



TOWN OF DIDSBURY AGENDA
Regular Council Meeting

Tuesday, May 13, 2025, 6:00 pm
Council Chambers 1606 14 Street

Pages

1.	<u>CALL TO ORDER</u>	
2.	<u>ADOPTION OF THE AGENDA</u>	
3.	<u>DELEGATIONS/PRESENTATIONS</u>	
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11.	<u>QUESTION PERIOD</u>	
12.	<u>CLOSED MEETING</u>	

- 12.1 Draft Suncor Licence Area Agreement - as per section 23 of the FOIP Act
- 12.2 Chinook's Edge School Division Update - as per section 21 of the FOIP Act
- 12.3 Chiller Unit Report - as per section 27 of the FOIP Act
- 12.4 Didsbury Out-of-School Care Association - as per section 24 of the FOIP Act

13. RECONVENE

14. ADJOURNMENT



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 4.1 - April 22, 2025 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The minutes of the April 22, 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 April 22, 2025 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting held on
April 22, 2025 in Council Chambers 1606 14 Street
Commencing at 6:00 p.m.**

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

Council Members Absent Deputy Mayor Curt Engel

Administration Present Acting CAO/Chief Financial Officer, Amanda Riley
Director of Engineering & Infrastructure, Craig Fox
Economic Development Officer, Alexandra Ross
Legislative Services Coordinator, Jocelyn Baxter
Communication Coordinator, Lisa Bastarache

1. CALL TO ORDER

Mayor Hunter called the April 22, 2025 Regular Council Meeting to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Res. 243-25

MOVED by Councillor Windsor

To adopt the April 22, 2025 Regular Council Meeting Agenda as presented.

Motion Carried

3. DELEGATIONS/PRESENTATIONS

3.1 MNP LLP - 2024 Audit Report

Res. 244-25

MOVED by Councillor Moore

To thank the representatives from MNP LLP for their presentation of the 2024 audit report and presentation of the 2024 audited financial statements.

Motion Carried

3.2 Business Arising from Delegations - 2024 Audited Financial Statements

Res. 245-25

MOVED by Councillor Baswick

To approve the 2024 audited financial statements as presented.

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

Motion Carried

4. ADOPTION OF MINUTES

4.1 April 8, 2025 Regular Council Meeting Minutes

Res. 246-25

MOVED by Councillor Windsor

To adopt the April 8, 2025 Regular Council Meeting Minutes as presented.

Motion Carried

4.2 April 14, 2025 Special Council Meeting Minutes

Res. 247-25

MOVED by Councillor Windsor

To adopt the April 14, 2025 Special Council Meeting Minutes as presented.

Motion Carried

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

6. **CAO REPORT**

Res. 248-25

MOVED by Councillor Baswick

To accept the Chief Administrative Officer Report for April 22, 2025 as information.

Motion Carried

7. **BYLAWS & POLICIES**

7.1 Tax Rate Bylaw 2025-05

Res. 249-25

MOVED by Councillor Windsor

That Council grant second reading to 2025 Tax Rate Bylaw 2025-05 as amended.

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

Motion Carried

Res. 250-25

MOVED by Councillor Windsor

That Council grant third and final reading to 2025 Tax Rate Bylaw 2025-05.

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

Motion Carried

7.2 Borrowing Bylaw 2025-07

Res. 251-25

MOVED by Councillor Moore

That Council grant first reading to Borrowing Bylaw 2025-07.

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

Motion Carried

7.3 HR 007-25 Hiring Policy

Res. 252-25

MOVED by Councillor Windsor

To rescind HR 007 – Hiring Policy.

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

Motion Carried

Res. 253-25

MOVED by Councillor Windsor

To approve HR 007-25 – Hiring Policy as presented.

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

Motion Carried

8. BUSINESS**8.1 East Reservoir - Award Recommendation****Res. 254-25**

MOVED by Councillor Moore

To approve the award of the East Reservoir Project to Timcon Construction Ltd. for \$7,112,083.02.

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

Motion Carried

Res. 255-25

MOVED by Councillor Moore

To amend the capital budget for the East Reservoir Project to a total cost of \$7,400,000 to be funded with the AMWWP grant of \$2,541,000, offsite levies of \$215,000, water reserves of \$1,144,000 and debentures of \$3,500,000.

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

Motion Carried

8.2 Awarding of Assessment Services Contract**Res. 256-25**

MOVED by Councillor Windsor

To award a five year assessment services contract, beginning July 1, 2025 to Wild Rose Assessment Services Inc.

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

Motion Carried

8.3 2025 Roadworks - Award Recommendation**Res. 257-25**

MOVED by Councillor Baswick

To approve the award of the 2025 Roadworks program to Ruby Rock Construction Ltd. for \$447,997.55 inclusive of GST.

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

Motion Carried

8.4 Institutional Voting Locations

Res. 258-25

MOVED by Councillor Baswick

To approve the institutional voting stations for the 2025 General Municipal Election as follows:

- Aspen Ridge Lodge 1100 20 Avenue
- Bethany Didsbury 1201 15 Avenue
- Didsbury Hospital 1210 20 Avenue.

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

Motion Carried

8.5 2025 Economic Development Priorities and Marketing Plan

Res. 259-25

MOVED by Councillor Moore

To approve the Economic Development priorities for 2025 as follows:

1. Business retention
2. Investment and Business Attraction
3. Unique Tourism Destination

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

Motion Carried

Res. 260-25

MOVED by Mayor Hunter

That Council direct Administration to bring back the marketing strategy for attracting residents and young families and bring a report and inventory of the current and future housing for that campaign back to Council.

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

Motion Carried

Res. 261-25

MOVED by Councillor Windsor

To accept the 2025 Marketing Plan as information.

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

Motion Carried

8.6 Expenses for CAO Recruitment Services

Res. 262-25

MOVED by Councillor Moore

To approve up to \$35,000 for CAO recruitment and to fund the costs from the Strategic Initiatives and Contingency Reserve.

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

Motion Carried

8.7 Policy and Governance Committee Recommendation - Council Remuneration and PD Policy Res. 263-25

MOVED by Councillor Windsor

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

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

Motion Carried

8.8 Housing Needs Assessment

Res. 264-25

MOVED by Councillor Moore

That Council adopt the Urban Systems Housing Needs Assessment as presented.

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

Motion Carried

Res. 265-25

MOVED by Councillor Moore

To send the Housing Needs Assessment to Mountain View Seniors' Housing for inclusion in their Strategic Planning.

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

Motion Carried

9. COUNCIL REPORTS AND MEETING HIGHLIGHTS

Res. 266-25

MOVED by Councillor Baswick

To accept the April 22, 2025 Council Reports as information.

Motion Carried

Highlights

- CAO Report
- Audited Financial Statements
- East Reservoir Project Tender Award
- Innovative Approach to Economic Development Award

10. CORRESPONDENCE AND INFORMATION

Res. 267-25

MOVED by Councillor Windsor

To accept the correspondence for April 22, 2025 as information.

Motion Carried

11. QUESTION PERIOD

12. CLOSED MEETING

Res. 268-25

MOVED by Councillor Baswick

To go into closed meeting at 8:29 p.m. for the following items:

12.1 Rosebud Valley Campground - as per section 19 of the FOIP Act

12.2 Shantz Land Sale - as per section 16 of the FOIP Act

12.3 Council Expense Claim Request Approval - as per section 24 of the FOIP Act

Motion Carried

13. RECONVENE

Res. 269-25

MOVED by Councillor Moore

To return to open meeting at 9:23 p.m.

Motion Carried

Res. 270-25

MOVED by Councillor Moore

To accept the Rosebud Valley Campground Update as information.

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

Motion Carried

Res. 271-25

MOVED by Councillor Windsor

To accept the update on the Shantz Land Sale as information.

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

Motion Carried

Res. 272-25

MOVED by Councillor Moore

To accept Council Expense Claim Request Approval as information.

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

Motion Carried

14. ADJOURNMENT

Res. 273-25

MOVED by Councillor Baswick

To adjourn the April 22, 2025 Regular Council Meeting at 9:25 p.m.

Motion Carried



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 4.2 - March 12, 2024 Didsbury Emergency Advisory Committee Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The *Emergency Management Act* and *Local Authority Emergency Management Regulation* as well as the Town of Didsbury Emergency Management Bylaw 2020-06 requires that the Didsbury Emergency Advisory Committee meeting once per year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The minutes from the 2024 meeting are being presented to Council for their review and approval.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To adopt the March 12, 2024 Didsbury Emergency Advisory Committee Minutes as presented



**Minutes of the Town of Didsbury March 12, 2024
Didsbury Emergency Management Advisory Committee
Held in Council Chambers 1606 14 Street at 5:00 p.m.**

Council Members Present Mayor Rhonda Hunter
 Deputy Mayor Curt Engel
 Councillor John Baswick – *joined at 5:44 p.m.*
 Councillor Joyce McCoy
 Councillor Dorothy Moore
 Councillor Bill Windsor

Administration Present Chief Administrative Officer, Ethan Gorner
 Director of Engineering & Infrastructure, Craig Fox
 Municipal Intern/Recording Officer, Jocelyn Baxter

1. CALL TO ORDER

Mayor Hunter Called the March 12, 2024 Didsbury Emergency Management Advisory Committee Meeting to Order at 5:00 p.m.

2. ADOPTION OF THE AGENDA

By consensus, the Committee adopted the Agenda of the March 12, 2024 Emergency Management Advisory Committee Meeting as presented.

3. BUSINESS

3.1 2023 Didsbury Emergency Management Updates

Craig Fox, Director of Emergency Management, presented an update on the training of the various roles of the emergency management chain of command and regular/annual exercises that the Town participated in 2023.

The Committee, by consensus, accepted the 2023 Didsbury Emergency Management Updates as information.

3.2 2024 Community Emergency Management Program Risk Assessment

The Director of Emergency Management, gave an update on the changes that have been made to the CEMP Assessment with notable changes including the increase in Risk Level ranking of Drought and Water Shortage.

The Committee, by consensus, accepted the CEMP Risk Assessment update as information.

4. CLOSED

The committee, by consensus, went into Closed Meeting at 5:21 p.m. under Sections 23 and 24 of the Freedom of Information and the Protection of Privacy Act.

Councillor Baswick joined the meeting at 5:44 p.m.

The committee, by consensus, returned to open meeting at 5:47 p.m.

5. ADJOURNMENT

The Committee, by consensus, adjourned the March 12, 2024 Emergency Management Advisory Committee Meeting at 5:47 p.m.



