

AGENDA
REGULAR COUNCIL MEETING
Wednesday, February 4, 2026 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Page

1. CALL TO ORDER

- 1.1. Traditional Land Acknowledgement for the First Meeting in February
(Piitaikisom)

2. CONFIRMATION OF AGENDA

3. CLOSED MEETING

- 3.1. Council CAO Dialogue – Advice from officials – ATIA S. 29(1)(b)(iii)
3.2. Annexation Agreement with Wheatland County – Advice from officials – ATIA
S. 29(1)(a)

4. PUBLIC HEARING

- 4.1. Land Use Bylaw Amending Bylaw No. 25-21 (209 Sixth Avenue, Strathmore) 3 - 27
[Agenda Item - AIR-26-003 - Pdf](#)

5. BYLAWS

- 5.1. Land Use Bylaw Amending Bylaw No. 25-21 (209 Sixth Avenue, Strathmore) 28 - 51
[Agenda Item - AIR-26-006 - Pdf](#)

6. PUBLIC COMMENTS

Members of the public are welcome to provide comments regarding items on the agenda in person during the Council meeting, virtually, or in writing. Should you wish to provide public comments virtually or in writing, please fill out the Request to Speak at a Council Meeting form that can be located on the Town's website and submit it to: LSAdmin@strathmore.ca by the end of the day on the Sunday before the Council meeting. In order to ensure procedural fairness, Council requests that the public refrain from speaking on items that have been or will be heard through a public hearing process.

7. DELEGATIONS

Members of the public and community organizations are welcome to attend a Regular Council Meeting as a delegation to present an item to Town Council for consideration. If you are interested in attending as a delegation please fill out the Delegation Request form that can be located on the Town's website and submit it to: LSAdmin@strathmore.ca by noon, seven (7) days before a Regular Council Meeting.

8. CONSENT AGENDA

- 9.1 Regular Council Meeting Minutes – January 21, 2026
9.2 Special Council Meeting Minutes – January 23, 2026
9.3 Special Council Meeting Minutes – January 24, 2026
9.4 Special Council Meeting Minutes – January 25, 2026
10.2 Capital Budget Amendment – Municipal Enforcement Patrol Vehicle
10.3 Operating Budget Amendment – Municipal Planning Intern
10.4 Youth Club Building Lease
10.5 Accounts Receivable Write-Offs
11.2.1 WADEMSA Report – December 19, 2025

11.2.2 WADEMSA Report – January 2026 Call Volumes

11.2.3 WADEMSA – Per Capita Rates Letter

9. CONFIRMATION OF MINUTES

9.1. Regular Council Meeting Minutes – January 21, 2026 52 - 65

[Agenda Item - AIR-26-018 - Pdf](#)

9.2. Special Council Meeting Minutes – January 23, 2026 66 - 70

[Agenda Item - AIR-26-028 - Pdf](#)

9.3. Special Council Meeting Minutes – January 24, 2026 71 - 75

[Agenda Item - AIR-26-029 - Pdf](#)

9.4. Special Council Meeting Minutes – January 25, 2026 76 - 80

[Agenda Item - AIR-26-030 - Pdf](#)

10. BUSINESS

10.1. Annexation Application Report and Submission to the Land Use and Property Rights Tribunal (LPRT) 81 - 97

[Agenda Item - AIR-26-019 - Pdf](#)

10.2. Capital Budget Amendment – Municipal Enforcement Patrol Vehicle 98 - 100

[Agenda Item - AIR-26-022 - Pdf](#)

10.3. Operating Budget Amendment – Municipal Planning Intern 101 - 104

[Agenda Item - AIR-25-288 - Pdf](#)

10.4. Youth Club Building Lease 105 - 119

[Agenda Item - AIR-26-020 - Pdf](#)

10.5. Accounts Receivable Write-Offs 120 - 129

[Agenda Item - AIR-25-280 - Pdf](#)

11. COUNCILLOR INFORMATION & INQUIRIES

11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

11.2. BOARD AND COMMITTEE REPORTS

11.2.1. WADEMSA Report – December 19, 2025 130

[WADEMSA December 19, 2025](#)

11.2.2. WADEMSA Report – January 2026 Call Volumes 131 - 132

[WADEMSA Report - January 2026 Call Volumes](#)

11.2.3. WADEMSA – Per Capita Rates Report 133 - 134

[WADEMSA – Per Capita Rates Report](#)

11.3. QUESTION AND ANSWER PERIOD

11.4. ADMINISTRATIVE INQUIRIES

11.5. NOTICES OF MOTION

12. CORRESPONDENCE

13. ADJOURNMENT



Report for Council

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 5, 2026

Meeting Date: February 4, 2026

SUBJECT: **Public Hearing for Land Use Bylaw Amending Bylaw No. 25-21 (209 Sixth Avenue, Strathmore)**

RECOMMENDATION: THAT Council proceed with a Public Hearing for Bylaw No. 25-21 on February 4, 2026, in accordance with Section 692(1) of the *Municipal Government Act, RSA 2000, cM-26*;

AND THAT Council take into consideration all information received at the Public Hearing on February 4, 2026, regarding Bylaw No. 25-21 being a bylaw to amend the Town's Land Use Bylaw No. 14-11.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The proposed Secondary Suite within the basement of an existing single-detached dwelling would contribute positively to the strategic priority of increasing the supply of affordable housing options that are available in the Town. The development proposal is also supportive of maintaining and improving community wellness and financial sustainability strategic priorities on the basis that accessory residential dwelling units provide residents with affordable housing options that take advantage of and utilize existing municipal services and infrastructure.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The proposed Secondary Suite will utilize existing municipal infrastructure services that has sufficient capacity to support the additional residential dwelling unit. No extensions to existing municipal infrastructure is required in order to support the proposed accessory dwelling unit.

SOCIAL SUSTAINABILITY:

The proposed Secondary Suite would contribute positively to the notion of increasing the range of affordable housing types, tenures and built-forms that is available for both current and future residents living in the Town regardless of their age, background and/or abilities.

ENVIRONMENTAL SUSTAINABILITY:

The proposed Secondary Suite will be located within the basement of an existing single-detached dwelling and will utilize municipal infrastructure services (eg. water and sanitary sewer) that already exist within the road allowance.

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

The housing supply in the Town is primarily comprised of single-detached dwellings and increasing the supply of more affordable housing types and built-forms is representative of good land use planning. The redesignation application would contribute one additional residential dwelling unit to the Town's supply of affordable housing units.

ORGANIZATIONAL:

Staff has invested the time necessary in preparing reports, actively engaging with the public (eg. abutting landowners) and ensuring proper distribution of the public notices for the Public Hearing.

OPERATIONAL:

N/A

FINANCIAL:

The proposed Secondary Suite will require a development permit and building permit application, which will include the collection of all applicable fees under the Town's [2026 Fees Bylaw No. 25-23](#). The proposed Secondary Suite is also likely to increase the assessed market value of the existing single-detached dwelling and therefore it is reasonable to expect the lands to generate increased property tax revenue for the Town.

POLICY:

Section 3.2.16 of the Town's [Municipal Development Plan](#) (MDP) acknowledges that Secondary Suites are an appropriate method for providing additional and affordable housing in all residential districts provided that parking requirements and any safety and building code requirements.

Section 692(1) of the [Municipal Government Act](#) (MGA) requires that Council hold a Public Hearing with respect to the proposed bylaw prior to giving second and third reading to the proposed bylaw to amend a Land Use Bylaw.

The proposed Secondary Suite is also not anticipated to cause or negatively impact any of the land use planning-related policies that pertain to the longer-term economic, environmental, and social goals identified within Alberta's [Land Use Framework](#) (LUF) or the [South Saskatchewan Regional Plan](#) (SSRP).

IMPLEMENTATION:

The statutory Public Hearing for the proposed bylaw has been advertised in accordance with Section 606 of the MGA. The Public Hearing has also been advertised on the Town's social media accounts and website.

If the proposed bylaw is approved by Council, the owner may then proceed to apply for development permit and building permit applications in order to construct the Secondary Suite.

If the proposed bylaw is refused by Council, there are no rights of appeal under the MGA and the owner would not be able to proceed with development permit and building permit applications for the Secondary Suite.

BACKGROUND:

The application to amend [Land Use Bylaw No. 14-11](#) (LUB) was received by the Town on July 15, 2025, and deemed to be a complete application on August 20, 2025, after the owner submitted additional required information. The proposed redesignation would permit a Secondary Suite to be located within the basement of the existing single-detached dwelling situated on those lands known municipally as 209 Sixth Avenue in Strathmore. The lands are also accessible from a municipally-owned lane. The parking space required for the Secondary Suite would be provided in the rear of the lands and accessed from the municipally-owned lane.

The lands are designated Residential and also situated within the Downtown South District under the Town's MDP. The following policies are supportive of the development proposal to permit a Secondary Suite within the basement of the existing single-detached dwelling on the lands:

- **Policy 3.2.1** outlines that new development shall provide for a wide range of housing types in order to meet the Town's varying housing needs based on income and lifestyle.

Staff notes in this regard that the proposed Secondary Suite will contribute positively toward the notion of providing for a wider range of housing options that are affordable and responsive to housing needs in the Town's Downtown;

- **Policy 3.2.16** is supportive of Secondary Suites as an appropriate method of providing additional and affordable housing in all residential districts if additional parking requirements can be met and if the Secondary Suite meets all safety and building codes. Staff notes that the proposed Secondary Suite will provide an additional parking space in compliance with the LUB and the owner will be required to also apply for a development permit and building permit should the proposed bylaw be enacted by Council; and,
- **Policy 3.3.2** divides the Town's Downtown into three areas that are intended to have unique features with the Downtown South District envisioned as mixed use area and an extension to the Central Business District, while at the same time having regard for and protecting existing low density residential uses. Staff advises that the proposed Secondary Suite represents an opportunity to introduce "gentle density" to the neighbourhood that would not detract from the existing predominantly residential character of the Downtown South District given that it would be located within the basement of an existing single-detached dwelling. The proposed Secondary Suite is also not expected to compromise future mixed use and/or increased density opportunities in the Downtown South District.

The lands are zoned "R3", High Density Residential District under the Town's LUB. The "R3" District only permits single-detached housing as a residential built-form where such a use existed on September 17, 2014 when the LUB was adopted by Council. Staff notes in this regard that the existing single-detached dwelling on the lands is considered to be legally existing as it was constructed originally in 1952 according to available property assessment records.

The proposed amendment to the Town's LUB would rezone the lands from "R3", High Density Residential District to "R3(DCD)", High Density Residential - Direct Control District Overlay in order to permit a Secondary Suite within an existing single-detached dwelling. The direct control district overlay would allow for a Secondary Suite as a Permitted Use on a site-specific basis and would allow the owner to proceed next to development permit and building permit applications. Attached to this report is a copy of proposed Bylaw No. 25-21.

With respect to the Town's LUB, staff in general have no concerns with the development proposal or the requested land use district that would accommodate the proposed Secondary Suite and have the following comments:

- **Section 2, Definition #158** of the LUB defines "Secondary Suite" and staff would advise that based on a review of the site plan and floor plan drawings, as well as other supporting documentation provided by the owner, that the proposed land use does amount to a Secondary Suite that is to be located within the basement of the existing single-detached dwelling. Staff further confirmed with the owner that the Secondary Suite will have an independent and physically separate access from the main floor to

the basement. There may however be shared facilities (eg. laundry) on the main floor, which from a defined use perspective is not a land use planning concern;

- **Section 3.34** of the LUB establishes development standards for Secondary Suites. Staff notes there would only be one Secondary Suite on the lands should the proposed bylaw be approved. The additional parking space that is required for the Secondary Suite will be located in the rear yard and will provide for a minimum dimension of 2.7 m (8.86 ft) by 6 m (19.69 ft). Tandem parking space arrangements are therefore not required on the lands in order to accommodate the additional parking space required for the Secondary Suite;
- Staff notes that no site-specific relief beyond adding a Secondary Suite as a permitted use on the lands within the "R3" District as a Direct Control District overlay with the Town's LUB appears to be necessary in order to accommodate the additional residential dwelling unit on the lands.

Staff previously noted at first reading of Bylaw No. 25-21 that the application had been circulated to relevant internal and external agencies and departments for review and comment. The Town's Fire Department and Infrastructure Services departments have each responded and noted that they have no concerns with the development proposal. No other internal or external commenting agencies and departments that was circulated the application have indicated that they have any concerns with respect to the development proposal.

KEY ISSUE(S)/CONCEPT(S):

The provision of a wider range and supply of affordable housing options for lower income, including families, seniors, and individuals with special needs is an identified key issue for many municipalities in Alberta. The vacancy rate in the Town for primary rental market dwelling units is currently low at 1.8% according to CMHC's [Housing Market Information Portal](#) as of October 2025.

For reference purposes, "healthy" vacancy rates are generally considered to be between 3-5% depending on the source (eg. bank, government agencies, etc.) and the rental market (eg. Calgary, Edmonton, etc).

Further to this, the CMHC's [Rental Market Survey Tables](#) for Alberta in 2025 notes that the Town currently has a total of 215 private apartment-style dwelling units with the majority of apartment-style dwelling units having two bedrooms (ie. 130 dwelling units). There was an observed decrease in the overall number of apartment-style dwelling units from 254 in 2024 to 215 in 2025, which included a decrease in the number of two-bedroom dwelling units from 154 to 130. It is noted that the proposed Secondary Suite would in part help recover some of this decreased supply and contribute positively to the overall affordable housing issue by increasing the availability of affordable housing options in the Town.

DESIRED OUTCOMES:

Staff are supportive of the development proposal and recommend that Council proceed with the statutory Public Hearing and consider all information received during the Public Hearing before proceeding with a second reading and third reading of Bylaw No. 25-21.

COMMUNICATIONS:

Staff has advertised the Public Hearing by including written notices in the Strathmore Times (January 14 and 21, 2026) and on the Town's social media accounts, as well as publishing the notices on the Town's website (live as of December 10, 2025) and by sending the notices by regular mail to adjacent landowners within 60 m (196.85 ft) of the lands (December 11, 2025). At the time of writing this report, staff have not received any letters, emails or phone calls with respect to the proposed Secondary Suite.

ALTERNATIVE ACTIONS/MOTIONS:

Council may support the recommendation or defer the Public Hearing and/or second and third readings of the proposed bylaw. If Council were to defer the next steps and/or decide to not hold a Public Hearing and/or complete second and third readings of the proposed bylaw, the application would be deemed to have been refused.

ATTACHMENTS:

[Attachment I: Location & Land Use Districts \(209 Sixth Avenue, Strathmore\)](#)

[Attachment II: Land Use Bylaw Amending Bylaw No. 25-21 \(209 Sixth Avenue, Strathmore\)](#)

[Attachment III: Site Plan - With Parking Area \(209 Sixth Avenue, Strathmore\)](#)

[Attachment IV: Floor Plans - Access to Secondary Suite \(209 Sixth Avenue, Strathmore\)](#)

[Attachment V: Land Use Bylaw Excerpts - Secondary Suites \(209 Sixth Avenue, Strathmore\)](#)

[Attachment VI: Adjacent Landowners Notification Area \(209 Sixth Avenue, Strathmore\)](#)

[Attachment VII: Notice of Public Hearing - Adjacent Landowners \(209 Sixth Avenue, Strathmore\)](#)

Chuck Procter, Manager of Development Services

Approved
- 15 Jan
2026

Jamie Dugdale, Director of Infrastructure, Operations, and Development Services

Approved
- 20 Jan
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 22 Jan
2026

Veronica Anderson, Legislative Services Officer

Approved
- 23 Jan
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 29 Jan
2026



Attachment I: Location & Land Use District Map - 209 Sixth Avenue, Strathmore



Subject Lands



**BYLAW NO. 25-21
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

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

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

AND WHEREAS Council holds public hearings as required by Section 692 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended;

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. SHORT TITLE

- 1.1 This Bylaw may be cited as the "Land Use Bylaw Amending Bylaw No. 25-21"

2. AMENDMENTS

- 2.1 That Bylaw No. 14-11 Schedule A – Land Use District Map is amended by changing the land use designation of Lot 10, Plan 8350GH, from "R3", High Density Residential District to "R3(DCD)", High Density Residential – Direct Control District Overlay as shown below in Schedule "A" to this Bylaw.
- 2.2 That Bylaw No. 14-11 Schedules Section is amended as follows:
- a) By adding a new Schedule E27 – Direct Control District Overlay – 209 Sixth Avenue – Secondary Suite;
 - b) By adding the following regulations under Schedule E27 – Direct Control District Overlay – 209 Sixth Avenue – Secondary Suite:

"1. APPLICATION

- 1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Lot 10, Plan 8350GH, known municipally as 209 Sixth Avenue and shown below:



Figure 1: Direct Control District Overlay – 209 Sixth Avenue – Secondary Suite

- 1.2 The provisions of Section 4.6 – “R3”, High Density Residential District apply to the subject lands unless the provisions of this Direct Control District Overlay conflict with Section 4.6 in which case the provisions of this Direct Control District Overlay must govern.

2. REGULATIONS

- 2.1 In addition to those Permitted Uses prescribed in Section 4.6(2)(a) of the "R3", High Density Residential District, a Secondary Suite shall be a Permitted Use subject to the regulations of this Direct Control District Overlay;
- 2.2 The establishment of a Secondary Suite shall only be permitted on a lot containing a Single Detached House that lawfully existed prior to the initial adoption of Bylaw No. 14-11 on September 27, 2014; and,
- 2.3 That a Secondary Suite otherwise demonstrate compliance with all other applicable provisions of Bylaw No. 14-11 to the satisfaction of the Development Authority."

3. EFFECTIVE DATE

- 3.1 This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this _____ day of 2026

PUBLIC HEARING HELD this _____ day of _____, 2026

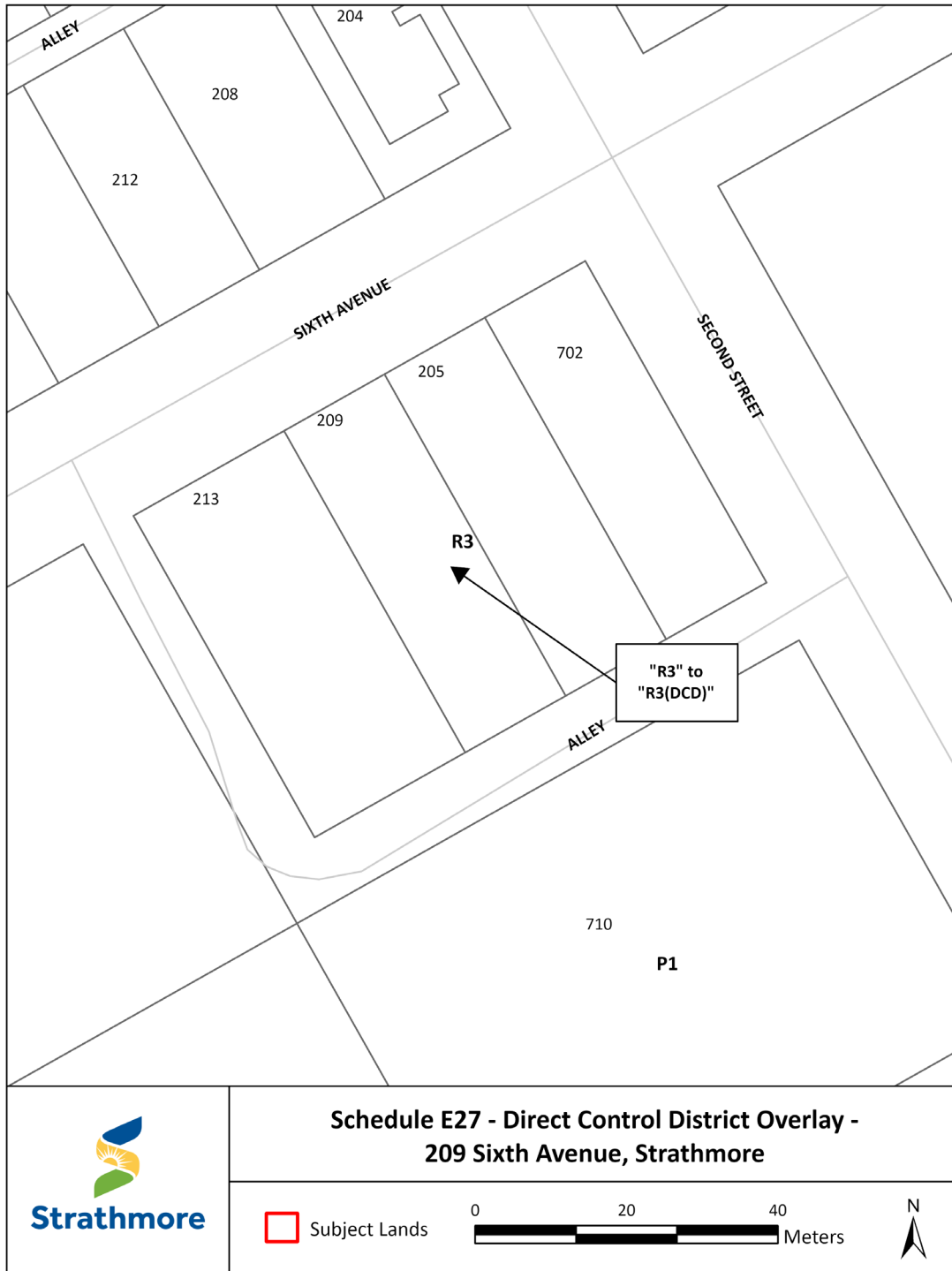
READ A SECOND TIME this _____ day of _____, 2026

