



## TOWN OF DIDSBUY AGENDA

### Regular Council Meeting

Tuesday, January 13, 2026, 6:00 pm

Council Chambers 1606 14 Street

Pages

1.	<u>CALL TO ORDER</u>	
2.	<u>ADOPTION OF THE AGENDA</u>	
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12.3	Wastewater Access - Section 28 of ATIA	
12.4	Organizational Updates - Section 29 of ATIA	
12.5	Inter-Agency Associations - Section 26 of ATIA	
12.6	Strategic Goal Setting Discussion and Public Engagement - Section 28 of ATIA	
12.7	Draft Bylaw - Section 28 of ATIA	
13.	<u>RECONVENE</u>	
14.	<u>ADJOURNMENT</u>	



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE:

January 13, 2026

SUBJECT:

December 15, 2025 Regular Council Meeting Minutes

ORIGINATING DEPARTMENT:

Legislative Services

ITEM:

4.1

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### BACKGROUND/PROPOSAL:

The minutes of the December 15, 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 December 15, 2025 Regular Council Meeting Minutes as presented.



**Res. 583-25**

MOVED by Councillor Engel

That Council grant second reading to Repealing Bylaw 2025-18.

**Motion Carried**

**Res.584-25**

MOVED by Councillor Engel

That Council grant unanimous consent to proceed to third reading of Repealing Bylaw 2025-18.

**Motion Carried**

**Res. 585-25**

MOVED by Councillor Engel

That Council grant third and final reading to Repealing Bylaw 2025-18.

**Motion Carried**

**7.2 Rates, Fees, and Fines Bylaw 2025-19**

**Res. 586-25**

MOVED by Deputy Mayor Murray

That Council grant first reading to Rates, Fees, and Fines Bylaw 2025-19 as amended.

**Motion Carried**

**Res. 587-25**

MOVED by Deputy Mayor Murray

That Council grant second reading to Rates, Fees, and Fines Bylaw 2025-19.

**Motion Carried**

**Res. 588-25**

MOVED by Deputy Mayor Murray

That Council grant unanimous consent to proceed to third and final reading of Rates, Fees, and Fines Bylaw 2025-19.

**Motion Carried**

**Res. 589-25**

MOVED by Deputy Mayor Murray

That Council grant third and final reading to Rates, Fees, and Fines Bylaw 2025-19.

**Motion Carried**

**7.3 Utility Charges Bylaw 2025-20**

**Res. 590-25**

MOVED by Councillor Stevens

That Council grant first reading to Utility Charges Bylaw 2025-20.

**Motion Carried**

**Res. 591-25**

MOVED by Councillor Stevens

That Council grant second reading to Utility Charges Bylaw 2025-20.

**Motion Carried**

**Res. 592-25**

MOVED by Councillor Stevens

That Council grant unanimous consent to proceed to third reading of Utility Charges Bylaw 2025-20.

**Motion Carried**

**Res. 593-25**

MOVED by Councillor Stevens

That Council grant third and final reading to Utility Charges Bylaw 2025-20.

**Motion Carried**

**8. BUSINESS**

**8.1 Accessibility Parking Allocation Request**

**Res. 594-25**

MOVED by Councillor Quantz

That Administration take this discussion and develop some parameters around an accessibility parking space.

**Motion Carried**

**8.2 2026 Capital Budget**

**Res. 595-25**

MOVED by Councillor Quantz

To adopt the 2026 Capital Budget as presented, totalling an estimated amount of \$1,314,000 and funded from the following sources: Operations (\$36,108), Reserves (\$619,201), Provincial Grants (\$553,500) and Other Grants (\$105,191).

**Motion Carried**

**8.3 2026 - 2030 Multi-Year Capital Plan**

**Res. 596-25**

MOVED by Councillor Stevens

To adopt the 2026-2030 Multi-Year Capital Plan.

**Motion Carried**

**8.4 2026 Operating Budget**

**Res. 597-25**

MOVED by Councillor Lambert

To forgo the cost of living adjustment for the 2026 year for Council remuneration.

**Motion Carried**

**Res. 598-25**

MOVED by Councillor Lambert

To approve the 2026 operating budget with total revenues before the municipal tax levy of \$7,883,235 and total expenditures of \$13,252,100 and the net municipal taxes required of \$5,418,865.

**Motion Carried**

**8.5 2027 - 2029 Multi-Year Operating Plan**

**Res. 599-25**

MOVED by Councillor Stevens

To adopt the 2027 - 2029 Multi-Year Operating Plan as presented.

**Motion Carried**

**9. COUNCIL REPORTS AND MEETING HIGHLIGHTS**

**Res. 600-25**

MOVED by Councillor Mahon

To accept the December 15, 2025 Council Reports as information.

**Motion Carried**

**10. CORRESPONDENCE AND INFORMATION**

**Res. 601-25**

MOVED by Councillor Quantz

To accept the correspondence for December 15, 2025 as information.

