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AGENDA REGULAR COUNCIL MEETING Wednesday, April 3, 2024 @ 6:00 PM Council Chambers, 1 Parklane Drive, Strathmore AB

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		Page			
CALL T	O ORDER				
	Traditional Land Acknowledgement for the First Meeting in April (Matsiyikapisaikisom)				
CONFIR	RMATION OF AGENDA				
PUBLIC	HEARING				
Member agenda to provid at a Coulsadmin meeting refrain fi	rs of the public are welcome to provide comments regarding items on the in person during the Council meeting, virtually, or in writing. Should you wish de public comments virtually or in writing, please fill out the Request to Speak uncil Meeting form that can be located on the Town's website and submit it to: @strathmore.ca by the end of the day on the Sunday before the Council In order to ensure procedural fairness, Council requests that the public rom speaking on items that have been or will be heard through a public process.				
Member Council If you ar form tha	ATIONS rs of the public and community organizations are welcome to attend a Regular Meeting as a delegation to present an item to Town Council for consideration. The interested in attending as a delegation please fill out the Delegation Request at can be located on the Town's website and submit it to: @strathmore.ca by noon the Wednesday before a Regular Council Meeting.				
	Delegation - Rescued Paws at Alpine Foundation Request for Decision - RFD-24-055 - Pdf	3 - 16			
	Delegation - Southland Transport Request for Decision - RFD-24-065 - Pdf	17 - 38			
CONSE	NT AGENDA				
7.1 7.2	Special Council Meeting Minutes - March 15, 2024 Regular Council Meeting Minutes - March 20, 2024				

6. **CONSENT AGENDA**

- 7.1 Special Coun
- 7.2 Regular Cour
- 8.1 Service and Service Level Policy
- 8.2 Corporate Business Plan
- Strathmore Library Board Regular Meeting Minutes February 20, 2024 10.2.1
- 10.2.2 Wheatland Housing Management Body Regular Meeting Minutes - January 18, 2024
- 11.1 Letter of Appreciation - County of Grande Prairie No. 1

7. **CONFIRMATION OF MINUTES**

7.1.	Special Council Meeting Minutes - March 15, 2024	39 - 43
	Request for Decision - RFD-24-058 - Pdf	
7.2.	Regular Council Meeting Minutes - March 20, 2024	44 - 55
	Paguest for Decision PED 24 061 Pdf	

8. **BUSINESS**

	8.1.		& Service Level Inventory Policy No. 1218 t for Decision - RFD-24-045 - Pdf	56 - 62				
	8.2.	Corpora	ate Business Plan at for Decision - RFD-24-049 - Pdf	63 - 90				
	8.3.	Ū	Amendment - Waste Water Treatment Plant t for Decision - RFD-24-066 - Pdf	91 - 94				
9.	BYLA	BYLAWS						
	9.1.		se Bylaw Amending Bylaw No. 24-03 (15 Bayside Place) at for Decision - RFD-24-048 - Pdf	95 - 118				
10.	COUN	COUNCILLOR INFORMATION & INQUIRIES						
	10.1.	QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS						
	10.2.	BOARDS AND COMMITTEES REPORTS						
		10.2.1.	Strathmore Library Board Regular Meeting Minutes - February 20, 2024 <u>Strathmore Library Board Regular Meeting Minutes - February 20, 2024</u>	119 - 121				
		10.2.2.	Wheatland Housing Management Body Regular Meeting Minutes - January 18, 2024	122 - 126				
			Wheatland Housing Management Body Regular Meeting Minutes - January 18, 2024					
	10.3.	QUESTION AND ANSWER PERIOD						
	10.4.	ADMINISTRATIVE INQUIRIES						
	10.5.	NOTICES OF MOTION						
11.	CORF	CORRESPONDENCE						
	11.1.		f Appreciation - County of Grande Prairie No. 1 f Appreciation - County of Grande Prairie No. 1	127				
12.	CLOS	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.	ADJC	DURNMENT						



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services

Officer

Date Prepared: March 7, 2024 **Meeting Date:** April 3, 2024

SUBJECT: Delegation - Rescued Paws at Alpine Foundation

RECOMMENDATION: THAT Council thank Rescued Paws at Alpine Foundation and

direct Administration to return to a future Regular Council Meeting

with a report.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Members of the public and community organizations are welcome to attend a Regular Council Meeting as a delegation to present an item to Town Council for consideration. Those interested can fill out the Request to Speak at a Council Meeting form that can be located on the Town's website and submit it to: lsadmin@strathmore.ca by noon the Wednesday before a Regular Council Meeting.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY: N/A
IMPLICATIONS OF RECOMMENDATION:
GENERAL:
Kyla Anderson Janes (Executive Director) and Alicia O'Keefe (Board Member) have requested to come speak to Council on behalf of the Rescued Paws at Alpine Foundation.
ORGANIZATIONAL:
N/A
OPERATIONAL:
N/A
FINANCIAL:
N/A
POLICY:
N/A
IMPLEMENTATION:
N/A
BACKGROUND:
On March 5, 2024 the Rescued Paws at Alpine Foundation put forth a request to speak to Council.
Rescued Paws is a not-for-profit animal rescue searching for support and a building to ensure the success and continuation of their rescue.
KEY ISSUE(S)/CONCEPT(S):
N/A
DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

N/A

ATTACHMENTS:

<u>Attachment I: Rescued Paws at Alpine Foundation_Redacted</u>
Attachment II: Rescued Paws at Alpine Foundation Presentation

Claudette Thorhaug, Legislative Services Officer Approved - 08 Mar 2024 Johnathan Strathdee, Manager of Legislative Services Approved - 08 Mar 2024 Kara Rusk, Director of Strategic, Administrative, and Financial Services Approved - 11 Mar 2024 Kevin Scoble, Chief Administrative Officer Approved - 15 Mar 2024

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

Hello,

Please note the following response to Delegation Request Form has been submitted at Tuesday March 5th 2024 1:09 PM with reference number 2024-03-05-003.

Applicants Name

Alicia O'Keefe

• Organization Name (If Applicable)

Rescued Paws at Alpine Foundation

- Meeting date requested (day/month/year) 20/3/2024
- Applicant's phone number

Sec. 17, FOIP

Applicant's email address

Sec. 17, FOIP

Applicant's Address

Sec. 17, FOIP

 Please list the name and title of the individuals that will be presenting to Council in the space provided.

Kyla Anderson Janes - Executive Director Alicia O'Keefe - Board Member

• Please select the purpose of your presentation.

Request for Funding, Request for Support, Request Action

• Please provide a brief summary regarding your delegation in the space provided. We are a local not-for-profit animal rescue searching for support and a building to ensure the success and continuation of our rescue. We have been serving Wheatland County and Strathmore for a few years now and as we are continuing to grow we need support.

I will email our presentation.

- All supporting documentation must be submitted with the delegation request form. Please attach documentation here or email relevant items to lsadmin@strathmore.ca.
 - 1. Town Council Proposal .pdf [121.3 KB]
- The Town has a computer and screen available for presentations. If you require specific technical requirements for your presentation please specify them in the space provided.

MacBook Pro adapter.

- Is/has this matter gone before an appeal board?
 No
- The Town of Strathmore endeavours to provide equal opportunities to individuals and groups to appear before Council as a delegation. As a result, please indicate if you have you spoken on this topic before.
 No

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

Town Proposal

Rescued Paws at Alpine Foundation



We are here on behalf of Rescued Paws at Alpine Foundation, a dedicated registered Non Profit Corporation, committed to safe haven, animal welfare, and successful rehoming dogs in need within our community.

As a Non Profit Company we rely heavily on donations, the community support and partnerships to fulfill our mission of providing a safe haven for these animals. We want to continue to support Wheatland County, and The Town of Strathmore in regards to the stray, lost dog and owner surrender population.

Rescue facilities are at an all time high volume, with pressure of demands from citizens to intake and give safe have to canines and other animals currently. As animal welfare enthusiasts, it is our passion to help s many dogs as we can.
age 9 of 127



Currently, our organization is facing challenges related to our lack of a permanent facility, we are closed for intakes as we have no space to house animals and therefore are strained to depend only on the volunteer base we use for fosters. We are reaching out to the town council to request assistance in securing a suitable building to serve as a shelter for the dogs we offer safe haven for.

We believe that partnering with the town council could mutually benefit both parties. By helping to support us with a space or building, the municipality would be supporting a vital community service, addressing the needs of vulnerable animals in our area. Additionally, having a centralized facility for our rescue operations would allow us to expand our reach and increase our impact within the community.



What we can receive from furthered partnership:

1. Community Benefit: Our organization provides a valuable service to the community by rescuing and rehoming dogs in need. A dedicated facility would enhance our ability to carry out this mission effectively.

Building Utilization

We would ensure that the building is used solely for the purpose of housing and caring for rescued dogs. Our organization is committed to maintaining the property and complying with all regulations and requirements set forth by the town council. Having our own building eliminates issues related to the safety and security of all animals. With an unknown history of the animals they need to be isolated first. It causes huge problems to have dogs enter a veterinary clinic or kennel that may be compromised. It puts risk to all animals there and to the surrenders upon intake. It is an unnecessary exposure that we can prevent with our own building. I believe that a proper safety protocol needs to be put in place to make sure the animals stay isolated so we eliminate the risks of exposure to disease and viruses that an unprotected animal is at risk of or the spreading of 꼭 parasites and more.

Partnership Opportunities

We see this as a collaborative effort between our organization and the town council. We are open to discussing various partnership arrangements and are willing to work closely with the council to ensure that the needs of both parties are met.

If we were able to operate as a storefront facility, the opportunity for Officers to handle more critical cases and situations, and relieves them of simple tasks such as caring for the animal that was dropped off or abandoned, giving immediate support to the canine, and to the important Officer resources back to the citizens.

We would be able to help locate lost families, or support pets in transition if a parent passed or was taken into custody. We are hopeful to continue the support we have in the past, but in a more formal position with the town.

Community Engagement

We plan to actively involve the community in our rescue efforts by continuing to host events, house volunteer opportunities with FAIM and Prospects, and educational programs for kids at the facility. This would bridge a sense of community involvement and support for our cause.

All while educating the community on animal safety, welfare and intentionally lowering surrenders with education.

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Financial Responsibility

Our organization is prepared to assume responsibility for the ongoing maintenance, utilities, and operational costs associated with the building. We have a proven track record of responsible financial management and are committed to ensuring the sustainability of our operations.

- Using the boarding facility at Alpine View Pet Spa was a very stressful financial loss, housing for the intake of lost, stray, abandoned and surrendered canines created a lost income to the business, and in 2023 alone we lost \$180,186 dollars in boarding fees that was donated by Alpine View Pet Spa to house the Rescued Paws at Alpine Foundation canines. That is a huge financial loss, and for a young local business to absorb.
- This is also a financial burden that as a small family operated business just trying to help the community, was an emotional burden on the boarding facility staff to look after them.

Without a building we are unable to fully serve the community and this interrupts our growth as a rescue.



RFD-24-055



Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services

Officer

Date Prepared: March 24, 2024 **Meeting Date:** April 3, 2024

SUBJECT: Delegation - Southland Transport

RECOMMENDATION: THAT Council thank Jonathan Weal for his presentation and

direct Administration to return to a future Regular Council Meeting

with a report.

STRATEGIC PRIORITIES:







Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Members of the public and community organizations are welcome to attend a Regular Council Meeting as a delegation to present an item to Town Council for consideration. Those interested can fill out the Request tp Speak at a Council Meeting form that can be located on the Town's website and submit it to: lsadmin@strathmore.ca by noon the Wednesday before a Regular Council Meeting.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY: N/A			
IMPLICATIONS OF RECOMMENDATION:			
GENERAL:			
Jonathan Weal has requested to come speak to Council to present information on On-Demand Transit services for the Town of Strathmore.			
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:			
N/A			

ALTERNATIVE ACTIONS/MOTIONS:

N/A

ATTACHMENTS:

Attachment I: Community Delegation Request Form - Southland Tranport Redacted Attachment II: Town of Strathmore On-Demand Presentation

From: noreply@esolutionsgroup.ca

To: <u>LegServ Admin</u>

Subject: New Response Completed for Delegation Request Form

Date: March 26, 2024 12:42:41 PM

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

Hello,

Please note the following response to Delegation Request Form has been submitted at Tuesday March 26th 2024 12:38 PM with reference number 2024-03-26-002.

Applicants Name

Jonathan Weal

- Organization Name (If Applicable)
 Southland Transport
- Meeting date requested (day/month/year) 3/4/2024
- Applicant's phone number
 Sec. 17, FOIP
- Applicant's email address Sec. 17, FOIP
- Applicant's Address

Sec. 17, FOIP

• Please list the name and title of the individuals that will be presenting to Council in the space provided.

Jonathan Weal

- Please select the purpose of your presentation. Information Only
- Please provide a brief summary regarding your delegation in the space provided.

Overview of On-Demand Transit Services for the Town of Strathmore

- Is/has this matter gone before an appeal board?
 No
- The Town of Strathmore endeavours to provide equal opportunities to individuals and groups to appear before Council as a delegation. As a result, please indicate if you have you spoken on this topic before.

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



About PWT:

- Southland is part of the Pacific Western Transportation Group
- Established in 1957 RB Colborne, Founder
- 5,500 + employees and 4,300 + buses
- Acquired by Student Transportation of Canada (STC) in 2022.
- STC is the Canadian division of Student Transportation of America
- 4 Business Lines: Transit, Student, Motorcoach, and Employee Transportation
 - PWT Operates 37 transit contracts in Canada,
 - 14 of these contracts are On Demand systems
 - PWT & Southland operates commuter services to 9 municipalities in Alberta

Page 24 of 12

Why On-Demand Transit

At Southland we believe that transportation is in the middle of a transition between traditional modes of travel to mobility as a service (MaaS). With this in mind, we have partnered with RideCo who has built the On Demand Shuttle product on top of the powerful RideCo Platform. From the apps to the dispatcher tools, RideCo has focused on building an integrated experience where Transit for municipalities is connected – not fragmented. This results in a single platform that can be launched across multiple travel modes that manages the whole journey, not just the trip.

As we look towards the next 5 years and the sustainability of Strathmore's Transit system we believe it is integral to have a system that not only operates as a financially sustainable service, but has the flexibility to grow with the Town and can be used across new modes and expand for many years to come. Southland is dedicated to making sure that any service expansions or modifications is a seamless process and one that can be done at any time.

Page 25 of 12

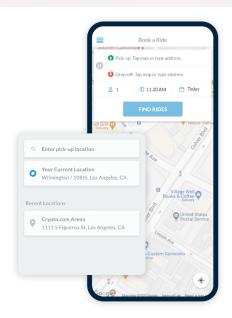
What is On-demand Transportation?

- Flexible
 - Allows increase and decrease of service offerings on a day-by-day basis
- User driven
 - Operators can be increased to meet demand
- Adaptable
 - Integration with fixed route or other MaaS options
- Cost effective
 - Reduced administration, smaller vehicles
- How does it work?
 - Use of App
 - Call Centre
 - Web bookings
 - Algorithms to predict journey times
 - Efficient routing

How to book a ride

The passenger can book a ride through 3 main methods

- 1. Via the Strathmore App
- 2. By calling the On-Demand Call Centre
- 3. Via the Web

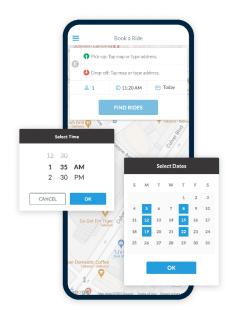




Type in pick-up or drop-off location

Or, choose locations from recent locations.

Or, drop pins on the map to select pick-up and drop-off location.





Select the time and date of the trip

To schedule single or multiple trips in the future, select the pick-up and drop-off times and dates.

