



AGENDA
REGULAR COUNCIL MEETING
Wednesday, May 20, 2026 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Page

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

3. PUBLIC HEARING

4. PUBLIC COMMENTS

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

5. DELEGATIONS

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

6. CONSENT AGENDA

- 7.1 Regular Council Meeting Minutes – May 6, 2026
- 7.2 Special Council Meeting Minutes – May 13, 2026
- 9.1 2026 Seniors' Week Proclamation
- 9.2 2027 Capital and Operating Budget Timelines
- 9.3 2027 Capital Project and Major Initiatives Priority Matrix
- 9.5 2026 Capital Budget Amendment – Modular Fire Training Centre
- 9.6 2026 Capital Budget Change in Scope – IT Backup Systems and Server Upgrade Projects
- 9.7 Video Surveillance Policy No. 1215
- 9.8 Signing Authority Policy No. 1216
- 10.2.1 WHMB Board Meeting Notes – April 30, 2026
- 10.2.2 2025 Marigold Annual Report
- 10.2.3 2026-2030 Marigold Plan of Service
- 10.2.4 April 2026 Marigold Library Board Updates
- 10.2.5 Strathmore Municipal Library 2025 Value of Your Investment
- 11.1 Coalition of Alberta Public Libraries Status Update – May 11, 2026

7. CONFIRMATION OF MINUTES

- 7.1. Regular Council Meeting Minutes – May 6, 2026 4 - 14
[Agenda Item - AIR-26-122 - Pdf](#)
- 7.2. Special Council Meeting Minutes – May 13, 2026 15 - 18
[Agenda Item - AIR-26-129 - Pdf](#)

8. BYLAWS

9. BUSINESS

- 9.1. 2026 Seniors' Week Proclamation 19 - 21
[Agenda Item - AIR-26-095 - Pdf](#)
- 9.2. 2027 Capital and Operating Budget Timelines 22 - 25
[Agenda Item - AIR-26-112 - Pdf](#)
- 9.3. 2027 Capital Project and Major Initiatives Priority Matrix 26 - 29
[Agenda Item - AIR-26-120 - Pdf](#)
- 9.4. 2026-2029 Corporate Business Plan 30 - 37
[Agenda Item - AIR-26-127 - Pdf](#)
- 9.5. 2026 Capital Budget Amendment - Modular Fire Training Centre 38 - 41
[Agenda Item - AIR-26-123 - Pdf](#)
- 9.6. 2026 Capital Budget Change in Scope - IT Backup Systems and Server Upgrade Projects 42 - 46
[Agenda Item - AIR-26-118 - Pdf](#)
- 9.7. Video Surveillance Policy No. 1215 47 - 67
[Agenda Item - AIR-26-055 - Pdf](#)
- 9.8. Signing Authority Policy No. 1216 68 - 80
[Agenda Item - AIR-26-128 - Pdf](#)

10. COUNCILLOR INFORMATION & INQUIRIES

- 10.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS
- 10.2. BOARD AND COMMITTEE REPORTS
- 10.2.1. WHMB Board Meeting Notes – April 30, 2026 81 - 83
[WHMB Board Meeting Notes – April 30, 2026](#)
- 10.2.2. 2025 Marigold Annual Report 84 - 115
[2025 Marigold Annual Report](#)
- 10.2.3. 2026-2030 Marigold Plan of Service 116 - 123
[2026-2030 Marigold Plan of Service](#)
- 10.2.4. April 2026 Marigold Library Board Updates 124 - 125
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- 10.2.5. Strathmore Municipal Library 2025 Value of Your Investment 126 - 130
[Strathmore Municipal Library 2025 Value of Your Investment](#)
- 10.3. QUESTION AND ANSWER PERIOD
- 10.4. ADMINISTRATIVE INQUIRIES
- 10.5. NOTICES OF MOTION

11. CORRESPONDENCE

- 11.1. Coalition of Alberta Public Libraries Status Update – May 11, 2026 131 - 135
[Coalition of Alberta Public Libraries Status Update – May 11, 2026](#)

12. CLOSED MEETING

- 12.1. Water Licence Transfer Agreement – Advice from officials – ATIA S. 29(1)(a)

12.2. Lease Extension Agreement – Range Rd 250 – Advice from officials – ATIA S. 29(1)(a)

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

13. ADJOURNMENT



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 5, 2026

Meeting Date: May 20, 2026

SUBJECT: Regular Council Meeting Minutes – May 6, 2026

RECOMMENDED MOTION: THAT Council adopt the May 6, 2026 Regular Council Meeting Minutes as presented in Attachment I.

REPORT SUMMARY

OBJECTIVE:

For Council to adopt the Regular Council Meeting Minutes as presented.

BACKGROUND:

N/A

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the May 6, 2026 Regular Council Meeting are given to Council for adoption.

IMPLEMENTATION

NEXT STEPS:

Once signed, the May 6, 2026 Regular Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE MOTIONS:

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

REPORT AUTHOR:

Claudette Thorhaug, Legislative Services Officer

ATTACHMENTS:

[Attachment I: REGULAR COUNCIL - 06 May 2026 - Meeting Minutes](#)

Veronica Anderson, Legislative Services Officer

Approved
- 07 May
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 08 May
2026



MINUTES

REGULAR COUNCIL MEETING

6:00 PM - Wednesday, May 6, 2026

Council Chambers, 1 Parklane Drive, Strathmore AB

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

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

1. **CALL TO ORDER**

Mayor Fule called the May 6, 2026 Regular Council Meeting to order at 6:00 p.m.

1.1. **Traditional Land Acknowledgement for the First Meeting in May (Litainsimopi)**

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

2. **CONFIRMATION OF AGENDA**

Resolution No. 133.05.26

Moved by Councillor Brown

THAT Council adopt the May 6, 2026 Regular Council Meeting Agenda as presented.

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

AGAINST: None.

CARRIED

3. **PUBLIC HEARING**

None.

4. **PUBLIC COMMENTS**

4.1. Registered Speakers – Public Spaces Neutrality Bylaw

Peter Jenner
Mandy Gillespie
Sarah Thornton
Marlow Lovelace
Trevor Ward
Alex Wright
Tiffany Carlson
Kaven Brewer
Sunday Adeola
Kateryna Rycar
Shane Devine

4.2. Written Submissions – Public Spaces Neutrality Bylaw

5. DELEGATIONS

None.

6. CONSENT AGENDA

Resolution No. 134.05.26

Moved by Councillor Langmaid

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

7.1 Regular Council Meeting Minutes – April 15, 2026

11.2.1 Strathmore Library Regular Meeting Minutes – March 17, 2026

11.2.2 WADEMSA Report – April 20, 2026

12.1 Thank you from Mainsprings Pregnancy and Family Support

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

AGAINST: None.

CARRIED

7. CONFIRMATION OF MINUTES

7.1. Regular Council Meeting Minutes – April 15, 2026

The following motion was adopted by the consent agenda:

THAT Council adopt the April 15, 2026 Regular Council Meeting Minutes as presented in Attachment I.

8. NOTICES OF MOTION

8.1. Public Spaces Neutrality Bylaw – Councillor Wiley

Resolution No. 135.05.26

Moved by Councillor Wiley

THAT Council direct Administration to draft a "Public Spaces Neutrality Bylaw" for Council's consideration, which shall include provisions to:

1. Limit the flags displayed on municipal buildings, flagpoles, and Town-owned property to official government flags, including the National Flag of Canada, the Province of Alberta Flag, the Town of Strathmore Flag, and the flags of our municipal partners, such as Siksika Nation and Wheatland County;
2. Ensure that all future municipal crosswalks and roadway markings are maintained in standardized traffic-safety configurations (such as continental or ladder patterns) and remain free from non-standard colors or symbols associated with specific ideological causes or social movements;
3. Include a grandfathering provision stating that any existing non-standard crosswalks, or those previously approved by Council motion, be permitted until such a time as scheduled maintenance or replacement is required, at which point they shall be converted to standardized configurations; and
4. Clarify that such regulations apply only to flagpoles and crosswalks on public municipal property and do not regulate displays or symbols on private property.

Resolution No. 136.05.26

Moved by Councillor Wegener

THAT the motion be amended to have point 1 read as follows:

"1. Limit the flags displayed on municipal buildings, flagpoles, and Town-owned property to official government flags, including the National Flag of Canada, the Province of Alberta Flag, the Town of Strathmore Flag, and the flags of our municipal partners, such as Siksika Nation;"

FOR: Councillor Wegener

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

DEFEATED

Resolution No. 135.05.26

Moved by Councillor Wiley

THAT Council direct Administration to draft a "Public Spaces Neutrality Bylaw" for Council's consideration, which shall include provisions to:

1. Limit the flags displayed on municipal buildings, flagpoles, and Town-owned property to official government flags, including the National Flag of Canada,

the Province of Alberta Flag, the Town of Strathmore Flag, and the flags of our municipal partners, such as Siksika Nation and Wheatland County;

2. Ensure that all future municipal crosswalks and roadway markings are maintained in standardized traffic-safety configurations (such as continental or ladder patterns) and remain free from non-standard colors or symbols associated with specific ideological causes or social movements;
3. Include a grandfathering provision stating that any existing non-standard crosswalks, or those previously approved by Council motion, be permitted until such a time as scheduled maintenance or replacement is required, at which point they shall be converted to standardized configurations; and
4. Clarify that such regulations apply only to flagpoles and crosswalks on public municipal property and do not regulate displays or symbols on private property.

FOR: Councillor Brown, Councillor Hyde, and Councillor Wiley

AGAINST: Mayor Fule, Councillor Chisholm, Councillor Langmaid, and Councillor Wegener

DEFEATED

Resolution No. 137.05.26

Moved by Councillor Langmaid

THAT Council take a 10 minute recess at 7:48 p.m.

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

AGAINST: None.

CARRIED

Mayor Fule reconvened the May 6, 2026 Regular Council Meeting at 8:00 p.m.

9. BYLAWS

9.1. 2026 Property Tax Rate Bylaw No. 26-12

Resolution No. 138.05.26

Moved by Councillor Langmaid

THAT Council give First Reading to Bylaw No. 26-12, being the 2026 Property Tax Rate Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 139.05.26

Moved by Councillor Langmaid

THAT Council give Second Reading to Bylaw No. 26-12, being the 2026 Property Tax Rate Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 140.05.26

Moved by Councillor Langmaid

THAT Council give unanimous consent to give Third and Final Reading to Bylaw No. 26-12, being the 2026 Property Tax Rate Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 141.05.26

Moved by Councillor Langmaid

THAT Council give Third Reading to Bylaw No. 26-12, being the 2026 Property Tax Rate Bylaw.

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

AGAINST: None.

CARRIED

10. BUSINESS

10.1. 911 Fire Dispatch Options

Resolution No. 142.05.26

Moved by Councillor Wegener

THAT Council go In-Camera to discuss this item as it relates to S. 29(1)(a), S. 19(1) and S. 30(1)(c) of the *Access to Information Act* at 8:19 p.m.

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

AGAINST: Councillor Wiley

CARRIED

Resolution No. 143.05.26

Moved by Councillor Brown

THAT Council move out of Camera at 8:52 p.m.

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

AGAINST: None.

CARRIED

Resolution No. 144.05.26

Moved by Councillor Wegener

THAT the decision on 911 Fire Dispatch be deferred to the June 3, 2026 Regular Council Meeting.

FOR: Councillor Brown and Councillor Wegener

AGAINST: Mayor Fule, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, and Councillor Wiley

DEFEATED

Resolution No. 145.05.26

Moved by Councillor Langmaid

THAT Council direct Administration to cease using the Wheatland and Adjacent Districts Emergency Medical Services Association for 911 call-taking and fire dispatch services only;

AND THAT Council direct Administration to secure a 911 call-taking and fire dispatch services agreement with Calgary 911.

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

AGAINST: Councillor Brown and Councillor Wegener

CARRIED

10.2. Post Secondary Fire School Partnership

Resolution No. 146.05.26

Moved by Councillor Chisholm

THAT Council support a post-secondary fire school partnership and the development of a one-year pilot firefighter training program in Strathmore for Fall 2026.

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

AGAINST: None.

CARRIED

11. COUNCILLOR INFORMATION & INQUIRIES

11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

11.1.1. Non-Priority Roadway Snow Management

Resolution No. 147.05.26

Moved by Councillor Brown

THAT Council direct Administration to return to a subsequent Committee of the Whole with a report on financial and operational implications and activating conditions for plowing or rut filling of roads and cul-de-sacs in town that are not currently covered under the priority roadways, as it relates to the Town's Service Levels.

FOR: Councillor Brown

AGAINST: Mayor Fule, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, Councillor Wegener, and Councillor Wiley

DEFEATED

11.1.2 Alleyway Maintenance

Resolution No. 148.05.26

Moved by Councillor Brown

THAT Council direct Administration to return to a subsequent Committee of the Whole with a report on financial implications and triggering conditions for increased alleyway maintenance as it relates to the Town's Service Levels.

FOR: Councillor Brown and Councillor Wiley

AGAINST: Mayor Fule, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, and Councillor Wegener

DEFEATED

11.1.3 Bayshore Health Care Aids

Councillor Langmaid stated that she spoke to a few Health Care Aids who work for Bayshore Health Care and provide services to residents of the community. She shared that the Health Care Aids were requesting Council's support in their call for an agreement, as they have been negotiating for 3 years without a resolution.

11.2. BOARD AND COMMITTEE REPORTS

11.2.1. Strathmore Library Regular Meeting Minutes – March 17, 2026

11.2.2. WADEMSA Report – April 20, 2026

11.3. QUESTION AND ANSWER PERIOD

None.

11.4. ADMINISTRATIVE INQUIRIES

None.

12. CORRESPONDENCE

12.1. Thank you from Mainsprings Pregnancy and Family Support

Resolution No. 149.05.26

Moved by Councillor Wiley

THAT Council extend the May 6, 2026 Regular Council Meeting to 10:30 p.m.

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

AGAINST: None.

CARRIED

13. CLOSED MEETING

Resolution No. 150.05.26

Moved by Councillor Langmaid

THAT Council move In Camera to discuss items related to sections 29(1)(a) and 29(1)(b)(iii) of the *Access to Information Act* at 9:34 p.m.

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

AGAINST: None.

CARRIED

13.1. Land Item – Advice from officials – ATIA S. 29(1)(a)

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

Resolution No. 151.05.26

Moved by Councillor Langmaid

THAT Council move out of Camera at 10:21 p.m.

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

AGAINST: None.

CARRIED

Resolution No. 152.05.26

Moved by Councillor Wegener

THAT Council adopt the recommendation for Closed Meeting Item 13.1 - *Land Item*, as presented in the Confidential Administrative Report and as discussed In Camera.

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

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

AGAINST: None.

CARRIED

14. ADJOURNMENT

Mayor Fule adjourned the May 6, 2026 Regular Council Meeting at 10:26 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 13, 2026

Meeting Date: May 20, 2026

SUBJECT: Special Council Meeting Minutes – May 13, 2026

RECOMMENDED MOTION: THAT Council adopt the May 13, 2026 Special Council Meeting Minutes as presented in Attachment I.

REPORT SUMMARY

KEY ISSUE(S):

For the minutes from the May 13, 2026 Special Council Meeting to be reviewed by Council for accuracy.

OBJECTIVE:

For Council to adopt the Special Council Meeting Minutes as presented.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the May 13, 2026 Special Council Meeting are given to Council for adoption.

IMPLEMENTATION

NEXT STEPS:

Once signed, the May 13, 2026 Special Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE MOTIONS:

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

REPORT AUTHOR:

Veronica Anderson, Legislative Services Officer

ATTACHMENTS:

[Attachment I: SPECIAL COUNCIL - 13 May 2026 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 14 May
2026



MINUTES

SPECIAL COUNCIL MEETING

5:45 PM - Wednesday, May 13, 2026

Council Chambers, 1 Parklane Drive, Strathmore AB

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

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

1. **CALL TO ORDER**

Deputy Mayor Wiley called the May 13, 2026 Special Council Meeting to order at 5:47 p.m.

2. **CONFIRMATION OF AGENDA**

Resolution No. 153.05.26

Moved by Councillor Brown

THAT Council adopt the May 13, 2026 Special Council Meeting agenda as presented.

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

AGAINST: None.

CARRIED

3. **PUBLIC COMMENTS**

None.

4. **BUSINESS**

4.1. **Proclamation – World Family Doctor Day**

Resolution No. 154.05.26

Moved by Councillor Wegener

THAT Council proclaim May 19, 2026 as World Family Doctor Day in the Town of

Strathmore.

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

AGAINST: None.

CARRIED

5. ADJOURNMENT

Deputy Mayor Wiley adjourned the May 13, 2026 Special Council Meeting at 5:50 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: April 1, 2026

Meeting Date: May 20, 2026

SUBJECT: 2026 Seniors' Week Proclamation

RECOMMENDED MOTION: THAT Council proclaim June 1 to 7, 2026 as Seniors' Week in the Town of Strathmore.

REPORT SUMMARY

KEY ISSUE(S):

The key issue for consideration is whether Council wishes to proclaim Seniors' Week.

FINANCIAL IMPLICATIONS:

The financial implications are limited to staff time associated with preparing this report and coordinating the proclamation for signature.

BACKGROUND:

Each year, the Government of Alberta joins Albertans across the province to celebrate seniors and their contributions to our communities. Seniors' Week is held annually during the first full week of June.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

By proclaiming the week of June 1 to 7, 2026 as Seniors' Week, the Town will be able to celebrate the contribution that seniors have made to the community.

IMPLEMENTATION

COMMUNICATIONS:

Administration will post the proclamation to the Town website and social media during the week of June 1 to 7, 2026.

NEXT STEPS:

If Council authorizes this Proclamation, Administration will arrange for it to be signed and posted on the Town's website and social media.