**Motion Carried**

**11. QUESTION PERIOD**

**12. CLOSED MEETING**

**Res. 602-25**

MOVED by Councillor Engel

To go into closed meeting at 6:11 p.m. for the following items:

**12.1 Complaint - Section 32 of the ATIA**

**12.2 Land Analysis - Section 30 of ATIA**

**12.3 Draft Bylaw - Section 28 of ATIA**

**12.4 Trade Mission Discussions – Section 29 of the ATIA**

**13. RECONVENE**

**Res. 603-25**

MOVED by Councillor Mahon

To return to open meeting at 7:18 p.m.

**Motion Carried**

**Res. 604-25**

MOVED by Councillor Mahon

That the Council decline the CanExport Community Investment Program opportunity to attend the Hannover Messe, Germany in 2026 and join Invest Alberta, CAEP/Red Deer Polytechnic on their Trade Mission.

**Motion Carried**

**14. ADJOURNMENT**

**Res. 605-25**

MOVED by Councillor Mahon

To adjourn the December 15, 2025 Regular Council Meeting at 7:25 p.m.

**Motion Carried**



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

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

MEETING DATE: January 13, 2026  
SUBJECT: CAO Report  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 6.0

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### **BACKGROUND/PROPOSAL:**

Please find attached the Chief Administrative Officer's (CAO) Report for January 13, 2026.

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

During the CAO Report, Council will have the opportunity to ask questions to the CAO and to make motions for information they would like Administration to bring back to a future Council meeting.

### **ALIGNMENT WITH STRATEGIC PLAN**

5. Governance & Organizational Excellence

### **RECOMMENDATION**

To accept the Chief Administrative Officer Report for January 13, 2026 as information.



## CAO Report – January 13, 2026

### 1. Planning and Development Report as at January 7, 2026

p.

## CAO Report: Developments as of January 7, 2026

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

### Development Officer (Permitted Use) Decisions

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 25-089	506, 500 Valarosa Pl	Dwelling, Single Detached w/ Attached Garage & Covered Deck	Poffenroth, Ron (a) JB NDT Services Inc. (o)	Dec 16, 2025
DP 25-090	508, 500 Valarosa Pl	Dwelling, Single Detached w/ Attached Garage & Rear Deck	Poffenroth, Ron (a) JB NDT Services Inc. (o)	Dec 16, 2025
DP 25-091	510, 500 Valarosa Pl	Dwelling, Single Detached w/ Attached Garage & Covered Deck	Poffenroth, Ron (a) JB NDT Services Inc. (o)	Dec 16, 2025

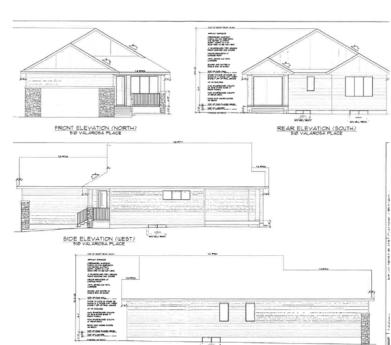
DP 25-089



DP 25-090



DP 25-091



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

PERMIT	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE

The next MPC Meeting is scheduled for Wednesday, January 14, 2026 for 2 subdivision files and the Agenda is posted on our website.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: January 13, 2026  
SUBJECT: Land Use Amending Bylaw 2026-01  
ORIGINATING DEPARTMENT: Planning & Development  
ITEM: 7.1

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### BACKGROUND/PROPOSAL:

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

During the Municipal Development Plan Bylaw 2024-12 (MDP) review, Administration ensured that support of such a use was included in the new MDP. With the support of this use now included in the MDP, Administration recommends amending the Land Use Bylaw so that it aligns with this policy.

On February 25, 2025, Council granted second and third reading to Bylaw 2025-01 amending Land Use Bylaw 2019-04 to add Dwelling Unit: Occupancy of Owner, Operator or Caretaker to the following districts: C1: Commercial District – General; C2: Commercial District – Highway; C3: Commercial District – Core; RC: Residential/Commercial District and I1: Industrial District – General.

Administration recommends that Land Use Bylaw 2019-04 be amended to add Dwelling Unit: Occupancy of Owner, Operator or Caretaker to the following Districts to align with the MDP Policy: I2: Industrial District – Heavy, DC-IND: Direct Control District - Industrial and DC-01: Direct Control District - Industrial.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

- a. Add a definition for “Dwelling Unit: Occupancy of Owner, Operator or Caretaker as follows:  
*Dwelling Unit: Occupancy of Owner, Operator or Caretaker means dwelling unit that is secondary to the primary use on a parcel.*
- b. Addition of *Dwelling Unit: Occupancy of Owner, Operator or Caretaker* as a Discretionary Use to the following Districts: I2: Industrial District – Heavy, DC-IND: Direct Control District - Industrial and DC-01: Direct Control District – Industrial.

