

	Page
1. CALL TO ORDER	
2. CONFIRMATION OF AGENDA	
3. PUBLIC COMMENTS	
<p>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.</p>	
4. DELEGATIONS	
<p>Members of the public and community organizations are welcome to attend a Committee of the Whole 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 Committee of the Whole Meeting.</p>	
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Agenda Item - AIR-26-116 - Pdf	
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Agenda Item - AIR-26-115 - Pdf	
5. CONFIRMATION OF MINUTES	
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Agenda Item - AIR-26-100 - Pdf	
6. BUSINESS	
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7. QUESTION AND ANSWER PERIOD	
8. CLOSED MEETING	
8.1. Council CAO Dialogue – Advice from officials – ATIA S. 29(1)(b)(iii)	

9. ADJOURNMENT



Report for Council

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 3, 2026

Meeting Date: May 13, 2026

SUBJECT:	Delegation - Kickstand
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RECOMMENDED MOTION:	Information for Council.
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REPORT SUMMARY

KEY ISSUE(S):

Members of the public and community organizations are welcome to attend a Council Meeting as a delegation to present an item to Town Council for consideration. Those interested can 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 noon the Wednesday before a Council Meeting.

OBJECTIVE:

Kickstand has requested to speak at a Council Meeting provide an introductory overview of their organization and speak to the unease of transportation for youth within the town.

FINANCIAL IMPLICATIONS:

There are no financial implications at this time other than staff time needed to draft this report.

BACKGROUND:

In attendance will be:

Ruben Kalia, Co-Chair, Kickstand Youth Advisory Committee

About Kickstand:

Incorporated in August 2020, as the Alberta Centre for Excellence in Youth Mental Health, Kickstand is a not-for-profit organization dedicated to advancing youth mental health across the province. Initially established to support the implementation of Kickstand's integrated youth mental health hubs, the organization has evolved into a pivotal force in delivering comprehensive care to young Albertans.

<https://mykickstand.ca/whoweare/>

<https://mykickstand.ca/communities/>

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

COMMUNITY IMPLICATIONS:

The Town of Strathmore recognizes the valuable contributions of community organizations that offer recreation, culture, education, and other public services to residents.

IMPLEMENTATION

NEXT STEPS:

N/A

REPORT AUTHOR:

Johnathan Strathdee, Manager of Legislative Services

ATTACHMENTS:

[Attachment I: Delegation Request Form - Kickstand](#)

Johnathan Strathdee, Manager of Legislative Services

Kevin Scoble, Chief Administrative Officer

Approved
- 07 May
2026

Approved
- 08 May
2026

From: noreply@esolutionsgroup.ca
Sent: February 25, 2026 8:56 PM
To: LegServ Admin
Subject: New Response Completed for Delegation Request Form

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

Please note the following response to Delegation Request Form has been submitted at Wednesday February 25th 2026 8:53 PM with reference number 2026-02-25-001.

- **Applicants Name**
Michael
- **Organization Name (If Applicable)**
Kickstand
- **Meeting date requested (day/month/year)**
4/3/2026
- **Applicant's phone number**
ATIA Sec. 20(1)
- **Applicant's email address**
ATIA Sec. 20(1)
- **Applicant's Address**
332 D 4th avenue Strathmore AB, T1P1T5
- **Please list the name and title of the individuals that will be presenting to Council in the space provided.**
Michael - chairman youth advisory council kickstand
- **Please select the purpose of your presentation.**
Information Only, Request for Support
- **Please provide a brief summary regarding your delegation in the space provided.**
The youth advisory council of kickstand Strathmore would like formally introduce ourselves and invite members of the Strathmore town Council to its grand opening

on 18 March 2026 as well as as speak about the unease of transportation for youth within the town

- **Is/has this matter gone before an appeal board?**

No

- **The Town of Strathmore endeavours to provide equal opportunities to individuals and groups to appear before Council as a delegation. As a result, please indicate if you have you spoken on this topic before.**

No

[This is an automated email notification -- please do not respond]



Report for Council

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 3, 2026

Meeting Date: May 13, 2026

SUBJECT:	Delegation - EPCOR Utilities
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RECOMMENDED MOTION: Information for Council.

REPORT SUMMARY

KEY ISSUE(S):

Members of the public and community organizations are welcome to attend a Council Meeting as a delegation to present an item to Town Council for consideration. Those interested can 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 noon the Wednesday before a Council Meeting.

OBJECTIVE:

Andrew Reid and Kevin Visser from EPCOR have requested to come speak to Council, they will give an update on the past two years of the Town's contract with EPCOR.

FINANCIAL IMPLICATIONS:

N/A

BACKGROUND:

Epcor is the current operator of the Town's underground utilities including water, sewer, and storm as well as the Town's Wastewater Treatment Plant.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community



Managing



Financial



Economic



Protecting



Community

Connection	Growth	Resilience	Growth	Water and Green Spaces	Safety and Wellbeing
------------	--------	------------	--------	------------------------	----------------------

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

COMMUNITY IMPLICATIONS:

N/A

INTERNAL IMPLICATIONS:

N/A

LEGISLATIVE IMPLICATIONS AND REFERENCES:

N/A

PUBLIC ENGAGEMENT AND AWARENESS:

N/A

IMPLEMENTATION

COMMUNICATIONS:

N/A

NEXT STEPS:

N/A

ALTERNATIVE MOTIONS:

N/A

REPORT AUTHOR:

Ethan Wilson, Manager of Infrastructure

ATTACHMENTS:

[Attachment I: Delegation Request - EPCOR Utilities](#)

[Attachment II: 2024-25 Term 2 Strathmore Performance Presentation](#)

Ethan Wilson, Manager of Infrastructure

Approved

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

- 04 May
2026

Approved

- 05 May
2026

Kevin Scoble, Chief Administrative Officer

Approved

- 06 May
2026

Veronica Anderson, Legislative Services Officer

Approved

- 07 May
2026

Johnathan Strathdee, Manager of Legislative Services

Approved

- 08 May
2026

From: noreply@esolutionsgroup.ca
Sent: May 7, 2026 8:55 AM
To: LegServ Admin
Subject: New Response Completed for Delegation Request Form

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

Please note the following response to Delegation Request Form has been submitted at Thursday May 7th 2026 8:54 AM with reference number 2026-05-07-001.