ALTERNATIVE MOTIONS:

N/A

REPORT AUTHOR:

Budd Brazier, Manager

ATTACHMENTS:

[Attachment I: Seniors' Week Proclamation](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 16 Apr
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 28 Apr
2026

Veronica Anderson, Legislative Services Officer

Approved
- 28 Apr
2026

Johnathan Strathdee, Manager of Legislative Services

Approved
- 29 Apr
2026



PROCLAMATION

SENIORS' WEEK

June 1-7, 2026

WHEREAS Seniors' Week has been recognized since 1986 to celebrate and recognize the contributions seniors make to enhance the quality of life in Alberta; and

WHEREAS Seniors play an integral role in our communities and grandparents, parents, teachers, employers, volunteers, mentors, coworkers, and neighbours; and

WHEREAS we recognize and value the contributions made by seniors to enhance and strengthen our families, communities, and province; and

WHEREAS the Government of Alberta has designated that Seniors' Week be June 1 to 7, 2026.

NOW THEREFORE BE IT RESOLVED THAT on behalf of Council, I, Pat Fule, Mayor of Strathmore, do hereby proclaim June 1-7, 2026 as ***Seniors' Week*** in the Town of Strathmore.

Pat Fule, Mayor



Report for Council

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: April 26, 2026

Meeting Date: May 20, 2026

SUBJECT: 2027 Capital and Operating Budget Timelines

RECOMMENDED MOTION: Information for Council.

REPORT SUMMARY

KEY ISSUE(S):

The key issue is that Council is informed on the 2027 Operating and Capital Budget timelines as presented.

OBJECTIVE:

That Council receives the 2027 Operating and Budget Timelines as information.

FINANCIAL IMPLICATIONS:

Significant staff time is utilized for preparation and delivery of the Budget.

BACKGROUND:

For the past several years, Administration has provided the proposed timelines to Council for information so that Council was aware of the process that Administration was planning to undertake in regards to developing Council's budget. This is the opportunity for Council to ensure that the proposed process meets Council's needs moving forward.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and



Community Safety and

Green
Spaces

Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

Building a highly accurate, realistic, and achievable multi-year budget allows Council to develop long-term financial strategies that allows it to generate stable tax revenue, manage debt and expenditures, build adequate reserves, and plan for the future to support with the delivery of Council's Strategic Plan.

COMMUNITY IMPLICATIONS:

Community engagement is a key part of the Budgeting process, to ensure Council is aware of the public's wishes. Administration currently has a Coffee with Council community engagement item included, but, would seek feedback from Council on if this is sufficient/aligns with their wishes. If we do proceed with Coffee with Council, Administration is proposing to hire an external facilitator, which will require funds to support.

INTERNAL IMPLICATIONS:

The Budget Timelines provide instruction to Council and Administration on the timing and sequence of the 2027 Budget Process - to allow for proper planning and resource allocation.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

From the Municipal Government Act, Council must pass an annual Operating (S.242) and Capital (S.245) Budget by January 1st of the year.

PUBLIC ENGAGEMENT AND AWARENESS:

The proposed timelines include public engagement pieces as it pertains to budget development- namely Coffee with Council or an alternative on November 9th.

IMPLEMENTATION**COMMUNICATIONS:**

The Budget Timelines will be communicated to staff throughout the organization and public as indicated in the timelines.

NEXT STEPS:

Administration will execute the Budget Timelines, and preparation and delivery of the Budget package for Council.

ALTERNATIVE MOTIONS:

For information only.

REPORT AUTHOR:

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

ATTACHMENTS:

[Attachment I: 2027 Budget Timelines](#)

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Approved
- 11 May
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 11 May
2026

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

Approved
- 13 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 May
2026

Veronica Anderson, Legislative Services Officer

Approved
- 15 May
2026



Request for Further Direction

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 5, 2025

Meeting Date: May 20, 2026

SUBJECT:	2027 Capital Project and Major Initiatives Priority Matrix
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RECOMMENDED MOTION: That Council approves the Capital Project and Major Initiatives Priority Matrix as presented in Attachment I for the 2027 Operating and Capital Budget year.

REPORT SUMMARY

KEY ISSUE(S):

The Capital Projects Prioritization Matrix is a tool to assist with asset management because the capital projects are either refurbishing, replacing and are new assets. This tool will assist with the determining which capital projects could proceed and the timing of when. Further, there are different categories and factors with weightings to quantify and rank the priorities, which are identified in the attachment.

OBJECTIVE:

That Council approves the Matrix as presented.

FINANCIAL IMPLICATIONS:

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

BACKGROUND:

During the 2026 Budget, the Matrix was used to support in the prioritization of capital projects in alignment with Council's Strategic Plan and the Town's Corporate Business Plan. Administration is bringing forward the Matrix for Council's feedback to guide the 2027 budgeting process.

Administration presented the Matrix as an educational piece for Council at the May 13, 2026 Committee of the Whole meeting.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

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

COMMUNITY IMPLICATIONS:

N/A

INTERNAL IMPLICATIONS:

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

LEGISLATIVE IMPLICATIONS AND REFERENCES:

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

PUBLIC ENGAGEMENT AND AWARENESS:

N/A

IMPLEMENTATION

COMMUNICATIONS:

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

NEXT STEPS:

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

ALTERNATIVE MOTIONS:

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

REPORT AUTHOR:

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

ATTACHMENTS:

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

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Approved
- 11 May
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 11 May
2026

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

Approved
- 13 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 14 May
2026

Veronica Anderson, Legislative Services Officer

Approved
- 15 May
2026



Town of Strathmore

Capital Project and Major Initiatives Priority Matrix

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



Report for Council

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 12, 2026

Meeting Date: May 20, 2026

SUBJECT:	2026-2029 Corporate Business Plan
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RECOMMENDED MOTION:	THAT Council receive the information regarding the 2026 - 2029 Corporate Business Plan, as information.
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REPORT SUMMARY

KEY ISSUE(S):

The Corporate Business Plan is being provided to Council for information only as it does not require Council approval.

OBJECTIVE:

The objective of this report is to present the Corporate Business Plan for Council's information, demonstrating how administration has translated Council's newly updated Strategic Plan into an integrated framework of priorities, actions, and performance measures to support effective implementation, accountability, and organizational alignment.

FINANCIAL IMPLICATIONS:

The Corporate Business Plan itself does not create an immediate financial commitment. Rather, it establishes the organizational priorities and actions that will inform and guide financial decision-making through the annual budget and long-term financial planning processes. The initiatives and actions identified in the Plan will be evaluated and incorporated, as appropriate, into the current year adjustments and future operating and capital budgets in alignment with Council's Strategic Plan, financial policies, and available resources.

Any proposed funding requirements resulting from the implementation of the Business Plan will continue to be subject to Council review and approval through established budget and reporting processes.

BACKGROUND:

Council approved the updated Council Strategic Plan earlier in February 2026 following a structured planning process that established Council's long-term vision, strategic priorities, and desired outcomes for the Town of Strathmore. The Strategic Plan provides Council's

policy-level direction and serves as the primary governance framework that guides administrative planning, decision-making, and resource alignment across the organization.

Building on Council’s approved Strategic Plan, Administration undertook the development of the Corporate Business Plan to translate Council’s strategic direction into coordinated, actionable corporate and departmental priorities.

The development and approval of the Corporate Business Plan falls within the administrative authority of the Chief Administrative Officer, in accordance with the Municipal Government Act and established governance practices. It is important to note that there are two components of the Corporate Business Plan. The first, which is the "A list", which are items that directly link to Council's Strategic Plan. In addition, there is the "B list", which are items that the municipality undertakes that do not directly relate but are still required to be undertaken. At this time, Administration is sharing the "A list" with Council as further evaluation of the "B list" is required given potential pending legislative changes.

This report is being presented to Council for information purposes to provide transparency into how administration is aligning corporate priorities, services, and initiatives with Council’s strategic direction, and to support ongoing oversight and awareness of organizational planning activities.

Progress on the actions identified in the Corporate Business Plan will be monitored and reported through Quarterly Corporate Reports that will be presented to Council throughout the year. These reports provide regular updates on progress toward Council's strategic priorities, key initiatives, and overall organizational performance, supporting transparency, accountability, and ongoing Council awareness.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

The Strategic Plan is produced at the start of each Council's term and reviewed on an annual basis. The Corporate Business Plan, developed by Administration, aligns the strategic priorities to actional plans and projects.

COMMUNITY IMPLICATIONS:

There are no immediate impacts or consequences to the community.

INTERNAL IMPLICATIONS:

The Corporate Business Plan outlines a coordinated set of corporate and departmental initiatives intended to advance Council's strategic priorities and improve service delivery across the organization. Administration will manage the implementation of the Plan by aligning work through existing planning, prioritization, and performance management processes. Where departments are able to absorb the identified actions and projects within existing resources and workloads, this will be done. Should implementation of the Plan identify capacity pressures or the need for additional resources, administration will assess these requirements and bring forward recommendations to Council for consideration through future budget or reporting processes, as appropriate.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

n/a

PUBLIC ENGAGEMENT AND AWARENESS:

n/a

IMPLEMENTATION

COMMUNICATIONS:

Senior Leadership will roll out the Corporate Business Plan to staff through various department and team meetings following this presentation to Council.

NEXT STEPS:

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

ALTERNATIVE MOTIONS:

n/a

REPORT AUTHOR:

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

ATTACHMENTS:

[Attachment I: 2026-2029 Corporate Business Plan](#)

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

Approved
- 14 May
2026

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

Approved
- 14 May
2026

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 15 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 May
2026



Strategic Priority and Key Activities	Start Date	End Date	Progress Complete %	Update / Comments
Strategic Priority #1 - Community Connection Supporting the wellbeing of our residents through opportunities for connecting with others, contributing to the community, and being fully involved residents of Strathmore.				
Key Activity 1.a: Review the “top five” areas of opportunity based on resident feedback from the Citizen Satisfaction Survey.				
· 2026 Citizen Satisfaction Survey	Jan-26	Dec-26		
Key Activity 1.b: Support programming through partnerships with community groups, including exploring funding opportunities for these groups to deliver programs.				
· Establish Multi-Year Operating Agreements with:				
· STARS	Jan-26	Oct-26		
· Wheatland Society of Arts	Jan-26	Oct-26		
· Municipal Library Board	Jan-26	Oct-26		
· Happy Cat Society	Jan-26	Oct-26		
· Strathmore and District Agricultural Society	Jan-26	Oct-26		
· Handi bus	Jan-26	Oct-26		
· Update CIP Policy and impacts to the program	Jan-26	Sep-26		
Key Activity 1.c: Provide and maintain community recreation, cultural, and community-building events to support a wide variety of opportunities for citizens to participate in community activities.				
· Create outdoor booking policy	Jan-26	Dec-26		
· Update Fees Bylaw to incorporation outdoor booking policy	Jan-27	Jul-27		
· Update Special Events Bylaw	Jan-27	Dec-27		
· Develop Special Events Policy	Jan-27	Dec-27		
· Provide recommendations on a Block Party program and enhance events	Jan-28	Dec-28		
Key Activity 1.d: Advocate for increased opportunities for skilled trades training, apprenticeships, practicums, and internships in Strathmore.				
· Create an Advocacy Strategy	Jan-26	Jul-26		
Strategic Priority #2 - Managing Growth Manage growth to provide a sustainable grassroots oriented community for both present and future residents.				
Key Activity 2.a: Present the new Municipal Development Plan incorporating elements of density, development patterns, housing options and availability, and transportation corridors.				
· Develop tools to estimate population growth annually	Apr-26	Dec-26		
Key Activity 2.b: Support sustainability through effective growth planning.				
· Evaluate existing ASPs for alignment to the new MDP.	Jan-26	Dec-26		



Strategic Priority and Key Activities	Start Date	End Date	Progress Complete %	Update / Comments
Strategic Priority #3 - Financial Resilience Strathmore will apply best practices which enable resilience againsty unforeseen financial impacts while sustaining momentum on our strategic priorities.				
Key Activity 3.a: Investigate synergistic relationships and shared services opportunities with other organizations. · Seek willing community partners to explore shared services Jan-26 Dec-29				
Key Activity 3.b: Align financial planning, budgeting and resource allocation with Council-approved priorities. · Implement Priority-Based budgeting Jan-26 Dec-28 · Continue to advance a cost recovery utility model Jan-26 Dec-29 · Explore Vacant Land Tax Bylaw Jan-26 Dec-26 · Development of a Securities Policy Jan-26 Dec-26 · Update Cash & Investment Management Policy Jan-27 Dec-27 · Update Non-Residential Tax Incentive Bylaw Jan-27 Dec-27 · Develop Risk Policy Jan-27 Dec-27 · Develop Asset Management Plans Jan-26 Dec-27 · Provide strategic recommendations to achieve optimal reserve funding levels, and establish new reserves, as required. Apr-26 Sep-26 · Provide potential future funding options for emergency service facilities Jan-26 Sep-26 · Update Long Term Financial Plan Jan-26 Dec-27 · Update Debt Management Policy Mar-28 Dec-28				
Key Activity 3.c: Provide strategic recommendations to achieve optimal reserve funding levels, and establish new reserves, as required. · Update Reserve Policy to enable strategic investment opportunities. Jan-27 Dec-27				
Key Activity 3.d: Explore soft levies to enhance financial revenue streams. · Update Offsite Levies Bylaw annually Jan-26 Dec-29				
Strategic Priority #4 - Economic Growth Implementing intentional strategies and actions to increase job opportunities and improve the living standard for the residents of Strathmore.				
Key Activity 4.a: Strengthen the market position of non-residential development. · External investment attraction website Jan-26 Dec-26 · Investment marketing campaign Jan-27 Dec-28 · Explore alternative collaborative means to enable non residential development May-26 Dec-29 · Obtain Regional Investment Attraction certification Jan-26 Dec-26 · Commercial industrial sector profile Jan-26 Jun-27				



Strategic Priority and Key Activities	Start Date	End Date	Progress Complete %	Update / Comments
Key Activity 4.b: Seek out new alternative and non-traditional revenue opportunities.				
· Models for innovative public-private partnerships and joint ventures for development	Jan-26	Dec-29		
Key Activity 4.c: Annexation initiatives				
· Completion of Annexation Regulatory process	Jan-26	Dec-29		
· Working with Land Owners on Statutory Plan amendments - fasttracking and paralleling attainable requirements, where possible	Sep-26	Dec-27		
Key Activity 4.d: Long Term Community viability initiatives				
· Update Transportation Master Plan	Jan-27	Dec-27		
· Explore long term governance options and fullsome ICF with willing partners, not constrained by geography	Jan-26	Dec-27		
· Organize and operate a year round farmers market	Jan-26	Jun-27		
Strategic Priority #5 - Protecting Water and Green Spaces				
Planning, managing, and protecting green spaces, and outdoor amenities, by adjusting practices and policies to address changing environmental conditions.				
Key Activity 5.a: Develop and implement a robust program for water security and conservation.				
· Develop Water Continuity Plan	Jan-26	Dec-26		
· Explore Water Conservation measures and programs	Jan-27	Dec-27		
· Develop a System Integrity Program to ensure optimal use of the	Jan-27	Dec-27		
Key Activity 5.b: Preserve, within applicable regulatory frameworks, green spaces and natural areas.				
· Initiate a Parks Master Plan	Jan-27	Dec-27		
· Review Wetland Policy for applicability	Jan-27	Dec-27		
Key Activity 5.c: Enhance connectivity of existing green spaces.				
· Explore south extension of pathway project for Gray's Park	Jan-26	Dec-27		
· Connectivity of town pathway system	Jan-26	Dec-27		
Strategic Priority #6 - Community Safety & Wellbeing				
Strathmore continuously improves community safety, health and wellbeing.				
Key Activity 6.a: Plan for growth and evaluate related potential improvements in emergency services through evaluation and enhancement of service levels and innovative service delivery opportunities.				
· Update the Fire Master Plan	Jan-26	Dec-26		
· Fire Hall Progressive Design/Build	Jan-26	Dec-29		
· Evaluate the feasibility of integrated fire and ems services	Jan-27	Dec-29		
· Complete a Business Continuity Plan	Jan-26	Dec-27		
· Complete a Hazard Risk and Vulnerability Assessment	Jan-27	Dec-27		



Strategic Priority and Key Activities	Start Date	End Date	Progress Complete %	Update / Comments
Key Activity 6.b: Support and enhance local health service initiatives and opportunities.				
· Develop Advocacy Plan	Jan-26	Dec-26		
· Regional partner collaboration on health service concerns	Jan-26	Dec-28		
· Refine Physician Recruitment Policy to support ongoing physician recruitment	Jan-26	Dec-26		
Key Activity 6.c: Develop Complete Streets and Safe Paths to School program.				
· Develop a list of capital improvement projects to support improved safety for school routes	Jan-26	Dec-27		
· Prioritize identified improvements and incorporate into Capital Budget process	Jan-27	Dec-28		



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 6, 2026

Meeting Date: May 20, 2026

SUBJECT: **2026 Capital Budget Amendment - Modular Fire Training Centre**

RECOMMENDED MOTION: THAT Council authorize a 2026 Capital Budget amendment for the Modular Fire Training Center, in the amount of \$40,000, with funding from the Financial Stabilization reserve, to complete additional site preparation work.

REPORT SUMMARY

KEY ISSUE(S):

Funding for a modular fire training centre was approved as part of the 2026 Capital Budget.

Following the project's initial approval, a review of the training centre requirements was undertaken. During this phase, additional site preparation work was identified as necessary to ensure the training centre can be safely accessed, properly drained, and effectively used for training evolutions.

A budget amendment of \$40,000 is required to complete the grading of the site and install a metal walkway around the building to prevent water from accessing the building.

OBJECTIVE:

The objective of this report is to seek Council approval for a capital budget amendment of \$40,000 to complete the necessary site improvements for the Modular Fire Training Centre. These improvements will support site safety, drainage, access, and the practical use of the facility during firefighter training.

