TOWN OF DIDSBURY AGENDA
Regular Council Meeting
Tuesday, November 24, 2026 commencing at 6:00 pm
Council Chambers 1606 14 Street, Didsbury, Alberta

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA
2.1. Additions/Deletions

3. APPROVAL OF THE MINUTES
3.1. RFD – November 9, 2026 Council Budget Meeting Minutes
3.2. RFD – November 10, 2026 Regular Council Meeting Minutes

4. BYLAWS & POLICIES
4.1. RFD – Second and Third Reading of the Utility Charges Bylaw 2026-18
4.2. RFD – First Reading of the ATCO Gas Franchise Agreement Bylaw 2026-20

5. REPORTS
5.1. Corporate Services
5.1.1. RFI – Station 5 Round Up

6. BUSINESS
6.1. Office of the CAO
6.1.1. RFD – Coat of Arms & Heraldic Recognition
6.2. Legislative Services
6.2.1. RFD – Letter of Direction for Signing Authorities
6.2.2. RFD – Early Bird Registration – Emerging Trends 2027
6.3. Development & Planning
6.3.1. RFD – Amend s. 4.1 of Schedule B of the Intermunicipal Subdivision & Development Appeal Board Agreement

7. QUESTION PERIOD

8. CLOSED MEETING

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

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

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

Once Council returns from Closed Session, 5 minutes will be required to allow the public time to return to the scheduled Council Meeting.

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

8.1. Tax Sale – Access to Information Act (ATIA) – Section 34 – Information that is or will be available to the public.

8.2. RFI - Fire Chief Update – Access to Information Act (ATIA) – Section 23 – Disclosure harmful to law enforcement.

8.3. Library – *Access to Information Act* (ATIA) – Section 30 – Disclosure harmful to economic and other interests of a public body.

9. RECONVENE

10. ADJOURNMENT

Town of Didsbury
Request for Decision (RFD)

To:	Didsbury Town Council
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	Legislative Services
Date:	November 24, 2026
Subject:	November 9, 2026 Council Budget Meeting Minutes
Bylaw Number (If Applicable):	Not applicable.
Item Number:	3.1.

Recommendation(s) to Council:

That Council adopt the November 9, 2026 Council Budget Meeting Minutes as presented.

Subject / Background:

The minutes of the November 9, 2026 Council Budget Meeting are being presented to Council for their review and approval.

Implications:

Not applicable.

Related Policies, Bylaws & Legislation:

Not applicable.

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

3.1.1. Draft Minutes of the November 9, 2026 Council Budget Meeting

Other Options to Consider:

Council can adopt the minutes as presented or amended.

Leonie-Arianne Becker

Author

Minutes of the Town of Didsbury Council Budget Meeting held on November 9, 2026 in Council Chambers 1606 14 Street, Didsbury, Alberta Commencing at 6:00 p.m.

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

Council Members Absent

Administration Present Chief Administrative Officer, Vanessa Van der Meer
Executive Assistant, Ty Tomasta
Director of Public Works & Infrastructure, Shawn Persad
Director of Corporate Services, Amanda Riley
Director of Community Services, Nicole Aasen
Communications Coordinator, Lisa Bastarache

1. CALL TO ORDER

Mayor Little called the November 9, 2026 Council Budget Meeting to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Res. 404-26
Moved by Councillor Stevens
That Council approve the Agenda as presented.
Motion Carried.

3. CLOSED MEETING

Res. 405-26
Moved by Councillor Quantz
That Council go to Closed at 6:01 p.m..
Motion Carried.

12. RECONVENE

Res. 406-26
Moved by Councillor Stevens
That Council return to Open at 9:27 p.m..
Motion Carried.

Recess for 3 minutes.

Res. 407-26
Moved by Councillor Quantz
That Council direct Administration to bring back budget discussions to a November 23, 2026 Special Meeting of Council.
Motion Carried.

13. ADJOURNMENT

Res. 408-26
Moved by Councillor Engel
That Council adjourn the meeting at 9:30 p.m.
Motion Carried.

Mayor - Chris Little

Chief Administrative Officer
Vanessa Van der Meer

Town of Didsbury
Request for Decision (RFD)

To:	Didsbury Town Council
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	Legislative Services
Date:	November 24, 2026
Subject:	November 10, 2026 Regular Council Meeting Minutes
Bylaw Number (If Applicable):	Not applicable.
Item Number:	3.2.

Recommendation(s) to Council:

That Council adopt the November 10, 2026 Regular Council Meeting Minutes as presented.

Subject / Background:

The minutes of the November 10, 2026 Regular Council Meeting are being presented to Council for their review and approval.

Implications:

Not applicable.

Related Policies, Bylaws & Legislation:

Not applicable.

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

Draft Minutes of the November 10, 2026 Regular Council Meeting

Other Options to Consider:

Council can adopt the minutes as presented or amended.

Leonie-Arianne Becker

Author

Minutes of the Town of Didsbury Regular Council Meeting held on November 10, 2026 in Council Chambers 1606 14 Street, Didsbury, Alberta Commencing at 6:00 p.m.