- **Applicants Name**
Andrew Reid
- **Organization Name (If Applicable)**
EPCOR Utilities
- **Meeting date requested (day/month/year)**
13/5/2026
- **Applicant's phone number**
ATIA Sec. 20(1)
- **Applicant's email address**
ATIA Sec. 20(1)
- **Applicant's Address**
100 Huxted Way
- **Please list the name and title of the individuals that will be presenting to Council in the space provided.**
Andrew Reid - Strathmore Site Manager
Kevin Visser - Associate Director Commercial Operations
- **Please select the purpose of your presentation.**
Information Only
- **Please provide a brief summary regarding your delegation in the space provided.**
Current contract has an automatic renewal requirement 18 months before the end of the current 8 year term. That 18 month deadline occurs in June of this year. The renewal is predicated on maintaining an 80% overall score and council's

approval and EPCOR will be presenting on the current status through the first 6 years of our term.

- **The Town has a computer and screen available for presentations. If you require specific technical requirements for your presentation please specify them in the space provided.**

Wheatland County

[This is an automated email notification -- please do not respond]



EPCOR Strathmore

Mid Term Performance Review

2024 – 2025

May 13, 2026



Strathmore
RURAL REIMAGINED



Performance Standards

10 Key Performance Indicators
measured annually

KPI 1 - Sanitary Manhole Inspection 25% annually

- Storm Manhole Inspection 25% annually
- Catch Basin Inspections 25% annually

KPI 2 – Sewer Line Cleaning 25% of Town annually

KPI 3 – Valve Exercising 25% annually

KPI 4 – Uni-directional Flushing 25% of Town annually

KPI 5 - Hydrant Maintenance 25% Annually

Performance Standards

10 Key Performance Indicators
measured annually

KPI 6 – Residential Operator Callouts
(response time within 60 minutes)

KPI 7 - Stakeholder Engagement (10 hours of
community outreach annually)

KPI 8 – Capital Planning (Within approved
budget)

KPI 9 – WCB Reportable Claims (Zero injuries)

KPI 10 – Water Quality (No approval
exceedances)



Performance Standards

Additional tasks

- Utility Locates since 2020
- Storm water manhole inspections added in 2022.
- Meter services added 2025



Article 11

The initial Term of this Agreement is for a period of eight (8) years from the Commencement Date. This Agreement shall be automatically renewed for an additional eight (8) years following the expiry of the Term, subject to the TOWN's satisfaction with the OPERATOR's performance as measured by the Performance Standards and subject to the TOWN Council's consent, notice of the same to be provided in writing by the TOWN to the OPERATOR, not less than eighteen (18) Months prior to the expiry of the Term.

EPCOR Strathmore Term One Report Card

Metric Name	4 Year Target	Completed	Term One Status	Term One Score
Sanitary Manhole Inspections	100%	106%	✓	0.03
Sanitary Sewer Flushing	100%	108%	✓	0.03
Uni-Directional Flushing (UDF)	100%	68%	✗	0.02
Mainline Valve Inspections	100%	162%	✓	0.04
Hydrant Inspections	100%	699%	✓	0.17

Water restrictions in 2023

EPCOR Strathmore Term One Report Card

Metric Name	Target	Completed	Term One Status	Term One Score
Operator Call Outs	60 Minute response time	100%	✓	0.10
Stakeholder engagement	10 hours	100%	✓	0.26
Capital Project Execution	Meet Council approved budget	100%	✓	0.10
WCB Reportable Claims	0 = 100% 1 = 75% 2 = 50% 2+ = 0%	87.5%	✓	0.09
Approval Limits	Meet all approval limits	100%	✓	0.10
Accumulative Total Score				0.93

EPCOR Strathmore Term 2 Midterm Report

Metric Name	2 Year Target	Completed	2-Year KPI Score	Term Score
Sanitary Manhole Inspections	50%	51%	✓	0.03
Sewer Line Cleaning	50%	55%	✓	0.03
Uni-Directional Flushing (UDF)	50%	38%	✗	0.02
Mainline Valve Inspections	50%	94%	✓	0.05
Hydrant Inspections	50%	396%	✓	0.20
Operator Call Outs	100%	100%	✓	0.10
Stakeholder Engagement	100%	100%	✓	0.38
Capital Project Execution	100%	100%	✓	0.10
WCB Reportable Claims	100%	90%	✓	0.09
Approval Limits	100%	96%	✓	0.10
Accumulative Total Score				1.08

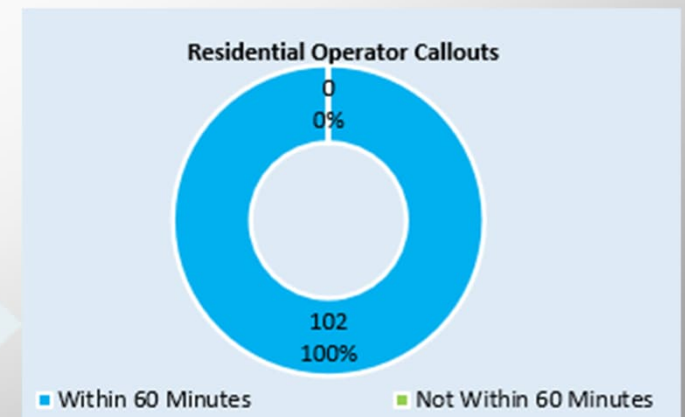
Calgary Feeder main Break

KPI 6: Operator Call Outs

Response time must be within
60 minutes

- Water Quality issues
- Sewer Backup
- Frozen Service/ No water
- Fire calls

Response Time Requirement Met



KPI 7: Stakeholder Engagement

EPCOR's documented stakeholder engagement - 61 hours

Date	Event Information
Tuesday, July 1, 2025	Pancake Breakfast
Friday, June 7, 2024	Lead by Example Powwow
Saturday, June 8, 2024	Lead by Example Powwow
Sunday, June 9, 2024	Lead by Example Powwow
Monday, July 1, 2024	Pancake Breakfast

Community Sponsorships

2024 Recipients		2025 Recipients	
Strathmore Motor Products Sports Center	\$6,667	Strathmore Motor Products Sports Center	\$6,667
Project Forest	\$2,500	Project Forest	\$2,500
Canada Day Pancake Breakfast	\$2,000	Canada Day Pancake Breakfast	\$2,000
Strathmore Stampede	\$2,100	Strathmore Stampede	\$2,100
Alberta Culture Days	\$1,455	Lead by Example Powwow	\$3,000
Lead by Example Powwow	\$3,000		
Strathmore Gymnastics	\$750		