REGULAR COUNCIL MEETING

Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 4.3 - April 22, 2025 Didsbury Emergency Advisory Committee Minutes
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

The *Emergency Management Act* and *Local Authority Emergency Management Regulation* as well as the Town of Didsbury Emergency Management Bylaw 2020-06 requires that the Didsbury Emergency Advisory Committee meeting once per year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The minutes from the 2025 meeting are being presented to Council for their review and approval.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To adopt the April 22, 2025 Didsbury Emergency Advisory Committee minutes as presented.



Minutes of the Town of Didsbury April 22, 2025
Didsbury Emergency Management Advisory Committee
Held in Council Chambers 1606 14 Street at 4:30 p.m.

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

Council Members Absent Deputy Mayor Curt Engel

Administration Present Acting Chief Administrative Officer, Amanda Riley
Fire Chief/Director of Emergency Management, Curtis Mousseau
Deputy Director of Emergency Management, Stefanie Halfyard
Director of Engineering and Infrastructure, Craig Fox
Communications Coordinator, Lisa Bastarache
Legislative Coordinator/Recording Officer, Jocelyn Baxter

1. CALL TO ORDER

Mayor Hunter called the April 22, 2025 Didsbury Emergency Management Advisory Committee Meeting to Order at 4:30 p.m.

2. ADOPTION OF THE AGENDA

The Committee by consensus, adopted the agenda of the April 22, 2025 Emergency Advisory Committee Meeting as presented.

3. BUSINESS

3.1 2025 Didsbury Emergency Plan Review

Curtis Mousseau, Director of Emergency Management, presented the Municipal Emergency Plan Review conducted by the Government of Alberta Emergency Management Agency on April 11, 2025.

The Committee, by consensus, accepted the 2025 Didsbury Emergency Plan Review as information.

3.2 2024 Didsbury Emergency Management Review

In 2024, the Town participated in a functional exercise with a third party that borders the Town, developed a Standpipe Response Plan, participated in an Emergency Social Services Tabletop with regional partners.

The Committee, by consensus, accepted the 2024 Emergency Management Review as information.

3.3 2025 Didsbury Emergency Management Plan

In 2025, training opportunities being made available to those on the revised Emergency Management Organizational Chart; a regional tabletop exercises are being planned, and the Hazard Identification Risk Assessment (HIRA) is being updated.

The Committee, by consensus, accepted the 2025 Emergency Management Plan as information.

4. ADJOURNMENT

The Committee, by consensus, adjourned the April 22, 2025 Emergency Management Advisory Committee Meeting at 4:53 p.m.

Motion Carried



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 6 - CAO Report
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Please find attached the information for the Chief Administrative Officer (CAO) Report for May 13, 2025.

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 May 13, 2025 as information.



CAO Report – May 13, 2025

1. First Quarterly Economic Development Report

Please find the attached First Quarterly Economic Development Report for 2025.

2. Development Permits Issued as of May 7, 2025

Please find the attached Development Permits issued as of May 7, 2025.

3. Outstanding Resolutions

Please find the attached the revised list of Outstanding Resolutions from 2021 to 2025. This list being presented excludes those resolutions that have referred items to Committee for review and recommendation back to Council but is inclusive of those that have been referred to the next Council term.

4. Didsbury Aquatic Centre Scheduling and Service Levels

Please find the attached a report on the Aquatic Centre Schedule and Levels of Service.

5. MS Canada Bike Event

Please find the attached report on the MS Canada Bike Event taking place June 21 and 22, 2025.

1st Quarter Economic Development report January 1 – March 31, 2025

Prepared by: Alexandra Ross, Economic Development Officer and Strategic Operations Coordinator

Date: May 2, 2025

Highlights in numbers:

- Rural Entrepreneurship Stream Program (RES) and general inquiries for investment, expansion and new business set up, total inquiries: approx. 47 Support letters: 4
- Rural Renewal Stream (RRS-workforce program) Endorsements: 6
Registration is closed, but inquiries continue (1st quarter).
Businesses registered for RRS: 23 (added: 3)
- Support Letters for workforce issued: 5
- LinkedIn followers Town of Didsbury Economic Development: 366 (May 2025)
- New Businesses: 6
- Total number of Business Licenses issued: 335
- Grand Openings:

Business Retention & Tourism

- Business connect ongoing throughout the year.
- 1 videos in progress: Tourism (publication June)
- Business Shameless Plug video project in exploration stage
- Scavenger Hunt theme updated.

Website & Social Media

- Review and update of Economic Development section on ToD website updates - ongoing.
- New “Why Didsbury” page (by LocalIntel) with videos and new Film Industry page – in progress. Implementation expected in May.
- Mountain View Film Office (MVFO) continues posting updates & activities on social media;
- Didsbury Economic Development LinkedIn posts updates as information becomes available. Please **follow the Didsbury EcDev page** and repost any EcDev news communicated via the Town’s social media channels, incl. MVRFO. This is how we create awareness!

Marketing

- Relevant information distributed via Social media;
- Completed and presented 2025 Marketing Plan;
- Preparation for Transit campaign;
- Preparation & coordination of revised and enhanced Pamphlet update.

Mountain View Film Office (MVFO) & Didsbury Filming

- Meetings, review and finalization of “Nordicity” consultancy strategic plan;
- EDO summary of report and priority discussions;
- Responded to general inquiries;
- Partners continue to monitor website functionality and adjust as see fit and needed.
- Didsbury filming this year: 1 (spring 2025).

Events & meetings attended

- AAIP Provincial meetings;
- Regional EDO meetings;
- DEDAC meeting;
- ICSC in BC;
- Investors & Immigration consultation meetings;

1st Quarter Economic Development report January 1 – March 31, 2025

Prepared by: Alexandra Ross, Economic Development Officer and Strategic Operations Coordinator

Date: May 2, 2025

- MVRFO meetings, incl. Jump Studios;
- Development & Investment meetings and follow up;
- CAERT (Central AB Resilience Taskforce – focus: Tariffs) meetings;
- EDA AGM
- Women in Business Awards Event (Olds);
- Chamber of Commerce meetings;
- Town of Didsbury Economic Development Network meeting (36 attendees + 3 staff);
- Miki Town event.

Projects, Action items and notable Activities

- Prepared info for Province request: New Rental Development - 2025 Apartment Vacancy and Rental Cost Survey (AVS);
- Review of business proposals from AAIP entrepreneurs;
- EDA Awards application prep;
- Added two new members to DEDAC;
- Connect with vacant building owners;
- Invest Alberta information for potential investor prep.
- CAERT: establishment of Central AB Resilience Taskforce – EDO's of Central AB providing support to businesses affected by US Tariffs;

NOTES:

- Earptopia donated additional \$2,000 to the museum and donated \$4,000 to Town of Didsbury for its prop showcase preservation.

Project updates:

- Augmented Reality: **in progress**. Outreach to production companies ongoing. Working with Alberta Film Commission, Keep AB Rolling, Calgary Film Commission and Producers to receive permission from film companies for video clips. Delays due to lack of responsiveness by production companies.
- Tourism video **in progress** as winter footage completed, car show footage in May. The project started in July. (Publication anticipated in June).
- Business Resource & Investment Opportunity Pamphlet: **in progress**. Collecting information to include in pamphlet to inform businesses and newcomers on resources and opportunities available in Didsbury. (Completion expected in June)

CAO Report as of May 7, 2025: Planning & Development

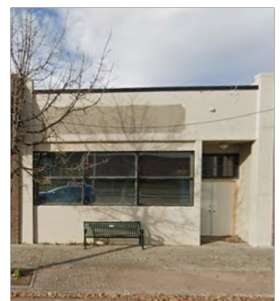
The Town of Didsbury has authorized the conditional issuance of the following permits:

Development Officer (Permitted Use) Decisions

PERMIT #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
DP 25-028	6 Sandpiper Drive	Rear Yard Deck with Stairs	Bec, Radu & Ana (a/o)	Apr 29, 2025
DP 25-029	38 Sandpiper Drive	Deck Extension with Stairs & Pergola	Mills, Elaine & Dawe, Gary (a/o)	Apr 30, 2025
DP 25-030	1810 – 20 Street	Establishment (Eating or Drinking Class 1)	Boondox Take Out c/o Ravi Vithanage (a) Turner, Sheila (o)	May 7, 2025
DP 25-031	1810 – 20 Street	Signage – Fascia Boondox Take Out	Boondox Take Out c/o Ravi Vithanage (a) Turner, Sheila (o)	May 7, 2025

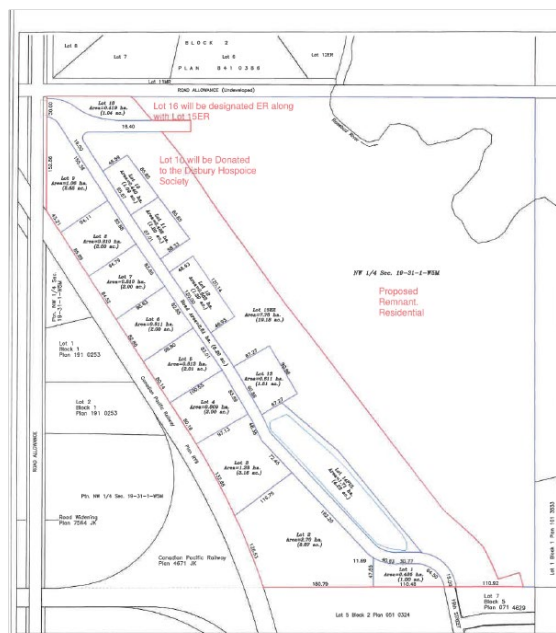
DP 25-030 Establishment (Eating or Drinking Class 1):

New take out eating establishment located at 1810 – 20 Street. Boondox Restaurant is a well-established Restaurant located in Sundre and the owner is opening a “Take Out” only location in Didsbury. Same great food!!