How to book a ride





Select seat type

Seat type fields and supporting text are customizable to the mobility options you support. Different fares can be set-up for each rider type.

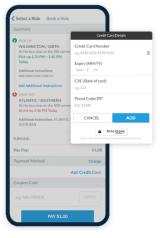
Each search result includes both a "pick-up" and "arrives before" time. This is our promise to pick-up and get riders to their destinations on time.

Additional instructions confirm origin and destination as well as remind the rider about the pick-up window.





Add instructions for the driver, if necessary





Select preferred payment method such as credit card, transit pass, or transfer.

Payment options are customizable to suit each transit agency.

Credit card payments are processed instantly in the app.





Add coupon codes to reduce or eliminate fares, if applicable

Coupons can be linked to transit agency promotions, special events, student or senior discounts, employer-subsidized commuter rides, and more.





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How to book a ride





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How to book a ride

Step 8 may not be required if you have curb pick up





Track the vehicles realtime location, number of stops left, and see the rides constantly updated ETA.

If permitted by the transit agency, riders can call their driver to coordinate pick-up via anonymized phone number.





Get walking directions to the flex stop provided by Google Maps

Contracted On Demand Transit in Canada

Acheson Business Park,

Okotoks, AB

Blackfalds, AB

Cobourg, ON

Milton, ON

Fredericton, NB (Jan 2024)

Calgary, AB

Cochrane, AB

Edmonton, AB

Innisfail, AB

St. Albert, AB

Leduc/Beaumont, AB

Spruce Grove, AB

Airdrie, AB





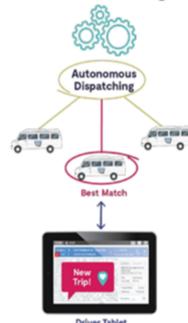
Town of Cochrane

- No previous local Transit
- Congregated stop
- Accessible
- Over 250 passengers daily within its first 3 weeks of service
- Data indicates residents are choosing transit over driving
- Over 70% shared rides
- Rider satisfaction rating of 4.7 out of 5



Ride Matching





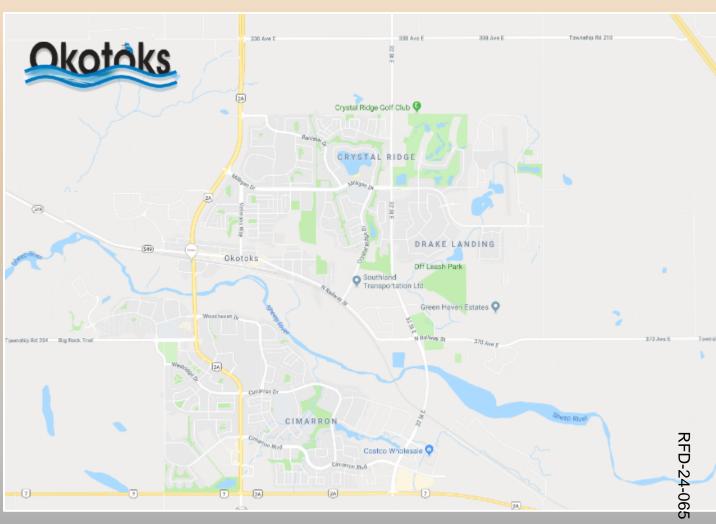


ON DEMAND

- Okotoks Transit
- Ford Transit vehicles
- Launched in December
- Over 130 riders daily
- 50% shared ride
- 4.8 out of 5 rider satisfaction rating







On Demand Vehicles





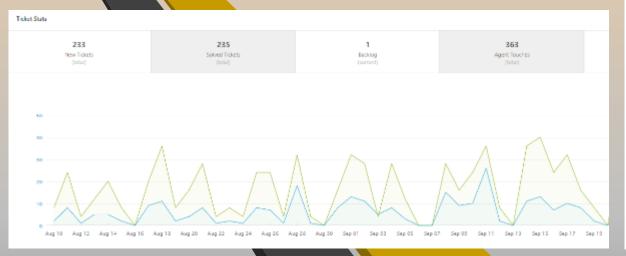


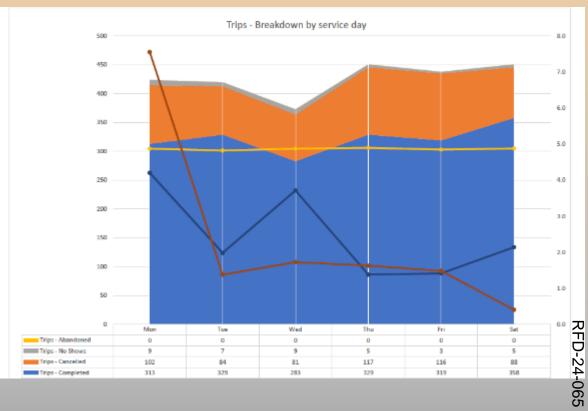
On-Demand – Call Centre

- Operates from 5:30 AM to 01:00
- Provides support to customers via phone, text and email. All logged with a ticketing system
- Provides support to On Demand drivers & local

operations

Delivers weekly and monthly KPI reports





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Benefits of Contracted On Demand

- Safety & Customer Service
 - World Class Safety and Training programs
- Recruitment & Retention
 - Industry leading process, Core Value driven
- Contract Management Accountability
 - Performance management by Data & KPI's
 - Opportunity for merit based compensation/performance management
- Quality of Service
 - Provide better service for more citizens for a reduced cost
- Flexibility
 - Scalability of service to meet demand
- Cost Efficiency
 - Operating cost savings upwards 30%





Thank You!



Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services

Officer

Date Prepared: March 17, 2024 **Meeting Date:** April 3, 2024

SUBJECT: Special Council Meeting Minutes - March 15, 2024

RECOMMENDATION: THAT Council adopt the March 15, 2024 Special 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:

Pursuant to Section 208(1)(iii) of the <i>Municipal Government Act</i> , the minutes of the March 15, 2024 Special Council Meeting are given to Council for adoption.
ORGANIZATIONAL:
N/A
OPERATIONAL:
N/A
FINANCIAL:
N/A
POLICY:
N/A
IMPLEMENTATION:
N/A
BACKGROUND:
N/A
KEY ISSUE(S)/CONCEPT(S):
N/A
DESIRED OUTCOMES:
N/A
COMMUNICATIONS:
Once signed, the March 15, 2024 Special Council Meeting Minutes will be posted on the Town's website.

2024

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

ATTACHMENTS:

Attachment I: SPECIAL COUNCIL MEETING - 15 Mar 2024 - Minutes

Veronica Anderson, Legislative Services Officer

- 26 Mar
2024

Claudette Thorhaug, Legislative Services Officer

Approved
- 26 Mar
- 26 Mar



MINUTES SPECIAL COUNCIL MEETING

5:30 PM - Friday, March 15, 2024 Council Chambers, 1 Parklane Drive, Strathmore AB

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

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

(virtual), and Councillor Richard Wegener

COUNCIL ABSENT: Councillor Brent Wiley

STAFF PRESENT: Kevin Scoble (Chief Administrative Officer) and Johnathan Strathdee

(Manager of Legislative Services)

1. CALL TO ORDER

Mayor Fule called the March 15, 2024 Special Council Meeting to order at 5:36 p.m.

2. CONFIRMATION OF AGENDA

Councillor Montgomery left the meeting at 5:36 p.m.

Resolution No. 054.03.24

Moved by Councillor Langmaid

THAT Council adopt the March 15, 2024 Special Council Meeting Agenda as presented.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Peterson, and

Councillor Wegener

AGAINST: None.

CARRIED

Councillor Montgomery rejoined the meeting at 5:37 p.m.

3. BUSINESS

3.1. Letter to Wheatland County Requesting an Apology for a Statement Made

During Wheatland County's March 12, 2024 Special Council Meeting

Resolution No. 055.03.24

Moved by Councillor Wegener

THAT Council authorize Mayor Fule to sign the letter to Wheatland County requesting an apology for a statement made during Wheatland County's March 12, 2024 Special Council Meeting.

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

AGAINST: None.

CARRIED

3.2. <u>Letter to Wheatland County Requesting to Attend the Meeting with Minister Nixon Regarding Requisitions and the Proposed Development of the 120-unit Wheatland Lodge</u>

Resolution No. 056.03.24

Moved by Councillor Wegener

THAT Council authorize Mayor Fule to sign the letter to Wheatland County requesting to attend the meeting with Minister Nixon regarding requisitions and the proposed development of the 120-unit Wheatland Lodge.

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

AGAINST: None.

CARRIED

4. ADJOURNMENT

Mayor Fule adjourned the March 15, 2024 Special Council Meeting at 5:48 p.m.

Mayor
Director of Strategic, Administrative, and Financial Services



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services

Officer

Date Prepared: March 6, 2024 **Meeting Date:** April 3, 2024

SUBJECT: Regular Council Meeting Minutes - March 20, 2024

RECOMMENDATION: THAT Council adopt the March 20, 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 20, 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 - 20 Mar 2024 - Minutes

Approved - 22 Mar
2024 Approved
- 22 Mar 2024



MINUTES REGULAR COUNCIL MEETING

6:00 PM - Wednesday, March 20, 2024

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Mayor Pat Fule, Deputy Mayor Melissa Langmaid (virtual), Councillor

Debbie Mitzner, Councillor Jason Montgomery (virtual), Councillor Denise

Peterson, Councillor Richard Wegener, and Councillor Brent Wiley

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

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

(Legislative Services Officer)

1. CALL TO ORDER

Mayor Fule called the March 20, 2024 Regular Council Meeting to order at 6:00 p.m.

2. CONFIRMATION OF AGENDA

Resolution No. 057.03.24

Moved by Councillor Peterson

THAT Council adopt the March 20, 2024 Regular Council Meeting Agenda as amended.

Addition:

12.1 2024 Family Community Services Support Program – Advice from officials – FOIP S. 24(1)(b)(i)

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

AGAINST: None.

CARRIED

3. PUBLIC HEARING

3.1. Public Hearing for Land Use Bylaw Amending Bylaw No. 24-02 (318 First Avenue, Strathmore)

Mayor Fule opened the Public Hearing for Bylaw No. 24-02, being a bylaw to amend Land Use Bylaw No. 14-11 at 6:04 p.m.

Glen Ferguson presented the Bylaw on behalf of Administration.

No individuals spoke in favor of the bylaw.

No individuals spoke in opposition to the bylaw.

No individuals spoke as people affected by the bylaw.

The Town received no written submissions for the bylaw.

Council had no additional clarifying questions.

Mayor Fule closed the Public Hearing for Bylaw No. 24-02, being a bylaw to amend Land Use Bylaw No. 14-11 at 6:15 p.m.

3.2. Public Hearing for Land Use Bylaw Amending Bylaw No. 24-01 (1016 Westridge Road)

Mayor Fule opened the Public Hearing for Bylaw No. 24-01, being a bylaw to amend Land Use Bylaw No. 14-11 at 6:16 p.m.

Chuck Procter presented the Bylaw on behalf of Administration.

The following individuals spoke in favor of the bylaw:

- Sandeep Sharma
- Solomon Davies

No individuals spoke in opposition to the bylaw.

No individuals spoke as people affected by the bylaw.

The Town received no written submissions for the bylaw.

Councillor Mitzner asked a question to clarify the need for daycares in the town and made a statement regarding the loss of commercial space.

Mayor Fule closed the Public Hearing for Bylaw No. 24-01, being a bylaw to amend Land Use Bylaw No. 14-11 at 6:28 p.m.

4. PUBLIC COMMENTS

None.

5. DELEGATIONS

None.

6. CONSENT AGENDA

Resolution No. 058.03.24

Moved by Councillor Wiley

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

- 7.1 Regular Council Meeting Minutes March 6, 2024
- 9.1 2024 FCSS Advisory Board Family & Community Support Services Grant Program
- 9.3 Strategic Planning Policy No.1110
- 9.4 Intermunicipal Development Plan and Intermunicipal Collaboration Framework with Wheatland County Request for Extension

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

AGAINST: None.

CARRIED

7. CONFIRMATION OF MINUTES

7.1. Regular Council Meeting Minutes – March 6, 2024

The following motion was adopted by the consent agenda:

THAT Council adopt the March 6, 2024 Regular Council Meeting Minutes as presented in Attachment I.

8. BYLAWS

8.1. Land Use Bylaw Amending Bylaw No. 24-02 (318 First Avenue, Strathmore)

Resolution No. 059.03.24

Moved by Councillor Wiley

THAT Council give second reading to Bylaw No. 24-02, being a bylaw to amend Land Use Bylaw No. 14-11.

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

AGAINST: None.

CARRIED

Resolution No. 060.03.24

Moved by Councillor Peterson

THAT Council give third and final reading to Bylaw No. 24-02, being a bylaw to amend Land Use Bylaw No. 14-11.

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

AGAINST: None.

CARRIED

8.2. <u>Land Use Bylaw Amending Bylaw No. 24-01 (1016 Westridge Road)</u>

Resolution No. 061.03.24

Moved by Councillor Wiley

THAT Council give second reading to Bylaw No. 24-01, being a bylaw to amend the Land Use Bylaw No. 14-11.

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

AGAINST: Councillor Mitzner

CARRIED

Resolution No. 062.03.24

Moved by Councillor Peterson

THAT Council give third and final reading to Bylaw No. 24-01, being a bylaw to amend Land Use Bylaw No. 14-11.

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

AGAINST: Councillor Mitzner

CARRIED

9. BUSINESS

9.1. <u>2024 FCSS Advisory Board – Family & Community Support Services Grant Program</u>

The following motion was adopted by the consent agenda:

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

9.2. 2022 - 2025 Strategic Plan

Resolution No. 063.03.24

Moved by Councillor Peterson

THAT Council adopt the revised 2022-2025 Strategic Plan, as presented in Attachment I.

Resolution No. 064.03.24

Moved by Councillor Wiley

THAT Council direct Administration to remove 3.3 Diversity, Equity and Inclusivity from the 2022-2025 Strategic Plan as presented in Attachment I.

FOR: Councillor Montgomery and Councillor Wiley

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

DEFEATED

Resolution No. 063.03.24

Moved by Councillor Peterson

THAT Council adopt the revised 2022-2025 Strategic Plan, as presented in Attachment I.

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

AGAINST: Councillor Montgomery and Councillor Wiley

CARRIED

Resolution No. 065.03.24

Moved by Councillor Wegener

THAT Council take a 10-minute recess.

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

AGAINST: None.

CARRIED

Mayor Fule reconvened the March 20, 2024 Regular Council Meeting at 7:15 p.m.

9.3. Strategic Planning Policy No. 1110

The following motion was adopted by the consent agenda:

THAT Council adopt Strategic Planning Policy No.1110 as presented in Attachment I;

AND THAT Council rescind Strategic Planning Policy No. 1106.

9.4. <u>Intermunicipal Development Plan and Intermunicipal Collaboration</u> Framework with Wheatland County – Request for Extension

The following motion was adopted by the consent agenda:

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.

9.5. <u>2023 Reserve Funding Transfers</u>

Resolution No. 066.03.24

Moved by Councillor Wiley

THAT Council transfer \$1,587,100 of the 2023 Accumulated Surplus to the following Reserve accounts:

- Financial Stabilization Reserve \$607,100
- RCMP Reserve \$280,000
- 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 Meeting to discuss special considerations in terms of additional projects or initiatives that may need to be considered as part of the 2024 budget.

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

AGAINST: None.

CARRIED

9.6. 2023 Capital and Operating Budget Carry Forwards and Closed Projects

Resolution No. 067.03.24

Moved by Councillor Wiley

THAT Council approve the carry forward of sixteen (16) 2023 capital projects in the amount of \$1,461,650;

AND 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.

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

AGAINST: None.