Project Partners:



KPI 8: Capital Projects

Meet Council-approved budget

Year	Project Name	Capital Budget	Invoiced	Invoiced %
2024	Lift Station Upgrades	\$50,000	\$31,579	63%
2024	PLC/SCADA Upgrades	\$310,000	\$195,131	63%
2024	Lab Equipment	\$20,000	\$13,187	66%
2024	General Plant Upgrades	\$85,000	\$75,000	88%
2024	PC repairs	\$175,000	\$174,997	100%
2025	Effluent Reuse Pump (2024)	\$19,977	\$21,347	107%
2025	PLC Upgrades	\$405,000	\$330,939	82%
2025	WWTP UV System	\$385,000	\$379,985	99%
2025	WWTP General Plant Upgrades	\$60,000	\$51,704	86%
2025	Distribution and Collections Out-of-Scope Maintenance	\$75,000	\$62,826	84%

\$1,584,977	\$1,336,695	84%
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KPI 9: WCB Reportable Claims

October 3, 2025 – Employee slipped when the tool broke, hurting his elbow.

Term 2 score 0.09



KPI 10 Water Quality

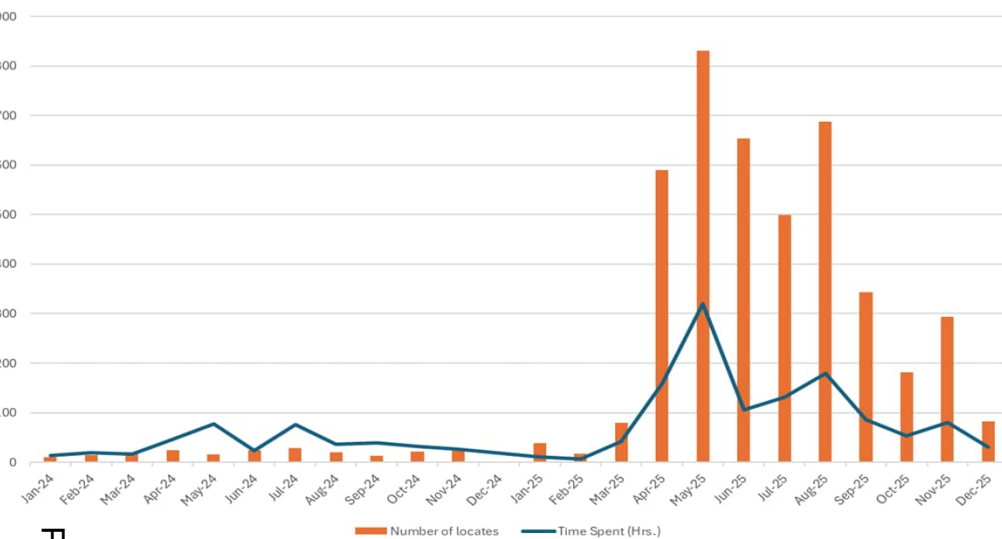
2024 Approval Limits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WWTP Effluent												
Total Suspended Solids	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
cBOD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Total Phosphorus	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Total Ammonia Nitrates	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
pH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WWTP Bacteriological												
Treated Effluent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pump House	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Approval Limits Met	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

2025 Approval Limits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WWTP Effluent												
Total Suspended Solids	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
cBOD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Total Phosphorus	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Total Ammonia Nitrates	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
pH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WWTP Bacteriological												
Treated Effluent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pump House	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓
Approval Limits Met	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓

Utility Locates

- 4293 locates in 2025.
 - More than 2020 through 2023 (4,237).
 - TELUS Fiber Optic project
- 1611 labour hours midway through term 2
 - Less than 2020 through 2023 (2181)

Utility Locates





Stormwater Manhole Inspections

- 632 Storm Manholes
 - 128 inspected in 2024
 - 149 Inspected in 2025
 - 57% over two years ✓

Meter services

- Respond to the Town's water meter appointments.
- Install and program MXU for new commercial and residential meters.
- Troubleshoot failed MXU's and meters.
- Replacement of meters and MXU's
- Update work orders in CityWorks
- Update the monthly inventory
- 274 Meter appointments since June 20, 2025.



The background of the slide is a close-up photograph of a circular metal manhole cover. The cover has a grid-like pattern of raised lines and several circular holes. The words "DISTRIBUTION" and "WATER" are embossed on the cover in a circular arrangement. A semi-transparent white horizontal band is overlaid across the middle of the image, containing the text "Questions?".

Questions?



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: April 8, 2026

Meeting Date: May 13, 2026

SUBJECT: **Committee of the Whole Meeting Minutes – April 8, 2026**

RECOMMENDED MOTION: THAT Council adopt the April 8, 2026 Committee of the Whole Meeting Minutes as presented in Attachment I.

REPORT SUMMARY

KEY ISSUE(S):

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the April 8, 2026 Committee of the Whole Meeting are given to Council for adoption.

OBJECTIVE:

For Council to review, and adopt the Committee of the Whole Minutes as presented.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

IMPLEMENTATION

NEXT STEPS:

Once signed, the April 8, 2026 Committee of the Whole Meeting Minutes will be posted on the Town's website.

ALTERNATIVE MOTIONS:

1. Council may adopt the recommended motion.
2. Council may provide further direction regarding the Committee of the Whole Meeting Minutes.

REPORT AUTHOR:

Veronica Anderson, Legislative Services Officer

ATTACHMENTS:

[Attachment I: COMMITTEE OF THE WHOLE - 08 Apr 2026 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 09 Apr
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 20 Apr
2026



MINUTES COMMITTEE OF THE WHOLE MEETING

6:00 PM - Wednesday, April 8, 2026

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Mayor Pat Fule, Councillor Claude Brown, Councillor Jim Chisholm, Councillor Matt Hyde, Councillor Richard Wegener, and Deputy Mayor Brent Wiley

COUNCIL ABSENT: Councillor Melissa Langmaid

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

1. **CALL TO ORDER**

Mayor Fule called the April 8, 2026 Committee of the Whole to order at 6:01 p.m.

2. **CONFIRMATION OF AGENDA**

Resolution No. 016.04.26A

Moved by Councillor Brown

THAT Council adopt the April 8, 2026 Committee of the Whole Agenda as amended:

MOVE:

8.2 *Strathmore Stampede Discussion – Advice from officials – ATIA S. 29(1)(a)*

to become 8.1.

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

AGAINST: None.