FINANCIAL IMPLICATIONS:

Administration is requesting a capital budget amendment of \$40,000 to support the Modular Fire Training Centre project.

Item	Amount
2026 Approved Modular Fire Training Center Budget	\$195,000
Requested Budget Amendment	\$40,000
Revised Project Budget	\$235,000

The additional \$40,000 would be funded from the Financial Stabilization reserve and would be used to support improved site preparation (safety, drainage, access) for the training facility.

BACKGROUND:

The 2026 Modular Fire Training Centre capital project is for the purchase and installation of a modular facility to support the Town’s Fire Department by creating a local National Fire Protection Association (NFPA) training environment. This training facility will develop and improve firefighter competency while ensuring that Occupational Health and Safety and certification standards are met. The training center will offer live-fire simulations, search and rescue, ladder operations, confined space training, and other scenario-based activities.

By establishing a local training centre, there would be a reduced reliance on external training facilities, reduced travel costs and time, as some training facilities are several hours away from Strathmore, and ultimately reduced barriers to regular hands-on training.

As the installation planning has progressed, it was determined that additional site work, such as grading, utility connections, and access road improvements, is required to support safe and effective use of the training facility.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:

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

HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has prioritized the continuous improvement of community safety, health, and wellbeing. The Modular Fire Training Centre supports firefighter safety, operational readiness, local training capacity, and compliance with required training standards. The additional site work ensures the facility can be used safely and effectively once installed.

COMMUNITY IMPLICATIONS:

While this project has no direct implications for community members or other agencies, the training centre supports improved emergency preparedness within the community by allowing firefighters to complete more frequent and consistent training locally; therefore, improving firefighter readiness, which contributes to the Town's ability to provide safe and effective emergency services.

Completing the additional site work will help ensure the facility is safe, accessible, and functional for training.

INTERNAL IMPLICATIONS:

The Fire Department will use the facility for regular training, annual skills maintenance, and scenario-based evolutions. The additional site improvements will support safer movement around the building, reduce drainage concerns, and provide a more practical training environment for members. Other Town departments may be involved in coordinating or supporting some of the site work.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Not applicable.

PUBLIC ENGAGEMENT AND AWARENESS:

Not applicable as this project supports firefighter training, public safety, and emergency service readiness for the community.

IMPLEMENTATION

COMMUNICATIONS:

Should Council authorize the budget amendment, Administration will proceed with coordinating the additional site work required for grading and installation of the metal walkway.

NEXT STEPS:

Should Council authorize the budget amendment, Administration will:

1. Confirm the final scope of the required site work.
2. Coordinate grading of the site to ensure water drains away from the building.
3. Arrange for the installation of a metal walkway around the training center.
4. Complete the work required to provide a level and safe surface for training evolutions.
5. Proceed with making the Modular Fire Training Center operational for department training use.

ALTERNATIVE MOTIONS:

1. Council may provide further direction.

2. Council may defeat the recommended motion, which could delay the completion of this project.

REPORT AUTHOR:

David Sturgeon, Fire Chief

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 11 May
2026

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 13 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 May
2026

Veronica Anderson, Legislative Services Officer

Approved
- 15 May
2026



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: May 4, 2026

Meeting Date: May 20, 2026

SUBJECT:	2026 Capital Budget Change in Scope - IT Backup Systems and Server Upgrade Projects
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RECOMMENDED MOTION: THAT Council authorize the following scope changes to the IT Backup Systems and Server Upgrade projects within the 2026 Capital Budget:

1. IT Backup Systems Project: Add current daily backup storage unit replacements to scope.
2. IT Server Upgrade Project: Amend project scope to include M-Files and Penny software upgrades, and the addition of an air conditioning unit in the server room.

THAT Council authorize a 2026 Capital Budget amendment in the amount of \$115,000 to be funded by the Canada Community Building Fund Grant instead of the Financial Stabilization Reserve, for the IT Backup Systems Project.

REPORT SUMMARY

KEY ISSUE(S):

The IT Backup Systems and IT Server Upgrade projects from 2025 were incomplete due to resource limitations and carried-forward to the 2026 Capital Budget at the March 4, 2026 Regular Council Meeting. These projects are completed. Administration has reviewed additional emergent needs and is recommending that the remaining monies allocated to these projects be reallocated to additional server and storage work.

OBJECTIVE:

For Council to consider approving the 2026 Capital Budget change in scope and funding for IT projects as presented.

FINANCIAL IMPLICATIONS:

This request does not add new capital funds to the budget, simply reallocating existing funds to facilitate the change in scope and funding.

The IT Server Upgrade project is funded by the Local Government Fiscal Framework Capital Grant. Administration has confirmed the change in scope will continue to be grant eligible. No change of funding is recommended for this project.

When the IT Backup Systems was originally approved as a Capital Budget Amendment it was approved as funded from the current year operating surplus. The project was not complete in the year it was originally approved, so, was subsequently approved as a Capital Project Carry-Forward from the Financial Stabilization Reserve.

Administration recommends changing this funding to the Canada Community Building Fund (CCBF) grant to enable best usage of available grant funds.

Spending to date and proposed change in scope costs on the projects are as follows:

IT Server Project

Original Budget - Server Replacement	\$323,000
Replacement Server Hardware and Platform Software	(\$25,900)
Server Equipment Deliver and Implementation	(\$51,900)
Server Full Production - Go Live and Misc. Supplies	(\$52,200)
Server Replacement Monitoring Contract Milestone	(\$77,800)
Server Project Close Out and Documentation Delivery	(\$51,900)
Total Under Budget In-Scope	<u>\$63,300</u>
Proposed Change in Scope - M Files and Penny Upgrades	(\$23,000)
Proposed Change in Scope - Server Room Air Conditioning	(\$25,000)
Anticipated Project Surplus	<u>\$15,300</u>

IT Backup Systems Project

Original Budget - Production Servers	\$130,000
Backup Server Purchase (Outdated Unit Replacements)	(\$13,000)
Total Under Budget In-Scope	<u>\$117,000</u>
Proposed Change in Scope - Daily Backup Storage Units	(\$107,000)
Anticipated Project Surplus	<u>\$10,000</u>

BACKGROUND:

The IT Backup Systems and IT Server Upgrade projects were originally from previous years that were carried over year to year. These projects had been started but not finalized within 2025 due to staff capacity and product delivery schedules therefore carried-forward to the 2026 Capital Budget.

Council approved the 2025 Carry-forward projects the March 4, 2026 Regular Council Meeting (total carry-forward: IT Backup Systems Project: \$116,970, IT Server Room Upgrade Project: \$115,180). Administration is recommending that the remaining monies be reallocated to additional server and storage work, as documented above.

IT Backup Systems Project:

Administration is recommending a change in scope for this project:

- The current daily backup storage units are past the end of their expected life. This requested addendum is to replace them within the initial budget that was allocated.

IT Server Upgrade Project:

Administration currently has approximately \$63,000 in unspent funds on this project as at May 5, 2026. Administration is recommending allocating these funds from the IT Server Upgrade Project to perform the following changes in scope to better support the organization:

- M-Files is the Town’s main file repository system, and to modernize it the Town will need an analysis and upgrade completed with support from vendor. Penny is the Town’s timesheet and payroll software that is due for a modernization upgrade to the next major version release.
- M-Files and Penny were both implemented for the Town about a decade ago and with evolving technology they are due for a major modernization upgrade that will require additional funds for vendor support to be completed.
- New servers and additional new storage hardware installed in Q4 2025 and operating in the server room are outputting more heat than the current 1.5 Ton unit can handle, the unit is also aged and due for replacement, so Administration is recommending to shift to upgrading to a larger unit, approximately 2.5 to 3.0 tons to handle the additional heat generated from the installation.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:













Community Connection	Managing Growth	Financial Resilience	Economic Growth	Protecting Water and Green Spaces	Community Safety and Wellbeing
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HOW THE STRATEGIC PRIORITIES ARE MET:

The change in scope aligns with the Financial Resilience Strategic Priority of Council - whereas Administration is following the requirement of the Town's Budget Policy to appropriately inform and gain approval from Council of a change in scope to a capital project before proceeding.

COMMUNITY IMPLICATIONS:

These amendments support with the continuity on the delivery of services within Town.

INTERNAL IMPLICATIONS:

The internal implications relate to the preparation of this report and then acting on the direction of Council following the decision.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Under Section 12.2.1.2 of the Town's Budget Policy:
Amendments to the Capital Budget that alter the scope of a project or that materially changes the appearance, or functionality of a project shall be reviewed by and authorized by Council.

PUBLIC ENGAGEMENT AND AWARENESS:

N/A

IMPLEMENTATION

COMMUNICATIONS:

N/A

NEXT STEPS:

If approved by Council, Administration will begin the procurement and sourcing process of the changes in scope described.

ALTERNATIVE MOTIONS:

THAT Council defer the *Capital Budget Change of Scope for IT Systems and Server Upgrade Projects* to a future Committee of a Whole meeting for further discussion.

REPORT AUTHOR:

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Approved
- 11 May
2026

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 11 May
2026

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

Approved
- 14 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 May
2026

Veronica Anderson, Legislative Services Officer

Approved
- 15 May
2026



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: February 24, 2026

Meeting Date: May 20, 2026

SUBJECT:	Video Surveillance Policy No. 1215
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RECOMMENDED MOTION:	THAT Council adopt Video Surveillance Policy No.1215, as presented in Attachment I.
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REPORT SUMMARY

KEY ISSUE(S):

The key issue is whether Council would like to have a policy governing use of video surveillance for the protection of Town assets and, if so, bring the existing policy into alignment with current provincial guidelines - with the FOIP Act being repealed on June 11, 2025.

FINANCIAL IMPLICATIONS:

During the March 4, 2026 Regular Council Meeting, Council approved a Carry-Forward of the IT - Municipal Surveillance Assessment & Initial Cameras Project to the 2026 Capital Budget, funded from the Financial Stabilization Reserve in the amount of \$10,000.

BACKGROUND:

The Town of Strathmore recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of municipal employees, clients, visitors, and property. As an institution governed by the *Access to Information Act, R.S.A. 2024, c.A-1.4* and the *Protection of Privacy Act, R.S.A. 2024, Chapter P-28.5* the Town has obligations with respect to notice, access, use, disclosure, retention, and disposal of records. While video surveillance cameras are installed for security and law enforcement purposes, the Town's video surveillance systems must also be designed to minimize privacy intrusion.

Administration has processed a significant increase in requests under the *Access to Information Act, R.S.A. 2024, c.A-1.4*, previously known as the FOIP Act, requesting to access information from the Town of Strathmore's facilities including parking lots since 2021.

The current policy (Attachment II, Video Surveillance Policy No. 1215) is up for review, and requires updates to align with the changes from FOIP to the Access to Information Act. Updates for consideration are presented in Attachment I.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

The Town's current Video Surveillance Policy adds an additional layer of security that protects assets and spaces, supports public peace of mind, and helps deter potentially costly damage.

IMPLEMENTATION

COMMUNICATIONS:

Upon adoption and signatures, Administration will publish the policy on the Town website.

NEXT STEPS:

Administration will continue to be in compliance with the Town of Strathmore's Video Surveillance Policy while meeting the requirements under Provincial Legislation, including the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

ALTERNATIVE MOTIONS:

1. Council may adopt the policy as presented.
2. Council may decide to direct Administration to bring the policy with additional amendments to a Regular Council Meeting for adoption.
3. Council may direct Administration to bring to a Committee of the Whole for discussion.
4. Council may provide Administration with other further directions.

REPORT AUTHOR:

Claudette Thorhaug, Legislative Services Officer

ATTACHMENTS:

[Attachment I: Draft Video Surveillance Policy 2026](#)

[Attachment II: Video Surveillance Policy](#)

[Attachment II Video Surveillance Policy Red-lined version](#)

Veronica Anderson, Legislative Services Officer

Approved
- 11 May
2026

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

Approved
- 14 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 14 May
2026



TOWN POLICY

POLICY NUMBER: 1215

RESOLUTION NO.:

ADOPTED BY:

PREPARED BY: Strategic, Administrative &
Financial Services

DATE:

TITLE: Town of Strathmore's Video Surveillance Policy

Policy Statement

The Town of Strathmore recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of municipal employees, clients, visitors, and property. As an institution governed by the *Access to Information Act*, R.S.A. 2024, c. A-1.4 and the *Protection of Privacy Act*, R.S.A. 2024, c. P-28.5 the Town has obligations with respect to notice, access, use, disclosure, retention, and disposal of records. While video surveillance cameras are installed for security and law enforcement purposes, the Town's video surveillance systems must also be designed to minimize privacy intrusion. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep Town facilities and properties operating in a way that protects security and privacy. Personal information collected by video surveillance includes video images and audio and must be protected from the risk of unauthorized access, collection, use, and disclosure.

This policy establishes procedures to achieve a balance between the purposes of and need for video surveillance and an individual's right to privacy, specifically:

- The operation of video surveillance at Town facilities;
- The use of information obtained through video surveillance at Town facilities; and
- Custody, control, access to, and retention of information created through video surveillance at Town facilities.

1.0 TITLE

1.1 This policy shall be cited as the "Town of Strathmore's Video Surveillance Policy".

2.0 DEFINITIONS

- 2.1 **Access to Information Act** or **ATIA** means the *Access to Information Act*, R.S.A. 2024, c. A-1.4, and any amendments thereto.
- 2.2 **Authorized Personnel** means the CAO, ATI Head, ATI Coordinator, POPA Head, the POPA Officer, or an approved and appointed Information Technology Technician for the Town of Strathmore.
- 2.3 **Chief Administrative Officer or CAO** means the principal staff person responsible for organizational performance who is appointed to the position of Chief Administrative Officer in accordance with the *Municipal Government Act* for the Town of Strathmore.
- 2.4 **Department Heads** means the CAO/Directors and any Managers who may be appointed to the Senior Leadership Team by the CAO from time to time.
- 2.5 **Director** means the individual in the Director role for the Town of Strathmore that oversees a specific department.
- 2.6 **Disclosure** refers to the release of relevant information. Disclosure includes viewing a recording as well as making a copy of a recording.
- 2.7 **Employees** means staff members of the Town of Strathmore whether permanent, full-time, part-time, or casual.
- 2.8 **Information Technologist (IT) Technician** means an IT Technician employed by the Town of Strathmore and is the individual responsible for downloading or redacting images requested by an Authorized Personnel.
- 2.9 **Law Enforcement** has the same meaning as defined in the *Access to Information Act* and the *Protection of Privacy Act*.
- 2.10 **Protection of Privacy Act** or **POPA** means the *Protection of Privacy Act*, R.S.A. 2024, c. P-28.5, and any amendments thereto.
- 2.11 **Storage Device** refers to a hard drive, computer disk or drive, CD ROM or computer chip used to store the recorded visual images captured by a surveillance system.
- 2.12 **Security Purposes** means an action or program that relates to public safety, the protection of the public or the deterrence or detection of criminal activity, including theft, vandalism, fire, or other property damage. This further includes the investigation of security incidents and environmental hazards, which or are suspected to have occurred.
- 2.13 **Video Surveillance System** refers to a mechanical or electronic system or device that enables continuous video recording, observing, or monitoring of space. This includes live video monitoring.

3.0 PURPOSE

3.1 The purpose of this policy is to regulate the use of video surveillance and recording on Town owned property and ensure that the collection, use, and disclosure of information complies with the *Access to Information Act* and the *Protection of Privacy Act*. This policy will ensure the consistency of Town of Strathmore surveillance measures and that information obtained through video surveillance will be used for Security and Law Enforcement purposes, pursuant to information sharing agreements.

4.0 APPLICATION

4.1 Access to Records

Access to the video surveillance records, e.g., remote access using the internet, CD, hard drives, etc., shall be restricted to Authorized Personnel. Two Authorized Personnel shall be present when surveillance records are accessed.

Information Technology staff will access the equipment only for the purpose of maintaining, backing up the software, and assisting with the extraction of the portions of the data. Cellphones will not be used to record the video surveillance footage. Surveillance records will be accessed and/or viewed only for a Law Enforcement purpose or Security Purpose, including in the following circumstances:

- a. At the request of Law Enforcement or for a fire investigation;
- b. An incident has been reported or is suspected to have occurred or an investigation is warranted in relation to law enforcement or security purposes;
- c. An environmental hazard has been reported or is suspected to have occurred; or
- d. Pursuant to an Access to Information Request or disclosure request as contemplated by this Policy.

4.2 Storage and Logbook

All storage devices that are not in use must be stored securely in a locked receptacle located in an access-controlled area. An electronic log will be kept with regards to the access and use of all video surveillance footage and each recording device for stored surveillance. Storage Devices or video will only be removed for the purposes for use and disclosure as set out in this policy. The log will include the name of the Authorized Personnel who accessed the footage, the date of the footage, and the date of access. The Authorized Personnel responsible for this task will take control of the storage device/video in question and secure it in a sealed envelope with the time and date of the seizure and initials of the individual on the seal of the envelope.

4.3 Add, Change and Removal of Equipment

All electronic video surveillance equipment requiring an add, change or removal request must be submitted to the Town of Strathmore's Information Technology (IT) Department. Any changes that occur without prior approval may result in disciplinary actions up to and including termination of employment.

4.4 **Disclosure: ATIA and POPA**

An individual who is the subject of the information has a right of access to his or her recorded information under the *Access to Information Act* and the *Protection of Personal Privacy Act*. Access may be granted in full or part depending upon whether any of the exceptions in the Acts apply and whether the excepted information can reasonably be severed from the record. All Access to Information requests for video records should be directed to the Legislative Service Department at the Municipal Office - 1 Parklane Drive, Strathmore, AB T1P 1K2 for processing. Access to Information Request forms are available at Town offices and on the Town's website. When a surveillance record is viewed by an individual who has requested access to his or her own information, the identity of any other person shown in the record will be obscured. The IT department will give access to Legislative Services for the requested video within 3 business days to review.

