

AGENDA
REGULAR COUNCIL MEETING
Wednesday, April 2, 2025 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Page

1. CALL TO ORDER

- 1.1. Traditional Land Acknowledgment for the First Regular Council Meeting in April (Matsiyikapisaisom)

2. CONFIRMATION OF AGENDA

3. CLOSED MEETING

- 3.1. Legal Advice – Advice from officials – FOIP S. 23(1)(a), 24(1)(a), 24(1)(b)(i), and 27(1)(a)
- 3.2. Annual Legal Status Report – Advice from officials – FOIP S.24 (1)(a) and 27(1)(a)
- 3.3. Council CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)

4. PUBLIC HEARING

None.

5. PUBLIC COMMENTS

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

6. DELEGATIONS

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

7. CONSENT AGENDA

- 8.1 Regular Council Meeting Minutes – March 19, 2025
- 9.1 Events Budget Adjustment
- 9.2 Property Tax Recovery – Tax Auction Advertisement
- 11.2.1 Community Futures Wild Rose 2025 Executive Summary
- 11.2.2 Community Futures Wild Rose Board – Regular Meeting Minutes – February 6, 2025
- 11.2.3 WHMB Signed Minutes – February 20, 2025
- 11.2.4 WREMP Advisory Committee – Unapproved Minutes – March 13, 2025
- 11.2.5 Municipal Library Board – Annual Organizational Meeting Minutes 2025-01-28
- 11.2.6 Municipal Library Board – Emergency Budget Meeting Minutes 2024-12-09
- 11.2.7 Municipal Library Board – Meeting-Minutes 2025-01-28
- 11.2.8 Municipal Library Board – Special Meeting Minutes 2024-11-25

12.1	WHMB Requisition Requests – Town of Strathmore	
12.2	WHMB Audited Financial Statements 2024	
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10.1.	Proposed WestCreek Area Structure Plan Amendment Bylaw No. 25-07 Agenda Item - AIR-25-038 - Pdf	35 - 107
10.2.	2025 Water Reservoir Borrowing Bylaw No. 25-03 Agenda Item - AIR-25-035 - Pdf	108 - 113
11.	COUNCILLOR INFORMATION & INQUIRIES	
11.1.	QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS	
11.2.	BOARD AND COMMITTEE REPORTS	
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11.2.3.	WHMB Signed Minutes – February 20, 2025 WHMB Signed Minutes – February 20, 2025	119 - 124
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11.2.5.	Municipal Library Board – Annual Organizational Meeting Minutes 2025-01-28 Municipal Library Board – Annual Organizational Meeting Minutes 2025-01-28	129 - 131
11.2.6.	Municipal Library Board – Emergency Budget Meeting Minutes 2024-12-09 Municipal Library Board – Emergency Budget Meeting Minutes 2024-12-09	132 - 133
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12.2.	WHMB Audited Financial Statements 2024 WHMB Audited Financial Statements 2024	142 - 154
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Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: March 20, 2025

Meeting Date: April 2, 2025

SUBJECT: Regular Council Meeting Minutes - March 19, 2025

RECOMMENDATION: THAT Council adopt the March 19, 2025 Regular Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the March 19, 2025 Regular Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the March 19, 2025 Regular Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.

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

ATTACHMENTS:

[Attachment I: REGULAR COUNCIL - 19 Mar 2025 - Meeting Minutes](#)

Veronica Anderson, Legislative Services Officer

Approved
- 25 Mar
2025

Claudette Thorhaug, Legislative Services Officer

Approved
- 26 Mar
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 26 Mar
2025



MINUTES

REGULAR COUNCIL MEETING

6:00 PM - Wednesday, March 19, 2025

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Councillor Melissa Langmaid, Deputy Mayor Debbie Mitzner, Councillor Jason Montgomery, Councillor Denise Peterson, Councillor Richard Wegener, and Councillor Brent Wiley

COUNCIL ABSENT: Mayor Pat Fule

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

1. **CALL TO ORDER**

Deputy Mayor Mitzner called the March 19, 2025 Regular Council Meeting to order at 6:00 p.m.

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

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

2. **CONFIRMATION OF AGENDA**

Resolution No. 065.03.25

Moved by Councillor Peterson

THAT Council adopt the March 19, 2025 Regular Council Meeting Agenda as presented.

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

AGAINST: None.

CARRIED

3. CLOSED MEETING

Resolution No. 066.03.25

Moved by Councillor Wegener

THAT Council move In Camera to discuss items related to sections 17(1), 24(1)(b)(i), and 19(1) of the Freedom of Information and Protection of Privacy Act at 6:03 p.m.

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

AGAINST: None.

CARRIED

3.1. Board and Committee Appointment – Disclosure harmful to personal privacy – FOIP S. 17(1)

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

3.3. CAO Performance Review – Confidential evaluations – FOIP S. 19(1)

Resolution No. 067.03.25

Moved by Councillor Langmaid

THAT Council move out of Camera at 6:45 p.m.

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

AGAINST: None.

CARRIED

Resolution No. 068.03.25

Moved by Councillor Langmaid

THAT Council appoint Izhar Khan to the Strathmore Municipal Library Board for a term of three (3) years ending October 31, 2027.

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

AGAINST: None.

CARRIED

Resolution No. 069.03.25

Moved by Councillor Langmaid

THAT Council amend the March 19, 2025 Regular Council Meeting agenda to move 9.3 Non-Residential Municipal Tax Incentive Amendment Bylaw No. 25-10 to become 4.1, subsequently reordering the remainder of the agenda.

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

AGAINST: None.

CARRIED

4. BUSINESS

4.1 Non-Residential Municipal Tax Incentive Amendment Bylaw No. 25-10

Resolution No. 070.03.25

Moved by Councillor Montgomery

THAT Council give First Reading to Bylaw No. 25-10, being a bylaw to amend the Non-Residential Municipal Tax Incentive Bylaw No. 22-03.

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

AGAINST: None.

CARRIED

Resolution No. 071.03.25

Moved by Councillor Montgomery

THAT Council give Second Reading to Bylaw No. 25-10, being a bylaw to amend the Non-Residential Municipal Tax Incentive Bylaw No. 22-03.

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

AGAINST: None.

CARRIED

Resolution No. 072.03.25

Moved by Councillor Peterson

THAT Council give Unanimous Consent to proceed with Third and Final Reading of Bylaw No. 25-10, being a bylaw to amend the Non-Residential Municipal Tax Incentive Bylaw No. 22-03.

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

AGAINST: None.

CARRIED

Resolution No. 073.03.25

Moved by Councillor Langmaid

THAT Council give Third Reading to Bylaw No. 25-10, being a bylaw to amend the Non-Residential Municipal Tax Incentive Bylaw No. 22-03.

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

AGAINST: None.

CARRIED

5. PUBLIC HEARING

5.1. Land Use Bylaw Amending Bylaw No. 24-23 (416 and 417 80B Archie Klaiber Trail)

Deputy Mayor Mitzner opened the Public Hearing for Bylaw No. 24-23, being a bylaw to amend Land Use Bylaw No. 14-11 at 7:00 p.m.

Kate Bakun presented the bylaw amendment for Administration.

Trish Jain spoke in favor of Bylaw No. 24-23.

Jason Hollingsworth spoke in opposition to Bylaw No. 24-23.

No individuals deemed affected by the bylaw spoke.

Deputy Mayor Mitzner closed the Public Hearing 24-23, being a bylaw to amend Land Use Bylaw No. 14-11 at 7:22 p.m.

5.2 Land Use Bylaw Amending Bylaw No. 25-04 (Lakewood Phase 2B)

Deputy Mayor Mitzner opened the Public Hearing for Bylaw No. 25-04, being a bylaw to amend Land Use Bylaw No. 14-11 at 7:23 p.m.

Chuck Procter presented the bylaw amendment for Administration.

Neal Coulter spoke in favor of Bylaw No. 25-04.

Evan Paterson spoke in favor of Bylaw No. 25-04.

Bruce Stewart spoke in favour of Bylaw No. 25-04.

No one was present to speak in opposition to Bylaw No. 25-04.

No individuals deemed affected by the bylaw spoke.

Deputy Mayor Mitzner closed the Public Hearing 25-04, being a bylaw to amend Land Use Bylaw No. 14-11 at 7:40 p.m.

6. DELEGATIONS

6.1. 2024-2025 RCMP Q3 Municipal Policing Report

7. CONSENT AGENDA

Resolution No. 074.03.25

Moved by Councillor Wiley

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

- 8.1 Regular Council Meeting Minutes – February 19, 2025
- 8.2 Special Council Meeting Minutes – February 24, 2025
- 8.3 Special Council Meeting Minutes – March 12, 2025
- 10.4 2024 Capital and Operating Budget Carry Forwards and Closed Projects
- 11.2.1 Marigold Library Board Meeting Minutes – November 23, 2024
- 11.2.2 WADEMSA Report January 2025
- 11.2.3 WADEMSA Meeting Minutes – February 18, 2025
- 11.2.4 WHMB Signed Meeting Minutes – January 16, 2025
- 12.1 WHMB – Audit Info letter to all municipalities – February 2025
- 12.2 STARS 2025 Thank You Letter Redacted

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

AGAINST: None.

CARRIED

8. CONFIRMATION OF MINUTES

8.1. Regular Council Meeting Minutes – February 19, 2025

The following motion was adopted by the consent agenda:

THAT Council adopt the February 19, 2025 Regular Council Meeting Minutes as presented in Attachment I.

8.2. Special Council Meeting Minutes – February 24, 2025

The following motion was adopted by the consent agenda:

THAT Council adopt the February 24, 2025 Special Council Meeting Minutes as presented in Attachment I.

8.3. Special Council Meeting Minutes – March 12, 2025

The following motion was adopted by the consent agenda:

THAT Council adopt the March 12, 2025 Special Council Meeting Minutes as presented in Attachment I.

9. **BYLAWS**

9.1. **Land Use Bylaw Amending Bylaw No. 24-23 (416 and 417 80B Archie Klaiber Trail)**

Resolution No. 075.03.25

Moved by Councillor Langmaid

THAT Council give Second Reading to Bylaw No. 24-23, being a Bylaw to amend the Land Use Bylaw No. 14-11.

Resolution No. 076.03.25

Moved by Councillor Peterson

THAT Council recess for 5 minutes.

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

AGAINST: None.

CARRIED

Deputy Mayor Mitzner reconvened the March 19, 2025 Regular Council Meeting at 8:15 p.m.

Resolution No. 075.03.25

Moved by Councillor Langmaid

THAT Council give Second Reading to Bylaw No. 24-23, being a Bylaw to amend the Land Use Bylaw No. 14-11.

FOR: Councillor Langmaid, Councillor Peterson, Councillor Wegener

AGAINST: Deputy Mayor Mitzner, Councillor Wiley, and Councillor Montgomery

DEFEATED

9.2. **Land Use Bylaw Amending Bylaw No. 25-04 (Lakewood Phase 2B)**

Resolution No. 077.03.25

Moved by Councillor Peterson

THAT Council give Second Reading to Bylaw No. 25-04, being a Bylaw to amend the Land Use Bylaw No. 14-11.

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

AGAINST: Deputy Mayor Mitzner

CARRIED

Resolution No. 078.03.25

Moved by Councillor Montgomery

THAT Council give Third Reading to Bylaw No. 25-04, being a Bylaw to amend the Land Use Bylaw No. 14-11.

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

AGAINST: Deputy Mayor Mitzner

CARRIED

10. BUSINESS

10.1. 2024 Recreation and Cultural Needs Assessment – Final Report

Resolution No. 079.03.25

Moved by Councillor Peterson

THAT Council direct Administration to bring the 2024 Recreation and Cultural Needs Assessment to the May 14, 2025 Committee of the Whole Meeting for discussion.

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

AGAINST: None.

CARRIED

10.2. 2022 - 2025 Strategic Plan and Municipal Legislation Review

Resolution No. 080.03.25

Moved by Councillor Montgomery

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

AND THAT Council rescind the Policies identified as dated, as presented in Attachment IV.

AND THAT Council rescind the outstanding 2020-2024 Resolutions, as presented in Attachment V.

AND THAT Council direct Administration to undertake the work discussed during a confidential closed session to explore and leverage ongoing connections with post-secondary institutions.

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

AGAINST: Councillor Montgomery and Councillor Wiley

CARRIED

10.3. 2024 Reserve Funding Transfers

Resolution No. 081.03.25

Moved by Councillor Wiley

THAT Council direct Administration to bring back item 10.3, 2024 Reserve Funding Transfers, to a future Regular Council meeting.

AND THAT Administration bring back recommendations or demonstrate how the municipal property tax could be brought down to zero.

FOR: Councillor Wiley

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

DEFEATED

Resolution No. 082.03.25

Moved by Councillor Montgomery

THAT Council transfer \$2,919,749 of the 2024 surplus to the following Reserve accounts:

- Financial Stabilization Reserve - \$2,040,000
- Financial Stabilization Reserve (RCMP) - \$532,975
- Capital Reserve - Fire - \$96,774
- Water Reserve - \$250,000

Resolution No. 083.03.25

Moved by Councillor Langmaid

THAT Council amend Council Montgomery's motion to include the following:

"THAT Council approve amendments to the 2025 Operating Budget for the following 2024 project carry-forwards from the Financial Stabilization Reserve:

- Economic Development Marketing Material and Industrial Lands Consulting - \$20,000
- Communications Community and Business Events and Promotions -

\$100,000

- Building Maintenance Safety Program - \$100,000
- WHMB Construction Contribution - \$463,400
- WHMB Site Contamination Mitigation - \$100,000
- Medical Services Grant - \$90,000

AND THAT Council approve an amendment to Resolution 047.06.23 to fund the Water License purchase out of the Capital-Water Reserve in the amount of \$629,920.”

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

AGAINST: Councillor Wiley

CARRIED

Resolution No. 082.03.25

Moved by Councillor Montgomery

THAT Council transfer \$2,919,749 of the 2024 surplus to the following Reserve accounts:

- Financial Stabilization Reserve - \$2,040,000
- Financial Stabilization Reserve (RCMP) - \$532,975
- Capital Reserve - Fire - \$96,774
- Water Reserve - \$250,000

AND THAT Council approve amendments to the 2025 Operating Budget for the following 2024 project carry-forwards from the Financial Stabilization Reserve:

- Economic Development Marketing Material and Industrial Lands Consulting - \$20,000
- Communications Community and Business Events and Promotions - \$100,000
- Building Maintenance Safety Program - \$100,000
- WHMB Construction Contribution - \$463,400
- WHMB Site Contamination Mitigation - \$100,000
- Medical Services Grant - \$90,000

AND THAT Council approve an amendment to Resolution 047.06.23 to fund the Water License purchase out of the Capital-Water Reserve in the amount of \$629,920.

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

AGAINST: None.

CARRIED

Resolution No. 084.03.25

Moved by Councillor Wiley

THAT Council direct Administration to create a report on how we can take money from the Financial Stabilization reserve to bring the municipalities tax increase to zero.

FOR: Councillor Montgomery, and Councillor Wiley

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

DEFEATED

10.4. 2024 Capital and Operating Budget Carry Forwards and Closed Projects

The following motion was adopted by the consent agenda:

THAT Council approve the carry forward of twenty-five (25) 2024 capital projects in the amount of \$2,922,200.

AND THAT Council approve the carry forward of six (6) operating projects in the amount of \$873,400.

11. COUNCILLOR INFORMATION & INQUIRIES

11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

Councillor Wiley wished happy birthday to his daughter.

11.2. BOARD AND COMMITTEE REPORTS

11.2.1. Marigold Library Board Meeting Minutes – November 23, 2024

11.2.2. WADEMSA Report – January 2025

11.2.3. WADEMSA Meeting Minutes – February 18, 2025

11.2.4. WHMB Signed Meeting Minutes – January 16, 2025

11.3. QUESTION AND ANSWER PERIOD

None.

11.4. ADMINISTRATIVE INQUIRIES

None.

11.5. NOTICES OF MOTION

None.

12. CORRESPONDENCE

12.1. WHMB – Audit Info letter to all municipalities – February 2025

12.2. STARS 2025 Thank You Letter Redacted

13. ADJOURNMENT

Deputy Mayor Mitzner adjourned the March 19, 2025 Regular Council Meeting at 9:52 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Staff Contact: Angela Groeneveld, Economic Sustainability and Investment Officer

Date Prepared: January 29, 2025

Meeting Date: April 2, 2025

SUBJECT: Events Budget Adjustment

RECOMMENDATION: THAT Council rescind Resolution No. 324.11.24 which states:

"THAT Council add \$10,000 to the 2025 Proposed Budget for the Strathmore Wheatland Chamber of Commerce to support an MOU for them to host three (3) events, the Stampede Parade, Business Awards Night and Trade Show."

AND THAT Council direct Administration to utilize the same funds for hosting the Stampede Parade and supporting economic development.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Continuous budget review and management ensures that projects are funded in a fiscally sustainable and responsible manner.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL:

N/A

OPERATIONAL:

Additional staff time will be required for the planning and execution of the 2025 Strathmore Stampede Parade.

FINANCIAL:

Facilitation of funds will change, but not the amount.

POLICY:

N/A

IMPLEMENTATION:

Administration will begin working with stakeholders to plan the 2025 Stampede Parade.

BACKGROUND:

On November 20, 2024 Council resolved to provide money to the Chamber of Commerce to run several events. It was subsequently passed as a part of the 2025 Budget.

Resolution No. 324.11.24

THAT Council add \$10,000 to the 2025 Proposed Budget for the Strathmore Wheatland Chamber of Commerce to support an MOU for them to host three (3) events, the Stampede Parade, Business Awards Night and Trade Show.

The MOU between the Chamber and the Town expired on December 2024, a renewal has not been signed. Without a current MOU in place, it is recommended that the \$10,000 Budget

earmarked for the Chamber be retained by the Town for the planning of the Stampede parade and support for the SBA.

KEY ISSUE(S)/CONCEPT(S):

The key issue for Council's consideration is to decide how to utilize funds that were budgeted for the support of three events planned by the Chamber of Commerce.

DESIRED OUTCOMES:

For Council to direct Administration on the distribution of funds.

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

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

Angela Groeneveld, Economic Sustainability and Investment Officer

Approved
- 03 Feb
2025

Veronica Anderson, Legislative Services Officer

Approved
- 03 Feb
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 11 Feb
2025

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

Approved
- 12 Feb
2025

Kevin Scoble, Chief Administrative Officer

Approved
- 14 Feb
2025



Request for Decision

To: Council

Staff Contact: Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Date Prepared: March 19, 2025

Meeting Date: April 2, 2025

SUBJECT: Property Tax Recovery - Tax Auction Advertisement

RECOMMENDATION: THAT Council direct Administration to advertise the July 3, 2025 scheduled Tax Recovery Auction for properties in arrears, pursuant to *Section 421(1) of the Municipal Government Act*.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The advertising requirement of Section 421(1) of the MGA will ensure proper process is followed in order to enable Administration to proceed with the Tax Recovery Auction scheduled for July 3, 2025.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The MGA states that a Tax Recovery Public Auction must be advertised in two places:

- In one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held. The advertisement will be included in the April 30, 2025 issue of the Alberta Gazette.
- In one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date on which the public auction is to be held. The advertisement will be included in the June 18, 2025 issue of the Strathmore Times.

ORGANIZATIONAL:

N/A

OPERATIONAL:

If Council does not authorize the advertisements, the Public Auction will not proceed, rendering Administration unable to recover the arrears taxes on the properties scheduled to go to auction.

FINANCIAL:

The six properties on the arrears list owe a combined \$48,546.

POLICY:

Section 421 "Advertisement of public auction" of the Municipal Government Act states:

(1)The municipality must advertise the public auction

(a) in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held, and

(b) in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date on which the public auction is to be held.

(2) The advertisement must specify the date, time and location of the public auction, the conditions of sale and a description of each parcel of land to be offered for sale.

(3) The advertisement must state that the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction.

- (4) Not less than 30 days before the date of the public auction, the municipality must send a copy of the advertisement referred to in subsection (1)(a) to
- (a) the owner of each parcel of land to be offered for sale,
 - (b) each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar, and
 - (c) each encumbrance shown on the certificate of title for each parcel to be offered for sale.

IMPLEMENTATION:

Once approved by Council, Administration will coordinate with the Alberta Gazette and Strathmore Times to ensure filing deadlines are met to advertise the Auctions on the dates described in the General Implications section of the Report.

BACKGROUND:

The Municipal Government Act allows municipalities to conduct a tax auction on properties in arrears for more than two years. The Town of Strathmore is scheduled to hold a Public Auction on July 3, 2025 for properties in arrears for three years at December 31, 2024 (i.e. arrears since December 31, 2021).

For the specific properties listed in arrears, numerous unsuccessful attempts have been made to contact the owner and collect the amounts owing, beginning in 2017 for the condo parking stalls listed, and beginning in 2022 for the other properties listed. Since December 2024, Administration has attempted to phone the registered owner of the property multiple times, and has mailed (both through Canada Post and Purolator) tax arrears letters twice - in addition to multiple similar attempts prior.

For two of the properties listed, the owners have verbally committed to paying their arrears amounts owing, which would remove them from the auction listing, provided that payment is received in full prior to the auctions commencement.

In February 2025, Mayor Fule signed a letter addressed to the Minister of Municipal Affairs to request an auction date extension for the four condo parking stalls on the arrears list (as their auction was originally scheduled for 2021). The Minister granted the request in March 2025 (Attachment III).

KEY ISSUE(S)/CONCEPT(S):

The Municipal Government Act allows municipalities to conduct a tax auction on properties in arrears for more than two years. The Town of Strathmore is scheduled to conduct a tax auction on arrears properties on July 3, 2025.

DESIRED OUTCOMES:

The desired outcome is that Council authorizes Administration to proceed with the advertisements as prescribed in *MGA Section 421(1)*.

COMMUNICATIONS:

Once authorized, Administration will advertise the Tax Arrears Public Auction as described in the General Implication Section.

ALTERNATIVE ACTIONS/MOTIONS:

Council can defer the matter to a Committee of the Whole, however noting that delays in advertisement could mean the auction date would need to be postponed, based on advertising length requirements.

ATTACHMENTS:

[Attachment I: Tax Auction Advertisement](#)

[Attachment II: Tax Auction Schedule](#)

[Attachment III: Ministerial Order MSD 019-25](#)

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting	Approved - 20 Mar 2025
Leana Ashbacher, Senior Manager of Financial Services	Approved - 20 Mar 2025
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 27 Mar 2025
Veronica Anderson, Legislative Services Officer	Approved - 27 Mar 2025
Johnathan Strathdee, Manager of Legislative Services	Approved - 27 Mar 2025
Kevin Scoble, Chief Administrative Officer	Approved - 28 Mar 2025

Town of Strathmore

Notice is hereby given that, under the provisions of the Municipal Government Act, the Town of Strathmore will offer for sale, by public auction, in the Town Office, 1 Parklane Drive, Strathmore, Alberta, on Tuesday, July 3, 2025 at 10:00 A.M., the following lands:

<u>ROLL NO.</u>	<u>LEGAL DESCRIPTION</u>	<u>LINC NUMBER</u>
15305.00	Plan 7911019; Block 6; Lot 43	0015382146
18412.00	Plan 1510492; Block 26; Lot 3	0036567122
20039.00	Plan 1011424; Unit 239	0034290163
20040.00	Plan 1011424; Unit 240	0034290171
20041.00	Plan 1011424; Unit 241	0034290189
20088.00	Plan 1011424; Unit 288	0034290651

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The land is being offered for sale on an “as is, where is” basis and the Town of Strathmore makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject lands for any use intended by the Purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions will be considered other than those specified by the Town of Strathmore.

The Town of Strathmore may, after the public auction, become the owner of any parcel of land that is not sold at public auction.

Terms: Balances payable within 30 days of the date of the Public Auction. Remittances must be in the form of a certified cheque or bank draft. GST will apply to all applicable lands.

Redemption may be affected by payment of all arrears of taxes, penalties and costs at any time prior to the sale.

Dated at Strathmore, Alberta, April 15, 2025.

Riley Brolly, *CPA*
Manager, Financial Planning, Budgeting, &
Reporting
Town of Strathmore

2025 CRITICAL DATES FOR PUBLIC AUCTION (2022 Arrears List)

Action	Council Due Dates	Due Dates	MGA Section
Pre-Auction letter sent to property owners		January 7, 2025	
Registered letter sent to property owners and interested parties		March 4, 2025	
Deadline for submission to Alberta Gazette	April 2-25 (notify 10 days before)	April 15, 2025 (10 working days before)	
Ad published in Alberta Gazette (Not less than 40 days and not more than 90 days prior to date of auction)		April 30, 2025 (63 Days)	421(1)(a)
Letters to property owner with copy of ad in Alberta Gazette (Not less than 4 weeks before date of public auction)		May 8, 2025	421(4)
Sale list to Assessment for market value (ask Wildrose)		May 16, 2025	
Market Values to Riley/Leana for council agenda	June 4, 2025 (notify 10 days before)	June 4, 2025	
Email Strathmore Times draft advertisement		June 6, 2025	
Letters to mobile homeowner & mobile home park with copy of the Strathmore Times Ad (Not less than 10 days and not more than 30 days of the public auction)		June 13, 2025 (21 days)	436.12(1)
Submission Deadline for Strathmore Times		June 13, 2025	
Ad published in Strathmore Times (Not less than 10 days not more than 20 days before auction date)		June 18, 2025 (14 Days)	421(1)(b)
Reserve Bids and conditions for sale presented to Council	June 18, 2025	June 18, 2025	
Auction, Town Council Chamber @ 10 am Earliest time for Auction per Alberta Gazette is June 10		July 3, 2025	



AR118164

February 28, 2025

Mr. Kevin Scoble
Chief Administrative Officer
Town of Strathmore
1 Parkland Drive
P.O. Box 2280
Strathmore AB T1P 1K2

Dear Mr. Scoble:

Thank you for your letter of January 24, 2025, requesting a time extension to hold a public auction for the specified properties in the Town of Strathmore.

I am pleased to attach Ministerial Order No. MSD:019/25 granting an extension to hold a public auction for the properties listed on the Ministerial Order to no later than December 31, 2025.

I trust this will allow the municipality to continue with the tax recovery process for these properties.

Sincerely,

Gary Sandberg
Assistant Deputy Minister

Attachment: Ministerial Order No. MSD:019/25

cc: **Veronica Anderson, Legislative Service Officer**



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:019/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

That the date for the Town of Strathmore to conduct a public auction for tax recovery purposes, pursuant to sections 418(1) and 418(2) of the *MGA*, be extended to no later than December 31, 2025, for the following properties:

Legal Land Description	LINC	Title Number
Plan 1011424 Block 239 Lot Unit	0034290163	101101602238
Plan 1011424 Block 240 Lot Unit	0034290171	101101602239
Plan 1011424 Block 241 Lot Unit	0034290189	101101602240
Plan 1011424 Block 288 Lot Unit	0034290651	101101602287

Dated at Edmonton, Alberta, this 28 day of FEBRUARY, 2025.