CARRIED

10. COUNCILLOR INFORMATION & INQUIRIES

10.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

10.1.1 Recreation Delegation

Councillor Peterson made a statement informing Administration about an upcoming Delegation request.

10.2. BOARDS AND COMMITTEES REPORTS

None.

10.3. QUESTION AND ANSWER PERIOD

10.3.1 Municipal Development Plan (MDP) Update

Councillor Wiley inquired about the zoning changes that may be seen in the Municipal Development Plan.

10.3.2 Highway Signage

Councillor Mitzner inquired about plans for replacing the Town of Strathmore signage along Highway 1.

10.4. ADMINISTRATIVE INQUIRIES

None.

10.5. NOTICES OF MOTION

None.

11. CORRESPONDENCE

None.

12. CLOSED MEETING

Resolution No. 068.03.24

Moved by Councillor Peterson

THAT Council move In Camera to discuss items related to sections 24(1)(b)(i) and 19(2) of the *Freedom of Information and Protection of Privacy Act* at 7:25 p.m.

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

AGAINST: None.

CARRIED

12.1. <u>2024 Family Community Services Support Program – Advice from officials – FOIP S. 24(1)(b)(i)</u>

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

12.3. CAO Evaluation – Confidential evaluations – FOIP S. 19(2)

Resolution No. 069.03.24

Moved by Councillor Peterson

THAT Council move out of Camera at 7:47 p.m.

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

AGAINST: None.

CARRIED

13. <u>ADJOURNMENT</u>

Mayor Fule adjourned the March 20, 2024 Regular Council Meeting at 7:47 p.m.

Mayor	
Director of Strategic	, Administrative,
and Financial Service	



Request for Decision

To: Council

Staff Contact: Kara Rusk, Director of Strategic,

Administrative, and Financial Services

Date Prepared: February 28, 2024

Meeting Date: April 3, 2024

SUBJECT: Service & Service Level Inventory Policy No. 1218

RECOMMENDATION: THAT Council approve Service & Service Level Inventory Policy

No. 1218, 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:

The Service & Service Level Inventory Policy will aid in establishing a framework for the ongoing review and evaluation of the Town's programs, services and service levels that are responsive to community needs while also balancing the Town's strategic priority of being financially sustainable.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

Economic conditions and community needs can evolve over time. The Service & Service Level Policy will establish a flexible framework for review and evaluation allows the Town to adapt its programs and services to address emerging challenges or opportunities.

SOCIAL SUSTAINABILITY:

The Service & Service Level Inventory Policy, with a dual focus on community responsiveness and financial sustainability, can positively impact social sustainability by promoting community engagement, equitable service delivery, improvements in quality of life, health, and safety, resilience to social challenges, and the leveraging of social capital.

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

A strong Service & Service Level Policy ensures that program and service reviews are a regular part of the Town's operations. The services and existing service levels are documented in the "Services and Service Levels Inventory" which is reviewed and direction provided by Council on an annual basis

ORGANIZATIONAL:

The Service & Service Level Inventory Policy helps support the long-term management of the establishment of the Town's Service and Service Level Inventory involved in creating a systematic and transparent process for regular service reviews, aligning with Council's strategic priorities, promoting a culture of continuous improvement, and ensuring effective communication with stakeholders. These implications underscore the importance of organizational commitment, resource allocation, and a well-structured approach to service management and improvement.

OPERATIONAL:

The Service & Service Level Inventory Policy was developed to support resource allocation, standardized review processes, performance measurement, budget process, training, Council coordination, feedback mechanisms, documentation accessibility, a continuous improvement culture, and compliance with governance standards. These operational considerations are vital for the effectiveness and sustainability of the program and Services and Service Levels Inventory. Providing adequate support, training, and resources to staff can contribute to the success of the review process and the development of a robust Service & Service Level Inventory.

FINANCIAL:

It's important for the Town to strategically plan and allocate staffing resources to support the ongoing program and to review and inventory all services, both internal and external for the organization. This ensures that the process is effective, transparent, and aligned with the organization's goals and the Town's strategic priorities.

POLICY:

The Service & Service Level Policy will be reviewed on at least once every three years by Administration and direction will be provided by Council during its review on an annual basis. The policy ensures that program and service reviews are a regular part of the Town's operations.

IMPLEMENTATION:

Administration will continue to move forward with delivering Council's Strategic Priorities through the implementation of the Service & Service Level Policy to foster a culture of continuous improvement within the Town and initiate the review of internal and external programs/services to continually improve service delivery.

Administration is currently working on the Service Level Inventory and that will be brought forward to Council in advance of the budget.

BACKGROUND:

The Service Level Inventory articulates the services provided to residents and the community. It also helps enhance decision making and more effectively links the Town's business planning, budgeting and optimization of services, processes and delivery methods, to ensure residents', businesses' and other stakeholders' expectations of service delivery are met.

The Service Level Inventory is used as a basis for the development of the proposed budget, to evaluate services and service levels approved by Council. The Inventory is also used to identify program and service reviews.

The Service Level Inventory has major program areas, each consisting of sub-programs, related services, and sub-services. A program is a group of services that address one of the primary purposes of local government - a mandate to achieve outcomes by delivering services. The services are outputs that meet the needs of client or target groups, they provide value, contribute to the program and sub-program goals and comply with the purpose of a program. Each service and sub-service outline associated levels of service that residents, businesses and stakeholders can expect to receive from the Town.

The Service Level Inventory outlines the current state and as such Administration will continue to review, evaluate, improve and enhance services and service levels, processes and delivery methods to ensure community needs continue to be met. The Service Level Inventory will be reviewed annually and updated as necessary based on changes made with community input and Council direction.

The Service & Service Level Inventory Policy was presented to Committee of the Whole on March 13, 2024 and the following feedback was provided:

- Changed the language in 2.2(b) of the policy to read "Ensure that the Service Level Inventory is reviewed in depth at least once every three years by Administration."

-Add 3.5 to read "Any requests for reviews of programs, services and service levels that fall outside of the budget process shall align with the Administrative Inquiry process that is established in Council's Procedure Bylaw. Requests can be made at anytime; however, all program and service reviews would ultimately be considered and decided collectively as part of the annual Service Level Inventory Review and budget process."

KEY ISSUE(S)/CONCEPT(S):

The key concept for Council's consideration is whether it wishes to approve the policy as presented.

DESIRED OUTCOMES:

The desired outcome is for Council to approve the policy as presented.

COMMUNICATIONS:

If Council approves the policy, Administration will arrange for the policy to be signed and posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

Attachment I: TOS Service Service Level Inventory Policy No. 1218

Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 21 Mar
Veronica Anderson, Legislative Services Officer	2024 Approved - 21 Mar 2024
Johnathan Strathdee, Manager of Legislative Services	Approved - 22 Mar 2024
Kevin Scoble, Chief Administrative Officer	Approved - 25 Mar 2024



TOWN POLICY

POLICY NUMBER: 1218

REFERENCE: ADOPTED BY:

Resolution No. Town Council

PREPARED BY: Strategic, Administrative & Financial DATE: January 19, 2024

Services

TITLE: Service & Service Level Inventory Policy

Purpose

To establish a framework for the ongoing review and evaluation of the Town's programs, services and service levels that are responsive to community needs while also balancing the Town's strategic priority of being financially sustainable.

Policy Statement

The establishment of the Town's Service Level Inventory ensures that program and service reviews are a regular part of the Town's operations. The services and existing service levels are documented in the "Services and Service Levels Inventory" which is reviewed, and direction provided by Council on an annual basis.

1.0 DEFINITIONS

- 1.1 "Town" means the municipal corporation of the Town of Strathmore.
- "Review" means an analysis of programs and services, service levels, procedures and operations and/or performance of an organization to evaluate the adequacy of resources, processes and systems, the service or program offering.
- 1.3 "Program" refers to a collection of services provided to the community by the Town.

 Programs may be external (resident/community) facing or internal (employees) facing.
- "Service" means the particular deliverable being provided to address the needs of residents, clients, businesses, etc. and/or identified program goals and objectives. Services may be delivered to either external (resident/community) or internal stakeholders (employees).
- 1.5 "Service Level" is an expected level of service to be delivered. It establishes an expectation for the service recipient, a commitment to a specified outcome that is measurable, to the best of its ability.

Town of Strathmore --- Policy No. 1218

1.6 "Services and Service Levels Inventory" is a Council-approved document that contains an inventory of services delivered by the Town and documents the associated service levels.

2.0 RESPONSIBILITIES

2.1 Town Council shall:

- a. Annually review the Services and Service Levels Inventory and provide direction around external programs, services, and service levels as part of the Town's annual budgeting process.
- b. Provide sufficient resources to support reviews of programs, services and service levels.
- c. Approve services and service levels, by resolution on an annual basis.

2.2 The Chief Administrative Officer shall:

- a. Foster a culture of continuous improvement within the Town and initiate the review of internal and external programs/services to continually improve service delivery.
- b. Ensure that the Service Level Inventory is reviewed in depth at least once every three years by Administration.
- c. Arrange for the Service and Service Level Inventory to be presented to Council on an annual basis.
- d. Identify resources required to develop, implement, and evaluate the Service and Service Level Inventory on an ongoing basis.
- e. Ensure that feedback provided and adopted by Council in regards to the Town's Citizen Satisfaction Survey is incorporated into the Service and Service Level Inventory.

3.0 SERVICE LEVEL EXPECTATIONS

- 3.1 Council members may, by resolution initiate a program/service review of external program/services, or operational reviews as limited by the delegations to the Chief Administrative Officer or as consistent with other Council Policies.
- 3.2 Some of the inputs that may be considered in the ongoing review of the Town's services and service levels are the Citizen Satisfaction Survey and/or resident/stakeholder feedback.
- 3.3 Administration shall prepare business cases for Council's consideration during the regular business planning and budget process when the resources required to conduct a review or expand service levels exceed the Town's existing resource capacity.
- Timing for requests for additional resources relating to reviewing, modifying or expanding programs, services and services levels are preferred to align with the budget process so, if resources are approved, any additional reviews, changes, etc. can be implemented the following year.

RFD-24-045

Town of Strathmore --- Policy No. 1218

3.5 Any requests for reviews of programs, services and service levels that fall outside of the budget process shall align with the Administrative Inquiry process that is established in Council's Procedure Bylaw. Requests can be made at any time; however, all program and service reviews would ultimately be considered and decided collectively as part of the annual Service Level Inventory Review and budget process.

- 3.6 Reviews shall utilize internal data, where available, and, where comparable data exists, may include periodic benchmarking with other comparable municipalities as a means of identifying the potential service level.
- 3.7 Updates on the progress and/or outcomes of reviews shall be provided to Council upon completion.

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APPROVAL

Mayor
Director of Strategic, Administrative
and Financial Services



Request for Decision

To: Council

Staff Contact: Kara Rusk, Director of Strategic,

Administrative, and Financial Services

Date Prepared: March 25, 2024

Meeting Date: April 3, 2024

SUBJECT: Corporate Business Plan

RECOMMENDATION: The purpose of this report is to share the 2024 Corporate

Business Plan with Council for information.

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.

<u>SUSTAINABILITY</u>

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The Corporate Business Plan has been developed in alignment with Council's Strategic Plan and is being shared for information purposes.

ORGANIZATIONAL:

The Town's resources have been aligned to support the implementation of Council's Strategic Plan through the Corporate Business Plan.

OPERATIONAL:

The Senior Leadership Team met to update the Corporate Business Plan, along with ongoing support from the Town's Leadership Team. The internal resourcing and workplans have been developed to align with the Corporate Business Plan, which supports the implementation of Council's Strategic Plan.

FINANCIAL:

The 2024 Budget has been developed to align with the Strategic Plan and Corporate Business Plan.

POLICY:

The updated Council's Strategic Planning Policy was approved on March 20, 2024. The policy indicates that the Strategic Plan will be reviewed on an annual basis and will be utilized by Administration to develop the Corporate Business Plan and associated operating and capital budgets. The Corporate Business Plan will be shared with Council for information purposes.

IMPLEMENTATION:

Administration will continue to move forward with delivering upon Council's Strategic Priorities through the implementation of the Strategic Plan via the Town's Corporate Business Plan.

BACKGROUND:

The Senior Leadership Team met and have incorporated the following updates to the Corporate Business Plan, as attached.

KEY ISSUE(S)/CONCEPT(S):

There is no decision to be made by Council as the development of the Corporate Business Plan is within the purview and authority of the Chief Administrative Officer. This report is being shared for information purposes.

DESIRED OUTCOMES:

To present the Corporate Business Plan to Council for information only. No decision is required.

COMMUNICATIONS:

Senior Leadership will be rolling out the Corporate Business Plan to staff following this meeting.

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

Attachment I: 2022 Strategy Plan - Revised March 2024 Strategic Plan Gantt Chart 2022 V2.0 Approved Final Completed Tasks

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

Approved

- 28 Mar2024Approved- 28 Mar2024

Kevin Scoble, Chief Administrative Officer

TOWN OF STRATHMORE

2022 - 2025 Strategic Plan







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17	Climate Resiliency Including Environmental Stewardship
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19	Economic Development

Land Acknowledgement





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



Councillor Denise 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?

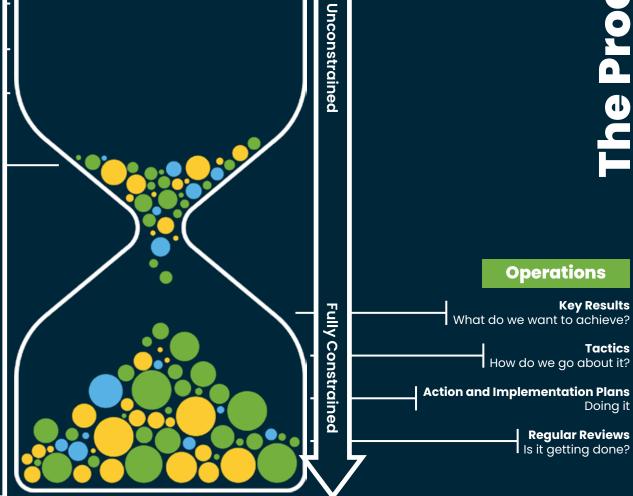
Operating Environment Internal and external strengths, Weaknesses, opportunities, threats

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."

