



AGENDA
REGULAR COUNCIL MEETING
Wednesday, March 18, 2026 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Page

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

3. CLOSED MEETING

- 3.1. Annexation Agreement with Wheatland County – Advice from officials – ATIA S. 29(1)(a)

4. PUBLIC HEARING

5. PUBLIC COMMENTS

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

6. DELEGATIONS

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

- 6.1. Delegation – True North Society
[Agenda Item - AIR-26-075 - Pdf](#)

4 - 9

7. CONSENT AGENDA

- 8.1 Regular Council Meeting Minutes – March 4, 2026
8.2 Special Council Meeting Minutes – March 11, 2026
9.4 Happy Gang Building Lease
9.5 Operating Budget Amendment – Reserve Transfer – 2026 Water Continuity Project – Emergency Response Funding
9.6 2026 Budget Change of Scope – Reservoir Projects
9.7 Wheatland Housing Management Body (WHMB) – Capital Maintenance Reserve Fund
9.8 Alberta Municipalities 2026 Call for Resolutions
11.2.1 WADEMSA Call Volumes – January 2026
11.2.2 WADEMSA – January 19, 2026 Regular Board Meeting Minutes
11.2.3 Municipal Library Board – Regular Meeting Minutes – November 18, 2025
11.2.4 Municipal Library Board – Regular and Annual Organizational Meeting Minutes January 2026
12.1 Fire Dispatch Services Letter from Village of Rockyford – March 2, 2026
12.2 Standard Rural Fire Association Response to March 2, 2026 Fire Dispatch Services Letter

12.3	Strathmore Response to Village of Rockyford — Fire Dispatch Services – March 12, 2026	
8.	CONFIRMATION OF MINUTES	
8.1.	Regular Council Meeting Minutes – March 4, 2026 Agenda Item - AIR-26-059 - Pdf	10 - 20
8.2.	Special Council Meeting Minutes – March 11, 2026 Agenda Item - AIR-26-074 - Pdf	21 - 25
9.	BUSINESS	
9.1.	2026-2029 Council Strategic Planning Agenda Item - AIR-26-073 - Pdf	26 - 43
9.2.	Strategic Planning Policy No.1114 Agenda Item - AIR-26-061 - Pdf	44 - 57
9.3.	Medical Services Update	
9.4.	Happy Gang Building Lease Agenda Item - AIR-26-039 - Pdf	58 - 74
9.5.	2026 Operating Budget Amendment – Reserve Transfer – Water Continuity Project – Emergency Response Funding Agenda Item - AIR-26-057 - Pdf	75 - 94
9.6.	2026 Budget Change of Scope – Reservoir Projects Agenda Item - AIR-26-070 - Pdf	95 - 98
9.7.	Wheatland Housing Management Body (WHMB) – Capital Maintenance Reserve Fund Agenda Item - AIR-26-064 - Pdf	99 - 107
9.8.	Alberta Municipalities 2026 Call for Resolutions Agenda Item - AIR-26-062 - Pdf	108 - 120
10.	BYLAWS	
10.1.	Bylaw No. 25-27, Land Use Bylaw Amending Bylaw (Lakewood Phase 2 Amendments: Secondary Suites, Garage Suites, and Reduced Side Yard Setbacks) Agenda Item - AIR-26-056 - Pdf	121 - 135
11.	COUNCILLOR INFORMATION & INQUIRIES	
11.1.	QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS	
11.2.	BOARD AND COMMITTEE REPORTS	
11.2.1.	WADEMSA Call Volumes – January 2026 WADEMSA Call Volumes – January 2026	136 - 137
11.2.2.	WADEMSA – January 19, 2026 Regular Board Meeting Minutes WADEMSA – January 19, 2026 Regular Board Meeting Minutes	138 - 140
11.2.3.	Municipal Library Board – Regular Meeting Minutes – November 18, 2025 Municipal Library Board – Regular Meeting Minutes – November 18, 2025	141 - 143

11.2.4.	Municipal Library Board – Regular and Annual Organizational Meeting Minutes January 2026 Municipal Library Board – Regular and Annual Organizational Meeting Minutes January 2026	144 - 148
11.3.	QUESTION AND ANSWER PERIOD	
11.4.	ADMINISTRATIVE INQUIRIES	
11.5.	NOTICES OF MOTION	
12.	CORRESPONDENCE	
12.1.	Fire Dispatch Services Letter from Village of Rockyford – March 2, 2026 Fire Dispatch Services Letter from Village of Rockyford – March 2, 2026	149 - 150
12.2.	Standard Rural Fire Association Response to March 2, 2026 Fire Dispatch Services Letter Standard Rural Fire Association Response to March 2, 2026 Fire Dispatch Services Letter	151
12.3.	Strathmore Response to Village of Rockyford – Fire Dispatch Services – March 12, 2026 Strathmore Response to Village of Rockyford – Fire Dispatch Services – March 12, 2026	152
13.	CLOSED MEETING	
13.1.	Council CAO Dialogue – Advice from officials – ATIA S. 29(1)(b)(iii)	
13.2.	CAO Performance Review – Confidential evaluations – ATIA S. 22(1)	
14.	ADJOURNMENT	



Report for Council

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 11, 2026

Meeting Date: March 18, 2026

SUBJECT: Delegation - True North Society

RECOMMENDATION: Information for Council.

STRATEGIC PRIORITIES:



Affordable Living



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

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. 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, seven (7) days before a Regular Council Meeting.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The True North Society has requested to speak to Council on the topic of financial support for the construction of a new building with second stage housing in Strathmore.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

The Town of Strathmore recognizes the valuable contributions of community organizations that offer recreation, culture, education, and other public services to residents. To support their efforts, Strathmore Town Council has historically provided limited assistance through grants and funding agreements.

Council decides how funds are distributed

- For the past few years, the Town of Strathmore has hosted an annual community delegation night meeting to hear funding requests from community groups. The most recent meeting for the 2026 Budget was held on November 17, 2025. This is to:
 - Ensure all organizations have an equal opportunity to present to Council.
 - This event is held on a single evening prior to budget deliberations, so that Council can have a solid idea of what groups are in need of municipal assistance ahead of deciding on a budget, and to avoid multiple one-off requests throughout the year for funding.
- The information received helps Council in making informed decisions for the budgeting process, ensuring that funding allocations align with the Town of Strathmore's financial framework.

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

In attendance will be:

- Josh Poteet, Board Member, True North Society Board of Directors
- Courtney Helfrich, Executive Director, True North Society
- Amanda Vanderlaan, Manager of Research and Development, True North Society

True North Society has been part of the community of Strathmore for years, serving victims of domestic violence and doing positive local outreach to educate and prevent violence.

They have embarked on a project to build a new building with second stage housing in Strathmore. Federal and Provincial funding has been secured for the project, as well as the Society's own investment in purchasing land. They are on schedule to break ground this spring and are requesting financial support with development permits or the levy on their land.

The True North Society has followed the process and attended Community Funding Night with requests in October of 2023, 2024 and 2025. To date, no funds have been granted.

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

N/A

ATTACHMENTS:

[Attachment I: Delegation Request Form - True North Society](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 13 Mar
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 13 Mar

2026
Approved
- 13 Mar
2026

Kevin Scoble, Chief Administrative Officer

From: noreply@esolutionsgroup.ca
To: [LegServ Admin](#)
Subject: New Response Completed for Delegation Request Form
Date: March 4, 2026 4:25:53 PM

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 March 4th 2026 4:24 PM with reference number 2026-03-04-001.

- **Applicants Name**
Josh Poteet
- **Organization Name (If Applicable)**
True North Society
- **Meeting date requested (day/month/year)**
18/3/2026
- **Applicant's phone number**
ATIA, Sec. 20(1)
- **Applicant's email address**
ATIA, Sec. 20(1)
- **Applicant's Address**
ATIA, Sec. 20(1)
- **Please list the name and title of the individuals that will be presenting to Council in the space provided.**
Josh Poteet, Board Member, True North Society Board of Directors
Courtney Helfrich, Executive Director, True North Society
Amanda Vanderlaan, Manager of Research and Development, True North Society
- **Please select the purpose of your presentation.**
Request for Funding, Request for Support, Request Action

Please provide a brief summary regarding your delegation in the space provided.

True North Society has been part of the community of Strathmore for years, serving victims of domestic violence and doing positive local outreach to educate and prevent violence. We have embarked on a project to build a new building with second stage housing here in Strathmore Federal and Provincial funding has been secured for the project, as well as the Society's own investment in purchasing land. We are on schedule to break ground this spring.

Up to this point local municipal leadership has been friendly and supportive but we have not been able to partner with the Town of Strathmore in any official way for this initiative. Financial support with development permits or the levy on our land is what we would like to discuss with council.

- **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.**

Strathmore

- **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]



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 4, 2026

Meeting Date: March 18, 2026

SUBJECT: Regular Council Meeting Minutes – March 4, 2026

RECOMMENDATION: THAT Council adopt the March 4, 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 March 4, 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 March 4, 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 - 04 Mar 2026 - Meeting Minutes](#)

Veronica Anderson, Legislative Services Officer

Approved
- 05 Mar
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 09 Mar
2026



MINUTES

REGULAR COUNCIL MEETING

6:00 PM - Wednesday, March 4, 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 - virtual), 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 - virtual), and Johnathan Strathdee (Manager of Legislative Services)

1. **CALL TO ORDER**

Mayor Fule called the March 4, 2026 Regular Council Meeting to order at 6:01 p.m.

1.1. **Traditional Land Acknowledgement for the First Meeting in March (Sa'aikisom)**

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

2. **CONFIRMATION OF AGENDA**

Resolution No. 057.03.26

Moved by Councillor Langmaid

THAT Council adopt the March 4, 2026 Regular Council Meeting Agenda as amended:

ADDITION:

3.1. *Annexation Update – Disclosure harmful to intergovernmental relations & Disclosure harmful to economic and other interests of a public body – ATIA S. 19(1), 26(1)(a)(ii), & 30(1)(c)*

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

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

AGAINST: None.

CARRIED

3. CLOSED MEETING

Resolution No. 058.03.26

Moved by Councillor Hyde

THAT Council move In Camera to discuss items related to section 19(1), 26(1)(a)(ii), & 30(1)(c), 29(1)(b)(iii), and 26 of the *Access to Information Act* at 6:04 p.m.

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

AGAINST: None.

CARRIED

3.1. **Annexation Update – Disclosure harmful to intergovernmental relations & Disclosure harmful to economic and other interests of a public body – ATIA S. 19(1), 26(1)(a)(ii), & 30(1)(c)**

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

Resolution No. 059.03.26

Moved by Councillor Langmaid

THAT Council move out of Camera at 7:38 p.m.

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

AGAINST: None.

CARRIED

Resolution No. 060.03.26

Moved by Councillor Langmaid

THAT Council take a 10-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 March 4, 2026 Regular Council Meeting at 8:00 p.m.

Resolution No. 061.03.26

Moved by Councillor Langmaid

THAT Council amend the March 4, 2026 Regular Council Meeting to add a second in camera session as section 13;

AND THAT Council amend the agenda to have items 3.3 and 3.4 become items 13.1. and 13.2.

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

AGAINST: None.

CARRIED

Resolution No. 062.03.26

Moved by Councillor Langmaid

THAT Council direct Administration to work with Wheatland County to negotiate amendments to the annexation agreement and bring amendments to Council for consideration at a future meeting.

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

AGAINST: None.

CARRIED

4. PUBLIC HEARING

None.

5. PUBLIC COMMENTS

None.

6. DELEGATIONS

None.

7. CONSENT AGENDA

Resolution No. 063.03.26

Moved by Councillor Wiley

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

- 8.1 Regular Council Meeting Minutes – February 18, 2026

- 8.2 Special Council Meeting Minutes – February 25, 2026
- 9.1 2025 Reserve Funding Transfers
- 9.2 2025 Capital and Operating Budget Carry Forwards and Closed Projects
- 9.3 Medical Services Update
- 11.2.1 WHMB Organizational Meeting Signed Minutes – November 20, 2025
- 11.2.2 WHMB Regular Meeting Signed Minutes – November 20, 2025
- 11.2.3 WHMB Special Meeting Signed Minutes – January 6, 2026
- 12.1 Wheatland Housing Management Body (WHMB) - Response to Council Request

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

AGAINST: None.

CARRIED

8. CONFIRMATION OF MINUTES

8.1. Regular Council Meeting Minutes – February 18, 2026

The following motion was adopted by the consent agenda:

THAT Council adopt the February 18, 2026 Regular Council Meeting Minutes as presented in Attachment I.

8.2. Special Council Meeting Minutes – February 25, 2026

The following motion was adopted by the consent agenda:

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

9. BUSINESS

9.1. 2025 Reserve Funding Transfers

The following motion was adopted by the consent agenda:

THAT Council transfer \$2,725,700 of the 2025 operating surplus to the following Reserve accounts:

- Financial Stabilization Reserve (RCMP Contract Surplus): \$440,000
- Capital Fire Reserve (Wildfire Surplus): \$370,000
- Development Application Reserve (Planning Surplus): \$415,000
- Capital - Water Reserve (Utility - Water Surplus): \$70,000
- Capital - Solid Waste Reserve (Utility - Solid Waste Surplus): \$180,000

- Snow Reserve (Snow Removal Surplus): \$160,700
- Non-Annual Recurring Expenditures (Election Surplus): \$107,000
- GP Cloud Migration (Financial Stabilization Reserve): \$43,000
- Financial Stabilization Reserve (Remaining Operating Surplus): \$983,000

9.2. 2025 Capital and Operating Budget Carry Forwards and Closed Projects

The following motions were adopted by the consent agenda:

THAT Council approve the carry forward of the eleven operating projects in the amount of \$1,169,800, as presented in Attachment I.

THAT Council approve the carry forward of the seventeen 2025 capital projects in the amount of \$5,559,030, as presented in Attachment II.

9.3. Medical Services Update

The following motion was adopted by the consent agenda:

That Council direct Administration to bring Policy No. 1111 and Policy No. 1113 to the March 11, 2026 Committee of the Whole for Council consideration;

AND THAT Council direct Administration to bring a report on the potential of a medical services committee to the March 11, 2026 Committee of the Whole for Council consideration.

9.4. Residential Recycling – Extended Producer Responsibility (EPR) Update

10. BYLAWS

10.1. Municipal Development Plan Amending Bylaw No. 25-25 (Amendment No. 2, 60-80 Wheatland Trail)

Resolution No. 064.03.26

Moved by Councillor Wegener

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

AND THAT Council direct Town Administration to schedule a public hearing for Bylaw No. 25-25 on April 1, 2026, at 7:00 p.m. in Council Chambers.

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

AGAINST: None.

CARRIED

10.2. Land Use Bylaw Amending Bylaw No. 25-26 (60-80 Wheatland Trail)

Resolution No. 065.03.26

Moved by Councillor Wegener

THAT Council give First Reading to Bylaw No. 25-26, being a bylaw to amend the Town of Strathmore Land Use Bylaw No 14-11;

AND THAT Council direct Town Administration to schedule a public hearing for Bylaw No. 25-26 on April 1, 2026, at 7:05 p.m. in Council Chambers.

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. CAO Retirement from WHMB – Vicky Cook

Councillor Wegener congratulated Vicky Cook on her retirement after 18 years with Wheatland Housing Management Body and thanked her for her dedication.

Mayor Fule congratulated Vicky Cook on her retirement and thanked her for her professionalism.

11.2. BOARD AND COMMITTEE REPORTS

11.2.1. WHMB Organizational Meeting Signed Minutes – November 20, 2025

11.2.2. WHMB Regular Meeting Signed Minutes – November 20, 2025

11.2.3. WHMB Special Meeting Signed Minutes – January 6, 2026

11.3. QUESTION AND ANSWER PERIOD

11.3.1 Civic Centre – Main Doors

Councillor Langmaid asked a question regarding the operation of the main doors at the Civic Centre.

11.4. ADMINISTRATIVE INQUIRIES

None.

11.5. NOTICES OF MOTION

**11.5.1. Notice of Motion – Fire Dispatch Services – Councillor Langmaid
Resolution No. 066.03.26**

Moved by Councillor Langmaid

WHEREAS Municipalities are responsible for developing and maintaining safe and viable communities, pursuant to the Municipal Government Act;

AND WHEREAS Council is responsible for reviewing service delivery models to ensure they meet operational needs and the needs of the community;

AND WHEREAS Council desires that fire dispatch services are delivered in a manner that is sustainable, cost effective, and aligned with the long-term strategic objectives of the municipality;

THAT Council direct Administration to review fire dispatch services and bring a report to Council for consideration, including alternative options and/or opportunities for fire dispatch services for the Town of Strathmore and other regional partners.

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

AGAINST: Councillor Wegener

CARRIED

12. CORRESPONDENCE

12.1. Wheatland Housing Management Body (WHMB) – Response to Council Request

13. CLOSED MEETING

Resolution No. 067.03.26

Moved by Councillor Langmaid

THAT Council move In Camera to discuss items related to section and 26, and 29(1)(b)(iii), of the *Access to Information Act* at 8:31 p.m.

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

AGAINST: None.

CARRIED

13.1. TWP 240 Project – Disclosure Harmful to Intergovernmental Relations – ATIA S. 26

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

Resolution No. 068.03.26

Moved by Councillor Langmaid

THAT Council move out of Camera at 8:54 p.m.

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

AGAINST: None.

CARRIED

14. ADJOURNMENT

Mayor Fule adjourned the March 4, 2026 Regular Council Meeting at 8:54 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 11, 2026

Meeting Date: March 18, 2026

SUBJECT: Special Council Meeting Minutes – March 11, 2026

RECOMMENDATION: THAT Council adopt the March 11, 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 March 11, 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 March 11, 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 - 11 Mar 2026 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 12 Mar
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 12 Mar
2026



MINUTES

SPECIAL COUNCIL MEETING

6:00 PM - Wednesday, March 11, 2026

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Mayor Pat Fule, Councillor Claude Brown, Councillor James (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 Pretzloff (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 March 11, 2026 Special Council Meeting to order at 8:30 p.m.

2. **CONFIRMATION OF AGENDA**

2.1. **Special Council Meeting Agenda – March 11, 2026**

Resolution No. 069.03.26

Moved by Councillor Langmaid

THAT Council adopt the March 11, 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. **BUSINESS**

3.1. **2026 Capital Budget Amendment – Civic Centre Exterior Doors**

Resolution No. 070.03.26

Moved by Councillor Langmaid

THAT Council adopt a 2026 Capital Budget amendment of \$50,000, funded from the Financial Stabilization Reserve, for the renovation and replacement of the exterior Civic Centre doors.

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

AGAINST: None.

CARRIED

4. CLOSED MEETING

None.

5. ADJOURNMENT

Mayor Fule adjourned the March 11, 2026 Special Council Meeting at 8:49 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 9, 2026

Meeting Date: March 18, 2026

SUBJECT: 2026-2029 Council Strategic Planning

RECOMMENDATION: THAT Council adopt the 2026-2029 Council Strategic Plan, 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:

In April 2026, the Strategic Priorities noted above will be amended to align with Council's Strategic Plan.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

n/a

SOCIAL SUSTAINABILITY:

n/a

ENVIRONMENTAL SUSTAINABILITY:

n/a

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Town Council developed the draft 2026-2029 Council Strategic Plan in a series of workshop meetings held in the Town of Strathmore between January and February 2026. Council worked with Administration and a third-party consultant to determine the areas of priority for the next four years.

The recent Strategic Planning Workshops reaffirmed Council's commitment to a clear, structured approach for advancing its Strategic Priorities. Throughout the year, progress is tracked and publicly reported through quarterly reporting. An annual review process provides the opportunity to review priorities and adjust as necessary to evolving conditions, emerging issues, and changing community needs. This cycle keeps the Strategic Plan relevant, actionable, and responsive over the full Council term.

ORGANIZATIONAL:

Administration is in the process of developing a Corporate Business Plan to support on the delivery of the Strategic Plan. The development and execution of the Corporate Business Plan will require significant resourcing. The Corporate Business Plan will be shared with Council for information under separate cover in May 2026. Administration will also be bringing forward the Service Level Inventory for Council's review and consideration as well to ensure alignment with the Strategic Plan.

OPERATIONAL:

While the Strategic Plan provides high-level direction for Council's priorities, it is not intended to catalogue all municipal programs or services. Operational detail will continue to be captured through the Town's Service Level Inventory, which outlines the full range of services delivered to the community and identifies the associated impacts on staffing, budgeting, and resources. This inventory will be brought forward to Council for approval in the near future. Together, the Strategic Plan and the Service Level Inventory provide the framework needed to ensure organizational alignment, informed decision-making, and consistent service delivery across the municipality.

FINANCIAL:

The Strategic Plan carries both immediate and long-term financial implications for the Town. Developing the plan requires investment in staff time, research, facilitation, and consultant support. Once adopted, it becomes the foundation for annual budgeting and resource allocation, guiding how existing funds are realigned and where new investments may be required to advance Council's priorities.

The Strategic Plan also shapes future capital and operating commitments, as strategic priorities may lead to major projects, service enhancements, or policy changes with ongoing financial impacts. While the 2026 budget was developed to maintain current service levels and

capital commitments, evolving goals and objectives may necessitate future budget amendments or adjustments to service levels to support implementation of the Strategic Plan.

POLICY:

Once Council approves the Strategic Priorities, the revised Strategic Planning Policy will be presented for Council's consideration and approval. This policy will clarify the process around the development, review and ongoing evaluation of Council's Strategic Plan.

IMPLEMENTATION:

Once Council adopts the Strategic Priorities, they immediately become the foundation for municipal decision-making and guide how Administration develops operational plans, budgets, and performance measures. These priorities are reviewed annually, allowing Council to adjust direction as conditions evolve and ensuring the Strategic Plan remains a relevant and effective tool throughout the term.

BACKGROUND:

Council participated in a three-day Strategic Planning Workshop held January 23-25, 2026, facilitated by a third party consultant, to establish a clear foundation for its new term. Through guided discussions, collaborative exercises, and facilitated reflection, Council developed its Vision, Mission, and Values, creating a shared framework to guide decision-making and organizational direction. Building on this foundation, Council identified six Strategic Priorities that reflect the community's needs, long-term aspirations, and the collective direction for municipal governance over the coming years.

At the conclusion of Council's three-day Strategic Planning Workshop, along with two follow-up sessions to refine the outcomes, Council finalized the Vision, Mission, Values, and six Strategic Priorities. These elements will guide municipal direction for the current term.

Vision: A vibrant and flourishing place where people love to live and be part of community.

Mission: To foster a dynamic, and vibrant community, where residents can fully participate and thrive. We continue to be forward thinking in our work to provide value added services, balance growth and sustainability, and preserve Strathmore's culture and heritage for future generations.