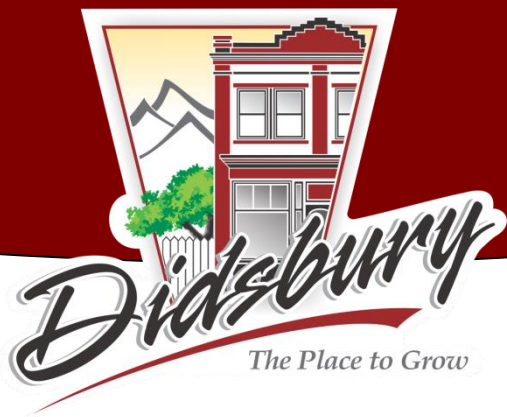
Municipal Planning Commission (Discretionary Use) Decisions:

FILE #	ADDRESS	TYPE	APPLICANT/OWNER	DECISION DATE
SD 25-002	NW 19-31-1-5	Create 13 new lots, 2 Reserve lots and 1 Public Utility lot	Chris Overwater (o/a)	April 23, 2025



Date	Res.	Motion
October 11, 2022	478-22	MOVED by Councillor McCoy to renew the membership with the Central Alberta Economic Partnership (CAEP) and continue participation by the Economic Development Officer (EDO), and request an annual report prepared by the EDO to monitor the return on membership investment.
November 22, 2022	569-22	MOVED by Councillor Baswick that the lands commonly known as the old Didsbury High School site (2134 22 Street) be listed for sale, with a requirement for timely development and consideration of the vision of the development proposal, as well as the purchase amount, to be decided upon by Council.
June 27, 2023	341-23	MOVED by Councillor Moore to approve in principle the Didsbury & District Chamber of Commerce's proposal to assume the responsibility of the Didsbury's Community Groups sign located at 20 Avenue and 10 Street and enter into an agreement with a sunset clause for use and maintenance of the sign which is located on Town land.
October 16, 2023	460-23	MOVED by Deputy Mayor Engel to re-affirm the original direction of the Mountain View Regional Film Office and re-assess the partnership structure after one-year of complete operations.
October 16, 2023	461-23	MOVED by Councillor Moore to support applying for the Indigenous and Municipal Policing Transition Study Grant to participate in a collaborative regional policing study with our neighbors.
January 23, 2024	061-24	MOVED by Deputy Mayor Engel that Administration update Council on any changes or updates to HR 004 – Personnel Policy as they are created.
February 13, 2024	102-24	MOVED by Councillor Windsor to approve the Town of Didsbury as the Designated Membership Municipality for the administrative duties of accounts payable/receivable for the Alberta Mid-Sized Mayors' Caucus with letters of support from the caucus members, and that Administration report on the budgetary impact of the said services at year-end.
February 27, 2024	143-24	MOVED by Deputy Mayor Engel to accept the RCMP Staff Sergeant Update as information and have administration review process with respect to public safety at Town facilities and bring back procedures to Council for review and recommendation.
March 18, 2024	186-24	Moved by Councillor Windsor to approve the development of a multi-year facility project plan for 2033-19 Avenue, the Didsbury Municipal Library.
May 14, 2024	303-24	MOVED by Councillor Windsor that all votes are recorded votes for Bylaws & Policies and Business items until the end of this Council's term.
May 28, 2024	339-24	MOVED by Councillor Windsor that Administration provide a financial overview of a cost to date and provision of water from the butte water wells to the golf club and options for financial recovery of those costs.
June 11, 2024	393-24	MOVED by Councillor Baswick to ensure all staff are within the 60th percentile of wages for comparable municipalities as per the Personnel Policy HUMAN 004 Section 4.1.
June 25, 2024	445-24	MOVED by Councillor Williams to approve that a collaborative press release on the Joint Project Exploration be created and released subsequent to the July 10, 2024 Mountain View County Council meeting.
February 11, 2025	065-25	MOVED by Councillor Moore That Administration explore and engage with the Didsbury Municipal Library as it pertains to the future potential utilization of the Old Town Office.
February 11, 2025	066-25	MOVED by Councillor Moore To refer the discussion on the disposal or retention of the film props to Administration for review and recommendation back to Council.
February 11, 2025	067-25	MOVED by Councillor Moore That Administration explore options pertaining to the internal administration of the campground and bring budgetary and service level implications.
February 11, 2025	070-25	MOVED by Councillor Windsor To defer the discussion on the future visioning on the administrative utilization of the Didsbury Train Station to the new Council term.

March 26, 2025	178-25	<p>MOVED by Councillor Windsor</p> <p>That Council approve the spending of up to \$10,000 for the appropriate land studies required on 2134 22 Street, the Old High School Land, to be funded from the Strategic Initiatives and Contingency Reserve.</p> <p>Motion Carried</p>
March 26, 2025	180-25	<p>MOVED by Deputy Mayor Engel</p> <p>To list for sale municipal land at 100 Shantz Drive, in accordance with the Sale, Acquisition and Expropriation of Land Policy.</p> <p>Motion Carried</p>
March 26, 2025	187-25	<p>MOVED by Councillor Windsor</p> <p>To direct Administration to implement Spring 2025 Road Bans within the Town Boundary as appropriate to align with the Mountain View County Road Ban Program and bring a report back to Council following the cessation of the bans after spring.</p> <p>Motion Carried</p>
March 26, 2025	197-25	<p>MOVED by Deputy Mayor Engel</p> <p>That Council commit to review current governance practices, roles, and responsibilities internally.</p> <p>Motion Carried</p>
April 22, 2025	261-25	<p>MOVED by Mayor Hunter</p> <p>That Council direct Administration bring back the marketing strategy for attracting residents and young families and a report and inventory of the current and future housing for that campaign and bring a report back a report to Council.</p>



Report to the CAO

May 13, 2025

Didsbury Aquatic Centre – Capacity:

As requested by Council at a previous meeting, please accept the following information regarding the Didsbury Aquatic Centre pool capacity:

- The capacity of the pool operates on a ratio of 35 patrons: 1 lifeguard on shift. Our facility always has a minimum of two lifeguards on shift, and sometimes three or four guards, depending on anticipated attendance for swim lessons, public programs, special events and staff availability.
- The Lifesaving Society, under which our lifeguards are trained and certified, requires that lifeguards rotate positions every 15 minutes and the maximum time they can spend on deck without a break is two hours. This is to ensure our on-deck staff remain alert and prepared.
- During busy public, family and free swims, our guards typically do not leave the deck until the patron count drops to a ratio that is dependent on the number of guards on shift (ie. 35:1 guard, 70:2 guards, 105:3 guards, etc). The maximum capacity for our facility is 200 patrons.
- When scheduling staff, we do our best to anticipate when larger attendance numbers may occur (ie free swims, holiday weekends). However our facility, along with many across Canada, continue to face difficulties in hiring qualified lifeguards. There have been times since 2020, when we have struggled to cover all operating hours of the facility due to limited staff numbers.
- Currently, we are recruiting part-time lifeguards to fill recent vacancies, as we as to assist with high-volume programs, sick coverage, and holiday coverage. One of the positions has been filled and we expect to have the other positions filled in the next few weeks, which will also allow for higher capacity swims going into our busy spring/summer months.



Didsbury Aquatic Centre – Scheduling:

An additional question was received regarding weekend rental times, versus public program time. Please accept the following information:

- The current Spring 2025 schedule is attached, for your reference, which is currently in effect until June 29, 2025
- We offer three rental times on the current schedule, with a rate of \$140/hour (local) and \$160/hour (non-local).

- On Saturdays, we offer rentals from 1-2 pm, as well as 4-5 pm, with a Public Swim from 2:30-4 pm.
- On Sundays, the rental time is also from 1-2 pm, followed by a Family Swim at 2:30 pm.
- The past few schedules, including the current Spring schedule, have included a 30-minute break between the 1-2 pm rental and the public programming at 2:30 pm, for both Saturdays and Sundays. Administration has requested that we remove these breaks to allow for more public pool time, once we are fully staffed later this month. An updated schedule will be posted at the same time.
- Our rental slots book out a minimum of three months in advance, so to adjust the scheduled time slots at this time is difficult.
- If there is interest in changing the times of rentals and/or public programs, those changes could take effect on our Summer 2025 schedule, which goes into effect June 30, 2025.

SPRING - 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Early Bird 7-8:45	Early Bird 7-8:45	Early Bird 7-8:45	Early Bird 7-8:45	Early Bird 7-8:45	CLOSED	
School Lessons 9-11	School Lessons 9-11	School Lessons 9-11	School Lessons 9-11	School Rental Time 9-11	Saturday Group Lessons 9-12	CLOSED
Aquaft 11-12	Senior Swim 11-12	Aquaft 11-12	Senior Swim 11-12	Aquaft 11-12		
Lap Swim/ P&T 12-1	Lap Swim/ P&T 12-1	Lap Swim/ P&T 12-1	Lap Swim/ P&T 12-1	Lap Swim/ P&T 12-1	Aquaft 12-1	Youth Private Lessons 12-1
Adult Private Lessons 1-2	Preschool Lessons 1-2:30	School Rental Time 1-3	Preschool Lessons 1-2:30	Adult Private Lessons 1-2	Rental Time 1-2	Rental Time 1-2
Public Swim 2-5 & Youth Private Lessons (3:30-5)	Toonie Toddler Time 2:30-3:30 (6 & Under)	Public Swim 3-5 & Youth Private Lessons (3:30-5)	Toonie Toddler Time 2:30-3:30 (6 & Under)	Public Swim 2-7 & Youth Private Lessons (3:30-5)	Public Swim 2:30-4	Family Swim 2:30-4
	T/Th Group Lessons 3:30-5		T/Th Group Lessons 3:30-5		Rental Time 4-5	Public Swim 4:30-6:30
Swim Club 5-7	Swim Club 5-6:30	Swim Club 5-7	Swim Club 5-6:30		Public Swim 5:30-7	
Adult Swim (18+) 7-8	Adult Swim (18+) 6:30-8	Adult Swim (18+) 7-8	Adult Swim (18+) 6:30-8	Adult Swim (18+) 7-8	CLOSED	CLOSED

Effective April 28 - June 29 2025 - Subject to change

Excludes STAT Holidays & School Spring Break (Apr 18-27)

Didsbury

Daily Admission

2 & under	Free
Child 3-7	\$3.25
Student 8-17	\$5.00
Adult 18+	\$6.25
Senior 55+	\$5.00
Family	\$20.00

Phone

403-335-7369

Email

didsburypool@didsbury.ca

Website

www.didsbury.ca





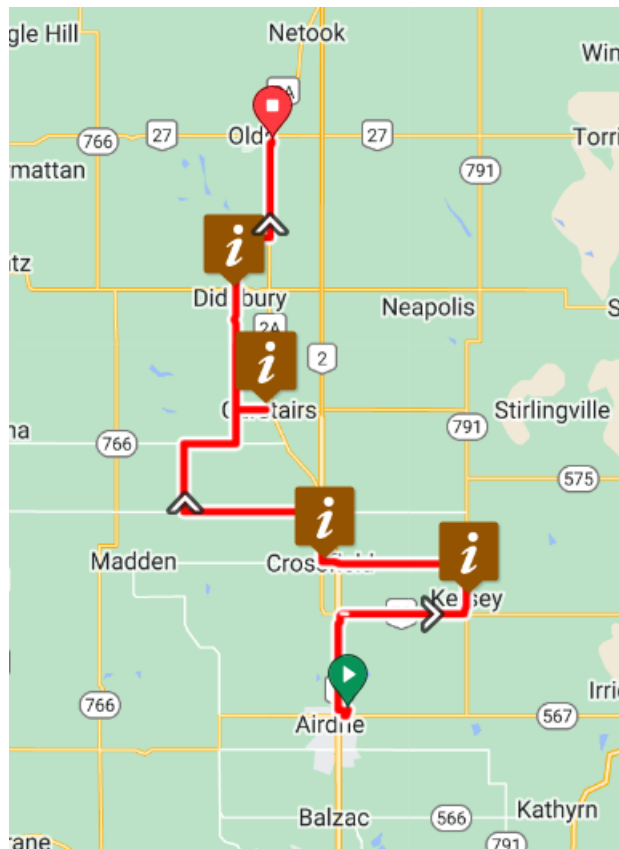
Report to the CAO

May 13, 2025

MS Canada Bike Event – June 21 & 22, 2025

On June 21 and 22, 2025, the MS Bike Tour from Airdrie to Olds is occurring once again. As in years past, the route for the ride will pass through Didsbury, along 23 Street. Additionally, a pit stop is planned for Westglen School on both days – Saturday between 10:30 am – 3 pm and Sunday between 9 – 10:30 am. MS Canada, the organizer of the ride will be providing first aid responders, ham radio operators and RCMP involvement along the route.