READ A THIRD AND FINAL TIME this _____ day of _____, 2026

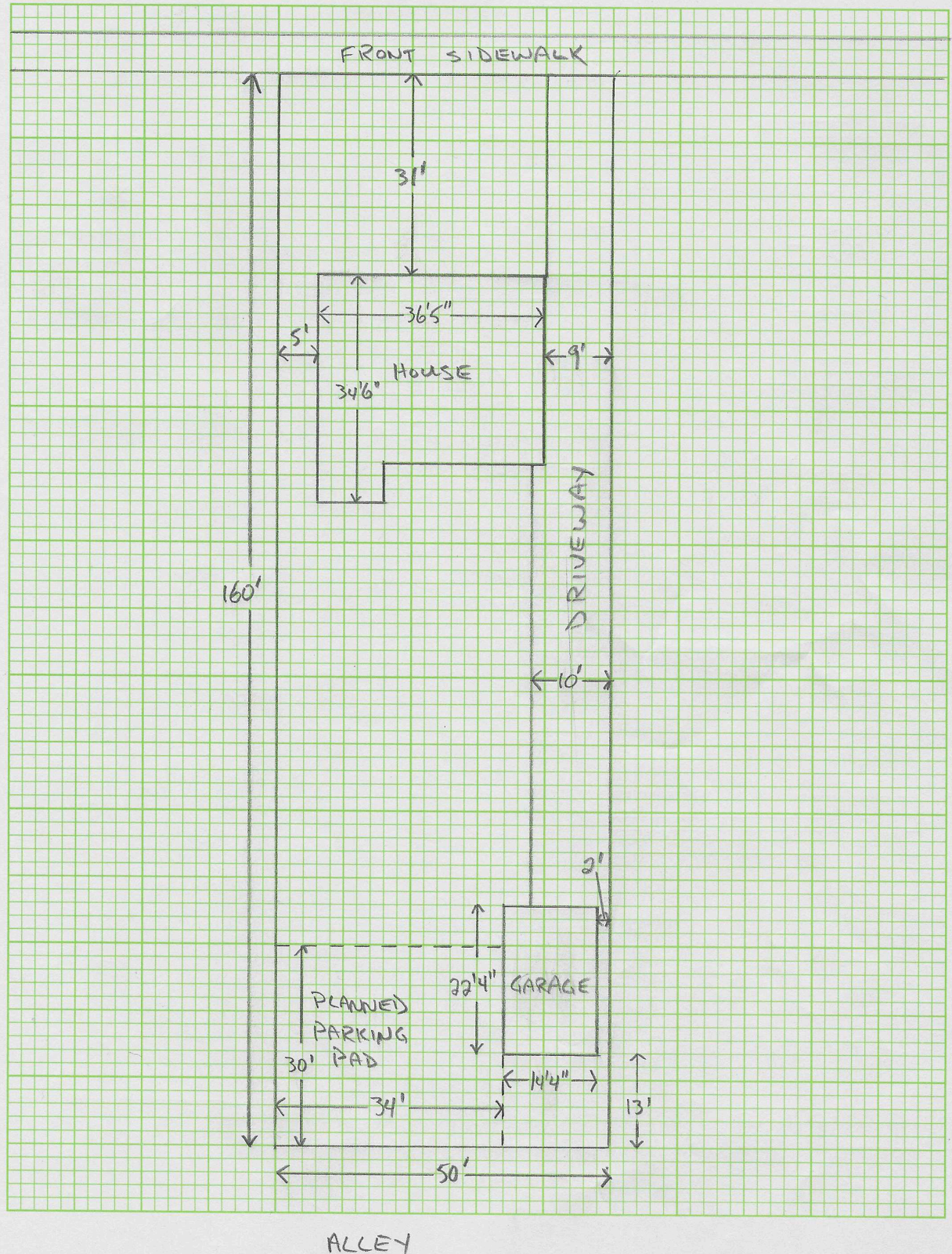
Mayor

Director of Strategic, Administrative
and Financial Services

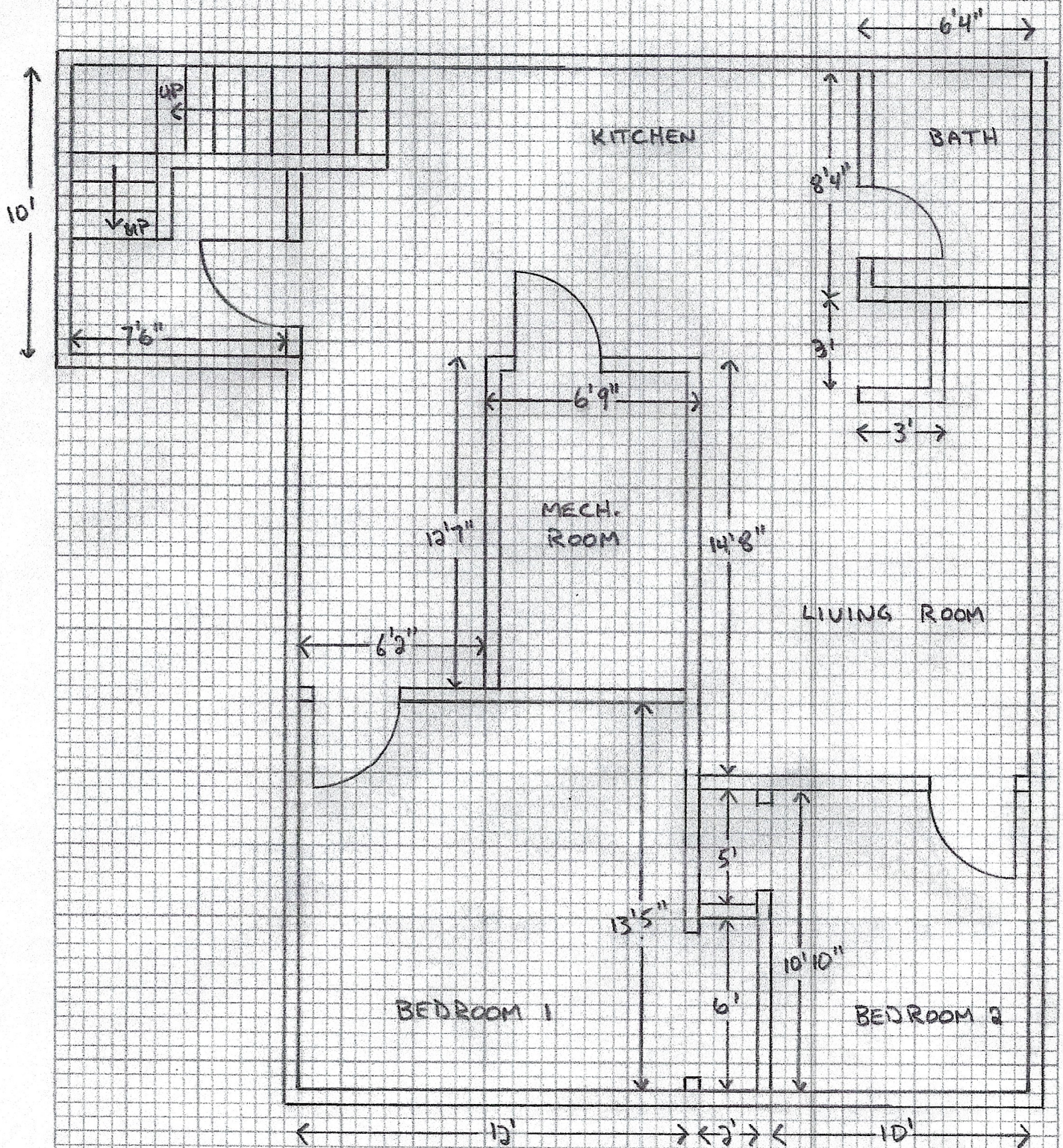
Schedule "A"



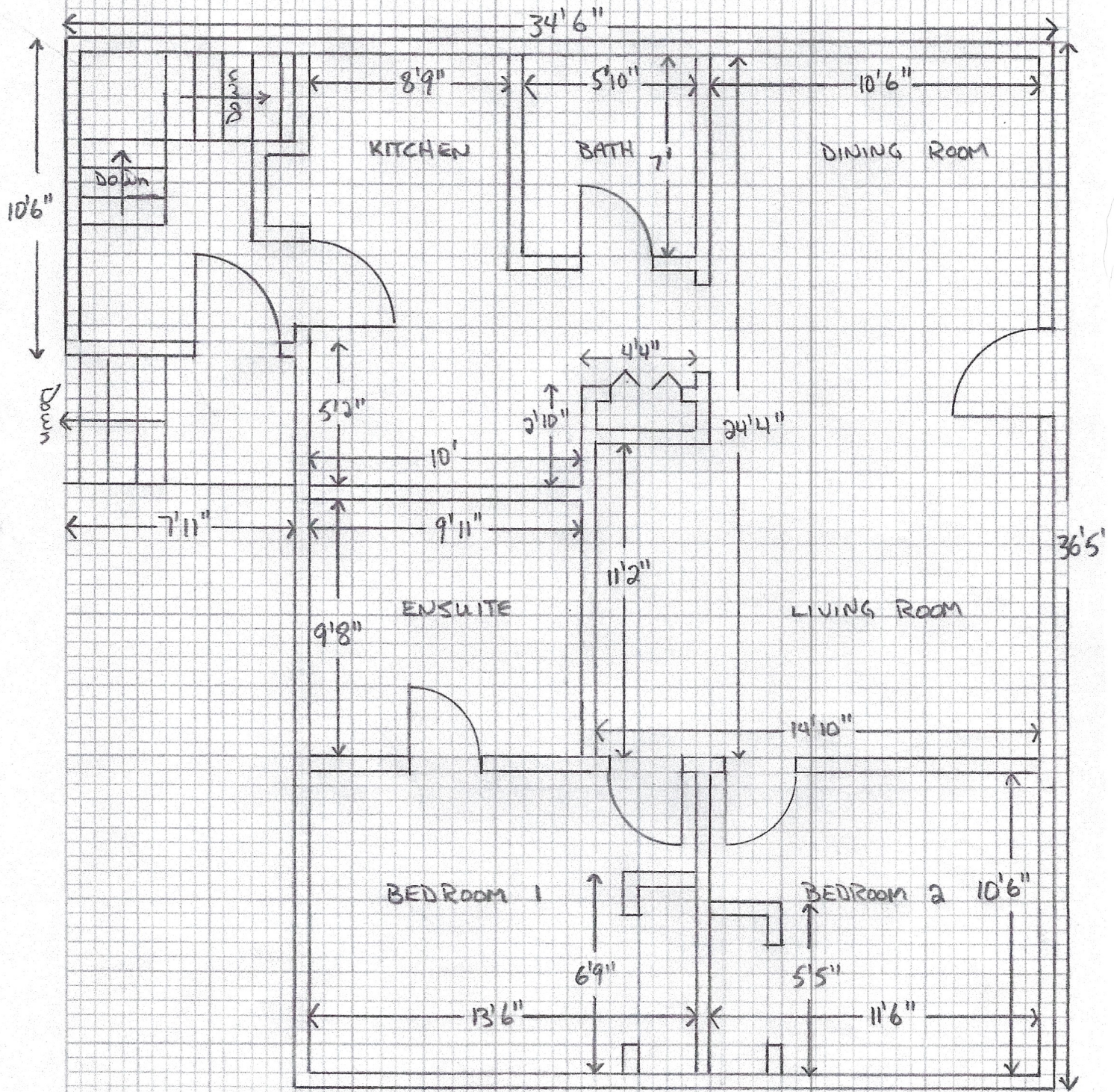
Spatial Reference: PCS NAD 1983 3TM 114



BASEMENT



MAIN FLOOR



151. **Retaining Wall** means a wall erected for holding in place a mass of earth or the like, such as at the edge of a terrace or excavation.

S

Bylaw #18-08

152. **Salvage Yard** means development where dilapidated vehicles or damaged, inoperable or obsolete equipment, machinery or goods are stored, dismantled or crushed. Part or all of the activities pertaining to Salvage Yards may occur outside of a building. Salvage Yards may include the incidental sale of parts that are recovered from dilapidated vehicles, equipment, machinery or goods, and may also include space for the administration of the use.

Bylaw #17-09

153. **School – Private** means a use
- (a) where an operator, other than the following, teaches the education curriculum from kindergarten to grade 12 and where other educational programs may be provided all pursuant to the School Act RSA 2000:
 - i. a school district or division; or
 - ii. a society or company named within a charter approved by the Minister of Education operating a charter school;
 - (b) that may provide before or after school programs that are defined as Child Care Service; and
 - (c) that may provide food service for students and staff.

Bylaw #18-08

154. **School – School Authority** means a use
- (a) where any of the following teaches the education curriculum from kindergarten to grade 12 and where other educational programs may be provided all pursuant to the School Act RSA 2000:
 - i. a school district or division; or
 - ii. a society or company operating a charter school in accordance with a charter approved by the Minister of Education operating a charter school.

155. **Screening** means a fence, earth berm, hedge, or other appropriate landscaping, used to visually separate areas or functions which, in the opinion of the Approving Authority, detract from the urban street or neighboring land uses.

Bylaw #16-10

156. **Sea Can** means a shipping container that is designed to be moved from one mode of transport to another without unloading or reloading.

157. **Setback** means the distance that a development or a specified portion of a Development is setback from a property line.

Bylaw #20-04

158. **Secondary Suite** means a use that:
- a) contains two or more rooms used or designed to be used as a residence not shared with the primary dwelling unit, by one or more persons;
 - b) contains living, sleeping and sanitary facilities; a kitchen or appliances designed to be used for the cooking or preparation of food;
 - c) is self-contained and located within a Dwelling Unit; and
 - d) is considered part of and secondary to a Dwelling Unit.

3. A Cannabis Store located on the south side of Highway 1 may be located any distance from the following and is not subject to any separation distance from the following:
 - (a) a School – School Authority; or
 - (b) a School – Private.
4. The separation distance from a Cannabis Store to the property line of a parcel described in Subsections 1(a) and 1(b) and Section 2 above is measured from the closest external wall of
 - (a) the building containing the Cannabis Store, where the store occupies the entire building; or
 - (b) that portion of the building containing the Cannabis Store if the Cannabis Store occupies a portion of a building.
5. The 125 m, 100 m and 50 m separation distances described in Subsections 1(a) and 1(b) and Section 2. above must not be reduced by the Development Authority despite any provision to the contrary in this Bylaw.

SECTION 3.34	SECONDARY SUITES
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Bylaw #20-04

1. Only one (1) Secondary Suite may be developed in conjunction with a principal dwelling.
2. A minimum of one (1) on-site parking stalls shall be provided for a Secondary Suite in addition to the required parking stalls for the principal dwelling.
3. On-site tandem parking arrangements shall be supported by the Development Authority.
4. Adjacent street parking shall not receive credit towards achieving the minimum parking calculations for a Secondary Suite

SECTION 3.35	SEA CANS
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Bylaw #16-10

Bylaw #22-01

1. A Sea Can must comply with the regulations in the Accessory Buildings and Uses Section. The Approving Authority may substitute requirements or otherwise ensure that
 - (a) A Sea Can used for storage is screened from public view from an adjoining street other than a lane; and
 - (b) The Sea Can is located to the satisfaction of the Approving Authority.
2. A Sea Can used for storage shall only be located on a parcel where there is an existing principal use.
3. The Approving Authority may require that a Sea Can be clad, painted, or covered to ensure that its appearance is compatible with the surrounding area.
4. After a dwelling unit on a site in a residential district has been occupied, a Sea Can may be located on that site for no longer than 10 consecutive days to enable temporary storage or moving of goods, materials or equipment. The Approving Authority may require that the Sea Can be located to their satisfaction.
 - (a) The Approving Authority must be notified prior to the Sea Can being located on site.

4.6 R3 HIGH DENSITY RESIDENTIAL DISTRICT

1. PURPOSE: To provide for high density multi-family housing to a maximum of 100 dwellings per hectare.

2. USES:

a) Permitted Uses

Accessory Building
 Home Office
 Housing, Apartment
 Housing, Attached
 Protective Emergency Services
 Public Parks
 Residential Sales Centre 1
 Utilities

Bylaw #15-22

Bylaw #17-12

b) Discretionary Uses

Child Care Services
 Extended Medical Treatment Services
 Government Services
 Home Occupation
 Housing, Duplex, existing prior to the adoption of this bylaw
 Housing, Single Detached, existing prior the adoption of this bylaw
 Residential Care
 Residential Sales Centre 2
 Seniors Housing
 Utility Building

Bylaw #15-40

Bylaw #17-12

3. GENERAL SITE REQUIREMENTS:

a) Minimum Site Area

- i. The minimum site area shall be 930m², and the maximum site area shall be 4000m².

b) Minimum Lot Area

- i. 175.0 m² per attached dwelling unit
- ii. 40 m² per apartment dwelling unit

c) Minimum Site Width

- i. 30.5 m apartment
- ii. 7.62m single detached or duplex
- iii. 7.0 m for a pie shaped lot at the front yard

Bylaw #22-01

d) Minimum Site Depth

- i. 30.5 metres for all lots

e) Habitable Floor Area

- i. Minimum Gross Floor Area - 40 m² per dwelling unit

f) Maximum Number of Dwelling Units

- i. The maximum density is 100 dwelling units per hectare

g) Minimum Yard Setbacks – Principal Building

- i. Front Yard – 6.0 m and, at the discretion of the Approving Authority, 4.0 m if the lot is served by a rear lane
- ii. Rear Yard – 7.0 m
- iii. Side Yard – The setback from a side property line is as follows:
 - a. 1.5 m from the side property line shared with an Internal Lot if the Principal Building is 9.0 m or less in height at the eaveline;
 - b. 3.0 m from a side property line shared with an internal lot if the Principal Building is more than 9.0 m in height at the eaveline;
 - c. 3.0 m from a side property line shared with a street other than a lane unless the building is 9.0 m or less in height at the eaveline and the building is located in the Downtown Overlay District in which case the setback from the side property line shared with a street may be reduced, at the discretion of the Approving Authority, to not less than 1.5 m

h) Building Height

- i. 10.0 m for Duplex
- ii. 12.0 m for Attached Housing
- iii. 5.0 m for Accessory Buildings* see OTHER SITE REQUIREMENTS below
- iv. 14.0 m or four (4) storeys for Apartment Housing

i) Site Coverage

- i. Maximum Site coverage for the entire site, including all accessory buildings and detached garages shall be 70%

4. OTHER SITE REQUIREMENTS:

Parking

- a) All parking spaces on a Site in this District shall be hard surfaced.

Landscaping

- b) A minimum of 30% of the site area shall be landscaped and a landscape and site plan shall be prepared by a professional landscape architect.

Uses and appearance

- c) The Approving Authority shall give due consideration to the compatibility of a proposed Development in this District to existing Uses on or near the Site.
- d) If the site is located within the Downtown Overlay District, the development will be required to meet all of the requirements of that District as well as be subject to a review by the Downtown Design Review Committee.

Bylaw #22-01

Accessory Building

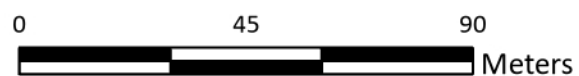
- e) Maximum Accessory Building height shall be influenced by existing development on adjacent parcels.



Attachment VI: Adjacent Landowners Notification - 209 Sixth Avenue, Strathmore



Subject Lands



To Whom It May Concern:

**RE: NOTICE OF PUBLIC HEARING – PROPOSED LAND USE BYLAW AMENDMENT –
BRENDA SPROULE – Lot 10, Plan 8350GH – 209 Sixth Avenue, Strathmore**

Please be advised that the Town of Strathmore has received a Land Use Bylaw Amendment application on those lands described as Lot 10, Plan 8350GH, known municipally as 209 Sixth Avenue, Strathmore.

The applicant is requesting that the lands be redesignated from “R3”, High Density Residential District to “R3(DCD)”, High Density Residential - Direct Control District Overlay.

The purpose of the proposed redesignation is to permit a Secondary Suite within an existing single-detached dwelling on the subject lands. The proposed Secondary Suite would be situated in the basement of the existing building with parking areas in the rear yard that are accessible from Sixth Avenue (ie. detached garage) and/or from a rear lane (ie. outdoor parking area). The direct control district overlay would allow for a Secondary Suite as a Permitted Use on a site-specific basis.

The statutory Public Hearing will be held online via ZOOM and in-person in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore, Alberta on **February 4, 2026**, commencing at **7:00 p.m.** with procedures being in accordance with Section 199 of the *Municipal Government Act* and the Town's *Council Procedural By-law #23-17* and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at lsadmin@strathmore.ca by no later than **12:00 p.m.** on **January 28, 2026**, in order to register to speak at the public hearing.

Any written submissions intended for the Public Hearing, or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Town's Development Services Office prior to **12:00 p.m.** on **January 28, 2026**, as outlined under *Bylaw #23-17* and amendments thereto. If your written submission is not received by this time, kindly ensure that fifteen copies are provided and made available for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within five minutes.

Please note that written submissions will become public documents once submitted to the Town, unless otherwise requested.



A copy of proposed By-law #25-21 may be inspected by the public **Monday to Friday** during the regular office hours of **8:30 a.m. to 4:30 p.m.** at the Town's Municipal Building located at 1 Parklane Drive, Strathmore, Alberta, and can be also examined on the Council Meeting Agenda once posted and dated February 4, 2026, on the Town's website at <https://www.strathmore.ca/publichearings>.

Please further note that you may choose to contact the Town's Legislative Services Office by telephone at (403) 934-3133 prior to attending the Public Hearing to better determine the order of business and presentations on the Council Agenda in order to efficiently utilize your time on the evening of the Public Hearing.

For your convenience, please also find attached a location map indicating the location of the subject lands and a concept plan depicting the Secondary Suite development proposal.

If you have any questions regarding the application, please contact the Town's Development Services Office using the contact information below or via email at glen.ferguson@strathmore.ca.

Sincerely,

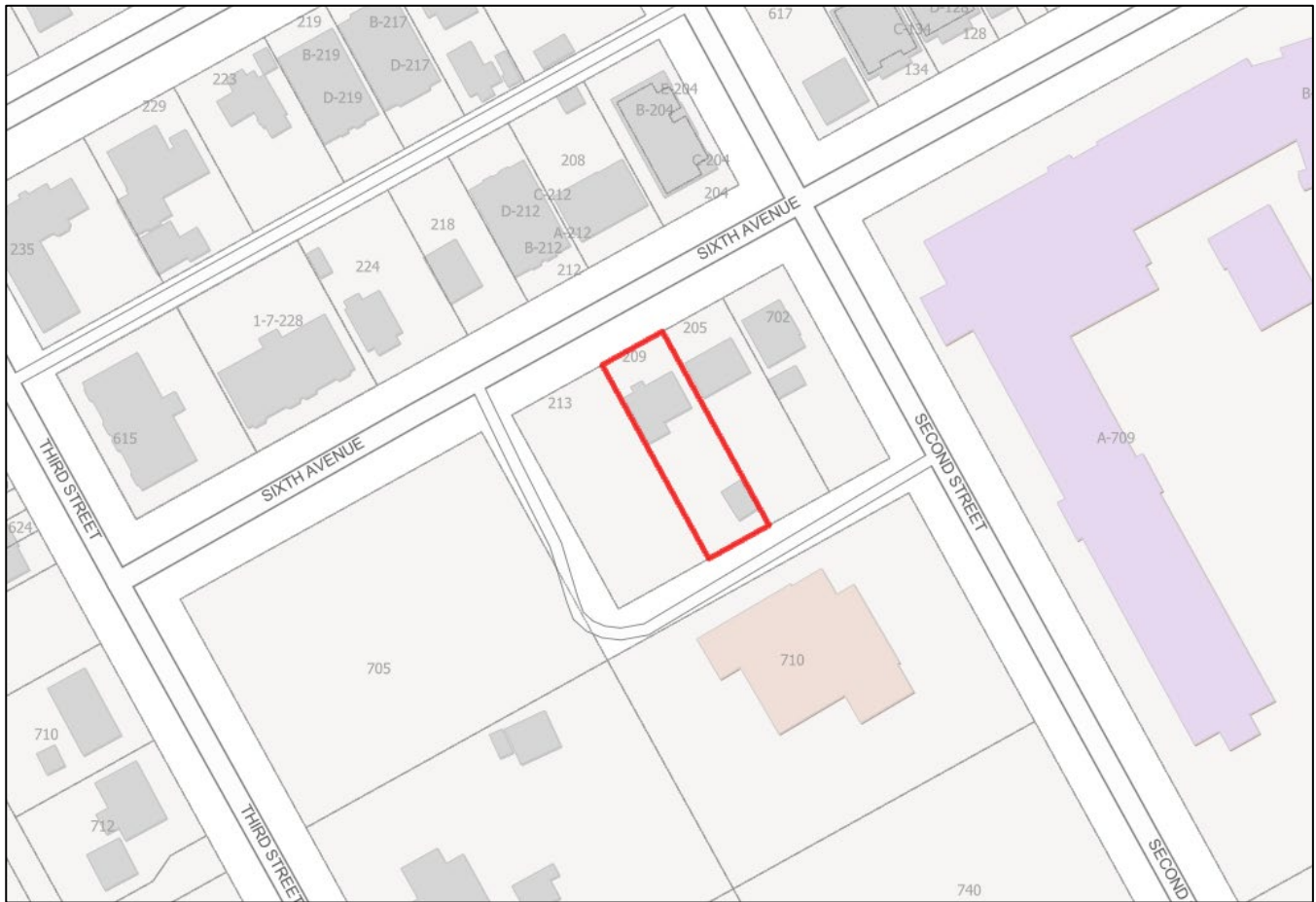
Glen Ferguson

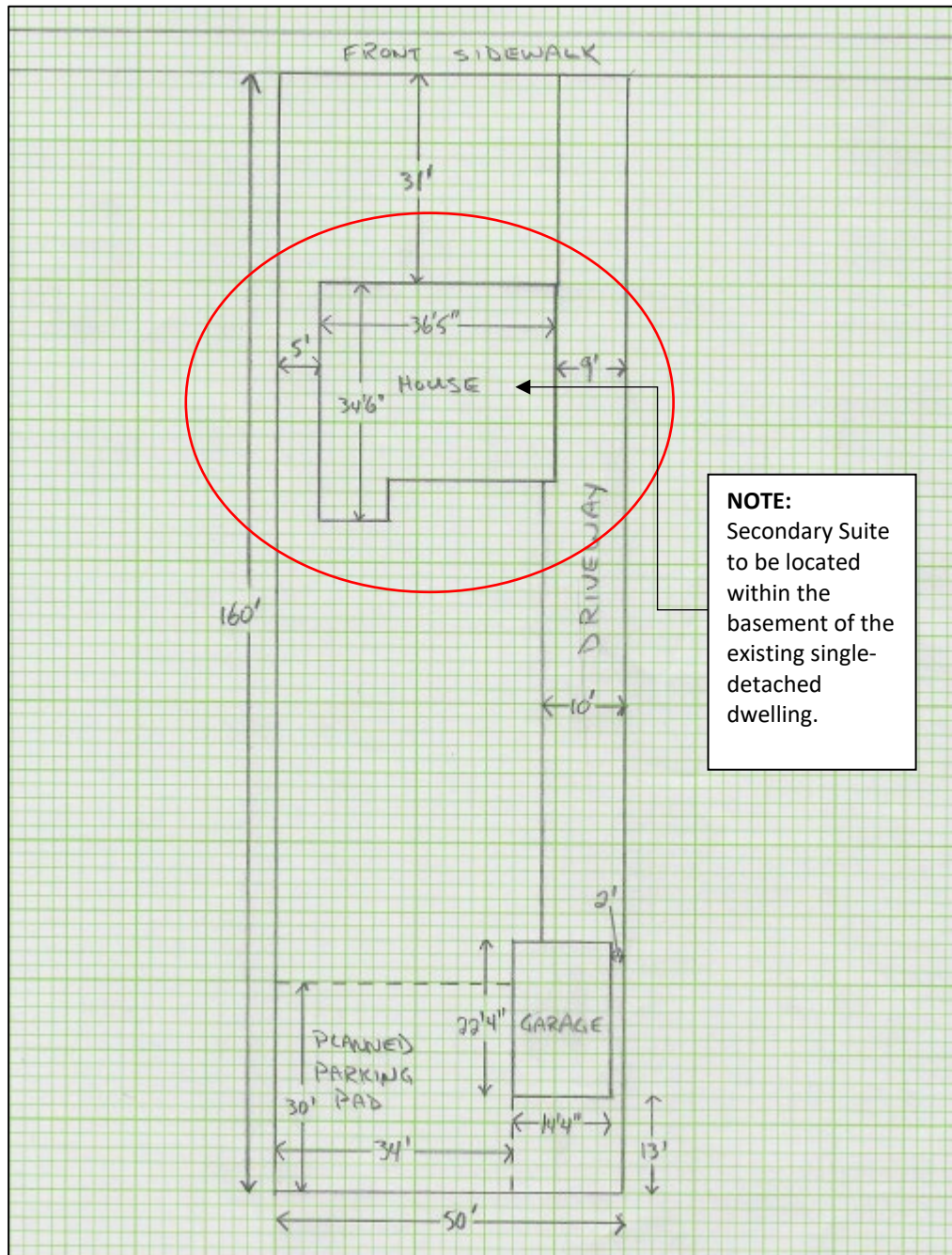
Glen Ferguson, MCIP, RPP
Senior Planner, Development Services

Attach.