The Process



Long Term

Short Term

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



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	Strategic Priority #1: Affordable Living Strathmore is an affordable community for residents and businesses enabling access to						
	housing, services and supports.						
1	Synergistic Housing Product and Business Growth / Sustainability Opportunities						
	Establishing a target (60:40 tentative) residential to non-residential tax ratio in the MDP growth areas to strive for an overall 70:30 residential to non-residential tax ratio in the community resulting in organic business growth to provide more value to residential					May 2022	Dec 2024
1 a 1 b	taxpayers without transferring tax burden to existing businesses Increasing Housing Product Forms- LUB Amendments	Jamie Dugdale Jamie Dugdale	Chuck Procter Glen Ferguson	P&D P&D	Leadership Team	Mar 2023 Jun 2023	Dec 2024 Dec 2024
1 c	Progressive and best land use practices (land use bylaw rewrite)	Jamie Dugdale Jamie Dugdale	Chuck Procter	P&D	Ec Dev, SLT	Jan 2025	Dec 2024 Dec 2026
1 d	Annexation Exploration	Jamie Dugdale	Chuck Procter	P&D	SLT, Ec Dev	Jan 2023	Jun 2025
2	Increased Availability of Attainable Housing	Jamie Duguale	Chuck Procter	PAD	SLI, EC DEV	Jan 2024	Juli 2023
2 a	Identify affordable housing opportunities	Jamie Dugdale	Chuck Procter	P&D	FCSS, Finance	Apr 2022	Jun 2024
2 b	Identify candidate projects/ sites/ partners	Jamie Dugdale	Chuck Procter	P&D	FCSS, Finance	Dec 2022	Dec 2024
3	Community Wellbeing Investment	- agains					
3 a	Enable Social Procurement Inclusive of Town policies and facilitate direct & indirect Business/social profit opportunities	Kara Rusk	Leana Ashbacher	Finance	SLT, LT, FCSS	Jan 2026	Dec 2026
	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.						
1	Predictable and prudent tax increases						
1 a	Develop long term fiscal sustainability plan	Kara Rusk	Leana Ashbacher	Finance	SLT	Jan 2022	Ongoing
1 b	Development of a debt policy	Kara Rusk	Leana Ashbacher	Finance	Finance, SLT	Sep 2022	Dec 2024
1 c	Development of a debt model	Kara Rusk	Leana Ashbacher	Finance		Apr 2024	Dec 2024
1 d	Investment Strategy	Kara Rusk	Leana Ashbacher	Finance	Finance, SLT	Apr 2025	Dec 2025
1 e	Asset management program development and implementation as a multi-year project	Jamie Dugdale	Andre Ulloa	Infrastructure	Finance, SLT, Ops	Apr 2022	Jun 2025
1 f	New investment opportunities	Kevin Scoble	Angela Groeneveld	SLT	Finance, Ec Dev	Apr 2022	Ongoing
1 g	Consider alternative offsite levy strategies	Kevin	Ethan Wilson	Infrastructure		Jan 2023	Ongoing
1 h	Consider offsite levy implementation for vertical infrastructure	Jamie	Ethan Wilson	Infrastructure		Jan 2023	Jun 2024
1	Develop a categorized capital plan (RMR, growth, strategic)	Kara Rusk	Leana Ashbacher	Finance	Finance, IT, Ec Dev, Infrastructure, S	Apr 2022	Jun 2025
2 a	Explore and inventory operational efficiencies opportunities (systems, technology, and synergies with local and regional partners)	SLT	LT	SLT	Finance, IT, Ec Dev	Apr 2022	Ongoing
2 b	Develop a service and service levels inventory (80%- beta version)	Kara Rusk	Juanita Spielman	SAFS	SLT, LT	Sep 2022	Dec 2024
2 c	Develop a sustainable Utility Model	Kara Rusk / Leana Ash	Riley / Ethan Wilson	Finance		Jan 2025	Dec 2026

Strategic Priority #3: Intentional Community Development

Strathmore creates communities for its residents and with its neighbours and institutional partners, which promote sustainable and inter-dependent communities.

1		Connective Community							
1 a		Trail Connectivity Plan	Jamie Dugdale	Ethan Wilson/ Chuck P	P&D	Infrastructure, Ops		Jan 2023	Jun 2025
2		Synergistic Partnerships							
2 a		Development of IDP and ICF with Wheatland County	Jamie Dugdale	Chuck Procter	P&D	CAO, Finance, Leg, CI	PS	Apr 2022	Jun 2024
2 b		Call-to-Action Plan	Mark Pretzlaff	Astokomii Smith	FCSS	SLT	0.8	Sep 2022	Dec 2025
2 c		Models for innovative public-private partnerships and joint ventures for development Complete required site planning and joint-use and partnerships agreements (JUPA) with	Kevin Scoble	Ethan Wilson/ Chuck P	CAO	SLT		Sep 2022	Ongoing
2 d		the school boards as required by the MGA, inclusive of value added non-mandatory components such as efficiency synergies	Jamie Dugdale/ Mark P	Chuck Porter/ Mark Pr	CDS	P&D, CAO		Sep 2022	Jun 2025
3		Diversity, Equity and Inclusion	Jaillie Duguale/ Mark P	Chuck Porter/ Wark Pro	CF3	PAD, CAO		3ep 2022	Juli 2023
3 a		Prepare DEI declaration	Mark Pretzlaff	Mark Pretzlaff	CPS			Sep 2022	Jun 2024
4		Neighbourhood Network (all items completed)	Wark Fretzian	Wark Fretzian	Ci 3			3cp 2022	Juli 2024
4		Strategic Priority #4: Climate Resiliency Including Environmental Stewardship Strathmore protects, manages, and enhances its local environment while preparing for future challenges due to climate change.							
1		Climate Adaptation Preparation							
1 a		Applying sustainability lens to decision making. (Economic, social, environmental)	SLT	LT	SLT			Apr 2022	Jun 2025
1 b	l				Sep 2023	Dec 2024			
1 c		Hazzard Reduction Burning Plan	Mark Pretzlaff					-	
1 d		CSMI-updated share of costs	Jamie Dugdale	Infrastructure	Infrastructure	Finance		Mar 2034	Dec 2024
2		Local Environment							
2 a		Evaluation of Waste diversion enhancement opportunities	Jamie Dugdale	Ethan Wilson	Infra	CAO, Ops		Jan 2023	Jun 2024
2 b				Jan 2023	Ongoing				
2 c		Sustainable Water Use Strategies	Kevin Scoble	Ethan Wilson	Infra	CAO, Ops		Jan 2023	Jun 2024
		Strategic Priority #5: Economic Development Strathmore is well-positioned to encourage commercial, and industrial economic development with a focus on sustainable growth.							
1		Revitalized, resilient, and intentional and planned growth community							
1 a		Community revitalization strategy (Start after MDP)	Jamie Dugdale	Chuck Procter	P&D	Infrastructure		Jun 2025	Dec 2026
		Best and Highest Use of Municipal Lands							
2 a		Land acquisition, disposition, and utilization strategy and policy	Jamie Dugdale	Chuck Procter/Angela/	SAFS	CAO, Finance, SLT		Dec 2022	Dec 2024
2 b		Implement the Economic Development Action Plan	Kevin Scoble	Angela Groeneveld				Apr 2024	Dec 2026
Strategic #6: Community Wellness Strathmore values Community Wellness focused on the maintenance, protection and improvement of services that support optimum lifestyles.									
1		Volunteer Support							

1	a	Engaging & supporting all Volunteers for a vibrant, connected community	Mark Pretzlaff	David Sturgeon/ Budd	FCSS	Leg	Jan 2023	Dec 2024
2		Efficient and Effective intra- and inter-community service provision						
		Evaluate options for services provision inclusive of Town, NGOs, private, institutional and						
2	а	partnerships	Kevin Scoble	Kevin Scoble	CAO	FCSS, Ops	Jan 2025	ongoing
3		Successful Advocacy Outcomes						
3	a	Annual update to advocacy plan supporting Council Strategic Plan	Kevin Scoble	John Strathdee	CAO		May 2023	Ongoing
4		Maintain and Increase Institutional and NGO Supports in the Community and Businesses						
4	a	Evaluate enhancement to existing granting policies	Mark Pretzlaff	Budd Brazier	FCSS	Finance, Budget	Sep 2023	Dec 2024

Completed Items

Affordable Living							
Synergistic Housing Product and Business							
Growth/Sustainability Opportunities							
Increased Availability of Affordable Housing							
Inventory of Town-Owned Properties for consideration as							
candidate properties	Jamie Dugdale	Chuck Procter	P&D	Finance	Apr 2022	Dec 2022	Co
Support WHMB in developing advocacy strategy	Kevin Scoble	John Strathdee	CAO	Leg, Comms	45170		Co
Community Wellbeing Investment							
Financial Sustainability							
Predictable and Prudent Tax Increase							
Develop budget best practice	Kara Rusk	Leana Ashbacher	Finance	Finance, SLT	Apr 2022	Sep 2022	Co
Utilize business cases/ prioritization matrix	Kara Rusk	Tom Maier	Finance	Finance, Capital Project Steering Committee	May 2022	Sep 2022	Co
Develop a debt strategy	Kara Rusk	Leana Ashbacher		Financ	Jan 2023	Dec 2023	Co
Update the reserve policy	Kara Rusk	Leana Ashbacher	Finance	Finance, SLT	44652	45261	Co
Intentional Community Development							
Connective Community							
Develop strategies, investigate partnerships and advocate							
for Broadband in the community/Technology	Kara Rusk	Angela Groeneveld	Ec Dev	IT, Infrastructure	Apr 2022	Jun 2023	Co
Synergistic Partnerships							
Lead by Example Powwow	Mark Pretzlaff	LT	LT	75	Nov 2022	Mar 2023	Co
Powwow Funding	Kevin Scoble	Angela Groeneveld	Ec Dev	0.95	Jan 2023	Mar 2023	Co
Diversity and inclusivity							
Continue to expand anti-racism initiatives launched in							_
partnership with Siksika	Mark Pretzlaff	Catherine Walsh	CPS	0.9	Jan 2022	Jun 2023	Co
Municpal Development Plan							
Neighbourhood Network							
Provide recommendation for the expansion of block							
parties, community networking events (discussion with							
FCSS and incorporation with Community Wellness)	Kara Rusk	Events Coordinator	Comms	Ec Dev, FCSS	Apr 2022	Sep 2023	Co
Climate Resiliency Including Enviormental							
Stewardship							
Climate Adaptation Preparation							
Council meeting documents	Kara Rusk	Chris Willms	Leg		Apr 2022	Sep 2022	Co
Operational and Capital Business Cases	Kara Rusk	Len Mueller	Budget	CAO/SLT	Apr 2022	Sep 2023	Co
Partnership with WID on enhancing resident awareness							
and education	Kara Rusk	Danielle Jensen	Comms	Infrastructure, Comms	Apr 2022	Dec 2022	Co
Local Enviornment							
Economic Development							
Revitalized, Resilient, and International and Planned							
Growth Community							
Community Wellness							
Volunteer Support							
Efficient and Effective Intra-and Inter-Community Service							
Provision							
Develop a strategic and prioritized advocacy plan	Karda Caalala	المامية كالمحال	640	Log Commo	NA 2022	C 2022	_
supporting Council's Strategic Plan	Kevin Scoble	John Strathdee	CAO	Leg, Comms	May 2022	Sep 2022	Co
Successful Advocacy Outcomes Maintain and Increase Instituational and NGO Supports in							
the Community and Dusinesses							

the Community and Businesses

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Request for Decision

To: Mayor & Council

Staff Contact: Ethan Wilson, Manager of Infrastructure

Date Prepared: March 26, 2024

Meeting Date: April 3, 2024

SUBJECT: Budget Amendment - Waste Water Treatment Plant

RECOMMENDATION: THAT Council approve an amendment to the 2024 Budget

allowing the Primary Clarifier repairs to be completed for the amount of \$175,000 with funds coming from the Canada

Community Building Fund (CCBF) grant;

AND THAT Council direct Administration to cancel the Polymer Makeup project (\$325,000) in the 2024 Budget and bring the

project back through 2025 Budget process.

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development

П



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

This item is an unforeseen repair and not within the Strategic Priorities.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

Treatment of waste water and ensuring that all environmental guidelines are being met is of the utmost importance. The Primary Clarifier is a step in that treatment process and although there are alternative, temporary, measures to maintain effluent quality, having an operational primary clarifier is a key part of the waste water treatment process.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Failure of the Primary Clarifier, or parts thereof, requires additional treatment measures to be taken to ensure that waste water effluent quality is maintained and within the acceptable guidelines of the Town's approval. Although additional treatment measures are an acceptable solution, over long periods of time they have financial and operational impacts. Repairing the Primary Clarifier is the best way to ensure effluent quality remains consistent.

ORGANIZATIONAL:

N/A

OPERATIONAL:

Epcor is adjusting operations on an interim basis to maintain effluent quality and preparing the primary clarifier for repairs as soon as possible.

FINANCIAL:

The proposed budget amendment is presented in a way to minimize the financial impact to the Town. Funding of the project will come from the Canada Community-Building Fund (CCBF) and the cancellation of the Polymer Makeup System project (previously a CCBF Project) will ensure that no additional funds are required from taxpayers or other funding sources.

The Polymer Makeup System project was an opportunity to improve efficiency and reduce operational costs to the Town however it is not a critical project to the Waste Water Treatment Plant operations, as such this project can be deferred and re-evaluated in a future budget without impacting the current operations.

It is estimated that the clarifier repairs will cost between \$150,000 and \$200,000 while the Polymer project has an approved budget of \$325,000.

POLICY:

N/A

IMPLEMENTATION:

Upon approval, EPCOR will source all necessary equipment and materials to complete the repair. It is anticipated that some items will be a long-lead item and as such securing materials as soon as possible is important to reducing the overall impacts of this repair.

BACKGROUND:

The primary clarifier problem is an unforeseen failure of the of the gearbox, bearings and hydraulic drive that operate the clarifier mechanism and solids rakes. Signs of an issue were first noted on February 15th and after subsequent draining, investigation, and review, it was determined that the gear drive had failed.

The operation of this clarifier is critical to the function of the wastewater treatment plant. It serves dual purpose, as the first step in solids removal removing a majority of settleable solids, and as a fermenter, creating byproduct fatty acids necessary to downstream biological nutrient removal processes. We will see reduced treatment capability and efficiency, even potential upset in solids removal and biological nutrient removal for as long as the primary clarifier remains offline. It is process imperative, so repairing and returning it to service as soon as possible is a top priority.

KEY ISSUE(S)/CONCEPT(S):

Repair of the clarifier is critical to operations and must be repaired to ensure all regulatory approvals are maintained.

DESIRED OUTCOMES:

Repair of the clarifier as soon as possible will minimize the alternative treatment methods required and allow for operations to continue as normal.

COMMUNICATIONS:

The incident has been reported to Alberta Environment and Protected Areas, as is required, and to date all effluent remains within regulatory requirements for all lab analysis items.

ALTERNATIVE ACTIONS/MOTIONS:

Should council decide not to proceed a discussion on the long term financial and regulatory impacts would have to occur.

Ethan Wilson, Manager of Infrastructure

Approved - 28 Mar

2024

Jamie Dugdale, Director of Infrastructure, Operations, and Development

Approved

RFD-24-066

Services - 28 Mar 2024
Kara Rusk, Director of Strategic, Administrative, and Financial Services Approved - 28 Mar

- 28 Mar 2024 Approved

Kevin Scoble, Chief Administrative Officer

Approved - 28 Mar 2024



Request for Decision

To: Town Council

Staff Contact: Kate Bakun, Planner **Date Prepared:** March 11, 2024

Meeting Date: April 3, 2024

SUBJECT: Land Use Bylaw Amending Bylaw No. 24-03 (15 Bayside

Place)

RECOMMENDATION: THAT Council give First Reading to Bylaw No. 24-03, being a

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

AND THAT Council direct Administration to schedule a Public Hearing for Bylaw No. 24-03 on May 1, 2024 at 6:00 p.m. in

Council Chambers

STRATEGIC PRIORITIES:



Affordable Housing



Climate Resiliency



Community Development



Community Wellness



Economic Development



Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The development of two four-storey apartment buildings and a future childcare facility is positioned to significantly contribute to the strategic goal of increasing the supply of more housing options within the Town. Furthermore, this development proposal is in alignment with initiatives aimed at sustaining and enhancing infrastructure density.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The development of two four-storey apartment buildings and a future childcare facility will lead to an increase in the population, provide new workplaces (childcare facility), and offer more housing options in Town. Additionally, the proposed apartments are also likely to increase the

assessed market value of the lot and therefore it is reasonable to expect the lands to generate increased property tax revenue for the Town.

SOCIAL SUSTAINABILITY:

A well-designed, combination of apartment housing and a childcare facility may offer a holistic approach to living, working, and caregiving for both current and future citizens. Moreover, the proposed project aims to enhance the diversity of housing options, encompassing various types, tenures, and architectural styles, accessible to residents.

ENVIRONMENTAL SUSTAINABILITY:

Environmental sustainability involves the creation of new green spaces and the promotion of efficient waste management practices. The site will be landscaped and the site will use existing, nearby services.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The housing supply in the Town is primarily comprised of single-detached dwellings. Enhancing the availability of more diverse and more affordable housing options is in line with sound land use planning principles. The proposed re-designation application aims to introduce 54 apartments to the Town's inventory of housing units, demonstrating a commitment to fostering a variety of housing types and built-forms, crucial for effective land use planning. Additionally, the proposed future childcare service will cater to both current and future citizens.