### ALIGNMENT WITH STRATEGIC PLAN

3. Strong & Resilient Local Economy
4. Liveability

### RECOMMENDATION (two motions)

That Council grant first reading to Land Use Amending Bylaw 2026-01.

**AND**

To set **Tuesday, February 10, 2026** as the public hearing for Land Use Amending Bylaw 2026-01.

**TOWN OF DIDSBURY**  
**Land Use Amending Bylaw 2026-01**

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**BEING A BYLAW OF THE TOWN OF DIDSBURY, IN THE PROVINCE OF ALBERTA, TO AMEND THE LAND USE BYLAW 2019-04.**

**WHEREAS**, section 640(1) of the *Municipal Government Act*, R.S.A 2000 c. M-26, and any amendment thereto, requires that every municipality pass a land use bylaw; and

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

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

**Short Title**

1. This Bylaw may be cited and referred to as "Land Use Amending Bylaw 2026-01"

**General Provisions**

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

- 2.1. Addition of definition for "Dwelling Unit: Occupancy of Owner, Operator, or Caretaker as follows:

*Dwelling Unit: Occupancy of Owner, Operator or Caretaker* means dwelling unit that is secondary to the primary use on a parcel.

- 2.2. Addition of *Dwelling Unit: Occupancy of Owner, Operator or Caretaker* as a Discretionary Use to the following Districts:

- i. I2: Industrial District – Heavy,
    - ii. DC-IND: Direct Control District – Industrial, and
    - iii. DC-01: Direct Control District – Industrial.

**Transitional**

3. This Bylaw comes into full force and effect upon third reading of the bylaw and being duly signed.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2026

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2026

Read a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2026

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Mayor – Chris Little

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Chief Administrative Officer – Michael Simpson



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: January 13, 2026  
SUBJECT: ADMIN 003 – Public Participation Policy  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 7.2

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### BACKGROUND/PROPOSAL:

The *Municipal Government Act* and Public Participation Regulation 193/2017 requires that Council adopt a Public Participation Policy and that the municipality must review it every four years.

The purpose of the Public Participation Policy is to empower the municipality to consult the public through open houses, annual surveys, and community events to gather public input on future policy decisions, budgets, strategic planning, and setting the level of service.

This policy does not set the process for legislated public engagement, such as public hearing for the adoption or amendment of statutory planning documents or council or committee meetings that are required to be accessible to the public. Given that these process are set out in the *Municipal Government Act*, a public participation cannot override or remove the requirement for these practices.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

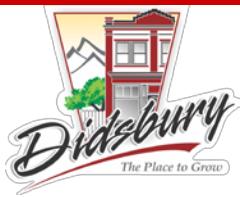
Administration reviewed the policy in 2025 and are making no recommendation for changes. The policy is attached for Council's review. If Council is satisfied with the content of the policy, they may accept it as information. If Council would like to make any changes to the policy, they may request that Administration bring it back with revisions based on discussion.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the Public Participation Policy as information.



**TOWN OF DIDSBUY POLICY # ADMIN 003**  
**POLICY NAME: Public Participation Policy**

<b>TOWN OF DIDSBUY POLICY INDEX</b>	
<b>Policy Number:</b>	ADMIN 003
<b>Policy Title:</b>	Public Participation Policy
<b>Approval Date:</b>	January 22, 2019
<b>Date to be Reviewed:</b>	2021
<b>Responsible Department:</b>	Legislative Services
<b>Related Bylaws:</b>	N/A

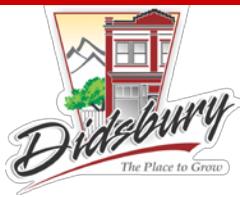
**Purpose:**

To provide direction to Administration on how to involve stakeholders in providing input into decisions that affect the community.

**Policy Statement:**

Council and Administration of the Town of Didsbury recognize that quality public participation is a critical component of good governance and as such, adequate resources will be allocated and the appropriate level of public participation undertaken. The Town is committed to public participation activities that are founded on the following principles:

- **Shared Responsibility and Commitment:** Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community.
- **Transparent and Accountable:** The Town communicates clearly and openly about public participation opportunities, its processes and provides factual and evidence-based information. It shares the outcomes of public participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community as a whole.
- **Inclusive and Accessible:** The Town endeavors to provide opportunities for public participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.
- **Appropriate and Responsive:** Public participation activities need to be appropriate to the stated goals, and reflective of the varied preferences and needs of community members for receiving and sharing information.
- **Evaluation and Continual Improvement:** Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to improve and address the changing needs of the community.



**TOWN OF DIDS BURY POLICY # ADMIN 003**  
**POLICY NAME: Public Participation Policy**

**Definitions:**

For the purpose of this policy:

“Community” refers to the Town, residents, businesses, schools and all other institutions and agencies that make up Didsbury.

“Public participation” means processes through which the Town provides opportunities for the community to have input into decision-making through methods that may include: public meetings, surveys, open houses, workshops, polling, citizens’ advisory committees and other forms of engagement.