**ATTACHMENT - LOCATION MAP & CONCEPT PLAN,
209 SIXTH AVENUE, STRATHMORE**







Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 5, 2026

Meeting Date: February 4, 2026

SUBJECT: Land Use Bylaw Amending Bylaw No. 25-21 (209 Sixth Avenue, Strathmore)

RECOMMENDATION: THAT Council give Second Reading to Bylaw No. 25-21, being a bylaw to amend Land Use Bylaw No. 14-11.

THAT Council give Third and Final reading to Bylaw No. 25-21, being a bylaw to amend Land Use Bylaw No. 14-11.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The proposed Secondary Suite within the basement of an existing single-detached dwelling would contribute positively to the strategic priority of increasing the supply of affordable housing options that are available in the Town. The development proposal is also supportive of maintaining and improving community wellness and financial sustainability strategic priorities on the basis that accessory residential dwelling units provide residents with affordable housing options that take advantage of and utilize existing municipal services and infrastructure.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The proposed Secondary Suite will utilize existing municipal infrastructure services that has sufficient capacity to support the additional residential dwelling unit. No extensions to existing municipal infrastructure is required in order to support the proposed accessory dwelling unit.

SOCIAL SUSTAINABILITY:

The proposed Secondary Suite would contribute positively to the notion of increasing the range of affordable housing types, tenures and built-forms that is available for both current and future residents living in the Town regardless of their age, background and/or abilities.

ENVIRONMENTAL SUSTAINABILITY:

The proposed Secondary Suite will be located within the basement of an existing single-detached dwelling and will utilize municipal infrastructure services (eg. water and sanitary sewer) that already exist within the road allowance.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The housing supply in the Town is primarily comprised of single-detached dwellings and increasing the supply of more affordable housing types and built-forms is representative of good land use planning. The redesignation application would contribute one additional residential dwelling unit to the Town's supply of affordable housing units.

ORGANIZATIONAL:

Staff has invested the time necessary in preparing reports, actively engaging with the public (eg. abutting landowners) and ensuring proper distribution of the public notices for the Public Hearing.

OPERATIONAL:

N/A

FINANCIAL:

The proposed Secondary Suite will require a development permit and building permit application, which will include the collection of all applicable fees under the Town's [2026 Fees Bylaw No. 25-23](#). The proposed Secondary Suite is also likely to increase the assessed market value of the existing single-detached dwelling and therefore it is reasonable to expect the lands to generate increased property tax revenue for the Town.

POLICY:

Section 3.2.16 of the Town's [Municipal Development Plan](#) (MDP) acknowledges that Secondary Suites are an appropriate method for providing additional and affordable housing in

all residential districts provided that parking requirements and any safety and building code requirements.

Section 692(1) of the [Municipal Government Act](#) (MGA) requires that Council hold a Public Hearing with respect to the proposed bylaw prior to giving second and third reading to the proposed bylaw to amend a Land Use Bylaw.

The proposed Secondary Suite is also not anticipated to cause or negatively impact any of the land use planning-related policies that pertain to the longer-term economic, environmental, and social goals identified within Alberta's [Land Use Framework](#) (LUF) or the [South Saskatchewan Regional Plan](#) (SSRP).

IMPLEMENTATION:

The statutory Public Hearing for the proposed bylaw has been advertised in accordance with Section 606 of the MGA. The Public Hearing has also been advertised on the Town's social media accounts and website.

If the proposed bylaw is approved by Council, the owner may then proceed to apply for development permit and building permit applications in order to construct the Secondary Suite.

If the proposed bylaw is refused by Council, there are no rights of appeal under the MGA and the owner would not be able to proceed with development permit and building permit applications for the Secondary Suite.

BACKGROUND:

The application to amend [Land Use Bylaw No. 14-11](#) (LUB) was received by the Town on July 15, 2025, and deemed to be a complete application on August 20, 2025, after the owner submitted additional required information. The proposed redesignation would permit a Secondary Suite to be located within the basement of the existing single-detached dwelling situated on those lands known municipally as 209 Sixth Avenue in Strathmore. The lands are also accessible from a municipally-owned lane. The parking space required for the Secondary Suite would be provided in the rear of the lands and accessed from the municipally-owned lane.

The lands are designated Residential and also situated within the Downtown South District under the Town's MDP. The following policies are supportive of the development proposal to permit a Secondary Suite within the basement of the existing single-detached dwelling on the lands:

- **Policy 3.2.1** outlines that new development shall provide for a wide range of housing types in order to meet the Town's varying housing needs based on income and lifestyle. Staff notes in this regard that the proposed Secondary Suite will contribute positively

toward the notion of providing for a wider range of housing options that are affordable and responsive to housing needs in the Town's Downtown;

- **Policy 3.2.16** is supportive of Secondary Suites as an appropriate method of providing additional and affordable housing in all residential districts if additional parking requirements can be met and if the Secondary Suite meets all safety and building codes. Staff notes that the proposed Secondary Suite will provide an additional parking space in compliance with the LUB and the owner will be required to also apply for a development permit and building permit should the proposed bylaw be enacted by Council; and,
- **Policy 3.3.2** divides the Town's Downtown into three areas that are intended to have unique features with the Downtown South District envisioned as mixed use area and an extension to the Central Business District, while at the same time having regard for and protecting existing low density residential uses. Staff advises that the proposed Secondary Suite represents an opportunity to introduce "gentle density" to the neighbourhood that would not detract from the existing predominantly residential character of the Downtown South District given that it would be located within the basement of an existing single-detached dwelling. The proposed Secondary Suite is also not expected to compromise future mixed use and/or increased density opportunities in the Downtown South District.

The lands are zoned "R3", High Density Residential District under the Town's LUB. The "R3" District only permits single-detached housing as a residential built-form where such a use existed on September 17, 2014 when the LUB was adopted by Council. Staff notes in this regard that the existing single-detached dwelling on the lands is considered to be legally existing as it was constructed originally in 1952 according to available property assessment records.

The proposed amendment to the Town's LUB would rezone the lands from "R3", High Density Residential District to "R3(DCD)", High Density Residential - Direct Control District Overlay in order to permit a Secondary Suite within an existing single-detached dwelling. The direct control district overlay would allow for a Secondary Suite as a Permitted Use on a site-specific basis and would allow the owner to proceed next to development permit and building permit applications. Attached to this report is a copy of proposed Bylaw No. 25-21.

With respect to the Town's LUB, staff in general have no concerns with the development proposal or the requested land use district that would accommodate the proposed Secondary Suite and have the following comments:

- **Section 2, Definition #158** of the LUB defines "Secondary Suite" and staff would advise that based on a review of the site plan and floor plan drawings, as well as other supporting documentation provided by the owner, that the proposed land use does amount to a Secondary Suite that is to be located within the basement of the existing single-detached dwelling. Staff further confirmed with the owner that the Secondary Suite will have an independent and physically separate access from the main floor to the basement. There may however be shared facilities (eg. laundry) on the main floor, which from a defined use perspective is not a land use planning concern;

- **Section 3.34** of the LUB establishes development standards for Secondary Suites. Staff notes there would only be one Secondary Suite on the lands should the proposed bylaw be approved. The additional parking space that is required for the Secondary Suite will be located in the rear yard and will provide for a minimum dimension of 2.7 m (8.86 ft) by 6 m (19.69 ft). Tandem parking space arrangements are therefore not required on the lands in order to accommodate the additional parking space required for the Secondary Suite;
- Staff notes that no site-specific relief beyond adding a Secondary Suite as a permitted use on the lands within the "R3" District as a Direct Control District overlay with the Town's LUB appears to be necessary in order to accommodate the additional residential dwelling unit on the lands.

Staff previously noted at first reading of Bylaw No. 25-21 that the application had been circulated to relevant internal and external agencies and departments for review and comment. The Town's Fire Department and Infrastructure Services departments have each responded and noted that they have no concerns with the development proposal. No other internal or external commenting agencies and departments that was circulated the application have indicated that they have any concerns with respect to the development proposal.

KEY ISSUE(S)/CONCEPT(S):

The provision of a wider range and supply of affordable housing options for lower income, including families, seniors, and individuals with special needs is an identified key issue for many municipalities in Alberta. The vacancy rate in the Town for primary rental market dwelling units is currently low at 1.8% according to CMHC's [Housing Market Information Portal](#) as of October 2025.

For reference purposes, "healthy" vacancy rates are generally considered to be between 3-5% depending on the source (eg. bank, government agencies, etc.) and the rental market (eg. Calgary, Edmonton, etc).

Further to this, the CMHC's [Rental Market Survey Tables](#) for Alberta in 2025 notes that the Town currently has a total of 215 private apartment-style dwelling units with the majority of apartment-style dwelling units having two bedrooms (ie. 130 dwelling units). There was an observed decrease in the overall number of apartment-style dwelling units from 254 in 2024 to 215 in 2025, which included a decrease in the number of two-bedroom dwelling units from 154 to 130. It is noted that the proposed Secondary Suite would in part help recover some of this decreased supply and contribute positively to the overall affordable housing issue by increasing the availability of affordable housing options in the Town.

DESIRED OUTCOMES:

Staff are supportive of the development proposal and recommend that Council proceed with a second reading and third reading of Bylaw No. 25-21.

COMMUNICATIONS:

Staff has advertised the Public Hearing by including written notices in the Strathmore Times (January 14 and 21, 2026) and on the Town's social media accounts, as well as publishing the notices on the Town's website (live as of December 10, 2025) and by sending the notices by regular mail to adjacent landowners within 60 m (196.85 ft) of the lands (December 11, 2025). At the time of writing this report, staff have not received any letters, emails or phone calls with respect to the proposed Secondary Suite.

ALTERNATIVE ACTIONS/MOTIONS:

Council may support the recommendation to proceed with second and third readings prior to enacting the proposed bylaw, or Council can choose to not complete second and third readings of the proposed bylaw, in which case the application will be deemed to have been refused.

ATTACHMENTS:

[Attachment I: Location & Land Use Districts \(209 Sixth Avenue, Strathmore\)](#)

[Attachment II: Land Use Bylaw Amending Bylaw No. 25-21 \(209 Sixth Avenue, Strathmore\)](#)

[Attachment III: Site Plan - With Parking Area \(209 Sixth Avenue, Strathmore\)](#)

[Attachment IV: Floor Plans - Access to Secondary Suite \(209 Sixth Avenue, Strathmore\)](#)

[Attachment V: Land Use Bylaw Excerpts - Secondary Suites \(209 Sixth Avenue, Strathmore\)](#)

[Attachment VI: Adjacent Landowners Notification Area \(209 Sixth Avenue, Strathmore\)](#)

[Attachment VII: Notice of Public Hearing - Adjacent Landowners \(209 Sixth Avenue, Strathmore\)](#)

Chuck Procter, Manager of Development Services

Approved
- 15 Jan
2026

Jamie Dugdale, Director of Infrastructure, Operations, and Development Services

Approved
- 20 Jan
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 22 Jan
2026

Veronica Anderson, Legislative Services Officer

Approved
- 23 Jan
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 28 Jan
2026



Attachment I: Location & Land Use District Map - 209 Sixth Avenue, Strathmore



Subject Lands



BYLAW NO. 25-21
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

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

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

AND WHEREAS Council holds public hearings as required by Section 692 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended;

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. SHORT TITLE

- 1.1 This Bylaw may be cited as the "Land Use Bylaw Amending Bylaw No. 25-21"

2. AMENDMENTS

- 2.1 That Bylaw No. 14-11 Schedule A – Land Use District Map is amended by changing the land use designation of Lot 10, Plan 8350GH, from "R3", High Density Residential District to "R3(DCD)", High Density Residential – Direct Control District Overlay as shown below in Schedule "A" to this Bylaw.
- 2.2 That Bylaw No. 14-11 Schedules Section is amended as follows:
- a) By adding a new Schedule E27 – Direct Control District Overlay – 209 Sixth Avenue – Secondary Suite;
 - b) By adding the following regulations under Schedule E27 – Direct Control District Overlay – 209 Sixth Avenue – Secondary Suite:

"1. APPLICATION

- 1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Lot 10, Plan 8350GH, known municipally as 209 Sixth Avenue and shown below:



Figure 1: Direct Control District Overlay – 209 Sixth Avenue – Secondary Suite

- 1.2 The provisions of Section 4.6 – “R3”, High Density Residential District apply to the subject lands unless the provisions of this Direct Control District Overlay conflict with Section 4.6 in which case the provisions of this Direct Control District Overlay must govern.

2. REGULATIONS

- 2.1 In addition to those Permitted Uses prescribed in Section 4.6(2)(a) of the "R3", High Density Residential District, a Secondary Suite shall be a Permitted Use subject to the regulations of this Direct Control District Overlay;
- 2.2 The establishment of a Secondary Suite shall only be permitted on a lot containing a Single Detached House that lawfully existed prior to the initial adoption of Bylaw No. 14-11 on September 27, 2014; and,
- 2.3 That a Secondary Suite otherwise demonstrate compliance with all other applicable provisions of Bylaw No. 14-11 to the satisfaction of the Development Authority."

3. EFFECTIVE DATE

- 3.1 This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this _____ day of 2026

PUBLIC HEARING HELD this _____ day of _____, 2026

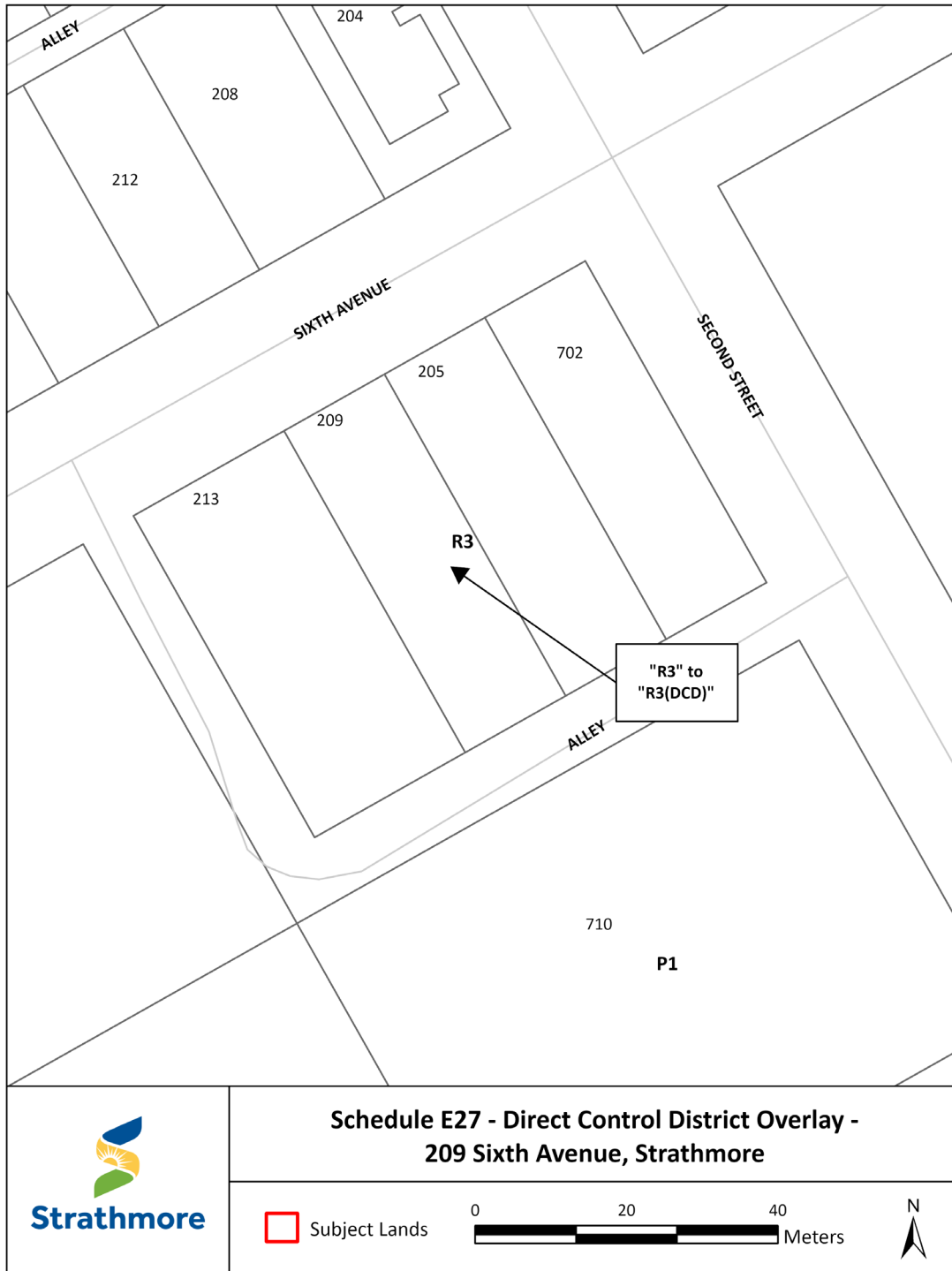
READ A SECOND TIME this _____ day of _____, 2026

READ A THIRD AND FINAL TIME this _____ day of _____, 2026

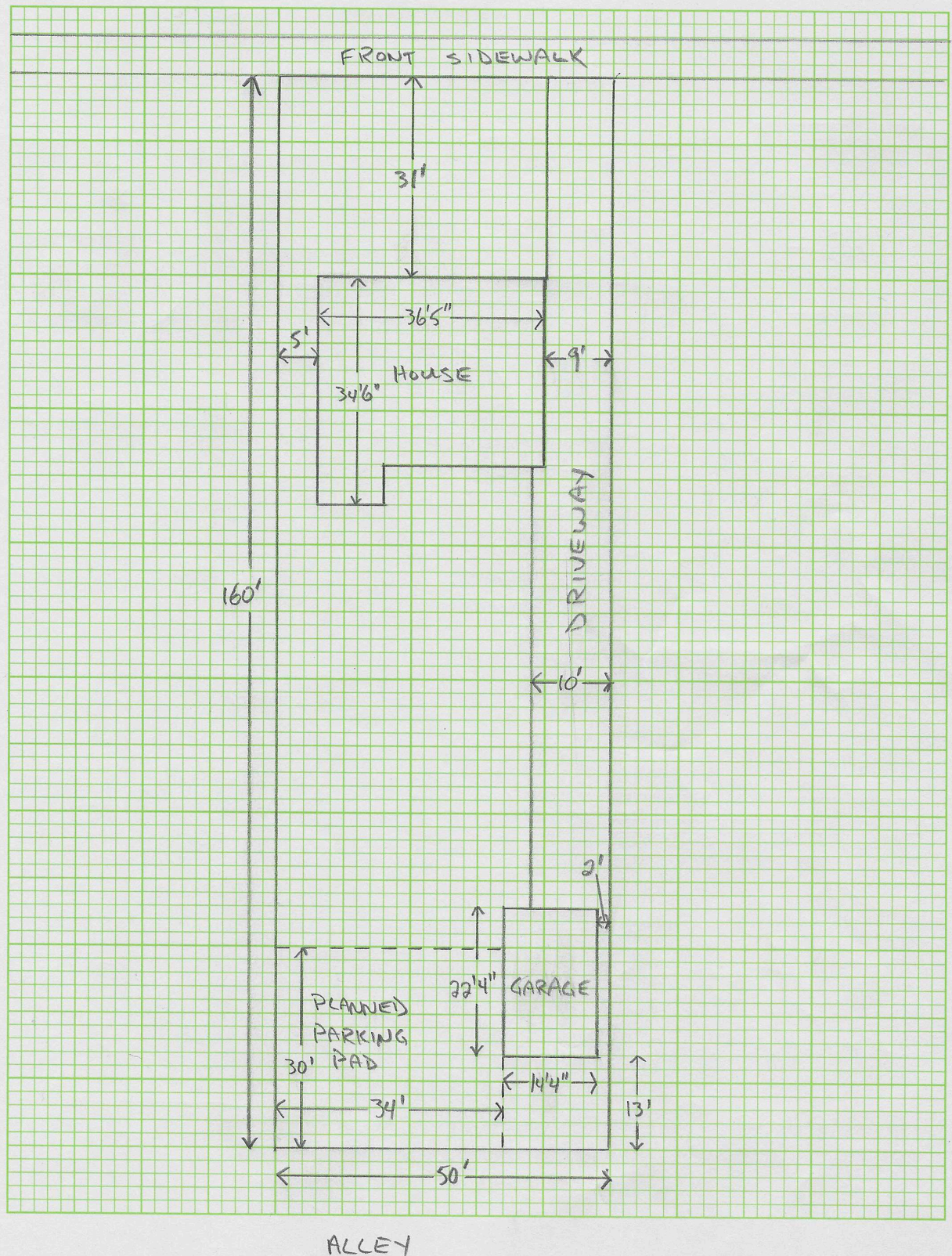
Mayor

Director of Strategic, Administrative
and Financial Services

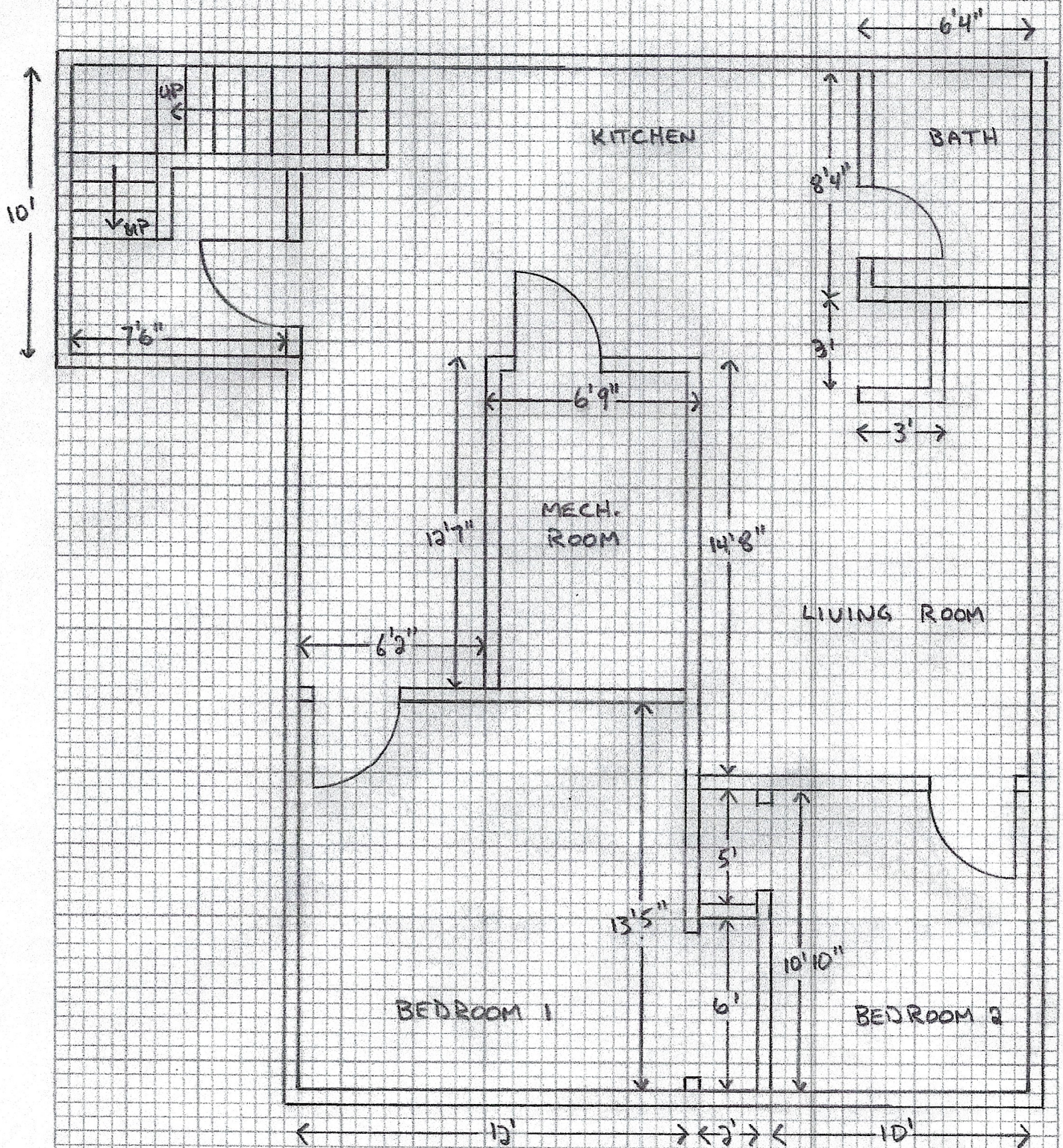
Schedule "A"