4.5 **Disclosure: Law Enforcement**

If access to a video surveillance record is required for the purpose of a Law Enforcement investigation, the requesting Officer must complete the Access to Information Request form and forward this form to the Legislative Services Department.

4.6 **Information Sharing Agreements**

The Town may enter an information sharing agreement with other public bodies where there is video surveillance of joint-use facilities. The terms of any information sharing agreement must be consistent with the purpose of this Policy and the provisions of the Acts. The Town may disclose video surveillance records in accordance with an Information Sharing Agreement, as provided for in the Acts.

4.7 **Custody, Control, Retention, Disposal of Video Records/Recordings**

The Town retains custody and control of all original video records not provided to Law Enforcement. Video records are subject to the collection, use, and disclosure requirements of the Acts, which includes, but is not limited to, the prohibition of all Staff from access or use of information from the video surveillance system, its components, files, or database for personal reasons. Except for records retained for criminal, safety, or security investigations or evidentiary purposes, or as otherwise required by law, the Town must not maintain a copy of recordings for longer than 30 days unless otherwise specified in another contract or agreement. Any records that are accessed or disclosed in accordance with this Policy will be retained for one year.

4.8 **Unauthorized Access and/or Disclosure (Privacy Breach)**

Staff who become aware of any unauthorized disclosure of a video record in contravention of this Policy and/or a potential privacy breach are to immediately notify the ATI Head and POPA Head.

4.9 **Signage**

It is a requirement of the *Access to Information Act* and the *Protection of Privacy Act* that individuals be notified when the Town collects their personal information. Accordingly, at each facility where video surveillance takes place, signs must be prominently displayed at entrances to and egresses from the facilities. Any sign displayed must be easily observable to anyone who may be captured by the surveillance system, provide notice that the facility is under video surveillance, and identify the party who can answer questions about the surveillance system, including a contact number.

4.10 To respect the privacy of others, individuals will be notified with appropriate signage prior to entering any Town facility locker room, change room or washroom that no videotaping or photography will be tolerated as per this policy.

5.0 RESPONSIBILITY

5.1 The Chief Administrative Officer is responsible for the overall video surveillance policy. This responsibility may be designated to the ATIA and POPA Head.

5.2 The Department Heads are to ensure the requirements of this Policy are adhered to and must provide to the CAO or their designate a list of all facilities where video surveillance is in operation and where Storage Devices are kept. They will also ensure only Authorized Personnel are to access Storage Devices for a particular area.

5.3 Only Authorized Personnel are to access storage devices for a particular area.

5.4 Employees will review and comply with this Policy in performing their duties and functions related to the operation of a surveillance system. Failure to adhere to this policy, including the unauthorized access of video surveillance and Storage Devices, may result in disciplinary actions up to and including termination of employment.

5.5 Service providers will be accompanied by an IT Technician when required for any service requests, changes, additions, or deletions to the video surveillance.

5.6 Service providers having access to video surveillance information must sign a confidentiality agreement limiting access to, copying and disclosure of personal information and requiring compliance with this Policy. Breach of the confidentiality agreement may lead to penalties up to and including contract

termination.

6.0 RELATED DOCUMENTS

6.1 *Access to Information Act*

6.2 *Protection of Privacy Act*

6.3 Service Alberta "Guide to Using Surveillance Cameras in Public Areas"

6.4 Video Surveillance Camera Locations

6.5 TOS Retention Schedule

6.6 Office of the Privacy Commissioner of Canada "Protecting and Promoting Privacy Rights"

DRAFT



TOWN POLICY

POLICY NUMBER: 1215

RESOLUTION NO.:

ADOPTED BY:

Town Council
2023

PREPARED BY: Strategic, Administrative &
Financial Services

DATE: May 25, 2023

TITLE: Town of Strathmore's Video Surveillance Policy

Policy Statement

The Town of Strathmore recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of municipal employees, clients, visitors, and property. As an institution governed by the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 the Town has obligations with respect to notice, access, use, disclosure, retention, and disposal of records. While video surveillance cameras are installed for security and law enforcement purposes, the Town's video surveillance systems must also be designed to minimize privacy intrusion. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep Town facilities and properties operating in a way that protects security and privacy. Personal information collected by video surveillance includes video images and audio and must be protected from the risk of unauthorized access, collection, use, and disclosure.

This policy establishes procedures to achieve a balance between the purposes of and need for video surveillance and an individual's right to privacy, specifically:

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1.0 TITLE

1.1 This policy shall be cited as the "Town of Strathmore's Video Surveillance Policy".

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- 2.5 **Disclosure** refers to the release of relevant information. Disclosure includes viewing a recording as well as making a copy of a recording.
- 2.6 **Employees** means staff members of the Town of Strathmore whether permanent, full-time, part-time, or casual.
- 2.7 **Freedom of Information and Protection of Privacy Act or FOIP Act** means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, and any amendments thereto.
- 2.8 **Information Technologist (IT) Technician** means an IT Technician employed by the Town of Strathmore and is the individual responsible for downloading or redacting images requested by an Authorized Personnel.
- 2.9 **Law Enforcement** has the same meaning as defined in the *Freedom of Information and Protection of Privacy Act*.
- 2.10 **Storage Device** refers to a hard drive, computer disk or drive, CD ROM or computer chip used to store the recorded visual images captured by a surveillance system.
- 2.11 **Security Purposes** means an action or program that relates to public safety, the protection of the public or the deterrence or detection of criminal activity, including theft, vandalism, fire, or other property damage. This further includes the investigation of security incidents and environmental hazards, which or are suspected to have occurred.
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3.0 PURPOSE

- 3.1 The purpose of this policy is to regulate the use of video surveillance and recording on Town owned property and ensure that the collection, use, and disclosure of information complies with the *Freedom of Information and Protection of Privacy Act*. This policy will ensure the consistency of Town of Strathmore surveillance measures and that information obtained through video surveillance will be used for Security and Law Enforcement purposes, pursuant to information sharing agreements.

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(IT) Department. Any changes that occur without prior approval may result in disciplinary actions up to and including termination of employment.

4.4 **Disclosure: FOIP Act**

An individual who is the subject of the information has a right of access to his or her recorded information under the *Freedom of Information and Protection of Privacy Act*. Access may be granted in full or part depending upon whether any of the exceptions in the FOIP Act apply and whether the excepted information can reasonably be severed from the record. All FOIP requests for video records should be directed to the Legislative Service Department at the Municipal Office - 1 Parklane Drive, Strathmore, AB T1P 1K2 for processing. FOIP forms are available at Town offices and on the Town's website. When a surveillance record is viewed by an individual who has requested access to his or her own information, the identity of any other person shown in the record will be obscured. The IT department will give access to Legislative Services for the requested video within 3 business days to review.

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- 5.5 Service providers will be accompanied by an IT Technician when required for any service requests, changes, additions, or deletions to the video surveillance.
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6.0 RELATED DOCUMENTS

- 6.1 *Freedom of Information and Protection of Privacy Act*
- 6.2 Service Alberta "Guide to Using Surveillance Cameras in Public Areas"
- 6.3 Video Surveillance Camera Locations
- 6.4 TOS Retention Schedule
- 6.5 Office of the Privacy Commissioner of Canada "Protecting and Promoting Privacy Rights"



TOWN POLICY

POLICY NUMBER: 1215

RESOLUTION NO.:

ADOPTED BY:

Town Council
2023

PREPARED BY: Strategic, Administrative &
Financial Services

DATE: May 25, 2023

TITLE: Town of Strathmore's Video Surveillance Policy

Policy Statement

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1.0 TITLE

1.1 This policy shall be cited as the "Town of Strathmore's Video Surveillance Policy".

2.0 DEFINITIONS

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- 2.12.2 **Authorized Personnel** means the CAO, FOIP Head, FOIP Coordinator or an approved and appointed Information Technology Technician for the Town of Strathmore.
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- 2.32.4 **Department Heads** means the CAO/Directors and any Managers who may be appointed to the Senior Leadership Team by the CAO from time to time.
- 2.42.5 **Director** means the individual in the Director role for the Town of Strathmore that oversees a specific department.
- 2.52.6 **Disclosure** refers to the release of relevant information. Disclosure includes viewing a recording as well as making a copy of a recording.
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- ~~2.9~~ ~~**Law Enforcement** has the same meaning as defined in the *Freedom of Information and Protection of Privacy Act*. *Access to Information Act and the Protection of Privacy Act*.~~
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hazards, which or are suspected to have occurred.

2.122.13 **Video Surveillance System** refers to a mechanical or electronic system or device that enables continuous video recording, observing, or monitoring of space. This includes live video monitoring.

3.0 PURPOSE

3.1 The purpose of this policy is to regulate the use of video surveillance and recording on Town owned property and ensure that the collection, use, and disclosure of information complies with the ~~*Freedom of Information and Protection of Privacy Act*~~, ~~*Access to Information Act*~~ and the ~~*Protection of Privacy Act*~~. This policy will ensure the consistency of Town of Strathmore surveillance measures and that information obtained through video surveillance will be used for Security and Law Enforcement purposes, pursuant to information sharing agreements.

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4.1 Access to Records

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- b. An incident has been reported or is suspected to have occurred or an investigation is warranted in relation to law enforcement or security purposes;
- c. An environmental hazard has been reported or is suspected to have occurred; or
- d. Pursuant to a ~~*FOIP an Access to Information Request*~~ or disclosure request as contemplated by this Policy.

4.2 Storage and Logbook

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footage, and the date of access. The Authorized Personnel responsible for this task will take control of the storage device/video in question and secure it in a sealed envelope with the time and date of the seizure and initials of the individual on the seal of the envelope.

4.3 **Add, Change and Removal of Equipment**

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4.4 **Disclosure: FOIP Act**

An individual who is the subject of the information has a right of access to his or her recorded information under the ~~*Freedom of Information and Protection of Privacy Act*~~ *Access to Information Act and the Protection of Personal Privacy Act*. Access may be granted in full or part depending upon whether any of the exceptions in the ~~FOIP-Acts~~ apply and whether the excepted information can reasonably be severed from the record. All ~~FOIP-Access to Information~~ requests for video records should be directed to the Legislative Service Department at the Municipal Office - 1 Parklane Drive, Strathmore, AB T1P 1K2 for processing. ~~FOIP-Access to Information Request~~ forms are available at Town offices and on the Town's website. When a surveillance record is viewed by an individual who has requested access to his or her own information, the identity of any other person shown in the record will be obscured. The IT department will give access to Legislative Services for the requested video within 3 business days to review.

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If access to a video surveillance record is required for the purpose of a Law Enforcement investigation, the requesting Officer must complete the Law Enforcement Disclosure Request Form and forward this form to the Legislative Services Department.

4.6 **Information Sharing Agreements**

The Town may enter an information sharing agreement with other public bodies where there is video surveillance of joint-use facilities. The terms of any information sharing agreement must be consistent with the purpose of this Policy and the provisions of the FOIP Act. The Town may disclose video surveillance records in accordance with an Information Sharing Agreement, as provided for in the ~~FOIP-Acts~~.

4.7 **Custody, Control, Retention, Disposal of Video Records/Recordings**

The Town retains custody and control of all original video records not provided to

Law Enforcement. Video records are subject to the collection, use, and disclosure requirements of the ~~FOIP Acts~~, which includes, but is not limited to, the prohibition of all Staff from access or use of information from the video surveillance system, its components, files, or database for personal reasons. Except for records retained for criminal, safety, or security investigations or evidentiary purposes, or as otherwise required by law, the Town must not maintain a copy of recordings for longer than 30 days unless otherwise specified in another contract or agreement. Any records that are accessed or disclosed in accordance with this Policy will be retained for one year.

4.8 **Unauthorized Access and/or Disclosure (Privacy Breach)**

Staff who become aware of any unauthorized disclosure of a video record in contravention of this Policy and/or a potential privacy breach are to immediately notify the ~~FOIP~~ ATI and POPA Head.

4.9 **Signage**

It is a requirement of the ~~*Freedom of Information and Protection of Privacy Act*~~ *Access to Information Act and the Protection of Privacy Act* that individuals be notified when the Town collects their personal information. Accordingly, at each facility where video surveillance takes place, signs must be prominently displayed at entrances to and egresses from the facilities. Any sign displayed must be easily observable to anyone who may be captured by the surveillance system, provide notice that the facility is under video surveillance, and identify the party who can answer questions about the surveillance system, including a contact number.

4.10 To respect the privacy of others, individuals will be notified with appropriate signage prior to entering any Town facility locker room, change room or washroom that no videotaping or photography will be tolerated as per this policy.

5.0 RESPONSIBILITY

5.1 The Chief Administrative Officer is responsible for the overall video surveillance policy. This responsibility may be designated to the ~~FOIP~~ ATI and POPA Head.

5.2 The Department Heads are to ensure the requirements of this Policy are adhered to and must provide to the CAO or their designate a list of all facilities where video surveillance is in operation and where Storage Devices are kept. They will also ensure only Authorized Personnel are to access Storage Devices for a particular area.

5.3 Only Authorized Personnel are to access storage devices for a particular area.

5.4 Employees will review and comply with this Policy in performing their duties and functions related to the operation of a surveillance system. Failure to adhere to this policy, including the unauthorized access of video surveillance and Storage

Devices, may result in disciplinary actions up to and including termination of employment.

5.5 Service providers will be accompanied by an IT Technician when required for any service requests, changes, additions, or deletions to the video surveillance.

5.6 Service providers having access to video surveillance information must sign a confidentiality agreement limiting access to, copying and disclosure of personal information and requiring compliance with this Policy. Breach of the confidentiality agreement may lead to penalties up to and including contract termination.

6.0 RELATED DOCUMENTS

6.1 ~~*Freedom of Information and Protection of Privacy Act Access to Information Act*~~

6.2 Service Alberta "Guide to Using Surveillance Cameras in Public Areas"

6.3 Video Surveillance Camera Locations

6.4 TOS Retention Schedule

~~6.5~~ Office of the Privacy Commissioner of Canada "Protecting and Promoting

~~6.56.6~~ Privacy Rights"

~~Rights~~"



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: April 13, 2026

Meeting Date: May 20, 2026

SUBJECT: **Signing Authority Policy No. 1216**

RECOMMENDED MOTION: THAT Council adopt Signing Authority Policy No. 1216, as presented in Attachment I.

REPORT SUMMARY

KEY ISSUE(S):

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

Examples shown in Schedule A:

Document/Expenditure	First Signature (one of the following)	Second Signature
Purchase agreement approved within the budget up to \$5,000	Supervisor or Designate	Manager, Sr. Manager or Designate Director or Designate
Purchase agreement approved within the budget between \$5,001 and \$25,000	Manager or Designate	Sr. Manager or Designate Director or Designate
Purchase agreement approved within the budget between \$25,001 and \$200,000	Manager or Designate	Director CAO or Designate
Purchase agreement approved within the budget over \$200,000	Director or Designate	CAO or Designate
New purchase agreement or renewal	Mayor or Designate	CAO or Designate
Cheques – all values	Mayor or Designate	CAO or Designate
Land title office documents	Manager or Designate	N/A
Development Agreements for Development Permits	Director or Designate	N/A
Development Agreements for Subdivisions	Director	N/A
Tax Recovery documents	Sr. Manager or Designate	N/A
Bylaws and Minutes	Director of Strategic, Administrative & Financial Services or Designate	Mayor or Designate
Council Policies	Director of Strategic, Administrative & Financial Services or Designate	Mayor or Designate
Board and Committee Minutes	Chairperson	Recording Secretary
Employment Contracts – FT, PT and term	Department Director	N/A
Employment Contracts – Seasonal and Casual	Department Manager	N/A
Grant funding applications and agreements	Department Director or Designate CAO where required	N/A
Intergovernmental Agreements	CAO or Designate	N/A
Authorization Limit Exception Form	Director of Strategic, Administrative & Financial Services or Designate	N/A
Other Agreements (ex. sponsorship, facility, services, mutual aid etc.)	Department Director or Designate	N/A

FINANCIAL IMPLICATIONS:

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

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

BACKGROUND:

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

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

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

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community Connection



Managing Growth



Financial Resilience



Economic Growth



Protecting Water and Green Spaces



Community Safety and Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

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

INTERNAL IMPLICATIONS:

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

IMPLEMENTATION

COMMUNICATIONS:

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

NEXT STEPS:

Administration will post Signing Authority Policy No. 1216, as presented in Attachment I on the website.

ALTERNATIVE MOTIONS:

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

The policy may be brought to:

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

REPORT AUTHOR:

Leana Ashbacher, Senior Manager of Financial Services

ATTACHMENTS:

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

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 15 May
2026

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

Approved
- 15 May
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 May
2026

Veronica Anderson, Legislative Services Officer

Approved
- 15 May
2026



TOWN POLICY

POLICY NUMBER: 1216

REFERENCE:

Resolution No.