Ric McIver
Minister of Municipal Affairs



Report for Council

To: Council

Staff Contact: Mark Pretzlaff, Director of Community and Protective Services

Date Prepared: March 17, 2025

Meeting Date: April 2, 2025

SUBJECT: Culture and Wellbeing Task Force

RECOMMENDATION: THAT Council adopt the Culture and Wellbeing Task Force Terms of Reference as presented in Attachment I, and;

AND THAT Council allocated \$30,000 from the Financial Stabilization Reserve to support culture and wellbeing events and initiatives.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



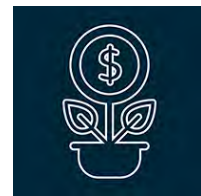
Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The Culture and Wellbeing Task Force will help identify opportunities for community engagement that will enhance Strathmore's profile, community identity, and civic pride.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

Economic sustainability is not applicable.

SOCIAL SUSTAINABILITY:

The Culture and Wellness Task Force was intended to guide community-informed activities that foster community connectedness, social programming, and education-based opportunities to develop and support local organizations to meet the needs of residents.

By extending and expanding the role of the Task Force, additional community engagement opportunities to enhance Strathmore's profile, community identity, and civic pride may be realized, which contributes to a more sustainable community.

ENVIRONMENTAL SUSTAINABILITY:

Environmental sustainability is not applicable.

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

By extending and expanding the term of reference for the Task Force, other elements of community engagement and wellness (i.e. public art and accessibility) may arise, and additional members of the task force may be required.

ORGANIZATIONAL:

The organizational implications would be limited to one or two staff members at this time. However, additional staff may be impacted depending on the requests/needs of the Task Force.

OPERATIONAL:

As these are new terms of reference for the Task Force, the operational implications are currently unknown.

Operational implications would depend upon the requests/needs of the Task Force.

FINANCIAL:

Financial implications would depend upon the requests/needs of the Task Force. Administration is recommending funds to support three (3) events/initiatives.

POLICY:

As per the Boards and Committees Bylaw (No. 22-26), the updated terms of reference must be approved by Council and governed bylaw.

IMPLEMENTATION:

If approved, Administration will contact the existing members of the Task Force and advise them of the new terms of reference.

BACKGROUND:

As part of the successful application for the Settlement, Integration, and Language Projects (SILP) grant, a Culture and Wellbeing Task Force was approved to ensure ongoing community consultation and engagement as part of the grant program. The Task Force's term was May 2025 to coincide with the conclusion of the SILP grant.

At the March 12th Council meeting, Council directed Administration to revise the Terms of Reference for the Community Wellness Taskforce and extend the term from May 2025 to September 10, 2025 (Resolution No. 061.03.25).

KEY ISSUE(S)/CONCEPT(S):

By extending and expanding the role of the Task Force, additional community engagement opportunities to enhance Strathmore's profile, community identity, and civic pride may be realized.

Since the existing term of reference for the Task Force was supported by grant money, an updated mandate for the Task Force may require funds to support community engagement events/initiatives.

DESIRED OUTCOMES:

That Council approve the new terms of reference to facilitate great community engagement and enhance Strathmore's profile, community identity, and civic pride.

COMMUNICATIONS:

Once approved the new terms of reference will be posted to the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may defer for further discussion to a future Committee of the Whole Meeting.
2. Council may provide additional direction.
3. Council may defeat the motion.

ATTACHMENTS:

[Attachment I: Culture and Wellbeing Task Force](#)

Kevin Scoble, Chief Administrative Officer

Approved

- 28 Mar
2025



TASK FORCE

AUTHORITY:

Boards and Committees Bylaw No. 22-26: Section 6
Resolution No. _____._____.

ADOPTED BY:

Town Council

PREPARED BY: Community & Protective Services

DATE: _____, 2025

TITLE: Culture and Wellbeing Task Force

MANDATE

To identify and coordinate opportunities for stakeholder and community engagement and provide community input on matters relating to the provision of cultural and wellness initiatives in Strathmore, and to enhance Strathmore's profile, community identity, and civic pride to achieve the benefits of a community that connects and engages by integrating culture and wellbeing into the daily life of the Town. Initiatives may include:

- Raising awareness and understanding of the importance of wellness and culture through the delivery of a selection of cultural special events aimed at enhancing the community of Strathmore.
- Evaluate public art projects that advance public art, culture, and wellness in the town and provide recommendations to Council for final approval for all public art projects.
- Review Town facilities and infrastructure, programs, public services, activities and policies, to identify where issues or barriers for individuals with disabilities

TASK FORCE STRUCTURE

The Culture and Wellbeing Task Force will consist of:

- One (1) Council member;
- A maximum of six (6) public-at-large representatives (Town residents);

Preference will be given to applicants who:

- Have skills, knowledge, and experience needed to contribute effectively to the Task Forces' mandate.
- Individuals with a broad interest, understanding, and commitment to cultural and wellness initiatives in the community.

- Have experience in event planning.

The Culture and Wellbeing Task Force will elect a Chair during the first meeting following the Town of Strathmore's Organizational Meeting.

ADMINISTRATIVE RESOURCES

The Recreation & Culture staff will provide support and liaise with the Task Force.

QUORUM

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

TERM

The term of the Task Force will be six (6) months, ending September 2025.

AUTHORITY

The Culture and Wellbeing Task Force shall:

- Identify and coordinate community-wide cultural and wellness initiatives to enhance Strathmore's community identity and civic pride.
- Increase awareness of cultural and wellness initiatives for Strathmore residents;
- Review and submit recommendations to Council on public art projects;
- Advise Council on a process for receiving comments from the public on the Town's accessibility plan and barriers to individuals in or interacting with the organization; and
- Comply with the Town of Strathmore Boards and Committees Bylaw, Council Procedural Bylaw, and *Municipal Government Act*.

SUPPORTING DOCUMENTS

- Bylaw No. 22-26 – Town of Strathmore Boards and Committees Bylaw

MEETING SCHEDULE

The Culture and Wellbeing Task Force will meet monthly or as agreed upon at a previous Task Force meeting.



Request for Decision

To: Council

Staff Contact: Kate Bakun, Planner

Date Prepared: March 10, 2025

Meeting Date: April 2, 2025

SUBJECT: **Proposed WestCreek Area Structure Plan Amendment Bylaw No. 25-07**

RECOMMENDATION: THAT Council give First reading to Bylaw No. 25-07, being a bylaw to amend the WestCreek Area Structure Plan Bylaw 08-22;

AND THAT Council direct Administration to schedule a Public Hearing for Bylaw No. 25-07 on May 7, 2025 at 6:00 p.m. in Council Chambers.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The proposal aligns with Strategic Priorities by promoting diverse housing options, including low- and medium-density residential districts, integrated with landscaped areas and a district designated for emergency services.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The proposed WestCreek Area Structure Plan (ASP) Amendment supports Strategic Priorities by enabling a mix of housing options and fostering sustainable development, economic resilience, and community well-being.

SOCIAL SUSTAINABILITY:

The proposed WestCreek ASP Amendment aims to support social sustainability by fostering an inclusive and well-connected community through land use planning that accommodates diverse housing and lifestyle needs.

IMPLICATIONS OF RECOMMENDATION:**ORGANIZATIONAL:**

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

POLICY:

Section 692(1) of the *Municipal Government Act* requires that before giving second reading to a proposed bylaw amending an ASP, a Council must hold a Public Hearing with respect to the proposed bylaw.

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

- 2.2.7 All Area Structure Plans shall integrate a comprehensive parks and pathway system as part of the pedestrian transportation network, demonstrating linkages to adjacent neighbourhoods and shall promote healthy active lifestyle choices.
- 2.2.14 All Area Structure Plans shall address future locations for social infrastructure including, but not limited to, schools, regional and local pathways, churches, firehalls, police, and ambulance..
- 3.2.1 The Town of Strathmore shall ensure that all new development shall provide a wide range of housing types to meet varying housing needs based on income and lifestyle [p.26].
- 3.6.8 New development areas shall provide functional linear parkway systems, which link existing and future school sites, open and park space and adjacent communities, and future development.
- 4.5.2 The Town shall work to identify locations which would be appropriate for future emergency response locations based on the growth of the Town of Strathmore.

IMPLEMENTATION:

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

Staff will be available for phone calls and meetings with any residents who have questions or wish to speak to us about the proposed WestCreek ASP Amendment application.

BACKGROUND:

Staff have received an application to amend the WestCreek Area Structure Plan (ASP) bylaw 08-22 from Arcadis Professional Services Canada on behalf of West Strathmore Developments Ltd. The legal address for the property is Lot 1, Block A, 9410061, 4;25;24;15 NE W4M, and 4;25;24;15 NW W4M. The application proposed to amend the WestCreek ASP to align with the updated development vision for the lands.

The total area of the proposed amendment is approximately ± 51.48 hectares (± 127.21 acres).

The internal and external circulation process for this application concludes on March 28, 2025.

West Strathmore Developments Ltd. organized an Open House for March 27, 2025, at the Centennial Civic Centre - East Hall, 120 Brent Blvd, Strathmore, for the public to explain their project plans and hear comments from the community.

The amendment proposes modifications to the existing WestCreek ASP Bylaw 08-22, which was adopted on August 18, 2010. The key changes include:

- A revised configuration of residential districts to better align with community needs.
- The introduction of a landscaped pathway and multiple landscaped areas to enhance the public realm.
- The inclusion of an artificial storm pond to support stormwater management and community aesthetics.
- Designating land for emergency services, ensuring adequate public safety infrastructure.
- Updating multiple figures to align with the new vision for the proposed community.

The proposed amendment supports a diverse range of housing options while integrating community amenities such as green spaces, pedestrian connectivity, and essential services. The changes aim to enhance the livability, connectivity, and sustainability of the neighborhood. Additionally, this project aligns with the Town's Municipal Development Plan (MDP) by:

- Addressing housing demand and providing a mix of residential options.
- Contributing to the town's social, economic, and environmental sustainability.
- Supporting policies that promote balanced and well-planned growth.

The proposed development in 2010 included the removal of a wetland, which falls under the jurisdiction of Alberta Environment and Protected Areas. The ASP anticipates the removal of the same wetland in accordance the regulations of the province of Alberta. The developer must obtain approval under the Water Act, which governs activities that may impact water bodies, including wetlands. In addition, authorization from Alberta Environment and Protected Areas and the provincial government, will be required to ensure that all environmental regulations are properly addressed before any development can proceed. Staff have been informed that the application with the province is in progress.

Also, the proposed development in 2010 included donating the east portion of land to the Town of Strathmore which is currently south of Gray's Park. The amendment still anticipates donation of this land to the Town of Strathmore. The land includes a stormpond/wetland.

The proposed WestCreek ASP Amendment is expected to positively contribute to Strathmore's development by creating a well-connected, vibrant, and functional community. The location is considered suitable for growth, and the proposed changes represent a strategic step toward enhancing Strathmore's residential landscape and public infrastructure.

KEY ISSUE(S)/CONCEPT(S):

DESIRED OUTCOMES:

THAT Council give First reading to Bylaw No. 25-07, being a bylaw to amend the WestCreek Area Structure Plan Bylaw 08-22;

AND THAT Council direct Administration to schedule a Public Hearing for Bylaw No. 25-07 on May 7, 2025 at 6:00 p.m. in Council Chambers.

COMMUNICATIONS:

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

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

[Attachment I: GSF MARKED UP - Bylaw No. 25-07 WestCreek ASP Amendment](#)

[Attachment II: Proposed ASP Amendments - Strathmore Final Draft for Submission 2025-02-14](#)

[Attachment III: Map. WestCreek ASP Amendment](#)

[Attachment IV: Open House poster](#)

[Attachment V: Original West Creek ASP August 18, 2010](#)

Chuck Procter, Manager of Development Services

Approved
- 22 Mar
2025

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

Approved
- 24 Mar

Veronica Anderson, Legislative Services Officer

2025
Approved
- 25 Mar

Johnathan Strathee, Manager of Legislative Services

2025
Approved
- 26 Mar

Kevin Scoble, Chief Administrative Officer

2025
Approved
- 27 Mar
2025

**BYLAW NO. 25-07
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA****BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA
TO AMEND BYLAW NO. 08-22 BEING THE WESTCREEK AREA STRUCTURE PLAN.**

UNDER AUTHORITY of and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, and amendments thereto, the Municipal Council of the Town of Strathmore in the Province of Alberta, **HEREBY ENACTS AS FOLLOWS:**

1.0. Bylaw No. 08-22 being the Westcreek Area Structure Plan is amended by:

- 1.0.1. Add the following text to the Cover Page: “Amended April **XX**, 2025”.
- 1.0.2. Deleting (i) from Section 1.2.3 Town of Strathmore Area Structure Plan Terms of Reference “(i) A future land use scenario that shall respect an overall gross density of 6.5 units per acre.” and replacing it with “(i) *A future land use scenario that shall respect an overall gross density range of 6.0 - 7.5 units per acre.*”
- 1.0.3. Deleting: “Map 1. LOCATION” and replacing it with “*Map 1. Location Map*”, as shown in Schedule 'A'.
- 1.0.4. Deleting: “Map 2. OWNERSHIP MAP” and replacing it with “*Map 2. Ownership Map*”, as shown in Schedule 'A'.
- 1.0.5. Deleting from Section 4.1 EXISTING LAND USES the following sentence: “The lands contained within NW 15-24-25-W4 are currently designated County General Agriculture District (GA), while the balance of the west lands and the entire east lands are designated Urban Reserve District (UR).” and replacing it with “*The lands contained with NW 15-24-25-W4 are currently designated as Low Density Residential District (Add Zone Designation Here), and Medium Density Residential (Add Zone Designation Here), while the balance of the west lands and the entire east lands are designated Urban Reserve District (UR).*”
- 1.0.6. Deleting: “Map 4. EXISTING LAND USE” and replacing it with “*Map 4. Existing Land Use*”, as shown in Schedule 'A'.
- 1.0.7. Deleting from Section 4.3.2 Policies the following sentence: “1. The loss of habitats on the western lands will be compensated by development of a wetland conservation – interpretation area on the eastern lands provided by a number of parties including WestCreek Developments, Olds College, Alberta

Environment, the Town of Strathmore and other interested groups that will allow for the retention and enhancement of important wetlands, an increase in wetland area, and reclamation and enhancement of non-native / disturbed upland.” and replacing it with *“Wetlands on the western lands will be removed in accordance with Alberta government policies and Water Act approvals and be compensated by development of a wetland conservation and interpretation area on the eastern lands provided by relevant parties recognized by Alberta Environment and the Town of Strathmore. This will facilitate the retention of important wetlands and open space areas on the eastern lands in its natural state.”*

1.0.8. Adding to Section 5.1 LAND USE CONCEPT MAP the following sentence below the “Land Use Statistics: Future Land Use Concept (Map 7)” table: *“The above table of land use statistics has been updated as per the adopted April XX, 2025 amendment to this ASP.”*

1.0.9. Deleting from Section 5.1 LAND USE CONCEPT MAP the following Table: **“Land Use Statistics: Future Land Use Concept (Map 7)”**

2. Land Use	Hectares (+/-)	Acres (+/-)	% of ASP Area
R-1 Single Detached Residential	15.91	39.32	20.4
R-2 Mixed Housing	17.13	42.32	21.9
R-2X Medium Density Attached Housing	1.13	2.8	1.4
Urban Reserve	28.65	70.80	36.7
Roadways	15.28	37.75	19.6
Total Ownership Area	78.10	192.99	100.0

and replacing it with the following table:

“Land Use Statistics: Future Land Use Concept (Map 7?)

Land Use	Hectares (+/-)	Acres (+/-)	% of ASP Area
<i>Low Density Residential (R1/R1S/R2)</i>	<i>± 30.08 ha</i>	<i>± 74.33 ac</i>	<i>38.5 %</i>
<i>Medium Density Residential</i>	<i>± 1.39 ha</i>	<i>± 3.43 ac</i>	<i>1.78 %</i>
<i>Park/Open Space (West lands)</i>	<i>± 2.57 ha</i>	<i>± 6.35 ac</i>	<i>3.29 %</i>
<i>Emergency Services (West Lands)</i>	<i>± 1.16 ha</i>	<i>± 2.87 ac</i>	<i>1.48 %</i>
<i>Public Utility Lot (Storm Pond West Lands)</i>	<i>± 1.85 ha</i>	<i>± 4.57 ac</i>	<i>2.37 %</i>
<i>Urban Reserve (East Lands)</i>	<i>± 26.62 ha</i>	<i>± 65.78 ac</i>	<i>34.12 %</i>
<i>Roadways</i>	<i>± 14.43 ha</i>	<i>± 35.66 ac</i>	<i>18.46 %</i>

Total Ownership Area	$\pm 78.10 \text{ ha}$	$\pm 192.99 \text{ ac}$	100	”
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- 1.1.1. Deleting: “Map 7 FUTURE LAND USE CONCEPT” and replacing it with “*Map 7. Future Land Use Concept*”, as shown in Schedule 'A'.
- 1.1.2. Deleting from Section 6.1.1 Purpose the following sentence: “The Residential Area comprises the majority of lands within the West Lands, identified as R-1, R-2 and R-2X on Map 7.” and replacing it with “*The Residential Area comprises the majority of lands within the West lands, identified as Low Density Residential (Zone Designation to be Added) and Medium Density Residential (Zone Designation to be Added) on Map 7.*”
- 1.1.3. Deleting from Section 6.1.1. Purpose.subsection (3) Density and Population of Residential Area the following sentences: “(a) In order to support the efficient provision of infrastructure, amenities and services and to use the land resource more efficiently, a residential density of approximately 6.5 units per acre should be achieved in the ASP area. This amounts to approximately 1002 dwelling units with a corresponding population of approximately 3,000, based on 3.0 persons per unit.” and replacing it with “*(a) In order to support the efficient provision of infrastructure, amenities and services and to use the land resource more efficiently, a residential density range of approximately 2.43 - 3.04 units per hectare (6.0 - 7.5 units per acre) shall be achieved in the ASP area. This amounts to approximately 925 – 1156 dwelling units with a corresponding population of approximately 2,775 – 3,468, based on 3.0 persons per unit.*”
- 1.1.4. Deleting from Section 6.1.1. Purpose, Subsection (3) Density and Population of Residential Area following table:

“Density Summary

Housing Type	Number of Units	% Total Units
R-1 Single Family Detached	300	30%
R-2 Mixed Housing	660	66%
R-2X Medium Density Attached	42	4%
Total Number Units	1002	100%
Net Developable Area	154.15 acres	
Residential Density	6.5 upa	

”

and replacing it with:

“Density Summary

<i>Housing Type</i>	<i>Number of Units¹</i>	<i>% Total Units</i>
<i>Low Density Residential (R1/R1S/R2)</i>	926	92.4%
<i>Medium Density Residential</i>	76	7.6%
<i>Total Number Units</i>	1002	100%
<i>Net Developable Area</i>	154.15 acres	
<i>Residential Density</i>	6.5upa	

- 1.1.5. Adding to Section 6.1.1. Purpose, Subsection (3) Density and Population of Residential Area the following footnote to the Density Summary table: “¹*These numbers are preliminary and may be subject to change.*”
- 1.1.6. Deleting from Section 6.2.2 Policies , Subsection (4) Land Use Redesignation of Future Development Area following sentences: “(a) Upon reduction of the setback, lands within the wellhead setback area shall be designated as Single Detached Residential (R-1) and Mixed Housing (R-2), to conform with the zoning of lands surrounding the wellhead setback area, as illustrated in Map 7, Future Land Use Concept.” and replacing it with “*The redesignation of land within the WestCreek ASP shall be composed of Low Density Residential (XX), and Medium Density Residential (XX), Municipal Reserve (MR?), Public Utility Lot (PUL?), Emergency Services (XX) and Urban Reserve (UR) in accordance with the Future Land Use Concept, Map 7.*”
- 1.1.7. Deleting from Section 6.3.1 Purpose the following note under the Municipal Reserve Analysis table: “(2) Includes 6.15 acres of MR on West Lands and 6.72 acres of MR on East Lands” and replacing it with “*(2) Includes up to 6.35 acres of MR on West Lands and 6.7 acres of MR on East Lands*”
- 1.1.8. Deleting: “Map 8. RESERVE DEDICATION” and adding “*Map 8. Reserve Dedication*”, as shown in Schedule 'A'.
- 1.1.9. Deleting: “Map 9. TRANSPORTATION” and adding “*Map 9. Transportation*”, as shown in Schedule 'A'.
- 1.2.1. Deleting: “Map 10. WATER SYSTEM” and adding “*Map 10. Water System*”, as shown in Schedule 'A'.
- 1.2.2. Deleting: “Map 11 SANITARY SEWERS” and adding “*Map 11. Sanitary Sewers*”, as shown in Schedule 'A'.
- 1.2.3. Deleting: “Map 12 STORM SEWER SYSTEM” and adding “*Map 12. Storm Sewer System*”, as shown in Schedule 'A'.

1.2.4. Deleting: "Map 13 PHASING PLAN" and adding "Map 13. Phasing Plan", as shown in Schedule 'A'.

2.0. This Bylaw shall come into full force and effect upon the date of third and final reading.

READ A FIRST TIME this ____ day of _____, 2025

PUBLIC HEARING HELD this ____ day of _____, 2025

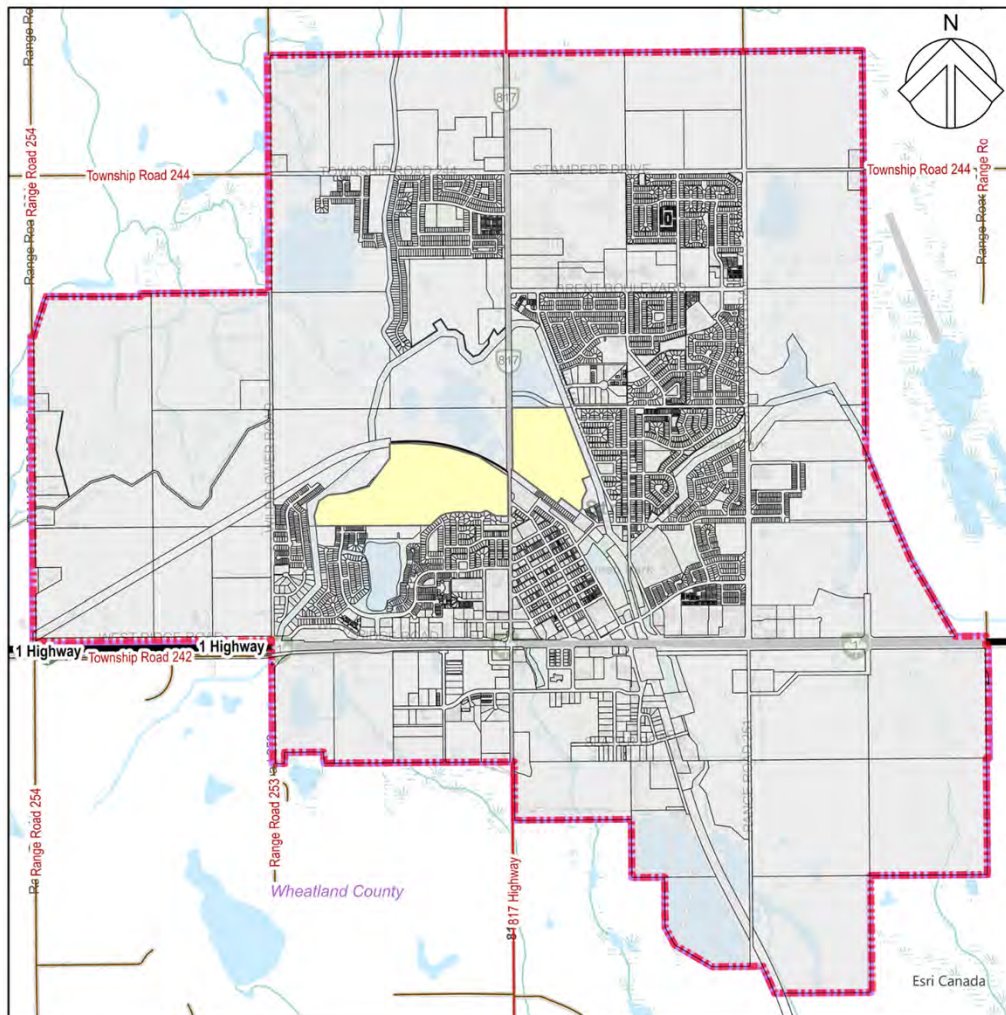
READ A SECOND TIME this ____ day of _____, 2025

READ A THIRD AND FINAL TIME this ____ day of _____, 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

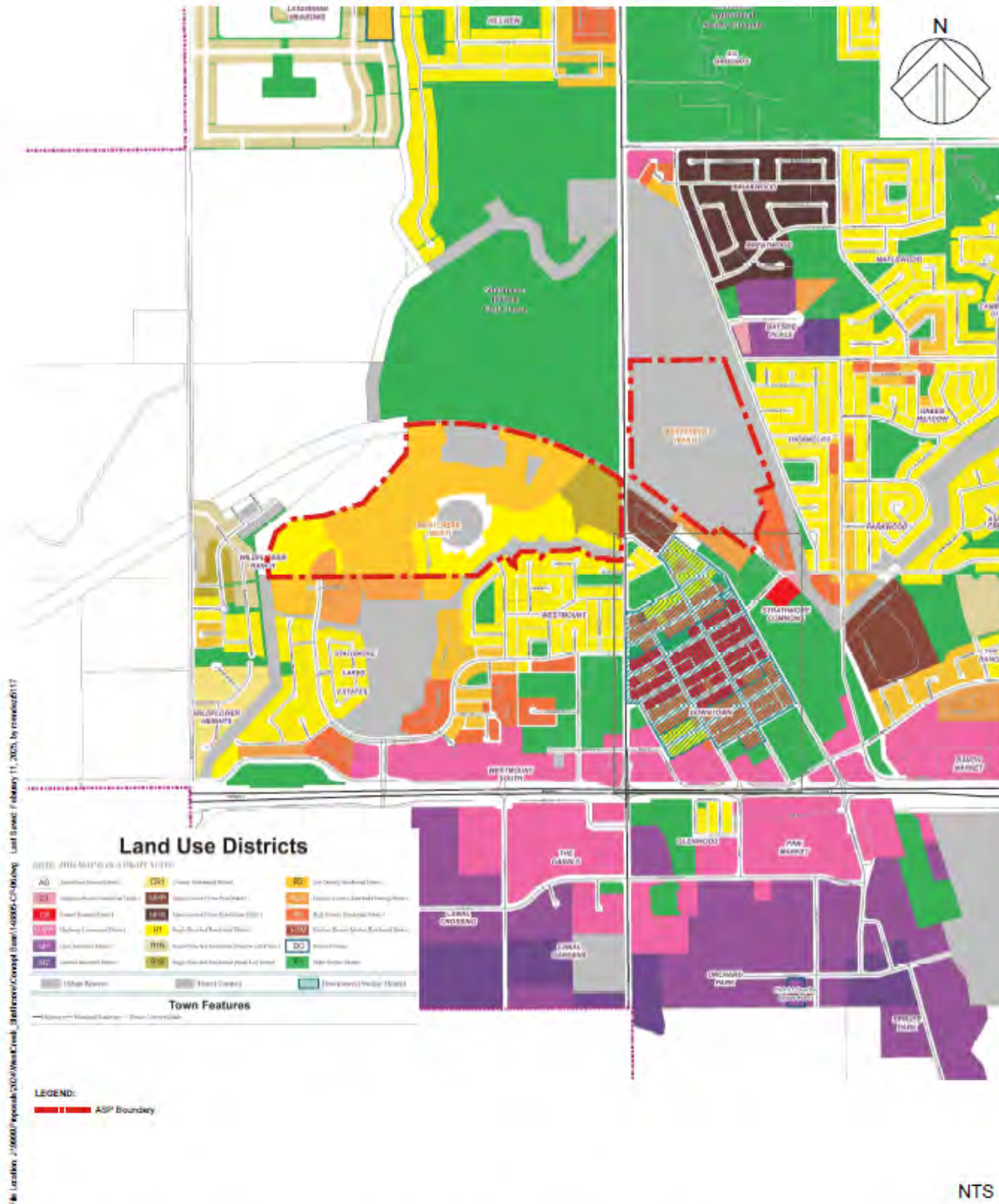


Legend

- Westcreek Area Structure Plan Amendment
- Town Boundary



















WestCreek Area Structure Plan – Proposed Amendments

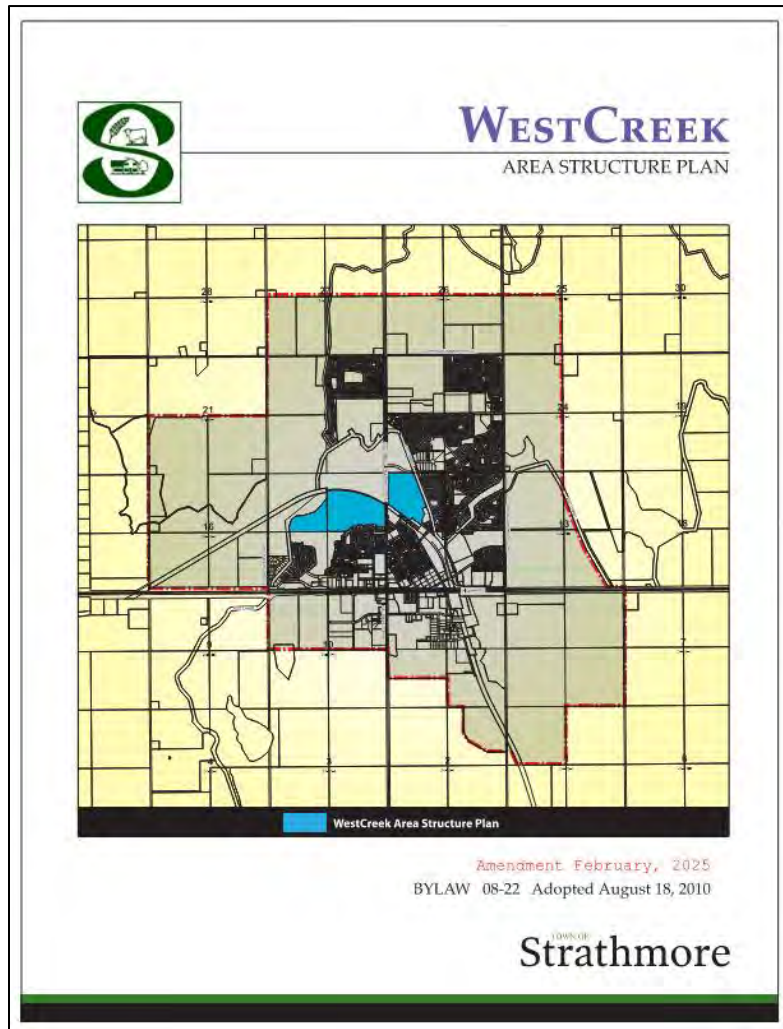
February 2025

Please note Page number refers to the digital PDF page number and not the labelled page numbers in the document.

