

AGENDA
COMMITTEE OF THE WHOLE MEETING
Wednesday, September 11, 2024 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

	Page
1. CALL TO ORDER	
2. CONFIRMATION OF AGENDA	
3. DELEGATIONS	
Members of the public and community organizations are welcome to attend a Committee of the Whole 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 Committee of the Whole Meeting.	
4. CONFIRMATION OF MINUTES	
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5. PUBLIC COMMENTS	
6. BUSINESS	
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6.2. Municipal Election Bylaw No. 24-18	80 - 107
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6.3. Election Sign Bylaw No. 24-19	108 - 123
Agenda Item - RFD-24-152 - Pdf	
6.4. Council Procedure Bylaw Amending Bylaw No. 24-20	124 - 171
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7. QUESTION AND ANSWER PERIOD	
8. CLOSED MEETING	
8.1. Council/CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)	
9. ADJOURNMENT	



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: July 10, 2024

Meeting Date: September 11, 2024

SUBJECT: Committee of the Whole Meeting Minutes - July 10, 2024

RECOMMENDATION: THAT Council adopt the July 10, 2024 Committee of the Whole 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 July 10, 2024 Committee of the Whole 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 July 10, 2024 Committee of the Whole 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 Committee of the Whole Meeting Minutes.

ATTACHMENTS:

[Attachment I: COMMITTEE OF THE WHOLE - 10 Jul 2024 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 24 Jul
2024

Johnathan Strathee, Manager of Legislative Services

Approved
- 27 Aug
2024



MINUTES COMMITTEE OF THE WHOLE MEETING

6:00 PM - Wednesday, July 10, 2024
Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Mayor Pat Fule, Councillor Melissa Langmaid, Councillor Debbie Mitzner, Councillor Jason Montgomery, Councillor Denise Peterson, and Councillor Richard Wegener

COUNCIL ABSENT: Deputy Mayor Brent Wiley

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 July 10, 2024 Committee of the Whole Meeting to order at 6:00 p.m.

2. **CONFIRMATION OF AGENDA**

Resolution No. 035.07.24A

Moved by Councillor Wegener

THAT Council adopt the July 10, 2024 Committee of the Whole Meeting Agenda as presented.

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

AGAINST: None.

CARRIED

3. **DELEGATIONS**

3.1. **Delegation – EPCOR Utilities**

4. CONFIRMATION OF MINUTES

4.1. Committee of the Whole Meeting Minutes – June 12, 2024

Resolution No. 036.07.24A

Moved by Councillor Langmaid

THAT Council adopt the June 12, 2024 Committee of the Whole Meeting Minutes as presented in Attachment I.

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

AGAINST: None.

CARRIED

5. BUSINESS

5.1. Background Report – 2024 Municipal Development Plan Review

5.2. Capital Project and Major Initiative Priority Matrix

6. QUESTION AND ANSWER PERIOD

None.

7. CLOSED MEETING

Resolution No. 037.07.24A

Moved by Councillor Peterson

THAT Council move In Camera to discuss items related to section 24(1)(a) and 24(1)(b)(i) and of the *Freedom of Information and Protection of Privacy Act* at 6:40 p.m.

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

AGAINST: None.

CARRIED

7.1. Advocacy Strategy Discussion – Advice from officials – FOIP S.24(1)(a)

Councillor Mitzner joined the meeting at 6:46 p.m.

7.2. **Strathmore Stampede – Advice from officials – FOIP S. 24(1)(a)**

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

Resolution No. 038.07.24A

Moved by Councillor Wegener

THAT Council move out of Camera at 7:58 p.m.

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

AGAINST: None.

CARRIED

8. **ADJOURNMENT**

Mayor Fule adjourned the July 10, 2024 Committee of the Whole Meeting at 7:58 p.m.

Mayor

Director of Strategic,
Administrative and Financial Services



Request for Further Direction

To: Mayor & Council

Staff Contact: Ethan Wilson, Manager of Infrastructure

Date Prepared: June 27, 2024

Meeting Date: September 11, 2024

SUBJECT: Offsite Levy Bylaw No. 24-17

RECOMMENDATION: For discussion.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Offsite Levies provide necessary funds for projects which are required due to new development. Infrastructure is provided to all residents and funded through utilities charges and taxes while off site levies allow for new development to pay their proportionate share.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

Levies allow for predictable incomes and expenditures to occur, reducing the burden to the town's financial capacity.

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

The current Levy Bylaw, 21-07, is in effect and this is an update to that bylaw.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

Bylaw 24-17 is an update to the existing bylaw, ensuring that funds collected match the anticipated expenditures of the future.

POLICY:

This is an existing Bylaw, which is in alignment with other Town policies and the Municipal Government Act.

IMPLEMENTATION:

This Bylaw 24-17 will be implemented upon third reading and replace the current Bylaw 21-07. Operationally no changes are planned and this bylaw will be implemented with minimal impact.

BACKGROUND:

Offsite Levies are standard for most municipalities in Alberta and it is prudent to continually evaluate and update Levies to ensure they are in alignment with the communities plans. As the most recent Bylaw was passed in 2021 and references a study completed in 2020, the study is nearing its end of relevancy and needs to be updated.

KEY ISSUE(S)/CONCEPT(S):

The rates being proposed in this new bylaw are slightly higher than those in the current bylaw however inflation and timing are the main factors for this. The report is included in the Bylaw as support for the new costs and consultation with the Development Community supports the tentative plan presented within the report.

DESIRED OUTCOMES:

Updating the Bylaw allows the Town to remain current on it's collections and ensure proper funding is available for future projects.

COMMUNICATIONS:

A developer meeting was held in June with this item being a major topic and the public hearing will allow for further feedback to be provided, if desired.

ALTERNATIVE ACTIONS/MOTIONS:**ATTACHMENTS:**

[Attachment I: Offsite Levy Bylaw No. 24-17](#)

[Attachment II: Strathmore OSL Report v1 FINAL](#)

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

Approved
- 05 Sep
2024

Veronica Anderson, Legislative Services Officer

Approved
- 05 Sep
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 06 Sep
2024

BYLAW NO. 24-17
THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO IMPOSE OFF-SITE LEVIES IN RESPECT OF LAND OR BUILDINGS THAT ARE TO BE SUBDIVIDED, DEVELOPED, OR ARE TO UNDERGO A CHANGE OF USE OR INTENSITY OF USE

WHEREAS Section 648 of the *Municipal Government Act*, R.S.A 2000 Chapter M-26 and amendments thereto provides that a Municipal Council may pass a bylaw for the imposition and payment of Offsite Levies in respect of land that is to be developed or subdivided;

AND WHEREAS Council deems it necessary and expedient to collect Offsite Levies to pay for the capital cost of infrastructure required to service the growth of the Town;

AND WHEREAS the Town has engaged in consultation with landowners and representatives of the development industry to address and define existing and future infrastructure required for growth of the Town and the allocation of the capital costs of such infrastructure;

AND WHEREAS Council has received the Report, which set out a fair and equitable calculation Offsite Levies in accordance with the *Municipal Government Act* and the regulations enacted thereunder;

AND WHEREAS Council has advertised its intention to consider the enactment of this Bylaw pursuant to the requirements of the *Municipal Government Act*;

NOW THEREFORE, the Council of the Town of Strathmore, duly assembled, hereby enact as follows:

1. SHORT TITLE

1.1. This Bylaw may be cited as the "Offsite Levy Bylaw"

2. PURPOSE

2.1. This Bylaw is intended to:

- a) Impose and provide for the payment of a levy to be known as an Offsite Levy in respect of Developable Land; and
- b) Authorize agreements to be entered in respect to payment of Offsite Levies to ensure that the developer of each parcel of Developable Land pays a proportionate share of the cost to provide new or expanded

infrastructure required for the area in which the Developable Land is located.

3. DEFINITIONS

3.1. In this Bylaw, unless the context otherwise requires:

- a) **"Bylaw"** means this Offsite Levy Bylaw
- b) **"Chief Administrative Officer"** means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on that officer from time to time
- c) **"Town"** means the Town of Strathmore
- d) **"Council"** means the Municipal Council for the Town
- e) **"Developable Land"** means all land contained within the Development Area:
 - i. For which a Development Permit is obtained after the date of enactment of this Bylaw, or;
 - ii. For which Subdivisions approval is obtained after the date of enactment of this Bylaw, excluding all Developed Land; and
 - iii. Excludes all Developed Land
- f) **"Developed Land"** means land that has been subject to Development or a Subdivision prior to the date the Bylaw comes into force, and in respect of which Offsite Levies for the same infrastructure has been paid
- g) **"Development"** means development as defined in the Municipal Government Act
- h) **"Development Agreement"** means development agreement as referred to thin the Municipal Government Act
- i) **"Development Area"** includes the area of land within the municipal boundaries of the Town. For the purpose of imposing Offsite Levies, the Town is divided into eleven (11) geographic areas as shown in Schedule "A" of this Bylaw
- j) **"Lot"** means lot as defined in the Municipal Government Act
- k) **"Municipal Government Act"** means the *Municipal Government Act*, R.S.A 2000 Chapter M-26 and amendments thereto

- l) **"Offsite Infrastructure"** means those components and projects referred to in the Report, in relation to facilities to be paid for in whole or in part by Offsite Levies under the Bylaw
- m) **"Offsite Levies"** means the Offsite Levies imposed pursuant to this Bylaw
- n) **"Report"** means the Town of Strathmore: Offsite Levy Rates Review, April 11, 2024, prepared by Corvus Business Advisors, attached as Schedule "C" to this Bylaw.
- o) **"Subdivision"** means subdivision as defined in the Municipal Government Act.