Please see below the route information:





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 7.1 - Bylaw 2025-08 Designated Officer
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

At the April 22, 2025 Regular Council Meeting, Council awarded the five year assessment services contract to Wild Rose Assessments.

Section 284 of the *Municipal Government Act* requires that council appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of the municipal assessor.

To establish the position of designated officer, council must pass a bylaw that names the position, powers, duties, and function of the designated officer set out in the Act or Bylaw. After coming into force and effect, Council would appoint an individual to that position by resolution.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

If no position of designated officer is established or the position is vacant, the Chief Administrative Officer serves as the designated officer. Given that the former Designated Assessor Bylaw 2000-03, which would be repealed with Bylaw 2025-08, named the individual appointed as municipal assessor in the bylaw, it would need to be repealed to reflect the change in services.

The designated officer reports directly to the Chief Administrative Officer.

This bylaw would enable the Municipal Assessor to serve as the designated municipal assessor the purposes of any the duties prescribed in any relevant bylaw that would pertain to assessment as well as Parts 9, 10, 11, and 12 of the *Municipal Government Act* as they pertain to Assessment of Property, Taxation, Assessment Review Boards, and the Land and Property Rights Tribunal. The bylaw would come into force and effect on July 1, 2025 to reflect the change in the current service to Wild Rose Assessments.

Council may refer the bylaw to Committee for further review should they so desire or otherwise have the bylaw brought to the next Regular Council Meeting for second and third reading.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

That Council grant first reading to Designated Officer Bylaw 2025-08.

Town of Didsbury
Bylaw 2025-08
Designated Officer Bylaw

A bylaw of the Town of Didsbury, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* R.S.A 2000 c. M-26 and amendments thereto, to establish and provide for the appointment of a designated officer to carry out the duties of the municipal assessor.

WHEREAS, section 284 of the *Municipal Government Act* R.S.A 2000 c. M-26 and amendments thereto requires that the municipality appoint a qualified person as a designated officer to carry out the functions, duties and powers of a municipal assessor;

AND WHEREAS, section 210 of the *Municipal Government Act* outlines the processes by which a council may establish a designated officer position and appoint an individual to that position.

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

1. Title

- 1.1. This bylaw may be cited as the “Designated Officer Bylaw”.

2. Definitions

1. The following words and terms are defined as follow:

1.1.1. **Act** shall mean the *Municipal Government Act*, c. M-26 , R.S.A 2000 and amendments thereto.

1.1.2. **Chief Administrative Officer (CAO)** shall mean the Chief Administrative Officer as appointed by Council.

1.1.3. **Council** shall mean the municipal Council of the Town of Didsbury.

1.1.4. **Municipal Assessor** shall mean an individual who has the qualifications as established in the *Municipal Government Act* and who is a designated officer and is appointed by the municipality to serve in the capacity of the designated officer for the purposes of carrying out the duties of a designated officer or assessor under the direction and supervision of the Chief Administrative Officer.

1.1.5. Words importing the singular shall include the plural whenever the context so requires and vice versa.

3. Authority

- 3.1. The position of Municipal Assessor is hereby established as a designated officer of the Town of Didsbury.
- 3.2. The Municipal Assessor shall carry out the duties and responsibilities of the Municipal Assessor or designated officer in accordance with any relevant bylaw and Parts 9, 10, 11 and 12 of the Act as assigned to the Municipal Assessor the Chief Administrative Officer.
- 3.3. Council shall appoint, by resolution, a Municipal Assessor pursuant to the Act.
- 3.4. The Municipal Assessor may delegate the duties to an officer or employee qualified to carry out the duties of the Municipal Assessor.

4. Severance

- 4.1. Each provision of this Bylaw is independent of all other provisions. If any provision of this bylaw is declared to be void or invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid, enforceable, and in effect.

5. Transitional

- 5.1. Upon coming into force and effect, this bylaw shall hereby repeal Bylaw 2000-03.
- 5.2. This bylaw shall come into force and effect at 12:00 a.m. on July 1, 2025.

Read a first time this __ day of _____, 2025

Read a second time this __ day of _____, 2025

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

Mayor - Rhonda Hunter

Acting Chief Administrative Officer – Amanda Riley



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 7.2 - FIN 005-25 Accounts Receivable Policy
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

Following the write off of several accounts at the May 14, 2024 Regular Council Meeting, Council directed Administration to return the FIN 005 –Accounts Receivable to the next meeting for review and to give consideration to reducing the Town’s risk as it relates to uncollectible accounts.

At the May 24, 2024 Regular Council Meeting Council moved to refer FIN 005 – Accounts Receivable policy to the Financial Planning Committee for review and recommendation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Financial Planning Committee met on April 24, 2025 where they were presented with a new draft Accounts Receivable Policy for review. The Committee and Administration worked on reducing red tape and increase clarity to interpreters. The Policy is significantly different, therefore the new proposed policy, and the current policy are both attached for Council’s information.

The policy allows for the transfer of certain accounts to the tax roll, and allows the CAO to approve write offs of general accounts receivable of up to \$500 per account. Previously, the CAO could approve up to \$300. The new policy also includes reporting requirements related to write off of uncollectible accounts.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To rescind FIN 005 - Accounts Receivable Policy.

AND

To approve FIN 005-25 - Accounts Receivable Policy as presented.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	FIN 005
Policy Title:	Accounts Receivable
Approval Date:	November 10 th , 2015
Date to be Reviewed:	2020
Responsible Department:	Financial Services
Related Bylaws:	Rates, Fees and Fines Bylaw

Policy Statement:

The Town of Didsbury shall provide guidelines for accounts receivable transactions in the Town of Didsbury.

1. Definitions

- 1.1 Accounts Receivable means the monies due from all customers for merchandise or services delivered.

2. Responsibilities

2.1 Manager of Financial Services:

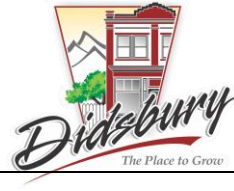
- 2.1.1 Shall make recommendations to Council relative to writing off accounts as required.

3. Guidelines

3.1 General Receivables

- 3.1.1 All payments for General Accounts Receivables are due at the end of the month following the date of invoice.
- 3.1.2 Any account that remains unpaid on the last day of the month is considered overdue and is assessed a penalty based on the current Rates, Fees and Fines Bylaw.
- 3.1.3 Accounts that remain unpaid after all collection procedures have been followed shall be transferred to the corresponding tax roll for the service address where permitted under the Municipal Government Act.
- 3.1.4 For accounts that are not transferable to the corresponding tax roll, the Manager of Financial Services or Chief Financial Officer may designate a collection agency to recover unpaid accounts.
- 3.1.5 Returned payments shall be charged back to the appropriate account. Any service charges, as outlines in the current Rates, Fees and Fines Bylaw, shall be charged to the account.
- 3.1.6 Approval of Council shall be required to write off any account receivable balance greater than \$300.00.

3.2 Tax Receivables



- 3.2.1 All Taxation Notices shall be prepared and sent in accordance with the Municipal Government Act.
- 3.2.2 Taxes that remain outstanding after the due date will be assessed interest charges according to the current Rates, Fees and Fines Bylaw.
- 3.2.3 Returned payments shall be charged back to the appropriate tax account. A service charge, as outlined in the current Rates, Fees and Fines Bylaw, will be charged to the account.
- 3.2.4 Outstanding tax arrears will be processed in accordance to the Municipal Government Act.
- 3.2.5 The request to write off tax accounts shall be submitted to Council as required.
- 3.3 Utility Receivables
 - 3.3.1 All payments for Utility Receivables are due on the invoice due date.
 - 3.3.2 An account that remains unpaid after the invoice due date is considered overdue and shall be assessed a penalty according to the current Rates, Fees and Fines Bylaw.
 - 3.3.3 An account that remains unpaid after the invoice due date may be transferred to the tax roll in accordance with the Municipal Government Act.
 - 3.3.4 An applicant with outstanding utility arrears may be denied any new utility services until the arrears are paid in full.
 - 3.3.5 All historical outstanding utility accounts owed by the same Account Holder shall be transferred to any active utility account and will be subject to collection.
 - 3.3.6 Returned payments shall be charged back to the appropriate account. A service charge, as outline in the current Rates, Fees and Fines Bylaw will be charged o the utility account.
 - 3.3.7 Approval of Council shall be required to write off utility account balances greater than \$300.00.

4. End of Policy



Policy Statement

This governance policy provides for the internal controls and authorizations for the preparation and write-off of customer invoices for the various goods and services offered by the Town of Didsbury.

1. Definitions

- 1.1 **General receivable** shall mean any amount owing to the Town of Didsbury for the provision of goods or services provided to a customer, but does not include tax receivables, utilities receivables, or remedies receivables.
- 1.2 **Tax receivable** shall mean the amount owing to the Town of Didsbury for the amount of taxes imposed and owing in a year, the total amount of tax arrears, and the amount of tax of which collection was deferred.
- 1.3 **Utilities receivable** shall mean the amount owing to the Town of Didsbury for the charges related to the provision of a municipal utility service.
- 1.4 **Remedies receivables** means
 - a) expenses and costs incurred by the Town of Didsbury to remedy a contravention of the *Municipal Government Act*, an enactment that the municipality is authorized to enforce, or a bylaw to prevent a reoccurrence of the contravention;
 - b) costs associated with tax recovery proceedings related to the parcel;
 - c) expenses and costs incurred by the municipality for removal of snow and ice in respect to the sidewalk adjacent to the subjected parcel, in accordance with the Community Standards Bylaw; and
 - d) Expenses and costs of carrying out an order pertaining to enforcement of a stop order in accordance with the *Municipal Government Act*.