Red text identifies text amendments.

Page 1 (Cover page):

➤ Original:



➤ Amendments:

- Add the following text to Cover Page – “**Amendment February 2025**”

Page 5:

➤ Original:

1.2.3 Town of Strathmore Area Structure Plan Terms of Reference

Strathmore Town Council requires an Area Structure Plan for all undeveloped lands within the Town boundary that do not have a recently approved concept plan prior to any development activity. The Town has prepared an *Amended Area Structure Plan Terms of Reference* for the WestCreek plan area. This document requires the landowner to work closely with the Town and in consultation with the public to address the following items:

(i) A future land use scenario that shall respect an overall gross density of **6.5 units per acre**.

➤ Amendments:

- A future land use scenario that shall respect an overall gross density **range** of **6.0 - 7.5** units per acre.

Page 9:

➤ Amendments:

- Map 1: Location (Exhibit update)

Page 10:

➤ Amendments:

- Map 2: Ownership Map (Exhibit update)

Page 13:

➤ Original:

4.0 SITE ANALYSIS

4.1 EXISTING LAND USES

The lands contained within NW 15-24-25-W4 are **currently designated County General Agriculture District (GA)**, while the balance of the west lands and the **entire east lands are designated Urban Reserve District (UR)**. To accommodate the development proposed in this ASP, a land use redesignation will be required for the west lands. Existing land uses are shown in Map 4. Proposed land uses are described in Section 5.0.

➤ Amendment:

- “The lands contained with NW 15-24-25-W4 are currently designated as **Low Density Residential District, and Medium Density Residential**, while the balance of the west lands and the entire east lands are designated Urban Reserve District (UR).

Page 14:

- Amendment:
 - Map 4: Existing Land Use (Exhibit update)

Page 16:**4.3.2 Policies**

1. The loss of habitats on the western lands will be compensated by development of a wetland conservation – interpretation area on the eastern lands provided by a number of parties including WestCreek Developments, Olds College, Alberta Environment, the Town of Strathmore and other interested groups that will allow for the retention and enhancement of important wetlands, an increase in wetland area, and reclamation and enhancement of non-native / disturbed upland.
-

- Amendment: Revise Policy 1 with the following:
- Wetlands on the western lands will be removed in accordance with Alberta government policies and Water Act approvals and be compensated by development of a wetland conservation and interpretation area on the eastern lands provided by relevant parties recognized by Alberta Environment and the Town of Strathmore. This will facilitate the retention of important wetlands and open space areas on the eastern lands in its natural state.

Page 21:

➤ Original:

Land Use Statistics: Future Land Use Concept (Map 7)			
Land Use	Hectares (+/-)	Acres (+/-)	% of ASP Area
R-1 Single Detached Residential	15.91	39.32	20.4
R-2 Mixed Housing	17.13	42.32	21.9
R-2X Medium Density Attached Housing	1.13	2.8	1.4
Urban Reserve	28.65	70.80	36.7
Roadways	15.28	37.75	19.6
Total Ownership Area	78.10	192.99	100.0

➤ Amendment:

- 5.1 Land Use Concept Map (Update to table)
- Insert Footnote: **Table updated as per February 2025 amendment**

Land Use Statistics: Future Land Use Concept

Land Use	Hectares (+/-)	Acres (+/-)	% of ASP Area
Low Density Residential (R1/R1S/R2)	± 30.08 ha	± 74.33 ac	38.5 %
Medium Density Residential	± 1.39 ha	± 3.43 ac	1.78 %
Park/Open Space (West lands)	± 2.57 ha	± 6.35 ac	3.29 %
Emergency Services (West Lands)	± 1.16 ha	± 2.87 ac	1.48 %
Public Utility Lot (Storm Pond West Lands)	± 1.85 ha	± 4.57 ac	2.37 %
Urban Reserve (East Lands)	± 26.62 ha	± 65.78 ac	34.12 %
Roadways	± 14.43 ha	± 35.66 ac	18.46 %
Total Ownership Area	± 78.10 ha	± 192.99 ac	100 %

Page 22:

➤ Amendment:

- Map 7: Future Land Use Concept (Exhibit Update)

Page 23:

➤ Original:

6.0 LAND USE POLICY & REDESIGNATION**6.1 RESIDENTIAL AREA****6.1.1 Purpose**

The purpose of the Residential Area is to provide for a range of housing options, from single detached to medium density attached, in a comprehensively designed neighbourhood. Public open space will be interspersed throughout the residential area to serve the recreational needs of the residents. The Residential Area comprises the majority of lands within the West Lands, identified as **R-1, R-2 and R-2X** on Map 7. The design of the Residential Area should offer residents a choice of movement via multi-access roadways, pedestrian connectivity, and bicycle routes within the community. The details of the residential design shall be determined through the Subdivision process.

➤ Amendment:

- “The Residential Area comprises the majority of lands within the West lands, identified as **Low Density Residential and Medium Density Residential** on Map 7.”

Page 24:

➤ Original:

(3) Density and Population of Residential Area

(a) In order to support the efficient provision of infrastructure, amenities and services and to use the land resource more efficiently, a residential density of approximately **6.5 units per acre** should be achieved in the ASP area. This amounts to approximately **1002 dwelling units** with a corresponding population of approximately 3,000, based on 3.0 persons per unit.

Density Summary

Housing Type	Number of Units	% Total Units
R-1 Single Family Detached	300	30%
R-2 Mixed Housing	660	66%
R-2X Medium Density Attached	42	4%
Total Number Units	1002	100%
Net Developable Area	154.15 acres	
Residential Density	6.5 upa	

➤ Amendment:

- A residential density **range** of approximately **6.0 - 7.5 units per acre** shall be achieved in the ASP area. This amounts to approximately **925 – 1156** dwelling units with a corresponding population of approximately **2,775 – 3,468**, based on 3.0 persons per unit.
- Insert footer: These numbers are preliminary and may be subject to change¹.
- Removal of the % of Total Units Column in the Density Summary.

Density Summary

Housing Type	Number of Units ¹	% Total Units
Low Density Residential (R1/R1S/R2)	926	92.4%
Medium Density Residential	76	7.6%
Total Number Units	1002	100%
Net Developable Area	154.15 acres	
Residential Density	6.5 upa	

➤ Original

(4) Land Use Redesignation

- (a) The redesignation of land within the WestCreek ASP shall be composed of Single Detached Residential (R-1), Mixed Housing (R-2), and Medium Density Attached Housing (R-2X), in accordance with the Future Land Use Concept, Map 7.

➤ Amendment:

- “The redesignation of land within the WestCreek ASP shall be composed of Low Density Residential, and Medium Density Residential, Municipal Reserve, Public Utility Lot, Emergency Services and Urban Reserve in accordance with the Future Land Use Concept, Map 7.

Page 27

- Our analysis suggest that this table does not need to be changed but we have increased the amount of MR on the west side. Therefore, recommending amending footnote 2 to say:

(2) Includes up to 6.35 acres of MR on West Lands and 6.7 acres of MR on East Lands

Municipal Reserve Analysis		
	Hectares (+/-)	Acres (+/-)
Total ASP Area	78.10	192.99
Existing Wetlands (East)	6.90	17.04
Replacement Wetlands	5.41	13.39
Public Utility Lot	8.60	21.26
Surplus Lands	3.07	7.58
Municipal Reserve – Balance from West Lands	2.72	6.72
Net Developable Area	51.40	127.00 ⁽¹⁾
Total Municipal Reserve (10.1 % of Net Developable Area)	5.21	12.87⁽²⁾

Notes:

(1) Net Developable Area is equal to the Total ASP Area minus Existing Wetlands (East), Replacement Wetlands, Public Utility Lot, Surplus Lands, and the Balance of Municipal Reserve land. (Net Developable Area is equal to the total West Lands area)

(2) Includes 6.15 acres of MR on West Lands and 6.72 acres of MR on East Lands

Page 28:

- Amendment:
 - Map 8: Reserve Dedication Concept (Exhibit Update)

Page 32:

- Amendment:
 - Map 9: Transportation Concept (Exhibit Update)

Page 35:

- Amendment:
 - Map 10: Water System Concept (Exhibit Update)

Page 37:

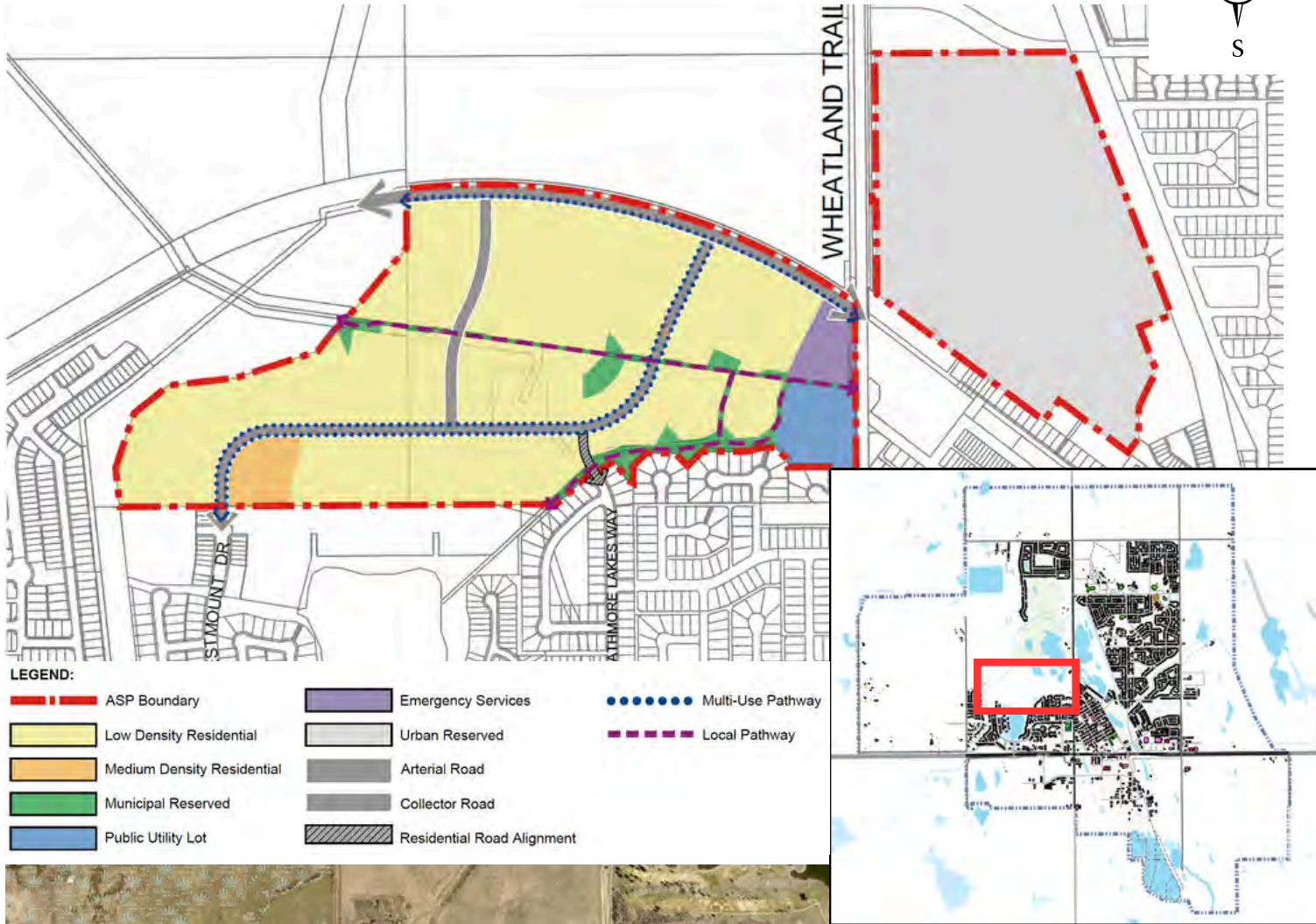
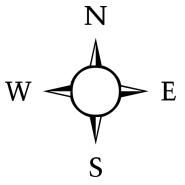
- Amendment:
 - Map 11: Sanitary Sewers Concept (Exhibit Update)

Page 40:

- Amendment:
 - Map 12: Storm Sewer System Concept (Exhibit Update)

Page 42:

- Amendment:
 - Map 13: Phasing Plan Concept (Exhibit Update)

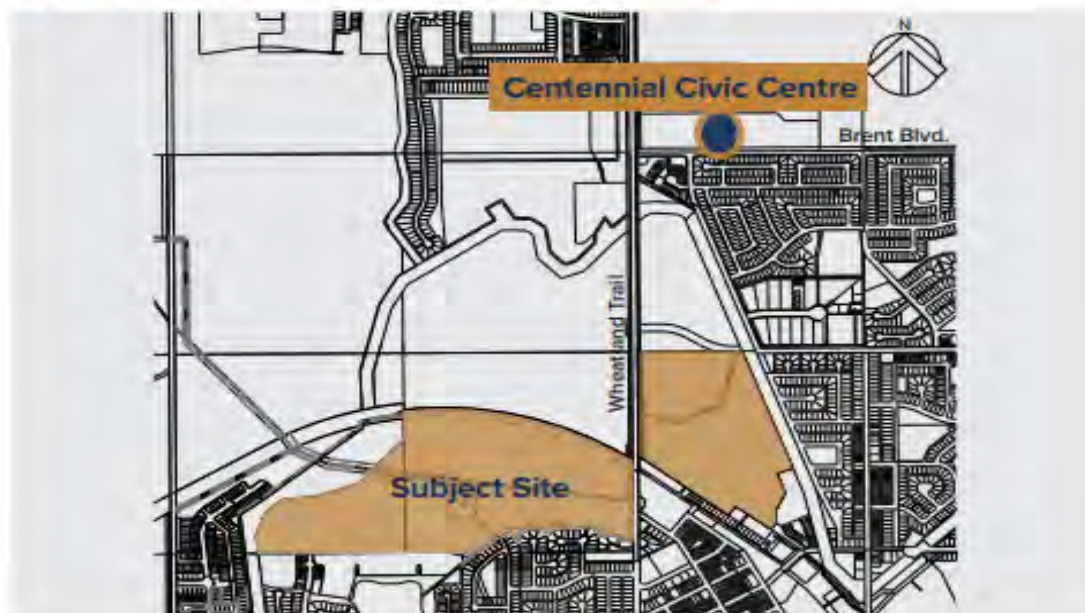


The information provided on this map is not intended as a 'legal description' and should not be used as such. While every effort has been made to ensure accuracy, we cannot guarantee it. Any errors or omissions should be promptly reported to the Town of Strathmore GIS Services Department. Please note that the Town of Strathmore will not be held liable for any damages, lost profits, business interruption, loss of business information, or other financial losses resulting from the use of this map or the information it contains.

Minor Amendment to the WestCreek Area Structure Plan and Phase 1 Land Use Update

OPEN HOUSE

March 27, 2025 – 6:00pm to 8:00pm
at the Centennial Civic Centre - East Hall
120 Brent Blvd, Strathmore, AB T1P 1E9



Join us for the Minor Amendment to the WestCreek Area Structure Plan and Phase 1 Land Use Update Open House.

There will be opportunities to review materials, speak with the project team, town representatives, and provide your feedback.

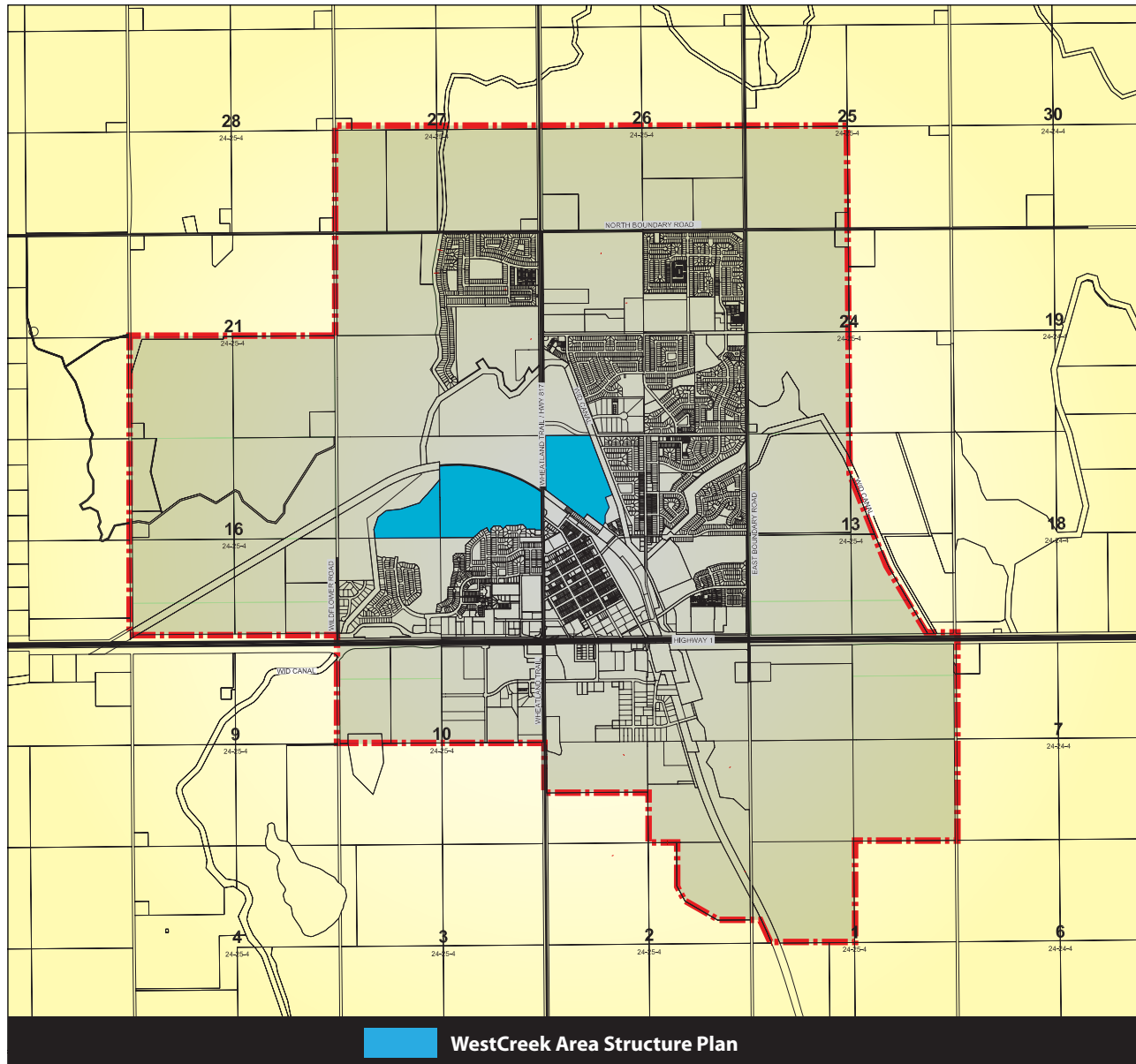


For more information please check our website
<https://arcadisengage.com/>



WestCreek

AREA STRUCTURE PLAN



BYLAW 08-22 Adopted August 18, 2010

TOWN OF
Strathmore

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- Map 12: Storm Sewer System
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1.0 INTRODUCTION

1.1 PURPOSE

The Purpose of this Area Structure Plan is to refine and implement the Town of Strathmore's broader strategic planning objectives, as identified in the Town of Strathmore's Municipal Development Plan. The WestCreek ASP shall guide the vision, land use, and eventual subdivision of a new residential community. The plan includes policies intended to promote community development that is logical and compatible with surrounding land uses.

To accomplish this purpose, the WestCreek ASP shall establish a broad framework for future development that responds to the demands of the marketplace. Appropriate land uses and their location within the plan area shall be established, as well as the density and sequencing of residential lands. The plan incorporates sound engineering principles in the conceptual design of major roadways and utility servicing, and has accounted for potential physical and environmental constraints within the area.

1.2 PLAN AUTHORITY

1.2.1 Municipal Government Act

Strathmore Town Council has the ability to adopt the WestCreek Area Structure Plan through bylaw in accordance with Section 633 of the *Municipal Government Act*, which states that Area Structure Plans:

"(a) must describe

- i) the sequence of development proposed for the area,*
- ii) the land uses proposed for the area, either generally or with respect to specific parts of the area, and*
- iii) the density of population proposed for the area either generally or with respect of specific parts of the area, and*
- iv) the general location of major transportation routes and public utilities, and*

(b) may contain any other matters the council considers necessary."

1.2.2 Town of Strathmore Land Use Bylaw

In order for development to proceed on the WestCreek lands, Area Structure Plan and land use approval must be given by Town Council. The Town of Strathmore Land Use Bylaw

establishes the framework for various land uses deemed appropriate for any property, as approved by Council. Policies contained in the WestCreek ASP shall not be contrary to the rules and guidelines of the Land Use Bylaw or any other document of the Town of Strathmore.

1.2.3 Town of Strathmore Area Structure Plan Terms of Reference

Strathmore Town Council requires an Area Structure Plan for all undeveloped lands within the Town boundary that do not have a recently approved concept plan prior to any development activity. The Town has prepared an *Amended Area Structure Plan Terms of Reference* for the WestCreek plan area. This document requires the landowner to work closely with the Town and in consultation with the public to address the following items:

- (i) A future land use scenario that shall respect an overall gross density of 6.5 units per acre.
- (ii) Development phasing for full build out of the development.
- (iii) The land use scenario should provide for a range of housing types, and mid to higher density residential development should occur adjacent to collector and/or arterial roads.
- (iv) Higher density residential development should be geared to support future Transportation Oriented Development (T.O.D.). Mixed-use development within T.O.D. nodes is encouraged.
- (v) The development of local commercial is encouraged.
- (vi) Development should be planned around parks and open spaces, and should allow for local connecting trails between parks and open spaces.
- (vii) All development along the canal should be set back and lands adjacent to the canal should be dedicated as municipal reserve (MR). Lands along the canal are to be left as public space, in order to ensure that the Town's future regional trail system can be constructed.
- (viii) Lands adjacent to existing development located in the NE-15 should be dedicated as MR, in order to protect a pathway corridor, and act as a buffer between the two communities.
- (ix) All development within wetland areas must follow the Town's Wetland Policy.
- (x) Dedicated lands, including but not limited to conservation easements, public utility lots, municipal/school reserves, and if necessary environmental reserves.
- (xi) Innovation and efficient proposed access and internal road circulation recognizing municipal road standards.

- (xii) Mitigation measures such as landscaping treatment, screening, buffering, and/or berming necessary to address any on or off site visual impact, including site lines from existing or future developments. All landscaping must follow the standards set out in the new section 60 (Landscaping Standards) of the Land Use Bylaw.
- (xiii) All development surrounding the EnCana well site must meet and/or exceed AEUB setback regulations (written confirmation must be sent from the AEUB to the Town stating that the setbacks within the Plan conform to their standards). Lands within the setback area surrounding the well site shall be considered for MR. However, the land within the fenced well site, shall not be credited for MR.
- (xiv) All infrastructure or equipment within the well site must be covered/clad with material that meets the architectural controls established by the developer. Any fencing required for the site must visually screen the area and be aesthetically pleasing.
- (xv) Identification and preservation of existing site lines, views, and vistas where possible.
- (xvi) Any and all constraints to development, including man made and natural, including but not limited to, geotechnical, environmental, hydro-geological, or historical.
- (xvii) A Traffic Impact Assessment.
- (xviii) Address all servicing issues and provide illustrations to show proposed services.
- (xix) All servicing issues must follow the Town's *Master Servicing Study – Annexation 2006*.
- (xx) Results of all public open houses must be brought back to Council.

1.3 INTERPRETATION OF THE PLAN

1.3.1 Map Interpretation

Maps contained in this document are conceptual. Unless otherwise specified within the Plan, the boundaries or locations of any symbols or areas shown on a map are approximate only. They are not intended to define exact locations except where they coincide with clearly recognizable physical features or fixed boundaries, such as property lines or roads and utility rights-of-way. Any changes to the concept of a map will require an amendment to the Area Structure Plan. More detailed mapping, including surveyed property lines will be required at the subdivision stage.

