means the current Town of Didsbury Land Use By-law;
- f. “Member” means a member of the Municipal Planning Commission appointed pursuant to this By-law;
- g. “Town” means the Town of Didsbury.

3. Establishment of Authority

3.1 The Municipal Planning Commission is hereby established.

4. Membership and Terms

4.1 The Commission shall consist of seven members appointed by Resolution of Council.

- 4.2 A Member of the Commission shall not include:
 - a. a Development Officer;
 - b. a Member of the Subdivision and Development Appeal Board.
- 4.3 Each Member of the Commission shall be appointed for a two (2) year term.
- 4.4 Notwithstanding Section 4.3, a person may be reappointed to the Commission upon the expiration of that person's term.
- 4.5 In the event of a vacancy, Council may appoint by Resolution of Council a new member to serve for the remainder of the vacating Member's term.
- 4.6 If a Member misses three (3) consecutive meetings without the authorization of the Commission, the person is disqualified and the position becomes vacant; otherwise, a Member of the Commission shall not be discharged without cause.
- 4.7 The Commission shall elect its Chairman and Vice Chairman from its Members.

5. Procedure Matters

- 5.1 A quorum of the Commission shall consist of a majority of the Members.
- 5.2 In the event of absence or inability of the Chairman to preside at a Commission meeting, the Vice-Chairman shall preside, and in the event of the absence or inability of both the Chairman and Vice-Chairman to preside at a meeting of the Commission, the Members present in constituting a quorum shall elect one of its members to act as Chairman.
- 5.3 Council shall appoint by Resolution of Council a person or persons to serve as Secretary to the Board, who shall:
 - a. not have a vote
 - b. notify all Members of the Commission of the meetings of the Commission;
 - c. prepare and maintain a file of written minutes of meetings of the Commission
 - d. record decisions of the Commission and issue the decision to all affected parties;
 - e. be authorized to sign on behalf of the Commission any order, decision, approval, notice, or other thing made, given or issued by the Commission;
 - f. undertake other duties as Council or the Commission may require.
- 5.4 Only those Members of the Commission present at a meeting of the Commission shall be able to vote on a matter at the meeting.

- 5.5 A decision of the majority of Members present at a duly convened meeting of the Commission shall be deemed to be a decision of the whole Commission.
- 5.6 In the event of a tie vote, the matter before the Commission shall be deemed to be denied.
- 5.7 For any procedures not covered in Part 17 of the Act or by by-law of the Town, the Commission may establish procedures for the conduct of meetings.

6. Functions and Duties

- 6.1 The Commission has the following functions and duties:
 - a. Upon the request of Council, to advise Council with respect to achieving the orderly, economical and beneficial development, use of land and patterns of human settlement, and to maintain and improve the quality of the physical environment within which the patterns of settlement are situated in Town;
 - b. To serve as Development Authority pursuant to Part 17 of the Act and as empowered by Development Authority By-law 95-29 in respect to those powers and duties assigned to the Commission under the Land Use By-law.
- 6.2 The Commission shall hold meetings and undertake actions as are necessary to fulfill the powers and duties of the Commission.
- 6.3 Development permit applications referred to the Commission shall be considered and either approved, with or without conditions, or refused in accordance with the Land Use By-law and Part 17 of the Act and any regulations made thereunder.
- 6.4 When a development permit application has been approved by the Commission, a development permit shall be issued forthwith in accordance with the decision of the Commission.
- 6.5 A decision of the Commission is not final until notification of the decision is given in writing.
- 6.6 If a Member has direct pecuniary interest in a matter before the Commission, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Commission and shall abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.
- 6.7 Notwithstanding Section 5.3.e, an order, decision or approval made, given or issued by the Commission may be signed by the Chairman or Vice-Chairman of the Commission.

7. Transition

- 7.1 Upon the coming into force of this By-law, the Members of the Municipal Planning Commission appointed pursuant to the Municipal Planning Commission By-law No. 95-18, who meet the conditions of membership set out in Section 4.2 of this By-law, are continued as Members of the Commission until new members are appointed by Council in accordance with the provisions of this By-law.
- 7.2 Municipal Planning Commission By-law No. 95-18 is hereby repealed.
- 7.3 Municipal Planning Commission By-law No. 95-30 is hereby amended.

Read a first time this 21st day of March, 2006

Read a second time this 21st day of March, 2006

Read a third and final time this 21st day of March, 2006



Mayor



Chief Administrative Officer

TOWN OF DIDSBURY
BY-LAW 97-03 (Subdivision Authority)
Amended November 27, 2007

A Bylaw of the Town of Didsbury, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto, to provide for the establishment of Subdivision Authority in the Town of Didsbury

WHEREAS, the Municipal Council wishes to establish subdivision authority as required by the Municipal Government Act, Chapter M-26.1 of the Revised Statutes of Alberta 1994 and amendments thereto;

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

1. Title

1.1 This Bylaw may be cited as the "Subdivision Authority Bylaw".

2. Definitions

2.1 The following words and terms are defined as follows:

- a. "Act" means the Municipal Government Act, S.A. 1994, C.M -26.1, as amended;
- b. "Land Use Bylaw" means Land Use Bylaw No. 95-6;
- c. "Town" means the Town of Didsbury.

3. Establishment of Authority

3.1 The Subdivision Authority of the Town is the Municipal Planning Commission of the Town of Didsbury.

4. Powers and Duties

4.1 The Subdivision Authority has those powers and duties as set out in the Act and any regulations made thereunder.



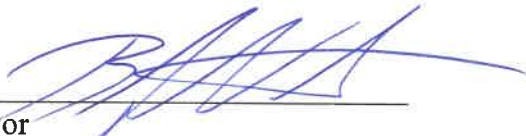
5. Administration

- 5.1 The signing authority for all subdivision related matter is the Chairperson or Vice-Chairperson of the Municipal Planning Commission, Chief Administrative Officer, Development Officer.
- 5.2 When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications to the related registerable instrument from that approved by the Subdivision Authority provided:
- a. the number of parcels does not increase;
 - b. municipal, school, municipal and school or environmental reserves are not compromised;
 - c. municipal roads and standards are not compromised;
 - d. such adjustments comply with municipal bylaws, except that minor changes to Land Use Bylaw standards may be included as provided for in Section 654(2) of the Act.

READ a first time this 27th day of November, 2007.

Read a second time this 27th day of November, 2007.

READ a third and final time this 27th day of November, 2007 and passed unanimously.



