

**AGENDA
REGULAR COUNCIL MEETING
Wednesday, December 11, 2024 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB**

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2. CONFIRMATION OF AGENDA	
3. CLOSED MEETING	
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3.2. Council CAO Dialogue – Advice from officials – FOIP S.24 (1)(b)(i)	
4. PUBLIC HEARING	
5. 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.	
6. 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.	
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11.4.	ADMINISTRATIVE INQUIRIES	
11.5.	NOTICES OF MOTION	
12.	CORRESPONDENCE	
13.	ADJOURNMENT	



Report for Council

To: Council

Staff Contact: Mark Pretzlaff, Director of Community and Protective Services

Date Prepared: October 27, 2024

Meeting Date: December 11, 2024

SUBJECT: 2024-2025 RCMP Q2 Municipal Policing Report

RECOMMENDATION: Information for Council.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The Policing Report outlines the numerous priorities for the community and provides an overview of the various accomplishments throughout the year.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

N/A

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

Strathmore RCMP detachment commander, Staff Sergeant Wielgosz will report and provide an update on the activities within the RCMP detachment area from July 2024 to September 2024.

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

That this report be reviewed by Council.

COMMUNICATIONS:

This report will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

N/A

ATTACHMENTS:

[Attachment I: 2024-2025 RCMP Q2 Municipal Policing Report](#)

Johnathan Stratthdee, Manager of Legislative Services

Approved
- 29 Oct
2024

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

Approved
- 29 Oct
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 01 Nov
2024

STRATHMORE MUNICIPAL POLICING REPORT

QUARTER 2

July 1, 2024 – September 30, 2024



Prepared by:
Staff Sergeant Mark Wielgosz
Detachment Commander
Strathmore – Langdon RCMP



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada



Population Served:

- Strathmore: 14,751
- Langdon: 5,783
- Rocky View: 5,733 (est.)
- Wheatland: 6,299 (est.)

Police Strength:

- Strathmore: 16 Regular Members
- Langdon: 3 Regular Members
- Rural: 13 Regular Members

Support Staff:

- Strathmore: 5 Municipal Employees
- Rural: 4 Public Servants
- Langdon: 1 Municipal Employee

2024-2025 ANNUAL PERFORMANCE PLAN INITIATIVES - QUARTERLY RESULTS

1. Reduce Property Crimes – Reduction in theft of vehicles, theft from vehicles, and break and enter by 5% from the six year historical average.

The goal of this priority is to maintain or reduce the historical six year crime levels through use of the following strategies.

Habitual Offender Management

A habitual offender management program (HOM) remains in effect to target habitual or high impact offenders residing in our Detachment area. Enforcement and monitoring efforts are undertaken to ensure offenders comply with ordered conditions or face consequence for non-compliance. Offenders are selected based upon the following factors:

- Volume of crime they commit;
- Seriousness of the crimes they commit;
- Likelihood of reoffending; and
- Impact of their crime on the community.

During this quarter, Strathmore Detachment monitored 12 habitual offenders.

Offender/Property 1: Property identified as frequented by HOM offenders and property crime. (Rocky View County) Results of checks conducted:

- 1 Stolen vehicle recovered.

Offender 2: Offender identified on release bound by a CSO in relation to drug trafficking. The offender was found in compliance with conditions during checks this period. (Strathmore)





Offender 3: Offender identified on release for multiple break and enters along with prescription fraud. Found in compliance during checks this quarter. (Strathmore)

Offender 4: Offender identified on release by CSO on fraud related offences. Found in compliance during checks this quarter. (Strathmore)

Offender 5: Offender identified on release for several weapons, drug, and property offences. Offender found out of compliance this quarter. Found in compliance during checks this quarter. (Wheatland County)

Offender 6: Offender identified on release bound by a CSO for Arson offences. Found in compliance with release conditions during checks this quarter. (Langdon)

Offender 7: Offender identified on release for several firearms related offences. Found in compliance during checks this quarter. (Langdon)

Offender 8: Offender identified on release bound by a CSO in relation to a mischief charge stemming from a larger arson investigation. Offender found in compliance with conditions during checks this quarter. (Strathmore)

Offender 9: Offender identified released on parole in relation to sexual offences. Found in compliance with conditions during checks this quarter. (Strathmore)

Offender 10: Offender identified on release for several property offences. Was found in compliance during checks this quarter. (Strathmore)

Offender 11: Offender identified on release on several violence related charges. Was found in compliance during checks this quarter. (Strathmore)

Offender 12: Offender identified on probation for property related offences with a significant history of violence and property related offences. Found in compliance during checks this quarter. (Strathmore).

Persons of Interest Program

Outside of the offender management program, Strathmore RCMP monitors persons in the community involved in organized crime or at large on various types of release such as parole, probation, and interim release on open criminal matters. Persons are identified on the potential risk to the community, severity of offences they are accused of, or likelihood to reoffend.

Partnerships with Calgary Police Service, Federal Parole Board, Provincial Probation Officers, and RCMP intelligence units are leveraged to remain cognizant of offenders moving in and out of Strathmore and the surrounding area.

This program is carried out by Strathmore General Investigation Section (GIS), which has been expanded to include rural areas with the addition of a rural resource. The unit consists of three





members strategically focused on:

- Drug trafficking activity;
- Serious persons crimes;
- Habitual offender management; and
- High value property crime in both rural and municipal areas.

Security Screw Program

The Security Screw Program is now active for Strathmore and surrounding communities. The program involves provision of security fasteners to area residents without charge at select locations.

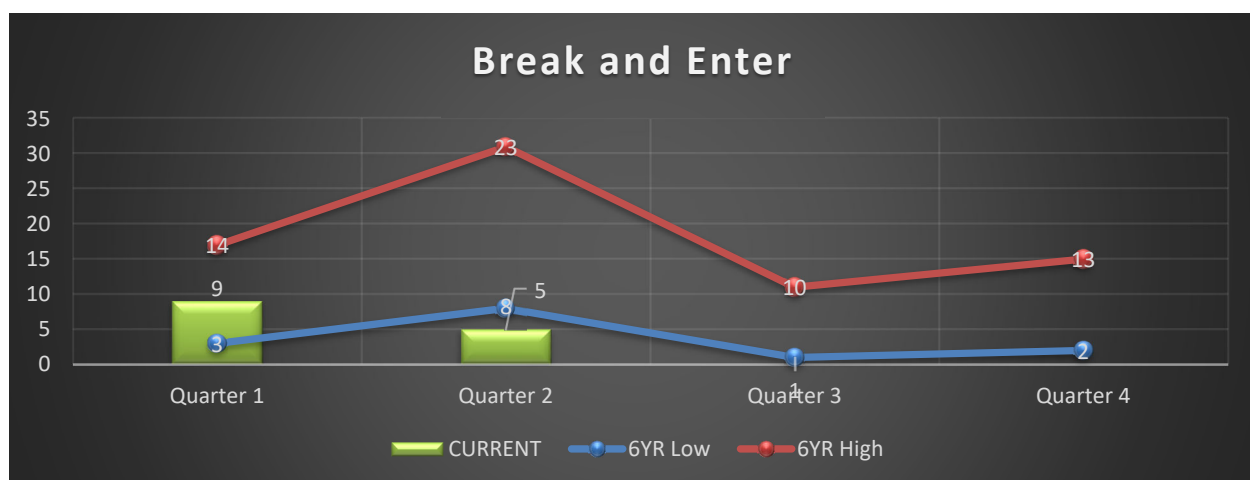
Current locations are:

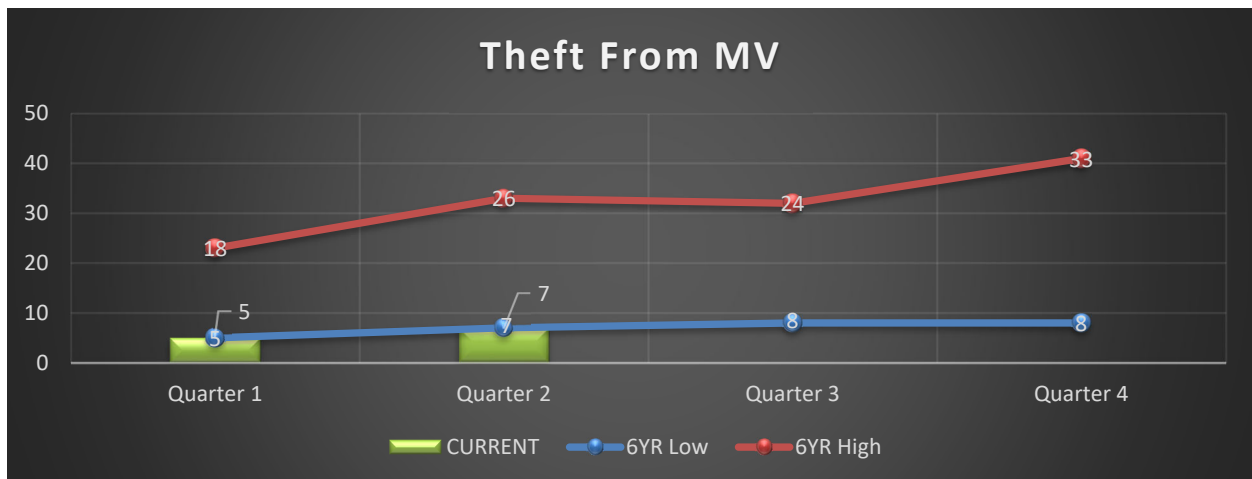
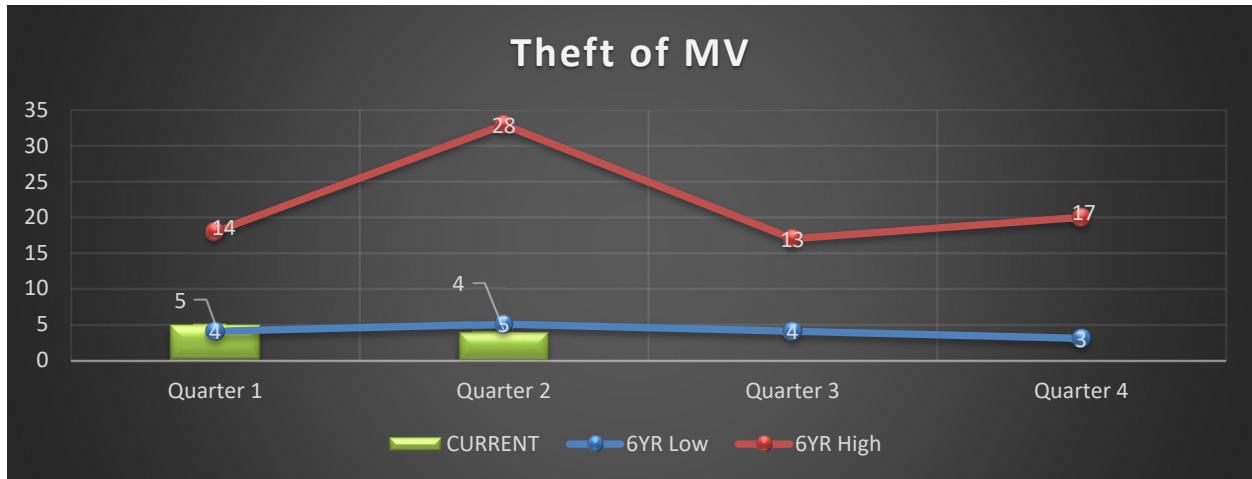
- Strathmore RCMP Detachment;
- Strathmore Fire Department;
- Strathmore Ford;
- Strathmore Motor Products; and
- Strathmore Dodge.
- Rocky View County – Langdon Detachment

Community response has been positive and several fasteners have been installed at all locations.

Crime Prevention Through Environmental Design (CPTED) and Business Outreach Program

At present, this program is available upon request or referral by front line members to assess properties to help prevent and deter victimization.





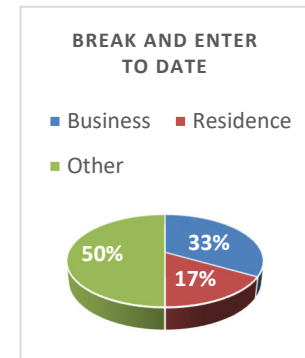
Results for Q2 in the selected areas in comparison to the same time frame last year including comparisons to the preceding six fiscal year average:

	FY23/24 to FY24/25	6 Year Average
<u>Break and Enter</u>		
Q2	Down from 11 to 6 (-45%)	Down from 14 to 6 (-57%)
<u>Theft of Motor Vehicle</u>		
Q2	Down from 12 to 4 (-67%)	Down from 12 to 4 (-67%)
<u>Theft from Motor Vehicle</u>		
Q2	Unchanged at 7 (=%)	Down from 15 to 7 (-53%)





Break and Enter: Occurrences this quarter were reduced from the same time frame last year and from historical averages. An offender was identified in one of the business break ins and charged in connection with the event. One break in was to a school by students who were identified and charges laid as they were not candidates for alternative measures. The only residential break in this quarter was to a home under construction where youths under the age of 12 were identified. A resolution was mediated between the owner and youth's parents.

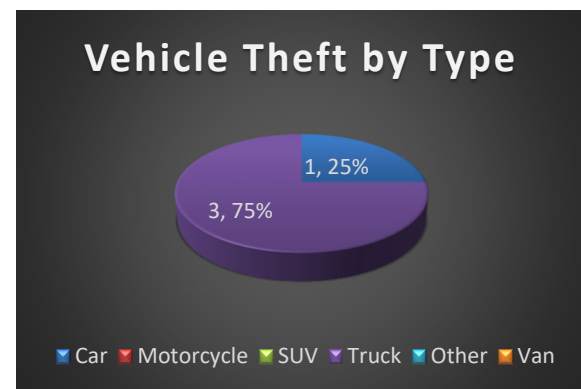


Theft of MV: Theft of MV were reduced by approximately 2/3 this quarter compared to the same time frame last year and from the historical averages. Of the 4 thefts this quarter, two were attempted thefts, and the remaining two were recovered. ¾ of the instances were crimes of opportunity.

Theft from MV: Of the 7 occurrences, 4 were license plate thefts and one was a crime of opportunity.

2. Traffic Safety – Reduction of both injury and overall collisions.

The goal of this priority is to maintain or reduce the historical five year crime levels through use of the following strategies.



Traffic Safety/Enforcement

ENFORCEMENT RESULTS THIS QUARTER

Violations: 323 (437 YTD)

Suspensions in both municipal and rural areas:

- | | |
|------------|-------------------------------|
| - IRS: 31 | - Drive while Disqualified: 4 |
| - 72hr: 14 | - Impaired: 2 |
| - 24hr: 1 | - GDL AZAT: 0 |

On July 29 S/Sgt. WIELGOSZ and Cpl. WASSILL presented Cst. SOCKETT with the Cpl. CUMMINGS Watch award. The award recognizes the work of police officers in combating impaired driving. Cst. SOCKETT charged more than 15 impaired drivers.





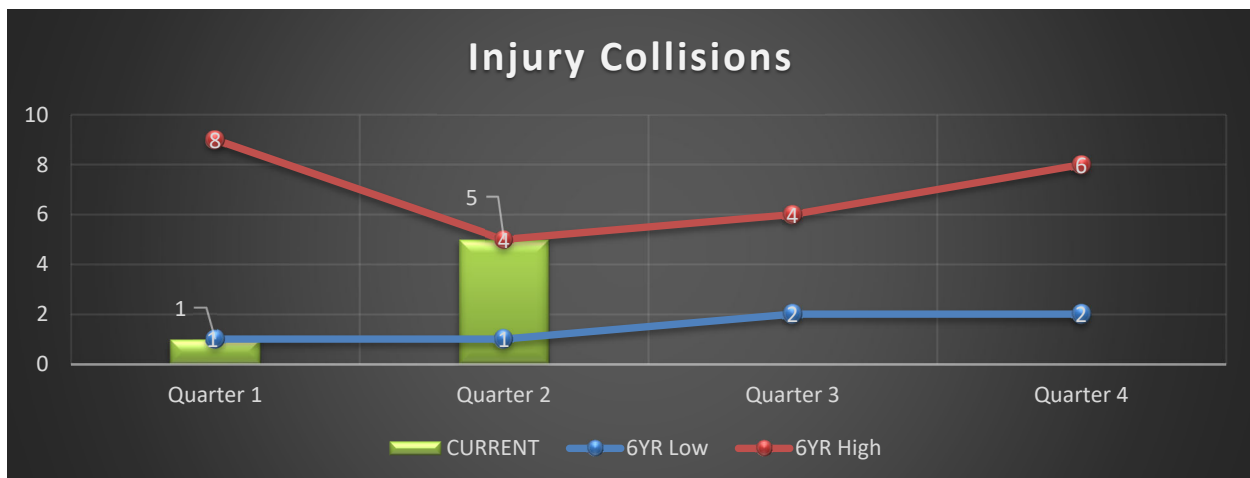
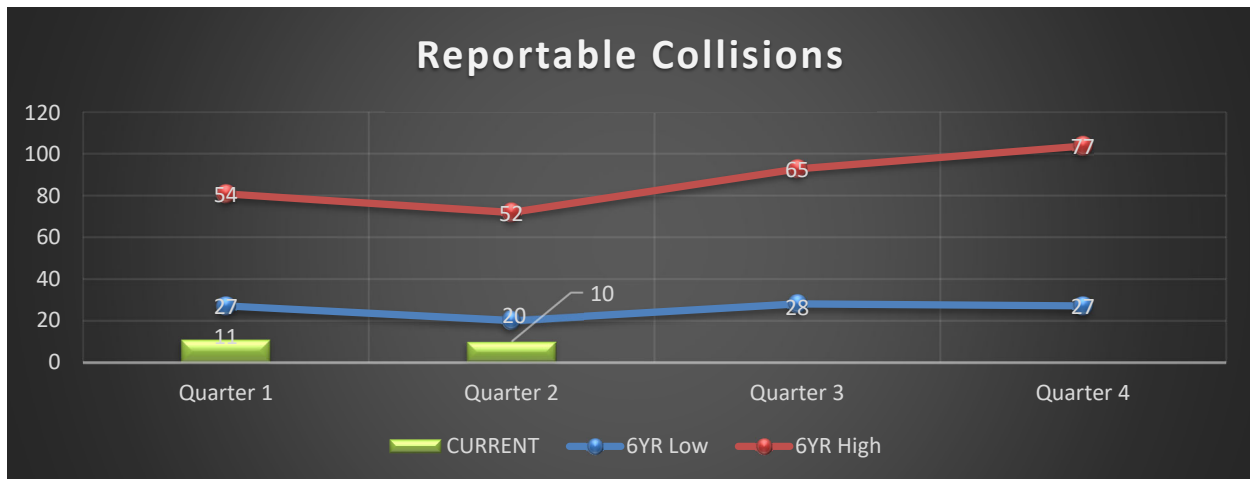
Check Stop Program *(in and around Strathmore)*

This quarter three check stops were conducted in Strathmore and the Surrounding area which resulted in two IRS contraventions and two 72hr suspensions. Approximately 262 vehicles were checked.

Bar Walk Program

Strathmore members conduct foot patrols through licensed establishments to maximize visibility in an effort to prevent, detect, and deter criminal activities. Criminal activity may include Gaming Liquor and Cannabis Act infractions, Illicit drug offences, or impaired driving.

Collision Comparisons





Results for this quarter in the selected areas in comparison to the same time frame last year including comparisons to the preceding six fiscal year average:

FY23/24 to FY24/25

6yr. Fiscal YR Avg.

Reportable Collisions:

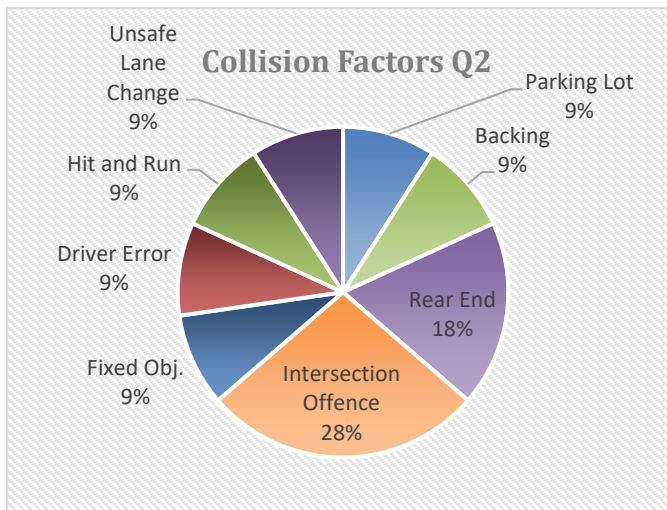
Q2 Down from 28 to 10 (-64%)

Down from 31 to 10 (-68%)

Injury Collisions:

Q2 Up from 0 to 5 (%)

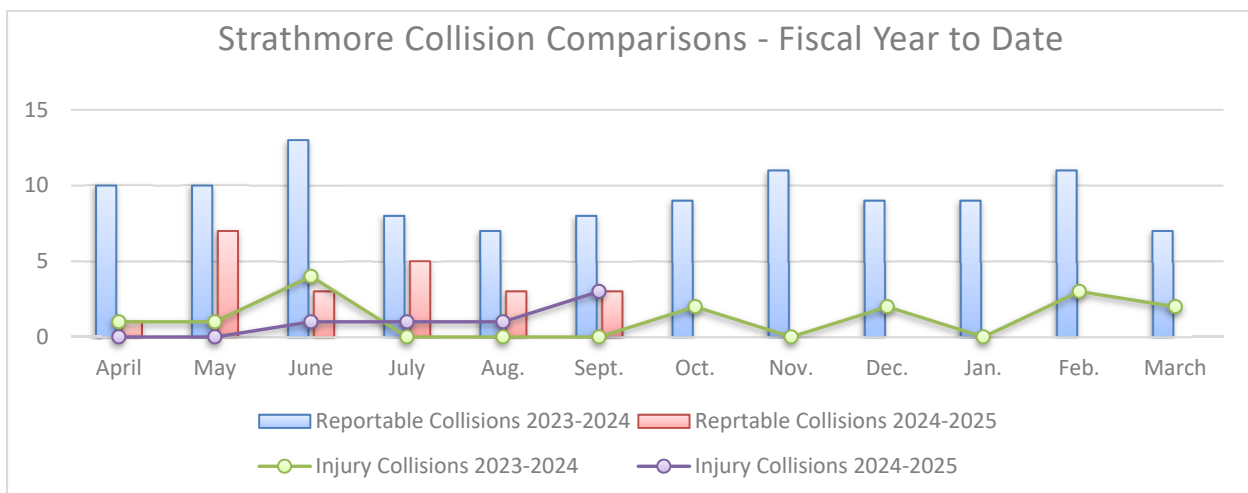
Up from 3 to 5 (+67%)



Reportable collisions were reduced this period from last year and over our six year averages. Most collisions occurred as a result of intersection offences.

Injury collisions saw an increase this quarter with more than half caused by intersection offences. Two were rear end collisions.

(** A contributing factor in the reduction of reportable collisions may be slightly attributable to the increase in the minimum value to report. In December of 2023, the reportable value increased from \$2,000 to \$5,000.)





3. Community Engagement and Indigenous Community Engagement

Fostering positive relationships within our community and seeking ways to improve engagement with our residents and indigenous communities is a priority this year. Community support and engagement is essential to the success of crime reduction and community safety initiatives. This is achieved through open communication, trust, and emersion into Strathmore and the surrounding communities as community members ourselves.

School Visits

During this quarter, Strathmore members maintained visits at Strathmore Schools to interact with students, provide school talks on community safety topics, update SAFE plans, and maintain presence during the back to school season.

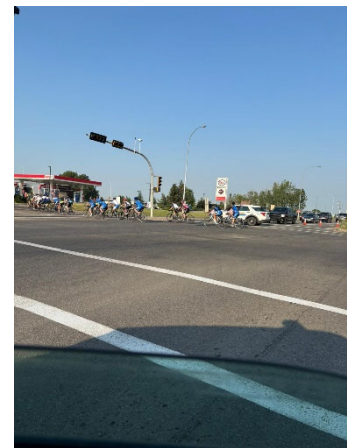
Attendance at Community Events

July 1: Cst.'s SHAIKH and O'CONNELL attended Kinsmen Park in Strathmore to partake in Canada Day celebrations.



July 17: Cst.'s SHAIKH and PLANETS attended a Lions Club wrap up with international exchange students in serge. Members met with students and discussed their experiences with moving to a new country and becoming police officers.

July 21: Cpl. WASSILL and Cst.'s MANCA, ZINCK, KIM, and LECOURS assisted with traffic control during the Enbridge Tour Alberta for Cancer bike ride. Members attended the AG grounds during and after the event to interact with participants.





MUNICIPAL POLICING REPORT



August 2: Cpl. CHISAN attended heritage days and toured the campground to interact with patrons.

August 3: Cst.'s ACKER and JOSEPH participated in the Strathmore Stampede parade in high browns on foot patrol while Cst. SRAN led the procession.



(Cst. WAGNER, PS PRYSTAYKO, PS OLSEN, ME NUMAN, and Cst. SRAN with MLA Chantelle DeJONGE and Premier Danielle SMITH)

(Strathmore Staff ready for Stampede)

August 13: S/Sgt. WIELGOSZ escorted Sgt. Rob NEDEROF who was cycling through from Calgary to Strathmore on Highway 1 as part of his fundraising effort for Wounded Warriors service dogs. S/Sgt. WIELGOSZ provided the escort from Calgary to the Strathmore Legion.