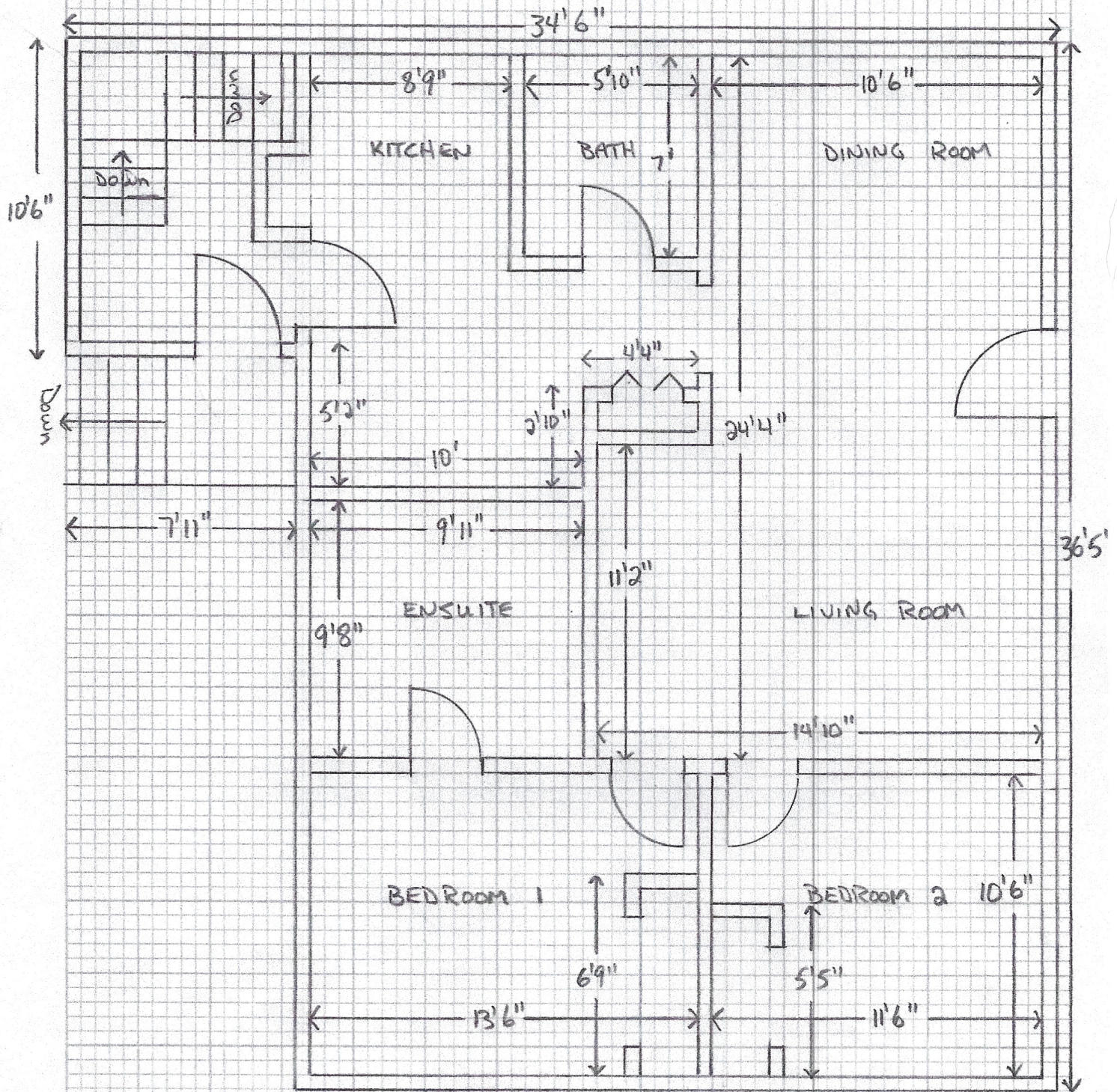
Spatial Reference: PCS NAD 1983 3TM 114



BASEMENT



MAIN FLOOR



151. **Retaining Wall** means a wall erected for holding in place a mass of earth or the like, such as at the edge of a terrace or excavation.

S

Bylaw #18-08

152. **Salvage Yard** means development where dilapidated vehicles or damaged, inoperable or obsolete equipment, machinery or goods are stored, dismantled or crushed. Part or all of the activities pertaining to Salvage Yards may occur outside of a building. Salvage Yards may include the incidental sale of parts that are recovered from dilapidated vehicles, equipment, machinery or goods, and may also include space for the administration of the use.

Bylaw #17-09

153. **School – Private** means a use
- (a) where an operator, other than the following, teaches the education curriculum from kindergarten to grade 12 and where other educational programs may be provided all pursuant to the School Act RSA 2000:
 - i. a school district or division; or
 - ii. a society or company named within a charter approved by the Minister of Education operating a charter school;
 - (b) that may provide before or after school programs that are defined as Child Care Service; and
 - (c) that may provide food service for students and staff.

Bylaw #18-08

154. **School – School Authority** means a use
- (a) where any of the following teaches the education curriculum from kindergarten to grade 12 and where other educational programs may be provided all pursuant to the School Act RSA 2000:
 - i. a school district or division; or
 - ii. a society or company operating a charter school in accordance with a charter approved by the Minister of Education operating a charter school.

155. **Screening** means a fence, earth berm, hedge, or other appropriate landscaping, used to visually separate areas or functions which, in the opinion of the Approving Authority, detract from the urban street or neighboring land uses.

Bylaw #16-10

156. **Sea Can** means a shipping container that is designed to be moved from one mode of transport to another without unloading or reloading.

157. **Setback** means the distance that a development or a specified portion of a Development is setback from a property line.

Bylaw #20-04

158. **Secondary Suite** means a use that:
- a) contains two or more rooms used or designed to be used as a residence not shared with the primary dwelling unit, by one or more persons;
 - b) contains living, sleeping and sanitary facilities; a kitchen or appliances designed to be used for the cooking or preparation of food;
 - c) is self-contained and located within a Dwelling Unit; and
 - d) is considered part of and secondary to a Dwelling Unit.

3. A Cannabis Store located on the south side of Highway 1 may be located any distance from the following and is not subject to any separation distance from the following:
 - (a) a School – School Authority; or
 - (b) a School – Private.
4. The separation distance from a Cannabis Store to the property line of a parcel described in Subsections 1(a) and 1(b) and Section 2 above is measured from the closest external wall of
 - (a) the building containing the Cannabis Store, where the store occupies the entire building; or
 - (b) that portion of the building containing the Cannabis Store if the Cannabis Store occupies a portion of a building.
5. The 125 m, 100 m and 50 m separation distances described in Subsections 1(a) and 1(b) and Section 2. above must not be reduced by the Development Authority despite any provision to the contrary in this Bylaw.

SECTION 3.34	SECONDARY SUITES
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Bylaw #20-04

1. Only one (1) Secondary Suite may be developed in conjunction with a principal dwelling.
2. A minimum of one (1) on-site parking stalls shall be provided for a Secondary Suite in addition to the required parking stalls for the principal dwelling.
3. On-site tandem parking arrangements shall be supported by the Development Authority.
4. Adjacent street parking shall not receive credit towards achieving the minimum parking calculations for a Secondary Suite

SECTION 3.35	SEA CANS
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Bylaw #16-10

Bylaw #22-01

1. A Sea Can must comply with the regulations in the Accessory Buildings and Uses Section. The Approving Authority may substitute requirements or otherwise ensure that
 - (a) A Sea Can used for storage is screened from public view from an adjoining street other than a lane; and
 - (b) The Sea Can is located to the satisfaction of the Approving Authority.
2. A Sea Can used for storage shall only be located on a parcel where there is an existing principal use.
3. The Approving Authority may require that a Sea Can be clad, painted, or covered to ensure that its appearance is compatible with the surrounding area.
4. After a dwelling unit on a site in a residential district has been occupied, a Sea Can may be located on that site for no longer than 10 consecutive days to enable temporary storage or moving of goods, materials or equipment. The Approving Authority may require that the Sea Can be located to their satisfaction.
 - (a) The Approving Authority must be notified prior to the Sea Can being located on site.

4.6 R3 HIGH DENSITY RESIDENTIAL DISTRICT

1. PURPOSE: To provide for high density multi-family housing to a maximum of 100 dwellings per hectare.

2. USES:

a) Permitted Uses

Accessory Building
 Home Office
 Housing, Apartment
 Housing, Attached
 Protective Emergency Services
 Public Parks
 Residential Sales Centre 1
 Utilities

Bylaw #15-22

Bylaw #17-12

b) Discretionary Uses

Child Care Services
 Extended Medical Treatment Services
 Government Services
 Home Occupation
 Housing, Duplex, existing prior to the adoption of this bylaw
 Housing, Single Detached, existing prior the adoption of this bylaw
 Residential Care
 Residential Sales Centre 2
 Seniors Housing
 Utility Building

Bylaw #15-40

Bylaw #17-12

3. GENERAL SITE REQUIREMENTS:

a) Minimum Site Area

- i. The minimum site area shall be 930m², and the maximum site area shall be 4000m².

b) Minimum Lot Area

- i. 175.0 m² per attached dwelling unit
- ii. 40 m² per apartment dwelling unit

c) Minimum Site Width

- i. 30.5 m apartment
- ii. 7.62m single detached or duplex
- iii. 7.0 m for a pie shaped lot at the front yard

Bylaw #22-01

d) Minimum Site Depth

- i. 30.5 metres for all lots

e) Habitable Floor Area

- i. Minimum Gross Floor Area - 40 m² per dwelling unit

f) Maximum Number of Dwelling Units

- Bylaw #15-28
- i. The maximum density is 100 dwelling units per hectare

g) Minimum Yard Setbacks – Principal Building

- Bylaw #16-10
- i. Front Yard – 6.0 m and, at the discretion of the Approving Authority, 4.0 m if the lot is served by a rear lane
 - ii. Rear Yard – 7.0 m
 - iii. Side Yard – The setback from a side property line is as follows:
 - a. 1.5 m from the side property line shared with an Internal Lot if the Principal Building is 9.0 m or less in height at the eaveline;
 - b. 3.0 m from a side property line shared with an internal lot if the Principal Building is more than 9.0 m in height at the eaveline;
 - c. 3.0 m from a side property line shared with a street other than a lane unless the building is 9.0 m or less in height at the eaveline and the building is located in the Downtown Overlay District in which case the setback from the side property line shared with a street may be reduced, at the discretion of the Approving Authority, to not less than 1.5 m
- Bylaw #15-01

h) Building Height

- Bylaw #16-10
- Bylaw #22-01
- i. 10.0 m for Duplex
 - ii. 12.0 m for Attached Housing
 - iii. 5.0 m for Accessory Buildings* see OTHER SITE REQUIREMENTS below
 - iv. 14.0 m or four (4) storeys for Apartment Housing
- Bylaw #22-01

i) Site Coverage

- i. Maximum Site coverage for the entire site, including all accessory buildings and detached garages shall be 70%

4. OTHER SITE REQUIREMENTS:

Parking

- a) All parking spaces on a Site in this District shall be hard surfaced.

Landscaping

- b) A minimum of 30% of the site area shall be landscaped and a landscape and site plan shall be prepared by a professional landscape architect.

Uses and appearance

- c) The Approving Authority shall give due consideration to the compatibility of a proposed Development in this District to existing Uses on or near the Site.
- d) If the site is located within the Downtown Overlay District, the development will be required to meet all of the requirements of that District as well as be subject to a review by the Downtown Design Review Committee.

Bylaw #22-01

Accessory Building

- e) Maximum Accessory Building height shall be influenced by existing development on adjacent parcels.



Attachment VI: Adjacent Landowners Notification - 209 Sixth Avenue, Strathmore



Subject Lands



To Whom It May Concern:

**RE: NOTICE OF PUBLIC HEARING – PROPOSED LAND USE BYLAW AMENDMENT –
BRENDA SPROULE – Lot 10, Plan 8350GH – 209 Sixth Avenue, Strathmore**

Please be advised that the Town of Strathmore has received a Land Use Bylaw Amendment application on those lands described as Lot 10, Plan 8350GH, known municipally as 209 Sixth Avenue, Strathmore.

The applicant is requesting that the lands be redesignated from “R3”, High Density Residential District to “R3(DCD)”, High Density Residential - Direct Control District Overlay.

The purpose of the proposed redesignation is to permit a Secondary Suite within an existing single-detached dwelling on the subject lands. The proposed Secondary Suite would be situated in the basement of the existing building with parking areas in the rear yard that are accessible from Sixth Avenue (ie. detached garage) and/or from a rear lane (ie. outdoor parking area). The direct control district overlay would allow for a Secondary Suite as a Permitted Use on a site-specific basis.

The statutory Public Hearing will be held online via ZOOM and in-person in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore, Alberta on **February 4, 2026**, commencing at **7:00 p.m.** with procedures being in accordance with Section 199 of the *Municipal Government Act* and the Town's *Council Procedural By-law #23-17* and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at lsadmin@strathmore.ca by no later than **12:00 p.m.** on **January 28, 2026**, in order to register to speak at the public hearing.

Any written submissions intended for the Public Hearing, or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Town's Development Services Office prior to **12:00 p.m.** on **January 28, 2026**, as outlined under *Bylaw #23-17* and amendments thereto. If your written submission is not received by this time, kindly ensure that fifteen copies are provided and made available for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within five minutes.

Please note that written submissions will become public documents once submitted to the Town, unless otherwise requested.



A copy of proposed By-law #25-21 may be inspected by the public **Monday to Friday** during the regular office hours of **8:30 a.m. to 4:30 p.m.** at the Town's Municipal Building located at 1 Parklane Drive, Strathmore, Alberta, and can be also examined on the Council Meeting Agenda once posted and dated February 4, 2026, on the Town's website at <https://www.strathmore.ca/publichearings>.

Please further note that you may choose to contact the Town's Legislative Services Office by telephone at (403) 934-3133 prior to attending the Public Hearing to better determine the order of business and presentations on the Council Agenda in order to efficiently utilize your time on the evening of the Public Hearing.

For your convenience, please also find attached a location map indicating the location of the subject lands and a concept plan depicting the Secondary Suite development proposal.

If you have any questions regarding the application, please contact the Town's Development Services Office using the contact information below or via email at glen.ferguson@strathmore.ca.

Sincerely,

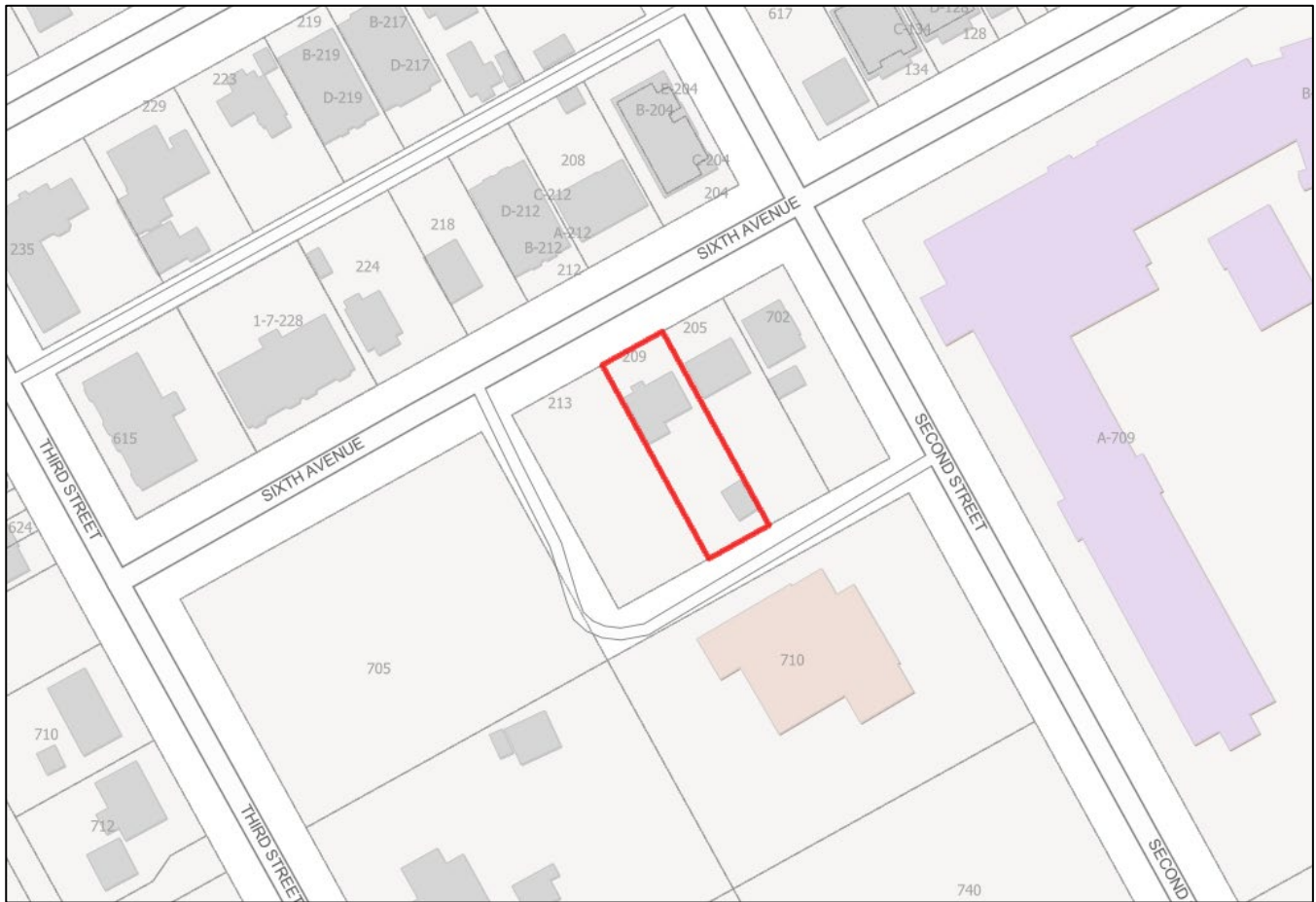
Glen Ferguson

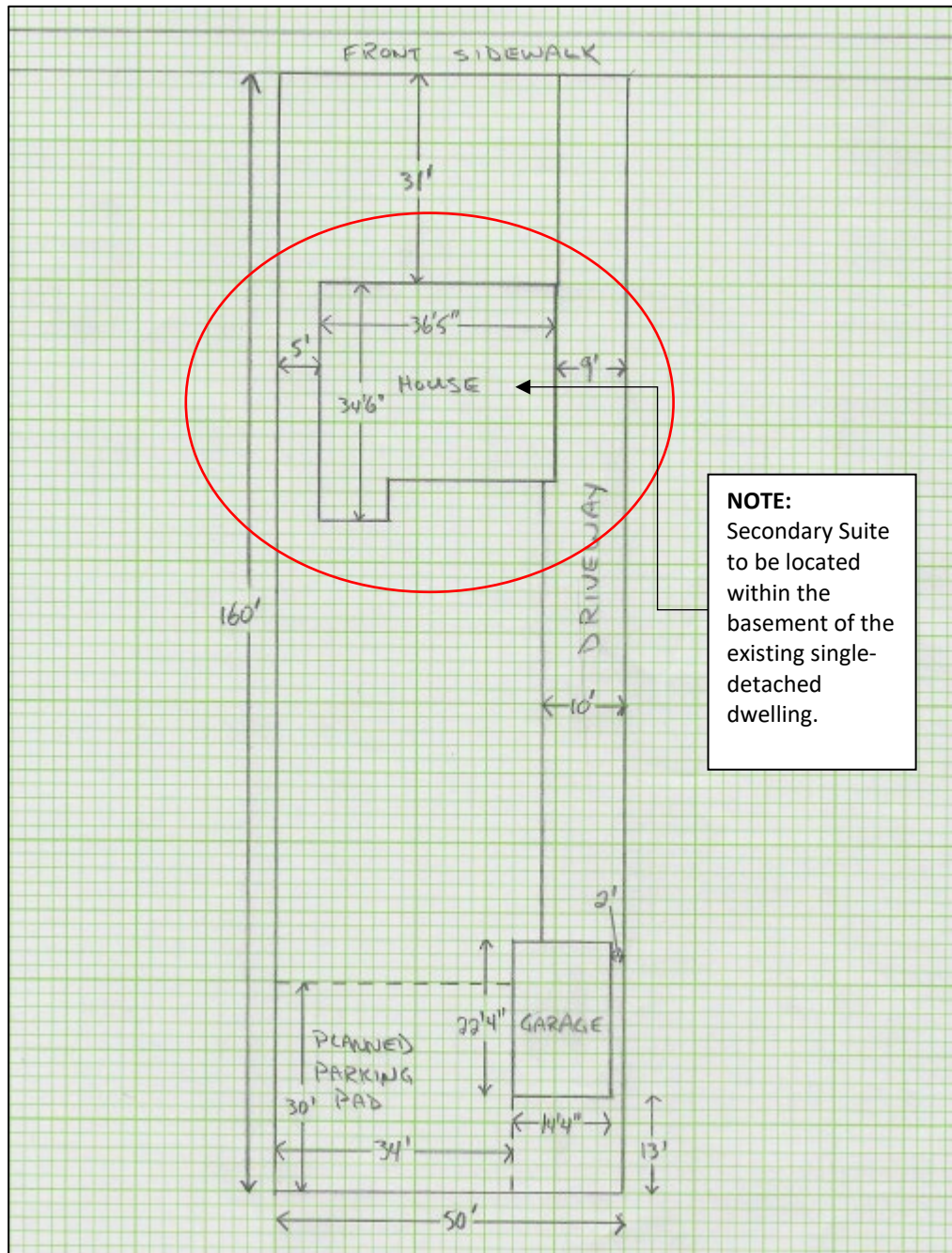
Glen Ferguson, MCIP, RPP
Senior Planner, Development Services

Attach.