Mayor



Chief Administrative Officer

**TOWN OF DIDSBURY
BYLAW 2007-29 (Joint MPC)**

**A BYLAW OF THE TOWN OF DIDSBURY TO ESTABLISH AN
INTERMUNICIPAL PLANNING COMMISSION**

WHEREAS Section 626 of the Municipal Government Act, R.S.A. 2000, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish a Joint Intermunicipal Planning Commission;

AND WHEREAS said agreement must provide for the procedure and conduct of the Joint Intermunicipal Planning Commission, and the functions and duties of its members;

AND WHEREAS the Council of the Town of Didsbury deems it necessary to establish a Joint Intermunicipal Planning Commission to hear subdivision and/or development applications within the Fringe Area of the Intermunicipal Development Plan between the Town of Didsbury and Mountain View County;


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

1. This Bylaw may be cited as the " the Town of Didsbury Joint Intermunicipal Planning Commission Bylaw".
2. A Joint Intermunicipal Planning Commission is hereby established.
3. The Council of the Town of Didsbury is hereby authorized to enter into an agreement with the Town of Didsbury to provide for the following:
 - a) the procedure and conduct of the Joint Intermunicipal Planning Commission and its members;
 - b) the functions and duties of the Joint Intermunicipal Planning Commission; and
 - c) the dissolution of the Joint Intermunicipal Planning Commission

READ A FIRST TIME this 18th day of December, 2007.

READ A SECOND TIME this 18th day of December, 2007.

READ A THIRD AND FINAL TIME this 18th day of December, 2007.



MAYOR/REEVE



CHIEF ADMINISTRATIVE OFFICER

AN AGREEMENT DATED THIS ____ DAY OF _____, A.D. 2007,

BETWEEN

THE TOWN OF DIDSBURY
(the "Town")

and

MOUNTAIN VIEW COUNTY
(the "County")

FILE COPY

(hereinafter collectively referred to as the "Municipalities")

**MOUNTAIN VIEW/DIDSBURY INTERMUNICIPAL SUBDIVISION &
DEVELOPMENT APPEAL BOARD AGREEMENT**

WHEREAS Section 627 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, authorizes municipalities to enter into an agreement to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Municipalities have adopted an Inter-municipal Development Plan ("IDP") which includes reference to a "Fringe Area" as depicted in Schedule "A";

AND WHEREAS both Councils for the respective Municipalities have determined that it is appropriate to establish an intermunicipal subdivision and development appeal board for the purposes of hearing appeals from decisions made by the Joint Inter-Municipal Planning Commission (IMPC) and the County's development authority and subdivision authority pertaining to applications relating to lands located within the Fringe Area;

NOW THEREFORE, in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

1. DEFINITIONS

- a) "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended from time to time;
- b) "Council" means the Council of either Municipality;
- c) "Development Authority" means the Mountain View County Development Authority and the IMPC established by Mountain View County and the Town of Didsbury to exercise development powers and duties in the Fringe Area;
- d) "Fringe Area" means those lands as depicted on Schedule "A" herein;
- e) "Intermunicipal Subdivision and Development Appeal Board" ("ISDAB") means the appeal board established by the Municipalities by this Agreement pursuant to Sections 627 and 628 of the Act;

- f) "Member" means a member of the ISDAB;
- g) "Secretary" means the person(s) appointed to act as secretary for the Intermunicipal Subdivision and Development Appeal Board; and
- h) "Subdivision Authority" means the IMPC established by Mountain View County and the Town of Didsbury to exercise subdivision powers and duties in the Fringe Area.
- i) "Staff" means a member of the Mountain View County's planning department or planning consultant.
- j) "Appellant" means a person who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.

All other terms used in this Agreement shall have the meaning assigned to them in the *Municipal Government Act*, as amended from time to time.

2. ISDAB ESTABLISHMENT

- 2.1 The ISDAB is hereby established.
- 2.2 The ISDAB shall hear all appeals from decisions made by the County's Development Authority and the IMPC which relate to lands located within the Fringe Area in accordance with Sections 678 and 686 of the Act.
- 2.3 The ISDAB has all the powers, duties and responsibilities of a Subdivision Development Appeal Board under the Act and the *Subdivision and Development Regulations* passed pursuant to the Act.
- 2.4 The ISDAB shall operate in accordance with the Policies and Procedures attached hereto as Schedule "B".

3. ISDAB MEMBERSHIP

- 3.1 The ISDAB shall consist of four Members who shall be appointed when required to sit for a hearing from the available list of appeal board members eligible to hear appeals on behalf of the Town or the County:
 - a) The Mayor of the Town of Didsbury shall appoint two Members; and
 - b) The Chair of the Mountain View County SDAB shall appoint two Members.
- 3.2 Members shall not be employees of the Municipalities or members of the IMPC.
- 3.3 Members shall adhere to the Member Rules of Conduct set out in Schedule "C" attached hereto.
- 3.4 Any Member may be removed by resolution of the appointing Council where, in the opinion of the appointing Council, the Member has contravened the standards for Member Rules of Conduct as set out in Schedule "C" or the Member fails or refuses to adhere to the Policies and Procedures as set out in Schedule "B".

4. ISDAB SECRETARY

- 4.1 The County's Chief Administrative Officer shall designate a County employee to act as the Secretary for the ISDAB.
- 4.2 The responsibilities of the Secretary are as follows:
- a) ensure that all statutory requirements of the ISDAB are met,
 - b) inform all affected parties of the appeal hearing in accordance with the Act;
 - c) inform all statutory parties of the appeal hearing in accordance with the Act;
 - d) compile all necessary documentation for distribution to the Members;
 - e) attend all ISDAB appeal hearings;
 - f) provide services for the recording of the proceedings of the ISDAB and for retention of exhibits including all written submissions to the ISDAB;
 - g) prepare the ISDAB hearing minutes including the names and addresses of all parties making representations to the ISDAB;
 - h) communicate decisions of the ISDAB to the affected parties in accordance with the Act; and
 - i) such other matters as the ISDAB may direct.

5. MEMBER REMUNERATION

- 5.1 Members shall be entitled to such remuneration and travel expenses as may be fixed from time to time by County Council.

6. GENERAL

- 6.1 The fee for an appeal will be the fee as set by the County Council from time to time.
- 6.2 ISDAB Hearings will be held at the County Office.