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

Council Members Absent

Administration Present Chief Administrative Officer, Vanessa Van der Meer
Executive Assistant, Ty Tomasta
Legislative Advisor, Leonie-Arianne Becker
Director of Corporate Services, Amanda Riley
Director of Community Services, Nicole Aasen
Communications Coordinator, Lisa Bastarache

1. CALL TO ORDER

Mayor Little called the November 10, 2026 Regular Council Meeting to order at 6:00 p.m.

2. APPROVAL OF THE AGENDA

Res. 409-26
Moved by Councillor Engel
That Council approve the following additions to the November 10, 2026 Regular Meeting of Council Agenda:
Under Business: 7.1.3 RFD – Letter of Support – Regional Workforce Strategy - Municipal Letter of Support; and
Under Closed Session: 9.1. Lions Campground Contract – *Access to Information Act* (ATIA) – Section 30 – Disclosure harmful to economic and other interests of a public body
Motion Carried.

3. APPROVAL OF THE MINUTES

Res. 410-26
Moved by Councillor Stevens
That Council adopt the November 2, 2026 Organizational Meeting Minutes as presented.
Motion Carried.

4. Res. 411-26

Moved by Councillor Engel

That Council adopt the November 3, 2026 Regular Council Meeting Minutes as presented.

Motion Carried.

5. DELEGATIONS

Res. 412-26

Moved by Deputy Mayor Lambert

That Council thank the Junior B Provincials Organizing Committee Delegate for their presentation and accept the presentation, for information.

Motion Carried.

Res. 413-26

Councillor Mahon recused himself for perceived pecuniary interest.

Moved by Deputy Mayor Lambert

That Council approve a Facility Discount grant of $10,785.00 for the Junior B 2027 Provincials Organizing Committee to be used for the waiver of facility fees associated with hosting the 2027 Hockey Alberta Junior B Provincials, to be funded $7,500.00 from the 2026 Facility Discount Waiver fund and $3,285.00 from the 2027 Facility Discount Waiver fund.

Motion Carried.

Res. 414-26

Moved by Councillor Stevens

That Council thank the 3025 Didsbury Army Cadets for their presentation and accept the presentation for information.

Motion Carried.

Res. 415-26

Moved by Councillor Engel

That Council direct Administration to investigate available Town-owned, community, and other suitable facilities that may meet those requirements and return to Council with available options, including associated costs and recommended next steps, for Council's consideration.

Motion Carried.

Res. 416-26

Moved by Councillor Engel

That Council thank the Didsbury Library for their presentation and accept the presentation, for information.

Motion Carried.

Res. 417-26

Moved by Councillor Engel

That Council direct that the 2027 Municipal Operating Grant request of $254,577.00 be referred to the 2027 Operating Budget deliberations.

Motion Carried.

6. BYLAWS & POLICIES

Res. 418-26

Moved by Councillor Murray

That Council give First Reading to Bylaw 2026-18, being the Utility Charges Bylaw.

Motion Carried.

Res. 419-26

Moved by Councillor Stevens

That Council grant First Reading to Bylaw 2026-19, being the Assessment of Designated Manufactured Homes in Manufactured Home Communities Bylaw.

Motion Carried.

Res. 420-26

Moved by Councillor Stevens

That Council RESCIND the following policy: COUN 001-26 Council Remuneration and Professional Development Policy.

Motion Carried.

Res. 421-26

Moved by Councillor Stevens

That Council RESCIND motion Res. 370-26 - Moved by Councillor Quantz - That Council APPROVE Policy COUN 2026-001 Council Remuneration and Professional Development Policy.

Motion Carried.

Res. 422-26

Moved by Councillor Stevens

That Council APPROVE Policy COUN 2026-002 Council Remuneration and Professional Development Policy, with the following changes:

a) Updated standardized formatting that will be applied to all Town policies, moving forward.
b) Per diem rates have been compared against those for similar municipalities and have been adjusted accordingly including a simplification of the per diem rate to either a full day (greater than 4 hours) or a half day (4 hours or less).
c) The total per diem meal allowance may now be used to cover the cost of a single dinner meal.
d) Dietary restrictions are acknowledged as an acceptable reason for submitting an expense claim when the food provided was not appropriate.
e) The Mayor is designated as the approving authority for the other Councillors' timesheets and expense claims, prior to submission to Administration.
f) The Deputy Mayor is designated as the approving authority for the Mayor’s timesheets and expense claims, prior to submission to Administration.
g) Organizational meetings added to Per Diems.
h) Municipal Planning Commission hourly rate ($38.73) added to the ‘Council Remuneration’ table in Appendix A.

Motion Carried.

7. REPORTS

Res. 423-26
Moved by Deputy Mayor Lambert
That Council accept all items provided under Administrative Reports, for information.
Motion Carried.

