

AGENDA
REGULAR COUNCIL MEETING
Wednesday, June 4, 2025 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

		Page
1.	CALL TO ORDER	
2.	CONFIRMATION OF AGENDA	
3.	CLOSED MEETING	
3.1.	Service and Service Level Inventory Review – Advice from officials – FOIP S. 24(1)(a)	
3.2.	Council CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)	
4.	PUBLIC HEARING	
4.1.	Land Use Bylaw Amending Bylaw No. 25-09 (Removal of Regulations for Garden and Garage Suites) Agenda Item - AIR-25-145 - Pdf	3 - 7
5.	BYLAWS	
5.1.	Land Use Bylaw Amending Bylaw No. 25-09 (Removal of Regulations for Garden and Garage Suites) Agenda Item - AIR-25-146 - Pdf	8 - 12
6.	PUBLIC COMMENTS Members of the public are welcome to provide comments regarding items on the agenda in person during the Council meeting, virtually, or in writing. Should you wish to provide public comments virtually or in writing, please fill out the Request to Speak at a Council Meeting form that can be located on the Town's website and submit it to: LSAdmin@strathmore.ca by the end of the day on the Sunday before the Council meeting. In order to ensure procedural fairness, Council requests that the public refrain from speaking on items that have been or will be heard through a public hearing process.	
7.	DELEGATIONS Members of the public and community organizations are welcome to attend a Regular Council Meeting as a delegation to present an item to Town Council for consideration. If you are interested in attending as a delegation please fill out the Delegation Request form that can be located on the Town's website and submit it to: LSAdmin@strathmore.ca by noon, seven (7) days before a Regular Council Meeting.	
8.	CONSENT AGENDA	
9.1	Regular Council Meeting Minutes – May 21, 2025	
9.2	Special Council Meeting Minutes – May 28, 2025	
11.2	RCMP Radio Access MOU	
11.3	Property Tax Recovery – Tax Auction Reserve Bids and Conditions of Sale	
13.1	MCMC Congratulatory Letters to Ministers	
13.2	Joint Municipal Policing Committee Proposal	
9.	CONFIRMATION OF MINUTES	
9.1.	Regular Council Meeting Minutes – May 21, 2025 Agenda Item - AIR-25-150 - Pdf	13 - 23

9.2.	Special Council Meeting Minutes – May 28, 2025 Agenda Item - AIR-25-162 - Pdf	24 - 29
10.	BYLAWS	
10.1.	Land Use Bylaw Amending Bylaw No. 14-11 (Childcare Services as a Discretionary Use in the CHWY – Highway Commercial District) Agenda Item - AIR-25-124 - Pdf	30 - 37
11.	BUSINESS	
11.1.	Social Prescribing Grant Program Agenda Item - AIR-25-152 - Pdf	38 - 42
11.2.	RCMP Radio Access MOU Agenda Item - AIR-25-133 - Pdf	43 - 62
11.3.	Property Tax Recovery – Tax Auction Reserve Bids and Conditions of Sale Agenda Item - AIR-25-149 - Pdf	63 - 67
12.	COUNCILLOR INFORMATION & INQUIRIES	
12.1.	QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS	
12.2.	BOARD AND COMMITTEE REPORTS	
12.3.	QUESTION AND ANSWER PERIOD	
12.4.	ADMINISTRATIVE INQUIRIES	
12.5.	NOTICES OF MOTION	
	12.5.1. WestCreek Land Transfer – Mayor Fule WestCreek Land Transfer – Mayor Fule	68
13.	CORRESPONDENCE	
13.1.	MCMC Congratulatory Letters to Ministers MCMC Congratulatory Letters to Ministers	69 - 76
13.2.	Joint Municipal Policing Committee Proposal Joint Municipal Policing Committee Proposal	77 - 78
14.	ADJOURNMENT	



Request for Decision

To: Town Council

Staff Contact: Chuck Procter, Manager of Development Services

Date Prepared: May 15, 2025

Meeting Date: June 4, 2025

SUBJECT: Land Use Bylaw Amending Bylaw No. 25-09 (Removal of Regulations for Garden and Garage Suites) Public Hearing

RECOMMENDATION: THAT Council proceed with a Public Hearing for Bylaw No. 25-09 on June 4, 2025, in accordance with Section 692(1) of the *Municipal Government Act, RSA 2000, cM-26*;

AND THAT Council take into consideration all information received at the Public Hearing on June 4, 2025 regarding Bylaw No. 25-09 being a bylaw to amend the Town's Land Use Bylaw No. 14-11.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

SUSTAINABILITY

IMPLICATIONS OF RECOMMENDATION:

POLICY:

The bylaw amendment will follow the process outlined in the [Municipal Government Act \(MGA\)](#).

Section 692(1) of the MGA requires that Council hold a Public Hearing with respect to the proposed bylaw prior to giving second and third reading to the proposed bylaw to amend a land use bylaw.

IMPLEMENTATION:

The statutory Public Hearing for the proposed bylaw will be advertised in accordance with Section 606 of the MGA

BACKGROUND:

At the March 12, 2025 and April 9, 2025 Committee of the Whole meetings, Staff met with Council to discuss removing garden and garage suites in the land use bylaw.

At the April 9, 2025 Committee of the Whole meeting, a draft bylaw, which proposed to remove garden and garage suites, was presented and options were discussed. The preferred option was to remove garden and garage suites from the LUB, followed by future research regarding potentially having more options for them in the downtown area.

Staff have prepared a bylaw which proposes to remove garden and garage suites from the LUB and the proposed bylaw will follow the steps in accordance with the *Municipal Government Act*.

KEY ISSUE(S)/CONCEPT(S):

Removing garden and garage suites in the R2 and R2X districts may be viewed as counter intuitive, because the purpose of the districts are to provide for low density residential development, gentle density increases, and more than one dwelling unit on a single lot. Bylaw 25-09 proposes to remove garden and garage suites entirely from the LUB.

In the future if garden and garage suites are removed from the LUB, people still have the right to apply for them, but the process would involve Council making a decision on site-specific land use. If a positive land use decision is received, then people can apply for a development permit and building permit through the planning department.

Research involving garden and garage suites in the downtown and area will not occur until later in the future. We anticipate discussion to happen first with Council, before any new regulations are drafted or put forward.

DESIRED OUTCOMES:

COMMUNICATIONS:

Staff advertised the Public Hearing by including written notices in:

- The Strathmore Times (May 14, 21 and 28, 2025);
- The June 2025 Strathmore Utility Bill Insert;
- on strathmore.ca;
- and on the Town's social media.

There are no adjacent landowner notice requirements as the proposed amendment to the Town's LUB would be applicable town-wide and not applied on a site-specific basis.

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

[Attachment I: Land Use Bylaw Amending Bylaw No. 25-09 \(Removal of Garage and Garden Suites\)](#)

Chuck Procter, Manager of Development Services	Approved - 26 May 2025
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 27 May 2025
Kevin Scoble, Chief Administrative Officer	Approved - 29 May 2025
Veronica Anderson, Legislative Services Officer	Approved - 29 May 2025
Johnathan Strathdee, Manager of Legislative Services	Approved - 29 May 2025

**BYLAW NO. 25-09
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA****BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA
TO AMEND THE LAND USE BYLAW NO. 14-11.**

WHEREAS the *Municipal Government Act*, being *Chapter M-26*, of the *Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Town to regulate such matters; and,

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. Bylaw No. 14-11 is amended by:
 - 1.1. "By entirely deleting "Section 3 - General Provisions – All Zones: 3.25 - Garden and Garage Suites";
 - 1.2. Deleting "78., 78A, and 2.A." from Section 2 Definitions;
 - 1.3. Amending Section 3.9 - Off-Street Parking, Loading, and Vehicle Stacking by removing "Garden or Garage Suite" from the Use Class and Minimum Required Parking of Table 3.9A – Parking Requirements.;
 - 1.4. Section 4 Land Use District Provisions

Removing "Garage Suite" from the list of Discretionary Uses in the following Land Use Districts:

 - 4.1. R1– Single Detached Residential District;
 - 4.2. R1N – Single Detached (Narrow Lot) District;
 - 4.3. R1S – Single Detached Residential (Small Lot) District;
 - 4.4. R2 – Low Density Residential District;
 - 4.5. R2X – Medium Density Attached Housing District;
 - 4.9. CR – Country Residential District.;
 - 1.5. Section 4 Land Use District Provisions

Removing "Garden Suite" from the list of Discretionary Uses in the following Land Use Districts:

 - 4.1. R1– Single Detached Residential District;
 - 4.2. R1N – Single Detached (Narrow Lot) District R1S;

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- 4.9. CR – Country Residential District.”

READ A FIRST TIME this ____ day of _____, 2025

PUBLIC HEARING HELD this ____ day of _____, 2025

READ A SECOND TIME this ____ day of _____, 2025

READ A THIRD AND FINAL TIME this ____ day of _____, 2025

Mayor

Director of Strategic, Administrative
and Financial Services



Request for Decision

To: Council

Staff Contact: Chuck Procter, Manager of Development Services

Date Prepared: May 15, 2025

Meeting Date: June 4, 2025

SUBJECT: Land Use Bylaw Amending Bylaw No. 25-09 (Removal of Regulations for Garden and Garage Suites) Second and Third Reading Report

RECOMMENDATION: THAT Council give Second Reading to Bylaw No. 25-09, being a Bylaw to amend the Land Use Bylaw No. 14-11.

THAT Council give Third Reading to Bylaw No. 25-09, being a Bylaw to amend the Land Use Bylaw No. 14-11.

STRATEGIC PRIORITIES:



Affordable Living



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

SUSTAINABILITY

IMPLICATIONS OF RECOMMENDATION:

POLICY:

The bylaw amendment will follow the process outlined in the [Municipal Government Act \(MGA\)](#).

Section 692(1) of the MGA requires that Council hold a Public Hearing with respect to the proposed bylaw prior to giving second and third reading to the proposed bylaw to amend a land use bylaw.

IMPLEMENTATION:

The statutory Public Hearing for the proposed bylaw will be advertised in accordance with Section 606 of the MGA

BACKGROUND:

At the March 12, 2025 and April 9, 2025 Committee of the Whole meetings, Staff met with Council to discuss removing garden and garage suites in the land use bylaw.

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KEY ISSUE(S)/CONCEPT(S):

Removing garden and garage suites in the R2 and R2X districts may be viewed as counter intuitive, because the purpose of the districts are to provide for low density residential development, gentle density increases, and more than one dwelling unit on a single lot. Bylaw 25-09 proposes to remove garden and garage suites entirely from the LUB.

In the future if garden and garage suites are removed from the LUB, people still have the right to apply for them, but the process would involve Council making a decision on site-specific land use. If a positive land use decision is received, then people can apply for a development permit and building permit through the planning department.

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DESIRED OUTCOMES:

COMMUNICATIONS:

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- and on the Town's social media.

There are no adjacent landowner notice requirements as the proposed amendment to the Town's LUB would be applicable town-wide and not applied on a site-specific basis.