4. OBJECT OF OFFSITE LEVIES

- 4.1. The object of the Offsite Levy or Levies imposed and collected pursuant to this Bylaw are to pay for all or any part of the capital cost of any or all of the following:
 - a) New or expanded facilities for the storage, transmission, treatment, or supplying of water;
 - b) New or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
 - c) New or expanded storm sewer drainage facilities;
 - d) New or expanded roads required for or impacted by a Subdivision or Development
 - e) New or expanded transportation infrastructure required to connect, or to improve the connection of municipal roads to provincial highways resulting from a subdivision or development; and
 - f) Land required for or in connection with any facilities described within this paragraph

5. IMPOSITION OF LEVY

- 5.1. The Offsite Levies are hereby established and imposed in respect of all Developable Land in Developments Areas (Schedule "A") and included in the Report (Schedule "C")
- 5.2. The amount of the Offsite Levies imposed is calculated in the Report and set out in Schedule "B"

5.3. The Offsite Levies will be assessed on all Developable Land on a per hectare (ha) basis, excluding those portions of Developable Land that are designated pursuant to Subdivision as:

- a) Environmental Reserve;
- b) School Reserve;
- c) Municipal Reserve; or
- d) Arterial Road Right-of-Way

5.4. Unless otherwise agreed, payment of Offsite Levies imposed under this Bylaw is due:

- a) 30% at Signing of Development Agreement
- b) 30% at application for CCC or two (2) years from signing of DA, whichever comes first
- c) Full payment of all outstanding levies at application for FAC or three (3) years from signing of DA, whichever comes first

Nothing in this Section 5.4 shall prevent the CAO or his/her designate from requiring payment in full of Offsite Levies imposed under this Bylaw at the time of signing of a Development Agreement or within such period of time determined to be appropriate by the CAO or his/her designate

6. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

6.1. The Chief Administrative Officer is delegated the authority to enforce and administer this Bylaw, including, but not limited to the authority to:

- a) Enter into Development Agreements on behalf of the Town with respect to, among other things, the collection of Offsite Levies;
- b) Defer collection of Offsite Levies imposed pursuant to this Bylaw; and
- c) Require security for payment of any deferred levies.

6.2. The Chief Administrative Officer may delegate the authority to enforce and administer this Bylaw.

7. ANNUAL REPORT

7.1. To maintain the requirements of the Municipal Government Act, on or before December 31 of each calendar year, the Chief Administrative Officer, or their designate, shall provide an annual report to Council regarding the Offsite Levies imposed under this bylaw, including:

- a) Offsite Infrastructure constructed during the previous calendar year;

- b) Construction costs of Offsite Infrastructure constructed in the previous calendar year;
- c) Estimated construction costs for Offsite Infrastructure yet to be constructed and an explanation as to any adjustments to the estimates since the previous annual report;
- d) Amount collected in Offsite Levies; and
- e) Specifics of total value of Offsite Levies being held by the Town and yet to be expended on Offsite Infrastructure, interest earned and commitments for future expenditures of such monies

8. ACCOUNTING

- 8.1. All funds collected pursuant to this Bylaw shall be accounted for in a special fund for each category of infrastructure and expended only as permitted under the Municipal Government Act

9. REVIEW

- 9.1. The Town shall review the rates for Offsite Levies annually and, if required, shall amend this Bylaw accordingly to update the rates for Offsite Levies

10. GENERAL

- 10.1. Nothing in this Bylaw precludes the Town from:
 - a) Imposing further or different levies, duly enacted by Bylaw, on any portion of the Developable Lands in respect of which the Town has not collected Offsite Levies;
 - b) Deferring collection of Offsite Levies of any portion of Developable Lands, including requiring security for payment of such deferred levies; or
 - c) Reducing payment of the Offsite Levies required pursuant to this Bylaw, or otherwise providing for credits for other Offsite Infrastructure or oversize Infrastructure constructed by a developer in calculating and/or collecting the Offsite Levies that become payable to this Bylaw
- 10.2. Schedules "A" and "B" to this Bylaw, and specifically, without restricting the generality of the foregoing, the rates for the Offsite Levies set out in the Report, may be updated or amended from time to time by amendment to this Bylaw
- 10.3. The Report (Schedule "C") provides information on the approach and methods used to calculate Offsite Levies in this Bylaw

- 10.4. If any term, clause or condition of the Bylaw or application thereof is found to be invalid or unenforceable, the remainder of this Bylaw or the application of such term, clause or condition shall not be affected and shall remain in force and effect

11. DEFAULT OF PAYMENT

- 11.1. If the registered owner of land fails, neglects, or refuses to pay an Offsite Levy imposed on the land:
- a) Council may cause the levy to be added to the tax roll as a charge against the lands, or on a pro rata basis against each lot within the area in respect of which the Offsite Levies are payable under an Agreement as taxes, and with the same priority as to lien and to payment thereof as in the case of ordinary municipal taxes; or
 - b) The issuance of final Subdivision documents, Development Permits, or Building Permits may be withheld until the owner or purchaser has entered into the Agreement or paid the outstanding levy

12. TRANSITION

- 12.1. This Bylaw applies to:
- a) Any Subdivision where the date of subdivision approval occurs on or after the date this Bylaw comes into force; and
 - b) Any Development where the date of issuance of a development permit occurs on or after the date this Bylaw comes into force
- 12.2. Development Agreements entered into prior to the enactment of this Bylaw shall remain valid and in effect
- 12.3. Any Offsite Levies payable under Development Agreements entered into prior to the enactment of the Bylaw, are confirmed and shall continue to be payable notwithstanding the repeal of previous Offsite Levy Bylaws pursuant to Section 13.1

13. ENACTMENT

- 13.1. The Bylaw 21-07 and any amendments thereto is hereby repealed
- 13.2. This Bylaw shall come into full force and effect upon third and final reading

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

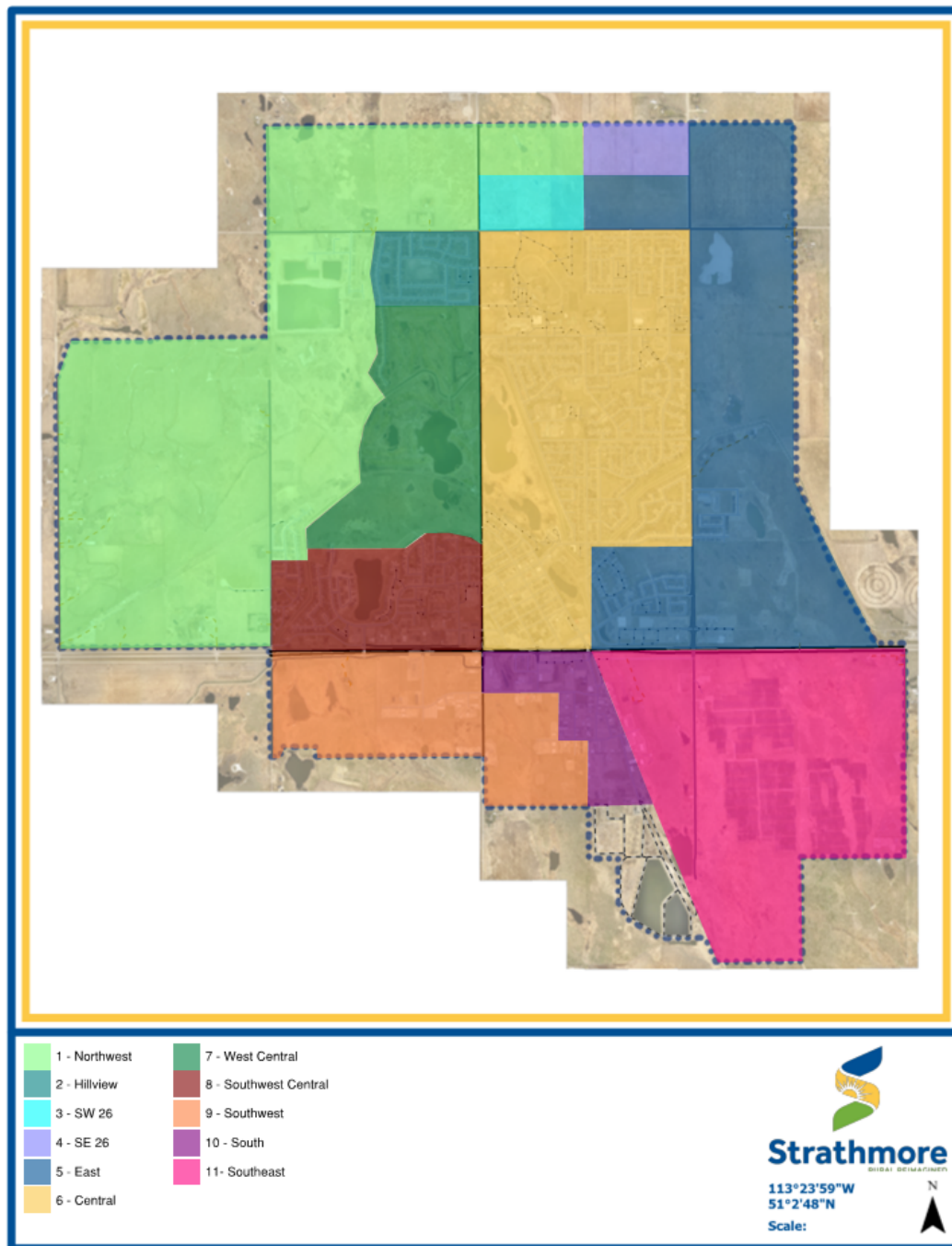
READ a third and final time this _____ day of _____, 2024.