Values: We strive to:

- Act with Integrity
- Be Caring
- Be Collaborative
- Be Solution-Focused
- Be Innovative
- Focus on Sustainability

Strategic Priority #1: Community Connection

Supporting the wellbeing of our residents through opportunities for connecting with others, contributing to the community, and being fully involved residents of Strathmore.

Strategic Priority #2: Managing Growth

Manage growth to provide a sustainable grassroots oriented community for both present and future residents.

Strategic Priority #3: Financial Resilience

Strathmore will apply best practices which enable resilience against unforeseen financial impacts while sustaining momentum on strategic priorities.

Strategic Priority #4: Economic Growth

Implementing comprehensive intentional strategies and actions to increase job opportunities and improve the living standard for the residents of Strathmore.

Strategic Priority #5: Protecting Water and Green Spaces

Planning, managing, and protecting green spaces, and outdoor amenities, by adjusting practices and policies to address changing environmental conditions.

Strategic Priority #6: Community Safety and Wellbeing

Strathmore continuously improves community safety, health and well-being.

KEY ISSUE(S)/CONCEPT(S):

The key issue for Council's consideration is whether it wishes to approve the Strategic Plan as presented.

DESIRED OUTCOMES:

The desired outcome is for Council to adopt the Vision, Mission and Values and the six Strategic Priorities as guiding principles for planning and budgeting purposes for the 2027 - 2029 years.

COMMUNICATIONS:

The Strategic Plan will be shared with residents through a coordinated communication approach that includes the Town's website, social media, print materials, and community engagement opportunities. The attached draft Strategic Plan booklet—once approved by Council—will be professionally printed and made available to Council, residents, and local business owners, ensuring the community has accessible, easy-to-understand information about the Town's strategic direction. This approach supports transparency and helps residents see how Council's priorities will guide municipal action over the term.

ALTERNATIVE ACTIONS/MOTIONS:

THAT Council refer this matter to a Committee of the Whole for further discussion.

ATTACHMENTS:

[Attachment I: Draft 2026-2029 Strategic Plan - Booklet](#)

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

Approved
- 13 Mar
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 13 Mar
2026

Veronica Anderson, Legislative Services Officer

Approved
- 13 Mar
2026

Town of Strathmore

2026-2029

Strategic Plan



Strathmore
Rural Reimagined



Strathmore
Municipal Building

1
Drive



Table of Contents

Vision, Mission, and Values	4
Our Council	5
Council's Priorities	6
Community Connection	8
Managing Growth	10
Financial Resilience	12
Economic Growth	14
Protecting Water and Green Spaces	16
Community Safety and Wellbeing	18

2025-2029 Council

Vision

A vibrant and flourishing place where people love to live and be part of community.

Mission

To foster a dynamic, and vibrant community, where residents can fully participate and thrive. We continue to be forward thinking in our work to provide value added services, balance growth and sustainability, and preserve Strathmore's culture and heritage for future generations.

Values

We strive to:

- Act with integrity
- Be caring
- Be collaborative
- Be solution-focused
- Be innovative
- Focus on sustainability



Mayor
Pat Fule



Councillor
Claude Brown



Councillor
Jim Chisholm



Councillor
Matt Hyde



Councillor
Melissa Langmaid



Councillor
Richard Wegener



Councillor
Brent Wiley

Council's priorities

Every new Council develops a Strategic Plan to help guide its work over the four-year term. The plan sets out Council's six strategic priorities, which are the key areas of focus that shape decisions about programs, services, and investments.

While the priorities are not ranked in order of importance, together they provide a roadmap for the Town, helping Council and administration understand current community needs while planning for future opportunities.



Community Connection

Supporting the wellbeing of our residents through opportunities for connecting with others, contributing to the community, and being fully involved residents of Strathmore.



Managing Growth

Manage growth to provide a sustainable grassroots oriented community for both present and future residents.



Financial Resilience

Strathmore will apply best practices which enable resilience against unforeseen financial impacts while sustaining momentum on strategic priorities.



Economic Growth

Implementing intentional strategies and actions to increase job opportunities and improve the living standard for the residents of Strathmore.



Protecting Water and Green Spaces

Planning, managing, and protecting green spaces, and outdoor amenities, by adjusting practices and policies to address changing environmental conditions.



Community Safety and Wellbeing

Strathmore continuously improves community safety, health and wellbeing.



Community Connection

What we plan to do

Supporting the wellbeing of our residents through opportunities for connecting with others, contributing to the community, and being fully involved residents of Strathmore.

How we'll measure success

- Increase awareness of Town events
- Increased participation on boards and committees
- Increased post-secondary advocacy in the community (e.g., skilled trades training, internships, proctored exams, practicums, scholarship programs, etc.)
- Citizens report increased community connectedness
- Percentage of residents who recommend Strathmore as a good place to live





Managing Growth

What we plan to do

Manage growth to provide a sustainable grassroots oriented community for both present and future residents.

How we'll measure success

- Tracking against selected growth plan scenario
- Decrease in unplanned infrastructure repairs
- Increased traffic performance using engineering standards in Transportation Master Plan, Complete Streets specs, and accident frequency
- Ratio of Strathmore's housing stock comparing owned to rental units
- Number of housing starts in current year compared to previous year
- Annual trend in issued Development Permits





Financial Resilience

What we plan to do

Strathmore will apply best practices which enable resilience against unforeseen financial impacts while sustaining momentum on strategic priorities.

How we'll measure success

- Percentage of optimal reserve funding level achieved, as defined in the Financial Reserve Policy
- Number of external financial awards or recognitions received annually
- Debt service to revenue ratio
- Tax supported debt ratio
- Percentage of infrastructure replacement costs relative to current reserve balances
- Percentage of total municipal service delivery expenditures delivered through shared service or partnership arrangements
- Maintain performance at or above the 60th percentile relative to the Good Comparator municipalities as listed in the provincial Municipal Indicators document





Economic Growth

What we plan to do

Implementing intentional strategies and actions to increase job opportunities and improve the living standard for the residents of Strathmore.

How we'll measure success

- Progress toward achieving a 70% residential and 30% non residential tax assessment mix, measured annually
- Number of new business start-ups, by local, out of town, home based criteria
- Number of active renewal businesses by local, out of town, home based criteria
- Number of regional workforce initiatives that the Town is participating in





Protecting Water and Green Spaces

What we plan to do

Planning, managing, and protecting green spaces, and outdoor amenities, by adjusting practices and policies to address changing environmental conditions.

How we'll measure success

- Ratio of municipal reserve/environmental reserve green space per capita net of school site allocations
- Number of metres of paved pathways added
- The number of new water capacity licenses per acre/feet available
- Days of water storage available to maintain service continuity during supply disruptions
- Per capita water consumption (trend) and available water supply capacity





Community Safety and Wellbeing

What we plan to do

Strathmore continuously improves community safety, health and wellbeing.

How we'll measure success

- Change in the number of family physicians per capita serving the community
- Percentage of residents who report satisfaction with the adequacy of emergency services
- Citizens report increased health and wellness
- Reduction in crime reported by crime incidents statistics
- Percentage of citizens who feel Strathmore is a safe town
- Percentage of Fire Code building inspections requiring action to become compliant







Strathmore

Rural Reimagined



Hours of Operation
8:30 a.m. to 4:30 p.m.
Monday to Friday



Phone
403-934-3133



Address
Box 2280, 1 Parklane Dr.
Strathmore, Alberta, T1P 1K2



Website
Strathmore.ca



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 4, 2026

Meeting Date: March 18, 2026

SUBJECT: Strategic Planning Policy No.1114

RECOMMENDATION: THAT Council adopt Strategic Planning Policy No.1114, as presented in Attachment I;

AND THAT Council rescind Strategic Planning Policy No. 1110.

STRATEGIC PRIORITIES:



Affordable Living



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The Strategic Plan is produced at the start of each Council's term and reviewed on an annual basis.

The six priorities presented for 2026-2030 are as follows:

1. **Community Connection** Supporting the wellbeing of our residents through opportunities for connecting with others, contributing to the community, and being fully involved residents of Strathmore.
2. **Managing Growth** Manage growth to provide a sustainable grassroots oriented community for both present and future residents.
3. **Financial Resilience** Strathmore will apply best practices which enable resilience against unforeseen financial impacts while sustaining momentum on strategic priorities.
4. **Economic Growth** Implementing intentional strategies and actions to increase job opportunities and improve the living standard for the residents of Strathmore.

5. **Protecting Water and Green Spaces** Planning, managing, and protecting green spaces, and outdoor amenities, by adjusting practices and policies to address changing environmental conditions.
6. **Community Safety and Wellbeing** Strathmore continuously improves community safety, health and wellbeing.

(Note: Council Report formatting and fields will be updated to reflect these new priorities, with changes expected to take effect approximately three weeks following adoption.)

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The purpose of the policy is to clarify the process around the development, review and ongoing evaluation of Council's Strategic Plan.

ORGANIZATIONAL:

The organizational implications of this initiative involve aligning budgeting, resource allocation, and department business plans with the core focus areas outlined in Council's Strategic Plan. When the Corporate Business Plan is brought to Council, Council may see that some initiatives are delayed to start. This is intentional to ensure that base operations of the town can continue while balancing the strategic priorities of Council.

OPERATIONAL:

N/A

FINANCIAL:

The 2027 budget will be developed to align with Council's Strategic Plan. The current 2026 budget was developed to maintain current programs and services and does not include any increases or changes to service levels that may be needed in alignment with the Strategic Plan.

POLICY:

The Strategic Planning Policy establishes the strategic direction for the Town as directed by Council, incorporating the six priorities and their associated descriptions outlined by Council. The proposed policy aligns with the current practices around the development of the Strategic Plan, annual reviews and quarterly reporting.

The Strategic Plan is the document that supports Administration with developing the Corporate Business Plan, which is shared with Council for information on an annual basis as well. This will be brought forward to Council at a separate meeting for information.

IMPLEMENTATION:

Administration is recommending that Council adopt the policy as recommended.

BACKGROUND:

Council developed its Strategic Plan at the start of Council's term and it is proposed that it is reviewed on an annual basis.

The proposed policy has been modified to align with the new strategic priorities.

KEY ISSUE(S)/CONCEPT(S):

Updating the Strategic Planning Policy will bring alignment from the policy to Council's 2026-2030 Strategic Plan priorities.

Any future changes to the strategic priorities as outlined in the Strategic Plan would be incorporated into the Strategic Planning Policy.

DESIRED OUTCOMES:

The desired outcome is for Council to approve the Strategic Planning Policy as presented.

COMMUNICATIONS:

Once Council approves the revised Strategic Planning Policy, Administration will arrange for this policy to be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

Council may choose to further amend the Policy to support their long-term goals and vision.

ATTACHMENTS:

[Attachment I: DRAFT Strategic Planning Policy No. 1114 \(CLEAN\)](#)

[Attachment II: DRAFT Strategic Planning Policy No. 1114 \(1110 Redlined\)](#)

[Attachment III: Strategic Planning Policy No. 1110](#)

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

Approved
- 05 Mar
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 11 Mar
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 12 Mar
2026



TOWN POLICY

POLICY NUMBER: 1114

REFERENCE:

Resolution No.TBD.03.26

ADOPTED BY:

Town Council

PREPARED BY: Strategic, Administrative & Financial Services

DATE: March 18, 2026

TITLE: Strategic Planning Policy

Policy Statement

The Town of Strathmore's Strategic Plan is an overarching document established by Council to define their vision and guide the Town's long-term direction. It aims to balance the needs of the broader community while outlining Council's priorities for their four-year term. The Strategic Plan is reviewed annually to identify any necessary adjustments or updates.

Purpose

To provide clarity and direction regarding the establishment and ongoing review of the Council's Strategic Plan.

1.0 DEFINITIONS

- 1.1 "Town" means the municipal corporation of the Town of Strathmore.
- 1.2 "Review" means an analysis of the strategic plan, procedures, and operations and/or performance of an organization to evaluate the adequacy of resources, decision-making, and overall direction.
- 1.3 "Strategic Priorities" refers to the specific goals, objectives, or focus areas that Council identifies as crucial for its long-term success and sustainability. These priorities guide decision-making, resource allocation, and overall direction. Establishing strategic priorities helps organizations to concentrate their efforts on the most critical areas that will contribute to the Town's mission and vision.
- 1.4 "The Corporate Business Plan" refers to the Town's strategic plan document that outlines a collaborative effort that is led by the Town's Council's vision and leadership, influenced by resident feedback, and reflective of administrative staff contributions.

2.0 RESPONSIBILITIES

2.1 Town Council shall:

- a. Develop a Strategic Plan and identify strategic priorities to Administration for their term.
- b. Ensure that budget supports the implementation of the Strategic Plan.

2.2 The Chief Administrative Officer shall:

- a. Ensure that Administration establishes a Corporate Business Plan and that proposed budget aligns with Council's strategic priorities as outlined in the Strategic Plan.
- b. Present the Corporate Business Plan to Council annually for information when the Strategic Plan is brought forward to Council for approval.

3.0 COUNCIL'S STRATEGIC PRIORITIES

3.1 The Town of Strathmore's Council has identified six areas which will receive focus during the Council's term. These priorities are not listed in any particular order of importance or priority; however, were selected based on community feedback provided to Council as well as current service opportunities and challenges from Administration.

For each Strategic Priority, Council outlines the outcome it desires to achieve in the next four years of its term:

- a. **Community Connection** Supporting the wellbeing of our residents through opportunities for connecting with others, contributing to the community, and being fully involved residents of Strathmore.
- b. **Managing Growth** Manage growth to provide a sustainable grassroots oriented community for both present and future residents.
- c. **Financial Resilience** Strathmore will apply best practices which enable resilience against unforeseen financial impacts while sustaining momentum on strategic priorities.
- d. **Economic Growth** Implementing intentional strategies and actions to increase job opportunities and improve the living standard for the residents of Strathmore.
- e. **Protecting Water and Green Spaces** Planning, managing, and protecting green spaces, and outdoor amenities, by adjusting practices and policies to address changing environmental conditions.
- f. **Community Safety and Wellbeing** Strathmore continuously improves community safety, health and wellbeing.

4.0 SERVICE STANDARDS AND EXPECTATIONS

- 4.1 The Strategic Plan establishes Council’s strategic priorities for their four-year term and shall be reviewed by Council on an annual basis.
- 4.2 The Strategic Plan shall be recognized as the primary resource in the development of the Corporate Business Plan, performance metrics and budgets.
- 4.3 The Corporate Business Plan shall be established by the Chief Administrative Officer and shared with Council on an annual basis for information.
- 4.4 The Chief Administrative Officer shall also identify any additional resourcing requirements that may be necessary to achieve the Corporate Business Plan.
- 4.5 Administration shall provide quarterly updates to Council regarding the progress made towards achieving Council’s strategic priorities.
- 4.6 Council shall review this policy once per term or as changes are made to the Strategic Plan as established by Council.

5.0 LEGAL REFERENCES

- 5.1 *Municipal Government Act*

6.0 RELATED POLICIES

- 6.1 Rescinds Policy No. 1110.

Date Reviewed	Next Review Date	Revisions
March 2026	January 2030	

END OF POLICY

APPROVAL

Mayor

Director of Strategic, Administrative
and Financial Services



TOWN POLICY

POLICY NUMBER: 1114

REFERENCE:

Resolution No. TBD.03.26

ADOPTED BY:

Town Council

PREPARED BY: Strategic, Administrative & Financial Services

DATE: March 18, 2026

TITLE: Strategic Planning Policy

Policy Statement

~~The Strategic Plan is the overarching document that sets the strategic direction for the Town and shall strive to balance the needs of the broader community as established by Council. The Strategic Plan establishes Council's priorities for their four-year term but shall be reviewed on an annual basis for any adjustments as required.~~

The Town of Strathmore's Strategic Plan is an overarching document established by Council to define their vision and guide the Town's long-term direction. It aims to balance the needs of the broader community while outlining Council's priorities for their four-year term. The Strategic Plan is reviewed annually to identify any necessary adjustments or updates.

Purpose

To provide clarity and direction regarding the establishment and ongoing review of the Council's Strategic Plan.

1.0 DEFINITIONS

- 1.1 "Town" means the municipal corporation of the Town of Strathmore.
- 1.2 "Review" means an analysis of the strategic plan, procedures, and operations and/or performance of an organization to evaluate the adequacy of resources, decision-making, and overall direction.
- 1.3 "Strategic Priorities" refers to the specific goals, objectives, or focus areas that Council identifies as crucial for its long-term success and sustainability. These priorities guide decision-making, resource allocation, and overall direction. Establishing strategic priorities

helps organizations to concentrate their efforts on the most critical areas that will contribute to the Town's mission and vision.

- 1.4 "The Corporate Business Plan" refers to the Town's strategic plan document that outlines a collaborative effort that is led by the Town's Council's vision and leadership, influenced by resident feedback, and reflective of administrative staff contributions.

2.0 RESPONSIBILITIES

2.1 Town Council shall:

- a. Develop a Strategic Plan and identify strategic priorities to Administration for their term.
- b. ~~Council to E~~ensure that budget supports the implementation of the Strategic Plan.

2.2 The Chief Administrative Officer shall:

- a. Ensure that Administration establishes a Corporate Business Plan and that proposed budget aligns with Council's strategic priorities as outlined in the Strategic Plan.
- b. Present the Corporate Business Plan to Council annually for information when the Strategic Plan is brought forward to Council for approval.

3.0 COUNCIL'S STRATEGIC PRIORITIES

- 3.1 The Town of Strathmore's Council has identified six areas which will receive focus during the Council's term. These priorities are not listed in any particular order of importance or priority; however, were selected based on community feedback provided to Council as well as current service opportunities and challenges from Administration.

For each Strategic Priority, Council ~~outlined-outlines~~ the outcome it desires to achieve in the next four years of its term:

- a. ~~**Affordable Living:** Strathmore is an affordable community for residents and businesses enabling access to housing, services, and supports.~~
- b. ~~**Financial Sustainability:** Strathmore provides predictable and prudent tax rates and user fees that reduce overall Town debt, build financial reserves, maintain existing assets, and plan for sustainable growth.~~
- c. ~~**Intentional Community Development:** Strathmore creates communities for its residents and with its neighbours and institutional partners, which promotes sustainable and interdependent family friendly spaces.~~
- d. ~~**Climate Resiliency Including Environmental Stewardship:** Strathmore protects, manages, and enhances its local environment while preparing for future challenges due to climate change.~~
- e. ~~**Economic Development:** Strathmore is well-positioned to encourage commercial and industrial economic development with a focus on sustainable growth.~~

- ~~f. **Community Wellness:** Strathmore values Community Wellness focused on the maintenance, protection, and improvement of Services that support optimum lifestyles.~~
- ~~a. **Community Connection** Supporting the wellbeing of our residents through opportunities for connecting with others, contributing to the community, and being fully involved residents of Strathmore.~~
- ~~b. **Managing Growth** Manage growth to provide a sustainable grassroots oriented community for both present and future residents.~~
- ~~c. **Financial Resilience** Strathmore will apply best practices which enable resilience against unforeseen financial impacts while sustaining momentum on strategic priorities.~~
- ~~d. **Economic Growth** Implementing intentional strategies and actions to increase job opportunities and improve the living standard for the residents of Strathmore.~~
- ~~e. **Protecting Water and Green Spaces** Planning, managing, and protecting green spaces, and outdoor amenities, by adjusting practices and policies to address changing environmental conditions.~~
- ~~f. **Community Safety and Wellbeing** Strathmore continuously improves community safety, health and wellbeing.~~

4.0 ~~SERVICE STANDARDS AND EXPECTATIONS~~

- 4.1 The Strategic Plan establishes Council's strategic priorities for their four-year term and shall be reviewed by Council on an annual basis.
- 4.2 The Strategic Plan shall be recognized as the primary resource in the development of the Corporate Business Plan, performance metrics and budgets.
- 4.3 The Corporate Business Plan shall be established by the Chief Administrative Officer and shared with Council on an annual basis [for information](#).
- 4.4 The Chief Administrative Officer shall also identify any additional resourcing requirements that may be necessary to achieve the Corporate Business Plan.
- 4.5 Administration shall provide quarterly updates to Council regarding the progress made towards achieving Council's strategic priorities.
- 4.6 Council shall review this policy once per term or as changes are made to the Strategic Plan as established by Council.

5.0 LEGAL REFERENCES

5.1 *Municipal Government Act*

6.0 RELATED POLICIES

5.16.1 Rescinds Policy No. 1110.

Date Reviewed	Next Review Date	Revisions
January 2024 March 2026	January 2028 January 2030	

END OF POLICY

APPROVAL

Mayor

Director of Strategic, Administrative
and Financial Services



TOWN POLICY

POLICY NUMBER: 1110

REFERENCE:

Resolution No. 058.03.24

ADOPTED BY:

Town Council

PREPARED BY: Strategic, Administrative & Financial Services

DATE: February 14, 2024

TITLE: Strategic Planning Policy

Policy Statement

The Strategic Plan is the overarching document that sets the strategic direction for the Town and shall strive to balance the needs of the broader community as established by Council. The Strategic Plan establishes Council's priorities for their four-year term but shall be reviewed on an annual basis for any adjustments as required.

Purpose

To provide clarity and direction regarding the establishment and ongoing review of the Council's Strategic Plan.

1.0 DEFINITIONS

- 1.1 "Town" means the municipal corporation of the Town of Strathmore.
- 1.2 "Review" means an analysis of the strategic plan, procedures, and operations and/or performance of an organization to evaluate the adequacy of resources, decision-making, and overall direction.
- 1.3 "Strategic Priorities" refers to the specific goals, objectives, or focus areas that Council identifies as crucial for its long-term success and sustainability. These priorities guide decision-making, resource allocation, and overall direction. Establishing strategic priorities helps organizations to concentrate their efforts on the most critical areas that will contribute to the Town's mission and vision.
- 1.4 "The Corporate Business Plan" refers to the Town's strategic plan document that outlines a collaborative effort that is led by the Town's Council's vision and leadership, influenced by resident feedback, and reflective of administrative staff contributions.

2.0 RESPONSIBILITIES

2.1 Town Council shall:

- a. Develop a Strategic Plan and identify strategic priorities to Administration for their term.
- b. Council to ensure that budget supports the implementation of the Strategic Plan.

2.2 The Chief Administrative Officer shall:

- a. Ensure that Administration establishes a Corporate Business Plan and that proposed budget aligns with Council's strategic priorities as outlined in the Strategic Plan.
- b. Present the Corporate Business Plan to Council annually for information when the Strategic Plan is brought forward to Council for approval.

3.0 COUNCIL'S STRATEGIC PRIORITIES

3.1 The Town of Strathmore's Council has identified six areas which will receive focus during the Council's term. These priorities are not listed in any particular order of importance or priority; however, were selected based on community feedback provided to Council as well as current service opportunities and challenges from Administration.