ORGANIZATIONAL:

N/A

OPERATIONAL:

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

FINANCIAL:

The proposed apartments will require a development permit and building permit applications, which will include the collection of all applicable fees under the Town's fees bylaw. The proposed apartments are also likely to increase the assessed market value of the lot and therefore it is reasonable to expect the lands to generate increased property tax revenue for the Town.

POLICY:

Staff believe several policies of the Town's Municipal Development Plan (MDP) 2014 apply to the proposed application:

- 3.2.1 The Town of Strathmore shall ensure that all new development shall provide a
 wide range of housing type to meet varying housing needs based on income and
 lifestyle.
- 3.2.2 Multi-unit housing areas should be located adjacent to collector roads and should be central, rather than peripheral, to the neighborhood and should be within easy access to open space and community recreational facilities.
- 3.2.5 The Town encourages multi-unit high density development to locate in proximity to shopping facilities, institutional uses, parks and open spaces and have good access to major roadways and future public transit service.
- (Although the property is not located in the Downtown, it is adjacent to Thomas Drive and within walking and biking distance of Downtown) 3.2.6 Residential infill development is encouraged: a) On vacant parcels or under-utilized parcels of land in the Downtown North and Downtown South, and shall maximize the use of existing roads, utilities, parks and other community services.

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 re-designation.

IMPLEMENTATION:

Staff will advertise the public hearing in accordance with Section 606 of the Municipal Government Act. We will also request that the public hearing be advertised on our social media.

Staff will be available for phone calls and meetings with any residents who have questions or wish to speak to us about the proposed land use re-designation application.

BACKGROUND:

Staff received an application for a land use re-designation (Bylaw No. 24-03) 15 Bayside Place (Lot 1, Block 15, Plan 781 0935) on December 21, 2023. The application was deemed complete after the owners submitted additional required information on January 25, 2024 and on March 7, 2024. The proposed re-designation aims to allow for the construction of two apartment buildings comprising a total of 48 apartments and a mixed-use childcare facility with 6 additional apartments (for a total of 54 apartment units) at 15 Bayside Place in Strathmore.

While this area was previously regarded as industrial district, the Town is experiencing growth and transformation, shifting towards residential functions. This trend is evident from nearby developments, starting from 7 Bayside Place and extending to the current lot. While some industrial lots remain in the neighbourhood, there have been residential land use redesignations occurring in Bayside Place over the years.

The site currently consists of an undeveloped lot within the C1 – Neighbourhood Commercial District. Residential uses are not permitted in the C1 District. The land lot spans an area of 0.54 hectares and is bordered by Centennial Dr. to the south, Bayside Place to the north, and

Thomas Drive to the west. To the east lies Auto Dent Removal Service in the M1 – Light Industrial District. The neighboring properties include a church (Kingdom Hall of Jehovah's Witnesses) to the north, Greys Park to the west, and Thorncliff Neighborhood – R1 – Single Detached Residential District to the south.

The developer proposes two 4-storey apartment buildings, each comprising 24 apartments, with a total of 48 units plus 6 additional units above the future childcare facility for a total of 54 units on site. The proposed density aligns with the R3 – High Density Residential District, as per Land Use Bylaw regulations allowing for up to 100 dwelling units per hectare (54 units are proposed on the site which is 0.54 hectares in size, equaling a proposed density of 100 units per hectare). The building height requirement in the R3 - High Density Residential District is 14.0m or four storeys for apartment buildings. The proposed building heights are four storeys and 15.7 meters, which will require a minor variance at the development permit stage if the land use is supported by Council. In Staff's opinion, the required variances are minor, and the majority of the project complies with the requirements outlined in the R3 - High Density Residential District.

The apartment configuration consists of 8 one-bedroom units and 46 two-bedroom units. Parking requirements amount to 77 permanent stalls, in accordance with the LUB (1 parking stall per 1-bedroom unit and 1.5 parking stalls per 2-bedroom unit), with an additional 8 parking stalls designated for visitor parking. Additionally, the apartment buildings will include a common amenity space, offering scenic views of the natural features to the west. Development Services required a traffic letter for a professional engineering firm stating that the additional traffic anticipated from the development will not unduly effect traffic on Bayside Place. On March 7, 2024, we received the letter from Bunt Engineering which included transportation data and stated "the change in traffic level due to the proposed development is less likely to change drivers' experience on Bayside Place."

The proposed future 2-storey Childcare Service facility will be housed in an adjacent building, providing optimal conditions for current and future residents. Parking for the Childcare Service will adhere to the requirement of 1 parking stall per staff member, with the developer's calculation indicating that 5 parking stalls will suffice. Furthermore, the Childcare Service will feature a private playground.

In terms of landscaping, the developer proposes several green islands adorned with trees and bushes.

In conclusion, the proposed land use re-designation of two 4-storey apartment buildings, along with a future childcare facility, may help address the demand for housing and childcare services and may also enhance the livability and vibrancy of the area. The developer's commitment to providing a high-quality living environment is evident in the proposed building design, which offers spacious apartments with nice views and convenient access to essential services.

Overall, this project proposes a blend of residential, and commercial spaces, and in Staff's opinion, will contribute positively to the social, economic, and environmental fabric of

Strathmore. Staff believe that the location is suitable for the development of this project and represents a positive direction for the Town's growth. The application is largely in line with the Town's Municipal Development Plan and several policies support the application.

KEY ISSUE(S)/CONCEPT(S):

The provision of a wider range and supply of more affordable housing options for different income levels, 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. The proposed apartments would contribute positively to the overall housing issue by increasing the availability of housing options in the Town.

DESIRED OUTCOMES:

That Council give First Reading to Bylaw No. 24-03 and schedule a public hearing for Bylaw No. 24-03.

COMMUNICATIONS:

Staff will advertise 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: Land Use Bylaw Amending Bylaw No. 24-03
Attachment II: 24-03 15 Bayside Place - Proposed Redesignation. Circulation.

Chuck Procter, Manager of Development Services

Approved
- 15 Mar
2024

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

Veronica Anderson, Legislative Services Officer

Approved
- 22 Mar

RF	D-24	1_02	18

Johnathan Strathdee, Manager of Legislative Services	2024 Approved - 22 Mar
Kevin Scoble, Chief Administrative Officer	2024 Approved - 25 Mar 2024



OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

BYLAW NO. 24-03 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. 24-03"

2. AMENDMENTS

2.1 That Bylaw No. 14-11 Schedule A – Land Use District Map is amended be changing the land use designation of Lot 1, Block 15, Plan 781 0935, containing +/- 0.537 hectares (+/- 1.326 acres) from C1 – Neighbourhood Commercial District to R3 – High Density Residential District as shown below in Schedule "A".

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 d	ay of 2023
PUBLIC HEARING HELD this day	of, 2023
READ A SECOND TIME this day of	, 2023
READ A THIRD AND FINAL TIME this	day of . 2023



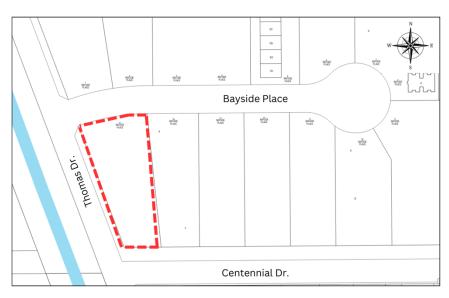


OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

MAYOR

CHIEF ADMINISTRATIVE OFFICER

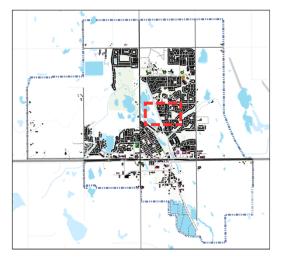
Schedule "A"

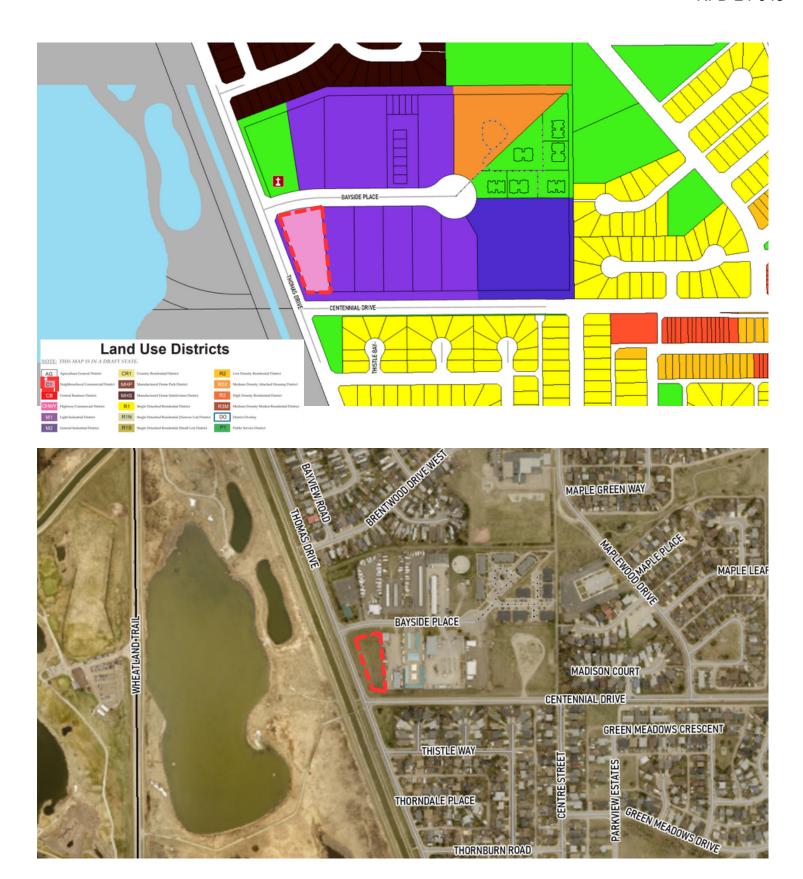


Land Use District:



R3 – High density residential district





15 Bayside Place - Context:



- Subject Parcel



4.12

C1 - NEIGHBOURHOOD COMMERCIAL DISTRICT

- 1. **PURPOSE:** To provide for street-oriented mixed-use forms of local commercial retail and services to complement surrounding neighbourhoods.
- 2. USES:
- a) Permitted Uses

Child Care Services

Eating and Drinking Establishments, Minor

Government Services

Health Services

Home Office

Mixed Use Building

Personal Service Shops

Professional Offices and Office Support Services

Protective Emergency Services

Public Assembly Establishments, Minor

Retail Stores, Convenience Retail Stores, General

Signs

Utilities

b) Discretionary Uses

Accessory Uses

Athletic and Recreational Facility, Indoor Custom Manufacturing Establishments

Drive Through Food Services

Gas Bar

Liquor Store

Pet Care Facility

Private Club

Public Assembly Establishments, Major

Utility Building

Veterinary Services, Minor

3. GENERAL SITE REQUIREMENTS:

- a) Site Area
 - i. Minimum Area of 1,393.0 m²
 - ii. Maximum Area of 15,000.0 m²
- b) Minimum Front Yard
 - i. 3.0 metres
- c) Minimum Side Yard Setbacks
 - i. Zero if attached as in a strip mall

102

Bylaw #15-22

Bylaw #17-12

Bylaw #17-12

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



ii. 3.0 metres, if developed as separate structures

d) Minimum Rear Yard Setbacks

- i. Principal and Accessory Building 6.0 m for all lane-less Developments;
- ii. 3 m for any Development served by a lane.

e) Boundary Treatment

i. Any yard adjacent to or abutting a residential area will require a 4.5 m setback and the construction of a 1.8m fence

f) Landscaping

i. 15% of gross area

4. OTHER SITE REQUIREMENTS:

a) Parking Areas

i. All parking areas shall be paved.

Bylaw #22-01

Mechanical Equipment

b) 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.



.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

- 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

h) Building Height

Bylaw #22-01

- i. 10.0 m for Duplex
- ii. 12.0 m for Attached Housing

Bylaw #22-01

- 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





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

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

Bylaw #22-01 Accessory Building

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

BAYSIDE PLACE MULTI-UNIT

15 BAYSIDE PLACE - STRATHMORE, ALBERTA, T1P 1C8

ISSUED FOR RE-ZONING 2

JAN. 25, 2024

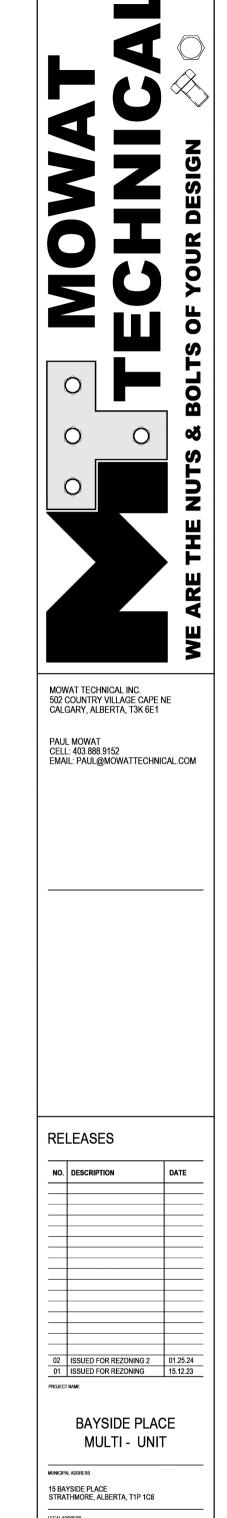
DRAWING LIST:

A1.00	COVER
A.1.01	SITE PLAN
A.1.02	BUILDING A & B MAIN FLOOR PLAN
A.1.03	BUILDING A & B SECOND FLOOR PLAN
A.1.04	BUILDING A & B THIRD FLOOR PLAN
A.1.05	BUILDING A & B FOURTH FLOOR PLAN
A1.06	BUILDING A MAIN / FRONT ELEVATION
A1.07	BUILDING A REAR / BACK ELEVATION
A1.08	BUILDING A LEFT ELEVATION
A1.09	BUILDING A RIGHT ELEVATION
A1.10	BUILDING B MAIN / FRONT ELEVATION
A1.11	BUILDING B REAR / BACK ELEVATION
A1.12	BUILDING B LEFT ELEVATION
A1.13	BUILDING B RIGHT ELEVATION

BUILDING B - 4 STOREYS - 24 UNITS

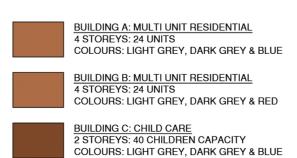
BUILDING A - 4 STOREYS - 24 UNITS





PLAN 781; BLOCK 1, LOT 15 MT-2023-56 JAN. 25, 2024 **COVER SHEET**





PARCEL ADDRESS:		VEHICULAR PARKING:	
LEGAL:	L:45 & 46 B:5 P: 6182 HM	1 BEDROOM: 1.0 RESIDENT STALLS / UNIT = 8 - 1 BEDROO 2 BEDROOM: 1.5 RESIDENT STALLS / UNIT = 46 - 2 BEDROO	M UNITS x 1.0 = 8 STALLS OM UNITS x 1.5 = 69 STALLS
MUNICIPAL:	15 BAYSIDE PLACE STRATHMORE, AB, T1P 1C8	TOTAL RESIDENTIAL STALLS REQUIRED:	77 STALLS
COMMUNITY:	T.B.C.	MIN. 0.1 VISITORS STALLS / UNIT = 48 UNITS x 0.1= TOTAL VISITORS STALLS REQUIRED:	5 STALLS 5 STALLS
ZONING: CURRENT:	T.B.C.	TOTAL PARKING STALLS REQUIRED:	82 STALLS
PROPOSED: PARCEL COVERAGE	T.B.C.	TOTAL STALLS PROPOSED FOR RESIDENTS: TOTAL STALLS PROPOSED FOR VISITORS:	77 STALLS 5 STALLS
ANOLL GOVERNOL	<u>-</u>	TOTAL STALLS PROVIDED:	82 STALLS
SITE AREA: BUILDINGS FOOTPRINT:	5, 370 sm (57,805 sqft)	SURPLUS:	4 STALLS
Building 2: Building 3:	561.87 sm (6,048 sqft) 561.87 sm (6,048 sqft) 197.00 sm (2,124 sqft) ,300.74 sm (14,220 sqft)	PROPOSED 2-STORY CHILDCARE: 40 CHILDREN CAPACITY = 4 CHILDCARE PROVIDERS = 1 OPERATIONS MANAGER TOTAL PARKING STALLS REQUIRED:	4 STALLS 1 STALL 5 STALLS
PROPOSED COVERAGE: 24	1.2%	TOTAL NEW PARKING STALLS REQUIRED:	82 + 5 VISITORS = 87 STALLS

TOTAL NEW PARKING STALLS PROPOSED:

82 + 5 VISITORS = 87 STALLS

EXTERIOR AMENITY AREAS:

OUTDOOR AMENITY SPACE No. 1: 648 SQ. FT. / 60 SQ. M. OUTDOOR AMENITY SPACE No. 2: TOTAL OUTDOOR AMENITY SPACE: 1,075 SQ. FT. / 100 SQ. M.