1.3.2 Policy Interpretation

Where a purpose section accompanies a policy, it is provided for information purposes only to enhance the understanding of the policy. Should an inconsistency arise between the purpose section and a policy, the policy shall take precedence.

Where “shall” is used in a policy, the policy is considered mandatory. Where “should” is used in a policy, the intent is that the policy is strongly encouraged and can be deviated from where unique circumstances, such as an impractical or impossible situation, dictate a different course of action. However, the general intent is compliance, wherever possible.

Where a policy requires submission of studies, analysis or information, the exact requirements and timing of the studies, analysis or information shall be determined at the Land Use and Subdivision stage.

1.4 PLAN AMENDMENTS

All changes to the WestCreek Area Structure Plan will require an amendment and shall be referred to the appropriate authority, with the supporting information necessary to evaluate and justify the amendment in accordance with the *Municipal Government Act (Part 5, Div.9, Section 191)*.

Where changes to the text or maps of the Plan are necessary, an amendment to the Plan shall proceed in accordance with the *Municipal Government Act*.

Where an amendment to the Plan is requested, the applicant shall submit supporting information necessary to evaluate and justify the amendment.

2.0 VISION & GOALS

2.1 VISION

The WestCreek community shall provide a range of housing opportunities for the residents of Strathmore. An assortment of single-detached, mixed, and medium density attached homes shall invite both young and mature families to establish roots in Strathmore. Public open space has been dispersed throughout the community and residents will have the opportunity to enjoy their wetlands amenity on the east lands, which will offer exceptional recreational and educational opportunities.

2.2 GOALS

The general goals of the WestCreek ASP and Land Use Redesignation are:

1. to create a safe, attractive, and efficient community.
2. to focus development on the west lands only and to provide a broad range of housing types and lot sizes to meet the residential accommodations for future Strathmore residents.

3. to provide the opportunity for enhanced pedestrian movement throughout the community and access to recreational facilities, parks and natural amenities.
4. to provide a road network capable of supporting the traffic generated by the development.
5. to create an engineered stormwater pond on the eastern lands that incorporates a forebay to establish storm water quality and volume control for the upstream lands.
6. to develop a logical extension of the existing Town of Strathmore infrastructure, as necessary to service the lands, on an economical, and phased basis.
7. to establish appropriate interfaces between the ASP area and surrounding lands.

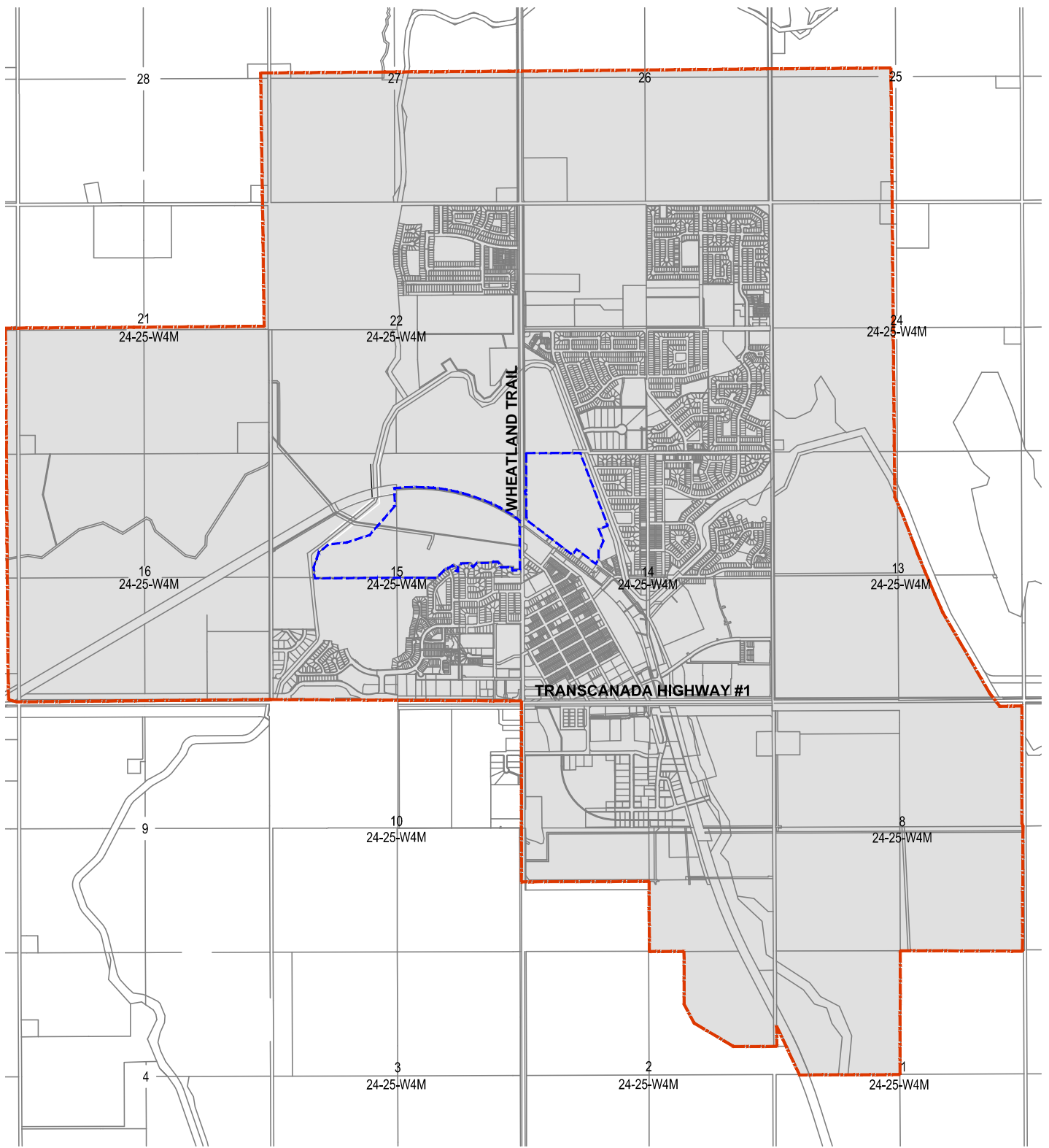
3.0 PLANNING AREA

3.1 LOCATION AND SIZE

The Area Structure Plan applies to +/- 192.99 acres (78.10 hectares) of land within the boundaries of the Town of Strathmore. The property is generally located in the northwest central area of town, north of the TransCanada Highway, as identified in Map 1. The West Lands (+/- 127 acres) are contained within a portion of NW 15-24-25-W4, and Block A, Lot 1, Plan 9410061. The East Lands (+/- 65.9 acres) area contained within Block 1, Lot 3, Plan 9211782.

3.2 OWNERSHIP

As of August 18, 2010, all lands within the boundaries of the WestCreek ASP are owned by West Strathmore Developments Ltd., as illustrated by Map 2.



LEGEND:

 ASP AREA

 TOWN of STRATHMORE BOUNDARY



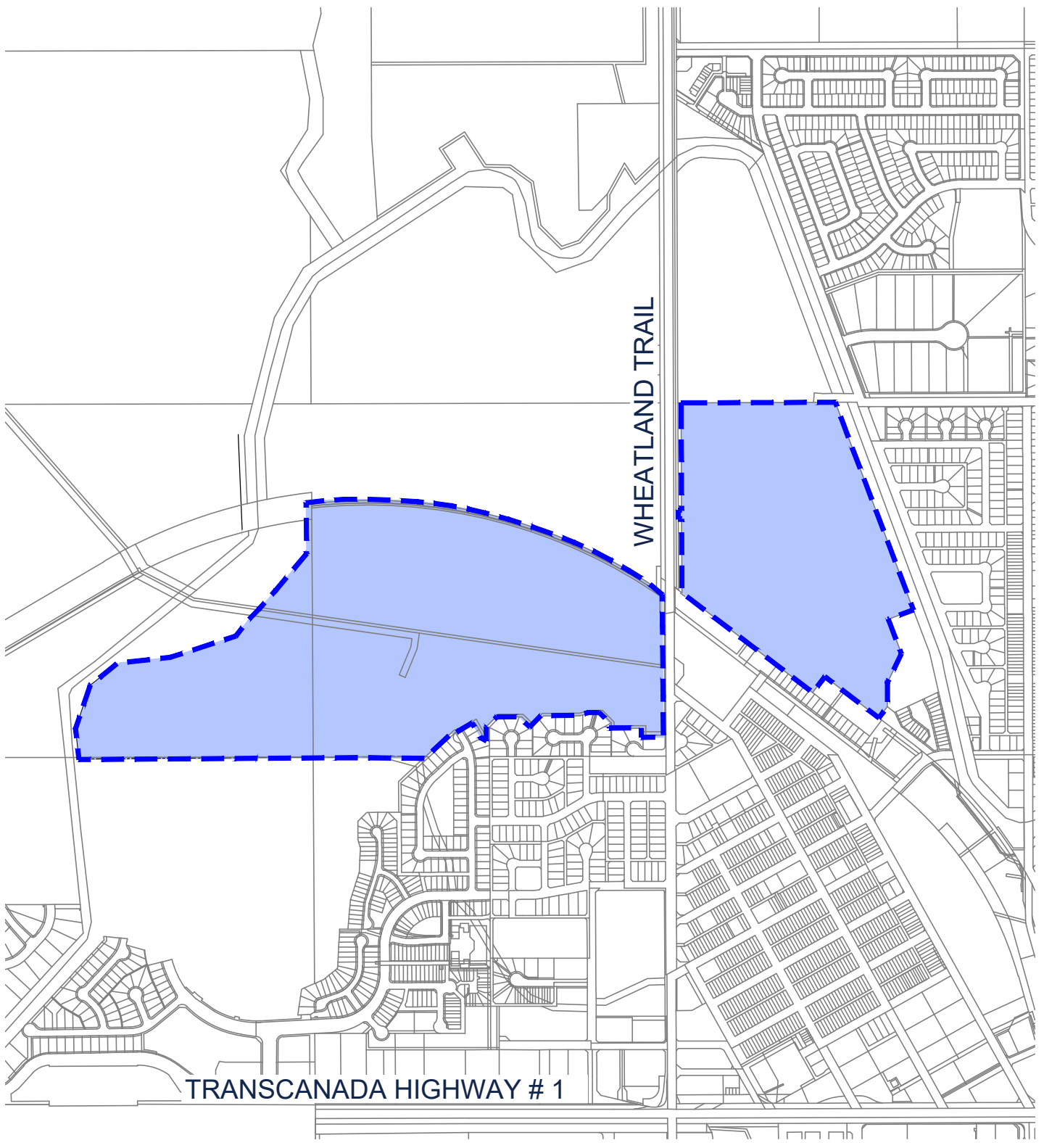
WestCreek ASP



MAP 1

LOCATION

AUGUST 2010



LEGEND:



ASP AREA



WEST STRATHMORE DEVELOPMENTS



WestCreek ASP



MAP 2

OWNERSHIP MAP

AUGUST 2010

3.3 PLAN CONTEXT

The Town of Strathmore has experienced significant growth pressures over the past decade, increasing from a population of 5,471 in 1997 to 11,102 in 2007, representing a population percentage change of approximately 51%. The Town continues to attract additional residents, with only a 50 km drive to Calgary City Centre, and with the expansion of its own community services, industry, and retail amenities. The town experienced a rate of growth of approximately 7% between 2006 and 2007. The demand for a range of housing remains very strong, while land available for residential development is in short supply.

The area of the ASP referred to as the East Lands will contain no urban development. A portion of these lands contain wetlands, accommodate stormwater from nearby lands, and are valued as an amenity for residents of Strathmore.

3.4 ADJACENT LAND USES

Existing land uses adjacent to the WestCreek ASP are illustrated in Map 3 and 4. The West Lands are bound to the north by the Strathmore Golf Club, to the northwest by future development lands, to the west by WID lands, to the southwest by the emerging community of Wildflower Heights, to the south by the Strathmore Lakes stormwater ponds and the community of Westmount (primarily R1 lots), and to the east by Wheatland Trail. The East Lands are bound by Wheatland Trail to the west, Town of Strathmore stormwater facilities to the north, Brentwood Business Park (M1 and M2 light industrial) to the northeast, the community of Thorncliff (primarily R1 lots) to the east, and Westpark Village (primarily R1 and mobile homes) to the south.



LEGEND:



ASP AREA



TOWN of STRATHMORE BOUNDARY



WestCreek ASP



MAP 3

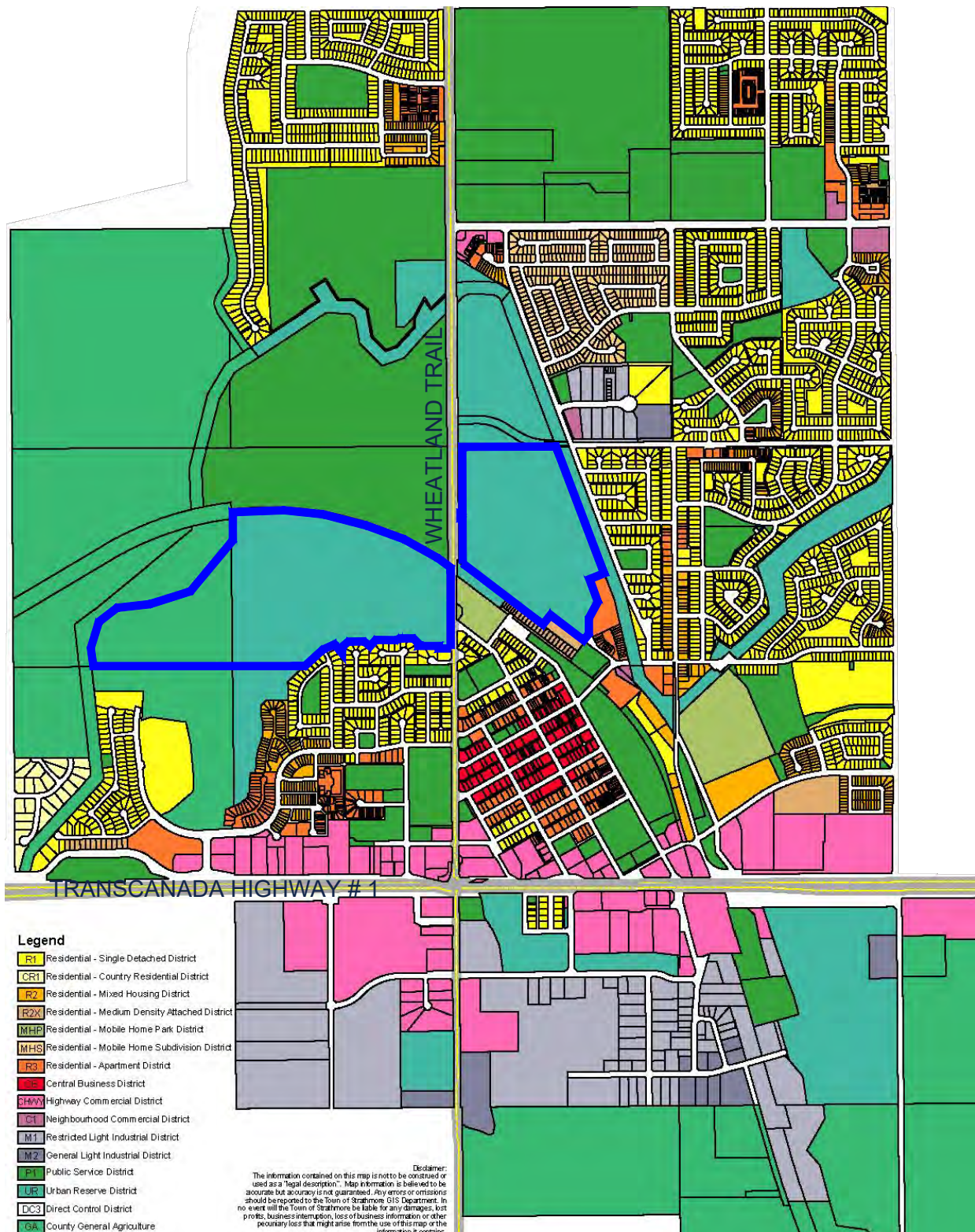
PLANNING AREA

AUGUST 2010

4.0 SITE ANALYSIS

4.1 EXISTING LAND USES

The lands contained within NW 15-24-25-W4 are currently designated County General Agriculture District (GA), while the balance of the west lands and the entire east lands are designated Urban Reserve District (UR). To accommodate the development proposed in this ASP, a land use redesignation will be required for the west lands. Existing land uses are shown in Map 4. Proposed land uses are described in Section 5.0.



LEGEND:



WestCreek ASP



MAP 4

EXISTING LAND USE

AUGUST 2010

4.2 CULTURAL AND ARCHAEOLOGICAL RESOURCES

Aresco Ltd. was commissioned to complete a Historical Resources Impact Assessment for the WestCreek ASP lands, completed in February 2008. A total of 7 sites were discovered, all deemed to have nil to limited value. The study concludes that “of the 7 sites discovered, none were deemed to be of such value and condition as to warrant further investigation”, and that “it is thus recommended that proposed development be allowed to proceed as planned” (Historical Resources Impact Assessment, Final Report, Permit 2007-210, Page 22).

4.3 BIOPHYSICAL RESOURCES

A Biophysical Impact Assessment was prepared for the ASP area in April 2008, by Sweetgrass Consultants Ltd. This study assessed habitat significance and regional ecosystem processes, and evaluated the effect of planned development. Existing Habitat for the WestCreek lands are represented in Map 5. The study concluded that non-native habitats occupy the majority of the land base, and no federally listed species at risk were recorded. One provincially rare plant species, one provincially threatened species and several provincially sensitive species occur on the lands.

Map 6 identifies all existing wetlands by their Stewart and Kantrud Classification. While wetlands are identified on the West Lands, the wetlands on the East Lands are significantly more productive. These marsh and wet meadow areas have been influenced through one or more of the following: canal seepage, the addition of stormwater, drainage, and heavy grazing. For example, the wet meadow (Wetland 12c, Map 6) on the East Lands appears to be greatly influenced by seepage from leaks in the WID canal. If the canal were to be repaired, the extent of wetland (wet meadow) would likely be reduced. In addition, the remaining areas of wet meadow would likely be drier than what exists today. Also, two wetlands on the East Lands are part of a previous Ducks Unlimited project fed by irrigation water, which continue to receive stormwater run-off from the Town of Strathmore. Direct habitat loss associated with development on the West Lands shall involve the loss of mainly non-native habitat, and a few wide-ranging plants.

One provincially rare plant species called “pale blue-eyed grass” was found on the property, with the largest population found on the East Lands where plants were estimated in the thousands. This portion of the East Lands will be protected under an Environmental Reserve (ER) dedication (see Map 9, Reserve Dedication). A smaller population was found on the West Lands. The potential to relocate this population will be investigated. One Wildlife Species at Risk of provincial concern was recorded, the Trumpeter Swan, which is listed as “threatened” under the Wildlife Act. A number of other species were concentrated on the East Lands, and identified as “sensitive” (BIA, Sweetgrass Consulting, Page 8-9).

While some habitat on the West Lands will be directly lost due to development, the Biophysical Impact Assessment notes that “the condition of these aquatic habitats has declined significantly in recent years because of human-related activities” (BIA, Sweetgrass Consulting, Page 12). The conclusions and mitigation considerations from the Biophysical Impact Assessment are summarized below:

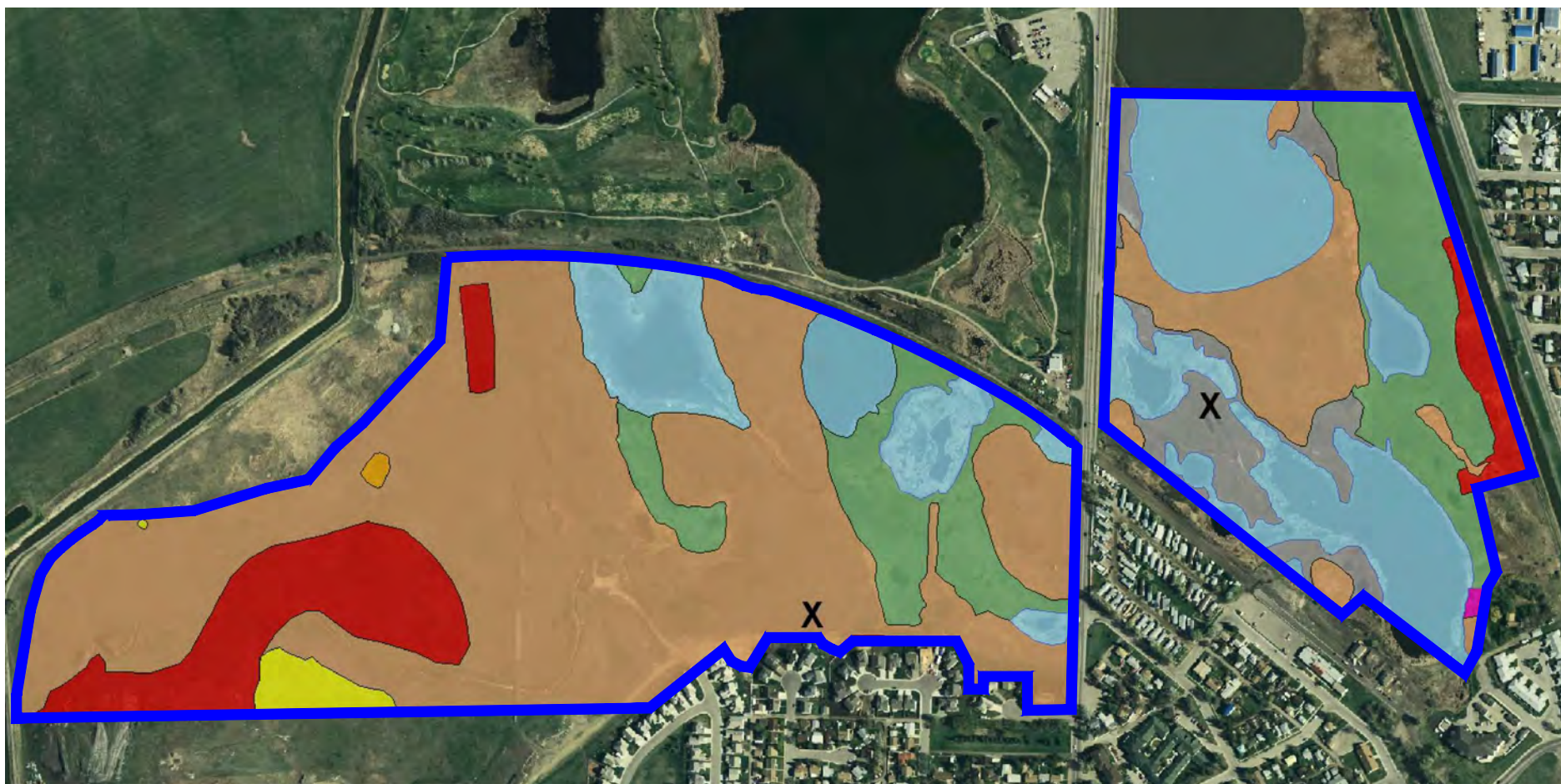
4.3.1 Biophysical Impact Assessment Conclusions and Mitigation Considerations

1. Development of the conservation – interpretation area will result in a complex of habitats that will benefit a diversity of species, including provincially sensitive wildlife. This complex of habitats will represent a larger area of connected wetland and productive upland habitat than currently exists. This project will also allow for effective public education and use while providing productive habitat for wildlife.
2. Direct habitat loss associated with the development (of the West Lands) will involve the loss of mainly non-native habitat, habitats with low productivity, a few common, wide-ranging plant species, and few, if any, wildlife species.
3. Efforts will be considered to relocate the population of rare pale blue-eyed grass on the western lands to suitable habitat on the eastern lands.
4. Contribution of the project toward cumulative regional habitat fragmentation, loss of wildlife corridor potential, and loss of regional biodiversity will be negligible or very minor.
5. Construction of the development will proceed outside of the nesting season for birds to avoid disturbance to nests and young, which complies with the Migratory Birds Convention Act.

4.3.2 Policies

1. The loss of habitats on the western lands will be compensated by development of a wetland conservation – interpretation area on the eastern lands provided by a number of parties including WestCreek Developments, Olds College, Alberta Environment, the Town of Strathmore and other interested groups that will allow for the retention and enhancement of important wetlands, an increase in wetland area, and reclamation and enhancement of non-native / disturbed upland.
2. Construction of the development will proceed outside of the nesting season for birds to avoid disturbance to nests and young, which complies with the Migratory Birds Convention Act.




3. To ensure conservation of wetland communities, including waterfowl, appropriate buffers will be provided on the eastern lands between wetlands and housing development. Planting trees and shrubbery as a screen between wildlife areas and human activity is an option to create more effective buffers. However, Olds College research and monitoring will determine what the buffers will consist of.
4. The organic materials from the three western wetlands will be relocated to the eastern lands in conjunction with approvals from Alberta Environment.







LEGEND:

 ASP AREA



 Alkali Wet Meadow
 Marsh/Open Water
 Wet Meadow
 Disturbed

 Non-native Grass
 Non-native Shrub
 Shrub/Grass

 Grassland
 Grassland - small patch

WestCreek ASP



MAP 5

WESTCREEK HABITATS

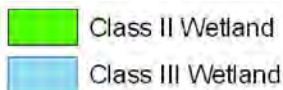
AUGUST 2010



LEGEND:

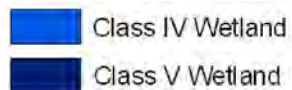


ASP AREA



Class II Wetland

Class III Wetland



Class IV Wetland

Class V Wetland

Wetland Influences
 c - canal seepage
 d - degraded
 s - stormwater fed



WestCreek ASP



MAP 6

WESTCREEK WETLANDS

AUGUST 2010

4.4 TOPOGRAPHY AND SOILS

The topography of the WestCreek ASP lands is gently undulating to level. The Biophysical Impact Assessment prepared by Sweetgrass Consultants Ltd. identifies underlying deposits of glacial lake sediments of silt and sand, mainly east of Wheatland Trail, and glacial till west of Wheatland Trail. Soils include a significant component of imperfect to poor drained types, influenced by a relatively high water table and seepage from the nearby irrigation canal.

4.5 GEOTECHNICAL EVALUATION

A Geotechnical Evaluation of the WestCreek West Lands was conducted by McIntosh Lalani Engineering Ltd. in October 2007. This report assesses the general subsurface soil conditions of the west lands and provides geotechnical construction guidelines for the development. Development of the WestCreek lands shall proceed in accordance with the results of these geotechnical findings. These requirements will be met at the site grading and building permit stage of approvals. The study also identified locations of pond sediments and wet sands. Protocol for the appropriate handling of pond sediments and wet sands will be provided by McIntosh Lalani Engineering at the time of site grading.

4.5.1 Policy

All concrete coming into contact with soils must meet specific requirements including sulphite resistant cement in accordance with the McIntosh Lalani Engineering report (Nov. 19, 2007)

4.6 ENVIRONMENTAL SITE ASSESSMENT

A Phase II Environmental Site Assessment for the WestCreek West Lands was completed by Base Property Consultants Ltd. in May 2008. The study assessed the existing soil and groundwater conditions, which included the drilling and analysis of seven boreholes, three of which were installed with environmental groundwater monitoring wells. Testing results recorded non-detectable levels of hydrocarbon, PAHs (polyaromatic hydrocarbons), soil sterilant, VOCs (volatile organic compounds) or metal contamination (Phase II ESA, Base Property Consultants, Page 7). Groundwater was “measured at depth between 1.9 and 2.6 metres below the ground surface, indicating a southeasterly groundwater flow direction” (Phase II ESA, Page 6). The study concludes that further environmental investigation is not required.