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

[Attachment I: Land Use Bylaw Amending Bylaw No. 25-09 \(Removal of Garage and Garden Suites\) \(1\)](#)

Chuck Procter, Manager of Development Services	Approved - 26 May 2025
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 27 May 2025
Kevin Scoble, Chief Administrative Officer	Approved - 29 May 2025
Veronica Anderson, Legislative Services Officer	Approved - 29 May 2025
Johnathan Strathdee, Manager of Legislative Services	Approved - 29 May 2025

**BYLAW NO. 25-09
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA****BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA
TO AMEND THE LAND USE BYLAW NO. 14-11.**

WHEREAS the *Municipal Government Act*, being *Chapter M-26*, of the *Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Town to regulate such matters; and,

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

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 - 1.3. Amending Section 3.9 - Off-Street Parking, Loading, and Vehicle Stacking by removing "Garden or Garage Suite" from the Use Class and Minimum Required Parking of Table 3.9A – Parking Requirements.;
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- 4.9. CR – Country Residential District.”

READ A FIRST TIME this ____ day of _____, 2025

PUBLIC HEARING HELD this ____ day of _____, 2025

READ A SECOND TIME this ____ day of _____, 2025

READ A THIRD AND FINAL TIME this ____ day of _____, 2025

Mayor

Director of Strategic, Administrative
and Financial Services



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: May 21, 2025

Meeting Date: June 4, 2025

SUBJECT: Regular Council Meeting Minutes - May 21, 2025

RECOMMENDATION: THAT Council adopt the May 21, 2025 Regular Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the May 21, 2025 Regular Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the May 21, 2025 Regular Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.

2. Council may provide further direction regarding the Regular Council Meeting Minutes.

ATTACHMENTS:

[Attachment I: REGULAR COUNCIL - 21 May 2025 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 22 May
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 26 May
2025



MINUTES

REGULAR COUNCIL MEETING

6:00 PM - Wednesday, May 21, 2025

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Mayor Pat Fule, Councillor Melissa Langmaid, Councillor Jason Montgomery (virtual), Councillor Denise Peterson, Councillor Richard Wegener, and Councillor Brent Wiley

COUNCIL ABSENT: Deputy Mayor Debbie Mitzner

STAFF PRESENT: Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), and Johnathan Strathdee (Manager of Legislative Services)

1. **CALL TO ORDER**

Mayor Fule called the May 21, 2025 Regular Council Meeting to order at 6:01 p.m.

2. **CONFIRMATION OF AGENDA**

Resolution No. 155.05.25

Moved by Councillor Wegener

THAT Council adopt the May 21, 2025 Regular Council Meeting Agenda as amended:

DELETION:

9.2 New Firefighter Positions

FOR: Mayor Fule, Councillor Langmaid, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3. **CLOSED MEETING**

Resolution No. 156.05.25

Moved by Councillor Peterson

THAT Council move In Camera to discuss items related to sections 24(1)(a), and 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act at 6:02 p.m.

FOR: Mayor Fule, Councillor Langmaid, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3.1. Legal Update – Advice from officials – FOIP S. 24(1)(a)

3.2. Council CAO Dialogue – Advice from officials – FOIP S. 24 (1)(b)(i)

Resolution No. 157.05.25

Moved by Councillor Langmaid

THAT Council move out of Camera at 7:18 p.m.

FOR: Mayor Fule, Councillor Langmaid, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 158.05.25

Moved by Councillor Langmaid

THAT Council take a 5-minute recess.

FOR: Mayor Fule, Councillor Langmaid, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Councillor Montgomery left the meeting at 7:23 p.m.

Mayor Fule reconvened the May 21, 2025 Regular Council Meeting at 7:27 p.m.

4. PUBLIC HEARING

None.

5. PUBLIC COMMENTS

Claude Brown spoke on item 11.5.1, Land Use Bylaw Amendment – Child Care Services.

6. DELEGATIONS

Resolution No. 159.05.25

Moved by Councillor Wiley

THAT Council delete item *6.1 Delegation – Lions Club of Strathmore* from the agenda.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

7. CONSENT AGENDA

Resolution No. 160.05.25

Moved by Councillor Peterson

THAT Council adopt the recommendations of the following agenda reports by an omnibus motion:

8.1 Regular Council Meeting Minutes – May 7, 2025

8.2 Special Council Meeting Minutes – May 14, 2025

9.2 2026 Capital Project and Major Initiatives Priority Matrix

9.3 Debt Management Policy No. 1821

9.4 Community Improvement Program (CIP) Funding Recommendation

11.2.1 WADEMSA – May Report

12.1 Town of Strathmore – STARS Ally Impact Report

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

8. CONFIRMATION OF MINUTES

8.1. Regular Council Meeting Minutes – May 7, 2025

The following motion was adopted by the consent agenda:

THAT Council adopt the May 7, 2025 Regular Council Meeting Minutes as presented in Attachment I.

8.2. Special Council Meeting Minutes – May 14, 2025

The following motion was adopted by the consent agenda:

THAT Council adopt the May 14, 2025 Special Council Meeting Minutes as presented in Attachment I.

9. BUSINESS

9.1. Social Prescribing Grant Program

Resolution No. 161.05.25

Moved by Councillor Peterson

THAT Council direct Administration to bring back additional information on Social Prescribing Grant Program opportunities, regarding options to advance alternative perspectives for funding from October 2025-2028.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, and Councillor Wegener

AGAINST: Councillor Wiley

CARRIED

9.2 2026 Capital Project and Major Initiatives Priority Matrix

The following motion was adopted by the consent agenda:

THAT Council direct Administration to utilize the 2026 Capital Project and Major Initiatives Priority Matrix presented for the purposes of prioritizing capital projects to be presented to Council as part of the 2026 Budget package.

9.3 Debt Management Policy No. 1821

The following motion was adopted by the consent agenda:

THAT Council adopt Debt Management Policy No. 1821, as presented in Attachment I.

9.4 Community Improvement Program (CIP) Funding Recommendations

The following motion was adopted by the consent agenda:

THAT Council approve funding in the amount of \$4,000.00 to the Project H.O.P.E Foundation through the Community Improvement Program.

10. BYLAWS

10.1. Designated Officer Bylaw No. 25-12

Resolution No. 162.05.25

Moved by Councillor Peterson

THAT Council give First Reading to Bylaw No. 25-12, being the Designated Officer Bylaw.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 163.05.25

Moved by Councillor Langmaid

THAT Council give Second Reading to Bylaw No. 25-12, being the Designated Officer Bylaw.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 164.05.25

Moved by Councillor Langmaid

THAT Council give Unanimous Consent to give Third and Final reading to Bylaw No. 25-12, being the Designated Officer Bylaw.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 165.05.25

Moved by Councillor Wiley

THAT Council give Third Reading to Bylaw No. 25-12, being the Designated Officer Bylaw.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 166.05.25

Moved by Councillor Wegener

THAT Council appoint:

Kevin Scoble, Chief Administrative Officer;

Kara Rusk, Director of Strategic, Administrative and Financial Services;

Mark Pretzlaff, Director of Community and Protective Services;

Shawn Press, Senior Peace Officer; and

Kirk Meers, Community Peace Officer, as Designated Officers.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

10.2. Proposed WestCreek Area Structure Plan Amending Bylaw No. 25-17

Resolution No. 167.05.25

Moved by Councillor Peterson

THAT Council give First Reading to Bylaw No. 25-17, being a bylaw to amend the WestCreek Area Structure Plan Bylaw No. 08-22;

AND THAT Council direct Administration to schedule a Public Hearing for Bylaw No. 25-17 on June 18, 2025 at 7:00 p.m. in Council Chambers.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

10.3. Land Use Bylaw Amending Bylaw No. 25-08 (WestCreek Phase 1)

Resolution No. 168.05.25

Moved by Councillor Langmaid

THAT Council give First Reading to Bylaw No. 25-08, being a bylaw to amend Land Use Bylaw No. 14-11;

AND THAT Council direct Administration to schedule a Public Hearing for Bylaw No. 25-08 on June 18, 2025, at 7:00 p.m. in Council Chambers.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

10.4. Land Use Bylaw Amendment No. 25-16 (Textual Amendments)

Resolution No. 169.05.25

Moved by Councillor Peterson

THAT Council give First Reading to Bylaw No. 25-16, being a bylaw to amend the Town of Strathmore Land Use Bylaw;

AND THAT Council direct Town Administration to schedule a Public Hearing for Bylaw No. 25-16 on July 2, 2025, at 7:00 p.m. in Council Chambers.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

10.5. Municipal Development Plan Amendment No. 1 (Municipal-Wide: Promoting Non-Residential Tax Assessment Base Growth)

Resolution No. 170.05.25

Moved by Councillor Wiley

THAT Council give First Reading to Bylaw No. 25-13, being a bylaw to amend the Town of Strathmore Municipal Development Plan;

AND THAT Council direct Town Administration to schedule a Public Hearing for Bylaw No. 25-13 on June 18, 2025, at 7:00 p.m. in Council Chambers.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

11. COUNCILLOR INFORMATION & INQUIRIES

11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

None.

11.2. BOARD AND COMMITTEE REPORTS

11.2.1. WADEMSA - May Report

11.3. QUESTION AND ANSWER PERIOD

11.3.1 Economic Development

Councillor Peterson requested that Administration provide information on the Farmers Market at a future meeting.

11.4. ADMINISTRATIVE INQUIRIES

None.

11.5. NOTICES OF MOTION

11.5.1. Land Use Bylaw Amendment – Child Care Services – Councillor Langmaid

Resolution No. 171.05.25

Moved by Councillor Langmaid

THAT Council direct Administration to prepare an amendment to Land Use Bylaw No. 14-11 to include Child Care Services as a discretionary use within the Highway Commercial (CHWY) land use district,

AND THAT Council directs Administration to present the amended bylaw to Council at the June 4, 2025 Regular Council Meeting for consideration.

FOR: Mayor Fule, Councillor Langmaid, Councillor Peterson, and Councillor Wegener

AGAINST: Councillor Wiley

CARRIED

11.5.2. WestCreek Land Transfer – Mayor Fule

12. CORRESPONDENCE

12.1. Town of Strathmore – STARS Ally Impact Report

13. ADJOURNMENT

Mayor Fule adjourned the May 21, 2025 Regular Council Meeting at 8:23 p.m.

Mayor

Director of Strategic, Administrative
and Financial Services



Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: May 28, 2025

Meeting Date: June 4, 2025

SUBJECT: Special Council Meeting Minutes - May 28, 2025

RECOMMENDATION: THAT Council adopt the May 28, 2025 Special Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the May 28, 2025 Special Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the May 28, 2025 Special Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.