8. BUSINESS

Res. 424-26
Moved by Councillor Quantz
That Council thank the Rosebud Health Foundation and accept this as information and ask Administration to add this to our 2027 documentation for budget recommendations.
Motion Carried.

Res. 425-26
Moved by Councillor Engel
That Council confirm that, following the November 2, 2026 Organizational Meeting, the Signing Authorities for the Town of Didsbury are: Mayor Little, Deputy Mayor Lambert, Vanessa Van der Meer (CAO), and Amanda Riley (ACAO/CFO).
Motion Carried.

Res. 426-26
Councillor Murray recused himself for perceived pecuniary interest.
Moved by Deputy Mayor Lambert
That Council authorize the Mayor to sign the attached letter of support, addressed to the City of Red Deer, for its application to the Government of Alberta's Northern and Regional Economic Development (NRED) Program for the Central Alberta Health Workforce Strategy.
Motion Carried.

9. QUESTION PERIOD

9. CLOSED MEETING

Res. 427-26
Moved by Deputy Mayor Lambert
That Council move to Closed at 7:06 p.m..
Motion Carried.

12. RECONVENE

Res. 428-26
Moved by Councillor Murray
That Council come out of Closed at 7:32 p.m..
Motion Carried.

Recess for 3 minutes.

Res. 429-26
Moved by Councillor Quantz
That Council approve the Operating Agreement between the Town of Didsbury and the Didsbury Lions Club for the operation and routine maintenance of the Rosebud Valley Campground, effective for the 2027 camping season, substantially in the form presented; and (2) authorize the Chief Administrative Officer and Mayor to execute the agreement on behalf of the Town of Didsbury.
Motion Carried.

13. ADJOURNMENT

Res. 430-26
Moved by Deputy Mayor Lambert
That the Regular Meeting of Council for November 10, 2026 adjourn at 7:37 p.m.
Motion Carried.

Mayor - Chris Little

Chief Administrative Officer
Vanessa Van der Meer

Town of Didsbury
Request for Decision (RFD)

To:	Didsbury Town Council
From:	Amanda Riley, ACAO / Director of Corporate Services
Department:	Corporate Services
Date:	November 24, 2026
Subject:	Utility Charges Bylaw 2026-18 Second and Third Reading
Bylaw Number (If Applicable):	2026-18
Item Number:	4.1.

Recommendation(s) to Council:

1. That Council give Second Reading to Bylaw 2026-18, being the Utility Charges Bylaw.

AND

2. That Council give Third and Final Reading to Bylaw 2026-18, being the Utility Charges Bylaw.

Subject / Background:

The utility services, being the water, wastewater, and solid waste departments, are all self-supported departments, meaning that the operating budgets of the departments are funded primarily from utility charges and, therefore, do not rely on tax revenue. The Utility Charges Bylaw is presented to Council annually for adjustment.

Revised rates are incorporated into the bylaw to reflect the changes required for the 2027 Utility Operating Budget.

Water Service Charges	2026 Rate	2027 Rate	2026 - 2027 Rate Changes	
Infrastructure Fee (under 1")	$ 27.25	**$ 27.25**	$ -	0.0%
Infrastructure Fee (1 1/4" - 2")	$ 108.50	**$ 108.50**	$ -	0.0%
Infrastructure Fee (3" - 4")	$ 244.00	**$ 244.00**	$ -	0.0%
Water Consumption Rate (per m3)	$ 3.65	**$ 4.16**	$ 0.51	14.0%
Water Distribution Rate (per m3)	$ 1.65	**$ 1.98**	$ 0.33	20.0%

Town of Didsbury
Request for Decision (RFD)

Wastewater Service Charges	2026 Rate	2027 Rate	2026 - 2027 Rate Changes	
Infrastructure Fee (under 1")	$ 10.50	**$ 11.40**	$ 0.90	8.6%
Infrastructure Fee (1 1/4" - 2")	$ 40.75	**$ 45.45**	$ 4.70	11.5%
Infrastructure Fee (3" - 4")	$ 91.70	**$ 102.25**	$ 10.55	11.5%
Wastewater Distribution Rate (per m3)	$ 1.45	**$ 1.55**	$ 0.10	6.9%
Wastewater Service Only	$ 26.75	**$ 29.95**	$ 3.20	12.0%

Solid Waste Service Charges	2026 Rate	2027 Rate	2026 - 2027 Rate Changes	
Solid Waste Service Fee	$ 20.00	$ 17.00	$ (3.00)	-15.0%
Additional Black Bin Service (Garbage)	$ 7.50	$ 7.50	$ -	0.0%
Additional Green Bin Service (Compost)	$ 2.50	$ 2.50	$ -	0.0%
Replacement Bin	$ 120.00	$ 120.00	$ -	0.0%
Change of Service Fee (Black Bin)	$ 35.00	$ 35.00	$ -	0.0%
Change of Service Fee (Green Bin)	$ 15.00	$ 15.00	$ -	0.0%
One Time Composter Rebate	$ (50.00)	$ (50.00)	$ -	0.0%

Implications:

Notable changes in the 2027 Utility Operating budget include:

1. Change to Water Rates charged by Mountain View Regional Water Services Commission - the rates will increase from $2.53 per cubic meter to $2.80 per cubic meter on April 1, 2027.