August 24: Cpl. CHISAN attended the medieval fair at the Strathmore AG grounds to interact with attendees. There were approximately 200 persons present at the time.



Sept. 1: Cpl. CHISAN attended Kinsmen Park for Alberta Day celebrations to interact with attendees and participate in festivities.



Sept. 17: S/Sgt. WIELGOSZ attended the Edgefield Tim Hortons to help support Camp Day sales/donations. Products were served at the drive through window and donations were received.

Sept. 27: Cst. 's SHAIKH and O'CONNELL attended Westmount School to give high fives to students participating in their Terry Fox Run.





Community Liaison Program

A community liaison program is in place with a member is assigned to a community group. The purpose of this program is to form a link with community groups to seek feedback on concerns and open channels of communication with respect to education, how to reduce or prevent victimization, and early identification of community cultural issues. There are 17 community groups with liaison members assigned in Strathmore. If a community group would like to request an RCMP liaison, please contact S/Sgt. Mark WIELGOSZ at Strathmore Detachment.

4. Other Initiatives

Strathmore Youth and Indigenous Youth Diversion Program

Strathmore Detachment has implemented a youth and Indigenous youth diversion program to give young persons a chance to redeem themselves through restorative justice. The goals of the program include educating and deterring youth from entering the criminal justice system, to provide an opportunity to make recompense for wrongdoing through restorative justice principles, and give young persons an opportunity to learn from their mistakes.

Eligible criminal cases involve first time minor offences such as property crimes. Candidate eligibility is determined on four criteria:

1. Admission of wrongdoing;
2. Expression of legitimate remorse;
3. Willingness to make recompense and participate in youth justice forums; and
4. Victim consent to allow the matter to proceed toward diversion.

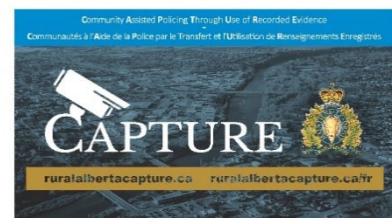
Investigating members will determine eligibility as an option to find the best outcome in response to minor criminal matters and prevent repetition of offenses. Activities typically involve volunteerism and soft labour tasks within the community (picking up litter, removing graffiti, shovelling snow for seniors, etc.)

Partnerships have been created with the Town of Strathmore and Siksika Nation to facilitate and monitor restorative measures.

Rural Alberta CAPTURE Program

On June 12, 2023 The Alberta RCMP announced the voluntary surveillance camera registry program, called CAPTURE (Community Assisted Policing Through the Use of Recorded Evidence) was available Province wide.

Residents and businesses who have video surveillance, and are willing to share video camera footage when requested, can



Register
your
security
camera

Help police investigate
crimes and keep your
community safe.

The registry is voluntary and
secure. Sign up and help protect
your property, your family and
your community.



GO TO YOUR CERTIFIED
ruralalbertacapture.ca

Enregistrez
votre
caméra
de sécurité

Aidez la police à enquêter
sur des crimes et à
assurer la sécurité de
votre collectivité.

L'inscription au registre est volontaire
et sécurisée. Inscrivez-vous pour aider
à protéger votre propriété, votre
famille et votre collectivité.



POUR ENREGISTRER VOTRE CAMÉRA
ruralalbertacapture.ca/fr





sign up. This initiative won't replace officers from knocking on doors, but it will help officers track down video evidence in ongoing criminal investigations in RCMP jurisdictions.

The program aims to reduce the time an officer needs to search for and gather video evidence when investigating. The CAPTURE program allows a person or business to upload a portion of the video requested. This allows the officer to evaluate the video footage before deciding to ask for a copy.

Strathmore Detachment is now active with the CAPTURE program. To get started, visit www.ruralalbertacapture.ca and create an account. From there you can enter your contact information and video cameras on the secure site. Your information is not available to the public. If an officer needs to contact you, they will do so by the information provided.

Things to know about the program:

- This is completely voluntary and consent can be withdrawn at any time;
- Registering a camera and contact information allows the RCMP to see a list of security cameras so they can contact the owners during an investigation;
- The video footage on your camera remains your property;
- The RCMP will not have live access to your camera feed. We will only ask for videos already recorded;
- You can share your video footage through the website for an officer to view before they decide if the video will help in their investigation; and
- An officer can provide you with a USB thumb drive to copy your video. An officer can not download the video; they can only view it.

RCMP

ONLINE CRIME REPORTING
is now available

Report it online!

YOU CAN FILE A REPORT IF:

- You have lost something that costs less than \$5000
- Someone has stolen something from you that costs less than \$5000
- Someone has vandalized your property or vehicle and it will cost less than \$5000 to repair it
- The crime happened within the jurisdiction of the Alberta RCMP
- Thefts over \$5,000 are accepted from oil, telecommunications, and utility companies

YOU CANNOT USE ONLINE CRIME REPORTING IF:

- There is a witness or suspect
- There are lost or stolen items involving personal identity, firearms, licence plates or decals

All crimes reported online to the Alberta RCMP will be followed up with a phone call from a police officer within five business days.

[HTTPS://OCRE-SIELC.RCMP-GRC.GC.CA/ALBERTA](https://ocre-sielc.rcmp-grc.gc.ca/alberta)

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Online Crime Reporting

Online crime reporting is also available to report minor property crimes or non-emergent matters without the need to call the police or Visit the Detachment. These reports are routed through the Alberta RCMP Call Back Unit who will follow up with complainants. Depending on the complexity of the incident, the report can be forwarded to the appropriate Detachment to continue with the investigation.

The online reporting tool can be accessed at <https://ocre-sielc.rcmp-grc.gc.ca/alberta> or through the Alberta RCMP App





Alberta RCMP App

The Alberta RCMP App is available through the most app stores. It is free and provides users access to a variety of community safety programs such as the Online Crime Reporting tool, Crime Mapping, Crime Statistics, and media releases to name a few.

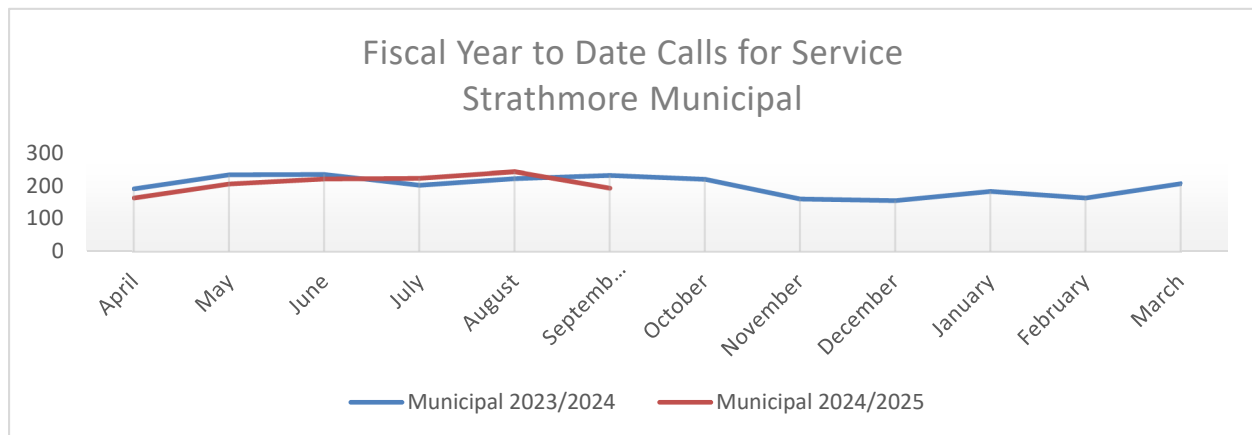


Watch Clerk Program

With support from the Town of Strathmore, Wheatland County and Rocky View County a watch clerk program was created in late 2017 early 2018. Watch clerks are support staff employees dedicated to supporting front line policing activities within Strathmore and in the Rural areas by completing administrative tasks on behalf of front line members thereby maximizing their ability to actively patrol our area. This program is a valuable investment in community safety.

Each funding partner contributes to the program to fund three clerks with a fourth provincial position reallocated by the Detachment Commander into the pool. All positions are filled and are working independently with their respective watches.

Fiscal Year to Date Calls for Service



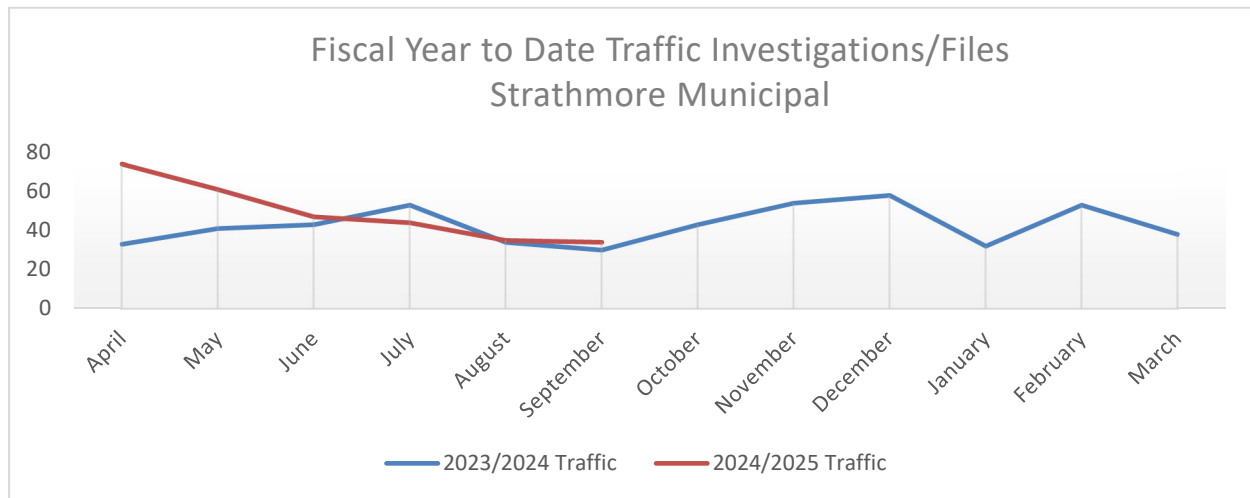
*** Traffic offences/complaints/investigations were removed as Strathmore Detachment continues use of e-ticketing. E-ticketing creates a file for each roadside stop. Separation of traffic complaints and self generated enforcement was not done. Inclusion of traffic stats may give the appearance of artificially high occurrence numbers.
*** The numbers shown are occurrences within the Town of Strathmore which do not include rural or Langdon files.

In Q2 Strathmore Detachment responded to 662 calls for service within Town limits, up from 659 the year prior.





Fiscal Year to Date Traffic Offences and Reports



Traffic files in Q2 decreased from 117 to 113 compared to the same time frame last year.

Staff Sergeant Mark Wielgosz
Detachment Commander
Strathmore-Langdon Detachment

2024-10-25





Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: December 4, 2024

Meeting Date: December 11, 2024

SUBJECT: Regular Council Meeting Minutes - December 4, 2024

RECOMMENDATION: THAT Council adopt the December 4, 2024 Regular Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



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 December 4, 2024 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 December 4, 2024 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 - 04 Dec 2024 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 06 Dec
2024



MINUTES

REGULAR COUNCIL MEETING

6:00 PM - Wednesday, December 4, 2024

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT:

Mayor Pat Fule, Councillor Debbie Mitzner, Councillor Jason Montgomery, Councillor Denise Peterson, Councillor Richard Wegener, and Councillor Brent Wiley (virtual)

COUNCIL ABSENT:

Councillor Melissa Langmaid

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 December 4, 2024 Regular Council Meeting to order at 6:00 p.m.

1.1. Traditional Land Acknowledgement for the First Meeting in December (Niistaakiisom)

We honour all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. We acknowledge that the ancestral and traditional lands on which we gather are Land of the Blackfoot Confederacy and Treaty 7 territory, a traditional meeting ground for many Indigenous peoples, and in particular our neighbors, Siksika Nation on whose traditional territory we work, live, and play, and on whose traditional territory we stand and where Strathmore resides.

2. CONFIRMATION OF AGENDA

Resolution No. 332.12.24

Moved by Councillor Montgomery

THAT Council adopt the December 4, 2024 Regular Council Meeting Agenda as amended:

ADDITION:

9.7 Policing Support Grant Funding Agreement 2024 - 2025

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

AGAINST: None.

CARRIED

3. **PUBLIC HEARING**

None.

4. **PUBLIC COMMENTS**

None.

5. **DELEGATIONS**

5.1. **Delegation – Strathmore Legion #10**

Resolution No. 333.12.24

Moved by Councillor Peterson

THAT Council direct Administration to bring a report with information on the Strathmore Legion's crosswalk request back to Council at their earliest convenience.

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

AGAINST: None.

CARRIED

Resolution No. 334.12.24

Moved by Councillor Montgomery

THAT Council direct Administration to prepare a policy on permanent and semi-permanent displays on public property.

FOR: Mayor Fule, Councillor Mitzner, Councillor Montgomery, and Councillor Wiley

AGAINST: Councillor Peterson and Councillor Wegener

CARRIED

Resolution No. 335.12.24

Moved by Councillor Wegener

THAT Council waive section 27.1 of Council Procedure Bylaw No. 23-17 for the purpose of hearing a second delegation from Handi-Bus within a 6-month period, in accordance with section 4.5 of Bylaw No. 23-17.

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

AGAINST: None.

CARRIED

5.2. Delegation – Strathmore Handi-Bus

6. CLOSED MEETING

Resolution No. 336.12.24

Moved by Councillor Peterson

THAT Council move In Camera to discuss items related to sections 21(1)(b) and 24(1)(b)(i) of the *Freedom of Information and Protection of Privacy Act* at 6:30 p.m.

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

AGAINST: None.

CARRIED

6.1. Intergovernmental Relations – Disclosure harmful to intergovernmental relations – FOIP S.21 (1)(b)

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

Councillor Montgomery left the meeting at 7:50 p.m.

Resolution No. 337.12.24

Moved by Councillor Peterson

THAT Council move out of Camera at 7:50 p.m.

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

AGAINST: None.

CARRIED

7. CONSENT AGENDA

Resolution No. 338.12.24

Moved by Councillor Peterson

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

- 8.2 Regular Council Meeting Minutes – November 20, 2024
- 8.3 Regular Council Meeting Minutes – November 27, 2024
- 9.3 Corporate Strategic Plan & Financial Plan Quarterly Report – Q3 2024
- 9.4 Local Growth and Sustainability Grant Application
- 9.5 Alberta Wildland Urban Interface (WUI) Program – Expression of Interest
- 9.6 Alberta Municipalities Energy Program – 2027 Natural Gas Agreement (NatGas+)
- 11.2.1 WHMB Signed Minutes – October 17, 2024

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

AGAINST: None.

CARRIED

8. CONFIRMATION OF MINUTES

8.1. Regular Council Meeting Minutes – November 19, 2024

Resolution No. 339.12.24

Moved by Councillor Wegener

THAT Council adopt the November 19, 2024 Regular Council Meeting Minutes as amended:

Amend **Resolution No. 278.11.24** to remove Councillor Wiley voting against and to add Councillor Wegener voting against.

Amend **Resolution No. 287.11.24** to change the mover to Councillor Wegener.

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

AGAINST: None.

CARRIED

8.2. Regular Council Meeting Minutes – November 20, 2024

The following motion was adopted by the consent agenda:

THAT Council adopt the November 20, 2024 Regular Council Meeting Minutes as presented in Attachment I.

8.3. Regular Council Meeting Minutes – November 27, 2024

The following motion was adopted by the consent agenda:

THAT Council adopt the November 27, 2024 Regular Council Meeting Minutes as presented in Attachment I.

9. BUSINESS

9.1. 2025 Proposed Operating & Capital Budget

Resolution No. 340.12.24

Moved by Councillor Peterson

THAT Council adopt the 2025 Operating Budget in the amount of \$39,319,000 and the 2025 Capital Budget in the amount of \$9,313,000.

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

AGAINST: None.

CARRIED

9.2. Council Meeting Schedule Amendment – December 2024 Meetings

Resolution No. 341.12.24

Moved by Councillor Wegener

THAT Council change the meeting scheduled on December 11, 2024 at 6:00 p.m. in Council Chambers from a Committee of the Whole to a Regular Council Meeting.

AND THAT Council cancel the Regular Council Meeting on December 18, 2024 at 6:00 p.m. in Council Chambers.

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

AGAINST: None.

CARRIED

9.3. Corporate Strategic Plan & Financial Plan Quarterly Report – Q3 2024

The following motion was adopted by the consent agenda:

That Council accept the Corporate Strategic Plan & Financial Plan Quarterly Q3 Report as information.

9.4. Local Growth and Sustainability Grant Application

The following motion was adopted by the consent agenda:

THAT Council Authorize the application to the Local Growth and Sustainability Grant, as announced by the Province of Alberta, for the Wildflower Road (Phase 1) Project.

9.5. Alberta Wildland Urban Interface (WUI) Program – Expression of Interest

The following motion was adopted by the consent agenda:

THAT Council direct Administration to proceed with the Expression of Interest for the Alberta Wildland Urban Interface Program, as outlined in Attachment I;

AND THAT Council authorizes the Mayor to sign the letter of support, as outlined in Attachment II.

9.6. Alberta Municipalities Energy Program – 2027 Natural Gas Agreement (NatGas+)

9.7 Policing Support Grant Funding Agreement 2024-2025

Resolution No. 342.12.24

Moved by Councillor Peterson

THAT Council authorize the Mayor to sign the Policing Support Grant Funding Agreement for 2024/2025, as presented in Attachment I.

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

AGAINST: None.

CARRIED

10. BYLAWS

None.

11. COUNCILLOR INFORMATION & INQUIRIES

11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

11.1.1 Wheatland County Foodbank

Mayor Fule informed Council he would be providing them with information on the Wheatland County Food Bank 2024 operations.

11.2. BOARD AND COMMITTEE REPORTS

11.2.1. WHMB Signed Minutes – October 17, 2024

11.3. QUESTION AND ANSWER PERIOD

11.1.1 WADEMSA CAO

Councillor Wegener made a statement on WADEMSA CAO, Rob Witty's recent retirement announcement and expressed appreciation for his service.

11.4. ADMINISTRATIVE INQUIRIES

None.

11.5. NOTICES OF MOTION

None.

12. CORRESPONDENCE

None.

13. ADJOURNMENT

Mayor Fule adjourned the December 4, 2024 Regular Council Meeting at 8:00 p.m.

Mayor

Director of Strategic, Administrative
and Financial Services



Request for Decision

To: Council

Staff Contact: Chuck Procter, Manager of Development Services

Date Prepared: November 18, 2024

Meeting Date: December 11, 2024

SUBJECT: Intermunicipal Development Plan Bylaw No. 24-15

RECOMMENDATION: THAT Council adopt the following amendments to Bylaw No. 24-15 being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan:

- Add section 1-2, Policy Interpretation, which states:
“Throughout this Plan, the operative words “shall”, “should” and “may” are used to indicate varying degrees of obligation for following and/or enforcing the intended action of a given policy. These words are interpreted as follows:
 - **“Shall”** policies are those that are mandatory and must be complied with.
 - **“Should”** policies are those that the both municipalities encourage and compliance with the principle is required, but the method and level of compliance is subject to the discretion of the applicable approving authority.
 - **“May”** policies are discretionary, with the level of required compliance determined by the applicable approving authority at that point in time.”
- Add footnote 1 to section 1-6, Current Land Use Analysis, ‘A land use analysis was prepared to better understand what type of development has occurred to date, and to identify the remaining developable land¹ within the Study Area.’ to state:
“For the purposes of a Growth Analysis, **Absorbed Land Supply** is defined as lands zoned for non-agricultural purposes under the Land Use Bylaw (LUB) of the respective municipality and subdivided for development. Meanwhile, **Unabsorbed Land supply** is defined as lands not yet zoned for non-agricultural purposes and/or subdivided for

development. In the County's rural context, agricultural uses are an important part of its culture, community, and economy. Rather than being seen as developed lands in waiting, they are important as agricultural land in and of themselves."

- Change the wording in section 1-8, IDP Planning Process to read:
 "Phase 6: Refine and Adopt the IDP. Refinements have been made to plan policies to reflect Phase 5 feedback and separate Public Hearings occurred in October 2024."
- Change the wording in, General Land Use Policy, section 2.3.2 to state:
 "The development of new or expansion of existing Confined Feeding Operations (CFOs) or stand-alone manure storage facilities, as defined by the Agricultural Operation Practices Act, within the plan area shall not be supported."
- Add section 2.4.2 to 2.4 Future Business Area Land Use Policy to state:
 "Notwithstanding Policy 2.4.1, lands within existing approved Area Structure Plans shall be allowed to develop in accordance with those plans, as amended from time to time, so long as that development is consistent with the direction and intent of this IDP."
- Change the wording in, Predominantly Agricultural Lands Policy section 2.5.2 (a) to state:
 "The site is located along, or near, a transportation route such as a provincial highway, or a developed roadway."

THAT Council give Second Reading to Bylaw No. 24-15 being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan, as amended.

THAT Council give Third Reading to Bylaw No. 24-15 being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan.

STRATEGIC PRIORITIES:

Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The Intermunicipal Development Plan (IDP) demonstrates Council's commitment to synergistic partnerships by enshrining in policy the Town's and Wheatland County's interdependent interests in community development decision-making. The IDP supports the Town in leveraging its relationship with Wheatland County to attract and support future investment, and to create a sustainable community for its citizens.

SUSTAINABILITY**ECONOMIC SUSTAINABILITY:**

The IDP promotes orderly and contiguous development of residential and non-residential land which supports economic sustainability through logical extension of existing services and the opportunity to create a more balanced tax base.

SOCIAL SUSTAINABILITY:

The IDP supports avoidance of land use conflict, restricts expansion or development of new confined feeding operations and manure storage facilities within the plan area, and supports transitional buffering between different land uses to mitigate interface conflicts.

ENVIRONMENTAL SUSTAINABILITY:

Policy in the IDP supports protecting the environment and reducing the impacts of development on natural areas, especially near sensitive areas such as watercourses and slopes.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Land use planning and decision-making as it relates to the land in the Province of Alberta is administered through a hierarchy of provincial legislative and policy documents that are in turn implemented by decision-makers including provincial departments and agencies, regional boards and agencies, and municipal governments.

The Municipal Government Act (MGA) requires that all municipalities that are not members of a growth region and that have common boundaries must adopt an intermunicipal development plan. Since the Town is no longer a member of the Calgary Metropolitan Region Board, the Minister of Municipal Affairs directed the Town and the Wheatland County to adopt an IDP. Adoption of this IDP will meet the requirement to adopt an IDP in accordance with the MGA and by the revised December 31, 2024, deadline as set by the Minister of Municipal Affairs.

ORGANIZATIONAL:

The IDP is a statutory policy document to which all departments of the Town of Strathmore must adhere insofar as their work relates to or impacts intermunicipal interests and land use decision-making.

The departments most directly affected by the adoption of the IDP are Infrastructure, Operations and Development Services, Strategic and Administrative Services, and Community & Protective Services.

OPERATIONAL:

The IDP presents an additional policy level that must be considered in decision-making processes. Decisions regarding land use will be required to align with the policies of the IDP, as will certain intermunicipal decisions that deal with economic development, agriculture, social wellbeing, and economics. Additional time may be required for application review processes that require circulation to Wheatland County pursuant to the IDP policies.

FINANCIAL:

The Town's 2024 Operating and Capital Budget includes budgeted line items under the Infrastructure, Operations and Development Services Division (IODS) that can be utilized where needed and appropriate for materials, goods and supplies, public engagement-related costs, as well as consulting services if required. As the IDP is now complete, resources required to implement the IDP are not anticipated to impact the existing budget. However, consideration should be given to ongoing annual budget allowance for IDP implementation activities as determined in collaboration with the Intermunicipal Collaboration Committee (ICC).

Should a dispute arise related to the implementation or interpretation of the IDP, the IDP's dispute resolution process detailed in subsection 3-6 (page 17 of the document) would be initiated and associated costs would be borne by the parties accordingly.

POLICY:

In accordance with the MGA, all statutory plans must be consistent with one another. The IDP is the highest order statutory plan under Part 17 of the MGA and all subordinate statutory plans must be consistent with it, including the Municipal Development Plan and all Area Structure Plans.

Development Services will assess existing policy documents to confirm compliance with the IDP and to identify any necessary amendments to existing statutory plans to make them consistent with the IDP. Moreover, the Municipal Development Plan (MDP) review project currently underway will ensure the direction of the IDP is captured by the new MDP.

IMPLEMENTATION:

Implementation of the IDP is undertaken primarily through the planning and development application processes and through decision-making at the administrative and corporate levels.

Inclusion of IDP policy direction in subordinate plans, such as the updated MDP, also helps implement the IDP. All the Town's master planning documents (e.g., infrastructure master plans, parks and open spaces master plans, etc.) should reflect and be consistent with the direction of the IDP for more effective implementation of its policies.

BACKGROUND:

The Town withdrew its membership from the Calgary Metropolitan Region Board (CMRB) in March of 2022. Consequently, section 631(1) of the MGA was triggered, requiring the Town to develop an IDP with Wheatland County, which also withdrew its membership from the CMRB.