7. ISDAB COSTS

- 7.1 All ISDAB costs and expenses, including the costs of holding the hearing and any legal fees the ISAB may incur, shall be paid by the County.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced as by the duly authorized signatures below:

TOWN OF DIDSBURY

MOUNTAIN VIEW COUNTY

Per: _____
Mayor

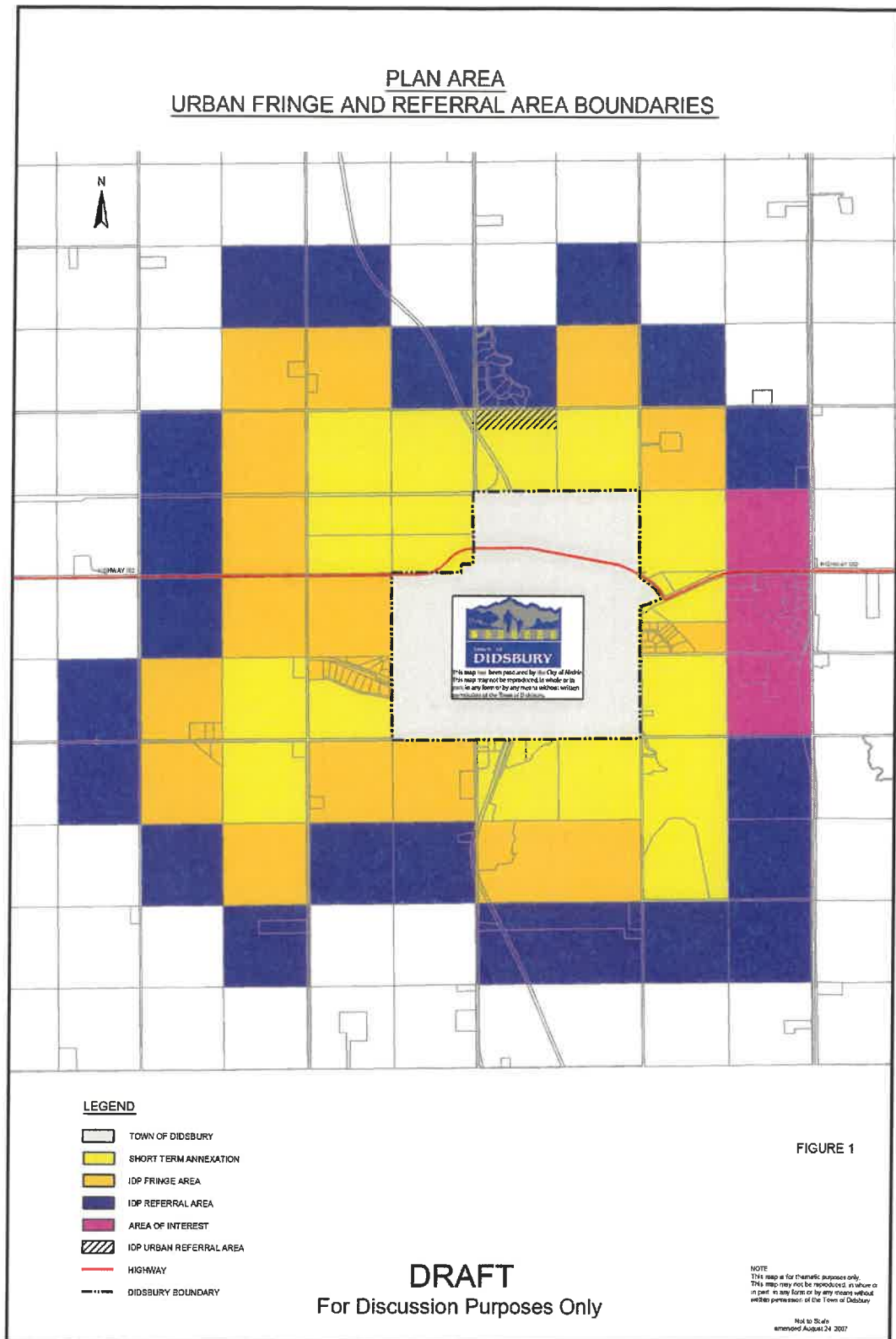
Per: _____
Reeve

Per: _____
Chief Administrative Officer

Per: _____
Chief Administrative Officer

SCHEDULE "A"

FRINGE AREA



SCHEDULE "B"

INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD POLICIES AND PROCEDURES

1. DEFINITIONS

- 1.1 Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act*.
- 1.2 "Agreement" means the Intermunicipal Subdivision and Development Appeal Board Agreement dated _____, 2007.
- 1.3 "Appellant" means a person who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.
- 1.4 "Board" means the ISDAB.
- 1.5 "In Camera" means a meeting of the Board which is held in private pursuant to Section 197 of the Act.
- 1.6 "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from the Policies or Procedures, or the customary modes or proceedings in debate, or in the conduct of the Board's business.
- 1.7 "Secretary" means the person(s) appointed to act as secretary for the Intermunicipal Subdivision & Development Appeal Board (ISDAB) appointed by Mountain View County.
- 1.8 "Staff" means a member of the Mountain View County's planning department or planning consultant.

2. APPLICATION

- 2.1 These Policies and Procedures shall apply to all meetings of the Board.
- 2.2 Any matter of meeting procedure which is not herein provided for, shall be determined according to the most current edition of Robert's Rules of Order.
- 2.3 Procedure is a matter of interpretation by the Chair.
- 2.4 In the event of a conflict between the provisions of these Policies and Procedures and Roberts Rules of Order, the provisions of these Policies and Procedures shall prevail.

3. CHAIR

- 3.1 When a hearing is required the members appointed by the respective municipalities shall select a Chair for the hearing.
- 3.2 The Chair:
 - a) shall ensure that all Board hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice;

- b) is authorized to rule that evidence presented at a hearing is irrelevant to the matter at issue and may direct the Members to disregard the evidence, and
- c) may limit a submission if he/she determines it to be repetitious.

4. **QUORUM**

4.1 Three Members shall constitute a quorum of the Board.

5. **DECISIONS**

- 5.1 Only Members present for the entire Board meeting shall participate in the making of a decision on any matter before it.
- 5.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole Board.
- 5.3 In the event of a tie vote, the appeal shall be denied.
- 5.4 The Board may make its decision with or without conditions in accordance with Act.
- 5.5 If an appeal is recessed for any reason following the submission of evidence, the appeal hearing may be recessed to the next scheduled meeting or to a scheduled meeting. However, only those Members present at the original hearing shall render a decision on the matter.