2. Change to Tipping Fees charged by Mountain View Regional Waste Management Commission - the Rates will increase from $100 per MT of residential waste to $110 per MT of residential waste.

3. Transition of Recycling Service to Circular Materials. The Town is no longer responsible for the collection and disposal of recycling bins and, therefore, the costs have been eliminated in the 2027 budget. The additional blue bin charge has also been eliminated.

4. Increase to Waste Commission annual fees as part of Mountain View Regional Waste Management Commission membership agreement from $34,121 to $37,938 annually.

The Utility Charges have been revised in order for the proposed 2027 Utility Operating Budget to break even. The impact on a typical residential user, using 12 cubic meters per month of water is as follows:

Town of Didsbury
Request for Decision (RFD)

Typical Residential Charges		2026 Rate		2027 Rate	2026 - 2027 Rate Changes	
Water Fixed Monthly Fee	$	27.25	$	27.25	-	0.0%
Wastewater Fixed Monthly Fee		10.50		11.40	0.90	8.6%
Water Variable Fee		63.60		73.68	10.08	15.8%
Wastewater Variable Fee		17.40		18.60	1.20	6.9%
Solid Waste Fee		20.00		17.00	(3.00)	-15.0%
Total	**$**	**138.75**	**$**	**147.93**	**9.18**	**6.6%**

Related Policies, Bylaws & Legislation:

Municipal Government Act s. 7(g)
Water Bylaw 2019-07
Wastewater Bylaw 2020-01
Waste Management Bylaw 2014-11

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

4.1.1. Utility Charges Bylaw 2026-18

Other Options to Consider:

It is recommended that Council give Second and Third Reading to the Bylaw. If Council wishes to see changes to the fee schedule, an adjustment to the 2027 proposed budget is required, as the fees are calculated a result of the number of users, estimated consumption of water, and the operating budget expenditures for the year.

Amanda Riley, CPA

Author

TOWN OF DIDSBURY
Utility Charges Bylaw
Bylaw No. 2026-18

A BYLAW IN THE TOWN OF DIDSBURY FOR REGULATING AND PROVIDING FOR THE TERMS, CONDITIONS, RATES AND FEES FOR THE SUPPLY AND USE OF WATER, WASTEWATER and SOLID WASTE SERVICES.

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

WHEREAS, pursuant to section 7(g) of the *Municipal Government Act* a Council of a municipality may pass bylaws for municipal purposes respecting public utilities; and

WHEREAS, it is deemed just and proper to levy a water service rate on all Persons occupying property connected with the water system of the Town to assist with the costs of constructing and maintaining the system including the cost of treatment and distribution of water; and

WHEREAS, the Town of Didsbury is a member of Mountain View Regional Water Services Commission, a municipally owned corporation which operates the Anthony Henday Regional water system and delivers water to the Town; and

WHEREAS, it is deemed just and proper to levy a wastewater service rate on all Persons occupying property connected with the wastewater system of the Town to assist with the costs of constructing and maintaining the system including the cost of treatment and distribution of wastewater; and

WHEREAS, it is necessary to protect both the systems and the environment; and

WHEREAS, the Town of Didsbury is a member of Mountain View Regional Waste Management Commission, a municipally owned corporation, which operates a regional landfill and receives solid waste from the Town.

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

1. Short Title
   This Bylaw shall be known as the "Utilities Charges Bylaw"

2. Definitions

   Customer means an individual, partnership, or corporation who is an Owner of the Lands and for whom an application for utility service for those Lands is received.

   Dwelling Unit means a complete building or self-contained portion of a building for the use of one or more individuals living as a single housekeeping unit, containing sleeping, cooking and separate toilet facilities intended as a permanent residence.

   Eligible Residence means a residential building, which contains four or less dwelling units.

   Fixed means a flat monthly charge, which does not fluctuate month to month.

   Variable mean charges that are based on water consumption for the billing period.

3. Paramount Rules

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

4. General Provisions

   4.1 All utility service charges and fees referred to in this bylaw are set out in Schedule "A" and shall form part of this bylaw.

   4.2 Utility departments in the Town of Didsbury are self-supported, therefore are not subsidized by property taxes.

   4.3 For rate accuracy and justification, each utility service (water, wastewater and solid waste), is its own product line and is budgeted for and accounted for separately.

4.4 All customers receiving utility services shall pay the utility charges and fees.

4.5 Water and Wastewater Infrastructure Fees are fixed and will cover debt coverage and future capital investment.

4.6 Water Consumption Charges are variable and will cover the cost of water from the Mountain View Regional Water Services Commission.

4.7 Water and Wastewater Distribution Charges are variable and will cover the cost of operations and maintenance associated with the system.

