

AGENDA
REGULAR COUNCIL MEETING
Wednesday, January 22, 2025 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Page

1. CALL TO ORDER

Traditional Land Acknowledgement for the First Meeting in January (Monstoyii)

2. CONFIRMATION OF AGENDA

3. CLOSED MEETING

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)

4. PUBLIC HEARING

5. PUBLIC COMMENTS

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

6. DELEGATIONS

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

7. CONSENT AGENDA

8.1 Regular Council Meeting Minutes – December 11, 2024

8.2 Special Council Meeting Minutes – January 15, 2025

9.2 2025 FCSS Advisory Board – Family & Community Support Services Grant Program

11.2.1 Strathmore Library Board Regular Meeting Minutes – September 17, 2024

11.2.2 Strathmore Library Board Regular Meeting Minutes – October 15, 2024

11.2.3 Strathmore Library Board Regular Meeting Minutes – November 19, 2024

12.1 Letter from the Village of Hussar – Organizational Meeting– October 22, 2024

8. CONFIRMATION OF MINUTES

8.1. Regular Council Meeting Minutes – December 11, 2024

[Agenda Item - AIR-24-263 - Pdf](#)

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8.2. Special Council Meeting Minutes – January 15, 2025

[Agenda Item - AIR-25-011 - Pdf](#)

15 - 19

9. BUSINESS

9.1. Geographic Information Systems (GIS) – 2025 Public Web Map Launch and

20 - 31

Economic Development Dashboards

[Agenda Item - AIR-24-232 - Pdf](#)

- 9.2. 2025 FCSS Advisory Board – Family & Community Support Services Grant Program 32 - 73

[Agenda Item - AIR-25-004 - Pdf](#)

10. BYLAWS

- 10.1. 2025 Operating Expenditures Line of Credit Borrowing Bylaw No. 25-01 74 - 80

[Agenda Item - AIR-24-264 - Pdf](#)

- 10.2. 2025 Supplementary Assessment Bylaw No. 25-02 81 - 87

[Agenda Item - AIR-24-265 - Pdf](#)

- 10.3. 2025 Water Reservoir Borrowing Bylaw No. 25-03 88 - 93

[Agenda Item - AIR-25-002 - Pdf](#)

11. COUNCILLOR INFORMATION & INQUIRIES

- 11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

- 11.2. BOARD AND COMMITTEE REPORTS

- 11.2.1. Strathmore Library Board Regular Meeting Minutes – September 17, 2024 94 - 97

[Strathmore Library Board Regular Meeting Minutes – September 17, 2024](#)

- 11.2.2. Strathmore Library Board Regular Meeting Minutes – October 15, 2024 98 - 100

[Strathmore Library Board Regular Meeting Minutes – October 15, 2024](#)

- 11.2.3. Strathmore Library Board Regular Meeting Minutes – November 19, 2024 101 - 104

[Strathmore Library Board Regular Meeting Minutes – November 19, 2024](#)

- 11.3. QUESTION AND ANSWER PERIOD

- 11.4. ADMINISTRATIVE INQUIRIES

- 11.5. NOTICES OF MOTION

12. CORRESPONDENCE

- 12.1. Letter from the Village of Hussar – Organizational Meeting – October 22, 2024 105 - 106

[Letter from the Village of Hussar – Organizational Meeting – October 22, 2024](#)

13. ADJOURNMENT



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: December 11, 2024

Meeting Date: January 22, 2025

SUBJECT: Regular Council Meeting Minutes - December 11, 2024

RECOMMENDATION: THAT Council adopt the December 11, 2024 Regular Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the December 11, 2024 Regular Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the December 11, 2024 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 - 11 Dec 2024 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 17 Dec
2024

Johnathan Strathdee, Manager of Legislative Services

Approved
- 06 Jan
2025



MINUTES

REGULAR COUNCIL MEETING

6:00 PM - Wednesday, December 11, 2024

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT:

Mayor Pat Fule, Councillor Melissa Langmaid, Councillor Debbie Mitzner, Councillor Jason Montgomery (virtual), Councillor Denise Peterson, Councillor Richard Wegener, and Deputy Mayor Brent Wiley (virtual)

STAFF PRESENT:

Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Kara Rusk (Director of Strategic, Administrative, and Financial Services), and Johnathan Strathdee (Manager of Legislative Services)

1. CALL TO ORDER

Mayor Fule called the December 11, 2024 Regular Council Meeting to order at 6:00 p.m.

2. CONFIRMATION OF AGENDA

Resolution No. 343.12.24

Moved by Councillor Langmaid

THAT Council adopt the December 11, 2024 Regular Council Meeting Agenda as amended:

Addition:

3.2 Land Item – Advice from officials – FOIP S.24 (1)(a)

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

AGAINST: None.

CARRIED

3. CLOSED MEETING

Resolution No. 344.12.24

Moved by Councillor Peterson

THAT Council move In Camera to discuss items related to sections 24(1)(b)(i) and 24(1)(a) of the *Freedom of Information and Protection of Privacy Act* at 6:02 p.m.

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

AGAINST: None.

CARRIED

3.1. Amenity Opportunities – Advice from officials – FOIP S.24 (1)(b)(i)

3.2 Land Item – Advice from officials – FOIP S.24 (1)(a)

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

Resolution No. 345.12.24

Moved by Councillor Peterson

THAT Council move out of Camera at 7:30 p.m.

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

AGAINST: None.

CARRIED

Resolution No. 346.12.24

Moved by Councillor Wegener

THAT Council approve the recommendation for 3.2 - Land Item, as presented in the Confidential Administrative Report and as discussed In Camera.

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

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

AGAINST: None.

CARRIED

4. PUBLIC HEARING

None.

5. PUBLIC COMMENTS

None.

6. DELEGATIONS

6.1. 2024-2025 RCMP Q2 Municipal Policing Report

7. CONSENT AGENDA

Resolution No. 347.12.24

Moved by Councillor Langmaid

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

8.1 Regular Council Meeting Minutes – December 4, 2024

11.2.1 WADEMSA Organization Meeting Minutes – November 2, 2023

11.2.2 WADEMSA Regular Meeting Minutes – October 21, 2024

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

AGAINST: None.

CARRIED

8. CONFIRMATION OF MINUTES

8.1. Regular Council Meeting Minutes – December 4, 2024

The following motion was adopted by the consent agenda:

THAT Council adopt the December 4, 2024 Regular Council Meeting Minutes as presented in Attachment I.

9. BUSINESS

None.

10. BYLAWS

10.1. Intermunicipal Development Plan Bylaw No. 24-15

Resolution No. 348.12.24

Moved by Councillor Peterson

THAT Council give Second Reading to Bylaw No. 24-15, being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan, as amended.

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

AGAINST: None.

ABSTAINED: Councillor Mitzner and Councillor Montgomery

CARRIED

Councillor Mitzner and Councillor Montgomery abstained from voting on the Intermunicipal Development Plan Bylaw No. 24-15, as per Section 184(a) of the *Municipal Government Act*, due to being away for the October 2, 2024, Public Hearing.

Resolution No. 349.12.24

Moved by Councillor Langmaid

THAT Council accept the following amendments to Bylaw No. 24-15 being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan:

Add section 1-2, Policy Interpretation, which states:

“Throughout this Plan, the operative words “shall”, “should” and “may” are used to indicate varying degrees of obligation for following and/or enforcing the intended action of a given policy. These words are interpreted as follows:

- **“Shall”** policies are those that are mandatory and must be complied with.
- **“Should”** policies are those that the both municipalities encourage and compliance with the principle is required, but the method and level of compliance is subject to the discretion of the applicable approving authority.
- **“May”** policies are discretionary, with the level of required compliance determined by the applicable approving authority at that point in time.”

Add foot note 1 to section 1-6, Current Land Use Analysis, ‘A land use analysis was prepared to better understand what type of development has occurred to date, and to identify the remaining developable land¹ within the Study Area.’ to state:

“For the purposes of a Growth Analysis, **Absorbed Land Supply** is defined as lands zoned for non-agricultural purposes under the Land Use Bylaw (LUB) of the respective municipality and subdivided for development. Meanwhile, **Unabsorbed Land supply** is defined as lands not yet zoned for non-agricultural purposes and/or subdivided for development. In the County’s rural context, agricultural uses are an important part of its culture, community, and economy. Rather than being seen as developed lands in waiting, they are important as agricultural land in and of themselves.”

Change the wording in section 1-8, IDP Planning Process to read:

“Phase 6: Refine and Adopt the IDP Refinements have been made to plan policies to reflect Phase 5 feedback and separate Public Hearings occurred in October 2024.”

Change the wording in, General Land Use Policy, section 2.3.2 to state:

“The development of new or expansion of existing Confined Feeding Operations (CFOs) or stand-alone manure storage facilities, as defined by the Agricultural Operation Practices Act, within the plan area shall not be supported.”

Add section 2.4.2 to 2.4 Future Business Area Land Use Policy to state:

“Notwithstanding Policy 2.4.1, lands within existing approved Area Structure Plans shall be allowed to develop in accordance with those plans, as amended from time to time, so long as that development is consistent with the direction and intent of this IDP.”

Change the wording in, Predominantly Agricultural Lands Policy section 2.5.2 (a) to state:

“The site is located along, or near, a transportation route such as a provincial highway, or a developed roadway.”

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

AGAINST: None.

ABSTAINED: Councillor Mitzner and Councillor Montgomery

CARRIED

Councillor Mitzner and Councillor Montgomery abstained from voting on the Intermunicipal Development Plan Bylaw No. 24-15, as per Section 184(a) of the *Municipal Government Act*, due to being away for the October 2, 2024, Public Hearing.

Resolution No. 350.12.24

Moved by Councillor Wegener

THAT Council give Third Reading to Bylaw No. 24-15, being a bylaw to adopt the Town of Strathmore and Wheatland County Intermunicipal Development Plan.

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

AGAINST: None.

ABSTAINED: Councillor Mitzner and Councillor Montgomery

CARRIED

Councillor Mitzner and Councillor Montgomery abstained from voting on the Intermunicipal Development Plan Bylaw No. 24-15, as per Section 184(a) of the *Municipal Government Act*, due to being away for the October 2, 2024, Public Hearing.