6. **APPEAL HEARINGS**

- 6.1 The Board shall consider and decide all subdivision and development appeals which have been properly filed in accordance with the Act.
- 6.2 The Board shall hold a public hearing respecting the appeal within thirty (30) days from the date of receipt of the written notice of appeal.
- 6.3 The Board shall give notice of the hearing in accordance with the Act.
- 6.4 The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal.
- 6.5 The Board shall hear from parties in accordance with the Act.
- 6.6 Letters previously submitted to the Development Authority or Subdivision Authority will not be considered by the Board unless resubmitted for the appeal hearing. The author of the letter must be identified on the document.
- 6.7 The Board shall hear appeals in public, but it may at any time recess and deliberate in private.
- 6.8 If the Board desires at the hearing of the appeal, to request further technical information, legal opinions, or other assistance, it may recess the hearing pending receipt of such information.

- 6.9 Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Secretary. Such electronic recordings are for ensuring the accuracy of the minutes and will be destroyed once the minutes are adopted.
- 6.10 The Board shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the hearing.
- 6.11 The Board shall give a written decision together with the reasons for the decision within 15 days after concluding the hearing.

7. HEARING PROCEDURE

- 7.1 At appeal hearings, the following procedure will typically be followed:
- a) The Chair for the meeting will call for a motion to go into public hearing and ask if appellant is present to speak to the appeal.
 - b) If the appellant indicates his/her presence to speak to the appeal, then the Chair will outline the public hearing procedures.
 - c) The Secretary will confirm that notice of the appeal has been provided to all parties in accordance with the Act.
 - d) The Chair will ask if anyone objects to any Member hearing the appeal.
 - e) A member of Staff will introduce the appeal and present the administrative report outlining the background to the appeal.
 - f) The Chair shall call upon the appellant to present his/her appeal submissions.
 - g) After identifying him/herself, the appellant will be requested to present his/her appeal within a reasonable time period.
 - h) The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in favour of the appeal.
 - i) After identifying themselves, persons or representatives of any group or persons, in favour of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five minutes. One spokesperson per petition or group may speak for a maximum of ten minutes.
 - j) The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in opposition to the appeal.
 - k) After identifying themselves, persons or representatives of any group or persons, in opposition of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five minutes. One spokesperson per petition or group may speak for a maximum of ten minutes.

- l) The Chairperson shall then call upon the appellant and those persons in attendance at the public hearing who spoke in favour of the appeal for any rebuttal to the points raised by those who spoke in opposition to the appeal. Rebuttal comments are restricted to addressing new points raised by those who spoke in opposition to the appeal.
- m) After a presentation is concluded, any Member may ask the presenter relevant questions.
- n) After all presentations from the public have been completed, any Member may ask Staff relevant questions.
- o) Following the public presentation and Member questions, the Chair shall close the public hearing.

7.2 Following the close of the public hearing, the Board shall deliberate and make its decision. The Board may deliberate and make its decision In Camera.

Petitions and Letters

- 7.3 Persons signing such petitions are deemed to have had their position advanced by the petition and accordingly they may not speak unless they remove their names from the petition.
- 7.4 Individuals who have submitted a letter may only address the Board on new non-repetitious information not contained in the letter.
- 7.5 With the Board's approval, an individual or group may submit written submissions as part of their presentation at the public hearing, by providing fifteen (15) copies of same to the Board at the start of their presentation.

Presentation Materials

- 7.6 The use of slides maps, videos, and Power Point presentations are permitted, and these materials along with any written submissions become the property of the Board as exhibits to the public hearing.

Introduction of Speakers

- 7.7 Persons addressing the Board shall give their name, location of residence, and indication as to whether they are speaking on their own behalf or for another person or for a group, and address the Chair when responding to questions or providing information.
- 7.8 A Person who does not identify him/herself will not be given the opportunity to address the Board.

8. CONDUCT AT HEARINGS

- 8.1 Members of the public in attendance at a hearing:
 - i) shall address the Board through the Chair;
 - ii) shall maintain order and quiet; and
 - iii) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.

- 8.2 The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be expelled. The Chair may request the assistance from the County Community Peace Officers to remove the person.

9. **MEMBER CONDUCT**

- 9.1 A Member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.
- 9.2 When a Member or member of the public is addressing the Chair, every other Member shall:
- i) remain quiet and seated;
 - ii) not interrupt the speaker except on a Point of Order;
 - iii) not carry on a private conversation; and
 - iv) not cross between the speaker and the Chair.
- 9.3 When a Member is addressing the Board, he/she shall:
- i) not speak disrespectfully of Her Majesty the Queen, her official representatives or her government,
 - ii) not use offensive words in referring to a Member, an official of the Municipalities or a member of the public;
 - iii) not reflect on a vote except when moving to rescind and when so doing, shall not reflect on the motives of the Members who voted for the motion, or the mover of the motion;
 - iv) not shout or immediately raise his/her voice or use profane, vulgar, or offensive language or disturb the hearing; and
 - v) assume personal responsibility for any statement he/she quotes to the Board or upon request of the Board, shall give the source of the information.

SCHEDULE "C"

ISDAB MEMBER RULES OF CONDUCT

1. For the purpose of this Schedule, the following terms shall have the same meaning as in Section 169 of the Act:
 - 1.1 "Corporation", "Director", "Distributing Corporation", "Officer", "Shareholder", "Voting Rights", and "Voting Shares";
 - 1.2 "Spouse".
2. For the purpose of this Schedule, the term "Member's Family" shall have the same meaning as the term "Councillor's Family" under Section 169 of the Act.
3. No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
4. A Member has a pecuniary interest in a matter if:
 - 4.1 The matter could monetarily affect the Member or an employer of the Member; or
 - 4.2 The Member knows or ought to know the matter could monetarily affect the Member's family.
5. For the purposes of Section 3, a Member is monetarily affected by a matter if the matter monetarily affects:
 - 5.1 The Member directly;
 - 5.2 A distributing corporation in which the Member beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the Member is a director or officer; or
 - 5.3 Other than a distributing corporation, in which the person is a shareholder, director or officer;
 - 5.4 A partnership or firm of which the Member is a member.
6. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, the provisions of Section 170(3) of the Act shall apply, substituting the term "Member" for the term "Councillor".
7. Where a Member has a pecuniary interest of the matter before the Board, that Member shall:
 - 7.1 Disclose the nature of the pecuniary interest to the Chair and Secretary of the Board;
 - 7.2 Abstain from participating in the hearing of the matter;
 - 7.3 Abstain from any discussion of voting on the matter;
 - 7.4 Be absent from the room in which the appeal is heard, except to the extent that the Member is entitled to be heard before the Board as an appellant or a person affected by the matter before the Board.