2. General Provisions

- 2.1 Council shall consider general receivable write-offs with an account balance greater than \$500 in aggregate.
- 2.2 Council shall consider all tax and utilities receivable write-offs, cancellations, reductions, refunds, or deferrals.
- 2.3 Council authorizes the Chief Administrative Officer (CAO) to add outstanding utilities receivables and remedies receivables to the tax roll of a parcel of land in accordance with the *Municipal Government Act* and any relevant bylaws.
- 2.4 Any general receivable that has not been paid after one-year period is deemed uncollectable.
- 2.5 The CAO may approve general receivable write-offs with an account balance of less than \$500 in aggregate.
- 2.6 Write-offs approved by the CAO shall be reported to Council annually.
- 2.7 The Town of Didsbury will make every reasonable effort to collect the owing amount prior to the amount becoming uncollectable.

3. Penalties

- 3.1 All receivables or invoices issued by the Town of Didsbury will be due on the date stated on the invoice, if unpaid in full or in part after that date, a penalty shall be applied in accordance with any relevant bylaw.
- 3.2 General receivables are subject to a penalty as set out in the Corporate Services Rates and Fees Bylaw.
- 3.3 Utilities receivables are subject to an overdue penalty as set out in the Utilities Charges Bylaw.
- 3.4 Tax receivables are subject to a late penalty as set out in the Tax Penalties Bylaw. When a utility or remedy receivable is added to the tax roll of a parcel of land, that amount is subject to the tax penalty.
- 3.5 Administration may offer penalty forgiveness to government agencies.

4. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 7.3 - PROP 004 – Facility Closures Policy
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

Council referred the development of a facility closures policy to the Policy and Governance Committee for development in June of 2024. The Committee has worked to develop the policy which is attached for Council's review. As this is a new policy, there is no version with tracked changes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town owns and operates a variety of building types, all of which serve the public in some form. Some of the buildings are only accessible when they are booked or are hosting a public event such as the Train Station, Multi-Purpose Room, Fire Hall and Curling Rink. In addition, some facilities are operational but are not accessible to the public during regular working hours such as the Public Works Building and Fire Hall. Lastly, there are facilities that regularly serve the public such as the Town Office, Didsbury Neighbourhood Place, the Arena, and the Aquatic Centre. This policy recognizes the variety of services that Town-owned facilities offer to the public but serves to set the level of service provided directly to residents.

The policy enables Administration to grant an exception to these established service levels in the event of an emergency or where service delivery is otherwise unfeasible. Furthermore, the policy outlines the requirements for informing the public and Council of a change in the level of service due to these circumstances or in the event that the Chief Administrative Officer requires an all-staff meeting.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To approve PROP 004 – Facility Closures Policy as presented.



Policy Statement

The purpose of this Governance policy is to define the dates and times that Town facilities will be operational and accessible to the public.

1. General Provisions

- 1.1 This Policy will be reviewed with Council at the start of a new term, following a general municipal election.
- 1.2 Certain facilities are only open to the public when booked, rented, or hosting a public event such as the Didsbury Train Station, Multi-Purpose Room, Fire Hall and Curling Rink.
- 1.3 The following are defined as a “*holiday*” for the purposes of this policy and shall include all statutory holidays recognized by the Government of Alberta as well as:
 - i. Heritage Day;
 - ii. National Day for Truth and Reconciliation;
 - iii. Christmas Eve (in lieu of Easter Monday); and
 - iv. Boxing Day
- 1.4 If a holiday, falls on a weekend, the next business day will be granted as holiday in lieu.
- 1.5 Town facilities may be closed in the event of an emergency, when repairs and maintenance are required, or when service delivery is unfeasible at the discretion of the Chief Administrative Officer.
 - 1.5.1 In such an event, Council and the public will be notified as soon as reasonably practical of closures.
 - 1.5.2 The Chief Administrative Officer is authorized to close Town facilities for the purpose of accommodating an all-staff meeting with prior notice to Council.

2. Public Works & Operations

- 2.1 The Public Works building and yard are not open to the public.

3. Fire Hall

- 3.1 The Fire Hall is not open to the public.

4. Town Office

- 4.1 The office hours of the Town of Didsbury shall generally be 8:30 a.m. to 4:30 p.m. Monday to Friday.
- 4.2 The Town Office will be closed on all holidays.
- 4.3 The Town Office will be closed to the public on the first business day of the New Year.
- 4.4 The Town Office will be closed at noon, onwards on December 23 and December 31. If either of these days falls on a weekend, the prior business day will be granted as a half-day in lieu.

5. Didsbury Neighbourhood Place (DNP)

- 5.1 The office hours of DNP shall generally be 8:30 a.m. to 4:30 p.m. Monday to Friday.
- 5.2 Operating hours of DNP may vary to accommodate program scheduling, level of service, rentals, community needs and staff availability.
- 5.3 DNP will be closed on all holidays.
- 5.4 DNP will be closed at noon, onwards on December 23 and December 31. If either of these days falls on a weekend, the prior business day will be granted as a half-day in lieu.

6. Memorial Complex

6.1 Operating schedules and hours of the facilities within the Memorial Complex may vary in accordance with department scheduling, level of service, rentals, community needs and staff availability.

6.2 The Didsbury Memorial Complex will be closed annually on the following holidays:

- i. New Year's Day
- ii. Christmas Eve
- iii. Christmas Day
- iv. Boxing Day

Town of Didsbury Aquatic Centre

6.3 The Aquatic centre will be operational:

- i. 7:00 a.m. to 8:00 p.m. weekdays;
- ii. 9:00 a.m. to 7:00 p.m. Saturdays; and
- iii. 12:00 p.m. to 6:30 p.m. Sundays.

Town of Didsbury Arena

6.4 During the in-Season, the Arena will be available for operation;

- i. 8:00 a.m. to 11:00 p.m. weekdays;
- ii. 7:00 a.m. to 10:00 p.m. Saturdays; and
- iii. 8:00 a.m. to 10:00 p.m. Sundays.

6.5 During the off-Season, the Arena will be available for dry-land operations:

- i. 8:00 a.m. to 9:00 p.m. weekdays.

7. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
 SUBJECT: Item 8.1 - Council Remuneration and Professional Development Rates
 ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

At the January 28, 2025 Regular Council Meeting, Council referred COUN 001-24 Council Professional Development and Remuneration Policy to the Financial Planning Committee for financial review and recommendation.

The Committee reviewed information presented on the remuneration and per diem rates of comparable municipalities with populations ranging from 4,500 to 7,000. The Committee was also presented with the total remuneration earned by councillors from those municipalities to give context as to how much salary is earned from the honorarium and compared to that earned by the per diem. Lastly, the Committee was presented with a summary of the types of meetings and events that Council members from those communities are eligible to claim per diem for and if they are hourly, half-day, or full-day honorariums.

Municipality	Population	2024 Operating Budget	Mayor	Councillor Average
Town of Westlock	4,921	\$ 19,665,043.00	\$ 42,883.00	\$ 29,107.67
Town of Didsbury	5,070	\$ 13,159,126.00	\$ 42,262.00	\$ 22,498.33
Town of Carstairs	5,313	\$ 16,935,594.93	\$ 28,212.00	\$ 22,194.17
Town of Diamond Valley	5,341	\$ 14,150,593.00	\$ 35,906.00	\$ 9,930.50
Town of Redcliff	5,581	\$ 21,444,016.00	\$ 28,588.00	\$ 5,435.00
Town of Vegreville	5,689	\$ 17,469,462.00	\$ 63,000.00	\$ 38,116.67
Town of Stettler	5,695	\$ 22,180,703.00	\$ 42,966.00	\$ 23,221.33
Town of St. Paul	5,863	\$ 20,296,252.00	\$ 56,557.00	\$ 30,873.33
Town of Devon	6,545	\$ 27,406,488.00	\$ 48,422.00	\$ 25,625.17
Town of Wainwright	6,606	\$ 33,213,037.00	\$ 34,768.00	\$ 20,625.33
Town of Peace River	6,619	\$ 29,488,530.00	\$ 46,124.00	\$ 27,906.17
Town of Bonnyville	6,675	\$ 31,325,357.00	\$ 71,537.00	\$ 46,195.83
Town of Rocky Mountain House	6,765	\$ 26,886,633.00	\$ 51,100.00	\$ 30,550.00
Town of Slave Lake	6,836	\$ 26,815,418.00	\$41,761.00	*

*Average skewed due to by-elections

(Alberta Municipal Affairs, Audited Financial Statements and Tax Rate Bylaws)

Should Council move to approve the rate structure as presented, the new rates will be incorporated and reflected in the policy at the Policy and Governance Committee and the whole policy will then be brought to Council for approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Presently, the hourly per diem makes up a significant portion of the remuneration received by councillors. A summary of the total remuneration (including honorarium and per diem) over the past five years is shown below.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

Total Historical Annual Remuneration	Mayor - Actual	Councillor Avg. - Actual
2024	\$ 42,163	\$ 22,747
2023	\$ 42,262	\$ 22,498
2022	\$ 35,240	\$ 23,188
2021	\$ 38,562*	\$ 22,971*
2020	\$ 38,098*	\$ 21,063*
2019	\$ 43,109*	\$ 24,497*
Average	\$ 39,906	\$ 22,827
Rounded	\$ 40,000	\$ 23,000

*Different honorarium and per diem rates

The Committee is recommending that the honorarium be reflective of compensation for the regular duties of Council or a Council member rather than compensate councillors for their regular duties using a per diem. In this proposed model, councillors would only be eligible for per diem for time spent at Professional Development Opportunities. The honorarium would be increased to reflect a similar degree of compensation for regular duties based on historical information presented above, but would also include compensation for travel time and internet allowance.

Therefore, if the average rounded monthly remuneration excluded the per diem received for professional development, then the monthly remuneration rates would be as reflected below.

