



**Minutes of the Town of Didsbury Regular Council Meeting  
Held on February 25, 2025 in Council Chambers 1606 14 Street  
Commencing at 6:00 p.m.**

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

**Administration Present** Acting CAO/Chief Financial Officer, Amanda Riley  
Director of Engineering & Infrastructure, Craig Fox  
Development Officer, Lee-Ann Gaudette  
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter

**1. CALL TO ORDER**

Mayor Hunter called the February 25, 2025 Regular Council Meeting to order at 6:00 p.m.

**Res. 100-25**

MOVED by Councillor Moore

To go into closed meeting at 6:05 p.m. to discuss the proposed addition of Closed Meeting item  
"Request to the Minister of Municipal Affairs".

**Motion Carried**

**Res. 101-25**

MOVED by Deputy Mayor Engel

To return to open meeting at 6:18 p.m.

**Motion Carried**

**2. ADOPTION OF THE AGENDA**

**Res. 102-25**

MOVED by Councillor Moore

To add closed meeting item 12.3 – Request to the Minister of Municipal Affairs.

**Motion Carried**

Removal of items:

12.1 – CAO Proposed Culture Assessment

12.2 – Culture Assessment

12.3 – Council-CAO Interface

Addition of:

8.8 - Bank Signing Authorities

New 12.1 will be "Personnel"

New 12.2 will be "Organizational Update"

New 12.3 – Request to the Minister of  
Municipal Affairs

**Res. 103-25**

MOVED by Deputy Mayor Engel

To adopt the February 25, 2025 Regular Council Meeting agenda as amended.

**Motion Carried**

**3. DELEGATIONS/PRESENTATIONS**

**3.1 Didsbury and District Chamber of Commerce and Didsbury and District Arts Society**

**Res. 104-25**

MOVED by Deputy Mayor Engel

To thank Tracy Kaczmer and Scott Fisher for presenting to Council on behalf of the Didsbury &  
District Chamber of Commerce and the Didsbury & District Arts Society.

**Motion Carried**

RH AR  
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**3.2 Business Arising from Delegation**

**Res. 105-25**

MOVED by Deputy Mayor Engel

To approve funding a half-booth at the Didsbury Trade Show for the Didsbury & District Chamber of Commerce in partnership with the Didsbury & District Arts Society, as well as provide funding for the printing of promotional materials up to a maximum total amount of \$601.88.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor		X

**Motion Carried**

**4. ADOPTION OF MINUTES**

**4.1 February 11, 2025 Regular Council Meeting Minutes**

**Res. 106-25**

MOVED by Councillor Baswick

To adopt the February 11, 2025 Regular Council Meeting Minutes as amended.

**Motion Carried**

**4.2 February 20, 2025 Special Council Meeting Minutes**

**Res. 107-25**

MOVED by Councillor Baswick

To adopt the February 20, 2025 Special Council Meeting Minutes as presented.

**Motion Carried**

**5. PUBLIC HEARINGS**

Mayor Hunter called the Public Hearing for Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 Dwelling Unit Occupancy of the Owner, Operator or Caretaker to order at 6:48 p.m. Development Officer, Lee-Ann Gaudette, presented on Bylaw 2025-01.

**Res. 108-25**

MOVED by Councillor Moore

To adjourn the Public Hearing for Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 Dwelling Unit Occupancy of the Owner, Operator or Caretaker at 6:55 p.m.

**Motion Carried**

**6. CAO REPORT**

**Res. 109-25**

MOVED by Deputy Mayor Engel

To accept the Chief Administrative Officer Report for February 25, 2025 as information.

**Motion Carried**

**7. BYLAWS & POLICIES**

**7.1 Bylaw 2025-01 Amending Land Use Bylaw - Dwelling Unit Occupancy of the Owner, Operator or Caretaker**

**Res. 110-25**

MOVED by Councillor Baswick

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

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

*Handwritten signatures: RH and AP.*

**Res. 111-25**

MOVED by Councillor Baswick

To grant third and final reading to Bylaw 2025-01 Amendment to Land Use Bylaw 2019-04 Dwelling Unit: Occupancy of the Owner, Operator or Caretaker.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**8. BUSINESS**

**8.1 DOSCA Year End Reconciliation**

**Res. 112-25**

MOVED by Deputy Mayor Engel

To refer the 2024 Year End Reconciliation – DOSCA to the Financial Planning Committee for review and recommendation.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**8.2 Utilities Departments Year End Reconciliation**

**Res. 113-25**

MOVED by Councillor Moore

To approve the transfer of the 2024 water department surplus of \$18,101 to the Water Reserve.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 114-25**

MOVED by Councillor Moore

To approve the transfer of the 2024 wastewater department surplus of \$181,224 to the Wastewater Reserve.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 115-25**

MOVED by Councillor Moore

To approve the transfer of the 2024 solid waste department surplus of \$38,472 to the Water Reserve.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**8.3 2024 Year End Reserve Allocation**