CARRIED

3. **PUBLIC COMMENTS**

None.

4. **DELEGATIONS**

None.

5. **CONFIRMATION OF MINUTES**

5.1. **Committee of the Whole Meeting Minutes – March 11, 2026**

Resolution No. 017.04.26A

Moved by Councillor Chisholm

THAT Council adopt the March 11, 2026 Committee of the Whole Meeting Minutes as presented in Attachment I.

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

AGAINST: None.

CARRIED

6. **BUSINESS**

6.1. **Proposed Cemetery Bylaw No. 26-04**

6.2. **Services and Service Levels Inventory Review**

7. **QUESTION AND ANSWER PERIOD**

7.1. **Fence Building Youth Employment Opportunity**

Councillor Brown asked Councillor Hyde to share information on the program to employ local high school students to build fences in Town this summer.

7.2. **Stanley Cup Playoffs**

Councillor Chisholm asked Council to share who they will be cheering for in this year's playoffs.

7.3. **Hike for Hospice**

Mayor Fule informed Council that Dr. McNeely has stated that this year's hike will not be taking place.

8. **CLOSED MEETING**

Resolution No. 018.04.26A

Moved by Councillor Wegener

THAT Council move In Camera to discuss items related to sections 29(1)(a) and 29(1)(b)(iii) of the *Access to Information Act* at 6:52 p.m.

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

AGAINST: None.

CARRIED

8.1. **Strathmore Stampede Discussion – Advice from officials – ATIA S. 29(1)(a)**

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

Resolution No. 019.04.26A

Moved by Councillor Wegener

THAT Council move out of Camera at 9:12 p.m.

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

AGAINST: None.

CARRIED

9. **ADJOURNMENT**

Mayor Fule adjourned the April 8, 2026 Committee of the Whole at 9:12 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Further Direction

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: April 29, 2025

Meeting Date: May 13, 2026

SUBJECT: **2027 Capital Project and Major Initiatives Priority Matrix**

RECOMMENDED MOTION: For Council to provide direction.

REPORT SUMMARY

KEY ISSUE(S):

The Capital Projects Prioritization Matrix is a tool to assist with asset management because the capital projects are either refurbishing, replacing or adding new assets. This tool will assist with the determining of which capital projects could proceed, and the timing of when.

There are different categories and factors with weightings to quantify and rank the priorities, which are identified in the attachment.

OBJECTIVE:

For Council to provide feedback and any requested changes to the Matrix weighting. The updated document will come back to Council for approval at the May 20, 2026 Regular Council Meeting.

FINANCIAL IMPLICATIONS:

The Capital Project and Major Initiatives Priority Matrix has been established to create an impartial process regarding the review, assessment and ranking of capital projects. This ranking is used to discuss priorities identified as part of the annual budget process.

BACKGROUND:

During the 2026 Budget, the Matrix was used to support in the prioritization of capital projects in alignment with Council's Strategic Plan and the Town's Corporate Business Plan.

Administration is bringing forward the Matrix for Council's feedback to guide the 2027 budgeting process.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

The 2026 Capital Project and Major Initiative Priority Matrix is used to weight all proposed projects for potential inclusion in the 2027 Budget. This matrix includes provisions around the Town's Strategic Plan and Corporate Business Plan.

COMMUNITY IMPLICATIONS:

N/A

INTERNAL IMPLICATIONS:

Department Managers use the matrix to score capital business cases. Managers deliberate with Senior Leaders and Finance representatives to review all scoring and come to a consensus of rating for presenting recommended capital business cases to Council during the budgeting process.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

N/A - this is an internal usage item to support the budgeting process.

PUBLIC ENGAGEMENT AND AWARENESS:

N/A

IMPLEMENTATION

COMMUNICATIONS:

The 2027 Budget Information will be communicated throughout the organization and will form a critical component of the budget.

NEXT STEPS:

Administration will use the Matrix as the basis for recommending Capital Projects and Major Initiatives when presenting the 2027 Operating and Capital Budget for Council for deliberations in November 2026.

ALTERNATIVE MOTIONS:

N/A

REPORT AUTHOR:

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

ATTACHMENTS:

[Attachment I: Capital Project and Major Initiatives Priority Matrix](#)

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Approved
- 06 May
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 06 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 06 May
2026

Veronica Anderson, Legislative Services Officer

Approved
- 07 May
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 08 May
2026



Town of Strathmore

Capital Project and Major Initiatives Priority Matrix

#	Criteria	Description	Value	Scoring Description	Weight	Score
1	Project Category	5 Categories of projects that support different classifications of projects which vary depending on importance and impact to the public Select from list	100	Essential Projects - this category includes capital projects that have a legal, safety, regulatory or other mandated minimum requirement where not achieving these requirements would lead to legal action, fines, penalties or high risk of liability against the Municipality.	20%	0
			80	Priority Projects - this category includes projects required to maintain critical components in a state of good repair. These projects are not mandatory but will maintain critical infrastructure at current service levels.		
			60	Efficiency or Cost Savings Projects - These projects have a positive breakeven over the life of the capital investment due to operational cost savings and will provide financial benefits in the future.		
			40	State of Good Repair/Lifecycle - this category includes projects that maintain existing capital infrastructure. These projects are not mandatory but if the project is not undertaken the current level of service/condition of the capital asset will decline.		
			20	Improvement (non-essential) - This category includes: projects that will increase current service level; new facilities; expansion of existing facilities or new initiatives.		
2	Strategic Alignment	What section from our Strategic plan does this project match with? (This selection will be shown at the top of the page.) Select from list		Select from List-Strategic Plan and/or Admin Priorities	10%	0
			100	Directly aligned with Strategic Plan		
			50	Indirectly linked to Strategic Plan		
3	Business Plan	Which part of the Business plan does this project align with? (This selection will be shown at the top of the page.) Select from list		Select from List - Business Plan	5%	0
			100	Directly aligned with the Business Plan		
			50	Indirectly linked to the Business Plan		
4	Business Continuity Risk Assessment	The extent to which the project will address/mitigate risk to essential and critical municipal services Select from list	100	Significant impact	15%	0
			50	Moderate impact		
			10	Low impact		
5	Operating Budget Impact	Incremental increase/decrease on operating budget as a result of the project Select from list	100	Significant decrease in operating costs (>\$50,000)	10%	0
			50	Moderate decrease in operating costs (between \$20,000 and \$50,000)		
			25	Marginal decrease in operating costs (between \$5,000 and \$20,000)		
			0	Little or no impact on operating costs (+/- \$5,000)		
			-25	Marginal increase in operating costs (between \$5,000 and \$20,000)		
6	Financing	Select from list	100	Financed entirely from external sources and must proceed immediately to leverage funds	15%	0
			90	Financed entirely from external sources		
			75	75% - 99% of project financing is from external sources		
			50	50% - 74% of project financing is from external sources		
			25	25%-49% of project financing is from external sources		
			10	Less than 25% of project financing is from external sources		
			0	Financed entirely from debt, tax levy or taxy levy funded reserves		
			100	Able to measure a positive ROI with payback period of less than 5 years		
50	Able to measure a positive ROI with a payback period of 5 to 10 years					
0	ROI difficult to measure					
8	Service Levels (Impact)	Select from list	100	Addresses a current service level deficiency so level of service standard is achieved	10%	0
			50	Increases level of service		
			0	Has no impact on service level		
9	Community and Economic Impact	Impact on businesses and economy in terms of revenue generation (job creation, assessment growth, tourism, etc.) Select from list	100	Generates a significant economic benefit for the local economy	5%	0
			50	Generates a moderate economic benefit for the local economy		
			0	Limited, minimal or no economic benefit for the local economy		
TOTAL SCORE:					100%	0
All areas in BOLD RED are required fields in order to populate this matrix. To select from the list click on the field (Select from list) and click on the grey arrow button to select the corresponding field. This will then populate a Score which is tallied at the bottom.						