10.2. Municipal Election Bylaw No. 24-18

Resolution No. 351.12.24

Moved by Councillor Peterson

THAT Council give First Reading to Bylaw No. 24-18, being the Municipal Election Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 352.12.24

Moved by Councillor Peterson

THAT Council give Second Reading to Bylaw No. 24-18, being the Municipal Election Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 353.12.24

Moved by Councillor Langmaid

THAT Council give Unanimous Consent to give Third and Final Reading to Bylaw No. 24-18, being the Municipal Election Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 354.12.24

Moved by Councillor Wiley

THAT Council give Third Reading to Bylaw No. 24-18, being the Municipal Election Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 355.12.24

Moved by Councillor Peterson

THAT Council appoint Johnathan Strathdee as the Town of Strathmore's Returning Officer for the 2025 Municipal Election;

AND THAT Council appoint Claudette Thorhaug as the Town of Strathmore's Substitute Returning Officer for the 2025 Municipal Election.

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

AGAINST: None.

CARRIED

10.3. Election Signs Bylaw No. 24-19

Resolution No. 356.12.24

Moved by Councillor Peterson

THAT Council give First Reading to Bylaw No. 24-19, being the Election Signs Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 357.12.24

Moved by Councillor Peterson

THAT Council give Second Reading to Bylaw No. 24-19, being the Election Signs Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 358.12.24

Moved by Councillor Peterson

THAT Council give Unanimous Consent to give Third and Final Reading to Bylaw No. 24-19, being the Election Signs Bylaw.

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

AGAINST: None.

CARRIED

Resolution No. 359.12.24

Moved by Councillor Wegener

THAT Council give Third Reading to Bylaw No. 24-19, being the Election Signs Bylaw.

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

AGAINST: None.

CARRIED

11. COUNCILLOR INFORMATION & INQUIRIES

11.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

None.

11.2. BOARD AND COMMITTEE REPORTS

11.2.1. WADEMSA Organization Meeting Minutes – November 2, 2023

11.2.2. WADEMSA Regular Meeting Minutes – October 21, 2024

11.3. QUESTION AND ANSWER PERIOD

None.

11.4. ADMINISTRATIVE INQUIRIES

None.

11.5. NOTICES OF MOTION

None.

12. **CORRESPONDENCE**

None.

13. **ADJOURNMENT**

Mayor Fule adjourned the December 11, 2024 Regular Council Meeting at 8:39 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: January 15, 2025

Meeting Date: January 22, 2025

SUBJECT: Special Council Meeting Minutes - January 15, 2025

RECOMMENDATION: THAT Council adopt the January 15, 2025 Special Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the January 15, 2025 Special Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the January 15, 2025 Special Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.

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

ATTACHMENTS:

[Attachment I _SPECIAL COUNCIL - 15 Jan 2025 - Minutes](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 17 Jan
2025



MINUTES

SPECIAL COUNCIL MEETING

7:30 PM - Wednesday, January 15, 2025

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT:

Mayor Pat Fule, Councillor Melissa Langmaid, Councillor Jason Montgomery (virtual), Councillor Denise Peterson, Councillor Richard Wegener, and Deputy Mayor Brent Wiley

COUNCIL ABSENT:

Councillor Mitzner

STAFF PRESENT:

Kevin Scoble (Chief Administrative Officer), Mark Pretzlaff (Director of Community and Protective Services), Kara Rusk (Director of Strategic, Administrative, and Financial Services), and Johnathan Strathdee (Manager of Legislative Services)

1. CALL TO ORDER

Mayor Fule called the January 15, 2025 Special Council Meeting to order at 7:35 p.m.

2. CONFIRMATION OF AGENDA

Resolution No. 001.01.25

Moved by Councillor Langmaid

THAT Council adopt the January 15, 2025 Special Council Meeting Agenda as presented.

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

AGAINST: None.

CARRIED

3. BUSINESS

None.

4. CLOSED MEETING

Resolution No. 002.01.25

Moved by Councillor Peterson

THAT Council move In Camera to discuss items related to section 21(1)(b) and 24(1)(a) of the *Freedom of Information and Protection of Privacy Act* at 7:37 p.m.

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

AGAINST: None.

CARRIED

4.1. Intergovernmental Relations – Disclosure harmful to intergovernmental relations & Advice from officials – FOIP S. 21(1)(b) & 24(1)(a)

Resolution No. 003.01.25

Moved by Councillor Langmaid

THAT Council move out of Camera at 7:45 p.m.

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

AGAINST: None.

CARRIED

Resolution No. 004.01.25

Moved by Councillor Langmaid

THAT Council authorize Mayor Fule to sign the letter to Wheatland County as presented during the closed meeting discussion.

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

AGAINST: None.

CARRIED

5. ADJOURNMENT

Mayor Fule adjourned the January 15, 2025 Special Council Meeting at 7:50 p.m.

Mayor

Director of Strategic, Administrative
and Financial Services



Report for Council

To: Council

Staff Contact: Ray Chan, Manager of Information Technology

Date Prepared: November 5, 2024

Meeting Date: January 22, 2025

SUBJECT: **Geographic Information Systems (GIS) - 2025 Public Web Map Launch and Economic Development Dashboards**

RECOMMENDATION: For Council information.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The launch of the Public Web Map and the development of Economic Development dashboards support economic development by enhancing access to critical information for residents and businesses. This empowers the community, promotes business engagement, and facilitates informed decision-making regarding local economic trends.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The dashboards enable the Economic Development department to monitor business licenses and permits effectively, allowing for strategic resource allocation and the identification of economic trends that support sustainable growth.

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

These initiatives will enhance the Town's capacity to engage with residents and businesses, ultimately leading to improved service delivery and a more informed community.

ORGANIZATIONAL:

The development of these tools required collaboration across departments, particularly between GIS, Economic Development, and IT, fostering a culture of teamwork and shared objectives.

OPERATIONAL:

By rolling these resources out to the community, staff resources can be reallocated from handling routine inquiries to focusing on more complex issues, increasing operational efficiency within the Town.

FINANCIAL:

- Reduced inquiries to town staff can lead to cost savings by minimizing the need for additional personnel to handle information requests.
- This initiative may also attract new businesses, contributing positively to the Town's revenue.

POLICY:

The report supports the Town's existing policies related to transparency, public engagement, and economic development, reinforcing the commitment to serving the community's needs.

IMPLEMENTATION:

- The initiatives are set for public release in the first quarter of 2025, with ongoing training and support planned for residents and staff to ensure effective use of the new tools.
- Administration is committed to providing updates to Council as needed.

BACKGROUND:

The development of the Public Web Map and Economic Development dashboards arises from the need to provide residents and businesses with easier access to critical information, ultimately supporting the Town's economic development goals. This project will result in

increased community engagement, enhanced transparency, improved access to information, and better support for the Economic Development department in identifying trends and allocating resources.

An overview of the application's abilities is presented in Attachment I.

The targeted launch date is March 17, 2025.

Following this presentation to Council, Administration will initiate a public communication plan aimed at raising awareness of the app and providing training to residents on how to utilize its features effectively.

KEY ISSUE(S)/CONCEPT(S):

This presentation is being provided to Council for information.

DESIRED OUTCOMES:

The launch of the Public Web Map and the development of Economic Development dashboards support economic development by enhancing access to critical information for residents and businesses. This empowers the community, promotes business engagement, and facilitates informed decision-making regarding local economic trends.

COMMUNICATIONS:

To enhance the effectiveness of the Public Property Search App and the economic development dashboards, it is crucial to engage the Communications team in our outreach efforts. Utilizing social media platforms and other channels will help raise awareness of these tools among residents and businesses. By promoting the benefits and functionalities of the applications, we can encourage greater community engagement and ensure that users are informed about how to access and utilize these resources effectively.

ALTERNATIVE ACTIONS/MOTIONS:

ATTACHMENTS:

[Attachment I: GIS Update Council Report - Final](#)

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

Approved
- 22 Nov
2024

Veronica Anderson, Legislative Services Officer

Approved

- 22 Nov
2024

Approved

- 26 Nov
2024

Approved

- 28 Nov
2024

Johnathan Stratthdee, Manager of Legislative Services

Kevin Scoble, Chief Administrative Officer

Geographic Information Systems - Update



Strathmore

Geographic Information
Systems
Public Web Map
Winter 2024

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Introduction

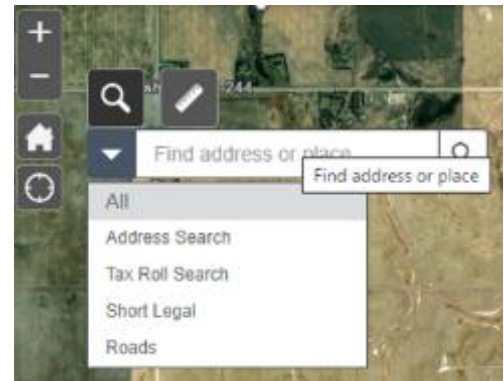
This report provides an update on recent GIS initiatives in the Town of Strathmore, focusing on the upcoming launch of the Public Web Map and the creation of economic development dashboards. The Public Web Map is scheduled for release in the first quarter of 2025, while the dashboards have been developed to facilitate the Economic Development department's access to critical data. Together, these tools aim to enhance community engagement, streamline access to essential information, and support strategic planning and decision-making within the municipality.



Web Mapping Application
Property Search

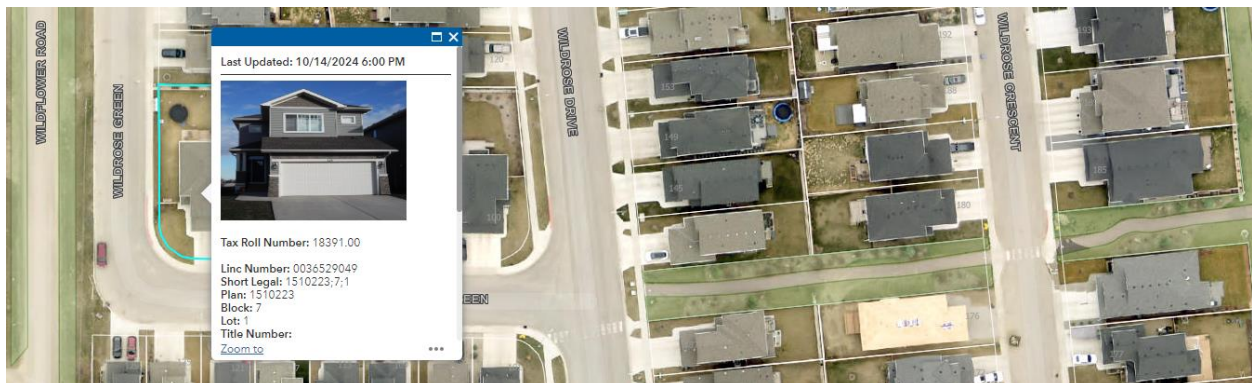
Overview of the Property Search App

The Property Search App is a user-friendly, web-based tool that allows users to search for properties by various criteria, including address, tax roll number, or by zooming in on the interactive map. This platform is designed to empower users by providing property information, such as lot size, garbage collection days, and assessment summaries, all without the need to contact town staff. The app is accessible online 24 hours a day, seven days a week, ensuring that information is readily available whenever it is needed.