DENSITY: 100 DWELLING UNITS PER ha AREA: 0.54 ha
TOTAL UNITS ALLOWED: 54 UNITS TOTAL UNITS PROPOSED: 54 UNITS

BUILDING A: 24 UNITS
BUILDING B: 24 UNITS
BUILDING C: 6 UNITS
TOTAL UNITS: 54 UNITS

0 MOWAT TECHNICAL INC. 502 COUNTRY VILLAGE CAPE NE CALGARY, ALBERTA, T3K 6E1 PAUL MOWAT CELL: 403.888.9152 EMAIL: PAUL@MOWATTECHNICAL.COM RELEASES

NO. DESCRIPTION
 02
 ISSUED FOR REZONING 2
 25.01.24

 01
 ISSUED FOR REZONING
 15.12.23
 PROJECT NAME BAYSIDE PLACE MULTI - UNIT

15 BAYSIDE PLACE STRATHMORE, ALBERTA, T1P 1C8

PLAN 781; BLOCK 1, LOT 15

MT-2023-56

CHECKED JAN. 25, 2024 AS NOTED

SITE PLAN CHILD CARE OPTION

THIS DRAWING AND DESIGN ARE AT ALL TIMES TO REMAIN THE EXCLUSIVE PROPERTY OF THE MOWAT TECHNICAL INC. AND MAY NOT BE USED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT.

HORIZONTAL VINYL SIDING GENTEK VINYL SIDING: IRON ORE HORIZONTAL VINYL SIDING GENTEK VINYL SIDING: CHESAPEAKE GREY HORIZONTAL VINYL SIDING GENTEK VINYL SIDING: COASTAL BLUE ASPHALT SHINGLES - 25 YEARS

IKO CAMBRIDGE SERIES: DUAL BLACK

ELEVATION KEYNOTES:

- EXISTING WOOD FENCE + ACCESS GATE: TO BE REMOVED
- 2 EXISTING CONCRETE SIDEWALK + GRAVEL BED: TO BE REMOVED
- 3 EXISTING PLANTER: TO BE REMOVED

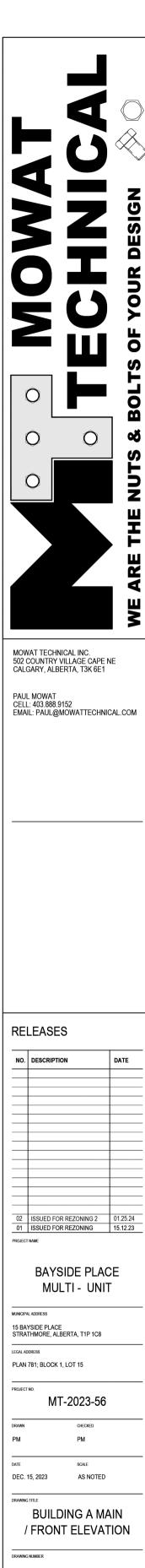
SHOWN AS THUS

- 4 EXISTING GRAVEL BED: TO BE REMOVED PREP AREA FOR DRIVEWAY
- THERMALLY BROKEN ALUMINUM WINDOW FRAMING SYSTEM G.W. 1" SEALED UNIT GUARDING (CLEAR)
- 6 PREFABRICATED FIBRE CEMENT BOARD TRIM WHITE FINISH VERTICAL POSITION
- 7 42" HT. (MIN.) ALUMINIUM GUARDRAIL C.W.
- THERMALLY BROKEN STOREFRONT ALUMINUM WINDOW FRAMING SYSTEM C.W. 1" SEALED UNIT GUARDING BLACK FINISH TO MATCH WINDOWS

- 9 INSULATED METAL DOOR IMPRESSED STEEL FRAMING SYSTEM FRAME FINISH: BLACK, DOOR FINISH TO MATCH IRON ONE GRAY SIDING FINISH
- 10 THERMALLY BROKEN ALUMINUM SIDING DOOR SYSTEM C.W. 10MM TEMPERED GLAZING
- CEMENTITIOUS ACRYLIC PARGING TO BE APPLIED TO EXPOSED CAST-IN-PLACE CONCRETE FOUNDATION WALL
- PREFABRICATED ALUMINUM "AIR INTAKE" VENT FOR UTILITY CLOSET MECHANICAL SYSTEM LIGHT GRAY FINISH
- 12" PREFABRICATED FIBRE CEMENT BOARD (HORIZONTAL POSITION) WHITE FINISH TYP. @ BASE, FLOOR LEVELS
- 6" PREFABRICATED FIBRE CEMENT BOARD (VERTICAL POSITION) WHITE @ U.S. ROOF
- PREFINISHED METAL GUARDING @ ROOF EAVES FACE WHITE FINISH



1 BUIDLING A - MAIN / FRONT ELEVATION
A1.06 3/16" = 1'-0"



A1.06

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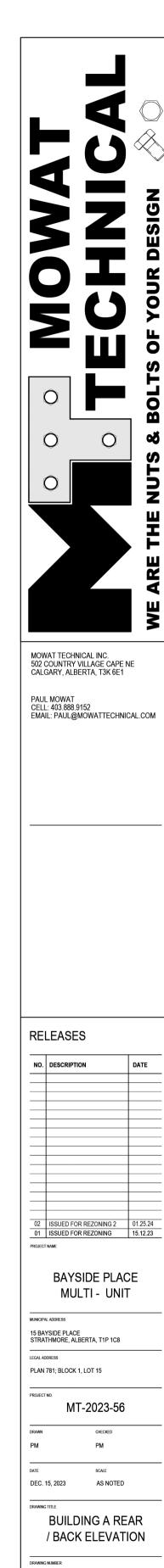
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1 BUIDLING A - REAR / BACK ELEVATION A1.07 3/16" = 1'-0"



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A1.07



ELEVATION KEYNOTES:

SHOWN AS THUS

1 EXISTING WOOD FENCE + ACCESS GATE: TO BE REMOVED

2 EXISTING CONCRETE SIDEWALK + GRAVEL BED: TO BE REMOVED

3 EXISTING PLANTER: TO BE REMOVED

(4) EXISTING GRAVEL BED: TO BE REMOVED - PREP AREA FOR DRIVEWAY

5 THERMALLY BROKEN ALUMINUM WINDOW FRAMING SYSTEM G.W. 1" SEALED UNIT GUARDING (CLEAR)

PREFABRICATED FIBRE CEMENT BOARD TRIM - WHITE FINISH - VERTICAL POSITION

7) 42" HT. (MIN.) ALUMINIUM GUARDRAIL C.W.

THERMALLY BROKEN STOREFRONT ALUMINUM WINDOW FRAMING SYSTEM C.W. 1" SEALED UNIT GUARDING - BLACK FINISH TO MATCH WINDOWS

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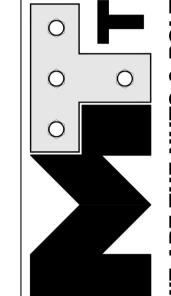
CEMENTITIOUS ACRYLIC PARGING TO BE APPLIED TO EXPOSED CAST-IN-PLACE CONCRETE FOUNDATION WALL

PREFABRICATED ALUMINUM "AIR INTAKE" VENT FOR UTILITY CLOSET MECHANICAL SYSTEM - LIGHT GRAY FINISH

12" PREFABRICATED FIBRE CEMENT BOARD (HORIZONTAL POSITION) - WHITE FINISH TYP. @ BASE, FLOOR LEVELS

(14) 6" PREFABRICATED FIBRE CEMENT BOARD (VERTICAL POSITION) - WHITE @ U.S. ROOF

PREFINISHED METAL GUARDING @ ROOF EAVES FACE - WHITE FINISH



MOWAT TECHNICAL INC. 502 COUNTRY VILLAGE CAPE NE CALGARY, ALBERTA, T3K 6E1

PAUL MOWAT CELL: 403.888.9152 EMAIL: PAUL@MOWATTECHNICAL.COM

NO. DESCRIPTION DATE

NO. DESCRIPTION DATE

DATE

OZ ISSUED FOR REZONING 2 01.25.24

OI ISSUED FOR REZONING 15.12.23

PROJECT NAME

BAYSIDE PLACE MULTI - UNIT

15 BAYSIDE PLACE STRATHMORE, ALBERTA, T1P

LEGAL ADDRESS
PLAN 781; BLOCK 1, LOT 15

MT-2023-56

JAN. 25, 2024 AS NOTED

PM PM

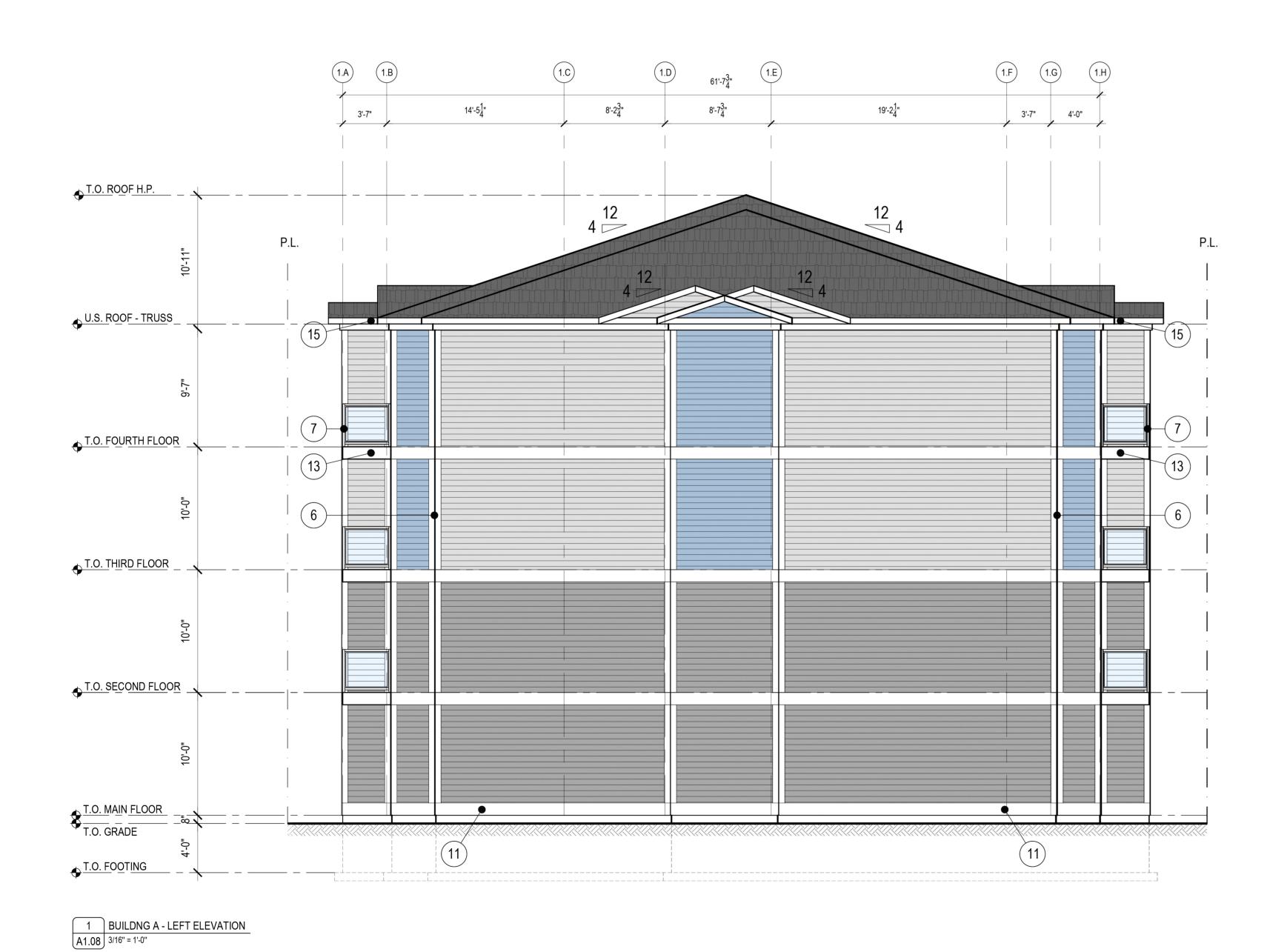
DATE SCALE

BUILDING A

LEFT ELEVATION

A1.08

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ELEVATION KEYNOTES:

SHOWN AS THUS

3 EXISTING PLANTER: TO BE REMOVED

THERMALLY BROKEN ALUMINUM WINDOW FRAMING SYSTEM G.W. 1" SEALED UNIT GUARDING (CLEAR)

42" HT. (MIN.) ALUMINIUM GUARDRAIL C.W.