2. Council may provide further direction regarding the Regular Council Meeting Minutes.

ATTACHMENTS:

[Attachment I: SPECIAL COUNCIL - 28 May 2025 - Minutes](#)

Veronica Anderson, Legislative Services Officer

Approved
- 29 May
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 29 May
2025



MINUTES

SPECIAL COUNCIL MEETING

6:00 PM - Wednesday, May 28, 2025

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Mayor Pat Fule, Councillor Melissa Langmaid (virtual), Deputy Mayor Debbie Mitzner, Councillor Jason Montgomery, Councillor Denise Peterson, Councillor Richard Wegener, and Councillor Brent Wiley

STAFF PRESENT: Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), Kara Rusk (Director of Strategic, Administrative, and Financial Services), and Johnathan Strathdee (Manager of Legislative Services)

1. **CALL TO ORDER**

Mayor Fule called the May 28, 2025 Special Council Meeting to order at 6:01 p.m.

2. **CONFIRMATION OF AGENDA**

Resolution No. 172.05.25

Moved by Councillor Wiley

THAT Council adopt the May 28, 2025 Special Council Meeting as amended:

ADDITION:

5.2 Council CAO Dialogue – Advice from officials – FOIP S. 24(1)(a)

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3. **PUBLIC COMMENTS**

None.

4. BUSINESS

4.1. New Firefighter Positions

Resolution No. 173.05.25

Moved by Councillor Wiley

THAT Council approve a 2025 Operating Budget Amendment to increase the salary and wages expenditures and supplies in the amount of \$1,090,000 over two years for hiring four permanent firefighters for the Town of Strathmore, funded through the Wildland Urban Interface (WUI) program.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

5. CLOSED MEETING

Resolution No. 174.05.25

Moved by Councillor Mitzner

THAT Council move In Camera to discuss items related to section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act* at 6:12 p.m.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

5.1 Land Item - Advice from officials - FOIP S. 24(1)(a)

Resolution No. 175.05.25

Moved by Councillor Peterson

THAT Council move out of Camera at 8:04 p.m.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

6. **ADJOURNMENT**

Mayor Fule adjourned the May 28, 2025 Special Council Meeting at 8:04 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Town Council

Staff Contact: Kate Bakun, Planner

Date Prepared: May 20, 2025

Meeting Date: June 4, 2025

SUBJECT: Land Use Bylaw Amending Bylaw No. 14-11 (Childcare Services as a Discretionary Use in the CHWY – Highway Commercial District)

RECOMMENDATION: THAT Council give First Reading to Bylaw No. 25-14, being a bylaw to amend the Town of Strathmore Land Use Bylaw No. 14-11;

AND THAT Council direct Town Administration to schedule a public hearing for Bylaw No. 25-14 on July 2, 2025, at 7:00 p.m. in Council Chambers.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Including Child Care Services in the CHWY land use district as a discretionary use may be a strategic step towards reducing red tape and integrating community services into existing commercial areas without requiring site-specific land use changes (sometimes referred to as direct control zoning).

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

Allowing Child Care Services in the highway commercial district may encourage business development and diversification. It may enable entrepreneurs and private operators to invest in Child Care Services, generating local employment opportunities and supporting working families.

SOCIAL SUSTAINABILITY:

The addition of "Child Care Services" as a discretionary use may support community well-being by increasing access to essential services for families. It may open up options and help meet the growing demand for child care options in Town.

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The proposed amendment proposes for more flexibility within the Land Use Bylaw (LUB). Listing Child Care Services as a discretionary use in the district allows Development Services Staff to make decisions on development permit applications for child care services in the CHWY district. Staff may approve them and will professionally review and evaluate each application based on its own merits and other factors. The proposed amendment likely streamlines the development process, and proposes to reduce the need for future land use redesignations.

ORGANIZATIONAL:

Staff will invest the time necessary in preparing further reports, actively engaging with the public as appropriate, and ensure the proper distribution of public notices in advance of the public hearing.

OPERATIONAL:

N/A

FINANCIAL:

N/A

IMPLEMENTATION:

With respect to the MGA, Section 692(1) of the [Municipal Government Act](#) requires that Council hold a public hearing with respect to the proposed bylaw prior to giving second and third reading to the proposed bylaw to amend a Land Use Bylaw. Staff will advertise the public hearing in accordance with Section 606 of the Municipal Government Act .

BACKGROUND:

In Land Use Bylaw No. 14-11 (LUB), Child Care Services "*means development that may or may not be licensed by the Province, to provide daytime personal care and education to children. Typical uses include daycare centres, day homes, day nurseries, nursery schools and play schools, but does not include Education Services.*"

Currently, Child Care Services is a listed use in the R1, R1N, R1S, R2, R2X, R3, R3M, MHS, CR, and CB land use districts. Child Care Services is not currently a listed use in the CHWY - Highway Commercial land use district.

At the May 21, 2025 regular Council Meeting, Resolution No 171.05.25 was carried. The resolution is included below for information:

**11.5.1. Land Use Bylaw Amendment – Child Care Services – Councillor Langmaid
Resolution No. 171.05.25**

Moved by Councillor Langmaid

THAT Council direct Administration to prepare an amendment to Land Use Bylaw No. 14-11 to include Child Care Services as a discretionary use within the Highway Commercial (CHWY) land use district;

AND THAT Council directs Administration to present the amended bylaw to Council at the June 4, 2025 Regular Council Meeting for consideration.

CARRIED

A LUB amendment has been prepared in this report to include Child Care Services in the CHWY district as proposed by Council and Staff are recommending First Reading of the Bylaw and for Council to set a date for the Public Hearing.

KEY ISSUE(S)/CONCEPT(S):

Administration was directed to prepare an amendment to the LUB to include Child Care Services as a discretionary use within the CHWY land use district. The proposed amendment is a textual amendment to the LUB and the process to amend a LUB is outlined in the MGA.

DESIRED OUTCOMES:

That Council give first reading to Bylaw No. 25-14 and provide Administration with direction to schedule a public hearing for Bylaw No. 25-14.

COMMUNICATIONS:

Staff will advertise the public hearing by including written notices in the Strathmore Times, as well as publishing the notices on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

Council may support the recommendation or defer the first reading and/or public hearing.

ATTACHMENTS:

[Attachment I: Land Use Bylaw Amending Bylaw No. 25-14](#)

[Attachment II: Strathmore-Land-Use-Bylaw-No.-11-Consolidated-July-29-2024 CHWY](#)

Chuck Procter, Manager of Development Services	Approved - 28 May 2025
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 28 May 2025
Kevin Scoble, Chief Administrative Officer	Approved - 29 May 2025
Veronica Anderson, Legislative Services Officer	Approved - 29 May 2025
Johnathan Strathdee, Manager of Legislative Services	Approved - 29 May 2025

**BYLAW NO. 25-14
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

**BEING A BY-LAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA
TO AMEND THE LAND USE BYLAW NO. 14-11.**

WHEREAS the *Municipal Government Act*, being *Chapter M-26*, of the *Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Town to regulate such matters; and,

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1.0. Bylaw No. 14-11 is amended by:

1.0.1. Adding "Childcare Services" to Section 4.11 CHWY – Highway Commercial District 2. b) Discretionary Uses.

READ A FIRST TIME this ____ day of _____, 2025

PUBLIC HEARING HELD this ____ day of _____, 2025

READ A SECOND TIME this ____ day of _____, 2025

READ A THIRD AND FINAL TIME this ____ day of _____, 2025

MAYOR

DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

4.11

CHWY – HIGHWAY COMMERCIAL DISTRICT

1. PURPOSE: To provide for a commercial area adjoining designated highways and service roads to provide for the development of regional shopping facilities and to service the traveling public.

2. USES:

a) Permitted Uses

Athletic and Recreational Facility, Indoor
 Automotive and Recreation Vehicle Sales/Rentals
 Automotive Services
 Contractor Services, Limited
 Custom Manufacturing Establishments
 Drive Through Food Services
 Eating and Drinking Establishments, Minor
 Fleet Services
 Gas Bar
 Government Services
 Greenhouses and Plant Nurseries
 Health Services
 Hotels
 Liquor Store
 Professional Offices and Office Support Services
 Protective and Emergency Services
 Public Assembly Establishments, Minor
 Public Assembly Establishments, Medium
 Retail Stores, Convenience
 Retail Stores, General
 Shopping Centers
 Signs, excepting Billboards
 Utilities

Bylaw #17-12

b) Discretionary Uses

Accessory Uses
 Adult Entertainment
 Auctioneering Establishment
 Auto Body and Paint Shop
 Automotive and Equipment Repair Shops
 Campground
 Cannabis Stores
 Contractor Services – General
 Cultural Facilities
 Eating and Drinking Establishments, Major
 Education Services
 Emergency Shelter
 Equipment and Storage Yard
 Funeral Home
 Housing, Apartment, (if approved prior to adoption of this bylaw)

Bylaw #22-01

Bylaw #18-08

Bylaw #15-20

Bylaw #15-40

Bylaw #16-10

Bylaw #16-10

Housing, Security
 Mini or Self Storage
 Personal Service Shops
 Pet Care Facility
 Private Clubs
 Private Recreational Vehicle Storage
 Public Assembly Establishment, Major
 Religious Assembly
 Residential Sales Centre

Bylaw #22-01

Sea Can
 Signs, Billboards
 Truck and Mobile Home Sales/Rentals

Bylaw #17-12

Utility Building
 Veterinary Services, Minor

3. GENERAL SITE REQUIREMENTS:

a) Lot Area

- i. 929m²

b) Minimum Front Yard

- i. 8.0 metres

c) Minimum Side Yard Setbacks

- i. 3.0 metres

d) Minimum Rear Yard Setbacks

- i. None, 3.0 metres if the rear property line abuts a public roadway

e) Landscaping

- i. The landscaping plan shall show, at a minimum:
 - a. A 4.5m wide landscaped strip parallel to the main or service road.
 - b. A 3m wide landscaped strip parallel to the side and rear property lines.

All to the satisfaction of the Approving Authority.

4. OTHER SITE REQUIREMENTS:

Parking Areas

- a) All parking areas shall be paved, unless exempted by the Approving Authority.

Automotive Services:

- b) Traffic circulation, vehicular queuing, and the location of pump islands and the canopy must be to the satisfaction of the Approving Authority.

Bylaw #16-10

- c) A canopy over a pump island in an Automotive Services may extend to 3m of the boundary of the site.

Housing, Apartment:

- d) The buildings on the property legally described as Lot 1, Block 10, Plan 921 0950 may have Dwelling Units on the second storey, as a Discretionary Use.

Bylaw #22-01

Mechanical Equipment

- e) All mechanical equipment on a roof of any building shall be concealed in a manner compatible with the architectural character of the building or concealed by incorporating it within the building.

Bylaw #22-01

Auto Body and Paint Shop

- f) The bay doors of the building containing an Auto Body and Paint Shop must not face an adjacent residential district.



Request for Decision

To: Council

Staff Contact: Budd Brazier, Manager

Date Prepared: May 22, 2025

Meeting Date: June 4, 2025

SUBJECT: Social Prescribing Grant Program

RECOMMENDATION: THAT Council approves the continuation of the Social Prescribing grant program from October 2025 until September 2028;

AND THAT Council approve funding in the amount of:

- \$31,025.00 for 2027
- \$34,425.00 for 2028

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has prioritized the maintenance, protection, and improvement of Community Wellness programs and services that support optimum lifestyles for residents of Strathmore.

