

AGENDA REGULAR COUNCIL MEETING Wednesday, March 20, 2024 @ 6:00 PM Council Chambers, 1 Parklane Drive, Strathmore AB

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2.	CON	CONFIRMATION OF AGENDA			
3.	PUB	PUBLIC HEARING			
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	3.2.	Public Hearing for Land Use Bylaw Amending Bylaw No. 24-01 (1016 Westridge Road)	26 - 46		
		Request for Decision - RFD-24-052 - Pdf			
4.	Mem ager to pr at a Isadi mee refra	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 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: sadmin@strathmore.ca by the end of the day on the Sunday before the Council neeting. 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 nearing process.			
5.	Mem Coul If you form	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 the Wednesday before a Regular Council Meeting.			
6.	7.1 9.1 9.2 9.3 9.4	Regular Council Meeting Minutes – March 6, 2024 2024 FCSS Advisory Board – Family & Community Support Services Grant Program 2022 - 2025 Strategic Plan Strategic Planning Policy No.1110 Intermunicipal Development Plan and Intermunicipal Collaboration Framework with Wheatland County – Request for Extension			
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10. COUNCILLOR INFORMATION & INQUIRIES

- 10.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS
- 10.2. BOARDS AND COMMITTEES REPORTS
- 10.3. QUESTION AND ANSWER PERIOD
- 10.4. ADMINISTRATIVE INQUIRIES
- 10.5. NOTICES OF MOTION

11. CORRESPONDENCE

12. CLOSED MEETING

- 12.1. Council/CAO Dialogue Advice from officials FOIP S. 24(1)(b)(i)
- 12.2. CAO Evaluation Confidential evaluations FOIP S. 19(2)

13. ADJOURNMENT



Request for Decision

To: Council

Staff Contact: Glen Ferguson, Senior Planner

Date Prepared: March 5, 2024 Meeting Date: March 20, 2024

SUBJECT: Public Hearing for Land Use Bylaw Amending Bylaw No. 24-

02 (318 First Avenue, Strathmore)

RECOMMENDATION: THAT Council proceed with a Public Hearing for Bylaw No. 24-02

on March 20, 2024, in accordance with Section 692(1) of the

Municipal Government Act, RSA 2000, cM-26;

AND THAT Council take into consideration all information received at the Public Hearing on March 20, 2024 regarding Bylaw No. 24-02 being a bylaw to amend the Town's Land Use

Bylaw No. 14-11.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

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

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

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

SOCIAL SUSTAINABILITY:

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

ENVIRONMENTAL SUSTAINABILITY:

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

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

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

ORGANIZATIONAL:

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

OPERATIONAL:

N/A

FINANCIAL:

The proposed Secondary Suite will require a development permit and building permit application, which will include the collection of all applicable fees under the Town's 2024 Fees Bylaw No. 23-29. The proposed Secondary Suite is also likely to increase the assessed market value of the existing single-detached dwelling and therefore it is reasonable to expect the lands to generate increased property tax revenue for the Town.

POLICY:

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

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

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

IMPLEMENTATION:

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

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

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

BACKGROUND:

The application to amend Land Use Bylaw No. 14-11 was received by the Town on November 30, 2023, and deemed to be a complete application after the owners submitted additional required information on January 5, 2024. The proposed re-designation would permit a Secondary Suite to be located within the basement of the existing single-detached dwelling situated on those lands known municipally as 318 First Avenue in Strathmore. The lands are also accessible from a municipally-owned lane. The parking space required for the Secondary Suite would be provided in the rear of the lands and accessed from the municipally-owned lane. The previous staff report had referred to this municipal lane as being Waddy Lane, however it is noted that Waddy Lane is situated further north of the municipally-owned lane that will be used in this instance to access the parking area in the rear of the lands.

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

- Policy 3.2.1 outlines that new development shall provide for a wide range of housing types in order to meet the Town's varying housing needs based on income and lifestyle. Staff notes in this regard that the proposed Secondary Suite will contribute positively toward the notion of providing for a wider range of housing options that are affordable and responsive to housing needs in the Town's Downtown;
- Policy 3.2.16 is supportive of Secondary Suites as an appropriate method of providing
 additional and affordable housing in all residential districts if additional parking
 requirements can be met and if the Secondary Suite meets all safety and building
 codes. Staff notes that the proposed Secondary Suite will provide an additional parking
 space in compliance with the Town's LUB and the owners will be required to also apply
 for a development permit and building permit should the proposed bylaw be enacted by
 Council; and,
- Policy 3.3.2 divides the Town's Downtown into three areas that are intended to have unique features with the Downtown North District having predominantly residential character with continued increases in density, as well as allowing for conversion of single-detached dwellings to professional offices and personal services businesses. Staff advises that the proposed Secondary Suite represents an opportunity to introduce "gentle density" to the neighbourhood that would not detract from the existing predominantly residential character of the Downtown North District given that it would be located within the basement of an existing single-detached dwelling.

The lands are zoned "R3", High Density Residential District under Land Use Bylaw No. 14-11 (LUB). The "R3" District only permits single-detached housing as a residential built-form where such a use existed on September 17, 2014 when the Town's LUB was adopted by Council. Staff notes in this regard that the existing single-detached dwelling on the lands is considered to be legally existing as it was constructed originally in 1972 according to available development permit and building permit records.

The proposed amendment to the Town's LUB would rezone the lands from "R3", High Density Residential District to "R3(DCD)", High Density Residential - Direct Control District Overlay in order to permit a Secondary Suite within an existing single-detached dwelling. The direct control district overlay would allow for a Secondary Suite as a Permitted Use on a site-specific basis and would allow the owners to proceed next to development permit and building permit applications. Attached to this report is a copy of proposed Bylaw No. 24-02.

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

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

- main floor to the basement. There would however be shared laundry facilities on the main floor, which from a defined use perspective is not a land use planning concern;
- Section 3.34 of the LUB establishes development standards for Secondary Suites. Staff notes there would only be one Secondary Suite on the lands should the proposed bylaw be approved. The additional parking space that is required for the Secondary Suite will be located in the rear yard and will provide for a minimum dimension of 2.7 m (8.86 ft) by 6 m (19.69 ft). Staff have scaled the site plan drawing provided by the owners and there would appear to be sufficient room within the demarcated front yard and rear yard parking areas for the two parking spaces that are required for the existing single-detached dwelling. Tandem parking space arrangements are therefore not required on the lands in order to accommodate the additional parking area required for the Secondary Suite;
- Staff notes that no site-specific relief beyond adding a Secondary Suite as a permitted
 use on the lands within the "R3" District as a Direct Control District overlay with the
 Town's LUB appears to be necessary in order to accommodate the additional residential
 dwelling unit on the lands.

Staff previously noted at first reading of Bylaw No. 24-02 that the application had been circulated to relevant internal and external agencies and departments for review and comment. At the time of writing this report, the following comments have been received:

- Alberta Transportation has noted that the development proposal must comply with applicable law under the Municipal Government Act as it relates to provincial highways, including the mitigation of any impacts from traffic generated by the development on local road connections to the provincial highway system;
- Canada Post advised that they have no concerns with respect to the development proposal, however they did request information pertaining to municipal addressing in order to ensure mail delivery is available to the Secondary Suite. Staff provided weblinks to municipal addressing mapping that is available on the Town's website;
- ATCO Energy Systems, the Town's Fire Department, Fortis Alberta, Rogers
 Communications, and Strathmore RCMP have each responded and noted that they
 have no concerns with the development proposal; and,
- No other internal or external commenting agencies and departments that was circulated the application have indicated that they have any concerns with respect to the development proposal.

KEY ISSUE(S)/CONCEPT(S):

The provision of a wider range and supply of affordable housing options for lower income, including families, seniors, and individuals with special needs is an identified key issue for many municipalities in Alberta. The apartment vacancy rate in the Town for private apartment-style dwelling units is currently low at 0.5% according to CMHC as of October 2022. Further to this, the CMHC's Rental Market Survey Tables for Alberta in 2022 notes that the Town currently has a total of 203 private apartment-style dwelling units with the majority of apartment-style dwelling units having two bedrooms (ie. 122 dwelling units). The proposed

Secondary Suite would contribute positively to the overall affordable housing issue by increasing the availability of affordable housing options in the Town.

DESIRED OUTCOMES:

Staff are supportive of the development proposal and recommend that Council proceed with the statutory Public Hearing and consider all information received during the Public Hearing before proceeding with a second reading and third reading of Bylaw No. 24-02.

COMMUNICATIONS:

Staff has advertised the Public Hearing by including written notices in the Strathmore Times and on the Town's social media accounts, as well as publishing the notices on the Town's website and by sending the notices by regular mail to adjacent landowners within 50 m (164.02 ft) of the lands. The Town's Utility Newsletter mailed with utility bills for March 2024 also included a copy of the public notice. At the time of writing this report, staff have not received any letters, emails or phone calls with respect to the proposed Secondary Suite.

ALTERNATIVE ACTIONS/MOTIONS:

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

ATTACHMENTS:

Attachment I: Location & Land Use District Map - 318 First Avenue, Strathmore

Attachment II: Bylaw No. 24-02 - 318 First Avenue, Strathmore

Attachment III: Notice of Public Hearing - Adjacent Landowners - 318 First Avenue, Strathmore

Attachment IV: Adjacent Landowners Notification Map - 318 First Avenue, Strathmore

Attachment V: Notice of Public Hearing - Strathmore Times - February 28, 2024 & March 6,

2024 - 318 First Avenue, Strathmore

Attachment VI: Land Use Bylaw No. 14-11 - Applicable Excerpts - 318 First Avenue,

Strathmore

Attachment VII: Site Plan - With Parking Areas - 318 First Avenue, Strathmore

Chuck Procter, Manager of Development Services

Approved
- 06 Mar
2024

Jamie Dugdale, Director of Infrastructure, Operations, and Development
Services
- 06 Mar
2024

Veronica Anderson, Legislative Services Officer

Approved
Approved
Approved

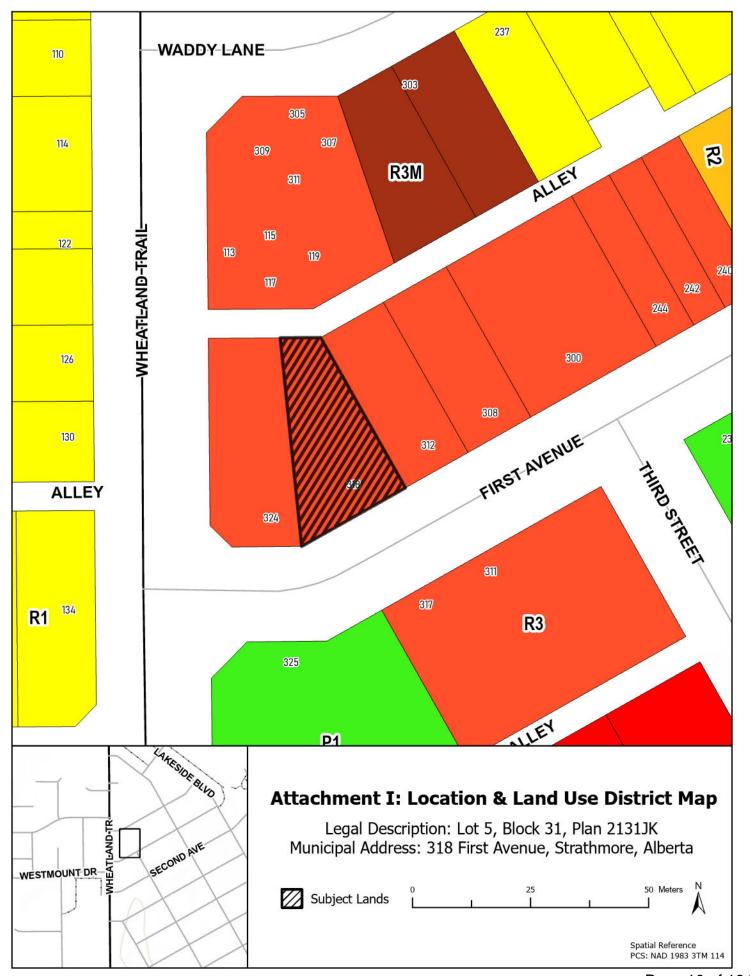
RFD-24-036

- 08 Mar 2024 Approved - 08 Mar 2024 Approved - 15 Mar

2024

Johnathan Strathdee, Manager of Legislative Services

Kevin Scoble, Chief Administrative Officer





BYLAW NO. 24-02 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. 24-02"

2. AMENDMENTS

- 2.1 That Bylaw No. 14-11 Schedule A Land Use District Map is amended by changing the land use designation of Lot 5, Block 31, Plan 2131JK, from "R3", High Density Residential District to "R3(DCD)", High Density Residential Direct Control District Overlay as shown below in Schedule "A" to this Bylaw.
- 2.2 That Bylaw No. 14-11 Schedules Section is amended as follows:
 - a) By adding a new Schedule E17 Direct Control District Overlay 318 First Avenue Secondary Suite;
 - b) By adding the following regulations under Schedule E17 Direct Control District Overlay 318 First Avenue Secondary Suite:

"1. APPLICATION

1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Lot 5, Block 31, Plan 2131JK, known municipally as 318 First Avenue and shown below:







Figure 1: Direct Control District Overlay - 318 First Avenue - Secondary Suite

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





2. REGULATIONS

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

3. EFFECTIVE DATE

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

READ A FIRST TIME this day of 202	4
PUBLIC HEARING HELD this day of	, 2024
READ A SECOND TIME this day of	, 2024
READ A THIRD AND FINAL TIME this day o	of, 2024
-	MAYOR
_	CHIFF ADMINISTRATIVE OFFICER





Schedule "A"





February 22, 2024

File: By-law #24-02

To Whom It May Concern:

RE: NOTICE OF PUBLIC HEARING – PROPOSED LAND USE BY-LAW AMENDMENT – SECONDARY SUITE AS PERMITTED USE – Lot 5, Block 31, Plan 2131JK – 318 First Avenue, Strathmore

Please be advised that the Town of Strathmore has received a Land Use By-law Amendment application on those lands described as Lot 5, Block 31, Plan 2131J, known municipally as 318 First Avenue, Strathmore.

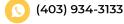
The applicant is requesting that the lands be redesignated from "R3", High Density Residential District to "R3(DCD)", High Density Residential District – Direct Control District Overlay. The redesignation would permit a Secondary Suite as an accessory use within the basement of the existing single-detached dwelling. No existing land use permissions are proposed to be removed and no site-specific relief from the development standards for Secondary Suites under Land Use By-law No. #14-11 has been requested. The additional parking area for the Secondary Suite would be accessed from the laneway to the north.

The statutory Public Hearing will be held online via ZOOM <u>and</u> in-person in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore, Alberta on **March 20, 2024**, commencing at **6:00 p.m.** with procedures being in accordance with Section 199 of the *Municipal Government Act* and the Town's *Council Procedural By-law #23-17* and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Jonathan Strathdee by email at <u>jonathan.strathdee@strathmore.ca</u> by no later than **12:00 p.m.** on **March 13, 2024**, in order to register to speak at the public hearing.

Any written submissions intended for the Public Hearing, or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Town's Development Services Office prior to 12:00 p.m. on March 13, 2024, as outlined under Bylaw #16-18 and amendments thereto. If your written submission is not received by this time, kindly ensure that fifteen copies are provided and made available for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes. Please note that written submissions will become public documents once submitted to the Town, unless otherwise requested.





Strathmore



A copy of proposed By-law #24-02 may be inspected by the public **Monday to Friday** during the regular office hours of **8:30 a.m.** to **4:30 p.m.** at the Town's Municipal Building located at 1 Parklane Drive, Strathmore, Alberta, and can be also examined on the Council Meeting Agenda dated February 21, 2024, on the Town's website at https://calendar.strathmore.ca/meetings.

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

For your convenience, please also find attached a key map indicating the location of the subject lands and a site plan depicting the existing single-detached dwelling and parking areas that will be provided for the proposed Secondary Suite.

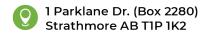
If you have any questions regarding the application, please contact the Town's Development Services Office using the contact information below or via email at glen.ferguson@strathmore.ca.

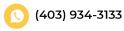
Sincerely,

Glen Ferguson

Glen Ferguson, MCIP, RPP Senior Planner, Development Services

Attach.

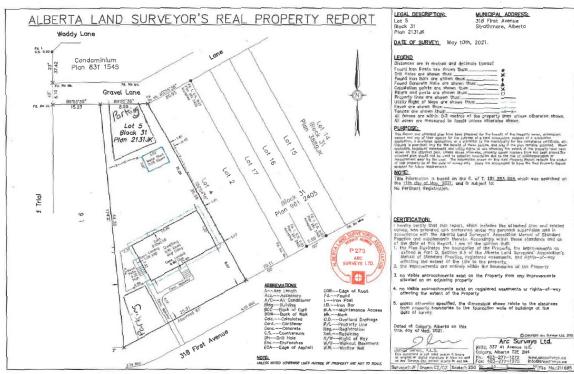




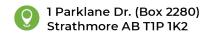
Strathmore

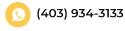
ATTACHMENT - KEY MAP & SITE PLAN, 318 FIRST AVENUE, STRATHMORE

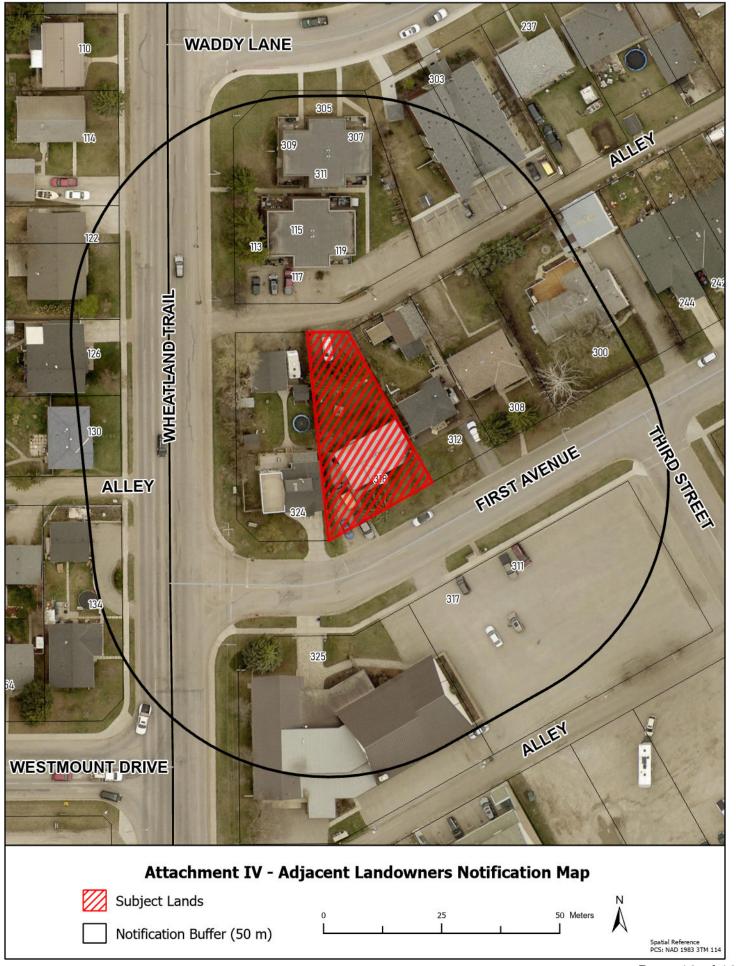














Upcoming Council Meetings

March 1, 2024 | 6 P.M. March 8, 2024 | 6 P.M. March 15, 2024 | 6 P.M. Regular Meeting of Council Committee of the Whole Regular Meeting of Council

Hearing from the community is really important to us, so you're welcome at any Council or Committee of the Whole meeting. You do not need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.

2023/2024

Property Assessments

On February 15, The Town of Strathmore distributed more than 6,400 annual property assessment notices, signaling the start of the 2024 Customer Inquiry Period, which will extend until April 23, 2024.

In Alberta, property assessments are governed by regulations outlined in the Municipal Government Act, ensuring a fair system that promotes an equitable distribution of municipal taxes.

Property assessments in Strathmore are based on the market value of each property as of July 1, 2023, and the condition of the property as of December 31, 2023.

Market value assessments are conducted using mass appraisal. For residential properties, third-party assessors gather, review, and analyze data from all arm's-length real estate sales transactions that occurred over a 12-month period. Factors such as the quality, size, features, and age of the property contribute to determining its final

Since property assessment relies on market value, it is influenced by market changes driven by supply and demand dynamics. Additionally, any improvements or modifications made to a property can impact its assessment.

When property assessments arrive, most residents will notice that their property's value has increased from last year due to high market demand in the region. Strathmore's housing market remains strong with robust sales indicating continued strength and real estate market confidence throughout the community.

Customer Inquiry Period

The Customer Inquiry Period is an important time for property owners to check, compare, and review their assessment for accuracy, fairness, and equity.

When you receive your notice:

- **Review** the details on your assessment notice.
- Check what makes up your property's assessment value and compare it with similar properties in your neighbourhood using Strathmore.ca/PropertySearch
- Contact the Town's assessor, Wildrose Assessment Services, for one-on-one support by calling 403-343-3357. Their property assessment experts can answer most assessment-related questions—with no formal complaint fees required. To help address concerns please have your latest assessment notice in front of you with the account number and valuation group information ready.
- If you still disagree with your property's assessment, you can file a formal complaint with the Assessment Review Board by the deadline stated on your latest property assessment notice. You can find information on this process by visiting Strathmore.ca/Assessment

Important dates

Notices mailed: February 15, 2024

7-days for receipt: February 21, 2024

Appeal deadline: April 23, 2024 (60-days after receipt)

Wildrose Assessment Services: 403-343-3357

For more information visit **Strathmore.ca/Assessment**

Land Use Ammendments

Upcoming Public Hearings





Purpose: to permit a secondary suite within a specific dwellings basement

Bylaw #24-02

The Town of Strathmore is proposing to amend Land Use By-law #14-11 to permit a Secondary Suite as an accessory use within the basement of the existing singledetached dwelling on lands described legally as being Lot 5, Block 31, Plan 2131JK, known municipally as 318 First Avenue, Strathmore.





Lot 5, Block 31, Plan 2131JK

(318 First Avenue)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/ PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on Wednesday, March 20, 2024, commencing at 6 p.m. with procedures in accordance with the Municipal Government Act, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at Isadmin@strathmore.ca no later than noon on March 13, 2024, in order to register to speak at the public hearing.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to noon on Wednesday, March 13, 2024 as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Purpose: to include childcare services as a site-specific use

Bylaw #24-01

The Town of Strathmore is proposing to amend Land Use Bylaw No. 14-11 to redesignate Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road) from "CHWY" Highway Commercial District to CHWY - Highway Commercial District Direct Control District Overlay, to include childcare services as a use. Bylaw #24-01 is a site-specific redesignation and would only apply to the lands at 1016 Westridge Road.





Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/ PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on **Wednesday, March 20, 2024**, commencing at **6:10 p.m.** with procedures in accordance with the Municipal Government Act, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any of the proposed bylaw may present suggestions or concerns by making a submission to the Public Hearing. Please contact Legistlative Services at Isadmin@strathmore.ca by noon on Wednesday, March 13th, 2024, in order to register to present.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to noon on Wednesday, March 13, 2024 as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Upcoming Council Meetings

March 6, 2024 | 6 P.M. March 13, 2024 | 6 P.M. March 20, 2024 | 6 P.M. Regular Meeting of Council Committee of the Whole Regular Meeting of Council

Come Say Hi

Hearing from the community is really important to us, so you're welcome at any Council or Committee of the Whole meeting. You do not need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.

2023/2024

Property Assessments

Customer Inquiry Period

The Customer Inquiry Period is an important time for property owners to check, compare, and review their assessment for accuracy, fairness, and equity.

When you receive your notice:

- 1. **Review** the details on your assessment notice.
- 2. Check what makes up your property's assessment value and compare it with similar properties in your neighbourhood using Strathmore.ca/PropertySearch
- 3. Contact the Town's assessor, Wildrose Assessment Services, for one-on-one support by calling 403-343-3357. Their property assessment experts can answer most assessment-related questions—with no formal complaint fees required. To help address concerns please have your latest assessment notice in front of you with the account number and valuation group information ready.
- 4. If you still disagree with your property's assessment, you can file a formal complaint with the Assessment Review Board by the deadline stated on your latest property assessment notice. You can find information on this process by visiting Strathmore.ca/Assessment

Important dates

Notices mailed: February 15, 2024 7-days for receipt: February 21, 2024

Appeal deadline: April 23, 2024 (60-days after receipt)

Contact

Wildrose Assessment Services: 403-343-3357

For more information visit Strathmore.ca/Assessment



Alberta weather conditions from spring to fall can often be very dry, contributing to prime fire conditions. With the province recently announcing an early start to wildfire season, it's important for communities to have effective wildfire prevention practices in place.

We've recently finalized Strathmore's Hazard Reduction Burn Plan. This plan aims to assess grassland fuels on the landscape within the community, identify locations of high fire risk based on predicted fire behaviour, and prioritize and prescribe these areas for hazard reduction burning. Through this process, selected regions within town will undergo hazard-reduction burning treatment in March. This process will reduce the risk of wildfire, reduce the number of nuisance fires, and better prepare the community in the event of an approaching wildfire on the landscape.

Learn more about the plan at **Strathmore.ca/HazardReduction**



Land Use Ammendments

Upcoming Public Hearings





Purpose: to permit a secondary suite within a specific dwellings basement

Bylaw #24-02

The Town of Strathmore is proposing to amend *Land Use By-law #14-11* to permit a Secondary Suite as an accessory use within the basement of the existing single-detached dwelling on lands described legally as being Lot 5, Block 31, Plan 2131JK, known municipally as 318 First Avenue, Strathmore.





Lot 5, Block 31, Plan 2131JK (318 First Avenue)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on **Wednesday, March 20, 2024**, commencing at **6 p.m.** with procedures in accordance with the *Municipal Government Act, Section 199* and the Town of Strathmore *Council Procedural Bylaw #23-17* and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at lsadmin@strathmore.ca no later than **noon** on **March 13, 2024**, in order to register to speak at the public hearing.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to **noon** on **Wednesday, March 13, 202**4 as outlined in *Bylaw #23-17* and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Purpose: to include childcare services as a site-specific use

Bylaw #24-01

The Town of Strathmore is proposing to amend *Land Use Bylaw No. 14-11* to redesignate Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road) from "CHWY" Highway Commercial District to CHWY - Highway Commercial District Direct Control District Overlay, to include childcare services as a use. Bylaw #24-01 is a site-specific redesignation and would only apply to the lands at 1016 Westridge Road.





Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road)

Public Hearing ProcessA copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/
PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on **Wednesday, March 20, 2024**, commencing at **6:10 p.m.** with procedures in accordance with the *Municipal Government Act, Section 199* and the Town of Strathmore *Council Procedural Bylaw #23-17* and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any of the proposed bylaw may present suggestions or concerns by making a submission to the Public Hearing. Please contact Legistlative Services at Isadmin@strathmore.ca by **noon** on **Wednesday, March 13th, 2024**, in order to register to present.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to **noon** on **Wednesday, March 13, 202**4 as outlined in *Bylaw #23-17* and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



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

S

Bylaw #18-08

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

Bylaw #17-09

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

Bylaw #18-08

- 154. **School School Authority** means a use
 - (a) where any of the following teaches the education curriculum from kindergarten to grade 12 and where other educational programs may be provided all pursuant to the School Act RSA 2000:
 - i. a school district or division; or
 - ii. a society or company operating a charter school in accordance with a charter approved by the Minister of Education operating a charter school.
- 155. **Screening** means a fence, earth berm, hedge, or other appropriate landscaping, used to visually separate areas or functions which, in the opinion of the Approving Authority, detract from the urban street or neighboring land uses.

Bylaw #16-10

- 156. **Sea Can** means a shipping container that is designed to be moved from one mode of transport to another without unloading or reloading.
- 157. **Setback** means the distance that a development or a specified portion of a Development is setback from a property line.

Bylaw #20-04

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



Adopted September 17, 2014 (Consolidated March 16, 2023)

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

SECTION 3.34

SECONDARY SUITES

Bylaw #20-04

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

SECTION 3.35

SEA CANS

Bylaw #16-10

Bylaw #22-01

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



4.6

R3 HIGH DENSITY RESIDENTIAL DISTRICT

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

2. USES:

a) Permitted Uses

Accessory Building

Home Office

Housing, Apartment Housing, Attached

Protective Emergency Services

Public Parks

Residential Sales Centre 1

Utilities

b) Discretionary Uses

Child Care Services

Extended Medical Treatment Services

Government Services Home Occupation

Housing, Duplex, existing prior to the adoption of this bylaw

Housing, Single Detached, existing prior the adoption of this bylaw

Residential Care

Residential Sales Centre 2

Seniors Housing Utility Building

Bylaw #17-12

Bylaw #15-40

Bylaw #15-22

Bylaw #17-12

3. GENERAL SITE REQUIREMENTS:

a) Minimum Site Area

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

b) Minimum Lot Area

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

c) Minimum Site Width

- i. 30.5 m apartment
- ii. 7.62m single detached or duplex

iii. 7.0 m for a pie shaped lot at the front yard

d) Minimum Site Depth

i. 30.5 metres for all lots

Bylaw #22-01

Adopted September 17, 2014 (Consolidated March 16, 2023)



. Minimum Gross Floor Area - 40 m² per dwelling unit

f) Maximum Number of Dwelling Units

Bylaw #15-28

i. The maximum density is 100 dwelling units per hectare

g) Minimum Yard Setbacks – Principal Building

Bylaw #16-10

Bylaw #15-01

- i. Front Yard 6.0 m and, at the discretion of the Approving Authority, 4.0 m if the lot is served by a rear lane
- ii. Rear Yard 7.0 m
- iii. Side Yard The setback from a side property line is as follows:

a. 1.5 m from the side property line shared with an Internal Lot if the Principal Building is 9.0 m or less in height at the eaveline;

b. 3.0 m from a side property line shared with an internal lot if the Principal Building is more than 9.0 m in height at the eaveline;

c. 3.0 m from a side property line shared with a street other than a lane unless the building is 9.0 m or less in height at the eaveline and the building is located in the Downtown Overlay District in which case the setback from the side property line shared with a street may be reduced, at the discretion of the Approving Authority, to not less than 1.5 m

Bylaw #16-10

Bylaw #22-01

Bylaw #22-01

h) Building Height

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

i) Site Coverage

 Maximum Site coverage for the entire site, including all accessory buildings and detached garages shall by 70%

4. OTHER SITE REQUIREMENTS:

Parking

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

Landscaping

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

Uses and appearance







Request for Decision

To: Town Council

Staff Contact: Kate Bakun, Planner **Date Prepared:** February 29, 2024 **Meeting Date:** March 20, 2024

SUBJECT: Public hearing for Land Use Bylaw Amending Bylaw No. 24-

01 (1016 Westridge Road)

RECOMMENDATION: THAT Council proceed with a Public Hearing for Bylaw No. 24-01

on March 20, 2024 in accordance with Section 692(1) of the

Municipal Government Act. RSA 2000, cM-26;

AND THAT Council take into consideration all information received at the Public Hearing on March 20, 2024 regarding Bylaw No. 24-01 being a bylaw to amend the Town's Land Use

Bylaw No. 14-11.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

A redesignation allows for a potential childcare service to open in the CHWY - Highway Commercial District.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The establishment of childcare facility may lead to a new business opening and increased economic activity within the community.

SOCIAL SUSTAINABILITY:

By providing a supportive environment for families, promoting equal opportunities for parents in the workforce, enhancing community well-being, and laying the foundation for positive early childhood development.

ENVIRONMENTAL SUSTAINABILITY:

By providing local, accessible childcare options in Strathmore, parents may need to commute shorter distances, leading to a reduction in overall traffic congestion and associated environmental impacts.

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL:

Kateryna Bakun (Planner) has been assigned to this project.

POLICY:

Section 692(1) of the Municipal Government Act requires that before giving second and third reading to a proposed bylaw amending a land use bylaw, a Council must hold a public hearing with respect to the proposed bylaw.

IMPLEMENTATION:

Staff advertised the public hearing in accordance with Section 606 of the Municipal Government Act:

- February 22, 2024: Utility Insert.
- February 28, 2024: Strathmore Times.
- February 28, 2024: Facebook.
- March 6, 2024: Strathmore Times.
- March 7, 2024: Facebook

BACKGROUND:

Staff have received an application for a land use re-designation of 1016 Westridge Road (Lot 9, Block 1, Plan 961 1453) to facilitate the development of childcare services.

The first reading was held on February 21, 2024, and the public hearing has been advertised.

- February 22, 2024: Utility Insert.
- February 28, 2024: Strathmore Times.
- February 28, 2024: Facebook.
- March 6, 2024: Strathmore Times.

March 7, 2024: Facebook

As of March 8, 2024, we have not received any comments from adjacent landowners.

1016 Westridge Road is currently designated CHWY - Commercial Highway district in the Land Use Bylaw (LUB). Currently, childcare services is not a listed use in the CHWY land use district. Staff believe childcare services are not a listed use because some industrial-type land uses exist in CHWY - Commercial Highway land use district.

Westridge road is currently mostly made up of commercial highway land use and is adjacent to Strathmore Lakes Estates, Wildflower Ranch, Westlake Bay, and Strathmore Lakes Bay which are primarily made up of low-high density residential land uses. Currently, the neighbors of the potential childcare services are a restaurant (to the east) and a distributor of products for industrial, agricultural, automotive, and heavy truck sectors (to the west). The potential childcare services will feature a spacious open area. The land lot measures 0.4 hectares (1 acre), with a portion of it available for the creation of a private playground. Additionally, the proposed childcare services will be situated near Strathmore Lakes Park and Strathmore Lakes, only a 7-minute walk away, providing nice environments, activities, and amenities close by.

As 1016 Westridge Road is adjacent to a residential community with R2 – Low Density Residential District and R3 – High Density Residential District land uses, Staff think the location is appropriate. Childcare services will require 1 parking per staff member under the LUB and Staff believe there is enough parking on the site. A conceptual site plan is included for Council's information. Previous uses of the building include a cannabis store, a bowling alley, and a department store.

Regarding land use, Staff are proposing a district overlay to the commercial highway district to allow for childcare services at 1016 Westridge Road as a Permitted Use. Westridge Road was recently upgraded with pedestrian enhancements. Although some industrial-type uses do exist in the Town's commercial highway land use district, Staff believe that the existing surrounding development does not significantly conflict with the proposed use and provides landowners and citizens with greater flexibility.

Expanding childcare services in Strathmore holds the potential to effectively address the pressing needs of families within the community. By increasing the availability of childcare options, Strathmore can better accommodate the demands of working parents and guardians. This not only enhances accessibility to quality childcare but also supports the overall well-being and productivity of families. Additionally, improved childcare services contribute to the local economy by enabling more individuals to participate in the workforce, thereby fostering economic growth and stability within the town. Overall in Staff's opinion, the expansion of childcare services aligns with the town's commitment to nurturing a supportive and thriving community for its residents.

KEY ISSUE(S)/CONCEPT(S):

DESIRED OUTCOMES:

THAT Council proceed with a Public Hearing for Bylaw No. 24-01 on March 20, 2024 in accordance with Section 692(1) of the Municipal Government Act. RSA 2000, cM-26;

AND THAT Council take into consideration all information received at the Public Hearing on March 20, 2024 regarding Bylaw No. 24-01 being a bylaw to amend the Town's Land Use Bylaw No. 14-11.

COMMUNICATIONS:

Staff advertised the public hearing in accordance with the Municipal Government Act by including notices in the Strathmore Times, on the Town's social media pages, publishing notice on the Town's website, and by sending notice by regular mail to adjacent landowners.

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

Attachment I: Bylaw No. 24-01 - 1016 Westridge Road, Strathmore

Attachment II: 24-01 Site Context Map

Attachment III: 24-01 1016 Westridge Road. Floor plan

Attachment IV: 24-01 1016 Westridge Road. Site Plan with playgrounds

Attachment V: LUB - CHWY District

Attachment VI: 24-01 1016 Westridge Road. Proposed Redesignation. Direct Control -

Adj.owners

Attachment VII: Map. Adjacent Landowners

Attachment VIII: Advertisment for Public Hearing 1016 Westridge Road Attachment IX: February-28-2024-Strathmore-Times. Advertisment

Chuck Procter, Manager of Development Services	Approved - 06 Mar 2024
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 06 Mar 2024
Veronica Anderson, Legislative Services Officer	Approved - 08 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 08 Mar 2024

Kevin Scoble, Chief Administrative Officer

Approved - 15 Mar 2024



BYLAW NO. 24-01 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. 24-01"

2. AMENDMENTS

- 2.1 That Bylaw No. 14-11 Schedule A Land Use District Map is amended by changing the land use designation of Lot 9, Block 1, Plan 961 1453, from "CHWY" Highway Commercial District to CHWY Highway Commercial 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 E16 Direct Control District Overlay 1016 Westridge Road;
 - b) By adding the following regulations under Schedule E16 Direct Control District Overlay 1016 Westridge Road:

"1. APPLICATION

1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Lot 9, Block 01, Plan 961 1453, known municipally as 1016 Westridge Road and shown below:





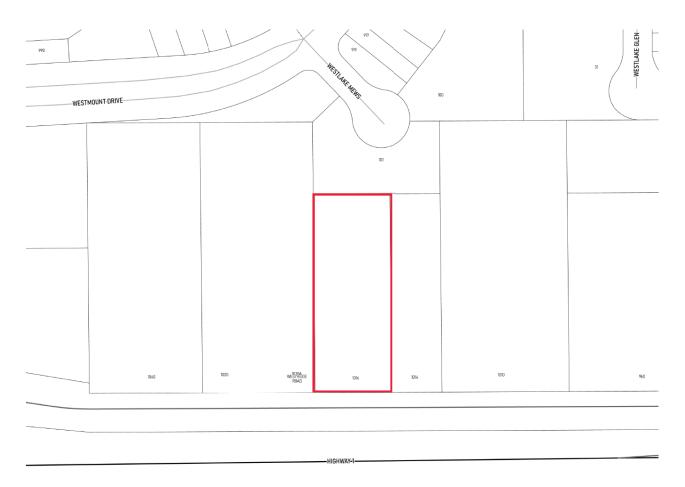


Figure 1: Direct Control District Overlay - 1016 Westridge Road, Lot 9, Block 1, Plan 961 1453

1.2 The provisions of Section 4.11 – "CHWY", Highway commercial District apply to the subject lands unless the provisions of this Direct Control District Overlay conflict with Section 4.11 in which case the provisions of this Direct Control District Overlay must govern.

2. REGULATIONS

2.1 In addition to those Permitted Uses prescribed in Section 4.11(2)(a) of the "CHWY", Highway commercial District, a Childcare Service shall be a Permitted Use subject to the regulations of this Direct Control District Overlay;





- 2.2 The establishment of a Childcare Service shall only be permitted on a lot containing a Building that lawfully existed prior to the initial adoption of Bylaw No. 14-11 on September 27, 2014; and,
- 2.3 That a Childcare Service otherwise demonstrate compliance with all other applicable provisions of Bylaw No. 14-11 to the satisfaction of the Development Authority.

2. EFFECTIVE DATE

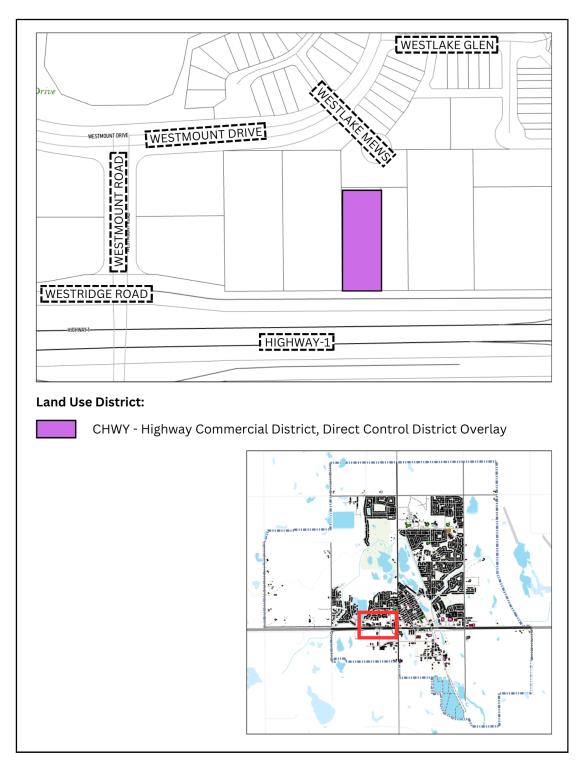
a. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this day of 202	24
PUBLIC HEARING HELD this day of	, 2024
READ A SECOND TIME this day of	, 2024
READ A THIRD AND FINAL TIME this day of	of, 2024
	MAYOR
·	CHIEF ADMINISTRATIVE OFFICER

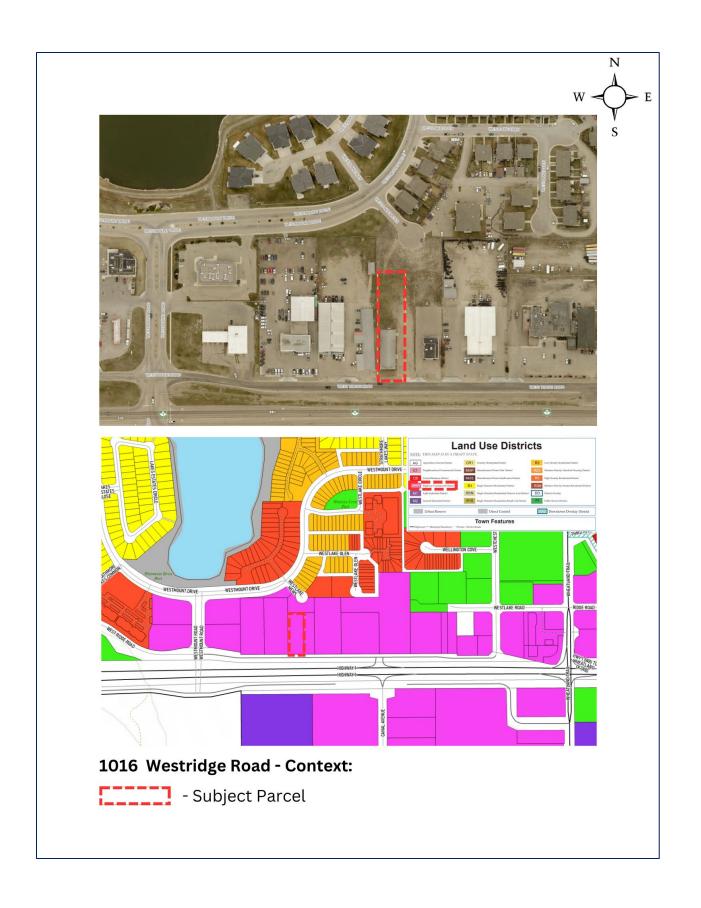


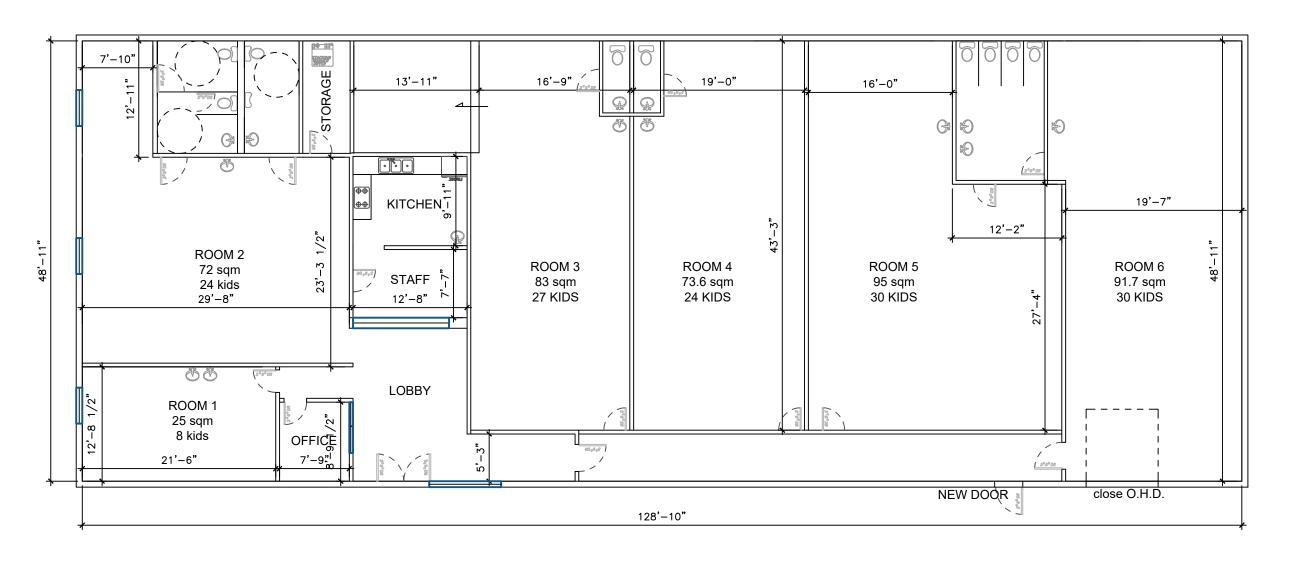


Schedule "A"



Page 4 of 4





~6000SQFT KIDS: ~140



CLIENT AND/OR CONTRACTOR TO BE RESPONSIBLE FOR ANY MISSED INFORMATION, ADDITIONAL REQUIREMENTS, NON-APPROVALS, STAMPING, CHANGES MADE BY THE CITY

PROJECT:

DAYCARE 1016 WESTRIDGE STRATHMORE, AB

PROPOSED FLOORPLAN

DRAWING:

MIKITECTURE PROFESSIONAL ONLINE DRAFTING SERVICE

WWW.MIKITECTURE.COM MIKITECTURE@GMAIL.COM 780-270-6127

DRAWN BY: MIKE CEDRO

SHEET:

DATE: AUG 11, 2023 SCALE:

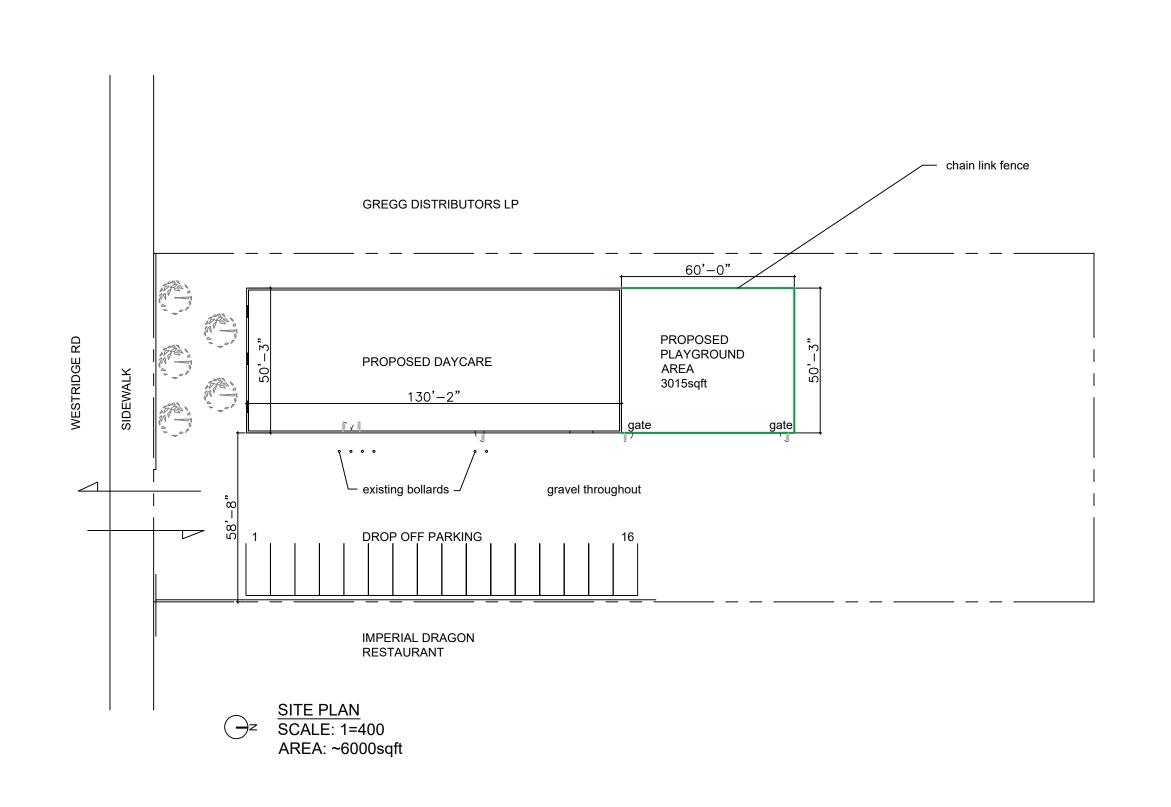
1 OF 1

DRAWING NO. 3/32" = 1'-0"

PROJECT NO.

2023-75

RFD-24-052





CLIENT AND/OR CONTRACTOR
TO BE RESPONSIBLE FOR ANY
MISSED INFORMATION,
ADDITIONAL REQUIREMENTS,
NON-APPROVALS, STAMPING,
CHANGES MADE BY THE CITY

PROJECT:

DAYCARE 1016 WESTRIDGE STRATHMORE, AB

SITE PLAN

DRAWING:

MIKITECTURE

PROFESSIONAL ONLINE DRAFTING SERVICE WWW.MIKITECTURE.COM MIKITECTURE@GMAIL.COM 780-270-6127 DRAWN BY:
MIKE CEDRO

DATE: sept 20, 2023

SCALE: 1=400 SHEET:

1=400 ET: 1 OF 1

DRAWING NO.

PROJECT NO.

2023-75



4.11 CHWY – HIGHWAY COMMERCIAL DISTRICT

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

2. USES:

a) Permitted Uses

Athletic and Recreational Facility, Indoor

Automotive and Recreation Vehicle Sales/Rentals

Automotive Services

Contractor Services, Limited

Custom Manufacturing Establishments

Drive Through Food Services

Eating and Drinking Establishments, Minor

Fleet Services

Gas Bar

Government Services

Greenhouses and Plant Nurseries

Health Services

Hotels

Liquor Store

Professional Offices and Office Support Services

Protective and Emergency Services
Public Assembly Establishments, Minor

Public Assembly Establishments, Medium

Retail Stores, Convenience

Retail Stores, General

Shopping Centre

Signs, excepting Billboards

Utilities

b) Discretionary Uses

Accessory Uses

Adult Entertainment

Auctioneering Establishment Auto Body and Paint Shop

Automotive and Equipment Repair Shops

Campground
Cannabis Stores

Contractor Services – General

Cultural Facilities

Eating and Drinking Establishments, Major

Education Services Emergency Shelter

Equipment and Storage Yard

Funeral Home

Housing, Apartment, (if approved prior to adoption of this bylaw)

Bylaw #17-12

Bylaw #22-01

Bylaw #18-08

Bylaw #15-20

Bylaw #15-40

Bylaw #16-10

Bylaw #22-01

Bylaw #17-12

Adopted September 17, 2014 (Consolidated March 16, 2023)

Housing, Security
Mini or Self Storage
Personal Service Shops

Pet Care Facility
Private Clubs

Bylaw #16-10 Private Recreational Vehicle Storage

Public Assembly Establishment, Major

Religious Assembly Residential Sales Centre

Sea Can

oca can

Signs, Billboards

Truck and Mobile Home Sales/Rentals

Utility Building

Veterinary Services, Minor

3. GENERAL SITE REQUIREMENTS:

- a) Lot Area
 - i. 929m²
- b) Minimum Front Yard
 - i. 8.0 metres
- c) Minimum Side Yard Setbacks
 - i. 3.0 metres
- d) Minimum Rear Yard Setbacks
 - i. None, 3.0 metres if the rear property line abuts a public roadway
- e) Landscaping
 - i. The landscaping plan shall show, at a minimum:
 - a. A 4.5m wide landscaped strip parallel to the main or service road.
 - b. A 3m wide landscaped strip parallel to the side and rear property lines.

All to the satisfaction of the Approving Authority.

4. OTHER SITE REQUIREMENTS:

Parking Areas

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

Automotive Services:

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

100

Bylaw #16-10



Adopted September 17, 2014 (Consolidated March 16, 2023)

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

Housing, Apartment:

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

Bylaw #22-01 Mechanical Equipment

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

Bylaw #22-01 Auto Body and Paint Shop

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

Strathmore

February 22, 2024

To Whom It May Concern:

Bylaw No. 24-01

RE: **NOTICE OF PUBLIC HEARING – PROPOSED LAND USE BY-LAW AMENDMENT. DIRECT CONTROL.** 1016 Westridge Road, Strathmore.

Please be advised that the Town of Strathmore has received a Land Use By-law Amendment application on those lands described as Lot 9, Block 1, Plan 961 1453, known municipally as 1016 Westridge Road, Strathmore.