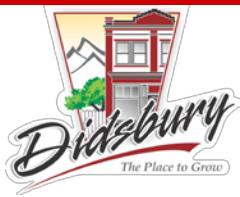
“Stakeholder” means an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

“Town” means the municipal corporation of the Town of Didsbury.

**Responsibilities:**

1. Town Council may:

- a. Consider public input obtained through public participation activities as part of their decision-making process;
- b. Promote public participation activities and provide, where appropriate, Council member representation;
- c. Establish consistent practices, processes and timelines for public participation requirements;
- d. Ensure appropriate resources are available to allow for the ongoing implementation of consistent, comprehensive and representative public participation programs and services;
- e. Request for information from the Chief Administrative Officer on the scope, timing, appropriate methods and resources required for public participation, prior to directing Administration to undertake a public participation activity on a specific issue or item.

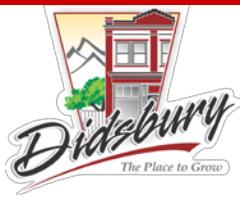


**TOWN OF DIDS BURY POLICY # ADMIN 003**  
**POLICY NAME: Public Participation Policy**

2. The Chief Administrative Officer may:
  - a. Maintain public participation processes that:
    - i. Ensure a coordinated and standardized approach to public participation across the organization;
    - ii. When determining the appropriate level of public participation that the Town:
      - Provides opportunities for early and ongoing participation.
      - Aligns resources, types and methods of public participation with the impact of the decision to the community and/or key stakeholder groups.
      - Provides opportunities for ongoing engagement as well as for emerging issues.
  - b. Recommend to Council practices, processes and timelines for public participation activities.
  - c. Develop all necessary processes and tools that support the implementation of this policy.
  - d. Communicate to Council and community, where appropriate, how public input was gathered and used in Administrative recommendations to Council.
  - e. Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently.
  - f. Make recommendations to Council on the appropriate resources required for public participation, when Council directs public input on a specific issue or item.

**Service Standards/ Expectations:**

1. The Town shall comply with all provincial and federal statutory requirements for public participation.
2. The Town may offer public participation opportunities when:
  - a. Identifying Council priorities;
  - b. Formulating recommendations to Council in regards to proposed business plans and budgets;
  - c. Gathering community input following the presentation of proposed business plans and budgets;
  - d. Reviewing existing programs, services and associated service levels;
  - e. Establishing of new programs, services and service levels; or
  - f. When deemed necessary by Council or the Chief Administrative Officer.



**TOWN OF DIDS BURY POLICY # ADMIN 003**  
**POLICY NAME: Public Participation Policy**

3. The Town shall organize at least one statistically representative public participation activity, at least every three years, to obtain the community's overall perceptions of quality of life and satisfaction with programs and services.
4. The Town shall effectively communicate to the community its public participation goals, objectives and processes, including how information will be used and how decisions are made.
5. The Town will ensure the results of the public participation activities are publicly available, which includes posting them on the Town's website.
6. The Town shall, where possible, use various methods and techniques for public participation that meet the varied needs of the community whether it be demographic, physical, social or cultural.
7. The Town shall evaluate and learn from feedback received from the community, as well as continuously look for new and better processes and tools that address the changing needs of the community.

**End of Policy**



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: January 13, 2026  
SUBJECT: Outstanding Retainer  
ORIGINATING DEPARTMENT: Corporate Services  
ITEM: 8.1

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### BACKGROUND/PROPOSAL:

In 2020, the Town was exploring the renovation of the building which hosts the Didsbury Municipal Library. An architecture firm was used to prepare design options. As part of that agreement the Town was required to pay a retainer of \$5,500. In 2021 the project ceased, however the retainer was not applied to the final bill, nor was it returned by the company.

Since 2021, Administration worked with the company to have the retainer refunded to the Town. The company returned \$4,500 to the Town; however, there is \$1,000 remaining and the company is now unreachable. Based on a search it appears that the company has stopped operating.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Given that this amount is not considered a general receivable, defined in FIN 005-25 – Accounts Receivable policy as any amount any amount owing for the provision of goods or services provided to a customer, it does not meet the guidelines set out in FIN 005-25 – Accounts Receivable policy. It was determined that pursuing collection through a third party would be costly and would likely not result in payment.

The amount is currently sitting as a deposit, an asset on the Town of Didsbury financial statements. Administration is recommending the amount be written off, and therefore expensed in order to clear the amount from the asset listing.