The Social Prescribing grant program is designed to support residents in Strathmore and Wheatland County by implementing a holistic, wrap-around approach that bridges the gap between medical and social care services. Through this approach, healthcare professionals refer patients to community-based programs that complement a client's medical care by providing additional non-medical supports in order to improve their health and enhance their quality of life.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The existing, fully funded Social Prescribing grant program is set to expire in September.

While Healthy Aging Alberta has secured partial funding to continue this program through 2028, and as such, requires a financial commitment from grantee to resume the program.

Administration has partnered with Wheatland Family & Community Support Services (WFCSS) to provide additional financial support the program to help with long-term financial stability for the Town.

SOCIAL SUSTAINABILITY:

Social prescribing is a growing approach to healthcare as it focuses on connecting individuals with community resources and activities to address non-clinical health needs.

The Social Prescribing program, through a Link worker, looks to build and maintain the social structures, relationships, and community resources that enable individuals to live healthier and more connected lives.

By strengthening community bonds, fostering social connectedness, and promoting mental and physical well-being, social prescribing can contribute significantly to social sustainability for a community and its residents.

ENVIRONMENTAL SUSTAINABILITY:

Environmental sustainability is not applicable.

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Beginning in October 2023, the existing Social Prescribing grant program was fully funded through the Calgary United Way and Healthy Aging Alberta (UW/HAA).

While the existing funding agreement expires in September 2025, a new three (3) year program extension has been secured; however, years two and three of the grant will require a financial commitment from the grantee.

The proposed funding model is as follows:

- Year 1 (Oct 2025 – Sept 2026) - \$85,000 (100% funding from UW/HAA)
- Year 2 (Oct 2026 – Sept 2027) - \$51,000 (60% funding from UW/HAA)
- Year 3 (Oct 2027 – Sept 2028) - \$25,500 (30% funding from UW/HAA)

Administration has also secured a three (3) year commitment from Wheatland County FCSS of \$9,350.00 (annually) to support the Social Prescribing program, based on the proportion of existing social prescribing clients (12%) who are residents of Wheatland County.

ORGANIZATIONAL:

If approved, there would be no organizational implications as the Social Prescribing program and Link worker position would continue to September 2028.

Should Council not support the continuation of the Social Prescribing program, the program would cease in October.

OPERATIONAL:

If approved, there would be no operational implications as the Social Prescribing program and Link worker position would continue to September 2028.

Administration will work with Calgary United Way/ Healthy Aging Alberta to ratify the agreement and the Wheatland County FCSS board has approved the financial commitment of \$9,350.00 to support this agreement over the three (3) term for a total of \$28,050.00

FINANCIAL:

Although the Social Prescribing grant program is fully funded for the first year of the proposed extension, the Town's contribution would increase in years two and three based on the proposed funding model:

- Year 1 (Oct 2025 – Sept 2026) - \$85,000 (100% funding from UW/HAA)
- Year 2 (Oct 2026 – Sept 2027) - \$51,000 (60% funding from UW/HAA)
- Year 3 (Oct 2027 – Sept 2028) - \$25,500 (30% funding from UW/HAA)

After securing additional funding from Wheatland County FCSS, the overall financial commitment for the Town would be \$65,450.00 to support the three-year Social Prescribing grant program.

POLICY:

There are no policy implications at this time.

IMPLEMENTATION:

Should Council support the continuation of the Social Prescribing program, the Link worker position would be extended until September 2028 and Administration will work with Calgary United Way/Healthy Aging Alberta to ratify the agreement

Administration will coordinate with Wheatland County FCSS for their annual contribution.

BACKGROUND:

The Social Prescribing program provides dedicated, community-based support for seniors, meeting them where they are and helping to develop personalized care plans that reduce isolation and improve access to essential services.

The program collaborates with local medical clinics, the Primary Care Network (PCN), hospitals, and mental health and addiction services, as well as victim services, who refer clients for ongoing, community-level support. Social Prescribing complements these efforts by filling this critical gap and ensuring seniors or individuals who lack natural supports like family relationships, receive coordinated, holistic care.

Health Aging Alberta's Social Prescribing for Older Adults program began supporting three (3) projects in Edmonton, Calgary, and Lethbridge. In September 2023, the fully funded program expanded to seven (7) other communities, including Strathmore/Wheatland County.

In March, Health Aging Alberta advised Administration that they have secured additional funds to continue the Social Prescribing for Older Adults program for another three (3) years, however, year two and three of the grant will require a financial commitment from the grantee.

The proposed funding model is as follows:

- Year 1 (Oct 2025 – Sept 2026) - \$85,000 (100% funding from UW/HAA)
- Year 2 (Oct 2026 – Sept 2027) - \$51,000 (60% funding from UW/HAA)
- Year 3 (Oct 2027 – Sept 2028) - \$25,500 (30% funding from UW/HAA)

Grant funding exclusively supports the full-time Link worker's salary and administrative costs (computer, cell phone, and Link worker mileage) and cannot be utilized to support additional programs or third party services.

The Link worker connect clients to recreational and social programs, assist with accessing financial benefits and provides referrals to assisted transportation programs. They also connect clients to in-home support services, such as housekeeping and snow removal. Link workers also refer more complex issues to social workers who are a part of the social prescribing network in the community.

KEY ISSUE(S)/CONCEPT(S):

A multi-year funding agreement has been proposed through the Calgary United Way and Healthy Aging Alberta, with Administration securing additional funds from Wheatland County FCSS. Overall, the financial commitment for the Town would be \$65,450.00 to support the three-year grant program.

With the number of senior residents projected to increase, this program would be a key component to supporting those individuals, ensuring optimum lifestyles for residents of Strathmore.

DESIRED OUTCOMES:

That Council supports the continuation of the Social Prescribing grant program for the remainder of 2025 until September 2028.

COMMUNICATIONS:

Administration will communicate the continuation of the program to key stakeholders and to the public, via the Town of Strathmore website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may provide further direction.
 2. Council may defeat the recommended motion, and the Social Prescribing program would cease in September 2025.
-

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 29 May
2025

Kevin Scoble, Chief Administrative Officer

Approved
- 29 May
2025

Veronica Anderson, Legislative Services Officer

Approved
- 29 May
2025



Request for Decision

To: Council

Staff Contact: Shawn Press, Municipal Enforcement

Date Prepared: May 12, 2025

Meeting Date: June 4, 2025

SUBJECT: RCMP Radio Access MOU

RECOMMENDATION: THAT Council authorize the Mayor to sign the memorandum of understanding between the RCMP and the Town of Strathmore, as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has prioritized the maintenance, protection, and improvement of Community Wellness programs and services that support optimum lifestyles for residents of Strathmore.

The Town of Strathmore has an integrated policing model where the RCMP and Municipal Enforcement work together, focusing on community relationships and community wellness.

The RCMP and Municipal Enforcement officers often work together to address issues in the community. For example, the RCMP might investigate serious crimes, while Municipal Enforcement officers are responsible for enforcing local bylaws, including traffic violations, parking regulations, and animal control issues.

Strengthening communication between Municipal Enforcement staff and the RCMP would not only enhance safety for the Town's Municipal Enforcement staff by enabling constant communication between the two agencies but also allow for immediate requests for assistance.

Ultimately, the two agencies play complementary roles in maintaining public safety in Strathmore, working together to address a range of law enforcement needs.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

Economic sustainability is not applicable.

SOCIAL SUSTAINABILITY:

Increased communication with the RCMP and other police agencies would enhance safety for the Town's Municipal Enforcement staff by enabling constant and instant communication between the two agencies. This enhanced communication would allow members of the RCMP and Municipal Enforcement to instantly respond to requests for assistance.

Through increased communications between the Town and the RCMP, the two agencies will continue to build on the existing relationship and address the community's concerns, which ensures the well-being of residents and the community for both present and future generations.

ENVIRONMENTAL SUSTAINABILITY:

Environment sustainability is not applicable.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Existing communication between Municipal Enforcement staff and the RCMP is nearly nonexistent and consists of phone calls with a third-party dispatch system, which can lead to timely delays.

Instant communication with the RCMP and other police agencies would enhance safety for the Town's Municipal Enforcement staff by enabling constant communication between the two agencies, allowing for immediate requests for assistance.

ORGANIZATIONAL:

Administration, supported by the Strathmore RCMP Detachment Commander, has already received the required approvals from provincial (Public Safety Emergency Services) and federal (RCMP K Division) levels.

OPERATIONAL:

There are limited to no operational implications associated with this initiative. Existing hardware (i.e. radios) is already utilized by Municipal Enforcement staff and is also compatible with hardware used by the RCMP as well as the Strathmore Fire department.

FINANCIAL:

There are no financial implications, as resources associated with this initiative are already a part of the 2025 budget.

POLICY:

Although there are no policy implications associated with this initiative, Administration has already prepared operating procedures that require approval by the Province's Public Safety Emergency Services division and meet the RCMP's requirements.

IMPLEMENTATION:

Should Council support this initiative, Administration will work with the RCMP and the required contractor to complete the necessary work to gain access to the encrypted radio channels.

BACKGROUND:

Since the implementation of the Alberta First Responders Radio Communication System (AFRRCS), municipalities that employ Community Peace Officers (CPOs) have expressed concerns about the limitations and impacts of less direct communication with their RCMP counterparts at local detachments.

In 2020, the Government of Alberta completed a pilot project involving the use of AFRRCS to allow shared radio communications between RCMP and Community Peace Officers (CPOs). The pilot involved six municipalities:

- Town of Okotoks
- County of Grande Prairie
- City of Grande Prairie
- City of Red Deer
- Foothills County
- Clearwater County

According to the Government of Alberta, the pilot was successful, and a plan to enable permanent use of AFRRCS for RCMP/CPO communications in the six pilot municipalities was developed. In addition, an option for using AFRRCS for RCMP/CPO communications in all municipalities was also approved (see Attachment II).

With the support of the Strathmore RCMP Detachment Commander, Administration has received the required provincial (Public Safety Emergency Services) and federal (RCMP K Division) approvals and is prepared to sign the memorandum of understanding between the RCMP and the Town of Strathmore for access to the encrypted RCMP radio channels.

KEY ISSUE(S)/CONCEPT(S):

Existing communication between Municipal Enforcement staff and the RCMP is nearly nonexistent and consists of phone calls with a third-party dispatch system, which can lead to timely delays.

Instant communication with the RCMP and other police agencies would enhance safety for the Town's Municipal Enforcement staff by enabling constant communication between the two agencies, allowing for immediate requests for assistance.

DESIRED OUTCOMES:

To have the agreement approved by Council and signed by the Mayor.

COMMUNICATIONS:

Not applicable.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may provide further direction.
2. Council defeats the motion.