Mayor

Director of Strategic, Administrative
and Financial Services

SCHEDULE "A"

GEOGRAPHIC AREA MAP – DEVELOPABLE LANDS



SCHEDULE "B"

OFFSITE LEVY RATES BY AREA (PER HECTARE)

AREA	Transportation	Water	Sanitary	Stormwater	TOTAL
1	\$71,354	\$42,645	\$58,393	\$2,507	\$174,900
2	\$71,354	\$42,645	\$7,204	\$18,134	\$139,337
3	\$71,330	\$44,267	\$19,721	\$28,986	\$165,305
4	\$71,330	\$44,267	\$24,400	\$5,050	\$146,047
5	\$71,354	\$42,645	\$24,400	\$33,899	\$172,297
6	\$71,354	\$42,645	\$7,204	\$26,443	\$147,646
7	\$71,354	\$42,645	\$7,204	\$26,443	\$147,646
8	\$71,354	\$42,645	\$-	\$26,443	\$140,443
9	\$71,354	\$42,645	\$9,418	\$26,443	\$149,861
10	\$71,354	\$42,645	\$3,819	\$26,443	\$144,262
11	\$71,330	\$44,267	\$324	\$36,441	\$153,363

SCHEDULE "C"

**TOWN OF STRATHMORE: OFFSITE LEVY RATES REVIEW
APRIL 11, 2024
CORVUS BUSINESS ADVISORS**

(Document Attached)



Town of Strathmore: Offsite Levy Rates Review

April 11th, 2024

Prepared by:

Greg Weiss, President
CORVUS Business Advisors
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Edmonton, AB T6C 2A4
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www.corvusbusinessadvisors.com

This document has been prepared by CORVUS Business Advisors for the sole purpose and exclusive use of the Town of Strathmore.

April 11th, 2024

Town of Strathmore
Box 2280, 1 Parklane Dr.
Strathmore AB
T1P 1K2

RE: Town of Strathmore: Offsite Levy Rates Review

Enclosed is our report in support of the Strathmore's offsite levy rate update. If you have any questions do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Greg Weiss", followed by a long horizontal line.

Greg Weiss
President

1 DOCUMENT INFORMATION

Revision Date	Description
April 11 th , 2024	Final

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3 INTRODUCTION

3.1 Overview

Bylaw 21-07, established by the Town of Strathmore ("the Town") in 2021, defines offsite levy charges for transportation, water, sanitary, and stormwater offsite infrastructure. The Town wishes to update this bylaw, amending offsite infrastructure included in the bylaw in alignment with the Town's recent actual expenditures, receipts, latest capital/master plans, and ensuring updated costs and development forecasts are reflected fairly and equitably in new rates, thereby ensuring a financially sustainable community.

This report outlines the methodology and information used in establishing updated transportation, water, sanitary, and stormwater offsite levy rates for the Town.

3.2 Scope and Approach

The Town has various infrastructure capital/master plans, and these plans have been used by Town staff as a start point for developing key information for this offsite levy review. Town staff reviewed existing plans and verified offsite projects for roads, water, sanitary, and drainage infrastructure¹. The Town's review also included verification of benefits to existing development, future development, and benefiting areas.

Support provided by CORVUS Business Advisors ("CORVUS") included:

- Development and implementation of the offsite levy model—configuration, priming, and data loading.
- Incorporation of area measurements and land development forecasts (provided by Town staff).
- Incorporation of infrastructure costs and allocation percentages for existing development, new development, and other parties (provided by Town staff).
- Determination of reserve opening balances (historical reconciliation details provided by Town staff).
- Determination of roads, water, sanitary, and drainage levy rates.
- Preparation of the offsite levy report
- Presentation of results.

Offsite levy rates are forecast using a rolling 25-year review period. During this review, a cut-off date of December 31st, 2023 was established in alignment with the Town's most recent year-end. Accordingly, the review period stems from **2024 to 2048**. Project expenditures, receipts etc. were gathered as "actuals" from the Town's financial records up to the cut-off date. Beyond the cut-off date, all financial details are estimates. When the Town completes

¹ It was not within CORVUS' scope of work to review the Town's capital/master plans. Plans were reviewed and refined by Town staff and their engineering advisors.

its next rate update, information from January 1st, 2024 up to the new cut-off date will be converted from estimates to actuals, and the rolling 25-year review period will move further out.

3.3 Methodology

Rates are calculated using as an advanced cost-over-area approach, with “base” rates adjusted to ensure forecast levy account balances reach zero at the end of the 25-year review period. A detailed description of the calculation is included in Appendix H.

4 KEY FINDINGS

The following provides a summary of key findings pertaining to the updating of the Town’s offsite levy rates:

Offsite Infrastructure Costs. Offsite infrastructure costs to be included in the offsite levy bylaw total approximately **\$299.83 million**. An overview of offsite infrastructure costs and maps is provided in Appendices B1 (Transportation), C1 (Water), D1 (Sanitary), and E1 (Stormwater); and a definition of each offsite infrastructure type is provided in Appendix F.

Before determining how infrastructure costs will be allocated to parties that benefit (e.g., existing/residual development, future development, other municipalities etc.), financing provided by way of special ear-marked grants and other contributions are deducted from offsite infrastructure costs. For this review, the Town identified approximately **\$0.23 million** in ear-marked grants and contributions. An overview of ear-marked grants and contributions and resulting net costs is provided in Appendices B2, C2, D2, and E2.

The share of costs which benefits existing/residual development (the Town’s share) is **\$32.09 million**; and the share of costs which benefits other stakeholders (e.g., neighbouring municipalities) is **\$0.00**.

The share of costs which benefits future development totals approximately **\$267.51 million (\$98.77 million + \$168.74 million)** and is based on the allocations shown in Appendices B4, C4, D4, and E4. However, **\$98.77 million** of the cost which benefits future development is deemed beyond the 25-year review period (called “financial oversizing”). Financial oversizing is a pro-rated amount based on the anticipated year of construction (i.e., construction staging) which is provided in Appendices B3, C3, D3, and E3.

Of the **\$267.51 million** in total offsite infrastructure costs which benefits future development, the portion that is deemed within the 25-year review period and included in rates today (the offsite levy share) is approximately **\$168.74 million**, as shown in the table below. A summary of offsite infrastructure net cost “flow-thru” is provided in Appendices B6, C6, D6, and E6.

Summary of Infrastructure Costs & Allocations

Infrastructure	Special Grants & Contributions	Muni Share of Costs	Other Stakeholders' Share of Costs	Developer Cost Beyond 25 Yrs (Financial Oversizing)	Developer Costs (In Rates)	Total Costs
Transportation	\$ 230,915	\$ 17,808,257	\$ -	\$ 25,986,569	\$ 45,246,458	\$ 89,272,200
Water	\$ -	\$ 12,501,472	\$ -	\$ 46,438,853	\$ 66,176,417	\$ 125,116,741
Sanitary	\$ -	\$ 1,776,196	\$ -	\$ 22,932,412	\$ 39,975,620	\$ 64,684,228
Stormwater	\$ -	\$ -	\$ -	\$ 3,407,254	\$ 17,345,222	\$ 20,752,476
Total	\$ 230,915	\$ 32,085,924	\$ -	\$ 98,765,088	\$ 168,743,717	\$ 299,825,645

Offsite Levy Collections. Before allocating infrastructure costs to benefitting lands, offsite levy costs must be reduced by the total levies collected to date. Up to **December 31st, 2023**, the Town collected approximately **\$6.02 million** in offsite levies as summarized in the table below. Details associated with levy collections are shown in Appendices B5, C5, D5, and E5.

Summary of Levies Collected to Date

Levies Collected To Date	
Transportation	\$ 633,052
Water	\$ 2,274,813
Sanitary	\$ 1,399,870
Stormwater	\$ 1,716,491
Total	\$ 6,024,226

Offsite Levy Areas and Forecast Development. To facilitate the allocation of infrastructure costs to those lands that benefit from the infrastructure, the Town is parsed into 11 offsite levy areas. The area boundaries, numbering schema, and area measurements are described in Appendix A along with an offsite levy map. An overview of offsite infrastructure allocations to each benefitting area is provided in Appendices B7, C7, D7, and E7.

To calculate offsite levy rates, it is necessary to forecast the amount of land that will develop during the 25-year review period. Land development forms the denominator of the rate calculation. A larger denominator reduces rates but could potentially result in under-collection thereby placing an increased burden on taxpayers. A smaller denominator increases rates but could potentially result in over-collection thereby placing an increased burden on future development. Accordingly, land development forecasts need to be: (a) reasonable and reflect current planning assumptions including the current pace of development in the community, and (b) updated regularly.

For this review, the Town is forecasting development of approximately **793 ha.** during the 25-year review period (the land development forecast is shown in Appendix A). This is a reduction since the last update. A decrease in land development puts upward pressure on rates, all other things being equal.

Offsite Levy Reserves. The Town is currently managing offsite levy receipts and

withdrawals via four accounts (i.e., one account for each infrastructure type), and this in alignment with MGA requirements. The reason the MGA stipulates the requirement for separate accounts is because offsite levies can only be used to construct the type of infrastructure for which they were collected (e.g., water levies can only be used to construct water offsite infrastructure, not sanitary infrastructure etc.).

Interest. Offsite levy account balances (both actual and forecast) are impacted by interest. Actual reserve inflows and forecast reserve balances that are in a positive/surplus position earn interest (as required by the MGA). Actual reserve outflows and forecast reserve balances that are in a negative/deficit position are charged interest (forecast balances that are negative indicate the requirement for front-ending). An overview of account adjustments is discussed further below, and interest rates and forecast balances over the 25-year review period are shown in Appendices B9, C9, D9, and E9.

Front-ending Approach. Front-ending is an extremely important concept that underpins rigorous management of offsite levies. Front-ending represents monies owed by future development to the front-ending party (municipality or developer) for past construction undertaken on behalf of future development—i.e., a front-ending party will often pay for its share of an offsite infrastructure project in addition to that portion of the project which benefits future development when offsite levy reserve balances are insufficient.