8. Where Council becomes aware of a breach of these provisions by a Member of the Board, the Council shall review the facts of the case and make a determination as to whether the Member, in the opinion of Council, has breached pecuniary interest provisions of this Schedule.
9. Where, after its review pursuant to Section 8, Council determines that a breach of the pecuniary interest provisions has occurred, Council may remove the Member from the Board, in accordance with powers respecting appointment at the removal of Members set out in the Subdivision and Development Appeal Board Bylaw.
10. A Member of the Board shall:
 - 10.1 Not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
 - 10.2 Keep in-camera discussions of Board and the Committees, and any legal advice provided to the Board or Committees confidential, except where required to disclose that information by law;
 - 10.3 Attend all Board and Committee hearings to which he or she has been assigned unless prior written consent has been received from the Chair; and
 - 10.4 Participate in the deliberation and decision making process on all matters to which he or she has been assigned and has attended the public hearing for.
11. Where the appointing Council has reasonable grounds to believe that a Member has breached any of the provisions of Section 10, Council may remove that Member from the Board.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 28, 2025
SUBJECT: Update Authorized Signatories – Bank Accounts
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

Due to recent changes in Administration and Council, a resolution to update the authorized signatories at the Connect First Credit Union is required.

Each member of Council and three members of Administration, being the Chief Administrative Officer, Chief Financial Officer and Manager of Financial Services, are appointed signing authority. A resolution of Council is required by the Town's financial institution.

Two authorized signatures are required on bank transactions as outlined by Town policy FIN 004-22 Payment Authority Policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In addition, it is required that the previous motion appointing signing authorities be rescinded. The previous motion #327-22 was made June 14, 2022.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION (2 separate motions)

To rescind Resolution #327-22 (Town of Didsbury Bank Signing Authorities).

AND

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

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



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 28, 2025
SUBJECT: 2025 Council Appointments Amendment
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Annually at the Council Organizational Meeting, Council makes appointments to the various internal, external, and governance committees which host a Council representative. The most recent version of the Council Appointments was amended at the November 26, 2024 Regular Council Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2025 Council Appointments list is being presented to Council for the addition of a second alternate to the Municipal Planning Commission. Should ever a member of the Municipal Planning Commission be unable to attend a meeting of the Commission, the alternate is able to step in as a voting member. Appointing a second alternate allows for an additional “back-up” should the alternate also be unable to attend.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To appoint Councillor Bill Windsor as the second alternate to the Municipal Planning Commission.



2024-2025 COUNCIL ASSIGNMENT LIST

COUNCIL APPOINTED COMMITTEES:

Didsbury Economic Development Advisory Committee

(Bylaw #2022-13)

- Deputy Mayor Curt Engel
- Councillor John Baswick (Alternate)

Emergency Advisory Committee (Bylaw #2020-06)

- All members of Council

Municipal Planning Commission (Bylaw #95-30)

- Councillor John Baswick
- Councillor Dorothy Moore
- Deputy Mayor Curt Engel (Alternate)
- **Councillor Bill Windsor (Second Alternate)**

EXTERNAL BOARDS & COMMITTEES:

Inter-municipal Cooperation Committee

- Mayor Rhonda Hunter
- Councillor Dorothy Moore
- Deputy Mayor Curt Engel

Mountain View Regional Water Services Commission

- Councillor Bill Windsor
- Mayor Rhonda Hunter (Council Designate)

Mountain View Regional Waste Management Commission

- Councillor John Baswick
- Councillor Dorothy Moore

Mountain View Seniors' Housing Board

- Councillor Dorothy Moore

Parkland Regional Library System Board

- Councillor Bill Windsor
- Councillor John Baswick (Alternate)

Didsbury & District Chamber of Commerce

- Councillor Dorothy Moore (Membership Rep.)

Red Deer River Municipal Users Group

- Councillor Bill Windsor (Urban Co-Chair)

Central Alberta Economic Partnership

- Mayor Rhonda Hunter
 - Board of Directors – Treasurer
- Mr. Chris Overwater (DEDAC Member) - (Business Rep.)

DEPUTY MAYOR APPOINTMENT

- Deputy Mayor Curt Engel

ALTERNATE DEPUTY MAYOR APPOINTMENT

- Councillor Bill Windsor Oct.23/24 to April 22/25
- Councillor Dorothy Moore: April 23/25 to Oct. 28/25

COMMITTEES FOR MAYORAL APPOINTMENT

Alberta Mid-sized Towns Mayors' Caucus

- Mayor Rhonda Hunter

Central Alberta Mayors' & Reeves Caucus

- Mayor Rhonda Hunter

COUNCIL GOVERNANCE COMMITTEES

Committee of the Whole

- All members of Council

Visioning Committee

- All members of Council

Financial Planning Committee (Bylaw #2023-20)

- Mayor Rhonda Hunter
- Councillor Bill Windsor
- Councillor John Baswick (Alternate)

Service Level Committee (Bylaw #2023-20)

- Councillor Dorothy Moore
- Councillor John Baswick
- Deputy Mayor Engel (Alternate)

Policy & Governance Committee (Bylaw #2023-20)

- Councillor Bill Windsor
- Deputy Mayor Curt Engel
- Councillor Dorothy Moore (Alternate)



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 28, 2025
SUBJECT: Council Reports for January 28, 2025
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

COUNCIL PROFESSIONAL DEVELOPMENT FOR FEBRUARY

Councillor Dorothy Moore – Brownlee Emerging Trends in Municipal Law – February 6, 2025

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Council Reports for January 28, 2025 as information.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 28, 2025
SUBJECT: Correspondence & Information
ORIGINATING DEPARTMENT: Legislative Services

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:

- Carstairs Community Curling Club
- Mountain View Hospice Society
- Mountain View Food Bank Society

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the correspondence provided as information.



Carstairs Community Curling Club Junior Bonspiel Donation Request

Dear Community Partner,

We are Carstairs Community Curling Club, and we would like to take this opportunity to call upon your generosity to become a donor for our Junior Curling Bonspiel to take place Saturday March 15, 2025 at the Carstairs Curling Club.

We are seeking contributions for our raffle basket table and/ or 'Welcome Bag' goodies for all participants (approx. 65 curlers should be expected).

All proceeds raised from this Bonspiel and the raffle will be used by the junior curling club for equipment, awards, and end of year prizes. This is an affordable local activity available to youth in our community, and the Carstairs Association opened their doors for our Didsbury Junior curlers when we lost our ice.