For each Strategic Priority, Council outlined the outcome it desires to achieve in the next four years of its term:

- a. **Affordable Living:** Strathmore is an affordable community for residents and businesses enabling access to housing, services, and supports.
- b. **Financial Sustainability:** Strathmore provides predictable and prudent tax rates and user fees that reduce overall Town debt, build financial reserves, maintain existing assets, and plan for sustainable growth.
- c. **Intentional Community Development:** Strathmore creates communities for its residents and with its neighbours and institutional partners, which promotes sustainable and interdependent family friendly spaces.
- d. **Climate Resiliency Including Environmental Stewardship:** Strathmore protects, manages, and enhances its local environment while preparing for future challenges due to climate change.
- e. **Economic Development:** Strathmore is well-positioned to encourage commercial and industrial economic development with a focus on sustainable growth.
- f. **Community Wellness:** Strathmore values Community Wellness focused on the maintenance, protection, and improvement of Services that support optimum lifestyles.

4.0 SERVICE STANDARDS AND EXPECTATIONS

- 4.1 The Strategic Plan establishes Council’s strategic priorities for their four-year term and shall be reviewed by Council on an annual basis.
- 4.2 The Strategic Plan shall be recognized as the primary resource in the development of the Corporate Business Plan, performance metrics and budgets.
- 4.3 The Corporate Business Plan shall be established by the Chief Administrative Officer and shared with Council on an annual basis.
- 4.4 The Chief Administrative Officer shall also identify any additional resourcing requirements that may be necessary to achieve the Corporate Business Plan.
- 4.5 Administration shall provide quarterly updates to Council regarding the progress made towards achieving Council’s strategic priorities.
- 4.6 Council shall review this policy once per term or as changes are made to the Strategic Plan as established by Council.

5.0 LEGAL REFERENCES

5.1 *Municipal Government Act*

Date Reviewed	Next Review Date	Revisions
January 2024	January 2028	

END OF POLICY

APPROVAL



Mayor



Director of Strategic, Administrative
and Financial Services



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: February 17, 2026

Meeting Date: March 18, 2026

SUBJECT: Happy Gang Building Lease

RECOMMENDATION: THAT Council authorize the Chief Administrative Officer to sign the 2026 lease agreement with Happy Gang, 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 Town's commitment to the Happy Gang Society and their programs and services. A lease agreement provides some certainty for the Happy Gang as they have operated in this building since the 1980's.

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 existing lease agreement with the Happy Gang Society has been in place since April 2017, with a renewal for five (5) years, approved by Council in April 2021, and expires at the end of March 2026.

The lease agreement has enabled the Happy Gang Society, operating from the Lambert Centre, to provide activities and social opportunities for adults aged 50 and over. The Happy Gang Society aims to reduce boredom, foster connections, and bring fun and new friends into the lives of seniors in the community.

If a new lease agreement with the Happy Gang Society is not formalized and they vacate the space, the building would be unoccupied, and the Happy Gang Society would have to seek another venue to deliver their programs and services.

ORGANIZATIONAL:

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

OPERATIONAL:

If a lease agreement with the Happy Gang Society is not finalized, the Happy Gang Society would have to seek an alternative venue to deliver its programs and services to the Strathmore community.

FINANCIAL:

As part of the 2017 lease agreement and subsequent extension agreement, the Town is responsible for water, sewage, and garbage associated with the Lambert Centre building, and a portion of the natural gas and electricity (16%) utilities.

Additionally, the Town maintains the building envelope and mechanical, electrical, and plumbing (MEP) systems, as well as the heating, ventilation, and air conditioning (HVAC) systems, for the Lambert Centre building.

The expenses associated with the building utilities and maintaining the Lambert Centre building for the two tenants is approximately \$20,000.00 annually.

POLICY:

There are no policy implications at this time.

IMPLEMENTATION:

Should Council approve this lease agreement, Administration will work with the Happy Gang President and its Board to have the agreement signed.

BACKGROUND:

In April 2017, the Town and the Strathmore Happy Gang agreed to a five (5) year lease for a portion of the Lambert Centre (85 Lakeside Blvd.) for a seniors drop-in centre at the facility. The original lease with the Happy Gang Society has been in place since April 2017, with a renewal for five (5) years, approved by Council in April 2021, and expires at the end of March 2026.

The Happy Gang Society looks to provide activities and social opportunities for adults aged 50 and over. They aim to reduce boredom, foster connections, and introduce fun and new friends into the lives of seniors in the community, while supporting a vibrant and active lifestyle for older adults by offering a welcoming space and regular activities that encourage engagement and enhance well-being.

The Happy Gang Society has operated from the Lambert Centre since the building was built in the early 1980s.

With the lease set to expire, Administration and the Happy Gang Society are looking to formalize a new lease agreement (see attached).

The new lease agreement has been vetted by legal to ensure that it is up to date. Below are changes of note:

- Annual Financial Reports – An addition to all lease agreements for consistency.
- Rent - An increase from \$1.00 to \$10.00.
- Insurance – An increase in the Comprehensive or Commercial General Liability insurance amount to \$5,000,000.00 from \$2,000,000.00 to \$5,000,000.00.

KEY ISSUE(S)/CONCEPT(S):

If an agreement is not finalized, the Happy Gang Society may have to seek an alternative venue to deliver its programs and services to the Strathmore community.

DESIRED OUTCOMES:

That Council supports the new lease agreement to provide some long-term certainty for the Happy Gang Society.

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 an alternate direction regarding the lease.
3. Council may defeat the recommended motion.

ATTACHMENTS:

[Attachment I: 2026 Lease Agreement - Strathmore Happy Gang](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 13 Mar
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 13 Mar
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 13 Mar
2026

LEASE AGREEMENT

THIS LEASE made effective as of this ____ day of _____ 20__.

BETWEEN:

THE TOWN OF STRATHMORE

a municipality pursuant to
the Municipal Government Act, RSA 2000, c M-26
(the "Town"),
having its office at #1 Parklane Drive,
Strathmore, Alberta

OF THE FIRST PART

-and-

STRATHMORE HAPPY GANG

A non-profit organization pursuant to
Section 241(f) of the Municipal Government Act, RSA 2000, c M-26
(the "Tenant"),
having its office at 85A Lakeside Blvd.
Strathmore, Alberta

OF THE SECOND PART

(each, a "Party" or together, the "Parties")

WHEREAS:

A. The Town is the registered owner of lands located within the Town of Strathmore, in the Province of Alberta, having the municipal address of 85 Lakeside Boulevard, and legally described as:

Plan 8210291
Block 1 MR
Excepting thereout all mines and minerals;

B. The Tenant wishes to lease a portion of the Premises which is outlined in red on the map of the Premises attached as Schedule "A" (collectively, the "Leased Premises")

C. 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 four (4) years, commencing the 31st day of March, 2026 and ending on the 31st day of December, 2030, with an option to renew for an additional three (3) years with the written agreement of both parties (the "Term"). This Term is subject always 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 ten dollars (\$10.00) per year, payable in advance of the 1st of March of each year during the Term.

2.2 Annual Financial Reports

The Tenant shall, throughout the Term, provide to the Town annual financial statements with accompanying Review Engagement, within ninety (90) days of the Tenant's fiscal year end, upon request.

ARTICLE 3: TAXES AND UTILITIES

3.1 Utilities

3.1.1 Costs related to gas, water, sewage, garbage removal, and local improvement, duties, assessments and charges, municipal and provincial realty taxes, water taxes, school taxes, or any other taxes, rates, duties, assessments, levied or imposed by any level of government whether municipal, provincial or federal in respect of the Leased Premises shall be paid by the Town, and the Tenant shall not be responsible for the payment of such utilities or taxes.

- 3.1.2 Costs related to natural gas and electricity shall be paid by the Town and the Tenant, on an 84/16 split, with the Town being responsible for 86% and the Tenant being responsible for 16% of the costs related to each.
- 3.1.3 The Tenant shall be responsible for any and all taxes related to the establishment, operation and maintenance of their business.
- 3.1.4 The Tenant shall pay all other fees in respect of the Leased Premises during the Term including, without limitation, all telephone, internet, security related charges and any costs and expenses requested by the Tenant and incurred by the Town for additional services not contemplated in the utilities and taxes described herein.
- 3.1.5 The Tenant shall be responsible for any and all payments in respect of any and all non-structural upgrades, renovations or changes made by the Tenant, with the prior written consent of the Town, including but not limited to repairing or replacing furniture, painting, carpeting and redecorating the Leased Premises.

3.2 Goods and Services Tax

Any sums or amounts payable by the Tenant to the Town under this Lease are subject to Goods and Services Tax (GST) unless stated otherwise.

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 a Seniors Drop-In Center including ancillary activities directly related to such operation.

(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 landowners 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 Environmental Matters

The Tenant shall not use or permit to be used all or any part of the Leased Premises for the sale, storage, manufacture, handling, disposal, use, or any other dealing with any hazardous substances (as defined in the Environmental Protection and Enhancement Act, RSA 2000 c. E-12), without the prior written consent of the Town, which may be unreasonably withheld.

The Tenant will strictly comply, and cause any person for whom it is in law responsible to comply, with all environmental laws regarding the use and occupancy of the Leased Premises and will promptly notify the Town in writing of any release of a hazardous substance or any other occurrence or condition at the Leased Premises or any adjacent property which could contaminate the Leased Premises or subject the Town or the Tenant to any fines, penalties, orders, investigations, or proceedings under environmental law.

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 will maintain:

1. Comprehensive or Commercial General Liability insurance with inclusive limits of not less than \$5,000,000.00 per occurrence, insuring against personal injury (including death) and property damage, which policy shall include:
 - (a) Non-owned automobile liability coverage;
 - (b) All risk tenant's liability coverage;
 - (c) Broad form contractual liability coverage;
 - (d) The Tenant as an additional insured;
 - (e) Cross liability coverage and waiver of subrogation in favour of the Town.
2. Workers' compensation coverage as required by law; and
3. 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 Release

Subject as hereinafter set out, each of the Town and the Tenant hereby releases the other and waives all claims against each other and those for whom each party is in law responsible with respect to loss of or damage to personal and/or real property of the releasing party (collectively "Claims") whether any such claims arise as a result of the negligence or otherwise of the other or those for whom it is in law responsible. Such release shall be effective only to the extent of proceeds of insurance received or receivable by the releasing party in respect of the Claims and proceeds which would have been received or receivable if the releasing party obtained all insurance required to be obtained by it under this Lease and for this purpose deductible amounts shall be deemed to be proceeds of insurance received.

Notwithstanding anything to the contrary: (i) the Town and the Tenant each hereby releases the other and waives all claims against the other and those for whom each party is responsible in law with respect to indirect or consequential losses or damages, including loss of profits, whether or not such claim arises as a result of the act, omission or negligence of the other or those for whom it is in law responsible; and (ii) the Town and Tenant shall each be liable to any third person (being any person other than the Town and Tenant) to the extent of their respective fault or

negligence and each shall be entitled to full indemnity and contribution from the other to the extent of the other's fault or negligence.

5.5 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, including any fixtures, equipment or appurtenances thereto.

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;
- (c) exhibit or affix signs of any nature outside on walls, outside doors, inside or outside windows or to any other part of the Leased Premises except as approved by the Town; or
- (d) 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.

All changes, alterations, additions and improvements made by the Tenant will comply with all statutes, regulations and by-laws and any municipal, provincial, federal or other authority.

Except for partitions in any way affixed to the Leased Premises, all articles of personal property and all business and trade fixtures, machinery and equipment, cabinet work, furniture and movable partitions owned or installed by the Tenant at the expense of the Tenant in the Leased Premises shall remain the property of the Tenant but they may not be removed by the Tenant except in the normal course of business until all overdue rent and all overdue utility charges are fully paid, provided that the Tenant at its expense shall repair any damage to the Leased Premises caused by the original installation, existence, use or removal thereof.

At the expiration of this Lease or within TEN (10) days after such expiration, the Town may elect to require the Tenant to remove all or any part of the business and trade fixtures, machinery and equipment, cabinet work, furniture and other property owned or installed by or on behalf of the Tenant, in which event such removal shall be done at the Tenant's expense and the Tenant shall, at its expense, repair any damage to the Leased Premises caused by such removal, provided such removal is done by competent workmen in such a way as to minimize such damages.

If the Tenant does not remove the property as hereinbefore provided after receipt of the written election by the Town, such property shall, if the Town so elects, be removed and the cost of such removal will be paid by the Tenant forthwith to the Town on demand, and the Town will not be responsible for any loss or damage to such property because of such removal.

6.3 Repairs and Maintenance

Maintenance of the following remains the responsibility of Town:

- (a) Furnaces;
- (b) Hot water tanks;
- (c) Building structure (including roof, walls, doors, windows and foundation);
- (d) Plumbing fixtures; and
- (e) Electrical fixtures.

The Town shall maintain the public sidewalk located around the Leased Premises, including snow/ice removal, in accordance with the Town's usual standards of this nature.

The Tenant shall keep the Leased Premises free of rubbish and debris at all times, to provide proper and sufficient receptacles for waste, and to ensure regular removal of such waste.

6.4 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 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.

6.5 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.

6.6 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: TENANT'S DEFAULT

8.1 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;
- (b) any of the Tenant's goods or chattels are seized, taken in execution or attachment by any creditor of the Tenant;
- (c) the Leased Premises are used by any other person or for any other purpose than is herein provided without the prior written consent of the Town; and
- (d) 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.

8.2 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.

If it shall be necessary for the Town to retain the services of a solicitor or any other proper person for the purpose of assisting the Town in enforcing any of its rights hereunder in the event of default on the part of the Tenant, it shall be entitled to collect from the Tenant the cost of all such services including all solicitor and own client costs and disbursements as if the same were rent reserved and in arrears hereunder.

No reference to or exercise of any specific right or remedy by the Town shall prejudice or preclude the Town from exercising or invoking any other remedy, whether allowed under this Lease or generally at law or in equity and the Tenant irrevocably waives the benefit of any present or future laws which in any way may limit or diminish the Town's rights and remedies as set forth in this Lease.

ARTICLE 9: GENERAL PROVISIONS

9.1 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.

9.2 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.

9.3 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.

9.4 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 and the Tenant shall have the right to have a Board member present, if practicable.

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.

9.5 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.

9.6 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.

9.7 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.

9.8 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.

9.9 Municipal Approvals

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

9.10 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.

9.11 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 Tenant:

Name: Vernon McCutcheon
Position: President
E-mail: happygangofstrathmore@gmail.com
Address: 85A Lakeside Boulevard
Strathmore, Alberta T1P 1K1

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.

9.12 Time of the Essence

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

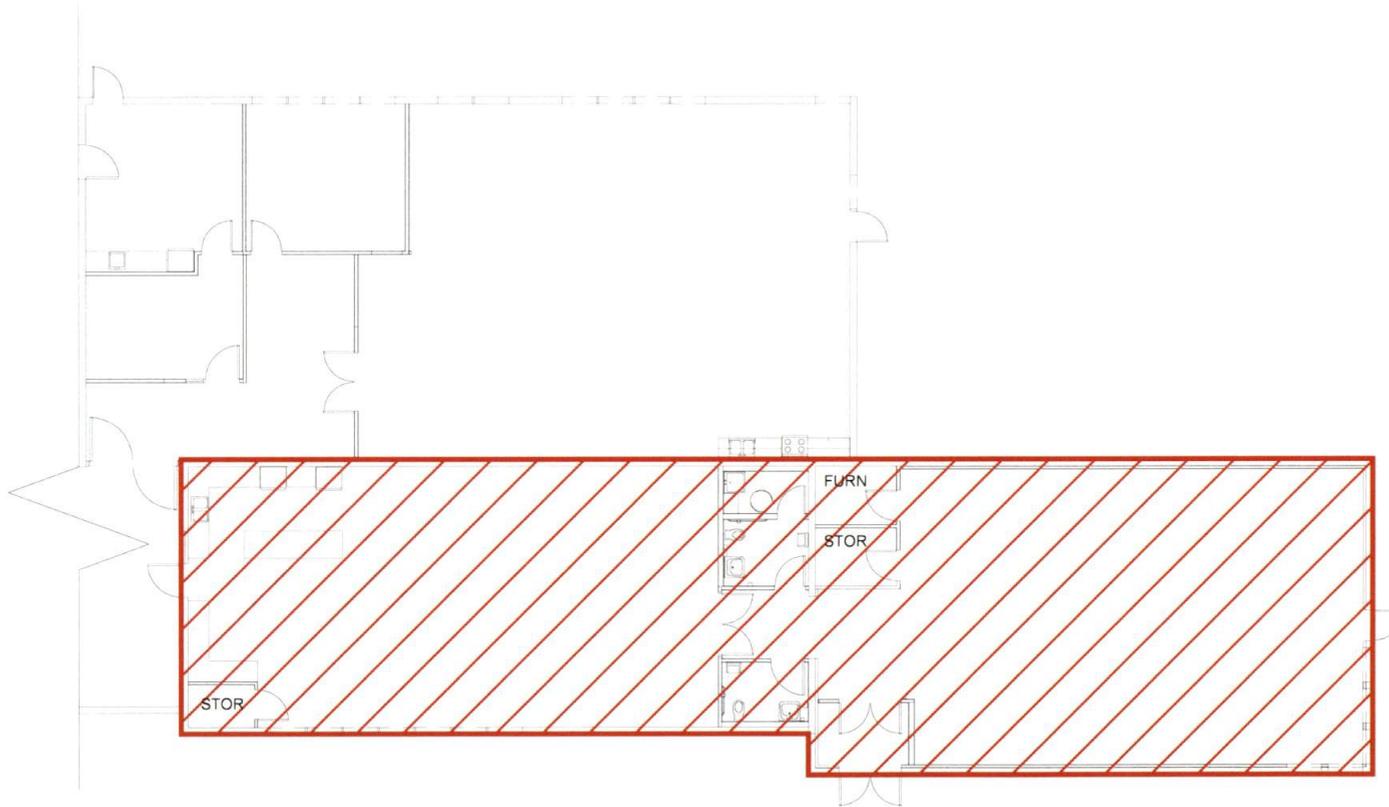
IN WITNESS WHEREOF the parties hereto have executed this Lease on the date specified on page 1 hereto.

Town of Strathmore
Kevin Scoble
Chief Administrative Officer

Happy Gang Strathmore
Vernon McCutcheon
President

Date

Date



85 Lakeside Boulevard



Drawn By: KW

Date: March 2021



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: February 25, 2026

Meeting Date: March 18, 2026

SUBJECT: 2026 Operating Budget Amendment - Reserve Transfer - Water Continuity Project - Emergency Response Funding

RECOMMENDATION: THAT Council authorize the pre-approval of the transfer of \$300,000 from the Water Capital Reserve Fund to the Water Operating Budget, with funds only to be used in the event of an emergency relating to water.

STRATEGIC PRIORITIES:



Affordable Living



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The budget amendment is for enacting the water continuity plan in the event of an emergency.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

This project supports the Town continuing to be responsible with its water use and providing necessary services to its residents.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The general implications are related to ensuring that we have adequate funding available to enact contingency plans to respond to emerging needs that may become available to support residents, businesses and other stakeholders.

ORGANIZATIONAL:

Administration is incurring significant staffing resource costs to manage the incident, and anticipates potentially needing to expend costs to third parties as the situation requires. Administration is tracking costs and is in the process of investigating eligibility for funding.

OPERATIONAL:

Staff time and resources are incurred to respond to the incident, which may result in shifting priorities and changes to day to day work, which may delay items currently on the Town's Corporate Business Plan.

FINANCIAL:

This funding will ensure that Administration has adequate budget to cover the first 3 to 5 days of an incident in the event that water is cutoff to the Town.

The balance available (that is not committed) in the Water Capital Reserve at December 31, 2025 is \$1.95 Mil with \$1.54 Mil uncommitted.

Administration cannot yet accurately estimate the total cost of the incident; however, a preliminary allocation of the funding may include the following:

Overland piping / Water hauling (contingency)

Overland Piping

In the unlikely event the Town would need to connect to an external water source to meet the fire flow demand and supplement the water supply the estimate cost is approximately \$100,000 for setup, \$17,000 per day to operate and \$100,000 to decommission the system.

Water Hauling

In the unlikely event the Town must haul water daily to meet resident demand (approximately 3,500 m³/day), the required trucking capacity would be significant. Using 30 m³ tridem trucks, the Town would require approximately 30 trucks per day, assuming four loads per truck per

day. If smaller trucks are required (e.g., tandem/tanker units), the Town could require up to 40 trucks per day.

Estimated daily costs would be approximately \$20,000/day for water supply and \$100,000/day for trucking, for a total of \$120,000/day.

These funds will only be used in the event of an emergency.

POLICY:

The Town's Financial Reserve Policy requires that allocation/usage of reserves to fund expenditures be formally approved by Council.

Section 7 of the Town's Procurement Policy permits emergency expenses to be made on when not otherwise budgeted, however, this approval will ensure clear direction from Council to Administration on the permissiveness of the expenditures, and their funding source.

IMPLEMENTATION:

Administration will track costs incurred and explore other mechanisms for cost recovery, which may include an insurance claim.

BACKGROUND:

On December 31, 2025, the City of Calgary announced its 2nd critical water main break, and instructed residents to limit water usage. The Town of Strathmore obtains its water from the City of Calgary and this relationship is managed under the Master Service Agreement with the City. Therefore, the Town of Strathmore is required to implement the same restrictions as the City.

On January 16, 2026, Calgary announced the system was fixed.

On February 18, 2026, Calgary announced the system would need to be shutoff for additional repairs March 9 to April 2, 2026. during this time stage 4 water restrictions will be in place.

KEY ISSUE(S)/CONCEPT(S):

The key issue for Council's consideration is whether it wishes to authorize this funding. This will ensure funds expended align with the requirements in the *Municipal Government Act* and policy.

DESIRED OUTCOMES:

Administration recommends that Council provides pre-approval of this transfer from reserves on the understanding it will only be used in the event of an emergency.

COMMUNICATIONS:

Administration will continue to communicate the impact and requirements of the incident to Council, residents, businesses and stakeholders.

ALTERNATIVE ACTIONS/MOTIONS:

THAT Council refers this to a future Council meeting for further discussion.

ATTACHMENTS:

[Attachment I - Procurement-Policy](#)

[Attachment II - Budget Policy](#)

Leana Ashbacher, Senior Manager of Financial Services	Approved - 03 Mar 2026
Ethan Wilson, Manager of Infrastructure	Approved - 03 Mar 2026
David Sturgeon, Fire Chief	Approved - 03 Mar 2026
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 06 Mar 2026
Kevin Scoble, Chief Administrative Officer	Approved - 11 Mar 2026
Johnathan Strathdee, Manager of Legislative Services	Approved - 12 Mar 2026



TOWN POLICY

POLICY NUMBER: 1808

REFERENCE:

Resolution No. 271.07.21

ADOPTED BY:

Town Council

PREPARED BY: M Tiede

DATE: July 21, 2021

TITLE: PROCUREMENT POLICY

POLICY STATEMENT

The Town of Strathmore is committed to the acquisition of goods, capital projects, and services at the best value while treating all vendors equitably. All current procurement activities shall meet the current and future needs of the Town of Strathmore, providing economical, efficient service and shall provide fiscal responsibility and accountability.