Benefits of the Property Search App

The introduction of the Property Search App brings multiple benefits to the community. Primarily, it will significantly reduce the number of inquiries that town staff must handle. By enabling residents and businesses to access the information they need independently, we expect to see a decrease in calls and visits to town offices. Furthermore, the app provides faster access to property details, catering to the growing demand for transparency and convenience in municipal services. This tool is particularly advantageous for real estate agents, assessors, and residents who require prompt access to property information.



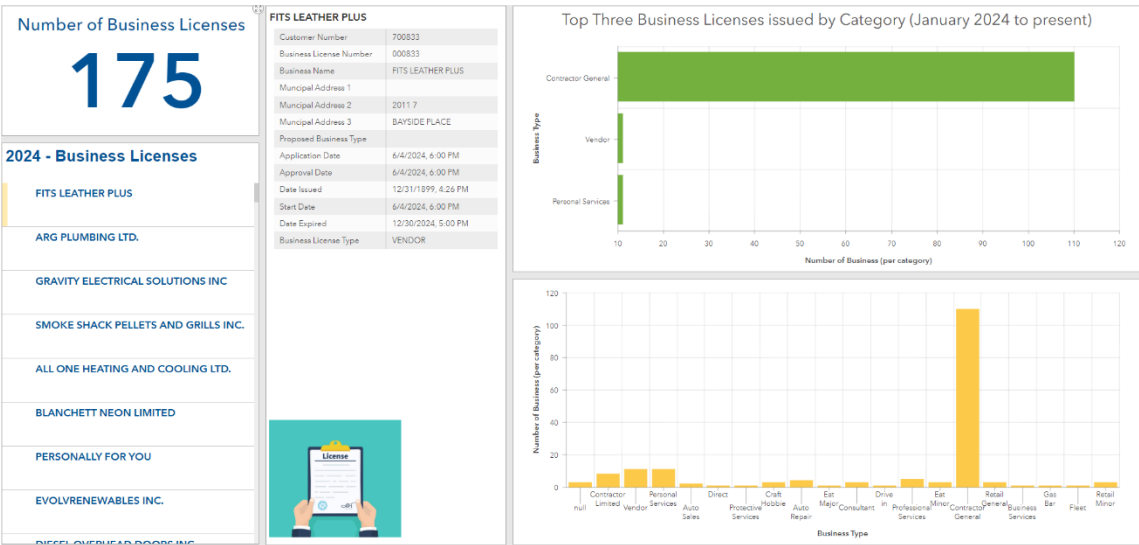
Security and Privacy Measures

Ensuring the security and privacy of our users is a top priority in the development of the Property Search App. Sensitive information, such as personal contact details, has been carefully excluded from the platform. All data associated with the app is stored on the Town’s secure servers, ensuring compliance with the Freedom of Information and Protection of Privacy (FOIP) policies. We have established a secure collaboration between the Town’s ArcGIS Portal and ArcGIS Online, allowing the public map interface to effectively handle increased traffic while maintaining robust security. Additionally, the data will be automatically refreshed every two weeks to ensure accuracy and reliability.



Economic Development Dashboards

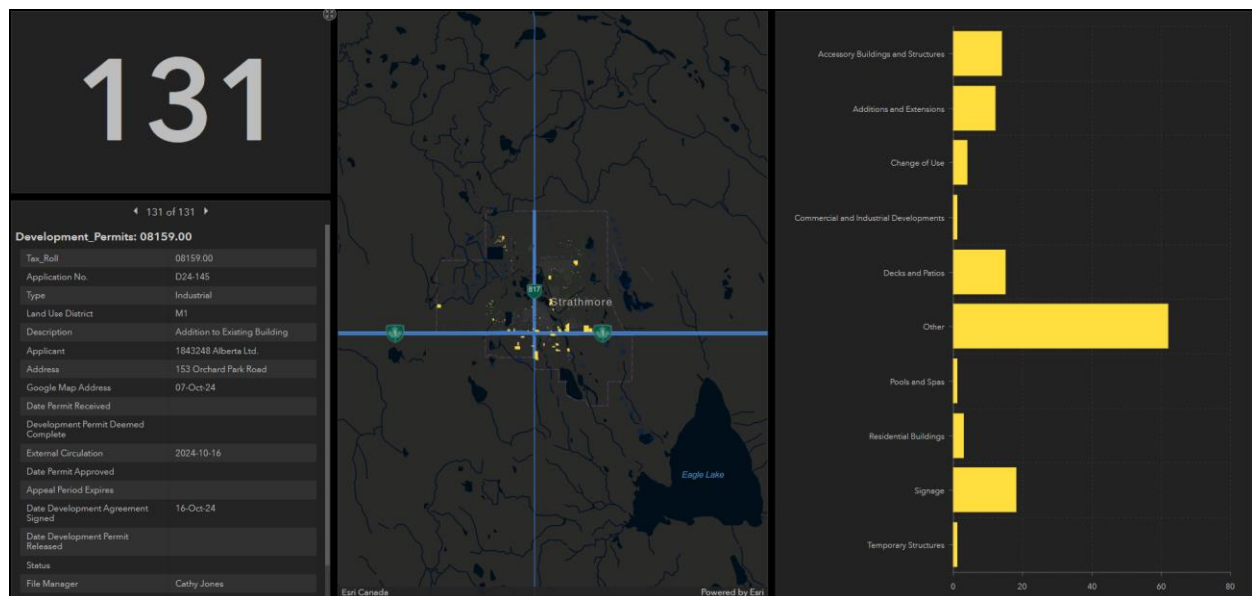
In response to the requirement for the Economic Development department to gain easy access to business licenses, development permits, and building permits, three dashboards have been created in



ArcGIS Portal. These dashboards offer a comprehensive view of all licenses and permits, enabling users to select individual entries for more detailed information. They also display a count of total permits and licenses, along with a bar chart that visualizes the number of permits and businesses by category.

To ensure that the dashboards are populated with the most current and relevant data, we have implemented a robust automation process. The data is extracted from three primary sources: an Excel spreadsheet for development /building permits and the Town's ERP Great Plains system for the business licenses. The dashboards retrieve this data regularly to reflect real-time insights into the town's economic activities.

The automation script accesses designated Excel files and Great Plains to extract the latest entries for business licenses, development and building permits, ensuring all relevant information is included for the dashboards. It processes the data to meet the required format for the GIS database, which involves cleaning the data and resolving discrepancies. Once prepared, the script exports and overwrites the existing data in the GIS database, ensuring that the dashboards consistently reflect the most up-to-date information, thus enabling the Economic Development department to better identify economic trends, allocate resources effectively, and attract and retain businesses within the community.



How the strategic priorities are met?

The initiatives outlined in the report, including the launch of the Public Web Map and the development of Economic Development dashboards, support economic development by enhancing access to critical information for residents and businesses. This empowers the community, promotes business engagement, and facilitates informed decision-making regarding local economic trends.

Economic Sustainability

The dashboards enable the Economic Development department to monitor business licenses and permits effectively, allowing for strategic resource allocation and the identification of economic trends that support sustainable growth.

Social Sustainability

The Public Web Map provides residents with easy access to property information, fostering community engagement and transparency, which contributes to a sense of trust and involvement within the community.

General Implications

These initiatives will enhance the Town's capacity to engage with residents and businesses, ultimately leading to improved service delivery and a more informed community.

Organizational Implications

The implementation of these tools will require collaboration across departments, particularly between GIS, Economic Development, and IT, fostering a culture of teamwork and shared objectives.

Operational Implications

Staff resources will be reallocated from handling routine inquiries to focusing on more complex issues, increasing operational efficiency within the Town.

Financial Implications

Reduced inquiries to town staff can lead to cost savings by minimizing the need for additional personnel to handle information requests. This initiative may also attract new businesses, contributing positively to the Town's revenue.

Policy Implications

The report supports the Town's existing policies related to transparency, public engagement, and economic development, reinforcing the commitment to serving the community's needs.

Implementation

The initiatives are set for launch in the first quarter of 2025, with ongoing training and support planned for residents and staff to ensure effective use of the new tools.

Background

The development of the Public Web Map and Economic Development dashboards arises from the need to provide residents and businesses with easier access to critical information, ultimately supporting the Town's economic development goals.

Desired Outcomes

The expected outcomes include increased community engagement, enhanced transparency, improved access to information, and better support for the Economic Development department in identifying trends and allocating resources.

Communications and User Engagement

To enhance the effectiveness of the Public Property Search App and the economic development dashboards, it is crucial to engage the communication team in our outreach efforts. Utilizing social media platforms and other channels will help raise awareness of these tools among residents and businesses. By promoting the benefits and functionalities of the applications, we can encourage greater community engagement and ensure that users are informed about how to access and utilize these resources effectively.

Alternative Actions/Motions

Consideration could be given to delaying the launch for further development based on feedback, though this may postpone the benefits of improved transparency and access to information for the community.

Next Steps

To move forward with the launch of the Public Web Map, we seek final approval from the Mayor and Council. Upon receiving the necessary support, we will initiate a public communication plan aimed at raising awareness of the app and providing training to residents on how to utilize its features effectively. Our target launch date is March 17th, 2025, and we are committed to providing ongoing support and updates as needed.

Future Growth and Accessibility of GIS Applications

As the Town of Strathmore continues to enhance its GIS capabilities, it is essential to consider the need for upgraded systems to accommodate future growth in GIS usage and applications. The recently purposed IT Server upgrade project highlight the importance of investing in robust infrastructure that can support an expanding suite of GIS tools. Upgrading our systems will ensure that we can efficiently handle increased data volumes and user demand, thereby enhancing the overall effectiveness of our GIS program.