There are 2 alternatives for repaying front-ending debts to claimants: (1) the First-In First-Out (FIFO) approach, and (2) the Average Outstanding Claim (AOC) approach. The FIFO approach can create: (a) stagnation of development, and (b) increased pressure on the municipality (i.e., taxpayers) to front-end. Accordingly, it is recommended that the Town establish an offsite levy policy framework that includes an AOC approach for repayment of front-ending.

Under the AOC approach, claimants share distributions based on their proportionate share of outstanding claims. For example, Developer A fronts a \$1 million piece of infrastructure in 2016. The Town front-ends a \$0.5 million piece of infrastructure in 2017. And Developer B is contemplating front-ending a \$0.5 million piece of infrastructure in the future. Using the AOC approach, offsite levy collections are shared between Developer A (66.6% of distributions) and the Town (33.3% of distributions) until fully repaid². If Developer B chooses to front-end in the future, then future claim reimbursements would be shared amongst Developer A (50% of distributions) and the Town (25% of distributions) and Developer B (25% of distributions) until repaid³. This approach is preferred, as it ensures regular positive cash flow to all claimants, and therefore no disincentive to future front-ending.

It is our understanding that (with the exception of water project #22 which is discussed in Section 6) all offsite projects constructed prior to 2021 whose portion of cost was allocated

² $\$1,000,000 / (\$1,000,000 + \$500,000) = 66.6\%$. $\$500,000 / (\$1,000,000 + \$500,000) = 33.3\%$.

³ $\$1,000,000 / (\$1,000,000 + \$500,000 + \$500,000) = 50\%$. $\$500,000 / (\$1,000,000 + \$500,000 + \$500,000) = 25\%$.

to development, were financed via the offsite levy accounts. As such, there was no Town front-ending prior to 2021 and all offsite levy accounts maintained a surplus balance at end-2020.

Offsite Levy Account Balances. At end-2023, the Town is showing a balance of \$335,109 in the transportation account. However, after adjustments the balance in the transportation account should be amended to reflect a surplus of approximately **\$377,710** at end 2023. A complete reconciliation of the transportation account balance is provided in Appendix B8.

At end-2023, the Town is showing a balance of \$1,300,469 in the water account. However, after adjustments the balance in the water account should be amended to a surplus of approximately **\$1,163,577** at end 2023. A complete reconciliation of the water account balance is provided in Appendix C8.

At end-2023, the Town is showing a balance of \$1,114,633 in the sanitary account. However, after adjustments the balance in the sanitary account should be amended to a surplus of approximately **\$1,185,328** at end 2023. A complete reconciliation of the sanitary account balance is provided in Appendix D8.

At end-2023, the Town is showing a balance of \$1,757,639 in the stormwater account. However, after adjustments the balance in the stormwater account should be amended to a surplus of approximately **\$1,777,403** at end 2023. A complete reconciliation of the sanitary account balance is provided in Appendix E8.

5 RATE UPDATES

For future development to pay for its current share of the **\$299.83 million** offsite infrastructure costs contained in the Town's capital plans, rates are approximately **\$165,342** per net hectare on a weighted average basis, as shown in the tables below. A comparison of rates to other municipalities is shown in Appendix G.

The primary reason for the increase in rates is the decrease in forecast land development, and the increase in interest rates.

Offsite Levy Rates (Per Net Hectare): High, Low, & Averages⁴

	Transportation	Water	Sanitary	Stormwater	Total
High	\$ 72,330	\$ 44,267	\$ 58,393	\$ 36,441	\$ 174,900
Low	\$ 71,354	\$ 42,645	\$ -	\$ 2,507	\$ 139,337
Weighted Average	\$ 71,491	\$ 42,874	\$ 30,656	\$ 20,322	\$ 165,342

Summary of Offsite Levy Rates by Area (Per Net Hectare)

Area #	Transportation	Water	Sanitary	Stormwater	Total
1.0	\$ 71,354	\$ 42,645	\$ 58,393	\$ 2,507	\$ 174,900
2.0	\$ 71,354	\$ 42,645	\$ 7,204	\$ 18,134	\$ 139,337
3.0	\$ 72,330	\$ 44,267	\$ 19,721	\$ 28,986	\$ 165,305
4.0	\$ 72,330	\$ 44,267	\$ 24,400	\$ 5,050	\$ 146,047
5.0	\$ 71,354	\$ 42,645	\$ 24,400	\$ 33,899	\$ 172,297
6.0	\$ 71,354	\$ 42,645	\$ 7,204	\$ 26,443	\$ 147,646
7.0	\$ 71,354	\$ 42,645	\$ 7,204	\$ 26,443	\$ 147,646
8.0	\$ 71,354	\$ 42,645	\$ -	\$ 26,443	\$ 140,443
9.0	\$ 71,354	\$ 42,645	\$ 9,418	\$ 26,443	\$ 149,861
10.0	\$ 71,354	\$ 42,645	\$ 3,819	\$ 26,443	\$ 144,262
11.0	\$ 72,330	\$ 44,267	\$ 324	\$ 36,441	\$ 153,363

⁴ Highs, Lows, and Averages are shown for information purposes only. Developers pay the actual rate applicable to their specific development area.

6 RECOMMENDATIONS

In addition to implementing the offsite levy rates outlined in *Section 5*, CORVUS recommends the following:

1. Amend the Town account records and balances to align with the account balances in the offsite levy model and described in Appendices B8, C8, D8, and E8; and in so doing, withdraw excess funds (if any) to pay down front-ending claims, or top-up account shortfalls as required.
2. Establish a formal and regular communication and documentation process between the Finance, Planning, and Engineering departments to enable the accurate documentation of offsite levy expenditures and front-ending details.
3. Ensure withdrawals from offsite levy accounts are limited to only that portion of project cost for which future development is responsible (i.e., Project Cost X Developer Share %).
4. During the reconciliation of future account balances, ensure the interest earning and charge rates that underpin the offsite levy bylaw for that specific time period are used to determine reserve interest impacts.
5. It is our understanding that water project #22 was front-ended by a local developer, and the Town has an agreement in place to repay the front-ended amount over several years. However, it is also our understanding that front-ending repayments to date have from an account other than the offsite levy account. As this project benefits development 100%, the Town's repayments to date should be reimbursed from the water offsite levy account, and future front-ending repayments should be made directly from the water offsite levy account.
6. Changes to the MGA in 2017 enable municipalities to charge offsite levies for recreation, fire, police, library, and interchange facilities. Town Administration and Council should consider whether it wishes to adopt such levies in the future and, if so, begin developing the necessary supporting documentation that will be needed to support such levies. Support documentation requirements for these new levies are outlined in Section 648 of the *Municipal Government Act* and *Regulation AR 187/2017*.

7 ACKNOWLEDGEMENTS

CORVUS Business Advisors would like to thank all Town of Strathmore staff from Engineering, Planning, and Finance who supported the work of this review.

8 DISCLAIMER

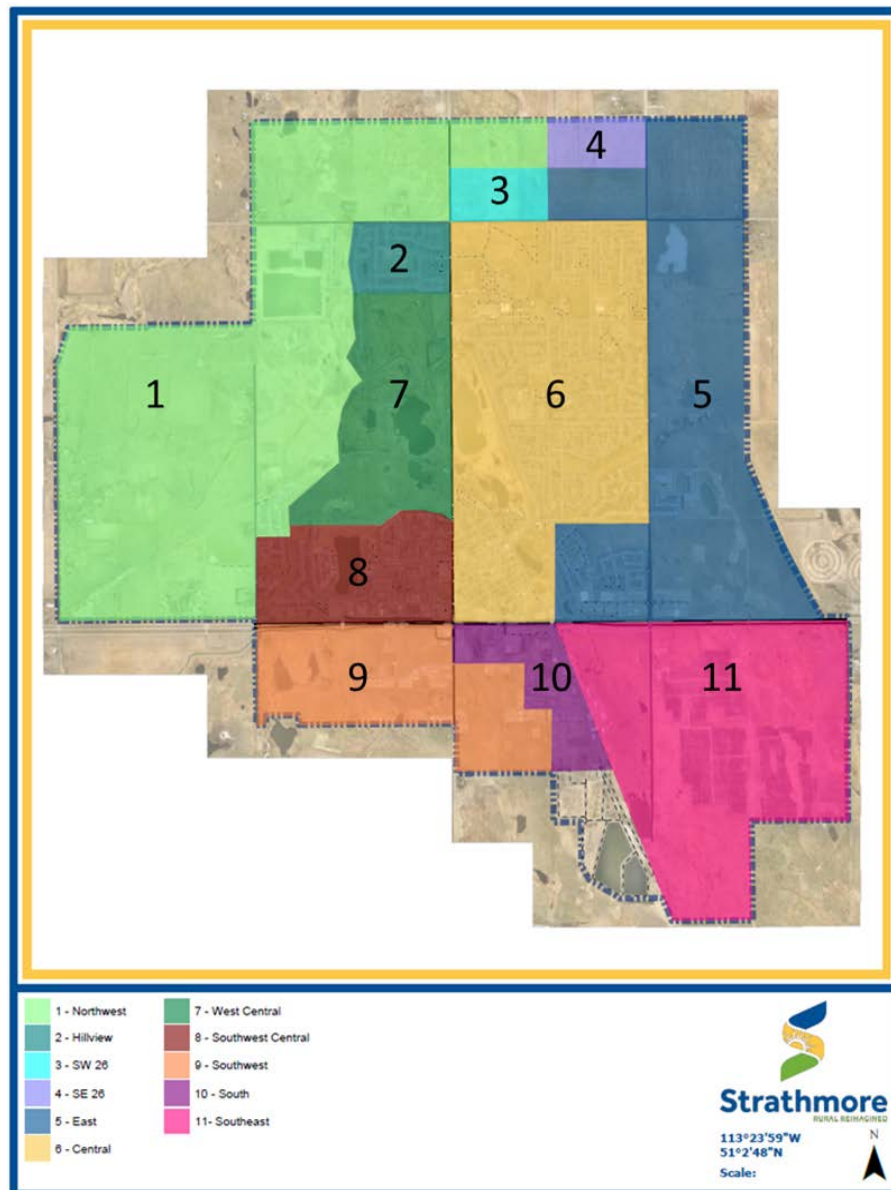
CORVUS Business Advisor has relied upon The Town of Strathmore and its advisors to provide all of the data and information used to construct the offsite levy model and create the rates, such as planning data and assumptions, development forecasts and assumptions, infrastructure costs and costs estimates, allocations to benefitting parties, allocation to benefitting areas, and other assumptions etc. As such, CORVUS Business Advisors makes no guarantee as to the accuracy of the input data and information provided by these groups or the results that stem from this data and information.