Report for Council

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 4, 2026

Meeting Date: May 13, 2026

SUBJECT:	Municipal Enforcement Service Department Overview
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RECOMMENDED MOTION: For Information

REPORT SUMMARY

KEY ISSUE(S):

The existing staff complement for the Municipal Enforcement Service (MES) department is four (4) members, or approximately a 1-to-3,750 officer-to-resident ratio (1-to-5,000 officer-to-resident ratio for a Community Peace Officer (CPO)).

This staffing complement allows for operational hours, Monday through Friday, 6:00 am to 5:00 pm, with a minimum of two (2) officers on shift, for safety.

Should Council wish to change the level of service by increasing the operational hours for the MES department or increasing/decreasing the number of MES officers working at one time, there would be financial implications.

OBJECTIVE:

Administration has prepared this report on the operations of the Municipal Enforcement Service (MES) department.

While there are no "best practices" associated with enforcement staffing levels, Administration's report will provide some operational (staffing, hours, etc...) comparisons from regional municipalities.

FINANCIAL IMPLICATIONS:

None, other than staff time associated with researching other municipalities and preparing this report.

Should Council wish to change the level of service for the Municipal Enforcement Service (MES) department, costs associated with hiring and outfitting a community peace officer (vehicle, equipment, etc...) would be approximately \$250,000.00.

BACKGROUND:

At the April 15, 2025, meeting, the Council directed the Administration to prepare a report on Municipal Enforcement Officer coverage, research like-sized municipalities for best practices, and determine if the RCMP required increased assistance from staff.

The role of the Municipal Enforcement Services department is to enforce local bylaws and certain provincial laws, thereby maintaining public safety, order, and community standards.

Some of the core responsibilities include:

- Bylaw enforcement and community safety (parking, animal control, property standards, noise complaints, etc.)
- Traffic and parking enforcement
- Public education (educating residents about bylaws, etc...)

Municipal Enforcement Officers are appointed under the Municipal Government Act and the Peace Officer Act (allowing for the enforcement of specific provincial statutes). Municipal Enforcement staff typically don't handle serious criminal matters and focus more on compliance and prevention rather than criminal investigation.

The Municipal Enforcement Services department consists of community peace officers (CPO) and a municipal enforcement/bylaw officer. There is a common misconception that all Bylaw officers are also Community Peace Officers; however, only those individuals appointed as Community Peace Officers can enforce provincial acts and regulations.

Community Peace Officers (CPOs) are specialized law enforcement personnel appointed under the Alberta Peace Officer Act to enforce provincial statutes and municipal bylaws. While their duties vary in nature and scope depending on the unique needs and priorities of the communities they serve, the Town's CPOs enforce the following Provincial Statutes:

- Traffic Safety Act (traffic and commercial vehicle enforcement)
- Gaming, Liquor, and Cannabis Act
- Petty Trespass Act and Trespass to Premises Act
- Dangerous Dogs Act and Animal Protection Act
- Tobacco, Smoking, and Vaping Reduction Act
- Environmental Protection and Enhancement Act
- Dangerous Goods Transportation and Handling Act

The current staffing complement for the Municipal Enforcement Service (MES) department is four (4) members, or approximately a 1-to-3,750 officer-to-resident ratio (1-to-5,000 for a Community Peace Officer (CPO)). This staffing complement allows for department operational hours, Monday through Friday, 7:00 am to 5:00 pm, with a minimum of two (2) officers on shift, for safety. This schedule is based on historical data, with approximately 2% of calls (requests for service) occurring after regular hours (after 5:00 pm and weekends).

MES staff will occasionally flex hours during the summer months to extend their operational hours, to meet community demands (i.e. Stampede or other event), or to address/respond to a specific public safety issue. Furthermore, the MES department will occasionally employ a contracted service provider to further complement a specific public safety issue.

Calls for service, outside of business hours, are monitored by MES staff and actioned as follows:

1. Responded to by telephone within 24 hours, and actioned on or before the next business day, or
2. Redirected to the non-emergency RCMP line
3. Redirected to Town of Strathmore Public Works (Operations) after hours.

A regional staffing comparison shows varying officer-to-resident ratios:

- City of Airdrie - 15 staff (1-to-6,000)
- City of Chestermere - 10 staff (1-to-3,100)
- Town of Cochrane - 10 (1-to-3,200)
- Town of Drumheller - 3 (1-to-2,800)
- Town of High River - 3 (1-to-5,000)
- Town of Sylvan Lake - 10 (1-to-1,800)

Some of these municipalities also employ seasonal bylaw staff to enhance parking and property compliance. For example, the Town of Sylvan Lake employs 8-10 additional bylaw officers to enforce parking and other municipal bylaws.