ADOPTED BY:

Town Council

PREPARED BY: Legislative Services

DATE: May 20, 2026

TITLE: Signing Authority Policy

Policy Statement

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

Purpose

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

1.0 DEFINITIONS

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

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

2.0 RESPONSIBILITY

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

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

3.0 DELEGATION OF AUTHORITY

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

4.0 GUIDELINES

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

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

- 4.3.1 Signing authority will be in alignment with the Procurement Policy as amended from time to time. The Town's signing authorities for agreements shall be as outlined in Schedule A hereto.
- a. All other agreements contained within an improved budget required to be signed by Town employees to carry out the normal course of business may be signed according to the designated signing authority for purchase orders outlined in Section 4.4.8 of this Policy (examples include construction contracts, maintenance agreements, permits, credit applications, etc.)
- 4.3.2 Signing authority as granted under this policy:
- a. may be further delegated to a Town employee as long as the Delegation has been confirmed in writing by the Chief Administrative Officer;
 - b. does not preclude the Chief Administrative Officer from providing a signature on any agreement or document.
 - c. does not preclude the Mayor from providing a signature on any agreement or document.
- 4.3.3 Council Bylaws, Minutes and Policies
- a. All enacted bylaws and approved minutes and policies shall be signed by the Chief Elected Official or Designate and the Director of Strategic, Administrative and Financial Services or Designate.
- 4.3.4 Board and Committee Minutes
- a. All board and committee minutes shall be signed by the person presiding at the meeting (chairperson) and the recording secretary.
- 4.3.5 Employment Contracts
- a. All permanent full-time, permanent part-time and term employment contracts – Chief Administrative Officer and Directors – shall be signed by the Director responsible.
 - b. All casual or seasonal employee contracts shall be signed by the Department Manager.
- 4.3.6 Land Title Documents
- a. Land title documents required to be registered at Land Titles, such as Plans of Subdivision, caveats, development securities, encumbrances, restrictive covenants, liens, utility rights-of-way, etc., shall be signed by the Town's signing authority as established in Schedule A hereto.
- 4.3.7 Development Agreements

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

4.3.8 Tax Recovery Documents

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

4.3.9 Purchase Orders

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

4.3.10 All other Purchases for Goods and Services

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

4.3.11 Grants and Intergovernmental Agreements

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

4.3.12 Other Agreements

- a. Examples include sponsorship, facility, services, mutual aid etc.

- b. To be signed by the Department Director or Designate of the department the agreement pertains to.

4.4 Expense Accounts

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

4.5 Lithograph Signatures

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

4.6 Electronic Signatures

- 4.6.1 Council authorizes the use of electronic signatures of the Chief Elected Official and the CAO or Designates for the signing of all other documents as outline in Section 4.4 of this Policy.
 - a. Electronic signatures may be applied by a Designate if approval has been given by the signing authority for the document.

5.0 RELATED DOCUMENTS

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

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

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

5.3 This Policy shall be reviewed at least once every four years. Next review date being February 2029.

END OF POLICY

APPROVAL

Mayor

Director of Strategic, Administrative
and Financial Services

DRAFT

SCHEDULE 'A'

Document/Expenditure	First Signature (one of the following)	Second Signature (one of the following)
Purchase agreement approved within the budget up to \$5,000	Supervisor or Designate	Manager, Sr. Manager or Designate Director or Designate
Purchase agreement approved within the budget between \$5,001 and \$25,000	Manager or Designate	Sr. Manager or Designate Director or Designate
Purchase agreement approved within the budget between \$25,001 and \$200,000	Manager or Designate	Director CAO or Designate
Purchase agreement approved within the budget over \$200,000	Director or Designate	CAO or Designate
New purchase agreement or renewal	Mayor or Designate	CAO or Designate
Cheques – all values	Mayor or Designate	CAO or Designate
Land title office documents	Manager or Designate	N/A
Development Agreements for Development Permits	Director or Designate	N/A
Development Agreements for Subdivisions	Director	N/A
Tax Recovery documents	Sr. Manager or Designate	N/A
Bylaws and Minutes	Director of Strategic, Administrative & Financial Services or Designate	Mayor or Designate
Council Policies	Director of Strategic, Administrative & Financial Services or Designate	Mayor or Designate
Board and Committee Minutes	Chairperson	Recording Secretary
Employment Contracts – FT, PT and term	Department Director	N/A
Employment Contracts – Seasonal and Casual	Department Manager	
Grant funding applications and agreements	Department Director or Designate CAO where required	
Intergovernmental Agreements	CAO or Designate	
Authorization Limit Exception Form	Director of Strategic, Administrative & Financial Services or Designate	N/A
Other Agreements (ex. sponsorship, facility, services, mutual aid etc.)	Department Director or Designate	

SCHEDULE 'B'



Authorization Limit Exception Form

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

Temporary Authorization Limit Exception

Employee name

Position

Who will be acting in the position of _____
Position

Is granted authorization to _____

For the period of _____ to _____
Date Date

Director of Strategic,
Administrative and Financial Services

Date

Permanent Authorization Limit Exception

The position of _____

is granted authorization to _____

due to the requirements of the job description.

Chief Administration Officer

Date

WHMB Meeting, April 30, 2026

- In attendance

• Glenn Koester – W.C.	• Jim Chisolm – Strathmore
• Darin Dunlop - Hospice	• Martin Gauthier – Standard
• Keith Clayton – W.C	• Peter Neufeld - WHMB
• Rick Laursen – W.C.	• Richard Wegener – Strathmore
• Don Geiger – Strathmore Lions	• Leah Smith – Rockyford
• Terry Druxbury - WHMB	• Crystal Hickey WHMB
• Les Schultz – Village of Hussar	•
• Christi Shworak - WHMB	•
•	•

- Absent

• Jill Aschenbrenner – Member	•
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- April 30, 2026, Regular meeting agenda adopted as presented.
- Financial Report – Lodge and Social Housing
 - February financials were adopted as presented.
- Paula Hall PR for WHMB presented report and accepted as information
- Consent agenda accepted as amended
- Financials accepted as presented
- Maintenance Report
 - Social Housing
 - Fire alarm testing in all buildings
 - Room inspections completed in Dr Giffen Manor and Sunset Haven.
 - Room 203 painted
 - New carpet installed at entrances in Sunset Haven
 - Snow removal completed
 - Preventative maintenance at Sunset Haven and Giffen Manor completed
 - General maintenance
 - Lodge
 - Carpet in main common areas being replaced, the runway between the dining rooms has been levelled and carpet installed.
 - Preventative maintenance completed.
 - CAO office painted
 - Hot water tanks flushed
 - Fire inspections completed
 - Workorders from inspection being completed as they are received.
 - Snow removal completed
 - General maintenance

- Social Housing report accepted as presented
 - Senior self-contained units – 64 apartments
 - February occupancy – 62
 - Community houses – 20 units
 - February occupancy – 19 families
 - Sunset Haven has 0 vacancy
 - Giffen Manor 0 vacancies
 - Standard 0 vacancies
 - Rockyford 0 vacancies
 - Carseland 0 vacancies
 - Gleichen 1 vacancy
 - Waitlist 58 in total, 56 Strathmore, 0 Gleichen, 0 Rockyford, 2 Carseland, and 0 Standard
- Lodge Site Manager Report
 - Total occupancy to date is 95
 - March Movement
 - 2 singles moved in
 - 4 singles moved out
 - Additional Information
 - 9 inquiries for residency
 - 1 tour was given
 - 5 applications were distributed, and 5 received
 - Wait list for Lodge currently at 34
 - Health/Personal Care
 - Home Care - 54
 - Oxygen use – 7
 - Residents using walkers – 62
 - Residents using manual wheelchairs – 4
 - Residents using outdoor scooters – 10
 - Residents using indoor scooters or motorized wheelchairs – 2
 - Activities
 - Games night with Langdon Guides
 - Shopping
 - Music
 - Bingo
 - Floor curling
 - Floor curling/shuffleboard, Bingo, Texas Holdem Poker, Various games
 - To view regularly scheduled events, go to www.wheatlandhousing.ca
- Committee reports
 - Building & Hospice no report
 - Maintenance – no report
 - Finance – no report
 - Personnel & HR – no report
 - Policy – no report

- Old Business
 - Social Housing
 - NA
 - Lodge
 - Reserve fund – Rockyford and Standard have replied
 - Fundraiser volunteer, no volunteer from the community
 - Maple Green Estates update
 - Hospice and Land Title
- New Business
 - Social Housing
 - NA
 - Lodge
 - Wheatland County Council questionnaire
 - April 10 letter from Phillip Henke, Director , HMB Operations and Compliance. Accepted as information
- Closed session
- CAO Report
 - Accepted as presented
- Chair report
 - Accepted as information
- Important Dates
 - Spring tea May 23
 - Stampede resident and family BBQ July 9.
- Next Meetings:
 - May 21
 - June 18
 - July 16 at call of chair

Presented by Councillors Chisholm and Wegener

Annual Report

Marigold Library System



2025





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Marigold Board & Leadership



37 Member Libraries
44 Member Municipalities

This Annual Report is interactive. Check the top right corners for QR codes linked to additional information.

Message from Leadership

The past year marked a period of steady momentum and shared achievement for Marigold Library System. Grounded in strong governance, Marigold continued to deliver reliable core services while advancing long-standing regional collaboration and adopting technological changes that directly support member needs. Key milestones included the successful launch of the new TRACpac+ library catalogue, a standout Marigold Conference, expanded “always available” eBook collections, new communication tools for library staff, and support for library moves.

These accomplishments reflect a sustained commitment to member communities through ongoing support for library staff and local boards, continued investment in training, collaborative advocacy, and effective partnerships. As we move forward, this work provides a strong foundation for the strategic priorities outlined in Marigold’s 2026 - 2030 Plan of Service, *Strengthening Connections, Building Capacity*.

We are proud of what was achieved together with our members. Thank you to our stakeholders and the Marigold Board and staff, whose dedication continues to strengthen library service and connect people, communities, and ideas.



John Getz
Marigold Board Chair



Lynne Price
Marigold CEO



Laura Taylor
Marigold COO

Participating Municipalities and Board Members

4 Board Meetings



Marigold Library System extends its sincere appreciation to our member municipalities for their ongoing collaboration and commitment. Membership enhances local public library service for 44 municipalities who have chosen to work together to maximize on cost-savings and efficiency. Membership enables the sharing of library collections, technology, resources, and expertise that benefit all member communities.

We gratefully acknowledge the dedicated members of the Marigold Library Board for their leadership throughout the year. Their thoughtful guidance and commitment to collaboration have been instrumental in advancing Marigold’s mission and supporting a strong, adaptable library system. Thank you to the Marigold Board for their contributions to our collective success.

Marigold Board as of March 2026

Acadia M.D.#34	Maxine Booker*(Vice Chair)	Kananaskis I.D.	Dave Rodney
Village of Acme	Daniel Leronowich	Kneehill County	Merle Anderson
City of Airdrie	Natasha Roberts* **	Village of Linden	Cynthia Klassen
Town of Banff	Ali Buckingham	Village of Longview	Rose Klassen
Village of Beiseker	David Mckenzie	Village of Morrin	Alenda Gridley
Bighorn M.D. #8	Libby McMenamon	Village of Munson	Leslie Landon
Town of Canmore	Brenda Balutis	Town of Okotoks	Nicole Kiefuik*
Village of Carbon	Bjarne Jensen	Town of Oyen	Ann O’Connor
City of Chestermere	Robert Schindler	Village of Rockyford	Michael Eleniak
Town of Cochrane	Charles Love*	Rocky View County	Laura Chitwood*
Village of Consort	Michael Beier	Special Areas Board:	
Town of Crossfield	Luke Brennan	Area #2	Helen Veno
Village of Delia	Melody Christofferson	Area #3	Elaine Michaels
Town of Diamond Valley	Ted Bain	Area #4	Jodi Kurek
Town of Drumheller	Margaret Nielsen*	Village of Standard	John Getz* (Chair)
Village of Empress	Roberta Dahl	Starland County	Lil Morrison*
Foothills County	Eleanor Chinnick	Town of Strathmore	Melissa Langmaid*
Ghost Lake Summer Village	Corinne Smith	Town of Three Hills	Miriam Kirk
Town of Hanna	Vern Thuroo	Town of Trochu	Carl Peterson
Town of High River	Laurette La Plante	Waiparous Summer Village	Janine Jevne
Village of Hussar	Kristen Anderson*	Wheatland County	Keith Clayton
I.D. 9	Alexandra Parkinson	Village of Youngstown	Renee Laughlin
Town of Irricana	Dawn Mosondz		

Marigold thanks the following members for serving on the Board in 2025:

* Member of the Executive Committee

** Through March 2026

Manuela Olibera-Dorn, Sharon King, Norah Bonsteel, Michelle Lomond, Ian Huffman, Kelly Burgess, Sandra Murphy, Faye McGhee, Ed Hogan, Tyler Henke, Jenny Lyver, Natasha Roberts, and Donna Biggar.



13 Committee Meetings



Board Committees

Marigold Board Committees provide governance oversight by reviewing policies, integrating legislative and regulatory developments, and bringing forward recommendations through established Board governance processes. Their work supports informed decision-making, mission alignment, and accountability to our stakeholders.



Members of the Marigold Executive Committee (l-r): Melissa Langmaid, John Getz (Chair), Maxine Booker (Vice Chair), Margaret Nielsen, Kristen Anderson, Laura Chitwood, Charles Love, Lil Morrison, and Nicole Kiefuik.

**On behalf of Marigold and the Board we would like to thank Natasha Roberts (not pictured) for her contribution to the Executive Committee and Board through March 2026.*

Executive Committee

The Executive Committee met six times during the year, providing strategic leadership and oversight in governance, financial matters, and policy development. The committee brought forward proposed amendments to the *Marigold Agreement*, and reviewed all policies from other committees prior to Board consideration.

Governance Committee

The Governance Committee supports the organization’s overall effectiveness. The committee held two meetings in 2025 and reviewed eight Board policies, recommended updates to the *Marigold Agreement*, and provided oversight for policy development related to privacy and legislative compliance. Ongoing maintenance of the Board Manual helped streamline review timelines and ensure consistency.



Standards & Services Committee

The Standards & Services Committee work included policies that provide support for member library operations, such as Marigold Board *Collection Management Policy* and book allotment schedules, and the *Transfer Payments Policy* which supports the sharing of library collections.

“To me, [the Making a Difference Awards have] always been about more than competition. They’re a way to share ideas, celebrate innovation, and remind us how each library, big or small, makes a difference in its own way.”

~Hanna Municipal Library

Members of the Standards & Services Committee established the criteria and submissions for the 2025 Marigold Making a Difference Awards, and chose the winners and honourable mentions (HM):

- **Okotoks Public Library** - Winner (Large library)
- **Sheep River Library** - HM (Large library)
- **Morrin Municipal Library** - Winner (Small library)
- **Langdon Community Library** - HM (Small library)

HR (Human Resources) Committee

The Human Resources Committee supported organizational sustainability through governance and oversight of people-related strategy and policies. The committee reviewed a number of human resources and safety policies for revision and compliance with legislation. Additional work included overseeing health and safety planning, and a review of the Emergency Response Plan.

Ad Hoc Nominating Committee

The Ad Hoc Nominating Committee contacts current Marigold Board committee members to confirm whether they are willing to continue serving on a standing committee, or if there is a need for additional volunteers. This committee confirms and submits the nominations for Chair, committee Chairs, and standing committee members to the Marigold Board at the Annual General Meeting.

Expenses 2025: \$6,011,082

● **Salaries & Benefits 47%**

Marigold employs 30 staff (27.05 FTE). Staff organize and deliver services to member libraries and residents. This includes salaries, benefits, payroll expenses, and training.

● **Materials & Delivery 23%**

Library collections including eBooks and eResources, print books, DVDs/blu-ray, video games, large print materials, and more. Physical items are delivered shelf-ready to member libraries for patron browsing and checkout.

● **Transfer Payments 12%**

Cash payments assist member libraries with resources sharing.

● **TRAC Contract & Equipment 5%**

TRAC includes the library software platform, licenses, equipment, and support that enables patron service, account management, inventory and reporting, and eBook access.

● **Computers & Software 4%**

Maintenance agreements, network and applications, server, and operational hardware.

● **Facility 3%**

Caretaking, insurance, maintenance, and utilities.

● **Other Expenses 6%**

Professional fees, training, travel, meetings, supplies, programs, memberships, marketing, postage, freight, furniture, and equipment.

Revenue 2025: \$6,137,817

● **Municipal & Library Board levies paid to Marigold 60%**

- \$6.59 per capita: Municipalities with library boards
- \$11.18 per capita: Municipalities without library boards
- \$4.50 per capita: Library Board

● **Provincial Grants 34%**

- \$4.75 per capita: Library System Board Operating Grant to run system and provide services.
- \$5.60 per capita: Rural Library Services Grant for populations where Marigold is the governing board. Pooled and redistributed as Transfer Payments.
- \$10.35 per resident for Indigenous Project Grant.

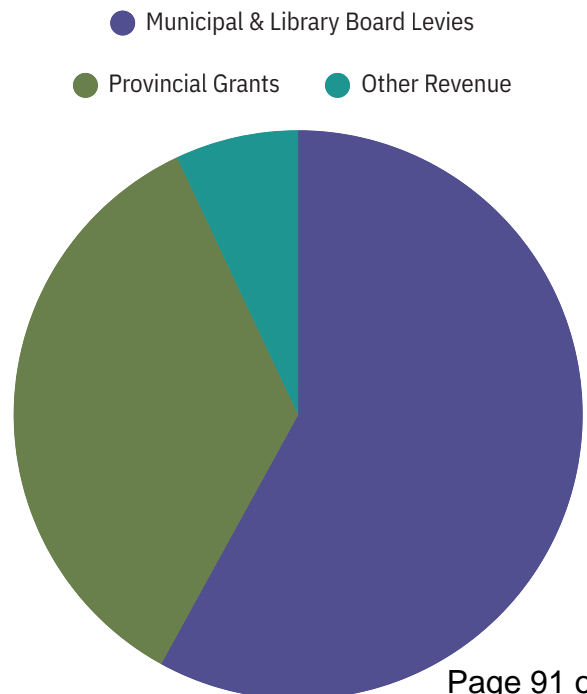
● **Other Revenue 6%**

Interest, donations, contracts, and grants.

EXPENSES



REVENUE



“We have been getting a ton of new material and loving it! I am extremely grateful for your ordering help...so thank you!”

~ Drumheller Public Library

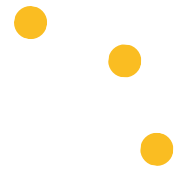


Collection Services



2,535,278

Physical books and other items checked out by library patrons



Ordering and Preparing Library Collections

Behind every statistic is coordinated, centralized work that saves time across the system. In 2025, Marigold received and processed **115,682 new books and other items** through bulk purchasing and standardized workflows. Centralized workflows reduced duplication of work and delivered book more quickly into the hands of patrons. New materials arrived at member libraries shelf-ready and checkout-ready!