Offsite levy rates are not intended to stay static; they are based upon assumptions and the best available information of the day. Planning assumptions, cost estimates etc. can change each year. Accordingly, the Municipal Government Act requires that offsite levy rates be updated with the most available information on a regular basis (usually annually). When information changes, it will be reflected in a future update, and rates adjusted accordingly.

APPENDIX A: OFFSITE LEVY AREAS AND LAND STAGING

During this review, the Town's offsite levy area were amended and organized into **11** offsite levy areas, as shown in the map below to, In so doing: (1) offsite levy area boundaries align with infrastructure benefiting basin described in the Town's master plans, and (2) the amended areas ensure coverage of all Town lands—this is a leading practice and ensures any undeveloped land or redeveloped lands that have not paid levies previously are included in the bylaw. All offsite levy infrastructure costs are allocated to one or more areas.

Offsite Levy Areas



Total net development area at end 2023, the amount of land available for development in all offsite levy areas, was approximately **1,340 ha**. In calculating net development area, allowances have been made for environmental reserves, municipal reserves, and arterial road right of way and other deductions. From 2023 onward, this calculation will remain static, and the Town's model will automatically deduct lands that are developed from the bank of available lands.

Offsite Levy Net Development Area^{5,6}

Area Ref. #	Development Area Location	Gross Area (ha.)	Environmental Reserves (ha.)	Sub-total	Municipal Reserves	Arterial Right of Way and Other Deductions (ha.)	Net Development Area (ha.)
1.5	Northwest	692.40	15.00	677.40	67.74	12.80	596.86
2.5	Hillview	-	-	-	-	-	-
3.5	SW 26	32.40	-	32.40	3.24	-	29.16
4.5	SE 26	32.40	-	32.40	3.24	-	29.16
5.5	East	390.20	18.10	372.10	37.21	13.10	321.79
6.5	Central	15.00	-	15.00	1.50	-	13.50
7.5	West Central	58.10	-	58.10	5.81	4.00	48.29
8.5	Southwest Central	6.80	-	6.80	0.68	-	6.12
9.5	Southwest	147.90	11.10	136.80	13.68	3.40	119.72
10.5	South	5.00	-	5.00	0.50	-	4.50
11.5	Southeast	240.20	37.50	202.70	20.27	11.40	171.03
		1,620.40	81.70	1,538.70	153.87	44.70	1,340.13

Summary of Offsite Levy Net Development Area

Description	ha.
Gross Development Area	1,620.40
Less Environment Reserve	81.70
Less Municipal Reserve	153.87
Less ROW Allowance	44.70
Net Development Area	1,340.13

*Note: 1 Hectare (ha.) = ~2.47 Acres

Net development area definitions will be applied in determining offsite levy obligations of developers on application for subdivision or development within The Town of Strathmore. Net development area is defined as follows:

- Gross Area – The area of lands to be developed in hectares that have not previously paid an offsite levy.
 - Less: Any environmental reserves contained within the development area Including environmental reserves and environmental easements.
 - Less: A 10% allowance for Municipal Reserves.
 - Less: The measurement of arterial road right of way that bisects the development lands.

⁵ Area measurements were provided by Town staff.

⁶ The Town's offsite levy model allows for 5 different land types. All lands are included in the fifth designation, hence the area reference of ".5". This has no bearing on rates.

- Equals: Net Developable Area, which is the area subject to offsite levies.

A rate planning period of 25 years underpins the offsite levy model and rate calculations. Many municipalities use this planning period as it provides a reasonable timeframe to recoup the costs associated with offsite levy infrastructure construction, and it aligns with the timeframes of many municipal capital planning and construction cycles.

Of the **1,140 ha.** of net land available across all offsite levy areas, planners estimate that approximately **793 ha. (59%)** will develop during the next 25-years (the rate planning period) as shown in the tables below.

Summary of Anticipated Development during the 25 Year Rate Planning Period

Developed In Next 25 Years	793.04	59.2%
Developed Beyond 25 Years	547.09	40.8%
Net Development Area	1,340.13	

Anticipated Development during the 25 Year Rate Planning Period

Area Ref. #	Development Area Location	Area Developed in Next 25 years (Net ha.)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
1.5	Northwest	299,500	9.30	9.30	9.30	9.30	9.30	9.30	9.30	9.30	9.30	9.30	9.30	9.30	9.30	9.30	9.30	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
2.5	Hillview	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.5	SW 26	29,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.83	5.83	5.83	5.83	5.84	-	-	-	-	-
4.5	SE 26	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5.5	East	189,800	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	6.49	12.00	12.00	12.00	12.00	12.00
6.5	Central	13,500	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.5	West Central	48,290	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8.5	Southwest Central	6,120	1.53	1.53	1.53	1.53	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9.5	Southwest	119,670	6.57	6.57	6.57	6.57	6.57	6.57	4.90	4.90	4.90	4.90	4.90	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.75
10.5	South	4,500	0.90	0.90	0.90	0.90	0.90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11.5	Southeast	82,500	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
		793.04	34.72	34.72	34.72	34.72	33.19	32.29	30.62	30.62	30.62	30.62	23.69	22.79	22.79	22.79	22.79	35.32	35.32	35.32	35.32	35.33	35.00	35.00	35.00	35.00	34.75

APPENDIX B: TRANSPORTATION

B1. Transportation Offsite Infrastructure

To support future growth, transportation offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) future debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately **\$89.25 million** (in current dollars) as outlined in the table below. Actual construction expenditures, financing charges (if any), and future cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support development during the 25-year review period. The remainder of this section outlines how the “net” costs for development are determined.

Summary of Transportation Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Future Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Cost
1	Wildflower Road - Phase 1	\$ -	\$ -	\$ 2,537,500	\$ 2,537,500
2	Wildflower Road - Phase 2	\$ -	\$ -	\$ 7,032,500	\$ 7,032,500
3	Wildflower Road - Phase 3	\$ -	\$ -	\$ 4,845,000	\$ 4,845,000
4	Highway 1 & Wheatland Trail Intersection Upgrades	\$ -	\$ -	\$ 137,274	\$ 137,274
5	George Freeman Trail Upgrades (Parklane to Archie Klaiber Trail)	\$ -	\$ -	\$ 8,990,000	\$ 8,990,000
6	Wheatland Trail Twinning	\$ -	\$ -	\$ 3,114,377	\$ 3,114,377
7	Highway 1/Wildflower Road Signalization	\$ -	\$ -	\$ 1,160,000	\$ 1,160,000
8	Wheatland Trail & Westcreek Access	\$ -	\$ -	\$ 1,139,695	\$ 1,139,695
9	TWP Road 244 & Lakewood Circle Intersection	\$ -	\$ -	\$ 766,940	\$ 766,940
10	TWP Road 244 & Wheatland Trail Intersection	\$ -	\$ -	\$ 362,500	\$ 362,500
11	Highway 1 Signal Timing	\$ -	\$ -	\$ 54,994	\$ 54,994
12	George Freeman Trail Twinning (Parklane Drive to Centennial Drive)	\$ -	\$ -	\$ 4,338,752	\$ 4,338,752
13	Highway 1 & Wildflower Road Intersection Upgrades	\$ -	\$ -	\$ 141,413	\$ 141,413
14	Highway 1 & George Freeman Trail Intersection Upgrades	\$ -	\$ -	\$ 112,607	\$ 112,607
15	Highway 1 & Edgefield Access Intersection Upgrades	\$ -	\$ -	\$ 1,403,652	\$ 1,403,652
16	TWP Road 244 Upgrades (Boundary to Boundary)	\$ -	\$ -	\$ 12,414,609	\$ 12,414,609
17	Wheatland Trail Upgrades (Boundary to Boundary)	\$ -	\$ -	\$ 8,276,436	\$ 8,276,436
18	George Freeman Trail Twinning (Centennial Drive to Brent Blvd)	\$ -	\$ -	\$ 3,310,563	\$ 3,310,563
19	Brent Boulevard Upgrade	\$ -	\$ -	\$ 1,704,790	\$ 1,704,790
20	George Freeman Trail Twinning (Brent Blvd to TWP Road 244)	\$ -	\$ -	\$ 3,310,563	\$ 3,310,563
21	Westcreek/Wildflower Arterial (Wheatland Trail to WID Canal)	\$ -	\$ -	\$ 7,862,586	\$ 7,862,586
22	Westcreek/Wildflower Arterial (WID Canal to Wildflower Road)	\$ -	\$ -	\$ 6,207,305	\$ 6,207,305
23	Westcreek Wildflower Arterial Bridge	\$ -	\$ -	\$ 3,475,615	\$ 3,475,615
24	Westmount Road Extension (South of Highway 1)	\$ -	\$ -	\$ 2,482,922	\$ 2,482,922
25	Strathford Boulevard & Township Road 244 Intersection	\$ -	\$ -	\$ 342,195	\$ 342,195
26	George Freeman Trail & Township Road 244 Intersection	\$ -	\$ -	\$ 342,195	\$ 342,195
27	Wheatland Trail & Hillview Drive Intersection	\$ -	\$ -	\$ 446,341	\$ 446,341
28	Wheatland Trail & Brent Boulevard Intersection	\$ -	\$ -	\$ 446,341	\$ 446,341
29	George Freeman Trail & Brent Boulevard Intersection	\$ -	\$ -	\$ 342,195	\$ 342,195
30	George Freeman Trail & Centennial Drive Intersection	\$ -	\$ -	\$ 342,195	\$ 342,195
31	Wheatland Trail & Westmount Drive Intersection	\$ -	\$ -	\$ 446,341	\$ 446,341
32	Wheatland Trail & 2 Avenue Intersection	\$ -	\$ -	\$ 446,341	\$ 446,341
33	Centre Street & Archie Klaiber Trail Intersection	\$ -	\$ -	\$ 342,195	\$ 342,195
34	Lakeside Blvd & Archie Klaiber Trail Intersection	\$ 593,265	\$ -	\$ -	\$ 593,265
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ -	\$ -	\$ -
		\$ 593,265	\$ -	\$ 88,678,935	\$ 89,272,200

*Past expenditures include past financing expenditures (interest) if any.