The Town and County jointly retained a planning consulting firm, ISL Engineering and Land Services Ltd., to undertake the preparation of an IDP in collaboration with Town and County Administrations.

The IDP Project included 6 phases, including two for public engagement. Affected landowners, agencies and the public were notified and informed about the project through various means, including letters by regular mail, email notifications, newspaper and social media posts, in-person open houses and via the Town and County websites. No objections to the project were received.

The draft IDP was circulated internally to the Town and to the County, including the respective Councils, and feedback received was incorporated into a revised draft IDP as appropriate. The revised draft IDP was circulated to agencies and made available to affected landowners and the public for review and comment.

On October 1, 2024 the County of Wheatland gave First and Second Reading and Wheatland County Council had amendments to the IDP. On October 2, 2024 the Town of Strathmore held a Public Hearing and gave First Reading and wanted more time to review the proposed amendments. Official memos from both Wheatland and Strathmore were sent to each of the respective municipalities. As a result, a number of amendments have been proposed by both municipalities and a summary of the amendments since October 2024 is listed below.

Section 1-2 Policy Interpretation: Definitions for the words shall, should, and may are proposed to be added to the plan. Administration supports the amendment and adding definitions for "shall", "should", and "may" to ensure clarity within the plan.

Section 1-6 Current Land Use Analysis: Definitions for absorbed land supply and unabsorbed land supply are proposed to be added to the plan. Also added information about the rural context in Wheatland County. Administration supports the amendment and does not see it as altering the plan in a negative way.

Section 2-3 General Land Use Policy:

Policy 2.3.2: Wording is proposed to be added to the plan "as defined by the Agricultural Operation Practices Act" to the policy about Confined Feeding Operations. Administration supports the amendment.

Section 2.4 Future Business Area Land Use Policy:

Policy 2.4.1: No amendment to the policy is proposed by the Town of Strathmore and we wish to keep the "shall" wording and add an additional notwithstanding policy 2.4.2 below. We are concerned about allowing large-scale commercial or industrial development, particularly along our northern boundary and its implications for the community and infrastructure.

Administration recommends keeping the "shall" wording to strengthen this policy and adding the notwithstanding clause below.

Policy 2.4.2: A new policy is proposed to be added which states that lands within existing approved Area Structure Plans (the County of Wheatland has Area Structure Plans adopted in this area) shall be allowed to develop in accordance with those plans, so long as that development is consistent with the direction and intent of this IDP. Administration supports the amendment.

Section 2-5 Predominantly Agricultural Lands Policy:

Policy 2.5.2. Removing the word "major" and adding "or a developed roadway" to a) of the policy is proposed. Administration supports the amendment and recognizes the intent is to allow small-scale business development within the Predominantly Agricultural Area.

Should Council want more time to consider the proposed amendments, Administration will communicate with Wheatland County to discuss contacting the Ministry of Municipal Affairs to

request an extension to the current December 31, 2024 deadline. It is unknown if the Ministry of Municipal Affairs will grant another extension.

KEY ISSUE(S)/CONCEPT(S):

The IDP document is broken into three main sections: Plan Area, Plan Policies and Implementation.

Plan Area

The Plan Area is found on page 2 of the IDP document and is the result of technical analyses, discussion and negotiation between the Town and the County.

The Plan Area was broken into three main land use categories or designations: Urban Referral Area, Future Business Area and Predominantly Agricultural Area.

Policy Area

Each designation or 'area' identified on the Plan Area map on page 2 of the IDP has specific policies associated with it in Section Two.

In addition to policies for the Plan Area designations, there are policies for General Land Use, Transportation, Infrastructure, and Social and Economic topics.

Implementation

The Implementation policy section is further broken into General Implementation, Applications, Intermunicipal Referral Process, Intermunicipal Collaboration Committee, Intermunicipal Collaboration Framework, and Dispute Resolution.

DESIRED OUTCOMES:

THAT Council give Second Reading as amended to Bylaw No. 24-15 being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan.

THAT Council give Third Reading to Bylaw No. 24-15 being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan.

COMMUNICATIONS:

The project team undertook various communication and engagement activities with two primary goals:

1. Ensure key interested parties and community members understand the purpose of the project and how the IDP would impact the community.
2. Build awareness and encourage participation in the engagement processes for the project.

The first round of engagement occurred on December 13, 2023, and included sharing the purpose of the IDP and findings of technical background studies with the public at an in-person information session.

The second round of engagement presented the draft IDP document at a second in-person information session, which occurred on June 18, 2024 .

In addition to the in-person information sessions, the Town issued newspaper notifications, direct email and letter solicitations to agencies and affected landowners to participate, published social media posts and maintained the project website with up-to-date information as part of the overall communication plan.

In accordance with the MGA, Staff advertised the public hearing by including notices in the Strathmore Times. In addition, notices were posted on the Town's social media pages, on the Town's website, and were sent by regular mail to adjacent landowners.

A summary of the public engagement is as follows:

- September 6, 2024 - Notice of the Public Hearing posted on the Town's website
- September 9, 2024 - Notice of the Public Hearing mailed notice to adjacent landowners
- September 11, 2024 - Strathmore Times
- September 18, 2024 - Strathmore Times
- September 25, 2024 - Strathmore Times
- October 2, 2024 - Strathmore Times
- October 2024 - Utility Insert
- September 6, 2024 - Facebook (mentioned in the highlights of the September 4, 2024 Regular Council Meeting)
- September 27, 2024 - Facebook post
- October 1, 2024 - Facebook post
- October 2, 2024 - Public Hearing held pursuant to the MGA

ALTERNATIVE ACTIONS/MOTIONS:

THAT Council table Second or Third Reading for Bylaw No. 24-15 being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan and request additional information from Administration.

Should Council want more time, Administration will communicate with Wheatland County and the Ministry of Municipal Affairs and request an extension to the current December 31, 2024 deadline. It is unknown if the Ministry of Municipal Affairs will grant another extension.

ATTACHMENTS:

[Attachment I: Town of Strathmore Wheatland County IDP Bylaw No. 24-15](#)

Chuck Procter, Manager of Development Services	Approved - 27 Nov 2024
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 28 Nov 2024
Veronica Anderson, Legislative Services Officer	Approved - 28 Nov 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 28 Nov 2024
Kevin Scoble, Chief Administrative Officer	Approved - 28 Nov 2024

**BYLAW NO. 24-15
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO
ADOPT THE TOWN OF STRATHMORE AND WHEATLAND COUNTY INTERMUNICIPAL
DEVELOPMENT PLAN IN ACCORDANCE WITH THE *MUNICIPAL GOVERNMENT ACT*,
REVISED STATUTES OF ALBERTA 2000, CHAPTER M-26, AS AMENDED.**

WHEREAS Section 631 of the *Municipal Government Act* states that two or more council of municipalities that have common boundaries must, by each passing a bylaw in accordance with Part 17 or in accordance with section 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary;

AND WHEREAS the Councils of the Town of Strathmore and Wheatland County agree that it is to their mutual benefit to establish joint planning policies, and this negotiation and agreement reflects a continuing cooperative approach between the two municipalities;

AND WHEREAS all parties required to be included in the Plan preparation have been properly notified in accordance with Section 636 of the *Municipal Government Act*;

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing;

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. This Bylaw may be cited as the "Town of Strathmore and Wheatland County Intermunicipal Development Plan Bylaw".
2. The Town of Strathmore and Wheatland County Intermunicipal Development Plan will provide a framework for future development for lands described therein.
3. The Town of Strathmore and Wheatland County Intermunicipal Development Plan attached hereto as Schedule 'A' of this Bylaw is hereby adopted.
4. This Bylaw shall come into full force and effect upon third and final reading thereof.

PUBLIC HEARING HELD this _____ day of _____, 2024

READ A FIRST TIME this _____ day of _____, 2024

READ A SECOND TIME this _____ day of _____, 2024

READ A THIRD AND FINAL TIME this _____ day of _____, 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**Town of Strathmore and Wheatland County
Intermunicipal Development Plan**



Draft Plan
Current as of November 26, 2024

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This Intermunicipal Development Plan (IDP) was prepared with support from Registered Professional Planners (RPPs) from ISL Engineering and Land Services Ltd. (ISL) in cooperation with RPPs from the Town of Strathmore and Wheatland County. Collectively we would like to thank residents for their input and feedback during the planning process, and community leaders in both municipalities for their guidance as the plan took shape.

1

SECTION ONE

Plan Area

This section introduces the reader to the Intermunicipal Development Plan and the current conditions within the plan area.

1-1 PURPOSE

The purpose of this Intermunicipal Development Plan (IDP) is to facilitate and sustain long term strategic growth and to identify joint development opportunities in the Rural-Urban Fringe (RUF) between the Town of Strathmore and Wheatland County (the “municipalities”).

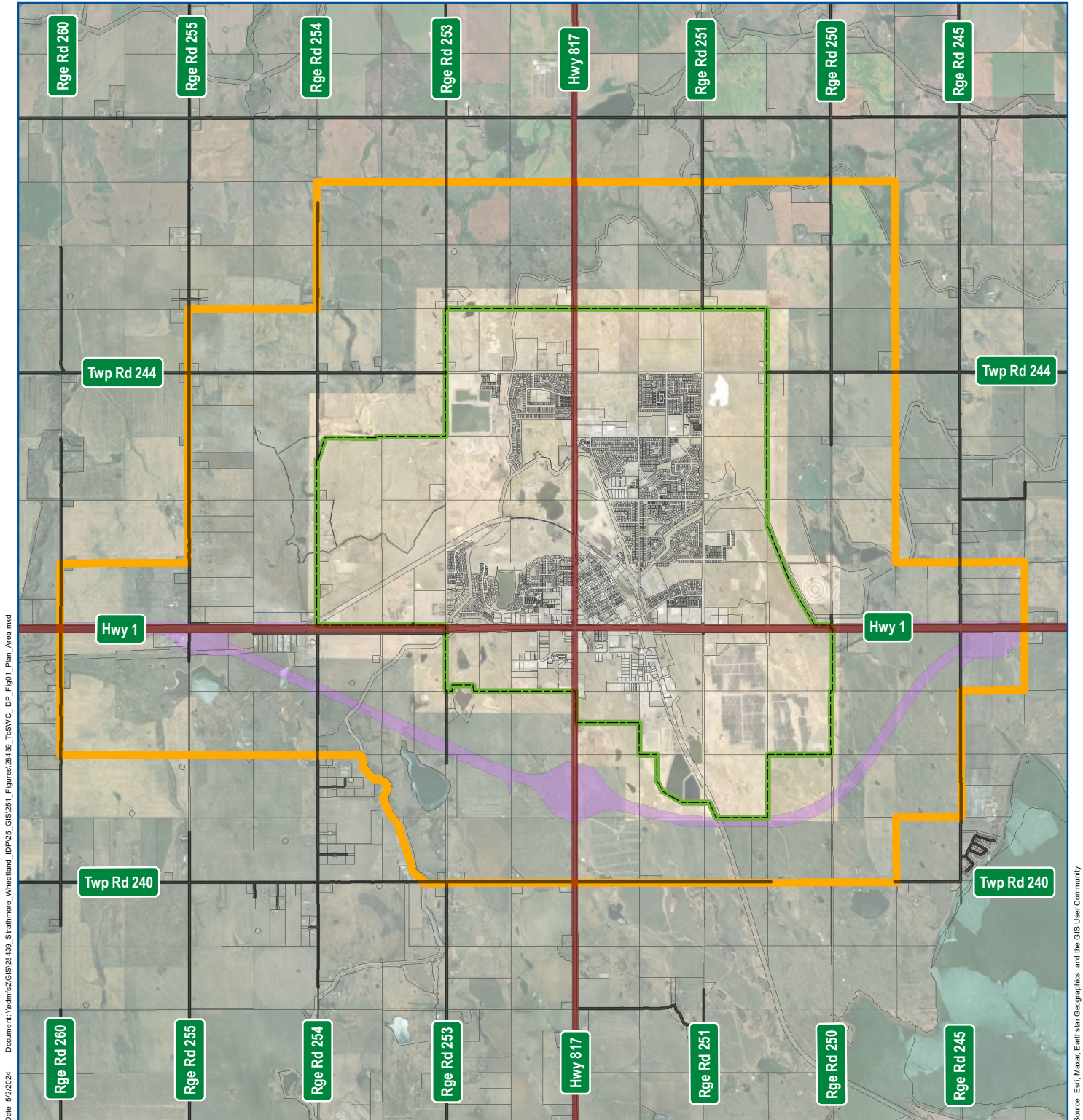
Both municipalities agree that mutually beneficial policies and procedures are the preferred means of addressing intermunicipal growth opportunities within the plan area (see [Figure 1](#)).

This IDP has been developed in accordance with the requirements of the Municipal Government Act (MGA or the Act) and outlines a coordinated and cooperative framework for managing the use and development of lands in proximity to the municipalities’ shared boundary.

1-2 POLICY INTERPRETATION

Throughout this Plan, the operative words “shall”, “should” and “may” are used to indicate varying degrees of obligation for following and/or enforcing the intended action of a given policy. These words are interpreted as follows:

- **“Shall”** policies are those that are mandatory and must be complied with.
- **“Should”** policies are those that the both municipalities encourage and compliance with the principle is required, but the method and level of compliance is subject to the discretion of the applicable approving authority.
- **“May”** policies are discretionary, with the level of required compliance determined by the applicable approving authority at that point in time.



Date: 5/2/2024 Document: \\edms\426\2439_Strathmore_Wheatland_IDP\25_GIS\251_Figures\2439_166WVC_IDP_Fig01_Plan_Area.mxd

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Municipal Boundary

IDP Area

Highway

Collector Roadway

Local Roadway

Future Bypass



TOWN OF STRATHMORE
& WHEATLAND COUNTY
INTERMUNICIPAL
DEVELOPMENT PLAN

FIGURE 1: PLAN AREA



0 0.5 1 2 3 km

CANA83-3TM114

1:70,000

1-3 ENABLING LEGISLATION

This IDP has been prepared in accordance with Section 631(8) of the MGA, which states that an IDP:

(a) must address

- (i) the future land use within the area,
- (ii) the manner of and the proposals for future development in the area,
- (iii) the provision of transportation systems for the area, either generally or specifically,
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,
- (v) environmental matters within the area, either generally or specifically, and
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,

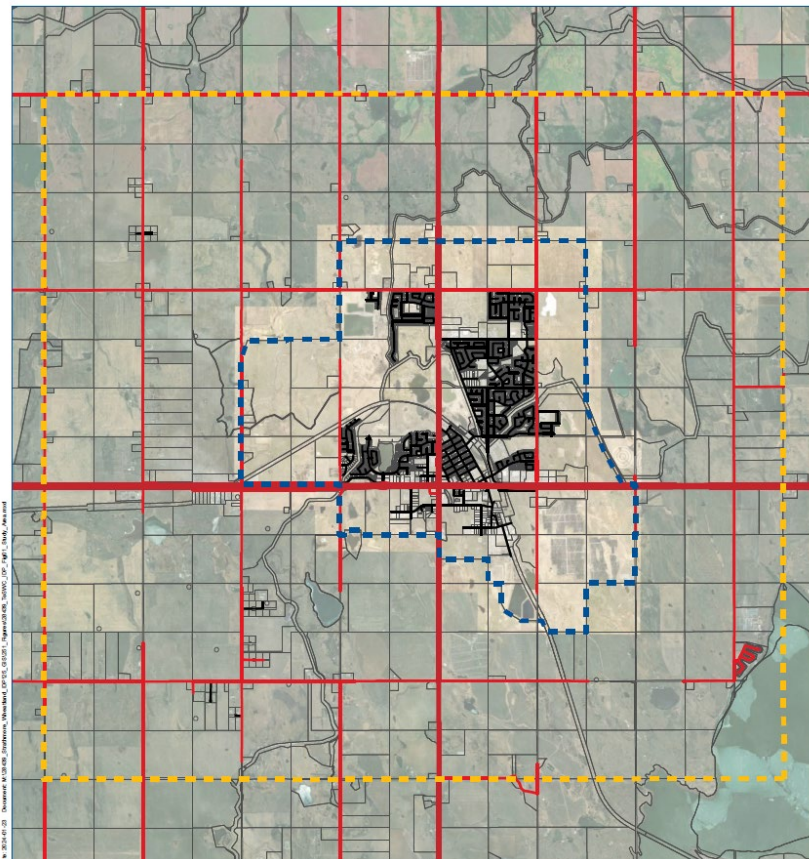
and

- (b) must include
- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
 - (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
 - (iii) provisions relating to the administration of the plan.

1-4 PLAN AREA CONTEXT

To determine the plan area, an initial study area was established by the Town of Strathmore and Wheatland County Intermunicipal Collaboration Committee (ICC), as shown in **Figure 2**. Analysis of various factors, such as environmental features, the transportation network, and servicing availability, allowed the project team to refine the study area boundary into the final Plan Area established within the IDP.

Figure 2 – Initial IDP Study Area



Environmental Overview

Numerous wetlands are located throughout the Study Area, within both municipalities. Two locations containing historical resources can also be found on the western-most boundary of the Study Area. While the environmental factors present potential constraints to development, such constraints can be accounted for through each municipalities' respective development processes. The IDP provides further policy direction regarding environmental matters, as required by the MGA.

Transportation Overview

Arguably the most significant opportunity and constraint within the Study Area is the potential Highway 1 bypass to the south of the Town of Strathmore. Alberta Transportation and Economic Corridors (TEC) have prepared functional plans for a bypass, which would see the highway and interchange network reconfigured, with many existing at-grade Highway 1 intersections closed. Access to these roads is proposed from one of the planned interchanges via a service road network. While the timing of construction of the bypass is unknown, its construction is not required in the 2049 network horizon as outlined in the Town's Transportation Master Plan (TMP) – at least 25 years out.

Servicing Overview

For the purposes of the IDP, the servicing overview provides context regarding current and potential intermunicipal infrastructure initiatives that may inform IDP policy:

- Strathmore's combined water supply – between water licenses and supply from the City of Calgary through the East Calgary Regional Water Line (ECRWL) – is sufficient to supply over 70,000 people. The current ECRWL allocation to the Town is 201 L/s, and the County has 85 L/s of allocated potable water supply that is currently not in use. In the future, Wheatland County could construct regional piped services separately or negotiate access to the ECRWL via the Town's network.
- Future improvements to the Town's sanitary system provide an opportunity to size the system for regional service provision.
- Strathmore's stormwater currently runs to the Western Irrigation District (WID) and eventually Eagle Lake. The Cooperative Stormwater Management Initiative (CSMI) is a partnership between the Town of Strathmore, Rocky View County, The City of Calgary, and the WID that is currently developing and constructing a regional stormwater management system. Wheatland County is not a member of the CSMI. The Town will need to continue to explore ways to develop stormwater management services as it grows to meet the regulatory requirements of the CSMI.

1-5 POPULATION ANALYSIS

A population analysis was conducted in late 2023 as part of the IDP planning process to provide an understanding of how fast both municipalities are growing. Low, medium, and high growth rates were prepared for both the Town and County based on observed growth from 1971 to 2021:

Table 1 – Municipal Growth Rates

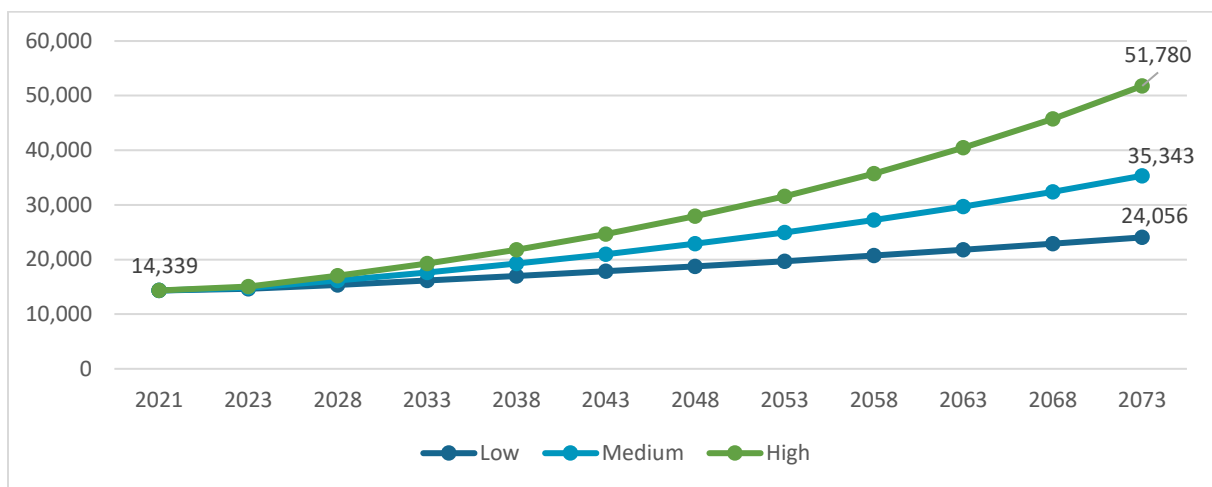
	Town of Strathmore	Wheatland County
High Growth Rate	2.5%	1.1%
Medium Growth Rate	1.8%	0.8%
Low Growth Rate	0.9%	0.5%

Projections were prepared for both municipalities using these rates (see [Figures 43 and 54](#)). In sum, both municipalities are experiencing low-steady growth:

- Population growth in Strathmore (14,339 in 2021) is stable and a medium growth scenario of 1.8% has the population more than doubling to 35,343 over the next 50 years (to 2074).
- Population growth in Wheatland (8,738 in 2021) is relatively flat, and a medium growth scenario of 0.8% has the population growing to 13,224 over the next 50 years (to 2074).

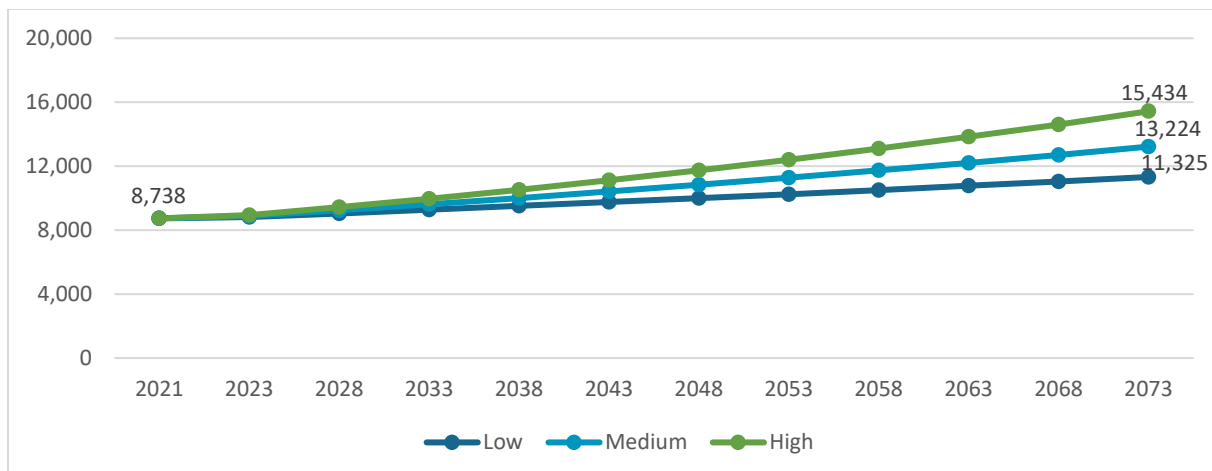
While there are approximately 569 residents in the County's portion of the Study Area, projections were prepared using census data for the County as a whole.

Figure 3 – Town of Strathmore Population Projections per Growth Scenario in 5-year Intervals (2021-2073)



- Assuming a **high growth** scenario, the Town will have a population of approximately 51,780 by 2073.
- Assuming a **medium growth** scenario, the Town will have a population of approximately 35,343 by 2073.
- Assuming a **low growth** scenario, the Town will have a population of approximately 24,056 by 2073.

Figure 4 – Wheatland County Population Projections per Growth Scenario in 5-year Intervals (2021-2073)



- Assuming a **high growth** scenario, the County will have a population of approximately 15,434 by 2073.
- Assuming a **medium growth** scenario, the County will have a population of approximately 13,224 by 2073.
- Assuming a **low growth** scenario, the County will have a population of approximately 11,325 by 2073.

1-6 CURRENT LAND USE ANALYSIS

A land use analysis was prepared to better understand what type of development has occurred to-date, and to identify the remaining developable land¹ within the Study Area.

Table 2 – Breakdown of Absorbed Land Inventory

Land Use	Strathmore		Wheatland		Total	
	Area (ha)	Percent	Area (ha)	Percent	Area (ha)	Percent
Gross Area	2,676.2	100.0%	10,545.5	100.0%	13,221.7	100.0%
Rural Residential	6.7	0.2%	164.0	1.6%	170.7	1.3%
Urban Residential	264.9	9.9%	—	—	264.9	2.0%
Commercial	82.0	3.1%	0.8	0.0%	82.8	0.6%
Industrial	59.1	2.2%	49.7	0.5%	108.8	0.8%
Institutional	75.8	2.8%	—	—	75.8	0.6%
Total Net Developable Core Land Uses	488.5	18.3%	214.5	2.0%	703.0	5.3%
Parks and Open Space	105.8	4.0%	8.8	0.1%	114.7	0.9%
Utilities	307.8	11.5%	215.9	2.0%	523.7	4.0%
Circulation	248.6	9.3%	322.9	3.1%	571.5	4.3%
Total Net Developable Overhead Land Uses	662.3	24.7%	547.6	5.2%	1,209.9	9.2%
Gross Absorbed Land Supply	1,150.8	43.0%	762.1	7.2%	1,912.9	14.5%
Gross Unabsorbed Land Supply	1,525.4	57.0%	9,783.4*	92.8%	11,308.8	85.5%

The land use analysis demonstrated that both municipalities have land within their respective jurisdictions available for future development:

- The gross developable area within Strathmore is 1,525.4 ha.
- The gross developable area within Wheatland's portion of the Study Area is 9,783.4 ha.