All community partners will be recognized at the event. This is a great way to market your business with exposure both within Carstairs and surrounding communities. We expect to be hosting approximately 65 youth and their families for the day.

If you would be interested in contributing to our welcome bags or donating product or a gift card to our raffle table, please contact:

Jamie Loch @ 403-383-2036 jamigorden@hotmail.com to discuss.

Thank you in advance for your generosity and supporting the junior curlers in the community.

Sincerely- Jamie Loch

-on behalf of Carstairs Community Curling Club

Fwd: New Year's Greetings & Sponsorship Opportunities for 2025

Tue, Jan 14, 2025 at 10:10 AM

From: **Charlene Wilson** <redacted email address>
Date: Tue, 14 Jan 2025 at 09:04
Subject: New Year's Greetings & Sponsorship Opportunities for 2025
To: <inquiries@didsbury.ca>
Cc: Mary Marshall <redacted email address>

Dear Community Member,

Happy New Year! I hope you had a wonderful holiday season and are feeling refreshed as we embark on an exciting new year.

Looking ahead to 2025, we are thrilled to share the Mountain View Hospice Society's Sponsorship Opportunities for the year. Your support plays a vital role in enabling us to offer essential programs and services, such as grief and bereavement support, healthy aging initiatives, and compassionate care for families in our community.

We're eager to share our sponsorship offerings to help you plan your budget for the upcoming year. If you would like more details or wish to secure your spot early, please don't hesitate to reach out. We would be more than happy to assist.

Thank you for your generosity and support of our cause. Together, we can continue to make a meaningful difference in the lives of those we serve.

Wishing you a prosperous and fulfilling 2025! Please feel free to contact me if you have any questions or would like more information.

Warm regards,
Charlene Wilson
Business Operations Coordinator
403-586-9992

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Mountain View
Hospice Society

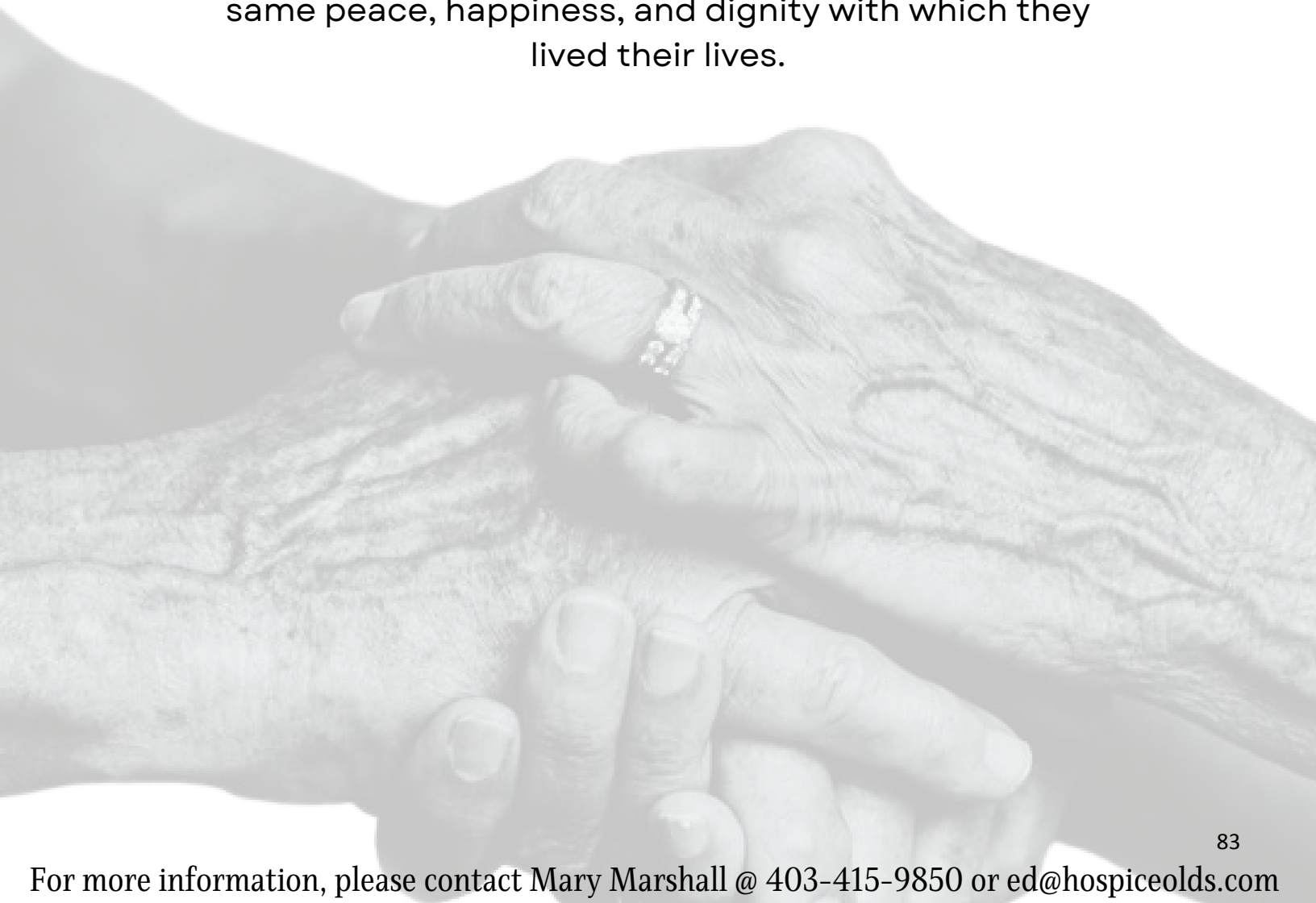
Charlene Wilson
Business Operations Coordinator
Olds, Alberta T4H 1P8
Phone: 403-586-9992
Website: www.oldshospice.com



Mountain View Hospice Society

2025 SPONSORSHIP PACKAGE

Your assistance greatly contributes to enabling individuals to approach the end of their lives with the same peace, happiness, and dignity with which they lived their lives.



WE ARE AN INVESTMENT YOU CAN TRUST

HELPING PEOPLE LIVE UNTIL THEY DIE

OUR MISSION

To provide quality, compassionate care in a home like setting for those facing chronic and terminal illness by offering physical, psychological, emotional, spiritual and educational support to individuals, their families and community at the end of life and during bereavement.