4.8 Solid Waste Service Fees are fixed and will cover all costs associated with the solid waste utility.

4.9 Where service to a customer is to be discontinued, a final billing shall be calculated on a pro-rated basis for the number of days the property was owned by the customer for all fixed charges, and based on the consumption determined by the final meter read for all variable charges.

4.10 Charges will be added to the utility account for the purposes of administering the printing and mailing of each utility bill sent to each customer or approved recipient. The Printed Utility Bill Fee shall be waived for each month where postal service is disrupted or unfeasible.

5. Water and Wastewater Utility Charges:

5.1 A water and wastewater Infrastructure Fee will be determined annually based on the customer's connected water meter size.

5.2 In the case of non-use of service(s), each customer shall continue to pay an infrastructure fee.

5.3 Consumption and distribution rates will be determined annually in accordance with the annual collective water consumption.

5.4 Where the calculation of a utility charge is based on the consumption of water, the quantity used shall be determined from the current and previous water meter readings as recorded by the Town, or if an actual water meter reading is not available, by an estimated consumption based on the previous average consumption of the service.

5.5 Where a serviced property is located outside of the Town of Didsbury municipal boundary, a security deposit must be paid to the Town of Didsbury prior to services being provided due to the inability to transfer unpaid accounts to the tax roll.

5.6 Where a serviced property is located outside of the Town of Didsbury municipal boundary, a surcharge of 35% on all charges will be applied.

5.7 If any part of a utility bill remains unpaid after the due date specified on the utility bill, a penalty shall be added and will compound on the charges of each monthly bill.

5.8 Where a utility service account remains delinquent in excess of sixty (60) days, the outstanding balance and penalties may be added to the municipal tax roll in accordance with the *Municipal Government Act* s. 553(1).

5.9 If payment is not received (30) days after the due date specified on the utility bill, the water service may be turned off and not turned on until such time as the utility account including arrears and a reconnection fee is paid in full.

5.10 If payment is declined under the pre-authorized payment plan, the pre-authorized party may be disqualified from the pre-authorized payment plan.

5.11 No reduction in charges shall be made for any interruption in water or wastewater services during a billing period.

5.12 The Town shall levy utility charges for all customers on a monthly basis.

5.13 Any customer to whom utility services have been shut off, shall, upon having paid any utility fees owing, and upon requesting the Town to restore utility services, pay to the Town a non-refundable shutoff fee and a separate reconnection fee.

5.14 Any debit or credit adjustments to a customer's account for utility services that may be required will be applied

up to a maximum of one year.

5.15 The charge for Water and Wastewater Infrastructure Fees will apply even where there is no water and/or wastewater being consumed except in the case in which the water meter has not been installed.

6. Utility Services to Tenants

6.1 Utility bills will be issued to the owners of the property. The owner may request a duplicate copy be sent to the tenants. Information or account changes regarding the utility account shall be communicated solely with the owner of the property.

6.2 The property owner(s) may authorize any tenant(s) to be provided with the account information.

7. Solid Waste Service Fees:

7.1 The property owner of a premises receiving Solid Waste Services from the Town is charged a fee.

7.2 A Solid Waste Service Fee for Residential Garbage (black bin) and Residential Compost (green bin) collection shall be determined annually.

7.3 The service fee shall be charged to each eligible residence receiving the solid waste utility service.

7.4 Additional fees for each added black bin and green bin will be determined annually. Each additional collection container shall be charged a fee.

7.4.1 Thirty (30) days' notice is required when additional collection containers are added or removed.

7.5 The charge for Solid Waste Services will apply even where there is no Solid Waste set out for collection.

7.6 An administrative fee for any change of service will be charged.

8. Transitional

8.1 Should any provision of this bylaw be found by a court of competent jurisdiction to be void, invalid, or unenforceable, all other provisions of this bylaw shall remain valid and enforceable.

8.2 Utility Charges Bylaw 2022-20 is hereby repealed.

8.3 This bylaw shall take effect on January 1, 2027 and upon being duly signed.

Read a first time this 10 day of November, 2026

Read a second time this this 24 day of November, 2026

Granted unanimous consent to proceed to third reading this 24 day of November, 2026

Read a third and final time this this 24 day of November, 2026

Mayor – Chris Little

Chief Administrative Officer – Vanessa Van der Meer

SCHEDULE "A"

(*GST exempt, unless otherwise stated)*

Residential Solid Waste Service Charges

Solid Waste Service Fee		17.00	per month
Additional Black Bin Service (garbage)	$	7.50	per month
Additional Green Bin Service (compost)	$	2.50	per month
Replacement Bin (plus GST)	$	120.00	each
Change of Service Fee – changed black bin service	$	35.00	per change
Change of Service Fee – changed green bin service	$	15.00	per change
One-Time Rebate for Purchase of Composter (proof of local purchase required)	$	(50.00)	Utility bill credit