Average	\$ 39,906	\$ 22,827
Rounded	\$ 40,000	\$ 23,000
Estimated PD*	\$ (1,800)	\$ (1,800)
Annual	\$ 38,200	\$ 21,200
Monthly Honorarium	\$ 3,183.33	\$ 1,766.67

*Three day, Three sessions, \$200/day

CURRENT				PROPOSED	
	Mayor	D. Mayor	Councillor	Mayor	Councillor
Honorarium (monthly)	\$2,448.56	\$1,452.37	\$1,452.37	\$3,183.33	\$1,766.67
Additional Meeting Top Up for acting in stead of the Mayor (per meeting)	N/A	\$53.05	\$53.05	Deputy Mayor would be eligible for per diem**	
Per Diem					
Hourly	\$38.73	\$38.73	\$38.73	N/A	N/A
3 hours or less	N/A	N/A	N/A	\$100.00	
Greater than 3 hours	N/A	N/A	N/A	\$200.00	
Internet Allowance (monthly)	\$21.00			N/A	
Mileage Rate (per km)	CRA Rate			CRA Rate	
Maximum Gratuity Rate	20%			20%	

**Up to a maximum of the Mayor's monthly honorarium



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

Most significantly, the Committee is recommending that the honorarium be increased to reflect the proposed changes to per diem eligibility. The honorarium in the proposed rate structure would be inclusive of the below activities which currently are eligible for hourly per diem rates and travel time to attend meetings and events inside and outside of town.

<u>Per Diem Eligibility</u>	
CURRENT	PROPOSED
Professional Development Committee Meetings Agency, Board, Commission Meeting if appointed Council Workshops Budget Meetings Special Council Meetings Travel Time Other duties with motion of Council	Professional Development

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the rate structure as presented for incorporation into the Council Professional Development and Remuneration Policy.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 8.2 - Dog Park
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

Administration reported on the Dog Park Maintenance and Clean-up Efforts at the April 8, 2025 Regular Council Meeting. The report included that the dog park was closed for maintenance on April 1 and 2, 2025. During the closure, crews repaired sections of the fence to ensure the safety of users and their dogs within the park. A thorough cleanup of the park area was also completed, removing a substantial amount of accumulated animal feces.

Following the report, Council pass resolution 210-25 as follows:

MOVED by Deputy Mayor Engel

Council direct Administration to bring a report to Council on the condition and enforcement of general pet-ownership upkeep in the Dog Park for future referral to the Service Level Committee.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

It is typical each spring, after snow has melted, that Town staff are required to do a clean-up of the dog park due to a significant accumulation of animal feces in the winter months. The clean-up includes the use of the powered lawn sweeper to clear the waste and other debris. The accumulation of waste is not typically a problem through the spring and summer months.

It has been noted that the fence surrounding the dog park is near the end of its useful life and should the space continue to be utilized as a dog park or other purpose requiring a fence, the fence will be required to be replacement in the coming years.

While enforcement of the Responsible Pet Ownership Bylaw at the dog park is ongoing, it is difficult to enforce non-compliance for pick-up of dog waste. Typically, if an owner notices the presence of the Community Peace Officers, they will pick up after their pet. If an Officer is not present, it is unlikely for witnesses to come forward with the appropriate evidence.

ALIGNMENT WITH STRATEGIC PLAN

4. Liveability

RECOMMENDATION

To refer the Dog Park service level to the Service Level Committee for review and recommendation.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 8.3 - Community Grant Program – Surplus Funds
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

The Town of Didsbury Community Grant Program was developed to help support our local community groups and clubs through small grants, awarded annually by Council. The 2024 financial year-end resulted in a surplus of \$3,500 in the Community Grant Fund, due to an unclaimed grant.

At the October 22, 2024 Regular Council Meeting, Council passed the following motion in an effort to financially support the Essentials For Our Community (EFOC) program's relocation from the Didsbury Train Station to another facility within the community:

Res. 591-24

MOVED by Councillor Baswick to provide a grant to Essentials for Our Community funded from the Community Grant Program in the amount of up to \$3,500 to accommodate the transition.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

EFOC was informed of the grant funding during a meeting with Administration on October 24, 2024, and agreed they would request the funds once they secured a new location for their program and could then assess how the funding could be utilized.

On November 12, 2024, Administration was notified, via email, that they had found a location and a request was made to EFOC to submit a detailed budget for how the funds were planned to be used so that a cheque could be issued. No further information was received regarding this grant funding from EFOC. As a result, a surplus of \$3,500 is showing in the 2024 Community Grant Fund.

Administration is recommending that this item be referred to the Financial Planning Committee to review, alongside the 2025 Community Grant Applications (upcoming agenda item), and make recommendation to Council.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To refer the 2024 Community Grant Program surplus to the Financial Planning Committee for review and recommendation to Council.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 8.4 - 2025 Community Grant Program
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

During their budget process, Council allocated \$30,000 from the 2024 year-end surplus to the 2025 Community Grant Program. This program was established in 2021, and the funds are to be distributed to eligible Didsbury groups to assist with events, programs and facility waivers that serve the Didsbury community. The Community Grant Program Policy (CS 003-24) process and application form were utilized for the 2025 grant intake.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Following is a list of the 2025 Community Grant applications:

2025 Town of Didsbury Community Grant Program			
Organization	Explanation of Request	Value	Recommended
Heart 2U (Didsbury Food Hampers)	Funding for Christmas Hamper program	\$ 2,000.00	
Didsbury Aquajets swim club	Annual Swim Meet costs	\$ 2,000.00	
Alberta Institute for Wildlife Conservation	Caring for Alberta Wildlife project - located in Madden, AB	\$ 1,500.00	Ineligible
Essentials for Our Community	Surrounded in Support Run Fundraiser - June 7/25	\$ 2,000.00	
Didsbury Rec Hockey	Funding to help reduce registration costs - ice rentals	\$ 2,000.00	
Mount View Riding Association	Riding Arena rental fees - located in Olds, AB	\$ 2,000.00	Ineligible
Didsbury Figure Skating Club	Ice rental costs for the 2025–2026 season	\$ 2,000.00	
Mountainview Colts Sports and Rec Association	Assistance with bussing costs for team travel	\$ 2,000.00	
Northern Trails Riding Club	Awards Banquet in MPR - Nov 8/25	\$ 500.00	
Five O Club of Didsbury	Enhanced lighting to floor curling space	\$ 2,000.00	
Didsbury and District Historical Society	Enhanced technology to support the work of the Archive and Research Division, and the Collections Management Committee	\$ 2,000.00	
Didsbury & District Chamber of commerce	Didsbury's Annual Country Christmas activities	\$ 2,000.00	
Didsbury & District Arts Society	The Grandma-Core project - purchase of supplies for community learning / sharing of traditional crafts	\$ 2,000.00	
Mountain View Football Association	Funding to complete the building of our new field located behind the HSS High school, in Carstairs.	\$ 2,000.00	
Didsbury Golf Club	Heating System for workshop to enable our Grounds crew to have an early start to the Golf season	\$ 2,000.00	
Didsbury Minor Hockey Association	Cost associated with the DMHA hosting 4 home tournaments	\$ 2,000.00	
Didsbury Minor Softball	Assistance with facility use fees, equipment and tournament entry fee	\$ 2,000.00	
Wild Rose Humane Society	Companion Connection Program - support for people with disabilities	\$ 2,000.00	
Didsbury Agricultural Society	Didsbury FCA Rodeo costs	\$ 2,000.00	
Friends of the Didsbury Library	Assistance with facility costs - utilities, maintenance, insurance	\$ 2,000.00	
TOTAL		\$ 38,000.00	\$ -
2025 Facility Requests			
Organization	Explanation of Request	Value	Recommended
TOTAL		\$ -	\$ -

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To refer the 2025 Community Grant applications to the Financial Planning Committee for review and recommendation back to Council.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 8.5 - Communities in Bloom 2025
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

Since 2022, the Town of Didsbury has participated in the provincial Communities in Bloom (CIB) program within the “Friends Evaluated” category. This participation has been led by a local Communities in Bloom committee that was supported by staff from the Community Services department, with financial support from the Town since 2024. This participation saw judging for our community occur each year within the summer months, when Council, staff and volunteers would present a full-day tour for two visiting CIB judges. As a result of this tour, a CIB evaluation was presented to the Town by the end of each year. This evaluation would offer feedback on our community, including areas of success, information on improvements that could be considered and other tips for the municipality and the community relative to beautification and conservation.

The premise behind the CIB program is that it be a community-led initiative, with support from the municipality. Unfortunately, over the past two seasons there has been a significant decline in membership of the CIB Committee, placing much of the CIB program administration and project ‘heavy lifting’ with the Town of Didsbury instead, leaving the limited CIB members to oversee plantings and other small projects around the community.

An email sent to the remaining CIB membership earlier this year to gauge participation in the 2025 program was met with no interest. Unfortunately, without the community support at this time, continued participation with the CIB program would fall solely on the Town.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2025 Operating Budget has \$3,000 planned for the CIB program this year. These funds were to be utilized for both beautification projects/ learning opportunities (\$2,000) in the community by the CIB Committee, as well as to cover the costs associated with annual CIB membership (\$400 in 2025), and the CIB summer tour (estimated at \$600 with judge accommodations, fuel, meals and gift bags).

Administration is proposing that the 2025 CIB funding of \$3,000 be instead used for Parks – Beautification, which would allow for additional funding for internal improvement projects within our community, led by our Parks staff.

Additionally, Administration is proposing that Council consider pausing our participation in the provincial CIB program until a time when a group of interested citizens can lead the program once again.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To approve pausing participation in the Communities in Bloom program.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 8..6 - Discover Didsbury 2025 Proposal
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

For almost 20 years, the Town of Didsbury FCSS program has organized Showcase Didsbury on the third Thursday in September. This annual event is an opportunity for our local clubs, sports groups, organizations and service providers to highlight their volunteer opportunities, registrations, events and services to our community members—both new and established. Prior to the pandemic, a community meal was offered as part of this event to encourage our residents to attend and see what Didsbury has to offer them.

Over the past 4-5 years, we have seen a decline in both the number of organizations in attendance, as well as resident participation. Many organizations utilize on-line registration systems and social media to advertise their upcoming events, registrations and volunteer opportunities year-round. Also, many of our sport organization are taking registrations for fall and winter activities well before the September Showcase Didsbury event, much of which is also online. As well, many of our service groups do not meet during the summer months, and we have received feedback from some of them that organizing a table for Showcase Didsbury in mid-September has been problematic. Finally, the costs associated with providing a complimentary meal have increased so substantially since 2022, that it is no longer achievable within the FCSS budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Our FCSS department is currently planning a Discover Didsbury day on Wednesday, June 18, 2025 from 5-7 p.m., to be hosted at the Didsbury Memorial Complex, both inside and outside on the grounds. This event is offering a kick-off to summer vibe, with a variety of fun activities planned, which include: Touch the Truck with our Public Works staff, bounce house, scavenger hunt, BINGO activity, petting zoo, pool activities, community group display in the MPR (19 registrations so far), and a barbecue by the Didsbury Lions Club (at a cost). Council is also to being asked to attend as the host for the event, to greet attendees, answer questions and enjoy time with our residents.