The authorities granted in this policy are related to the acquisition of goods and services only. They are not intended to include the purchase or disposal of property, payroll remittances, transfer payments, utility refunds, employee reimbursements and other non-purchasing related activities.

1.0 PURPOSE

The purpose of this policy is to establish practices under which the Town conducts purchasing activities. Purchases on behalf of the Town of Strathmore shall follow the guidelines set out in this policy and be in compliance with.

- (a) Municipal Government Act.
- (b) Canadian Free Trade Agreement Formerly Agreement on Internal Trade (AIT).
- (c) New West Partnership Trade Agreement (NWPTA).
- (d) Freedom of Information and Protection of Privacy Act.
- (e) any subsequent federal or provincial legislation, regulations, or agreements governing municipal procurements.

2.0 DEFINITIONS

- 2.1 **“Acquisition/contract value”** refers to the value to be applied to a purchase to determine the bid process and signing authority required to complete the process. The contract/acquisition value is the total value of the acquisition (not including G.S.T.). For multiyear service/consulting contracts with the possibility of extensions, the contract value is the total estimated value of the contract if it was to remain in effect for its entire term, excluding extensions.
- 2.2 **“Best Value Acquisition”** means the most advantageous balance between performance, price and quality achieved through competitive procurement methods in accordance with stated selection criteria. Best value may include the useful life of an asset and track record.
- 2.3 **“Bid”** means an offer to buy or sell goods or services by a vendor or purchaser.
- 2.4 **“Bid shopping”** refers to the practice of revealing the price submitted by one vendor to a competing vendor to obtain a better price.
- 2.5 **“Budget”** means a financial plan outlining expected revenues and expenditures for operating or capital assets that is formally reviewed and approved by Council.
- 2.6 **“Change in scope”** refers to the completion or deliverable of the project. If a project is amended such that there is a tangible change in the expected completion or deliverable, then that would be considered a Change in Scope of the project. Changes in Scope do not include amendments to the method, approach or execution of the project.
- 2.7 **“Change order”** is a negotiated amendment to a (usually construction) contract that covers a specific change in the method, approach or execution of a project, typically required when an unforeseen problem arises in the field, resulting in an amendment to the cost of the project. A Change Order does not impact the original scope of the project.
- 2.8 **“Collaborative (piggyback) opportunity”** is an opportunity that exists for the Town to take advantage of an existing agreement between another public sector agency and a vendor. The existing agreement must be the result of a formal, open competitive bid process.
- 2.9 **“Competitive bid process”** is a process whereby vendors are requested to submit bids for the provision of goods/services. The requirement is defined by specifications, the award is based on a defined set of criteria. Standard competitive bid processes include: phone quotes, email quotes, and Invitations to Tender (ITT’s).
- 2.10 **“Contingency”** is internal funding above the contract cost, but below the project budget amount, that is set aside to cover unexpected additional project costs. The contingency amount is often based on a percentage of the contract cost but varies

- depending on the complexity of the project, local economy, and other factors that could potentially affect the cost of the project but cannot be accurately determined at time of contract award.
- 2.11 “**Contract**” means an agreement in writing between two or more parties, comprising of an offer, acceptance and consideration.
- 2.12 “**Contract extension**” for the purposes of this policy, is the award of a pre-existing contract beyond its anticipated original contract term to the incumbent vendor without competitive bid. If the original contract is for a three-year term with no provision or allowance for an additional term and the intent is to award a fourth year to the same vendor, that is considered a contract extension. If, however, the original contract is a three-year contract with provision for up to an additional two years, then the anticipated original contract term is five years and awarding the final two years is not considered an extension.
- 2.13 “**Contractor**” means a person or a business that follows an independent trade, business, or profession in which they provide goods or services to the public.
- 2.14 “**Council**” means the duly elected officials of the Town of Strathmore and the Mayor.
- 2.15 “**Designate**” means an employee who is authorized to sign or approve
- 2.16 “**Director**” is the head of a department of the Town of Strathmore.
- 2.17 “**Emergency Purchases**” are situations where a lack of immediate action jeopardizes operations, disrupts public services or involves the safety of employees and/or the public.
- 2.18 “**Environmental Consideration/Sustainability**” means purchasing of products or services, which minimize, or provide favourable environmental impacts. Green Procurement involves considering the costs and environmental consequences of a product in all states of its life cycle.
- 2.19 “**Ethical behaviour and conduct**” means to maintain a high level of credibility with vendors, peers, and the public.
- 2.20 “**Evaluation criteria**” are the factors that will be considered when evaluating a tender submission. In all formal tender processes the evaluation criteria and the weighting of each criteria must be published in the tender document. Typical evaluation criteria would include cost, compliance with specifications, demonstrated experience and qualifications, functionality, ease of use and many others depending on the nature of the purchase.
- 2.21 “**Expression of Interest/Pre-Qualification (EOI/PQ)**” is a formal pre-bid process used to limit the number of vendors invited to bid to only those firms most capable of providing an acceptable solution. An EOI/PQ is typically used for complex purchases when there is an unknown number of vendors and it is deemed more efficient to limit the number of vendors through the EOI/PQ process than to have all vendors submit full ITT’s. EOI/PQ’s are evaluated on ability to provide a solution,

- pricing is not usually a component of the process. Depending upon the outcome of the EOI/PQ it is usually followed by either an ITT or direct negotiation.
- 2.22 **“Fitness for purpose”** means the minimum acceptable physical and/or functional specifications required for the goods/services to fulfill its required function.
- 2.23 **“Formal bid”** a bid process for medium and high value goods/services that requires specifications, terms and conditions and a written, signed response. Depending upon the value and complexity of the purchase a formal bid could be as basic as an email quote but is usually accomplished using an Invitation to Tender (ITT) process.
- 2.24 **“Goods and Services”** includes supplies, materials and equipment of every kind required to carry out the operations of the Town. Services include contractors, consultants and other non-material requirements.
- 2.25 **“Informal quotes”** a process for low and medium value goods/services for an immediate requirement that can be accomplished with minimal requirement for specifications and terms and conditions. Informal quotes are typically conducted by email or phone, but in all cases the process and results are to be documented.
- 2.26 **“Invitation to Tender (ITT)”** is the process used for most formal bid requirements regardless of the nature of the purchase. The structure of the tender document varies depending upon the nature of the purchase and number and types of criteria considered in evaluation, but the overall objective and rules of the tender process remain the same.
- 2.27 **“Invoice/payment authority”** means the authority to sign off an invoice indicating that the goods/services listed on the invoice have been received, are correct and in good order, and that the invoice is approved for payment by the Accounts Payable department.
- 2.28 **“Local Business”** includes any business holding a valid Town of Strathmore business license where the main office is in the Town of Strathmore or Wheatland County.
- 2.29 **“Public Tender”** is a means of purchasing that is widely advertised and intended to solicit bids from all interested parties.
- 2.30 **“Purchaser”** means the employee initiating the purchasing process on behalf of the Town of Strathmore.
- 2.31 **“Request for Proposal”** means a request for bids as to how the supplier would address the need identified in the request for proposal document.
- 2.32 **“Request for Quotation”** means a request for bids for prices on specific goods and/or services from a supplier submitted verbally or in writing.
- 2.33 **“Single source acquisition”** is a purchase awarded to a vendor without competition for reasons specific to the situation, although competitive bids may be potentially available.

- 2.34 **“Sole Source acquisition”** means purchasing when there is only one available supplier of a required product or service that meets the needs of the Town. Negotiation is used to complete the terms and conditions of this type of purchase.
- 2.35 **“Substantial compliance”** is compliance with the substantial or essential elements of the specifications/requirements that satisfies its purpose or objective even though all the specifications/requirements may not be met.
- 2.36 **“Supplier”** means any person or company that supplies goods or services to the Town. Also known as a contractor, seller, subcontractor, or vendor.
- 2.37 **“Town”** shall mean the Corporation of the Town of Strathmore.

3.0 EMPLOYEE RESPONSIBILITIES

- 3.1 All employees and elected officials of the Town are responsible to comply with all the rules and regulations:
- (a) Maintaining high legal, ethical, managerial, and professional standards in the management of the resources entrusted to them, as a publicly funded institution.
 - (b) Obtaining the best value for money by achieving fulfillment of specified needs including quality, health & safety standards, productivity and service life.
 - (c) Using a fair and transparent process when calling for, receiving, and evaluating quotations and proposals.
 - (d) Meeting the legal and ethical obligations in the acquisition of goods and services.
 - (e) Beneficial goods and services where the additional cost is not prohibitive.
 - (f) Obtaining appropriate authorization for all purchasing contracts except emergency purchases. All related documentation shall be retained for review and auditing.
 - (g) Obtaining legal assistance or advice if necessary, for any non-standard clauses in purchasing contract.
 - (h) Any conflict of interest known to employees will be communicated to the Chief Administrative Officer.
 - (i) If the employee in question is the Chief Administrative Officer, they will make any conflict of interest known to Council.
- 3.2 Directors & Managers are responsible for:
- (a) Ensuring all purchases are performed in accordance with this policy.
 - (b) Delegating expense authorization to the appropriate levels.
 - (c) Ensuring that corporate standards are adhered to for purchases.

- (d) Coordinating administration and continuous review of the department's use of goods and/or services to ensure the Town is receiving the best quality, quantity, service, price, etc.
 - (e) Coordinating purchasing record keeping (RFP documentation, quotes, etc.) and retention of records.
- 3.3 Director of Corporate Services is responsible for:
- (a) Ensuring approval and appropriate authorization of all purchasing contracts on behalf of the Town up to the authorized limit.
 - (b) Communicating changes and amendments, providing training, and documentation of how to utilize the Procurement Policy efficiently and effectively.
 - (c) Ensure divisional compliance with all procurement policies, applicable laws, trade agreements and regulations.
- 3.4 The Chief Administrative Officer:
- (a) Responsible for all procurement contracts and payments on behalf of the Town.
 - (b) Shall establish procedures related to the acquisition of goods and services in accordance with this Policy and as delegated by Council.
 - (c) Establish administrative procurement policies in accordance with all applicable laws, trade agreements and regulations.
 - (d) Support the promotion of sound procurement practices and appropriate education and training to employees involved in the procurement process to ensure compliance.
 - (e) The CAO may further delegate this authority to other Town staff members as he/she deems appropriate.
- 3.5 Council:
- (a) Approve by resolution this policy and any amendments

4.0 CONFIDENTIALITY OF INFORMATION

- 4.1 Release of information is subject to the Freedom of Information and Protection of Privacy Act. Town Employees will not release any information made available to them in their role of employee unless that information is public and available upon request.

Any information made available to a potential vendor, which may influence other vendors' responses, must be made available to all potential vendors.

- 4.2 Pursuant to the Town's obligations and duties under the Freedom of Information and Protection of Privacy Act, as amended or repealed and replaced from time to time, the Town commits to protect confidential information from unauthorized

access or disclosure, especially information of a confidential nature that is clearly marked as such.

5.0 ETHICALLY BOUND

5.1 The Town is committed to acting ethically in all its procurement practices.

- (a) Town employees shall ensure that specification in procurement competitions are performance based, accurate and clear, that consistent buying practices are maintained and that they remain free of any obligation to any vendor or potential vendor.
- (b) Town staff involved in any aspect of the procurement process will act in a manner that ensures not only fairness, but the appearance of fairness, to all actual and potential vendors and the public. Staff will behave with impartiality, fairness, independence, openness, integrity and professionalism in dealings with vendors.
- (c) Town employees are to exercise caution when dealing with vendors or potential vendors where there is the possibility or perception of a conflict of interest, either through a direct or indirect relationship of any kind. Such vendor will not be disqualified due to the existence of such a conflict of interest if it is identified, recorded, and acknowledged at the outset and proper precautions have been exercised to limit any such conflict of interest. Town procurement documents will specify the requirement for Vendors to declare that there are no conflicts of interest or provide details of any actual or potential perception of conflicts of interest with Town employees or elected officials.
- (d) Town employees will not participate in any unfair, unethical, or illegal procurement practices.
- (e) Town employees will not use their public role to influence or seek to influence a Town procurement decision which could further a personal interest of any town employee.
- (f) Staff will not place themselves in a position of obligation, or appearance of obligation, with any vendor or potential vendor through the acceptance of gifts, favors or any other benefits.
- (g) Staff will not conduct or condone bid shopping, or any other unfair practice, while engaged in purchasing activities for the Town.

6.0 RESPONSIBLE PROCUREMENT

6.1 The Town is committed to reducing its environmental impact and will integrate responsible performance considerations into as many aspects of the Town's procurement decision making process as practically possible and reduce the impact of the Town's procurement practices to the greatest extent practical.

- (a) Town employees will review all proposal and tender specifications to ensure that, wherever practical and economically feasible, specifications provide for expanded use of socially responsible preferred goods and services.
- (b) Town employees should take into consideration such factors as: durability; reusability; level of post-consumer waste and/or recyclable content; and recognized third party eco/ethical certification.
- (c) The Town will take into consideration vendors who support local community groups, non-profit organizations, or other Strathmore based service organizations.

7.0 NON-BUDGETED PROCUREMENTS

7.1 An expenditure not included in the approved capital or operating budget must be approved by Council before the expenditure is made unless the purchase is due to an emergency.

7.2 Emergency Purchases:

Unbudgeted expenditures may be undertaken in the event of an emergency where the highest authority personnel must make purchase decisions efficiently to bring the emergency situation under control.

- (a) May be authorized by the Chief Administrative Officer or designates.
- (b) All such expenditures shall be reported to the Town at the next available opportunity.
- (c) Proper documentation of purchases is required.

8.0 SINGLE/SOLE SOURCE

8.1 A sole source supplier exists when only one acceptable vendor exists who can provide a certain product or service. Town employees must obtain written approval of the sole source acquisition by the CAO for exceptions to the requirement for quotations and proposals within this policy. The Town identifies such instances as:

- (a) Only one supplier (source) can deliver the required product or service. This includes the acquisition of a highly specialized nature and /or is available from only one supplier. Similar types of goods and services may exist, but only one supplier, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or availability, is the only source that is acceptable to meet a specific product or service.
- (b) Where an item is purchased for testing or trial use.
- (c) Where the only supplier is a department, agency, or utility of the federal, provincial, regional, or municipal government.

9.0 TENDER OR REQUEST FOR PROCUREMENT PROCESS

- 9.1 The tender or request for procurement process is a formal method of obtaining competitive prices for goods and/or services when the cost exceeds \$75,000. In the tender process, the Manager responsible for the item or project shall, on behalf of the Town:
- (a) Publicly advertise the calling for tender submissions. All tenders are to be advertised on the Town's website, in the local newspaper, and on the electronic tendering website, Alberta Purchasing Connection (APC).
 - (b) Receive tenders or requests for proposal under sealed envelope format by a specified date and time of bid closure.
 - (c) When any tendering process is used, using appropriate evaluation criteria, the tender evaluated as being the most advantageous to the Town shall be accepted subject to the right of the Town to refuse any or all tenders.
 - (d) Once approved, all necessary contractual agreements, conditions, terms, documents, etc. will be completed, a purchase order will be generated, and the tender or request for proposal will be awarded.
 - (e) In accordance with the Canadian Free Trade Agreement formerly the Agreement on Internal Trade, all procurements of goods and services over the threshold of \$100,000 and construction over \$250,000 must be nationally advertised. The Town will use the Alberta Purchasing Connection (APC) as its "posting agent" for these procurements.
 - (f) In accordance with the New West Partnership Trade Agreement, all procurements of goods and services over \$75,000 and construction over \$200,000 must be nationally advertised. The Town will use the Alberta Purchasing Connection (APC) as its "posting agent" for these procurements.

10.0 DISQUALIFICATION OF BIDS OR TENDERS

- 10.1 At the discretion of the CAO or Director, bids or tenders may be disqualified from consideration based on:
- (a) Falsehoods, misrepresentations, or other untrue statements made in bid packages, quotations, proposals, or other documents submitted to the Town.
 - (b) Incomplete information provided in any response to the Town.
 - (c) Failure to comply with any requirements of the Tender, Request for Proposal, or other request.
 - (d) Inappropriate contact on the part of the bidder with Town staff or elected officials during the competitive process.

- (e) Any efforts or perceived on the part of the bidder to lobby, influence or otherwise exert pressure on the competitive process.
- (f) Any activity, statement, or other representation that in the opinion of the CAO or the Director indicates that the bidder would not be a suitable representative of the Town of Strathmore.

11.0 NON-COMPLIANCE

11.1 Town employees must adhere to the Town's purchasing policy. Managers, Directors, and the Chief Administrative Officer are responsible for ensuring compliance. When non-compliance is detected the Manager is responsible for reporting such activity to the Director of Corporate Services, Director of the business unit, and the Chief Administrative Officer.

Failure to adhere to the items contained in the policy may result in

- (a) Increased operational costs, duplication of effort and procurement delays
- (b) Increased vendor performance risk concerns
- (c) Loss of reputation for the Town if procurement practices are not supported and upheld

12.0 RELATED POLICIES

12.1 1805 – Corporate Credit Card Policy

12.2 1204 – Gift & Gratuities Policy

END OF POLICY

Appendix A

Procurement Matrix:

For procurement of Materials & Supplies, Vehicles & Equipment, Service Contracts, Construction Contracts, Consulting Services.

Dollar Value	Quotation, Purchase Order or Public Tender	Advertising Requirements	Title of Person Authorizing
Up to \$2,000	Not required	Not required	See Signing/Purchasing Authority Limits
Over \$2,000 but not exceeding \$10,000	Verbal or written quotations from one of more Vendors. Purchase Order is required.	At discretion of Purchaser.	See Signing/Purchasing Authority Limits
Over \$10,000 but not exceeding \$75,000	Three Written quotations and purchase order is required. Or Public Tender Request for Proposal Request for quotation Purchase Order is Required	At Discretion of Purchaser or Initiating Department to invite bidders or advertise in local media and/or on the Alberta Purchasing Connection Website.	See Signing/Purchasing Authority Limits
Exceeding \$75,000	Public Tender Request for Proposal Request for Quotation Purchase order is Required	Opportunities must be advertised on the Alberta Purchasing Connection Website, on the Town's website and local newspaper.	See Signing/Purchasing Authority Limits



TOWN POLICY

POLICY NUMBER: 1809

REFERENCE:

Resolution No.197.05.21

ADOPTED BY:

Town Council May 19, 2021

PREPARED BY: Director of Corporate Services

DATE: May 19, 2021

TITLE: Budget Policy

POLICY STATEMENT:

This policy will ensure an orderly and timely translation of civic services into resources, expense, and revenue requirements. It will also ensure effective means to deliver services to citizens and to enforce accountability for the proper and prudent management of public funds. The Town will work within the Long-Term Financial Plan as adopted by Council. The adopted budget will adhere to the MGA or other legal requirements including principles contained within this policy.

Scope/Application

This policy applies to the Town's elected officials, CAO, and Town staff.

Authority/Responsibility to Implement:

The Chief Administrative Officer (CAO) is the administrative head of the municipality and is granted responsibilities through the ***Municipal Government Act*** (MGA) including but not limited to the responsibility to ensure the policies, procedures and programs of the municipality are developed and implemented.

DEFINITIONS

"Operating Budget" means a financial plan that includes an estimate amount for revenue, expenditures, and transfers to provide for Council's policies and programs. The amount needed to pay debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property, the amount needed to meet the requisitions or other amounts the town is required to pay under an enactment. The

amount of depreciation, the amount to be transferred to a reserve, the amount to be transferred to the capital budget.

“**Budget Amendment**” mechanism used to revise the approved budget **to** reflect changes that occur throughout the fiscal year. Once the budget is adopted, it can be changed by a budget amendment.

PRINCIPLES

- Actions of Council and Administration will be conducted in a manner that aligns with the context of the Long-Term Financial Plan.
- The budget is an important Council strategic document. As such, only elected officials will be permitted to deliberate and adopt budgets.
- Administration will recommend to Council a timeline for Budget preparation.
- Inputs derived from various forms of citizen engagement will be considered during the budget and planning cycles.
- Budgets will be aligned with Council strategy, The Municipal Development Plan, and departmental master plans.
- Council will authorize service and service levels of delivery to the community.
- New programs, services, and Tangible Capital Asset additions will be fully funded at the time of addition.
- Directors and or Department Managers are responsible for submitting estimates of revenue and expenditures utilizing the town budgeting software within the timing authorized for budget preparation.
- Budgets will support and foster economic growth.
- Budgets that include a new financial borrowing to fund a capital project will include an interest expenditure at the current interest rate or anticipated rate with principle repayments as applicable.

PROGRAMS AND SERVICES

Council endorses programs, services, and service levels on behalf of the community. The Towns programs, services, and service levels will be defined and documented through Levels of Service initiatives. Council approved budgets provide for the financial resources necessary to deliver programs and services to the community.

- The endorsement of programs, services and service levels through the budget and planning process is a responsibility of Council.
- Performance measures will be used to demonstrate and gauge successful delivery of service.

SHORT- AND LONG-TERM PLANNING

The Town will align with best practice and ensure that short and long-term financial planning is executed. Strategic planning is critical to moving the organization forward and works to express Council's desire for future direction.

- Council Strategic Planning sessions will be conducted after the election of a new Council
- A check-in Council Strategic Planning session will be conducted for each planning cycle thereafter.
- Operating budgets will be prepared on a three-year rolling basis annually in compliance with the MGA. Capital plans will be prepared on a five-year rolling basis.
- Council endorsed strategy, master plans, programs, services, and studies will guide the preparation of budgets.

TAX REVENUE

Taxes will be levied to fund the costs to deliver tax supported Town services. In the case of some services, user fees are charged to offset the cost to deliver the service. The operating budget will deliver the service to the community.

When planning for tax increases, the following will be considered:

- As defined within the MGA, programs, services, and service levels will be endorsed for delivery to the citizens by Council.
- The rate of tax adjustment will be kept as stable as possible.
- Non-residential tax rate will be no more than 2 times the residential tax rate.
- The Financial stabilization reserve will be used to lessen the effect of potential large tax increases, which may occur when new services are adopted.
- Economic conditions will be considered during the planning process.
- Tax increases will be to a sufficient level necessary to ensure the community's future financial sustainability.

ONE TIME REVENUES AND OTHER FORMS OF VOLATILE REVENUE

Council budgets will raise sufficient funds to maintain the ordinary operations of town business and will not rely on one-time revenues.

- Budgets are not to be balanced by using streams of volatile revenue.

TAX STABILIZATION

The Financial Stabilization Reserve will be used to mitigate the effect of potentially large tax increases to future budget years. The introduction of a new service is an example of a situation where a large increase to operating cost may occur in one budget year.