The applicant is requesting that the lands be redesignated from "CHWY", - Highway commercial District", - Highway commercial District. Direct Control District Overlay. The redesignation would permit a Childcare Facility. No existing land use permissions are proposed to be removed and no site-specific relief from the development standards for Secondary Suites under Land Use By-law No. #14-11 has been requested.

The statutory Public Hearing will be held online via ZOOM and in-person in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore, Alberta on **March 20, 2024**, commencing at **6:00 p.m.** with procedures being in accordance with Section 199 of the *Municipal Government Act* and the Town's *Council Procedural By-law #23-17* and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Jonathan Strathdee by email at jonathan.strathdee@strathmore.ca by no later than 12:00 p.m. on March 13, 2024, in order to register to speak at the public hearing.

Any written submissions intended for the Public Hearing, or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Town's Development Services Office prior to 12:00 p.m. on March 13, 2024, as outlined under Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, kindly ensure that fifteen copies are provided and made available for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes. Please note that written submissions will become public documents once submitted to the Town, unless otherwise requested.

1

Strathmore.ca



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



Strathmore

February 22, 2024

A copy of proposed By-law #24-01 may be inspected by the public **Monday to Friday** during the regular office hours of **8:30 a.m.** to **4:30 p.m.** at the Town's Municipal Building located at 1 Parklane Drive, Strathmore, Alberta, and can be also examined on the Council Meeting Agenda dated February 21, 2024, on the Town's website at https://calendar.strathmore.ca/meetings.

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

For your convenience, please also find attached a key map indicating the location of the subject lands and a site plan depicting the existing single-detached dwelling and parking areas that will be provided for the proposed Secondary Suite.

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

Sincerely,

Kate Bakun Planner I

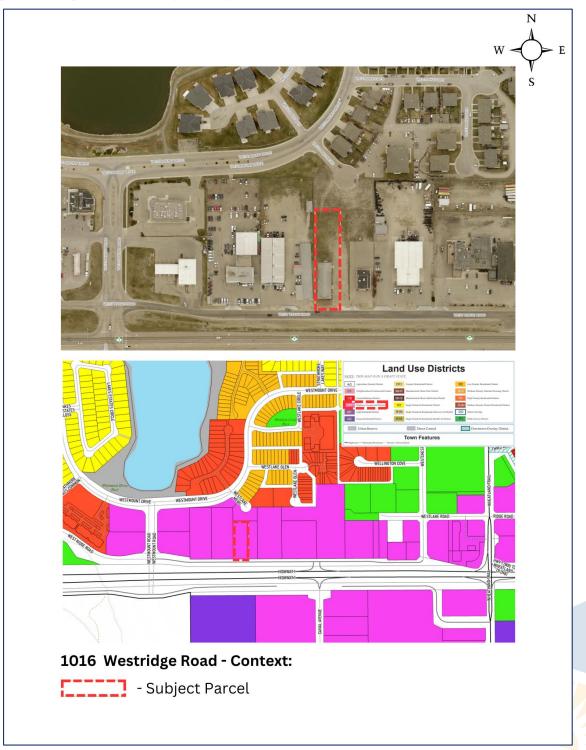
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TOWN OF

Strathmore

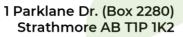
February 22, 2024



3

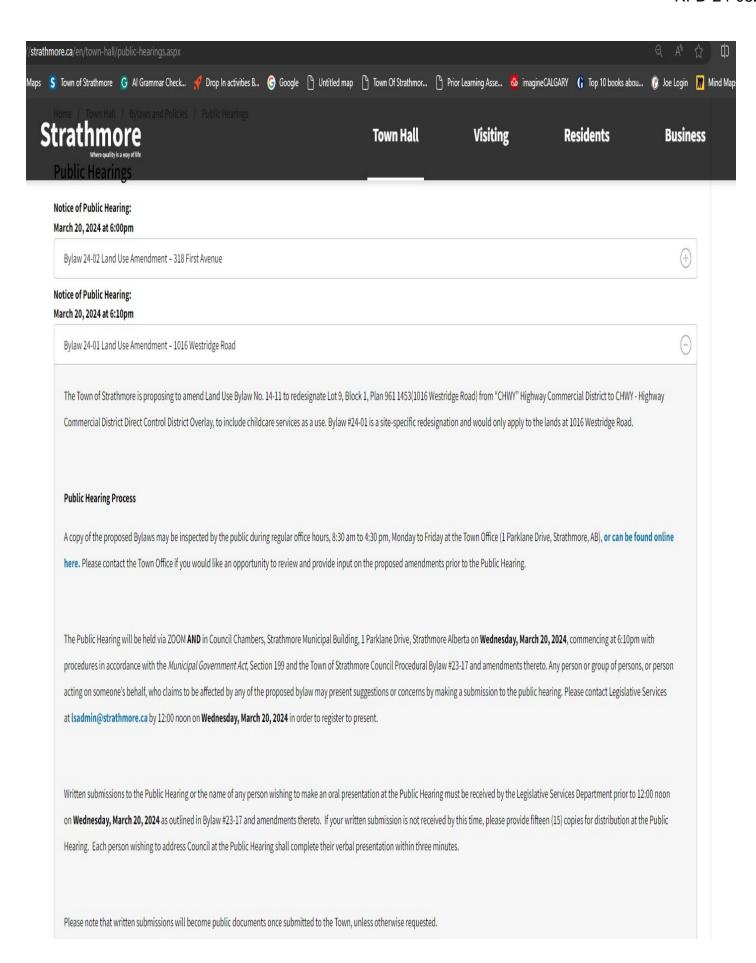
Strathmore.ca













Upcoming Council Meetings

March 1, 2024 | 6 P.M. March 8, 2024 | 6 P.M. March 15, 2024 | 6 P.M. Regular Meeting of Council Committee of the Whole Regular Meeting of Council

Hearing from the community is really important to us, so you're welcome at any Council or Committee of the Whole meeting. You do not need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.

2023/2024

Property Assessments

On February 15, The Town of Strathmore distributed more than 6,400 annual property assessment notices, signaling the start of the 2024 Customer Inquiry Period, which will extend until April 23, 2024.

In Alberta, property assessments are governed by regulations outlined in the Municipal Government Act, ensuring a fair system that promotes an equitable distribution of municipal taxes.

Property assessments in Strathmore are based on the market value of each property as of July 1, 2023, and the condition of the property as of December 31, 2023.

Market value assessments are conducted using mass appraisal. For residential properties, third-party assessors gather, review, and analyze data from all arm's-length real estate sales transactions that occurred over a 12-month period. Factors such as the quality, size, features, and age of the property contribute to determining its final

Since property assessment relies on market value, it is influenced by market changes driven by supply and demand dynamics. Additionally, any improvements or modifications made to a property can impact its assessment.

When property assessments arrive, most residents will notice that their property's value has increased from last year due to high market demand in the region. Strathmore's housing market remains strong with robust sales indicating continued strength and real estate market confidence throughout the community.

Customer Inquiry Period

The Customer Inquiry Period is an important time for property owners to check, compare, and review their assessment for accuracy, fairness, and equity.

When you receive your notice:

- **Review** the details on your assessment notice.
- Check what makes up your property's assessment value and compare it with similar properties in your neighbourhood using Strathmore.ca/PropertySearch
- Contact the Town's assessor, Wildrose Assessment Services, for one-on-one support by calling 403-343-3357. Their property assessment experts can answer most assessment-related questions—with no formal complaint fees required. To help address concerns please have your latest assessment notice in front of you with the account number and valuation group information ready.
- If you still disagree with your property's assessment, you can file a formal complaint with the Assessment Review Board by the deadline stated on your latest property assessment notice. You can find information on this process by visiting Strathmore.ca/Assessment

Important dates

Notices mailed: February 15, 2024

7-days for receipt: February 21, 2024

Appeal deadline: April 23, 2024 (60-days after receipt)

Wildrose Assessment Services: 403-343-3357

For more information visit **Strathmore.ca/Assessment**

Land Use Ammendments

Upcoming Public Hearings





Purpose: to permit a secondary suite within a specific dwellings basement

Bylaw #24-02

The Town of Strathmore is proposing to amend Land Use By-law #14-11 to permit a Secondary Suite as an accessory use within the basement of the existing singledetached dwelling on lands described legally as being Lot 5, Block 31, Plan 2131JK, known municipally as 318 First Avenue, Strathmore.





Lot 5, Block 31, Plan 2131JK

(318 First Avenue)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/ PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on Wednesday, March 20, 2024, commencing at 6 p.m. with procedures in accordance with the Municipal Government Act, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at Isadmin@strathmore.ca no later than noon on March 13, 2024, in order to register to speak at the public hearing.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to noon on Wednesday, March 13, 2024 as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Purpose: to include childcare services as a site-specific use

Bylaw #24-01

The Town of Strathmore is proposing to amend Land Use Bylaw No. 14-11 to redesignate Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road) from "CHWY" Highway Commercial District to CHWY - Highway Commercial District Direct Control District Overlay, to include childcare services as a use. Bylaw #24-01 is a site-specific redesignation and would only apply to the lands at 1016 Westridge Road.





Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/ PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on **Wednesday, March 20, 2024**, commencing at **6:10 p.m.** with procedures in accordance with the Municipal Government Act, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any of the proposed bylaw may present suggestions or concerns by making a submission to the Public Hearing. Please contact Legistlative Services at Isadmin@strathmore.ca by noon on Wednesday, March 13th, 2024, in order to register to present.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to noon on Wednesday, March 13, 2024 as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services

Officer

Date Prepared: March 6, 2024 Meeting Date: March 20, 2024

SUBJECT: Regular Council Meeting Minutes - March 6, 2024

RECOMMENDATION: THAT Council adopt the March 6, 2024 Regular Council Meeting

Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.

GENERAL:

2024 Regular Council Meeting are given to Council for adoption.				
ORGANIZATIONAL: N/A				
OPERATIONAL: N/A				
FINANCIAL: N/A				
POLICY: N/A				
IMPLEMENTATION: N/A				
BACKGROUND: N/A				
KEY ISSUE(S)/CONCEPT(S): N/A				
DESIRED OUTCOMES: N/A				
COMMUNICATIONS:				
Once signed, the March 6, 2024 Regular Council Meeting Minutes will be posted on the Town's website.				

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

ATTACHMENTS:

Attachment I: REGULAR COUNCIL MEETING - 06 Mar 2024 - Minutes

Claudette Thorhaug, Legislative Services Officer

Approved
- 07 Mar
2024

Johnathan Strathdee, Manager of Legislative Services

Approved
- 14 Mar
2024



MINUTES REGULAR COUNCIL MEETING

6:00 PM - Wednesday, March 6, 2024

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Deputy Mayor Melissa Langmaid, Councillor Debbie Mitzner, Councillor

Jason Montgomery (virtual), Councillor Denise Peterson, Councillor Richard

Wegener, and Councillor Brent Wiley

COUNCIL ABSENT: Mayor Pat Fule

STAFF PRESENT: Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of

Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), Kara Rusk (Director of Strategic, Administrative, and Financial Services), and Johnathan Strathdee

(Manager of Legislative Services)

1. CALL TO ORDER

Deputy Mayor Langmaid called the March 6, 2024 Regular Council Meeting to order at 6:01 p.m.

1.1. <u>Traditional Land Acknowledgement for the First Meeting in March (Sa'aikisom)</u>

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. 037.03.24

Moved by Councillor Peterson

THAT Council adopt the March 6, 2024 Regular Council Meeting Agenda as presented.

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

AGAINST: None.

3. <u>DELEGATIONS</u>

3.1. <u>Delegation - Wheatland and Area Hospice Society</u>

Resolution No. 038.03.24

Moved by Councillor Wiley

THAT Council take a 5-minute recess.

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

AGAINST: None.

CARRIED

Deputy Mayor Langmaid reconvened the March 6, 2024 Regular Council Meeting at 6:54 p.m.

Resolution No. 039.03.24

Moved by Councillor Wiley

THAT Council amend the agenda to discuss item 9.1 Economic Development Action Plan prior to discussing the closed meeting items.

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

AGAINST: None.

CARRIED

4. BUSINESS

4.1 <u>Economic Development Action Plan</u>

5. CLOSED MEETING

Resolution No. 040.03.24

Moved by Councillor Peterson

THAT Council move In Camera to discuss items related to sections 24(1)(a) and 24(1)(b)(i) of the *Freedom of Information and Protection of Privacy Act* at 7:45 p.m.

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

AGAINST: None.

- 5.1. Strategic Plan Discussion Advice from officials FOIP S. 24(1)(a)
- 5.2. <u>Strathmore Affordable Housing Society Advice from officials FOIP S.</u> 24(1)(a)
- 5.3. Board Appointments Advice from officials FOIP S. 24(1)(a)
- 5.4. Land Item Advice from officials FOIP S. 24(1)(a)
- 5.5. Council/CAO Dialogue Advice from officials FOIP S. 24(1)(b)(i)

Resolution No. 041.03.24

Moved by Councillor Mitzner

THAT Council move out of Camera at 8:58 p.m.

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

AGAINST: None.

CARRIED

Resolution No. 042.03.24

Moved by Councillor Peterson

THAT Council approve the Strathmore Affordable Housing Society Bylaws as presented during the closed meeting discussion under Section 24 (1)(a) of the *Freedom of Information and Protection of Privacy Act*.

FOR: Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, and Councillor Wegener

AGAINST: Councillor Wiley

CARRIED

Resolution No. 043.03.24

Moved by Councillor Wegener

THAT Council appoint Ian Anderson to the Subdivision and Development Appeal Board for a term ending October 31, 2024.

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

AGAINST: None.

Resolution No. 044.03.24

Moved by Councillor Peterson

THAT Council approve the recommendation for *5.4 - Land Item* as presented in the Confidential Administrative Report and as discussed In Camera;

AND THAT the details of the discussion remain confidential pursuant to section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

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

AGAINST: None.

CARRIED

6. PUBLIC HEARING

None.

7. PUBLIC COMMENTS

None.

8. CONSENT AGENDA

Resolution No. 045.03.24

Moved by Councillor Wiley

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

- 9.1 Regular Council Meeting Minutes February 21, 2024
- 10.3 Wheatland and Area Hospice Society Letter of Support
- 10.4 Skills for Success Letter of Support
- 10.5 Minister of Agriculture and Irrigation Thank You Letter
- 10.6 Library Board Auditor
- 12.2.1 Strathmore Library Board Organizational Meeting Minutes January 16, 2024
- 12.2.2 Strathmore Library Board Regular Meeting Minutes January 16, 2024
- 13.1 Letter regarding palliative care space at the Strathmore District Health Services site - includes 91 signatures

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

AGAINST: None.

9. CONFIRMATION OF MINUTES

9.1. Regular Council Meeting Minutes - February 21, 2024

The following motion was adopted by the consent agenda:

THAT Council adopt the February 21, 2024 Regular Council Meeting Minutes as presented in Attachment I.

10. BUSINESS

10.1. 2024 Recreation and Cultural Needs Assessment

Resolution No. 046.03.24

Moved by Councillor Wegener

THAT Council approve a Capital Budget request, in the amount of \$60,000 and funded from the Fiscal Stabilization Reserve, for a Recreation and Culture Needs Assessment.

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

AGAINST: None.

CARRIED

10.2. <u>Letters of Support Policy No. 1109</u>

Resolution No. 047.03.24

Moved by Councillor Peterson

THAT Council adopt Letters of Support Policy No. 1109 as presented in Attachment I.

Resolution No. 048.03.24

Moved by Councillor Montgomery

THAT Council amend the motion to add the following to 7.1 d., 7.2 c., 7.3 d., and 7.4 d.:

"If any concerns or objections are raised then Legislative Services will bring the letter to the next available council meeting for review."

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

AGAINST: None.

Resolution No. 049.03.24

Moved by Councillor Wiley

THAT Council amend the Letters of Support Policy No. 1109 to allow for four business days for review instead of two.

FOR: Councillor Montgomery and Councillor Wiley

AGAINST: Deputy Mayor Langmaid, Councillor Mitzner, Councillor Peterson, and Councillor Wegener

DEFEATED

Resolution No. 047.03.24

Moved by Councillor Peterson

THAT Council adopt Letters of Support Policy No. 1109 as amended to add the following to 7.1 d., 7.2 c., 7.3 d., and 7.4 d.:

"If any concerns or objections are raised than Legislative Services will bring the letter to the next available council meeting for review."

FOR: Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, and Councillor Wegener

AGAINST: Councillor Wiley

CARRIED

10.3. Wheatland & Area Hospice Society - Letter of Support

The following motion was adopted by the consent agenda:

THAT Council authorize Mayor Fule to sign the letter to Minister LaGrange regarding support for the Wheatland & Area Hospice Society hospice, as presented in Attachment I.

10.4. Skills for Success - Letter of Support

The following motion was adopted by the consent agenda:

THAT Council authorize Mayor Fule to sign the letter support for Prospect Human Services - Skills for Success program, as presented in Attachment I.

10.5. Minister of Agriculture and Irrigation - Thank You Letter

The following motion was adopted by the consent agenda:

THAT Council authorize Mayor Fule to sign the letter thanking the Minister of Agriculture and Irrigation for visiting our community.

10.6. Library Board Auditor

The following motion was adopted by the consent agenda:

THAT Council approve of Orion LLP as the auditor firm for the Strathmore Municipal Library Board.

11. BYLAWS

None.

12. COUNCILLOR INFORMATION & INQUIRIES

12.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

12.1.1. International Women's Day

Deputy Mayor Langmaid made a comment regarding International Woman's Day being March 8, 2024.

12.2. BOARDS AND COMMITTEES REPORTS

- 12.2.1. Strathmore Library Board Organizational Meeting Minutes January 16, 2024
- 12.2.2. Strathmore Library Board Regular Meeting Minutes January 16, 2024

12.3. QUESTION AND ANSWER PERIOD

None.

12.4. ADMINISTRATIVE INQUIRIES

None.

12.5. NOTICES OF MOTION

12.5.1. Cemetery Bylaw Amendments - Councillor Wiley Resolution No. 050.03.24

Moved by Councillor Wiley

THAT Council direct Administration to prepare a bylaw with the following amendments to Bylaw No. 23-31 as presented in Attachment II of the November 1, 2023 Cemetery Bylaw No. 23-31 Request for Decision as amended:

• That section 8.3(a) be amended to state:

"Monuments sitting on a full-size burial plot are recommended to not exceed a maximum height of three feet (3') including base, maximum depth of one foot (1') including base, and a maximum width of two and a half feet (2.5') not including the base. The Cemetery Coordinator, at their discretion, can prevent monuments considered to be too large for: safety reasons; deemed to impede other plots; or prevent landscaping and maintenance. Where there is a ribbon or base present, all monuments will be placed upon the base or the ribbon."

That section 8.4(a) be amended to state:

"Flat grave markers must be flush with the ground and not impede other plots or landscaping and maintenance."

• That section 13.1 be amended to state:

"The public may visit the cemetery at any time that Strathmore's regular parks are open."

- That section 13.8 be deleted in its entirety.
- That section 13.9 be deleted in its entirety.
- That the following be added to section 13 of the bylaw:

"Grave decorations such as, but not limited to, statues, crosses, plaques, benches, and vases must be made of granite, marble, metal craft or another equally durable material. Items made of glass, ceramic, china, or other easily breakable material will be removed immediately and placed in storage. The town will make reasonable efforts to provide written notice to the authorized representative of any disrepair of the grave decorations. The authorized representative will be provided 30 days to contact the Town with a repair or replacement plan. If no contact is made, the Town will hold it for an additional 90 days. If no contact is made at the expiry of 90 days of the removal, the Town will dispose of the grave decoration."

That section 13.12 be amended to state:

"Seasonal decorations shall be allowed to be placed one (1) week prior to a holiday but cannot impede maintenance or be a safety hazard. Seasonal decorations that are still in place one (1) week from the conclusion of the holiday will be removed and disposed of without notice."

- That section 13.13 be deleted in its entirety.
- That section 13.14 be amended to remove the word "benches".

- That section 13.20 be deleted in its entirety.
- That section 13.22 be amended to state:

"No person shall cultivate any plot without the consent of the Cemetery Coordinator."

That section 13.26 be amended to state:

"Any memorial tribute or grave decoration considered offensive will be brought to council for the possibility of removal."

 That Schedule 'A' – Penalties section 13 be amended to remove the word "benches" from the item on erecting or constructing; and the word "care" from the item on cultivating.

AND THAT Council direct Administration to develop a permitting process for residents who want to apply for decorations under the condition that they maintain the plot and bring the proposed permit process and revised Cemetery Bylaw to the April 10, 2024 Committee of the Whole Meeting for Council's consideration.

Resolution No. 051.03.24

Moved by Councillor Peterson

THAT Council extend the meeting to 10:30 p.m.;

AND THAT Council take a 5-minute recess.

FOR: Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, and Councillor Wiley

AGAINST: Councillor Wegener

CARRIED

Deputy Mayor Langmaid reconvened the meeting at 10:06 p.m.

Resolution No. 052.03.24

Moved by Councillor Peterson

THAT Council take a 2-minute recess.

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

AGAINST: None.

Deputy Mayor Langmaid reconvened the meeting at 10:20 p.m.

Resolution No. 053.03.24

Moved by Councillor Wegener

THAT Council direct Administration to provide a cost comparison for the proposed changes to Cemetery Bylaw No. 23-31;

AND THAT the original motion be amended to have the revised Cemetery Bylaw brought to the May 8, 2024 Committee of the Whole Meeting for Council's consideration.

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

AGAINST: None.

CARRIED

Resolution No. 050.03.24

Moved by Councillor Wiley

THAT Council direct Administration to prepare a bylaw with the following amendments to Bylaw No. 23-31 as presented in Attachment II of the November 1, 2023 Cemetery Bylaw No. 23-31 Request for Decision as amended:

That section 8.3(a) be amended to state:

"Monuments sitting on a full-size burial plot are recommended to not exceed a maximum height of three feet (3') including base, maximum depth of one foot (1') including base, and a maximum width of two and a half feet (2.5') not including the base. The Cemetery Coordinator, at their discretion, can prevent monuments considered to be too large for: safety reasons; deemed to impede other plots; or prevent landscaping and maintenance. Where there is a ribbon or base present, all monuments will be placed upon the base or the ribbon."

- That section 8.4(a) be amended to state:
 - "Flat grave markers must be flush with the ground and not impede other plots or landscaping and maintenance."
- That section 13.1 be amended to state:
 - "The public may visit the cemetery at any time that Strathmore's regular parks are open."
- That section 13.8 be deleted in its entirety.
- That section 13.9 be deleted in its entirety.

That the following be added to section 13 of the bylaw:

"Grave decorations such as, but not limited to, statues, crosses, plaques, benches, and vases must be made of granite, marble, metal craft or another equally durable material. Items made of glass, ceramic, china, or other easily breakable material will be removed immediately and placed in storage. The town will make reasonable efforts to provide written notice to the authorized representative of any disrepair of the grave decorations. The authorized representative will be provided 30 days to contact the Town with a repair or replacement plan. If no contact is made, the Town will hold it for an additional 90 days. If no contact is made at the expiry of 90 days of the removal, the Town will dispose of the grave decoration."

• That section 13.12 be amended to state:

"Seasonal decorations shall be allowed to be placed one (1) week prior to a holiday but cannot impede maintenance or be a safety hazard. Seasonal decorations that are still in place one (1) week from the conclusion of the holiday will be removed and disposed of without notice."

- That section 13.13 be deleted in its entirety.
- That section 13.14 be amended to remove the word "benches".
- That section 13.20 be deleted in its entirety.
- That section 13.22 be amended to state:

"No person shall cultivate any plot without the consent of the Cemetery Coordinator."

• That section 13.26 be amended to state:

"Any memorial tribute or grave decoration considered offensive will be brought to council for the possibility of removal."

 That Schedule 'A' – Penalties section 13 be amended to remove the word "benches" from the item on erecting or constructing; and the word "care" from the item on cultivating.

AND THAT Council direct Administration to develop a permitting process for residents who want to apply for decorations under the condition that they maintain the plot and bring the proposed permit process and revised Cemetery Bylaw to the May 8, 2024 Committee of the Whole Meeting for Council's consideration.

AND THAT Council direct Administration to provide a cost comparison for the proposed changes to Cemetery Bylaw No. 23.31.

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

AGAINST:	None
CARRIED	

13. CORRESPONDENCE

13.1. <u>Letter regarding palliative care space at the Strathmore District Health Services site - includes 91 signatures</u>

14. <i>.</i>	<u>ADJ</u>	IOU	RNM	<u>IENT</u>

Deputy Mayor Langmaid adjourned the March 6, 2024 Regular Council Meeting at 10:24 p.m.

	Mayor
Director of	Strategic, Administrative
	and Financial Services



Request for Decision

To: Council

Staff Contact: Glen Ferguson, Senior Planner

Date Prepared: March 5, 2024 **Meeting Date:** March 20, 2024

SUBJECT: Land Use Bylaw Amending Bylaw No. 24-02 (318 First

Avenue, Strathmore)

RECOMMENDATION: THAT Council give second reading to Bylaw No. 24-02, being a

bylaw to amend Land Use Bylaw No. 14-11.

THAT Council give third and final reading to Bylaw No. 24-02,

being a bylaw to amend Land Use Bylaw No. 14-11.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

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

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

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

SOCIAL SUSTAINABILITY:

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

ENVIRONMENTAL SUSTAINABILITY:

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

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

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

ORGANIZATIONAL:

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

OPERATIONAL:

N/A

FINANCIAL:

The proposed Secondary Suite will require a development permit and building permit application, which will include the collection of all applicable fees under the Town's 2024 Fees Bylaw No. 23-29. The proposed Secondary Suite is also likely to increase the assessed market value of the existing single-detached dwelling and therefore it is reasonable to expect the lands to generate increased property tax revenue for the Town.

POLICY:

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

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

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

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

IMPLEMENTATION:

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

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

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

BACKGROUND:

The application to amend Land Use Bylaw No. 14-11 was received by the Town on November 30, 2023, and deemed to be a complete application after the owners submitted additional required information on January 5, 2024. The proposed re-designation would permit a Secondary Suite to be located within the basement of the existing single-detached dwelling situated on those lands known municipally as 318 First Avenue in Strathmore. The lands are also accessible from a municipally-owned lane. The parking space required for the Secondary Suite would be provided in the rear of the lands and accessed from the municipally-owned lane. The previous staff report had referred to this municipal lane as being Waddy Lane, however it is noted that Waddy Lane is situated further north of the municipally-owned lane that will be used in this instance to access the parking area in the rear of the lands.