Operational hours for these municipalities vary, but are:

- City of Airdrie - 7 days/week (6:30 am to 9:00 pm)*
- City of Chestermere - 7 days/week (Fall - 7:00 am to 10:30 pm and Summer - 7:00 am to 12:30 am)*
- Town of Cochrane 7 days/week (7:30 am to 7:00 pm)*
- Town of Drumheller - 7 days/week (6:30 am to 9:00 pm)
- Town of High River - 7 days/week (8:00 am to 12:00 am)
- Town of Sylvan Lake - 7 days/week (8:00 am to 8:00 pm)*

* Denotes that these municipalities have a policy that municipal enforcement staff are not regularly scheduled to work alone (outside of extenuating circumstances).

The Town's Municipal Enforcement Service department and the Strathmore RCMP have an excellent relationship. The MES department has assisted in traffic-related matters (i.e., winter road closures) and calls for assistance (traffic control for a Conrich fire or the May 2025 hold and secure incidents).

They support joint operations, where an additional enforcement presence is needed, and also other targeted enforcement campaigns. In Feb. 2025, Minister Ellis, Minister of Public Safety and Emergency Services, requested municipalities, temporarily, align Community Peace Officers' operations with, or under, the RCMP to ensure law enforcement efforts are collaborative and coordinated in efforts to combat fentanyl and social disorder.

Ultimately, the limited powers of community peace officers and bylaw officers would limit their assistance to the RCMP to scene support, serving documents, and lower-level offences such as traffic enforcement, liquor, and cannabis-related, and nuisance-related calls.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:

					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Connection	Managing Growth	Financial Resilience	Economic Growth	Protecting Water and Green Spaces	Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has prioritized the continuous improvement of community safety, health, and wellbeing. The Municipal Enforcement Service department provides early Intervention on issues (unsightly properties, noise and disorder complaints, aggressive animals), often addressing these matters before they become police matters.

They provide ongoing visibility, building familiarity with residents, and create a safer baseline rather than reacting only after problems occur.

COMMUNITY IMPLICATIONS:

Not applicable at this time.

INTERNAL IMPLICATIONS:

Changes to the level of service by increasing the operational hours for the Municipal Enforcement Service (MES) department or increasing/decreasing the number of MES officers working at one time, would impact the department (operationally and financially).

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Not applicable at this time.

PUBLIC ENGAGEMENT AND AWARENESS:

Not applicable at this time.

IMPLEMENTATION

COMMUNICATIONS:

Not applicable at this time.

NEXT STEPS:

Council may choose to provide further direction to Administration.

ALTERNATIVE MOTIONS:

Not applicable at this time.

REPORT AUTHOR:

Mark Pretzlaff, Director of Community and Protective Services

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 07 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 08 May
2026

Veronica Anderson, Legislative Services Officer

Approved
- 08 May
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 08 May
2026



Request for Further Direction

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: April 13, 2026

Meeting Date: May 13, 2026

SUBJECT:	Signing Authority Policy No. 1216
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RECOMMENDED MOTION: For information.

REPORT SUMMARY

KEY ISSUE(S):

For Council to consider the requirements for signatures on various Town documents.

Examples shown in Schedule A:

Document/Expenditure	First Signature (one of the following)	Second Signature
Purchase agreement approved within the budget and \$5,000	Supervisor or Designate	Manager, Sr. Manager or Designate Director or Designate
Purchase agreement approved within the budget and \$25,000	Manager or Designate	Sr. Manager or Designate Director or Designate
Purchase agreement approved within the budget between \$25,000 and \$200,000	Manager or Designate	Director CAO or Designate
Purchase agreement approved within the budget over \$200,000	Director or Designate	CAO or Designate
New purchase agreement or renewal	Mayor or Designate	CAO or Designate
Cheques – all values	Mayor or Designate	CAO or Designate
Land title office documents	Manager or Designate	N/A
Development Agreements for Development Permits	Director or Designate	N/A
Development Agreements for Subdivisions	Director	N/A
Tax Recovery documents	Sr. Manager or Designate	N/A
Bylaws and Minutes	Director of Strategic, Administrative & Financial Services or Designate	Mayor or Designate
Council Policies	Director of Strategic, Administrative & Financial Services or Designate	Mayor or Designate
Board and Committee Minutes	Chairperson	Recording Secretary
Employment Contracts – FT, PT and term	Department Director	N/A
Employment Contracts – Seasonal and Casual	Department Manager	N/A
Grant funding applications and agreements	Department Director or Designate CAO where required	N/A
Intergovernmental Agreements	CAO or Designate	N/A
Authorization Limit Exception Form	Director of Strategic, Administrative & Financial Services or Designate	N/A
Other Agreements (ex. sponsorship, facility, services, mutual aid etc.)	Department Director or Designate	N/A

FINANCIAL IMPLICATIONS:

The Signing Authority Policy will direct how many signatures are required and what positions have the ability to sign all items related to the Town's finances and transactions.

Staff time was utilized from drafting and review of this policy.

BACKGROUND:

It is vital that proper oversight is maintained of every contract and expenditure at the Town of Strathmore, regardless of scope or value. To support accountability to the community, the authorization of financial and non-financial transactions should be performed in accordance with agreed terms. This includes, but is not limited to – bylaws, minutes, cheques, contracts and other agreements.

The purpose of Signing Authority Policy No. 1216 is to outline who at the Town of Strathmore may sign or authorize financial transactions, agreements, and other municipal documents. It provides clarity of roles and responsibilities within the Town, ensuring proper governance is maintained while allowing for division/delegation of work.

Town Departments have provided recommendations based on their areas of work.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:

					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Connection	Managing Growth	Financial Resilience	Economic Growth	Protecting Water and Green Spaces	Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

A Signing Authority Policy ensures proper governance is in place for efficient operations of the Town. Well-defined processes enable staff to concentrate on priority work by minimizing time spent on administrative tasks.

INTERNAL IMPLICATIONS:

The Signing Authority Policy will direct how many signatures are required and what positions have the ability to sign all Town items including bylaws, minutes, cheques, contracts and other agreements.

IMPLEMENTATION

COMMUNICATIONS:

Once the policy is finalized it will be shared with Staff and the enclosed signature process will be implemented.

NEXT STEPS:

Administration will take Council feedback during the Committee of the Whole. A final policy will be drafted and brought back to a future Regular Council Meeting for adoption.

"THAT Council adopt Signing Authority Policy No. 1216, as presented in Attachment I."

ALTERNATIVE MOTIONS:

Council may ask Administration to make changes to any of the direction set forth within this policy or express support for the policy as-is.