THERMALLY BROKEN ALUMINUM SIDING DOOR SYSTEM C.W. 10MM TEMPERED GLAZING

PREFINISHED METAL GUARDING @ ROOF EAVES FACE - WHITE FINISH



(1) EXISTING WOOD FENCE + ACCESS GATE: TO BE REMOVED

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MOWAT TECHNICAL INC. 502 COUNTRY VILLAGE CAPE NE CALGARY, ALBERTA, T3K 6E1

PAUL MOWAT CELL: 403.888.9152 EMAIL: PAUL@MOWATTECHNICAL.COM

RELEASES NO. DESCRIPTION

 02
 ISSUED FOR REZONING 2
 01.25.24

 01
 ISSUED FOR REZONING
 15.12.23
 BAYSIDE PLACE MULTI - UNIT

15 BAYSIDE PLACE STRATHMORE, ALBERTA, T1P 1C8

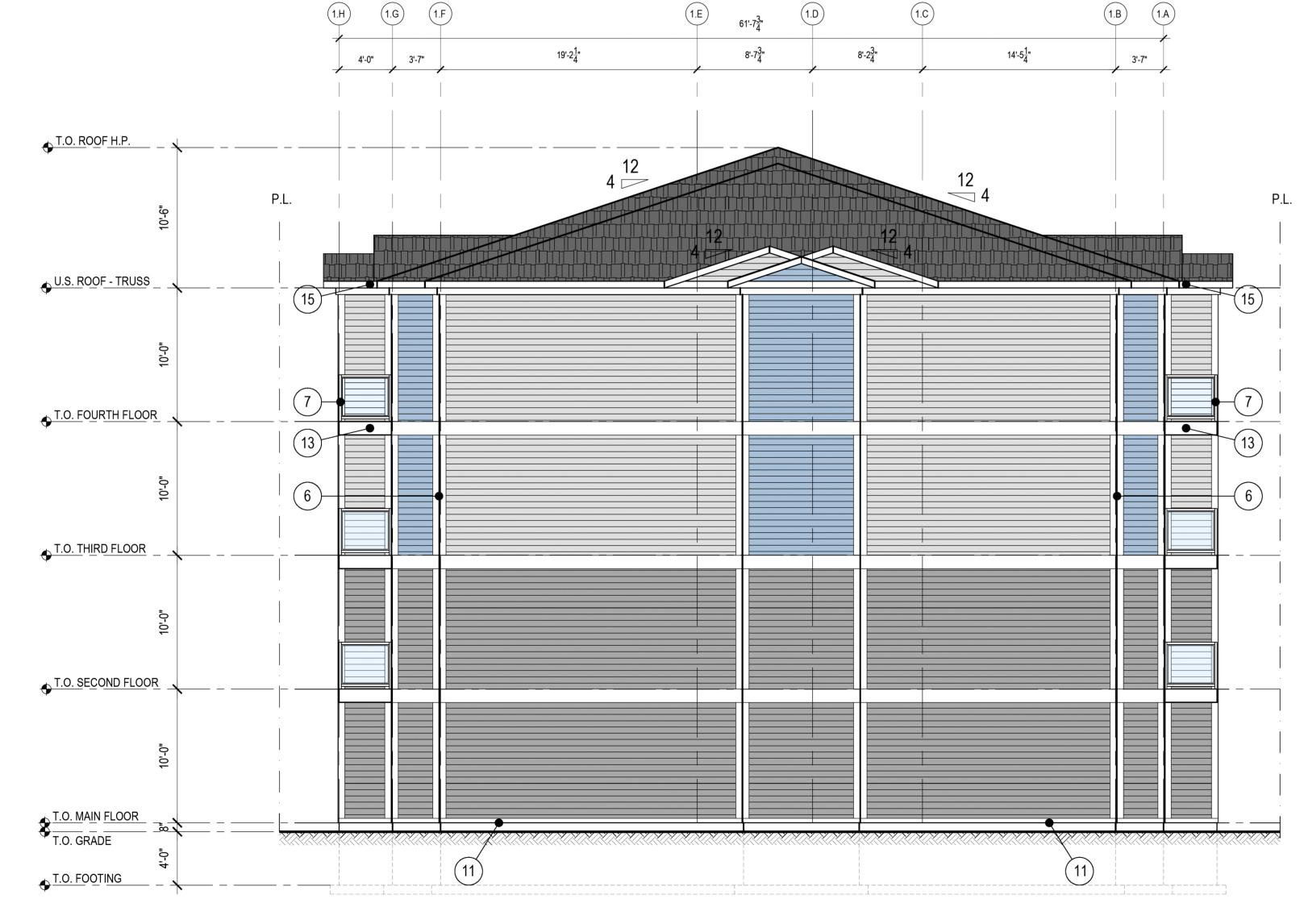
PLAN 781; BLOCK 1, LOT 15

MT-2023-56

DEC. 15, 2023 AS NOTED

BUILDING A RIGHT ELEVATION

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LEGEND: HORIZONTAL VINYL SIDING GENTEK VINYL SIDING: IRON ORE HORIZONTAL VINYL SIDING GENTEK VINYL SIDING: CHESAPEAKE GREY HORIZONTAL VINYL SIDING GENTEK VINYL SIDING: COASTAL BLUE ASPHALT SHINGLES - 25 YEARS

IKO CAMBRIDGE SERIES: DUAL BLACK

ELEVATION KEYNOTES:

- EXISTING WOOD FENCE + ACCESS GATE: TO BE REMOVED
- EXISTING CONCRETE SIDEWALK + GRAVEL BED: TO BE REMOVED
- EXISTING PLANTER: TO BE REMOVED

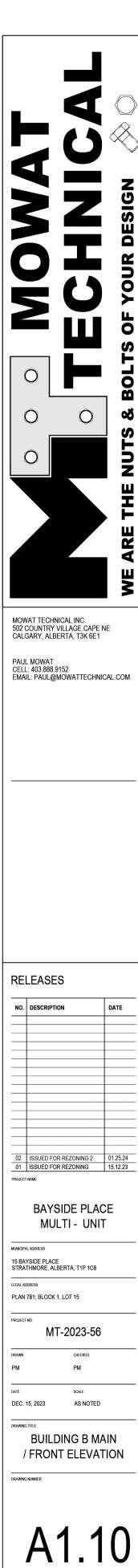
SHOWN AS THUS

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1 BUIDLING B - MAIN / FRONT ELEVATION
A1.10 3/16" = 1'-0"



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IKO CAMBRIDGE SERIES: DUAL BLACK

ELEVATION KEYNOTES:

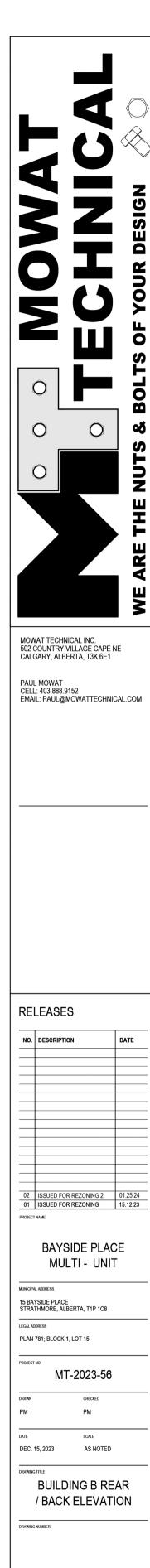
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- THERMALLY BROKEN STOREFRONT ALUMINUM WINDOW FRAMING SYSTEM C.W. 1" SEALED UNIT GUARDING -

- INSULATED METAL DOOR IMPRESSED STEEL FRAMING SYSTEM FRAME FINISH: BLACK, DOOR FINISH TO MATCH IRON ONE GRAY SIDING FINISH
- THERMALLY BROKEN ALUMINUM SIDING DOOR SYSTEM C.W. 10MM TEMPERED GLAZING
- CEMENTITIOUS ACRYLIC PARGING TO BE APPLIED TO EXPOSED CAST-IN-PLACE CONCRETE FOUNDATION
- PREFABRICATED ALUMINUM "AIR INTAKE" VENT FOR UTILITY CLOSET MECHANICAL SYSTEM LIGHT GRAY FINISH
- 12" PREFABRICATED FIBRE CEMENT BOARD (HORIZONTAL POSITION) WHITE FINISH TYP. @ BASE, FLOOR LEVELS
- 6" PREFABRICATED FIBRE CEMENT BOARD (VERTICAL POSITION) WHITE @ U.S. ROOF
- PREFINISHED METAL GUARDING @ ROOF EAVES FACE WHITE FINISH



1 BUIDLING B - REAR / BACK ELEVATION
A1.11 3/16" = 1'-0"



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A1.11



ELEVATION KEYNOTES:

SHOWN AS THUS

THERMALLY BROKEN ALUMINUM WINDOW FRAMING SYSTEM G.W. 1" SEALED UNIT GUARDING (CLEAR)

42" HT. (MIN.) ALUMINIUM GUARDRAIL C.W.

THERMALLY BROKEN STOREFRONT ALUMINUM WINDOW FRAMING SYSTEM C.W. 1" SEALED UNIT GUARDING -

9 INSULATED METAL DOOR IMPRESSED STEEL FRAMING SYSTEM - FRAME FINISH: BLACK, DOOR FINISH TO MATCH IRON ONE GRAY SIDING FINISH

THERMALLY BROKEN ALUMINUM SIDING DOOR SYSTEM C.W. 10MM TEMPERED GLAZING

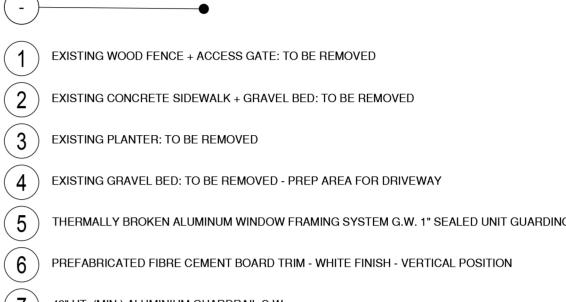
CEMENTITIOUS ACRYLIC PARGING TO BE APPLIED TO EXPOSED CAST-IN-PLACE CONCRETE FOUNDATION WALL

PREFABRICATED ALUMINUM "AIR INTAKE" VENT FOR UTILITY CLOSET MECHANICAL SYSTEM - LIGHT GRAY FINISH

12" PREFABRICATED FIBRE CEMENT BOARD (HORIZONTAL POSITION) - WHITE FINISH TYP. @ BASE, FLOOR LEVELS

(14) 6" PREFABRICATED FIBRE CEMENT BOARD (VERTICAL POSITION) - WHITE @ U.S. ROOF

PREFINISHED METAL GUARDING @ ROOF EAVES FACE - WHITE FINISH



MOWAT TECHNICAL INC. 502 COUNTRY VILLAGE CAPE NE CALGARY, ALBERTA, T3K 6E1 PAUL MOWAT CELL: 403.888.9152 EMAIL: PAUL@MOWATTECHNICAL.COM

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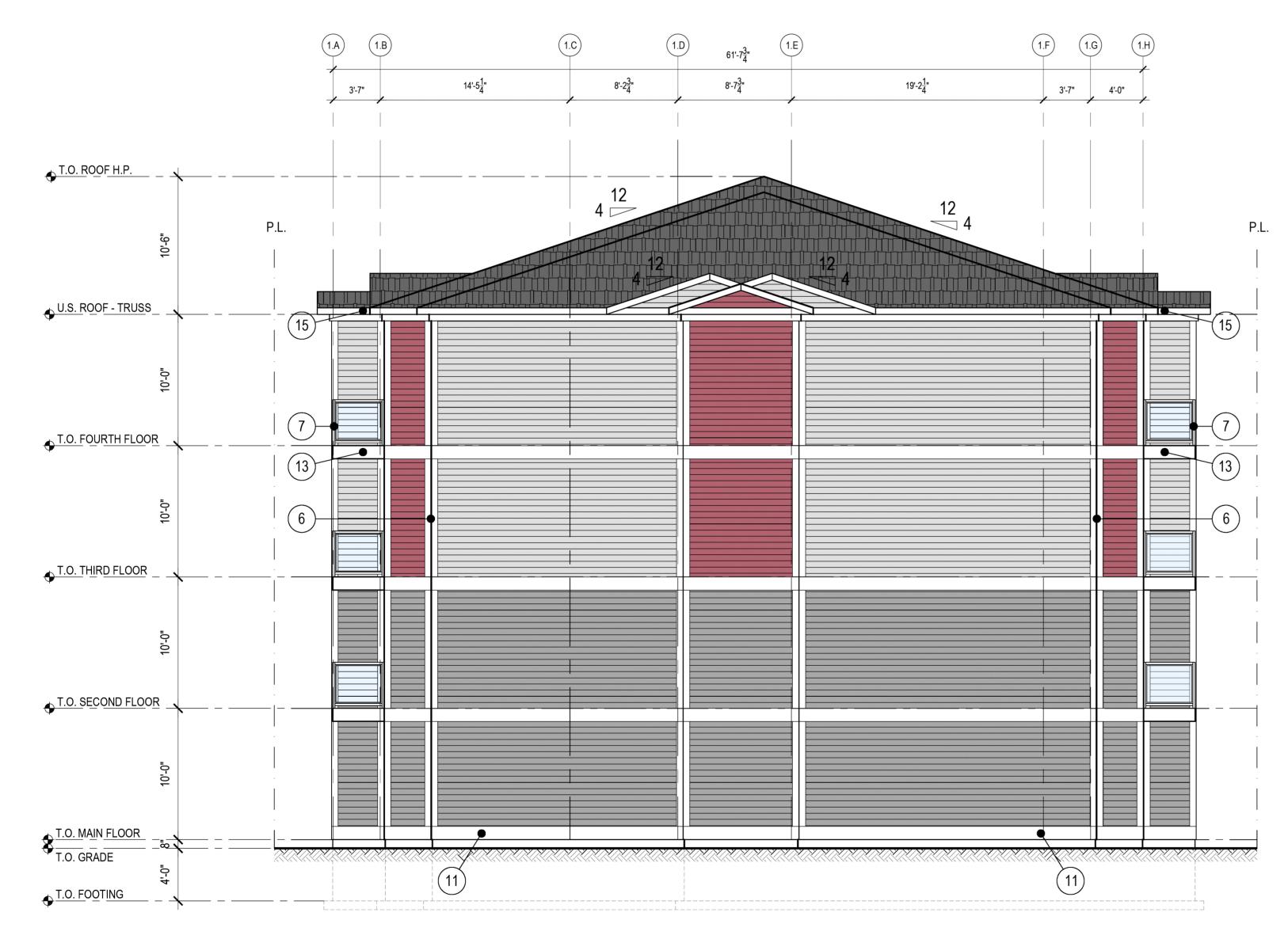
PLAN 781; BLOCK 1, LOT 15

MT-2023-56

DEC. 15, 2023 AS NOTED

BUILDING B LEFT ELEVATION

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ELEVATION KEYNOTES:

SHOWN AS THUS

1 EXISTING WOOD FENCE + ACCESS GATE: TO BE REMOVED

2 EXISTING CONCRETE SIDEWALK + GRAVEL BED: TO BE REMOVED

3 EXISTING PLANTER: TO BE REMOVED

4 EXISTING GRAVEL BED: TO BE REMOVED - PREP AREA FOR DRIVEWAY

(5) THERMALLY BROKEN ALUMINUM WINDOW FRAMING SYSTEM G.W. 1" SEALED UNIT GUARDING (CLEAR)

6 PREFABRICATED FIBRE CEMENT BOARD TRIM - WHITE FINISH - VERTICAL POSITION

7 42" HT. (MIN.) ALUMINIUM GUARDRAIL C.W.