In terms of expected usage, the estimated peak volume for the Public Property Search App is anticipated to reach several hundred concurrent users during peak periods. Given our municipality's population of approximately 15,000 people, the app's design will need to accommodate this demand, ensuring a seamless user experience even during high-traffic times.

Moreover, one of the significant advantages of the Public Property Search App and the associated dashboards is their accessibility. Users can access these applications from anywhere at any time, providing flexibility and convenience for residents and businesses alike. This accessibility supports greater community engagement, allowing users to obtain important information without the constraints of traditional office hours or physical visits to town facilities.

Acknowledgements

I would like to acknowledge Andre Ulloa for his invaluable collaboration in this project. Together, we have worked to semi-automate the property management process in GIS using Python, and his expertise has greatly enhanced the efficiency and effectiveness of our efforts.

I would also like to express my gratitude to my manager, Ray Chan, for his continued support and guidance throughout this project. Additionally, I would like to thank Kara Rusk, our department director, for her leadership and vision, which have been instrumental in driving our initiatives forward.

Conclusion

The launch of the Public Web Map, along with the newly created economic development dashboards, represents a significant advancement in the Town of Strathmore's efforts to improve service delivery, enhance transparency, and support better decision-making. I look forward to your support and approval of these important initiatives, which promise to greatly benefit our community.



Request for Decision

To: Council

Staff Contact: Budd Brazier, Manager

Date Prepared: January 6, 2025

Meeting Date: January 22, 2025

SUBJECT: **2025 FCSS Advisory Board - Family & Community Support Services Grant Program**

RECOMMENDATION: THAT Council approve the funding recommendations from the FCSS Advisory Board for the Family & Community Support Services Grant and the Calgary United Way Program:

- 5 for Life Early Childhood - \$16,262.00
- Accredited Supports to the Community - \$4,500.00
- Growing Families - \$19,440.00
- Hope Bridges Society - \$7,560.00
- Immigrant Services Strathmore - \$7,500.00
- Roots of Empathy - \$6,000.00
- Project Hope Foundation - \$4,500.00
- Town of Strathmore Library Board - \$15,000.00
- True North - \$14,000.00
- Rural Health Partnership - \$425.00

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

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

SUSTAINABILITY**ECONOMIC SUSTAINABILITY:**

N/A

SOCIAL SUSTAINABILITY:

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

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

Should funding recommendations not be approved, some programs may not operate as organizations could be forced to shift funding to account for decreased financial support. The impact of funding shortfalls on organizations could result in scaled-down program(s) or even the cancellation of others.

ORGANIZATIONAL:

A call for applications for the grant program was advertised, and once applications were received, they were circulated to the FCSS Advisory Board for review.

OPERATIONAL:

Staff time associated with the following:

- A call for applications for the grant program was advertised.
- Collected the applications.
- Circulated all applications to the FCSS Advisory Board.
- Coordinated a meeting for the FCSS Advisory Board to review and provide recommendations to Council.

FINANCIAL:

The FCSS Advisory Board recommended funding allocation of \$95,187.00 has been recommended to Council, with three (3) applications not receiving support from the FCSS Advisory Board.

Should Council approve these funding recommendations, there would be approximately \$9,103.00 remaining to be awarded.

POLICY:

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

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

IMPLEMENTATION:

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

BACKGROUND:

The FCSS Advisory Board was established by Council in September 2023 to support the Family & Community Support Services Grant Funding Program (policy 5102). The Board, consisting of public members, a member of council, and Administration, met in December 2024 to review the grant applications.

For the 2025 Grant Funding year, applications were received throughout November 2024. The FCSS Advisory Board met December 9th to review 13 total applications.

The Advisory Board reviewed all grant applications with quorum being met. The Board members requested additional information from five (5) applicants in order to better understand the program request.

The FCSS Advisory Board reconvened on December 19th to review all applicants and determine final Grant Funding requests.

The FCSS Advisory Board did not support funding the remaining three (3) applications as the programs did not align with the FCSS Act and United Way MOU.

KEY ISSUE(S)/CONCEPT(S):

The FCSS Advisory Board are recommending to Council ten (10) grant applications for funding.

Should Council approve these funding recommendations, there will be a balance of \$9,103.00 remaining.

DESIRED OUTCOMES:

That the recommendations of the FCSS Advisory Board be supported.

COMMUNICATIONS:

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

ALTERNATIVE ACTIONS/MOTIONS:

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

ATTACHMENTS:

[Attachment I: Boards and Committees Bylaw Amending Bylaw No. 23-12](#)

[Attachment II: FCSS Grant Program Policy 5102](#)

[Attachment III: FCSS Advisory Board Minutes - December 9 2024](#)

[Attachment IV: FCSS Advisory Board Minutes - December 19 2024](#)

[Attachment V: FCSS Grant Scoring 2025](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 16 Jan
2025

Veronica Anderson, Legislative Services Officer

Approved
- 16 Jan
2025

Kevin Scoble, Chief Administrative Officer

Approved
- 17 Jan
2025

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

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

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

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

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

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

1. SHORT TITLE

- 1.1. This Bylaw may be referred to as the "Boards and Committees Bylaw Amending Bylaw".

2. AMENDMENTS

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

3. EFFECTIVE DATE

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

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

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

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



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE,
AND FINANCIAL SERVICES

Schedule 'A'

Family & Community Support Services Advisory Board

MANDATE

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

COMMITTEE STRUCTURE

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

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

Preference will be given to applicants who:

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

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

ADMINISTRATIVE RESOURCES

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

QUORUM

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

TERM

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

AUTHORITY

The FCSS Advisory Board shall:

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

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

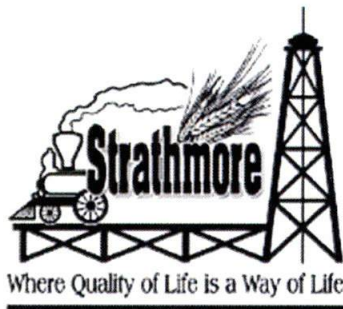
- Make recommendations to Council for the allocation of funds based on the FCSS Act, United Way of Calgary and Area Agreement and established FCSS and Council priorities for:
 - FCSS grant funding; and
 - United Way of Calgary and Area grant funding;
- Monitor progress and outcomes of funded social initiatives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

SUPPORTING DOCUMENTS

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

MEETING SCHEDULE

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



TOWN POLICY

POLICY NUMBER: 5102

REFERENCE:

Resolution No. 431.11.18

ADOPTED BY:

Council - November 21, 2018

PREPARED BY:

Community & Protective Services – FCSS

DATE: November 21, 2018

TITLE: Family & Community Support Services Grant Program

Page 1 of 4

POLICY STATEMENT

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

1.0 PURPOSE OF THIS POLICY

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

2.0 DEFINITIONS

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

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

3.0 APPLICABILITY

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

4.0 RESPONSIBILITIES

- 4.1 Town of Strathmore Council is responsible to:
- a) approve by resolution this Policy and any amendments; and
 - b) approve by resolution grant distributions as recommended.
- 4.2 The Chief Administrative Officer is responsible to:
- a) approve all supporting procedures and any amendments; and
 - b) administer the Policy and procedures.
- 4.3 The Director is responsible to:
- a) ensure that all department employees are familiar with the Policy;
 - b) administer the policy within the department;
 - c) establish the Review Committee within the department; and
 - d) recommend changes in policy and procedures.
- 4.4 All Employees are responsible to:
- a) ensure that they comply with all approved policies and procedures.

5.0 POLICY GUIDELINES

5.1 Guiding Principles

- 5.1.1 The focus of this Policy is to build capacity in community social services by enhancing the social well being of individuals, families, and communities through prevention or intervention strategies at the earliest opportunity.
- 5.1.2 The Policy must support the mandate of the FCSS Act by doing one or more of the following:
- a) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - b) help people to develop an awareness of social needs;
 - c) help people to develop interpersonal and group skills;

- d) help people and communities to assume responsibility for decision and actions which affect them; and/or
- e) provide supports that help sustain people as active participants in the community.

5.1.3 The Town of Strathmore has the authority to eliminate funding to any Agency if they are in violation of the FCSS Act and Regulations, has committed fraud, and/or are found to be in violation of unethical workplace practices.

5.1.4 The Town of Strathmore has the authority to eliminate funding to any Agency if there are significant changes in programming focus, scope and/or outcomes from what was originally stated in the application must be approved by the Review Committee for continued funding under the agreement.

5.2 Program Streams

5.2.1 **Annual Funding** is FCSS funding provide annually and requires reapplication every calendar year. Annual Funding applications must meet the following criteria:

- a) agencies that are first time applicants; and/or
- b) agencies that do not have more than a three (3) year plan for projects and outcomes.

5.2.2 **Multi-Year Funding** is FCSS funding provide for up to three (3) consecutive years for a single Program. Multi-year Funding applications must meet the following criteria:

- a) agencies must have received funding from the Town of Strathmore FCSS Grant program for a minimum of three (3) previous consecutive years; and
- b) agencies must be in full compliance with previous years reporting for all FCSS Grant Program allocations.

5.3 Ineligibility

5.3.1 The following programs and services are not eligible for FCSS Grant Program funding:

- a) primarily for the recreational needs or leisure time pursuits;
- b) intended to sustain an individual or family (i.e. food, clothing or shelter);
- c) for profit in nature;
- d) primarily rehabilitative in nature; or
- e) duplicated services that are ordinarily provided by a government or government agency.

5.4 Program Evaluation

5.4.1 Both the Multi-Year and Annual Funding streams will be reviewed every two (2) years to ensure that outcomes and expectations are being met and funding is allocated in the most sustainable and impactful way.

6.0 POLICY EXCEPTIONS

6.1 Emerging Social Issues

6.1.1 Funds may be diverted from the Grant Program to address sudden emerging critical social issues that require immediate attention.

6.1.2 The diversion of Funds will be approved by resolution of Council as needed.

6.2 Government of Alberta Funding

6.2.1 Funds may be diverted from the Grant Program in the event of a reduction or change in the FCSS Conditional Funding from the Government of Alberta.

6.2.2 In the event of a reduction or change in Government of Alberta Funding, multi-year grant contracts may be interrupted or adjusted.