USER FEES, LICENSES, PERMITS AND FINES

As established by Council, user fees, licenses, permits and fines will be used to offset the cost of a program or service.

- The cost of licenses and permits will be established to over see the related service.
- Fines will be used to encourage compliance to Town Bylaws.

UTILITIES

Utility services (water, sanitary sewer, storm sewer and waste management) will be budgeted on a full cost recovery basis. The utility rates will include an amount to be contributed to the Utility Infrastructure Reserves for long term sustainability and renewal of utility infrastructure.

AMENDMENTS TO COUNCIL APPROVED OPERATING BUDGET

At times, amendments to the operating budget are necessary to facilitate Town operations. The Directors and Managers are delegated the responsibility of managing outcomes of the approved budget and may make a recommendation to the CAO to amend the budget between programs and service areas as follows:

- The CAO in conjunction with the Director of Corporate Services may authorize operating budget amendments up to (\$100,000) dollars provided the amendment is within the total approved budget.
- Operating budget amendments over (\$100,000) require an amending motion from Council.
- Operating budget amendments for a new program or service or a significant change in service level require an approving motion by Council.
- Budget amendments requiring funding above the total approved budget must be approved by a Council motion.
- Authorizations for amendments must be in place prior to any financial transaction taking place.

AMENDMENTS TO COUNCIL APPROVED CAPITAL BUDGET

Capital budgets are prepared using projected costs and will align with good project methodologies including predesign, design and construction phases. At times amendments to the capital budget are necessary and desirable. Directors and Managers may recommend amendments as follow:

- The CAO in conjunction with the Director of Corporate Services may authorize amendments up to (\$200,000) provided the amendment is within the total approved budget.
- Capital budget amendments over (\$200,000) require an amending motion by Council.
- Capital budget amendments for a new program or service or a significant change in service level require an approving motion by Council.
- Amendments to the Capital Budget that alters the scope of a project or that materially changes the appearance, or functionality of a project shall be reviewed by and authorized by Council.
- For items not included in the budget being considered as an amendment to a budget by Council, that Administration include in the analysis an opportunity interest cost at the current interest rate as a cost for the project.
- Authorizations for amendments must be in place prior to any financial transaction taking place.
- Funding of the capital program will aim to maximize the use of grants, debt and reserves, capital projects will not normally be funded by current year taxation.

CITIZEN ENGAGEMENT, TRANSPARENCY AND ACCOUNTABILITY

Council is committed to ensuring a high level of transparency and accountability to the citizens of Strathmore. Citizen engagement in the citizen satisfaction survey is encouraged.

- Feedback from the citizen satisfaction survey will be considered during the budget planning cycle.
- Transparency will be maintained by posting the Budget, Audited Financial Statements, and the Town of Strathmore Annual Report on the town website.
- That the Council be provided with a quarterly financial updating including a draft Statement of Financial Position, Statement of Operations, and a report on Capital Projects complete with variance.

END OF POLICY



Request for Decision

To: Mayor & Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 4, 2026

Meeting Date: March 18, 2026

SUBJECT: 2026 Budget Change of Scope - Reservoir Projects

RECOMMENDATION: THAT Council authorize a change of scope for the Reservoir Projects, halting any further work on the Brentwood Reservoir Decommissioning and allowing for preliminary design of Wildflower Reservoir Expansion to occur.

STRATEGIC PRIORITIES:



Affordable Living



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The growth and the needs of Strathmore are always fluid. Reacting to regional influences and ensuring our community can continue to thrive is important. As such, changing plans while still respecting available budgets allows for reaction to occur without impacting utilities or taxes.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Potable water is essential for the citizens of Strathmore and protecting it is of utmost importance. Current projects are improving this valuable resource and its distribution to users, however the original plan to decommission Brentwood Reservoir may be best to be deferred. Users are unlikely to see a change to the services they receive and this proposed change allows for future planning to occur within currently available budgets.

ORGANIZATIONAL:

None.

OPERATIONAL:

None, continuing to operate Brentwood Reservoir is within current budgets and is not anticipated to have any substantial impact.

FINANCIAL:

None, continuing to operate Brentwood Reservoir is within current budgets and is not anticipated to have any substantial impact.

POLICY:

Budget Policy No. 1809

Amendments to Council Approved Capital Budget

12.2.1.2 Amendments to the Capital Budget that alters the scope of a project or that materially changes the appearance, or functionality of a project shall be reviewed by and authorized by Council.

IMPLEMENTATION:

Upon approval from council, Administration will prepare an RFP for Engineering Services to complete a preliminary design and cost estimate for the expansion of the Wildflower Reservoir. Supporting this, a technical memo from the author of the Town's Master Servicing Study (MSS) will be provided to confirm that the findings at the time of the MSS being published are still relevant based on recent growth, water use trends, population projections, and growth plans.

BACKGROUND:

Brentwood Reservoir is nearing its end of life and as such, projects have been ongoing to allow for it to be decommissioned and removed from the distribution system. These works are

anticipated to be completed by mid-year 2026 and the decommissioning was planned to proceed in the latter half of 2026.

Recent developments in Calgary, and the region, have proven the benefit of having sufficient and surplus potable water storage. Although Wildflower Reservoir is sufficient for the needs of the Town, additional storage provides further insurance in the case of potable water delivery being interrupted.

KEY ISSUE(S)/CONCEPT(S):

With the work being completed, Brentwood Reservoir can run until failure without causing harm to the Town's water system. Being prepared for the scenario of Brentwood not being available allows the Town to continue to use the facility without the risk of its failure impacting services.

As such, deferring the decommissioning and pivoting to future expansion planning may be the best of both worlds. Decommissioning will have to occur in the future, and the costs to do so are unlikely to decrease, however having its available storage capacity at this time of water delivery uncertainty is of great benefit.

DESIRED OUTCOMES:

The reservoir projects have a combined project budget of \$7.7M, with \$6.3M planned to be expended by mid-year 2026. The remaining budget was targeted for the decommissioning of Brentwood Reservoir however this proposed scope change would allow those funds to be re-directed to planning of expansion at Wildflower Reservoir.

Planning is anticipated to cost \$200,000 however exact costs can be determined after the RFP is completed. Any remaining funds would come back to council as part of the 2027 Capital Budget with a recommendation for expenditure or transfer back to reserves.

COMMUNICATIONS:

Communication with impacted parties in regards to the Brentwood delay has occurred, with only a professional services contract being shortened. No construction contracts or other significant value agreements are being impacted.

ALTERNATIVE ACTIONS/MOTIONS:

Council could proceed with the original project plan, although that is no longer recommended by Administration.

Ethan Wilson, Manager of Infrastructure

Approved
- 06 Mar

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

2026
Approved
- 06 Mar
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 06 Mar
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 11 Mar
2026

Veronica Anderson, Legislative Services Officer

Approved
- 11 Mar
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 12 Mar
2026



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 1, 2026

Meeting Date: March 18, 2026

SUBJECT: Wheatland Housing Management Body (WHMB) - Capital Maintenance Reserve Fund

RECOMMENDATION: THAT Council approve the establishment of a *Lodge Capital Maintenance Reserve Fund* by the Wheatland Housing Management Body (WHMB).

AND THAT Council direct Administration respond to the WHMB indicating the desire to establish a total annual contribution limit of \$350,000 on their Capital Reserve Fund balances.

STRATEGIC PRIORITIES:



Affordable Living



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The establishment of a Lodge Capital Maintenance Reserve Fund would support prudent financial planning and long-term sustainability by ensuring that adequate funds are available for capital maintenance requirements. A reserve fund would assist WHMB in managing unforeseen expenditures, major repairs, lifecycle replacements and other long-term obligations in a fiscally responsible manner.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

N/A

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

Requisitioned municipalities are legally obligated to pay expenses (as part of the requisition) under the Alberta Housing Act section 7(1)(a).

The WHMB has provided a *Schedule of Capital Fund Estimates* from a Reserve Fund Study prepared by, and in the opinion of, Westview Consulting. This schedule outlines projected capital maintenance requirements and anticipated lifecycle expenditures and is intended to provide supporting information to assist municipalities in evaluating appropriate reserve levels and long term funding needs.

POLICY:

- Section 7(1)(b) of the Alberta Housing Act, provides the authority for a management body to establish a reserve fund.
- Section 23.1 of the Management Body Operation and Administration Regulation (MBOAR) outlines the approval process.

IMPLEMENTATION:

Council's decision and associated resolutions will be shared with the CAO of the Wheatland Housing Management Body.

BACKGROUND:

In 2024 the Town received a letter from the Wheatland Housing Management Body requesting approval from all member municipalities to create a *Capital Reserve Fund*. During the October 16, 2024 Regular Council Meeting, Council discussed and directed Administration to reply with the letter included in Attachment I, which indicated that the Town of Strathmore would like the WHMB to look at establishing a *Repair, Maintain and Replace Fund* as a Capital Reserve. As part of the establishment of this fund, Council requested that the purpose of the funds to be identified (to support with transparency and set parameters for funds to be leveraged for their original, intended purpose).

The Wheatland Housing Management Body is now requesting approval from their member municipalities to establish a **Lodge Capital Maintenance Reserve Fund** for the current Lodge. (Attachment II)

They are also seeking direction regarding limits the municipalities wish to establish on capital reserve balances.

Pursuant to the [Management Body Operation and Administration Regulation](#), Section 23.1, the following framework applies to this request:

1. The WHMB Board must obtain approval from its member municipalities before establishing a reserve fund.
 - If approval is not granted, WHMB cannot proceed with creating the reserve fund.
 - If approval is granted:
 - i. The municipalities may establish limits on the amounts that may be held in operating or capital (maintenance) reserve funds; and
 - ii. If reserve funds exceed the established limits, the municipalities may determine how any excess funds are to be allocated or managed.
2. The municipalities may determine the manner in which they choose to decide or vote on:
 - The approval of the reserve fund; and
 - The establishment of limits and direction regarding excess funds.
3. If the member municipalities are unable to determine a voting or decision-making process, the matter will be decided by a simple majority, with one vote per municipality.

KEY ISSUE(S)/CONCEPT(S):

Council to consider providing formal approval to the WHMB for the establishment of a Lodge Capital Maintenance Reserve Fund and to give consideration to direction for limits on balances.

DESIRED OUTCOMES:

For Council to approve the establishment of the WHMB's Capital Maintenance Reserve Fund for the current lodge and to direct the lodge to establish a total annual contribution limit of \$350,000 on any balances.

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

1. For Council to not approve the establishment of WHMB's Capital Maintenance Reserve Fund for the existing lodge.
2. For Council to direct Administration to bring this matter to a future meeting for additional discussion,

ATTACHMENTS:

[Attachment I: Wheatland & Area Hospice Society Funding Questions - Response Oct 16. Res. 231.10.24](#)

[Attachment I: WHMB - Lodge Capital Maintenance Reserve Fund Request](#)

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 03 Mar
2026

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

Approved
- 12 Mar
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 13 Mar
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 13 Mar
2026

To:
Board of Directors
Wheatland Housing Management Body
76, 2nd Street
Strathmore, AB T1P 1J8

Sent Via Email: CAO@WHMB.ca

Dear Wheatland Housing Management Body, Board of Directors:

On behalf of Strathmore Town Council, I'd like to respond to your letter, dated June 28, 2024, requesting approval from all member municipalities to create a Capital Reserve Fund for the Wheatland Housing Management Body (WHMB).

Recognizing that requisitioned municipalities are legally obligated to pay expenses (as part of the requisition) under the Alberta Housing Act section 7(1)(a), we would like to propose options that balance the best interests of taxpayers while respecting the requirements in the Provincial legislation.

Regarding a Capital Reserve Fund, the Town of Strathmore would prefer that the WHMB look at establishing a *Repair, Maintain and Replace Fund* as a Capital Reserve. As part of the establishment of this fund, Council is requesting that the purpose of the funds is identified to support with transparency and set parameters for funds to be leveraged for their original, intended purpose.

Strathmore Town Council supports WHMB's request to use the money set aside in WHMB's current Capital Reserve Fund to pay for the replacement of the roof on the existing lodge. The Town was previous requisitioned for this item and completed payment in early 2024.

When deciding on future WHMB financial requests, votes should be determined by a formula similar to that of current board membership and weighted based on the contributions of a municipality. Strathmore would also like the opportunity to bring all capital requests to Regular Council Meetings to be discussed openly prior to being voted on. This gives more visibility and ensures additional clarity can be given in a public forum.

After considering the Capital Maintenance List provided, Council recommends establishing a procedure that would send requisitions to the member municipalities based on equalized assessments. Strathmore Town Council supports plans that provide predictability for residents. As the list was forward looking to 2037, it would be Strathmore's desire for the WHMB to take the total capital amount predicted and

ensure even requisition distribution over the next 13 years to smooth out payments for all. If the WHMB needs to add an item to their capital plan items, we would recommend presenting requests to each municipality formally at a Council meeting for approval.

It is important to our community that there is adequate care and services for aging populations in our region. We also want to recognize WHMB's commitment to sustainable operations, thank you for the opportunity to engage in the conversation and provide feedback.

If you have questions, or require additional information, please do not hesitate to contact our offices at 403-934-3133 or by email at lsadmin@strathmore.ca.

Sincerely,



Pat Fule
Mayor, Town of Strathmore



February 23, 2026

Re: Request for Approval to Establish a Lodge Capital Maintenance Reserve Fund

Dear Municipal Council Members

On behalf of Wheatland Housing Management Body (WHMB) Board of Directors, we are formally requesting approval from our member municipalities to establish a Lodge Capital Maintenance Reserve Fund for the current Lodge in accordance with Section 7(1)(b) of the Alberta Housing Act, which provides the authority for a management body to establish a reserve fund, and Section 23.1 of the Management Body Operation and Administration Regulation (MBOAR), which outlines the approval process.

The establishment of a Lodge Capital Maintenance Reserve Fund would support prudent financial planning and long-term sustainability by ensuring that adequate funds are available for capital maintenance requirements. A reserve fund would assist WHMB in managing unforeseen expenditures, major repairs, lifecycle replacements and other long-term obligations in a fiscally responsible manner.

Pursuant to MBOAR Section 23.1, the following framework applies:

1. The HMB Board must obtain approval from its member municipalities before establishing a reserve fund.
 - If approval is not granted, the HMB cannot proceed with creating the reserve fund.
 - If approval is granted:
 - i. The municipalities may establish limits on the amounts that may be held in operating or capital (maintenance) reserve funds; and
 - ii. If reserve funds exceed the established limits, the municipalities may determine how any excess funds are to be allocated or managed.
2. The municipalities may determine the manner in which they choose to decide or vote on:
 - The approval of the reserve fund; and
 - The establishment of limits and direction regarding excess funds.
3. If the member municipalities are unable to determine a voting or decision-making process, the matter will be decided by a simple majority, with one vote per municipality.

WHMB respectfully requests that each member municipality consider this matter and provide formal approval to establish a Lodge Capital Maintenance Reserve Fund. We are also seeking direction regarding limits the municipalities wish to establish on capital reserve balances.

For your reference and consideration, we have attached a Schedule of Capital Fund Estimates from a Reserve Fund Study prepared by, and in the opinion of, Westview Consulting. This schedule outlines projected capital maintenance requirements and anticipated lifecycle expenditures and is intended to provide supporting information to assist municipalities in evaluating appropriate reserve levels and long-term funding needs.



Wheatland Housing Management Body

76 – 2nd Street

Strathmore, Alberta T1P 1J8

Chrystal Hickey

Deputy Chief Administrative Officer

We believe that establishing a Lodge Capital Maintenance Reserve Fund represents sound governance and financial management practice that will strengthen the long-term operational stability of the Lodge and reduce financial risk for all member municipalities.

Respectfully,

Chrystal Hickey

Deputy Chief Administrative Officer

On Behalf of WHMB Board of Directors

Wheatland Housing Management Body

76 – 2nd Street

Strathmore AB. T1P 1J8

Phone 403.934.3474 ext 222

accounting@whmb.ca

WHEATLAND LODGE		BENCHMARK ANALYSIS - SCHEDULE OF CAPITAL FUND ESTIMATES						SCHEDULE "A"	
CAPITAL COMPONENTS		EXPECTED LIFESPAN	EFFECTIVE AGE	REMAINING LIFE SPAN	1	2	3	4	CAPITAL FUND ASSESSMENT ALLOCATION
		Years	Years	Years	CURRENT REPLACEMENT COST	FUTURE REPLACEMENT COSTS	CURRENT CAPITAL FUND REQUIREMENTS	ANNUAL CAPITAL FUND ASSESSMENT	
Rate of interest used in calculations		2.0%							
Rate of inflation used in calculations		2.5%							
STRUCTURAL & ARCHITECTURAL COMPONENTS									
1	Structure	40	25	15	50,000	72,415	31,250	1,755	0.53%
2	Exterior Insulation and Finish System	30	20	10	550,000	704,046	366,667	23,478	7.05%
3	Stucco Siding Repairs	10	10	0	50,000	50,000	50,000	5,297	1.59%
4	Brick Siding	30	15	15	20,000	28,966	10,000	897	0.27%
5	Parging	8	8	0	10,000	10,000	10,000	1,312	0.39%
6	Windows	30	12	18	265,000	413,310	106,000	12,232	3.67%
7	Exterior Doors	35	12	23	30,000	52,938	10,286	1,273	0.38%
8	Caulking & Waterproofing	10	5	5	25,000	28,285	12,500	2,783	0.84%
9	Exterior Painting	15	10	5	55,000	62,227	36,667	4,178	1.26%
ROOFING									
10	Asphalt Shingles	20	1	19	540,000	863,271	27,000	36,073	10.84%
11	Soffit & Fascia	40	1	39	50,000	130,979	1,250	2,203	0.66%
12	Roofing Repairs	5	1	4	15,000	16,557	3,000	3,229	0.97%
13	Eavestroughs & Downspouts	25	1	24	35,000	63,305	1,400	2,007	0.60%
COMMON INTERIOR CONSTRUCTION									
14	Interior Doors	40	20	20	95,000	155,669	47,500	3,502	1.05%
15	Interior Painting	4	1	3	20,000	21,538	5,000	5,304	1.59%
16	Carpet Flooring	15	9	6	175,000	202,946	105,000	13,427	4.03%
17	Resilient Flooring	20	19	1	75,000	76,875	71,250	4,200	1.26%
18	Bathroom Renovation	10	8	2	85,000	89,303	68,000	9,186	2.76%
19	General Laundry Machines	7	4	3	24,000	25,845	13,714	3,690	1.11%
20	Commercial Laundry Machines	15	9	6	65,000	75,380	39,000	4,987	1.50%
21	Kitchen Equipment	5	3	2	40,000	42,025	24,000	8,443	2.54%
22	Walk-in Fridge & Freezer	10	4	6	75,000	86,977	30,000	8,432	2.53%
23	Office Furnishing	20	10	10	30,000	38,403	15,000	1,837	0.55%
24	Fitness Equipment	15	5	10	8,000	10,241	2,667	638	0.19%
25	Furniture & Miscellaneous	5	0	5	20,000	22,628	0	4,348	1.31%
CONVEYING SYSTEMS									
26	Elevator Replacement / Modernization	30	7	23	155,000	273,515	36,167	7,505	2.25%
27	Elevator Cab Renovation	15	7	8	20,000	24,368	9,333	1,565	0.47%
MECHANICAL SYSTEMS									
28	Plumbing Systems & Fixtures	40	38	2	160,000	168,100	152,000	4,930	1.48%
29	Domestic Hot Water Heaters	12	10	2	145,000	152,341	120,833	13,181	3.96%
30	Water Softener	8	1	7	3,000	3,566	375	422	0.13%
31	Fire & Life Safety Systems	25	19	6	90,000	104,372	68,400	4,335	1.30%
32	Sprinkler System	40	8	32	1,200,000	2,644,508	240,000	49,567	14.89%
33	Heating Water Boilers	25	16	9	325,000	405,880	208,000	16,126	4.84%
34	Heating System & Accessories	30	15	15	50,000	72,415	25,000	2,242	0.67%
35	Air Handling Units	30	19	11	375,000	492,032	237,500	16,167	4.86%
36	Air Conditioning Units	20	13	7	95,000	112,925	61,750	5,649	1.70%
37	Pumps, Fans, & Motors	5	0	5	15,000	16,971	0	3,261	0.98%
38	Controls & Miscellaneous	15	5	10	25,000	32,002	8,333	1,995	0.60%
ELECTRICAL SYSTEMS									
39	Electrical Systems & Fixtures	30	15	15	125,000	181,037	62,500	5,604	1.68%
40	Security & Communication Systems	25	15	10	45,000	57,604	27,000	2,255	0.68%
41	Emergency Call System	20	8	12	60,000	80,693	24,000	3,747	1.13%
42	Emergency Generator	20	17	3	140,000	150,765	119,000	7,999	2.40%
SITE IMPROVEMENTS & MISCELLANEOUS									
43	Concrete	10	5	5	20,000	22,628	10,000	2,227	0.67%
44	Asphalt	25	15	10	110,000	140,809	66,000	5,512	1.66%
45	Asphalt Repairs	5	3	2	7,500	7,880	4,500	1,583	0.48%
46	Underground Services	40	20	20	200,000	327,723	100,000	7,372	2.21%
47	Outdoor Lighting & Electrical	20	15	5	30,000	33,942	22,500	1,749	0.53%
48	Area Railings	30	20	10	28,000	35,842	18,667	1,195	0.36%
49	Landscaping & Miscellaneous	10	6	4	8,000	8,831	4,800	882	0.26%
50	Professional Fees	5	0	5	5,000	5,657	0	1,087	0.33%
TOTAL RESERVES							2,713,808	332,870	100%



Request for Further Direction

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 1, 2026

Meeting Date: March 18, 2026

SUBJECT: Alberta Municipalities 2026 Call for Resolutions

RECOMMENDATION: Information for Council consideration.

STRATEGIC PRIORITIES:



Affordable Living



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Resolution recommendations should be assessed through the lens of Council's Strategic Plan to ensure alignment with priorities.

SUSTAINABILITY

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Which and how many departments require engagement will depend on the outcome of Council's direction regarding the possible submission of a resolution and what topic(s) are to be explored. External engagement may also be required with other municipalities to find a seconder for any proposed resolutions.

If Council wishes to put forth a resolution for the 2026 Alberta Municipalities Convention, Administration will draft and bring back to a future Council meeting for discussion/adoption.

ORGANIZATIONAL:

Internal consultation amongst multiple departments may be necessary to develop any proposed resolution comprehensively.

FINANCIAL:

Significant staff time is required to draft a resolution, liaise with Alberta Municipalities to finalize, arrange for a seconder and bring reports back to Council for adoption. There are also costs for representatives of Council and senior administration to attend the Alberta Municipalities Convention where the resolutions are presented.