The policy may be brought to:

1. A future Committee of the Whole for additional discussion.
2. A Regular Council Meeting for adoption.

REPORT AUTHOR:

Leana Ashbacher, Senior Manager of Financial Services

ATTACHMENTS:

[Attachment I: 1216 - Signing Authority Policy](#)

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 06 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 06 May
2026

Veronica Anderson, Legislative Services Officer

Approved
- 08 May
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 08 May
2026



TOWN POLICY

POLICY NUMBER: 1216

REFERENCE:

Resolution No.

ADOPTED BY:

Town Council

PREPARED BY: Legislative Services

DATE: May XX, 2026

TITLE: Signing Authority Policy

Policy Statement

It is vital that proper oversight is maintained of every contract and expenditure at the Town of Strathmore, regardless of scope or value. To support accountability to the community, the authorization of financial and non-financial transactions will be performed in accordance with the agreed terms. This includes, but is not limited to – bylaws, minutes, cheques, contracts and other agreements.

Purpose

This policy outlines who at the Town of Strathmore may sign or authorize financial transactions, agreements, and other municipal documents. It will provide clarity of roles and responsibilities within the Town, ensuring proper governance is maintained while allowing for division/delegation of work.

1.0 DEFINITIONS

- 1.1 "Agreement" means a document, intended to be enforceable by law, that records an arrangement between the Town and one or more other parties to perform a course of action, and includes agreements, contracts, memorandums of understanding, and settlements.
- 1.2 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town or designate.
- 1.3 "Chief Elected Official" means the Mayor of the Town, as described in the Act.
- 1.4 "Delegation of Authority" has the meaning ascribed to it in Section 4 of this Policy.
- 1.5 "Designate" means a role appointed to do specific duties by a superior. Designates at the Town of Strathmore may include Directors, Senior Managers, Managers and Supervisors.
- 1.6 "Director" means the person who oversees a department within the Town. They are a member of the Senior Leadership Team.

- 1.7 "Intergovernmental Agreement" means a contractual agreement between one or more governmental bodies, including, but not limited to, an interlocal agreements to jointly exercise any power, privilege, or authority that the agencies share in common and that each might exercise separately.
- 1.8 "Land Titles" mean records of ownership of land parcels and the specific interests registered on them, such as mortgages, caveats, easements, and liens. A land title in Alberta is a document that serves as evidence of the ownership of a property.
- 1.9 "Lithograph" means an authorized printed reproduction of a signature. To be used in place of an actual pen and ink signature.
- 1.10 "Procurement Policy" means the set of guidelines and procedures that define the way the Town purchases goods and services.
- 1.11 "Purchase Order" or "PO" means a contract drafted when purchasing goods. It details terms of the order.
- 1.12 "Signing Authority" is the power granted to an individual or an organization to sign official documents, contracts, agreements, or other legal instruments on behalf of an organization or themselves. It is critical to any decision-making process as it authorizes transactions, commitments, or other obligations.
- 1.13 "Town" means the Town of Strathmore, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

2.0 RESPONSIBILITY

- 2.1 Council is responsible for approving this Policy and any amendments to it.
- 2.2 The Chief Administrative Officer is responsible for:
- a. ensuring the leadership team are aware of and understand the implications of this Policy;
 - b. implementing and monitoring this Policy;
 - c. regularly reviewing and making necessary amendments to this Policy.
- 2.3 The leadership team is responsible for ensuring employees are aware of this Policy.
- 2.4 Unless specified elsewhere in this Policy, authority is delegated to a position as opposed to a person.
- 2.5 Unless otherwise specified, authority delegated to a position extends to any person acting in that position.
- 2.6 A delegation of authority to an employee also confers authority on that employee's supervisor unless a particular qualification or certification, which must be held by the designated individual, is not held by the supervisor.
- 2.7 Only employees who have been delegated Signing Authority through this Policy, or through further delegation permitted by this policy, may sign municipal documents referenced herein.

- 2.8 Employees who have been Signing Authority pursuant to Schedule A of the policy are responsible for:
- a. ensuring documents are signed in accordance with this Policy, and
 - b. ensuring the accuracy of the document being signed.
 - c. Ensuring that the documents are appropriately filed within the Towns' records management system
- 2.9 Employees who have been delegated Signing Authority pursuant to section 3 of this Policy are responsible for:
- a. being aware of and complying with all relevant bylaws, policies, procedures as well as external legislative requirements when exercising delegations;
 - b. providing for sub-delegation in writing as required;
 - c. ensuring that all the sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

3.0 DELEGATION OF AUTHORITY

- 3.1 The Mayor may delegate any power, duty, or function as assigned to them under the Council Procedure Bylaw and amendments thereto;
- 3.2 The Chief Administrative Officer, Directors, and Managers may delegate any power, duty, or function as assigned to them under this Policy to another position within Town Administration.

4.0 GUIDELINES

The following guidelines will be used to determine signing authority and approval process.

- 4.1 Signing Authority for cheques
- 4.1.1 The Town's cheques, no matter the value, must include two signatures.
 - a. First being one of the following: Mayor or Deputy Mayor
 - b. Second being one of the following: CAO or Designate
 - 4.1.2 If approval for the amount is obtained through Council Resolution, financial system-printed cheques with signatures digitally applied will be used as the primary form of cheque generation. (See Section 4.6 of this Policy.)
 - 4.1.3 Cheque register is available from Financial Services for review, upon request.
- 4.2 Electronic Fund Transfers (EFTs)
- 4.2.1 Senior Manager of Financial Services or Designate may approve disbursement of approved expenditures via an electronic fund transfer.
 - 4.2.2 EFT Register available from Financial Services for review upon request.

4.3 Signing Authority for Purchasing Agreements

4.3.1 Signing authority will be in alignment with the Procurement Policy as amended from time to time. The Town's signing authorities for agreements shall be as outlined in Schedule A hereto.

- a. All other agreements contained within an improved budget required to be signed by Town employees to carry out the normal course of business may be signed according to the designated signing authority for purchase orders outlined in Section 4.4.8 of this Policy (examples include construction contracts, maintenance agreements, permits, credit applications, etc.)

4.3.2 Signing authority as granted under this policy:

- a. may be further delegated to a Town employee as long as the Delegation has been confirmed in writing by the Chief Administrative Officer;
- b. does not preclude the Chief Administrative Officer from providing a signature on any agreement or document.
- c. does not preclude the Mayor from providing a signature on any agreement or document.

4.3.3 Council Bylaws, Minutes and Policies

- a. All enacted bylaws and approved minutes and policies shall be signed by the Chief Elected Official or Designate and the Director of Strategic, Administrative and Financial Services or Designate.