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

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

- Staff notes in this regard that the proposed Secondary Suite will contribute positively toward the notion of providing for a wider range of housing options that are affordable and responsive to housing needs in the Town's Downtown;
- Policy 3.2.16 is supportive of Secondary Suites as an appropriate method of providing
 additional and affordable housing in all residential districts if additional parking
 requirements can be met and if the Secondary Suite meets all safety and building
 codes. Staff notes that the proposed Secondary Suite will provide an additional parking
 space in compliance with the Town's LUB and the owners will be required to also apply
 for a development permit and building permit should the proposed bylaw be enacted by
 Council; and.
- Policy 3.3.2 divides the Town's Downtown into three areas that are intended to have
 unique features with the Downtown North District having predominantly residential
 character with continued increases in density, as well as allowing for conversion of
 single-detached dwellings to professional offices and personal services businesses.
 Staff advises that the proposed Secondary Suite represents an opportunity to introduce
 "gentle density" to the neighbourhood that would not detract from the existing
 predominantly residential character of the Downtown North District given that it would
 be located within the basement of an existing single-detached dwelling.

The lands are zoned "R3", High Density Residential District under Land Use Bylaw No. 14-11 (LUB). The "R3" District only permits single-detached housing as a residential built-form where such a use existed on September 17, 2014 when the Town's LUB was adopted by Council. Staff notes in this regard that the existing single-detached dwelling on the lands is considered to be legally existing as it was constructed originally in 1972 according to available development permit and building permit records.

The proposed amendment to the Town's LUB would rezone the lands from "R3", High Density Residential District to "R3(DCD)", High Density Residential - Direct Control District Overlay in order to permit a Secondary Suite within an existing single-detached dwelling. The direct control district overlay would allow for a Secondary Suite as a Permitted Use on a site-specific basis and would allow the owners to proceed next to development permit and building permit applications. Attached to this report is a copy of proposed Bylaw No. 24-02.

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

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

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

Staff previously noted at first reading of Bylaw No. 24-02 that the application had been circulated to relevant internal and external agencies and departments for review and comment. At the time of writing this report, the following comments have been received:

- Alberta Transportation has noted that the development proposal must comply with applicable law under the Municipal Government Act as it relates to provincial highways, including the mitigation of any impacts from traffic generated by the development on local road connections to the provincial highway system;
- Canada Post advised that they have no concerns with respect to the development proposal, however they did request information pertaining to municipal addressing in order to ensure mail delivery is available to the Secondary Suite. Staff provided weblinks to municipal addressing mapping that is available on the Town's website;
- ATCO Energy Systems, the Town's Fire Department, Fortis Alberta, Rogers
 Communications, and Strathmore RCMP have each responded and noted that they
 have no concerns with the development proposal; and,
- No other internal or external commenting agencies and departments that was circulated the application have indicated that they have any concerns with respect to the development proposal.

KEY ISSUE(S)/CONCEPT(S):

The provision of a wider range and supply of affordable housing options for lower income, including families, seniors, and individuals with special needs is an identified key issue for many municipalities in Alberta. The apartment vacancy rate in the Town for private apartment-style dwelling units is currently low at 0.5% according to CMHC as of October 2022. Further to this, the CMHC's Rental Market Survey Tables for Alberta in 2022 notes that the Town currently has a total of 203 private apartment-style dwelling units with the majority of apartment-style dwelling units having two bedrooms (ie. 122 dwelling units). The proposed Secondary Suite would contribute positively to the overall affordable housing issue by increasing the availability of affordable housing options in the Town.

DESIRED OUTCOMES:

Staff are supportive of the development proposal and recommend that Council proceed with a second reading and third reading of Bylaw No. 24-02.

COMMUNICATIONS:

Staff has advertised the Public Hearing by including written notices in the Strathmore Times and on the Town's social media accounts, as well as publishing the notices on the Town's website and by sending the notices by regular mail to adjacent landowners within 50 m (164.02 ft) of the lands. The Town's Utility Newsletter mailed with utility bills for March 2024 also included a copy of the public notice. At the time of writing this report, staff have not received any letters, emails or phone calls with respect to the proposed Secondary Suite.

ALTERNATIVE ACTIONS/MOTIONS:

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

ATTACHMENTS:

Attachment I: Location & Land Use District Map - 318 First Avenue, Strathmore

Attachment II: Bylaw No. 24-02 - 318 First Avenue, Strathmore

Attachment III: Notice of Public Hearing - Adjacent Landowners - 318 First Avenue, Strathmore

Attachment IV: Adjacent Landowners Notification Map - 318 First Avenue, Strathmore

Attachment V: Notice of Public Hearing - Strathmore Times - February 28, 2024 & March 6,

2024 - 318 First Avenue, Strathmore

Attachment VI: Land Use Bylaw No. 14-11 - Applicable Excerpts - 318 First Avenue,

Strathmore

Attachment VII: Site Plan - With Parking Areas - 318 First Avenue, Strathmore

Chuck Procter, Manager of Development Services

Approved
- 06 Mar
2024

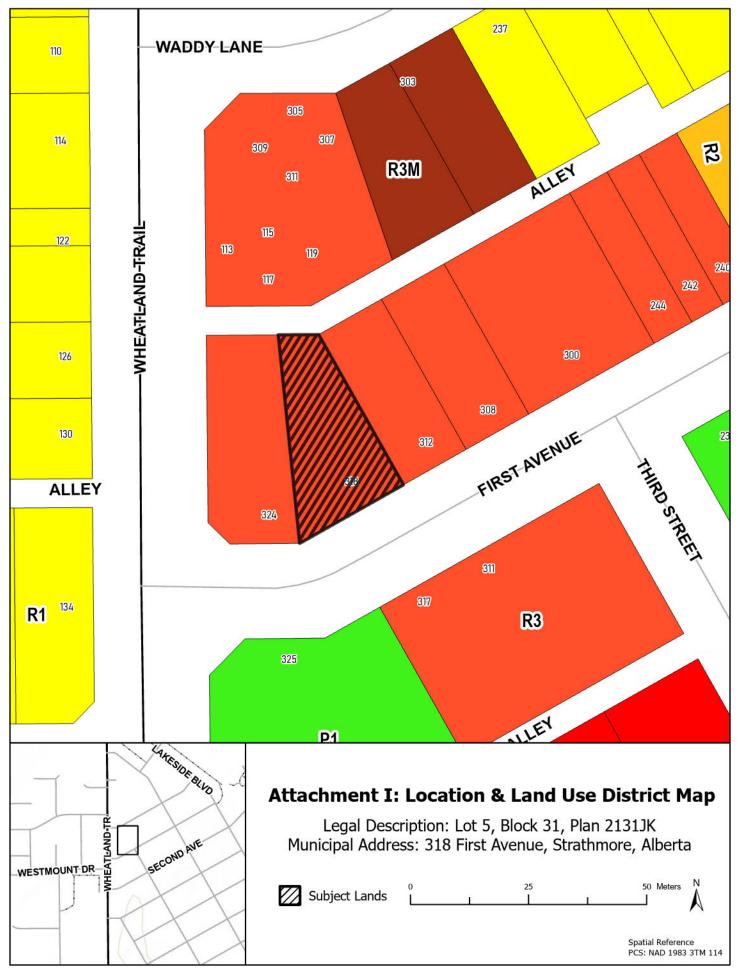
Jamie Dugdale, Director of Infrastructure, Operations, and Development
Services
- 06 Mar
2024

Veronica Anderson, Legislative Services Officer
Approved
- 08 Mar
2024

Johnathan Strathdee, Manager of Legislative Services
Approved
Approved
- Approved

- 08 Mar2024Approved- 15 Mar2024

Kevin Scoble, Chief Administrative Officer



OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

BYLAW NO. 24-02 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. 24-02"

2. AMENDMENTS

- 2.1 That Bylaw No. 14-11 Schedule A Land Use District Map is amended by changing the land use designation of Lot 5, Block 31, Plan 2131JK, from "R3", High Density Residential District to "R3(DCD)", High Density Residential Direct Control District Overlay as shown below in Schedule "A" to this Bylaw.
- 2.2 That Bylaw No. 14-11 Schedules Section is amended as follows:
 - a) By adding a new Schedule E17 Direct Control District Overlay 318 First Avenue Secondary Suite;
 - b) By adding the following regulations under Schedule E17 Direct Control District Overlay 318 First Avenue Secondary Suite:

"1. APPLICATION

1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Lot 5, Block 31, Plan 2131JK, known municipally as 318 First Avenue and shown below:





OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA



Figure 1: Direct Control District Overlay - 318 First Avenue - Secondary Suite

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





OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

2. REGULATIONS

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

3. EFFECTIVE DATE

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

READ A FIRST TIME this day of 202	24
PUBLIC HEARING HELD this day of	, 2024
READ A SECOND TIME this day of	, 2024
READ A THIRD AND FINAL TIME this day of	of, 2024
•	MAYOR
-	CHIEF ADMINISTRATIVE OFFICER





OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

Schedule "A"





February 22, 2024

File: By-law #24-02

To Whom It May Concern:

RE: NOTICE OF PUBLIC HEARING – PROPOSED LAND USE BY-LAW AMENDMENT – SECONDARY SUITE AS PERMITTED USE – Lot 5, Block 31, Plan 2131JK – 318 First Avenue, Strathmore

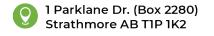
Please be advised that the Town of Strathmore has received a Land Use By-law Amendment application on those lands described as Lot 5, Block 31, Plan 2131J, known municipally as 318 First Avenue, Strathmore.

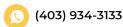
The applicant is requesting that the lands be redesignated from "R3", High Density Residential District to "R3(DCD)", High Density Residential District – Direct Control District Overlay. The redesignation would permit a Secondary Suite as an accessory use within the basement of the existing single-detached dwelling. No existing land use permissions are proposed to be removed and no site-specific relief from the development standards for Secondary Suites under Land Use By-law No. #14-11 has been requested. The additional parking area for the Secondary Suite would be accessed from the laneway to the north.

The statutory Public Hearing will be held online via ZOOM <u>and</u> in-person in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore, Alberta on **March 20, 2024**, commencing at **6:00 p.m.** with procedures being in accordance with Section 199 of the *Municipal Government Act* and the Town's *Council Procedural By-law #23-17* and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Jonathan Strathdee by email at <u>jonathan.strathdee@strathmore.ca</u> by no later than **12:00 p.m.** on **March 13, 2024**, in order to register to speak at the public hearing.

Any written submissions intended for the Public Hearing, or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Town's Development Services Office prior to 12:00 p.m. on March 13, 2024, as outlined under Bylaw #16-18 and amendments thereto. If your written submission is not received by this time, kindly ensure that fifteen copies are provided and made available for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes. Please note that written submissions will become public documents once submitted to the Town, unless otherwise requested.





Strathmore



A copy of proposed By-law #24-02 may be inspected by the public **Monday to Friday** during the regular office hours of **8:30 a.m.** to **4:30 p.m.** at the Town's Municipal Building located at 1 Parklane Drive, Strathmore, Alberta, and can be also examined on the Council Meeting Agenda dated February 21, 2024, on the Town's website at https://calendar.strathmore.ca/meetings.

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

For your convenience, please also find attached a key map indicating the location of the subject lands and a site plan depicting the existing single-detached dwelling and parking areas that will be provided for the proposed Secondary Suite.

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

Sincerely,

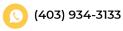
Glen Ferguson

Glen Ferguson, MCIP, RPP Senior Planner, Development Services

Attach.



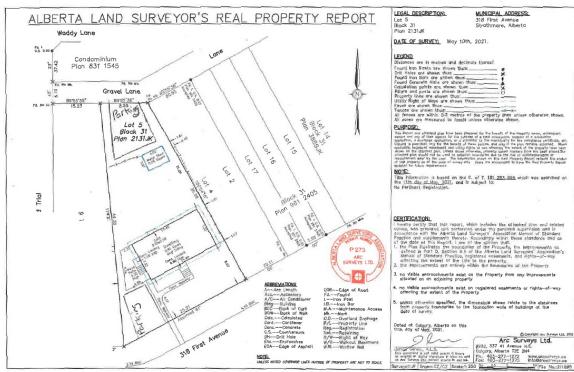




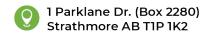
Strathmore

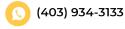
ATTACHMENT - KEY MAP & SITE PLAN, 318 FIRST AVENUE, STRATHMORE

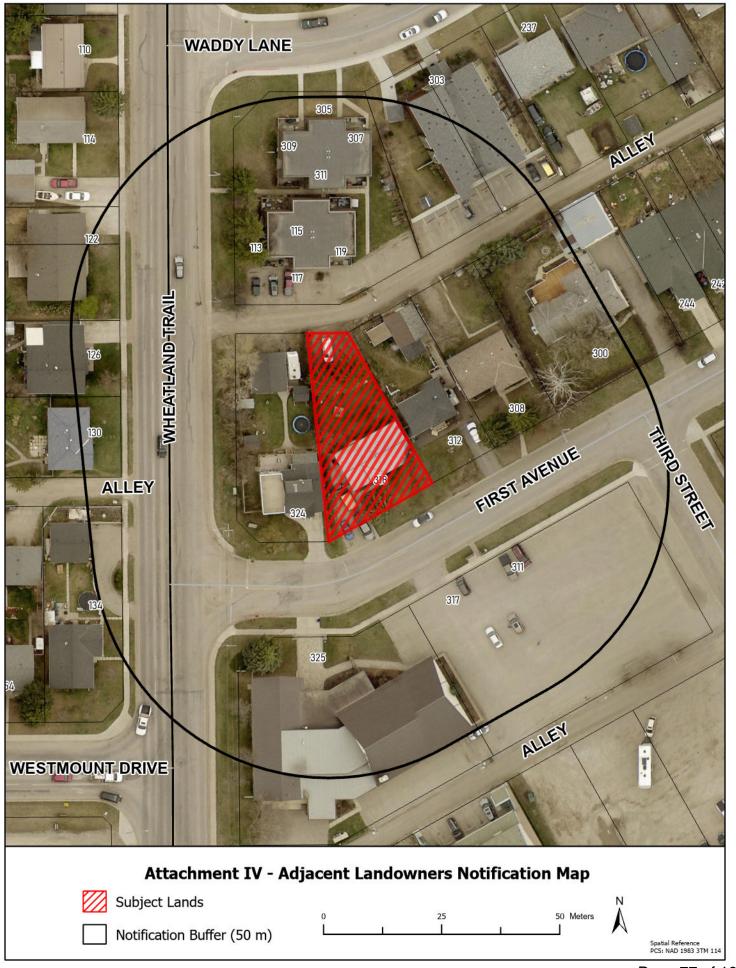














Upcoming Council Meetings

March 1, 2024 | 6 P.M. March 8, 2024 | 6 P.M. March 15, 2024 | 6 P.M. Regular Meeting of Council Committee of the Whole Regular Meeting of Council

Hearing from the community is really important to us, so you're welcome at any Council or Committee of the Whole meeting. You do not need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.

2023/2024

Property Assessments

On February 15, The Town of Strathmore distributed more than 6,400 annual property assessment notices, signaling the start of the 2024 Customer Inquiry Period, which will extend until April 23, 2024.

In Alberta, property assessments are governed by regulations outlined in the Municipal Government Act, ensuring a fair system that promotes an equitable distribution of municipal taxes.

Property assessments in Strathmore are based on the market value of each property as of July 1, 2023, and the condition of the property as of December 31, 2023.

Market value assessments are conducted using mass appraisal. For residential properties, third-party assessors gather, review, and analyze data from all arm's-length real estate sales transactions that occurred over a 12-month period. Factors such as the quality, size, features, and age of the property contribute to determining its final

Since property assessment relies on market value, it is influenced by market changes driven by supply and demand dynamics. Additionally, any improvements or modifications made to a property can impact its assessment.

When property assessments arrive, most residents will notice that their property's value has increased from last year due to high market demand in the region. Strathmore's housing market remains strong with robust sales indicating continued strength and real estate market confidence throughout the community.

Customer Inquiry Period

The Customer Inquiry Period is an important time for property owners to check, compare, and review their assessment for accuracy, fairness, and equity.

When you receive your notice:

- **Review** the details on your assessment notice.
- Check what makes up your property's assessment value and compare it with similar properties in your neighbourhood using Strathmore.ca/PropertySearch
- Contact the Town's assessor, Wildrose Assessment Services, for one-on-one support by calling 403-343-3357. Their property assessment experts can answer most assessment-related questions—with no formal complaint fees required. To help address concerns please have your latest assessment notice in front of you with the account number and valuation group information ready.
- If you still disagree with your property's assessment, you can file a formal complaint with the Assessment Review Board by the deadline stated on your latest property assessment notice. You can find information on this process by visiting Strathmore.ca/Assessment

Important dates

Notices mailed: February 15, 2024

7-days for receipt: February 21, 2024

Appeal deadline: April 23, 2024 (60-days after receipt)

Wildrose Assessment Services: 403-343-3357

For more information visit **Strathmore.ca/Assessment**

Land Use Ammendments

Upcoming Public Hearings





Purpose: to permit a secondary suite within a specific dwellings basement

Bylaw #24-02

The Town of Strathmore is proposing to amend Land Use By-law #14-11 to permit a Secondary Suite as an accessory use within the basement of the existing singledetached dwelling on lands described legally as being Lot 5, Block 31, Plan 2131JK, known municipally as 318 First Avenue, Strathmore.





Lot 5, Block 31, Plan 2131JK (318 First Avenue)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/ PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on Wednesday, March 20, 2024, commencing at 6 p.m. with procedures in accordance with the Municipal Government Act, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at Isadmin@strathmore.ca no later than noon on March 13, 2024, in order to register to speak at the public hearing.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to noon on Wednesday, March 13, 2024 as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Purpose: to include childcare services as a site-specific use

Bylaw #24-01

The Town of Strathmore is proposing to amend Land Use Bylaw No. 14-11 to redesignate Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road) from "CHWY" Highway Commercial District to CHWY - Highway Commercial District Direct Control District Overlay, to include childcare services as a use. Bylaw #24-01 is a site-specific redesignation and would only apply to the lands at 1016 Westridge Road.





Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road)

Public Hearing Process

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The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on **Wednesday, March 20, 2024**, commencing at **6:10 p.m.** with procedures in accordance with the Municipal Government Act, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any of the proposed bylaw may present suggestions or concerns by making a submission to the Public Hearing. Please contact Legistlative Services at Isadmin@strathmore.ca by noon on Wednesday, March 13th, 2024, in order to register to present.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to noon on Wednesday, March 13, 2024 as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Upcoming Council Meetings

March 6, 2024 | 6 P.M. March 13, 2024 | 6 P.M. March 20, 2024 | 6 P.M. Regular Meeting of Council Committee of the Whole Regular Meeting of Council

Come Say Hi

Hearing from the community is really important to us, so you're welcome at any Council or Committee of the Whole meeting. You do not need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.

2023/2024

Property Assessments

Customer Inquiry Period

The Customer Inquiry Period is an important time for property owners to check, compare, and review their assessment for accuracy, fairness, and equity.

When you receive your notice:

- 1. **Review** the details on your assessment notice.
- 2. Check what makes up your property's assessment value and compare it with similar properties in your neighbourhood using Strathmore.ca/PropertySearch
- 3. Contact the Town's assessor, Wildrose Assessment Services, for one-on-one support by calling 403-343-3357. Their property assessment experts can answer most assessment-related questions—with no formal complaint fees required. To help address concerns please have your latest assessment notice in front of you with the account number and valuation group information ready.
- 4. If you still disagree with your property's assessment, you can file a formal complaint with the Assessment Review Board by the deadline stated on your latest property assessment notice. You can find information on this process by visiting Strathmore.ca/Assessment

Important dates

Notices mailed: February 15, 2024 7-days for receipt: February 21, 2024

Appeal deadline: April 23, 2024 (60-days after receipt)

Contact

Wildrose Assessment Services: 403-343-3357

For more information visit Strathmore.ca/Assessment



Alberta weather conditions from spring to fall can often be very dry, contributing to prime fire conditions. With the province recently announcing an early start to wildfire season, it's important for communities to have effective wildfire prevention practices in place.

We've recently finalized Strathmore's Hazard Reduction Burn Plan. This plan aims to assess grassland fuels on the landscape within the community, identify locations of high fire risk based on predicted fire behaviour, and prioritize and prescribe these areas for hazard reduction burning. Through this process, selected regions within town will undergo hazard-reduction burning treatment in March. This process will reduce the risk of wildfire, reduce the number of nuisance fires, and better prepare the community in the event of an approaching wildfire on the landscape.

Learn more about the plan at **Strathmore.ca/HazardReduction**



Land Use Ammendments

Upcoming Public Hearings





Purpose: to permit a secondary suite within a specific dwellings basement

Bylaw #24-02

The Town of Strathmore is proposing to amend *Land Use By-law #14-11* to permit a Secondary Suite as an accessory use within the basement of the existing single-detached dwelling on lands described legally as being Lot 5, Block 31, Plan 2131JK, known municipally as 318 First Avenue, Strathmore.





Lot 5, Block 31, Plan 2131JK (318 First Avenue)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on **Wednesday, March 20, 2024**, commencing at **6 p.m.** with procedures in accordance with the *Municipal Government Act, Section 199* and the Town of Strathmore *Council Procedural Bylaw #23-17* and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at lsadmin@strathmore.ca no later than **noon** on **March 13, 2024**, in order to register to speak at the public hearing.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to **noon** on **Wednesday, March 13, 202**4 as outlined in *Bylaw #23-17* and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Purpose: to include childcare services as a site-specific use

Bylaw #24-01

The Town of Strathmore is proposing to amend *Land Use Bylaw No. 14-11* to redesignate Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road) from "CHWY" Highway Commercial District to CHWY - Highway Commercial District Direct Control District Overlay, to include childcare services as a use. Bylaw #24-01 is a site-specific redesignation and would only apply to the lands at 1016 Westridge Road.





Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road)

Strathmore, AB).

Public Hearing ProcessA copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/
PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive,

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on **Wednesday, March 20, 2024**, commencing at **6:10 p.m.** with procedures in accordance with the *Municipal Government Act, Section 199* and the

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any of the proposed bylaw may present suggestions or concerns by making a submission to the Public Hearing. Please contact Legistlative Services at Isadmin@strathmore.ca by **noon** on **Wednesday, March 13th, 2024**, in order to register to present.

Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to **noon** on **Wednesday, March 13, 202**4 as outlined in *Bylaw #23-17* and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



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

S

Bylaw #18-08

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

Bylaw #17-09

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

Bylaw #18-08

- 154. **School School Authority** means a use
 - (a) where any of the following teaches the education curriculum from kindergarten to grade 12 and where other educational programs may be provided all pursuant to the School Act RSA 2000:
 - i. a school district or division; or
 - ii. a society or company operating a charter school in accordance with a charter approved by the Minister of Education operating a charter school.
- 155. **Screening** means a fence, earth berm, hedge, or other appropriate landscaping, used to visually separate areas or functions which, in the opinion of the Approving Authority, detract from the urban street or neighboring land uses.

Bylaw #16-10

- 156. **Sea Can** means a shipping container that is designed to be moved from one mode of transport to another without unloading or reloading.
- 157. **Setback** means the distance that a development or a specified portion of a Development is setback from a property line.

Bylaw #20-04

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



Adopted September 17, 2014 (Consolidated March 16, 2023)

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

SECTION 3.34

SECONDARY SUITES

Bylaw #20-04

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

SECTION 3.35

SEA CANS

Bylaw #16-10

Bylaw #22-01

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



.6 R3 HIGH DENSITY RESIDENTIAL DISTRICT

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

2. USES:

Bylaw #15-22

Bylaw #17-12

Bylaw #15-40

Bylaw #17-12

a) Permitted Uses

Accessory Building

Home Office

Housing, Apartment Housing, Attached

Protective Emergency Services

Public Parks

Residential Sales Centre 1

Utilities

b) Discretionary Uses

Child Care Services

Extended Medical Treatment Services

Government Services Home Occupation

Housing, Duplex, existing prior to the adoption of this bylaw

Housing, Single Detached, existing prior the adoption of this bylaw

Residential Care

Residential Sales Centre 2

Seniors Housing Utility Building

3. GENERAL SITE REQUIREMENTS:

a) Minimum Site Area

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

b) Minimum Lot Area

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

c) Minimum Site Width

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

d) Minimum Site Depth

i. 30.5 metres for all lots

Bylaw #22-01



e) Habitable Floor Area

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

f) Maximum Number of Dwelling Units

Bylaw #15-28

. The maximum density is 100 dwelling units per hectare

g) Minimum Yard Setbacks - Principal Building

Bylaw #16-10

Bylaw #15-01

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

Bylaw #16-10

Bylaw #22-01

Bylaw #22-01

h) Building Height

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

i) Site Coverage

 Maximum Site coverage for the entire site, including all accessory buildings and detached garages shall by 70%

4. OTHER SITE REQUIREMENTS:

Parking

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

Landscaping

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

Uses and appearance





Request for Decision

To: Town Council

Staff Contact: Kate Bakun, Planner **Date Prepared:** February 29, 2024 **Meeting Date:** March 20, 2024

SUBJECT: Land Use Bylaw Amending Bylaw No. 24-01 (1016 Westridge

Road)

RECOMMENDATION: THAT Council give Second Reading to Bylaw No. 24-01, being a

Bylaw to amend Land Use Bylaw No. 14-11.

THAT Council give Third Reading to Bylaw No. 24-01, being a

Bylaw to amend Land Use Bylaw No. 14-11.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

A redesignation allows for a potential childcare service to open in the CHWY - Highway Commercial District.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The establishment of childcare facility may lead to a new business opening and increased economic activity within the community.

SOCIAL SUSTAINABILITY:

By providing a supportive environment for families, promoting equal opportunities for parents in the workforce, enhancing community well-being, and laying the foundation for positive early childhood development.

ENVIRONMENTAL SUSTAINABILITY:

By providing local, accessible childcare options in Strathmore, parents may need to commute shorter distances, leading to a reduction in overall traffic congestion and associated environmental impacts.

<u>IMPLICATIONS OF RECOMMENDATION:</u>

ORGANIZATIONAL:

Kateryna Bakun (Planner) has been assigned to this project.

POLICY:

Section 692(1) of the Municipal Government Act requires that before giving second and third reading to a proposed bylaw amending a land use bylaw, a Council must hold a public hearing with respect to the proposed bylaw.

IMPLEMENTATION:

Staff advertised the public hearing in accordance with Section 606 of the Municipal Government Act:

- February 22, 2024: Utility Insert.
- February 28, 2024: Strathmore Times.
- February 28, 2024: Facebook.
- March 6, 2024: Strathmore Times.
- March 7, 2024: Facebook

BACKGROUND:

Staff have received an application for a land use re-designation of 1016 Westridge Road (Lot 9, Block 1, Plan 961 1453) to facilitate the development of childcare services.

The first reading was held on February 21, 2024, and the public hearing has been advertised.