POLICY:

Consideration for proposed resolutions should be done in consultation with the Town's Strategic Plan.

Reference ABmunis [Advocacy Prioritization Framework](#) and related resources:

- [Guide for 2026 Resolutions](#)
- [2026 Resolution Template \(downloadable Word version\)](#)
- [ABmunis 2025 Business Plan \(Strategic Priorities\)](#)
- [Resolution Voting Process 2025](#)
- [Template - Briefing note on the 2025 Resolutions Book – Word version](#)

IMPLEMENTATION:

Alberta Municipalities represents over 260 municipal governments. Their vision is to be a “change agent that enables municipalities to be a fully engaged order of government with the capacity to build thriving communities.”

In order to do this, they conduct an annual resolutions process that enables member municipalities to bring forward common issues and solutions and seek member approval – to give direction to ABmunis’ to advocate to the federal and provincial governments on members’ behalf. This process includes a Resolutions Session at the annual Convention where member vote on resolutions submitted.

Resolutions that are adopted during the Convention are typically active for three years. Once adopted, ABMunis will develop and implement advocacy strategies for each resolution. These resolutions will be prioritized using the [Advocacy Prioritization Framework](#). There is no requirement by Council to incorporate support for these resolutions into its own Advocacy Plan. There is also no requirement by Council to submit a resolution.

BACKGROUND:

Previously the Town of Strathmore has sponsored resolutions titled:

- Alberta Municipalities Resolution 2023 – “Provincial Indigenous Awareness Training & Support” (Attachment I)
- Alberta Municipalities Resolution 2024 – “Alberta First Responders Radio Communications System Equipment Funding” (Attachment II)
- Alberta Municipalities Resolution 2025 – “Midwifery as an Option of Care for all Albertans” (Attachment III) – Was a seconder for Hussar.

[Other 2025 Resolutions for Reference can be found on the Alberta Municipalities website](#)

Process:

Alberta Municipalities members are invited to submit resolutions for debate at the 2026 Convention in Edmonton, September 23-25. Resolutions must be submitted by May 31, 2026 and be accompanied by the minutes of the moving and seconding Councils.

There is a process where ABmunis will review the draft of proposed resolutions prior to Council seeking a seconder. They will:

- Provide input on the draft resolution for clarity or history.
- Inform if another municipality is planning a similar resolution for collaboration.
- Identify municipalities that may be willing to second the resolution.

Once crafted, resolutions may be sponsored by:

- a. A single Member’s council.
- b. The councils of a group of Members.
- c. The Board.

The sponsor of a resolution is deemed to have moved the resolution and is referred to as the “mover”.

Each resolution must be seconded based on the following requirements:

- a. Resolutions sponsored by a single Member must be seconded by another Member’s council, subject to section 10.
- b. All group sponsored resolutions are deemed to be seconded, subject to section 10.
- c. Board sponsored resolutions only require the seconder to be identified when the resolution is moved on the floor.

The mover(s) and seconder(s) shall represent at least two (2) of the following categories of population.

- a. Less than 2,500 population
- b. 2,501 to 10,000 population
- c. Greater than 10,000 population

A municipality's population is based on Alberta Municipal Affairs' Official Population List as of two (2) years prior to the resolution year.

Voting:

Each elected official of a Regular Member municipality who registers for ABmunis' Convention has the right to vote on each resolution at ABmunis' Convention.

Note: During the Convention resolutions session, each elected official votes individually using their own device. Therefore, Council member(s) can choose to vote in accordance with the majority position of Council or their own personal view, if different. This is one reason they encourage Council to discuss each resolution in advance to increase transparency and understanding of viewpoints on resolution issues.

Members of Council, along with representatives of the Town's Senior Leadership Team, will be attending the Alberta Municipalities Convention in 2026 Convention in Edmonton, September 23-25.

Prior to the convention, and once the Alberta Municipalities' 2026 Resolutions Book is released (fall 2026), Council will be scheduled time during a closed meeting to review. During the discussion, Council can decide which resolutions they will be supporting.

KEY ISSUE(S)/CONCEPT(S):

If there is a municipal issue that Council thinks requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments then sponsoring a resolution for debate at ABmunis' 2026 Convention is an excellent way to bring attention to it and empower ABmunis to take action (if the resolution is supported by the majority of ABmunis' members.)

Council may put forth any topic that they feel strongly requires advocacy with the Government and is an issue for multiple municipalities. There is no requirement for Council to submit a resolution if it is not a priority in terms of how Council wishes to leverage its resources.

DESIRED OUTCOMES:

If Council does not wish to proceed with a resolution at this time, this report may be accepted as information on the consent agenda.

COMMUNICATIONS:

None at this time.

ALTERNATIVE ACTIONS/MOTIONS:

If Council so wishes they may pull this report from the consent agenda to identify potential topics for further investigation.

ATTACHMENTS:

[Attachment I: Alberta Municipalities Resolution 2023 – “Provincial Indigenous Awareness Training & Support”](#)

[Attachment II: Alberta Municipalities Resolution 2024 – “Alberta First Responders Radio Communications System Equipment Funding”](#)

[Attachment III: Alberta Municipalities Resolution 2025 – “Midwifery as an Option of Care for all Albertans”](#)

[Attachment IV: Alberta Municipalities Call for Resolutions Brief](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 13 Mar
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 13 Mar
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 13 Mar
2026

Provincial Indigenous Awareness Training & Support

Moved by: Town of Strathmore

Seconded by: Village of Rockyford

WHEREAS Canada has a history of residential schools which were created for the purposes of separating Indigenous children from their families, weakening family ties and cultural linkages and assimilating children into a new culture; and

WHEREAS residential schools were in existence for well over 100 years and many successive generations of children from multiple communities and families endured the horrific experience of them; and

WHEREAS the experience of those who endured residential schools was hidden until survivors of the system found the strength, courage, and support to bring their experiences to light; and

WHEREAS it is vital that Indigenous Elders and Knowledge Keepers be able to share their lived experiences directly with residents in all communities in order to create greater awareness and support for these individuals and to continue implementing the Truth and Reconciliation Commission Calls to Action report and ensure alignment with the United Nation's Declaration of the Rights of Indigenous People;

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to provide financial support to municipalities who want to develop opportunities for residents to learn about the lived experience directly from Indigenous Elders and Knowledge Keepers for the purposes of allowing those affected to heal and to ensure that the recommendations in the Truth and Reconciliation Commission Calls to Action and the United Nation's Declaration of the Rights of Indigenous People are fulfilled upon.

BACKGROUND:

Alberta has one of the largest and fastest growing Indigenous populations in the country. The First Nations, Metis, and Inuit communities play an important role in the social, cultural, and economic fabric of the Province.

However, the relationship and history between Indigenous communities and the Government of Canada is complicated and troublesome. Residential schools operated in Canada for over 100 years, with the last school closing in 1997. It is estimated that 150,000 children attended residential schools in Canada for the purpose of assimilating them into mainstream Canadian society. The residential school system forcibly separated children from their families for extended periods of time and forbade them to acknowledge their Indigenous heritage and culture or to speak their own languages. Children were severely punished if these, among other, strict rules were broken. Former students of residential schools have spoken of horrendous abuse at the hands of residential school staff: physical, sexual, emotional, and psychological.

The Indian Residential Schools Settlement Agreement came into effect in 2007. One of the components of the agreement was the establishment of the Truth and Reconciliation Commission. The Commission's purpose was to facilitate reconciliation among former students, their families, their communities, and all Canadians. The Truth and Reconciliation Commission of Canada defines reconciliation as:

“An ongoing process of establishing and maintaining respectful relationships. A critical part of this process involves repairing damaged trust by making apologies, providing individual and collective reparations, and following through with concrete actions that demonstrate real societal change.”

Alberta Municipalities has advocated for “Welcoming and Inclusive Communities.” A necessary component of an inclusive community is the engagement of Indigenous communities. The Truth and Reconciliation's 43rd Call to Action states: “We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.” Reconciliation is a responsibility of all levels of government.

The proposal before Alberta Municipalities' members is to advocate that the Government of Alberta provide financial support and resources for municipalities who want to develop opportunities for residents to learn from Indigenous Elders and Knowledge Keepers. It is imperative that survivors of the residential schools and their families are able to share their stories to allow opportunities for them to heal and to ensure that history is not repeated in the future.

The proposed action would be in alignment with the Truth and Reconciliation's 62nd Call to Action, which calls upon federal, provincial, and territorial governments to “[m]ake age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.”

Municipalities play an important role in reconciliation with our Indigenous neighbours. For this reason, the Town of Strathmore has prioritized its relationship with Siksika Nation and continually looks for ways to engage its neighbours in Siksika Nation on new initiatives. The Town of Strathmore has received the support of Siksika Nation for this resolution.

ALBERTA MUNICIPALITIES COMMENTS:

Alberta First Responders Radio Communications System Equipment Funding

Moved by: Town of Strathmore
Seconded by: Village of Rockyford

WHEREAS a provincewide radio system helps first-responders, such as police, fire, and ambulance, coordinate to improve safety and response times;

WHEREAS it is the province's mission to provide quality, cost effective, secure, reliable, accessible land mobile radio communications supporting all Alberta first responders;

WHEREAS the Alberta First Responders Radio Communications System (AFRRCS) is a two-way radio network launched in 2016 to be used by first responders in municipal, provincial and First Nations agencies across the province;

WHEREAS the Alberta First Responders Radio Communications System was designed to allow agencies to share talk groups, allowing inter-agency communications to be achieved in a powerful fashion; and

WHEREAS not all municipalities have access to the Alberta First Responders Radio Communications System due to a lack of available funds for equipment.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to provide financial support for municipalities with a population of less than 3,000, and for regional groups; to obtain equipment necessary to participate in the Alberta First Responders Radio Communications System (AFRRCS).

BACKGROUND:

The Alberta First Responders Radio Communications System (AFRRCS) is the provincewide radio system that helps first-responders, such as police, fire, and ambulance, coordinate to improve safety and response times.

AFRRCS Operations, Maintenance and Sustainability (OMS) is responsible for the maintenance of the system and network to allow communications encompassing 335 sites and over 33,000 devices. The system is monitored 24/7, 365 days a year by the System Control Centre (SCC). There has been substantial provincial investment to build the infrastructure of the system across the province, while encouraging all relevant stakeholders to participate to achieve complete inter-operability Alberta-wide.

First responder agencies are eligible to use the system on a no-cost basis. Approved secondary responders are permitted to use the system with a yearly fee. This does not include the expense of equipment, which can cost \$5,000 to \$15,000 per radio unit. For context, a larger community like Strathmore required a \$250,000 investment to furnish the number of radios required to support the detachment.

The system has been operational since July 2016, but not all municipalities in Alberta are current participants due to the investment required in the radios needed to access the system. Unfortunately, the outlay of dollars for these radios is cost intrusive to many budgets in towns, villages and counties with vast space and smaller populations.

The Town of Strathmore prioritizes Community Wellness as a part of its strategic plan – putting emphasis on the value of the health of residents, and focusing on the maintenance, protection, and improvement of services that support optimum lifestyles. Alberta has one of the largest and fastest growing populations in the country and Strathmore has seen its share of growth. With a population of nearly 15,000 it is imperative that additional available safety measures be accessed, not only by the Town, but extending to the surrounding communities. It is these smaller community partners who should not be overlooked, as everyone works together to contribute to the safety of Albertans. Those wearing the same uniform should be afforded the same access to communication systems to achieve the greatest benefit. It puts residents at a disadvantage and overall risk when not all villages, towns, and smaller municipalities in the province share in the amazing tool that is the Alberta First Responders Radio Communications System. Strathmore has extensive firsthand experience in the challenges faced with communications when working together with neighbouring municipalities to respond to major incidents along Highway 1 who are not all on the same system. These learnings highlight the importance of these tools.

Alberta Municipalities has advocated for collaboration between communities, and putting everyone on an equal footing with access to use of core resources that pertain to the safety and well-being of Albertans should be considered.

The proposal before Alberta Municipalities' members is to advocate that the Government of Alberta provide financial support for the purposes of obtaining the required resources, in the form of emergency service radios, to access the AFRRCS.

The proposed action would be in alignment with the Government of Alberta's mission to support rural economic development. Smaller communities building their support systems serves to deliver on this by having the same advantages as larger urban centres.

The health and safety of all Albertans is a priority and ensuring that the delivery of care by those first responders who know their communities best – through access to cost effective, secure, reliable, accessible land mobile radio communications that benefit everyone.

Midwifery as an Option of Care for all Albertans

Moved by: Village of Hussar
Seconded by: Town of Strathmore

WHEREAS Alberta has yet to provide client-centered access to midwifery care for all Albertans, regardless of culture or region;

WHEREAS it is imperative that Albertans be informed of their options for midwifery¹, its safety and exceptional standards of care;

WHEREAS the tools used for predicting demand in Alberta are ineffective for quantifying overall demand;

WHEREAS we must prioritize more courses of care and increase hospital delivery access for midwives;

WHEREAS the current [Alberta Midwifery Strategy](#) does not prioritize provision for rural courses of care for all Albertans to have their preference of provider or provide incentives to retain midwives in Alberta²;

WHEREAS Alberta needs to prioritize funding more courses of midwifery care to benefit from tax savings and midwifery care will help Alberta achieve world renowned total prenatal care; and

WHEREAS we need to allow midwives to adjust and choose how they deliver care to reduce burn out of midwives (e.g., switch to daytime shifts, post-partum follow-ups, etc. when needed due to health or age).

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to develop a comprehensive midwifery strategy that focuses on retention, increased access province wide, and funding that follows the patient for a more well-rounded course of care by giving midwives more autonomy over the structure of midwifery care.

BACKGROUND:

Midwives provide holistic, person-centered care, emphasizing natural physiology and minimal intervention. Midwifery care can help reduce the burden on hospital systems, particularly for normal, low-risk pregnancies. In Alberta, midwives work collaboratively with other health providers and follow the Canadian Midwifery Model of Care, which emphasizes continuity of care, informed choice, and collaborative care. Providing full client-centered access to midwifery would:

1. Reduce costs in course of care.
2. Reduce unnecessary interventions leading to a cascade of unnecessary interventions, with the potential to reduce poor outcomes for both patients.

¹ Alberta Health Services' description of [midwife services](#)

² [Health Sciences Association | Recruitment and Retention Initiatives Extended](#)

3. Reduce the number of patients necessitating hospital beds, leading to less pressure on labour and delivery wards; more individualized care; reduce travel distance for patients to appointments or delivery.
4. Reduce the demand for ambulance transports from rural areas.
5. Create more business opportunities in both urban and rural municipalities for midwifery clinics, birthing centres, and mobile midwifery clinics.
6. Allow Obstetricians and Gynecologists to focus more on emergent or urgent care cases.

Alberta's current [Midwifery Strategy](#) acknowledges that access to midwifery services are limited in rural and remote communities but does not define initiatives for how that will be overcome.

On June 18, 2025, the World Health Organization called for [global expansion of midwifery models of care](#).

In Alberta, all midwives must have delivery privileges through a hospital with a delivery unit. This can present a barrier for a midwife to open a clinic if approval is not granted by the hospital thereby, limiting expansion of the service in the region.

Providing midwifery as an option of care for all Albertans is important because it will improve healthcare by reducing the workload of obstetrical care physicians and nurses, which will also help reduce costs on the healthcare system. Ensuring Midwives can be accessed by all Albertans will help improve the viability and sustainability of our rural communities.

Courses of client care funding should follow the patient to the provider with the funding directed to the patient's choosing (e.g. midwifery). The benefit to the Province would be higher cost savings, as more patients choose to access midwifery as their primary course of care.

Albertans must be informed and aware of midwifery as a safe option with hospital delivery possible and the demand exceeding midwifery courses of care. Alberta must increase data capture to show the demand of all Albertans seeking Midwifery care by including those within one of the qualifying factors (region, urban, within service distance of midwives, within the first weeks of pregnancy). Currently those applying are only patients who know that they can qualify. Anyone outside of the parameters or that is unaware of Midwifery as an option, are not being captured.

Alberta currently funds education of midwives who then leave the province due to financial incentives and career or independent business opportunities. Alberta should consider creating a world-renowned midwifery care system that is client-centered and available to all Albertans by expanding Alberta's midwifery programs.

Alberta Municipalities – Call for 2026 Resolutions

Alberta Municipalities represents over 260 municipal governments. Their vision is to be a “change agent that enables municipalities to be a fully engaged order of government with the capacity to build thriving communities.”

In order to do this, they conduct an annual resolutions process that enables member municipalities to bring forward common issues and solutions and seek member approval – to give direction to ABmunis’ to advocate to the federal and provincial governments on members’ behalf. This process includes a Resolutions Session at the Convention where member vote on resolutions submitted.

Resolutions that are adopted during the Convention are typically active for three years. Once adopted, ABMunis will develop and implement advocacy strategies for each resolution. These resolutions will be prioritized using the [Advocacy Prioritization Framework](#). There is no requirement by Council to incorporate support for these resolutions into its own Advocacy Plan.

The ask:

If there is a municipal issue that Council thinks requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments then sponsoring a resolution for debate at ABmunis’ 2026 Convention is an excellent way to bring attention to it and empower ABmunis to take action (if the resolution is supported by the majority of ABmunis’ members.) **Council to identify potential topics for further investigation.** Council may put forth any topic that they feel strongly requires advocacy with the Government.

Background:

Previously the Town of Strathmore has sponsored resolutions titled

- Alberta Municipalities Resolution 2024 – “**Alberta First Responders Radio Communications System Equipment Funding**” (Attachment I)
- Alberta Municipalities Resolution 2023 – “**Provincial Indigenous Awareness Training & Support**” (Attachment II)
- Alberta Municipalities Resolution 2025 – “**Midwifery as an Option of Care for all Albertans**” (Attachment III) – Was a seconder for Hussar.

[Other 2025 Resolutions for Reference can be found on the Alberta Municipalities website](#)

Alberta Municipalities members are invited to submit resolutions for debate at the 2026 Convention in Edmonton, September 23-25.

Resolutions must be submitted by May 31, 2026 and be accompanied by the minutes of the moving and seconding Councils.

There is a process where ABmunis will review the draft of proposed resolutions prior to Council seeking a seconder. They will:

- Provide input on the draft resolution for clarity or history.

- Inform if another municipality is planning a similar resolution for collaboration.
- Identify municipalities that may be willing to second the resolution.

Once crafted, resolutions may be sponsored by:

- a. A single Member's council.
- b. The councils of a group of Members.
- c. The Board.

The sponsor of a resolution is deemed to have moved the resolution and is referred to as the "mover".

Each resolution must be seconded based on the following requirements:

- a. Resolutions sponsored by a single Member must be seconded by another Member's council, subject to section 10.
- b. All group sponsored resolutions are deemed to be seconded, subject to section 10.
- c. Board sponsored resolutions only require the seconder to be identified when the resolution is moved on the floor.

The mover(s) and seconder(s) shall represent at least two (2) of the following categories of population.

- a. Less than 2,500 population
- b. 2,501 to 10,000 population
- c. Greater than 10,000 population

A municipality's population is based on Alberta Municipal Affairs' Official Population List as of two (2) years prior to the resolution year.

Voting:

Each elected official of a Regular Member municipality who registers for ABmunis' Convention has the right to vote on each resolution at ABmunis' Convention.

Note: During the Convention resolutions session, each elected official votes individually using their own device. Therefore, Council member(s) can choose to vote in accordance with the majority position of Council or their own personal view, if different. This is one reason they encourage Council to discuss each resolution in advance to increase transparency and understanding of viewpoints on resolution issues.

Members of Council, along with representatives of the Town's Senior Leadership Team, will be attending the Alberta Municipalities Convention in 2026 Convention in Edmonton, September 23-25.

Prior to the convention, and once the Alberta Municipalities' 2026 Resolutions Book is released (fall 2026), Council will be scheduled time during a closed meeting to review. During the discussion, Council can decide which resolutions they will be supporting.



Request for Decision

To: Council

Staff Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: March 4, 2026

Meeting Date: March 18, 2026

SUBJECT: Bylaw No. 25-27, Land Use Bylaw Amending Bylaw (Lakewood Phase 2 Amendments: Secondary Suites, Garage Suites, and Reduced Side Yard Setbacks)

RECOMMENDATION: THAT Council give First Reading to Bylaw No. 25-27, being a bylaw to amend the Town of Strathmore Land Use Bylaw;

AND THAT Council direct Town Administration to schedule a public hearing for Bylaw No. 25-27 on April 15, 2026, at 7:00 p.m. in Council Chambers.

STRATEGIC PRIORITIES:



Affordable Living



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The proposed accessory dwelling units in the Lakewood community 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 accessory dwelling units will utilize existing municipal infrastructure services that have capacity to support the additional units. No extensions to existing municipal infrastructure are required in order to support the proposed accessory dwelling units.

SOCIAL SUSTAINABILITY:

The proposed accessory dwelling units would contribute positively to increasing the range of affordable housing types, tenures, and built-forms which are available for current and future residents living in Town regardless of their age, background, and abilities.

ENVIRONMENTAL SUSTAINABILITY:

The proposed accessory dwelling units will be located within either the garage or the home and will utilize municipal infrastructure services (i.e. water and sanitary sewer) that already exist within the road allowance.

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

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

ORGANIZATIONAL:

Staff have invested the time necessary in preparing reports and will ensure the proper distribution of public notices for the Public Hearing. Staff will be available to speak to anyone from the public who wishes to speak with us.

OPERATIONAL:

N/A

FINANCIAL:

The proposed accessory dwelling units will require development and building permits, which will include the collection of all applicable fees under the [Town's 2026 Fees Bylaw No. 25-23](#) (or any updated versions of the Fees Bylaw applicable at the time of application). The proposed accessory dwelling units are likely to increase the assessed market value of the lands, and therefore it is reasonable to expect the lands to generate increased property tax revenue for the Town.

POLICY:

Policies within the Town's [Town's Municipal Development Plan \(MDP\)](#) apply to the proposed amendment and more details are given in the background section of the report.

Policies within the [Lakewood Meadows Area Structure Plan \(ASP\)](#) apply to the proposed amendment and more details are given in the background section of the report.

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 amendments are not anticipated to cause or negatively impact any of the land use planning-related policies which 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 will be advertised in accordance with Section 606 of the *Municipal Government Act*. The Public Hearing will also be advertised on the Town's social media accounts and website.

If the proposed bylaw is adopted by Council, the developer, builders, and homeowners may then proceed to apply to administration for relevant permits in regards to construction.

If the proposed bylaw is not adopted by Council, there are no rights of appeal under the MGA and the developer, builders, or homeowners would not be able to proceed with applying for permits for accessory dwelling units or reduced side yard setbacks.

BACKGROUND:

An application to amend the Land Use Bylaw No. 14-11 (LUB) was received by the Development Services department from the Lakewood developer in November 2025, with the application later being deemed complete on November 28, 2025. The application proposes LUB amendments for the Lakewood community, which is a newly developing community located in northwest Strathmore. The majority of lots are undeveloped and are owned by either Lakewood or other building companies.