**ATTACHMENT - LOCATION MAP & CONCEPT PLAN,
209 SIXTH AVENUE, STRATHMORE**







Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 20, 2026

Meeting Date: February 4, 2026

SUBJECT: Regular Council Meeting Minutes – January 21, 2026

RECOMMENDATION: THAT Council adopt the January 21, 2026 Regular Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the January 21, 2026 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 January 21, 2026 Regular Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.
2. Council may provide further direction regarding the Regular Council Meeting Minutes.

ATTACHMENTS:

[Attachment I: REGULAR COUNCIL - 21 Jan 2026 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 22 Jan
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 28 Jan
2026

MINUTES

REGULAR COUNCIL MEETING

6:00 PM - Wednesday, January 21, 2026

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT:

Mayor Pat Fule, Councillor Claude Brown, Councillor Jim Chisholm, Councillor Matt Hyde, Councillor Melissa Langmaid, Councillor Richard Wegener, and Deputy Mayor Brent Wiley

STAFF PRESENT:

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

1. CALL TO ORDER

Mayor Fule called the January 21, 2026 Regular Council Meeting to order at 6:03 p.m.

1.1. Traditional Land Acknowledgement for the First Meeting in January (Monstoyii)

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 neighbours, 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. 001.01.26

Moved by Councillor Wegener

THAT Council adopt the January 21, 2026 Regular Council Meeting Agenda as amended:

ADDITION:

3.4 Economic Development Opportunity – Advice from officials – ATIA S. 29(1)(a)

3.5 TWP 240 Project – Advice from officials – ATIA S. 29(1)(a)

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3. CLOSED MEETING

Resolution No. 002.01.26

Moved by Councillor Wiley

THAT Council move In Camera to discuss items related to section 29(1)(a), 29(1)(b)(iii) and 20(1) of the *Access to Information Act* at 6:06 p.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3.1. **Legal Opinion – Area Structure Plans – Advice from officials – ATIA S. 29(1)(a)**

3.2. **Council CAO Dialogue – Advice from officials – ATIA S. 29(1)(b)(iii)**

3.3. **Board and Committee Appointments (Public) – Disclosure harmful to personal privacy – ATIA S. 20(1)**

3.4. **Economic Development Opportunity – Advice from officials – ATIA S. 29(1)(a)**

3.5. **TWP 240 Project – Advice from officials – ATIA S. 29(1)(a)**

Resolution No. 003.01.26

Moved by Councillor Langmaid

THAT Council move out of Camera at 8:41 p.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 004.01.26

Moved by Councillor Langmaid

THAT Council take a five minute recess.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Mayor Fule reconvened the January 21, 2026 Regular Council Meeting at 8:50 p.m.

Resolution No. 005.01.26

Moved by Councillor Hyde

THAT Council appoint Shanon Kelly to the Strathmore Municipal Library Board for a term of three (3) years ending October 31, 2028.

AND THAT Council appoint Emily Rochford to the Strathmore Municipal Library Board for a term of three (3) years ending October 31, 2028.

AND THAT Council appoint Duncan Mac Isaac to the Strathmore Municipal Policing Committee for a term of three (3) years ending October 31, 2028.

AND THAT Council appoint Sean Duthie to the Family and Community Support Services Advisory Board for a term of two (2) years ending October 31, 2027.

AND THAT Council direct Administration to advertise current board and committee vacancies and bring applications to a future Council meeting for consideration.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 006.01.26

Moved by Councillor Langmaid

THAT Council authorize an operating budget amendment in the amount of \$50,000 to come from the Financial Stabilization Reserve to support items discussed in Closed Meeting Item 3.4, *Economic Development Opportunity – Advice from officials – ATIA S. 29(1)(a)*.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 007.01.26

Moved by Councillor Brown

THAT Council adopt the recommendation for Closed Meeting Item 3.5, *TWP 240 Project*, as presented in the Confidential Administrative Report and as discussed In Camera.

AND THAT the details of the discussion remain confidential pursuant to S. 28(1)(a) and 29(1)(a) of the *Access to Information Act*.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

4. PUBLIC HEARING

None.

5. PUBLIC COMMENTS

None.

6. DELEGATIONS

None.

7. CONSENT AGENDA

Resolution No. 008.01.26

Moved by Councillor Wiley

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

- 8.1 Regular Council Meeting Minutes – December 10, 2025
- 11.2.1 FCSS Advisory Board Meeting Minutes – April 8, 2025
- 11.2.2 FCSS Advisory Board Meeting Minutes – December 11, 2025
- 11.2.3 FCSS Advisory Board Meeting Minutes – January 7, 2026
- 12.1 Town of Strathmore Letter of Collaboration – ASB Summer AG Tour 2026
- 12.2 Wear Red Canada Day Proclamation Request
- 12.3 Village of Hussar – Organizational Meeting Letter

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

8. CONFIRMATION OF MINUTES

8.1. Regular Council Meeting Minutes – December 10, 2025

The following motion was adopted by the consent agenda:

THAT Council adopt the December 10, 2025 Regular Council Meeting Minutes as presented in Attachment I.

9. BUSINESS

9.1. Naturalized Areas Boardwalk

Resolution No. 009.01.26

Moved by Councillor Wiley

THAT Council direct Administration to return to a future Committee of the Whole Meeting to discuss the funding and various options for the naturalized area south of Gray's Park.

Resolution No. 010.01.26

Moved by Councillor Wiley

THAT the motion "THAT Council direct Administration to return to a future Committee of the Whole Meeting to discuss the funding and various options for the naturalized area south of Gray's Park." be amended to include "at Administration's convenience."

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 009.01.26

Moved by Councillor Wiley

THAT Council direct Administration to return to a future Committee of the Whole Meeting, at Administration's convenience, to discuss the funding and various options for the naturalized area south of Gray's Park.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

9.2. 2026 Operating Budget Amendment – Water Continuity Project

Resolution No. 011.01.26

Moved by Councillor Brown

THAT Council direct Administration to delay the Sanitary Master Servicing Study until the 2026 Central Trunk Sewer project is completed;

AND THAT Council approve a 2026 Operating Budget Amendment that reallocates \$150,000 from the Sanitary Master Servicing Study to the Water Continuity Project.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

9.3. Wheatland Housing Management Body (WHMB) – Letter of Support

Resolution No. 012.01.26

Moved by Councillor Langmaid

THAT Council authorize Mayor Fule to sign the WHMB Letter of Support as presented in Attachment I.

AND THAT Council direct Administration to invite the WHMB Board and CAO to present the project update (including financial contributions) to Council at a future Council meeting.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Langmaid, and Council Wegener

AGAINST: Councillor Hyde and Councillor Wiley

CARRIED

Resolution No. 013.01.26

Moved by Councillor Langmaid

THAT Council extend the meeting to 11:00 p.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

9.4. 2026 FCSS Advisory Board – Family & Community Support Services Grant Program

Resolution No. 014.01.26

Moved by Councillor Langmaid

THAT Council approve the following funding recommendations of the FCSS Advisory Board for the Family & Community Support Services and Calgary United Way grant programs:

- 5 for Life Early Childhood - \$15,392.00
- Accredited Supports to the Community - \$4,500.00
- Growing Families - Bridging the Gap - \$24,884.00

- Hope Bridges Society - \$7,560.00
- S.T.A.N.D. ASA - \$5,100.00
- Strathmore Library - \$15,000.00
- Golden Hills School Division - \$22,753.00
- Christ the Redeemer - \$9,101.00

AND THAT Council direct Administration to return with a summary of the programs being funded to the February 18, 2026 Regular Council Meeting.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

10. **BYLAWS**

10.1. **2026 Operating Expenditures Line of Credit Borrowing Bylaw No. 26-01**

Resolution No. 015.01.26

Moved by Councillor Wiley

THAT Council give First Reading to Bylaw No. 26-01, being the 2026 Operating Expenditures Line of Credit Borrowing Bylaw.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 016.01.26

Moved by Councillor Wiley

THAT Council give Second Reading to Bylaw No. 26-01, being the 2026 Operating Expenditures Line of Credit Borrowing Bylaw.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 017.01.26

Moved by Councillor Wiley

THAT Council give unanimous consent to proceed with Third and Final Reading of Bylaw No. 26-01, being the 2026 Operating Expenditures Line of Credit Borrowing Bylaw.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 018.01.26

Moved by Councillor Wiley

THAT Council give Third and Final Reading to Bylaw No. 26-01, being the 2026 Operating Expenditures Line of Credit Borrowing Bylaw.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 019.01.26

Moved by Councillor Langmaid

THAT Council authorize Administration to sign and provide the *Municipalities and School Boards Security Agreement* in Attachment II to Bank of Nova Scotia.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

10.2. 2026 Supplementary Assessment Bylaw No. 26-03

Resolution No. 020.01.26

Moved by Councillor Brown

THAT Council give First Reading to Bylaw No. 26-03 being the 2026 Supplementary Assessment Bylaw.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 021.01.26

Moved by Councillor Brown

THAT Council give Second Reading to Bylaw No. 26-03 being the 2026 Supplementary Assessment Bylaw.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 022.01.26

Moved by Councillor Brown

THAT Council give unanimous consent to proceed with Third and Final Reading of Bylaw No. 26-03, being the 2026 Supplementary Assessment Bylaw.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 023.01.26

Moved by Councillor Brown

THAT Council give Third and Final Reading to Bylaw No. 26-03 being the 2026 Supplementary Assessment Bylaw.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

10.3. 2026 Central Trunk Sewer Borrowing Bylaw No. 26-02

Resolution No. 024.01.26

Moved by Councillor Wiley

THAT Council approves the 2027 and 2028 Capital Budget for the Central Trunk Sewer Project as follows:

- For 2027, the Budget of \$1,860,000 to be funded as Waste Water Offsite Levies: \$275,000; Waste Water Reserve: \$372,000; and Debt: \$1,213,000.
- For 2028, the Budget of \$1,815,000 to be funded as Waste Water Offsite Levies: \$60,000; Waste Water Reserve: \$363,000; and Debt: \$1,392,000.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 025.01.26

Moved by Councillor Wiley

THAT Council give First Reading to Bylaw No. 26-02, being the Central Trunk Sewer Borrowing Bylaw.

AND THAT Council direct Administration to advertise Bylaw No. 26-02 in accordance with the *Municipal Government Act* prior to Second Reading.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

11. COUNCILLOR INFORMATION & INQUIRIES

11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

11.1.1. Community Impact Award

Mayor Fule congratulated the Strathmore Fire Department for receiving the Community Impact award from the Strathmore and Wheatland Chamber of Commerce.

11.1.2 Community Facility Enhancement Program (CFEP) Grants

Mayor Fule thanked MLA de Jonge for her support and shared that there have been two recent grants from the Ministry of Arts, Culture and Status of Women awarded to organizations in the Town:

- \$95,000 to the Strathmore Overnight Shelter for expansion; and
- \$125,000 to the Strathmore Lions Club, for upgrades to the Splash Park.

11.2. BOARD AND COMMITTEE REPORTS

11.2.1. FCSS Advisory Board Meeting Minutes – April 8, 2025

11.2.2. FCSS Advisory Board Meeting Minutes – December 11, 2025

11.2.3. FCSS Advisory Board Meeting Minutes – January 7, 2026

11.3. QUESTION AND ANSWER PERIOD

- 11.3.1. Mayor Fule inquired about the Strathmore Fire Department's recruitment process and was informed that individuals seeking information could reach out to Chief Sturgeon.

11.4. **ADMINISTRATIVE INQUIRIES**

None.

11.5. **NOTICES OF MOTION**

None.

12. **CORRESPONDENCE**

12.1. **Town of Strathmore Letter of Collaboration – ASB Summer AG Tour 2026**

12.2. **Wear Red Canada Day Proclamation Request**

12.3. **Village of Hussar – Organizational Meeting Letter**

13. **ADJOURNMENT**

Mayor Fule adjourned the January 21, 2026 Regular Council Meeting at 10:37 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 28, 2026

Meeting Date: February 4, 2026

SUBJECT: Special Council Meeting Minutes – January 23, 2026

RECOMMENDATION: THAT Council adopt the January 23, 2026 Special Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the January 23, 2026 Special Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the January 23, 2026 Special Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.
2. Council may provide further direction regarding the Special Council Meeting Minutes.

ATTACHMENTS:

[Attachment I: SPECIAL COUNCIL - 23 Jan 2026 - Minutes](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 29 Jan
2026



MINUTES

SPECIAL COUNCIL MEETING

9:00 AM - Friday, January 23, 2026

Travelodge Hotel, 350 Ridge Rd, Strathmore, AB

COUNCIL PRESENT:

Mayor Pat Fule, Councillor Claude Brown, Councillor Jim Chisholm, Councillor Matt Hyde (arrived 3:50 p.m.), Councillor Melissa Langmaid, Councillor Richard Wegener, and Deputy Mayor Brent Wiley

STAFF PRESENT:

Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), and Kara Rusk (Director of Strategic, Administrative, and Financial Services)

1. CALL TO ORDER

Mayor Fule called the January 23, 2026 Special Council Meeting to order at 9:13 a.m.

2. CONFIRMATION OF AGENDA

Resolution No. 026.01.26

Moved by Councillor Brown

THAT Council adopt the January 23, 2026 Special Council Meeting agenda as presented.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3. CLOSED MEETING

Resolution No. 027.01.26

Moved by Councillor Langmaid

THAT Council move In Camera to discuss items related to section 29(1)(a) of the *Access to Information Act* at 9:14 a.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3.1. 2025-2029 Strategic Planning – Advice from officials – ATIA S. 29 (1)(a)

Councillor Hyde arrived at 3:50 p.m.

Resolution No. 028.01.26

Moved by Councillor Langmaid

THAT Council move out of Camera at 4:09 p.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

4. ADJOURNMENT

Mayor Fule adjourned the January 23, 2026 Special Council Meeting at 4:10 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 28, 2026

Meeting Date: February 4, 2026

SUBJECT: Special Council Meeting Minutes – January 24, 2026

RECOMMENDATION: THAT Council adopt the January 24, 2026 Special Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the January 24, 2026 Special Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the January 24, 2026 Special Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.
2. Council may provide further direction regarding the Special Council Meeting Minutes.

ATTACHMENTS:

[Attachment I: SPECIAL COUNCIL - 24 Jan 2026 - Minutes](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 29 Jan
2026



MINUTES

SPECIAL COUNCIL MEETING

9:00 AM - Saturday, January 24, 2026

Travelodge Hotel, 350 Ridge Rd, Strathmore, AB

COUNCIL PRESENT:

Mayor Pat Fule, Councillor Claude Brown, Councillor Jim Chisholm, Councillor Matt Hyde, Councillor Melissa Langmaid, Councillor Richard Wegener, and Deputy Mayor Brent Wiley

STAFF PRESENT:

Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), and Kara Rusk (Director of Strategic, Administrative, and Financial Services)

1. CALL TO ORDER

Mayor Fule called the January 24, 2026 Special Council Meeting to order at 9:09 a.m.

2. CONFIRMATION OF AGENDA

Resolution No. 029.01.26

Moved by Councillor Wegener

THAT Council adopt the January 24, 2026 Special Council Meeting agenda as presented.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3. CLOSED MEETING

Resolution No. 030.01.26

Moved by Councillor Wiley

THAT Council move In Camera to discuss items related to section 29(1)(a) of the *Access to Information Act* at 9:10 a.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3.1. 2025-2029 Strategic Planning – Advice from officials – ATIA S. 29 (1)(a)

Resolution No. 031.01.26

Moved by Councillor Langmaid

THAT Council move out of Camera at 3:33 p.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Council Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

4. ADJOURNMENT

Mayor Fule adjourned the January 24, 2026 Special Council Meeting at 3:33 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 28, 2026

Meeting Date: February 4, 2026

SUBJECT: Special Council Meeting Minutes – January 25, 2026

RECOMMENDATION: THAT Council adopt the January 25, 2026 Special Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the January 25, 2026 Special Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the January 25, 2026 Special Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.
2. Council may provide further direction regarding the Special Council Meeting Minutes.

ATTACHMENTS:

[Attachment I: SPECIAL COUNCIL - 25 Jan 2026 - Minutes](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 29 Jan
2026



MINUTES

SPECIAL COUNCIL MEETING

9:00 AM - Sunday, January 25, 2026

Travelodge Hotel, 350 Ridge Rd, Strathmore, AB

COUNCIL PRESENT:

Mayor Pat Fule, Councillor Claude Brown, Councillor Jim Chisholm, Councillor Matt Hyde, Councillor Melissa Langmaid, Councillor Richard Wegener, and Deputy Mayor Brent Wiley

STAFF PRESENT:

Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), and Kara Rusk (Director of Strategic, Administrative, and Financial Services)

1. CALL TO ORDER

Mayor Fule called the January 25, 2026 Special Council Meeting to order at 9:11 a.m.

2. CONFIRMATION OF AGENDA

Resolution No. 032.01.26

Moved by Councillor Brown

THAT Council adopt the January 25, 2026 Special Council Meeting agenda as presented.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3. CLOSED MEETING

Resolution No. 033.01.26

Moved by Councillor Brown

THAT Council move In Camera to discuss items related to section 29(1)(a) of the *Access to Information Act* at 9:12 a.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3.1. 2025-2029 Strategic Planning – Advice from officials – ATIA S. 29 (1)(a)

Councillor Wiley left the meeting at 9:50 a.m.

Councillor Wiley returned to the meeting at 11:35 a.m.

Councillor Wegener left the meeting at 12:07 p.m.

Resolution No. 034.01.26

Moved by Councillor Langmaid

THAT Council move out of Camera at 2:29 p.m.

FOR: Mayor Fule, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, and Councillor Wiley

AGAINST: None.

CARRIED

4. ADJOURNMENT

Mayor Fule adjourned the January 25, 2026 Special Council Meeting at 2:29 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 21, 2026

Meeting Date: February 4, 2026

SUBJECT: **Annexation Application Report and Submission to the Land Use and Property Rights Tribunal (LPRT)**

RECOMMENDATION: THAT Council direct Administration to take all necessary actions to prepare and submit the annexation application to the Land and Property Rights Tribunal (LPRT) as outlined in the attached report.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Strathmore is proposing the annexation of just over three quarter sections of land from Wheatland County. The annexation will support non-residential development within the town and provide increased housing options in response to significant non-residential development in the surrounding sub-region. The annexation is supported by the affected landowners.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

Strathmore aims to use the annexed land to foster non-residential development, including commercial, industrial and recreational projects. This development will bring numerous benefits to the town, such as:

- Creating new job opportunities for residents,
- Diversifying the economic activities in the region,

- Attracting investments from various industries, and
- Addressing the need for more highway commercial lands due the stagnation of many undeveloped lands due to lack of interest in development by some landowners.

SOCIAL SUSTAINABILITY:

Alongside non-residential development, the annexed land will be used to offer increased housing options. This is crucial to support the growing workforce that will be drawn by the new commercial and industrial opportunities in the surrounding county. Key benefits include:

- Providing affordable housing options for new and existing residents,
- Supporting inclusive community composition by enabling all generations and stages of life to be accommodated in the community through a broad range of housing options and price points, and
- Supporting sustainable community growth.

The annexed lands may also provide the opportunity for more recreational facilities that could benefit residents in both the county and the town. This includes facilities like parks, sporting facilities and community centres which support community engagement, social cohesion and quality of life.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Members of Council will have up-to-date information about the status of the annexation project and be able to engage with citizens and interested parties who may approach them asking questions. In addition, the LPRT may choose to hold a public hearing on the annexation if they determine that there are concerns from stakeholders.

BACKGROUND:

To meet Strathmore's future economic and community needs, securing an adequate land supply to support long term planning and financial sustainability is prudent, see Schedule A for the Annexation Area Map.

The proposed annexation is a strategic move for Strathmore, ensuring the Town can accommodate its future growth and development. By supporting non-residential development and providing increased housing options, Strathmore can position itself to enhance economic prosperity and quality of life for its residents.

Since the last update to Council, Administration has been working to secure an Annexation Agreement with Wheatland County and work with the consultants to prepare an annexation application report. A preliminary draft report was prepared before the end of November. Over the holiday break it was discovered that the LPRT submission checklist had been amended in mid-December and included submission requirements not previously addressed by the

preliminary report. Therefore, a revised draft report is currently being prepared for final review and inclusion in an application package to the LPRT. In lieu of attaching a complete draft report, a summary of the key aspects of the draft report is found below and the draft Table of Contents is found attached as Schedule B.

Annexation Application Report Highlights

The Annexation Application Report (AAR) addresses the requirements of the Municipal Government Act (MGA) and the revised LPRT application checklist, attached herein as Schedule C.

Annexation rationale is provided in Section 2.0 of the Annexation Application Report (AAR). In addition to the rationale expressed throughout this project, as mentioned above, the report contains an additional twenty-one points of rationale arising from the technical analyses. The AAR also responds to the fifteen annexation principles established by the Province through Board Order No., MGB 123/06, attached as Schedule D herein, which all annexation applications must satisfactorily address.

The AAR outlines the annexation area and identifies what boundary roadways are included in the proposed annexation and the preferred effective date of the annexation, in this case, January 1, 2026, is the first preference (annexation effective dates can be made retroactive). The AAR lists the affected owners and whether the landowners have provided written consent. To date, only one of the two affected landowners has provided written consent to the annexation.

A large section of the AAR provides the results of the technical analyses related to land use, population growth, transportation, servicing infrastructure, and fiscal impact in the form of the Growth Study and a Financial Impact Assessment (FIA). The Growth Study and FIA demonstrate that the proposed “annexation is well justified in terms of land use, community growth and infrastructure capacity factors as well as the potential financial impacts on all affected parties” (2025 Annexation Application Report, Draft Report, ISL Engineering and Land Services Ltd., 2025, pg. 1).

The AAR will contain the outcomes of the Annexation Agreement, including compensation amount, once those details are confirmed and the agreement is executed by both the Town and the County. Administration hopes to conclude negotiations within the next four to six weeks to allow time to finalize the application package.

Finally, the AAR contains the report on negotiations, outlining the efforts undertaken to secure the Annexation Agreement as well as the report on engagement, which summarizes the activities the Town took to inform the public, consult with affected landowners and affected agencies, and respond to any concerns raised. It also includes any final comments from agencies on the report on negotiations as applicants are required to send the report on negotiations to affected agencies.

Annexation Application & Review Process

Once the Annexation Agreement is fully executed and any agency feedback is incorporated into the report on engagement, the parties need to sign off on the application package so it can be submitted to the LPRT. Submission is undertaken electronically. Administration is targeting an application to the LPRT by the end of Q1 2026.

The annexation process at the Provincial level is detailed in the attached Schedule E. The LPRT reviews the application for completeness, and if so, issues a confirmation letter. Once an application has been accepted, the LPRT issues a public notification of the application and solicits feedback from anybody who feels they are affected by the proposal. If the LPRT determines that the proposed annexation is uncontested, it can choose to prepare a recommending report to the Minister of Municipal Affairs without holding a Hearing. If the LPRT is of the opinion that the proposed annexation is being objected to by any affected party, it will hold a Hearing prior to drafting a recommending report.