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To approve the write-off of the outstanding architecture firm retainer, in the amount of \$1,000, in relation to the preparation of schematics for the Didsbury Municipal Library renovation.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

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MEETING DATE:	January 13, 2026
SUBJECT:	DOSCA Year-End Deficit
ORIGINATING DEPARTMENT:	Corporate Services
ITEM:	8.2

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### **BACKGROUND/PROPOSAL:**

Didsbury out of School Care Association (DOSCA) is a former department of the Town that ran before and after school and PD Day childcare for school-aged children, as well as a Summer Fun program which ran day camps during July and August. DOSCA was intended to have no burden on the taxpayers and, therefore, the revenues brought in were intended to meet or exceed the expenditures to run the department. The program was terminated by motion of Council on May 27, 2025. The motion was to approve the conclusion of the Summer Fun Program at the end of the 2025 summer effective August 29, 2025 and to explore the feasibility of a standalone summer camp program for future years.

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

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

Council approved allocation of \$22,183.16 to DOSCA in the 2023 year-end and an allocation of \$24,056.93 in 2024 to offset the deficit, thereby created an internal loan balance of the \$46,240.09.

The year-end deficit for the program in 2025 totals \$42,487.04.

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

Administration is seeking approval to fund the year-end deficit with the DOSCA internal loan. At this time, however, there are no feasible options for repayment as stipulated by FIN 007-24.

Community Services reviewed the feasibility of a standalone summer camp for 2026 and following years and found the following:

- For many years, a summer program for school-aged children was not available within the community so, to fill this need, the Town of Didsbury provided the annual Summer Fun Program to ensure a safe, licensed program was available to those families that required this service. Prior to 2025, the Summer Fun program averaged 35-45 attendees per day.
- In 2025, a private childcare provider began offering a summer program as well. This duplication of service within the community significantly reduced the anticipated registrants for the Town of Didsbury program this past summer, with registrations averaging between 15-24 children per day.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

- Because a private Didsbury business is now offering summer childcare, the need for the Town of Didsbury to offer this programming is no longer needed. The Summer Fun program, as well as DOSCA, were developed to meet a need within the community and this need no longer exists.
- As such, it is Administration's opinion that a standalone summer camp is no longer feasible.

The total internal loan balance including the 2025 loss would total \$88,727.13. Given that there are no feasible options for repayment, Administration is seeking approval to write off the internal loan balance. The implications of this is that the cash flow equivalent to \$88,727.13 will not be recuperated.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### **RECOMMENDATION (two separate motions)**

To approve the transfer of the DOSCA 2025 year-end deficit of \$42,487.04 to the internal DOSCA loan.

**AND**

To approve the write off of the DOSCA internal loan balance of \$88,727.13.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: January 13, 2026  
SUBJECT: SD24-005 Subdivision Time Extension Request  
ORIGINATING DEPARTMENT: Planning & Development  
ITEM: 8.3

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### BACKGROUND/PROPOSAL:

A subdivision proposal must work through the following steps prior to the new lots being registered with Land Titles:

- (a) Submission of an application for subdivision, this will be circulated to adjacent landowners and relevant government agencies for review and comment.
- (b) The proposal is presented to the Municipal Planning Commission (MPC) for consideration.
- (c) If the subdivision is granted conditional approval by MPC, a Notice of Decision is issued which outlines the conditions of approval as well as the length of time that the proposed subdivision is valid.
- (d) Endorsement: once all the conditions have been satisfied, an endorsement package is completed and provided to the applicant/landowners Alberta Land Surveyor.
- (e) The Alberta Land Surveyor will submit the required documents to Land Titles for registration. This is when the new legal land description is issued.

### Key Dates, Communication and Information:

Application Submitted	June 14, 2024, original proposal (three new residential lots and the remainder) was then put on hold by the previous landowners as they wanted to consider options for the property. The amended application was then circulated November 25, 2024.
MPC Approval	January 22, 2025 MPC approved the subdivision for the creation of 2 new residential lots with a remaining larger lot that would result in three new titles subject to five conditions
Extension Request received	Written request received December 17, 2025

Subdivision applications are presented to MPC for consideration and the decision for a subdivision is rendered by MPC. The review of a subdivision includes compliance with the Municipal Government Act Section 654 (1) (a) (b) (c), Matters Related to Subdivision and Development Regulation Section 9(a-i) as well as statutory documents, Municipal Development Plan and Area Structure Plan as well as the Land Use Bylaw. In this application the property is not within an approved Area Structure Plan.

MPC considered the subdivision application for the creation of 2 new residential lots of approximately 1,335.45 m<sup>2</sup> (14,374.8 feet<sup>2</sup>) in size with a remaining lot of approximately 1.34 acres which will result in three new titles. The proposal was conditionally approved by MPC subject to five conditions. The conditional approval is valid for a period of one year from the time of the approval.

The landowners were provided a written Notice of Decision dated January 23, 2025 which outlined that the subdivision was **valid for a period of one year allowing until January 22, 2026** to complete all the conditions of approval. The landowners were also provided reminder notices of the time remaining to complete the subdivision conditions.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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The Municipal Government Act outlines subdivision registration in Section 657 noted below:

### Municipal Government Act (MGA)

#### Subdivision registration

**657 (1)** An applicant for subdivision approval must submit to the subdivision authority the plan of subdivision or other instrument that effects the subdivision within one year from the latest of the following dates:

(a) The date on which the subdivision approval is given to the application;

**(6)** The council may grant one or more extension of

(a) the one-year period referred to in subsection (1), or

(b) the one-year period referred to in subsection (5),

whether or not the time period under those subsections has expired.