Tables 3 and 4 outline the unabsorbed lands in each municipality.

¹ For the purposes of a Growth Analysis, **Absorbed Land Supply** is defined as lands zoned for non-agricultural purposes under the Land Use Bylaw (LUB) of the respective municipality and subdivided for development. Meanwhile, **Unabsorbed Land supply** is defined as lands not yet zoned for non-agricultural purposes and/or subdivided for development. In the County's rural context, agricultural uses are an important part of its culture, community, and economy. Rather than being seen as developed lands in waiting, they are important as agricultural land in and of themselves.

Table 3 – Town of Strathmore Unabsorbed Land Inventory

Land Use	Gross Area (ha)	Percent	Net Area (ha)	Percent
Unabsorbed Land	1,525.4	100.0%	1,010.9	66.3%
Urban Residential	1,137.6	74.6%	739.4	48.5%
Mixed Residential/Commercial	3.6	0.2%	2.5	0.2%
Commercial	191.8	12.6%	134.2	8.8%
Industrial	179.3	11.8%	125.5	8.2%
Institutional	13.2	0.9%	9.3	0.6%
Estimated Developable Overheads	—	—	514.5	33.7%

Table 4 – Wheatland County Unabsorbed Land Inventory

Land Use	Gross Area (ha)	Percent	Net Area (ha)	Percent
Unabsorbed Land	9,783.4	100.0%	9,556.7	97.7%
Agricultural	9,029.7	92.3%	9,029.7	92.3%
Rural Residential	203.8	2.1%	142.7	1.5%
Urban Residential	11.5	0.1%	7.5	0.1%
Industrial	528.5	5.4%	370.0	3.8%
Institutional	9.7	0.1%	6.8	0.1%
Estimated Developable Overheads	—	—	226.7	2.3%

1-7 AREA STRUCTURE PLANS CURRENTLY IN EFFECT

Within Town there are six Area Structure Plans (ASP) that are adjacent to the municipal boundary:

- **Edgefield ASP (consolidated to 2015).** A 131.8 ha development with 53.1 ha of residential development, 30.0 ha of commercial development, and a school site.
- **Grandview Gardens ASP (2012).** A 63.1 ha residential development with 1,227 proposed mobile home park units and 181 assisted living units, planned to an anticipated 2,425 population.
- **Lakewood Meadows ASP (consolidated to 2021).** A 63.1 ha residential development with a commercial/high-density residential node.
- **North Hill Heights ASP (2012).** A 57.6 ha residential development with a 1.36 ha commercial site and 4.0 ha high density residential node.
- **The Prairies ASP (2011).** A 159.5 ha residential development. The northern portion (app. 64.7 ha), covering the first eight phases is outlined in the ASP.
- **Wildflower Ranch ASP (2010, updated to 2017).** A 98.7 ha residential development centred on an urban village, planned to an anticipated 5,600 population.

Within the County there are three ASPs in the plan area that are adjacent to the municipal boundary:

- **Eagle Lake ASP (2009, updated 2014).** A 1,210 ha ASP located southeast of Strathmore, adjacent to Eagle Lake. The ASP aims to develop a year-round recreation-based settlement at Eagle Lake, focusing on enhancing recreational land use and development. The majority of the remaining plan area is intended to stay as general agricultural land. Only a portion of the ASP is in the plan area.
- **Thiessen ASP (2007).** A 15.56 light-industrial development that aligns with the expected development in the West Hwy 1 ASP area.
- **West Highway 1 ASP (2006).** A 2,512 ha ASP located west of Strathmore, along Highway 1, extending west to the County's boundary with Rocky View County. The intended land uses for the ASP area are light to medium industrial uses and compatible commercial uses. Only a portion of the ASP is in the plan area.

1-8 IDP PLANNING PROCESS

The IDP preparation process consisted of six phases as shown below:



- **Phase 1: Project Kick-off.** Occurred from September to October 2023. This initial phase of the project focused on building an understanding of the interface or Rural-Urban Fringe between the Town and County and identifying the Study Area (from which the Plan Area was created).
- **Phase 2: Technical Studies.** Occurred from October to December 2023. In this phase, technical analysis of the IDP study area was undertaken in order to have informed discussions regarding opportunities and constraints within the Study Area.
- **Phase 3: Public Feedback.** Occurred from December 2023 to January 2024. This phase included public engagement regarding the findings from earlier work in order to better understand community insight of the Study Area.
- **Phase 4: Drafting the IDP.** February to May 2024. During this phase the Plan Area was identified (see [Figure 1](#)), policies were drafted and a preliminary Future Development Scenario (see [Figure 5](#)), was prepared.
- **Phase 5: Public Feedback.** Occurred from May to June 2024. This phase included sharing the Draft IDP with residents and gathering feedback on plan policies as well as circulating the plan to referral agencies for formal review.
- **Phase 6: Refine and Adopt the IDP.** Refinements have been made to plan policies to reflect Phase 5 feedback and separate Public Hearings ~~are anticipated~~ occurred in October 2024.

2

SECTION TWO

Plan Policies

This section outlines the future growth scenario and policies for the development of the plan area.

2-1 GUIDING COMMITMENTS

The following commitments were identified through an ongoing conversation with the standing Intermunicipal Collaboration Committee, the respective Administration and Council's of both municipalities, and feedback from plan area landowners and the general public:

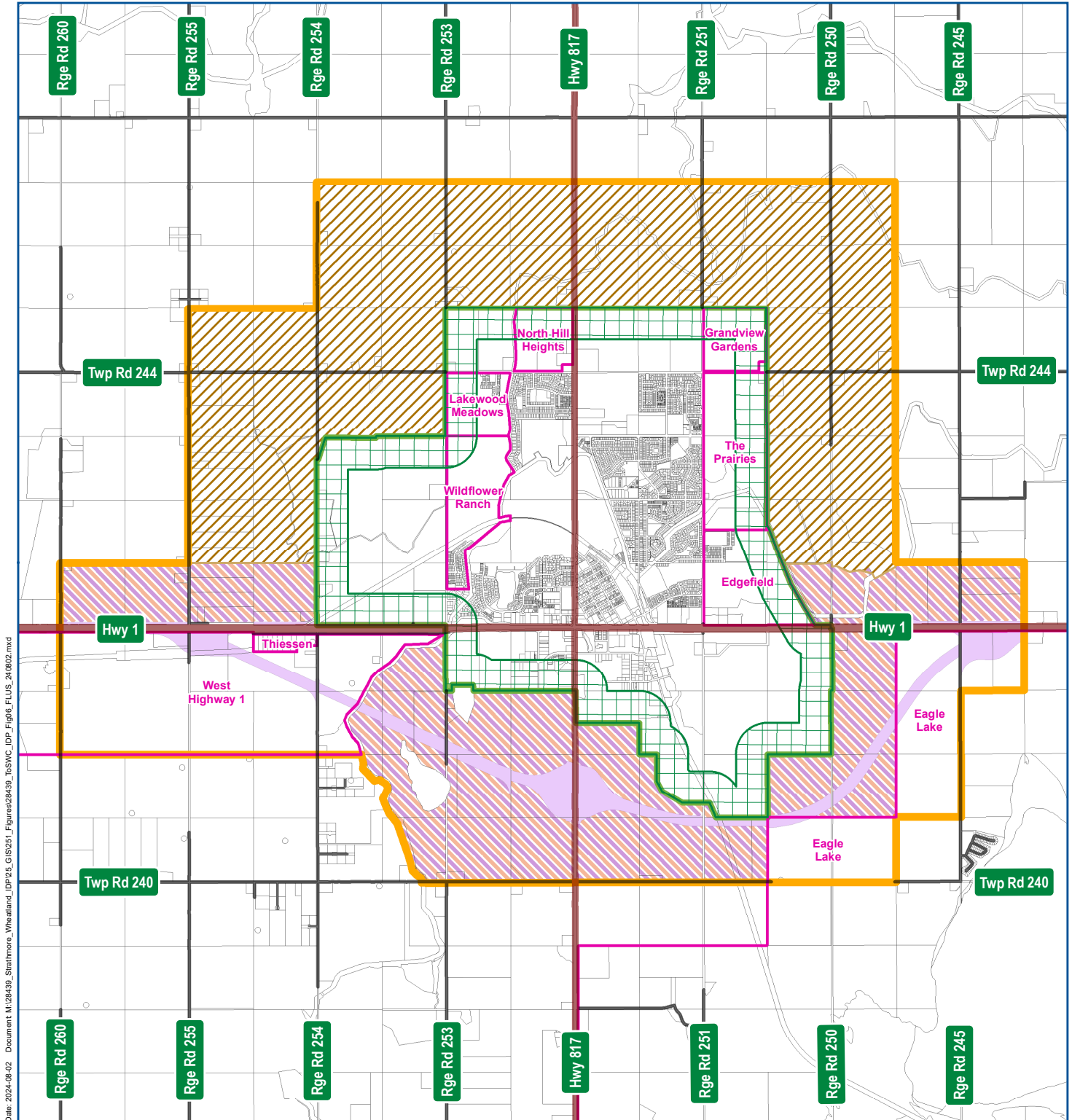
1. **Commitment to the Region** – the municipalities will cooperate to advance regional interests and opportunities while remaining mindful of each municipality's unique vision and mandate.
2. **Commitment to Each Other** – the municipalities commit to working cooperatively for their mutual benefit through effective and ongoing collaboration, coordination, and communication.
3. **Commitment to Responsible Development** – the municipalities will strive for consistent execution and enforcement of responsible development practices within the plan area.

2-2 FUTURE DEVELOPMENT SCENARIO

As identified in the Current Land Supply Analysis (see [Section 1-5](#)), both municipalities have access to land in their respective jurisdictions for future development. As such, the Future Development Scenario (see [Figure 5](#)), focuses on identifying areas of mutual benefit in which there are opportunities for future commercial or industrial development, referred to generally as "Future Business Area."

All other lands in the Plan Area are considered "Predominantly Agricultural Lands" as identified in [Figure 5](#). Certain development proposals in this area will be referred to the Town for comment.







An "Urban Referral Area" has also been identified and certain developments in this area, namely development not within an existing plan, will be referred to the County for comment.







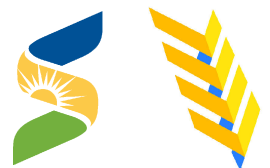
Date: 2024-08-02 Document: M:\20439_Strathmore_Wheatland_IDP\25_GIS\251_Figures\20439_TSSWC_IDP_Fig05_FLUS_240802.mxd



0 0.5 1 2 3 km
CAN483-3TM114 1:70,000

-  Municipal Boundary
-  Area Structure Plan
-  IDP Area
-  Urban Referral Area
-  Future Business Area
-  Predominantly Agricultural Area

-  Highway
-  Collector Roadway
-  Local Roadway
-  Future Bypass



**TOWN OF STRATHMORE
& WHEATLAND COUNTY
INTERMUNICIPAL
DEVELOPMENT PLAN
FIGURE 5: FUTURE
DEVELOPMENT SCENARIO**

2-3 GENERAL LAND USE POLICY

Growth in the plan area is inevitable and must be accommodated strategically. Establishing appropriate land use policies will ensure logical and efficient transition between the municipalities over time. The goal of the policies herein is to provide direction in land use planning in accordance with the Future Development Scenario (see [Figure 5](#)).

The following policies apply to the entire plan area:

Policy 2.3.1	Existing agricultural operations in the County shall be allowed to continue unencumbered in the plan area in alignment with the provisions of the County's MDP and LUB.
Policy 2.3.2	The development of new or expansion of existing Confined Feeding Operations (CFOs) or stand-alone manure storage facilities, as defined by the Agricultural Operation Practices Act , within the plan area shall is not be supported.
Policy 2.3.3	Gravel extraction shall not be allowed within the plan area.
Policy 2.3.4	All statutory plans and plan amendments, as well as future land use, subdivision, and development in the plan area, shall comply with the policies of this IDP.
Policy 2.3.5	Planning and development applications within the plan area shall be considered in accordance with the Future Development Scenario (see Figure 5) in order to minimize the potential for land use conflicts.
Policy 2.3.6	Where an ASP exists within the plan area, or within the Urban Referral Area identified in Figure 5 , the policies of the applicable ASP shall take precedence over the IDP as it relates to site-specific development decisions.
Policy 2.3.7	Proposed residential developments should implement effective transitional buffering from non-residential land uses in order to mitigate potential interface conflicts.
Policy 2.3.8	Environmental impacts shall be minimized where development occurs near environmentally sensitive areas such as slopes and watercourses.

2-4 FUTURE BUSINESS AREA LAND USE POLICY

Lands generally suitable for future commercial and industrial development have been identified as Future Business Areas in the Future Development Scenario (see [Figure 5](#)). The IDP recognizes that the successful integration of commercial and industrial land uses requires some degree of land use separation and the mitigation of potential impacts to the environment and other land uses.

The following policies apply to the lands identified as Future Business Area in the plan area:

Policy 2.4.1	Future commercial and industrial development on lands not within the Town's Municipal Boundary, shall be directed to those areas identified as Future Business Area in the Future Development Scenario (see Figure 5).
Policy 2.4.2	Notwithstanding Policy 2.4.1, lands within existing approved Area Structure Plans shall be allowed to develop in accordance with those plans, as amended from time to time, so long as that development is consistent with the direction and intent of this IDP.

- Policy 2.4.23** Future residential development is discouraged from locating in those areas identified as Future Business Area in the Future Development Scenario (see [Figure 5](#)).
- Policy 2.4.34** Commercial and Industrial development proposed within the Future Business Area designation shall align with statutory plan requirements, and address compatibility with existing and future surrounding land uses, environmental impacts, and transportation and infrastructure requirements.

2-5 PREDOMINANTLY AGRICULTURAL LANDS POLICY

Much of the plan area consists of agricultural lands that are expected to remain predominantly agricultural. The following policies apply to the Predominantly Agricultural Lands identified in [Figure 5](#):

- Policy 2.5.1** All development proposed within the Predominantly Agricultural Lands (see [Figure 5](#)) shall align with statutory plan requirements, and address compatibility with existing and future surrounding land uses, environmental impacts, and transportation and infrastructure requirements.
- Policy 2.5.2** Notwithstanding Policy 2.4.1, single-lot commercial and industrial development may be approved within the Predominantly Agricultural Lands (see [Figure 5](#)) provided that the following criteria are met:
- a) The site is located along, or near, a ~~major~~ transportation route such as a provincial highway, ~~or a developed roadway~~,
 - b) The development is compatible with adjacent land uses,
 - c) The development requires minimal on-site municipal services, improvements and public amenities, and
 - d) On-site water and sewage disposal capacity is demonstrated as being available to the Development Authority's satisfaction.

2-6 TRANSPORTATION POLICY

The transportation network within the plan area has been developed to accommodate traffic volumes in an efficient, safe and effective manner. The proposed Highway 1 Bypass has been identified in [Figure 5](#); however, the timing of this network improvement is determined by Alberta Transportation and Economic Corridors (TEC).

The following policies apply to the entire plan area:

- Policy 2.6.1** Specific road alignments will be determined through ASPs and functional planning studies.
- Policy 2.6.2** Proposed development that involves access to or abuts the proposed Highway 1 Bypass and interchanges in the plan area (shown in [Figure 5](#)), outside of an approved ASP, will be flagged for circulation to TEC as part of the referral process for additional scrutiny.

Policy 2.6.3	Unless otherwise agreed to, each municipality shall be responsible for the maintenance of transportation infrastructure within their boundaries. Any joint agreements to share maintenance responsibilities between the municipalities shall supersede this policy.
Policy 2.6.4	This IDP recognizes that the provincial highway system is under the jurisdiction and control of TEC, and that all existing transportation policies and agreements TEC has with either the Town, County and/or both municipalities remain unchanged by the adoption of this document.
Policy 2.6.5	Road approach standards shall comply with the requirements of the municipality that has jurisdiction over the road.

2-7 INFRASTRUCTURE POLICY

The following policies apply to the development of water, wastewater and stormwater services within the entire plan area:

Policy 2.7.1	The municipalities may cooperate on any infrastructure or servicing study, or the extension of services, which affects any part of the plan area.
Policy 2.7.2	The municipalities shall utilize and, where appropriate, develop compatible design standards for infrastructure throughout the plan area.
Policy 2.7.3	The municipalities shall share relevant, up-to-date information on storm water issues with each other.
Policy 2.7.4	Unless otherwise agreed to, each municipality shall be responsible for the maintenance of infrastructure within their boundaries. Any joint agreements to share maintenance responsibilities between the municipalities shall supersede this policy.
Policy 2.7.5	Land required for future utility rights-of-way that has been identified through the mutual agreement of the municipalities or in subsequent studies shall be protected during the subdivision and development processes.
Policy 2.7.6	Requests by private developers for municipal services from the adjacent municipality shall be directed to the Planning Department of said municipality.

2-8 SOCIAL AND ECONOMIC POLICY

The following policies apply to the entire plan area, and speak to the broader intermunicipal relationship:

Policy 2.8.1	The municipalities are encouraged to prepare Joint Area Structure Plans in the future to the mutual economic benefit of both parties.
Policy 2.8.2	The municipalities shall continue to deliver shared services, as appropriate.
Policy 2.8.3	The municipalities may cooperate on any social, recreational, or economic development activities, or other matters of mutual benefit, which affect any part of the plan area.

Policy 2.8.4 The municipalities may explore and implement methods of providing future services in an efficient and cost-effective manner.

SECTION THREE

Implementation

3

This section outlines the framework for enacting Intermunicipal Development Plan policies and administering the plan.

3-1 GENERAL IMPLEMENTATION POLICY

As required by the MGA, the IDP must include provisions relating to its administration as well as a procedure to be used by one or more of the municipalities to amend or repeal the plan. While the IDP is intended to be a long-range planning document, regular monitoring, review, and periodic amendments may be required for it to remain current with changing trends, technologies, and growth within the plan area.

Policy 3.1.1	In adopting the IDP, it is recognized that each municipality's jurisdiction is limited to lands within their respective corporate boundaries.
Policy 3.1.2	The municipalities shall undertake reviews of the IDP, when required, with major reviews occurring at least every ten years from the date of adoption.
Policy 3.1.3	An amendment to the IDP may be initiated at the request of either Council.
Policy 3.1.4	An amendment to the IDP may be recommended to either Council by the ICC.
Policy 3.1.5	Amendments to the IDP shall be jointly adopted by the municipalities by Bylaw in accordance with the MGA.
Policy 3.1.6	Repeal of the IDP may be initiated by either municipality if it is to be replaced by a new IDP that is agreeable to both municipalities, or jointly rescinded if both municipalities agree that an IDP is no longer required, in alignment with the MGA.

3-2 APPLICATIONS

Planning and development applications and amendments are to be processed and decided upon by the respective approving authority of the municipality in which the application is made. Any applications for urban expansion will align with the MGA.

- Policy 3.2.1** The adoption of, or amendments to, a statutory plan (IDP, MDP, ASP, ARP) or LUB shall be processed and decided upon by the Council of the municipality in which the plan or bylaw is located and circulated in alignment with the MGA.
- Policy 3.2.2** Subdivision and development permit applications are to be processed and decided on by the Approving Authority of the municipality to which the application pertains.
- Policy 3.2.3** The municipalities will adhere to Division 6 of the MGA as it relates to any application for annexation and the process it entails.

3-3 INTERMUNICIPAL REFERRAL PROCESS

Referral of planning applications and amendments is essential to maintaining open communication on an ongoing basis. The municipalities will continue the reciprocal referral of planning proposals, in accordance with the IDP.

- Policy 3.3.1** Referrals on new or amended ASPs or Conceptual Schemes within the:
 - a) Future Business Area,
 - b) Predominantly Agricultural Lands, or
 - c) Urban Referral Area,
 as identified in [Figure 5](#), shall be made to the adjacent municipality.
- Policy 3.3.2** Referrals for land use redesignation, subdivision, or discretionary development approvals are:
 - a) Required when the development is proposed in the Future Business Area Predominantly Agricultural Lands, or Urban Referral Area, as identified in [Figure 5](#), and outside of the boundary of an ASP, and
 - b) Not required when the development is proposed inside the boundary of an adopted ASP and the proposal fully complies with the policies of the ASP.
- Policy 3.3.3** Notwithstanding Policy 3.3.2, land use redesignation, subdivision, or discretionary development approvals for single-lot commercial and industrial development in the Predominantly Agricultural Lands shall be referred to the Town.
- Policy 3.3.4** Referrals shall be sent by email to the respective Planning Departments of each municipality, with additional information conveyed by email as needed.
- Policy 3.3.5** Referrals shall be responded to within 30 days.
- Policy 3.3.6** If either municipality does not reply within – or request an extension to – the 30-day period, it will be assumed that the responding municipality has no comment or objection to the referred planning or development proposal.
- Policy 3.3.7** The municipalities shall continue to provide contact information for landowner circulation in cases where the subject land abuts a municipal boundary.

3-4 INTERMUNICIPAL COLLABORATION COMMITTEE

The following policies apply to the Intermunicipal Collaboration Committee (ICC).

Policy 3.4.1 The ICC Terms of Reference jointly prepared and agreed to by the municipalities shall be the prevailing document for the composition and duties of the committee, as amended from time to time.

3-5 INTERMUNICIPAL COLLABORATION FRAMEWORK

Pursuant to the MGA, the municipalities will endeavour to prepare an Intermunicipal Collaboration Framework (ICF).

Policy 3.5.1 The municipalities shall endeavor to prepare an ICF.

Policy 3.5.2 The municipalities acknowledge that services, amenities and infrastructure provided by each other serves ratepayers beyond the plan area.

Policy 3.5.3 The municipalities may establish a cost sharing policy for any service, amenity and infrastructure where mutual benefit exists.

3-6 DISPUTE RESOLUTION

Both municipalities agree it is important to avoid disputes by following the policies and provisions of the IDP. Should any disagreements regarding the interpretation and application of the provisions within the IDP arise, the municipalities shall seek a timely resolution in a manner which is respectful of each Municipality's interests and concerns using the steps as identified.

In the event the dispute resolution process is initiated, the municipality having authority over the matter shall not provide any further approval until the dispute has been resolved or the mediation process has concluded.

Policy 3.6.1 A dispute may be triggered in the following circumstances:

- a) Lack of agreement on an IDP amendment, or
- b) An unresolved objection to the proposed adoption or amendment of a statutory plan or LUB that is believed to be inconsistent with the IDP.

Policy 3.6.2 The dispute resolution process does not apply to matters that fall under the jurisdiction of either municipality's respective Subdivision Development and Appeal Boards (SDABs) or the Land and Property Rights Tribunal (LPRT), nor does it allow a municipality to appeal a subdivision or development approval.

The municipalities agree the resolution steps identified below shall be completed within **ninety (90)** calendar days from the date on which the disagreement is identified. The process is designed to maximize opportunities for discussion and review with the goal of resolving any disagreements early in the approval process through the following **six (6) stages**:

Step 1 – Administrative Review and Discussion

Should the Town of Strathmore or Wheatland County identify any issue related to proposed plans, bylaws or amendments that may result in a serious disagreement between them, every attempt will be made to discuss the issues at the administrative level with the intent of arriving at a mutually agreeable solution.

Step 2 – CAO Review Prior to Escalating to the ICC

The Chief Administrative Officers (CAOs) from the Town and County shall attempt to resolve the issue(s).

Step 3 – Intermunicipal Collaboration Committee (within 60 days on which the disagreement is identified)

In the event administrative review and discussion are unable to resolve a disagreement, the Intermunicipal Collaboration Committee shall attempt to resolve the disagreement. Each municipality, through its Administration, must ensure the facts of the issue have been fully investigated and clarified. Administrative meetings may occur at this point to discuss possible solutions.

Step 4 – Municipal Councils (within 30 days from the meeting of the ICC)

Should the Intermunicipal Collaboration Committee be unable to resolve the disagreement, they shall request a joint meeting of the Councils of the municipalities who will attempt to resolve the disagreement.

Step 5 – Alberta Municipal Affairs Mediation

Should the Councils be unable to resolve the disagreement, either municipality may request Alberta Municipal Affairs to commence a mediation process under the Department's guidance.

Step 6 – Appeal to the LPRT

If the disagreement cannot be resolved by mediation, then:

- Any municipality may appeal to the LPRT under the provisions of Section 690 of the Act if the disagreement pertains to a statutory plan, a land use bylaw or any amendment of either, or
- The results of the mediation report will be binding on each Municipality if no relief under the LPRT is found.



Request for Decision

To: Council

Staff Contact: Johnathan Strathdee, Manager of Legislative Services

Date Prepared: September 22, 2024

Meeting Date: December 11, 2024

SUBJECT: **Municipal Election Bylaw No. 24-18**

RECOMMENDATION: THAT Council give First Reading to Bylaw No. 24-18, being the Municipal Election Bylaw.