- February 22, 2024: Utility Insert.
- February 28, 2024: Strathmore Times.
- February 28, 2024: Facebook.
- March 6, 2024: Strathmore Times.
- March 7, 2024: Facebook

As of March 8, 2024, we have not received any comments from adjacent landowners.

1016 Westridge Road is currently designated CHWY - Commercial Highway district in the Land Use Bylaw (LUB). Currently, childcare services is not a listed use in the CHWY land use district. Staff believe childcare services are not a listed use because some industrial-type land uses exist in CHWY - Commercial Highway land use district.

Westridge road is currently mostly made up of commercial highway land use and is adjacent to Strathmore Lakes Estates, Wildflower Ranch, Westlake Bay, and Strathmore Lakes Bay which are primarily made up of low-high density residential land uses. Currently, the neighbors of the potential childcare services are a restaurant (to the east) and a distributor of products for industrial, agricultural, automotive, and heavy truck sectors (to the west). The potential childcare services will feature a spacious open area. The land lot measures 0.4 hectares (1 acre), with a portion of it available for the creation of a private playground. Additionally, the proposed childcare services will be situated near Strathmore Lakes Park and Strathmore Lakes, only a 7-minute walk away, providing nice environments, activities, and amenities close by.

As 1016 Westridge Road is adjacent to a residential community with R2 – Low Density Residential District and R3 – High Density Residential District land uses, Staff think the location is appropriate. Childcare services will require 1 parking per staff member under the LUB and Staff believe there is enough parking on the site. A conceptual site plan is included for Council's information. Previous uses of the building include a cannabis store, a bowling alley, and a department store.

Regarding land use, Staff are proposing a district overlay to the commercial highway district to allow for childcare services at 1016 Westridge Road as a Permitted Use. Westridge Road was recently upgraded with pedestrian enhancements. Although some industrial-type uses do exist in the Town's commercial highway land use district, Staff believe that the existing surrounding development does not significantly conflict with the proposed use and provides landowners and citizens with greater flexibility.

Expanding childcare services in Strathmore holds the potential to effectively address the pressing needs of families within the community. By increasing the availability of childcare options, Strathmore can better accommodate the demands of working parents and guardians. This not only enhances accessibility to quality childcare but also supports the overall well-being and productivity of families. Additionally, improved childcare services contribute to the local economy by enabling more individuals to participate in the workforce, thereby fostering economic growth and stability within the town. Overall in Staff's opinion, the expansion of childcare services aligns with the town's commitment to nurturing a supportive and thriving community for its residents.

KEY ISSUE(S)/CONCEPT(S):

DESIRED OUTCOMES:

COMMUNICATIONS:

Staff advertised the public hearing in accordance with the Municipal Government Act by including notices in the Strathmore Times, on the Town's social media pages, publishing notice on the Town's website, and by sending notice by regular mail to adjacent landowners.

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

Attachment I: Bylaw No. 24-01 - 1016 Westridge Road, Strathmore

Attachment II: 24-01 Site Context Map

Attachment III: 24-01 1016 Westridge Road. Floor plan

Attachment IV: 24-01 1016 Westridge Road. Site Plan with playgrounds

Attachment V: LUB - CHWY District

Attachment VI: 24-01 1016 Westridge Road. Proposed Redesignation. Direct Control -

Adj.owners

Attachment VII: Map. Adjacent Landowners

Attachment VIII: Advertisment for Public Hearing 1016 Westridge Road Attachment IX: February-28-2024-Strathmore-Times. Advertisment

Chuck Procter, Manager of Development Services	Approved - 06 Mar 2024
Jamie Dugdale, Director of Infrastructure, Operations, and Development Services	Approved - 06 Mar 2024
Veronica Anderson, Legislative Services Officer	Approved - 08 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 08 Mar 2024
Kevin Scoble, Chief Administrative Officer	Approved - 15 Mar 2024



OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

BYLAW NO. 24-01 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. 24-01"

2. AMENDMENTS

- 2.1 That Bylaw No. 14-11 Schedule A Land Use District Map is amended by changing the land use designation of Lot 9, Block 1, Plan 961 1453, from "CHWY" Highway Commercial District to CHWY Highway Commercial 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 E16 Direct Control District Overlay 1016 Westridge Road;
 - b) By adding the following regulations under Schedule E16 Direct Control District Overlay 1016 Westridge Road:

"1. APPLICATION

1.1 The provisions of this Direct Control District Overlay apply to those lands described legally as Lot 9, Block 01, Plan 961 1453, known municipally as 1016 Westridge Road and shown below:



OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

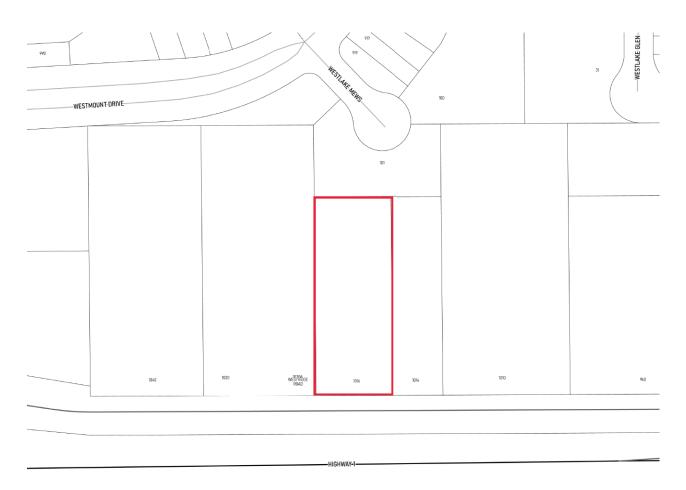


Figure 1: Direct Control District Overlay - 1016 Westridge Road, Lot 9, Block 1, Plan 961 1453

1.2 The provisions of Section 4.11 – "CHWY", Highway commercial District apply to the subject lands unless the provisions of this Direct Control District Overlay conflict with Section 4.11 in which case the provisions of this Direct Control District Overlay must govern.

2. REGULATIONS

2.1 In addition to those Permitted Uses prescribed in Section 4.11(2)(a) of the "CHWY", Highway commercial District, a Childcare Service shall be a Permitted Use subject to the regulations of this Direct Control District Overlay;

BYLAW NO. 24-01



OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

- 2.2 The establishment of a Childcare Service shall only be permitted on a lot containing a Building that lawfully existed prior to the initial adoption of Bylaw No. 14-11 on September 27, 2014; and,
- 2.3 That a Childcare Service otherwise demonstrate compliance with all other applicable provisions of Bylaw No. 14-11 to the satisfaction of the Development Authority.

2. EFFECTIVE DATE

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

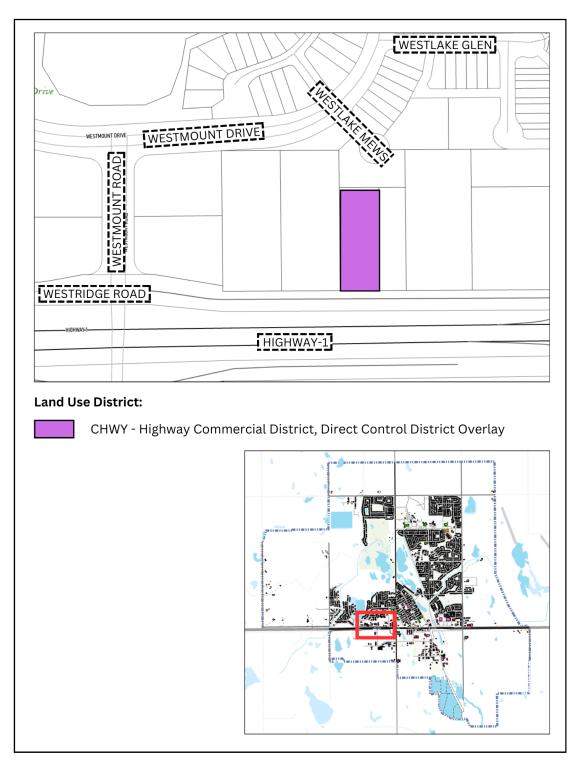
READ A FIRST TIME this day of 2024	ł
PUBLIC HEARING HELD this day of	, 2024
READ A SECOND TIME this day of	, 2024
READ A THIRD AND FINAL TIME this day of	, 2024
_	MAYOR
-	CHIEF ADMINISTRATIVE OFFICER



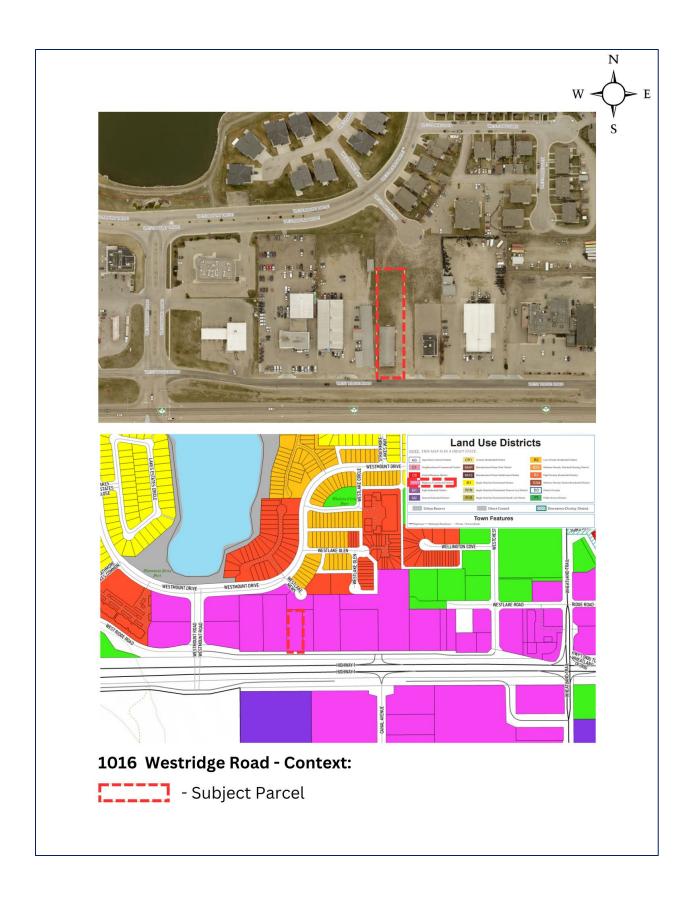


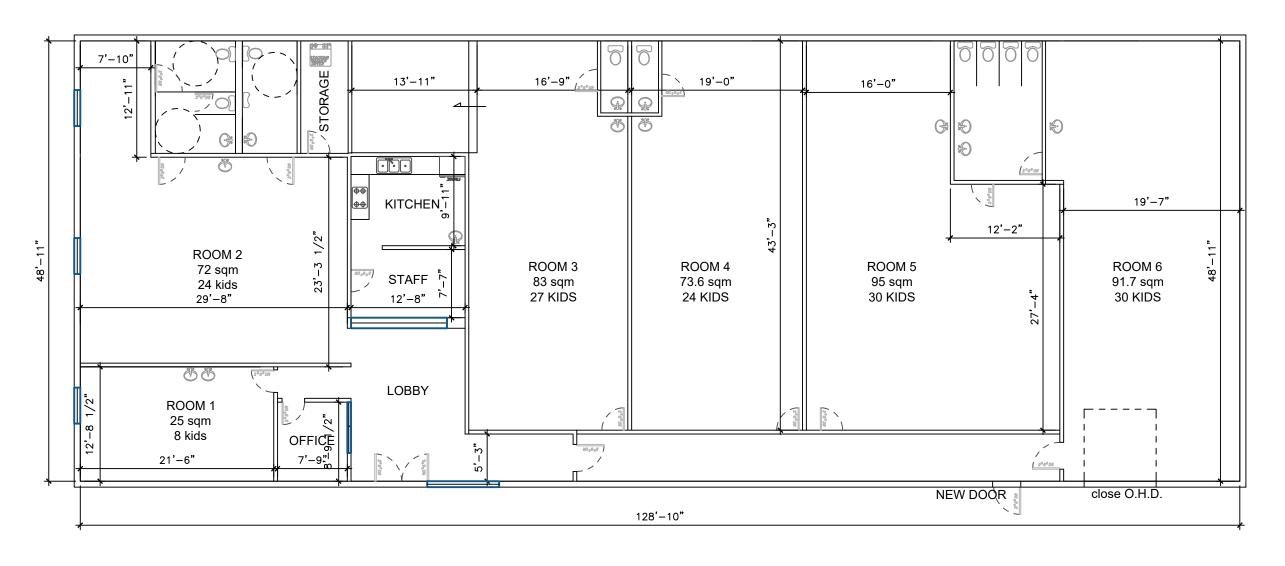
OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

Schedule "A"



Page 4 of 4





~6000SQFT KIDS: ~140



CLIENT AND/OR CONTRACTOR TO BE RESPONSIBLE FOR ANY MISSED INFORMATION, ADDITIONAL REQUIREMENTS, NON-APPROVALS, STAMPING, CHANGES MADE BY THE CITY PROJECT:

DAYCARE 1016 WESTRIDGE STRATHMORE, AB

PROPOSED FLOORPLAN

DRAWING:

MIKITECTURE PROFESSIONAL ONLINE DRAFTING SERVICE

ROFESSIONAL ONLINE DRAFTING SERVI WWW.MIKITECTURE.COM MIKITECTURE@GMAIL.COM 780-270-6127 DRAWN BY:
MIKE CEDRO

SHEET:

DATE:
AUG 11, 2023
SCALE:

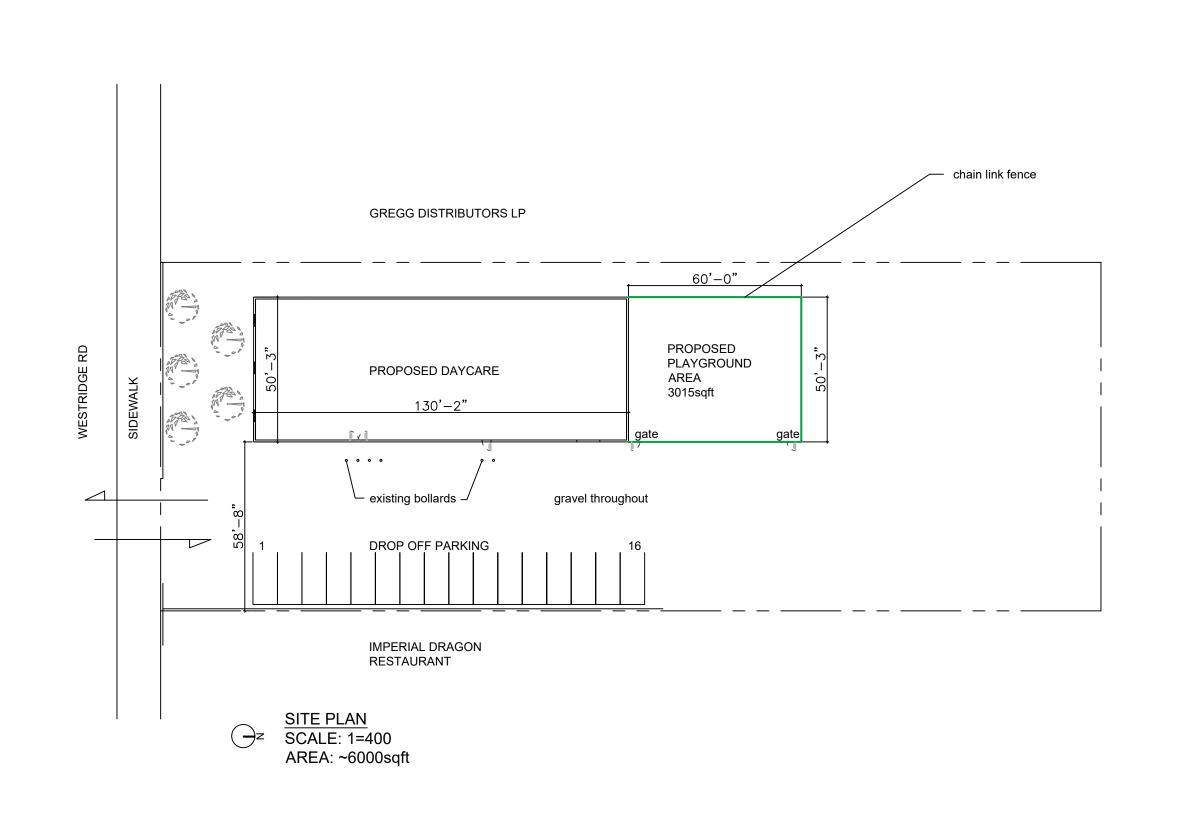
1 OF 1

AUG 11, 2023 DRAW .E: 3/32" = 1'-0"

2023-75 DRAWING NO.

PROJECT NO.

RFD-24-047





CLIENT AND/OR CONTRACTOR TO BE RESPONSIBLE FOR ANY MISSED INFORMATION, ADDITIONAL REQUIREMENTS, NON-APPROVALS, STAMPING, CHANGES MADE BY THE CITY

PROJECT:

DAYCARE 1016 WESTRIDGE STRATHMORE, AB

SITE PLAN

DRAWING:

MIKITECTURE

PROFESSIONAL ONLINE DRAFTING SERVICE WWW.MIKITECTURE.COM MIKITECTURE@GMAIL.COM 780-270-6127

DRAWN BY: MIKE CEDRO

DATE: sept 20, 2023

SCALE: 1=400

1 OF 1

SHEET:

PROJECT NO. 2023-75

DRAWING NO.



4.11 CHWY – HIGHWAY COMMERCIAL DISTRICT

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

2. USES:

a) Permitted Uses

Athletic and Recreational Facility, Indoor

Automotive and Recreation Vehicle Sales/Rentals

Automotive Services

Contractor Services, Limited

Custom Manufacturing Establishments

Drive Through Food Services

Eating and Drinking Establishments, Minor

Fleet Services

Gas Bar

Government Services

Greenhouses and Plant Nurseries

Health Services

Hotels

Liquor Store

Professional Offices and Office Support Services

Protective and Emergency Services Public Assembly Establishments, Minor

Public Assembly Establishments, Medium

Retail Stores, Convenience

Retail Stores, General

Shopping Centre

Signs, excepting Billboards

Utilities

b) Discretionary Uses

Accessory Uses

Adult Entertainment

Auctioneering Establishment Auto Body and Paint Shop

Automotive and Equipment Repair Shops

Campground
Cannabis Stores

Contractor Services – General

Cultural Facilities

Eating and Drinking Establishments, Major

Education Services Emergency Shelter

Equipment and Storage Yard

Funeral Home

Housing, Apartment, (if approved prior to adoption of this bylaw)

Bylaw #17-12

Bylaw #22-01

Bylaw #18-08

Bylaw #15-20

Adopted September 17, 2014 (Consolidated March 16, 2023)

Housing, Security Mini or Self Storage Personal Service Shops

Pet Care Facility
Private Clubs

Bylaw #16-10 Private Recreational Vehicle Storage

Public Assembly Establishment, Major

Religious Assembly Residential Sales Centre

Bylaw #22-01 Sea Can

Signs, Billboards

Truck and Mobile Home Sales/Rentals

Utility Building

Veterinary Services, Minor

3. GENERAL SITE REQUIREMENTS:

- a) Lot Area
 - i. 929m²
- b) Minimum Front Yard
 - i. 8.0 metres
- c) Minimum Side Yard Setbacks
 - i. 3.0 metres
- d) Minimum Rear Yard Setbacks
 - i. None, 3.0 metres if the rear property line abuts a public roadway
- e) Landscaping
 - i. The landscaping plan shall show, at a minimum:
 - a. A 4.5m wide landscaped strip parallel to the main or service road.
 - b. A 3m wide landscaped strip parallel to the side and rear property lines.

All to the satisfaction of the Approving Authority.

4. OTHER SITE REQUIREMENTS:

Parking Areas

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

Automotive Services:

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

100

Bylaw #17-12

Bylaw #16-10



Adopted September 17, 2014 (Consolidated March 16, 2023)

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

Housing, Apartment:

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

Bylaw #22-01 Mechanical Equipment

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

Bylaw #22-01 Auto Body and Paint Shop

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

Strathmore

February 22, 2024

To Whom It May Concern:

Bylaw No. 24-01

RE: NOTICE OF PUBLIC HEARING – PROPOSED LAND USE BY-LAW AMENDMENT. DIRECT CONTROL. 1016 Westridge Road, Strathmore.

Please be advised that the Town of Strathmore has received a Land Use By-law Amendment application on those lands described as Lot 9, Block 1, Plan 961 1453, known municipally as 1016 Westridge Road, Strathmore.

The applicant is requesting that the lands be redesignated from "CHWY", - Highway commercial District", - Highway commercial District. Direct Control District Overlay. The redesignation would permit a Childcare Facility. No existing land use permissions are proposed to be removed and no site-specific relief from the development standards for Secondary Suites under Land Use By-law No. #14-11 has been requested.

The statutory Public Hearing will be held online via ZOOM and in-person in Council Chambers, Strathmore Municipal Building, 1 Parklane Drive, Strathmore, Alberta on **March 20, 2024**, commencing at **6:00 p.m.** with procedures being in accordance with Section 199 of the *Municipal Government Act* and the Town's *Council Procedural By-law #23-17* and amendments thereto.

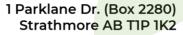
Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Jonathan Strathdee by email at jonathan.strathdee@strathmore.ca by no later than 12:00 p.m. on March 13, 2024, in order to register to speak at the public hearing.

Any written submissions intended for the Public Hearing, or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Town's Development Services Office prior to 12:00 p.m. on March 13, 2024, as outlined under Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, kindly ensure that fifteen copies are provided and made available for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes. Please note that written submissions will become public documents once submitted to the Town, unless otherwise requested.

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Strathmore.ca





Strathmore

February 22, 2024

A copy of proposed By-law #24-01 may be inspected by the public **Monday to Friday** during the regular office hours of **8:30 a.m.** to **4:30 p.m.** at the Town's Municipal Building located at 1 Parklane Drive, Strathmore, Alberta, and can be also examined on the Council Meeting Agenda dated February 21, 2024, on the Town's website at https://calendar.strathmore.ca/meetings.

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

For your convenience, please also find attached a key map indicating the location of the subject lands and a site plan depicting the existing single-detached dwelling and parking areas that will be provided for the proposed Secondary Suite.

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

Sincerely,

Kate Bakun Planner I

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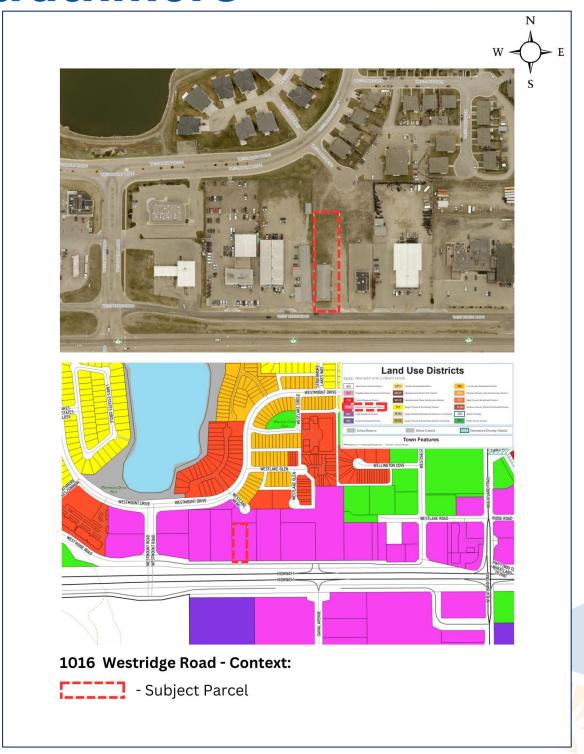
1 Parklane Dr. (Box 2280) Strathmore AB T1P 1K2



TOWN OF

Strathmore

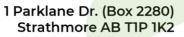
February 22, 2024



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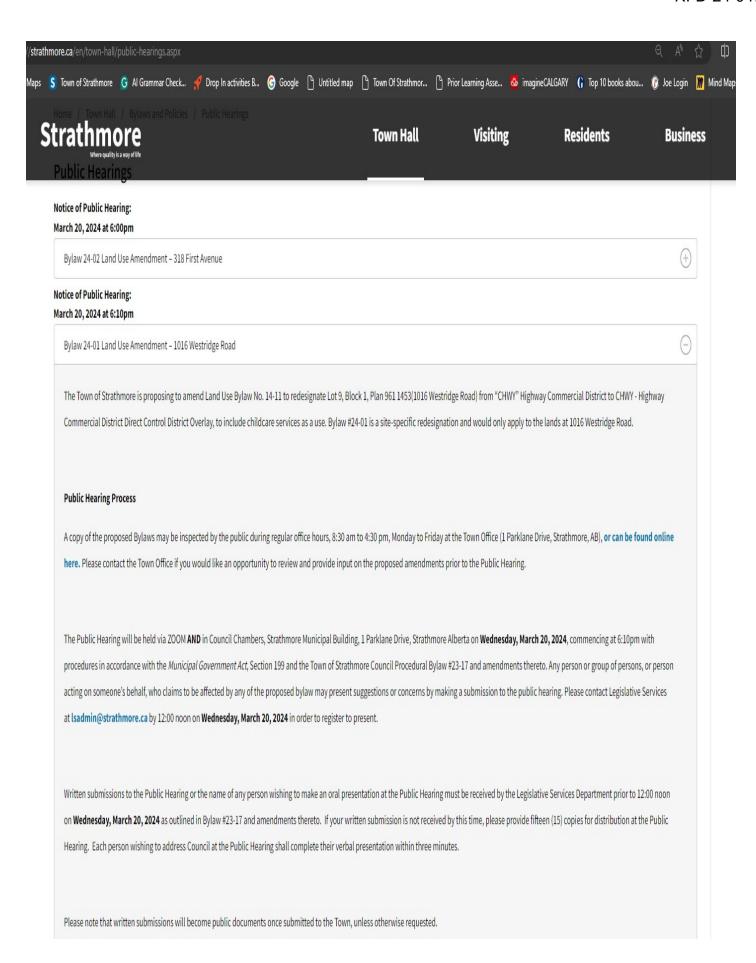
Strathmore.ca













Upcoming Council Meetings

March 1, 2024 | 6 P.M. March 8, 2024 | 6 P.M. March 15, 2024 | 6 P.M. Regular Meeting of Council Committee of the Whole Regular Meeting of Council

Hearing from the community is really important to us, so you're welcome at any Council or Committee of the Whole meeting. You do not need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.

2023/2024

Property Assessments

On February 15, The Town of Strathmore distributed more than 6,400 annual property assessment notices, signaling the start of the 2024 Customer Inquiry Period, which will extend until April 23, 2024.