Year	New Clients per year/ Includes consults	Total Clients Served
2020	78	407
2021	77	484
2022	60	544
2023	70	614
2024	100	714

We are dedicated to delivering top-tier palliative care within Mountain View County and its neighboring regions. Our comprehensive range of programs and services encompass hospice care, bereavement support, and NavCARE assistance for individuals and families confronting palliative and chronic illnesses. Furthermore, we offer free support during times of bereavement and grief.

To achieve these objectives, we depend on a team of compassionate, well-trained volunteers who generously contribute their expertise and care to those in need, alongside the financial support of our local community.

GRIEF & BEREAVEMENT

The Society offers personalized weekly bereavement support and group sessions each spring and fall, providing a safe and compassionate space for healing. Our skilled Bereavement Facilitators are dedicated to guiding individuals through the challenges of losing a loved one, fostering resilience, connection, and hope throughout their journey toward healing.

Year	New	Current
2021	24	38
2022	15	31
2023	10	24
2024	53	55

NAV-CARE

Nav-CARE's specially trained volunteer navigators enhance healthy aging and support for those with chronic or terminal illnesses by connecting individuals to community resources, services, and offering compassionate emotional and social support. This free program fosters well-being, independence, and meaningful connections, improving quality of life for individuals and their families.

Year	New	Current
2021	10	28
2022	8	26
2023	26	45
2024	79	88

CLIENT SERVICES

VOLUNTEER DRIVER PROGRAM

The Volunteer Driver Program provides compassionate transportation for individuals with chronic or terminal illnesses. Trained volunteers offer reliable rides to medical appointments, treatments, or grocery trips, ensuring clients maintain access to essential services. This program fosters independence and connection, easing the burden on families and enhancing the quality of life.

HOSPICE SUPPORT

Mountain View Hospice Society's trained palliative care volunteers provide compassionate support at home, hospice suites or in hospitals. Offering holistic care—addressing physical, emotional, spiritual, and educational needs—they assist individuals and families during life's final stages, ensuring comfort and dignity while fostering connection within the community.

LET'S GO HIKING



HIKE FOR
HOSPICE

OLDS HIKE SPONSORSHIP

Sunday, May 4th 2025 @ 9:30 a.m.

Benefit	Platinum \$3500	Gold \$2000	Silver \$1000	Bronze \$500
Opportunities	1	3	Unlimited	Unlimited
Option to speak at event	✓			
Company Banner placement (you provide)	Unlimited	At registration table		
Logo on e- signature promoting the event one month before the event	✓			
Company logo featured prominently on all marketing materials and websites	✓	✓		
Pre-hike mention on our website and radio	✓	✓		
Multiple social media mentions pre-hike	✓	✓		
Name on scheduled email blasts pre and post-hike	✓	✓	✓	✓
Post-hike thank you at event, on social media, on our website, and in print	✓	✓	✓	✓
Proud sponsor graphic provided	✓	✓	✓	✓
Company volunteer opportunity at the event	✓	✓	✓	✓



LET'S GO HIKING



HIKE FOR
HOSPICE

DIDSBURY HIKE SPONSORSHIP

Sunday, May 4th 2025 @ 9:30 a.m.

Benefit	Platinum \$3500	Gold \$2000	Silver \$1000	Bronze \$500
Opportunities	1	3	Unlimited	Unlimited
Option to speak at event	✓			
Company Banner placement (you provide)	Unlimited	At registration table		
Logo on e- signature promoting the event one month before the event	✓			
Company logo featured prominently on all marketing materials and websites	✓	✓		
Pre-hike mention on our website and radio	✓	✓		
Multiple social media mentions pre-hike	✓	✓		
Name on scheduled email blasts pre and post-hike	✓	✓	✓	✓
Post-hike thank you at event, on social media, on our website, and in print	✓	✓	✓	✓
Proud sponsor graphic provided	✓	✓	✓	✓
Company volunteer opportunity at the event	✓	✓	✓	✓



For more information, please contact Mary Marshall @ 403-415-9850 or ed@hospiceolds.com

GOLF TOURNAMENT SPONSORSHIP



Thursday, June 12th, 2025

Our annual golf tournament is a great opportunity to showcase your business while supporting a fun, engaging event in your community. We have a wide variety of sponsorship options that may suit your needs and your budget.



	Platinum Presenting Sponsor \$6000	Gold Prize Sponsor \$3000	Silver Golf Cart Sponsor \$2500	Bronze Welcome Sponsor \$1500	Breakfast Sponsor \$1500	Happy Cart Sponsor \$100	Hole in One Sponsor \$750	Hole Sponsor \$750	Lunch Hole Sponsor Provide Food	Online Auction Sponsor \$500
Opportunities	1	2	1	1	1	1	2	10	3	1
# of entry fees included	8	4	2							
Opportunity to speak & present @ reception	✓	✓								
Company banner placement (you provide)	Unlimited	At your hole	Name & Logo on golf cart	Registration table	Breakfast table		At Hole	At Hole	At Hole	Auction table
H-Stand Signage (we provide)	5	4	2							
Opportunity for hole engagement	✓	✓								
Opportunity for volunteer participation	Several	Several	Several	Registration table	Breakfast table	Driving Happy Cart	At Hole	At Hole	At Hole	
Recognition on radio ads & in print	✓	✓	✓							
Recognition on all social media platforms	✓	✓	✓	✓	✓	✓				
Proud sponsor graphic provided	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

PLATINUM SPONSOR (Presenting)

\$6,000

1 Opportunity

Includes:

- 8 entry fees, including carts
- Opportunity to speak & present @ reception
- Company banner(s) placed on site (you provide)
- 5 coroplast H-stands (we provide)
- Opportunity for hole engagement
- Opportunity for volunteer participation
- Recognition on radio & all social media platforms
- Proud sponsor graphic provided & sized for social media

GOLD SPONSOR (PRIZE)

\$3,000

2 Opportunities

Includes:

- 4 entry fees, including carts
- Opportunity to speak & present @ reception
- Name & logo @ prize holes & on prize table
- 4 coroplast H-stands signage (we provide)
- Opportunity for volunteer participation
- Recognition on radio & all social media platforms
- Proud sponsor graphic provided & sized for social media



SILVER SPONSOR (Golf Cart)

\$2,500

1 Opportunity

- 2 entry fees, including carts
- Name & logo on golf cart
- Option for company swag giveaway on cart
- 2 coroplast H-stands signage (we provide)
- Opportunity for volunteer participation
- Recognition on radio & all social media platforms
- Proud sponsor graphic provided & sized for social media