THAT Council give Second Reading to Bylaw No. 24-18, being the Municipal Election Bylaw.

THAT Council give Unanimous Consent to give Third and Final reading to Bylaw No. 24-18, being the Municipal Election Bylaw.

THAT Council give Third Reading to Bylaw No. 24-18, being the Municipal Election Bylaw.

THAT Council appoint Johnathan Strathdee as the Town of Strathmore's Returning Officer for the 2025 Municipal Election.

THAT Council appoint Claudette Thorhaug as the Town of Strathmore's Substitute Returning Officer for the 2025 Municipal Election.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

These changes are required administratively to align with the *Local Authorities Election Act* and *Municipal Government Act*.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The next municipal general election will be held on October 20, 2025. Nominations for the general election open between January 1, 2025 and September 22, 2025.

ORGANIZATIONAL:

Municipal elections are a significant undertaking for Administration. The Municipal Election Bylaw and Election Sign Bylaw. These bylaws will set the regulations for the and rules for the upcoming municipal election in 2025.

OPERATIONAL:

Nominations for the upcoming elections open on January 1, 2025. Administration will be planning the upcoming election and the Municipal Election Bylaw will provide guidance to the team on how the election will be conducted.

FINANCIAL:

Financial implications are not included as a part of this Bylaw. However, Council increased the Town's elections budget during the 2025 budget process.

POLICY:

The *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended, provides for the holding of local elections by municipalities. Pursuant to Sections 7 and 8 of the *Municipal Government Act*, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate

matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public.

IMPLEMENTATION:

Administration has brought an updated draft *Municipal Election Bylaw No. 24-18* for a decision.

BACKGROUND:

[The Municipal Affairs Statutes Amendment Act, 2024](#) (formally known as Bill 20), This legislation came into force on October 31, 2024. Ministry responsible: Municipal Affairs.

The document may also be viewed online, with an overview:

<https://www.alberta.ca/strengthening-local-elections-and-councils>

This Act sets new rules for local elections and councils to enhance integrity and maintain public trust.

Key changes to the *Local Authorities Election Act* for local election rules and processes will:

- align candidate eligibility criteria with Councillor disqualification criteria in the *Municipal Government Act*
- allow municipalities to require criminal record checks for local candidates
- limit the amount of money third-party advertisers could accept in contributions to \$5,000 (previously \$30,000)
- require third party advertisers interested in plebiscites to register and report finances
- enable regulation-making authority to define local political parties (this approach will be piloted in Calgary and Edmonton)
- require municipalities to use the most current provincial register of electors from Elections Alberta
- expand the use of special ballots while strengthening special ballot processes
- limit vouching to the ability to vouch for someone's address
- repeal the ability for a candidate or returning officer to object to an elector
- enable regulation-making authority to postpone elections in emergencies
- prohibit automated voting equipment, such as electronic tabulators
- require recounts if requested by a candidate when the margin is within 0.5% of total votes
- allow union and corporate donations to local candidates
- allow donations outside the local election year
- update rules for scrutineers

Administration attended the Alberta Municipal Clerks Fall Workshop at the end of September. During this workshop Elections Alberta and Municipal Affairs presented on Bill 20, voter

registration list, and more. Based on information shared during this workshop, Administration is bringing additional amendments to Council for consideration:

- Section 10 - Permanent Electors Register
- Section 13 - Updates to Special Ballot Packages
- Section 16 - Updates to Voting Procedures

Since Bill 20 was first proposed in the Alberta Legislature, Administration has been in contact with other municipalities and associations to get a better understanding of how the amendments to the Local Authorities Elections Act will impact the 2025 Municipal Election. The Town will be using two teams of election workers. The first team will be will work during voting days and the second will be responsible for counting ballots. As we predict the counting of ballots by hand will add hours onto election day for election workers, we are recommending that the Voting Station be open from 10 a.m. to 8 p.m. (the voting station was open from 7 a.m. to 8 p.m. in 2021). Should council adopt this change, the Town will plan for additional advance voting days.

KEY ISSUE(S)/CONCEPT(S):

An update to the Town of Strathmore's existing Election Bylaw is required to reflect several of the directives in the Municipal Affairs Statutes Amendment Act, 2024 (formally known as Bill 20).

Administration will also be requesting that Council appoint a returning officer and substitute returning officer. This would be on a temporary basis as the Town will be posting a part time returning officer position.

DESIRED OUTCOMES:

For Council to adopt Municipal Election Bylaw No. 24-18 as presented in Attachment I.

COMMUNICATIONS:

The Town is currently in the process of updating the Municipal Election Page.

ALTERNATIVE ACTIONS/MOTIONS:

Council may provide recommendations for additional updates.

ATTACHMENTS:

[Attachment I: Municipal Election Bylaw No. 24-18](#)

[Attachment II: Municipal Election Bylaw 24-18 - Change Summary Sheet](#)

[Attachment III: Municipal Election Bylaw No. 24-18 Redlined](#)

[Attachment IV: Municipal Affairs Statutes Amendment Act Fact Sheet](#)

[Attachment V: 21-18 Election-Bylaw](#)

Veronica Anderson, Legislative Services Officer	Approved - 25 Nov 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 26 Nov 2024
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 26 Nov 2024
Kevin Scoble, Chief Administrative Officer	Approved - 29 Nov 2024

**BYLAW NO. 24-18
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA****BEING A BYLAW TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF STRATHMORE.**

WHEREAS the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended (the "Act"), provides for the holding of local elections by municipalities;

AND WHEREAS pursuant to Sections 7 and 8 of the Municipal Government Act, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assembled, **ENACTS AS FOLLOWS:**

1. PURPOSE AND TITLE

1.1 This Bylaw may be cited as the "Municipal Election Bylaw".

2. DEFINITIONS

Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

2.1 "Act" means the *Local Authorities Elections Act*, RSA 2000, c. L-21 and any amendments thereto.

2.2 "Advance Vote" means a vote taken before election day.

2.3 "Ballot" means the part of the Ballot Card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions, if any, and containing the spaces in which the elector is to mark their vote;

2.4 "Ballot Account" means an account of ballots prepared in the form required by the Act.

- 2.5 "Ballot Box" means a container, in the form approved by the Returning Officer, intended to contain the voted Ballot Cards.
- 2.6 "Ballot Card" means a paper card, in the form approved by the Returning Officer, listing the Ballots to be voted on in the election.
- 2.7 "By-Election" means an election to fill a vacancy on a council other than at a general election, or a vote on a bylaw or question.
- 2.8 "Counting Centre" means the location as determined by the Returning Officer for the counting of ballots at the close of voting stations on election day.
- 2.9 "Election Signage" means temporary physical material, displayed for the purpose of promoting a Candidate and/or Political Party in connection with an Election.
- 2.10 "General Elections" means an election held for all the members of an elected authority to fill vacancies caused by the passage of time.
- 2.11 "Instructions to Electors" means the explicit directions for the elector to follow regarding how to complete the ballots, in the form approved by the Returning Officer.
- 2.12 "Permanent Electors Register" means the prescribed form on which the name of a person who has registered to vote is recorded.
- 2.13 "Portable Ballot Box" means a cardboard container in the form approved by the Returning Officer and intended for the use in the collection of voted Ballot Cards for special ballots, an Institutional Vote, Incapacitated Vote and Advance Vote.
- 2.14 "Presiding Deputy Returning Officer" means a deputy who has been appointed as a presiding deputy pursuant to the Act.
- 2.15 "Returning Officer" means a person appointed under the Act, and includes a person acting in the Returning Officer's place.
- 2.16 "Special Ballot" is a means for electors to cast a ballot, if they will not be able to vote during the advance polls or on polling day. It is a paper ballot that is requested by the elector, completed by the elector, and returned to the returning officer in the elector's electoral division by a set date and time.
- 2.17 "Substitute Returning Officer" means a person appointed under the Act who assumes the duties of the Returning Officer should the Returning Officer be unable to fulfill their duties due to illness or other absence.
- 2.18 "Voting Station(s)" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results.

3. ELECTION SIGNAGE

- 3.1 All municipal election signage must be in compliance with the Election Signage Bylaw No. 24-19.

4. RETURNING OFFICER

- 4.1 Council shall appoint, by resolution a Returning Officer and Substitute Returning Officer to conduct elections for the Town in accordance with the Act.
- 4.2 The Returning Officer is authorized to appoint the election officials they deem necessary for the fulfillment of election duties. The Returning Officer and the Substitute Returning Officer are authorized to further sub-delegate any duties necessary for the fulfillment of responsibilities assigned by this Bylaw or the Act.

5. NOMINATION FORM

- 5.1 The Returning Officer will receive nominations for candidates for the Town of Strathmore elections at the Municipal Office located at 1 Parklane Drive, Strathmore, AB T1P 1K2 within the time period identified in the Act.

6. NOMINATION FEES

- 6.1 Every Nomination Form for a candidate for the position as a member of Council for the Town of Strathmore shall be accompanied by a deposit of Two Hundred and Fifty Dollars (\$250.00).
- 6.2 A candidate's deposit will be returned to them in accordance with Section 30 of the Act.

7. ADVANCE VOTING

- 7.1 The Returning Officer shall establish the number of Advance Voting Stations the Returning Officer considers necessary.
- 7.2 In accordance with the Act, the Returning Officer will determine the days and hours when an Advance Vote will be held.

8. INSTITUTIONAL VOTING STATIONS

- 8.1 The elected authority by resolution has the ability to establish the location of one or more Institutional Voting Stations for an election.
- 8.2 For the purpose of conducting Institutional Voting, the Returning Officer shall designate the time(s) on an advance voting day during which the votes in the institutions shall be taken and may appoint the deputies necessary for the taking of the Institutional Votes.

9. INCAPACITATED ELECTORS

- 9.1 The Town may provide for the attendance of two (2) deputies at a residence of an elector, during the hour an advance voting station of an election is open, in order to take the vote(s) of an elector who, because of physical incapacity or mobility limitation is unable to attend a voting station or an advance voting station to vote.

10. PERMANENT ELECTORS REGISTER

- 10.1 The Returning Officer must prepare a permanent electors register of residents in the Town who are entitled to vote in elections.
- 10.2 The Returning Officer may:
 - 10.2.1 Compile or revise the permanent electors register manually or by means of any computer-based system; and
 - 10.2.2 Keep the permanent electors register in printed form or may store it in any computer-based system or any other information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.
- 10.3 The Returning Officer must enter into an agreement with the Chief Electoral Officer to:
 - 10.3.1 Receive from the Chief Electoral Officer information that will assist the Returning Officer in compiling or revising the permanent electors register; and
 - 10.3.2 Provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors as prescribed in the Act.

11. VOTING HOURS

- 11.1 Every Voting Station shall be kept open continuously on Election Day from 10:00 a.m. to 8:00 p.m.

12. BALLOT CARD

- 12.1 Following nomination day, the Returning Officer shall cause sufficient Ballot Cards for the election to be printed.
- 12.2 The Returning Officer must establish the form of ballot for each election, including the colour they will be differentiated by, or any other means of differentiating, for the following offices:
- a. candidates for the office of the Mayor;
 - b. candidates for the office of Councillor;
 - c. candidates for the office of public school board trustee, or separate school trustees if the elections are held in conjunction with elections for public or sperate school board offices;
 - d. bylaw/question(s);
 - e. any other offices as may be specified or required by the Act or any other applicable legislation.
- 12.3 Unless otherwise provided for by a resolution of Town Council, the Ballot Card for a vote on a bylaw or a question shall generally be in the following form:
- a. in the case of bylaw:
"Are you in favour of Bylaw No. [#, title of bylaw]?"

Yes ☐
No ☐

(Mark only "yes "or "no")"

A copy of the text of the Bylaw shall be posted in at least one (1) conspicuous place at each Voting Station;

- b. in the case of the question, a short statement of the question, followed by:

"Are you in favour of the above proposed resolution?"

Yes ☐

No ☐

(Mark only "yes" or "no")"

13. SPECIAL BALLOT PACKAGE

13.1 An eligible elector may apply to the Returning Officer for a special ballot package:

- a. in writing;
- b. by telephone;
- c. in person;
- d. by mail; or
- e. by email.

13.2 An eligible elector must submit their application for a special ballot package:

13.2.1 For a general election, between August 1st of the year in which they general election is held and 4:00 p.m. seven (7) days prior to the date of the general election; and

13.2.2 For any other election or a vote on a bylaw or question in accordance with the application periods stated in the resolution finalizing the date of the election.

13.3 To be valid, the outer envelope and enclosed special ballot(s) must be received by the Returning Officer by 4:30 p.m. on the Friday immediately preceding election day.

14. PRE-VOTE PROCEDURE

14.1 Procedure at the Voting Station:

- a. the Returning Officer will ensure all Polling Station Officers are familiar with rules and procedures.
- b. The Returning Officer will ensure all required voting material is on hand and prepared.

15. VOTING PROCEDURE

- 15.1 Every person who attends at a voting station for the purpose of voting:
 - 15.1.1 Must be on the permanent elector register and show the required identification as prescribed in the Act, or
 - 15.1.2 make the statement of elector eligibility in the prescribed form and produce the required identification as prescribed in the Act.
- 15.2 If the address on the required identification for a person wishing to vote is incorrect, and elector on the permanent electors register can validate the address for the person.
- 15.3 Every elector eligible to vote shall be given the Ballot Card(s) that the elector is eligible to receive and that has been initialed by a deputy
- 15.4 A copy of the Instructions for Electors shall be posted at each voting compartment in each voting station and at conspicuous locations within the voting stations. The Instructions for Electors shall remain posted until the close of the voting station.
- 15.5 Once permitted to vote, the elector shall be given the appropriate ballot(s) to vote in accordance with the process prescribed in the Act.
- 15.6 While the elector is in the voting compartment, the elector shall mark the ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of their choice. Where the ballot includes a bylaw or question, the elector shall mark their vote within the portion of the Ballot containing the affirmative or negative, whichever way they decide to vote.
- 15.7 After the elector has finished marking the Ballot Card and has completed their voting, they shall deposit their ballot(s) into the ballot box and immediately leave the voting station.
- 15.8 The voting procedure prescribed in this Bylaw shall, during an Advance Vote, an Institutional Vote, and an Incapacitated Vote, as far as is practicable, apply and may be modified as necessary upon the direction of the Returning Officer.
- 15.9 Each elector shall follow the voting procedures as set out in this Bylaw and as posted in the Voting Station, and upon the deposit of their Ballot Card into the Ballot Box, the elector shall leave the Voting Station.

16. POST-VOTE PROCEDURES

- 16.1 A returning officer may designate a single location as a counting centre. Should a counting centre be designated, the returning officer must notify all affected candidates, official agents, and scrutineers of the location of the counting centre.
- 16.2 The portable Ballot Boxes used for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in which they are used. The Returning Officer may count the special ballot box, advance vote ballot box, and institutional vote ballot box no earlier than 7:30 p.m. on election day.
- 16.3 At the close of the Voting Station on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all Ballot Boxes and the Portable Ballot Boxes for the tabulation of results.
- 16.4 The Returning Officer shall:
 - a. secure the Ballot Box(es) from receiving any more ballots;
 - b. deliver the ballot boxes to the counting station; and
 - c. arrange for ballots at the counting station to be counted and complete all registries as prescribed in the Act.
- 16.5 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots, and may make any other direction they deem necessary for the storage and disposition of the Portable Ballot Boxes.

17. GENERAL

- 17.1 After the tabulation of voting results, the Ballot Boxes shall be retained and stored as directed by the Returning Officer.

18. SEVERABILITY

- 18.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.

19. REPEAL

19.1 Bylaw No. 21-18 is hereby repealed.

20. ENACTMENT

20.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS ____ day of ____, 2024.

READ A SECOND TIME THIS ____ day of ____, 2024.

READ A THIRD AND FINAL TIME THIS ____ day of ____, 2024.

MAYOR

DIRECTOR OF STRATEGIC,
ADMINISTRATIVE, AND FINANCIAL SERVICES

Bylaw Review 2024
Municipal Election Bylaw 21-18
 Summary of Changes



Overview

With 2025 being an election year, now is time to review existing Elections Bylaws to ensure the Town is properly prepared with clearly defined regulations and processes. There are two (2) active bylaws that were looked at, [Municipal Election Bylaw No. 21-18](#) and [Election Signs Bylaw No. 21-19](#).

Administration proposes the following updates to Municipal Election Bylaw No. 21-18, creating a new bylaw, **Municipal Election Bylaw No. 24-18**

- The addition of the definitions.
- The removal of references to Automatic Vote Tabulators or associated material, as per changes the Alberta Government is implementing through Bill 20 to local election rules under the LAEA.
- The addition of new procedures to align with the changes set forth by the Alberta Government in the [The Municipal Affairs Statutes Amendment Act, 2024](#)
- The adjustment to the order of items in the Bylaw to create a logical flow of thoughts and order of operations.
- The addition of a Severability section.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
2. Definitions	Section removed	"Automated Voting System" means an automated or electronic system designed to automatically count and record votes and process and store the election results;	As per the Municipal Affairs Statutes Amendment Act, 2024
2. Definitions	New: 2.1 "Act" means the Local Authorities Elections Act, RSA 2000, c. L-21 and any amendments thereto.	Not included in existing bylaw.	
2. Definitions	New: 2.2 "Advanced Vote" means a vote taken before election day.	Not included in existing bylaw.	
2. Definitions	New: 2.4 "Ballot Account" means an account of ballots prepared in the form required by the Act.	Not included in existing bylaw.	
2. Definitions	New: 2.7 "By-Election" means an election to fill a vacancy on a council other than at a general election, or a vote on a bylaw or question.	Not included in existing bylaw.	
2. Definitions	New: 2.8 "Counting Centre" means the location as determined by the Returning Officer for the counting of ballots at the close of voting	Not included in existing bylaw.	

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	stations on election day.		
2. Definitions	New: 2.9 “Election Signage” means temporary physical material, displayed for the purpose of promoting a Candidate and/or Political Party in connection with an Election.	Not included in existing bylaw.	Questions were raised in 2021 as to what constitutes an election sign – indicating the need for a definition to be developed.
2. Definitions	New: 2.10 “General Elections” means an election held for all the members of an elected authority to fill vacancies caused by the passage of time. 2.11 “Instructions to Electors” means the explicit directions for the elector to follow regarding how to complete the ballots, in the form approved by the Returning Officer. 2.12 “Permanent Electors Registry” means the prescribed form on which the name of a person who has registered to vote is recorded. 2.14 “Presiding Deputy Returning Officer” means a deputy who has been appointed as a presiding deputy pursuant to the Act.	Not included in existing bylaw.	
2. Definitions	New: 2.16 “Special Ballot” is a means for electors to cast a ballot, if they will not be able to vote during the advance polls or on polling day. It is a paper ballot that is requested by the elector, completed by the elector, and returned to the returning officer in the elector's electoral division by a set date and time.	Not included in existing bylaw.	
2. Definitions	Sections removed	2.11 "Tally Register Tape" means the printed record generated by a Vote Tabulator showing the number of accepted ballots, the ballots read, and the results of	As per the Municipal Affairs Statutes Amendment Act,

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
		<p>the ballots read by the Vote Tabulator;</p> <p>2.12 "Vote Tabulator" mean a unit of the Automated Voting System designed for use at the Voting Station to receive Ballot Cards and automatically scan specified areas on the Ballot Card and record the results;</p> <p>2.18 "Secrecy Sleeve" means an open-ended envelope, in a form approved by the Returning Officer, intended to be used to cover the Ballot Card so as to conceal the markings made on the Ballot Card by the elector without covering the initials of the election official;</p>	2024
3. Election Signage	<p>New section:</p> <p>A reference to Election Sign Bylaw No. 24-19 added as Section 3.0.</p> <p>3.1 All municipal election signage must be placed in accordance with the Election Signage Bylaw No. 24-19.</p>	Not include in previous bylaws.	Enhances the existing Bylaw by referencing the location of additional elections-related material.
9. Incapacitated Electors	<p>Updated text to remove reference to "by resolution"</p> <p>9.1 The Town may provide for the attendance of two (2) deputies at a residence of an elector, during the hour an advance voting station of an election is open, in order to take the vote(s) of an elector who, because of physical incapacity or mobility limitation is unable to attend a voting station or an advance voting station to vote.</p>	<p>8.1 The Elected Authority may, by resolution, provide for the attendance of two (2) deputies at a residence of an elector, during the hour an advance voting station of an election is open, in order to take the vote(s) of an elector who, because of physical incapacity or mobility limitation is unable to attend a voting station or an advance voting station to vote.</p>	
10. Permanent Electors Register	<p>New section:</p> <p>10.1 The Returning Officer must prepare a permanent electors register of residents in the Town who are entitled to vote in elections.</p> <p>10.2 The Returning Officer may:</p> <p>10.2.1 Compile or revise the permanent electors register manually or by means of any computer-based system; and</p> <p>10.2.2 Keep the permanent electors register in printed form or may store it in any computer-based system or any other</p>	Not include in previous bylaws.	As per the Municipal Affairs Statutes Amendment Act, 2024

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	<p>information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.</p> <p>10.3 The Returning Officer must enter into an agreement with the Chief Electoral Officer to:</p> <p>10.3.1 Receive from the Chief Electoral Officer information that will assist the Returning Officer in compiling or revising the permanent electors register; and</p> <p>10.3.2 Provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors as prescribed in the Act.</p>		
11. Voting Hours	<p>Change in hours:</p> <p>11.1 Every Voting Station shall be kept open continuously on Election Day from 10:00 a.m. to 8:00 p.m.</p>	<p>9.1 Every Voting Station shall be kept open continuously on Election Day from 7:00 a.m. to 8:00 p.m.</p>	<p>To change from 7 am to 8 pm. To allow for staff to stay later for the counting of ballots.</p>
10. Automated Voting System	<p>Section removed</p>	<p>10. AUTOMATED VOTING SYSTEM</p> <p>10.1 The taking of votes of the electors and/ or the tabulation of election results may be done by means of an Automated Voting System, as directed by the Returning Officer.</p> <p>10.2 In the event that an Automated Voting System is used in the election, the Returning Officer shall:</p> <p>a) satisfy himself/herself, prior to the date of the election that the Automated Voting System has been pre-tested, accurate and in good working order; and</p> <p>b) take whatever reasonable safeguards may be necessary to secure the Automated Voting System (and any part thereof, including the Vote Tabulators and the Ballot Boxes) from unauthorized access, entry, use, tampering, or any unauthorized use of the Ballot Cards or tabulated results.</p>	<p>As per the Municipal Affairs Statutes Amendment Act, 2024</p>
12. Ballot card	<p>12.2 The Returning Officer must establish the form of ballot for each election,</p>	<p>11.2 The Ballot Card shall be assembled in the following order and contain separate</p>	<p>As per the Municipal</p>

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	including the colour they will be differentiated by, or any other means of differentiating, for the following offices: <ul style="list-style-type: none"> a. candidates for the office of the Mayor; b. candidates for the office of Councillor; c. candidates for the office of public school board trustee, or separate school trustees if the elections are held in conjunction with elections for public or sperate school board offices; d. bylaw/question(s); e. any other offices as may be specified or required by the Act or any other applicable legislation. 	Ballots for: <ul style="list-style-type: none"> a. candidates for the office of the Mayor; b. candidates for the office of Councillor; c. candidates for the office of school board trustee. d. bylaw/question(s); e. any other offices as may be specified or required by the Act or any other applicable legislation. 	Affairs Statutes Amendment Act, 2024
13. Special Ballot Package	<p>13.1 An eligible elector may apply to the Returning Officer for a special ballot package:</p> <ul style="list-style-type: none"> a. in writing; b. by telephone; c. in person; d. by mail; or e. by email. <p>13.2 An eligible elector must submit their application for a special ballot package:</p> <p>13.2.1 For a general election, between August 1st of the year in which the general election is held and 4:00 p.m. seven (7) days prior to the date of the general election; and</p> <p>13.2.2 For any other election or a vote on a bylaw or question in accordance with the application periods stated in the resolution finalizing the date of the election.</p>	<p>12.1 An elected authority, by resolution, may provide for special ballots in an election. The application for special ballots must be made by any one or more of the following methods</p> <ul style="list-style-type: none"> a. in writing; b. by telephone; c. in person; d. by email. 	
14. Pre-vote Procedure	<p>Change in copy to remove references to any electronic vote tabulation machines:</p> <p>14.1</p> <ul style="list-style-type: none"> a. the Returning Officer will ensure all polling station officers are familiar with rules and procedures. b. The Returning Officer will ensure all required voting material is on hand and prepared. 	<p>13.1</p> <ul style="list-style-type: none"> a. In the presence of other deputies, staff, agents and electors, the Presiding Deputy Returning Officer of the Voting Station shall cause the Vote Tabulator to print a copy of all totals in its Memory Pack at the opening of the poll. b. If the totals are zero for all candidates, questions and bylaw, the Presiding Substitute Returning Officer shall ensure 	As per the Municipal Affairs Statutes Amendment Act, 2024