Once the Minister of Municipal Affairs receives the recommending report, the matter is taken to the next available cabinet meeting for decision. Decisions on annexations are issued at Orders in Council. The time required for an annexation decision once an application is submitted to the LPRT is not specific but depends on whether a Hearing is required. A Hearing will usually extend the application processing timeline. Further, when a recommending report can be scheduled on a Cabinet agenda can impact timing of a decision.

Next Steps

Administration is working to conclude negotiations with the County and finalize the Annexation Agreement. Once concluded, the Town can circulate the report on negotiations and conclude the AAR in order to prepare the application package for the LPRT. The annexation application package, once finalized, will be brought to Council for endorsement prior to submission. Anticipating that Council will accept the submission package, we are seeking direction from Council to take all necessary actions to prepare and submit the annexation application to the LPRT.

To meet Strathmore's future economic and community needs, securing an adequate land supply to support long term planning and financial sustainability is prudent. The proposed annexation is a strategic move for Strathmore, ensuring the Town can accommodate its future growth and development. By supporting non-residential development and providing increased housing options, Strathmore can position itself to enhance economic prosperity and quality of life for its residents.

KEY ISSUE(S)/CONCEPT(S):

The key issues are 1) to provide Council with a timely update of the status of the annexation project and application process, and 2) to seek direction from Council to Administration to take all necessary steps to prepare and submit the annexation application.

DESIRED OUTCOMES:

The desired outcomes are for Council to accept this report as information and to direct Administration to take all necessary actions to prepare and submit the annexation application to the LPRT.

COMMUNICATIONS:**ALTERNATIVE ACTIONS/MOTIONS:****ATTACHMENTS:**

[Attachment I: Schedule A. Annexation Area Map](#)
[Attachment II: Schedule B. Draft AAR Table of Contents](#)
[Attachment III: Schedule C. LPRT Checklist](#)
[Attachment IV: Schedule D. Annexation Principles](#)
[Attachment V: Schedule E. Annexation Process](#)

Leana Ashbacher, Senior Manager of Financial Services

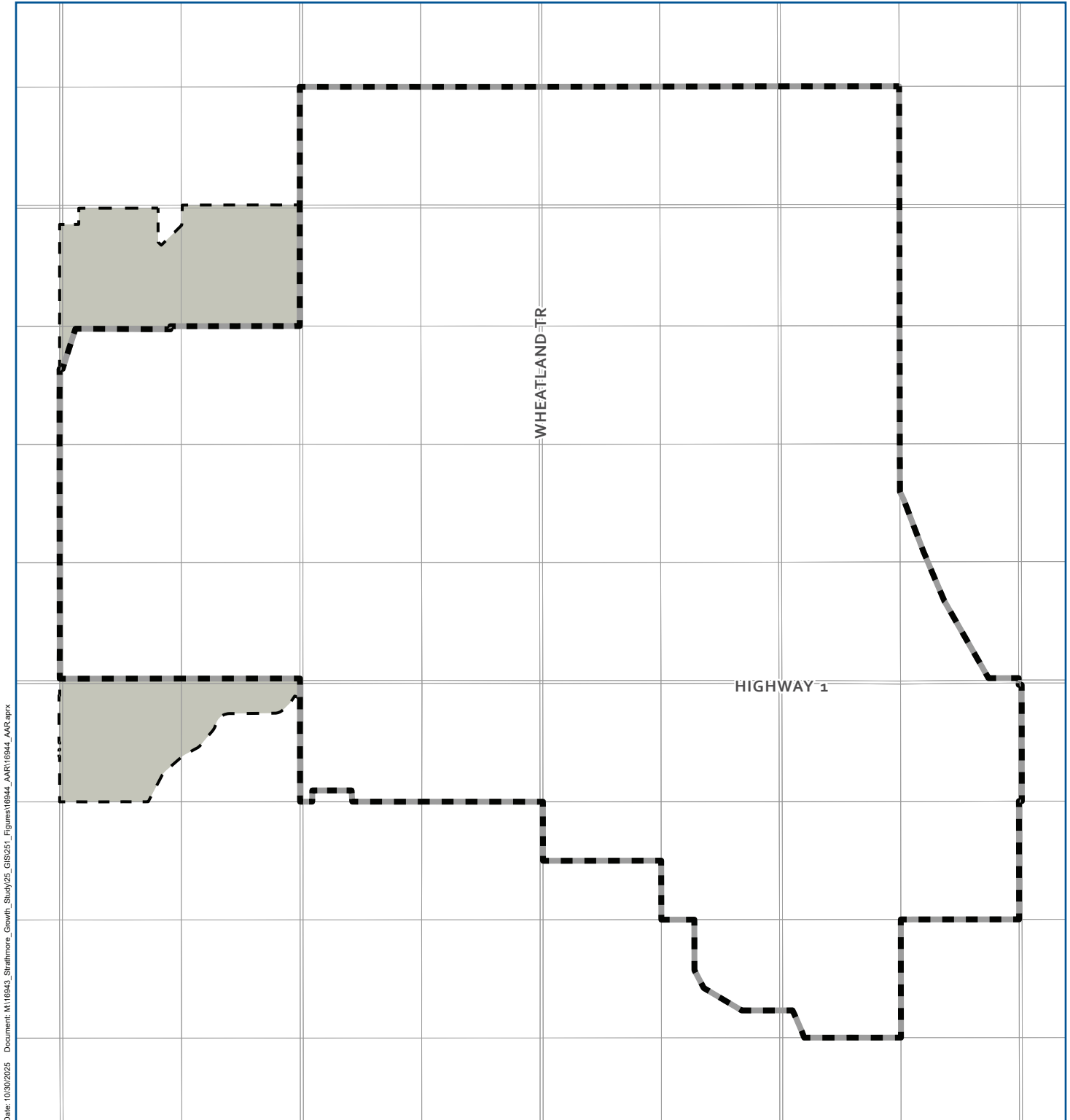
Approved
 - 30 Jan
 2026

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

Approved
 - 30 Jan
 2026

Mark Pretzlaff, Director of Community and Protective Services

Approved
 - 30 Jan
 2026



Date: 10/30/2025 Document: M116943_Strathmore_Growth_Study/25_GIS/251_Figures/16944_AAR/16944_AAR.aprx



- Existing Municipal Boundary
- Proposed Municipal Boundary
- Proposed Annexation Area
- Quarter Section



Strathmore

TOWN OF STRATHMORE
ANNEXATION APPLICATION
REPORT

MAP 1:
EXISTING AND PROPOSED
MUNICIPAL BOUNDARIES

Table of Contents

1.0	Introduction	1
2.0	Annexation Context	2
2.1	Annexation Rationale	2
2.2	Land and Property Rights Tribunal Annexation Principles	4
3.0	Proposed Effective Date of the Annexation	11
4.0	Annexation Area	12
4.1	Existing and Proposed Municipal Boundaries	12
4.2	Legal Land Description of Parcels to be Annexed	12
4.3	Boundary Roads	12
5.0	Statutory Plan Excerpts	16
5.1	Intermunicipal Development Plan	16
5.2	Municipal Development Plans	16
5.3	Area Structure Plans	18
6.0	Land Uses and Servicing	19
6.1	Preliminary Land Uses	19
6.2	Infrastructure Servicing	21
7.0	Summary of Negotiations and Consent to Annexation	23
7.1	Timeline of Annexation Negotiation Events	24
7.2	Matters Agreed To (to be included in the Annexation Order)	26
7.3	Matters Agreed To as a Follow-up to Annexation (not to be included in Annexation Order)	26
7.4	Matters Not Agreed To	26
7.5	Dispute Resolution/Results	26
8.0	Consultation Process and Outstanding Concerns	27
8.1	Public Consultation Activities	27
8.2	Identification of Public Views and Concerns	28
8.3	Referral Agency Engagement	29
8.4	Response to Concerns	31
8.5	Mitigation of Outstanding Concerns	32
9.0	Consent and Opposition	33
10.0	Landowner Contact Information	35
11.0	Special Conditions	36
12.0	Involvement of Public Interests	37

APPENDICES

Appendix A	Growth Study
Appendix B	Annexation Financial Impact Assessment
Appendix C	Annexation Agreement
Appendix D	Relevant Statutory Plans Excerpt
Appendix E	Municipal Infrastructure Servicing Concepts
Appendix F	Summary of Annexation Consultations
Appendix G	Certificate of the Report on Negotiations
Appendix H	Notice of Intent to Annex
Appendix I	Engagement with Referral Agencies
Appendix J	Landowner Consent Forms
Appendix K	Land Title Certificates

TABLES

Table 4.1:	Legal Land Descriptions of Affected Parcels in the Annexation Area.....	12
Table 5.1:	Town of Strathmore and Wheatland County's IDP Excerpt.....	16
Table 5.2:	Town of Strathmore MDP Excerpts.....	17
Table 5.3:	Wheatland County's MDP Excerpts	18
Table 6.1:	Preliminary Land Use Breakdown of the Proposed Annexation Area	19
Table 6.2:	Opportunities for Servicing the Proposed Annexation Area	21
Table 7.1:	Negotiation Communications	24
Table 8.1:	Referral Agencies Feedback.....	29
Table 8.2:	Feedback on the Circulation of the Report on Negotiations	31
Table 8.3:	Summary of Annexation Open House Feedback (August 14 th 2025).....	32
Table 9.1:	Landowner Consent Status	33
Table 10.1:	Affected Landowners' Contact Information.....	35
Table 11.1:	Summary of Annexation Agreement Terms and Conditions.....	36

MAPS

Map 1:	Existing and Proposed Municipal Boundaries	13
Map 2:	Affected Parcels	14
Map 3:	Annexation Area Roads	15
Map 4:	Preliminary Land Use Concept.....	20
Map 5:	Affected Landowners Consent and Opposition	34

Annexation Application Checklist

Initiating Municipality: _____

Date: _____

Responding Municipality: _____

No.	Item	Complete	Doc. Ref.
1.	Application fee: cheque payable to the Government of Alberta in the amount of \$300 (1st quarter section or less) + \$50 (per additional quarter section) = \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.	The proposed effective date of the annexation: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.	Maps and description:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Map showing existing and proposed boundary	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	b. Land description of each parcel of land to be annexed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Written description of which boundary roads are to be included or excluded from the land to be annexed. Include highway/road widening and highway/road plans	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Approximate area (in hectares) of land to be annexed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.	Documents for the Order in Council:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Map in grayscale for the Order in Council <ul style="list-style-type: none"> i. Display the existing limits of the initiating municipality without shading or colour ii. Use a black dotted line to represent the existing municipal boundary iii. The proposed annexation area to be shaded iv. Ensure all boundary lines are dark enough to remain visible when photocopied 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	b. Description of the area required for annexation preferably prepared by an Alberta Land Surveyor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.	Statutory plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Intermunicipal Development Plan – relevant excerpts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Classification: Public

1

The annexation checklist is provided for information purposes and does not constitute legal advice. Municipalities are encouraged to consult with their legal counsel.

Last updated: December 11, 2025

No.	Item	Complete	Doc. Ref.
	b. Municipal Development Plans – relevant excerpts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Area Structure Plan – relevant excerpts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Website links to all statutory plans	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.	Other relevant documents such as but not limited to, the Intermunicipal Collaboration Framework, Land Use Bylaw, Growth Studies, Transportation Master Plans, Functional Planning Studies, Environmental Master Plans and/or Financial Impact Assessments, with relevant sections highlighted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.	A general description of the intended uses and proposed servicing for the annexation area:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Intended uses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	b. Water servicing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Sewer servicing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Storm sewer servicing and drainage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	e. Roads/transportation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	f. Emergency, fire and safety services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	g. Other servicing (recreation, other soft services)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.	Negotiation report and consent to annexation:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Negotiation report signed by initiating and responding municipalities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	i. A municipality that does not sign the negotiation report shall include reasons for not signing		

Classification: Public

2

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Last updated: December 11, 2025

No.	Item	Complete	Doc. Ref.
	b. Written consent of the responding municipality from which the land is to be annexed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Proof that the negotiation report was sent to the other municipality	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Proof that negotiation report sent to other local/relevant authorities, and include a copy of their response, or a statement indicating no response was received:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	i. A provincial health agency or regional health authority		
	ii. A regional services commission(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	iii. School divisions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	iv. Relevant provincial departments and agencies, including but not limited to, Alberta Environment and Protected Areas, Alberta Transportation and Economic Corridors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.	If it is an uncontested application, documentation to show there are no known objections including:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Signed consent of all landowners whose lands are intended to be annexed		
	b. Statement that there are no known objections from the public and affected local agencies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Description of public consultation activities including description of concerns raised (if any) and how they were resolved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.	If it is contested (i.e. no signed consents from the landowners), the results of the public consultation processes:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Description of the public consultation activities		
	b. Identification of public views and concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. How concerns were resolved, and any concerns that could not be resolved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Classification: Public

3

The annexation checklist is provided for information purposes and does not constitute legal advice. Municipalities are encouraged to consult with their legal counsel.

Last updated: December 11, 2025

No.	Item	Complete	Doc. Ref.
	d. List of conditions required to resolve landowner/public concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	e. Signed consent(s) from any consenting landowner(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	f. List of landowner(s) who did not provide signed consent, with their legal property descriptions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11.	Land title certificates issued within the last 6 months for each parcel proposed to be included in the annexation area.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12.	A list of the names and mailing addresses of each landowner, with their corresponding parcel identified, and any other party known to have an interest in the annexation proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13.	Identification of any requested conditions of annexation:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Taxation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	b. Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Duration of assessment/taxation provisions: _____ years	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Subject to removal clause	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	e. Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	f. Provision or transition of municipal services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	g. Retention or transfer of reserve lands (municipal reserve, environmental reserve and conservation reserve)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	h. Retention or transfer of municipal property, municipal-owned lands and assets not covered under s. 135(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Classification: Public

4

The annexation checklist is provided for information purposes and does not constitute legal advice. Municipalities are encouraged to consult with their legal counsel.

Last updated: December 11, 2025

No.	Item	Complete	Doc. Ref.
	i. Other (treatment of Off-Site Levies, Local Improvement Taxes, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14.	Reference to any other relevant matter which arose during the annexation process prior to submission of the annexation application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Report accuracy certificate		
	b. Agreed upon issues between municipalities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Issues not agreed to between the municipalities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Attempts at mediation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	e. Reasons mediation failed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15.	Confirmation of involvement of other public interests (e.g. relevant federal departments, airport authorities, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16.	Other information that may be required once the application is reviewed by the LPRT.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Addresses all 15 of the Annexation Principles established in Board Order MGB 123/06		

General Description of the Annexation Process

Municipal Government Act, Part 4, Division 6, Sections 112.1 to 128.1

1. To initiate an annexation, a municipality must provide notice to the Minister of Municipal Affairs, the Land and Property Rights Tribunal (LPRT), the municipality from which the land is to be annexed, and local authorities. The notice must describe the lands to be annexed, the reasons for the annexation, and plans for consulting with the public and the owners of the land to be annexed.
2. Both municipalities must meet, discuss the annexation proposal, and negotiate in good faith. If the municipalities cannot resolve all matters through negotiation, mediation must be attempted. The initiating municipality must then prepare a report providing a summary of the matters agreed to and not agreed to, including conditions of annexation. If mediation failed or did not occur, the report must also explain the reasons why.
3. The report and other applicable items in the checklist above must be sent to the LPRT and become the official application for annexation.
4. If the application for annexation states the municipalities have resolved all issues between them and there are no known objections to the proposed annexation, the LPRT must confirm there is general agreement. This process involves providing notice to anyone who may be affected by the proposed annexation, including local authorities and landowners. The notice must state that unless objections are filed by a given deadline (usually within a month), the LPRT will make a recommendation to the Minister regarding the annexation without holding a public hearing.¹
5. If the negotiation report states there are objections or that mediation has failed, or if the LPRT receives objections after notifying those who may be affected by the annexation, the LPRT will conclude there is no general agreement and will conduct one or more public hearings. Before holding a public hearing, the LPRT must issue a notice of hearing and advertise it for two consecutive weeks in at least one newspaper or other publication circulated in the affected territory.
6. After holding one or more public hearings, the LPRT must prepare a report of its findings and recommendations for consideration by the Minister, who may forward it to the Lieutenant Governor in Council. After considering the LPRT's report, the Lieutenant Governor in Council may issue an Order in Council to approve, approve in part or refuse the annexation proposal. If the annexation is approved or approved in part, the Order in Council will include all applicable conditions. Common conditions include effective date, assessment and taxation transition provisions, and compensation.

For further information, please contact:

Case Manager – Annexation
Land and Property Rights Tribunal,
1229 – 91 Street SW, Edmonton, Alberta, Canada, T6X 1E9
Phone number: 780-427-2444; Email: lprr.appeals@gov.ab.ca

¹ Section 125 (b) of the Act allows an annexation order to be issued on recommendation from the Minister without a report, public consultation or hearing. Such cases are exceptional. They generally involve only small amounts of land and are not considered unless signed consents are obtained from all landowners, the responding municipality, and relevant authorities.

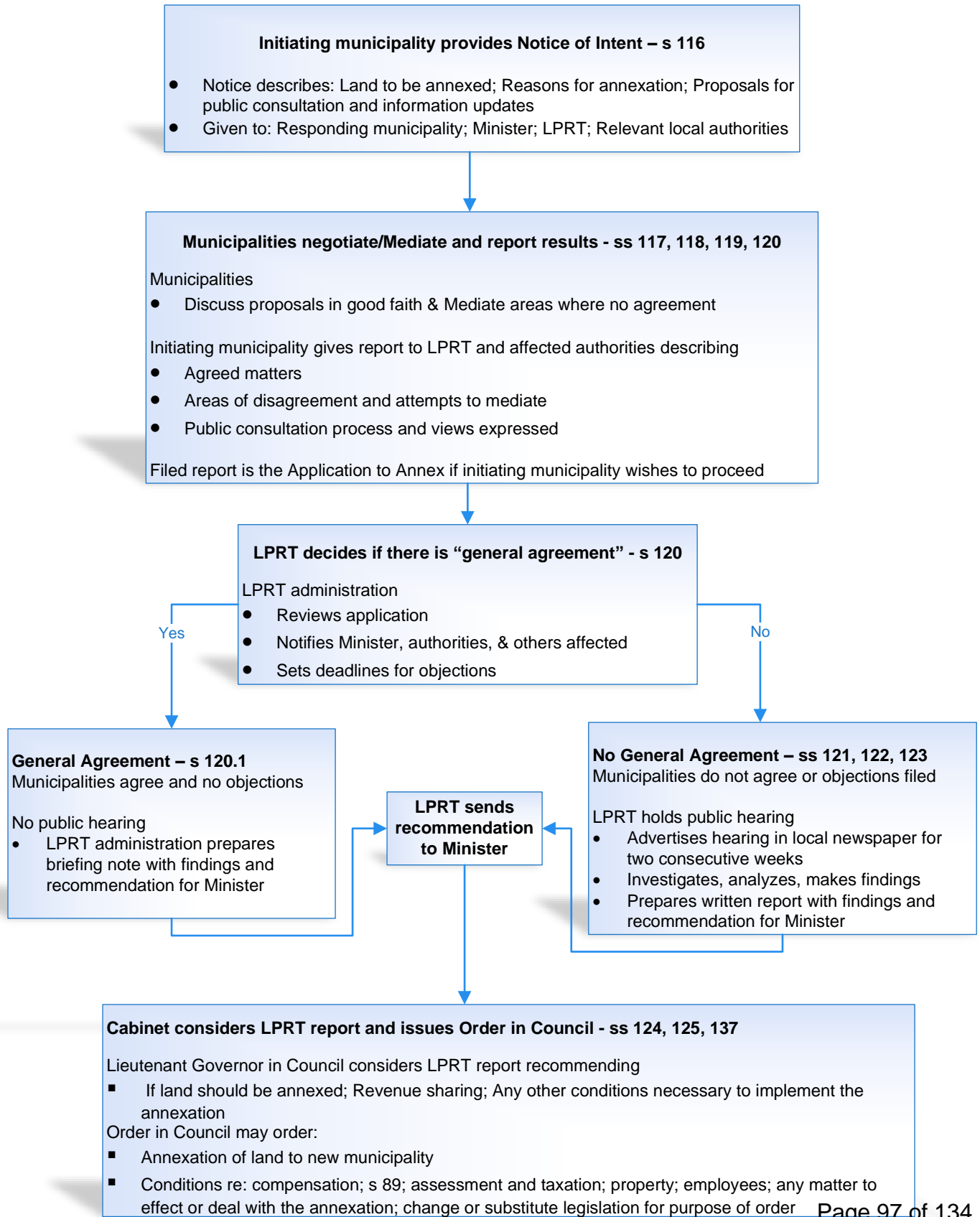
PART 3 - ANNEXATION PRINCIPLES

In the absence of criteria authorized by section 76 of the Act and in order to deal with the various issues raised by the affected parties, the landowners and the interest groups, the MGB has developed a series of annexation principles. The MGB has developed these principles from the examination of the annexation provisions in the Act, the Provincial Land Use Policies and previous annexation orders and recommendations. These principles are based on significant annexation decisions prior to 1995 and a total of nearly 170 annexations processed since the introduction of the 1995 Municipal Government Act. In summary, these principles include the following:

1. Annexations that provide for intermunicipal cooperation will be given considerable weight. Cooperative intermunicipal policies in an intermunicipal development plan will be given careful consideration, weight and support so long as they do not conflict with Provincial policies or interests.
2. Accommodation of growth by all municipalities (urban or rural) must be accomplished without encumbering the initiating municipality and the responding municipality's ability to achieve rational growth directions, cost effective utilization of resources, fiscal accountability and the attainment of the purposes of a municipality described in the Act.
3. An annexation or annexation conditions should not infringe on the local autonomy given to municipalities in the Act unless provisions of the Act have been breached or the public interest and individual rights have been unnecessarily impacted.
4. An annexation must be supported by growth projections, availability of lands within current boundaries, consideration of reasonable development densities, accommodation of a variety of land uses and reasonable growth options within each municipality (initiating and responding municipality).
5. An annexation must achieve a logical extension of growth patterns, transportation and infrastructure servicing for the affected municipalities.
6. Each annexation must illustrate a cost effective, efficient and coordinated approach to the administration of services.
7. Annexations that demonstrate sensitivity and respect for key environmental and natural features will be regarded as meeting provincial land use policies.
8. Coordination and cost effective use of resources will be demonstrated when annexations are aligned with and supported by intermunicipal development plans, municipal development plans, economic development plans, transportation and utility servicing plans and other related infrastructure plans.

9. Annexation proposals must fully consider the financial impact on the initiating and responding municipality.
10. Inter-agency consultation, coordination and cooperation is demonstrated when annexations proposals fully consider the impacts on other institutions providing services to the area.
11. Annexation proposals that develop reasonable solutions to impacts on property owners and citizens with certainty and specific time horizons will be given careful consideration and weight.
12. Annexation proposals must be based on effective public consultation both prior to and during any annexation hearing or proceedings.
13. Revenue sharing may be warranted when the annexation proposal involves existing or future special properties that generate substantive and unique costs to the impacted municipality(s) as part of the annexation or as an alternative to annexation.
14. Annexation proposals must not simply be a tax initiative. Each annexation proposal must have consideration of the full scope of costs and revenues related to the affected municipalities. The financial status of the initiating or the responding municipality(s) cannot be affected to such an extent that one or the other is unable to reasonably achieve the purposes of a municipality as outlined in section 3 of the Act. The financial impact should be reasonable and be able to be mitigated through reasonable conditions of annexation.
15. Conditions of annexation must be certain, unambiguous, enforceable and be time specific.