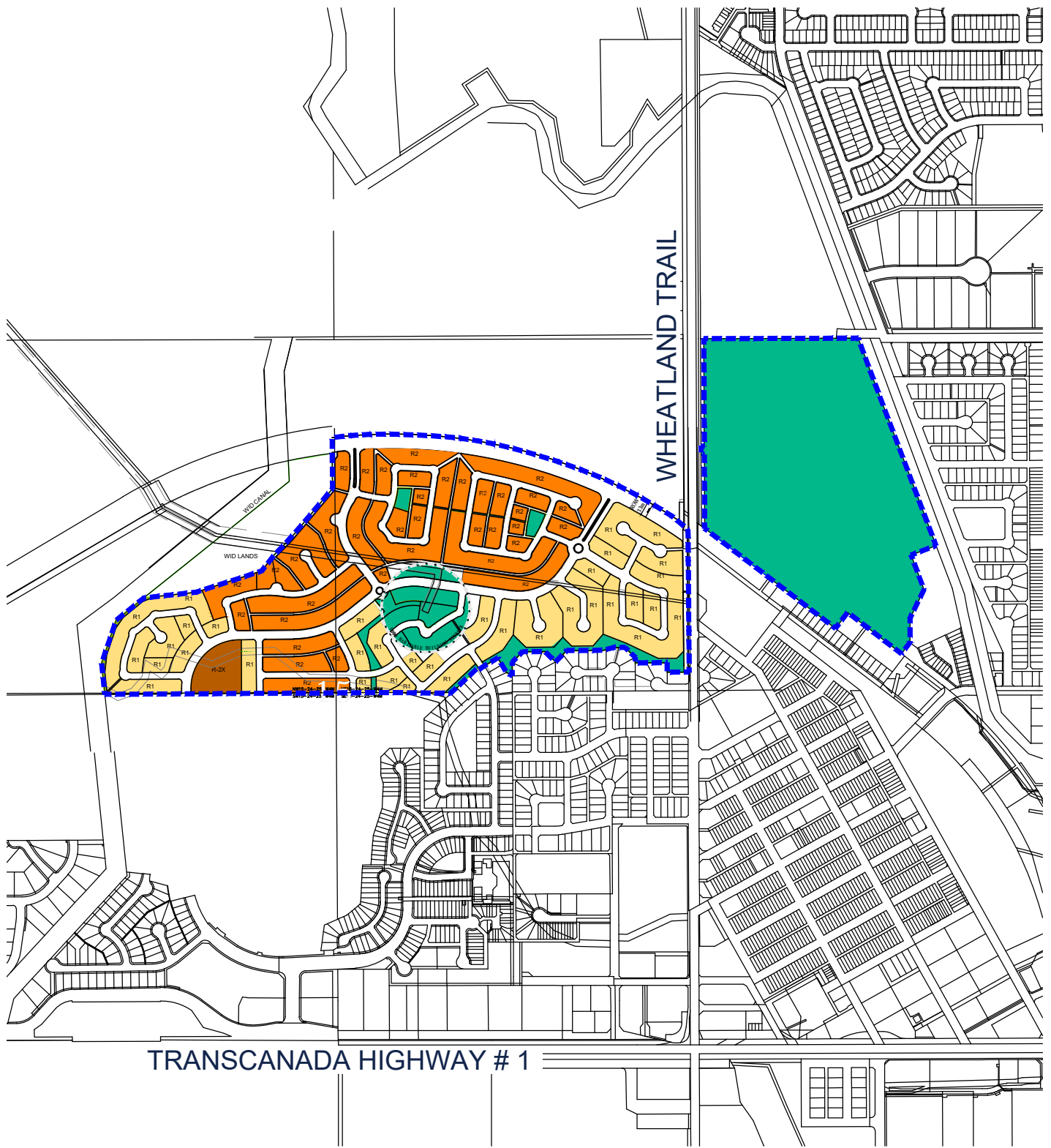
5.0 FUTURE LAND USE CONCEPT

5.1 LAND USE CONCEPT MAP

The WestCreek ASP area shall comprise of a range of residential and open space land uses. The table below provides land use statistics regarding the areas associated with each land use for the Future Land Use Concept. (Map 7).

Land Use Statistics: Future Land Use Concept (Map 7)

Land Use	Hectares (+/-)	Acres (+/-)	% of ASP Area
R-1 Single Detached Residential	15.91	39.32	20.4
R-2 Mixed Housing	17.13	42.32	21.9
R-2X Medium Density Attached Housing	1.13	2.8	1.4
Urban Reserve	28.65	70.80	36.7
Roadways	15.28	37.75	19.6
Total Ownership Area	78.10	192.99	100.0



LEGEND:



ASP BOUNDARY



R-1 SINGLE DETACHED RESIDENTIAL



R-2 MIXED HOUSING



R-2X MEDIUM DENSITY ATTACHED HOUSING



UR URBAN RESERVE

WestCreek ASP



MAP 7

FUTURE LAND USE CONCEPT

AUGUST 2010

5.2 POLICY DIRECTION

Section 6.0 of the ASP contains policies that apply to specific land use areas and symbols shown on the Future Land Use Concept.

The remaining sections of the ASP provide for transportation, servicing, phasing and implementation policies that shall be applied to the Plan area.

6.0 LAND USE POLICY & REDESIGNATION

6.1 RESIDENTIAL AREA

6.1.1 Purpose

The purpose of the Residential Area is to provide for a range of housing options, from single detached to medium density attached, in a comprehensively designed neighbourhood. Public open space will be interspersed throughout the residential area to serve the recreational needs of the residents. The Residential Area comprises the majority of lands within the West Lands, identified as R-1, R-2 and R-2X on Map 7. The design of the Residential Area should offer residents a choice of movement via multi-access roadways, pedestrian connectivity, and bicycle routes within the community. The details of the residential design shall be determined through the Subdivision process.

(1) Composition of Residential Area

(a) Subject to the policies of this Plan,

- (i) single detached and two-unit dwelling residential uses (duplexes, semi-detached dwellings, and garden suites) shall be the predominant use of land within the Residential Area;**
 - (ii) to ensure a comprehensively planned community, multi-unit dwellings, where determined to be compatible and appropriate, shall be developed within the Residential Area;**
 - (iii) open space shall be provided throughout the Residential Area to meet the active and passive recreational needs of residents and to contribute to the overall neighbourhood environment and identity;**
- (b) The general categories of uses identified under subsection (1)(a) shall be refined through the Land Use Districts applied within the Residential Area (See subsection 6.1.1.4.**

(2) Design of Residential Area

(a) The design for the Residential Area shall:

- (i) be consistent with the Future Land Use Concept, Map 7, recognizing that this plan is intended to show the general nature of subdivision and is subject to minor change at the Subdivision stage;
 - (ii) provide sidewalks, and pathways and encourage continuity of streets within the neighbourhood to facilitate access, increase connectivity and support safe pedestrian, bicycle and vehicular movement;
 - (iii) be refined through the Subdivision stage; and
 - (iv) emphasize opportunities for distinct neighbourhoods that comprise unifying elements to create a cohesive community.
- (b) The developer shall prepare and implement Design Guidelines and Architectural Controls for residential development in order to ensure an aesthetically coordinated streetscape appearance as well as an attractive appearance from all publicly accessible areas. These controls must also address the well site infrastructure and equipment cladding.

(3) Density and Population of Residential Area

- (a) In order to support the efficient provision of infrastructure, amenities and services and to use the land resource more efficiently, a residential density of approximately 6.5 units per acre should be achieved in the ASP area. This amounts to approximately 1002 dwelling units with a corresponding population of approximately 3,000, based on 3.0 persons per unit.

Density Summary

Housing Type	Number of Units	% Total Units
R-1 Single Family Detached	300	30%
R-2 Mixed Housing	660	66%
R-2X Medium Density Attached	42	4%
Total Number Units	1002	100%
Net Developable Area	154.15 acres	
Residential Density	6.5 upa	

(4) Land Use Redesignation

- (a) The redesignation of land within the WestCreek ASP shall be composed of Single Detached Residential (R-1), Mixed Housing (R-2), and Medium Density Attached Housing (R-2X), in accordance with the Future Land Use Concept, Map 7.

6.2 FUTURE DEVELOPMENT AREA

6.2.1 Purpose

An area central to the West Lands, is affected by a wellhead, and an associated 100 metre residential setback. The developer is currently working with Encana to assess the possibility of reducing this setback. Until such time as the setback is reduced, the area shall remain as Urban Reserve lands, containing no residential units. Once clearance has been received, lands within the setback area shall be developed as residential units, integrated within the layout of the community, as illustrated in Map 7.

6.2.2 Policies

- (1) Prior to subdivision within the Future Development Area, written confirmation of the reduced setback around the well must be provided from the Alberta Energy Utilities Board to the Town, and an amendment must be incorporated into this ASP.
- (2) In the interim, lands within the wellhead setback area may only be used as open space.
- (3) Access to the wellhead site must be possible at all times.
- (4) Land Use Redesignation of Future Development Area
 - (a) Upon reduction of the setback, lands within the wellhead setback area shall be designated as Single Detached Residential (R-1) and Mixed Housing (R-2), to conform with the zoning of lands surrounding the wellhead setback area, as illustrated in Map 7, Future Land Use Concept.
 - (b) Prior to reduction of the setback, lands within the wellhead setback area shall be designated as Urban Reserve (UR).
 - (c) When development of this area occurs the design should reduce the visual impact of the well.
 - (d) Safety of the wellhead will be in accordance with Alberta Energy and Utilities Board regulations.

6.3 RESERVE DEDICATION

6.3.1 Purpose

The Municipal Government Act (MGA) allows a municipality to require that a landowner/developer allocate and dedicate up to 10% of land being subdivided for purposes of providing public parks, as Municipal Reserve (MR).

Existing and Replacement Wetlands, Public Utility Lot (PUL), Surplus Lands and Municipal Reserve (MR) shall be provided generally as illustrated in Map 8. Lands labeled as Existing Wetlands (17.04 acres) are those lands identified as environmentally significant based on their wetland or habitat classification outlined in the Biophysical Impact Assessment completed for the ASP area. Replacement Wetlands (13.39 acres) refer to new wetlands that will be created to compensate for the loss of existing wetlands on the West Lands. Lands identified as PUL (21.26 acres) are lands that form part a stormwater management system to accommodate flows from surrounding lands and flows from the WestCreek development. The remaining 7.58 acres of Surplus Lands on the east property are provided as a donation to the Town of Strathmore. These lands will remain as open space and provide certainty that the East Lands will contain no urban development.

Municipal Reserve dedication on the West Lands will be in the form of community parks and linear open space, with a total of 6.15 acres. Municipal Reserve dedication on the East Lands will be in the form of open space, with a total of 6.72 acres. Total MR for the ASP area amounts to 12.87 acres, or 10.1% of net developable lands.

Policy

(1) At the time of subdivision of Phase 1, reserve dedication for the eastern lands, according to Map 8, will be implemented by the Town of Strathmore.

The following table outlines the analysis of Municipal Reserve for the WestCreek ASP area.

Municipal Reserve Analysis

	Hectares (+/-)	Acres (+/-)
Total ASP Area	78.10	192.99
Existing Wetlands (East)	6.90	17.04
Replacement Wetlands	5.41	13.39
Public Utility Lot	8.60	21.26
Surplus Lands	3.07	7.58
Municipal Reserve – Balance from West Lands	2.72	6.72
Net Developable Area	51.40	127.00 ⁽¹⁾
Total Municipal Reserve (10.1 % of Net Developable Area)	5.21	12.87⁽²⁾

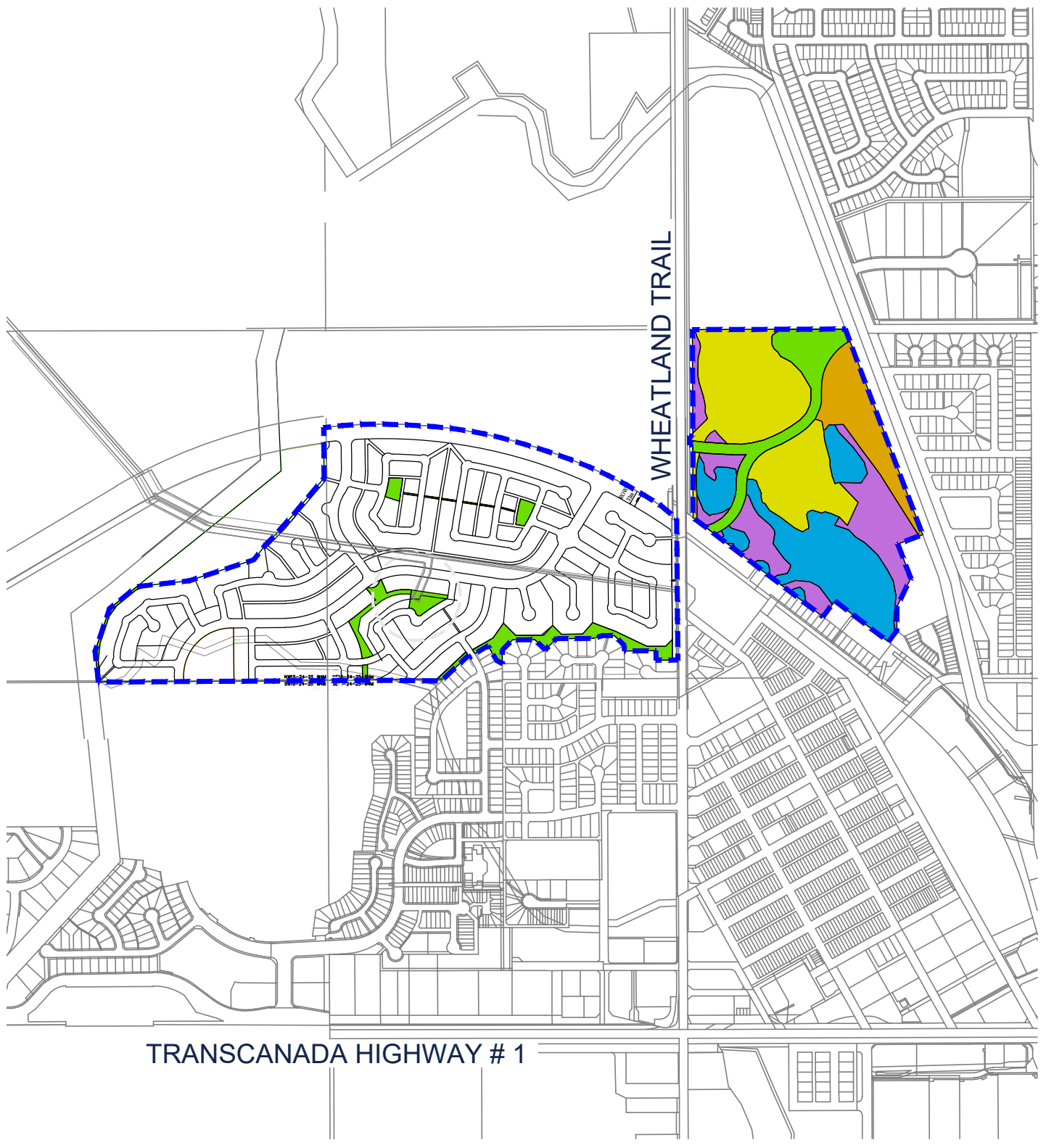
Notes:

(1) Net Developable Area is equal to the Total ASP Area minus Existing Wetlands (East), Replacement Wetlands, Public Utility Lot, Surplus Lands, and the Balance of Municipal Reserve land. (Net Developable Area is equal to the total West Lands area)

(2) Includes 6.15 acres of MR on West Lands and 6.72 acres of MR on East Lands

6.3.2 Policies

- (1) The areas for Public Utility Lots, Municipal Reserve, and Existing and Replacement Wetlands shall generally be in accordance with Map 9.
- (2) Municipal Reserve, Public Utility Lot, and Environmental Reserve shall be determined at the subdivision stage.



LEGEND:



ASP BOUNDARY



EXISTING WETLANDS



REPLACEMENT WETLANDS



PUBLIC UTILITY LOT



SURPLUS LANDS



MUNICIPAL RESERVE

WestCreek ASP



nts

MAP 8

RESERVE DEDICATION

AUGUST 2010

7.0 TRANSPORTATION POLICIES

7.1 EXTERNAL ROADWAYS

7.1.1 Purpose

The purpose of these policies is to support the roadway network accessing the ASP area as one that is functional, safe and efficient. Ultimately, a new arterial bounding the ASP lands to the north and residential connections from the south will provide access. This new arterial shall link with Wheatland Trail to the east and with a proposed north/south road to the west. Wheatland Trail is expected to carry a large percentage of the traffic from the ASP area to the rest of the Town of Strathmore while the proposed road to the west is expected to carry a large percentage of the commuter traffic to Calgary. Map 9 illustrates the Transportation Plan for the ASP area.

7.1.2 Policies

(1) Design

- a) Access to the ASP area shall be provided in accordance with the WestCreek Subdivision Traffic Impact Assessment and the Town of Strathmore Master Servicing Study as amended from time to time.
- b) The Province of Alberta (Alberta Transportation) and the Town of Strathmore shall approve the design of any intersections that provide access to the ASP area.
- c) Transportation Impact Assessments shall be required in conjunction with Conceptual Plans/Land Use Amendments at the developer's cost and to the Town's satisfaction to ensure that the roadways are appropriately designed to accommodate the projected traffic volumes and movements associated with the development.

(2) Wheatland Trail Right-of-Way

- a) The Wheatland Trail right-of-way shown on the Future Land Use Concept may be refined at a later date, and any surplus highway lands should be incorporated into the adjacent community design whenever possible.

(3) North Boundary Road (west lands)

- a) The new North Boundary Road arterial shall be designed to: accommodate future traffic volumes based on the densities and land uses proposed for this ASP; interconnect to adjacent communities to utilize existing infrastructure; and include right-of-way requirements.

- b) The alignment of the North Boundary Road shall enable a future connection across the Western Irrigation District lands.
- c) Direct driveway access from lots adjacent to the northern arterial shall be prohibited.
- d) Pedestrian movements shall be accommodated with the provision of sidewalks on the south side of the northern arterial and a pedestrian crossing at the intersection of the arterial and Wheatland Trail.

(4) Adjacent Residential Development

- a) At the discretion of the Town of Strathmore, mitigative measures for visual screening and sound attenuation for residential development adjacent to Wheatland Trail shall be resolved prior to subdivision approval and in consultation with the Town of Strathmore and Alberta Transportation.

(5) Phasing of Development

- a) Construction of the northern arterial road to access the ASP area from Wheatland Trail should begin in conjunction with the first phase of development. The first stage should, at a minimum, be constructed to the first access point to the west of Wheatland Trail.

7.2 INTERNAL ROAD NETWORK

7.2.1 Purpose

The purpose of these policies is to guide the provision of an internal road network within the area that balances vehicular, cyclist, and pedestrian traffic in a safe, efficient and balanced manner, whilst meeting appropriate design criteria. The internal network shall integrate into the existing road network in the area.

7.2.2 Policies

(1) Road Network Design

- a) The internal road network shall be designed to:
 - (i) Provide multiple roadway access points to/from the northern arterial road while still meeting setback distance criteria.
 - (ii) Limit trips to/from the existing residential areas to the south along Strathmore Lakes Way.

- (iii) Provide a minimum of one southwest - northeast higher category roadway to collect vehicular traffic from the residential areas and transport them to the arterial.
 - (iv) Provide for a future transit route that services the community.
 - (v) Create coordinated pedestrian systems utilizing pathways in the green areas and sidewalks set back from the edge of pavement within the road right-of-ways.
- b) Rear lot access for residences fronting roadways of Average Annual Daily Traffic greater than 5,000 vehicles per day shall be provided.

7.3 TRANSIT

7.3.1 Purpose

In the long term, transit services will enhance and improve mobility for greater Strathmore. These policies shall help guide development of ASP lands to effectively accommodate transit services.

7.3.2 Policies

- (1) Designation of roadways in the ASP area shall be identified for future transit routes in consultation with the Town of Strathmore.
- (2) Designated roadways shall be designed to accommodate a transit friendly environment; bus stop locations shall be conveniently placed for accessibility and safety.

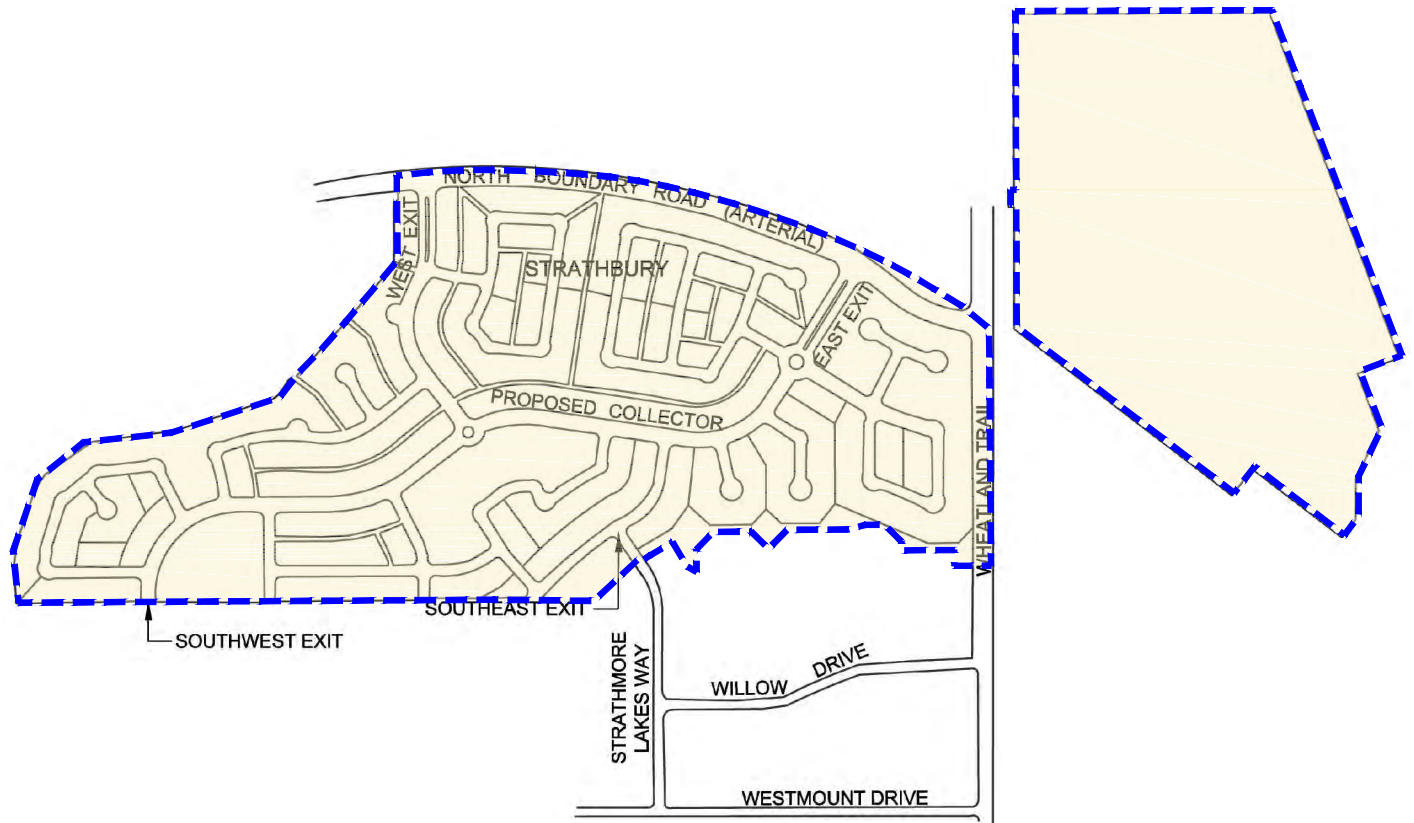
7.4 PEDESTRIAN AND CYCLIST ACCOMMODATION

7.4.1 Purpose

Appropriate transportation and community design can facilitate a physically active community and thus healthier lifestyles for its residents. These policies are designed to encourage an active community for the ASP lands.

7.4.2 Policies

- (1) Pathways should be designed to the latest geometric standards, and are to be examined within the ASP area on a detailed plan basis.
- (2) Sidewalks shall be constructed on both sides of residential local class streets.



LEGEND:



WestCreek ASP



MAP 9

TRANSPORTATION

AUGUST 2010

8.0 SERVICING POLICIES

8.1 UTILITY INFRASTRUCTURE

8.1.1 Purpose

The purpose of these policies is to ensure that adequate municipal utility infrastructure is provided to serve urban development throughout the community. Utilities should be constructed prior to or in conjunction with the first phase of development and rights-of-way and easements shall be provided to accommodate the extension of utility services through the development.

8.1.2 Servicing Policies

1. The WestCreek subdivision shall provide full residential utility servicing to the community via connections and upgrades to existing Town of Strathmore facilities.
2. The servicing strategy will provide complete residential servicing which is consistent with the standards of the Town of Strathmore and within the guidelines set out by Alberta Environment. During the design process, all provisions should be made to use the existing topography and surrounding facilities to minimize cost and future maintenance. Developer costs associated with the servicing of the subject lands will be in accordance with existing Town of Strathmore development policies.

8.1.3 Municipal Utilities Policies

1. Deep utility servicing shall be accomplished through piped systems for water, sanitary and stormwater utilities. The alignments shown on the figures included in this Area Structure Plan are at a conceptual level and are subject to change throughout the approval process. However, the final layout of any utilities shall be to the standards of the Town of Strathmore and conform to the approved construction drawings.
2. The information outlined in the Town of Strathmore's Master Servicing Study – Annexation 2006 shall be taken into consideration during the design process.
3. Any required right of ways or easements for the proposed utilities will be determined in conjunction with the Town.

8.1.4 Shallow Utilities Policies

1. The WestCreek community shall be provided with all major shallow utilities including gas, electricity, and telecommunications.

2. The location of the shallow utilities shall adhere to the Town of Strathmore's required line assignments and shall be protected by any easements and/or right of ways as deemed necessary by the Town.
3. The installation of shallow utilities and services will be done in accordance with current standards and at the sole cost of the developer.
4. Design of the shallow utility network shall aim to achieve a cost effective servicing plan which ties efficiently to the existing network while at the same time accommodating future developments.