ATTACHMENTS:

[Attachment I: AFRRCS MOU - RCMP and Strathmore Redacted](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 28 May
2025

Kevin Scoble, Chief Administrative Officer

Approved
- 28 May
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 29 May
2025

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE ROYAL CANADIAN MOUNTED POLICE

Recognized as the Provincial Police Service of Alberta
(Hereinafter called the "**RCMP**")

AND

THE TOWN OF STRATHMORE

A municipal corporation or governing entity in the Province of Alberta
(Hereinafter called the "**Town**")

Hereinafter collectively referred to as "the Participants"

**Concerning the Town's desire to enter into the Community Peace Officer Program along
with the AFR RCS.**

Town of Strathmore

BACKGROUND

In accordance with Section 17(1) of the *Peace Officer (Ministerial) Regulation*, employers of Peace Officers in the Province of Alberta must enter into a Memorandum of Understanding (MOU) with the police service of jurisdiction in order for the services of a Peace Officer to be carried out in accordance with the said Regulation;

The Town is an employer of Peace Officers and as such is required to enter into a MOU with the police of jurisdiction as approved by the Minister; and,

The RCMP acknowledges the requirements as stated in the Peace Officer (Ministerial) Regulation, the RCMP is the police service of jurisdiction for the Town, and the Commanding Officer of the Alberta RCMP is the person with such authority to sign such an MOU.

It is understood that by entering into this MOU, the Participants acknowledge to share encrypted digital radio systems or dispatch talk-groups.

Radio interoperability MOUs are only established with partner enforcement agencies that have mainstream policing or regulatory mandates and meet the following high-level criteria:

- Are a Federal, Provincial or Municipal Law Enforcement Agency; and
- Are recognized by the Canadian Police Information Center (CPIC), with a minimum Category II designation.

The Participants are dedicated to promoting safe and resilient communities in collaboration with other law enforcement partners in Alberta, and desire to improve the quality, timeliness, and efficiency of radio communications between organizations.

This MOU represents a mutual understanding and arrangement as to the scope of Radio Communication Interoperability that has been established between the Participants as well as responsibilities related to sustaining the interoperability for the life of the MOU.

THEREFORE, be it resolved that the Participants intend as follows:

1. DEFINITIONS

- a) "**Act**" means the *Peace Officer Act* of Alberta (proclaimed May 1, 2007, and includes its regulations).
- b) "**AFRRCS**" means the Alberta First Responders Radio Communications System.
- c) "**Agency/Authorized employer**" means the term used by AFRRCS to identify organizations that subscribe to use AFRRCS. Agencies under AFRRCS are first responders and/or police service organizations. The Participants under this MOU are Agencies that subscribe to AFRRCS and may be referred to as agencies in the MOU.
- d) "**Arrangement**" means this MOU.
- e) "**CPIC**" means the Canadian Police Information Centre.
- f) "**Dispatch**" refers to an Agency's facility/operations related to allocating resources to respond to incidents in the Agency jurisdiction.
- g) "**E-RTT**" means Emergency Request-To-Talk while "RTT" means Request-To-Talk.

Town of Strathmore

- h) **"Encryption Key"** is a random string of bits created explicitly for scrambling and unscrambling data. Encryption Keys are designed with algorithms intended to ensure that every key is unpredictable and unique to prevent unauthorized eavesdropping of the audio conversation.
- i) **"Key Management Facility"** (KMF) means a Project 25 compliant solution that can facilitate the secure management (generation, exchange, storage, use, destruction and replacement) of Cryptographic Keys in a cryptosystem.
- j) **"Key Variable Loader"** (KVL) means the device used to program Encryption keys directly into a radio.
- k) **"Liaison Officer"** means the RCMP representative and the Community Peace Officer representative designated under Section 17(2)(c)(i) of the Regulation.
- l) **"Minister"** or "Responsible Minister" means the Alberta Minister determined under Section 16 of the *Government Organization Act* as the Minister responsible for this Act.
- m) **"MOU"** means this Memorandum of Understanding.
- n) **"Over the Air Rekeying"** (OTAR) is the process for changing the Encryption Key in a radio or device by sending a new Encryption Key directly to the radio or device over the communication path it secures.
- o) **"Peace Officer"** means a person employed or engaged by the Town and referred to in Section 7(1) of the Act, or any other person appointed as a Peace Officer under another enactment who is designated by the Regulations as a Peace Officer to whom all or part of this Act and the regulations apply.
- p) **"Police Service"** means a police service as defined in the *Police Act*.
- q) **"PROS"** means Police Reporting and Occurrence System, the RCMP's electronic file management system.
- r) **"Radio Communication Interoperability"** (interoperability) means the ability of separate Agencies to have radio communications with each other when they need to interact for planned or unplanned events. Interoperability is achieved in part through the sharing of Talkgroups that Agencies program into radios and/or radio related equipment.
- s) **"Radio Related Equipment"** refers to any equipment that is used to support radio communication interoperability. For example: mobile radios, portable radios, radio accessories, consoles, recorders and gateways.
- t) **"RCMP"** means the Royal Canadian Mounted Police.
- u) **"Regulation"** means the Alberta Peace Officer (Ministerial) Regulation, Alta Reg 312/2006.
- v) **"Shared Talkgroup"** means an Agency Talkgroup that has been made available to another Agency on the AFRRCs system to enable two-way communication between the two Agencies. The recipient Agency is able to program the shared Talkgroup into radios and devices but does not have access to change any of the working parameters on AFRRCs (Read-only). When a Talkgroup is shared, each radio user that has that Talkgroup is able to listen and transmit on that Talkgroup.

Town of Strathmore

- w) **"Talkgroup"** is the logical equivalent of a channel over which a group of radio users communicate amongst themselves. AFRRCS is a trunked radio system so a Talkgroup is not physically associated with a set frequency or radio channel. The trunked system assigns an available frequency to a Talkgroup when a user executes a push-to-talk command. The owner of the Talkgroup(s) is the Agency that creates the Talkgroup in AFRRCS and has full read/write/delete privileges for the Talkgroup in the AFRRCS Unified Administration System.
- x) **"Unified Administration System"** (UAS) is a Harris web-based application used by AFRRCS to configure and administer the radio system and by Agencies to manage information required to support the use of AFRRCS.

2. PURPOSE AND SCOPE

- 2.1. The purpose of this MOU is to satisfy the requirements set out in Section 17(1) of Regulation and to authorize Radio Communications Interoperability between the Participants for purposes of establishing secure timely exchange of information during mutual aid, planned joint operations, and/or emergency events. This interoperability is defined and limited to the terms specified under this MOU, as well as under Appendix A which provides guidelines for sharing Encryption Keys. Any addition or adjustment to the Appendix must be with the written consent of the Participants, as per Paragraph 15 of this MOU.
- 2.2. The scope of this MOU is to establish the terms of the arrangement between the Participants and pertaining to Community Peace Officer(s), to outline the parameters of the Peace Officers' use of the RCMP Dispatch talk-groups, the provision of access to the CPO agency's local talk-group for their operational area, and to establish outline the parameters of the Peace Officers' use of the RCMP Dispatch talk-groups.
- 2.3. It is the intention of the Participants to operate in a cooperative environment while providing services to the community. It is acknowledged that effective and interoperable communication between Participants is an important part of service delivery.
- 2.4. Nothing contained in this MOU implies or suggests a relationship of employment exists between the RCMP and the Town's Peace Officer(s). The Peace Officer(s) are completely independent from the RCMP and its operations.
- 2.5. This MOU does not form a contractually binding agreement and the Participants acknowledge their mutual intention to resolve all matters arising from this MOU in accordance with Paragraph 12 of this MOU.

3. THE RCMP INTENDS TO

- 3.1. Upon the Town or their Peace Officer(s) requesting radio interoperability with the local RCMP, the local RCMP intends to meet with the Town or their Peace Officer(s) to discuss opportunities that will allow communication between the RCMP and the Peace Officer(s).
- 3.2. In the event that the Town or their Peace Officer(s) come to the RCMP with information on a case where it is suspected that officer safety is a concern, the RCMP will share information where it is verified that officer's safety is in jeopardy. The release of this information will be consistent with RCMP Policy, Treasury Board Guidelines, the Province of Alberta and Government of Canada privacy laws, as well as in accordance with existing PROS Policy.

Town of Strathmore

- 3.3. The RCMP will train all users in the effective and efficient use of all subscriber equipment, dispatch consoles, vehicle repeaters, as well as the use of the AFRRCs system;
- 3.4. The RCMP will be responsible for licensing and programming of all of its subscriber equipment and frequencies;
- 3.5. The RCMP will not perform any call taking, dispatching, status keeping, data base queries, etc., for the Town.
- 3.6. The RCMP will not allow the Strathmore Peace Officers to RTT or E-RTT on the RCMP Dispatch talk-groups.
- 3.7. The RCMP will be responsible for managing the encryption key management protocols for the Town's radio equipment.
- 3.8. The RCMP can suspend the MOU until a mitigation protocol, that is satisfactory to the RCMP and the Town, has been implemented.
- 3.9. The RCMP can remove access to the RCMP Dispatch talk-groups from the Town at any time.
- 3.10. The RCMP will not utilize any radio equipment and related accessories and/or infrastructure purchased or owned by the Town.

4. THE TOWN INTENDS TO

- 4.1. In accordance with Section 17 of the Regulation, the Town is responsible for providing any written notice to the Minister as set out in the Regulation and for ensuring a copy of this MOU is provided to the Minister.
- 4.2. In accordance with Section 5 (3) of the Act, the Town is an authorized employer with authority to engage services of Peace Officer(s).
- 4.3. The Town is solely responsible for ensuring that adequate training, direct administrative supervision, and operational supervision are provided for their Peace Officer(s).
- 4.4. The Town is responsible for the purchase, maintenance and replacement of authorized equipment, vehicles, uniforms and any other items issued to a Peace Officer and required under the Act or necessary for that Peace Officer to carry out the full scope of their authority, as well as ensuring it conforms to the standards as set forth in the Act or its Regulations.
- 4.5. Where the Town elects to maintain their own radio communication frequencies and desires interoperable radio communications with the RCMP, the Town intends to support the RCMP application to Innovation, Science and Economic Development Canada to obtain a license to permit access to Peace officer(s) designated radio frequency(ies).
- 4.6. The Town is solely responsible for its responsibilities under Section 15.1 of the Act as it relates to the investigation of complaints against Peace Officers under the Town's employment.
- 4.7. The Town will obtain and maintain all licensing and programming requirements in order to access the AFRRCs radio system.
- 4.8. The Town will make all reasonable efforts to comply with all applicable policies and procedures governing the use of the AFRRCs radio system, established by the AFRRCs Governance Council of Alberta or its designated agents.