In Alberta, property assessments are governed by regulations outlined in the Municipal Government Act, ensuring a fair system that promotes an equitable distribution of municipal taxes.

Property assessments in Strathmore are based on the market value of each property as of July 1, 2023, and the condition of the property as of December 31, 2023.

Market value assessments are conducted using mass appraisal. For residential properties, third-party assessors gather, review, and analyze data from all arm's-length real estate sales transactions that occurred over a 12-month period. Factors such as the quality, size, features, and age of the property contribute to determining its final

Since property assessment relies on market value, it is influenced by market changes driven by supply and demand dynamics. Additionally, any improvements or modifications made to a property can impact its assessment.

When property assessments arrive, most residents will notice that their property's value has increased from last year due to high market demand in the region. Strathmore's housing market remains strong with robust sales indicating continued strength and real estate market confidence throughout the community.

Customer Inquiry Period

The Customer Inquiry Period is an important time for property owners to check, compare, and review their assessment for accuracy, fairness, and equity.

When you receive your notice:

- **Review** the details on your assessment notice.
- Check what makes up your property's assessment value and compare it with similar properties in your neighbourhood using Strathmore.ca/PropertySearch
- Contact the Town's assessor, Wildrose Assessment Services, for one-on-one support by calling 403-343-3357. Their property assessment experts can answer most assessment-related questions—with no formal complaint fees required. To help address concerns please have your latest assessment notice in front of you with the account number and valuation group information ready.
- If you still disagree with your property's assessment, you can file a formal complaint with the Assessment Review Board by the deadline stated on your latest property assessment notice. You can find information on this process by visiting Strathmore.ca/Assessment

Important dates

Notices mailed: February 15, 2024

7-days for receipt: February 21, 2024

Appeal deadline: April 23, 2024 (60-days after receipt)

Wildrose Assessment Services: 403-343-3357

For more information visit **Strathmore.ca/Assessment**

Land Use Ammendments

Upcoming Public Hearings





Purpose: to permit a secondary suite within a specific dwellings basement

Bylaw #24-02

The Town of Strathmore is proposing to amend Land Use By-law #14-11 to permit a Secondary Suite as an accessory use within the basement of the existing singledetached dwelling on lands described legally as being Lot 5, Block 31, Plan 2131JK, known municipally as 318 First Avenue, Strathmore.





Lot 5, Block 31, Plan 2131JK (318 First Avenue)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/ PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on Wednesday, March 20, 2024, commencing at 6 p.m. with procedures in accordance with the Municipal Government Act, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any or all of the proposed by-law, may present their concerns and/or suggestions by making a submission at the public hearing. Please contact Legislative Services by email at Isadmin@strathmore.ca no later than noon on March 13, 2024, in order to register to speak at the public hearing.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to noon on Wednesday, March 13, 2024 as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Purpose: to include childcare services as a site-specific use

Bylaw #24-01

The Town of Strathmore is proposing to amend Land Use Bylaw No. 14-11 to redesignate Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road) from "CHWY" Highway Commercial District to CHWY - Highway Commercial District Direct Control District Overlay, to include childcare services as a use. Bylaw #24-01 is a site-specific redesignation and would only apply to the lands at 1016 Westridge Road.





Lot 9, Block 1, Plan 961 1453 (1016 Westridge Road)

Public Hearing Process

A copy of the proposed bylaw can be found on the Town's website at Strathmore.ca/ PublicHearing or may be inspected by the public during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday at the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB).

The Public Hearing will be held via ZOOM AND in Council Chambers at the Strathmore Municipal Building on **Wednesday, March 20, 2024**, commencing at **6:10 p.m.** with procedures in accordance with the Municipal Government Act, Section 199 and the Town of Strathmore Council Procedural Bylaw #23-17 and amendments thereto.

Any person or group of persons, or person acting on someone's behalf, who claims to be affected by any of the proposed bylaw may present suggestions or concerns by making a submission to the Public Hearing. Please contact Legistlative Services at Isadmin@strathmore.ca by noon on Wednesday, March 13th, 2024, in order to register to present.

Written submissions to the Public Hearing or the name of any person wishing to make an oral presentation at the Public Hearing must be received by the Planning and Development Department prior to noon on Wednesday, March 13, 2024 as outlined in Bylaw #23-17 and amendments thereto. If your written submission is not received by this time, please provide fifteen (15) copies for distribution at the Public Hearing. Each person wishing to address Council at the Public Hearing shall complete their verbal presentation within three minutes.

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

Please contact Legislative Services at 403-934-3133 prior to attending a Public Hearing to determine the order of Bylaw presentations in the Council Agenda to ensure efficient use of your time.



Request for Decision

To: Council

Staff Contact: Budd Brazier, Manager

Date Prepared: March 11, 2024 **Meeting Date:** March 20, 2024

SUBJECT: 2024 FCSS Advisory Board - Family & Community Support

Services Grant Program

RECOMMENDATION: THAT Council approve the following funding through the FCSS

Advisory Board - Family & Community Support Services Grant

Program:

• \$10,000.00 to 5 for Life

\$4,500.00 to Accredited Supports to the Community

\$2,500.00 to Addiction Resource Coalition

\$15,000.00 to Christ the Redeemer

\$19,100.00 to Growing Families Society

\$4,500.00 to Hope Bridges Society

\$4,650.00 to Junior Achievement

\$6,000.00 to Roots of Empathy

\$4,500.00 to Project Hope Foundation

• \$10,000.00 to Strathmore Municipal Library

\$2,500.00 to Wheatland FCSS

\$10,000.00 to Wheatland Society of Arts

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The Family & Community Support Services Grant Program is designed to provide financial assistance to community organizations that improve and strengthen Strathmore's preventive social services and programs for residents. The recommendation of the FCSS Advisory Committee is to support the selected grant applications.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

The Family & Community Support Services Grant Program exists to establish a grant funding program for Strathmore and area community organizations to offer social-based programs and preventative initiatives to enhance Strathmore residents overall well being and quality of life.

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

In the event, that funding is not approved some programs may not operate as organizations shift funding to account for decreased financial support. The impact of funding shortfalls on organizations could result in scaled-down programs or even the cancellation of others.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

The 2024 allocations total of \$93,250.00 has been recommended by the FCSS Advisory Board, with one (1) application not receiving support from the Advisory Board.

Should Council approve these funding recommendations, there would be approximately \$16,000 remaining to be awarded. The FCSS Advisory Committee would be recommending a second round of funding, in the summer, to distribute the remaining funds for 2024.

POLICY:

Community Support Services Grant Program applications are reviewed and determined based on Policy #5102.

As per Policy #5102, Council is responsible for "approv[ing] by resolution grant distributions as recommended."

IMPLEMENTATION:

If approved, Administration would prepare cheques for each of the organizations.

BACKGROUND:

The FCSS Advisory Board was created by Council in September 2023 to support the Family & Community Support Services Grant Program (policy 5102). The board, consisting of public members, a member of council, and Administration, met in December 2023 to review the terms of reference, the grant application process, and introduce a scoring matrix for applications.

In February 2024, a "Letter of Intent" for grant funding was reviewed by the Advisory Board with successful applications to move forward to the grant application process

In March 2024, the Advisory Board reviewed all grant applications. While quorum for the committee was not met, the Advisory Board members agreed to continue to review the application and provide funding recommendations to Council. The Advisory Board declined to support funding of one application due to a lack of detail on the project plan and the absence of a project budget.

KEY ISSUE(S)/CONCEPT(S):

Administration, along with the FCSS Advisory Board, have identified the need to update policy 5012 to include funding from the United Way of Calgary and Area and references to the Boards and Committee Bylaw (22-26).

DESIRED OUTCOMES:

That the recommendations of the CIP Evaluation Committee be supported.

COMMUNICATIONS:

If approved, Administration would advise the organizations that their Family & Community Support Services Grant Program application was approved for the requested funding.

ALTERNATIVE ACTIONS/MOTIONS:

- 1. Council may adopt the recommended motion.
- 2. Council may defeat the motion.
- 3. Council may provide further direction.

ATTACHMENTS:

Attachment I: FCSS Advisory Board Minutes - March 8 2024
Attachment II: 2024 FCSS Grant Scoring Results - final
23-12 - Boards and Committees Bylaw Amending Bylaw (ID 71943)
5102 - FCSS Grant Program (ID 11756)

Mark Pretzlaff, Director of Community and Protective Services	Approved - 14 Mar 2024
Veronica Anderson, Legislative Services Officer	Approved - 14 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 14 Mar 2024
Kevin Scoble, Chief Administrative Officer	Approved - 15 Mar 2024



FCSS Advisory Board Family & Community Support Services Grant Program

March 8th, 2024 – Meeting Minutes

In Attendance

Chantale Sangster - Public Patrica Romanchuk - Public

Jennifer Bartz-Viger – Public (Regrets) Melissa Langmaid - Council Representative

Budd Brazier - FCSS Staff Sandy Freeland - FCSS Administrative Support (Regrets)

Call To Order

1:30pm - meeting started.

New Business

- Discussed not meeting the committee quorum four (4) with the absence of committee member, Jennifer Bartz-Viger. Committee agreed to continue with the selection process and present funding recommendations to Council.
- 2. Review Calgary United Way Agreements:
 - a. Grantee Contract
 - b. Criteria documents
- 3. Discussed Grant Program Scoring Matrix. Committee has agreed the Scoring Matrix is a fair and equitable system to rank each application.
- 4. Application review and rank all 13 applications.
 - \$10,000.00 to 5 for Life Approved
 - \$4,500.00 to Accredited Supports to the Community Approved
 - \$2,500.00 to Addiction Resource Coalition Approved
 - \$15,000.00 to Christ the Redeemer Approved
 - \$0.00 Golden Hills School Division Not Approved
 - \$19,100.00 to Growing Families Society Approved
 - \$4,500.00 to Hope Bridges Society Approved
 - \$4,650.00 to Junior Achievement Approved
 - \$6,000.00 to Roots of Empathy Approved
 - \$4,500.00 to Project Hope Foundation Approved
 - \$10,000.00 to Strathmore Municipal Library Approved
 - \$2,500.00 to Wheatland FCSS Approved
 - \$10,000.00 to Wheatland Society of Arts Approved

Motion: That the Committee recommend the funding allocations for approval by Town Council for the cost of \$93,250.00. There are 12 approved applications and one (1) denied application. This will leave an available budget

of \$16,040.00. Committee recommends promoting a second (2) round of funding in the Summer of 2024 to allocate the remaining funds.

- 5. Additional discussion on a selected date to present for RFD to Council
 - a. March 20, 2024, was agreed upon.
- 6. There was discussion on engaging Legislative Services to promote and recruit additional committee members to build the current committee size.
- 7. Next steps discussion on FCSS policy 5102 review and possible changes to Council, maintain regular committee meetings throughout the year to review Letter of Intent, Application Letter details and possible revisions, Scoring Matrix and get the process started to advertise the second round of funding.

Adjournment

4:16pm meeting finished.



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: 5 For Life Request: \$10,000.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 35 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

1. Program/ Project Objectives: (Weight 10)

specified objectives.	goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	formulated and sufficient. However, the outcomes, while	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Program/ Project Plan (Weight 15)

ı	Description of the second design	Daniel de la company	Decree de terre de monte	Duran and at an analysis of and an attendance to
	Proposal steps are either not provided	Proposed steps appear	· · · · · · · · · · · · · · · · · · ·	Proposed steps are refined and meticulously
	or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
	responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
	unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
	The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
	not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
	unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
	Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
	absent or unclear.	completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	considered adequate.	is exceptionally clear and detailed.
	Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
	0	0	3.5	0
,		<u> </u>	<u> </u>	Total Score 10.5

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	2.5	0	0
	-		Total Score 5

The budget is inadequately constructed or lacks essential details.	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5
0	0	3.5	0
			Total Score 3.5

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.	The program/project is partially described, but insufficient detail is provided to gauge its impact, or the anticipated impact is considered low.	described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 26 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

Approval Status

Funding Amount

Total Overall Score: 35

Approved \$10,000

ditional Comments/Feedback	
gram/ Project Plan:	
gram/ Project Evaluation:	
B. a, 1.0,000 = 10.000	
commendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Accredited Supports for the Commu Request: \$4,500.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved
	-

Funding Amount Criteria:		
Score 35 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

1. Program/ Project Objectives: (Weight 10)

specified objectives.	goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	formulated and sufficient. However, the outcomes, while	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 10

2. Program/ Project Plan (Weight 15)

Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	considered adequate.	is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 15

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 5

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
·	-	-	Total Score 10

The budget is inadequately constructed or lacks essential details.	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.		described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
Ü	0	0	Total Score 5

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 26 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

Total Overall Score: 49

Approval Status Approved
Funding Amount \$4,500

ditional Comments/Feedback	
gram/ Project Plan:	
gram/ Project Evaluation:	
B. a, 1.0,000 = 10.000	
commendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Addiction Resource Coalition Request: \$2,500.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 35 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

1. Program/ Project Objectives: (Weight 10)

specified objectives.	goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	formulated and sufficient.	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 6

2. Program/ Project Plan (Weight 15)

2. Programy Project Plan (Weight 13)			
Proposal steps are either not provided or deemed inappropriate. Person(s) responsible for various tasks are either unspecified or unclear. The timeframe for completing steps is not well-established and may be unfeasible. Additionally, risk mitigation is either absent or unclear.	appropriate but could be improved. The proposed timeframe for completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for	the proposed effort. The timeframe for completing the steps is perceived as wellfounded and highly achievable. Risk mitigation measures are	Proposed steps are refined and meticulously planned. Person(s) responsible for completing the steps are well-suited for the effort; The assessment of the time required for completing tasks is accurate, and there is confidence in the applicant's ability to deliver on the planned work. Risk mitigation is exceptionally clear and detailed.
Score (0)	improvement. Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Community Connection (Weight 5)

ŀ	Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
	Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
	0	0	0	5
				Total Score 5

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
	-		Total Score 6

	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5
0	0	3	0
			Total Score 3

6. Overall Project (Weight 5):

	The program/project is partially described, but insufficient detail		The program/project is highly developed,
outlined, lacking essential details, and there would be limited community			featuring specific outcomes that demonstrate a robust and well-defined initiative.
support for its implementation.		community collaboration.	It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 3

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 26 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

Total Overall Score: 35

Approval Status Approved
Funding Amount \$4,500

dditional Comments/Feedback	
ogram/ Project Plan:	
ogram/ Project Evaluation:	
commendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Golden Hills School Division Request: \$25,000.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 35 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

1. Program/ Project Objectives: (Weight 10)

The project's goals are either unclear or	The project has well-defined	The project goals are well-	Project goals present exceptional detail and
inappropriate, and there is a lack of	goals. However, it presents	formulated and sufficient.	are highly organized.
specified objectives.	objectives that are questionable,	However, the outcomes, while	Outcomes are clearly measured and defined to
	weak, or lack specificity and	aligned with the	allow for program/project success.
	measurable criteria.	program/project, could be	
		strengthened.	
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Program/ Project Plan (Weight 15)

zi i rogram, i rojecti ian (treight zo)			
Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but	considered adequate.	is exceptionally clear and detailed.
	could be significantly improved.		
	While risk mitigation measures		
	are presented, there is room for		
	improvement.		
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	2	0	0
	<u> </u>	<u> </u>	Total Score 6

3. Community Connection (Weight 5)

	Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
	Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
	0	0	0	0
,				Total Score 0

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
	-		Total Score 8

	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	0
			Total Score 0

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.	The program/project is partially described, but insufficient detail is provided to gauge its impact, or the anticipated impact is considered low.	described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	1		0
			Total Score 1

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 26 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

Total Overall Score: 23

Approval Status Not Approved
Funding Amount \$0

Additional Comments/Feedback	
Program/ Project Plan:	
Program/ Project Evaluation:	
Recommendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Christ The Redeemer Request: \$15,000.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved
30010 33 30	арріотеа

Funding Amount Criteria:			
Score 35 - 45	as determined by the committee		
Score 46 - 50 full amount requested			

1. Program/ Project Objectives: (Weight 10)

The project's goals are either unclear or	The project has well-defined	The project goals are well-	Project goals present exceptional detail and
inappropriate, and there is a lack of	goals. However, it presents	formulated and sufficient.	are highly organized.
specified objectives.	objectives that are questionable,	However, the outcomes, while	Outcomes are clearly measured and defined to
	weak, or lack specificity and	aligned with the	allow for program/project success.
	measurable criteria.	program/project, could be	
		strengthened.	
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 10

2. Program/ Project Plan (Weight 15)

2. Trogram, Project Flam (Weight 15)			
Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
	completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	considered adequate.	is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3.5	0
			Total Score 10.5

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	2	0	0
	-		Total Score 4

	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5
0	0	3	0
			Total Score 3

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.		described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3.5	0
			Total Score 3.5

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 26 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

Approval Status

Funding Amount

Total Overall Score: 35

Approved \$15,000

dditional Comments/Feedback	
rogram/ Project Plan:	
rogram/ Project Evaluation:	
ecommendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Bridge The Gap Request: \$19,100.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 35 - 45	as determined by the committee	
Score 46 - 50 full amount requested		

1. Program/ Project Objectives: (Weight 10)

specified objectives.	goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	formulated and sufficient. However, the outcomes, while	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Program/ Project Plan (Weight 15)

Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	considered adequate.	is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4.5	0
			Total Score 13.5

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 5

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
	-		Total Score 8

The budget is inadequately constructed or lacks essential details.	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.	The program/project is partially described, but insufficient detail is provided to gauge its impact, or the anticipated impact is considered low.	described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 26 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

Total Overall Score: 42.5

Approval Status Approved
Funding Amount \$19,100

dditional Comments/Feedback	
ogram/ Project Plan:	
ogram/ Project Evaluation:	
commendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Hope Bridges Society Request: \$4,500.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved
30010 33 - 30	approved

Funding Amount Criteria:			
Score 35 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

1. Program/ Project Objectives: (Weight 10)

specified objectives.	goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	formulated and sufficient. However, the outcomes, while	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Program/ Project Plan (Weight 15)

zi i rogram, i rojecti ian (treight zo)			
Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but	considered adequate.	is exceptionally clear and detailed.
	could be significantly improved.		
	While risk mitigation measures		
	are presented, there is room for		
	improvement.		
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Community Connection (Weight 5)

ŀ	Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
	Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
	0	0	0	5
				Total Score 5

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
	-		Total Score 6

The budget is inadequately constructed or lacks essential details.	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.	The program/project is partially described, but insufficient detail is provided to gauge its impact, or the anticipated impact is considered low.	described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 26 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

Approval Status

Funding Amount

Total Overall Score: 39

Approved \$4,500

Additional Comments/Feedback	ĺ
Program/ Project Plan:	
Program/ Project Evaluation:	
Recommendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Project HOPE Foundation Request: \$4,500.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
core 0 - 25	not approved
core 26 - 34	requires more info
core 35 - 50	approved
core 35 - 50	approved

Funding Amount Criteria:			
Score 35 - 45	as determined by the committee		
Score 46 - 50 full amount requested			

1. Program/ Project Objectives: (Weight 10)

The project's goals are either unclear or	The project has well-defined	The project goals are well-	Project goals present exceptional detail and
inappropriate, and there is a lack of	goals. However, it presents	formulated and sufficient.	are highly organized.
specified objectives.	objectives that are questionable,	However, the outcomes, while	Outcomes are clearly measured and defined to
	weak, or lack specificity and	aligned with the	allow for program/project success.
	measurable criteria.	program/project, could be	
		strengthened.	
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 10

2. Program/ Project Plan (Weight 15)

2. Trogram, Troject Ham (Weight 15)			
Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	considered adequate.	is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 5

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
	-		Total Score 8

The budget is inadequately constructed or lacks essential details.	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
1	0	0	0
			Total Score 0

6. Overall Project (Weight 5):

	The program/project is partially described, but insufficient detail		The program/project is highly developed, featuring specific outcomes that demonstrate
there would be limited community	is provided to gauge its impact,	details and showcasing effective	a robust and well-defined initiative.
support for its implementation.	or the anticipated impact is considered low.	·	It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
_	·		Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 26 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

Approval Status

Funding Amount

Total Overall Score: 39

Approved \$4,500

dditional Comments/Feedback	
ogram/ Project Plan:	
ogram/ Project Evaluation:	
ecommendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Junior Achievement Request: \$4,650.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 35 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

1. Program/ Project Objectives: (Weight 10)

specified objectives.	goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	formulated and sufficient. However, the outcomes, while	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Program/ Project Plan (Weight 15)

Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	considered adequate.	is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 3

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
	-		Total Score 8

	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5
0	2	0	0
			Total Score 2

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.	The program/project is partially described, but insufficient detail is provided to gauge its impact, or the anticipated impact is considered low.	described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 26 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

Total Overall Score: 37

Approval Status Approved
Funding Amount \$4,650

dditional Comments/Feedback	
ogram/ Project Plan:	
ogram/ Project Evaluation:	
commendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Roots of Empathy Request: \$6,000.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved
30010 33 30	арріотеа

Funding Amount Criteria:		
Score 35 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

1. Program/ Project Objectives: (Weight 10)

The project's goals are either unclea inappropriate, and there is a lack of specified objectives.	goals. However, it presents	The project goals are well- formulated and sufficient. However, the outcomes, while aligned with the program/project, could be strengthened.	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score	e (0) Score (1 -	2) Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Program/ Project Plan (Weight 15)

2. Programy Project Plan (Weight 13)			
Proposal steps are either not provided or deemed inappropriate. Person(s) responsible for various tasks are either unspecified or unclear. The timeframe for completing steps is not well-established and may be unfeasible. Additionally, risk mitigation is either absent or unclear.	appropriate but could be improved. The proposed timeframe for completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for	the proposed effort. The timeframe for completing the steps is perceived as wellfounded and highly achievable. Risk mitigation measures are	Proposed steps are refined and meticulously planned. Person(s) responsible for completing the steps are well-suited for the effort; The assessment of the time required for completing tasks is accurate, and there is confidence in the applicant's ability to deliver on the planned work. Risk mitigation is exceptionally clear and detailed.
Score (0)	improvement. Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
	-		Total Score 8

The budget is inadequately constructed or lacks essential details.	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.	The program/project is partially described, but insufficient detail is provided to gauge its impact, or the anticipated impact is considered low.	described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 26 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

Total Overall Score: 40

Approval Status Approved
Funding Amount \$4,650

dditional Comments/Feedback	
ogram/ Project Plan:	
ogram/ Project Evaluation:	
ecommendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Strathmore Library Board Request: \$10,000.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 35 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

1. Program/ Project Objectives: (Weight 10)

The project's goals are either unclear or	The project has well-defined	The project goals are well-	Project goals present exceptional detail and
inappropriate, and there is a lack of	goals. However, it presents	formulated and sufficient.	are highly organized.
specified objectives.	objectives that are questionable,	However, the outcomes, while	Outcomes are clearly measured and defined to
	weak, or lack specificity and	aligned with the	allow for program/project success.
	measurable criteria.	program/project, could be	
		strengthened.	
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 10

2. Program/ Project Plan (Weight 15)

2. Trogram, Troject Ham (Weight 15)			
Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	considered adequate.	is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
	-		Total Score 8

The budget is inadequately constructed or lacks essential details.	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

6. Overall Project (Weight 5):

The program/project is insufficiently	The program/project is partially	The program/project is well-	The program/project is highly developed,
outlined, lacking essential details, and	described, but insufficient detail	described, offering accurate	featuring specific outcomes that demonstrate
there would be limited community	is provided to gauge its impact,	details and showcasing effective	a robust and well-defined initiative.
support for its implementation.	or the anticipated impact is	•	It is well-structured, set to achieve significant,
	considered low.		measurable results through careful planning
			and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:		
Score 26 - 45	as determined by the committee	
Score 46 - 50	full amount requested	

Total Overall Score: 42

Approval Status Approved
Funding Amount \$10,000

ditional Comments/Feedback	
gram/ Project Plan:	
gram/ Project Evaluation:	
commendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: WFCSS Women's Conference Request: \$2,500.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 35 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

1. Program/ Project Objectives: (Weight 10)

The project's goals are either unclear or	The project has well-defined	The project goals are well-	Project goals present exceptional detail and
inappropriate, and there is a lack of	goals. However, it presents	formulated and sufficient.	are highly organized.
specified objectives.	objectives that are questionable,	However, the outcomes, while	Outcomes are clearly measured and defined to
	weak, or lack specificity and	aligned with the	allow for program/project success.
	measurable criteria.	program/project, could be	
		strengthened.	
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Program/ Project Plan (Weight 15)

2. Trogram, Troject Ham (Weight 15)			
Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	considered adequate.	is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Community Connection (Weight 5)

	Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
l	Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
l	0	0	3	0
	·	·		Total Score 3

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
	-		Total Score 6

The budget is inadequately constructed or lacks essential details.	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

6. Overall Project (Weight 5):

The program/project is insufficiently outlined, lacking essential details, and there would be limited community support for its implementation.		described, offering accurate details and showcasing effective community collaboration.	The program/project is highly developed, featuring specific outcomes that demonstrate a robust and well-defined initiative. It is well-structured, set to achieve significant, measurable results through careful planning and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 26 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

Total Overall Score: 37

Approval Status Approved
Funding Amount \$2,500

Additional Comments/Feedback	
Program/ Project Plan:	
Program/ Project Evaluation:	
Recommendations:	



Review Criteria

The FCSS Advisory Board will review each application and score using the following criteria and a 50 point scoring system.

Applicant Name: Wheatland Society of the Arts Request: \$10,000.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 35 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

1. Program/ Project Objectives: (Weight 10)

specified objectives.	goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	formulated and sufficient. However, the outcomes, while	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Program/ Project Plan (Weight 15)

zi i rogram, i rojecti ian (treight zo)			
Proposal steps are either not provided	Proposed steps appear	Proposed steps are adequate.	Proposed steps are refined and meticulously
or deemed inappropriate. Person(s)	misguided and/or could benefit	Person(s) responsible for	planned.
responsible for various tasks are either	significantly from improvement.	completing them are suitable for	Person(s) responsible for completing the steps
unspecified or unclear.	Person(s) responsible for	the proposed effort.	are well-suited for the effort;
The timeframe for completing steps is	completing tasks are somewhat	The timeframe for completing	The assessment of the time required for
not well-established and may be	appropriate but could be	the steps is perceived as well-	completing tasks is accurate, and there is
unfeasible.	improved.	founded and highly achievable.	confidence in the applicant's ability to deliver
Additionally, risk mitigation is either	The proposed timeframe for	Risk mitigation measures are	on the planned work. Risk mitigation
absent or unclear.	completing steps is provided but	considered adequate.	is exceptionally clear and detailed.
	could be significantly improved.		
	While risk mitigation measures		
	are presented, there is room for		
	improvement.		
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	partners appear to be absent or	partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and commited support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 5

either absent or unclear. The effort lacks clarity regarding what success would entail.	methods are presented but could benefit from enhancement	methods are satisfactory as presented, and the elements of	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3.5	0
·	-	-	Total Score 7

	constructed and somewhat	program/ project scope is	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (
0	0	3.5	0
			Total Score 3.5

6. Overall Project (Weight 5):

The program/project is insufficiently	The program/project is partially	The program/project is well-	The program/project is highly developed,
outlined, lacking essential details, and	described, but insufficient detail	described, offering accurate	featuring specific outcomes that demonstrate
there would be limited community	is provided to gauge its impact,	details and showcasing effective	a robust and well-defined initiative.
support for its implementation.	or the anticipated impact is	•	It is well-structured, set to achieve significant,
	considered low.		measurable results through careful planning
			and commitment to specific objectives.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:	
Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:			
Score 26 - 45	as determined by the committee		
Score 46 - 50	full amount requested		

Total Overall Score: 39.5

Approval Status Approved
Funding Amount \$10,000

dditional Comments/Feedback	
ogram/ Project Plan:	
ogram/ Project Evaluation:	
-6,	
ecommendations:	

OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

BYLAW NO. 23-12 TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO AMEND THE BOARDS AND COMMITTEES BYLAW NO. 22-26.