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
		that the zero printout remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of the poll at 8:00 p.m.	
14. Identification Requirements	Removal of section as “Identification Requirements”, inclusion of this content will now be under Section 15 “Voting Procedure”	<p>14. IDENTIFICATION REQUIREMENTS</p> <p>Unless an elector has been vouched for in accordance with the Act, every elector who attends a Voting Station or applies for a special ballot, in addition to making a statement in the presence of an officer at the Voting Station, in the prescribed form, that the person is eligible to vote as an elector, must produce the following identification (name, current address and age) in order to be eligible to vote:</p> <p>one (1) piece of identification issued by a Canadian Government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address and age, of which one piece of identification must also establish an elector's age;</p> <p>one (1) sufficient piece of identification as authorized by the Chief Electoral Officer under the Election Act for the purposes of section 95(1)(a)(ii) of that Act that establishes the elector's name and current address;</p> <p>any piece of identification deemed acceptable by the Minister of Municipal Affairs, which includes any process provided for establishing the address of a person's residence if the person produces identification that uses a non-residential address.</p> <p>If an elector is unable to provide such identification as identified in Sections 14.1 (a) or (b), or the identification provided does not clearly establish their place of residence, the elector will be required to provide such other documentation as may be requested at the discretion of the Returning Officer, or designate, to</p>	Has now been included in the voting procedure.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
		reasonably prove the identity and residency of the elector.	
15. Voting Procedure	<p>15.1 Every person who attends at a voting station for the purpose of voting:</p> <p>15.1.1 Must be on the permanent elector register and show the required identification as prescribed in the Act, or</p> <p>15.1.2 make the statement of elector eligibility in the prescribed form and produce the required identification as prescribed in the Act.</p> <p>15.2 If the address on the required identification for a person wishing to vote is incorrect, and elector on the permanent electors register can validate the address for the person.</p> <p>15.3 Every elector eligible to vote shall be given the Ballot Card(s) that the elector is eligible to receive and that has been initialed by a deputy.</p>	<p>Moved from deleted “Identification Requirements” section.</p> <p>Removed reference to “Secrecy sleeve” in 15.3</p>	
15. Voting Procedure	<p>New:</p> <p>15.4 A copy of the Instructions for Electors shall be posted at each voting compartment in each voting station and at conspicuous locations within the voting stations. The Instructions for Electors shall remain posted until the close of the voting station.</p> <p>15.5 Once permitted to vote the elector shall be given the appropriate ballot(s) to vote in accordance with the process prescribed in the Act.</p>	Not included in existing bylaw.	Adding new process
15. Voting Procedure	<p>Text change:</p> <p>15.6 While the elector is in the voting compartment, the elector shall mark the ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of their choice. Where the Ballot includes a bylaw or question, the elector shall mark their vote within the portion of the Ballot containing the</p>	15.3 While the elector is in the voting compartment, the elector shall mark the Ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of their choice. Where the Ballot includes a bylaw or question, the elector shall mark their vote within the portion of the Ballot	Removal of references to Secrecy Sleeve

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	<p>affirmative or negative, whichever way they decide to vote.</p> <p>15.7 After the elector has finished marking the Ballot Card and has completed their voting, they shall deposit their ballot(s) into the ballot box and immediately leave the voting station.</p>	<p>containing the affirmative or negative, whichever way they decide to vote.</p> <p>15.4 After the elector has finished marking the Ballot Card and has completed their voting, they shall:</p> <ul style="list-style-type: none"> a. insert the Ballot Card into the Secrecy Sleeve without showing the markings on the Ballot Card to anyone and without folding the Ballot Card; b. leave the voting compartment and deliver the Secrecy Sleeve, containing the Ballot Card, to the deputy supervising the Ballot Box; and c. observe the placing of their Ballot Card into the Ballot Box by the deputy. 	
16. Post Vote Procedure	<p>New:</p> <p>16.1 A returning officer may designate a single location as a counting centre. Should a counting centre be designated, the returning officer must notify all affected candidates, official agents, and scrutineers of the location of the counting centre.</p>	Not included in previous Bylaw	
16. Post Vote Procedure	<p>New:</p> <p>16.2 The portable Ballot Boxes used for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in which they are used. The Returning Officer may count the special ballot box, advance vote ballot box, and institutional vote ballot box no earlier than 7:30 p.m. on election day.</p>	<p>16.1 The portable Ballot Boxes used for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in which they are used, and shall not be unsealed and opened until the close of Voting Stations on election day.</p>	The addition of mention that the advanced ballots may be counted starting at 7:30 aligns with the local government election act and allows for additional counting time.
16. Post Vote Procedure	<p>Change in copy to remove references to any electronic vote tabulation machines:</p> <p>16.3 At the close of the Voting Station on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all Ballot Boxes and the Portable Ballot Boxes for the tabulation of results.</p> <p>16.4 The Returning Officer shall:</p>	<p>16.2 At the close of the Voting Station on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all Vote Tabulators and/or Ballot Boxes and the Portable Ballot Boxes for the tabulation of results.</p> <p>16.3 If, at the close of the poll, the</p>	As per the Municipal Affairs Statutes Amendment Act, 2024

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	<p>a. secure the Ballot Box(es) from receiving any more ballots;</p> <p>b. deliver the ballot boxes to the counting station; and</p> <p>c. arrange for ballots at the counting station to be counted and complete all registries as prescribed in the Act.</p> <p>16.5 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots, and may make any other direction they deem necessary for the storage and disposition of the Portable Ballot Boxes.</p>	<p>Returning Officer is of the opinion that it is impracticable to count the votes with the Vote Tabulator, he/she may direct that all the votes cast in the election be counted manually following, as far as practicable, the provisions of the Act governing the counting of the votes.</p> <p>16.4 When Vote Tabulators are used, the Returning Officer shall:</p> <p>a. secure the Ballot Box(es) against receiving any more Ballot Cards;</p> <p>b. arrange for any ballots inserted into Ballot Box(es) to be counted by the Vote Tabulator;</p> <p>c. activate the Vote Tabulator to produce two (2) copies of the Tally Register Tape (or such other number as directed by the Returning Officer), complete the ballot account and attach one (1) copy of the Tally Register Tape to the ballot account;</p> <p>d. count the unused Ballot Card and place the unused Ballot Card, the voted Ballot Card, the declined Ballot Card and the spoiled Ballot</p> <p>e. cards, together with the voting register, one (1) copy of the Tally Register Tape, and all oath, declarations and statements, if any, in the Ballot Box(es); and</p> <p>f. seal and initial the Ballot Box(es) and immediately deliver the sealed Ballot Box(es), Vote Tabulator and ballot account (including the attached Tally Register Tape) to the Returning Officer.</p> <p>16.5 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots by the Automated Voting system, and may make any other direction he/she deems necessary for the storage and disposition of the Portable Ballot Boxes.</p>	

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
17. General	Change in copy to remove references to any electronic vote tabulation machines: 17.1 After the tabulation of voting results, the Ballot Boxes shall be retained and stored as directed by the Returning Officer.	17. 1 After the tabulation of voting results, the Ballot Boxes, program and Memory Pack, and Automated Voting System shall be retained and stored as directed by the Returning Officer.	As per the Municipal Affairs Statutes Amendment Act, 2024
18. Severability	New: 18.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.	Not include in previous bylaws.	New inclusion on bylaws moving forward as a legal recommendation.
19. Repeal	Updated Repeal: Bylaw No. 21-18 is hereby repealed.		

BYLAW NO. 24-18
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF STRATHMORE.

WHEREAS the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended (the "Act"), provides for the holding of local elections by municipalities;

AND WHEREAS pursuant to Sections 7 and 8 of the Municipal Government Act, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assembled, **ENACTS AS FOLLOWS:**

1. PURPOSE AND TITLE

1.1 This Bylaw may be cited as the "Municipal Election Bylaw".

2. DEFINITIONS

Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

3. ~~"Automated Voting System" means an automated or electronic system designed to automatically count and record votes and process and store the election results;~~

2.1 "Act" means the *Local Authorities Elections Act*, RSA 2000, c. L-21 and any amendments thereto.

2.2 "Advance Vote" means a vote taken before election day.

2.3 "Ballot" means the part of the Ballot Card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the

questions, if any, and containing the spaces in which the elector is to mark their vote.;

- 2.4 "Ballot Account" means an account of ballots prepared in the form required by the Act.
- 2.5 "Ballot Box" means a container, in the form approved by the Returning Officer, intended to contain the voted Ballot Cards.;
- 2.6 "Ballot Card" means a paper card, in the form approved by the Returning Officer, listing the Ballots to be voted on in the election.;
- 2.7 "By-Election" means an election to fill a vacancy on a council other than at a general election, or a vote on a bylaw or question.
- 2.8 "Counting Centre" means the location as determined by the Returning Officer for the counting of ballots at the close of voting stations on election day.
- ~~"Elections Registry" means the prescribed form on which the name of a person who has registered to vote is recorded.~~
- 2.9 ~~"Election Signage" means a temporary physical material, displayed for the purpose of placard promoting a Candidate and/or Political Party in connection with an Election.~~
- 3.5 ~~"Memory Pack" means a removable cartridge with a memory that stores all the tabulated totals;~~
- 2.10 "General Elections" means an election held for all the members of an elected authority to fill vacancies caused by the passage of time.
- 2.11 "Instructions to Electors" means the explicit directions for the elector to follow regarding how to complete the ballots, in the form approved by the Returning Officer.
- 2.12 ~~"Permanent Electors Register" means the prescribed form on which the name of a person who has registered to vote is recorded.~~
- 2.13 "Portable Ballot Box" means a cardboard container in the form approved by the Returning Officer and intended for the use in the collection of voted Ballot Cards for special ballots, an Institutional Vote, Incapacitated Vote and Advance Vote.;
- 2.14 "Presiding Deputy Returning Officer" means a deputy who has been appointed as a presiding deputy pursuant to the Act.
- 2.15 "Returning Officer" means a person appointed under the Act, and includes a person acting in the Returning Officer's place.;

- 2.16 "Special Ballot" is a means for electors to cast a ballot, if they will not be able to vote during the advance polls or on polling day. It is a paper ballot that is requested by the elector, completed by the elector, and returned to the returning officer in the elector's electoral division by a set date and time.
- 2.17 "Substitute Returning Officer" means a person appointed under the Act who assumes the duties of the Returning Officer should the Returning Officer be unable to fulfill their duties due to illness or other absence.
- 3.9 "Secrecy Sleeve" means an open-ended envelope, in a form approved by the Returning Officer, intended to be used to cover the Ballot Card so as to conceal the markings made on the Ballot Card by the elector without covering the initials of the election official;
- 3.10 "Tally Register Tape" means the printed record generated by a Vote Tabulator showing the number of accepted ballots, the ballots read, and the results of the ballots read by the Vote Tabulator;
- 3.11 "Vote Tabulator" mean a unit of the Automated Voting System designed for use at the Voting Station to receive Ballot Cards and automatically scan specified areas on the Ballot Card and record the results;
- 2.18 "Voting Station(s)" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results.

3. ELECTION SIGNAGE

- 3.1 Refer to Election Sign Bylaw No. 24-19All municipal election signage must be in compliance with the Election Signage Bylaw No. 24-19.

4. RETURNING OFFICER

- 4.1 Council shall appoint, by resolution a Returning Officer and Substitute Returning Officer to conduct elections for the Town in accordance with the Act.
- 5.2 The Returning Officer is authorized to appoint the election officials they deem necessary for the fulfillment of election duties. The Returning Officer and the Substitute Returning Officer are authorized to further sub-delegate any duties necessary for the fulfillment of responsibilities assigned by this Bylaw or the Act.

4.2

5. NOMINATION FORM

- 5.1 The Returning Officer will receive nominations for candidates for the Town of Strathmore elections at the Municipal Office located at 1 Parklane Drive, Strathmore, AB T1P 1K2 within the time period identified in the Act.

6. NOMINATION FEES

- 6.1 Every Nomination Form for a candidate for the position as a member of Council for the Town of Strathmore shall be accompanied by a deposit of Two Hundred and Fifty Dollars (\$250.00).
- 6.2 A candidate's deposit will be returned to them in accordance with Section 30 of the Act.

7. ADVANCE VOTING

- ~~8.1 A municipality having a population greater than 5000 must provide for an Advance Vote.~~
- 7.1 The Returning Officer shall establish the number of Advance Voting Stations, the Returning Officer considers necessary.
- 7.2 In accordance with the Act, the Returning Officer will determine the days and hours when an Advance Vote will be held.

8. INSTITUTIONAL VOTING STATIONS

- 8.1 The elected authority by resolution has the ability to establish the location of one or more Institutional Voting Stations for an election.
- 8.2 For the purpose of conducting Institutional Voting, the Returning Officer shall designate the time(s) on an advance voting day during which the votes in the institutions shall be taken and may appoint the deputies necessary for the taking of the Institutional Votes.

9. INCAPACITATED ELECTORS

- 9.1 ~~An elected authority may, by resolution,~~The Town may provide for the attendance of two (2) deputies at a residence of an elector, during the hour an advance ~~v~~voting ~~s~~station of an election is open, in order to take the vote(s) of an elector who, because of physical incapacity or mobility limitation is unable to attend a ~~v~~voting ~~s~~station or an ~~a~~advance ~~v~~voting ~~s~~station to vote.

10. PERMANENT ELECTORS REGISTER

- 10.1 The Returning Officer must prepare a permanent electors register of residents in the Town who are entitled to vote in elections.
- 10.2 The Returning Officer may:
- 10.2.1 Compile or revise the permanent electors register manually or by means of any computer-based system; and
 - 10.2.2 Keep the permanent electors register in printed form or may store it in any computer-based system or any other information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.
- 10.3 The Returning Officer must enter into an ~~n~~agreementagreement with the Chief Electoral Officer to:
- 10.3.1 Receive from the Chief Electoral Officer information that will assist the Returning Officer ~~-in~~ compiling or revising the permanent electors register; and
 - 10.3.2 Provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors as prescribed in the Act.

11. VOTING HOURS

- 11.1 Every Voting Station shall be kept open continuously on Election Day from ~~10~~7:00 a.m. to 8:00 p.m.

12. BALLOT CARD

- 12.1 Following nomination day, the Returning Officer shall cause sufficient Ballot Cards for the election to be printed.

- 12.2 The Ballot Card shall be assembled in the following order and contain separate Ballots forThe Returning Officer must establish the form of ballot for each election, including the colour they will be differentiated by, or any other means of differentiating, for the following offices:
- a. candidates for the office of the Mayor;
 - b. candidates for the office of Councillor;
 - c. candidates for the office of public school board trustee, or separate school trustees if the elections are held in conjunction with elections for public or sperate school board offices;
 - d. bylaw/question(s);
 - e. any other offices as may be specified or required by the Act or any other applicable legislation.

- 12.3 Unless otherwise provided for by a resolution of Town Council, the Ballot Card for a vote on a bylaw or a question shall generally be in the following form:

- a. in the case of bylaw:

"Are you in favour of Bylaw No. [#], (title of bylaw)]?"

Yes ☐

No ☐

(Mark only "yes "or "no")"

A copy of the text of the Bylaw shall be posted in at least one (1) conspicuous place at each Voting Station;

- b. in the case of the question, a short statement of the question, followed by:

"Are you in favour of the above proposed resolution?"

Yes ☐

No ☐

(Mark only "yes" or "no")"

13. SPECIAL BALLOT PACKAGES

- 13.1 ~~An elected authority, by resolution, may provide for special ballots in an election. The application for special ballots must be made by any one or more of the following methods:~~An eligible elector may apply to the Returning Officer for a special ballot package:
- a. in writing;
 - b. by telephone;
 - c. in person;
 - d. by mail; or
 - e. by email.
- 13.2 An eligible elector must submit their application for a special ballot package:
- 13.2.1 For a general election, between August 1st of the year in which they general election is held and 4:00 p.m. seven (7) days prior to the date of the general election; and
 - 13.2.2 For any other election or a vote on a bylaw or question in accordance with the application periods stated in the resolution finalizing the date of the election.
- 13.3 To be valid, the outer envelope and enclosed special ballot(s) must be received by the Returning Officer by 4:30 p.m. on the Friday immediately preceding election day.

14. PRE-VOTE PROCEDURE

- 14.1 Procedure at the Voting Station:
- a. ~~the Returning Officer will ensure all Polling Station Officers are familiar with rules and procedures.~~
 - b. ~~The Returning Officer will ensure all required voting material is on hand and prepared.~~
 - a. ~~In the presence of other deputies, staff, agents and electors, the Presiding Deputy Returning Officer of the Voting Station shall cause the Vote Tabulator to print a copy of all totals in its Memory Pack at the opening of the poll.~~

- b. ~~If the totals are zero for all candidates, questions and bylaw, the Presiding Substitute Returning Officer shall ensure that the zero printout remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of the poll at 8:00 p.m.~~

15. IDENTIFICATION REQUIREMENTS

- ~~15.1 Unless an elector has been vouched for in accordance with the Act, every elector who attends a Voting Station or applies for a special ballot, in addition to making a statement in the presence of an officer at the Voting Station, in the prescribed form, that the person is eligible to vote as an elector, must produce the following identification in order to be eligible to vote:~~
 - a. ~~one (1) piece of identification issued by a Canadian Government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address and age, of which one piece of identification must also establish an elector's age;~~
 - b. ~~one (1) sufficient piece of identification as authorized by the Chief Electoral Officer under the Election Act for the purposes of section 95(1)(a)(ii) of that Act that establishes the elector's name and current address;~~
 - c. ~~any piece of identification deemed acceptable by the Minister of Municipal Affairs, which includes any process provided for establishing the address of a person's residence if the person produces identification that uses a non-residential address.~~
- ~~15.2 If an elector is unable to provide such identification as identified in Sections 14.1 (a) or (b), or the identification provided does not clearly establish their place of residence, the elector will be required to provide such other documentation as may be requested at the discretion of the Returning Officer, or designate, to reasonably prove the identity and residency of the elector.~~

15. VOTING PROCEDURE

- ~~15.1 Every person who attends at a voting station for the purpose of voting:~~
 - ~~15.1.1 Must be on the permanent elector register and show the required~~

- identification as prescribed in the Act, or
- 15.1.2 make the statement of elector eligibility in the prescribed form and produce the required identification as prescribed in the Act.
- 15.2 If the address on the required identification for a person wishing to vote is incorrect, and elector on the permanent electors register can validate the address for the person.
- ~~16.1~~ Every elector eligible to vote shall be given ~~:~~
- 15.3 the Ballot Card(s) that the elector is eligible to receive and that has been initialed by a deputy; ~~and~~
- ~~a. a Secrecy Sleeve.~~
- 15.4 A copy of the Instructions for Electors shall be posted at each voting compartment in each voting station and at conspicuous locations within the voting stations. The Instructions for Electors shall remain posted until the close of the voting station.
- 15.5 Upon receiving the Ballot Card(s) and Secrecy Sleeve, the elector shall proceed to the voting compartment to vote. Once permitted to vote, the elector shall be given the appropriate ballot(s) to vote in accordance with the process prescribed in the Act.
- 15.6 While the elector is in the voting compartment, the elector shall mark the ~~b~~Ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of their choice. Where the ~~b~~Ballot includes a bylaw or question, the elector shall mark their vote within the portion of the Ballot containing the affirmative or negative, whichever way they decide to vote.
- ~~16.5~~ After the elector has finished marking the Ballot Card and has completed their voting, they shall deposit their ballot(s) into the ballot box and immediately leave the voting station.:
- ~~16.6~~ insert the Ballot Card into the Secrecy Sleeve without showing the markings on the Ballot Card to anyone and without folding the Ballot Card;
- ~~16.7~~ leave the voting compartment and deliver the Secrecy Sleeve, containing the Ballot Card, to the deputy supervising the Ballot Box and the Vote Tabulator; and

- 15.7 ~~observe the placing of his/her their Ballot Card into the Ballot Box by the deputy.~~
- 15.8 The voting procedure prescribed in this Bylaw shall, during an Advance Vote, an Institutional Vote, and an Incapacitated Vote, as far as is practicable, apply and may be modified as necessary upon the direction of the Returning Officer.
- 15.9 Each elector shall follow the voting procedures as set out in this Bylaw and as posted in the Voting Station, and upon the deposit of their Ballot Card into the Ballot Box, the elector shall leave the Voting Station.

16. **POST-VOTE PROCEDURES**

- 16.1 ~~A returning officer may designate a single location as a counting centre. Should a counting centre be designated, the returning officer must notify all affected candidates, official agents, and scrutineers of the location of the counting centre.~~
- 16.2 The portable Ballot Boxes used for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in ~~which they are used, and shall not be unsealed and opened until the close of Voting Stations on election day.~~ which they are used. The Returning Officer may count the special ballot box, advance vote ballot box, and institutional vote ballot box no earlier than 7:30 p.m. on election day.
- 16.3 At the close of the ~~-~~Voting Station on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all ~~Vote Tabulators and/or~~ Ballot Boxes and the Portable Ballot Boxes for the ~~-~~tabulation of results.
- 17.3 ~~If, at the close of the poll, the Returning Officer is of the opinion that it is impracticable to count the votes _____ with the Vote Tabulator, he/she may direct that all the votes cast in the election be counted manually following, as far as practicable, the provisions of the Act governing the counting of the votes.~~
- 16.4 ~~When Vote Tabulators are used,~~ the Returning Officer shall:
- secure the Ballot Box(es) ~~against from~~ receiving any more ~~ballots~~ Ballot Cards;
 - deliver the ballot boxes to the counting station; and

- c. arrange for ~~any ballots inserted into Ballot Box(es) to be counted~~ballots at the counting station to be counted and complete all registries as prescribed in the Act.~~by the Vote Tabulator;~~
- c. ~~activate the Vote Tabulator to produce two (2) copies of the Tally Register Tape (or such other number as directed by the Returning Officer), complete the ballot account and attach one (1) copy of the Tally Register Tape to the ballot account;~~
- d. ~~count the unused Ballot Card and place the unused Ballot Card, the voted Ballot Card, the declined Ballot Card and the spoiled Ballot~~
- e. ~~cards, together with the voting register, one (1) copy of the Tally Register Tape, and all oath, declarations and statements, if any, in the Ballot Box(es); and~~
- f. ~~seal and initial the Ballot Box(es) and immediately deliver the sealed Ballot Box(es), Vote Tabulator and ballot account (including the attached Tally Register Tape) to the Returning Officer.~~

16.5 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots ~~by the Automated Voting system~~, and may make any other direction ~~he/she/they~~ deems necessary for the storage and disposition of the Portable Ballot Boxes.

17. **GENERAL**

17.1 After the tabulation of voting results, the Ballot Boxes, ~~program and Memory Pack, and Automated Voting System~~ shall be retained and stored as directed by the Returning Officer.

18. **SEVERABILITY**

18.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.

19. **REPEAL**

19.1 Bylaw No. 21-18 is hereby repealed.

20. **ENACTMENT**

20.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS ____ day of ____, 2024.

READ A SECOND TIME THIS ____ day of ____, 2024.

READ A THIRD AND FINAL TIME THIS ____ day of ____, 2024.

MAYOR

DIRECTOR OF STRATEGIC,
ADMINISTRATIVE, AND FINANCIAL SERVICES

Municipal Affairs Statutes Amendment Act, 2024

The *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation comes into force on October 31, 2024.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Allows donations outside the local election year and requires annual reporting of donations.	
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The LAEA only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.
Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The LAEA permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.

Strengthening the accountability of local councils under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires a councillor's seat to become vacant upon disqualification for specific matters.	Municipal councils or electors could only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Requires mandatory orientation training for councillors.	Training for councillors must be offered, but there was no requirement for the councillor to attend the training.
Allows Cabinet to order a vote of the electors to determine whether a councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister could only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allows elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials could only recuse themselves for matters in which they have a financial interest.
Makes the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer was responsible for validating recall petitions.
Enables Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada).	Cabinet could only intervene with respect to a land use bylaw or statutory plan. No provisions were in place.
Gives Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allows the Minister to outline joint use planning agreement exemptions, criteria and requirements by regulation.	All criteria for joint use planning agreements were in the <i>MGA</i> .
Specifies that the assessed person for an electric generation system is the operator.	There was a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires municipalities to offer electronic options for public hearings on planning and development and restricts them from holding extra public hearings when not required by legislation.	No requirements were in place for electronic options. Municipalities could hold extra hearings beyond what was legislated.
Fully exempts non-profit, affordable housing from property taxation.	Limited provisions in place in the <i>MGA</i> .
Enables multi-year residential property tax incentives.	Municipalities could offer multi-year incentives for non-residential development, but not residential development.
Regulation-making authority to define which non-statutory studies may be required for building and development permits. No regulation is currently in place.	No provisions were in place.