Town of Strathmore

- 4.9. The Town is responsible for the purchase, maintenance and replacement of all authorized radio equipment, including all accessories and infrastructure required, in order to receive and transmit on the RCMP Dispatch talk-groups. All radio equipment to be used by the Town must meet the following minimum requirements:
- a) Access to the AFRRCS radio system;
 - b) OTAR with Multi-key; and
 - c) Advanced Encryption Standard (AES) encryption capability.
- 4.10. The Town is responsible for training all its Community Peace Officers and employees in the effective and efficient use of all subscriber equipment, dispatch consoles, vehicle repeaters, as well the use of the AFRRCS system.
- 4.11. The Town is responsible to ensure its representatives and/or employees, including the Community Peace Officers:
- a) Will not engage in any activities which will degrade the quality or functionality of the AFRRCS radio system or the RCMP Dispatch talk-groups, such as:
 - b) Conducting over the air programming, over the air rekeying, telephone interconnect conversations outside of the mutually accepted upon procedures, as defined under the Governance Council policies; and
 - c) Use of non-voice applications without prior written approval of the radio service organization AFRRCS.
 - d) Sign a Privacy Acknowledgement Form, as seen in Appendix B, should they become privy to any conversations over the RCMP Dispatch talk-groups that are sensitive in nature. This serves to ensure that all Peace Officers and other Town employees are aware of their responsibilities to safeguard all information in accordance with standard Government of Canada practices and the terms of the Peace Officer Program Code of Conduct, per Section 13 of the Ministerial Regulation and section 18.2 of the Peace Officer Program Procedures and Policy Manual. The acknowledgement form will become effective as of the date of its execution and will continue in perpetuity.
- 4.12. The Town will comply with the security standards of the CPO agency that is employing the AFRRCS radios.
- 4.13. All participating Peace Officers in this Arrangement must have received a Category II CPIC Access.
- 4.14. The Town will be notified by the RCMP of an Encryption Key cycle period. The Town will then be required to ensure their AFRRCS radios are re-keyed on the prescribed schedule.
- 4.15. The Town must provide all call taking, dispatching, status keeping, data base queries, etc., for its officers. These functions are not to take place on the RCMP Dispatch talk-groups, but are to take place on the Town talk-group or another approved AFRRCS talk-group for the Town Officers.
- 4.16. The Town will ensure that its representatives and/or employees, including their Community Peace Officers, will not utilize the RTT or E-RTT function on the RCMP Dispatch talk-groups.
- 4.17. The Town are not permitted to redistribute, record or re-broadcast information from the RCMP Dispatch talk-groups. Should a recording be required, an official request will be

Town of Strathmore

submitted to the appropriate Detachment Commander, who will then obtain a copy of the recording required, if deemed appropriate.

- 4.18. The Town is permitted to have access to the RCMP Dispatch talk-groups for its departmental assets only.
- 4.19. The Town is required to disable all radios whenever the radios are outside the Town control. For example, when vehicles require servicing, such as tire or windshield replacement, body work, routine maintenance and oil change, or when a vehicle or portable radio is lost, stolen, damaged beyond repair or away for maintenance or servicing.
- 4.20. The Town Technical Services Unit has the authority to enable or disable Town radios upon request.
- 4.21. Where the Town has disabled a lost or stolen Town radio in AFRRCS, the Manager/Director/Oversight must report the incident to [REDACTED]
[REDACTED] FOIP Sec. 20(1) - Disclosure harmful to law enforcement [REDACTED] Where a lost or stolen radio with shared Talkgroups is recovered, the Participants will consult to determine how or if the radio will be re-instated on AFRRCS.
- 4.22. The Town must treat all interoperability radio equipment as a Protected B asset and follow provided physical security guidelines for managing the equipment.
- 4.23. The Town must ensure only authorized listeners have access to radio equipment and all speaker sources.
- 4.24. The Town must track and manage their radio inventory and maintain a crypto-key ledger so that there is a way to audit the impact of any missing radios.
- 4.25. The Town must "strap" all RCMP channels to an encryption key to ensure there is no way for transmissions to be sent in the clear.
- 4.26. The Town must use the RCMP crypto-cycle.
- 4.27. The Town must use the approved method of encryption key management.
- 4.28. On request from the RCMP, within fourteen (14) days, the Town intends to provide the RCMP with a written copy of the appointment, alteration, or enhancement to any existing appointment of any Peace Officer in their employ. Should a Peace Officer in the Town's employ cease to be employed or engaged by the Town in the role of a Peace Officer or have their Peace Officer appointment cancelled or suspended, without the request of the RCMP, the Town intends to provide written notice of such change to the RCMP immediately and not later than twenty-four (24) hours after the change in status has occurred.

5. COMMUNICATION

- 5.1. Each Participant has designated a representative who is tasked with being the local Liaison Officer and responsible for facilitating the delivery of effective communication between the Participants.
- 5.2. The local Liaison Officers are as follows:

Town of Strathmore

- a) For the RCMP: Detachment Commander
Strathmore Detachment
500 Westlake Rd
Strathmore, AB T1P 1M7
Phone: 403-934-3968
-
- b) For the Town: Director of Protective Services
Community and Protective Services
1 Parklane Drive
Strathmore, AB, T1P 1K2
Phone: 403-934-3133

- 5.3. The local Liaison Officers will meet not less than quarterly and at a mutually acceptable time and location. The purpose of the Liaison Officers' meetings is to discuss any points of coordinated efforts, common service delivery and to ensure open communication channels are present amongst Participants.
- 5.4. Where the Town desires interoperable radio communications with the RCMP, the Participants will establish and maintain a means of radio communication between the Peace Officer(s) and the RCMP jurisdiction in which the Peace Officer(s) serve, in a mutually acceptable manner that ensures adequate communication exists, in regards to the authorized scope and duties of the Peace Officer(s) and Peace Officer radio system.

6. INFORMATION SHARING

- 6.1. It is the intention of the Participants to share or disclose only that information which is necessary for court disclosure, or administrative penalties and enforcement orders and in the interests of providing for a coordinated and effective level of service to the community for the purposes of the authorities, duties and responsibilities set forth in the Act.
- 6.2. Secondary non-police or dissemination of any information initially lawfully disclosed to a Peace Officer, contrary to provincial or federal privacy act legislation or regulations is strictly prohibited.
- 6.3. The RCMP, through any Detachment Commander, may provide information from PROS to the Town's Peace Officer(s) where it is consistent with RCMP policy, any Memoranda of Understanding currently in existence or which may be mutually accepted in future, Treasury Board guidelines, the Province of Alberta and Government of Canada Privacy laws, and the duties and authorization of the Peace Officer.
- 6.4. Notwithstanding Subparagraph 6.3, any information that is placed into a Special Project PROS file or identified with a higher restriction level will not be shared or disseminated without the express consent of the originating investigator/unit and/ or agency.
- 6.5. Neither Participant will retain any PROS information, other than their own, in any other automated or manual information storage system without the prior knowledge and consent of the originating agency.

Town of Strathmore

- 6.6. The information disclosed under this MOU will be administered, maintained, and disposed of in accordance with the law that applies to record retention and personal information and all applicable policies and guidelines. In the case of the RCMP, this includes the *Privacy Act*, the *National Archives of Canada Act* and Government Security Policy. In the case of the Town's Peace Officer(s), it means all the applicable laws regarding the administration, maintenance, and disposal of information within the Province of Alberta and policies applicable to the Peace Officer(s).
- 6.7. Each Participant intends to:
- a) Treat information received from the other Participant in confidence and take all reasonable measures to preserve its confidentiality and integrity and to safeguard the information against accidental or unauthorized access, use or disclosure;
 - b) Mark the information provided with the appropriate security classification. In the case of the RCMP, this means (Protected A, Protected B, Protected C) or classified (Unclassified, Confidential, Secret, Top Secret); In the case of the Town's Peace Officer(s), this means an equivalent security classification mutually accepted and understood by the Participants to this MOU;
 - c) Treat information received from the other Participant in accordance with the security markings on it and decide to provide equivalent protection to it while it is in the receiving Participant's possession;
 - d) Attach terms, conditions, or caveats to the information supplied, as the supplying party deems appropriate;
 - e) Abide by all caveats, conditions or terms attached to the information;
 - f) Maintain appropriate records concerning the transmission and receipt of information exchanged;
 - g) Not disseminate the information to any third party without the prior written consent of the supplying Participant except as required by law;
 - h) Limit access to the information to those of its employees whose duties require such access, who are legally bound to keep confidences and who have the appropriate security clearance; and,
 - i) Comply with the provisions governing the use, disclosure, and retention of records in the *Youth Criminal Justice Act* S.C. 2002.

7. CONFIDENTIALITY AND USE OF INFORMATION

- 7.1. Each Participant intends to:
- a) Use the information provided by the other Participant solely for the purpose of law enforcement and emergency responding;
 - b) Treat information received from the other Participant in confidence and take all reasonable measures to preserve its confidentiality and integrity and to safeguard the information against accidental or unauthorized access, use or disclosure;
 - c) Mark the information provided with the appropriate security classification.
 - i. In the case of the RCMP, this means (Protected A, Protected B, Protected C) or classified (Unclassified, Confidential, Secret, Top Secret)

Town of Strathmore

- ii. In the case of the Town of Strathmore, this means an equivalent security classification.
- d) Treat information received from the other Participant in accordance with the security markings on it and to undertake to provide equivalent protection to it while it is in the receiving Participant's possession;
- e) Attach terms, conditions, or caveats to the information supplied, as the supplying Participant deems appropriate;
- f) Abide by all caveats, conditions or terms attached to the information;
- g) Maintain appropriate records concerning the transmission and receipt of information exchanged;
- h) Not disseminate the information to any third-party without the prior written consent of the supplying Participant (or agency from which the information originated, as appropriate), except as required by law; and,
- i) Limit access to the information to those of its employees whose duties require such access, who are legally bound to keep confidences and who have the appropriate security clearance.

8. INFORMATION MANAGEMENT

- 8.1. The information disclosed under this arrangement will be administered, maintained and disposed of in accordance with the law that applies to record retention and personal information, and all applicable policies and guidelines. In the case of the RCMP, this includes the *Privacy Act*, the *Library and Archives of Canada Act* and the Policy on Government Security.
- 8.2. Each Participant intends to:
 - a) Use its best efforts to verify the accuracy and completeness of the information provided to the other Participant; and,
 - b) Promptly notify the other Participant if it learns that inaccurate or potentially unreliable information may have been provided or received and take all reasonable remedial steps.
 - c) As Per the Act and Regulations, unauthorized use or disclosure of information exchanged under this MOU is a violation of the Peace Officer Program Code of Conduct and must be immediately reported to the Peace Officer Program and the RCMP using the approved Peace Officer Program form (PS3535). Furthermore, the Town, under the Act and Regulations, is obligated to undertake an investigation into the conduct of its Peace Officer(s) in relation to the reported incident and provide a copy of the disposition to the RCMP as per Appendix B;
 - d) Immediately notify the other if either receives a request under the *Privacy Act*, the *Access to Information Act* or other lawful authority, for information provided under this MOU. If requested, the Participant will endeavour to protect the information from disclosure to the extent permitted by law; and

Town of Strathmore

9. FINANCIAL ARRANGEMENTS

- 9.1. No financial responsibilities on behalf of one Participant toward the other are intended to arise from this MOU.
- 9.2. Each Participant will bear its own costs in carrying out its responsibilities under this MOU.

10. LIABILITY

Each Participant will be responsible for the actions, omissions or damages caused by the conduct of their employees or agents, carrying out their duties and acting within the scope of their authority.