8.2 WATER DISTRIBUTION SYSTEM

8.2.1 Purpose

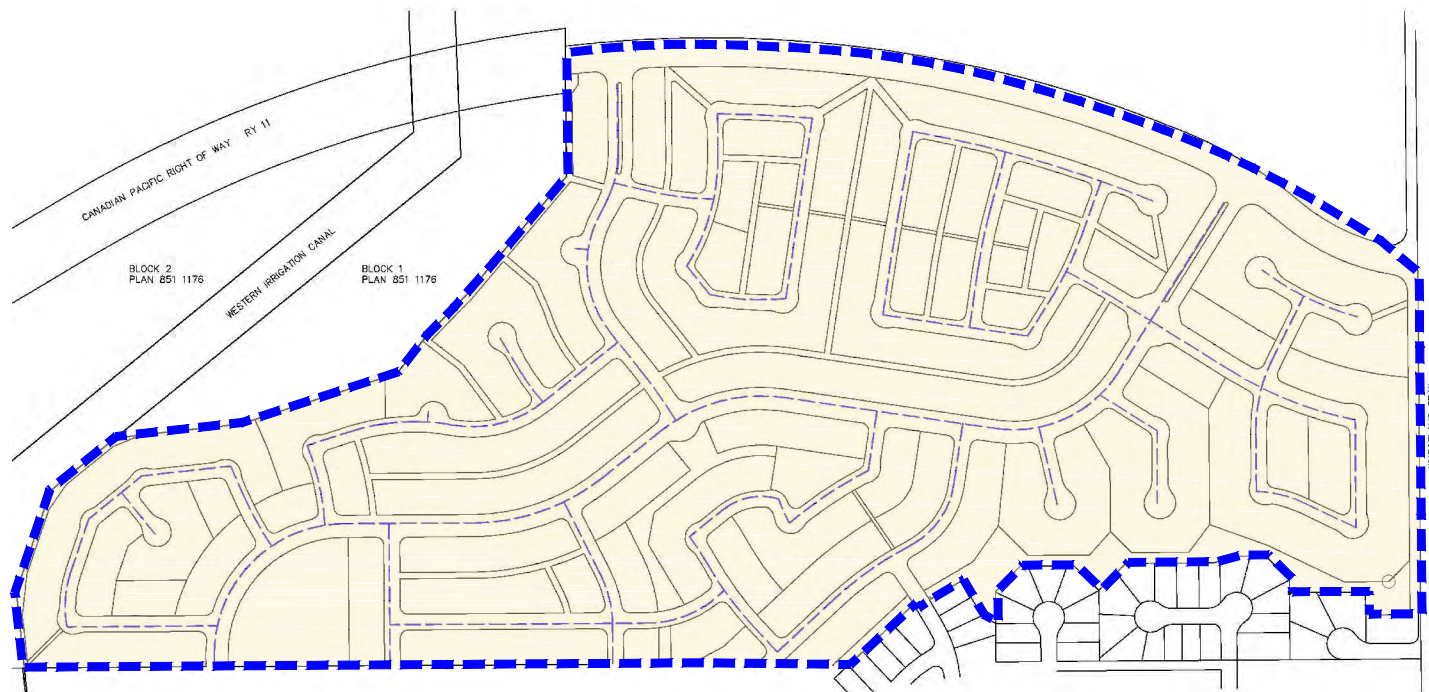
The purpose of these policies is to provide for a suitable water distribution system designed to serve the urban development needs throughout the ASP area.

8.2.2 Objective

The existing 'Strathmore Lakes' subdivision to the south of the proposed WestCreek development has taken into account the future servicing needs of the lands to the north and as such the necessary connections exist to adequately service the proposed WestCreek development. The water distribution network will be designed as a looped system and consideration will be given to the servicing of future lands by providing the necessary pipe sizing and water pressures at the future tie in points.

8.2.3 Water Distribution System Policies

1. The water distribution system for the proposed WestCreek development shall connect to the existing facilities in the area (Map10).
2. The water system shall ensure adequate service to the community for both residential requirements as well as the Town of Strathmore's fire suppression needs.
3. Any over-sizing of water mains for servicing of future lands shall be installed at the developer's expense with the proper cost recovery agreements in place.



LEGEND:



WestCreek ASP



MAP 10

WATER SYSTEM

AUGUST 2010

8.3 SANITARY SEWER SYSTEM

8.3.1 Purpose

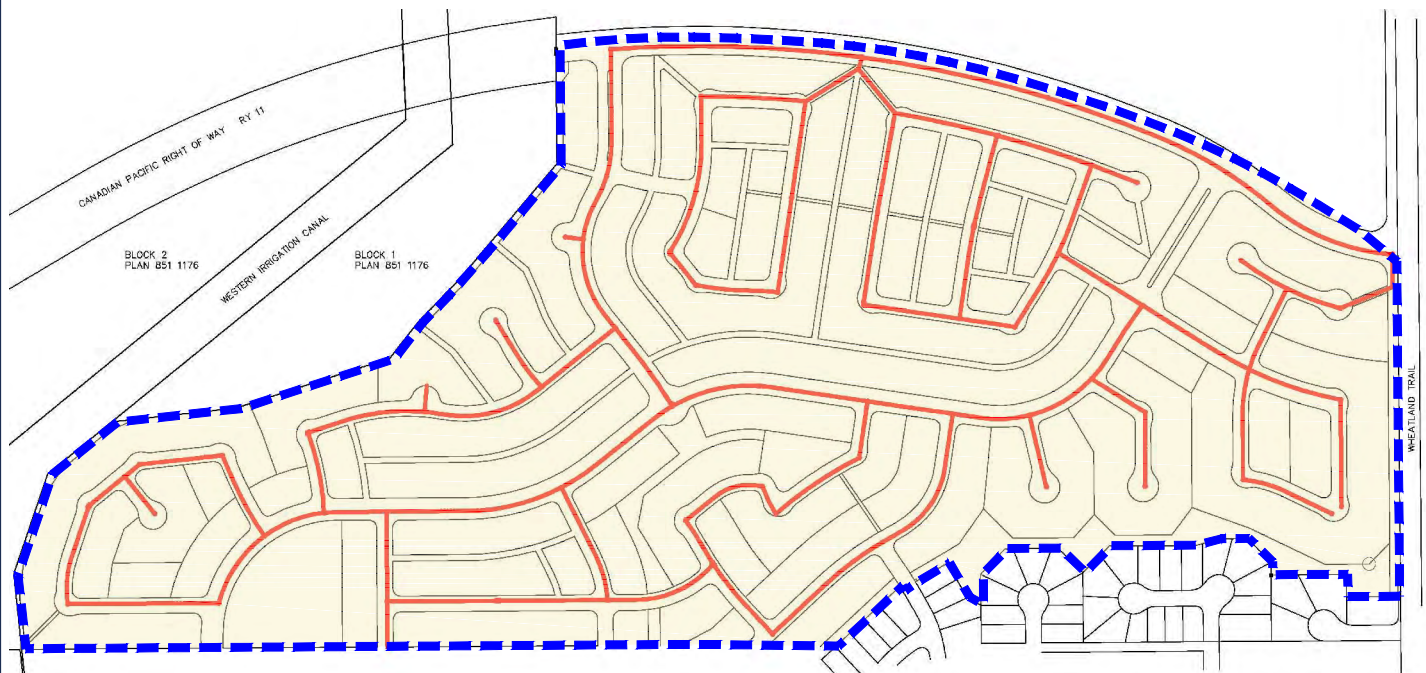
The purpose of these policies is to provide for a suitably designed sanitary sewer system to service the WestCreek development.

8.3.2 Objective

There are two existing sanitary trunks in the area surrounding the proposed development, the Orchard Trunk system and the North Downtown Trunk system. The Orchard Trunk system services most of the Westmount and Strathmore Lakes communities which are located directly south of the proposed WestCreek development. Based on the data in the Town of Strathmore's Master Servicing Study – Annexation 2006, there is very little remaining capacity to handle additional sewage flows in the Orchard Trunk system. The Downtown North Trunk system also has the capability to service the proposed WestCreek development. This trunk has considerably more capacity than the Orchard Trunk system and the objective of the proposed internal sanitary network is to design a gravity drain system which directs all sewage flows east with a tie in to the existing north-south main along the west side of Wheatland Trail (Map 11).

8.3.3 Sanitary Sewer System Policies

1. The proposed sanitary sewer network for the WestCreek development shall connect to the Town of Strathmore's existing sanitary facilities.
2. Although the piped system in the Strathmore Lakes subdivision has been adequately sized to accommodate additional flows from the proposed WestCreek development, upgrades to nearby lift station pumps will likely be required.
3. The final configuration of the wastewater collection system shall be determined during the engineering design stage.
4. Any over-sizing of sewer mains for servicing of future lands shall be installed at the developer's expense with the proper cost recovery agreements in place.



LEGEND:

 ASP AREA



WestCreek ASP



MAP 11

SANITARY SEWERS

AUGUST 2010

8.4 STORMWATER MANAGEMENT

8.4.1 Purpose

The purpose of these policies is to provide an overview of the stormwater management system that shall serve the ASP area.

8.4.2 Objective

Currently the West Lands contain wetland areas which are influenced by stormwater run-off from the surrounding lands. Due to the presence of these wetland areas and the fact that the site currently acts as a major part of the Town of Strathmore's overall storm water strategy, a comprehensive storm water management plan is required for the WestCreek development.

8.4.3 Overall Policies

1. A comprehensive stormwater management plan shall be prepared to the satisfaction of the Town of Strathmore.
2. The final configuration of the storm water collection system shall be determined during the engineering design stage and shall be consistent with the principles outlined in the Town of Strathmore's Master Servicing Study – Annexation 2006.
3. The proposed storm sewer system will be constructed according to the illustration in Map 12.

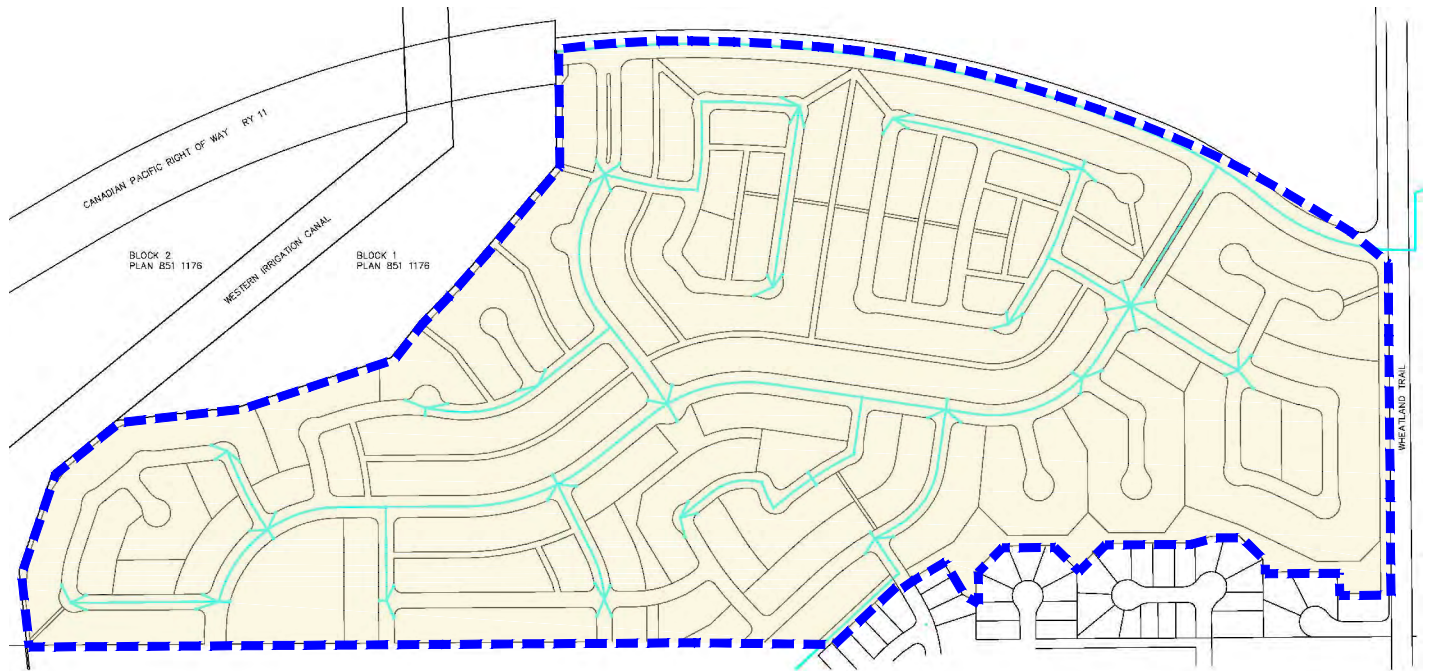
8.4.4 Policies

1. The minor storm water system for the WestCreek development shall be an internal piped network which shall direct flows to lands east of Wheatland Trail.
2. The sizing of the storm pipes will be determined based on a storm water analysis for the 1 in 5 year event.
3. In addition to the internal storm network, the WestCreek development shall also upgrade the existing Strathmore Lakes storm water facility with the installation of a new piped outlet system as the existing configuration will not adequately address the future storm water management needs of the Town.

8.4.5 Major Stormwater System Policies

1. The major system for the proposed development shall be designed to direct the flows generated during a 1:100 year storm.

2. A storm water analysis will be conducted on the proposed development site in order to determine the required storage capacities and flow rates.
3. As overland flows from major storm events will eventually be directed to lands east of Wheatland Trail, the design of the major storm system shall mitigate the deposition of sediment through the construction of forebays.
4. Best management practices will be used and proper erosion control measures shall be taken during and after construction.



LEGEND:

 ASP AREA



WestCreek ASP



MAP 12

STORM SEWER SYSTEM

AUGUST 2010

9.0 PHASING POLICIES

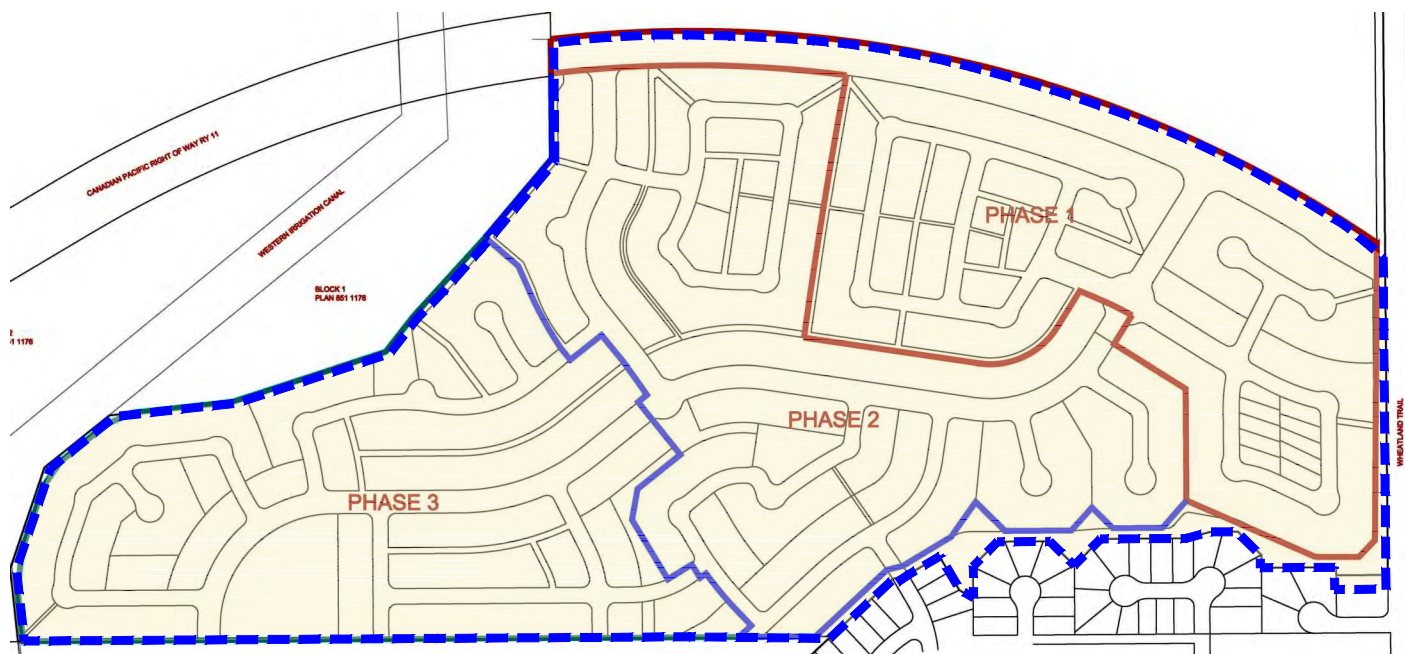
9.1 PHASING

9.1.1 Purpose

The purpose of these policies is to provide for the phasing of development in a logical manner in order to minimize infrastructure costs.

9.1.2 Phasing Policies

1. A phased approach shall be taken with regards to construction.
2. A phased development will ensure that construction takes places in a sequence which is cost effective and will also allow a gradual upgrade to the Town of Strathmore's infrastructure which in turn will minimize maintenance costs.
3. The WestCreek development shall have three proposed phases of development, as shown on Map13.
4. The timing of each phase will be dependent upon receiving approvals as well as on market conditions and demand.



LEGEND:

 ASP AREA



WestCreek ASP



MAP 13

PHASING PLAN

AUGUST 2010

10.0 IMPLEMENTATION

10.1 APPROVAL PROCESS

10.1.1 Purpose

These policies provide guidance to Town Council and Administration when making decisions upon land use and development applications within the boundary of this Area Structure Plan.

10.1.2 Roles and Responsibilities

- (1) Town Council shall:
 - (a) Adhere to the objectives and policies of the plan when making decisions on Land Use Bylaw amendments within the Plan Area; and
 - (b) Consider possible amendments to this Plan from time to time to respond appropriately to changing or unforeseen circumstances.
- (2) Town administrative staff shall be responsible for implementing planning and policy statements contained within this Plan.
- (3) The Planning and Development Department shall take the primary responsibility for the review of all land use, subdivision and development proposals and ensure the participation of relevant government agencies, private groups, businesses, and municipal departments during the review process.

10.1.3 Policies

- (1) Land Use Approval
 - (a) The Future Land Use Concept, Map 7, illustrates the specific land use districts for the ASP area, and shall direct future considerations of land use and subdivision. The timing and direction of development within the Plan area shall be determined primarily through the Subdivision Plan process, which establishes the detailed design and land use pattern for the subject site and enables subdivision and development to proceed.

11.0 PUBLIC CONSULTATION

WestCreek held two (2) Open Houses/meetings to gather input and receive feedback regarding their proposed development. The two Open Houses were held as follows:

1. April 18, 2007 – Strathmore West Landowners, Strathmore Civic Centre
2. June 23, 2008 – Public Open House, Strathmore Civic Centre



Request for Decision

To: Council

Staff Contact: Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Date Prepared: February 18, 2025

Meeting Date: April 2, 2025

SUBJECT: 2025 Water Reservoir Borrowing Bylaw No. 25-03

RECOMMENDATION: THAT Council give Second Reading to Bylaw No. 25-03, being the Water Reservoir Borrowing Bylaw.

THAT Council give Third and Final Reading to Bylaw No. 25-03, being the Water Reservoir Borrowing Bylaw.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Water is essential for life and, therefore, protecting its availability for future generations ensures that the Town is able to grow and thrive for generations to come.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

As the Town looks to optimize its operations and replace aging infrastructure, this project will see the Upgrade of the existing Wildflower Reservoir and the ultimate decommissioning of the Brentwood Reservoir.

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

Water is a finite resource with only so much available to the Town of Strathmore. Being responsible and efficient with the delivery and storage of that water is essential to minimizing the environmental impact.

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

As the life cycle of Brentwood Reservoir comes to an end, upgrades to the Wildflower Reservoir are required in order to decommission Brentwood Reservoir without having an impact on services. This includes upgrades to mechanical, electrical, and building at the Wildflower Reservoir, it also includes distribution upgrades in Maplewood, and finally the decommissioning of Brentwood Reservoir.

ORGANIZATIONAL:

N/A

OPERATIONAL:

The upgrades at Wildflower Reservoir will allow for sufficient capacity to operate as the sole drinking-water reservoir for the Town of Strathmore.

FINANCIAL:

The interest rate on a 25-year loan from the Government of Alberta is 5.23% as at February 19, 2025. This represents an annual debt servicing cost of approximately \$393,000 to the Town on a \$5,450,000 loan, of which the funds to repay the loan must be levied on taxpayers of the Municipality.

POLICY:

N/A

IMPLEMENTATION:

Once the Bylaw is approved, it is anticipated that the funds will be received by the Town in approximately September 2025 (i.e. to coincide with the majority of vendor payment obligations).

BACKGROUND:

Council approved the Town's 2025-2034 Capital Budget on December 4, 2024. Project #3211 Water Reservoir Upgrade in the amount of \$5,450,000 (2025: \$5,300,000; 2026: \$150,000) financed by debt sources was approved as part of this budget. This Bylaw is the official approval required by Council to direct Administration to take the steps required to obtain the financing.

Council held First Reading of the Bylaw on the January 22, 2025 Regular Council Meeting. The Bylaw was advertised in the February 26, March 2, and March 9 editions of the Strathmore Times, as well as in the utility inserts accompanying March utility billing. To date, no concerns or issues have been brought to the attention of Administration.

KEY ISSUE(S)/CONCEPT(S):

The cost of the upgrades exceed what is available to draw from Reserves, or to fund with incoming/expected grants. Borrowing Funds for the upgrades allows for all taxpayers, both current and future, to contribute to the cost.

DESIRED OUTCOMES:

The intent of the Borrowing Bylaw is to provide MGA-required approval from Council to Administration to obtain financing required to complete construction upgrades at the Wildflower Reservoir.

COMMUNICATIONS:

Following First Reading, the Bylaw was advertised in the February Utility Billing inserts sent to residents, as well as in the Strathmore Times newspaper from January 29th through February 26th.

ALTERNATIVE ACTIONS/MOTIONS:

Council may defer discussion on the Bylaw to a future Committee of the Whole Meeting.

ATTACHMENTS:

[Attachment I: 2025 Borrowing Bylaw - Construction of Wildflower Reservoir No. 25-03](#)

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Approved
- 27 Mar
2025

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 27 Mar
2025

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

Approved
- 27 Mar
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 27 Mar
2025

Kevin Scoble, Chief Administrative Officer

Approved
- 28 Mar
2025

BYLAW NO. 25-03
THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

THIS BYLAW AUTHORIZES THE COUNCIL OF THE TOWN OF STRATHMORE TO INCUR INDEBTEDNESS BY BORROWING IN THE AMOUNT OF \$5,450,000 FOR THE PURPOSE OF CONSTRUCTION OF UPGRADES TO THE WILDFLOWER RESERVOIR

WHEREAS, the Council of the Municipality has decided to issue a bylaw pursuant to Section 251 of the *Municipal Government Act* to authorize the financing of construction of upgrades to the Wildflower Reservoir and the total cost of the construction is estimated at \$5,450,000.

AND WHEREAS, in order to complete the construction, it will be necessary for the Municipality to borrow the sum of \$5,450,000 for a period not exceeding twenty-five (25) years, from a Canadian Chartered Bank or the Government of Alberta, by borrowing on the terms and conditions referred to in this bylaw;

AND WHEREAS the estimated lifespan of the construction financed under this bylaw is equal to, or more than, twenty-five years;

AND WHEREAS, the principal amount of the outstanding debt of the Municipality as of December 31, 2024 was \$13,942,000 and no part of the principal or interest is in arrears, and the borrowing of the amount authorized to be borrowed by this Bylaw will not cause The Town of Strathmore to exceed its debt limit;

NOW THEREFORE, The Council of the Town of Strathmore, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw may be cited as the "2025 Water Reservoir Borrowing Bylaw."

2. APPLICATION

- 2.1. That for the purpose of Construction of Upgrades to the Wildflower Reservoir, **The sum of five million four hundred fifty thousand (\$5,450,000)** to be borrowed from a Canadian Chartered Bank or The Government of Alberta on the credit and security of the

Municipality at large, of which the full sum of **five million four hundred fifty thousand (\$5,450,000)** is to be paid by the Municipality at large.

- 2.2. The Chief Administrative Officer or Designate of the Municipality is hereby authorized to borrow on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely 25-03 2025 WATER RESERVOIR BORROWING BYLAW.
- 2.3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely monthly, semi-annual, or annual equal payments of combined principal and interest installments not to exceed twenty-five (25) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of the borrowing, and not to exceed Five and a half (5.5%) percent.
- 2.4. The Municipality shall levy and raise taxes in each year municipal taxes sufficient to pay the indebtedness.
- 2.5. The indebtedness shall be contracted on the credit and security of the Municipality.
- 2.6. The net amount borrowed under this bylaw shall be applied only to the purchase specified in this bylaw.