Additional resources

- [Municipal Affairs Statutes Amendment Act](#)
- [Municipal Government Act](#)
- [Local Authorities Election Act](#)
- [Local Political Parties and Campaign Expense Limits](#) (Fact Sheet)



**BYLAW NO. 21-18
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF STRATHMORE.

WHEREAS the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended (the “Act”), provides for the holding of local elections by municipalities;

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

1.1 This Bylaw may be cited as the “Municipal Election Bylaw”.

2. DEFINITIONS

2.1 Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

2.2 In this Bylaw, the following terms shall have the following meanings:

- (a) “Automated Voting System” means an automated or electronic system designed to automatically count and record votes and process and store the election results;
- (b) “Ballot” means the part of the Ballot Card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions, if any, and containing the spaces in which the elector is to mark his/her vote;
- (c) “Ballot Box” means a container, in the form approved by the Returning Officer, intended to contain the voted Ballot Cards;
- (d) “Ballot Card” means a paper card, in the form approved by the Returning Officer, listing the Ballots to be voted on in the election;

- (e) "Memory Pack" means a removable cartridge with a memory that stores all the tabulated totals;
- (f) "Portable Ballot Box" means a cardboard container in the form approved by the Returning Officer and intended for the use in the collection of voted Ballot Cards for special ballots, an Institutional Vote, Incapacitated Vote and Advance Vote;
- (g) "Returning Officer" means a person appointed under the Act, and includes a person acting in the Returning Officer's place;
- (h) "Substitute Returning Officer" means a person appointed under the Act who assumes the duties of the Returning Officer should the Returning Officer be unable to fulfill their duties due to illness or other absence.
- (i) "Secrecy Sleeve" means an open-ended envelope, in a form approved by the Returning Officer, intended to be used to cover the Ballot Card so as to conceal the markings made on the Ballot Card by the elector without covering the initials of the election official;
- (j) "Tally Register Tape" means the printed record generated by a Vote Tabulator showing the number of accepted ballots, the ballots read, and the results of the ballots read by the Vote Tabulator;
- (k) "Vote Tabulator" means a unit of the Automated Voting System designed for use at the Voting Station to receive Ballot Cards and automatically scan specified areas on the Ballot Card and record the results;
- (l) "Voting Station(s)" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results.

3. RETURNING OFFICER

- 3.1 Council shall appoint, by resolution a Returning Officer and Substitute Returning Officer to conduct elections for the Town in accordance with the Act.
- 3.2 The Returning Officer is authorized to appoint the election officials they deem necessary for the fulfillment of election duties. The Returning Officer

and the Substitute Returning Officer are authorized to further sub-delegate any duties necessary for the fulfillment of responsibilities assigned by this Bylaw or the Act.

4. NOMINATION FORM

- 4.1 The Returning Officer will receive nominations for candidates for the Town of Strathmore elections at the Municipal Office located at 1 Parklane Drive, Strathmore, AB T1P 1K2 within the time period identified in the Act.

5. NOMINATION FEES

- 5.1 Every Nomination Form for a candidate for the position as a member of Council for the Town of Strathmore shall be accompanied by a deposit of Two Hundred and Fifty Dollars (\$250.00).
- 5.2 A candidate's deposit will be returned to him/her in accordance with Section 30 of the Act.

6. ADVANCE VOTING

- 6.1 A municipality having a population greater than 5000 must provide for an Advance Vote.
- 6.2 The Returning Officer shall establish the number of Advance Voting Stations, the Returning Officer considers necessary.
- 6.3 In accordance with the Act, the Returning Officer will determine the days and hours when an Advance Vote will be held.

7. INSTITUTIONAL VOTING STATIONS

- 7.1 The elected authority by resolution have the ability to establish the location of one or more Institutional Voting Stations for an election.
- 7.2 For the purpose of conducting Institutional Voting, the Returning Officer shall designate the time(s) on an advance voting day during which the votes in the institutions shall be taken and may appoint the deputies necessary for the taking of the Institutional Votes.

8. INCAPACITATED ELECTORS

- 8.1 An elected authority may, by resolution, provide for the attendance of two (2) deputies at a residence of an elector, during the hours an advance Voting Station of an election is open, in order to take the vote(s) of an elector who, because of physical incapacity or mobility limitations is unable to attend a Voting Station or an Advance Voting Station to vote.

9. VOTING HOURS

- 9.1 Every Voting Station shall be kept open continuously on Election Day from 7:00 a.m. to 8:00 p.m.

10. AUTOMATED VOTING SYSTEM

- 10.1 The taking of votes of the electors and/or the tabulation of election results may be done by means of an Automated Voting System, as directed by the Returning Officer.
- 10.2 In the event that an Automated Voting System is used in the election, the Returning Officer shall:
- (a) satisfy himself/herself, prior to the date of the election that the Automated Voting System has been pre-tested, accurate and in good working order; and
 - (b) take whatever reasonable safeguards may be necessary to secure the Automated Voting System (and any part thereof, including the Vote Tabulators and the Ballot Boxes) from unauthorized access, entry, use, tampering, or any unauthorized use of the Ballot Cards or tabulated results.

11. BALLOT CARD

- 11.1 Following nomination day, the Returning Officer shall cause sufficient Ballot Cards for the election to be printed.
- 11.2 The Ballot Card shall be assembled in the following order and contain separate Ballots for:
- (a) candidates for the office of the Mayor;

- (b) candidates for the office of Councillor;
- (c) candidates for the office of school board trustee;
- (d) bylaw/question(s);
- (e) any other offices as may be specified or required by the Act or any other applicable legislation.

11.3 Unless otherwise provided for by a resolution of Town Council, the Ballot Card for a vote on a bylaw or a question shall generally be in the following form:

- (a) in the case of bylaw:

"Are you in favour of Bylaw ____ (title of bylaw)?"

Yes ☐

No ☐

(Mark only "yes" or "no")"

A copy of the text of the Bylaw shall be posted in at least one (1) conspicuous place at each Voting Station;

- (b) in the case of the question, a short statement of the question, followed by:

"Are you in favour of the above proposed resolution?"

Yes ☐

No ☐

(Mark only "yes" or "no")"

12. SPECIAL BALLOTS

12.1 An elected authority, by resolution, may provide for special ballots in an election. The application for special ballots must be made by any one or more of the following methods:

12.1.1 in writing;

12.1.2 by telephone;

12.1.3 in person;

12.1.4 by email.

12.2 To be valid, the outer envelope and enclosed special ballot(s) must be received by the Returning Officer by 4:30 p.m. on the Friday immediately preceding election day.

13. PRE-VOTE PROCEDURE

13.1 Procedure at the Voting Station:

- (a) In the presence of other deputies, staff, agents and electors, the Presiding Deputy Returning Officer of the Voting Station shall cause the Vote Tabulator to print a copy of all totals in its Memory Pack at the opening of the poll.
- (b) If the totals are zero for all candidates, questions and bylaw, the Presiding Substitute Returning Officer shall ensure that the zero printout remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of the poll at 8:00 p.m.

14. IDENTIFICATION REQUIREMENTS

14.1 Unless an elector has been vouched for in accordance with the Act, every elector who attends a Voting Station or applies for a special ballot, in addition to making a statement in the presence of an officer at the Voting Station, in the prescribed form, that the person is eligible to vote as an elector, must produce the following identification in order to be eligible to vote:

- (a) one (1) piece of identification issued by a Canadian Government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address and age, of which one piece of identification must also establish an elector's age;
- (b) one (1) sufficient piece of identification as authorized by the Chief Electoral Officer under the Election Act for the purposes of section

95(1)(a)(ii) of that Act that establishes the elector's name and current address;

- (c) any piece of identification deemed acceptable by the Minister of Municipal Affairs, which includes any process provided for establishing the address of a person's residence if the person produces identification that uses a non-residential address.

14.2 If an elector is unable to provide such identification as identified in Sections 14.1 (a) or (b), or the identification provided does not clearly establish their place of residence, the elector will be required to provide such other documentation as may be requested at the discretion of the Returning Officer, or designate, to reasonably prove the identity and residency of the elector.

15. VOTING PROCEDURE

15.1 Every elector eligible to vote shall be given:

- a) the Ballot Card(s) that the elector is eligible to receive and that has been initialled by a deputy; and
- b) a Secrecy Sleeve.

15.2 Upon receiving the Ballot Card(s) and Secrecy Sleeve, the elector shall proceed to the voting compartment to vote.

15.3 While the elector is in the voting compartment, the elector shall mark the Ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of his/her choice. Where the Ballot includes a bylaw or question, the elector shall mark his/her vote within the portion of the Ballot containing the affirmative or negative, whichever way he/she decides to vote.

15.4 After the elector has finished marking the Ballot Card and has completed his/her voting, he/she shall:

- a) insert the Ballot Card into the Secrecy Sleeve without showing the markings on the Ballot Card to anyone and without folding the Ballot Card;

- b) leave the voting compartment and deliver the Secrecy Sleeve, containing the Ballot Card, to the deputy supervising the Ballot Box and the Vote Tabulator; and
 - c) observe the placing of his/her Ballot Card into the Ballot Box by the deputy.
- 15.5 The voting procedure prescribed in this Bylaw shall, during an Advance Vote, an Institutional Vote, and an Incapacitated Vote, as far as is practicable, apply and may be modified as necessary upon the direction of the Returning Officer.
- 15.6 Each elector shall follow the voting procedures as set out in this Bylaw and as posted in the Voting Station, and upon the deposit of his/her Ballot Card into the Ballot Box, the elector shall leave the Voting Station.

16. POST-VOTE PROCEDURES

- 16.1 The portable Ballot Boxes used for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in which they are used, and shall not be unsealed and opened until the close of Voting Stations on election day.
- 16.2 At the close of the Voting Stations on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all Vote Tabulators and/or Ballot Boxes and the Portable Ballot Boxes for the tabulation of results.
- 16.3 If, at the close of the poll, the Returning Officer is of the opinion that it is impracticable to count the vote with the Vote Tabulator, he/she may direct that all the votes cast in the election be counted manually following, as far as practicable, the provisions of the Act governing the counting of the votes.
- 16.4 When Vote Tabulators are used, the Returning Officer shall:
- a) secure the Ballot Box(es) against receiving any more Ballot Cards;
 - b) arrange for any ballots inserted into Ballot Box(es) to be counted by the Vote Tabulator;
 - c) activate the Vote Tabulator to produce two (2) copies of the Tally Register Tape (or such other number as directed by the Returning Officer), complete the ballot account and attach one (1) copy of the Tally Register Tape to the ballot account;

- d) count the unused Ballot Cards and place the unused Ballot Cards, the voted Ballot Cards, the declined Ballot Cards and the spoiled Ballot Cards, together with the voting register, one (1) copy of the Tally Register Tape, and all oaths, declarations and statements, if any, in the Ballot Box(es); and
- e) seal and initial the Ballot Box(es) and immediately deliver the sealed Ballot Box(es), Vote Tabulator and ballot account (including the attached Tally Register Tape) to the Returning Officer.

16.5 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots by the Automated Voting System, and may make any other direction he/she deems necessary for the storage and disposition of the Portable Ballot Boxes.

17. GENERAL

17.1 After the tabulation of voting results, the Ballot Boxes, program and Memory Packs, and Automated Voting System shall be retained and stored as directed by the Returning Officer.

18. REPEAL

18.1 Bylaw #17-07 and Bylaw #21-05 are hereby repealed.

19. ENACTMENT

19.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 21st day of July, 2021.

READ A SECOND TIME THIS 21st day of July, 2021.

READ A THIRD AND FINAL TIME THIS 21st day of July, 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



Request for Decision

To: Council

Staff Contact: Johnathan Stratthdee, Manager of Legislative Services

Date Prepared: November 21, 2024

Meeting Date: December 11, 2024

SUBJECT: Election Signs Bylaw No. 24-19

RECOMMENDATION: THAT Council give First reading to Bylaw No. 24-19, being the Election Signs Bylaw.

THAT Council give Second reading to Bylaw No. 24-19, being the Election Signs Bylaw.

THAT Council give Unanimous Consent to give Third and Final reading to Bylaw No. 24-19, being the Election Signs Bylaw.

THAT Council give Third reading to Bylaw No. 24-19, being the Election Signs Bylaw.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

A strong election sign bylaw eliminates confusion and provides predictability for staff, candidates, and the public during the election.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

An election sign bylaw is in consideration of preserving the environment and sets regulations on the location of signs.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The next municipal general election will be held on October 20, 2025. Nominations for the general election open between January 1, 2025 and September 20, 2025.

In order for the contents of an updated Bylaw to be applicable to the 2025 election, the Bylaw must be adopted on or before December 31, 2024.

ORGANIZATIONAL:

Municipal elections are a significant undertaking for Administration. Administration will be presenting two bylaws to Council for consideration over the next several months. The Municipal Election Bylaw and Election Sign Bylaw. These bylaws will set the regulations for the and rules for the upcoming municipal election in 2025.

OPERATIONAL:

Municipal elections require staff time to plan and organize. During the election Administration receives many inquiries regarding election signs. Staff may also be required to remove signs if they are not consistent with the Town's bylaws.

FINANCIAL:

N/A

POLICY:

Pursuant to Sections 7 and 8 of the *Municipal Government Act*, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public.

IMPLEMENTATION:

Direction was given at the September 11, 2024 Committee of the Whole for Administration to provide an updated *Election Signs Bylaw No. 24-19* draft and bring it to a future Regular Council Meeting for a decision.

BACKGROUND:

With 2025 being an election year, now is time to review existing Elections Bylaws to ensure the Town is properly prepared with clearly defined regulations and processes. There are two (2) active bylaws that were looked at, [Election Bylaw No. 21-18](#) and [Election Signs Bylaw No. 21-19](#).

Election Signs must follow provincial guidelines for any Provincially maintained roads, the Town of Strathmore also consulted [Provincial Guidelines](#) in developing the Town's Election Sign Bylaw.

To be noted: during the 2021 Municipal Election there were two official reports to Municipal Enforcement regarding Election Signs.

Administration proposed the following updates to Election Signs Bylaw No. 21-19, creating a new Bylaw No. 24-19:

- The addition of a definition of “Election Sign”
- The addition of exceptions for signage distance from ground to accommodate for those living in multi-unit residences.
- The addition of guidelines for what content can and can not be included on a sign.
- The addition of guidelines as to how close signage can be to one another.
- The addition of a section to reference damages and consequences.
- The adjustment to the order of items in the Bylaw to create a logical flow of thoughts and order of operations.
- The addition of a Severability section.

During the September 11, 2024 Committee of the Whole Meeting Council discussed the proposed changes and gave direction that Administration also look at updating the following:

- Expand the definition of 2.1, an Election Sign, to clarify that it can be in a variety of materials as long as it still aligns with the sizes and placement requirements in the Bylaw.
- Consideration for distance from an intersection or curb to be 15 m, instead of the current 30 m.
- Consideration for lowering the fees in Schedule from \$200 and \$300 to \$100 and \$200 respectively.
- Add a Penalty for Vandalism to Schedule A.

- Clarification as to the inclusion of 3.1 and the application of rules to provincial candidates.

The proposed Bylaw has been updated to address these requests

This Bylaw will encompass all election types. Understanding that there may be additional regulations for Federal and Provincial elections a proposed addition (3.3) has been made to this Bylaw that states:

- "Election signs for federal and provincial candidates must also consult relevant regulations for their election."

KEY ISSUE(S)/CONCEPT(S):

For Council to consider the changes as outlined in Attachment II, Change Summary Sheet.

DESIRED OUTCOMES:

For Council to adopt *Election Signs Bylaw No. 24-19*, as presented in Attachment I.

COMMUNICATIONS:

Should Council adopt the updated Bylaw, Administration will include in the updates being made to the Election landing page on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

Council may provide recommendations for additional updates.

ATTACHMENTS:

[Attachment I: Election Signs Bylaw No. 24-19](#)

[Attachment II: Election Signs Bylaw 24-19 - Change Summary Sheet](#)

[Attachment III: Proposed Election Signs Bylaw No. 24-19 Redlined](#)

[Attachment IV: Election Signs Bylaw No. 21-19](#)

Johnathan Strathee, Manager of Legislative Services

Approved
- 13 Nov
2024

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

Approved
- 25 Nov
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 28 Nov

**BYLAW NO. 24-19
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW TO ESTABLISH REGULATIONS CONCERNING ELECTION SIGNS
IN THE TOWN OF STRATHMORE.**

WHEREAS pursuant to Sections 7 and 8 of the *Municipal Government Act*, R.S.A. c. M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

WHEREAS Council deems it desirable to regulate election signage in order to balance the need for promotion and expression with safety and aesthetics; and

WHEREAS preventing election sign proliferation helps to reduce visual clutter and allows for more effective communication of information for all sign users; and

WHEREAS regulating the size, location quantity, and duration of placement of election signage ensures equitable application and enforcement amongst candidates and political parties, and ensures the safety of motorists, pedestrians, and municipal property is maintained.

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

1. PURPOSE AND TITLE

1.1 This Bylaw may be cited as the "Election Signs Bylaw".

2. DEFINITIONS

Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

2.1 "Candidate" means an individual who has been nominated to run for election in a municipal, provincial, or federal government, or as a school board trustee.

- 2.2** "Chief Administrative Officer" or "CAO" means the person who manages all the Town's daily operations, finances and policies, who is appointed to the position by Council, in accordance with the *Municipal Government Act*.
- 2.3** "Election Sign" means any temporary physical placard (in a material that is able to abide by the guidelines set out in this bylaw), promoting a Candidate and/or Political Party during a provincial or federal election, or any election or by-election held pursuant to the *Local Authorities Election Act*, Revised Statutes of Alberta 2000, Chapter L-21 and amendments thereto.
- 2.4** "Election Period" means"
- 2.4.1 For either a federal or provincial election or by-election, the period starting from the issuance of the writ and ending after the close of the polls; or
- 2.4.2 For a municipal election or by-election or school board election or by-election, the period starting from the close of nominations and ending after the close of the polls.
- 2.5** "Minimum Penalty" is the initial amount owed for a first offence.
- 2.6** "Specified Penalty" is the amount owed if not paid during the specified amount of time.
- 2.7** "Town" means the Corporation of the Town of Strathmore in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.
- 2.8** "Town Tag" means a notice or tag in the form as approved by the CAO, issued by the Town, allowing voluntary payment option of a fine established under this bylaw.
- 2.9** "Violation Ticket" means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act*, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto.

3. ELECTION SIGNAGE

- 3.1** Election signs for municipal candidates may be erected up to 60 days prior to the Election Day and must be removed within seven (7) days of Election Day.
- 3.2** Election signs for federal or provincial candidates may be erected the day the writ of election is issued and must be removed within seven (7) days of Election Day.

- 3.3** Election signs for federal and provincial candidates must also consult relevant regulations for their election.
- 3.4** Election signs on provincially maintained roadways must follow provincial guidelines.
- 3.5** Election signs may not exceed 1.5 m² in total sign area and cannot be higher than 1.0 metre above ground level, as measured from the ground to the top of the sign.
- 3.5.1 Exceptions for distance from ground level will be given when displayed in a window or on a balcony/deck of a multi-unit residence.
- 3.5.2 Signage may be attached to a fence if permission is given by the property owner and the total sign size does not exceed 1.5 m². The sign must be securely fastened to the fence and may not exceed the height of the fence.
- 3.6** Content Guidelines must be adhered to:
- 3.6.1 Signs may be announcement or support of a Candidate.
- 3.6.2 Signs must be respectful and courteous, they may not contain vulgarity, discrimination, hatred, violence, or racism.
- 3.6.3 No person shall display the Town's logo, in whole or in part, on an election sign.
- 3.7** Election signs may not be illuminated.
- 3.8** Elections signs may be posted on public property subject to the following conditions:
- a. Signs cannot be placed between the curb and the sidewalk unless the space between the curb and sidewalk is greater than 1.0 metre or, if there is no sidewalk, signs cannot be placed within 1.0 metres of the curb or edge of the pavement.
- b. Signs cannot be placed within 15 metres of an intersection or pedestrian crossover.
- c. No sign owner shall cause, permit, or allow an election sign or other poster to be placed on a highway, median, road, sidewalk, mailbox, garbage/recycling receptacle, tree, street-light standard, pole, traffic control device or traffic island.
- d. Signs cannot be located on or adjacent to a voting place or any Town owned and operated facility (Municipal Office, Family

Centre, Civic Centre, Aquatic Centre, Sports Centre, & Fire Hall).

- e. Election signs must be more than 1.5 metres from any other sign (election or otherwise). All signs that are not 1.5 m apart will be removed.
- f. If the Town receives a complaint about sign placement violations, the signs will be removed and subject to penalties in Schedule "A".

3.9 The placement or installation of election signs must be secure enough to prevent potential hazards to pedestrians, motorists and surrounding areas but must also be easy to uninstall or remove without causing damage to public property. Any damage caused arising from the placement, installation or removal of election signs shall be dealt with in accordance with the provisions of this Bylaw on Damages (4.0).

3.10 Election signs that penetrate the ground shall not interfere with underground utilities as marked by Alberta One Call and shall not occur within 1 metre of all flag/painted markings. Fines for the disturbance of markings or damage to underground utilities may apply. Any damage to public lands or underground utilities as a result of election sign placement will be the responsibility of the candidate.

3.11 Election signs may be posted on private property subject to the following conditions:

- a. Signs are posted with the consent of the owner or occupant of the property.
- b. Signs may not be more than 1 metre above ground level unless the signs are displayed indoors.
- c. Signs may not be placed on or affixed to a tree(s).
- d. It is the responsibility of the property owner to ensure the signs are within their property line and not on public land such as medians, boulevards, and utility right of ways. Any damage to underground utilities as a result of election sign placement will be the responsibility of the property owner.

4. DAMAGES

4.1 The Town is not required to give notice for the removal of an unlawful election sign.

- 4.2** Election signage that is not maintained in a reasonable manner and poses a public safety risk will be removed and disposed of by the Town.
- 4.3** Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent fails to pick up the election signs within ten (10) days from the conclusion of the election without incurring any obligation to compensate any party.
- 4.4** No person shall deface or willfully cause damage to a lawfully erected election sign. Violators could face penalties under *Criminal Code R.S.C., 1985, c. C-46*.
- 4.5** Those found to have damaged property may be held responsible for any repair costs (removal and restoration) incurred by the Town.
- 4.6** Penalties will be assessed for offences as per Schedule 'A'.

5. SEVERABILITY

- 5.1** If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.

6. REPEAL

- 6.1** Bylaw No. 21-19 is hereby repealed.

7. ENACTMENT

- 7.1** This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS ____th day of December, 2024.

READ A SECOND TIME THIS ____th day of December, 2024.

READ A THIRD AND FINAL TIME THIS ____th day of December, 2024.

MAYOR

DIRECTOR OF STRATEGIC, ADMINISTRATIVE, AND
FINANCIAL SERVICES

Schedule 'A'

SECTION	OFFENCE	MINIMUM PENALTY	SPECIFIED PENALTY
3.5	Oversized/over height election sign	\$100	\$200
3.6	Election sign content violation	\$100	\$200
3.7	Use of an illuminated election sign	\$100	\$200
3.8	Election sign placement violation	\$100	\$200
3.9	Unsecured sign/safety hazard	\$100	\$200
4.4	Vandalism of Election Sign*	\$100	\$200
4.5	Damage to Public Property	\$100	\$200

*May be in addition to any charges under *Criminal Code R.S.C., 1985, c. C-46*.

Overview

With 2025 being an election year, now is time to review existing Elections Bylaws to ensure the Town is properly prepared with clearly defined regulations and processes. There are two (2) active bylaws that were looked at, [Election Bylaw No. 21-18](#) and [Election Signs Bylaw No. 21-19](#).

Administration proposes the following updates to Election Signs Bylaw No. 21-19, **creating a new Bylaw No. 24-19**

- The addition of a definition of several definitions to provide additional clarity.
- The addition of exceptions for signage distance from ground to accommodate for those living in multi-unit residences.
- The addition of guidelines for what content can and cannot be included on a sign.
- The addition of guidelines as to how close signage can be to one another.
- The addition of a section to reference damages and consequences. Along with a new Schedule A outlining penalties.
- The adjustment to the order of items in the Bylaw to create a logical flow of thoughts and order of operations.
- The addition of a Severability section.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
Introduction	<p>WHEREAS Council deems it desirable to regulate election signage in order to balance the need for promotion and expression with safety and aesthetics; and</p> <p>WHEREAS preventing election sign proliferation helps to reduce visual clutter and allows for more effective communication of information for all sign users; and</p> <p>WHEREAS regulating the size, location quantity, and duration of placement of election signage ensures equitable application and enforcement amongst candidates and political parties, and ensures the safety of motorists, pedestrians, and municipal property is maintained.</p>	Not include in current bylaw.	Expansion of bylaw purpose to ensure that the “why” behind it is clearly understood.
2. Definitions	<p>New:</p> <p>2.1 “Candidate” means an individual who has been nominated to run for election in a municipal, provincial, or federal government, or as a school board trustee.</p>	Not include in current bylaw.	
2. Definitions	<p>New:</p> <p>2.2 “Chief Administrative Officer” or “CAO” means the person who manages all the Town’s daily operations, finances</p>	Not include in current bylaw.	

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	and policies, who is appointed to the position by Council, in accordance with the Municipal Government Act.		
2. Definitions	New: 2.3 “Election Sign” means any temporary physical placard (in a material that is able to abide by the guidelines set out in this bylaw), promoting a Candidate and/or Political Party during a provincial or federal election, or any election or by-election held pursuant to the Local Authorities Election Act, Revised Statutes of Alberta 2000, Chapter L-21 and amendments thereto.	Not include in current bylaw.	Questions were raised in 2021 as to what constitutes an election sign – indicating the need for a definition to be developed. This was further expanded on following the September 11 COTW.
2. Definitions	New: 2.4 “Election Period” means” 2.4.1 For either a federal or provincial election or by-election, the period starting from the issuance of the writ and ending after the close of the polls; or 2.4.2 For a municipal election or by-election or school board election or by-election, the period starting from the close of nominations and ending after the close of the polls.	Not include in current bylaw.	Inclusion of variations to have Bylaw encompass Federal, Provincial and Municipal Elections
2. Definitions	New: 2.5 “Minimum Penalty” is the initial amount owed for a first offence. 2.6 “Specified Penalty” is the amount owed if not paid during the specified amount of time.	Not include in current bylaw.	For clarification relating to the newly included Schedule A for Penalties.
2. Definitions	New: 2.7 “Town” means the Corporation of the Town of Strathmore in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.	Not include in current bylaw.	
2. Definitions	New: 2.8 “Town Tag” means a notice or tag in the form as approved by the CAO, issued by the Town, allowing voluntary payment option of a fine established under this	Not include in current bylaw.	