Collection Services staff provided custom cataloguing for Library of Things items and other unique collections. Examples include screen-free audiobook devices for children, STEAM resources, “Try a Hobby” kits, a portable wheelchair ramp, and a bat detector kit. Our team also provided hands-on assistance to the Airdrie Public Library staff during their transition into a new facility (see page 32).

Library of Things Support

As more libraries expanded their Library of Things collections in 2025, headquarters and library staff collaborated to implement new workflows, with the goal to get items into the hands of patrons more quickly, and to improve searchability. This small but important change improved accuracy, visibility, and ease of access for patrons to Library of Things items, and saved time for local library staff and system staff.



762 items

Library of Things item records created in our system



Strengthening the Foundation: Metadata Cleanup

Collection Services staff completed important behind-the-scenes work to improve the library catalogue. These improvements make it easier for patrons to search for materials, find what they need, and place holds through the TRACpac+ library catalogue. This work strengthens access for patrons to collections, and helps inform library staff about local collection gaps and needs.

“My consultant is always readily available to answer any and all questions that I have. Everyone [at Marigold] was so kind and made sure that I knew that I could contact them with any questions - many of them offered to come out to Delia to work with me on things I may need help with.”

~ Delia Municipal Library



Professional Support



Supporting library staff & local boards



Professional Expertise & Support

Marigold's professional librarians collaborated with member library managers, staff, and boards, and provided timely, responsive support. Our librarians provided information on collection development and maintenance, space planning, workflow efficiencies, custom reports and statistics, policy development, advocacy tools, and system-wide initiatives. They also developed and delivered training opportunities for member libraries, investigated and launched programming supports such as STEAM kits, participated in provincial and national working groups, and facilitated collaboration across the system. This centralized work saves member libraries time and resources while strengthening peer connections and access to expertise across the system.

Collection Maintenance & Support

Marigold staff spent **88 hours** on-site assisting Acme, Delia, Irricana, Morrin, and Three Hills with collection management projects. In addition, staff spent **14.5 hours** conducting inventory at the Beiseker and Rockyford libraries.

Regular collection maintenance ensures that library collections remain current, accessible, and relevant to local community needs and interests. Marigold librarians provided tools and information to library managers and staff to support efficient workflows, and to inform library staff on collection needs. Reports and statistics assist managers with budget planning, analyzing collection use, and identifying areas of high demand. Our librarians connected with publishers to learn about upcoming titles, publishing trends, and changes to formats.

In 2025, Marigold librarians worked with library staff in Airdrie, Acme, Beiseker, Delia, Irricana, Morrin, Rockyford, and Three Hills on collection projects that enhanced patron access and experience. Deselection and inventory projects at libraries help keep collections up-to-date and accessible. This enables books and other items to move efficiently into patron hands.

-
-
-

Marigold librarians reviewed existing collections to identify trends for popular authors, high-demand titles, and hold activity. This information is shared to save time for library managers and staff when they are decision-making about collection purchases.

"I almost look forward to having tech problems... they're so friendly, professional, and helpful that it always makes my day."

~Canmore Public Library

A photograph of two men in a workshop setting. One man with a beard and glasses is seated at a desk, pointing at a computer component. The other man is leaning over him, holding a screwdriver. The desk is cluttered with various electronic parts and tools. The background shows a clean, modern workspace with white cabinets and a large window.

IT Support and Services



Enhancing the staff & patron experience

Marigold’s IT Services team provides fully managed IT services that support library staff in their day-to-day work. A core part of this work is managing staff user access and security, maintaining server and workstation uptime, and providing the software, communication tools, and access to information staff need to do their jobs. This centralized support helps libraries operate safely, efficiently and securely while providing reliable and responsive support when problems do arise.

As Marigold's Director of IT Services is fond of saying: "Any day you don't need IT support means we did an excellent job!"

“They are so quick to respond with any questions or problems we may have, from setting up new computers to helping me get my scan-to-email all set back up when I was at the point of pulling my hair out. We couldn’t ask for a better, nicer team to help with all our computer needs.”

~Carseland Community Library

This philosophy means Marigold’s IT Services team is committed to proactively supporting and maintaining reliable and secured technology infrastructure, which enables library staff to focus on serving their local communities. Our behind-the-scenes service ensures patrons can reliably use public computers, connect to library WiFi, access digital collections, and connect to other library services through a positive and consistent user experience.



2080 hours
providing onsite & remote support for member libraries

Remote and onsite support included troubleshooting, equipment upgrades, commissioning and installing new equipment, and decommissioning obsolete equipment. Member libraries save on space, staff costs, and equipment. Marigold IT also provided cybersecurity training, and assisted boards with policy development and technology planning. We extended our vendor discounts to libraries when they needed to purchase new hardware.

This collaborative approach helped ensure library technology remained reliable, secure, and ready for use. Marigold IT delivered consistent access to technology for both staff and patrons, ensuring library staff are freed up to support frontline library service to their community.



IT in Action

A significant undertaking in 2025 was the complete replacement of Marigold's core server hardware and the transition to the latest Windows Server operating system. This was a complex project that required months of planning, testing, and careful coordination. The team approached it with clear goals: protect system stability while making the transition as seamless as possible for staff and users. Thanks to the expertise and dedication of the IT team, the migration was completed exactly as planned, with no downtime and no disruption to daily operations.

Supporting Acme and Airdrie Library Moves



New facilities for the Acme Municipal Library and Airdrie Public Library were important milestones we were excited to support in 2025! Our IT Services team collaborated on technology planning, and worked closely with the library staff, contractors, vendors, municipal and school technology staff, and Alberta Municipal Affairs Public Library Services Branch staff to ensure seamless connectivity for the library. For Airdrie, Marigold continued to provide support for the old library location until the move was complete, minimizing interruption to patron services and staff workflows during transition (see more on page 32). For Acme, the move was completed successfully in early 2025.

“The new TRACpac site makes finding available eAudio versions of the book SO MUCH EASIER! Even easier than searching the audiobook app.”

~Airdrie Public Library



TRAC & TRACpac+



4 Regional Systems in TRAC

- Marigold Library System
- Peace Library System
- Yellowhead Regional Library
- Northern Lights Library System



Marigold’s participation in The Regional Automation Consortium (TRAC) remains one of our most significant strategic investments, ensuring equitable access to shared resources for communities of all sizes.

TRAC: Connecting Alberta Libraries

As a member of TRAC (The Regional Automation Consortium), Marigold works in partnership with three other regional library systems to provide shared technology services to over 185 public libraries across Alberta. This collaboration supports patron access to a shared catalogue, eBooks, and a number of eResources and digital content. Using the TRACpac+ online catalogue or app, library patrons in Marigold can place holds on items from any library in TRAC and have them delivered to their local library through Marigold’s van delivery service.

What You Get...

Resource sharing allows Marigold to expand access for member communities to an ever-growing selection of books, magazines, Library of Things items, DVDs and more.

At your library



52,048 items

is the average collection size at a large member library in our system

As a member of Marigold



651,147 items

are available to patrons within the whole of Marigold Library System

As part of TRAC



3,076,646 items

are available to patrons through Marigold’s membership in TRAC

**This only includes the physical items described above. The numbers do not include digital resources.*

Regional Collaboration & Governance

Marigold staff collaborate on TRAC Working Groups, which delivers TRAC technology, software, and establishes TRAC-wide best practices and operational guidelines.

TRAC Working Groups

TRAC Directors

The CEOs and Directors of the four TRAC regional systems provide strategic leadership and oversight for TRAC. Marigold’s CEO Lynne Price serves as current TRAC Society president.

System Administrators Group (SAG)

Supports TRAC technology, integrates software to ensure patron access to library material, implements best practices for end users.

Public Services Group (PSG)

Reviews procedures and best practices for patron account management, circulation of library materials, and shared eContent selection.

Bibliographic Services Group (BSG)

Reviews workflows in shared cataloguing and acquisitions, database quality, and initiatives.

TRAC Advisory Council provides a forum for member library staff to collaborate, exchange expertise, and inform decision-making. Staff representatives from High River, Canmore, and Airdrie libraries joined the TRAC Advisory Council meeting in Spruce Grove in 2025.

Improving Patron Communication with LX Starter

LX Starter was launched as TRAC’s new automated patron email notification system in 2025. Marigold spent three months setting up this system, which allows Marigold and TRAC to deliver more visually appealing emails while providing greater flexibility, customization, and control. Libraries can now incorporate their own logos, branding, and links to social media platforms, helping create more personalized and consistent communications with patrons.

Technology Roadmap

In December 2025, TRAC Directors met to approve key decisions that will guide the consortium’s long-term technology strategy. Priorities include improving system reliability, redundancy, security, disaster planning, sustainability, and capacity management. At that time, TRAC announced a decision to migrate to cloud-hosting, representing an important milestone in the sustainability of TRAC’s technology infrastructure.

Launch of TRACpac+: A Major Milestone

On September 17, after a year and a half of investigation, planning, collaboration, and testing, TRAC successfully launched TRACpac+, the new online library catalogue. This significant milestone was achieved through the hard work of the TRAC Directors and the TRAC Working Group members, in collaboration with member library staff. The TRAC Ad Hoc Implementation Team led the project, including Team Chair Kristine den Boon, Marigold's Director of Service Delivery. TRACpac+ brought a modernized discovery experience to library patrons across the regions.

TRACpac+ enhances how library users search for and discover materials, including books, eBooks, Library of Things items, and more. TRACpac+ offers intuitive searching, enhanced displays for collections, multiple language options, and a more accessible and user-friendly interface.

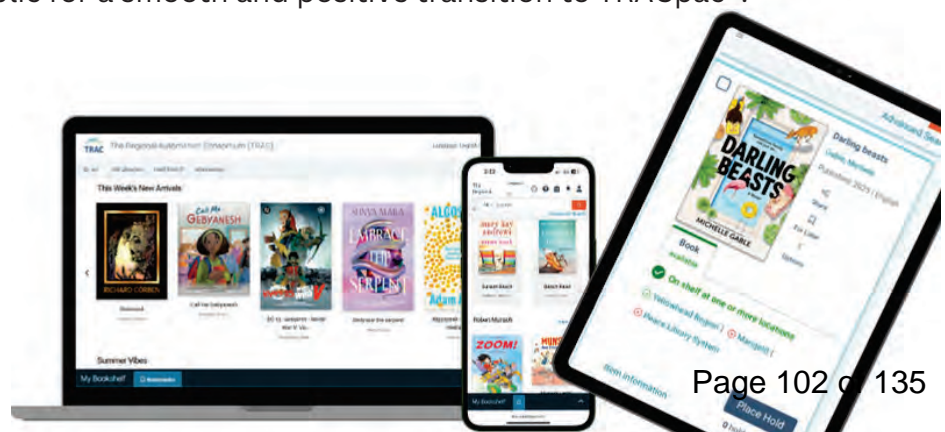
Launch Support for Library Staff and Patrons

To help staff and patrons navigate the new platform, training staff from the four regional systems collaborated on creating patron-facing videos, how-to guides, and instructional brochures. System staff also created videos and documents to onboard library staff on the new features and functionality.

Communications Campaign

On behalf of TRAC, Marigold staff developed an engaging communications campaign to build awareness and excitement about TRACpac+ ahead of the launch date. Key messages focused on patron ease of use, the intuitive design, improved search results, accessible features, enhanced browsing experience, and expanded account management tools. This coordinated approach helped prepare both library staff and the public for a smooth and positive transition to TRACpac+.

- 2 promotional videos
- 22+ pre-made social media posts
- Website banners
- 9 posters and brochures



“Marigold has provided exceptional support with our website. They offered hands-on training, useful training materials, and a comprehensive website audit. We’ve gained a clearer understanding of the bigger picture – what’s most important and how to prioritize.”

~Langdon Community Library



Digital Resources & Assistance



1,082,918

eBooks, eMagazines, and eAudiobooks circulated



Celebrating Growth in Digital Resource Use

In 2025, Marigold and TRAC experienced another year of exceptionally strong eContent use. By year-end, TRAC patrons had borrowed more than one million digital titles, **marking the second consecutive year this milestone was reached.**

On behalf of TRAC, Marigold staff supported the sustainability and growth of shared eBook collections by renewing existing agreements and expanding digital content offerings. This work enabled the addition of new, always-accessible eBooks and content for library patrons as a direct response to ongoing demand.

New Additions in 2025

● Libby by OverDrive

TRAC launched two new All Access eBook collections in Libby: All Access Romance (1,723 titles) in June and All Access Mystery (438) in October. These collections provide eBooks and eAudiobooks without holds and unlimited simultaneous use. Over 130,000 titles were checked out in the All Access collections, which includes comics, romance, and mysteries.

● Kanopy Plus Bundles

An additional bundle was added to Kanopy Plus – the curated streaming video service. The new Maple Collection was added at the end of the year, which features Canadian films and videos.

● Transparent Language Online

In July, Municipal Affairs Public Library Services Branch (PLSB) announced a new language-learning resource for Alberta public libraries: Transparent Language Online. Since its launch, there have been 257 Marigold users and a total of 1,930 logins.



131,145
Checkouts -
an average of
16 checkouts
per title!



8,679 views
over 12
months



12 days &
3 hours of
language
learning
since
July!
Page 104 of 135



13 Training Sessions

eResources, TRACpac+, room booking software, & website training

Making Room Bookings Easier

In 2025, a new room booking reservation feature was launched for member library websites. Marigold staff developed instructional videos and documentation and provided in-person training sessions. This approach helped staff feel more confident using the new feature and supporting their patrons.

Manager Orientations & Training

In 2025, Marigold librarians welcomed five new member library managers to the system with a comprehensive introduction to our services and operations. New library managers from Cochrane, Acadia Valley, Delia, Empress, Morrin, and Trochu were oriented to Marigold’s governance structure, the Regional Automation Consortium (TRAC), sharing library materials, collection management, and system-supported technology. The orientation also covered core areas of library management, including:



- Library software
- Policy development
- Library board governance
- Standards and best practices
- Program planning and support
- Marigold-supported professional development opportunities

Supporting Library Staff

In 2025, Marigold updated staff training materials to make it easier for library staff to help patrons borrow items from other libraries when materials are not available locally. The training supports staff use of a province-provided platform that allows libraries to share physical items across Alberta. The updated resources give library staff clearer guidance, and helps deliver items to patrons more quickly. Marigold also provided training on artificial intelligence and how it is being used in publishing and digital services. These updates help ensure library staff have access to current information that will impact collection management.

“I cannot say enough good things about this room booking software. It has increased the usage, because people find the calendar more accessible and easier to book. This increased usage helps our advocacy related to the need of a bigger library and how the library continues to support personal and community needs. The amount of administrative time related to coordinating room bookings has [also] decreased. Win-Win!”
 ~ Cochrane Public Library

"This is my favourite conference to present at. I love coming from another system and learning about different services and how I can grow my library. Marigold is awesome, so welcoming, and the quality of conference is amazing."

~Sylvan Lake Library



Marigold Conference



256 Attendees

& support of 21 sponsors



Find out more about the Marigold Conference.

Behind the Scenes: Planning

Planning the Marigold Conference is a year-long effort that requires many hours of planning and organizing to bring the event to life. The planning team **met 11 times** to coordinate logistics, brainstorm ideas and improvements, and ensure every detail aligns with the needs of attendees. This work included reaching out and securing **keynote speaker Clara Hughes**, reconnecting with past vendors, and confirming sponsors that provide the financial support needed to offer a hot breakfast, lunch, all conference sessions, and the keynote address.

Keynote: Clara Hughes

Marigold was excited to have six-time Olympic medalist and long-time health advocate as our keynote speaker in 2025. She spoke about the role movement played in her life and navigating depression while competing at the highest level. After the session, attendees had the opportunity to see and hold her Olympic gold medal, which added a memorable experience to an already well-received presentation.

Why it matters:

- Centralized professional development planning saves time and money for member libraries and managers
- Networking with library staff and trustees across the region creates opportunities to share expertise
- Connecting with vendors connects library staff to current technology and publishing trends



Haley Amendt



Chuck Love



Cheryle Chagnon-Greyeyes



Teagan Bender

Speakers and Sessions



Marigold staff invited session proposals from across the province, seeking topics that reflect the evolving needs of our libraries and communities. After thoughtfully reviewing all submissions, the team selected thirteen sessions that stood out for their timeliness, relevance, and practical value to library staff, trustees, and other participants.

Marigold member libraries also save time, money, and resources that would otherwise be spent on seeking external professional development opportunities. Furthermore, Marigold provides each member library with two complimentary tickets. These supports ensure that even libraries facing tight budgets can attend, connect, and benefit from high-quality learning opportunities that might otherwise be out of reach.



Laura Taylor, Nicole Dunnewold, Kim Visser, Clara Hughes, Savannah Sillito, and Emily George.

From Planning to Execution

- 1 June 2024**
 - Set date and book venue
- 2 October 2024**
 - Brainstorm keynote speaker options and conference theme
 - Approve the 2025 design
 - Review the budget
- 3 November 2024**
 - Launch conference website
 - Open call for session proposals
 - Send out “Save the Date” cards
 - Organize donations of swag from sponsors
- 4 December 2024**
 - Roll out call for vendors and sponsors
- 5 February 2025**
 - Send out the sponsorship agreements
 - Set up the online registration site
- 6 March 2025**
 - Finalize “Conference at a Glance” package
 - Launch and share registration website
 - Arrange a pre-event call with keynote speaker
- 7 April 2025**
 - Creation of conference agenda
 - Finalization of menu selections
 - Confirm guest estimate, AV requirements, and hotel booking
 - Circulate workplan to Marigold staff
 - Order sponsorship signs
 - Prepare event scripts
 - Build Powerpoint presentations
 - Put together the day-of packages
- 8 May 2025**
 - Ensure conference items are ready for transport



“We absolutely love them! Their big smiles, heart-warming conversations, jokes, and of course all the good books. We definitely couldn’t ask for a better crew when it comes to our delivery service. Hands down the best group!”