Council is being asked to consider replacing the September Showcase Didsbury event with the new Discover Didsbury event, which could be hosted annually in mid-June. This change would offer a refresh to an important community event in an effort to encourage better participation and attendance. Administration feels that the change of date to pre-summer would align better with the needs of our local community groups relative to the explanation above. Additionally, offering family activities and the barbecue option for a meal, would be a better draw for our residents to attend.

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To approve the replacement of Showcase Didsbury with the Discover Didsbury event, to be held annually in mid-June, beginning on June 18, 2025.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 8.7 - Request for Support – Essentials for Our Community
ORIGINATING DEPARTMENT: Community Services

BACKGROUND/PROPOSAL:

Essentials For Our Community (EFOC) is planning their annual fundraising event on June 7, 2025, at Memorial Park. The “Surrounded in Support” event traditionally includes a 5K fun run, children’s activities, a market, and a barbecue.

For 2025, EFOC is requesting permission to also include a slip and slide event, similar to the Summer Sunday Funday event we have hosted in past years. Because this request utilizes Town of Didsbury resources through both the Didsbury Fire Department (DFD) vehicles and personnel, Town of Didsbury staff, as well as water for the event, a letter to Council was requested by Administration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please find attached a request letter from EFOC.

The estimated costs for DFD participation in this event are as follows:

DFD Personnel	\$320 (\$80/hour; this covers four members – approx. 4 hours total)
TOD Staff	\$200 (staff compensation, photocopies, supplies)
Truck	\$50 maximum in fuel
Water	<u>\$100 maximum in water</u>
TOTAL	\$670- estimated

Additional Information:

- In the past, the Town of Didsbury has hosted slip and slide events that have been a combined effort between our staff, fire department members and our equipment. During these events, the fire members would operate the slip and slide, and be available for first aid, and the staff would work with attendees to have waivers signed prior to use of the slip and slide.
- Because of the risks associated with this event, as well as the Town’s involvement, our Town of Didsbury waiver forms are mandatory. It is imperative that Town of Didsbury staff be administering the waiver forms, as the risks associated with the slip and slide portion of the event would belong to the Town of Didsbury, as our Fire Department and Staff would be operating it.
- Additionally, proof of liability insurance from EFOC will also be required by May 30, 2025, to ensure that all other portions of the fundraising event are covered.
- If an emergency were to occur during the time of this event, DFD trucks and personnel may be limited, dependent on the nature of the call; if the vehicle is required for the call, it may be required to leave mid-event.
- DFD attendance is dependent on member availability for this event
- The slip and slide portion of the event would be weather dependent.



REGULAR COUNCIL MEETING Request for Decision (RFD)

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Mission: *Creating the Place to Grow.*

ALIGNMENT WITH STRATEGIC PLAN

2. Vibrant & Connected Character Community

RECOMMENDATION

To approve the request from Essentials For Our Community for the operation of the slip and slide event by the Didsbury Fire Department and Town staff, on June 7, 2025 at the Surrounded in Support fundraiser, valued at \$670.

OR

To accept the Essentials For Our Community event request as information.

Request for Approval of "Surrounded in Support" Event

To the Town of Didsbury Town Council,

I hope this letter finds you well. I am writing to request approval for an event titled "Surrounded in Support," which is scheduled to take place on June 07, 2025. This event aims to promote community engagement and fundraise for Essentials for our Community, and we hope to make it a favorite annual community tradition in Didsbury.

This event will include a 5k run, vendor market, kids area supplied by Zion Church, and a free hot dog and pop for all in attendance.

As part of the festivities, we would like to incorporate a slip and slide, provided by the Didsbury Fire Department, and request permission to use town water for this purpose. We believe this addition will greatly enhance the event's appeal and foster a fun and inclusive atmosphere for all attendees. The Didsbury Fire Department has indicated that they would be happy to do this as a volunteer activity without charge to us, and we are asking that the water be provided by the Town of Didsbury.

I would like to assure the council that we have all necessary insurance in place for this event, ensuring the safety and well-being of all participants and volunteers.

We would also like to add that all permits have been applied for in regards to food.

Your approval and support for this event would be greatly appreciated, as it will contribute significantly to the success of our community-building efforts.

Thank you for your consideration.

Sincerely,

Sheree Andrews

President

Essentials for our Community





REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 8.8 - Awarding Real Estate Services Contract
ORIGINATING DEPARTMENT: Planning & Development

BACKGROUND/PROPOSAL:

Council approved several lots to be listed for sale. In accordance with the Sale, Acquisition and Expropriation of Land Policy, a Request for Proposal (RFP) was posted on the Town's website and advertised on social media from April 11, 2025 until April 25, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town received two proposals which were reviewed by Administration for compliance with the conditions of the RFP. Both proponents were asked for additional information to meet the minimum requirements of the RFP. Notably, both proponents are qualified to perform realtor services for the municipality.

Although qualified to perform the service, they proposed different commission fees.

	First \$100,000	Above \$100,000
Realtor #1	7%	3.5%
Realtor #2	4%	

Both proponents have important local connections to the community, strong backgrounds in the Real Estate Industry, and offer rates consistent with industry standards. Given these comparable attributes and being mindful of the Town's fiscal responsibility and support for businesses in the community, Administration is recommending that the Town enter into a Service Agreement with both parties and assign properties to each Realtor at the discretion of Administration to maximize the benefit to the community.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION *(Two motions)*

To approve entering into a Service Agreement with Cindy Tippe, Associate for RE/MAX ACA, for real-estate services.

AND

To approve entering into a Service Agreement with Jesse Argueta, Agent with Real Broker, for real-estate services.



REGULAR COUNCIL MEETING Request for Decision (RFD)




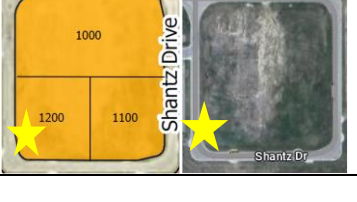
Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 8.9 - Sale of Town Land: 200, 1000, 1100 & 1200 Shantz Drive
ORIGINATING DEPARTMENT: Planning & Development

BACKGROUND/PROPOSAL:

Town of Didsbury Policy COUN 011-24 Sale, Acquisition, and Expropriation of Land defines the steps required for sale of municipal land. Outlined below is a list of four (4) properties currently owned by the Town of Didsbury, along with detailed information pertaining to these properties.

	Civic Address	Size	Assessment	Zoning	Instruments Registered on Title
1	200 Shantz Drive 	10.43 ac	\$2,271,650	R5: Residential District – High Density	111 040 809 Mortgage 111 040 810 Assignment of Rents 131 025 594 Development Agreement 131 025 597 Utility Right of Way (TOD) 131 025 599 Utility Right of Way 161 159 658 Caveat: Purchaser's Interest
2	1000 Shantz Drive 	3.93 ac	\$855,950	R5: Residential District – High Density	111 040 809 Mortgage 111 040 810 Assignment of Rents 131 025 594 Development Agreement 131 025 597 Utility Right of Way (TOD) 131 025 599 Utility Right of Way 161 159 658 Caveat: Purchaser's Interest
3	1100 Shantz Drive 	1.97 ac	\$429,070	R5: Residential District – High Density	111 040 809 Mortgage 111 040 810 Assignment of Rents 131 025 594 Development Agreement 131 025 597 Utility Right of Way (TOD) 131 025 599 Utility Right of Way 161 159 658 Caveat: Purchaser's Interest
4	1200 Shantz Drive 	1.97 ac	\$429,070	R5: Residential District – High Density	111 040 809 Mortgage 111 040 810 Assignment of Rents 131 025 594 Development Agreement 131 025 597 Utility Right of Way (TOD) 131 025 599 Utility Right of Way 161 159 658 Caveat: Purchaser's Interest

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The first step in the policy is that Council shall identify, by resolution, the lands that are to be considered or listed for sale. In accordance with the Policy, a property appraisal or valuation shall be undertaken. Given that the Municipal Assessment value serves as the market value for a property, Council has the option to consider the assessment value rather than undertake a full appraisal of each of the properties above.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

At the March 26, 2025 Regular Council Meeting, Council resolved (Res. 181-25):

MOVED by Deputy Mayor Engel

To publish a Request for Proposal (RFP) for the retention of a Real Estate Agent to list the following properties for sale:

- 100 Shantz Drive;
- 2109 – 19 Avenue (old fire hall parking lot);
- 2101 – 19 Avenue (old fire hall);
- 2128 – 21 Avenue.

Motion Carried

Should Council desire to sell the 200, 1000, 1100, and 1200 Shantz Drive, they may identify them by resolution and utilize the realtor acquired previous section of the agenda, to list the properties for sale.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To utilize the approved Town of Didsbury realtor(s) to list for sale the following municipal lands in accordance with the Sale, Acquisition, and Expropriation of Land Policy:

200 Shantz Drive;
1000 Shantz Drive;
1100 Shantz Drive; and
1200 Shantz Drive.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 8.10 - Budget for External Compensation Review
ORIGINATING DEPARTMENT: Corporate Services

BACKGROUND/PROPOSAL:

Administration published a Request for Proposals (RFP) on the Alberta Purchasing Connection and Town of Didsbury Website to obtain adequate proposals and quotations to undertake a thorough compensation review.

The RFP included a variety of requests from the Town including a review of policies, the wage grid, and job descriptions.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Following the closure of the submission deadline for Proposals and a thorough review of each proposal, the Town has identified an adequate firm willing to undertake the review within a maximum amount of \$20,000.

In accordance with the Procurement of Goods and Services Policy, Council need not award the Proposal to a firm given that it does not meet the threshold. However, this amount was not accounted for in the 2025 Operating Budget and therefore, Administration is asking Council to consider amending the Operating Budget to include \$20,000 for an External Compensation Review to be funded from the Strategic Initiatives and Contingency Reserve.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To amend the 2025 Operating Budget with inclusion of \$20,000 for an External Compensation Review to be funded from the Strategic Initiatives and Contingency Reserve.