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	bylaw.		
2. Definitions	New: 2.9 "Violation Ticket" means a ticket issued pursuant to Part 2 of the Provincial Offences Procedures Act, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto.	Not include in current bylaw.	
3. Election Signage	Reordered: 3.1 Election signs for municipal candidates may be erected up to 60 days prior to the Election Day and must be removed within seven (7) days of Election Day.	3.2 Election signs for municipal candidates may be erected up to 60 days prior to the Election Day and must be removed within seven (7) days of Election Day.	Adjusting order for better flow of information.
3. Election Signage	Reordered: 3.2 Election signs for federal or provincial candidates may be erected the day the writ of election is issued and must be removed within seven (7) days of Election Day.	3.1 Election signs for federal or provincial candidates may be erected the day the writ of election is issued and must be removed within seven (7) days of Election Day.	Adjusting order for better flow of information.
3. Election Signage	New: 3.3 Election signs for federal and provincial candidates must also consult relevant regulations for their election.	Not include in current bylaw.	Clarification on the application of this Election Sign Bylaw to types of elections.
3. Election Signage	New: 3.4 Election signs on provincially maintained roadways must follow provincial guidelines.	Not include in current bylaw.	Clarification on the application of this Election Sign Bylaw to Municipal vs Provincial land.
3. Election Signage	Added underlined text to existing item: 3.5 Election signs may not exceed 1.5 m2 in total sign area and cannot be higher than 1.0 meter above ground level, <u>as measured from the ground to the top of the sign.</u>	3.3 Election signs may not exceed 1.5 m2 in total sign area and cannot be higher than 1.0 meter above ground level.	Clarification as to how height will be measured.
3. Election Signage	New: 3.5.1 Exceptions for distance from ground level will be given when displayed in a window or on a balcony of a multi-unit residence.	Not include in current bylaw.	An addition to ensure all types of dwellings are included.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
3. Election Signage	New: 3.5.2 Signage may be attached to a fence if permission is given by the property owner and the total sign size does not exceed 1.5 m2. The sign must be securely fastened to the fence and may not exceed the height of the fence.	Not include in current bylaw.	
3. Election Signage	New: 3.6 Content Guidelines must be adhered to: 3.6.1 Signs may be announcement or support of a Candidate. 3.6.2 Signs must be respectful and courteous, they may not contain vulgarity, discrimination, hatred, violence or racism	Not include in current bylaw.	An addition to ensure further clarity on expected conduct while preserving the democratic process.
3. Election Signage	Adjust the order: 3.6.3 No person shall display the Town's logo, in whole or in part, on an election sign. 3.7 Election signs may not be illuminated.	3.4 Election signs may not be illuminated or attached to a tree(s). 3.8 No person shall display the Town's logo, in whole or in part, on an election sign.	Switching the order of items will provide for better flow by keeping like topics together as 3.4 speaks to the Content of Election Signage.
3. Election Signage	Revise distance 3.8 (b) Signs cannot be placed within 15 meters of an intersection or pedestrian crossover.	3.7 (b) Signs cannot be placed within 30 meters of an intersection or pedestrian crossover.	Reduction in distance from 30 to 15 metres. Request from members who found it difficult in the last election to maintain this distance on much of the Town's public property.
3. Election Signage	3.8 (c) The addition of the word "tree"	Not include in current bylaw.	
3. Election Signage	New: 3.8 (e) Election signs must be more than 1.5 metres from any other sign (election or other wise). All signs that are not 1.5 m apart will be removed.	Not include in current bylaw.	Avoids additional cluttered appearance in the community.
3. Election Signage	New:	Not include in current bylaw.	

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	3.8 (f) If the Town receives a complaint about sign placement violations, the signs will be removed and subject to penalties in Schedule "A".		
3. Election Signage	New: 3.10 Election signs that penetrate the ground shall not interfere with underground utilities as marked by Alberta One Call and shall not occur within 1m of all flag/painted markings. Fines for the disturbance of markings or damage to underground utilities may apply. Any damage to public lands or underground utilities as a result of election sign placement will be the responsibility of the candidate.	Not include in current bylaw.	Additional measures for safety of the community.
3. Election Signage	New: 3.11 (c) Signs may not be placed on or affixed to a tree(s)	Expanded to be more prominent than on previous bylaws.	
3. Election Signage	New: 3.11 (d) It is the responsibility of the property owner to ensure the signs are within their property line and not on public land such as medians, boulevards, and utility right of ways. Any damage to underground utilities as a result of election sign placement will be the responsibility of the property owner.	Not include in current bylaw.	Additional measures for safety of the community.
4. Damages	New Damages Section (4.0) which includes items from the previous bylaw, in a new order: 4.1 The Town is not required to give notice for the removal of an unlawful election sign. 4.2 Election signage that is not maintained in a reasonable manner and poses a public safety risk will be removed and disposed of by the Town. 4.3 Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent	3.5 The Town is not required to give notice for the removal of an unlawful election sign. 3.6 Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent fails to pick up the election signs within ten (10) days from the conclusion of the	Switching the order of items will provide for better flow by keeping like topics together. Recommend moving this from the middle down to the end. Ensuring the Bylaw states all the rules first, then end with what happens if those rules are broken. Additional measures for safety of the community.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	<p>fails to pick up the election signs within ten (10) days from the conclusion of the election without incurring an obligation to compensate any party.</p> <p>4.4 No person shall deface or willfully cause damage to a lawfully erected election sign. Violators could face penalties under Criminal Code R.S.C., 1985, c. C-46.</p>	<p>election.</p> <p>3.7 No person shall deface or willfully cause damage to a lawfully erected election sign.</p>	
4.0 Damages	<p>New:</p> <p>4.5 Those found to have damaged property may be held responsible for any repair costs (removal and restoration) incurred by the Town.</p>	Not include in current bylaw.	The addition of consequences for damages.
4.0 Damages	<p>New:</p> <p>4.6 Penalties will be assessed for offences as per Schedule 'A'.</p>	Not include in current bylaw.	The addition of consequences for violations.
5. Severability	<p>New:</p> <p>5.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.</p>	Not include in current bylaw.	New inclusion on bylaws moving forward as a legal recommendation.
Schedule 'A'	<p>New addition of penalties for bylaw offences.</p> <p>As per the discussion in the September 11 COTW, additional lines for penalties relating to vandalism have been added, as well as the penalty fees being reduced to \$100 and \$200 respectively.</p>	Not include in current bylaw.	To clarify consequences for offences.

**BYLAW NO. 24-19
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA****BEING A BYLAW TO ESTABLISH REGULATIONS CONCERNING ELECTION
SIGNS IN THE TOWN OF STRATHMORE.**

WHEREAS pursuant to Sections 7 and 8 of the *Municipal Government Act*, R.S.A. c. M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

WHEREAS Council deems it desirable to regulate election signage in order to balance the need for promotion and expression with safety and aesthetics; and

WHEREAS preventing election sign proliferation helps to reduce visual clutter and allows for more effective communication of information for all sign users; and

WHEREAS regulating the size, location quantity, and duration of placement of election signage ensures equitable application and enforcement amongst candidates and political parties, and ensures the safety of motorists, pedestrians, and municipal property is maintained.

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

1. PURPOSE AND TITLE

1.1 This Bylaw may be cited as the "Election Signs Bylaw".

2. DEFINITIONS

Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

2.1 "Candidate" means an individual who has been nominated to run for

election in a municipal, provincial, or federal government, or as a school board trustee.

2.2 "Chief Administrative Officer" or "CAO" means the person who manages all the Town's daily operations, finances and policies, who is appointed to the position by Council, in accordance with the *Municipal Government Act*.

2.3 "Election Sign" means any temporary physical placard (in a material that is able to abide by the guidelines set out in this bylaw), promoting a Candidate and/or Political Party during a provincial or federal election, or any election or by-election held pursuant to the *Local Authorities Election Act, Revised Statutes of Alberta 2000, Chapter L-21 and amendments thereto*.

2.4 "Election Period" means"

2.4.1 For either a federal or provincial election or by-election, the period starting from the issuance of the writ and ending after the close of the polls; or

2.1.12.4.2 For a municipal election or by-election or school board election or by-election, the period starting from the close of nominations and ending after the close of the polls.

2.22.5 "Minimum Penalty" is the initial amount owed for a first offence.

2.6 "Specified Penalty" is the amount owed if not paid during the specified amount of time.

2.7 "Town" means the Corporation of the Town of Strathmore in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

2.8 "Town Tag" means a notice or tag in the form as approved by the CAO, issued by the Town, allowing voluntary payment option of a fine established under this bylaw.

2.32.9 "Violation Ticket" means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto*.

3. ELECTION SIGNAGE

3.1 Election signs for municipal candidates may be erected up to 60 days prior to the Election Day and must be removed within seven (7) days of Election Day.

3.13.2 Election signs for federal or provincial candidates may be erected the day the writ of election is issued and must be removed within seven (7) days of Election Day.

3.23.3 Election signs for federal and provincial candidates must also consult relevant regulations for their election.

3.33.4 Election signs on provincially maintained roadways must follow provincial guidelines.

~~**3.4** Election signs for municipal candidates may be erected up to 60 days prior to the Election Day and must be removed within seven days of Election Day.~~

3.5 Election signs may not exceed 1.5 m² in total sign area and cannot be higher than 1.0 metre above ground level, as measured from the ground to the top of the sign.

3.5.1 Exceptions for distance from ground level will be given when displayed in a window or on a balcony/deck of a multi-unit residence.

3.5.2 Signage may be attached to a fence if permission is given by the property owner and the total sign size does not exceed 1.5 m². The sign must be securely fastened to the fence and may not exceed the height of the fence.

3.6 Content Guidelines must be adhered to:

3.6.1 Signs may be announcement or support of a Candidate.

3.6.2 Signs must be respectful and courteous, they may not contain vulgarity, discrimination, hatred, violence, or racism.

3.6.3 No person shall display the Town's logo, in whole or in part, on an election sign.

3.7 Election signs may not be illuminated.

3.8 Elections signs may be posted on public property subject to the following conditions:

a. Signs cannot be placed between the curb and the sidewalk unless the space between the curb and sidewalk is greater than 1.0 metre or, if there is no sidewalk, signs cannot be placed within 1.0 metres of the curb or edge of the pavement.

b. Signs cannot be placed within 15 metres of an intersection

or pedestrian crossover.

- c. No sign owner shall cause, permit, or allow an election sign or other poster to be placed on a highway, median, road, sidewalk, mailbox, garbage/recycling receptacle, tree, street-light standard, pole, traffic control device or traffic island.
- d. Signs cannot be located on or adjacent to a voting place or any Town owned and operated facility (Municipal Office, Family Centre, Civic Centre, Aquatic Centre, Sports Centre, & Fire Hall).
- e. Election signs must be more than 1.5 metres from any other sign (election or other-wise). All signs that are not 1.5 m apart will be removed.
- e.f. If the Town receives a complaint about sign placement violations, the signs will be removed and subject to penalties in Schedule "A".

3.9

3.10—The placement or installation of election signs must be secure enough to prevent potential hazards to pedestrians, motorists and surrounding areas but must also be easy to uninstall or remove without causing damage to public property. Any damage caused arising from the placement, installation or removal of election signs shall be dealt with in accordance with the provisions of this Bylaw on Damages (4.0).

3.113.10 Election signs that penetrate the ground shall not interfere with underground utilities as marked by Alberta One Call and shall not occur within 1m of all flag/painted markings. Fines for the disturbance of markings or damage to underground utilities may apply. Any damage to public lands or underground utilities as a result of election sign placement will be the responsibility of the candidate.

3.123.11 Election signs may be posted on private property subject to the following conditions:

- a. Signs are posted with the consent of the owner or occupant of the property.
- b. Signs may not be more than 1 metre above ground level

unless the signs are displayed indoors.

- c. Signs may not be placed on or affixed to a tree(s).
- d. ~~It is the responsibility of the property owner to ensure the signs are within their property line and not on public land such as medians, boulevards, and utility right of ways. Any damage to underground utilities as a result of election sign placement will be the responsibility of the property owner.~~

4. DAMAGES

4.1 The Town is not required to give notice for the removal of an unlawful election sign.

4.14.2 Election signage that is not maintained in a reasonable manner and poses a public safety risk will be removed and disposed of by the Town.

4.24.3 Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent fails to pick up the election signs within ten (10) days from the conclusion of the election without incurring any obligation to compensate any party.

4.34.4 No person shall deface or willfully cause damage to a lawfully erected election sign. Violators could face penalties under *Criminal Code R.S.C., 1985, c. C-46*.

4.44.5 Those found to have damaged property may be held responsible for any repair costs (removal and restoration) incurred by the Town.

4.6 Penalties will be assessed for offences as per Schedule 'A'.

5. SEVERABILITY

5.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.

6. REPEAL

6.1 Bylaw No. 21-19 is hereby repealed.

7. ENACTMENT

7.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS ____ day of ____, 2024.

READ A SECOND TIME THIS ____ day of ____, 2024.

READ A THIRD AND FINAL TIME THIS ____ day of ____, 2024.

MAYOR

DIRECTOR OF STRATEGIC,
ADMINISTRATIVE, AND FINANCIAL SERVICES

Schedule 'A'

SECTION	OFFENCE	MINIMUM PENALTY	SPECIFIED PENALTY
3.5	Oversized/over height election sign	\$100	\$200
3.6	Election sign content violation	\$100	\$200
3.7	Use of an illuminated election sign	\$100	\$200
3.8	Election sign placement violation	\$100	\$200
3.9	Unsecured sign/safety hazard	\$100	\$200
4.3	Vandalism of Election Sign*	\$100	\$200
4.4	Damage to Public Property	\$100	\$200

*May be in addition to any charges under *Criminal Code R.S.C., 1985, c. C-46.*



BYLAW NO. 21-19
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**BEING A BYLAW TO ESTABLISH REGULATIONS CONCERNING ELECTION SIGNS
IN THE TOWN OF STRATHMORE.**

WHEREAS pursuant to Sections 7 and 8 of the Municipal Government Act, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

1.1 This Bylaw may be cited as the "Election Signs Bylaw".

2. DEFINITIONS

2.1 Except as otherwise provided for in this Bylaw, the terms used in the *Act*, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the *Act*.

3. SIGNAGE

3.1 Election signs for federal or provincial candidates may be erected the day of the writ of election is issued and must be removed within seven days of Election Day.

3.2 Election signs for municipal candidates may be erected up to 60 days prior to the Election Day and must be removed within seven days of Election Day.

3.3 Election signs may not exceed 1.5m² in total sign area and cannot be higher than 1.0 meter above ground level.

3.4 Election signs may not be illuminated or attached to trees.

- 3.5 The Town is not required to give notice for the removal of an unlawful election sign.
- 3.6 Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent fails to pick up the election signs within ten (10) days from the conclusion of the election.
- 3.7 No person shall deface or wilfully cause damage to a lawfully erected election sign.
- 3.8 No person shall display the Town's logo, in whole or in part, on an election sign.
- 3.9 Elections signs may be posted on public property subject to the following conditions:
- (a) Signs cannot be placed between the curb and the sidewalk unless the space between the curb and sidewalk is greater than 1.0 meter or, if there is no sidewalk, signs cannot be placed within 1.0 meters of the curb or edge of the pavement.
 - (b) Signs cannot be placed within 30 meters of an intersection or pedestrian crossover.
 - (c) No sign owner shall cause, permit, or allow an election sign or other poster to be placed on a highway, median, road, sidewalk, mailbox, garbage/recycling receptacle, street-light standard, pole, traffic control device or traffic island.
 - (d) Signs cannot be located on or adjacent to a voting place or any Town owned and operated facility (Municipal Office, Family Centre, Civic Centre, Aquatic Centre, Sports Centre, & Fire Hall).
- 3.10 The placement or installation of election signs must be secure enough to prevent potential hazards to pedestrians, motorists and surrounding areas but must also be easy to uninstall or remove without causing damage to public property. Any damage caused arising from the placement, installation or removal of election signs shall be dealt with in accordance with the provisions of this Bylaw on Damages.
- 3.11 Election signs may be posted on private property subject to the following conditions:
- (a) Signs are posted with the consent of the owner or occupant of the property.

- (b) Signs may not be more than 1 meter above ground level unless the signs are displayed indoors.

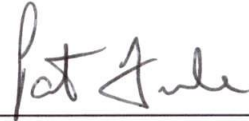
4. ENACTMENT

4.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 7th day of July, 2021.

READ A SECOND TIME THIS 7th day of July, 2021.

READ A THIRD AND FINAL TIME THIS 21st day of July, 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES
ASSOCIATION (WADEMSA) ORGANIZATIONAL MEETING MINUTES OF
NOVEMBER 2, 2023

Minutes of the Organizational Meeting of the Wheatland and Adjacent
Districts Emergency Medical Services Association (WADEMSA) held by at
Wheatland County on Thursday, November 2, 2023 commencing at 5:00
P.M. with the following present:

Board Members:	D. Burke S. Klassen D. Peterson L. Schultz A. Sommerfeldt R. Wegener (by telephone)
Operations Director:	R. Witty
Recording Secretary:	D. Hendricks
Regrets:	R. Laursen

Call to Order Mr. Witty called the Organizational Meeting to order at 5:11 pm and asked for nominations for the position of Chairman.

Peterson nominated Darcy Burke for Chairman.
There were no other nominations for Chairman.

RESOLUTION 23-58
Nominations Cease **PETERSON MOVED** nominations cease.

Carried.

RESOLUTION 23-59
Appointment of
Chairman **BURKE** was declared Chairman.

Carried.

Burke called for nominations for Vice-Chairman. Denise Peterson nominated Richard Wegener for Vice Chairman.

RESOLUTION 23-60
Nominations Cease **SOMMERFELDT MOVED** nominations cease.

Carried.

RESOLUTION 23-61
Appointment of
Vice Chairman **WEGENER** was declared Vice-Chairman.

Carried.

RESOLUTION 23-62
Appointment of the
Executive Committee **SCHULTZ MOVED** the Executive Committee appointments remain as described:

Executive Committee: Chairman D. Burke
 Vice-Chairman R. Wegener
 CAO R. Witty
 Recording Secretary D. Hendricks

Carried.

Peterson nominated Schultz as member, and Klassen as alternate member of the personnel committee and the Chair and Vice chair remain as described.

RESOLUTION 23-63
Appointment of
Personnel Committee **PETERSON MOVED** the appointment of the personnel committee as below:

Personnel Committee: Chairman D. Burke
 Vice-Chairman R. Wegener
 Board Member L. Schultz
 Board Member S. Klassen-Alternate

Carried.

WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES
ASSOCIATION (WADEMSA) ORGANIZATIONAL MEETING MINUTES OF
NOVEMBER 2, 2023

RESOLUTION 23-64

Signing Authorities **SOMMERFELDT MOVED** the signing authorities remain the same as described.

Signing Authority for Business and Contracts:

	CAO	R. Witty
	or	
	Operations Manager	K. Link
	or	
	Chairman	D. Burke
	or	
	Vice Chairman	R. Wegener
Bank Account:	CAO	R. Witty or
	Operations Manager	K. Link
	and	
	Chairman	D. Burke or
	Vice Chairman	R. Wegener

Carried.

RESOLUTION 23-65

Appointment of
Secretary/Treasurer **PETERSON MOVED** the appointment of Donna Hendricks as
Secretary/Treasurer.

Carried.

RESOLUTION 23-66

Meetings **PETERSON MOVED** meetings to be held the THIRD Monday of each month, 7
pm @ Wheatland County.

Carried.

RESOLUTION 23-67

AGM Date **PETERSON MOVED** to set Tuesday, February 20, 2024 as the date for the 2024
AGM.

Carried.

RESOLUTION 23-68

Adjournment **KLASSEN MOVED** to adjourn the Organizational Meeting at 5:23 pm.

Carried.

Chair

Recording Secretary

WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES ASSOCIATION
(WADEMSA) REGULAR MEETING MINUTES OF OCTOBER 21, 2024

Minutes of the Regular Meeting of the Wheatland and Adjacent Districts Emergency Medical Services Association (WADEMSA) held at Wheatland County, October 21, 2024, commencing at 7:00 P.M. with the following present:

In Attendance:	Chairman	D. Burke
		D. Biggar
		T. Ikert
		D. Peterson
		L. Schultz
		R. Wegener
	CAO	R. Witty
	Secretary/Treasurer	D. Hendricks
	Regrets:	M. Worthington

Call to Order	Mr. Burke called the meeting to order at 7:02 pm and welcomed Ms. Biggar and Mr. Ikert to the Board.
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RESOLUTION 24-69 Agenda	WEGENER MOVED approval of the agenda with the addition of one new business item, the WADEMSA Strategic Plan. Carried.
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RESOLUTION 24-70 Reg Minutes	PETERSON MOVED approval of the Sept 16, 2024 regular minutes as presented. Carried.
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Business Arising From The Minutes	There was no business arising from the minutes.
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RESOLUTION 24-71 Cheque Payments	PETERSON MOVED approval of the September 2024 cheque payments. Cheque Ratifications September 2024 Ck 001916 - 001926 \$ 8,815.62 Carried.
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RESOLUTION 24-72 Direct & Online Payments	IKERT MOVED approval of the September 2024 direct and online payments. Direct & Online Payments September 2024 \$ 156,915.27 Carried.
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RESOLUTION 24-73 Payroll	WEGENER MOVED approval of the September 2024 payroll. Payroll September 2024 Gross \$ 221,494.13 Net \$ 147,178.59 Carried.
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RESOLUTION 24-74 Bank Reconciliation	SCHULTZ MOVED approval of the September 2024 Bank Reconciliation. Carried.
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RESOLUTION 24-75 Income/Expense Report	PETERSON MOVED approval of the Income/Expense Comparison April 1, 2024 to September 30, 2024. Carried.
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RESOLUTION 24-76 Reserve Continuity Report	PETERSON MOVED approval of the Reserve Continuity report as of September 30, 2024. Carried.
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Chairman Report	There was no Chairman Report. Mr. Burke noted the next HSAA Contract Negotiation meeting is Nov 4, 2024.
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CAO Report	Mr. Witty reported 2239 calls to September 30, 2024, down 25% from 2799 as of September 30, 2023. This downward trend is mainly a result of the AHS initiative to keep rural ambulances in their own municipalities. WADEMSA has signed the AHS EMS Contract bridging letter as per Motion 24-66 Sept 16, 2024, extending our AHS EMS contract to Dec 31, 2024.
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WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES ASSOCIATION (WADEMSA)
REGULAR MEETING MINUTES OF OCTOBER 21, 2024

	<p>Medic 2 ambulance was involved in a collision with a deer a few days ago. There were no patients on board, and there were no injuries. Mr. Witty is dealing with insurance and the ambulance will be going for repairs.</p> <p>The new dispatch desking has arrived and has been installed in the dispatch center. The new AFTEC radio console upgrade should be installed and operational by the end of the week. This radio system has AFFRAC capability, ensuring the Town of Strathmore radios will be compatible as well as the other fire departments.</p>
<p>RESOLUTION 24-77 CAO Report</p>	<p>WEGENER MOVED approval of the CAO report.</p> <p>Carried.</p>
<p>New Business</p>	<p>Mr. Witty presented a draft of the Fire Dispatch Services Agreement for the Board's input. The Board discussed the agreement and felt it should be presented to the Fire Chiefs. Once they have had their input and reached an agreement on the wording, the document will be provided to the municipalities. Signing authorities were discussed and the Board agreed the Fire Chiefs and the Municipalities should provide their signatures.</p>
<p>RESOLUTION 24-78 Fire Dispatch Service Agreement</p>	<p>PETERSON MOVED to direct WADEMSA's CAO to bring the draft Fire Dispatch Service Agreement to the Fire Chiefs for input and subsequently, the CAO bring the draft (with the input from the Fire Chiefs) back to the WADEMSA Board for approval and possible further action.</p> <p>Carried.</p>
	<p>Mr. Witty discussed the renewal of the WADEMSA Strategic Plan. This is a requirement of Accreditation Canada. He asked the Board for their input regarding the process. The expiring Strategic Plan was developed by Kevin Link and Bill McGregor who were also a part of the WADEMSA Dispatch Strategic Plan meeting some time ago.</p> <p>It was discussed whether the document should be Board-led and have staff input and the Board agreed both would be desirable. It was noted that past employee Bill McGregor was instrumental and extremely knowledgeable in the development of the plan, as well as being very knowledgeable in the accreditation field.</p>
<p>RESOLUTION 24-79 Contact Bill McGregor</p>	<p>PETERSON MOVED to direct the CAO to seek out Bill McGregor and request his interest in assisting and his costs to help facilitate updating the Strategic Plan.</p> <p>Carried.</p>
<p>Next Meeting Date</p>	<p>The next meeting date was set for Monday, November 18, 2024 at 7 pm at Wheatland County. The organizational meeting will be held, followed by the regular meeting.</p>
<p>Adjournment</p>	<p>BURKE declared the meeting adjourned at 7:53 pm.</p> <p>Carried.</p>

Chair

Secretary