4.3.4 Board and Committee Minutes

- a. All board and committee minutes shall be signed by the person presiding at the meeting (chairperson) and the recording secretary.

4.3.5 Employment Contracts

- a. All permanent full-time, permanent part-time and term employment contracts – Chief Administrative Officer and Directors – shall be signed by the Director responsible.
- b. All casual or seasonal employee contracts shall be signed by the Department Manager.

4.3.6 Land Title Documents

- a. Land title documents required to be registered at Land Titles, such as Plans of Subdivision, caveats, development securities, encumbrances, restrictive covenants, liens, utility rights-of-way, etc., shall be signed by the Town's signing authority as established in Schedule A hereto.

4.3.7 Development Agreements

- a. Development Agreements are sometimes required under Section 650 or Section 655 of the Municipal Government Act for development permit and subdivision projects. Development agreements are legal documents for residential, commercial, and industrial developments. Development agreements set out the terms and conditions of development, including the responsibility to construct public facilities, infrastructure, and include the associated financial and legal obligations. They will be signed by the Town's signing authority as established in Schedule A.

4.3.8 Tax Recovery Documents

- a. Tax recovery documents required to be registered at Land Titles shall be signed by the Sr. Manager of Financial Services or Designate.

4.3.9 Purchase Orders

- a. In accordance with the Procurement Policy, requisitions are done by the party needing the Purchase Order and approved by the immediate supervisor.
- b. Invoices will be sent to the individual who issued the Purchase Order and, based on the amount, will follow the thresholds for signatures as set out in Schedule A hereto.
- c. The Chief Administrative Officer and/or a Director may delegate Purchase Order Signing Authority in writing to other employees of the Town as deemed necessary for the efficient and effective operation of the Town.

4.3.10 All other Purchases for Goods and Services

- a. The Chief Administrative Officer and/or a Director may approve payment of expenses included in the approved operating and capital budget that do not require purchase orders, subject to the terms of the Procurement Policy.

4.3.11 Grants and Intergovernmental Agreements

- a. Departments are encouraged to find and apply for Governments Grants to provide additional sources of funding for the town, and ensure they are maximizing available resources. These often must be acted upon quickly.
 - i. Directors and/or Chief Administrative Officer (where required) or Designates may approve Grant Funding Applications and Grant Funding Agreements.
- b. Intergovernmental contractual agreements unite two or more governmental agencies in a common goal.
 - i. The Chief Administrative Officer may sign Inter-governmental Agreements, providing they have been approved by Council Resolution.

4.3.12 Other Agreements

- a. Examples include sponsorship, facility, services, mutual aid etc.
- b. To be signed by the Department Director or Designate of the department the agreement pertains to.

4.4 Expense Accounts

Claimant	Approved by
Mayor	Deputy Mayor or Acting Mayor
Councillor	Mayor or Deputy Mayor
Chief Administrative Officer	Mayor or Deputy Mayor
Director	Chief Administrative Officer
Manager	Director
Employee	Manager or Supervisor

4.5 Lithograph Signatures

4.5.1 Council authorizes the use of lithograph signatures of the Chief Elected Official and the CAO or Designates for the signing of all cheques (including payroll cheques) as allowed under Section 213 (5) of the Municipal Government Act.

4.6 Electronic Signatures

4.6.1 Council authorizes the use of electronic signatures of the Chief Elected Official and the CAO or Designates for the signing of all other documents as outline in Section 4.4 of this Policy.

- a. Electronic signatures may be applied by a Designate if approval has been given by the signing authority for the document.

5.0 RELATED DOCUMENTS

5.1 The Signing Authority Policy shall consider and incorporate all legal and legislative requirements under:

- a. the *Municipal Government Act*, Sections 213 and 270;
- b. CAO Bylaw as adopted by Council;
- c. Designated Officers Bylaw
- d. Letters of Support Policy
- e. Real Property Transactions Policy
- f. any other relevant legislation.

5.2 This Policy shall be available for public inspection and will be posted on the Town of Strathmore’s website.

5.3 This Policy shall be reviewed at least once every four years. Next review date being May 2030.

END OF POLICY

APPROVAL

Mayor

Director of Strategic, Administrative
and Financial Services

DRAFT

SCHEDULE 'A'

Document/Expenditure	First Signature (one of the following)	Second Signature (one of the following)
Purchase agreement approved within the budget and \$5,000	Supervisor or Designate	Manager, Sr. Manager or Designate Director or Designate
Purchase agreement approved within the budget and \$25,000	Manager or Designate	Sr. Manager or Designate Director or Designate
Purchase agreement approved within the budget between \$25,000 and \$200,000	Manager or Designate	Director CAO or Designate
Purchase agreement approved within the budget over \$200,000	Director or Designate	CAO or Designate
New purchase agreement or renewal	Mayor or Designate	CAO or Designate
Cheques – all values	Mayor or Designate	CAO or Designate
Land title office documents	Manager or Designate	N/A
Development Agreements for Development Permits	Director or Designate	N/A
Development Agreements for Subdivisions	Director	N/A
Tax Recovery documents	Sr. Manager or Designate	N/A
Bylaws and Minutes	Director of Strategic, Administrative & Financial Services or Designate	Mayor or Designate
Council Policies	Director of Strategic, Administrative & Financial Services or Designate	Mayor or Designate
Board and Committee Minutes	Chairperson	Recording Secretary
Employment Contracts – FT, PT and term	Department Director	N/A
Employment Contracts – Seasonal and Casual	Department Manager	
Grant funding applications and agreements	Department Director or Designate CAO where required	
Intergovernmental Agreements	CAO or Designate	
Authorization Limit Exception Form	Director of Strategic, Administrative & Financial Services or Designate	N/A
Other Agreements (ex. sponsorship, facility, services, mutual aid etc.)	Department Director or Designate	

SCHEDULE 'B'



Authorization Limit Exception Form

This form is to be completed to grant a temporary or permanent exception to the Authorization Limits as specified in the Town of Strathmore's *Signing Authority Policy*.

Temporary Authorization Limit Exception

Employee name

Position

Who will be acting in the position of _____
Position

Is granted authorization to _____

For the period of _____ to _____
Date Date

Director of Strategic,
Administrative and Financial Services

Date

Permanent Authorization Limit Exception

The position of _____

is granted authorization to _____

due to the requirements of the job description.

Chief Administration Officer

Date