11. DEPARTMENTAL REPRESENTATIVES

- 11.1. The following officials are designated as the departmental representatives for purposes of this MOU and any notices required under this MOU will be delivered as follows:

a) For the RCMP: District Commander
SAD Alberta District
#100, 2 Highland Park Way NE
Airdrie, AB T4A 0R1

b) For the Town: Chief Administrative Officer
Town of Strathmore
1 Parklane Drive
Strathmore, AB, T1P 1K2

12. DISPUTE RESOLUTION

In the event of a dispute arising from the interpretation or operation of this MOU, it will be referred to the Liaison Officers set out in Subparagraph 5.2 of this MOU, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the Participants intend to refer the matter to the departmental representatives in Paragraph 11 as noted above for final resolution.

13. MONITORING

The department representatives in Paragraph 11 may meet annually and as required to review and assess the operation and effectiveness of this MOU and any one of the Participants may call such a meeting to be held no later than seven (7) days after the date upon which either of the Participants makes this desire known.

14. TERM AND TERMINATION

- 14.1. This MOU will commence on the June 1st, 2025, and will expire on the May 31st, 2030.
- 14.2. This MOU may be terminated by either Participant upon ninety (90) days written notice to each Participant and notice to the responsible Minister for the Province of Alberta. Termination does not release a Participant from any responsibilities which accrued while the MOU was in effect.

Town of Strathmore

- 14.3. Prior to its expiry and unless it has been terminated pursuant to Subparagraph 14.2, this Arrangement will be automatically extended by one (1) additional year under the same terms and conditions in effect up to a maximum of three (3) years.
- 14.4. This Arrangement remains in effect for the term set out in Subparagraph 14.1 and by extension under Subparagraph 14.3 provided that the Arrangement is still in effect.
- 14.5. Termination does not release a Participant from any responsibilities which accrued while the arrangement was in effect and the responsibilities of confidentiality will survive the expiry or termination of this MOU.
- 14.6. Either Participant may immediately terminate this MOU in the event the other Participant has breached its undertakings of confidentiality, otherwise compromised the security of the information exchanged or used the information for an unauthorized purpose.

15. AMENDMENT TO THE MOU

This MOU may only be amended by the written consent of the Participants to the MOU and where so amended, notification specifying what has been altered to the content of this MOU will be forwarded immediately to the Community Peace Officer Program by the Town.

Town of Strathmore

16. GENERAL

Signed by the authorized officers of the Participants:

For the Town:

Pat Fule
Mayor
Town of Strathmore

Date: _____

For the RCMP:

D/Commr. Rob Hill
Commanding Officer
Alberta RCMP

Date: _____

Town of Strathmore

APPENDIX A:

RCMP Shared Talkgroup(s) on Strathmore Radios

The RCMP will share the following Talkgroups with the Strathmore for programming into authorized radios:

FOIP Sec. 20(1) - Disclosure harmful to law enforcement

Town of Strathmore

Appendix B:**PRIVACY ACKNOWLEDGMENT FORM****Acknowledgment of Confidentiality and Privacy Obligations****Community Peace Officers (CPOs) Access to RCMP's AFRRCS System**

Purpose

This form acknowledges the responsibility of Community Peace Officers (CPOs) in Alberta to protect the confidentiality of sensitive information encountered while using the RCMP's Alberta First Responders Radio Communication System (AFRRCS). This includes conversations over RCMP Dispatch talk groups that may be sensitive in nature.

Scope

This acknowledgment applies to all Community Peace Officers and other community employees from various towns, counties, and other jurisdictions in Alberta who have access to the AFRRCS system.

Confidentiality and Privacy Obligations

By signing this form, you acknowledge and agree to the following:

Confidential Information

I understand that during my duties, I may have access to confidential and sensitive information communicated over the AFRRCS system.

I acknowledge that any information heard or received via RCMP Dispatch talk groups is confidential and must be safeguarded in accordance with the Government of Canada's privacy standards and the terms of the Peace Officer Program Code of Conduct, as stipulated in section 13 of the Ministerial Regulation and section 18.2 of the Peace Officer Program Procedures and Policy Manual.

Use of Information

I will use the information obtained through AFRRCS solely for official and authorized purposes.

I will not disclose any confidential or sensitive information to unauthorized individuals, either within or outside my organization, except as required by law or authorized by my supervisor.

Security Measures

I will take all necessary measures to protect confidential information, including adhering to all relevant policies, procedures, and guidelines provided by my organization and the Government of Canada.

I will report any breaches of confidentiality or security incidents involving sensitive information immediately to my supervisor or the appropriate authority.

Compliance

I agree to comply with the Peace Officer Program Code of Conduct and all applicable laws, regulations, and policies concerning the handling of confidential information.

I understand that failure to comply with these obligations may result in disciplinary action, up to and including termination of employment, as well as potential legal consequences.

Town of Strathmore

Acknowledgment

I, the undersigned, have read and understand the above privacy and confidentiality obligations. I acknowledge my responsibility to safeguard confidential information obtained through the AFRRCS system and agree to comply with all relevant policies and regulations.

Community Peace Officer Information

Name: _____

Position/Title: _____

Department/Organization: _____

Town/County/Jurisdiction: _____

Signature: _____

Date: _____

Supervisor/Authorizing Official

Name: _____

Position/Title: _____

Signature: _____

Date: _____

Contact Information for Reporting Incidents

Supervisor/Authority Name: _____

Phone Number: _____

Email: _____

By signing this form, you affirm your commitment to maintaining the confidentiality and integrity of sensitive information accessed through the RCMP's AFRRCS system.



Request for Decision

To: Council

Staff Contact: Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Date Prepared: May 21, 2025

Meeting Date: June 4, 2025

SUBJECT: **Property Tax Recovery - Tax Auction Reserve Bids and Conditions of Sale**

RECOMMENDATION: THAT Council sets the following reserve bids, pursuant to *Section 419(a) of the Municipal Government Act*.

Roll:

20039.00 - \$1,500.00

20040.00 - \$1,500.00

20041.00 - \$1,500.00

20088.00 - \$1,500.00

AND THAT the following conditions of sale be set for each property, pursuant to *Section 419(b) of the Municipal Government Act*.

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title. The land is being offered for sale on an “as is, where is” basis and the Town of Strathmore makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject lands for any use intended by the Purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions will be considered other than those specified by the Town of Strathmore.

The Town of Strathmore may, after the public auction, become the owner of any parcel of land that is not sold at public auction.

Terms: Balances payable within 30 days of the date of the Public Auction. Remittances must be in the form of a certified cheque or

bank draft. GST will apply to all applicable lands.

Redemption may be affected by payment of all arrears of taxes, penalties and costs at any time prior to the sale.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The reserve bid and conditions requirement of Section 419 of the MGA will ensure proper process is followed in order to enable Administration to proceed with the Tax Recovery Auction scheduled for July 3, 2025.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The MGA states Council must set, for a Tax Recovery Public Auction:

- for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and

- any conditions that apply to the sale.

ORGANIZATIONAL:

N/A

OPERATIONAL:

If Council does not authorize the reserves and conditions, the Public Auction will not proceed, rendering Administration unable to recover the arrears taxes on the properties scheduled to go to auction.

FINANCIAL:

The four properties on the arrears list owe a combined \$5,780 (\$1,445 each) at May 22, 2025.

POLICY:

Section 419 of the *MGA* states Council must set, for a Tax Recovery Public Auction:

- for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- any conditions that apply to the sale.

IMPLEMENTATION:

Once approved by Council, Administration will set the reserve bids and conditions as described in the Motion.

BACKGROUND:

The Municipal Government Act allows municipalities to conduct a tax auction on properties in arrears for more than two years. The Town of Strathmore is scheduled to hold a Public Auction on July 3, 2025 for properties in arrears for three years at December 31, 2024 (i.e. arrears since December 31, 2021).

For the specific properties listed in arrears, numerous unsuccessful attempts have been made to contact the owner and collect the amounts owing, beginning in 2017 for the condo parking stalls listed. Since December 2024, Administration has attempted to phone the registered owner of the property multiple times, and has mailed (both through Canada Post and Purolator) tax arrears letters twice - in addition to multiple similar attempts prior.

In February 2025, Mayor Fule signed a letter addressed to the Minister of Municipal Affairs to request an auction date extension for the four condo parking stalls on the arrears list (as their auction was originally scheduled for 2021). The Minister granted the request in March 2025.

At the March 19, 2025 Regular Council Meeting, Council approved advertisement of the auction in the May 8 edition of the Alberta Gazette, and June 18th edition of the Strathmore Times, pursuant to 421(1) of the MGA.

KEY ISSUE(S)/CONCEPT(S):

The Municipal Government Act allows municipalities to conduct a tax auction on properties in arrears for more than two years. The Town of Strathmore is scheduled to conduct a tax auction on arrears properties on July 3, 2025.

The properties listed owe \$1,445 each at May 21, 2025. The reserve bid of \$1,500 each represents 75% of the estimated fair market value of the properties at May 21, 2025, and, is sufficient to cover the tax arrears owing. The fair market values were provided by Town of Strathmore's contracted property assessors, Wild Rose Assessments, at May 21, 2025.

DESIRED OUTCOMES:

The desired outcome is that Council authorizes Administration to proceed with the reserve bids and conditions as prescribed in *MGA Section 419*.

COMMUNICATIONS:

At the March 19, 2025 Regular Council Meeting, Council approved advertisement of the auction in the May 8 edition of the Alberta Gazette, and June 18th edition of the Strathmore Times, pursuant to 421(1) of the MGA.

ALTERNATIVE ACTIONS/MOTIONS:

Council can defer the matter to a Committee of the Whole, however noting that delays in setting reserve bids and conditions could mean the auction date would need to be postponed.

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting	Approved - 22 May 2025
Leana Ashbacher, Senior Manager of Financial Services	Approved - 23 May 2025
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 26 May 2025
Kevin Scoble, Chief Administrative Officer	Approved - 28 May 2025
Veronica Anderson, Legislative Services Officer	Approved

- 28 May
2025
Approved
- 28 May
2025

Johnathan Strathee, Manager of Legislative Services



NOTICE OF MOTION

Submitted: May 15, 2025

Notice Given: May 21, 2025

Meeting Date: June 4, 2025

SUBMITTED BY: Mayor Pat Fule

SUBJECT: WestCreek Land Transfer

WHEREAS Strathmore Town Council's 2022-2025 Strategic Plan includes the priority of *Community Development*, intended to create communities for residents which promote sustainable and interdependent family-friendly spaces.

AND WHEREAS Council values *Community Wellness*, focused on the maintenance, protection, and improvement of services that support optimum lifestyles.

AND WHEREAS Wetlands are a natural part of the Alberta landscape.

AND WHEREAS Conserving wetlands, where appropriate, and developing adjacent to wetlands in a responsible manner, according to Provincial and Federal Regulations, ensures that the natural environment can be protected.

AND WHEREAS WestCreek Area Structure Plan Amending Bylaw No. 25-07 includes a provision for Reserve Dedication, as shown in Schedule 'A', Map 8.