~Carseland Community Library



Delivery Services & Patron Holds



2.2 Million
Items sorted & shipped out



3,120 deliveries
to libraries in
2025!

Sorting and Delivery

With the use of our automated sortation system and a dedicated shipping and receiving team, Marigold processed and sorted more than two million items in 2025. Books and other items are requested by patrons through through the TRACpac+ library catalogue, and are transported to Marigold for sorting before being forwarded to their destination library. Items are shipped out via our delivery vans, provincial courier service (between regional systems), or mail (academic libraries).



1,499,400
Items moved in
Marigold vans



545,700
Items shared through
government courier



9,950
Items mailed to
patrons from Marigold

Marigold delivery drivers transported 183 kits and games, and delivered promotional materials and library supplies across the system. The delivery fleet also supports a wide range of operational needs, including IT services, project work, training for library staff and boards, and other activities.



232,550 KM
Driven

Marigold made 3,120 trips to our member libraries for weekly van delivery of patron holds, IT support, project work, trustee training, and other activities.

Workflow changes result in time savings for libraries

In 2025, Marigold’s Delivery Services team streamlined material handling by introducing centralized sorting and processing through Marigold headquarters. This shift simplified outbound workflows, especially for large library staff, by allowing materials to be placed into a single outgoing bin rather than sorted into multiple destinations. The new approach reduced handling complexity, improved overall efficiency across the system.

Library managers reported the workflow changes saved weeks and even months of staff time over the course of the year. Streamlined process helped libraries redirect staff to other patron services and priorities, and to reclaim valuable workroom space within the library.



David Bexte - Member of Parliament for the Bow River riding

Collaboration & Advocacy

Canada Post Library Book Rate Advocacy

Marigold shared information to stakeholders on proposed amendments to the Canada Post Corporation Act in Bill C-15, which could affect how libraries deliver services that promote equitable access to reading materials and information. Marigold mails approximately 6,500 items to patrons each year, removing barriers related to geography and access. Patrons that use mail service have shared that receiving books by mail is “life-sustaining” and “essential” to their well-being.

Without federal oversight, Canada Post would have had the ability to increase or discontinue the rate, creating uncertainty for libraries that rely on mail services to connect patrons with materials. In collaboration with the Coalition of Alberta Public Libraries, Marigold shared templates to assist members and councils who chose to participate in advocacy efforts. In December, the Federal Government announced that materials for the blind will continue to be delivered free of postage, and library materials will continue to be delivered at a reduced rate of postage. Our collective voices made a tangible and positive difference.

Building Support for Library Services

The Marigold Board and staff engage with stakeholders to ensure the needs of public libraries and regional systems are understood and addressed. In light of population growth, ongoing advocacy is critical to receiving continued and sustainable funding from the province, in addition to the provision of the Alberta SuperNet and provincial courier service. An advocacy campaign was rolled out following the passing of a resolution by Alberta Municipalities in support of increased provincial funding for public libraries.

Marigold works to strengthen partnerships and ensures libraries are supported in continuing to provide welcoming, accessible, and impactful services for their communities. In 2025, Marigold’s CEO and COO presented to Rocky View County and co-presented to Improvement District 9 with the Banff Public Library Director to share information on library service for member communities.

- Hosted PLSB’s Interlibrary meeting in May.
- Attended the Alberta Indigenous Advisory Council meeting.
- Organized and participated in regional “Consultation Training Day” for system librarians.
- Provided tours of Marigold facility to Board members, volunteers, member library staff, and Member of Parliament David Bexte.

Marigold Ambassadors

Marigold staff stay current with ever-changing technology and service offerings in the library sector. Knowledge gained through professional events is often applied to Marigold’s products and services. Strong vendor relationships positively impact Marigold’s capacity to enhance service to patrons. Marigold staff attended the following conferences in 2025:

- **Digipalooza**
- **Payroll Conference**
- **Innovative Users Group Conference**
- **Social West Conference**
- **American Library Association**
- **Southern Alberta Library Conference**
- **Ontario Library Association**
- **Stronger Together Library Conference**



27 Training Events

**Member library board and staff training events:
Including workshops, and other training
coordinated by Marigold**



Over the past year, Marigold delivered 27 training sessions that supported our member libraries' evolving needs. These sessions included webinars on web design for accessibility and organization, accessible and inclusive programming, project debriefing, and emerging topics such as ethical use of artificial intelligence in publishing. Our staff also provided hands-on training in website editing, eResources, collection sites, the back end of the TRACpac+ app, and on new ordering workflows for books. Marigold staff travelled to member libraries to provide trustee training and orientation to Marigold for local board members. We also welcomed new member library managers to Marigold for comprehensive manager orientations, helping them feel supported and connected to the broader Marigold community from the very start.

SAIT Partnership

Marigold has a long-standing partnership with the Southern Alberta Institute of Technology (SAIT) Library & Information Technology (LIT) program.

- COO Laura Taylor participated in the SAIT School of Business Industry Advisory Summit.
- Director of Service Delivery Kristine den Boon serves on the LIT Program Advisory Committee.
- Marigold hosted two LIT practicum students.
- On September 24, first-year LIT students toured the Marigold facility to learn about regional systems, and how our daily operations support our members in providing library service to their own communities.

In 2025, in light of a staff retirement, Marigold staff continued to reach out to community members on Stoney Nakoda Nations to share information on Marigold and available library service. While the deposit needed to be moved from the Goodstoney administration building, community members are able to access library services online, through Marigold headquarters, and through any member library.





Supporting Airdrie Public Library's Move

Marigold staff were pleased to provide extended support to Airdrie Public Library (APL) during the planning, transition, and opening of its new home within the Inspire facility. This collaboration spanned several departments and began well in advance of the move to ensure a smooth and successful launch.

Collection Development and Readiness

Early in the process, Marigold staff contributed to the development of APL's Request for Proposal for book wholesalers, supporting the selection of a vendor capable of delivering a comprehensive opening day collection. Marigold Collections Services staff worked closely with APL and the selected vendor to ensure that opening day books and other items were ordered, catalogued, and processed according to APL's budget and specifications. This included custom labeling and mylar protection. Marigold staff also reconfigured and troubleshooted technical workflows to ensure database records were successfully imported and fully discoverable in both the catalogue and on the shelves, allowing patrons to place holds seamlessly.

Behind-the-Scenes System and Workflow Support

Marigold supported the transition through a series of bulk database updates. These changes were required to manage the interruption of van delivery for APL patron holds, new materials, and returned books during the move. APL holiday collections and items being returned to APL from other libraries across the province were securely stored at Marigold for an interim period to support continuity of service.

Technology Planning & Service Delivery

Marigold IT staff were engaged early in the process, working collaboratively with APL, Municipal Affairs, the City of Airdrie, vendors, and engineers to support SuperNet connectivity and overall technology planning. This work included onsite equipment installation and coordinated troubleshooting with subcontractors and City staff.

Marigold's Service Delivery team coordinated the delivery of new collection materials and interlibrary loan returns for APL once the Inspire facility became operational. Prior to the first delivery, staff conducted a site tour to assess and ensure that potential hazards in the parkade and delivery areas were identified and mitigated.



MARIGOLD
LIBRARY SYSTEM

Plan of Service 2026-2030

Strengthening Connections,
Building Capacity

Introduction:

Informed by the collective perspectives of our member libraries, staff, Board members, and stakeholders, the **2026-2030 Marigold Library System Plan of Service** affirms our continued commitment to strengthen public library service across the region.

Strengthening Connections, Building Capacity is grounded in the needs and priorities of our members. We will strengthen existing relationships by fostering collaboration, and by forging new relationships to benefit our members. We will clarify the supports and services available to member libraries, and expand our capacity to deliver future-ready library services. This plan reaffirms Marigold’s role as a proactive, knowledgeable, and accessible system—one that connects libraries to shared resources, expertise, and to one another.

Marigold headquarters is the operational hub for our regional library system. By centralizing resources, we help libraries save time and money, and deliver exceptional experiences. We support member libraries by providing tools, resources, and expertise that help them expand what they offer their communities. Members receive broader access to books, digital content, technology, and other tools —creating efficiencies and strengthening service across the system.

Success will be measured through strong partnerships, widely utilized services, and the extent to which our support helps libraries enhance their offerings. These indicators reflect a system that is resilient, responsive, and ready for what’s next.

Vision:

To be recognized for our excellence as a vital resource for Marigold members and a collaborative, leading library system.

Mission:

Enhance vibrant and resilient library services through collaboration and collective strength.

Values:



Stewardship



Adaptability



Connection



Sharing

Strengthening Community Capacity

Marigold focuses on supporting member library staff and board members with the training and resources they need to respond to changing technology and evolving library practices.

As technology trends and expectations continue to evolve, Marigold works in partnership with member libraries to anticipate and respond to change. Together, we build capacity through training and shared learning opportunities that help all of us adapt with confidence.

We will reduce barriers to training by offering a range of delivery methods so learning is accessible regardless of schedule, location, or experience. We will support library staff as they expand their skills and expertise in using system-provided technology and as they learn from one another. Marigold will continue to create opportunities for lifelong learning and ongoing professional growth across the system.

Goals

- ▶ Marigold and member libraries build shared expertise through timely, accessible training on emerging technology and library practices.
- ▶ Expertise across the system is identified and shared to strengthen and expand training and resources for all members.
- ▶ Marigold and member libraries develop the skills needed to apply system-provided technology, services, and resources effectively.
- ▶ Marigold and member libraries have access to evolving, practical products and services that support changing operational and patron needs.

Objectives

- ▶ Increase awareness of available training and professional development opportunities by improving distribution methods.
- ▶ Ensure training content and delivery methods are accessible, meaningful, and designed to fit realistically into staff and board members' schedules.
- ▶ Offer professional development through training sessions and informal learning events that provide timely information and build practical skills.
- ▶ Continuously observe and evaluate new tools and practices to ensure training and resources are responsive to member needs.

Strengthening Member Connections

Marigold fosters a library community that is strengthened through collaboration, shared expertise, and responsive support.

Marigold strengthens the capacity of member libraries of all sizes by supporting their local needs and creating meaningful opportunities for collaboration. Through ongoing dialogue and the sharing of expertise, Marigold can help support professional growth and capacity across the system.

Our collaborative approach will also ensure that system-wide services reflect member perspectives and priorities. By working together, Marigold will continue to evolve service delivery in ways that are timely, responsive, and valuable to our members.

Goals

- ▶ Library board members and library staff have increased opportunities to connect and collaborate with colleagues across the system and the larger library community.
- ▶ Marigold facilitates ongoing peer learning among library staff and board members.
- ▶ Member libraries actively contribute to the development of Marigold services through ongoing engagement and collaboration.
- ▶ Members receive effective, demand-driven library service that reflect their diverse needs, capacities, and community priorities.

Objectives

- ▶ Provide opportunities for member libraries to give meaningful input into Marigold's service development, ensuring services remain responsive and member-driven.
- ▶ Receive feedback from member library staff and board members regularly and through a variety of methods.
- ▶ Structure feedback processes to be accessible to everyone and reduce barriers to collaboration.
- ▶ Align services with member needs so they remain timely and valuable as a result of consistent collaboration.

Strengthening Library Resources

Marigold collaborates with libraries to provide collections that support and inspire readers and meet community needs.

Libraries respond to a broad range of community needs through programs, access to technology, and partnerships, while playing a central role in supporting community capacity. Library collections—books, eBooks, and other materials—spark curiosity, build confidence, and support learning at every stage.

Marigold expands library collections by supplying books, eBooks, and other materials; by maintaining digital platforms; by supporting and expanding delivery services; and by assisting libraries in analyzing collection use. Through this shared approach, Marigold and its members ensure that communities across the region have access to collections that meet community needs and inspire readers.

Goals

- ▶ Marigold will expand its ability to provide materials that enhance the library's digital and physical reading collections.
- ▶ Libraries will have accurate collection assessment tools to guide local decision-making.
- ▶ Libraries will have access to marketing and promotional tools to assist with featuring their collections, and inspiring reading and discovery.
- ▶ Marigold will ensure seamless access to digital resources by maintaining user-friendly digital platforms that connect readers of all ages to library collections.

Objectives

- ▶ Collaborate with member libraries to analyze and assess collection use, and ensure Marigold materials budgets are aligned with areas of growth and community needs.
- ▶ Maintain a shared content bank of marketing resources for collections that libraries can customize to local needs.
- ▶ Expand collection analysis tools to give member libraries deeper insight into their collections, including eBook circulation at the individual branch level.
- ▶ Leverage partnerships to ensure we get the greatest value from our investment in eBooks and always-available digital content.

Strengthening Community Awareness

Marigold will strengthen member and stakeholder understanding of the value and impact of Marigold membership.

Fostering awareness of the role libraries play in community life, and of the regional system that supports them, is fundamental to securing support.

Marigold will help stakeholders understand the range of resources, services, and technology available to member libraries and communities. This shared understanding will build trust, reinforce accountability, and inform decision-making.

Goals

- ▶ Library board members and staff have access to the resources, support, and expertise they need, and can fully leverage the value of Marigold membership.
- ▶ Member libraries confidently use and promote system-provided collections and technology to enhance local service.
- ▶ Member services are strengthened through regional advocacy that reflects growing community need for responsive public library service.
- ▶ Equitable access to public library resources ensures libraries can connect residents with a broad range of reliable information and resources that support informed exploration.

Objectives

- ▶ Increase regional awareness of the value of public libraries and the need for adequate and predictable funding.
- ▶ Sustain and grow public understanding of the essential role of libraries and the regional system.
- ▶ Equip library board members through training opportunities that strengthen their role as informed, engaged advocates for public library service and Marigold membership.
- ▶ Use data and stories in reports and communications to demonstrate the value of Marigold system membership.
- ▶ Provide members with accurate, current, and accessible marketing materials that promote library services available to residents.

Strengthening Organizational Capacity

Marigold remains a sustainable, impactful, and dependable library system trusted by its members and known for organizational excellence.

Marigold plays a critical role by providing expertise, operational support, and infrastructure that member libraries rely on. Through responsible financial management, strong governance, staff support, and emergency preparedness, Marigold strengthens the organizational capacity that ensures reliable, scalable, and cost efficient service to member libraries so that they can remain focused on serving their communities.

Goals

- ▶ Marigold Library Board has the opportunity to participate in training and meaningful engagement to ensure strong governance practices.
- ▶ Marigold maintains its reputation as an employer of choice by fostering a positive and growth-oriented workplace.
- ▶ Marigold strengthens operational resilience, resourcefulness, and emergency preparedness across all areas of the organization.

Objectives

- ▶ Ensure that Board activities represent a realistic and effective commitment of time and resources and support member needs.
- ▶ Equip Marigold Library Board with the information and resources needed for effective governance and succession planning.
- ▶ Provide staff with the tools, support, and professional development needed to thrive in their work and provide excellent service to member libraries.
- ▶ Familiarize staff with new and emerging technologies and trends in public library service.
- ▶ Maintain a current Business Continuity Plan and Emergency Response Plan to ensure continuity of services for member libraries.

Marigold Library System is committed to delivering quality services to its members. **Strengthening Connections, Building Capacity** is Marigold's commitment to the people and communities it serves.

Visit marigold.ab.ca for more information.



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BOARD UPDATES

AGM & BOARD MEETING



MARIGOLD
LIBRARY SYSTEM



**Next Board
Meeting:**

August 22, 2026

April • 11 • 2026

▲ Audited Financial Statements

2025 Audited Financial Statements were presented by auditors Gregory, Harriman & Associates and approved by the Marigold Board. Marigold remains in a stable financial position.

▲ 2025 Annual Report

The Board approved the 2025 Annual Report as presented by Communications & Engagement Manager Jessie Bach. The report will be distributed to stakeholders, and available to view online at: <https://www.marigold.ab.ca/About-Us2/about-marigold>

▲ Annual Governance Business

- Appointment of Auditors for 2026
- Elections and Appointments to Committees
- Confirmation of Signing Authority
- Disposal of Records



Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca

Marigold Library System
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Strathmore Alberta, T1P 1C1

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marigold.ab.ca

Financial Statements

Unaudited financial statements to February 28, 2026 were accepted as presented.

Value of Your Investment Reports

COO Laura Taylor presented the Value of Your Investment (VOYI) Reports. These reports showcase the value of Marigold Library System services, demonstrating what it would cost to recreate Marigold services at a local library level. They show the value of Marigold's bulk purchasing power and centralized operations in getting more for each dollar.

Policy Approval & Decision

Policies and bylaws reviewed and approved:

- Finance Policy
- Access to Information & Protection of Privacy Bylaw
- Governance Policy
- Library Service Points—Collection Management Policy
- Library Service Points—Bylaws for Safety & Use
- Library Service Points—Unattended Children Policy
- Standards & Services Committee Mandate Statement
- Information Technology (IT) Policy
- TRAC Card—Operational Bylaw
- Use of Library System Facility Policy

Several further policies were approved by consent agenda. The consent agenda is used to efficiently approve routine or recurring items through a single vote.

Information & Updates:

CEO Lynne Price shared updates on the provincial government's announcement of proposed legislation affecting certain materials in public and school libraries, as well as upcoming discussions between the Minister and regional library systems focused on implementation. She also reported on progress with Schedule C, noting that most remaining signatures are expected shortly, and outlined recent guidance from the province that will inform future agreement renewals with Special Areas and Improvement Districts. Lynne highlighted upcoming municipal councils presentations and closed by recognizing staff contributions to another successful audit.