WHEREAS, under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a Bylaw for the purpose of establishing Council Committees within the Town of Strathmore;

AND WHEREAS the Municipal Government Act authorizes Council to pass a bylaw establishing procedures to be followed by Council Committees;

AND WHEREAS Council considers it expedient to pass a bylaw establishing a Council Committee for the purpose of establishing a Family and Community Support Services Advisory Board;

NOW THEREFORE the 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 referred to as the "Boards and Committees Bylaw Amending Bylaw".

2. AMENDMENTS

2.1. That Bylaw No. 22-26 be amended to add schedule A of this Bylaw as schedule D of Bylaw No. 22-26.

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 5th day of April, 2023.

READ A SECOND TIME this 5th day of April, 2023.

READ A THIRD AND FINAL TIME this 5th day of April, 2023.



BYLAW NO. 23-12

OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

MAYOR

DIRECTOR OF STRATEGIC, ADMINISTRATIVE, AND FINANCIAL SERVICES





OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

Schedule 'A'

Family & Community Support Services Advisory Board

MANDATE

To receive, review, and make recommendations on applications received by the Town of Strathmore for funding under the Community Investment Program.

COMMITTEE STRUCTURE

The Family & Community Support Services (FCSS) Advisory Board will consist of:

- One (1) Council member;
- Five (5) public-at-large representatives (Town residents); and
- One (1) FCSS Representative as a non-voting member.

Preference will be given to applicants who:

- Have previous board or committee experience
- Have experience with grant writing or reviewing grant applications
- Have experience with non-profit organizations

The FCSS Advisory Board will elect a board chair during the first meeting following the Town of Strathmore's Organizational Meeting.

ADMINISTRATIVE RESOURCES

The Town will provide one (1) staff member to provide support to the committee.

QUORUM

Four (4) members shall constitute a quorum of the Board.

TERM

Members will be appointed for a term of up to three (3) years, up to a maximum of three consecutive terms.

AUTHORITY

The FCSS Advisory Board shall:

- Participate in the development and review of priorities for FCSS project funding in accordance with the terms of the Family and Community Support Services Act and Regulation and for United Way project funding based on the terms of the current Letter of Agreement;
- Prioritize project applications based on community needs and priorities. Provide recommendations for funding allocation of FCSS and United Way grant dollars;
- Develop and facilitate the delivery of fundraising activities that will strengthen





OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

our position to achieve positive change and build a strong community;

- Make recommendations to Council for the allocation of funds based on the FCSS Act, United Way of Calgary and Area Agreement and established FCSS and Council priorities for:
 - FCSS grant funding; and
 - United Way of Calgary and Area grant funding;
- Monitor progress and outcomes of funded social initiatives within the community;
- Increase awareness of social issues and the services and resources available for Strathmore residents; and
- Comply with the Town of Strathmore Procedural Bylaw and Municipal Government Act.

SUPPORTING DOCUMENTS

Policy No. 5102 – Family and Community Support Services Grant Program

MEETING SCHEDULE

The Board will meet a minimum of three (3) times a calendar year, or as agreed upon at previous Committee meeting.



TOWN POLICY

POLICY NUMBER:

5102

REFERENCE:

Resolution No. 431.11.18

ADOPTED BY:

Council - November 21, 2018

PREPARED BY:

Community & Protective Services – FCSS

DATE: November 21, 2018

TITLE: Family & Community Support Services Grant Program

Page 1 of 4

POLICY STATEMENT

This policy provides guiding principles to Town of Strathmore Council in providing funding to organizations that promote the FCSS mandate, align with the Town of Strathmore Council Strategic Priorities, and that meet the requirements of reporting within the Provincial Outcomes Measurement Model. Town of Strathmore Council will ensure FCSS funds are granted to local organizations and groups to deliver preventive social services within the parameters of the FCSS legislation.

1.0 PURPOSE OF THIS POLICY

- 1.1 Provide guiding principles to the Town of Strathmore Council, Administration and Family and Community Support Services in providing funding to organizations that promote the FCSS mandate and priorities.
- 1.2 Ensure that the Grant Program is delivered in a fair and concise system to the community.
- 1.3 Provide reporting structure for accountability.

2.0 DEFINITIONS

- 2.1 "Agencies" means a community organization, non-profit, committee or charity providing a social service within the Town of Strathmore.
- 2.2 "Chief Administrative Officer" means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

- 2.3 "**Director**" means the administrator accountable for their department who may or may not directly supervise employees.
- 2.4 "**Employee**" means a person who is employed by the Town of Strathmore. This includes a permanent, part-time, or casual employee.
- 2.5 "FCSS Act" means the *Family and Community Support Services Act*, Revised Statutes of Alberta 2000, Chapter F-3, as amended from time to time.
- 2.6 "Review Committee" means any employee(s) assigned by the Director to supervise the adjudication of the Grant Program.

3.0 APPLICABILITY

This policy applies to all grant funding delivered out of the FCSS department at the Town of Strathmore. It does not have any barring of Council grants into the community or the Community Investment Fund Policy No. 1208.

4.0 RESPONSIBLITIES

- 4.1 Town of Strathmore Council is responsible to:
 - a) approve by resolution this Policy and any amendments; and
 - b) approve by resolution grant distributions as recommended.
- 4.2 The Chief Administrative Officer is responsible to:
 - a) approve all supporting procedures and any amendments; and
 - b) administer the Policy and procedures.
- 4.3 The Director is responsible to:
 - a) ensure that all department employees are familiar with the Policy;
 - b) administer the policy within the department;
 - c) establish the Review Committee within the department; and
 - d) recommend changes in policy and procedures.
- 4.4 All Employees are responsible to:
 - a) ensure that they comply with all approved policies and procedures.

5.0 POLICY GUIDELINES

- 5.1 Guiding Principles
 - 5.1.1 The focus of this Policy is to build capacity in community social services by enhancing the social well being of individuals, families, and communities through prevention or intervention strategies at the earliest opportunity.
 - 5.1.2 The Policy must support the mandate of the FCSS Act by doing one or more of the following:
 - a) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - b) help people to develop an awareness of social needs;
 - c) help people to develop interpersonal and group skills;

- d) help people and communities to assume responsibility for decision and actions which affect them; and/or
- e) provide supports that help sustain people as active participants in the community.
- 5.1.3 The Town of Strathmore has the authority to eliminate funding to any Agency if they are in violation of the FCSS Act and Regulations, has committed fraud, and/or are found to be in violation of unethical workplace practices.
- 5.1.4 The Town of Strathmore has the authority to eliminate funding to any Agency if there are significant changes in programming focus, scope and/or outcomes from what was originally stated in the application must be approved by the Review Committee for continued funding under the agreement.

5.2 Program Streams

- 5.2.1 **Annual Funding** is FCSS funding provide annually and requires reapplication every calendar year. Annual Funding applications must meet the following criteria:
 - a) agencies that are first time applicants; and/or
 - b) agencies that do not have more than a three (3) year plan for projects and outcomes.
- 5.2.2 **Multi-Year Funding** is FCSS funding provide for up to three (3) consecutive years for a single Program. Multi-year Funding applications must meet the following criteria:
 - a) agencies must have received funding from the Town of Strathmore FCSS Grant program for a minimum of three (3) previous consecutive years; and
 - b) agencies must be in full compliance with previous years reporting for all FCSS Grant Program allocations.

5.3 Ineligibility

- 5.3.1 The following programs and services are not eligible for FCSS Grant Program funding:
 - a) primarily for the recreational needs or leisure time pursuits;
 - b) intended to sustain an individual or family (i.e. food, clothing or shelter);
 - c) for profit in nature;
 - d) primarily rehabilitative in nature; or
 - e) duplicated services that are ordinarily provided by a government or government agency.

5.4 Program Evaluation

5.4.1 Both the Multi-Year and Annual Funding streams will be reviewed every two (2) years to ensure that outcomes and expectations are being met and funding is allocated in the most sustainable and impactful way.

6.0 POLICY EXCEPTIONS

- 6.1 Emerging Social Issues
 - 6.1.1 Funds may be diverted from the Grant Program to address sudden emerging critical social issues that require immediate attention.

Policy No. 5102

- 6.1.2 The diversion of Funds will be approved by resolution of Council as needed.
- 6.2 Government of Alberta Funding
 - 6.2.1 Funds may be diverted from the Grant Program in the event of a reduction or change in the FCSS Conditional Funding from the Government of Alberta.
 - 6.2.2 In the event of a reduction or change in Government of Alberta Funding, multi-year grant contracts may be interrupted or adjusted.
 - 6.2.3 The diversion of funds will be approved by resolution of Council as needed.

7.0 END OF POLICY



Request for Decision

To: Council

Staff Contact: Kara Rusk, Director of Strategic,

Administrative, and Financial Services

Date Prepared: February 5, 2024 **Meeting Date:** March 20, 2024

SUBJECT: 2022 - 2025 Strategic Plan

RECOMMENDATION: THAT Council adopt the revised 2022-2025 Strategic Plan, as

presented.

STRATEGIC PRIORITIES:



Affordable Housing



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 are as follows:

Affordable Living - Strathmore is an affordable community for residents and businesses enabling access to housing, services and supports.

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.

Intentional Community Development - Strathmore creates communities for its residents and with its neighbours (Siksika, Wheatland County) and institutional partners, which promote sustainable and intra-dependent family friendly spaces.

Climate Resiliency Including Environmental Stewardship - Strathmore protects manages, and enhances its local environment while preparing for future challenges due to climate change.

Economic Development - Strathmore is well-positioned to encourage commercial, and industrial economic development with a focus on sustainable growth.

Community Wellness - Strathmore values Community Wellness focused on the maintenance, protection and improvement of services that support optimum lifestyles.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

In order to support the implementation of Council's Strategic Plan, the budget, resourcing and staff work plans have all been developed to align with Council's strategic priorities. The Corporate Business Plan will be brought forward to Council at a subsequent meeting for information.

ORGANIZATIONAL:

The Town's resources have been aligned to support the implementation of Council's Strategic Plan.

OPERATIONAL:

Council met to update the Strategic Plan, along with support from the Town's Senior Leadership Team. Administration has incorporated Council's feedback into the revised plan that is attached.

FINANCIAL:

The 2024 Budget has been developed to align with Council's Strategic Plan.

POLICY:

Council's Strategic Planning Policy indicates that the plan will be reviewed on an annual basis and that the Strategic Plan will be utilized by Administration to develop the Corporate Business Plan and associated operating and capital budgets.

IMPLEMENTATION:

Administration will continue to move forward with delivering upon Council's Strategic Priorities through the implementation of the Town's Corporate Business Plan.

BACKGROUND:

Council met on March 19 & 20, 2022 for the initial start of the Strategic Plan sessions. Council's Strategic Plan establishes the priorities for Council's four-year term. Administration prepared the Corporate Business Plan to support the implementation of Council's Strategic Plan.

Council also met on January 14, 2023 to review and make slight modifications to the Strategic Plan.

As Part of Council's Strategic Planning Session, Council identified the following six key priorities with a slight word change to priority 2:

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

Administration and The Senior Leadership Team met on **January 18, 25, and 31st, 2024** to discuss and deliberate on the Strategic Plan priorities. After thorough consideration and analysis, we have compiled a set of recommendations that the following KPIs be removed and replaced as there isn't adequate data to measure them moving forward:

Section Affordable Living:

-Key Activity 1.2: increased Availability of Housing changed to, "Increased Availability of Attainable Housing".

Section Financial Sustainability:

- Measuring Progress: remove "credit rating" and add in "Debt service to revenue"

Section Intentional Community Development:

- Measuring Progress: Add "Number of new regional post secondary opportunities"

Section Climate Resiliency Including Environmental Stewardship:

- Key Activity 4.1: Climate Adaptation Preparation changed to, "Climate Adaptation Preparation and Water Conservation"
- Measuring Progress: Remove "Infrastructure density" and add "Declining water intensity (Consumption of water per capita) while maintaining adequate water supply for growth"

Section Economic Development:

Add:

- Key Activity 5.2: Best and Highest Use of Municipal Lands
- Key Activity 5.3: Strengthening Economic Development Capacity
- Key Activity 5.4: Enhancing the Communities Investment Readiness to Attract Investments
- Key Activity 5.5: Strengthen and Diversify the Local Business Ecosystem

Measuring Progress:

- Remove Business satisfaction survey on the movement of goods and services
- Percentage growth in small business

KEY ISSUE(S)/CONCEPT(S):

The key issue for Council's consideration is to ratify the updates on the KPI's to Council's Strategic Plan priorities.

DESIRED OUTCOMES:

The desired outcome is for Council to review the Strategic Plan and amend it and provide any feedback.

COMMUNICATIONS:

Once Council approves the revised Strategic Plan KPI's, Administration will arrange for the updated Strategic Plan to be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

N/A

ATTACHMENTS:

Attachment I: 2022 Strategy Plan - Revised March 2024

Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 13 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 14 Mar 2024
Kevin Scoble, Chief Administrative Officer	Approved - 15 Mar 2024

TOWN OF STRATHMORE

2022 - 2025 Strategic Plan







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Message from the Mayor

Strathmore has hundreds of kilometres of roads, pathways, and sidewalks. We offer thousands of acres of parks and neighbourhoods. Nearly 15,000 residents and hundreds of businesses call our community home. Even if you've lived here all your life, a map helps to get you to the right place.

This document is a roadmap for Strathmore for the next four years.

One of our most important roles is to develop a strategic plan. This involves Council working together to learn about the challenges and opportunities facing our community.

Strategic planning is an essential step for Strathmore to set priorities, allocate limited resources, measure success, guide the work of staff, and communicate to residents.

The strategic plan provides direction from Council so that the organization can focus on the most important initiatives and manage its resources to their greatest potential.

This plan is also an invitation for you. Our residents are important partners, whether it's providing feedback, volunteering for committees, or getting involved in other roles.

I'm proud of the plan we have created. I'm confident this is a path to a sustainable and prosperous future.

> Pat Fule, Mayor Town of Strathmore

Message from the CAO

Following the 2021 local government elections, Strathmore's new Council and senior staff participated in a two-day strategic planning workshop to identify priorities for the 2021 – 2025 Council term.

This Strategic Plan does not detail the ongoing core work of the Town's Administration. Rather the Strategic Plan identifies those specific areas that Council identified as key areas of focus for their term of office and, at a strategic level, will guide the decision making and work of our team throughout the term.

In Administration's Business Plan you'll learn just how our team plans to operationalize Council's vision. Each action is measurable and moves us closer to achieving these priorities. Our team already works to provide valuable services to the community. Beautiful green spaces, high-quality recreation facilities, life-saving emergency services, and caring programs for vulnerable members of our community are just a few of these initiatives.

This plan is ambitious, and the Town is ready to move forward. Each department has aligned its operations with this strategic vision. Progress is already underway on several of the targets. We look forward to providing regular updates to the community.

Our employees are proud to serve this community. We welcome feedback from the public and look forward to hearing from you.

> Kevin Scoble, CAO Town of Strathmore







Mayor Pat Fule



Councillor Melissa Langmaid



CouncillorDebbie Mitzner



CouncillorJason Montgomery



CouncillorDenise Peterson



Councillor Richard Wegener



Councillor Brent Wiley

Our Approach to Strategic Planning

The hourglass is a visual representation of the connected, but distinct functions of Council and Administration: the "what" and the "how".

The top of the hourglass is Council's, reflecting its connection to the community and articulation of long-term outcomes. The bottom of the hourglass is the administration's work to achieve Council's outcomes by designing appropriate actions.

Strategy

Values/Principles/Vision
What do we stand for?

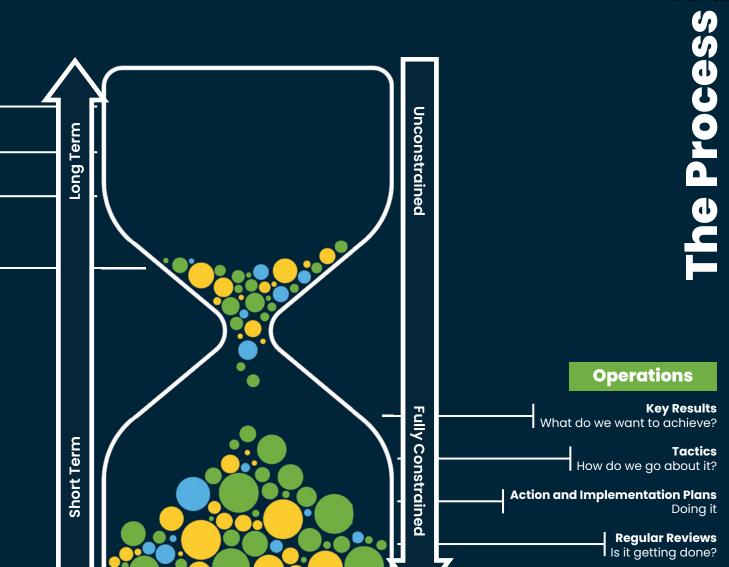
Mission Mandate
Why do we exist?

Operating Environment Internal and external strengths, Weaknesses, opportunities, threats

Strategic Priorities
What are the 4-6 areas that need attention?



Strathmore's Strategic Plan is a collaborative effort that is led by Strathmore Town Council's vision and leadership, influenced by resident feedback, and reflective of administrative staff contributions."



Council's Priorities

The Town of Strathmore's Council has identified six areas which will receive focus during this 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.



AFFORDABLE LIVING

Strathmore is an affordable community for residents and businesses enabling access to housing, services, and supports.



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.



INTENTIONAL COMMUNITY DEVELOPMENT

Strathmore creates communities for its residents and with its neighbours and institutional partners, which promotes sustainable and interdependent family friendly spaces.





CLIMATE RESILIENCY INCLUDING ENVIRONMENTAL STEWARDSHIP

Strathmore protects, manages, and enhances its local environment while preparing for future challenges due to climate change.



ECONOMIC DEVELOPMENT

Strathmore is well-positioned to encourage commercial and industrial economic development with a focus on sustainable growth.



COMMUNITY WELLNESS

Strathmore values Community Wellness focused on the maintenance, protection, and improvement of services that support optimum lifestyles.



AFFORDABLE LIVING

Strathmore is an affordable community for residents and businesses enabling access to housing, services, and supports.

Key Activity 1.1: Synergistic Housing Product and Business Growth/Sustainability Opportunities

Key Activity 1.2: Increased Availability of Attainable Housing

Key Activity 1.3: Community Wellbeing Investment

MEASURING PROGRESS*

- Housing starts
- Ratio of Strathmore's housing stock comparing owned to rental units
- Percentage of citizens reporting Strathmore is an affordable community

^{*}Town Council does not formally adopt performance measures. As part of ongoing evaluation, staff may revise measures as appropriate.



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.

Key Activity 2.1: Predictable and Prudent Tax Increases

MEASURING PROGRESS

- Citizen perception regarding value from tax dollar
- Debt service to revenue
- Tax supported debt ratio
- Percentage of infrastructure replacement costs in reserves



INTENTIONAL COMMUNITY DEVELOPMENT

Strathmore creates communities for its residents and with its neighbours and institutional partners, which promotes sustainable and interdependent family friendly spaces.

Key Activity 3.1: Connective Community

Key Activity 3.2: Synergistic Partnerships

Key Activity 3.3: Diversity, Equity, and Inclusivity

Key Activity 3.4: Municipal Development Plan

Key Activity 3.5: Neighbourhood Network

MEASURING PROGRESS

- Citizens report increased community connectedness
- Percentage of major initiatives with partners on the project team
- Percentage of municipal investment leveraged through delivery partnerships
- Percentage of citizens who feel Strathmore is a safe town
- Number of new regional post-secondary opportunities

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CLIMATE RESILIENCY INCLUDING ENVIRONMENTAL STEWARDSHIP

Strathmore protects, manages, and enhances its local environment while preparing for future challenges due to climate change.

Key Activity 4.1: Climate Adaptation Preparation and Water Conservation

Key Activity 4.2: Local Environment

MEASURING PROGRESS

- Measure ecological footprint
- Percentage of residential waste diversion
- Declining water intensity (consumption of water per capita) while maintaining adequate water supply for growth
- Greenhouse gas emission intensity from Town operations
- Reduction in Town's energy consumption
- Percentage growth in green businesses



Economic Development

Strathmore is well-positioned to encourage commercial, and industrial economic development with a focus on sustainable growth.

Key Activity 5.1: Revitalized, Resilient, and Intentional Planned Growth Community

Key Activity 5.2: Best and Highest Use of Municipal Lands

Key Activity 5.3: Strengthening Economic Development Capacity

Key Activity 5.4: Enhancing the Communities Investment Readiness to Attract Investments

Key Activity 5.5: Strengthen and Diversify the Local Business Ecosystem

MEASURING PROGRESS

- Active business licenses
- Construction values
- Permit applications
- Non-residential permits

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COMMUNITY WELLNESS

Strathmore values Community Wellness focused on the maintenance, protection and improvement of services that support optimum lifestyles.

Key Activity 6.1: Volunteer Support

Key Activity 6.2: Efficient and Effective Intra- and Inter-Community Service Provision

Key Activity 6.3: Successful Advocacy Outcomes

Key Activity 6.4: Maintain and Increase Institutional and NGO Supports in the Community and Businesses

MEASURING PROGRESS

- Citizens report increased health and wellness
- Per capita usage of civic amenities
- Percentage of citizens volunteering increases
- Percentage of residents who recommend Strathmore as a good place to live
- Percentage of citizens who feel that Strathmore has the appropriate emergency services in place
- Crime prevention/reduction statistics



Strathmore.ca



CONFIDENTIAL Request for Decision

To: Council

Staff Contact: Kara Rusk, Director of Strategic,

Administrative, and Financial Services

Date Prepared: February 27, 2024

Meeting Date: March 20, 2024

SUBJECT: Strategic Planning Policy No.1110

Section 197 of the MGA states that Council's and Council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIPP) Act

Council may wish to discuss this topic in a closed meeting in accordance with the Freedom of Information & Protection of Privacy Act.

RECOMMENDATION: THAT Council adopt Strategic Planning Policy No.1110 as

presented in Attachment I;

AND THAT Council rescind Strategic Planning Policy No. 1106.

STRATEGIC PRIORITIES:



Affordable Housing



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 are as follows:

Affordable Living - Strathmore is an affordable community for residents and businesses enabling access to housing, services and supports.

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 managed growth.

Intentional Community Development - Strathmore creates communities for its residents and with its neighbours (Siksika Nation & Wheatland County) and institutional partners, which promote sustainable and intra-dependent family friendly spaces.

Climate Resiliency Including Environmental Stewardship - Strathmore protects, manages, and enhances its local environment while preparing for future challenges due to climate change.

Economic Development - Strathmore is well-positioned to encourage commercial and industrial economic development with a focus on sustainable growth.

Community Wellness - Strathmore values Community Wellness focused on the maintenance, protection and improvement of services that support optimum lifestyles.

<u>SUSTAINABILITY</u>

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 development, review and ongoing evaluation of Council's Strategic Plan. The budget, staffing and work plans have all be developed to align with Council's Strategic Plan.

ORGANIZATIONAL:

The organizational implications of this initiative involved aligning budgeting, resource allocation, and staff work plans with the core focus areas outlined in Council's Strategic Plan. There were resources to support with the development of this policy as well.

OPERATIONAL:

N/A

FINANCIAL:

The 2024 Budget has been developed to align with Council's 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. Over this term, Council has conducted an annual evaluation of the Strategic Plan, and 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.

IMPLEMENTATION:

Administration is bringing forward the Strategic Plan to the Regular Council Meeting for approval.

BACKGROUND:

Council developed its Strategic Plan in 2022 and has reviewed it on an annual basis.

Administration is supporting Council by bringing forward outdated policies to ensure alignment with existing processes. The proposed policy has been modified to align with the current practices around review of the Strategic Plan, along with the quarterly reporting that is prepared to report back on action taken.

While Council will not see a specific reference in this policy in the annual report, the plan is to continue preparing this report on an ongoing basis but to leverage it in terms of sharing the Town's financial information and key updates on programs and services for the community. As a result, this has not been specifically listed in the new policy.

KEY ISSUE(S)/CONCEPT(S):

Updating the Strategic Planning Policy will bring alignment from the policy to the Council's 2022 – 2025 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:

N/A

ATTACHMENTS:

Attachment I: Strategic Planning Policy No. 1110
Attachment II: Town of Strathmore Strategic Planning Policy No. 1106

Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 11 Mar 2024
Veronica Anderson, Legislative Services Officer	Approved - 11 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 12 Mar 2024
Kevin Scoble, Chief Administrative Officer	Approved - 15 Mar 2024



TOWN POLICY

POLICY NUMBER: 1110

REFERENCE: ADOPTED BY:

Resolution No. 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.

RFD-24-043

Town of Strathmore Policy No. 1110

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.

RFD-24-043

Town of Strathmore Policy No. 1110

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	

and Financial Services



TOWN POLICY

POLICY NUMBER:

1106

REFERENCE:

Council 096.09.18A ADOPTED BY:

Town Council 12 September 2018

PREPARED BY: Administration DATE: September 12, 2018

TITLE: Strategic Planning Policy

Page 1 of 3

1. POLICY STATEMENT

A Strategic Plan provides the organization with the strategic direction of the organization, including the mission and vision as determined by Council. The Strategic Plan is the overarching document that sets the strategic direction for the municipality and needs to be inclusive of all aspects of the community. The Strategic Plan needs to be reviewed and updated by Council annually as a minimum. Strategic plans are a living document and may be refreshed and updated as needed.

Core Governance Functions of Council

LEADERSHIP: set the strategic direction of the organization and put in place a leadership model to accomplish that direction.