Water Service Charges

Bulk Water Charge	$	8.00	per m^3
Infrastructure Fee – connections with meters 1" and less	$	27.25	per month
Infrastructure Fee – connections with meters from 1 ¼" to 2"	$	108.50	per month
Infrastructure Fee – connections with meters 3" to 4"	$	244.00	per month
Water Consumption Rate	$	4.16	per m^3
Water Distribution Rate	$	1.98	per m^3
Water meter testing deposit	$	200.00	Each
Water Shutoff/reconnection fee	$	100.00	per call out
Water Meter Sales – all sizes (plus GST)		Actual Cost plus 10%	

Wastewater Service Charges

Infrastructure Fee – connections with meters 1" and under	$	11.40	per month
Infrastructure Fee – connections with meters from 1 ¼" to 2"	$	45.45	per month
Infrastructure Fee – connections with meters 3" and over	$	102.25	per month
Wastewater Distribution Rate	$	1.55	per m^3
Wastewater Distribution Rate – users without water service	$	29.95	per month

Miscellaneous Charges (charged to each account)

Utility Penalties on overdue balances	$	2.0%	per month
Printed Utility Bill (per printout)	$	2.00	per month
Non-Resident Account Deposit	$	250.00	each
Non-Resident surcharge	$	35%	

Town of Didsbury
Request for Decision (RFD)

To:	Didsbury Town Council
From:	Amanda Riley, ACAO/Director of Corporate Services
Department:	Corporate Services
Date:	November 24, 2026
Subject:	First Reading of the ATCO Gas Franchise Agreement Bylaw 2026-20
Bylaw Number (If Applicable):	2026-20
Item Number:	4.2.

Recommendation(s) to Council:

That Council grants First Reading to Bylaw 2026-20, being the ATCO Gas Franchise Agreement Bylaw.

Subject / Background:

The existing ATCO Gas Franchise Agreement with the Town of Didsbury is set for renewal. The attached Bylaw authorizes the Mayor and Chief Administrative Officer to enter into the ATCO Gas Franchise Agreement under the regulations of the Municipal Government Act and Alberta Utilities Commission.

Implications:

By passing the ATCO Gas Franchise Agreement Bylaw, the Town may renew an agreement with ATCO to confer a Franchise on the company to deliver natural gas to customers within the Town of Didsbury.

Once first reading is received, the Bylaw requires advertising and approvals from the AUC prior to returning for Second and Third Readings.

Related Policies, Bylaws & Legislation:

ATCO Gas Franchise Agreement Bylaw 2017-02

Previous Reports/Council Decisions (If Any):

Res. 155-14
Moved that Council grants third and final reading to Bylaw 2017-02 “ATCO Gas Franchise Agreement” on the 25th day of April 2017.
Motion Carried.

Attachments:

4.2.1. Bylaw 2026-20 ATCO Gas Franchise Agreement

Town of Didsbury
Request for Decision (RFD)

Other Options to Consider:

Not applicable.

Amanda Riley, CPA

Author

TOWN OF DIDSBURY
ATCO Gas Franchise Agreement
BYLAW 2026-20

A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER TO EXECUTE AN AGREEMENT WITH ATCO GAS AND PIPELINES LTD. (THE COMPANY), TO RENEW AN AGREEMENT WITH AND TO CONFER A FRANCHISE ON THE COMPANY TO DELIVER NATURAL GAS TO CUSTOMERS WITHIN THE TOWN OF DIDSBURY.

WHEREAS the Company has requested a franchise be granted to provide natural gas services to customers within the Town of Didsbury; and

WHEREAS it is deemed that such an agreement would be of benefit to customers within the Town of Didsbury;

THEREFORE under the authority of the Municipal Government Act, S.A. 1994, Chapter M-26.1, Part 3, Division 3, Section 45 - 47 be it enacted that the Mayor and Chief Administrative Officer be authorized to sign the agreement which is attached to and forming part of this bylaw and marked as Schedule "A" between the Town of Didsbury and the Company to renew a agreement with and to confer a franchise on the Company to deliver natural gas services within the Town of Didsbury;

1. Short Title

1.1. This Bylaw may be cited as the “ATCO Gas Franchise Agreement Bylaw.”

2. Transitional

2.1. This Bylaw shall come into force upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon being given Third reading and finally passed.

2.2. ATCO Gas Franchise Agreement Bylaw 2017-02 is hereby repealed.

Read a first time on the ___ day of _____, 20____.

Read a second time on the ___ day of _____, 20____.

Read a third time and passed on the ___ day of _____, 20____.

_____
Mayor Chris Little

_____
Chief Administrative Officer, Vanessa Van der Meer

Town of Didsbury
Report for Information (RFI)

To:	Didsbury Town Council
From:	Amanda Riley, ACAO / Director of Corporate Services
Department:	Corporate Services
Date:	November 24, 2026
Subject:	Station 5 Round Up Financial Report
Item Number:	5.1.1.

Recommendation(s) to Council:

That Council accept the Station 5 Round Up Financial Report, for information.