BRONZE SPONSOR (Registration Table)

\$1,500

1 Opportunity

Includes:

- Company banner at registration table (you provide)
- Opportunity for volunteer participation (at registration table)
- Recognition on all social media platforms
- Proud sponsor graphic provided & sized for social media

BREAKFAST SPONSOR

\$1,500

1 Opportunity

Includes:

- Company banner (you provide) at breakfast table
- Opportunity for volunteer participation (at breakfast table)
- Recognition on all social media platforms
- Proud sponsor graphic provided & sized for social media

HAPPY CART SPONSOR

\$1,000

1 Opportunity

Includes:

- Name & logo on happy cart
- Opportunity for volunteer participation (driving happy cart)
- Cart will have coffee w/ Baileys in the morning and beer in the afternoon
- Recognition on all social media platforms
- Proud sponsor graphic provided & sized for social media



HOLE SPONSOR

\$750 (or hole engagement)

10 Opportunities

Includes:

- Set up booth & company banner (you provide) at your hole
- Opportunity for volunteer participation
- Proud sponsor graphic provided & sized for social media

HOLE IN ONE SPONSOR

\$1,000

2 Opportunities

Includes:

- Set up booth & company banner (you provide)
- Opportunity for volunteer participation
- Proud sponsor graphic provided & sized for social media



LUNCH HOLE SPONSOR

PROVIDE FOOD

3 Opportunities

Includes:

- Provide food for the golfers at your hole location
- Set up booth & company banner (you provide) placed at your hole
- Opportunity for volunteer participation at your hole
- Proud sponsor graphic provided & sized for social media

ONLINE AUCTION SPONSOR

\$500

1 Opportunity

Includes:

- Name & logo on silent auction table
- Logo placement on online auction link
- Proud sponsor graphic provided & sized for social media

OLDS MEMORIAL BUTTERFLY RELEASE SPONSORSHIP

Sunday, July 13, 2025

Our beautiful and sacred gathering offers a space for friends, family, and especially children to express their final goodbyes in a peaceful and healing manner.

TITLE SPONSOR

\$2,000

- Company banner placement (you provide)
- Company logo featured prominently on all marketing materials & website
- Pre-butterfly release mention on our website & radio
- Multiple social media mentions pre-butterfly release
- Name on schedule email blasts pre and post-butterfly release
- Post-butterfly release thank you at event, social media, our website, and in print
- Proud sponsor graphic provided
- Company volunteer opportunity during event

Butterfly Sponsor

\$1,000

- Name on schedule email blasts pre and post-butterfly release
- Post-butterfly release thank you at event, social media, our website, and in print
- Proud sponsor graphic provided
- Company volunteer opportunity during event



OTHER WAYS TO SUPPORT

- **Donate an item for our silent auction for our Golf Classic**
- **One time donation or monthly donations through Canada Helps**
 - **Plan a third party fundraiser**
 - **Plan a legacy**
- **Provide a gift to name a space and/or a program**
 - **Provide a gift in memory of a loved one.**
- **Donate items to Nu2U Community Thrift Store**
 - **Sponsor one of our programs listed above**
 - **Become a Volunteer**

- » **Join the Board of Directors**
- » **Join our events committee and/or Client Services**
 - » **Become a client support volunteer**
- » **Volunteer at Nu2U Community Thrift Store**



Mountain View Food Bank Society

P.O. Box 3958, 5025 - 50 Street

Olds, AB T4H 1P6

Phone: (403) 556-1693

Website: www.mountainviewfoodbank.com

Email: office@mountainviewfoodbank.com

Charity Business Number/Registration No. 14108 8260 RR0001

**Serving the
Communities
of the
County of
Mountain
View**

Olds

Sundre

Didsbury

Carstairs

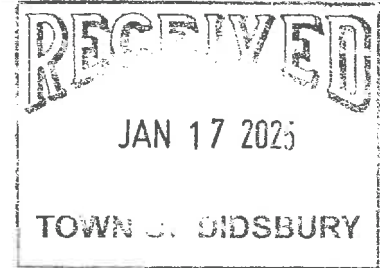
Cremona

Torrington

Water Valley

December 23, 2024

Town of Didsbury
Didsbury Holiday Train
1606 – 14th Street
Didsbury, Alberta
T0M 0W0



Dear Town of Didsbury,

The Mountain View Food Bank Society wishes to acknowledge with sincere thanks, the generous donation of \$700.00 and 683 lbs of food. This assistance in supporting the Food Bank makes a major contribution to our working budget as we depend 100% on donations from businesses, organizations and individuals in the surrounding Community. Your thinking of the needs of the Food Bank is greatly appreciated.

The Mountain View Food Bank is feeding approximately 700 adults and children per month and the need is growing every week. In 2023 we provided over 4,500 hampers representing over 10,000 individuals, with over \$1,000,000.00 in food distributed.

The Food Bank works 100% on volunteers. If you would like a tour of our facilities or have any questions regarding our services please contact the Food Bank at (403)556-1693.

It is through the efforts and support of people like you that make a project, such as the Food Bank, able to meet the needs in the County of Mountain View.

Thank you for caring and sharing. All contributions are very much appreciated.

Yours Sincerely,

Ruth Jeges for the
Mountain View Food Bank Society

***The Food Bank
operates 100% with
volunteers and does
not:***

- 1. Use professional
Fund Raisers;***
- 2. Sell or trade your
name/address;***
- 3. Solicit donations
by phone;***
- 4. Spend more than
5% on
Administration.***



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: January 28, 2025
SUBJECT: 2025 Budget Meeting Date
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Council resolved to set 2025 Budget Meeting dates for 6:00 p.m. on February 10, 2025 in Council Chambers and tentatively schedule March 10, 2025 at 6:00 p.m. in Council Chambers if required.

There were a series of requests to bring back additional information to the next budget meeting. Throughout this past month, Administration has been preparing the requested information in preparation for the February 10th meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

On January 24th, it was announced that the 2024-2025 Didsbury Arena season would not be able to continue as originally anticipated. Given the budget impacts caused by this recent, premature closure of the Arena and Curling Rink, there are now a number of unknowns with the budget numbers that need to be addressed prior to Council being able to continue their budget deliberations.

Therefore, Administration is recommending that the February 10, 2025 Budget Meeting be cancelled, and that the next Budget Meeting be held on March 10, 2025 as originally scheduled.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the cancellation of the February 10, 2025 Budget Meeting.