**Res. 116-25**

MOVED by Councillor Baswick

To approve transferring the 2024 subdivision deficit of \$238,772 to internal borrowings, due from Subdivision, the balance of which is to be repaid from future sales of Shantz lots 1, 2, 10, 11, and 12.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 117-25**

MOVED by Councillor Baswick

To refer the 2024 Year End Reserve allocation to the Financial Planning Committee.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**8.4 2025 FCSS Funding Recommendations**

**Res. 118-25**

MOVED by Councillor Moore

To approve the 2025 Family and Community Support Services Community Grant Funding as presented, valued at \$52,224, and that the remaining funds be used to support Town-run FCSS programs for community users.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor		X

**Motion Carried**

**8.5 Naming of New Roads Valarosa**

**Res. 119-25**

MOVED by Deputy Mayor Engel

To approve the road names Valarosa View and Valarosa Green for SD 24-008 – Valarosa Phase II Subdivision, as presented.

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

**Motion Carried**

**8.6 DEDAC Chamber of Commerce Representative Appointment**

**Res. 120-25**

MOVED by Councillor Moore

To appoint Laurie Fisher as the Didsbury & District Chamber of Commerce representative on the Didsbury Economic Development Advisory Committee.

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

**Motion Carried**

**8.7 Suncor Brownfield Project Update**

**Res. 121-25**

MOVED by Councillor Baswick

To accept the Suncor Brownfield Project Update as information.

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

**Motion Carried**

**8.8 Update Authorized Signatories – Bank Accounts**

**Res. 122-25**

MOVED by Deputy Mayor Engel

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

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

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

**Motion Carried**

**9. COUNCIL REPORTS AND MEETING HIGHLIGHTS**

**9.1 February 25, 2025 Council Reports**

**Res. 123-25**

MOVED by Deputy Mayor Engel

To accept the February 25, 2025 Council Highlights and Reports as information.

**Motion Carried**

Highlights

- CAO Report - The \$25,000 Donation toward arena; Fourth Quarter Financial Report; Shantz Loan Update; Roller Skating at Arena
- Chamber of Commerce Delegation
- Mountain View Seniors Housing Correspondence

**10. CORRESPONDENCE & INFORMATION**

**Res. 124-25**

MOVED by Councillor Moore

To accept the correspondence for February 25, 2025 as information.

**Motion Carried**

**Res. 125-25**

MOVED by Deputy Mayor Engel

To direct Mayor Hunter to write a letter to Mountain View Senior’s Housing of congratulations on the celebration of their 65<sup>th</sup> Anniversary.

**Motion Carried**

**11. QUESTION PERIOD**

**12. CLOSED MEETING**

**Res. 125-25**

MOVED by Councillor Baswick

To go into closed meeting at 8:10 p.m. for the following items:

- 12.1 Personnel – as per section 17 of the FOIP act
- 12.2 Organizational Update – as per section 24 of the FOIP Act
- 12.3 Request to the Minister of Municipal Affairs – as per section 21 of the FOIP Act
- 12.4 Council Code of Conduct Complaint 2024-01 - as per section as per sections 17 and 23 of the FOIP Act
- 12.5 Council Code of Conduct Complaint 2024-02 - as per section as per sections 17 and 23 of the FOIP Act
- 12.6 Council Code of Conduct Complaint 2024-03 - as per section as per sections 17 and 23 of the FOIP Act

**Motion Carried**

**13. RECONVENE**

**Res. 126-25**

MOVED by Deputy Mayor Engel

To return to open meeting at 9:50 p.m.

**Motion Carried**

**Res. 127-25**

MOVED by Councillor Windsor

To accept the personnel item as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

*RH AG*

**Res. 128-25**

MOVED by Deputy Mayor Engel  
To accept the organizational update as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 129-25**

MOVED by Deputy Mayor Engel  
That Council direct Administration to prepare a recruitment package for the CAO position and bring it back to the next Regular Council Meeting.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 130-25**

MOVED by Councillor Moore  
That the Town of Didsbury Council request a municipal inspection of the Council, governance and operations of the Town of Didsbury and to send the approved letter from Council.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter		X
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor		X

**Motion Carried**

**Res. 131-25**

MOVED by Councillor Baswick  
That Council Code of Conduct Complaint 2024-01 be received as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

*RH AR*

**Res. 132-25**

MOVED by Councillor Baswick

That Council Code of Conduct Complaint 2024-02 be received as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

**Motion Carried**

**Res. 133-25**

MOVED by Councillor Baswick

That Council Code of Conduct Complaint 2024-03 be received as information.

	<b>FOR</b>	<b>OPPOSED</b>
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

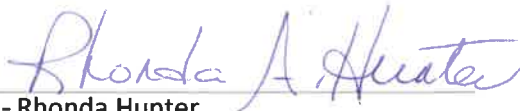
**Motion Carried**

**14. ADJOURNMENT**

**Res. 134-25**

MOVED by Councillor Baswick

To adjourn the February 25, 2025 Regular Council Meeting at 9:54 p.m.



Mayor - Rhonda Hunter



Acting Chief Administrative Officer, Amanda Riley