6.2.3 The diversion of funds will be approved by resolution of Council as needed.

7.0 END OF POLICY

FCSS Advisory Board

Family & Community Support Services Grant Program

December 9th, 2024 – Meeting Minutes

In Attendance

Chantale Sangster - Public	Patrica Romanchuk - Public
Jennifer Chiasson - Public - regrets	Sunday Adeola - Public
Melissa Langmaid - Council Representative	Budd Brazier - FCSS Staff
Sandy Freeland - FCSS Administrative Support	

Call To Order

1:05 pm – meeting started.

New Business

1. June 3rd meeting minutes approved by Councilor Langmaid and seconded by Trish Romanchuk
2. Distribute December 9th meeting agenda
3. Application review and score all 13 applications.
 - 5 for Life Early Childhood
 - Accredited Supports to the Community
 - Growing Families
 - Hope Bridges Society
 - Immigrant Services Strathmore
 - Roots of Empathy
 - Project Hope Foundation
 - Town of Strathmore Library Board
 - True North
 - Rural Health Partnership
 - Christ the Redeemer
 - Junior Achievement
 - Strathmore Musical Arts Society
4. After reviewing all applications, the Board determined several applications required additional details and instructed Administration to go back to the community organizations and request updated applications with specific program information.

5. Additional discussion on why FCSS should fund schools. The Board was updated on what the current Alberta Government funds for social and mental health supports under the “Assurance Framework” which falls under the Alberta Education Act.
6. Next steps – The Board decided to reconvene on December 19th and make final funding selections once updated application information was submitted.

Adjournment

3:11pm meeting finished.

FCSS Advisory Board

Family & Community Support Services Grant Program

December 19th, 2024 – Meeting Minutes

In Attendance

Chantale Sangster - Public	Patrica Romanchuk - Public
Jennifer Chiasson - Public	Sunday Adeola - Public
Melissa Langmaid - Council Representative - regrets	Budd Brazier - FCSS Staff
Sandy Freeland - FCSS Administrative Support	

Call To Order

12:08 pm – meeting started.

New Business

1. December 9, 2024 meeting minutes approved by Trish Romanchuk and seconded by Budd Brazier
2. Distribute December 19th meeting agenda
3. FCSS Advisory Board was provided Council Langmaid's electronic copy of her application recommendations and ranking of each applicant.
4. Further discussion developed on interrupting the FCSS Act with respects to funding schools and what the Alberta Government currently funds for social and mental health supports. The Board concluded that schools are ineligible based on the current information provided and what is stated in the FCSS Act.
5. Application review and score all 13 applications.
 - 5 for Life Early Childhood
 - Accredited Supports to the Community
 - Growing Families
 - Hope Bridges Society
 - Immigrant Services Strathmore
 - Roots of Empathy
 - Project Hope Foundation
 - Town of Strathmore Library Board
 - True North
 - Rural Health Partnership
 - Christ the Redeemer
 - Junior Achievement
 - Strathmore Musical Arts Society

6. The Board initiated a full review of all applications, scored and provided final recommendations for funding. A separate document was used for each applicant when scoring and approving funding.
7. Next steps – Administration will provide a Request for Decision to Council for the January 22, 2025 Regular Council meeting. Once approved Administration will produce all funding agreements and once agreed upon, send along the funding to each organization.

Adjournment

1:28pm meeting finished.

Review Criteria

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

Applicant Name: 5 For LifeRequest: \$16,262.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
Total Score			6

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 38

Approval Status	Approved
Funding Amount	\$16,262

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Recommendations:

Review Criteria

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

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

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

Relevant community impact/ partners are either not engaged or not identified in the proposal.	Relevant community impact/ partners appear to be absent or lacking involvement.	Relevant community impact/ partners are identified and their intentions are clearly stated.	Relevant community impact/ partners have been identified and will enhance the project's success, bringing diverse expertise, resources, and committed support. A letter of support is provided, clearly outlining the partner's role.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4.5	
			Total Score 4.5

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 36.5

Approval Status	Approved
Funding Amount	\$4,500

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Recommendations:

Review Criteria

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

Applicant Name: Christ The RedeemerRequest: \$15,000.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	2	0	0
Total Score			4

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 35

Approval Status	Ineligible
Funding Amount	\$0

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Although the program sections were scored, the Board determined schools are not eligible for funding based on the FCSS Act as set out by the Alberta Government.

Recommendations:

Review Criteria

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

Applicant Name: **Bridging The Gap** Request: **\$21,652.00**

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
Total Score			8

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 40

Approval Status	Approved
Funding Amount	\$19,440

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:
Not fully funded based on the removal of \$2212.00 for ineligible expenses within the application.

Recommendations:

Review Criteria

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

Applicant Name: Hope Bridges SocietyRequest: \$7,560.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	1	0	0
Total Score			2

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 33.5

Approval Status	Approved
Funding Amount	\$7,560

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Recommendations:

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

Applicant Name:Immigrant ServicesRequest: \$9,500.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
Total Score			6

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 37

Approval Status	Approved
Funding Amount	\$7,500

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Recommendations:
Not fully funded based on an ineligible expense (rent - \$2000.00) within the application.

Review Criteria

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

Applicant Name: Project HOPE FoundationRequest: \$4,500.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
Total Score			8

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 40

Approval Status	Approved
Funding Amount	\$4,500

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Recommendations:

Review Criteria

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

Applicant Name:Junior AchievementRequest: \$5,000.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

The project's goals are either unclear or inappropriate, and there is a lack of specified objectives.	The project has well-defined goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	The project goals are well-formulated and sufficient. However, the outcomes, while aligned with the program/project, could be strengthened.	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	2.5	0	0
Total Score			5

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	2	0	0
Total Score			4

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 29

Approval Status	Ineligible
Funding Amount	\$0

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

The Board determined this group is not representing the community and should request funding from banks.

Recommendations:

Review Criteria

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

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

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	1
Total Score			8

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 37

Approval Status	Approved
Funding Amount	\$6,000

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Recommendations:

Review Criteria

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

Applicant Name: **Strathmore Library Board** Request: **\$15,000.00**

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
Total Score			8

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 39

Approval Status	Approved
Funding Amount	\$15,000

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Recommendations:

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

Applicant Name:Strathmore Musical Arts SocietyRequest: \$5,000.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

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

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
Total Score			8

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 32

Approval Status	Ineligible
Funding Amount	\$0

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:
The applicant was denied funding due to a subsidy towards ticket sales - this is an ineligible expense.

Recommendations:

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

Applicant Name:True NorthRequest: \$25,000.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

The project's goals are either unclear or inappropriate, and there is a lack of specified objectives.	The project has well-defined goals. However, it presents objectives that are questionable, weak, or lack specificity and measurable criteria.	The project goals are well-formulated and sufficient. However, the outcomes, while aligned with the program/project, could be strengthened.	Project goals present exceptional detail and are highly organized. Outcomes are clearly measured and defined to allow for program/project success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
Total Score			6

2. Program/ Project Plan (Weight 15)

Proposal steps are either not provided or deemed inappropriate. Person(s) responsible for various tasks are either unspecified or unclear. The timeframe for completing steps is not well-established and may be unfeasible. Additionally, risk mitigation is either absent or unclear.	Proposed steps appear misguided and/or could benefit significantly from improvement. Person(s) responsible for completing tasks are somewhat appropriate but could be improved. The proposed timeframe for completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	Proposed steps are adequate. Person(s) responsible for completing them are suitable for the proposed effort. The timeframe for completing the steps is perceived as well-founded and highly achievable. Risk mitigation measures are considered adequate.	Proposed steps are refined and meticulously planned. Person(s) responsible for completing the steps are well-suited for the effort; The assessment of the time required for completing tasks is accurate, and there is confidence in the applicant's ability to deliver on the planned work. Risk mitigation is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
Total Score			9

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
Total Score			6

5. Project Budget (Weight 5)

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

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 30

Approval Status	Approved
Funding Amount	\$14,000

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:
Not fully funded due to ineligible expenses for staff wages and rent.

Recommendations:

Review Criteria

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

Applicant Name: Rural Health Senior PowerRequest: \$1,500.00

Instructions for scoring:

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

Approval Criteria:		Funding Amount Criteria:	
Score 0 - 25	not approved	Score 35 - 45	as determined by the committee
Score 26 - 34	requires more info	Score 46 - 50	full amount requested
Score 35 - 50	approved		

1. Program/ Project Objectives: (Weight 10)

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

2. Program/ Project Plan (Weight 15)

Proposal steps are either not provided or deemed inappropriate. Person(s) responsible for various tasks are either unspecified or unclear. The timeframe for completing steps is not well-established and may be unfeasible. Additionally, risk mitigation is either absent or unclear.	Proposed steps appear misguided and/or could benefit significantly from improvement. Person(s) responsible for completing tasks are somewhat appropriate but could be improved. The proposed timeframe for completing steps is provided but could be significantly improved. While risk mitigation measures are presented, there is room for improvement.	Proposed steps are adequate. Person(s) responsible for completing them are suitable for the proposed effort. The timeframe for completing the steps is perceived as well-founded and highly achievable. Risk mitigation measures are considered adequate.	Proposed steps are refined and meticulously planned. Person(s) responsible for completing the steps are well-suited for the effort; The assessment of the time required for completing tasks is accurate, and there is confidence in the applicant's ability to deliver on the planned work. Risk mitigation is exceptionally clear and detailed.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
Total Score			9

3. Community Connection (Weight 5)

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

4. Program/ Project Evaluation (Weight 10)

Evaluation measures and methods are either absent or unclear. The effort lacks clarity regarding what success would entail.	Evaluation measures and methods are presented but could benefit from enhancement or improvement. Elements of success are not well defined.	Evaluation measures and methods are satisfactory as presented, and the elements of success are clearly identified.	Evaluation measures and methods are well-considered and thoughtful; the applicant team demonstrates a clear understanding of how they envision success.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
Total Score			6

5. Project Budget (Weight 5)

The budget is inadequately constructed or lacks essential details.	The budget is marginally constructed and somewhat connected to the program/ project.	The budget aligns well with program/ project scope is appropriate to the work	The budget is meticulously crafted, listing all details and aligning perfectly with the program/project plan.
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	1.5	0	0
Total Score			1.5

6. Overall Project (Weight 5):

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

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

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

Total Overall Score: 31.5

Approval Status	Approved
Funding Amount	\$425

Additional Comments/Feedback

Program/ Project Plan:

Program/ Project Evaluation:

Not fully funded due to discrepancies within the submitted budget.