AND WHEREAS WestCreek Area Structure Plan Amending Bylaw No. 25-07, S. 4.1 EXISTING LAND USES states "*The lands contained with NW 15-24-25-W4 are currently designated as Low Density Residential District, and Medium Density Residential while the balance of the west lands and the entire east lands are designated Urban Reserve District (UR).*"

Notice is hereby given that the following motion will be brought forward for consideration at the June 4, 2025 Regular Council Meeting:

THAT Council direct the CAO to complete an agreement for the transfer of WestCreek lands south of Gray's Park to the Town of Strathmore, at an appropriate and mutually agreed upon time in the development and approval phases.

May 28, 2025

Hon. Joseph Schow
Minister of Jobs, Economy, Trade and Immigration
425 Legislature Building
10800- 97 Avenue
Edmonton, AB
T5K 2B6

Sent via email: jeti.minister@gov.ab.ca

Dear Minister Schow,

On behalf of Alberta's Mid-Sized Cities Mayors' Caucus (MCMC), I congratulate you on your recent appointment as Minister of Jobs, Economy, Trade and Immigration. Our members are home to good-paying jobs across several key industries, and we look forward to working with you to continue building more economic opportunity.

As you may know, MCMC is a collection of 24 municipalities across Alberta whose population is between 100,000 and 12,000. Our members represent 28 provincial ridings and over one million Albertans, spanning from Grande Prairie to Lethbridge. We aim to connect, collaborate, and set strategic priorities that we can advance through partnership with the Government of Alberta.

While we are a diverse group of mayors representing a broad range of communities, we share many similar needs and issues, especially providing core services like schools, hospitals, and critical infrastructure for our rapidly growing populations. In fact, Alberta's mid-sized cities include some of the most attractive and fastest-growing communities in the province, averaging across our 24 communities a seven per cent annualized growth rate over the past five years.


This record growth is often driven by our reputation for economic opportunity and prosperity cultivated in Alberta and indeed in our mid-sized communities. Thanks to our focus on making smart investments to attract business and nurture entrepreneurship, we are home to some of Alberta's most important industries, from agriculture and energy to manufacturing and technology. Our unique size makes us nimble and adaptable, and helps us play an oversized role in continuing to help create a strong Alberta within Canada and ensure that we remain the economic engine for the country.

That said, while we face unique circumstances due to our size and growth, we are also committed to bringing forward innovative solutions. Our Caucus is a collective of problem solvers by nature; our ability to engage so many unique voices, making up such a large and vital contingent in the province, makes us a great resource for your government when developing policy. We are keen to work together and identify novel ways of working, including proposing our communities as locations to launch policy or programming pilots and test new approaches.

With this, we know we have a tremendous responsibility to maintain an open dialogue with our provincially elected representatives. By communicating efficiently and accessibly with each other, we can better meet the opportunities and support the residents who trust us to govern responsibly. MCMC is committed to communication, not politics, and always having open and honest discussions. We look forward to building this type of relationship with you in your new role.

We appreciate that the next few weeks will be busy for you as you settle into your new role. Recognizing this, we would be pleased to meet with you at your earliest convenience to learn more about what you hope to achieve in your new role and how our Caucus can help you do it. Please contact me to coordinate a time to meet or to raise any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Genung".

Jeff Genung
Mayor, Cochrane
Chair, Mid-Sized Cities Mayors' Caucus

CC **MLA Brandon Lundy**
MCMC MLA Caucus Chair
Sent via email: leduc.beaumont@assembly.ab.ca

MCMC Caucus Members

May 28, 2025

Honourable Andrew Boitchenko
Minister of Tourism and Sport
103 Legislature Building
10800- 97 Avenue
Edmonton, AB
T5K 2B6

Sent Via Email: ts.minister@gov.ab.ca

Dear Minister Boitchenko,

On behalf of Alberta's Mid-Sized Cities Mayors' Caucus (MCMC), I congratulate you on your recent appointment as Minister of Tourism and Sport. Many of our members significantly contribute to Alberta's tourism industry, and we look forward to working with you to ensure Alberta's position as an international sports and tourism destination remains strong.

As you may know, MCMC is a collection of 24 municipalities across Alberta whose population is between 100,000 and 12,000. Our members represent 28 provincial ridings and over one million Albertans, spanning from Grande Prairie to Lethbridge. We aim to connect, collaborate, and set strategic priorities that we can advance through partnership with the Government of Alberta.

While we are a diverse group of mayors representing a broad range of communities, we share many similar needs and issues, especially providing core services like schools, hospitals, and critical infrastructure for our rapidly growing populations. In fact, Alberta's mid-sized cities include some of the most attractive and fastest-growing communities in the province, averaging across our 24 communities a seven per cent annualized growth rate over the past five years.

This record growth seen in our communities has posed significant challenges related to available sport and recreation infrastructure. The heightened demand, from both new residents and the increase in events being hosted by community groups and associations, has created pressure points for our municipalities as they navigate the need to invest in community infrastructure while meeting affordability pressures. Likewise, as more people move to Alberta, more are keen to visit, and we've seen increased strain on hospitality amenities like commercial spaces or accommodations, which places pressure on foundational elements like roadways and waste and water infrastructure.

That said, while we face unique challenges due to our size and growth, we are also committed to bringing forward innovative solutions. Our Caucus is a collective of problem solvers by nature; our ability to engage so many unique voices, making up such a large and vital contingent of the province, makes us a great resource for your government when developing policy. We are keen to work together and identify novel ways of working, including proposing our communities as locations to launch policy or programming pilots and test new approaches.

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CC **MLA Brandon Lundy**
MCMC MLA Caucus Chair
Sent via email: leduc.beaumont@assembly.ab.ca

MCMC Caucus Members

May 28, 2025

Hon. Rick Wilson
Minister of Mental Health and Addiction
403 Legislature Building
10800- 97 Avenue
Edmonton, AB
T5K 2B6

Sent via email: mha.minister@gov.ab.ca

Dear Minister Wilson,

On behalf of Alberta's Mid-Sized Cities Mayors' Caucus (MCMC), I congratulate you on your recent appointment as Minister of Mental Health and Addiction. Many of our members had the opportunity to work closely with Minister Williams in this role, and we look forward to building on this work under your leadership.

As you may know, MCMC is a collection of 24 municipalities across Alberta whose population is between 100,000 and 12,000. Our members represent 28 provincial ridings and over one million Albertans, spanning from Grande Prairie to Lethbridge. We aim to connect, collaborate, and set strategic priorities that we can advance through partnership with the Government of Alberta.

While we are a diverse group of mayors representing a broad range of communities, we share many similar needs and issues, especially providing core services like schools, hospitals, and critical infrastructure for our rapidly growing populations. In fact, Alberta's mid-sized cities include some of the most attractive and fastest-growing communities in the province, averaging across our 24 communities a seven per cent annualized growth rate over the past five years.

This record growth seen in our communities has posed significant challenges related to access to mental health and addiction care. Even though we see challenges related to mental health and addiction, including homelessness and an increase in crime, we are often disqualified from funding thanks to our unique population size, as we are not as large as Calgary or Edmonton. What's more, some of our members also act as regional hubs for northern and southern Alberta, creating more challenges for service delivery in their communities.

That said, while we face unique challenges due to our size and growth, we are also committed to bringing forward innovative solutions. Our Caucus is a collective of problem solvers by nature; our ability to engage so many unique voices, making up such a large and vital contingent in the province, makes us a great resource for your government when developing policy. We are keen to work together and identify novel ways of working, including proposing our communities as locations to launch policy or programming pilots and test new approaches.

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CC **MLA Brandon Lundy**
MCMC MLA Caucus Chair
Sent via email: leduc.beaumont@assembly.ab.ca

MCMC Caucus Members

May 28, 2025

Honourable Grant Hunter
Associate Minister of Water
513-F Legislature Building
10800- 97 Avenue NW
Edmonton, AB
T5K 2B6

Sent Via Email: Taber.Warner@assembly.ab.ca

Dear Associate Minister Hunter,

On behalf of Alberta's Mid-Sized Cities Mayors' Caucus (MCMC), I congratulate you on your recent appointment as Associate Minister of Water. Many of our members have worked closely with the Government of Alberta on issues related to water availability and infrastructure, and are pleased to see your appointment to a dedicated role on the matter.

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This record growth seen in our communities has posed challenges related to water and wastewater infrastructure. The heightened demand, from both new residents and businesses, has created pressure points for our members as they navigate the need to invest in critical infrastructure while meeting affordability pressures. In Budget 2025, your government made strong commitments to address this critical area through targeted investments. We were pleased to see this, and look forward to working with you directly to do more.

That said, while we face unique challenges due to our size and growth, we are committed to bringing forward innovative solutions, too. Our Caucus is a collective of problem solvers by nature; our ability to engage so many unique voices, making up such a large and vital component in the province, makes us a great resource for your government when developing policy. We are keen to work together and identify novel ways of working, including proposing our communities as locations to launch policy or programming pilots and test new approaches.

With this, we recognize our tremendous responsibility to maintain an open dialogue with our provincially elected representatives. By communicating efficiently and accessibly with each other, we can better meet the opportunities and support the residents who trust us to govern responsibly. MCMC is committed to communication, not politics, and always having open and honest discussions. We look forward to building this type of relationship with you in your new role.

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CC **MLA Brandon Lundy**
MCMC MLA Caucus Chair
Sent via email: leduc.beaumont@assembly.ab.ca

MCMC Caucus Members



May 28, 2025

Mayor Pat Fule
Town of Strathmore
1 Parklane Drive
PO Box 2280
Strathmore AB, T1P 1K2

Re: Joint Municipal Policing Committee

Dear Mayor Fule,

On behalf of Rocky View County's Council, I am writing to invite you to consider the establishment of a joint municipal policing committee with the County. On May 20, 2025, our Council passed the following motion:

THAT Council direct the Reeve to send a letter to the Town of Strathmore's Council inviting them to establish a joint municipal policing committee with the County, pursuant to section 5 of the Police Governance (Ministerial) Regulation

As you are aware, recent amendments to the *Police Act* and *Police Governance (Ministerial) Regulation* have necessitated the creation of municipal policing committees across the province for all municipalities served by the RCMP.

There are several options for fulfilling this legislated requirement but given that the community of Langdon within the County and the Town of Strathmore are both served by the Strathmore RCMP detachment and our desire for cost-efficient and effective governance, we believe that a joint municipal policing committee would be a desirable outcome.

Please consider this the County's formal request to begin discussions on the potential formation of a joint municipal policing committee between the County and the Town of Strathmore. If you are amenable to this potential partnership, please feel free to contact me at 403-463-3273, or contact Belen Scott, Chief of Staff, via phone at 403-520-8160 or email at bscott@rockyview.ca to set up a formal meeting between our municipalities to discuss this opportunity.

Sincerely,
Rocky View County

Crystal Kissel
Reeve

Cc: Town of Strathmore Council
Rocky View County Council
Reegan McCullough, Chief Administrative Officer
Kevin Scoble, Chief Administrative Officer
Mark Pretzlaff, Director of Community and Protective Services
Lorraine Wesley, Manager, Enforcement Services