This property was recently sold and the new landowners wish to continue with the subdivision. The new landowner has requested more time to complete the outstanding conditions of the subdivision.

### Matters Related to Subdivision and Development Regulation

#### Part 4 Section

#### Endorsement

**25** When a subdivision authority endorses an instrument pursuant to section 657 of the Act, the endorsement must contain at least the following information:

- (a) the percentage of school reserve or municipal reserve or municipal and school reserve required to be provided under the Act, if any;
- (b) the percentage of money required to be provided in place of all or part of the reserve land referred to in clause (a), if any;
- (c) the percentage of reserve land referred to in clause (a) ordered to be deferred, if any;
- (d) the area covered by an environmental reserve easement, if any.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The applicant has requested a one year time extension to allow them time complete all outstanding conditions for the subdivision. The landowners have recently purchased the property and have been advised of the conditionally approved subdivision.

Administration has been working with the previous landowners and most recently the new landowners to explain the conditions that need to be completed prior to the endorsement of the subdivision. Below is a list of the conditions of the subdivision approval and explanations for each of the conditions:



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.  
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- 1) Subdivision is carried out by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act].
  - This documentation is completed by an Alberta Land Surveyor and submitted to our office for review for the completion of the endorsement.
- 2) All outstanding taxes to be paid, or satisfactory arrangement for payment thereof, to the Town of Didsbury [Section 654 (1)(d) of the Municipal Government Act];
  - This will be confirmed prior to final endorsement.
- 3) Endorsement Fee of \$300 in accordance with Planning and Business License Rates and Fees Bylaw 2023-01.
  - This is required prior to finishing the endorsement for the subdivision.
- 4) Municipal Reserve within the Residential District – General, No reserves are required pursuant to Section 663 (c) as the land to be subdivided is 0.8 hectares or less.
  - No action required
- 5) The applicant shall enter into a Development Agreement with the Town of Didsbury in accordance with Section 655 of the Municipal Government Act. The Development Agreement shall address such matters including but not limited to the following:
  - Servicing and Building Grade plans for each lot;
  - Any work conducted on public lands including any security requirements.
  - Off Site Levies

As required, the Development Agreement will be registered via Caveat on the title of the affected land that provides the nature and intent of the agreement.

- The necessary supporting documents and securities are required to complete the Development Agreement prior to endorsement of the subdivision.

As outlined in the subdivision Notice of Decision the landowners had one year to complete the conditions of subdivision approval and have the subdivision to remain valid. If the conditions are not met within the allotted time frame the conditional approval would be deemed not valid and expire. If an application for subdivision is expired and a time extension is not granted, the landowners would be required to submit a new subdivision application that would be subject to application fees as well as the subdivision process of circulation and presentation to MPC for consideration.

Administration can support approval of the requested one-year time extension for the conditionally approved subdivision file #SD24-005.

### ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure
5. Governance & Organizational Excellence

### RECOMMENDATION

To approve the requested time extension for Subdivision SD24-005 of one year for the conditionally approved subdivision to remain valid and allow until January 22, 2027 to complete all outstanding conditions.



## RE23 INVESTMENTS INC.

December 16, 2025

Attention: Members of the Didsbury Town Council,

We would like to request a 1 (one) year extension on the Subdivision approval for 609 23 st.

We only closed the purchase of the property at the end of October 2025 and have made steady progress on the planning side. However, we will still need more time for plan finalization.

If any more information is needed, please do not hesitate to reach out.

Sincerely,

Ryan Heath and Ellie Ladd  
RE23 Investments Inc.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: January 13, 2026  
SUBJECT: Facility Waiver Request – Rosebud Health Foundation  
ORIGINATING DEPARTMENT: Community Services  
ITEM: 8.4

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### BACKGROUND/PROPOSAL:

The Town has received a request from the Rosebud Health Foundation in regards to their upcoming Spring Gala, scheduled for April 25, 2026. The request is for a full waiver of rental fees of the Multi-Purpose Room and kitchen for full days on both Friday, April 24, 2026 (set-up) and Saturday, April 25, 2026 (event date), as well as a half-day clean-up on the morning of Sunday, April 26, 2026. *See attached letter of request.*

Friday, April 24, 2026 – MPR + Kitchen	\$360.00
Saturday, April 25, 2026 – MPR + Kitchen	\$360.00
Sunday, April 26, 2026 – Cleanup	\$185.00
<b>TOTAL</b>	<b>\$905.00</b>

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Requests such as the one received by the Rosebud Health Foundation are funded through the Community Grant Program. Policy CS-003 – Community Grants, which governs this program, is due for review by Council in early 2026. The current policy allows for a 50% waiver of facility rentals for applying organizations, however, although not supported by the policy, Council may fund this request in full.