Recommendations:



Request for Decision

To: Council

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

Date Prepared: December 23, 2024

Meeting Date: January 22, 2025

SUBJECT: **2025 Operating Expenditures Line of Credit Borrowing Bylaw No. 25-01**

RECOMMENDATION: THAT Council give First Reading to Bylaw No. 25-01, being the 2025 Operating Expenditures Line of Credit Borrowing Bylaw.

THAT Council give Second Reading to Bylaw No. 25-01, being the 2025 Operating Expenditures Line of Credit Borrowing Bylaw.

THAT Council give unanimous consent to proceed with Third and Final Reading of Bylaw No. 25-01, being the 2025 Operating Expenditures Line of Credit Borrowing Bylaw.

THAT Council give Third and Final Reading to Bylaw No. 25-01, being the 2025 Operating Expenditures Line of Credit Borrowing Bylaw.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Council has identified Financial Sustainability as one of its Strategic Priorities. This recommendation is a contingency approach to support the Town's existing line of credit but does require a bylaw to comply with the *Municipal Government Act*.

SUSTAINABILITY**ECONOMIC SUSTAINABILITY:**

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

If the recommendation is adopted it will allow the Town to continue delivering the programs and services to residents, businesses and key stakeholders while taxes are being collected up until July 1, 2025. Once taxes are collected, any use of the line of credit will be paid back immediately. That being said, it is not anticipated that use of the line of credit will be needed.

ORGANIZATIONAL:

The proposed recommendation is intended to ensure that the Town will have the financial means to pay for our offering the programs, paying contracts and delivering services to residents. If the recommendation is adopted, no change in operations is anticipated.

OPERATIONAL:

The staff time is limited to preparing and presenting this report and the associated budget.

FINANCIAL:

The maximum line of credit available for the Town to drawn on is \$770,000, with interest of Prime minus 0.75% per annum (i.e. 4.70% effective rate at January 8, 2025). The Town has not drawn on its line of credit in more than five years. There is no financial impact to the Town until such time as the line of credit is required to be drawn on.

POLICY:

Under Section 251(1) of the *Municipal Government Act*, a municipality may only borrow if the borrowing is authorized by a borrowing bylaw.

Section 251(1) of the *Municipal Government Act* applies to operating expenditures.

Section 256(2) of the *Municipal Government Act* states that the amount borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates in taxes in the year that the borrowing is made.

Under Section 256(3) a borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

IMPLEMENTATION:

If Council approves the bylaw, Administration will arrange for the bylaw to be signed and provided to the Bank of Nova Scotia with the 2025 Line of Credit Bylaw.

BACKGROUND:

The proposed bylaw is intended to allow the Town to gain access to a line of credit in the event that additional funds are needed prior to all property taxes being paid on July 1 of each year. The Town needs to ensure operations can continue and that staff, contractors and supplies are continued to be paid on time as per all of our agreements.

This is an annual process that each municipality must pass a bylaw to authorizing the use of borrowings if they have a line of credit available to them. In simple terms it is a safety net to allow operations for the first six (6) months of the year while tax rates are finalized and property taxes are collected.

As noted above, Administration has been reviewing its financial practices to ensure compliance with the *Municipal Government Act*. Passing this bylaw ensures that the Town meets its regulatory obligations regarding its existing line of credit moving forward.

KEY ISSUE(S)/CONCEPT(S):

The approval of the 2025 Operating Line of Credit Bylaw.

DESIRED OUTCOMES:

The desired outcome is for Council to approve the 2025 Operating Expenditures Line of Credit Borrowing Bylaw.

COMMUNICATIONS:

If Council approves the proposed 2025 operating line of credit bylaw, Administration will provide the Bank of Nova Scotia with a copy of the current bylaw.

ALTERNATIVE ACTIONS/MOTIONS:

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

ATTACHMENTS:

[Attachment I: 2025 Operating Expenditures Line of Credit Bylaw No. 25-01](#)

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 03 Jan
2025

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

Approved
- 10 Jan
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 13 Jan
2025

Kevin Scoble, Chief Administrative Officer

Approved
- 17 Jan
2025

BYLAW NO. 25-01
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO AUTHORIZE A BORROWING AND ESTABLISH A LINE OF CREDIT FOR THE PURPOSE OF FINANCING OPERATING EXPENDITURES.

WHEREAS, the Council of the Municipality has decided to issue a bylaw pursuant to Section 256 of the *Municipal Government Act* to authorize the financing of operating expenditures of the municipality provided that the amount to be borrowed, together with the unpaid principal of other borrowings for this purpose, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made;

AND WHEREAS the Council of the Town of Strathmore deems it advisable to borrow to meet the operating expenditures of the Town until such time as the current taxes levied or to be levied are collected;

AND WHEREAS the total amount of taxes to be levied in 2025 by the Town of Strathmore is estimated not less than the sum of Twenty-Three Million One Hundred Eighty-Four Thousand Dollars (\$23,184,000);

AND WHEREAS the amount of the existing debt of the Town of Strathmore as of December 31, 2024 was \$13,942,200, no part of which is in arrears, and 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 referred to as the "2025 Operating Expenditures Line of Credit Borrowing Bylaw".

2. PURPOSE

- 2.1. The purpose of this Bylaw is to establish a bylaw to authorize the Town of Strathmore may borrow from the Bank of Nova Scotia sums of money

from time to time to meet the current operating expenditures of the Town, until taxes are collected, provided that the total principal sum owed to Bank of Nova Scotia at any one time shall not exceed the sum of SEVEN HUNDRED SEVENTY THOUSAND DOLLARS (\$770,000).

3. DEFINITIONS

- 3.1. In this Bylaw, words have the meanings set out in the Municipal Government Act, except that:
- a) "Bylaw" means Bylaw 25-01, also known as the 2025 Operating Expenditures Line of Credit Borrowing Bylaw; and
 - b) "Chief Administrative Officer" means the individual appointed to the position of the Chief Administrative Officer or his or her designate for the Town.

4. INTERPRETATION

- 4.1. Headings and sub-headings in this Bylaw are included for convenience only and shall not be considered in interpreting the substantive content of this Bylaw.
- 4.2. Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, any other Town Bylaw, or any requirement of any lawful permit, order, or licence.
- 4.3. References in this Bylaw to an act, statute, regulation, or other Bylaw refer to the current laws and legislation, as amended or replaced from time to time, including successor legislation.
- 4.4. The word "shall" is mandatory and not merely directory.

5. LINE OF CREDIT

- 5.1. The Town of Strathmore may borrow from the Bank of Nova Scotia sums of money from time to time to meet the current operating expenditures of the Town, until taxes are collected, provided that the total principal sum owed to Bank of Nova Scotia at any one time shall not exceed the sum of SEVEN HUNDRED SEVENTY THOUSAND DOLLARS (\$770,000).
- 5.2. All sums borrowed under this Bylaw shall be borrowed on the general credit and security of the Town of Strathmore at large.
- 5.3. The Chief Administrative Officer of the Town of Strathmore is hereby authorized to:
- a) Apply to the Bank of Nova Scotia and obtain a revolving line of credit

facility with a credit limit not to exceed the maximum amount this Bylaw authorizes may be borrowed; and

- b) Execute on behalf of the Town of Strathmore promissory notes and other negotiable instruments or other evidence of indebtedness for the line of credit facility as the Bank of Nova Scotia may require as evidence of and security for all sums borrowed.

6. INTEREST RATE, TERM, AND TERMS OF REPAYMENT

- 6.1. All sums borrowed under this Bylaw shall bear interest at a prevailing rate per annum at the time of borrowing and not to exceed Bank of Nova Scotia Prime and such interest will be calculated daily, due and payable monthly on the last day of each and every month.
- 6.2. All sums borrowed under this Bylaw, including principal and interest, shall be for a period of 3 years due and payable in full by December 31, 2028.

7. REPAYMENT SOURCE

- 7.1. Revenue derived from the collection of municipal taxes levied will be used to repay the principal borrowed and interest owing under this Bylaw.

8. SEVERABILITY

- 5.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be severable from all other sections of this bylaw.

6. EFFECTIVE DATE

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

READ A FIRST TIME this ___ day of _____, 2025

READ A SECOND TIME this _____ day of , 2025.

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

MAYOR

DIRECTOR OF STRATEGIC,
ADMINISTRATIVE, AND FINANCIAL SERVICES



Report for Council

To: Council

Staff Contact: Leana Ashbacher, Senior Manager of Financial Services

Date Prepared: December 23, 2024

Meeting Date: January 22, 2025

SUBJECT: 2025 Supplementary Assessment Bylaw No. 25-02

RECOMMENDATION: THAT Council give First Reading to Bylaw No. 25-02 being the 2025 Supplementary Assessment Bylaw.

THAT Council give Second Reading to Bylaw No. 25-02 being the 2025 Supplementary Assessment Bylaw.

THAT Council give unanimous consent to proceed with Third and Final Reading of Bylaw No. 25-02, being the 2025 Supplementary Assessment Bylaw.

THAT Council give Third and Final Reading to Bylaw No. 25-02 being the 2025 Supplementary Assessment Bylaw.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

The bylaw provides clear parameters to ensure that taxes are levied fairly, and Town revenue is stable.

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

The proposed intent of the recommendation is to allow the Town to impose taxes on all partially or additional buildings constructed throughout the year.

ORGANIZATIONAL:

The organizational implications of the recommendation ensure that the Town will have the financial means to pay for offering the programs and services to new taxpayers. In addition, there has been staff time required in order to prepare this bylaw and associated report.

FINANCIAL:

That the implication is to see increased tax revenue due to new construction completed through the 2024 calendar year. Depending upon the volume of new construction it is difficult to estimate the amount of additional taxes to be received.

POLICY:

Under Section 313(1) of the Municipal Government Act (the "Act") allows a Council to pass a bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax under Part 10 of the Act in the same year.

A municipality may pass a bylaw that allows it to assess improvements added to land after the December 31 condition date and collect property taxes on them for a portion of the current tax year.

In the Act, Section 313 speaks to preparation of supplementary assessments, this Bylaw, and it also makes reference to all improvements, all manufactured homes in the municipality. This Bylaw only applies if it is passed before May 1st of the current tax year. This Bylaw does not apply to linear property.