Annexation Process and Legislation





Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 25, 2026

Meeting Date: February 4, 2026

SUBJECT: Capital Budget Amendment - Municipal Enforcement Patrol Vehicle

RECOMMENDATION: THAT Council adopts a budget amendment in the amount of \$7,200 funded from the Capital - Fire Reserve for the equipment that was installed in the 2024 Capital Budget Item - Municipal Enforcement Patrol Vehicle.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

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

Using a balanced approach of education and enforcement efforts, a complete fleet of vehicles is essential to ensure the Municipal Enforcement department is properly equipped to maintain peace and protect life and property by enforcing Municipal Bylaws and select Provincial Statutes.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Administration carried forward \$18,000 in 2025 to complete the project but this amount was insufficient to properly complete the radio install and programming on the vehicle. The resulting shortfall was \$7,200, meaning that \$7,200 in funding is required from the Capital - Fire Reserve for this project.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

The budgeted amount for this project was \$60,000 in 2024. \$18,000 from this project was carried forward into 2025. The overall budget required for this project is \$67,200 total.

POLICY:

Policy 1809 - Budget Policy Section 12.2 Amendments to Council Approved Capital Budget

IMPLEMENTATION:

Once approved, Administration will amend its financials.

BACKGROUND:

Council originally approved \$60,000 in funding for the Patrol Vehicle at the October 2, 2024 Regular Council Meeting. \$18,000 from this project was carried forward into 2025. The overall budget required for this project is \$67,200 total. The additional \$7,200 required was for programming new radios in the patrol cars.

KEY ISSUE(S)/CONCEPT(S):

Per Town of Strathmore Budget Policy #1809, Council must approve all Capital Expenditures via Budget, or Council Motion.

DESIRED OUTCOMES:

That Council approves the Budget Amendment as requested.

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

Council can defer the item to a Committee of the Whole Meeting for further discussion.

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Approved
- 30 Jan
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 30 Jan
2026

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

Approved
- 30 Jan
2026

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 30 Jan
2026



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 19, 2026

Meeting Date: February 4, 2026

SUBJECT: Operating Budget Amendment - Municipal Planning Intern

RECOMMENDATION: THAT Council adopts an Operating Budget amendment in the amount of \$36,800, to support the addition of a Municipal Planning Intern, to come from the Development Application Reserve.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

SUSTAINABILITY

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL:

The Planning Department has many projects currently underway and activity within the department is high. Hiring a planning intern will help support the department at a subsidized rate, with help from the Alberta Government's Community Partnership grant. The contributions of a planning intern will allow staff in the department to give more focus to responding to increased demands from the public and developers, and will also support continued progress on the Municipal Development Plan (MDP) update and issues identification to support a future Land Use Bylaw (LUB) rewrite. In addition, the planning intern can provide significant assistance in the areas of research, policy development, and public engagement.

OPERATIONAL:

A portion of the wage will be covered by the *Alberta Government's Community Partnership Grant*, while the remaining wage is proposed to come from the Development Application Reserve.

Included in the internship program is funding for the intern's professional development. The intern may attend conferences and other professional gatherings and continue to grow and learn as a professional. Knowledge and experience gained at conferences and other professional development events can be shared within the organization.

FINANCIAL:

With the implementation of the Financial Reserve Policy (1817), the reserve policy provides Council is providing stable and predictable tax rates, manage debt limits, and plan for sustainable growth. As the town is facing growth, now is the time to withdraw funds from the Planning Reserve to assist in funding additional resources.

BACKGROUND:

The municipal planning internship is an 18-month intensive program that allows participants, typically students who have completed university, to work under the mentorship of a senior planning professional, develop a broad understanding of municipal government and develop skills and competencies in land use planning. The internship is supported by grant funding from the province that covers a portion of their salary for and 18 month period, and covers all of the funds required for professional development and a laptop computer.

KEY ISSUE(S)/CONCEPT(S):

Council to consider approval of an operating budget amendment to support the hiring of a planning intern.

DESIRED OUTCOMES:

For Council to authorize an Operating Budget amendment in the amount of \$36,800, to support the addition of a Municipal Planning Intern, to come from the Development Application Reserve.

COMMUNICATIONS:**ALTERNATIVE ACTIONS/MOTIONS:****ATTACHMENTS:**

[Attachment I: Minister of Municipal Affairs Signed Letter - Strathmore](#)

Chuck Procter, Manager of Development Services	Approved - 30 Jan 2026
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 30 Jan 2026
Mark Pretzlaff, Director of Community and Protective Services	Approved - 30 Jan 2026
Veronica Anderson, Legislative Services Officer	Approved - 30 Jan 2026



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR121168

December 2, 2025

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

Dear Mayor Fule:

The Government of Alberta is committed to supporting fiscally responsible, collaborative, and accountable local governments. By supporting the capacity-building priorities of our municipalities, we can help strengthen communities, improve residents' quality of life, and foster an environment where business and industry can thrive. Through the Municipal Internship component of the 2025/26 Alberta Community Partnership (ACP) program, we will continue to support the development of future local government leaders.

I am pleased to inform you that the Town of Strathmore has been approved to host an intern in the 2026 Municipal Internship Program for Land Use Planners. Your municipality will receive a grant of \$62,500 under the Municipal Internship component of the ACP program for this purpose.

The conditional grant agreement will be sent to your chief administrative officer to obtain the appropriate signatures. Ministry staff will also be in touch with your administration soon to share information about the responsibilities of host municipalities and to develop a community profile that will be used in recruiting candidates for your intern position.

I congratulate the Town of Strathmore and look forward to working together to develop leaders, build capacity in local governments across Alberta, and contribute to the economic success of the province.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Chantelle de Jonge, MLA, Chestermere-Strathmore
Kevin Scoble, Chief Administrative Officer, Town of Strathmore



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 22, 2026

Meeting Date: February 4, 2026

SUBJECT: Youth Club Building Lease

RECOMMENDATION: THAT Council authorize the Chief Administrative Officer to sign the 2026 lease agreement with Golden Hills School Division, as presented in attachment I.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The support of this lease agreement would reinforce the strong relationship between the Town and the Golden Hills School Board. This lease agreement provides some certainty for Crowther Memorial Junior High School and the Anchors II program.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

Economic sustainability is not applicable.

SOCIAL SUSTAINABILITY:

Social sustainability is not applicable.

ENVIRONMENTAL SUSTAINABILITY:

Environmental sustainability is not applicable.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

For years, the Town has leased buildings to several organizations that have provided public programs and services. The "Youth Club" lease agreement with Golden Hills School Division has been in place since February 2022, following the decision to cease the Strathmore Youth Club program in November 2000 (resolution #121.11.20A). This lease is set to expire at the end of January 2026.

The lease agreement has enabled Golden Hills School Division, through Crowther Memorial Junior High School, to operate the Anchors II outreach program. This program is an alternative education initiative designed to support students who may not thrive in traditional school settings by providing specialized, flexible learning environments.

If a new lease agreement with Golden Hills School Division is not formalized and Golden Hills School Division vacates the space, the building would be unoccupied.

ORGANIZATIONAL:

A defined lease agreement would reflect similar lease agreements already in place between the Town and other community groups (i.e. Happy Gang, Strathmore and District Curling Club) and would formalize a consistent approach regarding lease for space arrangements.

OPERATIONAL:

If a lease agreement with the Golden Hills School Division is not finalized and Crowther Memorial Junior High School vacates the space, the building would be unoccupied, and the Town would be responsible for all repairs and maintenance of the space.

FINANCIAL:

With the 2022 lease agreement in place, the repairs and maintenance of the Youth Club building have been shared with the Golden Hills School Division. While the Town has been responsible for the building envelope and mechanical, electrical, and plumbing (MEP) systems, there have been very little (less than \$150.00) expenses incurred by the Town.

If a lease agreement is not in place, the building would be unoccupied, and the Town would be responsible for all repairs and maintenance of the space.

POLICY:

There are no policy implications at this time.

IMPLEMENTATION:

Should Council approve this lease agreement, Administration will work with Golden Hills School Division to have the agreement signed.

BACKGROUND:

The "Youth Club" lease agreement with Golden Hills School Division has been in place since February 2022, following the decision to cease the Strathmore Youth Club program in November 2000, and this lease is set to expire at the end of January 2026.

In conjunction with the lease agreement, Golden Hills School Division and Crowther Memorial Junior High School utilize the building to operate the Anchors II outreach program. This program is an alternative education initiative designed to support students who may not thrive in traditional school settings by providing specialized, flexible learning environments.

With the lease set to expire, Golden Hills School Division has contacted Administration to formalize a new lease agreement (see attached).

KEY ISSUE(S)/CONCEPT(S):

If an agreement is not finalized, the building would be unoccupied and the Town would be responsible for all repairs and maintenance of the space.

DESIRED OUTCOMES:

That Council supports the new lease agreement to provide some long-term certainty for Golden Hills School Division.

COMMUNICATIONS:

Not applicable at this time.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may refer this matter to a Committee of the Whole for further discussion.
2. Council may provide alternate direction regarding the lease.
3. Council may defeat the recommended motion.

ATTACHMENTS:

[Attachment I: GHSD Youth Club Lease Agreement - January 2026](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 30 Jan
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 30 Jan
2026

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

Approved
- 30 Jan
2026

Veronica Anderson, Legislative Services Officer

Approved
- 30 Jan
2026

LEASE AGREEMENT

THIS LEASE made this _____ day of February 2026.

BETWEEN:

THE TOWN OF STRATHMORE

a municipality pursuant to the *Municipal Government Act*, RSA 2000, c M-26
(the "Town")

-and-

GOLDEN HILLS SCHOOL DIVISION #75

of 435A Highway #1, Strathmore, Alberta, T1P 1J4
(the "Tenant")

WHEREAS:

A. The Town is the registered owner of lands located within the Town of Strathmore, in the Province of Alberta, having municipal address of 170 Brent Boulevard, and legally described as:

Plan 9710717
Block 3MR
Excepting thereout all mines and minerals
(the "Youth Hub")

B. The Town has constructed a Youth Hub on a portion of the Lands (the "Youth Hub");

C. The Tenant wishes to lease the Youth Hub together with a certain portion of the Lands which is outlined in red on the map of the Lands attached as Appendix "A" (collectively, the "Leased Premises");

D. The Tenant is a public-school authority within the province of Alberta operated out of Strathmore;

E. The Town has agreed to lease the Leased Premises to the Tenant subject to the terms, covenants and conditions contained within this Lease (the "Lease").

IN CONSIDERATION of the mutual covenants and agreements contained within this Lease to be respectively observed and performed by the parties, the Town and the Tenant hereby agree as follows:

ARTICLE 1: DEMISE AND TERM

1.1 Demise

The Town hereby leases to the Tenant the Leased Premises in accordance with the terms, covenants, conditions and agreements contained within this Lease.

1.2 Term

The term of this Lease shall be for a period of five (5) years, commencing on February 1, 2026, and ending on December 31, 2030, with an option to renew for an additional five (5) years with the written agreement of both parties (the "Term"). This Term is subject to earlier termination as provided herein.

In addition to any other right to termination conferred elsewhere in this Agreement, the Parties may, without the need for any reason, or cause, terminate this agreement, giving the other party ninety (90) days notice.

ARTICLE 2: RENT AND CONDITIONS

2.1 Rent

The Tenant shall pay, as rent, to the Town one dollar (\$1.00) per year, payable in advance of the 1st of January of each year during the Term.

ARTICLE 3: TAXES AND UTILITIES

3.1 Taxes

The Town shall pay all property taxes in respect of the Leased Premises.

3.2 Utilities

3.2.1 The Tenant shall pay for electricity, gas, water, sewage, and garbage costs in respect of the Leased Premises.

3.2.2 The Tenant shall pay all other fees in respect of the Leased Premises during the Term, including, without limitation, all telephone, internet, and security-related charges.

3.2.3 Any sums or amounts payable by the Tenant to the Town under this Lease do not include Goods and Services Tax ("GST").

ARTICLE 4: USE AND OCCUPANCY OF THE LEASED PREMISES

4.1 Use of the Leased Premises

The Tenant shall be permitted to use the Leased Premises continuously during the Term for the following purpose:

Operation of junior high school programming

(the "**Permitted Use**") and for no other use, trade, business or activity whatsoever except with the prior consent of the Town.

The Tenant will not use the Leased Premises in any way, whether within the use permitted or not, which would or may impose upon the Town any obligation to modify, extend, alter or replace any part of the Lands, including the Leased Premises, nor any machinery, equipment or other facilities located thereon or therein except where provided for in this Lease or with the prior consent of the Town.

4.2 Nuisance

The Tenant shall do or suffer any act or thing which, in the opinion of the Town, constitutes a nuisance or could result in a nuisance, or which would be offensive or an annoyance to the Town or any other land owners in the area.

4.3 Compliance with Laws

The Tenant shall at all times comply with and conform, and shall not permit or suffer any breach of any applicable laws, statutes, bylaws, rules, regulations, ordinances or orders affecting the Lands, the Leased Premises, the business carried on upon the Leased Premises, or the Tenant's activities on the Leased Premises.

4.4 Builders' Liens

The Tenant shall not permit any builders' or other liens, mortgages, or encumbrances to be registered against title to the Leased Premises or the Lands. If any such lien, mortgage or encumbrance is registered, the Tenant shall immediately take all steps necessary to obtain the discharge thereof within ten (10) days, including payment of alternate security into a court of competent jurisdiction.

4.5 Hazardous Substances

The Tenant shall not bring onto or allow on the Leased Premises any hazardous substances (as defined in the *Environmental Protection and Enhancement Act*, RSA 2000 c. E-12) except with the prior consent of the Town.

ARTICLE 5: INSURANCE, INDEMNITY AND LIABILITIES

5.1 Insurance

Throughout the Term, the Town shall maintain insurance on the exterior and structure of the building located on the Leased Premises.

The Tenant shall maintain:

- (a) Comprehensive or Commercial General Liability insurance with inclusive limits of not less than \$2,000,000.00 per occurrence, insuring against personal injury (including death) and property damage, which policy shall include:
 - i. Non-owned automobile liability coverage;
 - ii. All risk tenant's liability coverage;
 - iii. Broad form contractual liability coverage;
 - iv. The Town as an additional insured;
 - v. Cross liability coverage and waiver of subrogation in favour of the Town;
- (b) Workers' compensation coverage as required by law; and
- (c) Any other insurance policy as may be required by the Town from time to time, acting reasonably.

The Tenant shall, upon request, provide the Town with written evidence of such insurance coverage being in place to the satisfaction of the Town.

The Tenant's obligation to obtain insurance shall in no way limit or restrict the Tenant's indemnity obligations pursuant to this Lease.

The Tenant shall be responsible for any deductible payable in respect of the Tenant's insurance pursuant to this Lease.

5.2 Insurance Premium

The Town may obtain any other form of insurance the Town determines is necessary or desirable, acting reasonably. All insurance costs including but not limited to, building insurance, and liability insurance shall be at the Town's expense.

5.3 Indemnity

The Tenant shall indemnify and save harmless the Town and its employees, officials, officers and agents from and against any and all losses, liabilities, damages, costs, claims, fines and other expenses, including legal expenses on a solicitor-client full indemnity basis, resulting from or relating to the Tenant's use or occupancy of the Leased Premises, the Tenant's activities on the Lands or Leased Premises, and the activities of the Tenant and the Tenant's employees, officers, contractors, volunteers, sub-tenants, licensees, invitees, or any other person for whom the Tenant is legally responsible, or any breach of this Lease.

Without limiting the generality of the forgoing, this indemnity shall include those aforementioned costs which at any time or from time to time may be paid, incurred or asserted against the Town as a direct or indirect result of the presence on or under, or the escape seepage, leakage, spillage, discharged, emission or release, of and substances found to be harmful to the environment or hazardous to the health of plants, animals and humans, from the Leased Premises either onto any lands, (including the Lands and the Leased Premises), into the atmosphere or into any water.

This indemnification shall survive the expiration or termination of the Term of the Lease.

5.4 Liabilities

The Tenant's activities are at the Tenant's sole risk. The Town shall not be liable for:

- (a) theft of or damage to any property at any time in or on the Leased Premises or in relation to the Tenant's activities on the Leased Premises; or
- (b) any personal injuries or death or any losses or damages caused to any person or property while on the Leased Premises or in relation to the Tenant's activities on the Leased Premises,

except to the extent that such theft, damage, injury or loss is directly caused by the negligence, willful misconduct or breach of this Lease by the Town or a person for whom the Town is responsible at law.

ARTICLE 6: REPAIRS

6.1 Condition of Premises

The Town makes no warranties or representations about the condition of the Leased Premises or its suitability for the Permitted Use. The Tenant confirms that it has conducted its own inspection of the Leased Premises prior to entering into this Lease and agrees that it is leasing the Leased Premises on an "as is" basis.

6.2 Improvements and Alterations

The Tenant shall not

- (a) excavate, drill, install or erect over, under or through the Leased Premises any pit, foundation, pavement, building, fence, sidewalk, or other structure or installation;
- (b) paint or have painted any artistic design on either the interior or exterior of the Leased Premises; or
- (c) renovate or otherwise modify the Leased Premises,

or suffer or permit any of the above to occur, except with the consent of the Town, such consent not to be unreasonably withheld.

6.3 Ownership of Improvements

Upon the expiry or termination of this Lease,

- (a) any improvements which are not reasonably capable of being removed from the Leased Premises without significant damage to the Leased Premises shall become the property of the Town, without compensation;
- (b) the Tenant shall retain ownership and allowed to remove all equipment and fixtures without significant damage to the Leased Premises;
- (c) the Town may, upon agreement by both parties, to retain any improvements which are reasonably capable of being removed from the Leased Premises without significant damage to the Leased Premises, in which case the Town shall compensate the Tenant for the fair market value of such improvements, taking into account their age and condition; and
- (d) except for improvements remaining on the Leased Premises pursuant to (a) or (b), the Tenant shall remove the Tenant's improvements from the Leased Premises and restore the Leased Premises to their condition prior to the placement of such improvements, except reasonable wear and tear.

6.4 Town's Repairs and Maintenance

The Town shall maintain the building envelope and all supporting structures and fixtures located within the Leased Premises including:

- Building envelope including all structural systems
- Electrical, mechanical, and plumbing systems
- Siding, Eavestrough, and roofing systems
- All exterior doors and windows

6.5 The Tenant shall maintain the equipment located within the Leased Premises including:

- Furnaces (2)
- Hot water tank (1)
- Exterior building mounted flood lights (3)
- Fire suppression and protection equipment including sprinkler system and fire panel

The Town shall maintain the public parking lot located on the Leased Premises, including surface maintenance and snow/ice removal in accordance with the Town's usual standards for a parking lot of this nature.

6.6 Tenant's Repairs

Except as otherwise expressly stated in this Lease, the Tenant shall maintain the Leased Premises in a good and workmanlike manner and keep the Leased Premises clean, tidy, safe, and in substantially the same condition as existed as of the commencement of this Lease as determined by the Town acting reasonably including.

Without limiting the generality of the foregoing, at all times the Tenant shall:

- (a) keep all sidewalks on the Leased Premises free and clear of ice, snow and debris and otherwise in a reasonably safe condition and state of repair;
- (b) maintain any equipment, machinery or other property of the Town located upon the Lands and the Leased Premises; in a reasonably safe condition and state of repair; and
- (c) perform all regular and necessary janitorial work appropriate to keep the Leased Premises in a clean and tidy condition, including supplying of cleaning equipment and supplies.

The Tenant shall take all preventative measures to protect the Leased Premises, obey all operating instructions of the Town relative to the Leased Premises, and shall not permit waste. The Tenant shall make all repairs and maintenance required under this Lease with all due diligence. The Tenant will forthwith repair any damage or undertake the maintenance required, as directed by the Town in writing. The failure by the Town to give direction to repair or to maintain shall not relieve the Tenant from its obligation to repair or to maintain. The Tenant's repair obligations under this Section shall exclude damage caused by fire, tempest or other events of a force majeure nature, provided such damage is in no way due to the negligent, careless or willful acts or omissions of the Tenant, its employees, volunteers, agents, servants, invitees, or those for whom the Tenant is responsible in law.

6.7 Repairs upon Expiry or Termination

Upon the expiry or termination of this Lease, the Tenant shall surrender the Leased Premises in substantially the same condition as existed upon the Commencement Date, save and except for reasonable wear and tear and as otherwise set out in this Lease.

6.8 Notice of Accidents or Defects

The Tenant shall give the Town prompt notice of:

- (a) any conditions on Leased Premises or elsewhere on the Lands of which the Tenant is aware which could constitute a hazard to property or persons; and
- (b) any damage or injury to the Leased Premises or elsewhere on the Lands or to any person thereon of which the Tenant is aware, howsoever caused.

Nothing in this Section shall be construed so as to require any action on the part of the Town except as expressly provided in this Lease.

ARTICLE 7: LICENSES, ASSIGNMENTS AND SUBLETTINGS

7.1 Licenses, Assignments and Subletting

The Tenant shall not transfer, assign (which shall include the transfer of shares resulting in a change in the voting control of the Tenant), license or sublet this Lease, the Leased Premises, or any portions thereof without the prior consent of the Town, which consent shall not be unreasonably withheld.

The Tenant shall not in any way mortgage, pledge, or encumber this Lease or the Leased Premises without the prior consent of the Town, which consent may be withheld for any reason whatsoever.

Any consent given by the Town pursuant to this Section shall in no way release the Tenant from its obligations under this Lease.

ARTICLE 8: REPRESENTATION AND WARRANTIES

8.1 Tenant's Representation and Warranties

The Tenant represents and warrants to the Town that, as of the execution of this Lease and throughout the Term:

- (a) The Tenant is a GST Registrant pursuant to the Excise Tax Act, RSC 1985, c. E-15 and the Tenant's GST Registration number is 896283777 RT0001.

ARTICLE 9: TENANT'S DEFAULT

9.1 Acts of Default

The following shall be an act of default on the part of the Tenant:

- (a) failure to comply with any term of this Lease, including the payment of any amount payable pursuant to this Lease, and failing to correct such obligation after ten (10) days' notice from the Town; and
- (b) the Tenant winding up, dissolving, becoming insolvent or bankrupt, having a receiver appointed, having property on the Leased Premises seized, or taking advantage of any legislation for the protection of debtors.

9.2 Town's Rights in the Event of a Default

In the event of a default on the part of the Tenant, the Town may:

- (a) terminate this Lease upon notice to the Tenant;
- (b) enter onto the Leased Premises, with or without terminating this Lease, and perform the Tenant's obligations at the Tenant's cost, in which case the Tenant shall reimburse the Town for such cost within ten (10) days of notice from the Town;
- (c) take any other remedy available to it in law or equity; or
- (d) any combination of the above.

ARTICLE 10: GENERAL PROVISIONS

10.1 Quiet Enjoyment

The Tenant shall be entitled to peaceably enjoy and possess the Leased Premises for the Term without disturbance by the Town, or any person lawfully claiming through the Town. Any entry by the Town permitted by this Lease Agreement shall not constitute a breach of this Section.

10.2 Waiver

The waiver by the Town of a breach of a term, covenant or condition contained within this Lease, or any condoning, excusing or overlooking of any such default, will not be deemed to be a waiver, condoning, excusing or overlooking of any subsequent breach of the same or another term, covenant or condition herein contained. The due and timely performance of any covenant, term or condition of this Lease will not be deemed to have been waived by the Town unless the waiver is in writing and signed by the Town.

10.3 Damage or Destruction

In the event the Leased Premises are destroyed or substantially damaged such that, in the opinion of the Town acting reasonably, the Leased Premises cannot be reasonably used for the Permitted Use for a period of six (6) months or longer, either party may terminate this Lease on notice to the other.

10.4 Access

The Tenant shall allow the Town, and its employees or agents, to enter upon the Leased Premises at any time for the purposes of inspecting the condition the Leased Premises, confirming the performance of the Tenant's obligations under this Lease, constructing, maintaining, repairing and replacing utilities and other similar works, and carrying out the Town's rights and obligations pursuant to this Lease. The Town shall provide the Tenant with twenty-four (24) hours' notice of such entrance.

The Tenant shall provide the Town with access to all portions of the Leased Premises, a full set of keys to the Leased Premises, and shall unlock, open, or otherwise remove any obstructions, barriers, or other impediments to the Town's ability to access the Leased Premises.

In an emergency, as determined by the Town, the Town may enter on the Leased Premises and take any steps the Town considers necessary to respond to the emergency, at the Tenant's cost. The Tenant shall reimburse the Town for the cost of doing so within ten (10) days of notice from the Town.