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE: May 13, 2025
SUBJECT: Item 9 - Council Reports
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached are the following written Professional Development Reports:

- Mayor Hunter's report on the Economic Developers of Alberta Xperience 2025

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the May 13, 2025 Council Reports as information.

Economic Developers Alberta Xperience 2025 – Annual Conference

April 9 – 11 2025 Kananaskis Mountain Lodge

Report submitted by Mayor Hunter

The EDA Xperience 2025 had 445 delegates participating as well as 116 speakers, moderators, and panelists. A first-of-its-kind Community Investment Readiness Course was launched and is available through the EDA Institute, a course that is intended to give participants exclusive access to the EDA Community Investment Readiness Tool. Information can be found on the EDA website.

Official Opening of EDA Xperience 2025 Lunch

Wednesday afternoon plenaries included Sector Opportunities panels: Agriculture, Agri-Food, and Manufacturing; Energy Petrochemicals, and Renewables; Life Sciences, Health, and Biotech; Technology, Innovation, and Financial Services; Aviation, Aerospace, and Logistics. Of special interest to me:

- The Visitor Economy, Film, and Creative Services: Among the panel was Mark Kamachi, Creative Director of AdMaki Creative, the company who created Didsbury's Calgary Transit campaign. Lots of talk about the abundance of and future of filming in Alberta, tourism, and ideas on how to accelerate growth in tourism and the creative industries.

Sessions:

- Developing an Authentic Community Brand that Works: Brand strategy and visual identify refresh: Turning research into brand components, visual identify and what is looked for, and story telling – how to unravel the brand. Grand Prairie was highlighted for their brand positioning and the ambition of the marketing.
- How to Bridge the Divide between Social and Economic Development to Foster Community Prosperity: Cooperative First, a non-profit supporting co-op startups in rural and Indigenous communities since 2016, services are at no cost to clients. Funded by Federated Co-operatives limited and the Co-operative Retailing System. Cooperative first supports communities to build sustainable co-operative businesses and enhance growth. Information was presented on helping groups create much-needed childcare co-operatives across Saskatchewan, Alberta, and Manitoba. "Healthy economies depend on childcare" and "Attracting families requires community planning." Much information on the lack of access to childcare being identified as a national problem. Case study in Maple Creek, Saskatchewan.

Plenaries:

- Canada – US relations, moderated by Gary Mar, President & CEO Canada West Foundation, speaking with/questioning James Rajotte, Senior Representative to the U.S. for the Government of Alberta.
- Wonder Valley – Alberta's Premiere Data Centre: O'Leary Ventures, Paul Palandjian and Carl Agren, discussed the plans to create Wonder Valley. Moderated by Kyle Reiling, Greenview Industrial Gateway. A significant and huge data centre project being proposed in Greenview County.
- ATB VP and Chief Economist, Mark Parson, provided an informative and humorous presentation on the Alberta economy amidst all the variables/threats/challenges in play in 2025.

The Community Awards of Excellence Dinner were Wednesday evening where the Town of Didsbury was presented with the Innovative Approach to Economic Development (under 25,000 population). This award highlights projects that implement a new and/or innovative approach to economic development. The Town's project was "Earptopia Didsbury Day."



REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: *The Place to Grow.*

Mission: *Creating the Place to Grow.*

MEETING DATE: May 13, 2025
SUBJECT: Item 10 - Correspondence & Information
ORIGINATING DEPARTMENT: Legislative Services

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following correspondence items can be found attached.

- Letter from Mountain View Emergency Shelter – *Project Playhouse 2025*

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the correspondence for May 13, 2025 as information.



Project Playhouse 2025

In support of Kirsten's Place
Mountain View Emergency Shelter

Subject: Join Project Playhouse – Help Us Build Dreams and Raise \$ for Kirsten's Place

Dear Community Members

We are excited to announce **Project Playhouse**, a community-driven fundraising initiative in support of **Kirsten's Place – The Mountain View Emergency Shelter in Olds, Alberta.**

About the Project

Our goal is to raise **\$88,000** through the sale of raffle tickets to support the vital services provided by Kirsten's Place. To make this happen, we will raffle off **two enchanting playhouses**, each valued at **\$8,800**. The draw will take place during a fun-filled event on **July 1, 2025**, in Olds.

How It Works

- **Raffle Tickets** will be sold at **3 for \$20** or **1 for \$10**
- We will print **13,050 tickets (3-for-\$20 bundles)** (aiming for **4,350 total 3-ticket sales**) and **100 single tickets**,
- Tickets go on sale **May 20** and will be available for **6 weeks**, ending **July 1**

We're calling on the communities of **Sundre, Olds, Didsbury, Carstairs, and Cremona/Water Valley** to help us meet this goal. Each community is encouraged to form **Team A and Team B**, sparking some **friendly competition** to see which team can sell the most tickets at community events—or plan their own!

Suggested Weekly Challenges:

Week 1: (May 20 to May 26) Wing Night Challenge – Restaurants added to either Team A or Team B (see suggested competition names below e.g. Wings for a Cause)

- Team Challenge – Winners Recognized on the Radio and Social Media; Win Build Advantage for the team
- Specific Restaurant that sells the most tickets - Recognized on the Radio and Social Media;

Week 2: (May 27 to June 2) Farmers Markets & Campgrounds

Week 3. (June 3 to June 9) First Responders / Hardware Stores

Week 4: (June 10 to June 16) Groceries Stores or other business challenges

Week 5: (June 17 to June 23) Service Groups and other Business Challenges

Week 6: (June 24 to June 30) Service Groups and other Business Challenges

Weekly Incentives & Prizes

- Each week, we'll tally ticket sales from all participating teams



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- The **top-selling team** that week will earn a “**build advantage**”, drawn live on **The Ranch radio station**
- We'll also shout out the **individual team** with the highest sales (e.g., *Sundre Team B*)

The Grand Finale – July 1 in Olds

Join us for a full day of celebration and excitement:

- **7:00–9:30 AM:** Pancake Breakfast
- **8:00 AM–4:00 PM:** Teams A & B build the playhouses at the **Bank of Montreal**
- **4:30 PM:** Judging by the **Olds Boys and Girls Club**, winner declared
- **Immediately after:** We draw the raffle winners for the two playhouses!

Your Call to Action

We are inviting **local businesses, groups, and volunteers** to get involved by:

- Joining a community team (A or B) to help **sell tickets**
- Hosting or participating in events to promote ticket sales
- Attending the July 1 celebration and cheering on the teams

With your help, and a modest printing and promotion budget, we aim to donate a remarkable **\$80,000+** directly to Kirsten's Place.

Let's work together to **build dreams**, support women and children in need, and have a blast doing it!

If you're ready to join a team or have questions, please contact or reply to this email.

Thank you for supporting **Project Playhouse!**

Warm regards,
Debora Rice-Salomons

Debora@mvetheheritagecentre.cmo

Volunteer

Project Playhouse 2025



Project Playhouse 2025

In support of Kirsten's Place
Mountain View Emergency Shelter



Playhouses: 8' x 6' with a 3' Covered Porch



Project Playhouse – Volunteer Duties Summary

In support of Kirsten's Place – Mountain View Emergency Shelter Society

Thank you for stepping up as a volunteer for **Project Playhouse**! This is your guide to what's needed to make this important fundraiser a success—and how your efforts will directly support victims of domestic violence in our community.

Your Volunteer Role – What We're Asking

1. Build Your Community Teams – by May 20

- Organize two friendly, competitive teams in your community (Team A and Team B).
- Recruit local businesses, organizations, service clubs, and individuals.
- All teams should be in place **on or before May 20, 2025**, when ticket sales begin.

2. Plan and Host Ticket-Selling Events (May 20–July 1)

- Work together to come up with **fun, creative, and engaging ways** to sell tickets.
- Host your own events or participate in existing community gatherings.
- Consider dual-team events (e.g., both teams at a Farmer's Market) or same-day events in different spots (e.g., Team A at the grocery store, Team B at the car wash).
- You can also challenge neighboring communities to ticket-selling competitions!

3. Promote the Project Locally

- Each team and community is asked to advertise **Project Playhouse** and its cause on local social media.
- Share:
 - Your upcoming events
 - Ticket-buying opportunities
 - Progress updates
 - The mission of **Kirsten's Place – Mountain View Emergency Shelter**

4. Report Weekly Sales – Every Monday (May 26–June 30)

- **Each Monday**, report your ticket sales totals to:
 - **Dale Rosehill**, Project Playhouse Raffle Manager (MVES)
 - Your **Team Captain**



Project Playhouse 2025

In support of Kirsten's Place
Mountain View Emergency Shelter

- This weekly update determines:
 - The **Weekly Winning Team** (Team A or B across all communities)
 - Who gets a **"build advantage"** drawn on **The Ranch** radio station
 - Individual recognition for top-selling teams (e.g., "Didsbury Team A")

5. Submit Cash & Ticket Stubs Weekly

- Each week, deliver:
 - **Ticket sale cash** to **Mountain View Emergency Shelter Society (MVESS)**
 - **Sold ticket stubs** to **The Albertan office** in **Olds, Alberta**
- Reconcile tickets sold and cash submitted
- Resolve any discrepancies as soon as possible with your regional Team Captain and MVESS

6. Help Us Cross the Finish Line

- Plan your events and sales strategy so **all tickets are sold by July 1, 2025**
- The goal is to sell **4,350 sets of 3 tickets for \$20**, raising **\$88,000 gross** and delivering **\$80,000 net** to the shelter after costs
- Your efforts matter—**every ticket counts!**

7. Volunteer for the Grand Finale – July 1, 2025 (Olds, AB)

- If you can, lend a hand during the **Build Day** event:
 - **7:00–9:30 AM:** Pancake Breakfast volunteers
 - **11:00 AM to 1:00 PM** Lunch volunteers
 - **8:00 AM–4:00 PM:** Playhouse build teams
 - Ticket sales, event support, set-up, clean-up, cheering—it's all important!

Let's Build Big Together

We're asking each volunteer to take ownership of their community's success with kindness, enthusiasm, and commitment. Together, we can build **beautiful playhouses**—and something even more meaningful: **safety, support, and opportunity** for those who need it most.



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Wing Night Names:

- ❑ **Wings for a Cause**
- ❑ **Raise the Roof – One Wing at a Time**
- ❑ **Hot Wings, Big Dreams**
- ❑ **Wing It for the Shelter**
- ❑ **Wingin' It for a Cause**
- ❑ **Bucket of Wings, Bighearted Things**
- ❑ **Wings, Wishes & Winning Tickets**
- ❑ **Wing Night Wonder**
- ❑ **Dip, Devour & Donate**
- ❑ **The Great Wing-Off for Good**