Subject / Background:

The Town hosted the Station 5 Round Up event in 2026 in which a free outdoor concert took place on August 22, 2026. As part of the 2026 budget, Council approved the revenues and expenses related to this event. Below is a summary of the approved budget and actual revenues and expenses for the event. Council approved funding the excess of expenses over revenues through the Economic Development & Tourism Reserve of up to $26,960. The actual amount funded from this reserve fund for this event was $22,775.77, coming under budget by $4,184.23. A summary is below:

GL	Name	Budget	Actual	Difference
Revenues				
1710049000	Event Sales	13,500.00	11,638.30	(1,861.70)
1710059000	Other Revenue	22,500.00	26,362.50	3,862.50
1710092000	From Reserve	26,960.00	22,775.77	(4,184.23)
Total Revenues		**62,960.00**	**60,776.57**	**(2,183.43)**
Expenses				
2710020000	General Services	49,180.00	43,571.36	(5,608.64)
2710022000	Advertising	4,000.00	4,050.30	50.30
2710022100	Photocopying	800.00	769.14	(30.86)
2710027400	Insurance	3,000.00	2,266.00	(734.00)
2710051900	General Supplies	5,500.00	9,868.38	4,368.38
2710081600	Credit/Debit Card Fees	480.00	251.39	(228.61)
Total Expenses		**62,960.00**	**60,776.57**	**(2,183.43)**
Net Surplus (Loss)		-	-	-

Town of Didsbury
Report for Information (RFI)

Related Policies, Bylaws & Legislation:

Not applicable.

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

Not applicable.

Other Options to Consider:

Not applicable.

Amanda Riley, CPA

Author

Town of Didsbury
Request for Decision (RFD)

To:	Didsbury Town Council
From:	Ty Tomasta, Executive Assistant
Department:	Office of the CAO
Date:	November 24, 2026
Subject:	Coat of Arms & Heraldic Recognition
Bylaw Number (If Applicable):	Not applicable.
Item Number:	6.1.1.

Recommendation(s) to Council:

That Council direct Administration to proceed in applying for Heraldic recognition and to pursue the development of an official coat of arms (crest), flag, and badge for the Town of Didsbury.

Subject / Background:

In Canada, the Canadian Heraldic Authority (CHA) manages the official creation of coats of arms, flags and badges. All Canadian citizens and organizations (municipalities, schools, associations, etc.) may contact the chief herald of Canada to apply for a grant of heraldic emblems. Approval is not automatic, and applications are assessed on merit, as a grant of heraldic emblems is an honour from the Crown in recognition of service to Canadian society. If applications become too numerous, it is possible for the Heraldic Authority to pause or no longer accept new applications.

The process is as follows:
0. Council Approval & Application
1. Opening the file (1-3 Months)
2. Research & Concept (3-6 Months)
3. Artwork Preliminary Development (2-3 Months)
4. Final Art & Calligraphy (3-4 Months)

Implications:

The development of a coat of arms, flag, badge or any combination thereof will add additional symbols to the Town of Didsbury's brand image.

There are also minor costs associated with the application, including the application fee, preliminary designs, and final designs, as well as calligraphy for the formal document, which would come to around $3500-$5000, depending on preferred options and calligraphy preferences.

Town of Didsbury
Request for Decision (RFD)

Related Policies, Bylaws & Legislation:

Not applicable.

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

Not applicable.

Other Options to Consider:

Council may also choose to not proceed in applying for Heraldic recognition and to not pursue the development of associated symbols.

Ty Tomasta

Author

Town of Didsbury
Request for Decision (RFD)

To:	Didsbury Town Council
From:	Leonie-Arianne Becker, Legislative Advisor
Department:	Legislative Services
Date:	Tuesday, November 24, 2026
Subject:	Early Bird Registration – Emerging Trends 2027
Bylaw Number (If Applicable):	Not applicable.
Item Number:	6.2.2.

Recommendation(s) to Council:

That Council move that all members of Council attend the Emerging Trends in Municipal Law 2027 session hosted by Brownlee LLP in _____ on February __, 2027.

Subject / Background:

Administration recommends that all Council Members attend an Emerging Trends 2027 session, as advertised by Brownlee LLP.

There are two (2) sessions available:

a) Thursday, February 4, 2027 from 7:45 a.m. to 4:30 p.m., hosted at the Westin Airport Hotel in Calgary;

OR

b) Thursday, February 11, 2027 from 7:45 a.m. to 4:30 p.m., hosted at the Edmonton Expo Centre in Edmonton.

Implications:

Administration believes the session will be of great value to Council.

Related Policies, Bylaws & Legislation:

Not applicable.

Previous Reports/Council Decisions (If Any):

Not applicable.

Town of Didsbury
Request for Decision (RFD)

Attachments:

6.2.2.1. Advertisement – Emerging Trends in Municipal Law

Other Options to Consider:

Council may choose to send selected Members of Council or may choose not to attend at all.