3. EFFECTIVE DATE

- 3.1 This Bylaw shall come into full force and effect upon the date of third and final reading

READ A FIRST TIME this 22nd day of January, 2025

READ A SECOND TIME this ____ day of April, 2025

READ A THIRD AND FINAL TIME this ____ day of April, 2025

Mayor

Director of Strategic,
Administrative and Financial Services

CFWR 2025 EXECUTIVE SUMMARY

OUR IMPACT SINCE 1989

35,134

Jobs Created
or Maintained

\$38,848,708

in Loans

50,583

Business Coaching
Sessions

101,997

Client Services
Delivered

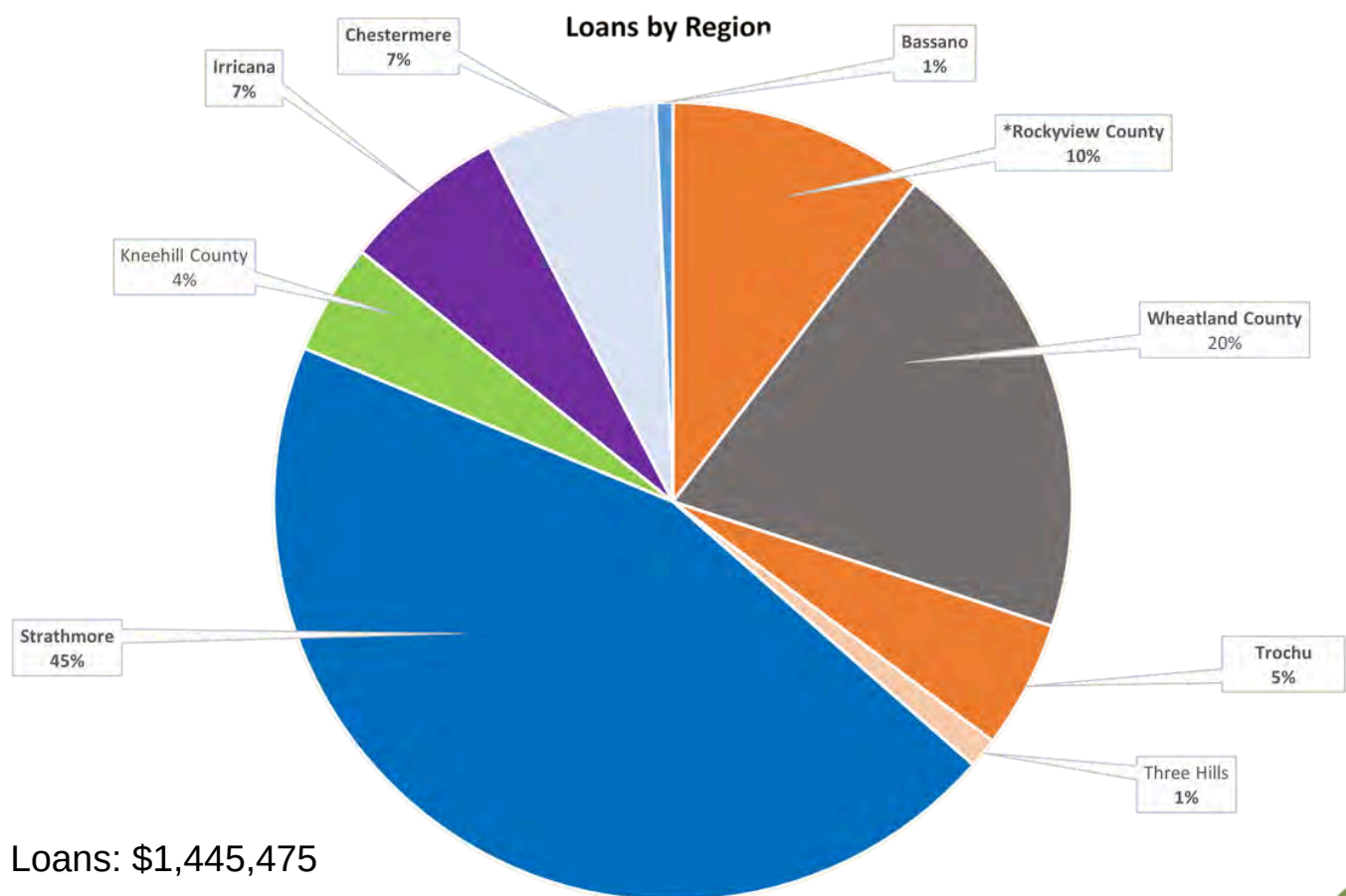
\$53,296,594

Leveraged Funds
into our Communities

19,493

Business Training
Sessions

THIS FISCAL APRIL 1, 2024 - FEBRUARY 28, 2025



Loans: \$1,445,475

Leveraged Funds: \$597,309

Entrepreneurs Trained: 562

CED Projects: 6

CFWR 2025 EXECUTIVE SUMMARY

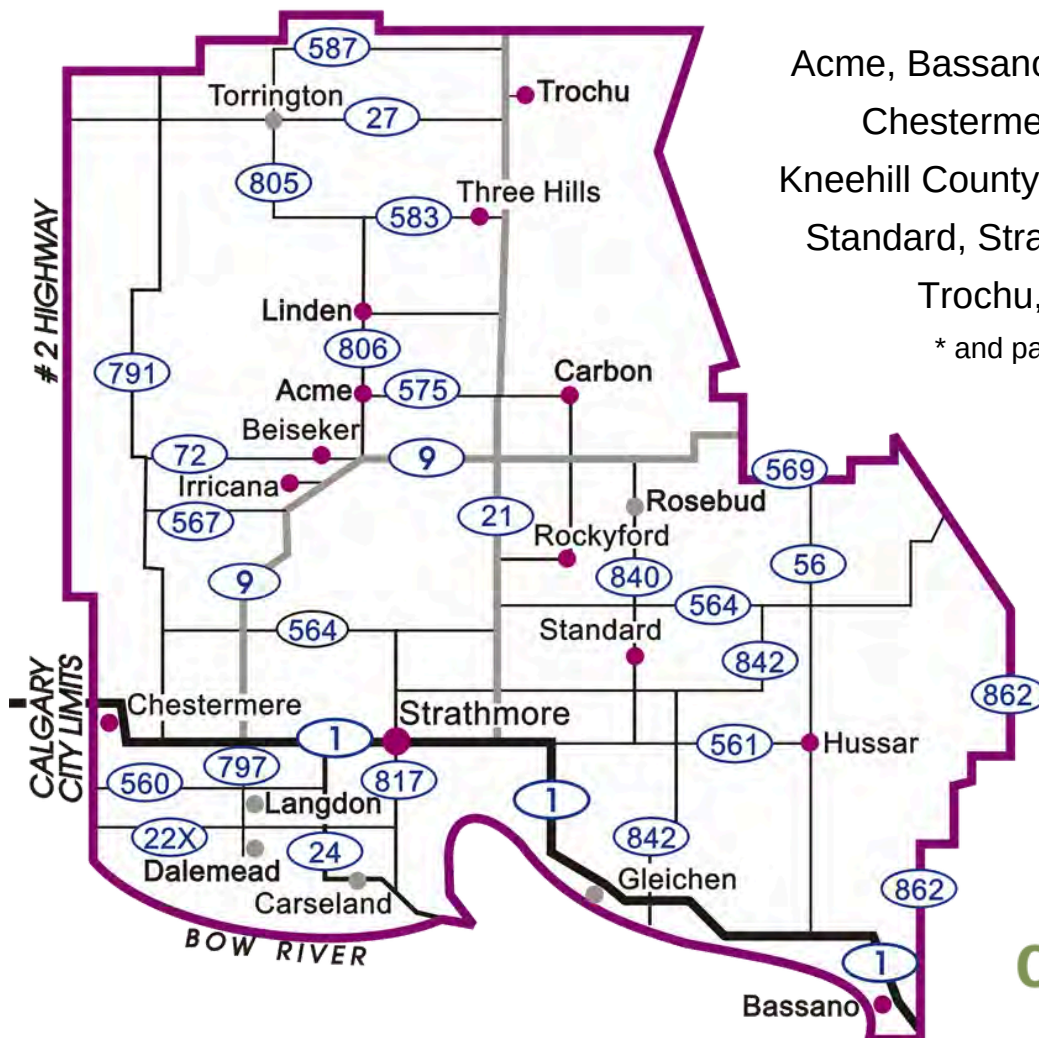
THIS MONTH FEBRUARY 2025

- Training Program offered: “Understanding and Supporting ADHD in the Workplace”
- Heart of the Community Campaign Update:
 - Total # of nominations: 81
 - Q2 Nominations open March 1
- CFWR facilitated SWCC Strategic Planning Session
- Revised Lending Policy Approved
- Lower Level Renovations underway



wildrose.albertacf.com

COMMUNITIES WE SERVE



Acme, Bassano, Beiseker, Carbon, Chestermere, Hussar, Irricana, Kneehill County, Linden, Rockyford, Standard, Strathmore, Three Hills, Trochu, Wheatland County.
* and parts of Rocky View County



MINUTES REGULAR MEETING OF THE COMMUNITY FUTURES WILD ROSE BOARD OF DIRECTORS

Held at the CFWR Office: Suite #101, 331 3rd Avenue, Strathmore, AB

At 7:00 pm on February 6, 2025

Municipality	Name	Present (X)
Acme	Rhonda Laking	X
Bassano	Mike Wetzstein	Regrets
Beiseker	Les Spurgeon	X
Carbon	Rose Jimmo	X
Chestermere	Janelle Sandboe	X
Hussar	Les Schultz	X
Irricana	Julie Sim	X
Kneehill County	Wade Christie	X
Linden	Flo Robinson	X
Rockyford	Leah Smith	X
Standard	Richard Bryan	X
Strathmore	Jason Montgomery	X
Three Hills	Dennis Hazelton	X
Trochu	Chris Armstrong	X
Wheatland County	Amber Link	X
Staff and Guests:		
Chantale Sangster	Executive Director	X
Trisha Breault	CED Coordinator	X

1. Call to Order

Amber Link called the meeting to order at 7:05 pm

2. Approval of Agenda :

Chantale requested the addition of 4. A. i. Blog Post and Closed Session CED Project

01-02-2025	Wade Christie	Motion to approve the February 6, 2025, agenda as amended. CARRIED.
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3. Consent Agenda:

- A.** Regular Meeting Minutes January 9, 2025 (see attached) Page 2
- B.** Meeting Minutes Personnel Committee Oct 3, 2024 (see attached) Page 6
- A.** Meeting Minutes IRC Committee Dec 11, 2024 (see attached) Page 7
- B.** Financial Variance Report – December 2024 (see attached) Page 11
- C.** Executive Directors Report (see attached) Page 14

02-02-2025	Jason Montgomery	Motion to approve the Consent Agenda as presented. CARRIED.
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4. Strategic Priorities:

A. Marketing and Awareness

- i. Blog Post

Presented as information

B. Collaboration & Partnerships

- i. International Women’s Day Luncheon (see attached) Page 15

Presented as information

C. Programs & Services

- i. Monthly Loan Report with Arrears

Loan #692R-0215

This client is currently behind on December’s 2024 payment and January’s 2025 payment for a total of \$1,118.45 + \$50 NSF + \$1,118.45 + \$50 NSF + \$35 registered letter fee = \$2,371.90. The IRC approved a deferral in payments for the months of February and March pending the sale of the business bay at the Jan. 29th meeting. The current closing date of the sale is March 10, 2025. If for any reason the sale does not go through, the client has been notified through a registered letter that the outstanding amount owing on the loan will be due on March 10th. Client must notify CFWR if the buyer requests an extension on the closing date. **\$115,919.91 Balance Owing**

Loan #850DY-0223

This client has a quick cash loan with CFWR which is current however their main loan is currently in arrears by approximately \$300 dollars. **\$42,815.64 Balance Owing**

03-02-2025	Flo Robinson	Motion to accept the Monthly Loan Report with Arrears. CARRIED.
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- ii. Loan Portfolio Report, January (see attached) Page 16

Our Loan portfolio currently at 16 loans valued at \$1,447,475. Primary sectors are Agriculture, Professional & Technical Services, Construction and Manufacturing followed by Transportation, then Foods and Other Services. There is currently 2.9 million in CFLIP and \$1,269,888.78 in the Investment Account. We have had 11 Loans pay out this year totalling \$736,333.

04-02-2025	Richard Bryan	Motion to accept the January Loan Portfolio Report. CARRIED.
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D. Resource Sustainability

- i. Lower-Level Renovations update

Presented as information

5. Other Business:

ii. Draft Revisions to the Lending Policy (see attached)

05-02-2025	Julie Sim	Motion to approve the revised Lending Policy with requested amendments. CARRIED.
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iii. Draft Succession Planning Policy (see attached)

Page 21

06-02-2025	Chris Armstrong	Motion to approve the revised Succession Planning Policy. CARRIED.
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iv. May 1, 2025, Board meeting update

07-02-2025	Les Spurgeon	Motion to reschedule the May Board meeting to May 22, 2025, and to move the March 6th meeting to March 13, 2025. CARRIED.
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v. 2025-2028 Strategic Planning Session (see attached)

Page 27

Presented as information

6. Closed Session: CED Project

08-02-2025	Amber Link	Motion to move into closed session at 7:45 pm. CARRIED.
09-02-2025	Amber Link	Motion to move out of closed session at 8:10 pm. CARRIED.

Date of Next meeting: March 13, 2025, at 7:00 PM, Community Futures Wild Rose office

Adjournment 8:11 pm

Amber Link, Board Chair

Vision: Community Futures Wild Rose creates thriving communities one business idea at a time.

Mission: We are the trusted leader fostering business development; leading the way to economic prosperity and diversity within our region.

WHEATLAND HOUSING MANAGEMENT BODY REGULAR MEETING February 20, 2025

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, February 20, 2025, at 7:00pm.

Board Members Present:

Wheatland County	G. Koester ~ <i>Board Chair</i>
Hospice Society	K. Clayton
Town of Strathmore	D. Peterson
Town of Strathmore	R. Wegener
Village of Hussar	L. Schultz
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
Wheatland County	R. Laursen
Wheatland County	D. Wakelam

Attendees Present:

CAO	V. Cook
Finance & HR Coordinator	C. Hickey ~ <i>Recording Secretary</i>
Social Housing Manager	R. Beveridge
Maintenance Supervisor	P. Neufeld
Resident Manager	C. Shworak

Absent:

Strathmore Lions Club	Member TBD
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Board Chair, **KOESTER**, called the meeting to order at 6:58PM.

Read Mission Statement & Vision Statement

Share a Moment of Silence in remembrance of WHMB Board Member, Len Voermans

Agenda Additions

F.2.c) New board member with signing authority

F.1.a) Move "Social Housing – Aged overdue receivable summary" from Consent Agenda for review and approval

RESOLUTION 45-02-01 Agenda

CLAYTON MOVED to approve the agenda; as amended.

- Carried Unanimously.

Consent Agenda

- Regular Board Meeting Minutes – January 16, 2025
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – December 2024 (*not year end*)
- Maintenance Reports – Lodge & Social Housing – January 2025
- Social Housing Report
- Resident Manager Report

**WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 20, 2025**

- CAO Report
- Committee Reports
 - Policy Committee – Closed Session
 - Building Committee – Closed Session

WAKELAM requests to remove “Regular Meeting Minutes ~ January 16, 2025” for review

**RESOLUTION 45-02-02
Consent Agenda**

PETERSON MOVED to approve the Consent Agenda; as amended.

- Carried Unanimously.

Minutes were requested by Wakelam to ask questions regarding previous meetings and business activity.

- *No corrections made to the “Regular Board Meeting Minutes – January 16, 2025” as this was a request for information and no motion for change was requested.*
- Advised to direct such requests as “Agenda Additions” earlier in meeting.
 - As agenda was already passed, Business Arising will need to be added to E.2.d)

Martin Gauthier requests for recorded vote

**RESOLUTION 45-02-03
Agenda Addition**

PETERSON MOVED to add “Business Arising” from minutes to Lodge Old Business E.2.d; regarding Hospice on Land Title.

- *Koester ~ Opposed*
- *Clayton ~ In Favor*
- *Peterson ~ In Favor*
- *Wegener ~ In Favor*
- *Schultz ~ In Favor*
- *Smith ~ Opposed*
- *Gauthier ~ Opposed*
- *Laursen ~ In Favor*
- *Wakelam ~ In Favor*
- Carried.

**RESOLUTION 45-02-04
Regular Meeting Minutes**

LAURSEN MOVED to approve the Regular Meeting Minutes ~ January 16, 2025, as presented.

- Carried Unanimously.

Old Business

Social Housing

**WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 20, 2025**

Lodge

Letter from Getz Collins & Associates – regarding establishing a “Reserve Fund”

- Vickey read letter aloud
- Discussions on reserve funds
- Discussions on hiring company to assist with Strategic Plan
- Discussions on adding it to WHMBs Strategic Plan and have the hired company incorporate Collins report

**RESOLUTION 45-02-05
Westview Consulting Ltd**

PETERSON MOVED that with the advice of Getz Collins & Associates, WHMB directs administration to contact Westview Consulting Ltd of Calgary with a request for proposal to do a reserve fund study and bring it back to the March 2025 Board Meeting; to be done prior to Strategic Plan.

- Carried Unanimously.

**RESOLUTION 45-02-06
Letter fr. Getz Collins &
Associations**

LAURSEN MOVED to accept the Letter from Getz Collins & Associates regarding establishing a “Reserve Fund” as information.

- Carried Unanimously.

Strategic Plan Quotes

- Email sent to all Board Members with 2 (two) Confidential PDF's
- Discussion and review

**RESOLUTION 45-02-07
Strategic Plan - Hire**

SMITH MOVED to accept Transitional Solutions Inc's (TSI) quote as presented regarding doing WHMBs Strategic Plan and to request Doug Lagore if available.

- Carried Unanimously.

Request to rescind motion – Resolution 44-05-07(sp)

- Action item regarding fact sheet from May 2025
- Not required and won't be completed

**RESOLUTION 45-02-08
Rescind Motion**

PETERSON MOVED to rescind motion 44-05-07(sp) per request.

- Carried Unanimously.

Agenda Addition

Business Arising

- Debbie Wakelam requested see original WHMB motion made to add Hospice to land title and for more information on this motion
- A motion was made by the Town of Strathmore council and their council meeting and is not a motion by WHMB
 - Hospice was wondering if they could have name on land title in order to borrow funds

**WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 20, 2025**

- Town of Strathmore said they would proceed to see if they can do this and is in process of figuring out. CAO of Town of Strathmore was given permission to look into. Is a work in progress
 - Upon figuring out, would have to be brought to WHMB.
 - It is up to the Town of Strathmore and is required to go through legal to ensure fairness to both entities.
- WHMB Board Chair was at this meeting, however was acting as a Hospice Board member and not representing WHMB.
 - In addition, there is no motion needed to the WHMB Board Chair/Spokesperson to speak on matters
- Currently, circumstance for the Hospice Society has changed
- When further information is available, Town of Strathmore will notify both WHMB and the Hospice Society for further review.

New Business

Social Housing

Aged Overdue Receivable

- Review of outstanding receivables from Social Housing
 - To move to Bad Debt/Uncollectable
 - Dependant of length of receivable

RESOLUTION 45-02-09
Aged Overdue Receivable

WEGENER MOVED to accept the Aged Overdue Receivable as presented.

- Carried Unanimously.

Lodge

Correspondence from MP Martin Shields

- Read and reviewed

RESOLUTION 45-02-10
MP Martin Shields

PETERSON MOVED the Correspondence from MP Martin Shields as information.

- Carried Unanimously.

Policy Discussion – Privacy of Zoom & Recording Board Meetings Policy

- Discussions on policy
 - If meeting should continue offering Zoom
 - If so, should be in camera; however, doesn't work well with internet connections out of town
 - If meetings should continue being recorded and uses of recordings after
- Discussions of amendments and to be brought back to next board meeting for review and approval

RESOLUTION 45-02-11
Meeting Recordings

GAUTHIER MOVED that, except by motion at the meeting, recordings are strictly for staff and to be deleted after meeting minutes have been approved by Board.

- Carried Unanimously.

**WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 20, 2025**

Agenda Addition

Signing Authority at RBC

- WHMB requires a new board member with signing authority
 - Preferably in town

**RESOLUTION 45-02-12
Signing Authority**

GAUTHIER MOVED to add Denise Peterson as signing authority to all Lodge and Social Housing accounts at RBC.

- Carried Unanimously.

Chair Report – verbal

- Attended 2 interviews for Member At Lodge
- Cheque signing
- Went to Standard to meet JL Lacoste who is running for MP at his request

**RESOLUTION 45-02-13
Chair Report**

KOESTER MOVED to accept the Chair Report as information.

- Carried Unanimously.

Action Plan

Governance Review – Incomplete Action Plan Update

- Annual report will be done after yearly audit is completed
- Send letters to municipalities that audit report will be uploaded to website for viewing within required time frame
 - How many years of audit reports should be left on website?

**RESOLUTION 45-02-14
Audit Report**

PETERSON MOVED to have administration write a letter to all municipalities informing them that our most recent audit report will be on website, along with previous 2 years, once audit is completed.

- Carried Unanimously.

Closed Session

- Personnel Committee ~ FOIP section 19(1)
- Building Committee ~ FOIP section 25(1)(b)

**RESOLUTION 45-02-15
Enter Closed Session**

PETERSON MOVED to enter closed session at 8:09PM.

- Carried Unanimously.

**RESOLUTION 45-02-16
Exit Closed Session**

PETERSON MOVED to exit closed session at 9:13PM.

- Carried Unanimously.

**WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 20, 2025**

**RESOLUTION 45-02-17
Succession Planning**

SMITH MOVED to accept the Succession Planning document as presented in camera on February 20, 2025, and that the document remain confidential as per FOIP Section 25.

- Carried Unanimously.

**RESOLUTION 45-02-18
Succession Planning
Policy**

GAUTHIER MOVED to direct the Policy Committee to create a Policy for Succession Planning and to have it prepared for the March 20, 2025, Board Meeting for further review.

- Carried Unanimously.

**RESOLUTION 45-02-19
FOIP 19(1)**

PETERSON MOVED to accept the letter regarding Personnel Committee FOIP 19(1) as information.

- Carried Unanimously.

Important Dates

Next Meeting Date

March 20, 2025

Following Meeting Dates

April 17, 2025

May 15, 2025

June 19, 2025

**RESOLUTION 45-02-19
Adjournment**

LAURSEN MOVED the meeting adjourn at 9:30PM.

- Carried Unanimously.

FOIP Sec. 17(1)

Chair

FOIP Sec. 17(1)

Recording Secretary



MINUTES OF THE WREMP ADVISORY COMMITTEE MEETING
March 13, 2025

Minutes of the WREMP Advisory Committee held at the Wheatland County Administration Office, on Thursday March 13, 2025 commencing at 1:30 P.M. with the following present:

Wheatland County	Scott Klassen, Deputy Reeve, Division 5 Councilor via Teams
Town of Strathmore	Richard Wegener, Councilor David Sturgeon, Fire Chief, DEM Mark Pretzlaff, Director, Community & Protective Services via Teams Eric Alexander, Deputy Fire Chief Sara Coutts, Regional Emergency Management Coordinator
AEMA	Peter Genereux, South Central Field Operators
City of Chestermere	Brent Paquette, Platoon Chief, DEM Karie Schultz, Chestermere Fire Admin Robert Schindler, Councilor Mike Fluker, Director of Community Operations Cody Zebedee, Fire Chief, DDEM
Village of Hussar	Liz Santerre, CAO , DEM Les Schultz, Mayor
Village of Standard	Larry Casey, Councilor
Village of Rockyford	Lori Miller, CAO, DEM Bill Goodfellow, Councilor
Recording Secretary:	Cindy Ramsay, Fire Prevention Officer, Wheatland County



MINUTES OF THE WREMP ADVISORY COMMITTEE MEETING March 13, 2025

Call to Order The Chair, R. Wegener called the meeting to order at 1:33 P.M.

1.0 Introductions Introductions were done and a brief summary of everyone's role in Emergency Management.

2.0 Confirmation of Agenda

L. Casey, Village of Standard, moved to accept the agenda as presented.
All in favor.

CARRIED

Councilor Schindler, City of Chestermere, updated the group on Alberta Health Services report on the measles outbreak and the impacts to Emergency Services. They will be implementing mandatory 2 week quarantine periods if exposed, as well as other precautions. AHS also stressed the importance of keeping immunizations up to date.

L. Schultz, Village of Hussar made a motion to accept the update as information.
All in favor.

CARRIED

3.0 Items from Administration

3.1.1 2025 Training Plan Review

- EM Coordinator recapped the completed and upcoming training sessions for 2025.

3.1.2 AIMS Alignment Details

- EM Coordinator recapped some key changes. Working on rewriting the Plan to adopt this new Provincially mandated AIMS system.
- Chief Surgeon, Town of Strathmore discussed setting up some training with the Villages and their Fire Departments so all the Fire Chiefs understand the changes.
- C. Ramsay, Wheatland County, will discuss with Training Advisor to include in the training meetings.

3.1.3 ESS Updated

- EM is prioritizing what needs to be done, and realigning plan to reflect AIMS.
- Relooking at agreements and prioritizing to establishing and solidifying agreements.
- City of Chestermere asked to solidify east or west for evacuation centers for lodging and resources.

3.2 Rewrite of WREMP Plan

3.2.1 S. Coutts, Town of Strathmore went over the process of reviewing the plan.

Step 1 – Drafting and Initial Review

- Regional EM Coordinator drafts and updates the plan

Step 2 – Internal Review

- Brief review with available DEMs, Joint WREMP Coordinators or selected personnel.

Step 3 – Agency Review

- Share plan with Agency member for feedback and revisions.



MINUTES OF THE WREMP ADVISORY COMMITTEE MEETING

March 13, 2025

Step 4 – Committee Review & Approval

- Finalized draft is presented to the Committee

Step 5 – Council Review & Approval

- Once approved by the committee, it is presented to councils for formal adoption.

3.2.2 Key Updates to the Plan:

- Cleaner Organization
- Plan Layout & Regional Components
- Purpose & Scope of Plan
- Improved Activation & Incident Management Processes

3.2.3 Additional Document Changes:

- Revamp the Partnership Agreement
- Revamp Regional Emergency Management Bylaws
 - Bylaws would need to be redone to align with AIMS.
 - It was recommended that changes to the Bylaw be brought forward after the municipal election in October
- Creation of full time Regional Emergency Management Coordinator
 - M. Fluker stressed the importance of having a full time EM Coordinator.
 - M. Pretzlaff discussed how costs would be split 3 ways and EM Coordinator would be an employee of the Town of Strathmore.
- Partnership Guiding Principles Approval
 - Outlines expectations of partners, roles and responsibilities, shared resources and financial contributions.
 - Tabled until the September meeting so partners can review and vote on next meeting.

3.3 Committee Roles and Responsibilities

3.3.1 Review & Approval

- Welcome package created which tells roles and responsibilities of committee members.
- Tabled until September meeting so members can review and vote on next meeting.

3.2.1 Contact List Review & Approval

- EM Coordinator shared a list of members and their contact information to review and edit.

3.4 Voyent Alert!

3.4.1 Voyent Alert! Report and Review

- EM Coordinator reviewed statistics of registered users for City of Chestermere, Town of Strathmore and Wheatland County.
- D. Sturgeon, Town of Strathmore updated group on differences between Alberta Emergency Alert (AEA) and Voyent, with the key difference being you have to sign up for Voyent to receive alerts. AEA is user friendly and reaches more individuals and the cost savings would be better spent elsewhere.
- Municipalities to review with their administration to make determination to keep or cancel.

3.5 Incident Management Team

3.5.1 IMT Overview & Establishment



**MINUTES OF THE WREMP ADVISORY COMMITTEE MEETING
March 13, 2025**

- Personnel that are working on an incident.
- IMT List Creation, Finalization, Overview and Welcome Packages to be rolled out to staff.
- Would like to see participation from all partners.
- Ensuring we have the right people in place and being knowledgeable of each area.
- Discussions with AEMA for AIMS overview.

3.6 CURRENT COUNCIL & RE-ELECTION CONSIDERATIONS

- Have committee review in and revisit in 2026 after municipal elections.
- All DEM's involved throughout so it is an easy transition for any new elected officials to understand.

4.0 ROUND TABLE

D. Sturgeon, Town of Strathmore, would like to see a finance workshop for spending is handled in an incident, setting up GL codes, etc.

M. Fluker, City of Chestermere stressed the importance of enabling our financial team to spend the money they need to spend in the event of a disaster.

All municipalities should have a standard procurement process.

M. Fluker would like to schedule a meeting as soon as possible to discuss EM Coordinator position.

5.0 ADJOURNMENT

Next Meeting Date set for September 11, 2025, at 1:30 P.M. to be held at the Wheatland County Office.

R. Wegener adjourned the meeting at 2:42 PM.

Chair – R. Wegener, Town of Strathmore

Recording Secretary, Cindy Ramsay, WHC

CONFIRMED MINUTES

Annual Organizational Meeting of the Town of Strathmore Library Board

Tuesday, January 28, 2025

7:00 p.m.

Strathmore Municipal Library Program Room

PRESENT:

Trustee Ann Horn, Chair

Trustee Melissa Langmaid, Vice Chair

Trustee Sunday Adeola, Treasurer

Trustee Caleigh Haworth, Secretary

Trustee Tammy Anderson

Trustee Taura Fox Walker

Trustee Ruth McCluskey

Trustee Marie Mortreuil

Trustee Lindsay Walker

Trustee Robyn Weinkauff

Director Rachel Dick Hughes

CALL TO ORDER

Trustee A. Horn called today's meeting to order at 7:10 p.m.

RESIGNATION OF TRUSTEE

Trustee R. McCluskey formally resigned from her position on the Town of Strathmore Library Board.

1. CONFIRMATION OF AGENDA

Moved by Trustee L. Walker

To approve the January 28, 2025, Town of Strathmore Library Board Annual Organizational Meeting agenda, as presented.

MOTION CARRIED

2. NOMINATIONS AND VOTING

See: Policy 1.1.2 – Duties of Officers

2.1. Chair

Moved by Trustee M. Langmaid

That Trustee A. Horn be nominated as Chair.

MOTION CARRIED

2.2. Vice-chair

Moved by Trustee M. Langmaid

That Trustee T. Fox Walker be nominated as Vice-chair.

MOTION CARRIED

2.3. Secretary

Moved by Trustee A. Horn

That Trustee C. Haworth be nominated as Secretary.

MOTION CARRIED

2.4. Treasurer

Moved by Trustee A. Horn

That Trustee S. Adeola be nominated as Treasurer.