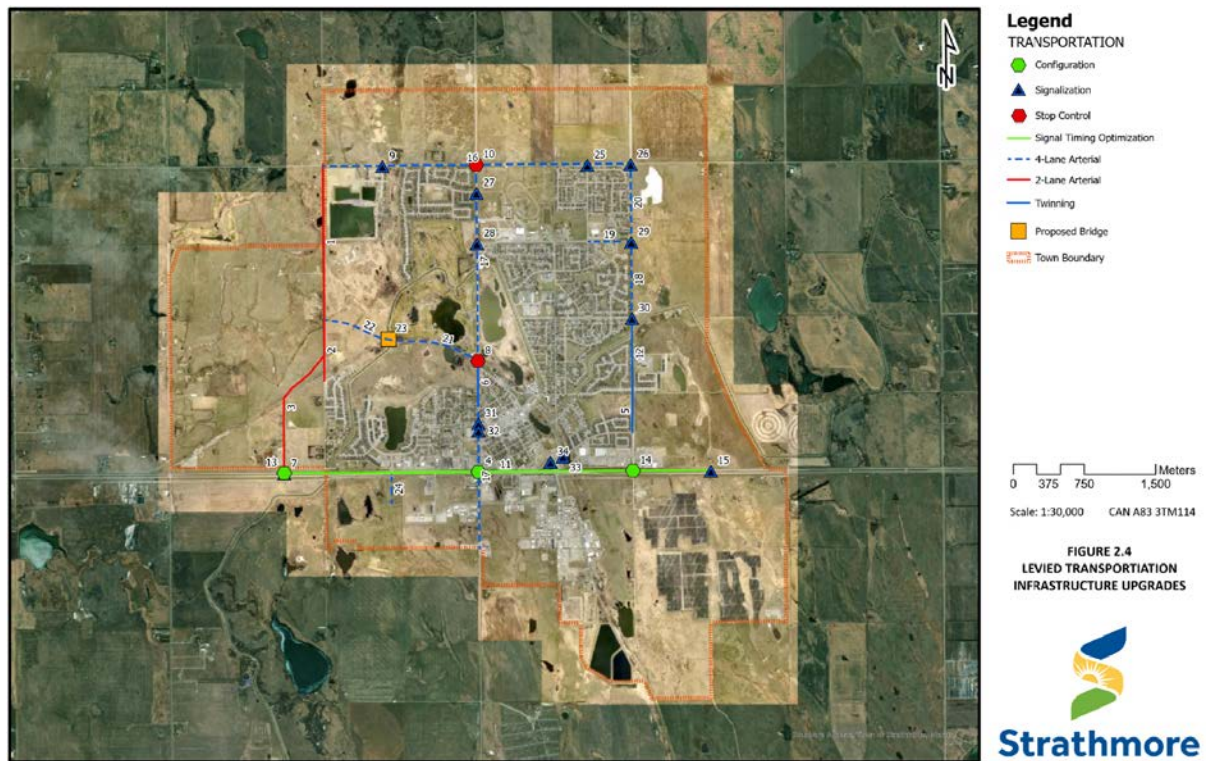
**Costs estimates provided by Town staff.

***Estimates include engineering and contingencies.

****Missing project numbers (if any) stem from projects that were deleted. However, certain deleted projects may be showing if a net project “credit” remains.

*****Unallocated levies collected to end-2020 (if any) are included in project #100 and credited 100% to future development and to offsite levy areas where development occurred prior to 2020 (see *Section B5*).

*****Offsite infrastructure definitions are described in Appendix F.



B2. Transportation Offsite Infrastructure Grants & Contributions to Date

The MGA enables the Town to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special ear-marked grant or contribution (i.e., contributed infrastructure). The Town has/will receive **\$0.23 million** in special ear-marked grants or contributions for transportation offsite levy infrastructure as shown in the table below (note, if the Town receives other ear-marked grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is **\$89.04 million**.

Special Grants and Contributions for Transportation Offsite Infrastructure

Item	Project Description	Total Project Cost	Special Provincial Grants (Historic & Future)	Developer Agreement Contributions (Historic & Future)	Reduced Project Cost
1	Wildflower Road - Phase 1	\$ 2,537,500	\$ -	\$ -	\$ 2,537,500
2	Wildflower Road - Phase 2	\$ 7,032,500	\$ -	\$ -	\$ 7,032,500
3	Wildflower Road - Phase 3	\$ 4,845,000	\$ -	\$ -	\$ 4,845,000
4	Highway 1 & Wheatland Trail Intersection Upgrades	\$ 137,274	\$ -	\$ -	\$ 137,274
5	George Freeman Trail Upgrades (Parklane to Archie Klaiber Trail)	\$ 8,990,000	\$ -	\$ -	\$ 8,990,000
6	Wheatland Trail Twinning	\$ 3,114,377	\$ -	\$ -	\$ 3,114,377
7	Highway 1/Wildflower Road Signalization	\$ 1,160,000	\$ -	\$ -	\$ 1,160,000
8	Wheatland Trail & Westcreek Access	\$ 1,139,695	\$ -	\$ -	\$ 1,139,695
9	TWP Road 244 & Lakewood Circle Intersection	\$ 766,940	\$ -	\$ -	\$ 766,940
10	TWP Road 244 & Wheatland Trail Intersection	\$ 362,500	\$ -	\$ -	\$ 362,500
11	Highway 1 Signal Timing	\$ 54,994	\$ -	\$ -	\$ 54,994
12	George Freeman Trail Twinning (Parklane Drive to Centennial Drive)	\$ 4,338,752	\$ -	\$ -	\$ 4,338,752
13	Highway 1 & Wildflower Road Intersection Upgrades	\$ 141,413	\$ -	\$ -	\$ 141,413
14	Highway 1 & George Freeman Trail Intersection Upgrades	\$ 112,607	\$ -	\$ -	\$ 112,607
15	Highway 1 & Edgefield Access Intersection Upgrades	\$ 1,403,652	\$ -	\$ -	\$ 1,403,652
16	TWP Road 244 Upgrades (Boundary to Boundary)	\$ 12,414,609	\$ -	\$ -	\$ 12,414,609
17	Wheatland Trail Upgrades (Boundary to Boundary)	\$ 8,276,436	\$ -	\$ -	\$ 8,276,436
18	George Freeman Trail Twinning (Centennial Drive to Brent Blvd)	\$ 3,310,563	\$ -	\$ -	\$ 3,310,563
19	Brent Boulevard Upgrade	\$ 1,704,790	\$ -	\$ -	\$ 1,704,790
20	George Freeman Trail Twinning (Brent Blvd to TWP Road 244)	\$ 3,310,563	\$ -	\$ -	\$ 3,310,563
21	Westcreek/Wildflower Arterial (Wheatland Trail to WID Canal)	\$ 7,862,586	\$ -	\$ -	\$ 7,862,586
22	Westcreek/Wildflower Arterial (WID Canal to Wildflower Road)	\$ 6,207,305	\$ -	\$ -	\$ 6,207,305
23	Westcreek Wildflower Arterial Bridge	\$ 3,475,615	\$ -	\$ -	\$ 3,475,615
24	Westmount Road Extension (South of Highway 1)	\$ 2,482,922	\$ -	\$ -	\$ 2,482,922
25	Strathford Boulevard & Township Road 244 Intersection	\$ 342,195	\$ -	\$ -	\$ 342,195
26	George Freeman Trail & Township Road 244 Intersection	\$ 342,195	\$ -	\$ -	\$ 342,195
27	Wheatland Trail & Hillview Drive Intersection	\$ 446,341	\$ -	\$ -	\$ 446,341
28	Wheatland Trail & Brent Boulevard Intersection	\$ 446,341	\$ -	\$ -	\$ 446,341
29	George Freeman Trail & Brent Boulevard Intersection	\$ 342,195	\$ -	\$ -	\$ 342,195
30	George Freeman Trail & Centennial Drive Intersection	\$ 342,195	\$ -	\$ -	\$ 342,195
31	Wheatland Trail & Westmount Drive Intersection	\$ 446,341	\$ -	\$ -	\$ 446,341
32	Wheatland Trail & 2 Avenue Intersection	\$ 446,341	\$ -	\$ -	\$ 446,341
33	Centre Street & Archie Klaiber Trail Intersection	\$ 342,195	\$ -	\$ -	\$ 342,195
34	Lakeside Blvd & Archie Klaiber Trail Intersection	\$ 593,265	\$ 230,915	\$ -	\$ 362,350
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ -	\$ -	\$ -
		\$ 89,272,200	\$ 230,915	\$ -	\$ 89,041,285

B3. Year of Construction

The timing of construction is used to determine the impact of inflation on cost, the impact of forecast reserve balances, and the estimate of financial oversizing (described in the Section that follows). The Town anticipates construction of offsite infrastructure as outlined in the table below. Note, if this schedule is adjusted in the future, it will be reflected in one of the Town's annual rate/bylaw updates.