Devmore Developments Inc. is the developer for the Lakewood community in Strathmore and has been working in Town since the Lakewood Meadows Area Structure Plan (ASP) was adopted in 2011/2012. The developer has indicated to the planning department that there is demand for secondary suites, garage suites, and 1.2m side yard setbacks in Lakewood's most recent phases.

The application proposes three main LUB amendments, including:

1. Adding "Secondary Suite" as a permitted use for 42 serviced, but undeveloped lots located in Phase 2B. The 42 lots are currently designed R2X - Medium Density Attached Residential District (R2X).;
2. Adding "Garage Suite" as a permitted use for 34 laned lots located in Phase 2B and 6 laned lots located in Phase 2A (totaling 40 lots). The lots are currently designated R2 - Low Density Residential District (R2) and R1N - Single Detached Residential (Narrow Lot) District (R1N).; and
3. Reducing the side yard setback requirement from 1.5m to 1.2m for 33 future R1N lots in Phase 2C.

Firstly, the amendment proposes to add "Secondary Suites" as a permitted use on the existing 42 R2X lots in Lakewood's Phase 2B. The lots today exist as R2X and are serviced but not developed. Secondary suites is not a listed use in the R2X district and the amendment proposes to add the use.

- The legal addresses affected are: Lots 49-92 inclusive, Block 4, Plan 251 1341

Secondly, the amendment proposes to add "Garage Suites" as a permitted use on 34 laned lots in Lakewood Phase 2B and 6 laned lots in Lakewood Phase 2A, totaling 40 lots. The land use is currently a mixture of R1N and R2. The applicant has stated there will have access to a 8m wide rear lane and the garage suites will have a maximum height of 6.0m at the eave line, and 7.5m at the top of roof.

- The legal addresses affected are: Lots 1-17 inclusive, Block 8, Plan 251 1341, Lots 19-35 inclusive, Block 8, Plan 251 1341, and Lots 24-29 inclusive, Block 2, Plan 231 1718.

Thirdly, the amendment proposes to require a 1.2m side yard setback for 33 R1N lots in Lakewood Phase 2C instead of a 1.5m side yard setback. The land use for the future R1N lots exist today, with the land use decision dating back to the 2010s decade. The amendment proposes a district overlay on the 33 lots which will be identical to R1N, but will reduce the side yard setback requirement from 1.5m to 1.2m.

- The legal addresses affected are: Portion of NW 22-25-25 W4M

Staff's response to the first and second amendments proposed above:

Secondary suites are typically described as being located in the basement of a home with a kitchen, a bedroom, and a bathroom. They are separate, self-contained dwelling units which require their own parking stall on site. National Building Code, Alberta Edition has specific requirements for secondary suites too, including requiring a separate furnace, additional insulation, and other fire protection and safety measures.

Secondary suites were added to Strathmore's low density land use districts several years ago as discretionary uses. Staff have received applications for secondary suites before in Lakewood and elsewhere in Town, and they have become more common in recent years (2022+). Lakewood has applied for secondary suites on the lots which currently have R2X land use. The planning department views the densification and additional dwelling units as

appropriate and believe the housing type adds to the available inventory in the community. There are policies within the ASP which support the amendment, with more information included below. The developer has indicated there is a high demand for secondary suites from the builders in Lakewood, indicating homebuyers want them to help with mortgages and mortgage costs. There are very few homes built in these phases of Lakewood and new homebuyers would be able to discuss the optional suites with future builders.

Garage suites are located above a garage, they are self-contained dwelling units which have a kitchen, a bedroom, and a bathroom. They require 1 parking stall in addition to the required parking stalls for the principal building. National Building Code, Alberta Edition has specific requirements for garage suites too. Garage suites are a type of accessory dwelling unit which are becoming more common across Canada. The 40 lots included in Lakewood's Phase 2A and 2B were originally designed to include the option for builders to build garage suites, but garden and garage suites were removed from the LUB in 2025. Only Council can amend the LUB and Council has the ability to add specific uses, like garage suites, to certain areas of Strathmore. Adding uses to specific areas in Town is usually done through a district overlay, which is proposed in Bylaw 25-27. A district overlay can also be called a direct control district.

Staff view the proposed garage suites as appropriate densification which helps with housing diversity in the community. Lakewood is a new area and the phase proposing garage suites is largely undeveloped, with only a few homes under construction in current phases. The subdivision was originally designed with garage suites in mind for the homes backing onto a 8m wide rear lane in Lakewood. Parking is one of the concerns when it comes to accessory dwelling units, such as garage suites. The developer has indicated to the development services department that parking has been thought out and will be a part of the architectural controls for the phases. It's important for Staff the land use bylaw also have requirements for parking for any new development.

Staff's response to the third amendment proposed above:

Lakewood's most recent phase (Phase 2C) proposes 1 lot containing a road, and 33 lots proposed for R1N single detached home development. The current side yard setbacks in the R1N district are a minimum of 1.5m. The developer has requested a district overlay to reduce the required minimum to be 1.2m instead of 1.5m. Staff support the application and recognize 1.2m side yard setbacks have been requested in other areas in Town and in communities similar to the Strathmore. 1.2m side yards are becoming more common in Alberta. The National Building Code, Alberta Edition still applies and all applicants must meet the code and regulations. Land values have increased over the years and reducing the side yard setbacks may help with the economics of building and buying a home.

The Development Services department reviews applications and provides a professional planning recommendation to Council. The department reviews existing planning policy in effect within the municipality, including the adopted MDP and Lakewood Meadows Area Structure Plan (ASP).

In staff's opinion, the following policies of the MDP apply to the proposed amendments:

2.1 Growth Management

- Policy 2.1.6. The municipality shall seek to undertake reviews of potential redevelopment areas and intensification opportunities in established areas as opportunities and servicing allow.

3.2 Residential Development

- 3.2.1. The Town of Strathmore shall ensure that all new development shall provide a wide range of housing type to meet varying housing needs based on income and lifestyle.
- 3.2.16. Secondary Suites are considered an appropriate method of providing additional, and affordable, housing in all residential districts if the additional parking requirements can be met and if the secondary suite meets all safety and building codes.

In staff's opinion, the following policies of the ASP apply to the proposed amendments:

- The area proposed to include secondary suites and garage suites is shown as "commercial and/or high density" in the ASP, and accessory dwelling units contribute towards the density shown.
- 5.1.7. Multi-(unit) residential development is supported throughout the plan area.
- 5.1.9. Full spectrum housing should be considered throughout the development and implemented where market conditions permit including but not limited to single (detached), duplex, row housing, high density, seniors' facilities, etc.

Strathmore is made up of predominately low density, single detached residential homes and the planning department has been encouraging and recommending different types of housing where appropriate within the community. The provision of a wider range of housing options for people including families with lower income, students, seniors, and individuals with disabilities is a key issue for many municipalities in Alberta and for communities across Canada.

Referring to a planning report from February 4, 2025, the vacancy rate in Strathmore for primary rental market dwelling units is currently low at 1.8% according to the Canada Mortgage and Housing Corporation (CMHC) [CMHC's Housing Market Information Portal](#) as of October 2025. For reference purposes, healthy vacancy rates trend to be between 3-5% depending on the source. Land ownership type (i.e. the choice of an owner to rent a property or not) is not up to the Town of Strathmore, the planning department anticipates some properties will be owned and some will be rented in Lakewood, but this is unknown.

The application to amend the LUB was circulated in December 2025 to both internal departments and to external agencies and utilities. We have received comments from the circulation, although there are no comments that raise immediate concerns. Some utilities have requested more information from the developer if the project progresses, which, in our opinion, is a standard response. For the LUB to be amended, a public hearing must be held. The *Municipal Government Act* requires an advertisement in the local newspaper for two consecutive weeks and for adjacent landowners to be mailed notice of a public hearing. In addition to the legislated requirements, notice will be put on our website and social media.

KEY ISSUE(S)/CONCEPT(S):

Accessory dwelling units, such as secondary suites and garage suites, are becoming more common across Canada. Strathmore has seen increased secondary suite applications in recent years. Regarding garage suites, the regulations were removed from the LUB in 2025. Lakewood is a developing community and the developer has applied for the option to build secondary suites on 42 lots and garage suites on 40 lots. Planning staff believe it is unlikely that every lot will develop fully with a secondary suite or garage suite because there are many economic and market factors which affect decisions. Allowing the option of building an accessory dwelling unit provides the developer, builders, and homeowners in Lakewood's current and future phases with a choice.

If supported, administration would be able to accept applications for development permits and building permits, which represent some of the next steps of development.

DESIRED OUTCOMES:

That Council give First Reading to Bylaw No. 25-27 and provide Town Administration with direction to schedule a public hearing for Bylaw No. 25-27.

COMMUNICATIONS:

Staff will advertise the public hearing by including written notices in the Strathmore Times and on the Town's social media pages. Adjacent landowners will be mailed notice of the public hearing. Staff will be available to provide information about the public hearing process.

ALTERNATIVE ACTIONS/MOTIONS:**ATTACHMENTS:**

[Attachment I: Land Use Bylaw Amending Bylaw No. 25-27 \(Lakewood Phase 2 Amendments\)](#)

Chuck Procter, Manager of Development Services

Approved
- 09 Mar
2026

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

Approved
- 10 Mar
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 11 Mar
2026

Veronica Anderson, Legislative Services Officer

Approved

- 11 Mar
2026
Approved
- 11 Mar
2026

Johnathan Strathdee, Manager of Legislative Services

**BYLAW NO. 25-27
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. 25-27"

2. AMENDMENTS

2.1 That Bylaw No. 14-11 Schedule A – Land Use District Map is amended by changing the land use designation of Portion of NW 22-24-25 W4M from "R1N", Single Detached Residential (Narrow) Lot District and "P1" Public Service District to "R1N(DCD)", Single Detached Residential (Narrow) Lot District – 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 E28 – Direct Control District Overlay – Lakewood Phase 2C Side Yard Setbacks;
- b) By adding the following regulations under Schedule E28 – Direct Control District Overlay – Lakewood Phase 2C Side Yard Setbacks;

"1. APPLICATION

- 1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Portion of NW 22-24-25 W4M, municipal address unassigned and shown below:



Figure 1: Direct Control District Overlay – Lakewood Phase 2C R1N Side Yard Setback Reduction

1.2 The provisions of Section 4.2 – “R1N”, Single Detached Residential (Narrow Lot) District apply to the subject lands unless the provisions of this Direct Control District Overlay

conflict with Section 4.2 in which case the provisions of this Direct Control District Overlay must govern.

2. REGULATIONS

- 2.1 The Side Yard setback prescribed in Section 4.2(3)(g)(iii) of the "R1N Single Detached Residential (Narrow Lot) District" shall be, at the Discretion of the Approving Authority, 1.2m to 1.5m from a side property line shared with an internal lot; and 3.0m from a side property line shared with a street other than a lane.;
- 2.3 That Bylaw No 14-11 Land Use District Provisions Section 4 is amended as follows:
- a) By adding "Secondary Suite – on the following legal land descriptions only: Lots 49-92 inclusive, Block 4, Plan 251 1341" to the list of Permitted Uses in Section 4.5(2)(a) Medium Density Residential Attached Housing District.;
- 2.4 That Bylaw No 14-11 Land Use District Provisions Section 4 is amended as follows:
- a) By adding "Garage Suite – on the following legal land descriptions only: Lots 1-17 inclusive, Block 8, Plan 251 1341" to the list of Permitted Uses in Section 4.2(2)(b) Single Detached Residential (Narrow Lot) District.;
- 2.5 That Bylaw No 14-11 Land Use District Provisions Section 4 is amended as follows:
- b) By adding "Garage Suite – on the following legal land descriptions only: Lots 24-29 inclusive, Block 2, Plan 231 1718" to the list of Permitted Uses in Section 4.2(2)(b) Single Detached Residential (Narrow Lot) District.;
- 2.6 That Bylaw No 14-11 Land Use District Provisions Section 4 is amended as follows:
- a) By adding "Garage Suite – on the following legal land descriptions only: Lots 19-35 inclusive, Block 8, Plan 251 1341" to the list of Permitted Uses in Section 4.4(2)(b) Low Density Residential District/;

2.7 That Bylaw No. 14-11 Definitions Section 2 is amended as follows:

- a) By adding "2.A. Accessory Dwelling Unit means a secondary residential dwelling unit located on the same lot as the principal building. Accessory Dwelling Units are self-contained living spaces which include their own kitchen, bathroom, and sleeping area.";
- b) By adding "78A. Garage Suite means a second Accessory Dwelling Unit on parcel located above to an Accessory Building (Garage)";

2.8 That Bylaw No. 14-11 Off-Street Parking, Loading, and Vehicle Stacking Section 3.9 is amended as follows:

- a) By adding the following to Table 3.9A Parking Requirements:

Use Class	Minimum Required Parking
Garage Suite	A minimum of one (1) on-site parking stalls shall be provided in addition to the required parking stalls for the Principal Building

2.9 That Bylaw No. 14-11 General Provisions All Zones Section 3 is amended as follows:

- a) By adding

"Section 3.25 Garage Suites

1. Garage Suites:

- a) A Garage Suite requires a Development Permit and Building Permit.
- b) Only one Garage Suite shall be allowed per lot.
- c) A Garage Suite may be detached from the Principal Building.
- d) The subdivision and strata-titled of a Garage Suite is prohibited.
- e) A Garage Suite is only allowed in conjunction with a one single or semi-detached dwelling.
- f) A Principal Building should be constructed prior Garage suite.
- g) A Garage Suite shall not be constructed on any site less than 400 m² in area.
- h) A Garage Suite shall not be constructed on a lot having an average Site Width of less than 10 m.

- i) A Garage Suite shall not exceed the Height of the Principal Building on the same site.
- j) A Garage Suite shall have a residential character and shall be finished in a manner compatible with the character and appearance of the Principal Building. The appearance and quality of the finishing materials of the Garage Suite shall reflect the fact that it is a residential Accessory Dwelling Unit.
- k) On a lot where a Garage Suite is to be located, only one servicing connection per utility will be permitted. The Utilities must be first connected to the Principal Building and then fed to the Garage Suite.
- l) Any Garage Suite shall be separated a minimum of 1.5 meters from all other Accessory Buildings.
- m) Internal pathways should facilitate barrier-free access and should integrate seamlessly with the adjacent sidewalk, on-site surface parking areas, main and secondary dwelling entrances, garage entrances, porches, decks, and other access points between Principal Building and Garage Suite.
- n) A Garage Suite shall comply with the National Building Code Alberta Edition and Alberta Fire Codes and all other applicable provincial and municipal regulations.
- o) A Garage Suite application for Development Permit must demonstrate how it:
 - a) Retains the privacy of adjacent Principal Buildings (e.g. window placement, landscaping, outdoor amenity space).
 - b) Considers the shadow the Accessory Dwelling Unit will cast and mitigate any negative effects.
 - c) Fits with the character of the neighborhood (e.g. facade, roof, design of building, height, massing, placement on the lot).
 - d) Retains existing landscaping or provides new landscaping.
 - e) Provides year-round access through a hard surfaced pathway or driveway.
- p) A Garage Suite shall provide a minimum of one additional on-site parking stall, as required under Table 3.9A - Parking Requirements.
- q) The entrance to a Garage Suite that is attached to or developed above a garage shall be separate from the entrance to the Garage portion of the structure either by a common indoor landing or directly from the exterior of the structure.
- r) A Home Occupation within a Garage Suite will be reviewed at the Development Permit stage on a case-by-case basis to ensure that their potential impact to the neighborhood including noise and traffic generated by the Home Occupation is minimized and mitigated where determined to be necessary.
- s) Minimum Yard Setbacks – Garage Suite
 - a. Rear Yard – 1.0m or at the discretion of the approving authority. Please refer to 3.4, 11.
 - b. Side Yard (internal lots) – 1.5m

c. Side Yard (corner lots) – 3.0m

At the discretion of the Approving Authority, if the Garage Suite is an addition to an existing Garage that does not meet the setback, the second storey shall be designed in such a manner to reduce the appearance of Height, such as lowering the Height of the primary façade or stepping the roofline.”

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

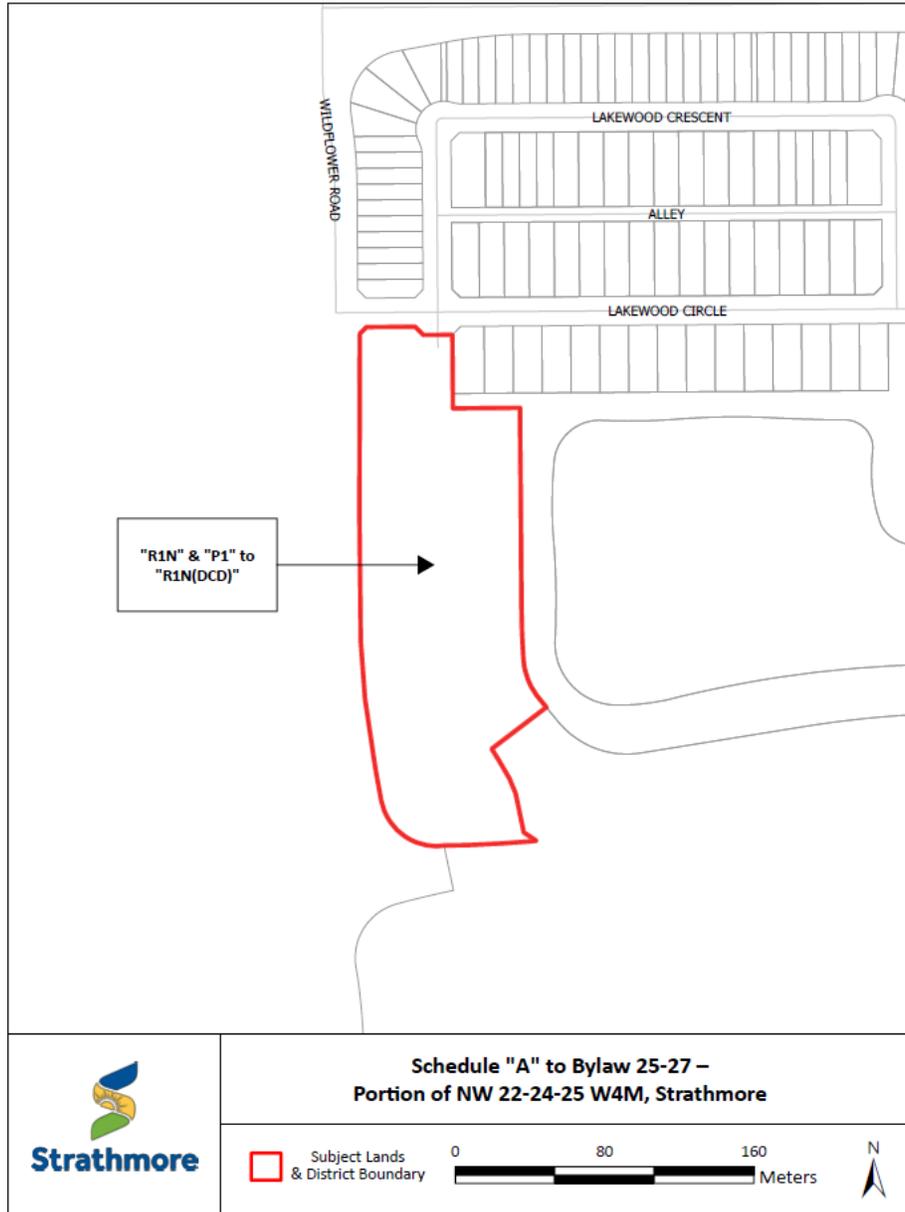
READ A SECOND TIME this ____ day of _____, 2026

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

WADEMSA FIRE DISPATCH CALL VOLUMES

2025 Dispatched Calls			
Month	2025	2026	
January	174	160	-8.0%
February	113	0	
March	166	0	
April	168	0	
May	179	0	
June	173	0	
July	149	0	
August	195	0	
September	186	0	
October	178	0	
November	154	0	
December	200	0	
Total	2,035	160	

2025 Answered Calls					
Month	2024	2025	2026	25/26 Difference	24/25 Difference
January	1,438	1,441	1,400	-2.8%	0.2%
February	1,293	1,223			-5.4%
March	1,490	1,366			-8.3%
April	1,322	1,456			10.1%
May	1,405	1,529			8.8%
June	1,332	1,672			25.5%
July	1,650	1,596			-3.3%
August	1,539	1,464			-4.9%
September	1,361	1,485			9.1%
October	1,413	1,354			-4.2%
November	1,414	1,291			-8.7%
December	1,417	1,603			13.1%
Total	17,074	17,480	1,400		2.4%

2025											
Month	Dispatched Calls Per Dept										
	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	9	0	17	4	11	4	32	7	75	20	179
May	14	2	10	2	6	3	41	10	66	19	173
June	7	0	13	1	5	0	34	11	65	13	149
July	17	2	18	6	10	4	39	17	57	25	195
August	0	6	13	5	11	3	42	11	65	30	186
September	20	8	9	7	9	3	34	19	47	22	178
October	9	2	7	4	5	1	28	6	79	13	154
November	19	3	7	5	17	4	27	8	92	18	200
December											
Totals	147	37	134	55	113	30	391	128	775	225	2,035

2026												
Month	Dispatched Calls Per Dept											25/26 Difference
	Carseland	Dalum	Gleichen	Hussar	Rockyford	Rosebud	Siksika	Standard	Strathmore	Wheatland West	Total	
January	21	5	12	4	4	3	20	7	68	16	160	-8.0%
February											0	
March											0	
April											0	
May											0	
June											0	
July											0	
August											0	
September											0	
October											0	
November											0	
December											0	
Totals	21	5	12	4	4	3	20	7	68	16	160	

**WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES ASSOCIATION
(WADEMSA) REGULAR MEETING MINUTES OF JANUARY 19, 2026**

Minutes of the Regular Meeting of the Wheatland and Adjacent Districts Emergency Medical Services Association (WADEMSA) held at Wheatland County, Thursday, November 27, 2025, commencing at 6:49 P.M. with the following present:

In Attendance:	Chairman	D. Burke R. Wegener R. Laursen C. Brown L. Schultz M. Gauthier R. Dahl C. Miller G. Koester
Regrets:	CAO Secretary/Treasurer	

Call to Order Mr. Burke called the meeting to order at 6:49 pm.

RESOLUTION 26-5
Agenda **WEGENER MOVED** approval of the agenda.
Carried.

RESOLUTION 26-6
Organizational Minutes **SCHULTZ MOVED** approval of November 27, 2025 organizational meeting minutes.
Carried.

RESOLUTION 26-7
Regular Minutes **GAUTHIER MOVED** approval of November 27, 2025 regular meeting minutes.
Carried.