THERMALLY BROKEN STOREFRONT ALUMINUM WINDOW FRAMING SYSTEM C.W. 1" SEALED UNIT GUARDING -

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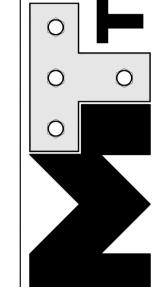
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PAUL MOWAT CELL: 403.888.9152 EMAIL: PAUL@MOWATTECHNICAL.COM

RELEASES

No. DESCRIPTION

02 ISSUED FOR REZONING 2 01.25.24 01 ISSUED FOR REZONING 15.12.23

> BAYSIDE PLACE MULTI - UNIT

MUNICIPAL ADDRESS

15 BAYSIDE PLACE
STRATHMORE, ALBERTA, T1P 1C8

LEGAL ADDRESS
PLAN 781; BLOCK 1, LOT 15

PROJECT NO. MT-2023-56

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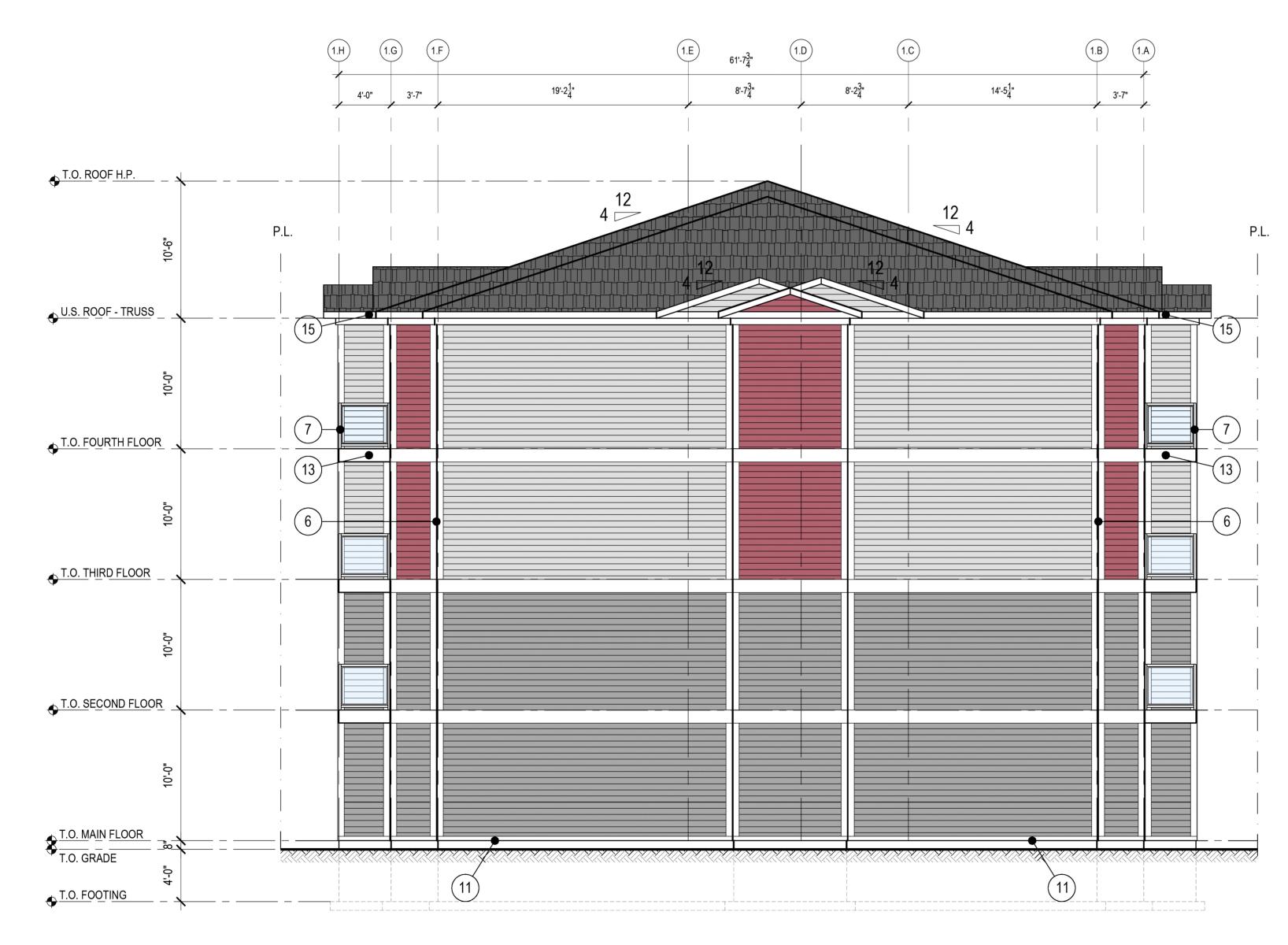
DATE SCALE
DEC. 15, 2023 AS NOTED

BUILDING B RIGHT ELEVATION

DRAWING NUMBER

A1.13

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1 BUILDNG B - RIGHT ELEVATION A1.13 3/16" = 1'-0"

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, February 20, 2024

7:00 p.m.

Strathmore Municipal Library Program Room

PRESENT

Trustee Ann Horn, Chair

Trustee Caleigh Haworth, Secretary Trustee Sunday Adeola, Treasurer

Trustee Tammy Anderson Trustee Ruth McCluskey Trustee Marie Mortreuil Trustee Taura Fox Walker Trustee Lindsay Walker Trustee Robyn Weinkauf

GUESTS

Laura Taylor, COO, Marigold Library System

ABSENT WITH NOTICE

Trustee Melissa Langmaid, Vice Chair

CALL TO ORDER

Trustee Horn called today's meeting to order at 7:06 p.m.

1. OPENING REMARKS

Welcome Laura Taylor of Marigold Library System Gary's Celebration

- 2. LAURA TAYLOR PRESENTATION ON LIBRARY GOVERNANCE AND MARIGOLD LIBRARY SYSTEM
- 3. CONFIRMATION OF AGENDA

Moved by Trustee Haworth

Page 1 of 3

Chair Secretary

To approve the agenda for the February 20, 2024, Town of Strathmore Library Board Meeting as amended.

MOTION CARRIED

4. CONFIRMATION OF MINUTES OF JANUARY 16, 2024 (APPENDIX A) AND ANNUAL ORGANIZATIONAL MEETING (APPENDIX B)

Moved by Trustee Mortreuil

To approve the minutes for the January 16, 2024, Regular Meeting as presented.

MOTION CARRIED

Moved by Trustee McCluskey

To approve the minutes for the January 16, 2024, Annual Organizational Meeting as presented.

MOTION CARRIED

5. REPORTS FROM OFFICERS AND ADMINISTRATIVE

- **5.1.** Director's Report (Appendix C)
- **5.2.** Financial Report (Appendix D)
- **5.3.** Provincial Report

6. NEW BUSINESS

6.1. Financial Chair added as banking signatory

Moved by Trustee Haworth

To approve the addition of Trustee Adeola, Financial Chair, as a signatory for library banking.

MOTION CARRIED

6.2. Audit Proposal from ORION LLP Chartered Professional Accountants (Appendix F)

Moved by Trustee Fox Walker

To approve the proposal from Orion LLP for the preparation of the audit of the library as presented.

MOTION CARRIED

6.2. Elder Abuse Workshop in Chestermere – approval for travel

Moved by Trustee McCluskey

Page 2 of 3

Chair

Secretary

To approve travel for the Elder Abuse Workshop in Chestermere.

MOTION CARRIED

- **6.3.** Calendar look ahead:
 - March Fundraising
 - April CALP presentation
 - May Elevator speech
 - June True North
- **6.4.** March 9th PLSB Meeting in Strathmore do we want to do catering or snacks
- 6.5. CALP Symposium in Edmonton, April 30 May 2

7. ADJOURNMENT

Moved by Trustee Horn

To adjourn the meeting at 9:51 p.m.

MOTION CARRIED

NEXT REGULAR MEETING

March 19, 2024

APPENDICES

- A Unconfirmed January 16, 2024, Regular Meeting Minutes
- B Unconfirmed January 16, 2024, Organizational Meeting Minutes
- C Director's Report
- D Financials- Balance Sheet 2023, Budget vs Actuals 2023 Budget, Profit and Loss 2023
- E Strathmore Library Policy Manual
- F Letter from Orion LLP Accountants
- G-SAIL Board Report

Page 3 of 3

Ann Horn

Chair

Caleigh Haworth

Catamarth

Secretary

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, January 18, 2024, at 7:00pm.

Board Members Present:

Hospice Society
Strathmore Lions Club
Town of Strathmore
Town of Strathmore
Town of Strathmore
Village of Hussar
Village of Rockyford

G. Koester
L. Voermans
D. Peterson
R. Wegener
L. Schultz
L. Smith

Village of Standard M. Gauthier ~ via Zoom

Wheatland County S. Laprise Wheatland County R. Laursen Wheatland County J. Wilson

Member At Large K. Clayton ~ via Zoom

Attendees Present:

CAO V. Cook

Finance & HR Coordinator C. Hickey ~ Recording Secretary

Maintenance Supervisor P. Neufeld C. Shworak Social Housing Manager R. Beveridge

Absent:

Board Chair, KOESTER, called the meeting to order at 7:00PM.

Welcome Guest Speaker

- Chantale Sangster ~ Community Futures Wild Rose
- Preliminary proposal for what the Strategic Plan update session might look like
 - Review, discussion and suggestions on handout and upcoming plan
- Have meeting with Lori Michalchuk and Valerie Puttick before addressing Strategic Plan regarding Board responsibilities etc.
 - For all Board Members ~ will invite councillors etc to listen online

Additions to Agenda

Add Chair Report (verbal) ~ after "Action Plan"

Add Correspondence in consent agenda ~ #10

Removal of "Resolution 43-11-17" from E.2.a)

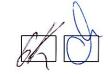
RESOLUTION 44-01-01 Agenda

VOERMANS MOVED to approve the agenda; as amended.

· Carried.

Ratify email approval on January 2, 2024, for use of Consent Agenda

• Per discussion at November 2023 Board Meeting



RESOLUTION 44-01-02 Ratification of Consent Agenda

PETERSON MOVED to ratify the approval via email on January 2, 2024, approving the use of the Consent Agenda for January 2024 meeting and all Board Meetings moving forward.

· Carried.

Consent Agenda

- Organizational Board Meeting Minutes November 16, 2023
- Regular Board Meeting November 16, 2023
- Board Resolution Action
- Financial Reports Lodge & Social Housing November 2023
- Maintenance Reports Lodge & Social Housing
- Social Housing Report
- · Resident Manager Report
- CAO Report
- Committee Reports N/A

Removal of Items from Consent Agenda for questions

- Financial Reports Lodge ~ D.4.a)
- Maintenance Reports Lodge ~ D.5.a)

RESOLUTION 44-01-03 Consent Agenda

LAPRISE MOVED to approve the Consent Agenda; as amended.

· Carried.

Financial Report - Lodge inquiry

- What is the \$9,972.63 under "Sundry Revenue"?
 - Complete Purchasing credit

Maintenance Report - Lodge inquiry

- · Update on Roof
 - o There is no grant available
 - Motion previously made to move forward with Baxter Roofing
 - There is no cost as of yet as first step was hiring Baxter Roofing who will take care of tendering
 - WHMB has final say once tendering is done

RESOLUTION 44-01-04 Lodge Finance & Maintenance Report

LAPRISE MOVED to approve the Lodge Finance and Maintenance Report.

Carried.

Old Business

Social Housing

Lodge

New Business

Social Housing

Lodge

Ratify email approval on December 6, 2023, for purchase of required dishwasher in the amount of \$11,267.74

RESOLUTION 44-01-05 Ratification of Purchase Of Dishwasher

SMITH MOVED to ratify the approval via email on December 6, 2023, approving the purchase of a new dishwasher in the amount of \$11,267.74.

Carried.

Approval of revised Employee Policy Manual

- Emailed prior to meeting for Board Members for review
- Changes made with update of the new CUPE contract
- Thank you to Vickey and the Policy Review Committee for your work on the Manual

RESOLUTION 44-01-06 Employee Policy Manual

PETERSON MOVED to accept the revised Employee Policy Manual as presented.

Carried.

Request letter from Villages regarding Board representatives having Alternates

- Villages only have one member, and if they cannot be there, there is currently no one to replace
 - o Can this be done? If not, why?
 - o Can the Board as a whole send in request?
- Part of Ministerial Order and would need to be reviewed by the Minister
- Comment from Housing Advisor was that the member numbers were based on municipal funding amount. A request could be made but not likely that additional members would be allowed
- Will discuss possibility with Lori Michalchuk and Valerie Puttick when they come to speak to the Board

Increase to Resident Accommodations Fees

- Has not been changed in 3 years
- Resident must be left with a minimum of \$375
- Looking to increase 3% for July 1, 2024
 - Discussions

RESOLUTION 44-01-07

Accommodation Fee Increase

SMITH MOVED to increase Resident Accommodation Fees by 3% on July 1, 2024, and review every 2 years.

Carried.



Maintenance & Capital Items - Re: Reserve funds

 Discussions and review on reserve amounts for maintenance and capital items for current lodge

RESOLUTION 44-01-08 Reserve Requisition

LAPRISE MOVED to increase WHMBs requisition for current lodge building reserve funds to \$300,000 for 2024.

Carried

RESOLUTION 44-01-09 Maintenance & Capital Items Reserve List

SMITH MOVED to accept the Maintenance & Capital Items re: Reserves list and include with the requisition letter.

· Carried.

RESOLUTION 44-01-10 Requisition Letter

SMITH MOVED to send the requisition letters for the approved reserve funds separately as soon as possible.

· Carried.

Budget Review for Lodge & Social Housing

RESOLUTION 44-01-11 2024 Social Housing Budget

PETERSON MOVED to accept the 2024 Social Housing budget as presented.

Carried.

RESOLUTION 44-01-12 2024 Lodge Budget

SMITH MOVED to accept the 2024 Lodge budget as presented.

Carried.

Action Plan

Action Plan Recommend Removal of Action Item

Request to remove apology from Tom Ikert from Action Plan

RESOLUTION 44-01-13 Action Item Removal

PETERSON MOVED that the Tom Ikert action related to apology on Action Plan be removed.

Carried.

Audited Financial Statements have been posed on WHMB website per Resolution 43-11-15

Strategic Plan update

• 3 items on Strategic Plan have been completed/removed

 Will begin to address Strategic Plan with Chantale Sangster as per beginning of meeting

Chair Report

- Watched Jason Nixon on YouTube
 - o Forming a committee to look at Lodges in the province
 - Vickey has list of committee members and will send out to board members
- Spoke with Derek Weis
 - o No new information or update as of yet
 - Next week hoping to hear news
 - o If WHMB is not successful this round, they keep your application in which you can enhance for the next round

RESOLUTION 44-01-14 Chair Report

KOESTER MOVED the Chair Report as presented.

Carried.

In Camera

- · Building Committee
- Board Relations

RESOLUTION 44-01-15 In Camera

PETERSON MOVED to go in-camera at 8:54PM.

· Carried.

RESOLUTION 44-01-16 Out of Camera

WEAGNER MOVED to go out-of-camera at 9:37PM.

· Carried.

RESOLUTION 44-01-17 Adjournment

SMITH MOVED the meeting adjourn at 9:40PM.

Chair

Recording Secretary



On May 5th, 2023, the County of Grande Prairie Regional Fire Service was challenged with a Wildland Urban Interface fire that quickly impacted residents along the Wapiti River valley. Dry conditions, high winds and extreme fire behaviour were just some of the challenges we faced that day. Wildfires were sparked across northwestern Alberta and resources that we would normally rely on through mutual aid were tasked in their own municipalities. Resources from the County of Grande Prairie, Towns of Beaverlodge, Wembley and Sexsmith, as well as the City of Grande Prairie responded to the Dunes West Fire.

24 hours a day for the next 72 hours, firefighters and members of GPREP continued to respond to the largest wildfire event impacting the most homes in the County's History. Firefighters from our region continued to answer another 40 calls over those 3 days including large grass fires, structure fires, MVC's and other responses. I am unable to quantify the actions of the responders that were on the front lines in those first 3 days, and I cannot deny the exceptional teamwork, coordination and all out effort that was put in by these individuals.

Late in the evening on Sunday, support started arriving from across the province. These resources were able to provide a break to our exhausted responders and take over the fire line to continue protecting our residents. Responders from Lloydminster, Chestermere, St. Paul, Strathmore, Vulcan County, City of Calgary and MD of Smoky River, as well as members of the Canadian Military and Wildfire Division Supervisors from Oregon all came to assist us in our time of need. We also had additional support from St. Albert and Jasper, which sent resources to assist our GPREP members in other emergency operations. The closest provincial resources from outside our region came from 700 km away while our friends from Oregon travelled almost 1,900 km to assist at our fire. The time, effort, and compassion that everyone who responded to this event had, was very much appreciated.

During the event, four homes, several outbuildings and other property was damaged or lost. We did protect over 300 other homes and were able to get all the evacuee's home in less than 14 days, which under the conditions was a remarkable achievement.

As Fire Chief for the County of Grande Prairie Regional Fire Services, it cannot be understated how much we appreciate what you did for our community, residents, and our service. We will be eternally grateful for the blood, sweat and tears that you shed for us.

Thank-you so much!

Sincerely,

Fire Chief

Trevor Grant