STEWARDSHIP: allocation of resources, duties and responsibilities and delineation of authority.

MONITORING: receive and review measures of performance and hold the organization accountable for outcomes (achieving the purpose and creating value).

Why Create a Strategic Plan?

- Alignment with the Municipal Government Act Sec. 3 which addresses the purpose of a municipality, including good government and Sec. 153 which addresses the general duties of Councillors.
- 2. Allows a community to take advantage of opportunities, address challenges and mitigate risks.
- 3. Allows a Council and Administration to work collaboratively to achieve a vision for their municipality in a focussed way.
- 4. Considers the long term, and how to focus limited resources on key goals.
- 5. Municipalities that operate with no defined strategies run the risk of becoming occupied by only what is necessary to "keep the lights on each day".

Why Measure Strategy?

- 1. Tracking the progress of a municipality is very difficult without well thought out measures and objectives.
- 2. Measures provide evidence of progress.
- 3. Developing specific measures that are meaningful to Council and the residents makes strategic directions actionable and measurable.
- 4. The objectives should show what will be accomplished during implementation.

2. ALIGNMENT

- 2.1 The Strategic Plan provides direction for the Corporate Business Plan, which in turn is built into the Annual Operating & Capital Budget.
- **2.2** The Annual Report for the town contains information on the previous year's accomplishments and shall comprise the following as a minimum:
 - Mayor's message
 - CAO's message
 - Accomplishments for the year
 - Audited Financial Statements



3. POLICY

- **3.1** The Council of the Town of Strathmore commits to developing a strategic plan and updating the plan on a regular basis, annually at a minimum.
- 3.2 Administration of the Town of Strathmore commits to reporting to Council on the implementation of the Strategic Plan and measurement of success at least twice a year as a minimum, in the form attached as Appendix A. The CAO and the Strategic Leadership Team will create the Corporate Business Plan based on the annual Strategic Plan. The Corporate Business Plan will be reviewed by Council three times per year.
- **3.3** The Strategic Plan, the Corporate Business Plan and the Annual Operating/Capital Budget may be updated from time to time as required.
- 3.4 An Annual Quantitative/Qualitative Citizen Survey will be completed by an external resource.

4. SCHEDULE

- **4.1** January/February annually: Council reviews the Strategic Plan and updates as necessary.
- **4.2** April and September: Administration reports to Council on the implementation of the plan, in the form attached as Appendix A. This information will also be included in the annual budget process.
- **4.3** The Quantitative/Qualitative Survey will be conducted on a regular basis, at least every second year.

5. END OF POLICY



Request for Decision

To: Council

Staff Contact: Jamie Dugdale, Director of Infrastructure,

Operations, and Development Services

Date Prepared: February 26, 2024

Meeting Date: March 20, 2024

SUBJECT: Intermunicipal Development Plan and Intermunicipal

Collaboration Framework with Wheatland County - Request

for Extension

RECOMMENDATION: THAT Council authorize the Mayor to sign the letter requesting an

extension to December 2024 for completion of both the Intermunicipal Development Plan and the Intermunicipal Collaboration Framework as presented in Attachment I;

AND THAT Council direct Administration to send the signed letter

to the Minister of Municipal Affairs.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The Town and County have been working together for the past year to develop these documents. While there has been progress made, administrations will require more time to ensure that these documents are completed to best reflect the needs of both communities.

SUSTAINABILITY

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

An extension of the June 2024 deadline will allow for legislated public hearings to occur, and will also allow time for any changes to the plans to be made prior to their finallization.

ORGANIZATIONAL:

Administration is working on a number of initiatives and an extension and additional time will allow for the IDP and ICF to receive the attention that they require.

FINANCIAL:

No financial implications.

BACKGROUND:

KEY ISSUE(S)/CONCEPT(S):

DESIRED OUTCOMES:

COMMUNICATIONS:

Staff will engage the public as originally envisioned for these projects.

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

Attachment I: Draft Letter to Minister McIver - IDP Extension Request

Veronica Anderson, Legislative Services Officer	Approved - 14 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 14 Mar 2024
Kevin Scoble, Chief Administrative Officer	Approved - 15 Mar 2024





March 25, 2024

Honourable Ric McIver Minister of Municipal Affairs Government of Alberta 320 Legislature Building 10800 – 97 Avenue Edmonton, AB T5K 2B6

Dear Minister McIver,

RE: Wheatland County and the Town of Strathmore Intermunicipal Agreements Extension Request

On behalf of Wheatland County (the County) and the Town of Strathmore (the Town), we are writing to request a time extension to Ministerial Order MSD: 053/22, which requires completion of an intermunicipal collaboration framework (ICF) and intermunicipal development plan (IDP) prior to June 1, 2024.

The County and the Town were removed from the Calgary Metropolitan Region Board (CMRB) on March 31, 2022, and are now required to complete an ICF and IDP. We have made substantial progress towards the completion of these documents, and anticipate that public hearings to consider their adoption will take place in the summer of 2024. As Ministerial Order MSD: 053/22 requires approval of the ICF and IDP by June 1, 2024, we respectfully request an extension to December 31, 2024, to allow for the public hearing process, which may require additional time should any amendments to the Plan(s) be proposed.

Thank you for your consideration, and for your government's continued commitment to servicing the needs of urban and rural residents.

Yours truly,

Amber Link, Reeve Wheatland County

Pat Fule, Mayor Town of Strathmore

cc: Wheatland County Council
Town of Strathmore Council
Brian Henderson, Wheatland County CAO
Kevin Scoble, Town of Strathmore CAO



Request for Decision

To: Council

Staff Contact: Leana Ashbacher, Senior Manager of

Financial Services

Date Prepared: March 4, 2024 Meeting Date: March 20, 2024

SUBJECT: 2023 Reserve Funding Transfers

RECOMMENDATION: THAT Council transfer \$1,587,100 of the 2023 Accumulated Surplus to the following Reserve accounts:

Financial Stabilization Reserve - \$607,100

RCMP Reserve - \$280,00

Water Reserve - \$400,000

Wastewater Reserve - \$300,000

AND THAT Council direct Administration to bring forward an item to the April 10 Committee of the Whole to discuss special considerations in terms of additional projects or initiatives that may need to be considered as part of the 2024 budget.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Financial reserves are being strengthened and enhanced through the transfer of funds from the 2023 surplus.

The annual surplus is generated through savings in Town operations over the past year. The surplus funds will be transferred to the Town's operating and capital reserves and these funds will be available for future use by Council to address the infrastructure, service, and program needs of the community that align with Council's strategic priorities and policies.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The transfer of surplus funds to the financial reserves, ensures that municipal funds are managed in a strategic and responsible manner for future use.

SOCIAL SUSTAINABILITY:

Financial reserves ensure that the community has funding available to address the service requirements of the community.

ENVIRONMENTAL SUSTAINABILITY:

Financial reserves are available to support environmental programs and projects of community.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Ensuring that capital and operating reserves are adequately funded ensures that the Town can maintain existing infrastructure and, as directed by Council, potentially expand services going forward.

ORGANIZATIONAL:

Transferring the annual surplus to capital and operating reserves will ensure that various departments within the organization will have funding required to undertake capital and operating projects and programs approved by Council.

OPERATIONAL:

There are no operational implications or challenges brought on by recommended action.

FINANCIAL:

Transferring the annual surplus to operating and capital reserves will segregate these funds for future use by Council. Having healthy reserve balances allows Council to undertake critical infrastructure projects and provide important programs and services to the community.

POLICY:

Administration completed a new Reserve Policy in 2023 that enhances and manages the Town's reserves funds in a more strategic and sustainable manner. This report aligns with policy.

IMPLEMENTATION:

If approved, the 2023 surplus will be transferred to various operating and capital reserves by administration.

BACKGROUND:

The Town of Strathmore is forecasted to have a 2023 year-end surplus of approximately \$1,587,100

2023 Accumulated Surplus (Projected)							
2023 Surplus Prior to Capital Project Fund 5,574,948							
Less: 2023 Capital Funding	(3,987,848)						
2023 Year-end Surplus (Projected)	1,587,100						

KEY ISSUE(S)/CONCEPT(S):

Best practice is to allocate annual surpluses to the financial reserve accounts. This practice provides for enhanced fiscal management of municipal funds and moves the funds into reserves accounts that Council can access for future use.

Administration understands that Council may want to discuss the potential use of some of those funds and, therefore, we would recommend that this is discussed at a future Committee of the Whole meeting (April 10).

Administration recommends that the current surplus of \$1,602,000 be transferred to various operating and capital reserves for future use by Council.

2023 Reserve Transfers (Proposed)							
Financial Stabilization Reserve 607,100							
RCMP Reserve	280,000						
Water Reserve	400,000						
Wastewater Reserve	300,000						
Total Reserve Transfers (Proposed)	1,587,100						

The reserve transfers listed above will provide Council with the flexibility and discretion to use the reserve funds for infrastructure projects, programs and services.

DESIRED OUTCOMES:

Moving surplus funds into financial reserves will ensure that future funding is available for critical infrastructure projects, programs, services and other strategic initiatives. The funding transfer will also help replenish critical reserve fund balances and move them closer to ideal levels.

COMMUNICATIONS:

The decision of Council will be reflected in the 2023 financial statements.

ALTERNATIVE ACTIONS/MOTIONS:

- 1) That Council direct Administration transfer the funds into other operating and capital reserves as directed by Council.
- 2) That Council direct Administration to refer this matter to a Committee of the Whole for further discussion around the allocation of the funds.

Leana Ashbacher, Senior Manager of Financial Services	Approved - 06 Mar 2024
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 11 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 12 Mar 2024
Kevin Scoble, Chief Administrative Officer	Approved - 15 Mar 2024



Request for Decision

To: Council

Staff Contact: Leana Ashbacher, Senior Manager of

Financial Services

Date Prepared: February 7, 2024 Meeting Date: March 20, 2024

SUBJECT: 2023 Capital and Operating Budget Carry Forwards and

Closed Projects

RECOMMENDATION: THAT Council approve the carry forward of sixteen (16) 2023

capital projects in the amount of \$1,461,650.

THAT Council approve the carry forward of three (3) operating projects in the amount of \$282,210 and approve the transfer of \$176,010 that were funded through tax dollars to the Financial Stabilization Reserve for the completion the three operating

projects in 2023.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development Sustainability



Financial

HOW THE STRATEGIC PRIORITIES ARE MET:

The carry forward of operating and capital projects ensures that projects are funded in a fiscally sustainable and responsible manner.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Approval of the 2023 operating and capital projects to carry forward to 2024 will ensure that funding is adequately allocated for the completion of the municipal projects and that municipal tax and grant funding is not over committed.

ORGANIZATIONAL:

The attached capital and operating project reports ensures that municipal funding is in place to complete the capital and operating projects not completed at the of 2023.

OPERATIONAL:

The tracking of carry forward projects ensures that projects that were not fully completed in their original budget year can be completed in the upcoming fiscal period.

FINANCIAL:

There are no financial implications to the Town since the funding for these operating and capital projects was already approved in the 2023 operating and capital budget. By carrying the projects and the project funding forward, the Town ensures that we are not impacting future tax or grant funding.

POLICY:

Capital and Operating Carry Forward and Closed Project Policy No. 1816 was passed on January 18, 2023 by Council to ensure the accurate tracking and reporting of capital and operating projects and to identify any funding that needs to be restricted for the completion of these projects in the next fiscal period. This report ensures that we are following our policy.

IMPLEMENTATION:

Tax and grant funding will be earmarked for the completion of capital and operating projects approved for carry forward to 2024. These funds will reside in an appropriate reserve fund or in a designated grant program.

BACKGROUND:

Each year, Council approves an annual operating and capital budget that runs from January 1 to December 31. This timeframe is not always ideal for capital and operating projects that will not be completed by the end of the fiscal year. Many projects span multiple years (i.e. construction projects) or are completed over the winter season (i.e. development plans or studies). Various delays (i.e. contractor availability, supplier delays, pricing) can also impact a project and carry it over to the next fiscal year.

KEY ISSUE(S)/CONCEPT(S):

To account for uncompleted operating and capital projects at year-end, Council passed the Capital and Operating Carry Forward and Closed Project Policy 1816 earlier in 2023. This policy ensures the Council reviews all capital projects approved and that budget funding designated for these projects is earmarked and restricted for their completion. Administration has prepared the attached summary of all current capital projects and has identified all projects that are completed and all the projects that are uncomplete and will need to be carried forward to 2024.

There were a total of 65 capital projects in 2023 fiscal year for a budgeted value of \$5.75 million. Based on current spending estimates, only \$4.0 million of the original budget will be spent. This will provide a savings of \$300 thousand. These unspent dollars will be returned to their original funding source and will be available for future capital projects.

From the original listing of 65 capital projects, 19 projects valued at \$1.46 million are not fully completed at the end of 2023 and are recommended for carry forward to 2024.

Administration has identified three operating projects that were uncomplete at the end of the 2023 and will require \$282,210 in funding carried forward to 2024 to complete them.

DESIRED OUTCOMES:

The Capital and Operating Budget Carry Forward Report ensures that projects are being financially tracked from one year to the next and that previously approved tax and grant funding is restricted for completion of these project. This will ensure that project funding is being allocated sustainably and not over committed.

COMMUNICATIONS:

Once Council has approved the capital and operating carry forward list, managers that are in charge of each project will be notified. Any funding that is restricted for the completion of projects will be reflected in the 2023 year-end financial statements.

ALTERNATIVE ACTIONS/MOTIONS:

Alternative actions would be:

- 1) Cancel any or all projects that are in progress or not yet started.
- 2) Adjust the funding allocations to complete the operating and capital projects.

ATTACHMENTS:

Attachment I: 2023 Capital Budget Report and Expected Carry Over Final

Leana Ashbacher, Senior Manager of Financial Services	Approved - 12 Mar 2024
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 12 Mar
Veronica Anderson, Legislative Services Officer	2024 Approved - 12 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 13 Mar 2024
Kevin Scoble, Chief Administrative Officer	Approved - 15 Mar 2024

Town of Strathmore

2023 4th Quarter (Jan to Dec 31) @ Feb 21/24 - Capital Budget Report

		2023 41 11	i Quarter (Jan t	o Dec 31)	@ reb ⊿	2 1/24 - C	apitai D	uaget K	eport
	Project Code	Manager	Funding	2023 Final Budget	2023 Actual Spent	Budget Variance	Carry Forward Funding Required	Project Status	Comments
Administration									
Municipal Surveillance Assessment & Initial Cameras	INF MA2301	Ray Chan	Financial Stabilization Reserve	35,000	-	35,000	15,000	In Progress	Proof of concept (POC) testing in progress. Carry over to 2024 Q2-3 for camera installation adjustment related to new surveillance policy.
Recycle Yard Fencing	INF_MA2302	Ethan Wilson	Solid Waste Reserve	32,739	31,539	1,200	·	Completed	Final invoice submitted
Fire Services						_			
Respiratory & Breathing Apparatus (SCBA)								0 111	
FIT Test Machine	FIR_MA2301	David Sturgeon	Financial Stabilization Reserve	21,000	21,514	(514)		Completed	
Expired PPE Turnouts - Fire Gear	FIR_MA2302	David Sturgeon	Asset Replacement Reserve	50,000	44,882	5,118		Completed	
Battery Powered Positive Pressure Ventilation		David Sturgeon	Asset Replacement Reserve	10,000	8,650	1,350		In Progress	
PPE Extractor and Dryer	FIR_MA2304	David Sturgeon	Asset Replacement Reserve	12,000		(1,758)		Completed	
Rapid Intervention Team Rescue Pack	FIR_MA2305	David Sturgeon	Asset Replacement Reserve	12,000	11,042	958		Completed	
Common Services						-			
Operations Shop - Emergency Exit Stairwell	CSE_BU2301	Donna McCallum	Asset Replacement Reserve	25,000	10.050	25,000	25,000		Delayed in 2023. Carry over funding to 2024.
240 Litre Organic Collection Carts	CSE_MA2301	Donna McCallum	Financial Stabilization Reserve	20,000	19,350	650		Completed	
Water Tank & Skid Loader	CSE_MA0004 CSE_MA0005	Donna McCallum Donna McCallum	MSI Grant MSI Grant	50,000 460,000	40,560 459,400	9,440 600		Completed Completed	
Compact Track Loader	CSE_MA0006	Donna McCallum	MSI Grant	190,000	189,500	500		Completed	
Municipal Tractor (Series MT7)	CSE MA0008	Donna McCallum	MSI Grant	161,300	160,600	700		Completed	
Snow Blower	CSE MA0009	Donna McCallum	Asset Replacement Reserve	21,500	21,400	100		Completed	
Bucket Truck	CSE_MA0010	Donna McCallum	MSI Grant	200,000	,	200,000	202,300	In Progress	Carry forward. PO issued, waiting for delivery.
Roll Off Bins	CSE_MA0016	Donna McCallum	Financial Stabilization Reserve	10,100	19,100	(9,000)		Completed	
Snow Blower Chute	CSE_MA0017	Donna McCallum	Asset Replacement Reserve	6,400	6,354	46		Completed	
Cargo Van - Facilities	CSE_VE2301	Donna McCallum	Asset Replacement Reserve	40,000		40,000	40,000	Delayed	Delayed in 2023. Carry over funding to 2024.
Recreation						-			
Lambert Centre - Roof Repair	REC_BU2301	Marcie Brinton	MSI Grant	50,000	23,265	26,735		Completed	
Aquatic Centre - Roof Replacement	REC_BU2302	Mark Pretzlaff	MSI Grant	605,000	619,289	(14,289)		In progress	
Aquatic Centre - Partition Replacement	REC_BU2303	Marcie Brinton	Asset Replacement Reserve	20,000	14,983	5,017		Completed	
Resurfacing of tennis court surfaces	REC_LI0001	Marcie Brinton	MSI Grant	70,000		6,879	50.000	Completed	
Sports Centre Electrical Panel FC Building Automation (2022)	REC_MA0001 REC_MA0005	Marcie Brinton Marcie Brinton	MSI Grant Asset Replacement Reserve	50,000	12,045 12,162	37,955 (12,162)	50,000	In Progress	Project will require carry over funding in the amount of \$50,000.
Curling Rink Condenser	REC_MA0005	Marcie Brinton	CCBF Grant	37,000	42,195	(5,195)		Completed Completed	
Windscreen	REC MA0011	Marcie Brinton	MSI Grant	12,000	42,100	12,000		Completed	
Family Centre - Ice Plant Compressor Overha		Marcie Brinton	Asset Replacement Reserve	10,000	13,726	(3,726)		Completed	
Parks	_		·			_			
Benches, Picnic Tables (Various Locations)	PAR LI0006	Donna McCallum	CCBF Grant	25,000	15,591	9,409		Completed	
Pathway Lifecycle Program	PAR LI2301	Ethan Wilson	MSI Grant	50,000	58,545	(8,545)		Completed	
, , ,				, , , , , , ,	22,2	(-,)		•	2023 capital budget. Project was tendered and PO issued to secure 2023
Lifecycle Playground Equipment Replacemen		Donna McCallum	MSI Grant	90,000	22,020	67,980	84,550	In Progress	pricing; work expected to start May 2024.
Kinsmen Park Christmas Lights	PAR_MA2301	Donna McCallum	Financial Stabilization Reserve	20,000	21,492	(1,492)		Completed	
Roads						-			
Wheelchair Ramp Program	ROA_EN0003	Ethan Wilson	Roads Reserve	30,000	29,191	809		Completed	
Westridge Rd Rehabilitation	ROA_EN0006	Ethan Wilson	CCBF Grant	10,000		2,816		Completed	
Sidewalk Improvements	ROA_EN0011	Donna McCallum	MSI Grant	115,000	114,931	69		Completed	
Capital Projects Engineering	ROA_EN2301	Ethan Wilson	Asset Replacement Reserve	100,000	68,854	31,146		Completed	
Sidewalk Improvements	ROA_EN2302	Donna McCallum Ethan Wilson	MSI Grant STIP Grant	50,000 300,000	28,652 230,915	21,348 69,085		Completed Completed	
Lakeside Blvd & Archie Klaiber Trail	ROA_EN0010	Ethan Wilson	Offsite Levies	230,000	332,481	(102,481)			Project Complete, construction invoices all received, minor invoices may remain
	ROA_EN2303	Ethan Wilson	MSI Grant	100,000	29,869	70,131		Completed	, , , , , , , , , , , , , , , , , , ,
Road Asset Management Plan	ROA EN2304	Ethan Wilson	MSI Grant	320,000	290,599	29,401		Completed	
Replace Tandem Truck PW - 21	ROA_VE2301	Donna McCallum	MSI Grant	500,000	398,700	101,300	-	In Progress	PO issued and truck delivered January 26. Expecting invoice asap.
Storm Water						-			
Ridge Road Storm Sewer	STO_EN0001	Ethan Wilson	Storm Water Reserve	25,000	25,244	(244)		Completed	
Strathmore Lakes Pond	STO_EN0002	Ethan Wilson	Storm Water Reserve		1,215	(1,215)		Completed	
CSMI Capital Projects	STO_EN0006	Ethan Wilson	Storm Water Reserve		3,578	(3,578)			
Co-operative Stormwater Management (CSMI) Capital Projects	STO_EN2301	Ethan Wilson	Offsite Levies	50,000		50,000		Completed	
WATER						_			
Central Irrigation System	WAT_EN0003	Ethan Wilson	MSI Grant	10,000		10,000	10,000	Not Started	Carry forward 2023 capital budget.
Willow Drive - utility main replacement	WAT_EN0004	Ethan Wilson	MSI Grant	25,000		0	,	Completed	
Water Licence	WAT_EN2301	Ethan Wilson	Financial Stabilization Reserve	650,000	50,424	599,576	608,950	Delayed	Carry forward, awaiting AEPA approval
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Town of Strathmore

2023 4th Quarter (Jan to Dec 31) @ Feb 21/24 - Capital Budget Report

Capital Project Name	Project Code	Manager	Funding	2023 Final Budget	2023 Budget Fund		Carry Forward Funding Required	Project Status	Comments
Sanitary Sewer					-				
Lift Station Upgrades	SAN EN2301	Ethan Wilson	Wastewater Reserve	50,000	48,750	1,250		Completed	
Ridge Road Sanitary Main Realignment	SAN EN2302	Ethan Wilson	Wastewater Reserve	55,000		38,153		Completed	
Waste Water Treatment Plant	_							•	
Programmable Logic Controller (PLC)								In Progress	Carry forward \$169,000. Portions of work delayed due to material availability. To
Upgrades	SAN_MA2301	Ethan Wilson	CCBF Grant	250,000	104,620	145,380	169,000	_	be competed in 2024 as part of Phase 2 of the project.
Waste Water Treatment Plant Lab Equipmen		Ethan Wilson	Financial Stabilization Reserve	20,000	8,113	11,887		Completed	
Waste Water Treatment Plant General Plant	SAN_MA2303	Ethan Wilson	MSI Grant	80,000	111,375	(31,375)		Completed	
ADMINISTRATION						-			
Rebranding Rollout	COM_MA0001	Johnathan Strathdee	Financial Stabilization Reserve	31,400	24,000	7,400	6,000	In Progress	Town is working with a contractor to develop a brand story and create templates for departments.
Event Tools and Equipment	COM_MA0002	Johnathan Strathdee	Financial Stabilization Reserve	8,300	2,945	5,355	5,000	In Progress	
Software for Finance	FNC_MA0001	Leana Ashbacher	Financial Stabilization Reserve	7,000	7,204	(204)		Completed	ReQlogic project completed.
GP Upgrades	FNC_MA0002	Ray Chan	Financial Stabilization Reserve	30,000		30,000	30,000	In Progress	Carry over to 2024 Q4 upgrade.
									Offsite Backup implemented between SMB and Family Centre. Carry over to
Offsite Backups	INF_MA0001	Ray Chan	Financial Stabilization Reserve	21,500	7,837	13,663	13,700	In Progress	complete remaining backup storage lifecycle maintainance upgrade.
									Completed - SMB Firewall Redundancy (HA) was reconfigured using existing
Firewall Redundancy	INF_MA0002	Ray Chan	Financial Stabilization Reserve	12,000	-	12,000	-	Completed	spare parts without purchasing additional parts.
Continuity of Connectivity between Buildings	INF_MA0003	Ray Chan	Financial Stabilization Reserve	2,000		2,000	2,000	Not Started	Technical resources constraint - on-hold until Q3 2024
Disaster Recovery - IT Infrastructure\Network	INF_MA0007	Ray Chan	Financial Stabilization Reserve	15,000		15,000	15,000		Technical resources constraint - on-hold until Q3 2024
Replace Phone System	INF_MA0008	Ray Chan	Financial Stabilization Reserve	30,000	4,097	25,903	10,900	In Progress	85% - FCSS, Aquatic centre, Civic Centre, Family Centre phone system completed. Strathmore Municipal Building (SMB) cutover Q1 2024.
Evergreen client compute equipment	INF_MA0009	Ray Chan	Financial Stabilization Reserve	74,000	37,756	36,244	36,250	In Progress	Phase 1 (Qty 20) completed in 2023, carry over remaining funding to phase 2 RFP in 2024 Q2 (Qty 20)
Cybersecurity Improvements, Risk	_								
Remediation, Network Security	INF_MA0010	Ray Chan	Financial Stabilization Reserve	8,000		8,000	8,000		Carry over to 2024 Q1-2 IT Assessment
IT Backup Systems Project	INF_MA0012	Ray Chan	Financial Stabilization Reserve	130,000		130,000	130,000		Carry over to 2024 Q1-2 RFP
Town Hall Flagpole	INK_MA0013	Ethan Wilson	Financial Stabilization Reserve	12,000	10,634	1,366		Completed	
CEMETERY						-			
Columbarium	CEM_LI0001	Donna McCallum	MSI Grant	6,500	750	5,750		Completed	Awaiting Installation in 2024. This was paid upon order.
Capital Budget Total				5,753,739	3,987,848	1,765,891	1,461,650	Total	

Town of Strathmore

2023 (Jan to Dec) - Operating Budget Carry Forward

Operating Project Name	Project Code	Manager	2023 Final Budget	2023 Actual Spent	Budget Variance	Carry Forward Funding Required	Project Status	Comments
Storm Water								
Storm Water Master Plan		Ethan Wilson	125,000	24,873	75,000	75,000	In Progress	Tax Funded
OSL Update		Ethan Wilson	30,000	-	30,000	30,000	Not Started	Tax Funded
ADMINISTRATION								
IDP		Jamie Dugdale	150,000	43,801	106,199	106,200	In Progress	Grant Funded
IDP		Jamie Dugdale	80,000	8,990	71,010	71,010	In Progress	Tax Funded
Operating Projects Carryover Tot	al		385,000	77,664	282,209	282,210		