IMPLEMENTATION:

If Council proceeds with First, Second and Third Reading of Bylaw 25-02 being the 2025 Supplementary Assessment Bylaw, Administration will ensure that the progressive assessments are taxed within the 2025 year.

BACKGROUND:

Section 313(1) of the Municipal Government Act (the "Act") allows a Council to pass a bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax under Part 10 of the Act in the same year.

A municipality may pass a bylaw that allows it to assess improvements added to land after the December 31 condition date and collect property taxes on them for a portion of the current tax year. The Assessor for the municipality must determine the value of the new improvements added since December 31 of the previous year based on Section 314 of the Act.

In the Act, Section 313 speaks to preparation of supplementary assessments, and it also makes reference to all improvements, all manufactured homes in the municipality. This Bylaw only applies if it is passed before May 1st of the current tax year. This Bylaw does not apply to linear property (electrical power systems, street lighting systems, telecommunications, pipelines and well equipment).

The Town of Strathmore has been assessing improvements for more than a decade.

Each year when a new supplementary assessment bylaw is passed we are required to repeal the previous year's supplementary assessment bylaw.

Without passing the bylaw, the Town is unable to prepare supplementary assessments during the taxation year for improvements that are:

1. Completed or begin to operate in the year in which they are to be taxed;
2. Occupied during all or any part of the year, in which they are to be taxed;
3. Moved into the Town of Strathmore during the year in which they are to be taxed and they will not be taxed in that year by another municipality; or
4. For designated manufactured homes that are moved in during the year, despite that the designated manufactured home will be taxed in that year by another municipality.

KEY ISSUE(S)/CONCEPT(S):

Council consideration to give First, Second and Third Reading to Bylaw 25-02 being the 2025 Supplementary Assessment Bylaw.

DESIRED OUTCOMES:

Council consideration to give First, Second and Third Reading to Bylaw 25-02 being the 2025 Supplementary Assessment Bylaw.

COMMUNICATIONS:

Administration will update the Town's website and replace the 2024 Supplementary Assessment Bylaw

ALTERNATIVE ACTIONS/MOTIONS:

Recommend to a Committee of the Whole meeting for further discussion.

ATTACHMENTS:

[Attachment I: 2025 Supplementary Assessment Bylaw No. 25-02](#)

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 02 Jan
2025

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

Approved
- 06 Jan
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 06 Jan
2025

Kevin Scoble, Chief Administrative Officer

Approved
- 17 Jan
2025

BYLAW NO. 25-02
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**THIS BYLAW AUTHORIZES THE COUNCIL OF THE TOWN OF STRATHMORE
TO AUTHORIZE THE 2025 SUPPLEMENTARY ASSESSMENT OF
IMPROVEMENTS.**

WHEREAS pursuant to Section 313 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto, Town Council may pass a bylaw authorizing the preparation of supplementary assessments for all improvements for the purposes of imposing a tax in the same year under Part 10 of the *Municipal Government Act*;

AND WHEREAS Section 313 of the *Municipal Government Act* provides further that a supplementary assessment bylaw or any amendments to it applies to the year in which it was passed, only if it is passed before May 1 of the year, and must not authorize assessments to be prepared for linear property;

AND WHEREAS Section 325.1 of the *Municipal Government Act* allows for a bylaw enacted under Section 313 of the *Municipal Government Act* to remain in force and apply in respect of subsequent years, until repealed;

NOW, THEREFORE, the council of the Municipality duly assembled, **ENACTS AS
FOLLOWS:**

1. PURPOSE AND TITLE

- 1.1. This Bylaw may be cited as the "2025 Supplementary Assessment Bylaw."
- 1.2. The purpose of this Bylaw is to provide for the supplementary tax assessments for all improvements until rescinded.

2. DEFINITIONS

- 2.1. In this Bylaw, unless the context otherwise requires:
 - a. "Act" means the Municipal Government Act, R.S.A. 2000 Chapter M-26, and amendments thereto;

- b. "Assessed Person" means a person who is named on the Town's assessment roll in accordance with Section 304 of the Act;
- c. "Assessor" has the same meaning as in Section 284(1)(d) of the Act;
- d. "Council" means the municipal Council of the Town of Strathmore;
- e. "Designated Manufactured Home" means a manufactured home, mobile home, modular home or travel trailer;
- f. "Improvement" means:
 - i. A structure;
 - ii. Anything attached or secured to a structure, that would be transferred without special mention by a transfer or sale of the structure;
 - iii. A Designated Manufactured Home; and
 - iv. Machinery and equipment.
- g. "Part 10" means Part 10 of the Act;
- h. "Town" means the Town of Strathmore and all lands within its jurisdictional boundaries, as the context requires.

3. SUPPLEMENTARY ASSESSMENT

- 3.1. Subject to the provisions of Section 314 of the Act, the Assessor shall prepare a supplementary assessment for all Improvements.
- 3.2. Subject to the provisions of Section 314 of the Act, the Assessor shall prepare supplementary assessments:
 - a. for Improvements if they are completed, or if they are occupied, or if they are moved into the Town in the year in which they are to be taxed under Part 10.
 - b. reflecting the value of an Improvement that has not been previously assessed or the increase in the value of an Improvement since it was last assessed;
 - c. in the same manner as the assessments are prepared under Part 9, Division I of the Act, prorated to reflect only the number of months during which the Improvement is complete, occupied, located in the Town or in operation, including the whole of the first month in which the improvement was completed, was occupied, was moved into the

Town or began to operate.

- 3.3. A supplementary assessment roll must be prepared in accordance with Section 315 of the Act.

4. SEVERABILITY

- 4.1. If any section or part of this Bylaw is found to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable from all other sections or parts of this Bylaw.

5. REPEAL AND EFFECTIVE DATE

- 5.1. Bylaw 24-04 is hereby repealed.
- 5.2. This Bylaw shall come into full force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this ____day of _____, 2025.

READ A SECOND TIME this ____day of _____, 2025.

READ A THIRD AND FINAL TIME this ____day of _____, 2025.

MAYOR

DIRECTOR OF STRATEGIC,
ADMINISTRATIVE, AND FINANCIAL SERVICES



Request for Decision

To: Council

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

Date Prepared: January 5, 2025

Meeting Date: January 22, 2025

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

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

AND THAT Council direct Administration to advertise Bylaw No. 25-03 in accordance with the *Municipal Government Act* prior to Second Reading.

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 5.08% as at January 6, 2025. This represents an annual debt servicing cost of approximately \$387,000 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.

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:

Advertisement, as required under the MGA, will be completed following first reading and any comments received will be presented to council prior to second reading.

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](#)

Ethan Wilson, Manager of Infrastructure

Approved
- 07 Jan
2025

Riley Brolly, Manager of Financial Planning, Budgeting & Reporting

Approved
- 07 Jan
2025

Leana Ashbacher, Senior Manager of Financial Services

Approved
- 07 Jan
2025

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

Approved
- 15 Jan
2025

Veronica Anderson, Legislative Services Officer

Approved
- 15 Jan
2025

Johnathan Strathdee, Manager of Legislative Services

Approved
- 16 Jan
2025

Kevin Scoble, Chief Administrative Officer

Approved
- 17 Jan
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 ____ day of January, 2025

READ A SECOND TIME this ____ day of February, 2025

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

Mayor

Director of Strategic,
Administrative and Financial Services

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, September 17, 2024

7:00 p.m.

Strathmore Municipal Library Program Room

PRESENT:

Trustee Ann Horn, Chair

Trustee Melissa Langmaid, Vice Chair

Trustee Caleigh Haworth, Secretary

Trustee Tammy Anderson

Trustee Ruth McCluskey

Trustee Marie Mortreuil

Trustee Taura Fox Walker

Trustee Robyn Weinkauff

ABSENT WITH NOTICE:

Trustee Sunday Adeola, Treasurer

Trustee Lindsay Walker

1. OPENING REMARKS

2. CONFIRMATION OF AGENDA

Moved by Trustee M. Langmaid

To approve the agenda for the September 17, 2024, Town of Strathmore Library Board Meeting, with the following amendments:

Section 7. – Closed Meeting, Personnel Matter – FOIP sections 17(1) and 27(1)

Section 8. – Adjournment

MOTION CARRIED

3. CONFIRMATION OF MINUTES OF JUNE 18, 2024 (Appendix A)

Moved by Trustee M. Mortreuil

To approve the June 18, 2024, Town of Strathmore Library Board Meeting minutes with the following amendment: Rebecca Stoner should be Rebecca Stone.

MOTION CARRIED

4. REPORTS

- 4.1.** Director's Report – Month Year (Appendix B) – Rachel Dick Hughes
- 4.2.** Finance & Audit Committee
- 4.3.** Strategy & Community Committee

5. NEW BUSINESS

- 5.1.** 2025 Budget Discussion
- 5.2.** Schedule C – Voting on Approval of Agreement with Town of Strathmore, Marigold Library System, and the Strathmore Municipal Library

Moved by Trustee T. Fox Walker

To sign off on Schedule C by the end of September 2024.

MOTION CARRIED

- 5.3.** Library Extended Hours

Moved by Trustee M. Langmaid

To approve the increase in library hours of operation from Monday through Thursday, 10:00 a.m. to 7:00 p.m., to Monday through Thursday, 10:00 a.m. to 8:00 p.m., beginning November 1, 2024.

MOTION CARRIED

- 5.4.** Advocacy in advance of Presentation to Council
- 5.5.** Increase to Exam Rates

Moved by Trustee M. Langmaid

To approve the increase of the exam invigilation fee from \$40 to \$50 per exam, beginning January 1, 2025.

MOTION CARRIED

5.6. Increase to Room Rental Rates

Moved by Trustee R. McCluskey

To approve the increase of the room rental rate from \$20 to \$30 per hour, beginning January 1, 2025.

MOTION CARRIED

5.7. Elimination of Card Replacement Fees

Moved by Trustee T. Fox Walker

To approve the elimination of the card replacement fee, effective October 1, 2024.

MOTION CARRIED

5.8. Approval of Travel Costs – Rachel and Caleigh to Edmonton for the Stronger Together Conference

Moved by Trustee R. McCluskey

To approve the reimbursement of mileage costs for Rachel Dick Hughes and Caleigh Haworth to travel to Edmonton for the Stronger Together Library Conference on October 2-4, 2024.