Leonie-Arianne Becker

Author

EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED BY

BROWNLEE LLP
Barristers & Solicitors

SAVE THE DATE

MARK YOUR CALENDARS FOR

EMERGING TRENDS

2027

CALGARY

February 4th, 2027

7:45 AM - 4:30 PM

Westin Airport Hotel
67Aero Dr NE
Calgary

IN-PERSON ONLY

EDMONTON

February 11th, 2027

7:45 AM - 4:30 PM

Edmonton Expo Centre
7515-118 Ave NW
Edmonton

IN-PERSON | VIRTUAL

KEEP AN EYE OUT FOR THE EARLY BIRD REGISTRATION!

Town of Didsbury
Request for Decision (RFD)

To:	Didsbury Town Council
From:	Lee-Ann Gaudette, Development Officer
Department:	Development & Planning
Date:	November 24, 2026
Subject:	Amend s. 4.1 of Schedule B of the Intermunicipal Subdivision & Development Appeal Board Agreement
Bylaw Number (If Applicable):	Not applicable.
Item Number:	*6.3.1.*

Recommendation(s) to Council:

That Council amends s. 4.1 of Schedule B of the Intermunicipal Subdivision & Development Appeal Board Agreement to read: "Two Members shall constitute a quorum of the Board."

Subject / Background:

An Intermunicipal Subdivision & Development Appeal Board ("ISDAB") Agreement was entered into on September 17, 2019 with the Town of Carstairs, the Town of Sundre, and the Village of Cremona to hear and make decisions on any subdivision and development appeals. In this Agreement, each municipality must appoint two members which will make up the Board for subdivision and development appeals.

After the 2026 Organizational Meetings were held, Administration reached out to these municipalities to request the names and contact information for the members appointed to the ISDAB. Each of these municipalities informed Administration that they have not appointed any members to the.

As a result, our ISDAB currently consists of only two members. Under the current Agreement, s. 4.1 states: "Three Members shall constitute a quorum of the Board". Administration is requesting that quorum be revised to say: "Two Members shall constitute a quorum of the Board".

Implications:

Approving this request will ensure we will be able to schedule an Appeal Hearing, if one is required, until the remaining members are appointed to the ISDAB.

Related Policies, Bylaws & Legislation:

Municipal Government Act

Land Use Bylaw 2019-04

Town of Didsbury
Request for Decision (RFD)

Previous Reports/Council Decisions (If Any):

Not applicable.

Attachments:

6.3.1.1. Intermunicipal Subdivision & Development Appeal Board Agreement

Other Options to Consider:

Not applicable.

Lee-Ann Gaudette

Author

AN AGREEMENT DATED THIS 17th DAY OF SEPTEMBER, A.D. 2019,

BETWEEN

THE TOWN OF DIDSBURY

and

THE TOWN OF CARSTAIRS

and

THE VILLAGE OF CREMONA

and

THE TOWN OF SUNDRE

(hereinafter collectively referred to as the "Municipalities")

DIDSBURY, CARSTAIRS, CREMONA & SUNDRE 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 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 development authority and subdivision authority pertaining to applications relating to lands located within each Municipality;

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 a Municipality;

c) "Development Authority" means the authority established by each Council to exercise development powers and duties on behalf of their Municipality;

d) "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;

e) "Member" means a member of the ISDAB;

f) "Secretary" means the person(s) appointed to act as secretary for the Intermunicipal Subdivision and Development Appeal Board;

g) "Subdivision Authority" means the authority established by each Council to exercise subdivision powers and duties on behalf of the Municipality.

h) "Staff" means a member of the Municipalities planning department or planning consultant.

i) "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 Municipalities Development Authority 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 eight Members (two from each community) 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 Towns or the Village: as set out in the Municipal Maps of Schedule "A".

3.2 Members shall not be elected officials or employees of the Municipalities.

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 An employee of each of the Municipalities will be appointed 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 per the current Rates and Fees Bylaw in the Municipality in which the appeal has been submitted.

6. GENERAL

6.1 The fee for an appeal will be the fee as set in the Municipality's current year Rates and Fees Bylaw.

6.2 ISDAB Hearings will be held at the Municipal Office in which the application has been submitted.

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 Municipality in which the application has been submitted.

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

TOWN OF DIDSBURY

Per: _____
Mayor

Per: _____
Chief Administrative Officer

TOWN OF CARSTAIRS

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF CREMONA

Per: _____
Mayor

Per: _____
Chief Administrative Officer

TOWN OF SUNDRE

Per: _____
Mayor

Per: _____
Chief Administrative Officer

SCHEDULE "A"

ADD MUNICIPAL MAPS

Village of Cremona



The makes no representation as to the completeness, timeliness and accuracy of the information contained on this website. The expressly disclaims liability for any and all damages and losses arising from or in any way related to the use of this website.

VILLAGE OF Cremona

SCHEDULE "B"

DIDSBURY, CARSTAIRS, CREMONA& SUNDRE 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 September 17, 2019.

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 and Development Appeal Board.

1.8 "Staff" means a member of the Municipalities 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 at a 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 assistance 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"

DIDSBURY, CARSTAIRS CREMONA, & SUNDRE 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 Each Corporation, 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.