Forecast Year of Construction

Item	Project Description	Construction Start Year
1	Wildflower Road - Phase 1	2027
2	Wildflower Road - Phase 2	2029
3	Wildflower Road - Phase 3	2033
4	Highway 1 & Wheatland Trail Intersection Upgrades	2029
5	George Freeman Trail Upgrades (Parklane to Archie Klaiber Trail)	2029
6	Wheatland Trail Twinning	2029
7	Highway 1/Wildflower Road Signalization	2036
8	Wheatland Trail & Westcreek Access	2039
9	TWP Road 244 & Lakewood Circle Intersection	2039
10	TWP Road 244 & Wheatland Trail Intersection	2039
11	Highway 1 Signal Timing	2047
12	George Freeman Trail Twinning (Parklane Drive to Centennial Drive)	2047
13	Highway 1 & Wildflower Road Intersection Upgrades	2047
14	Highway 1 & George Freeman Trail Intersection Upgrades	2047
15	Highway 1 & Edgefield Access Intersection Upgrades	2047
16	TWP Road 244 Upgrades (Boundary to Boundary)	2050
17	Wheatland Trail Upgrades (Boundary to Boundary)	2050
18	George Freeman Trail Twinning (Centennial Drive to Brent Blvd)	2050
19	Brent Boulevard Upgrade	2050
20	George Freeman Trail Twinning (Brent Blvd to TWP Road 244)	2050
21	Westcreek/Wildflower Arterial (Wheatland Trail to WID Canal)	2030
22	Westcreek/Wildflower Arterial (WID Canal to Wildflower Road)	2035
23	Westcreek Wildflower Arterial Bridge	2030
24	Westmount Road Extension (South of Highway 1)	2030
25	Strathford Boulevard & Township Road 244 Intersection	2030
26	George Freeman Trail & Township Road 244 Intersection	2030
27	Wheatland Trail & Hillview Drive Intersection	2030
28	Wheatland Trail & Brent Boulevard Intersection	2030
29	George Freeman Trail & Brent Boulevard Intersection	2030
30	George Freeman Trail & Centennial Drive Intersection	2030
31	Wheatland Trail & Westmount Drive Intersection	2030
32	Wheatland Trail & 2 Avenue Intersection	2030
33	Centre Street & Archie Klaiber Trail Intersection	2030
34	Lakeside Blvd & Archie Klaiber Trail Intersection	2023

*Project costs are inflated by 3.0% per annum to the year of construction.

B4. Transportation Offsite Infrastructure Benefiting Parties

The transportation offsite infrastructure listed above will benefit three parties to varying degrees:

1. Town of Strathmore – a portion of the transportation infrastructure which is required to service existing residents. This residual benefit is determined at the point in time when the project is added to the bylaw (i.e., it does not fluctuate from year-to-year).
2. Other Stakeholders – other municipalities that benefit from the infrastructure.
3. Future Development:
 - Financial Oversizing – that portion of deemed cost (i.e., levyable transportation infrastructure costs) which benefits future development beyond the 25-year review period.
 - **In Rates – that portion of deemed cost (i.e., levyable transportation infrastructure costs) which benefits future development within the 25-**

year review period.

The table below outlines the allocation of transportation offsite levy infrastructure costs to benefiting parties.

Allocation of Transportation Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Cost	Muni Share %	Other Stakeholder Share	Developer Share Beyond 25 Yrs (Financial Oversizing %)	OSL / Developer Share %
1	Wildflower Road - Phase 1	\$ 2,537,500	20.0%		9.6%	70.4%
2	Wildflower Road - Phase 2	\$ 7,032,500	20.0%		16.0%	64.0%
3	Wildflower Road - Phase 3	\$ 4,845,000	20.0%		28.8%	51.2%
4	Highway 1 & Wheatland Trail Intersection Upgrades	\$ 137,274	20.0%		16.0%	64.0%
5	George Freeman Trail Upgrades (Parklane to Archie Klaiber Trail)	\$ 8,990,000	20.0%		16.0%	64.0%
6	Wheatland Trail Twinning	\$ 3,114,377	20.0%		16.0%	64.0%
7	Highway 1/Wildflower Road Signalization	\$ 1,160,000	20.0%		38.4%	41.6%
8	Wheatland Trail & Westcreek Access	\$ 1,139,695	20.0%		41.0%	39.0%
9	TWP Road 244 & Lakewood Circle Intersection	\$ 766,940	20.0%		41.0%	39.0%
10	TWP Road 244 & Wheatland Trail Intersection	\$ 362,500	20.0%		41.0%	39.0%
11	Highway 1 Signal Timing	\$ 54,994	20.0%		41.0%	39.0%
12	George Freeman Trail Twinning (Parklane Drive to Centennial Drive)	\$ 4,338,752	20.0%		41.0%	39.0%
13	Highway 1 & Wildflower Road Intersection Upgrades	\$ 141,413	20.0%		41.0%	39.0%
14	Highway 1 & George Freeman Trail Intersection Upgrades	\$ 112,607	20.0%		41.0%	39.0%
15	Highway 1 & Edgefield Access Intersection Upgrades	\$ 1,403,652	20.0%		41.0%	39.0%
16	TWP Road 244 Upgrades (Boundary to Boundary)	\$ 12,414,609	20.0%		41.0%	39.0%
17	Wheatland Trail Upgrades (Boundary to Boundary)	\$ 8,276,436	20.0%		41.0%	39.0%
18	George Freeman Trail Twinning (Centennial Drive to Brent Blvd)	\$ 3,310,563	20.0%		41.0%	39.0%
19	Brent Boulevard Upgrade	\$ 1,704,790	20.0%		41.0%	39.0%
20	George Freeman Trail Twinning (Brent Blvd to TWP Road 244)	\$ 3,310,563	20.0%		41.0%	39.0%
21	Westcreek/Wildflower Arterial (Wheatland Trail to WID Canal)	\$ 7,862,586	20.0%		19.2%	60.8%
22	Westcreek/Wildflower Arterial (WID Canal to Wildflower Road)	\$ 6,207,305	20.0%		35.2%	44.8%
23	Westcreek Wildflower Arterial Bridge	\$ 3,475,615	20.0%		19.2%	60.8%
24	Westmount Road Extension (South of Highway 1)	\$ 2,482,922	20.0%		19.2%	60.8%
25	Strathford Boulevard & Township Road 244 Intersection	\$ 342,195	20.0%		19.2%	60.8%
26	George Freeman Trail & Township Road 244 Intersection	\$ 342,195	20.0%		19.2%	60.8%
27	Wheatland Trail & Hillview Drive Intersection	\$ 446,341	20.0%		19.2%	60.8%
28	Wheatland Trail & Brent Boulevard Intersection	\$ 446,341	20.0%		19.2%	60.8%
29	George Freeman Trail & Brent Boulevard Intersection	\$ 342,195	20.0%		19.2%	60.8%
30	George Freeman Trail & Centennial Drive Intersection	\$ 342,195	20.0%		19.2%	60.8%
31	Wheatland Trail & Westmount Drive Intersection	\$ 446,341	20.0%		19.2%	60.8%
32	Wheatland Trail & 2 Avenue Intersection	\$ 446,341	20.0%		19.2%	60.8%
33	Centre Street & Archie Klaiber Trail Intersection	\$ 342,195	20.0%		19.2%	60.8%
34	Lakeside Blvd & Archie Klaiber Trail Intersection	\$ 362,350	20.0%		0.0%	80.0%
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -				100.0%
		\$ 89,041,285				

*Allocations were determined by Town staff.

** Financial oversizing represents that portion of cost allocated to future development that is deemed beyond the 25-year review period. It is calculated using the construction start date, and then pro-rating the costs over the 25-year review period. For example, a project constructed in year 20 of the 25-year review period will have 5 years' of cost within the review period (i.e., 20% of cost), and 80% of cost is deemed beyond the review period (i.e., financial oversizing). This approach aligns with land staging which, similarly, is limited to lands within the 25-year review period and, therefore, it represents a more equitable allocation of costs to developers. Each year as the review period moves further out, the financial oversizing amount used to update rates will decrease....more costs will fall within the review period, less costs beyond.

*** For the Town of Strathmore, the financial oversizing amount is also capped at 41% as this is the maximum amount of land available for development beyond 2048.

**** Projects with deemed financial oversizing amounts were also assessed to ensure that land was available for development (and collection) beyond the 25-year review period. If lands were not sufficiently available beyond the 25-year review period, financial oversizing amounts were removed altogether.

***** Projects allocated 100% to future development were determined by the Town to benefit future development entirely (i.e., no benefit to existing development).

B5. Existing Receipts & Adjusted Levy Cost

Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately **\$45.25 million**. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts

collected from developers (if any) need to be considered in determining the residual/net costs to developers. Town staff have advised that **\$0.63 million** (\$0.52 million + \$0.11 million) in transportation levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately **\$44.61 million**.