RESOLUTION 26-8
Special Minutes **WEGENER MOVED** approval of December 8, 2025 special meeting minutes.
Carried.

Business Arising From
The Minutes

Shaw/Rogers 911 Fees Mr. Dahl noted that there was no update on this item. Board discussed how to address as it has been on going for quite a while.

RESOLUTION 26-9
Fire Dispatch Service Level Agreement **BURKE MOVED** to direct the CAO to draft a letter regarding this issue with his name on it to be sent to Mayor Fule and town council.
Carried.

Fire Dispatch Service Level Agreement Mr. Dahl advised the Board that the agreement had been sent to legal as directed at the last regular meeting, and had also been re-distributed to the fire chiefs and fire services advisor for their review. He has not received any comments back from any parties.

RESOLUTION 26-10
Fire Dispatch Service Level Agreement **BROWN MOVED** to accept the update as information.
Carried.

RESOLUTION 26-11
Fire Dispatch Service Level Agreement **LAURSEN MOVED** to direct the CAO to re-distribute the legal reviewed draft agreement to the fire chiefs and fire services advisor for final approval.
Carried.

Asset Management Plan Mr. Dahl provided the board with a proposal from GDI Consultants, and has been working with this company to receive the proposal for the past few months. The board discussed that although the plan appears to be quite detailed the cost is also quite high. Discussed getting more quotes, specifically from MPE.

**WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES ASSOCIATION
(WADEMSA) REGULAR MEETING MINUTES OF JANUARY 19, 2026**

RESOLUTION 26-12

Asset Management Plan

BROWN MOVED to direct the CAO to reach out to EHS if they can recommend any asset management firms for the purpose of receiving further quotes for an asset management plan.

Carried.

Strategic Plan

Mr. Dahl provided the board with two proposals for the strategic plan, and the board discussed pros vs cons for each, as well as prior experiences from other boards with both proposals.

RESOLUTION 26-13

Strategic Plan

LAURSEN MOVED for the board to retain TSI to create a strategic plan.

Carried.

Dispatch – Next Gen 911
And PSAP Standards

Mr. Dahl introduced the compliance audit report (PSAP Standards) and background as to why the audit was issued. He specifically noted the portion in the report that relates to Next Gen 911 capital expenditures needed, and the timeline for when they needed to be completed. The board discussed these expenditures that had been brought up in prior meetings, as well as other items from the audit report.

RESOLUTION 26-14

PSAP Standards Audit Report

GAUTHIER MOVED to accept the audit report as information.

Carried.

Dispatch Per Capita and Budget

Ms. Miller reviewed the updated per capita and budget reports as discussed at the last regular meeting. Much discussion took place regarding the two reports, the need to increase the per capita rates for the 2027 fiscal year, as well as other options to increase the revenue for dispatch.

RESOLUTION 26-15

Dispatch Per Capita Rates

WEGENER MOVED to set per capita rates for fiscal year 2027 to \$12.00, fiscal year 2028 to \$13.00 and fiscal year 2029 to \$14.00.

Carried.

RESOLUTION 26-16

Dispatch Per Capita Rates

GAUTHIER MOVED to direct the CAO to send a letter to advise all partner municipalities, councils and fire chiefs of the increased per capita rates, and advise that we will be holding a information session on February 3, 2026 as an opportunity to discuss the increases together.

Carried.

Financial Reports

RESOLUTION 26-17

November and December Cheque Payments, Direct & Online Payments And Payroll

LAURSEN MOVED approval of the November and December 2025 cheque payments, direct & online payments and payroll.

Cheque Ratifications

November 2025	CK 002049 – 002055	\$46,373.94
December 2025	CK 002056 – 002065	\$10,380.93

Direct & Online Payments

November 2025	\$202,840.15
December 2025	\$188,314.12

Payroll

November 2025	Gross \$217,101.37	Net \$152,356.87
December 2025	Gross \$219,903.24	Net \$154,695.04

Carried.

RESOLUTION 26-18

Bank Reconciliations

BURKE MOVED approval of the November and December 2025 Bank Reconciliations.

Carried.

**WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES ASSOCIATION
(WADEMSA) REGULAR MEETING MINUTES OF JANUARY 19, 2026**

RESOLUTION 26-19

Income/Expense
Comparison Report

GAUTHIER MOVED approval of the Income/Expense Comparison for April 1 to December 31, 2025.

Carried.

RESOLUTION 26-20

Departmental
Income/Expense
Report

WEGENER MOVED approval of the Departmental Income/Expense Comparison report for April 1 to December 31, 2025.

Carried.

RESOLUTION 26-21

Reserve Continuity
Report

SCHULTZ MOVED approval of the Reserve Continuity report as of December 31, 2025.

Carried.

Chairman Report

Chairman Burke wanted to thank WADEMSA staff, especially Ryan and Cara, and the board for our successful meeting with EHS last week.

RESOLUTION 26-22

In-Camera Session

BURKE MOVED to go In-Camera at 8:47 pm.

Carried.

RESOLUTION 26-23

Out-of-Camera

GAUTHIER MOVED to come Out-Of-Camera at 8:50 pm.

Carried.

CAO Report

CAO Dahl reported 2025 ambulance call volumes to December 31 of 3,179 calls, up 5.90% compared to 3,002 calls in the same period in 2024. Mr. Dahl then reported the 2025 dispatch call volumes to December 31 of 17,480 calls, an increase of 2.34% from 17,074 calls in 2024, and 2,035 calls that were dispatched by staff.

CAO Dahl reported that he and his team are hard at work on accreditation; there are 65 to 70% of the standards that we know we have met so far. CAO Dahl is also working on higher level items such as the strategic plan. He noted that bi-weekly pay has started in the beginning of January.

RESOLUTION 26-24

CAO Report

BROWN MOVED approval of the CAO report.

Carried.

The next regular meeting will be held on Tuesday, February 17, 2026.

Adjournment

Mr. Burke declared the meeting adjourned at 9:00 pm.

Chair

Secretary

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, November 18, 2025

6:30 P.M.

Strathmore Municipal Library Program Room

PRESENT:

Trustee Ann Horn, Chair
Trustee Taura Fox Walker, Co-Chair
Trustee Melissa Langmaid, Town Rep
Trustee Lindsay Walker
Trustee Tammy Anderson
Trustee Sunday Adeola, Treasurer
Trustee Bev Bell
Trustee Musenga Simwawa
Director Rachel Dick Hughes

ASBENT WITH NOTICE:

Jen Chaisson
Guest speaker Warren Nielson

1. CALL TO ORDER & OPENING REMARKS

Trustee A. Horn called today's meeting to order at 6:35 P.M.

Introduction of our guests:

Bjornda Bjornson, CPA, CA- Chartered Accountant
Regrets from Warren Nielson, B. Mgt Senior Wealth Advisor

Introduction of new Board Members:

Bev Bell
Musenga Simwawa

Resignation of Board Member

Trustee Robin Weindauf formerly resigned from her position on the Town of Strathmore Library Board

2. ACKNOWLEDGEMENT

We honour and acknowledge the traditional Lands of the Blackfoot upon which we live, work, and play. We honour and respect our neighbours and friends of the traditional Blackfoot Territory and the Blackfoot Confederacy, which includes Siksika Nation, North & South Piikani Nations, and the Kainai Nation. We also acknowledge the other members of Treaty 7: the Tsuut'ina and İyā́hé Nakoda (Stoney Nakoda), which include Chiniki, Bearspaw, and Wesley First Nations. This is also the home to the Metis peoples of Battle River Territory. We acknowledge the many First Nations Metis, and Inuit who have lived in and cared for these lands for generations.

We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation and gratitude.

3. PRESENTATION FROM BJORND A BJORNSON

4. CONFIRMATION OF AGENNDA (APPENDIX A)

Moved by Trustee Langmaid

To approve the November 18, 2025, Town of Strathmore Library Board Meeting agenda as amended.

MOTION CARRIED

5. CONFIRMATION OF MINUTES OF OCTOBER 21, 2025, REGULAR MEEING (APPENDIX B)

Moved by Trustee Walker

To approve the October 21, 2025, Town of Strathmore Library Board Regular Meeting as presented.

6. REPORTS

- 6.1 Financial Report (Appendix C) and 2026 Budget (Appendix D)
- 6.2 Strategy & Community Report- Fundraising Update & Decision on Bottle Drive
- 6.3 Director's report

7. NEW BUSINESS

7.1 Basic information for new board members, Marigold vs Strathmore Library, SML SharePoint, Plan of Service, Organizational Meeting

7.2 **SAIL Advisory Committee**

Moved by Trustee Langmaid

Move to establish a SAIL advisory committee, consisting of 4-6 members, **up two of which are board members with the remainder of the members of the public or external partner representatives**

ATIA, Sec. 20(1)

MOTION CARRIED

ATIA, Sec. 20(1)

- 7.3 Holiday Bonus Pay for staff
- 7.4 Holiday Closure

Moved by Trustee Walker

Motion to close the library for Christmas and the Holiday Break from December 24, 2025 – January 1, 2026, inclusive

MOTION CARRIED

8 CALENDAR LOOK AHEAD

- January 3rd- Bottle Drive 10-2 P.M.
- January Organizational Meeting and Regular Meeting – January 20, 2026
- February – Work on completing Plan of Service (due in June 2026)
- March – Policies and Procedures – Emergency Response Procedures

9 ADJOURNMENT

Moved by Trustee Bell

Motion to adjourn the meeting at 8:25 P.M.

MOTION CARRIED

Next Organizational Meeting & Regular Meeting January 20, 2026

APPENDICS

- A **Agenda for November 18, 2025**
- B **Unconfirmed Minutes from October 21, 2025**
- C **Financial Report**
- D **Budget 2026**
- E **2025 Jan-Sept Infographic**

ATIA, Sec. 20(1)

Ann Horn Chair

ATIA, Sec. 20(1)

Taura Fox Walker Vice Chair

**CONFIRMED MEETING MINUTES
ANNUAL ORGANIZATIONAL MEETING
OF THE TOWN OF STRATHMORE LIBRARY BOARD**

Tuesday, January 20, 2026

6:30 P.M.

Strathmore Municipal Library Program Room

PRESENT:

Ann Horn
Taura Fox Walker
Melissa Langmaid
Lindsay Walker
Tammy Anderson
Sunday Adeola
Jen Chiasson

ABSENT WITH NOTICE:

Musenga Simwawa

CALL TO ORDER

Trustee Ann Horn called the meeting to order at 6:30pm

1. CONFIRMATION OF AGENDA

Moved by Trustee T. Walker: To approve the January 20, 2026. Town of Strathmore Library Board Annual Organizational Meeting Agenda, as amended.

MOTION CARRIED

2. NOMINATIONS AND VOTING

See: Policy 1.1.2- Duties of Officers

2.1 Chair

Moved by Trustee L. Walker
That Trustee A. Horn be nominated as Chair.

MOTION CARRIED

2.2 Vice-Chair

Moved by Trustee M. Langmaid
That Trustee T. Fox Walker be nominated as Vice-Chair.

ATIA Sec. 20(1)

Ann Horn, Chair

ATIA Sec. 20(1)

Taura Fox Walker, Vice-Chair

MOTION CARRIED

2.3 **Secretary** – remains vacant at this time.

2.4 **Treasurer**

Moved by Trustee T. Anderson

That Trustee S. Adeola be nominated as Treasurer.

MOTION CARRIED

2.5 **Finance & Audit Committee Chair**

The Treasurer is automatically appointed as Chair **See:** Policy 1.1.1 – Finance & Audit Committee

2.6 **Policy and Governance Chair**

See Policy 1.1.1 - Policy & Governance Committee

Moved by Trustee L. Walker

That Trustee M. Langmaid be nominated as Policy & Governance Chair

MOTION CARRIED

2.7 **Strategy & Community Chair**

See: Policy 1.1.1 – Strategy & Community Committee

Moved by Trustee T. Fox Walker

That Trustee L. Walker be nominated as Strategy & Community Committee Co-Chair

MOTION CARRIED

Moved by Trustee L. Walker

That Trustee T. Anderson be nominated as Strategy & Community Committee Co-Chair

MOTION CARRIED

3. COMMITTEE APPOINTMENTS

3.1 **Finance & Audit Committee** (1-3 members)

Trustees M. Simwawa and T. Fox Walker confirmed as members of the Finance & Audit Committee.

3.2 **Policy & Governance Committee** (2-3 members)

Trustees A. Horn, T. Fox Walker, and T. Anderson confirmed as members of the Policy & Governance Committee.

ATIA Sec. 20(1)

Ann Horn, Chair

ATIA Sec. 20(1)

Taura Fox Walker, Vice-Chair

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, January 20, 2026

Strathmore Municipal Library Program Room

PRESENT:

Ann Horn
Taura Fox Walker
Melissa Langmaid
Tammy Anderson
Sunday Adeola
Jen Chiasson

ABSENT WITH NOTICE:

Musenga Simwawa
Lindsay Walker

1. CALL TO ORDER

Chair A. Horn called the meeting to order at 6:49pm.

RESIGNATION OF TRUSTEE

Trustee Bev Bell resigned her position on the Town of Strathmore Library Board.

2. ACKNOWLEDGEMENT

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

3. CONFIRMATION OF PROPOSED AGENDA (APPENDIX A)

Moved by Trustee J. Chiasson

To approve the January 20, 2026, Town of Strathmore Library Board Regular Meeting agenda, as presented.

MOTION CARRIED

4. CONFIRMATION OF MINUTES OF NOVEMBER 18, 2026 (APPENDIX B)

ATIA Sec. 20(1)

Ann Horn, Chair

ATIA Sec. 20(1)

Taura Fox Walker, Vice-Chair

Moved by Trustee S. Adeola

To approve November 18, 2025, Town of Strathmore Library Board Regular Meeting Minutes, as presented.

MOTION CARRIED

5. REPORTS

5.1 Director's Report (Appendix C)

5.2 Strategy & Community Committee Report- Bottle Drive Update

The bottle drive was a success raising close to \$1,500. Thank you to all the volunteers.

6. NEW BUSINESS

6.1 Budget Adjustment

Moved by Trustee M. Langmaid

To approve the adjustments to the budget as presented.

MOTION CARRIED

6.2 Fund Rollover from 2025

Moved by Trustee T. Fox Walker

To approve the rollover of \$650 allocated in 2025 for the circulation desk project into 2026.

MOTION CARRIED

6.3 Meeting between Town Administration and library administration in February 2026 to begin work on multi-year agreement.

6.4 Annual Report Review

Moved by Trustee M. Langmaid

To defer review of the annual report to the February meeting.

MOTION CARRIED

7 CALENDAR LOOK AHEAD

- February - Plan of Service, 2025 Financial Review
- March – SAIL Presentation
- April - Policies and Procedures – Emergency Response Procedures

8 ADJOURNMENT

Moved by Trustee M. Langmaid

Motion to adjourn the meeting at 7:50pm

Next Regular Meeting Tuesday February 17, 2026 at 6:30pm

ATIA Sec. 20(1)

Ann Horn, Chair

ATIA Sec. 20(1)

Taura Fox Walker, Vice-Chair

APPENDICIES

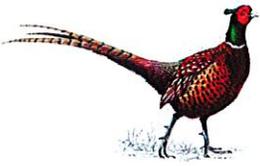
- A. Agenda for January 20, 2026
- B. Unconfirmed Minutes of November 18, 2025
- C. Director's Report
- D. Budget 2026
- E. Budget 2026 - proposed changes
- F. Annual Report 2025

ATIA Sec. 20(1)

Ann Horn, Chair

ATIA Sec. 20(1)

Taura Fox Walker, Vice-Chair



Village of Rockyford

Box 294, Rockyford, Alberta T0J 2R0
Phone: (403)533-3950
Email: village@rockyford.ca

March 2, 2026

Mayor Fule and Members of Council,

I am writing to raise a formal point of order regarding the Notice of Motion made by Councillor Langmaid on February 18, 2026.

Subject: Fire Dispatch Services

“ WHEREAS Municipalities are responsible for developing and maintaining safe and viable communities, pursuant to the Municipal Government Act;

AND WHEREAS, Council is responsible for reviewing service delivery models to ensure they meet operational needs and the needs of the community;

AND WHEREAS, council desires that fire dispatch services are delivered in a manner that is sustainable, cost effective, and aligned with the long-term strategic objectives of the municipality;

Notice is hereby given that the following motion will be brought forward for consideration at the Regular Council Meeting on March 4, 2026.

THAT Council direct Administration to review fire dispatch services and bring a report to Council for consideration, including alternative options and/or opportunities for fire dispatch services for the Town of Strathmore and other regional partners.”

As described in this Notice of Motion where “Regional Partners” are mentioned or referenced despite not having formally authorized participation in this process, nor having been consulted prior to release of this Notice of Motion. Inclusion or the mention of Regional Partners without explicit approval raises significant concerns respecting governance authority, intermunicipal protocol, and the integrity of proper process.

Regional collaboration must be grounded in formal resolutions, transparent communication and mutual agreement. Absent that authorization, the current Notice of Motion misrepresents the level of regional participation to proponents and most importantly the public.

Recently, on February 3, 2026, the Village of Rockyford hosted a Three Village Meeting. Included were Dalum Fire Association, Rosebud Fire Association, Hussar Fire Association, Standard Fire Association, Rockyford Fire Association, all respective Association and Village Fire Chiefs and Presidents. These groups represent 8 of the 11 users of Wadamsa Fire Dispatch. In conclusion of the meeting there is unanimous support to maintain the current fire dispatch system regardless of cost. The ability to have local input and representation is paramount not to mention local tax money being collected supports local jobs and grows the economy. All present stated that the fees levied were far too low for essential emergency services when compared to other requisitions on municipal levies. An example given is Marigold Library, Seniors Housing etc. The Village of Rockyford experienced a 22% increase in requisition from Marigold Library and a 48%/31% increase from Palliser Regional Planning Services in two consecutive years. The Village of Rockyford along with other partners in these organizations supported these increases due to the change in scope of business, rising

costs associated with daily business activities and confidence in the ability for the board members to govern and set fees with sound business decisions. The partners that have met and are using dispatch services want no changes made other than to ensure Wademsa Fire Dispatch is financially stable and has long term commitments from partners. The cost to the ratepayers in the Town of Strathmore and all others is \$1/per capita per month currently. Two points were discussed at the February 3, 2026, meeting, first being, will the Town of Strathmore ratepayers see a reduction in taxes if a cheaper option is chosen and secondly, if the politics were removed from any Wademsa discussions there would be no point of contention.

Given these concerns, I formally request the immediate suspension of the Notice of Motion pending clarification and confirmation of authorized participants.

The Village of Rockyford requests written clarification respecting

- The authority relied upon to include regional partners
- Whether any formal resolutions or written authorizations were obtained; and
- The steps the Town of Strathmore intends to take to rectify this matter and ensure compliance with intermunicipal governance moving forward.

The Village of Rockyford, with our partners remain committed to constructive and respective regional collaboration on all matters. However, it is essential that all such initiatives proceed in accordance with established governance and with the informed consent of all participating partners utilizing Wademsa Fire Dispatch services.

The Village of Rockyford will publicly state our support for the increase in fees as proposed by the Wademsa Board for fire dispatch services. This requisition is one of the smallest budget requisition items in our municipal operating budget. The Village of Rockyford respectfully reminds the Town of Strathmore of the signed Bylaws for Wademsa which we expect to be adhered to by all signing parties.

As municipal elected officials, we promote verbally and financially the growth and support of our local entities. Wademsa is a very great example of this. Our council will go as far as to suggest a joint meeting of the users of Wademsa Fire Dispatch including all municipal Elected Officials, Rural Fire Association Presidents, Association and Municipal Fire Chiefs to discuss the future of Wademsa Fire Dispatch.

We appreciate your prompt attention to this matter and request a timely response.

Respectfully,

Darcy J. Burke

Mayer

ATIA Sec. 20(1)

Cc

All partners



Standard Rural Fire Association



March 3, 2026

Town of Strathmore Mayor and Council

Wheatland County Reeve and Council

Village of Standard Mayor and Council

Village of Rockyford Mayor and Council

Village of Hussar Mayor and Council

Re: Village of Rockyford March 2nd Letter

The Standard Rural Fire Association and Fire Department would like to take this opportunity to clarify our position regarding the subject of WADEMSEA and dispatch services. The letter from the Mayor of Rockyford dated March 2nd, 2026 was not sanctioned by the Standard Rural Fire Association. We did attend the February 12th, 2026 Three Village meeting which also included the other rural fire associations as the letter states (the February 3rd meeting was the WADEMSEA Open House, we were not in attendance), but at no time during that meeting was a vote taken, or motion made in which there was unanimous support to maintain the current fire dispatch system. Nor was it stated that by attending the meeting it was a clear indication of unanimous support. We want it clearly understood that our attendance to that meeting was in no way a show of support or a show of disapproval, and to say otherwise would be misrepresentation.

It is our opinion that providing emergency and fire services should never become a political standpoint. We did not become volunteer firefighters to be political pawns in discussions and arguments regarding costs of service and requests for information and proposals. We are politically neutral and will remain that way. If anyone would like to have a meeting to discuss the current service level, we as firefighters are receiving, or to have a discussion regarding possible improvements, we would be happy to attend, but a meeting to discuss anything else should only be involving municipal councils and administration as you are the stewards of rate payer tax funds which fund organizations such as WADEMSEA.

Respectfully,

ATIA Sec. 20(1)

Leah Jensen

President, Standard Rural Fire Association

Box 162 Standard, AB T0J 3G0

Sent via email: cao@rockyford.ca

Lori Miller
Chief Administrative Officer
Village of Rockyford
Box 294
Rockyford, AB T0J 2R0

Dear CAO Miller:

Re: Update on the Town of Strathmore's *Fire Dispatch Services Motion* from March 4, 2026

Strathmore Town Council has the responsibility of ensuring Administration has the resources necessary to provide essential services to our community. In order to follow the process of initiating an evaluation, during the March 4, 2026, Town of Strathmore Regular Council Meeting the following resolution was made:

Resolution No. 066.03.26

"THAT Council direct Administration to review fire dispatch services and bring a report to Council for consideration, including alternative options and/or opportunities for fire dispatch services for the Town of Strathmore and other regional partners."

Administration will now undertake a review of the current service model, explore alternative options, and identify opportunities for Council's consideration. As a part of this review, Strathmore will be engaging with various stakeholders for input and will be looking at additional best practices from other communities. The results from Administration's review will be brought back to Council for consideration and discussion, ensuring that Council has as much information as possible when making future decisions.

We will be in touch with next steps in the coming weeks. If you have any questions, please contact my office via email at CAO@strathmore.ca.

Sincerely,

ATIA Sec. 20(1)

Kevin Scoble
Chief Administrative Officer

Strathmore.ca



1 Parklane Dr. (Box 2280)
Strathmore AB T1P 1K2