The Community Grant Program funds are allocated based on the surplus amount from the prior financial year. At this point, the 2025 year-end is not closed, and therefore the funds for 2026 have not yet been allocated.

However, due to the return of funds by two organizations in 2025 (\$4,000) and a remaining surplus of \$1,130 within the 2025 grant program there is currently a balance available in the Council Community Grant Reserve. Therefore, Council may consider funding this request from the Community Grant Reserve, which has a current available balance of \$5,130.

### ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

### RECOMMENDATION (*One Motion*)

To approve the facility waiver request of \$905 for use of the Multi-Purpose Room and Kitchen by the Rosebud Health Foundation for their 2025 Spring Gala on April 25, 2026, to be funded from the Community Grant Program Reserve.

OR

To approve a 50% facility waiver of \$454.50 for use of the Multi-Purpose Room and Kitchen by the Rosebud Health Foundation for their 2025 Spring Gala on April 25, 2026, to be funded from the Community Grant Program Reserve.



Rosebud Health Foundation

Didsbury, AB

T0M 0W0

Email:

Town of Didsbury

Attention **Nicole Aasen**

Email: [naasen@didsbury.ca](mailto:naasen@didsbury.ca)

**Re: Rosebud Health Foundation Spring Gala 2026 – Town of Didsbury Sponsorship**

Dear Nicole,

Thank you for taking the time to assist with the booking of the Multipurpose Room and kitchen at the Memorial Complex for our upcoming Spring Gala.

The Rosebud Health Foundation will be celebrating our 30<sup>th</sup> (thirtieth) birthday in 2026. We are hosting our Birthday Gala on April 25, 2026, and have booked the Multipurpose Room and kitchen Memorial Complex.

Our request to the Town of Didsbury is to assist with the facility rental for the Multipurpose Room and kitchen for this event. As this event is our largest fundraiser, we are looking for sponsors who can make this event successful. Your support allows the Foundation to enhance access to quality healthcare services in the communities we serve, by supporting programs and services at the Didsbury District Hospital Center and throughout Mountain View County.

We thank you for your consideration of this request. If you have any questions, please contact me at

Sincerely,

*Leone Regner*

Leone Regner  
Rosebud Health Foundation  
Executive Coordinator



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: January 13, 2026  
SUBJECT: Didsbury and District Historical Society Town Utility Costs  
ORIGINATING DEPARTMENT: Corporate Services  
ITEM: 8.5

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### BACKGROUND/PROPOSAL:

The Didsbury and District Historical Society (DDHS) owns and operates the Didsbury Museum which is tied into the Town of Didsbury water system, and therefore a water and wastewater system user. Since the late 1980's, the Town has covered the cost of the monthly utility bill for DDHS. The resolution approving such is as follows:

Res. 80/89

Moved by Councillor Patten and seconded by Councillor Engel that the water, sewer and garbage charges on Account No. 10647.000 are hereby cancelled, for the billing period of April and May, 1989 and thereafter for the duration of the time that the Historical Society operates the museum from the County Red Brick School.

*Motion Carried*

The monthly utility bill is typically between \$40 and \$50 per month. However, in months of higher usage resulting from water leaks it has been as high as \$655.30. The cost to the Town for the past 5 years is as follows:

2025	2024	2023	2022	2021
\$ 646.00	\$ 1,823.65	\$ 696.06	\$ 503.90	\$ 515.74

While this is a non-cash transaction, meaning there are no grant funds switching hands, there is still a financial benefit to DDHS. As water breaks occur and utility rates increase, the amount is highly volatile and difficult for the Town to budget for. Since DDHS does not receive its utility bill, it has gone undetected by the organization, resulting in a higher financial burden on the Town.

The non-cash transaction of the monthly utility costs has been provided to DDHS in addition to an operating grant. As part of the 2026 budget, Council approved an increase of 4% to the operating grant for a total of \$38,937.60.

Currently there are no other organizations in Didsbury receiving a waiver of their monthly utility costs from the Town.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may choose to continue to cancel the utility bill for DDHS, however this results in a variable budget line for the Town with little to no control over the consumption of water.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

Alternatively Council may choose to rescind resolution 80/89, therefore requiring that DDHS pays for its Town utility service which would leave DDHS responsible for the cost which ranges in value depending on consumption and utility rates. This option would ensure the operating grant, both cash and non-cash transactions, are easy to budget for and consistent with grants provided to other organizations in the community.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

#### **RECOMMENDATION (one motion)**

To rescind Resolution 80/89 and transfer the responsibility of payment of the Didsbury Museum utility payments to the Didsbury and District Historical Society.