MOTION CARRIED

2.5. Finance & Audit Committee Chair

Trustee S. Adeola confirmed as Finance & Audit Committee Chair.

2.6. Policy & Governance Committee Chair

Trustee M. Langmaid confirmed as Policy & Governance Committee Chair.

2.7. Strategy & Community Committee Chair

Trustee R. Weinkauff and Trustee L. Walker confirmed as Strategy & Community Committee Co-Chairs.

3. COMMITTEE APPOINTMENTS

3.1. Finance & Audit Committee

Trustee M. Mortreuil confirmed as member of the Finance & Audit Committee.

3.2. Policy & Governance Committee

Trustee A. Horn, Trustee C. Haworth, and Trustee T. Fox Walker confirmed as members of the Policy & Governance Committee.

3.3. Strategy & Community Committee

Trustee S. Adeola and Trustee T. Anderson confirmed as members of the Strategy & Community Committee.

4. ADJOURNMENT

Moved by Trustee A. Horn

To adjourn the meeting at 7:25 p.m.

MOTION CARRIED

NEXT REGULAR MEETING

Tuesday, January 28, 2025, following the adjournment of the Annual Organizational Meeting.

CONFIRMED MINUTES

**Emergency Budget Meeting
of the Town of Strathmore Library Board**

Monday, December 9, 2024

4:30 p.m.

Microsoft Teams Virtual Meeting

PRESENT:

Trustee Ann Horn, Chair
Trustee Melissa Langmaid, Vice Chair
Trustee Sunday Adeola, Treasurer
Trustee Tammy Anderson
Trustee Lindsay Walker
Trustee Robyn Weinkauff
Trustee Taura Fox Walker
Director Rachel Dick Hughes

ABSENT WITH NOTICE:

Trustee Caleigh Haworth, Secretary
Trustee Ruth McCluskey
Trustee Marie Mortreuil

CALL TO ORDER

Trustee A. Horn called today's meeting to order at 6:35 p.m.

MOTION

Moved by Trustee R. Weinkauff

To close the Library Mondays at 4:00 p.m. beginning January 2025.

MOTION CARRIED

MOTION

Moved by Trustee M. Langmaid

To close the Library on Saturdays of long weekends.

MOTION CARRIED

INFORMATION ONLY

- Cut Winging It back so that it runs as 8–10-week session, one age group at a time (Teens Jan–
- Mar: Kids Apr–Jun: etc) on Wednesday evenings.
- Reduce Flex Friday programming- particularly around long weekends.
- Capital Costs – Board fundraising that exceeds the budgeted amount will go into a capital
- reserve for technology, furniture, and equipment.
- Rachel will pursue training opportunities for staff with the Town of Strathmore.
- Trustee Langmaid will include a change to vacation allocation in the Personnel Policy in
- January.

MOTION

Moved by Trustee M. Langmaid

To approve the Budget for 2025 as amended.

MOTION CARRIED

ADJOURNMENT

Moved by Trustee T. Anderson

To adjourn the meeting at 9:10 p.m.

MOTION CARRIED

APPENDICES

A – Amended Budget 2025

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, January 28, 2025

After the adjournment of the Annual Organizational Meeting

Strathmore Municipal Library Program Room

PRESENT:

Trustee Ann Horn, Chair

Trustee Melissa Langmaid, Vice Chair

Trustee Sunday Adeola, Treasurer

Trustee Caleigh Haworth, Secretary

Trustee Tammy Anderson

Trustee Taura Fox Walker

Trustee Marie Mortreuil

Trustee Lindsay Walker

Trustee Robyn Weinkauff

Director Rachel Dick Hughes

1. CALL TO ORDER

Trustee A. Horn called today's meeting to order at 7:26 p.m.

2. CONFIRMATION OF AGENDA

Moved by Trustee M. Langmaid

To approve the January 28, 2025, Town of Strathmore Library Board Meeting agenda, as presented

MOTION CARRIED

3. CONFIRMATION OF MINUTES OF NOVEMBER 25, 2024 (Appendix A)

Moved by Trustee T. Fox Walker

To approve the November 25, 2024, Town of Strathmore Library Board Special Meeting minutes, as amended.

MOTION CARRIED

4. CONFIRMATION OF MINUTES DECEMBER 9, 2024 (Appendix B)

Moved by Trustee L. Walker

To approve the December 9, 2024, Town of Strathmore Library Board Emergency Budget Meeting minutes, as presented.

MOTION CARRIED

5. REPORTS

5.1. Director's Report (Appendix C) - Rachel Dick Hughes

5.2. Policy & Governance Committee Update - Strathmore Library Policy Manual

Section 5: Personnel (Appendix D) - Melissa Langmaid

Moved by Trustee C. Haworth

To approve the changes to the Strathmore Library Policy Manual, Section 5: Personnel, as presented.

MOTION CARRIED

6. NEW BUSINESS

6.1. 2024 Financial Review (Appendix E)

6.2. 2024 Notice to Reader

6.3. 2024 Annual Report to the Province (Appendix F and Appendix G)

Moved by Trustee M. Langmaid

To approve the 2024 Annual Report to the Province as amended.

MOTION CARRIED

- 6.4. What part of fundraising goes into savings (approval needed)

Moved by Trustee L. Walker

To amend the 2025 Budget that 5% of all donations and fundraising in budget lines 4100, 4200, 4500, and 4530 be moved into Reserves.

MOTION CARRIED

- 6.5. Budget - review of December draft (approval needed)

Moved by Trustee C. Haworth

To accept the 2025 Budget as amended.

MOTION CARRIED

- 6.6. Vacation allotment for Library Management (approval needed)

Moved by Trustee T. Fox Walker

To award a 2% wage increase to the Director of Library Services, effective January 6, 2025, and an increase in vacation allowance from four weeks to five weeks, effective May 1, 2025.

MOTION CARRIED

7. CLOSED MEETING

Moved by Trustee M. Langmaid

To go in-camera under FOIP section 27 at 9:09 p.m.

MOTION CARRIED

Moved by Trustee M. Langmaid to come out of in-camera at 9:17 p.m.

MOTION CARRIED

8. CALENDAR LOOK AHEAD

February

- Freedom to Read Week: February 23 - March 1

9. ADJOURNMENT

Moved by Trustee M. Mortreuil

To adjourn the meeting at 9:17 p.m.

MOTION CARRIED

NEXT REGULAR MEETING

February 18, 2025

APPENDICES

A – 11.25.2024_SpecialMeeting_UnconfirmedMinutes

B – 12.09.2024_EmergencyBudgetMeeting_UnconformedMinutes

D - Strathmore Library Policy Manual - Personnel Policy Revisions 2

C – 01-25 Director's Report

E – 2024 Draft Financials

F – Draft Annual Report 2024

G – Stat Comparison 2024 & 2023

FOIP Sec. 17(1)

CONFIRMED MINUTES

Special Meeting of the Town of Strathmore Library Board

Monday, November 25, 2024

4:30 p.m.

Strathmore Municipal Library Program Room

PRESENT:

Trustee Ann Horn, Chair
Trustee Melissa Langmaid, Vice Chair
Trustee Sunday Adeola, Treasurer
Trustee Caleigh Haworth, Secretary
Trustee Tammy Anderson
Trustee Ruth McCluskey
Trustee Lindsay Walker
Trustee Robyn Weinkauff
Trustee Taura Fox Walker
Director Rachel Dick Hughes

ABSENT WITH NOTICE:

Trustee Marie Mortreuil

CALL TO ORDER

Trustee A. Horn called today's meeting to order at 4:50 p.m.

1. BUDGET DISCUSSION

Moved by Trustee A. Horn

To go in-camera under FOIP section 23(1) at 4:53 p.m.

MOTION CARRIED

Moved by Trustee R. Weinkauff

To come out of in-camera at 6:15 p.m.

MOTION CARRIED

Moved by Trustee T. Fox Walker

To approve the letter to Mayor and Council as discussed in-camera.

MOTION CARRIED

2. CONFIRMATION OF MINUTES

Moved by Trustee M. Langmaid

To approve the November 19, 2024, Town of Strathmore Library Board Meeting minutes as presented.

MOTION CARRIED

3. ADJOURNMENT

Moved by Trustee M. Langmaid

To adjourn the meeting at 6:20 p.m.

MOTION CARRIED

Wheatland Housing Management Body



76 – Second Street
Strathmore, Alberta
T1P 1J8

Telephone – 403-934-3474
Fax – 403-934-4329

March 20, 2025

Town of Strathmore
1 Park Ln Dr
Strathmore AB T1P 1K2

Re: 2025 Wheatland Housing Management Body Deficit Requisition

Dear Sir or Madam:

On Behalf of the Board of Directors of the Wheatland Housing Management Body, I wish to submit the requisition requests, for WHMB totaling \$448,574.00 from the municipalities for 2024 deficit.

As in the past, the amount assessed to each contributing municipality is based on and proportionate to the 2025 Equalized Assessment Figures. Requisition calculations are shown below for all contributing municipalities. Please consider this the Management Bodies request pertaining to your municipalities' portion of the requisition.

Authorities	2025 Equalized Assessment	Percentage	Total 2024 Deficit Requisition Amount
Wheatland County	4,759,171,660	64.332%	\$288,578
Town of Strathmore	2,537,904,164	34.306%	\$153,889
Village of Rockyford	33,340,368	0.451%	\$2,022
Village of Standard	49,304,975	0.667%	\$2,990
Village of Hussar	18,056,996	0.244%	\$1,095
Total Amount	7,397,778,163	100.000%	\$448,574

If there are any questions or concerns regarding the Municipal Requisition, please feel free to contact. Thank you for your consideration.

Sincerely,

FOIP Sec. 17(1)

Glenn Koester, Board Chair

FOIP Sec. 17(1)

Wheatland Housing Management Body

FOIP Sec. 17(1)

Leah Smith, Vice Chair

FOIP Sec. 17(1)

Wheatland Housing Management Body

**WHEATLAND HOUSING MANAGEMENT BODY
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2024**

	Wheatland Lodge
	2024
OPERATING REVENUE	
Rent revenue	\$ 1,803,565
Municipal requisitions	438,543
Provincial grants	382,653
Interest revenue	66,176
Cable recovery	38,736
Laundry and user fees	34,749
Sundry revenue	24,400
Donation revenue	4,250
Utilities recovery	-
	<u>2,793,072</u>
EXPENDITURES	
Wages and employee benefits	1,690,267
Food and kitchen	376,629
Utilities	195,778
Repairs and maintenance (incl. roof costs)	585,487
Professional fees (incl. roof costs)	26,844
Cable	40,897
Security	11,845
Program supplies	24,786
Cleaning supplies	26,703
Office	21,876
Insurance	21,207
Travel and convention	6,588
Waste removal	12,354
Licenses and memberships	10,424
Telephone	7,497
Interest and bank charges	1,467
Advertising and gifts	-
Covid-19 prevention and direct costs	-
Bad debt	-
	<u>3,060,649</u>
Operating excess of revenue over expenses	<u>(267,577)</u>
CAPITAL	
Amortization of deferred contributions (Note 9)	70,959
Loss on disposal of asset	-
Amortization expense	(127,849)
Capital deficiency of revenue over expenses	<u>(56,890)</u>
NET EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ (324,467)</u>
Less:	
Municipal requisition	438,543
Roof Contribution from Municipalities	314,436
Estimated requisition	<u>\$ (448,574)</u>

WHEATLAND HOUSING MANAGEMENT BODY

Financial Statements

Year Ended December 31, 2024

WHEATLAND HOUSING MANAGEMENT BODY

Index to Financial Statements

Year Ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Board of Wheatland Housing Management Body:

Opinion

We have audited the financial statements of Wheatland Housing Management Body (the Management Body), which comprise the statement of financial position as at December 31, 2024, and the statement of operations and changes in net assets and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Wheatland Housing Management Body as at December 31, 2024, the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Management Body in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Management Body's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Management Body's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omission, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Management Body's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Management Body's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Management Body to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

FOIP Sec. 17(1)

Strathmore, Alberta
March 20, 2025

Gregory, Harriman & Associates LLP
Chartered Professional Accountants

**WHEATLAND HOUSING MANAGEMENT BODY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024**

	Wheatland Lodge	Social Housing	TOTAL	
	2024	2024	2024	2023
CURRENT ASSETS				
Cash (Note 3)	\$ 1,190,381	\$ 247,083	\$ 1,437,464	\$ 1,850,153
Accounts receivable	37,422	2,730	40,152	26,969
Goods and Services Tax receivable	57,311	-	57,311	33,324
Inventory	53,995	-	53,995	54,639
Prepaid expenses	-	32,502	32,502	27,649
Security deposits held	-	24,619	24,619	25,104
	<u>1,339,109</u>	<u>306,934</u>	<u>1,646,043</u>	<u>2,017,838</u>
PROPERTY AND EQUIPMENT (Note 4)	<u>3,372,499</u>	<u>14,309</u>	<u>3,386,808</u>	<u>3,223,998</u>
TOTAL ASSETS	<u><u>\$ 4,711,608</u></u>	<u><u>\$ 321,243</u></u>	<u><u>\$ 5,032,851</u></u>	<u><u>\$ 5,241,836</u></u>
CURRENT LIABILITIES				
Accounts payable and accrued liabilities (Note 5)	\$ 319,398	\$ 56,904	\$ 376,302	\$ 432,511
Direct rent advances (Note 6)	-	60,000	60,000	60,000
Deferred revenue (Note 7)	-	150,460	150,460	40,416
Security deposits payable	-	22,370	22,370	23,521
	<u>319,398</u>	<u>289,734</u>	<u>609,132</u>	<u>556,448</u>
OPERATING RESERVE FUND PAYABLE (Note 8)	-	17,200	17,200	17,200
UNAMORTIZED EXTERNAL CONTRIBUTIONS (Note 9)	<u>1,456,229</u>	-	<u>1,456,229</u>	<u>1,392,400</u>
	<u>1,775,627</u>	<u>306,934</u>	<u>2,082,561</u>	<u>1,966,048</u>
NET ASSETS				
Unrestricted	1,019,712	-	1,019,712	1,139,108
Internally restricted funds (Note 10)	-	-	-	305,083
Invested in property and equipment	<u>1,916,269</u>	<u>14,309</u>	<u>1,930,578</u>	<u>1,831,597</u>
	<u>2,935,981</u>	<u>14,309</u>	<u>2,950,290</u>	<u>3,275,788</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 4,711,608</u></u>	<u><u>\$ 321,243</u></u>	<u><u>\$ 5,032,851</u></u>	<u><u>\$ 5,241,836</u></u>

FOIP Sec. 17(1)

APPROVED ON BEHALF OF THE BOARD:

Director

FOIP Sec. 17(1)

Director

**WHEATLAND HOUSING MANAGEMENT BODY
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2024**

	Wheatland Lodge	Social Housing	TOTAL	
	2024	2024	2024	2023
OPERATING REVENUE				
Rent revenue	\$ 1,803,565	\$ 640,987	\$ 2,444,552	\$ 2,294,808
Provincial grants	382,653	251,554	634,207	423,084
Municipal requisitions	438,543	-	438,543	572,792
Interest revenue	66,176	17,605	83,781	101,717
Cable recovery	38,736	20,480	59,216	57,133
Sundry revenue	24,400	25,435	49,835	42,802
Laundry and user fees	34,749	6,640	41,389	40,379
Utilities recovery	-	13,114	13,114	38,675
Donation revenue	4,250	-	4,250	16,252
	<u>2,793,072</u>	<u>975,815</u>	<u>3,768,887</u>	<u>3,587,642</u>
EXPENDITURES				
Wages and employee benefits	1,690,267	331,320	2,021,587	1,921,964
Repairs and maintenance	585,487	257,918	843,405	325,909
Utilities	195,778	230,757	426,535	423,050
Food and kitchen	376,629	-	376,629	364,710
Security	11,845	90,759	102,604	54,024
Cleaning supplies	26,703	21,769	48,472	47,559
Cable	40,897	-	40,897	39,646
Professional fees	26,844	11,000	37,844	47,424
Office	21,876	7,247	29,123	32,682
Program supplies	24,786	1,718	26,504	38,281
Insurance	21,207	2,890	24,097	23,051
Waste removal	12,354	9,603	21,957	26,092
Licenses and memberships	10,424	4,957	15,381	12,372
Travel and convention	6,588	3,378	9,966	19,851
Telephone	7,497	-	7,497	7,874
Interest and bank charges	1,467	1,037	2,504	3,132
Bad debt	-	1,462	1,462	1,408
	<u>3,060,649</u>	<u>975,815</u>	<u>4,036,464</u>	<u>3,389,281</u>
Operating excess of revenue over expenses	<u>(267,577)</u>	<u>-</u>	<u>(267,577)</u>	<u>198,361</u>
CAPITAL				
Amortization of deferred contributions (Note 9)	70,959	-	70,959	75,297
Loss on disposal of asset	-	-	-	(1,363)
Amortization expense	(127,849)	(1,031)	(128,880)	(139,199)
Capital deficiency of revenue over expenses	<u>(56,890)</u>	<u>(1,031)</u>	<u>(57,921)</u>	<u>(65,265)</u>
NET EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ (324,467)</u>	<u>\$ (1,031)</u>	<u>\$ (325,498)</u>	<u>\$ 133,096</u>

The accompanying notes form an integral part of these financial statements.

WHEATLAND HOUSING MANAGEMENT BODY
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2024

	2024		2024		2024	2023
	Unrestricted	Restricted	Invested in Property & Equipment		Total	Total
NET ASSETS, beginning of year	\$ 1,139,108	\$ 305,083	\$ 1,831,597		\$ 3,275,788	\$ 3,142,692
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(325,498)	-	-		(325,498)	133,096
INVESTED IN PROPERTY AND EQUIPMENT	(98,981)	-	98,981		-	-
INTERFUND TRANSFERS	305,083	(305,083)	-		-	-
NET ASSETS, end of year	\$ 1,019,712	\$ -	\$ 1,930,578		\$ 2,950,289	\$ 3,275,788

The accompanying notes form an integral part of these financial statements.

WHEATLAND HOUSING MANAGEMENT BODY
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2024

OPERATING ACTIVITIES	<u>2024</u>	<u>2023</u>
Cash provided (used) by operations		
Excess of revenue over expenditures	\$ (325,498)	\$ 133,096
Add non-working capital changes		
Loss on capital assets	-	1,363
Amortization expense	128,880	139,199
Amortization of deferred contributions	(70,959)	(75,297)
	<u>(267,577)</u>	<u>198,361</u>
Net change in non-cash working capital components		
Decrease (increase) in accounts receivable	(13,183)	(25,845)
Decrease (increase) in Goods and Services Tax receivable	(23,987)	(10,749)
Decrease (increase) in inventory	644	250
Decrease (increase) in prepaid expenses	(4,853)	(746)
Increase (decrease) in accounts payable and accrued liabilities	(56,208)	51,797
Decrease (increase) in security deposits held	485	(1,383)
Increase (decrease) in security deposits payable	(1,152)	228
Increase (decrease) in deferred revenue	110,044	23,239
	<u>11,790</u>	<u>36,791</u>
Cash provided (used) by operations	<u>(255,787)</u>	<u>235,152</u>
INVESTING ACTIVITIES		
Additions to property and equipment	(291,690)	(275,070)
Additions to unamortized external contributions	134,788	-
Cash provided (used) by investing	<u>(156,902)</u>	<u>(275,070)</u>
Net cash increase (decrease) during the year	(412,689)	(39,918)
Cash, beginning of the year	<u>1,850,153</u>	<u>1,890,071</u>
Cash, end of the year	<u>\$ 1,437,464</u>	<u>\$ 1,850,153</u>

The accompanying notes form an integral part of these financial statements.

WHEATLAND HOUSING MANAGEMENT BODY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

1) Purpose of the Organization

Wheatland Housing Management Body ("The Management Body") is an organization operating and managing social programs aimed at providing affordable housing to low-income Alberta residents who are the most in need. The organization is established as a management body by the provincial ministerial order and is governed by the Alberta Housing Act and its regulations. The management body is a registered Canadian charitable organization operating senior and social housing.

2) Significant Accounting Policies and Reporting Practices

A. Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

B. Basis of Accounting

Wheatland Housing Management Body follows the deferral method of accounting for contributions.

C. Revenue Recognition

Unrestricted contributions are recognized as revenue in the year received, or receivable.

Externally restricted non-capital contributions are deferred and recognized as revenue in the year when the related expenses are incurred.

Externally restricted capital contributions are recorded as deferred capital contributions until the amount is invested in capital assets. Amounts invested representing externally funded capital assets are then transferred to unamortized external capital contributions.

Unamortized external capital contributions are recognized in the periods in which the related amortization expense of the funded capital asset is recorded.

Unrestricted investment income is recognized in the year it is earned.

Donations and contributions in kind are recorded at fair value when such value can reasonably be determined.

D. Inventory

Inventory includes food, supplies and linens and is measured at the lower of cost and replacement value. Cost is determined using the first-in, first-out method.

E. Property and Equipment

Property and equipment are stated at cost or deemed cost less accumulated amortization. Contributed property and equipment are recorded at fair market value at the date of contribution.

Property and equipment are amortized over their useful lives on a declining balance basis at the following rates:

Vehicles	30%
Furniture and equipment	20%
Building	5%
Leasehold improvements	5%
Land improvements	5%

The half year rule is in effect in the year of acquisition. No amortization is taken in the year of disposition.

continues ...

WHEATLAND HOUSING MANAGEMENT BODY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

2) Significant Accounting Policies and Reporting Practices *(continued)*

F. Income Taxes

As a registered not-for-profit organization, the organization is exempt from paying income taxes under Section 149(1)(f) of the Income Tax Act.

G. Government Assistance

Funding to finance operating expenses is provided by Municipal Requisitions and the Province of Alberta. The funding is recorded as revenue when earned in the Statement of Operations.

H. Contributed Assets

Senior self-contained and social housing projects capital assets are owned by Alberta Seniors and Housing.

Due to the difficulty of determining the fair value, contributed assets and related expenses, are not recognized in the financial statements, unless otherwise noted.

I. Contributed Services

The Lodge operation is exempt from paying municipal property tax.

Volunteers contribute an undeterminable number of hours each year to assist the organization in carrying out its service delivery activities.

Due to the difficulty in determining the fair value, contributed services are not recognized in the financial statements.

J. Financial Instruments

The organization initially measures its financial assets and financial liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized cost except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

3) Cash

	<u>2024</u>	<u>2023</u>
Lodge		
Bank	\$ 1,145,648	\$ 1,610,973
Due from Social Housing	42,411	30,994
Petty cash	1,536	1,867
Chinook Credit Union Ltd. - common shares	786	748
	<u>\$ 1,190,381</u>	<u>\$ 1,644,582</u>
 Social Housing		
Bank	\$ 289,494	\$ 236,565
Due to Lodge	(42,411)	(30,994)
	<u>\$ 247,083</u>	<u>\$ 205,571</u>
	<u><u>\$ 1,437,464</u></u>	<u><u>\$ 1,850,153</u></u>

The Management Body holds funds that are restricted in use and are to be utilized as funding for specific projects. Since these projects have not been completed for which the funding has been realized, \$41,114 is not available for general use.

WHEATLAND HOUSING MANAGEMENT BODY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

4) Property and Equipment

	<u>2024</u>		<u>2023</u>
	Cost	Accumulated Amortization	Net Book Value
Land	\$ 76,490	\$ -	\$ 76,490
Vehicles	105,624	93,914	16,728
Furniture and equipment	672,366	611,743	75,778
Buildings	7,308,631	4,103,616	3,020,297
Leasehold improvements	19,947	7,045	13,581
Land improvements	81,960	61,892	21,124
	<u>\$ 8,265,018</u>	<u>\$ 4,878,210</u>	<u>\$ 3,386,808</u>
			<u>\$ 3,223,998</u>

5) Accounts Payable and Accrued Liabilities

	<u>2024</u>	<u>2023</u>
Lodge		
Payroll accrued liabilities	\$ 241,927	\$ 221,110
Trade accounts payable and accrued liabilities	77,471	93,175
	<u>\$ 319,398</u>	<u>\$ 314,285</u>
Social Housing		
Trade accounts payable and accrued liabilities	\$ 56,904	\$ 29,922
Due to Senior Housing Alberta Corp.	-	88,304
	<u>56,904</u>	<u>118,226</u>
	<u>\$ 376,302</u>	<u>\$ 432,511</u>

6) Direct Rent Advances

Direct rent advances consists of funds received from Alberta Seniors, Housing Divisions for operating expenses. Should these funds be utilized, they are required to be replenished by Wheatland Housing Management Body - Social Housing. This balance is recallable on demand by Alberta Seniors and Housing.

	<u>2024</u>	<u>2023</u>
Direct rent advances	<u>\$ 60,000</u>	<u>\$ 60,000</u>

**WHEATLAND HOUSING MANAGEMENT BODY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

7) Deferred Revenue

	2023	Increases	Decreases	2024
Deferred operating reserve funds	\$ 21,250	\$ 109,345	\$ -	\$ 130,595
Rent supplement	19,166	\$ 350,166	349,468	19,865
	<u>\$ 40,416</u>	<u>\$ 459,511</u>	<u>\$ 349,468</u>	<u>\$ 150,460</u>

8) Operating Reserve Fund Payable

Alberta Seniors and Housing has provided \$202.35 per unit for 85 units to Social Housing as an operating reserve fund. These funds are to be used in an emergency situation.

9) Unamortized External Capital Contributions

	2023	Increases	Decreases	2024
Building	\$ 780,995	\$ -	\$ 39,050	\$ 741,945
Sprinkler system	514,133	-	25,707	488,426
CMHC seed funds	-	134,788	-	134,788
Call bell system	91,918	-	4,596	87,322
Activity van	5,354	-	1,606	3,748
	<u>\$ 1,392,400</u>	<u>\$ 134,788</u>	<u>\$ 70,959</u>	<u>\$ 1,456,229</u>

The unamortized capital contributions will be recognized in revenue as the related amortization expense for the capital addition is incurred. An amount of \$70,959 (2023 - \$75,297), which represents the current year amortization on these projects, has been recognized as income in the current year.

10) Internally Restricted Funds

	2023	Increases	Decreases	2024
Restricted capital reserve	\$ 305,083	\$ -	\$ 305,083	\$ -
	<u>\$ 305,083</u>	<u>\$ -</u>	<u>\$ 305,083</u>	<u>\$ -</u>

**WHEATLAND HOUSING MANAGEMENT BODY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

11) Financial Instruments

The organization's financial instruments consist of: cash, accounts receivable, security deposits held, accounts payable and accrued liabilities, direct rent advances, security deposits payable and operating reserve fund payable. The risks attached to these financial instruments are as follows:

Credit Risk

Credit risk arises from the possibility that the entities to which the organization provides services may experience financial difficulty and be unable to fulfill their obligations. The organization is exposed to financial risk that arises from the credit quality of the entities to which it provides services. As the organization provides services to a variety of customers, its credit risk is minimized.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risk from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk from the return on its investments. The organization manages its investment portfolio on the basis of its cash requirements and to optimize its interest income.

Fair Value

The fair values of cash, accounts receivable, security deposits held, accounts payable and accrued liabilities, direct rent advances and security deposits payable correspond closely to their carrying amount because of their short-term maturity dates.

Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

The organization manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

Trade accounts payable and accrued liabilities are generally repaid within 30 days.

12) Comparative Figures

Some of the comparative figures have been reclassified to conform to the current year's presentation.