COO Laura Taylor reported on staff professional development, including attendance and presentations at several conferences this spring. Laura will be presenting to library boards in Beiseker, Langdon, and Three Hills this spring on Board Governance. Library Boards are encouraged to contact Laura if they would like to schedule a session.

Board & Staff Service Recognition

Board Members:

- Natasha Roberts, City of Airdrie—5 years
- Luke Brennan, Town of Crossfield—5 years
- Melody Christofferson, Village of Delia—5 years
- Alenda Gridley, Village of Morrin—5 years
- Melissa Langmaid, Town of Strathmore—5 years
- Janine Jevne, Summer Village of Waiparous—5 years
- John Getz, Village of Standard—20 years
- Lillian Morrison, Starland County—25 years
- Helen Veno, Special Area #2—25 years
- Kristen Anderson, Village of Hussar—30 years

Staff Members:

- Dave McCaig, Shipping/Receiving Clerk & Delivery Driver—5 years
- Misty Haugen, Collection Services Technician—10 years
- Laura Taylor, COO—20 years

Strathmore Municipal Library

2025 Value of Your Investment



As a member of Marigold Library System (Marigold), Strathmore Municipal Library maximizes cost-efficiency and benefits from shared resources, enriching library services for the Strathmore community. Strathmore Municipal Library gains access to the centralized support, volume discounts, and specialized services provided by Marigold that complement local efforts—making library service more accessible, sustainable, and impactful.

2025 levy payments from Strathmore to Marigold (2024 Municipal Affairs population)

	Per Capita Levy	Population	Contribution
Municipality	\$ 6.59	14,339	\$ 94,494.01
Library Board	\$ 4.50	14,339	\$ 64,525.50
TOTAL levy payments from Strathmore to Marigold			\$ 159,019.51

2025 financial value of Strathmore Municipal Library's membership in Marigold

This amount indicates what it would cost Strathmore Municipal Library, where costs are known, to offer the same standard of service to meet community needs and interests without membership in Marigold.

The value of core services for Strathmore Municipal Library includes managed IT services and helpdesk support, library software, books, ebooks and other collections, deliveries of interlibrary loans, training materials for staff and patrons, and more.

Value Calculations are detailed on the following pages	\$ 2,013,344.84
Cash & spending accounts from Marigold to Strathmore Municipal Library	
Transfer payments (cash)	\$ 35,848.00
Collection allocation (spending account for books etc.)	\$ 48,825.00
TOTAL Value of Membership	\$ 2,098,017.84

2025 Levy Payments from Strathmore to Marigold
\$159,019.51

2025 Value of Strathmore's Membership in Marigold
\$2,098,017.84

Strathmore Municipal Library

2025 Value of Your Investment



Financial Value of Marigold Services

These amounts indicate what it would cost your library to offer the same standard of services to meet community needs and interests without membership in Marigold.

Collections

Collections Discounts for Your Library \$ 17,088.75

This value represents the amount of money your library saved on collection materials. Marigold's bulk purchasing power provides deep discounts for new collection items. Without membership in Marigold, your library would spend more to purchase the same collection materials. Marigold staff save library staff time by assisting with collection selection.

Cataloguing & Processing of New Materials by Marigold \$ 13,455.00

Professional cataloguing enables patrons to find and request popular books, video games, movies, equipment, and more in the online catalogue or app (TRACpac+). Materials are delivered to your library ready for patrons to borrow with barcodes, protective wrap, labels, and durable cases for audiovisual items like video games.

Unique eBook & eAudiobook Titles Borrowed by Your Cardholders \$ 909,691.98

Marigold provides a wide range of digital collections for reading, watching, and listening. Average costs for an eBook increased to over \$70, and \$100 for an eAudiobook. We purchase unlimited access titles where possible to keep costs down. Marigold's membership in The Regional Automation Consortium (TRAC) allows your patrons access to shared Overdrive/Libby and Cloud Library collections.

eResources \$ 28,040.00

Licensed online resources provide digital, online content for your patrons. eResources include Ancestry Library Edition, Brainfuse (tutoring); HelpNow and JobNow, Kanopy Plus, LinkedIn Learning and PressReader.

Programming Resources \$ 5,295.08

Libraries save money by borrowing programming resources from Marigold, such as STEM kits, life-size games like Snakes and Ladders, a mobile podcast and photo booth, and more.

Collection Insurance \$ 1,845.69

Marigold provides insurance for the physical collections at member libraries.

Strathmore Municipal Library

2025 Value of Your Investment



Delivery and Resource Sharing

Unique Physical Titles Borrowed from Other Libraries by Your Patrons \$ 427,825.00

Since Marigold is a member of TRAC and an Alberta Public Library Network Partner, patrons registered at Marigold libraries can request an item from any of the 185+ libraries in TRAC, plus other libraries across Alberta. The TRACpac+ online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

Library to You (L2U) is a free mail service for those facing physical or geographic difficulties visiting their public library in person. For patrons across the region, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

Weekly Van Delivery Service \$ 116,235.71

All items requested by patrons pass through Marigold headquarters for sorting and transportation to their library through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems), or by mail (e.g. academic libraries). Drivers also deliver new collection materials, programming resources, and promotional materials.

IT

Managed IT Services \$ 191,280.00

Marigold serves as a complete IT department for libraries. This includes managing email accounts and Microsoft 365 tools, providing secure access for staff onsite or remotely, and overseeing the private network that connects all library locations. We supply and support all networking equipment, maintain both staff and public Wi Fi, SuperNet administration, and ensure safe, reliable access to public computers.

Our team handles website hosting and updates, connectivity for local printing services, software licensing, and the commissioning and decommissioning of equipment. We also provide 24/7 network monitoring, advanced threat protection, data protection, and ongoing staff training on phishing and email safety.

IT Helpdesk, Site Visits, & Professional Support \$ 12,002.30

In addition to managed services, Marigold IT HelpDesk and onsite support provides libraries with dependable assistance for everyday technology questions and more complex issues. Our IT team provides real time troubleshooting, resolving problems such as login difficulties, software errors, connectivity issues, and device failures. When hands on help is required, our staff are onsite to address problems or install equipment and upgrades.

Library staff exploring new technology initiatives can also consult with our team for guidance, including help reviewing options to ensure compatibility with existing systems. With this support, libraries can confidently plan, implement, and maintain the technology that serves their staff and communities.

Beyond day to day support, we assist Library Managers and Boards with long term planning by tracking equipment lifecycles, forecasting replacement needs, and consulting on space planning and library moves. In short, we act as each library's full service technology partner - managing installation, maintenance, security, support, and strategic planning across all technology systems.

Polaris Integrated Library System \$ 272,558.39

The Polaris ILS is the central piece of library software that manages cataloging, circulation, patron accounts, and other core library operations.

Polaris allows library patrons to check out books on the app or self-check stations, access eBook platforms, download or stream digital content, use online resources like Ancestry, place holds through ME Libraries (Alberta Wide Borrowing), and connect to many other library services.

Polaris "Leap" is a web-based interface that library staff use to manage patron accounts, check books and other items in and out, track inventory, order new materials, run reports, and handle other important library tasks.

Website \$ 9,197.37

Your library is provided with a website to share information on everything you offer to your community. The websites allow libraries to engage with community members and provide information, resources, and services to the public. Marigold staff are available to assist libraries with website updates.

Strathmore Municipal Library

2025 Value of Your Investment



Training & Support

Marigold Conference & Training \$ 7,000.00

Marigold pays for up to two library staff members to travel and attend the Marigold Conference, which featured keynote speaker Clara Hughes in 2025. The conference also included a day of sessions and networking with peers. Marigold also organizes training opportunities for library staff in a variety of formats, and on a wide range of skills and topics. We also produce a monthly Professional Development newsletter of third-party training opportunities, saving time for library managers and supervisors.

Professional Support & Expertise \$ 449.57

Member library staff can turn to Marigold professionals to access a wide range of skills and expertise. Marigold staff assist library staff and boards with problem-solving by investigating options to solve challenges, and sharing information and solutions. We support libraries in their work on program planning, collection development, weeding and inventory, technology needs, board and policy development, standards and best practices, reference questions, performance measures, space planning, and much more.

Libraries gain access to the Marigold Content Bank, with pre-made marketing materials for a variety of media. Library staff can save time with ready-to-use promotional items for notable events, library offerings, and more.

Customized Plastic Library Cards

Marigold subsidizes new plastic library cards, which require a special numbering sequence for each library. \$ 1,380.00

Financial Value of Marigold Services **\$** **2,013,344.84**

Coalition of Alberta Public Libraries Weekly Status

Reporting Period: May 4 – May 10

On the Radar This Week

- Please continue to encourage patrons to send in digital postcards. To date, more than 21,000 emails have been sent! This is particularly impressive because it is all organically driven, meaning that just by asking folks to send the postcard, we have made a real impact.
- Thanks also for your efforts to raise this issue with your local media. Since April 2, 103 news stories have been generated across the province.
- CAP Libraries will host an online Town Hall meeting within the next month and will ask that your library board chair (or designate), members of municipal councils and CAOs attend. The purpose of this Town Hall is to help municipalities understand the cost implications of Bill 28, and to discuss key messages for them to express to the Minister and Premier with regard to funding Bill 28 requirements. Watch for details on this.
- Even if Bill 28 passes third reading, it can still be amended right up to the point prior to Royal Assent. There is still time to impress upon MLAs the costs and implications of Bill 28.
- This week, those of you who completed the Impact Survey will receive a template letter to send to your MLA outlining the impacts of Bill 28 on your library. Content for the letter has been drawn from your responses to the Impact Survey we circulated in April. Please feel free to customize this, but it should provide a good starting point. Please note, that if you belong to a regional system, the system may also send the same letter to your MLA, to demonstrate the concerns that libraries have about implementing Bill 28.
- We are asking two things related to this:
 - Firstly, that you finalize and send the letter to your MLA in the next two weeks, and that you copy your municipal council so that they can understand the impact that will result from Bill 28.
 - Secondly, during the summer “BBQ season” when MLAs are in their home constituencies, we ask that you meet with them to discuss the implications of Bill 28 (especially the costs) and ask that they speak to the Minister of Municipal Affairs about consulting with libraries for the development of the regulations. Consultation is the most important action we are seeking at this time, as it has the potential to greatly impact the extent of changes that will be required

Media Coverage

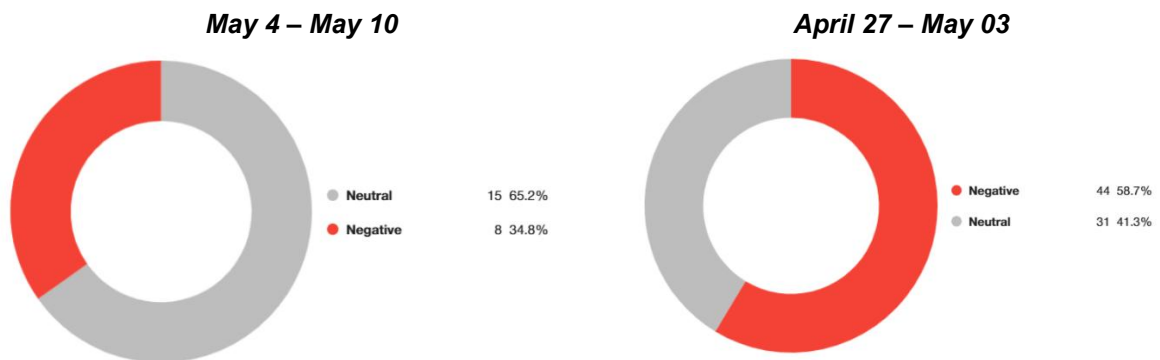
<https://www.capllibraries.ca/in-the-news>

Key media and sector insights

- Edmonton City Council voted 12-1 to direct the mayor to write to the province expressing concerns about Bill 28. This introduces a major municipal voice into a discussion that had previously been led primarily by library boards and sector associations, marking a notable broadening of institutional opposition beyond the library sector.
- Coverage emphasized the absence of evidence cited by the province. The Edmonton Journal reported that no examples of youth accessing inappropriate materials in public libraries were provided when councillors asked directly, reinforcing an emerging narrative that the legislation may be responding to a perceived rather than demonstrated problem.
- The Vermilion Public Library Board unanimously endorsed a call to pause the legislation, while outlets such as the Red Deer Advocate covered local implications, suggesting the issue is gaining traction in community-level discussion beyond Edmonton.

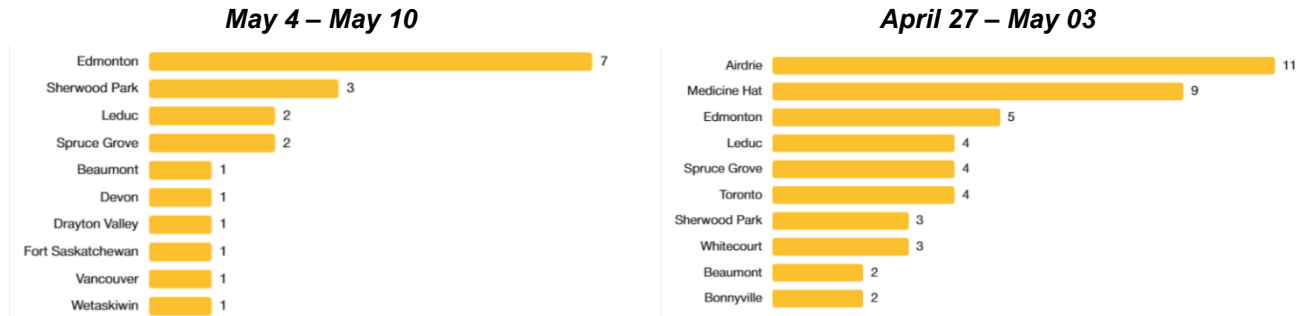
Sentiment

- Negative sentiment decreased to 34.8% this week, down from 58.7% last week, while neutral coverage rose to 65.2%. (Note: negative sentiment reflects concern or opposition toward Bill 28 and related government policy, not criticism of public libraries.)
- The shift reflects a change in format rather than tone. Last week's elevated negative share was driven by a higher proportion of opinion and commentary pieces; this week's coverage skewed toward straight news reporting, which tends to be scored as neutral even when the substance is critical. The underlying narrative — that Bill 28 raises serious concerns about evidence, local governance and access to information — remained consistent across outlets.



Geographic reach

- Edmonton and its adjacent communities — Sherwood Park, Leduc, Spruce Grove, Devon, and Fort Saskatchewan — dominated this week's geographic footprint, a notable concentration in and around the capital driven by the weight of the city council story and its pickup across Edmonton-area outlets.
- Vancouver's single mention was the only out-of-province signal this week, replacing Toronto which had appeared in previous weeks.



Social Media

Performance Overview:

- Number of posts published this week: 20
- Profile Impressions: 75,622
- Profile Engagement: 5,428
- Profile Engagement Rate: 7.2%
- Profile Post Link Click: 267

Platform	Impressions / Views	Compare	Engagement	Compare	Engagement Rate	Compare
X	63	↓ 21%	8	↑ 33%	12.9%	↑ 67%
Facebook	56,226	↑ 58%	4,411	↑ 94%	7.8%	↑ 23 %
Instagram	7,224	↓ 40%	362	↓ 19	5%	↑ 36%
LinkedIn	1,115	↓ 56%	122	↓ 28%	11%	↑ 65%
Total	64,627	↑ 28%	4,903	↑ 69%	7.6%	↑ 32%

Insights:

- Social media performance rebounded strongly this week, with total impressions (+28%) and engagement (+69%) increasing significantly after slight decline.
- Facebook drove the majority of growth, with impressions (+58%) and engagement (+94%) rising sharply, re-establishing it as the strongest-performing platform overall.
- While Instagram and LinkedIn saw declines in reach, engagement rates improved across all platforms, suggesting audiences who did engage were interacting more meaningfully with content.

CAP Libraries Website

	May 04 - 10	Since launch
Total users	7,686	27,271
Views	19,383	89,697
Newsletter signups	651	1,739

Insights:

- Website traffic saw a strong recovery this week, with total users reaching 7,686 and views increasing to nearly 20,000, indicating renewed audience interest and stronger referral traffic from campaigns and social content.
- Newsletter signups increased substantially to 651, bringing total signups since launch to 1,739 and showing continued success in converting visitors into subscribers.
- Overall, performance suggests the campaign regained momentum this week following the more normalized engagement levels seen previously.

Digital Postcard

The campaign continued to perform strongly during the April 27–May 10 reporting period, generating 4,900 submissions, 7,854 emails sent, and 1,728 email opens. While total email volume was lower than the previous reporting period, engagement strengthened significantly, with the overall open rate increasing from 14.5% to 22%.

Key Metrics

Metric	April 14-26	April 27 – May 10	Since launch
Submissions	3206	4900	8106
Emails Sent	16044	7854	23898
Email Opens	2328	1728	4056
Open Rate	14.5%	22%	16.9%

Recipient Engagement

Audience	Emails Sent	Opens	Open Rate
Danielle Smith	2632	148	5.6%
Dan Williams	2630	130	4.9%
Other MLAs	2592	1450	55.9%

Recipient engagement was led by Other MLAs, with 2592 emails sent, 1,450 opens, and a 55.9% open rate. Danielle Smith and Dan Williams each received just over 2600 emails, with over 4.5% open rate. Overall, the results demonstrate sustained campaign reach alongside strengthening engagement across government audiences.

Top 10 Contributing Cities

Since launch, the campaign has driven 8106 submissions and 23,898 emails sent. Edmonton and Calgary remain the top contributing cities by a wide margin, followed by Sherwood Park, St. Albert, and Red Deer, reflecting continued engagement across both urban and regional communities throughout Alberta.

City	# of form submissions
Edmonton	3224
Calgary	2221
Sherwood Park	386
St. Albert	160
Red Deer	142
Lethbridge	107
Grande Prairie	88
Camrose	82
Airdrie	78
Spruce Grove	76