**OR**

To continue the current process of financially supporting the Didsbury and District Historical Society utility payments.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

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

MEETING DATE: January 13, 2026  
SUBJECT: Library Board Member Appointment  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 8.6

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### BACKGROUND/PROPOSAL:

In accordance with the *Libraries Act*, The Didsbury Municipal Library Board is established by bylaw and sets out that the board consists of between five and ten members appointed by Council. The term of a board member is up to three years.

At their November 18, 2025 meeting, the Town of Didsbury Library Board received the resignation of Emily Swan and are recommending Pat Harty be appointed to the board for a three year term.

Currently the board consists of the following:

Name	Start of Term	End of Term
Jaimee Reese	October 24, 2023	October 24, 2026
David McWhinney	October 24, 2023	October 24, 2026
Diane Arbuckle	October 24, 2023	October 24, 2026
Bill Windsor	March 26, 2024	March 26, 2027
Jennifer Bommarito	October 22, 2024	November 1, 2027
Brittany Stevens	October 22, 2024	November 1, 2027
Aimee Hunter	November 1, 2025	November 1, 2028
Angela Look	November 10, 2025	November 1, 2026
Troy Lambert	November 10, 2025	November 1, 2026

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The appointment of an additional library board member would max out the number of board members.

If Council were to accept the recommendation from the Library Board, Administration is requesting that the term of appointment be from January 14, 2026 to November 1, 2028, nearly three years, to better align the term of appointments.

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To appoint Pat Harty to the Town of Didsbury Library Board for a term commencing January 14, 2026 and ceasing on November 1, 2028.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE:

January 13, 2026

SUBJECT:

Request for Support – 2027 Hockey Alberta Provincials Application

ORIGINATING DEPARTMENT:

Community Services

ITEM:

8.7

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### **BACKGROUND/PROPOSAL:**

A request for a letter of support has been received from the Mountain View Colts Junior B Hockey Club to accompany their bid to host the 2027 Hockey Alberta Junior B Provincials in Didsbury, scheduled for April 7-11, 2027. The request is seeking written confirmation that the Town of Didsbury will ensure ice availability for these dates.

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

Typically, the ice season for the Didsbury Arena ends on the last weekend of March, which would be March 28, 2027. This request would extend our season by two weeks.

Benefits of supporting the application to host provincials include:

- Support of a local hockey club to generate revenues/ exposure for future success
- Exposure for Town of Didsbury and Didsbury Memorial Complex
- Economic benefits for local businesses and service providers
- Excitement for community to attend a high-caliber hockey event
- Projected ice rental revenues of \$7,200 + potential facility rentals of curling rink and MPR for the duration of the event

There will be additional costs to keep the ice in the facility for the two weeks, which will include utility costs, staffing costs and other operational costs. A preliminary, high-level estimate of these additional costs, above average April operating costs, is \$5,000-\$6,000. Additional revenues would be sourced through ice sales from March 29 - April 6, 2027, which would help offset those extra costs.

The extension of the ice season will have an impact on our spring surface users, such as lacrosse and in-line hockey, delaying their start by approximately 9 days.

### **ALIGNMENT WITH STRATEGIC PLAN**

2. Vibrant & Connected Character Community

### **RECOMMENDATION (two motions)**

To provide a letter of support for the Mountain View Colts' application to host the 2027 Hockey Alberta Junior B Provincials, April 7-11, 2027.

**AND**

To commit to ensuring ice availability within the Didsbury Arena until April 12, 2027.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE: January 13, 2026  
SUBJECT: Council Reports  
ORIGINATING DEPARTMENT: Legislative Services  
ITEM: 9.0

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### BACKGROUND/PROPOSAL:

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

### ALIGNMENT WITH STRATEGIC PLAN

#### 5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the January 13, 2026 Council Reports as information.



## REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.*

*Mission: Creating the Place to Grow.*

MEETING DATE:

January 13, 2026

SUBJECT:

Correspondence & Information

ORIGINATING DEPARTMENT:

Legislative Services

ITEM:

10.0

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### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following correspondence items can be found attached.

- Mountain View Food Bank

### ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

### RECOMMENDATION

To accept the correspondence for January 13, 2026 as information.



# Mountain View Food Bank Society

Website: [www.mountainviewfoodbank.com](http://www.mountainviewfoodbank.com)  
Email: [office@mountainviewfoodbank.com](mailto: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**

***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.***

December 16, 2025

Town of Didsbury  
Box 790  
Didsbury, Alberta  
T0M 0W0

Dear Friends of Mountain View Food Bank,

The Mountain View Food Bank Society wishes to acknowledge, with **sincere thanks**, your generous donation of \$493.50 plus \$200.00 anonymously as well as 500 lbs of food from the Holiday Train. 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 1186 adults and children per month and the need is growing every week. In 2024 we provided over 4000 hampers representing over 10,500 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. The end of May 2025 we moved to 4829 – 50<sup>th</sup> Street. (Old Fire Hall)

Yours Sincerely,

Ruth Jeges for the  
Mountain View Food Bank Society