10.5 Interest

If the Tenant fails to pay to the Town any amount pursuant to this Lease, in addition to any other remedies available to the Town, the Tenant shall pay interest at the rate of the Province of Alberta Treasury Branch's prime rate plus 2% calculated from the date of performance by the Town, both before and after judgment.

10.6 Permitted Encumbrances

The Tenant may register its interest pursuant to this Lease by way of caveat, provided that such caveat does not attach a copy of this Lease. If the Tenant does register such caveat, the Tenant shall discharge it promptly upon expiry or termination of this Lease.

10.7 Entire Agreement

This Lease constitutes the entire agreement between the parties with respect to the matters set out herein, and supersedes any previous agreements or representations of any kind, whether written or oral, express or implied. This Lease shall not be amended except in writing with the consent of both parties.

10.8 Severability

If any provision of this Lease is illegal or unenforceable it shall be considered separate and severable from the remaining provisions of this Lease, and the remaining provisions shall remain in force and be binding as though the said illegal or unenforceable provisions had never been included.

10.9 Municipal Approvals

Nothing in this Lease shall be interpreted as a development permit, building permit or other municipal approval.

10.10 Binding Agreement

This Lease shall inure to the benefit of and be binding upon the parties hereto, and their respective heirs, executors, successors and permitted assigns.

10.11 Notices

Any notice, demand, request, consent or other instrument required or permitted to be given under this Lease must be in writing to be effective, and shall be given to the parties at the following addresses:

if to the Town of Strathmore
Name: Mark Pretzlaff
Position: Director, Community & Protective Services
E-mail: mark.pretzlaff@strathmore.ca
Address: 1 Parklane Drive
Strathmore, AB T1P 1K2

if to the Golden Hills School Division No. 75
Name: Tahra Sabir
Position: Secretary Treasurer
E-mail: tahra.sabir@ghsd75.ca
Address: 435A Hwy#1
Strathmore, AB T1P 1J4

or such other address as either party may select on notice to the other.

Notices, demands, requests, consents or other instruments (documents) may be sent by registered mail, courier or personally delivered. Documents sent by registered mail shall be deemed received seven (7) days following posting, except in the event of an interruption of general mail service, in which case they will not be deemed received except with proof of receipt. Documents sent by courier or personal delivery shall be deemed received the next business day following delivery.

10.12 Time of the Essence

Time shall be of the essence for this Lease and for each and every part thereof.

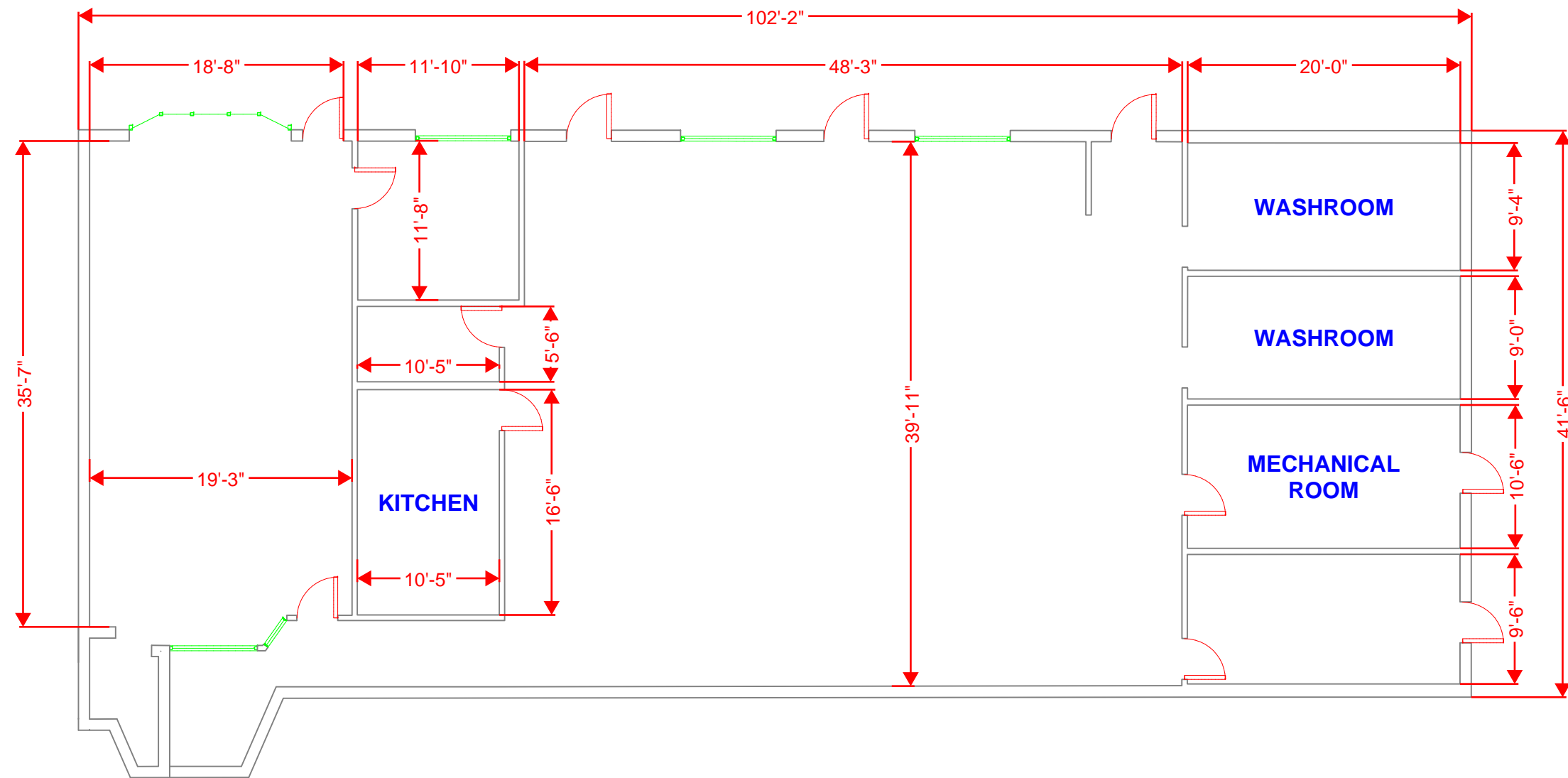
IN WITNESS WHEREOF the parties hereto have executed this Lease on the date specified on page 1 hereto.

Town of Strathmore
Kevin Scoble
Chief Administrative Officer

Golden Hills School Division
Jeff Grimsdale
Superintendent of Schools

Date

Date



Town of Strathmore Youth Hub Building Layout & Dimensions

Youth Hub

Appendix A

SHS / AQUATIC / CI

FAMILY C

180
BRENT
BOULEVARD

170
BRENT
BOULEVARD

Legend

0 1.5 3 6 9 12 Metres

The information contained on this map is not to be construed or used as a "legal description". Map information is believed to be accurate but accuracy can not be guaranteed. Any errors or omissions should be reported to the Town of Strathmore GIS Services Department. In no event will the Town of Strathmore be liable for any damages, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information contained within it.

Infrastructure

Scale:
1:233
Projection:
NAD 83 - 3TM

Page 119 of 134
Strathmore
www.strathmore.ca



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: January 22, 2026

Meeting Date: February 4, 2026

SUBJECT: Accounts Receivable Write-Offs

RECOMMENDATION: THAT Council approves accounts receivable amounts in arrears of \$4,320.00 identified in Attachment I be written off as uncollectible at December 31, 2025.

STRATEGIC PRIORITIES:



Affordable
Living



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Formal approval of writing off uncollectible bad debts is best practice, to ensure the financial position of the Town accurately reflects our ability to no longer obtain the economic benefit owed to the Town on uncollectible receivables. W

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

N/A

ORGANIZATIONAL:

N/A

OPERATIONAL:

Significant staff time is required to follow up and collect on accounts receivable amounts that remain unpaid. Amounts are subsequently provided to an independent third party collection agency, who receives a percentage of any amounts collected at that time. Once a receivable is formally written off, staff no longer needs to invest time into further collection attempts.

FINANCIAL:

The \$4,320.00 will be adjusted against the Town's provision for Allowance for Doubtful Accounts estimate. The amount is immaterial to the organization as a whole.

POLICY:

Town Policy 1815 Accounts Receivable Policy (Attachment II) states Council is responsible to review and approve all uncollectible accounts receivable in excess of \$500.

IMPLEMENTATION:

Administration will formally write off the receivables once approved by Council.

BACKGROUND:

Town Policy 1815 Accounts Receivable Policy states Council is responsible to review and approve all uncollectible accounts receivable in excess of \$500.

Significant staff time has been invested to follow up and attempt to collect on accounts receivable amounts that remain unpaid, including phone calls, emails etc. with the parties in arrears. The amounts were subsequently provided to an independent third party collection agency to assist with collections, who were also unsuccessful (they are also responsible for attempting to contact the parties in arrears at that time). We have confirmed with our collection agency that they have been unable to collect on these debts owed to the Town.

The amounts are deemed uncollectible due to the inability to contact and successfully recover the amounts owed from the parties.

Attachment I of this Report details the two customer amounts, and their aging date, that Administration recommends for write-off.

KEY ISSUE(S)/CONCEPT(S):

Accounts Receivable write-offs/bad debts are a key component of the accounting standards the Town must follow - Public Sector Accounting Standards. Formal approval of writing off uncollectible bad debts is best practice, to ensure the financial position of the Town accurately reflects our ability to no longer obtain the economic benefit owed to the Town on uncollectible receivables.

DESIRED OUTCOMES:

That Council approves the Motion as recommended.

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

Council can defer the matter to a Committee of the Whole for further discussion.
Council can refuse the write-off approval, and direct administration to continue attempts to collect the amounts owed.

ATTACHMENTS:

[Attachment I: Accounts Receivable Write Offs 2025](#)

[Attachment II: Accounts Receivable Policy #1815](#)

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Approved
- 30 Jan
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 30 Jan
2026

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

Approved
- 30 Jan
2026


Mark Pretzlaff, Director of Community and Protective Services

Approved

AIR-25-280

- 30 Jan
2026

2025 Accounts Receivables
TO WRITE OFF 2025 (Council)

CUSTOMER ID	NAME	Invoice Date	Write-Off Date	AMOUNT	DESCRIPTION	ACTION TO BE TAKEN
116696	IVC0000074516 - Name Redacted	10-11-2024		\$ 1,440.00	MVC INCIDENT	bad debt
116779	IVC0000074982 - Name Redacted	12-13-2024		\$ 2,880.00	MVC INCIDENT	bad debt
TOTAL WRITE OFF AMOUNT				<u>4,320.00</u>		01-23-2026
Manager, Financial Planning, Budgeting & Reporting						Date

TOWN POLICY

POLICY NUMBER: 1815

REFERENCE:

Resolution No.
373.12.22

ADOPTED BY:

Town Council
December 7, 2022

PREPARED BY: Strategic, Administrative &
Financial Services

DATE: December 7, 2022

TITLE: Accounts Receivable Policy

POLICY STATEMENT

The purpose of this policy is to provide uniform guidelines for the collection of accounts receivable due to the Town of Strathmore, creating a provision for accounts receivable deemed uncollectible, and subsequently writing off uncollectible accounts receivables.

The Town shall ensure the overdue accounts receivable practices are conducted in accordance with:

- I. Generally Accepted Accounting Principles (GAAP)
- II. the Tax Recovery Provisions of the MGA - Part 10, Division 8
- III. the Recovery of Amounts Owing by Civil Action as per MGA s. 552
- IV. the Addition of Amounts Owing to the Tax Roll as per MGA s. 553
- V. Freedom of Information and Protection of Privacy Act
- VI. Municipal Bylaws and Council Policies

1.0 DEFINITIONS

1.1 The following terms set out in this Policy have the corresponding meanings:

- (a) "Accounts Receivable" means general receivables (including recreation, cemetery, shared services, fire department, planning, economic development, and affordable housing), utility accounts, taxes, permits, and licenses due to the Town.
- (b) "Allowance" means accounting entry/provision to set aside against the possibility of not being able to collect accounts receivable.

- (c) "Customer" means the person or business to which the Town provides goods or services.
- (d) "Town" means the corporation of the Town of Strathmore and includes all lands within its jurisdictional boundaries.
- (e) "Uncollectible" means an account which cannot be collected due to the circumstances of the debtor.
- (f) "Write off" means the accounting entries undertaken to remove an account receivable from the accounting records.

2.0 PURPOSE AND OBJECTIVE

2.1 The objective of this policy is to:

- (a) To provide uniform guidelines for the collection of accounts receivable due to the Town of Strathmore.
- (b) Address the accounts receivable allowances and write off for:
 - (i) General Receivables
 - (ii) Utilities
 - (iii) Property Tax
 - (iv) Permits
 - (v) Licenses
- (c) Ensure adequate procedures are in place to write off accounts receivables.
- (d) Ensure proper authorizations are established to allow for timely write off of accounts receivables.
- (e) Establish a method of funding allowances and drawing from allowances.

3.0 RESPONSIBILITIES

3.1 Town Council to:

- (a) Approve by resolution this policy and any subsequent amendments.
- (b) Consider the allocation of funds for successful implementation of this policy in the annual budget process.
- (c) Review and approve all uncollectible accounts receivables in excess of \$500, except property taxes.
- (d) Review and approve all uncollectible property taxes recommended by Administration.

3.2 Chief Administrative Officer to:

- (a) Support the implement this policy and approve procedures.

- (b) Support Administration in carrying out implementation plans for this policy.
- (c) Support recommendation of any exceptions to this policy.
- (d) Ensure every feasible means of collecting all accounts receivables are undertaken by staff.

3.3 Senior Manager of Financial Services to:

- (a) Provide guidance and direction to the parties responsible for the implementation of this policy and related procedures, as required.
- (b) Ensure every feasible means of collecting all accounts receivables are undertaken by staff.
- (c) Recommend any exceptions to this policy to the Chief Administrative Officer and Council.
- (d) Prepare requests for the write off of property tax accounts.
- (e) Review and approve write off submissions for uncollectable accounts receivables, other than property taxes, valued at \$500 or less.
- (f) Review write off submissions and prepare list of uncollectible accounts receivables in excess of \$500 for consideration by Council.
- (g) Prepare status reports to accompany recommendations to Council for write offs for property taxes and other write offs in excess of \$500.
- (h) Ensure all accounting entries are performed.
- (i) Prepare annual report for Council of all accounts receivable written off during the year.

3.4 Manager of Financial Planning, Budgeting & Analysis to:

- (a) Ensure implementation of this policy and related procedures.
- (b) Make recommendations to the Senior Manager of Financial Services of necessary policy or procedure amendments.
- (c) Ensure all necessary accounting entries are performed.
- (d) Observe all existing billing and collection procedures in the execution of daily tasks.
- (e) Prepare ongoing lists of account receivables which may require a write off.
- (f) Prepare recommended list of write offs to the Senior Manager of Financial Services indicating reasons for the recommendations.
- (g) Perform accounting entries necessary to effect the accounts receivables.
- (h) Ensure necessary follow-up with all due accounts receivables in excess of 30 days.
- (i) Ensure adherence to the Accounts Receivable Procedure.

4.0 ACCOUNTS RECEIVABLE

- 4.1 The Town will efficiently manage collections, minimizing lost revenue by collecting overdue accounts receivable balances.
- (a) Account payments shall be due within thirty (30) days of the bill date unless otherwise determined by Council.
 - (b) On the 31st day after the bill date, a bill is considered overdue.
 - (c) Penalty (finance) charges shall apply on any overdue accounts receivable in accordance with their respective bylaw.
 - (d) The Town shall use a collection agent on overdue accounts receivable.
 - (e) When a customer has an overdue amount on which payment could not be arranged or made, and the Town has a payable to the same customer, the customer's accounts payable may be set off (reduced) against that customer's accounts receivable amount.
 - (f) The Senior Manager of Financial Services may initiate a claim in small claims court if it is deemed to be the only means for collecting an overdue accounts receivable amount.
 - (g) All bankruptcies and receivership notices received by the Town showing outstanding debt to the Town shall be written off as appropriate.

5.0 ALLOWANCE FOR DOUBTFUL ACCOUNTS

- 5.1 The Senior Manager of Financial Services will set up and determine an amount for an Allowance for Doubtful Accounts in accordance with Generally Accepted Accounting Principles.

6.0 WRITE OFF OF ACCOUNTS

- 6.1 Where accounts receivable amounts are due to the Town, all efforts within the established procedures will be followed in accordance with the Accounts Receivable Procedure.
- 6.2 From time to time, accounts receivable may remain outstanding and be deemed uncollectible as per the following criteria:
- (a) Debtor deceased and no funds available from the estate.
 - (b) Debtor files Statement of Bankruptcy.
 - (c) Account is dormant (at least 12 months) with respect to collection agent's ability to collect.
 - (d) Account is aged three (3) years or more.
 - (e) Other circumstances which may arise and as recommended by the Town's Senior Manager of Financial Services.

7.0 APPROVAL

7.1 This policy shall come into force and effect upon adoption by Council.

END OF POLICY



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

WADEMSA January 19, 2026, Meeting

Meeting Minutes Adopted

- November 27/25 Organization meeting adopted
- November 27/25 Regular meeting adopted
- December 8/25 Special Meeting

Agenda

- Shaw/Rogers 911 Fees
 - Ongoing discussions
- Asset Management Plan
 - CAO presented committee with proposals for an asset management plan development and was asked to provide another 1 or 2 proposals
- Strategic Plan
 - Committee agreed on TSI developing the strategic plan
- CAO presented updates on Next Gen 9-1-1 and the PSAP Standards Compliance Audit
- Financials accepted as presented.

Chair Report

- Productive meetings with EHS (formerly AHS Ambulance)

CAO Report

- Ambulance call volumes as listed in attachment # 1
- WADEMSA Fire Dispatch call volumes as listed in attachment # 2

Presented by Councillors Wegener and Brown.

WADEMSA AMBULANCE CALL VOLUMES 2013 - CURRENT														
MONTH	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
JANUARY	272	267	287	287	297	363	339	339	348	422	318	267	260	-2.62%
FEBRUARY	219	239	281	278	265	287	293	323	363	330	307	228	208	-8.77%
MARCH	258	239	295	300	306	339	330	312	331	373	296	248	284	14.52%
APRIL	240	247	227	271	288	266	338	226	395	397	278	235	233	-0.85%
MAY	269	283	234	298	314	327	331	381	456	375	360	248	276	11.29%
JUNE	255	293	331	296	345	307	282	375	514	271	338	226	249	10.18%
JULY	262	287	317	328	358	297	331	392	510	407	298	286	291	1.75%
AUGUST	292	298	269	289	341	334	313	349	594	396	320	277	266	-3.97%
SEPTEMBER	266	282	258	311	368	297	301	395	509	370	284	222	266	19.82%
OCTOBER	232	293	270	267	331	356	336	351	464	354	270	287	259	-9.76%
NOVEMBER	227	272	287	291	319	343	339	342	473	386	302	230	251	9.13%
DECEMBER	269	280	274	315	348	329	335	375	503	406	278	248	336	35.48%
Totals	3,061	3,280	3,330	3,531	3,880	3,845	3,868	4,160	5,460	4,487	3,649	3,002	3,179	
	0.60%	7.16%	1.53%	6.04%	9.89%	-0.91%	0.60%	7.55%	31.25%	-21.69%	-22.97%	-21.56%	5.90%	
												3,002		

WADEMSA FIRE DISPATCH CALL VOLUMES

2025 Dispatched Calls			
Month	2024	2025	
January	165	174	5%
February	118	113	-4%
March	156	166	6%
April	176	168	-5%
May	173	179	3%
June	147	173	18%
July	206	149	-28%
August	175	195	11%
September	144	186	29%
October	154	178	16%
November	193	154	-20%
December	161	200	24%
Total	1,968	2,035	3%

2025 Answered Calls				
Month	2023	2024	2025	24/25 Difference
January	1,545	1,438	1,441	0%
February	1,270	1,293	1,223	-5%
March	1,362	1,490	1,366	-8%
April	1,531	1,322	1,456	10%
May	1,791	1,405	1,529	9%
June	1,743	1,332	1,672	26%
July	1,770	1,650	1,596	-3%
August	1,643	1,539	1,464	-5%
September	1,426	1,361	1,485	9%
October	1,400	1,413	1,354	-4%
November	1,459	1,414	1,291	-9%
December	1,320	1,417	1,603	13%
Total	18,260	17,074	17,480	2%

2025	Dispatched Calls Per Dept										
Month	Carseland	Dalum	Gleichen	Hussar	Rockyford	Rosebud	Siksika	Standard	Strathmore	Wheatland West	Total
January	19	2	8	6	10	1	23	12	69	24	174
February	10	1	7	1	8	0	25	4	48	9	113
March	11	6	10	6	8	4	30	9	68	14	166
April	12	5	15	8	13	3	36	14	44	18	168
May	9	0	17	4	11	4	32	7	75	20	179
June	14	2	10	2	6	3	41	10	66	19	173
July	7	0	13	1	5	0	34	11	65	13	149
August	17	2	18	6	10	4	39	17	57	25	195
September	0	6	13	5	11	3	42	11	65	30	186
October	20	8	9	7	9	3	34	19	47	22	178
November	9	2	7	4	5	1	28	6	79	13	154
December	19	3	7	5	17	4	27	8	92	18	200
Totals	147	37	134	55	113	30	391	128	775	225	2,035



WHEATLAND AND DISTRICT

EMERGENCY MEDICAL SERVICES & WHEATLAND REGIONAL 911/ DISPATCH CENTER

196 BRENT BOULEVARD, STRATHMORE, ALBERTA T1P 1E8 TEL (403) 934-4079 FAX (403) 934-4955

January 20, 2026

To: Wheatland County, Town of Strathmore, Village of Rockyford, Village of Standard, Village of Hussar, Thomas Jukes, Chief Sturgeon, Chief Clyne, Chief Duguay, Chief Jensen, Chief Hudson, Chief Hager.

Re: Notice of New Fire Dispatch Per Capita Rates for WADEMSA fiscal years 2027-2029

Dear Partners,

This letter serves as formal notification regarding the adjustment of Fire Dispatch Per Capita rates for WADEMSA's 2027, 2028, and 2029 fiscal years.

To ensure the continued delivery of high-quality, reliable emergency dispatch services and to account for evolving technological requirements and operational costs, the following rate schedule has been established by our board:

Fiscal Year	Rate Per Capita	Effective Start Date
2027	\$12.00	April 1, 2026
2028	\$13.00	April 1, 2027
2029	\$14.00	April 1, 2028

Important Note on Fiscal Year Cycles

Please be reminded that our fiscal year begins on **April 1st of the preceding calendar year**. For budgeting and administrative purposes, ensure your records reflect the following billing cycles:

- The **2027 Fiscal Year** rate (\$12) takes effect **April 1, 2026 to March 31, 2027**.
- The **2028 Fiscal Year** rate (\$13) takes effect **April 1, 2027 to March 31, 2028**.
- The **2029 Fiscal Year** rate (\$14) takes effect **April 1, 2028 to March 31, 2029**.

- These adjustments will help to provide a transparent and sustainable funding model for WADEMSA, and allow for all partner agencies to plan their budgets effectively over the next three-year cycle.

Information & Town Hall Meeting

We invite all elected Councillors, CAO's and Fire Chiefs to attend an information and Q&A session to discuss the changes in detail. We recognize that you may have questions regarding the new rates for our dispatch services.

- **Date:** February 3, 2026
- **Time:** 7:00 PM
- **Location:** Wheatland County EOC Room
- **Address:** 242006 Range Road 243, Wheatland County, AB

This meeting will provide an opportunity to review the cost-drivers behind the new rates and to address any concerns your municipality may have.

We value our partnership and remain committed to providing the highest level of safety and support for our communities. If you have any immediate questions, please do not hesitate to contact our office.

Sincerely,

ATIA Sec. 20(1)

Ryan Dahl, CAO

Wheatland and Adjacent Districts Emergency Medical Services Association

ryan.dahl@wheatlandems.com

(403) 934-4079