MOTION CARRIED

6. CALENDAR LOOK AHEAD

September

- Sept. 30 – Library closed for National Day of Truth and Reconciliation

October

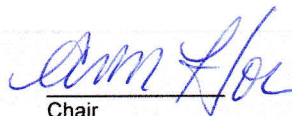
- Canadian Library Month and Canadian Library Workers Day (18th) <https://cfla-fcab.ca/en/programs/cdn-library-month/>
- Presentation from auditors
- Planning for budget presentation to the Town

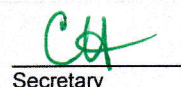
7. CLOSED MEETING – Personnel Matter

Moved by Trustee M. Langmaid

To go in-camera under FOIP sections 17(1) and 27(1) at 8:37 p.m.

MOTION CARRIED


Chair


Secretary

Moved by Trustee M. Langmaid

To come out of in-camera at 9:06 p.m.

MOTION CARRIED

8. ADJOURNMENT

Moved by Trustee A. Horn

To adjourn the meeting at 9:07 p.m.

MOTION CARRIED

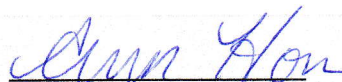
NEXT REGULAR MEETING


October 15, 2024

APPENDICES

A – 06.18.2024 Unconfirmed Minutes

B – 09.24 Directors Report


Ann Horn, Chair


Caleigh Haworth, Secretary

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, October 15, 2024

7:00 p.m.

Strathmore Municipal Library Program Room

PRESENT:

Trustee Ann Horn, Chair
Trustee Caleigh Haworth, Secretary
Trustee Tammy Anderson
Trustee Ruth McCluskey
Trustee Lindsay Walker
Trustee Taura Fox Walker
Director Rachel Dick Hughes

ABSENT WITH NOTICE:

Trustee Melissa Langmaid, Vice Chair
Trustee Sunday Adeola, Treasurer
Trustee Marie Mortreuil
Trustee Robyn Weinkauf

CALL TO ORDER

Trustee A. Horn called today's meeting to order at 7:03 p.m.

1. OPENING REMARKS

Welcome to our guest, Bjornda Bjornson, from Orion LLP (auditor).

2. CONFIRMATION OF AGENDA

Moved by Trustee R. McCluskey

To approve the agenda for the October 15, 2024, Town of Strathmore Library Board Meeting, amended to correct the listed meeting date from September 17, 2024, to October 15, 2024.

MOTION CARRIED

3. PRESENTATION FROM ORION LLP

4. CONFIRMATION OF MINUTES OF SEPTEMBER 17, 2024 (Appendix A)

Moved by Trustee L. Walker

To approve the September 17, 2024, Town of Strathmore Library Board Meeting minutes as presented.

MOTION CARRIED

5. REPORTS

5.1. Director's Report – Rachel Dick Hughes

6. NEW BUSINESS

6.1. 2025 Budget Discussion

7. CLOSED MEETING

Moved by Trustee C. Haworth

To go in-camera under FOIP section 24(1)b at 8:18 p.m.

MOTION CARRIED

Moved by Trustee T. Anderson

To come out of in-camera at 9:02 p.m.

MOTION CARRIED

8. CALENDAR LOOK AHEAD

October

- Town Council appoints Council Member to the Library Board

9. ADJOURNMENT

Moved by Trustee C. Haworth

To adjourn the meeting at 9:09 p.m.

MOTION CARRIED

NEXT REGULAR MEETING

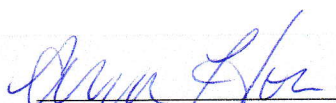
November 19, 2024

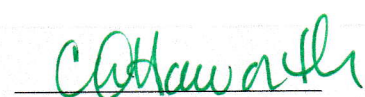
APPENDICES

A – 09.17.2024_UnconfirmedMinutes

B – 2024_JanThroughAug_ValueToTheCommunity_Infographic

C – 2024_StrathmoreLibrary_BudgetSupportDocument


Ann Horn, Chair


Caleigh Haworth, Secretary

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, November 19, 2024

7:00 p.m.

Strathmore Municipal Library Program Room

PRESENT:

Trustee Ann Horn, Chair
Trustee Caleigh Haworth, Secretary
Trustee Tammy Anderson
Trustee Ruth McCluskey
Trustee Lindsay Walker
Trustee Taura Fox Walker
Director Rachel Dick Hughes

ABSENT WITH NOTICE:

Trustee Melissa Langmaid, Vice Chair
Trustee Sunday Adeola, Treasurer
Trustee Marie Mortreuil
Trustee Robyn Weinkauf

CALL TO ORDER

Trustee A. Horn called today's meeting to order at 7:08 p.m.

1. OPENING REMARKS

2. CONFIRMATION OF AGENDA

Moved by Trustee R. McCluskey

To approve the November 18, 2024, Town of Strathmore Library Board Meeting agenda, with the following amendment:

Section 5.8. – Change of date for the January 2025 meeting

MOTION CARRIED



Chair



Secretary

3. CONFIRMATION OF MINUTES OF OCTOBER 15, 2024 (Appendix A)

Moved by Trustee T. Anderson

To approve the October 15, 2024, Town of Strathmore Library Board Meeting minutes as presented.

MOTION CARRIED

3. REPORTS

- 4.1. Director's Report – November 2024 (Appendix B) and Board Meeting Program Report – September & October 2024 (Appendix C) – Rachel Dick Hughes
- 4.2. Policy & Governance Committee Update – Melissa Langmaid
- 4.3. Strategy & Community Committee Update: Cat Café and Silent Auction – Taura Fox Walker

4. NEW BUSINESS

- 5.1. Circulation desk – Rachel Dick Hughes
- 5.2. Allowing patrons in before opening – Rachel Dick Hughes
- 5.3. Alarm system – Rachel Dick Hughes
- 5.4. Christmas closure: December 24, 2024, through January 1, 2025, inclusive – Rachel Dick Hughes

Moved by Trustee L. Walker

To approve the closure of the library for the holidays from December 24, 2024, through January 1, 2025, inclusive.

MOTION CARRIED

- 5.5. Summary of Premier's Summit – Ann Horn and Sunday Adeola
- 5.6. Christmas bonuses for staff – Ann Horn

Moved by Trustee T. Fox Walker

To approve a one-time holiday bonus of \$100 to each staff member for a total of \$2000.

MOTION CARRIED

5.7. Information only: New TRACpac announcement from Marigold (Appendix D)

5.8. Change of date for the January 2025 meeting

Moved by Trustee C. Haworth

To move the January 21, 2025, Town of Strathmore Library Board Meeting to January 28, 2025.

MOTION CARRIED

5. CLOSED MEETING

Moved by Trustee R. McCluskey

To go in-camera under FOIP section 24(1)b at 8:16 p.m.

MOTION CARRIED

Moved by Trustee T. Anderson

To come out of in-camera at 8:41 p.m.

MOTION CARRIED

Moved by Trustee T. Fox Walker

To accept the lawyer's advice with timeline amendment.

MOTION CARRIED

6. CALENDAR LOOK AHEAD

DECEMBER – No meeting

JANUARY

- Annual Organizational Meeting of the Town of Strathmore Library Board on January 24 28, 2025, at 7:00 p.m.
 - Includes nominations and voting for Officers of the Board (Policy Manual, Section 2.6.2 – <https://bit.ly/SML-Policy-Manual-March-2024>)
 - Includes appointments to Board Committees (Policy Manual, Section 2.7 – <https://bit.ly/SML-Policy-Manual-March-2024>)

7. ADJOURNMENT

NEXT REGULAR MEETING

January 24 28, 2025, following the Annual Organizational Meeting

APPENDICES

A – 10.15.2024_UnconfirmedMinutes

B – 11.2024_DirectorsReport

C – 09.2024_and_10.2024_ProgramReport

D – IntroducingNewTRACpac


Ann Horn, Chair


Caleigh Haworth, Secretary

Village of Hussar

109 1st Avenue East, PO Box 100
Hussar AB T0J 1S0
www.villageofhussar.ca



October 22, 2024

Town of Strathmore
Box 2280 1 Parklane Drive
Strathmore, AB T1P 1K2

TOWN OF STRATHMORE
Accounting

DEC 24 2024

RE: Village of Hussar Organizational Meeting

RECEIVED: _____

Please be advised that at the Village of Hussar Organizational Meeting, held on October 10, 2024, Mr. Les Schultz was appointed as the Mayor, and Mrs. Coralee Schindel as the Deputy Mayor.

Council Contact information:

NAME	EMAIL	PHONE
Deputy Mayor, Coralee Schindel	Councillor1@villageofhussar.ca	403-389-2983
Mayor, Les Schultz	Councillor2@villageofhussar.ca	403.934.1288
Councillor, Tim Frank	Councillor3@villageofhussar.ca	403.787.3751

2024/25 Committee / Board Appointments:

Committee/Board	Primary Member	Alternate Member
Cemetery Committee	Councillor Tim Frank	
Drumheller & District Solid Waste Management (DDSWM)	Councillor Tim Frank	Mayor Les Schultz
Hussar Municipal Library Board	Deputy Mayor Coralee Schindel	
Hussar Rural Fire Association	Councillor Tim Frank	Deputy Mayor Coralee Schindel
Intermunicipal Development Plan Committee (IDP)	Mayor Les Schultz & Councillor Tim Frank	Deputy Mayor Coralee Schindel
Palliser Regional Municipal Services (PRMS)	Deputy Mayor Coralee Schindel	Mayor Les Schultz
Wheatland Family & Community Support Services (WFCSS)	Deputy Mayor Coralee Schindel	Mayor Les Schultz
Wheatland Regional Emergency Advisory Committee	Mayor Les Schultz	Councillor Tim Frank
Wheatland Regional Partnership	Mayor Les Schultz Deputy Mayor Coralee Schindel Councillor Tim Frank	
Wheatland & District Emergency Medical Services Association (WADEMSA)	Mayor Les Schultz	Deputy Mayor Coralee Schindel

Village of Hussar

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Wildrose Community Futures	Mayor Les Schultz	Deputy Mayor Coralee Schindel
Southern Alberta Energy from Waste Association (SAEWA)	Councillor Tim Frank	Deputy Mayor Coralee Schindel

If you require any further information, please contact the Village Office.

Regards,
VILLAGE OF HUSSAR

Liz Santerre
Chief Administrative Officer