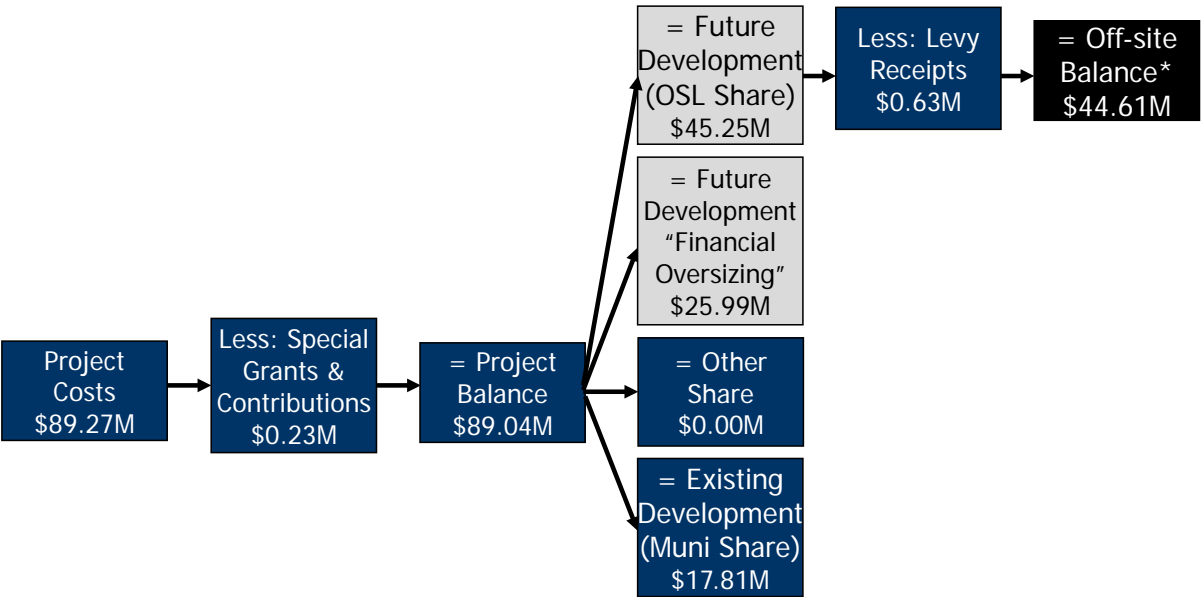
Offsite Levy Funds Applied to Date

Item	Project Description	OSL / Developer Cost	Offsite Levy Funds Collected to Dec 31, 2020	Offsite Levy Funds Collected Starting Jan 1, 2021	Adjusted Developer (Levy) Cost
1	Wildflower Road - Phase 1	\$ 1,786,400	\$ -	\$ -	\$ 1,786,400
2	Wildflower Road - Phase 2	\$ 4,500,800	\$ -	\$ -	\$ 4,500,800
3	Wildflower Road - Phase 3	\$ 2,480,640	\$ -	\$ -	\$ 2,480,640
4	Highway 1 & Wheatland Trail Intersection Upgrades	\$ 87,855	\$ -	\$ -	\$ 87,855
5	George Freeman Trail Upgrades (Parklane to Archie Klaiber Trail)	\$ 5,753,600	\$ -	\$ -	\$ 5,753,600
6	Wheatland Trail Twinning	\$ 1,993,201	\$ -	\$ -	\$ 1,993,201
7	Highway 1/Wildflower Road Signalization	\$ 482,560	\$ -	\$ -	\$ 482,560
8	Wheatland Trail & Westcreek Access	\$ 444,481	\$ -	\$ -	\$ 444,481
9	TWP Road 244 & Lakewood Circle Intersection	\$ 299,107	\$ -	\$ -	\$ 299,107
10	TWP Road 244 & Wheatland Trail Intersection	\$ 141,375	\$ -	\$ -	\$ 141,375
11	Highway 1 Signal Timing	\$ 21,448	\$ -	\$ -	\$ 21,448
12	George Freeman Trail Twinning (Parklane Drive to Centennial Drive)	\$ 1,692,113	\$ -	\$ 8,065	\$ 1,684,048
13	Highway 1 & Wildflower Road Intersection Upgrades	\$ 55,151	\$ -	\$ 263	\$ 54,888
14	Highway 1 & George Freeman Trail Intersection Upgrades	\$ 43,917	\$ -	\$ 209	\$ 43,707
15	Highway 1 & Edgefield Access Intersection Upgrades	\$ 547,424	\$ -	\$ 2,609	\$ 544,815
16	TWP Road 244 Upgrades (Boundary to Boundary)	\$ 4,841,697	\$ -	\$ 23,077	\$ 4,818,621
17	Wheatland Trail Upgrades (Boundary to Boundary)	\$ 3,227,810	\$ -	\$ 15,385	\$ 3,212,425
18	George Freeman Trail Twinning (Centennial Drive to Brent Blvd)	\$ 1,291,120	\$ -	\$ 6,154	\$ 1,284,966
19	Brent Boulevard Upgrade	\$ 664,868	\$ -	\$ 3,169	\$ 661,699
20	George Freeman Trail Twinning (Brent Blvd to TWP Road 244)	\$ 1,291,120	\$ -	\$ 6,154	\$ 1,284,966
21	Westcreek/Wildflower Arterial (Wheatland Trail to WID Canal)	\$ 4,780,452	\$ -	\$ 14,615	\$ 4,765,837
22	Westcreek/Wildflower Arterial (WID Canal to Wildflower Road)	\$ 2,780,873	\$ -	\$ 11,538	\$ 2,769,334
23	Westcreek/Wildflower Arterial Bridge	\$ 2,113,174	\$ -	\$ 6,461	\$ 2,106,713
24	Westmount Road Extension (South of Highway 1)	\$ 1,509,617	\$ -	\$ 4,615	\$ 1,505,001
25	Strathford Boulevard & Township Road 244 Intersection	\$ 208,055	\$ -	\$ 636	\$ 207,419
26	George Freeman Trail & Township Road 244 Intersection	\$ 208,055	\$ -	\$ 636	\$ 207,419
27	Wheatland Trail & Hillview Drive Intersection	\$ 271,376	\$ -	\$ 830	\$ 270,546
28	Wheatland Trail & Brent Boulevard Intersection	\$ 271,376	\$ -	\$ 830	\$ 270,546
29	George Freeman Trail & Brent Boulevard Intersection	\$ 208,055	\$ -	\$ 636	\$ 207,419
30	George Freeman Trail & Centennial Drive Intersection	\$ 208,055	\$ -	\$ 636	\$ 207,419
31	Wheatland Trail & Westmount Drive Intersection	\$ 271,376	\$ -	\$ 830	\$ 270,546
32	Wheatland Trail & 2 Avenue Intersection	\$ 271,376	\$ -	\$ 830	\$ 270,546
33	Centre Street & Archie Klaiber Trail Intersection	\$ 208,055	\$ -	\$ 636	\$ 207,419
34	Lakeside Blvd & Archie Klaiber Trail Intersection	\$ 289,880	\$ -	\$ 674	\$ 289,206
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ 523,565	\$ -	\$ (523,565)
		\$ 45,246,458	\$ 523,565	\$ 109,487	\$ 44,613,406

B6. Summary of Transportation Offsite Levy Cost Flow-through

As shown in the figure below, the total cost for transportation infrastructure that forms the basis of the rate is approximately **\$44.61 million**. The cost allocations to each benefitting party are based on the benefitting percentages shown in previous section. The offsite levy balance (due from developers) is allocated to various benefitting areas (as described in the next section).

Total Transportation Offsite Levy Costs



B7. Transportation Infrastructure Benefiting Areas

Net developer costs for each project have been allocated to multiple benefiting offsite levy area (see tables below). Allocations are denoted with a "1" below applicable area numbers. Benefiting areas were determined by Town staff. The lands anticipated to develop over the 25-years in each offsite levy benefiting area are used to determine rates.

Transportation Allocations to Benefiting Areas

Item	Project Description	Developer Cost	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5
1	Wildflower Road - Phase 1	\$ 1,786,400	1	1	1	1	1	1	1	1	1	1	1
2	Wildflower Road - Phase 2	\$ 4,500,800	1	1	1	1	1	1	1	1	1	1	1
3	Wildflower Road - Phase 3	\$ 2,480,640	1	1	1	1	1	1	1	1	1	1	1
4	Highway 1 & Wheatland Trail Intersection Upgrades	\$ 87,855	1	1	1	1	1	1	1	1	1	1	1
5	George Freeman Trail Upgrades (Parklane to Archie Klaiber Trail)	\$ 5,753,600	1	1	1	1	1	1	1	1	1	1	1
6	Wheatland Trail Twinning	\$ 1,993,201	1	1	1	1	1	1	1	1	1	1	1
7	Highway 1/Wildflower Road Signalization	\$ 482,560	1	1	1	1	1	1	1	1	1	1	1
8	Wheatland Trail & Westcreek Access	\$ 444,481	1	1	1	1	1	1	1	1	1	1	1
9	TWP Road 244 & Lakewood Circle Intersection	\$ 299,107	1	1	1	1	1	1	1	1	1	1	1
10	TWP Road 244 & Wheatland Trail Intersection	\$ 141,375	1	1	1	1	1	1	1	1	1	1	1
11	Highway 1 Signal Timing	\$ 21,448	1	1	1	1	1	1	1	1	1	1	1
12	George Freeman Trail Twinning (Parklane Drive to Centennial Drive)	\$ 1,684,048	1	1	1	1	1	1	1	1	1	1	1
13	Highway 1 & Wildflower Road Intersection Upgrades	\$ 54,888	1	1	1	1	1	1	1	1	1	1	1
14	Highway 1 & George Freeman Trail Intersection Upgrades	\$ 43,707	1	1	1	1	1	1	1	1	1	1	1
15	Highway 1 & Edgefield Access Intersection Upgrades	\$ 544,815	1	1	1	1	1	1	1	1	1	1	1
16	TWP Road 244 Upgrades (Boundary to Boundary)	\$ 4,818,621	1	1	1	1	1	1	1	1	1	1	1
17	Wheatland Trail Upgrades (Boundary to Boundary)	\$ 3,212,425	1	1	1	1	1	1	1	1	1	1	1
18	George Freeman Trail Twinning (Centennial Drive to Brent Blvd)	\$ 1,284,966	1	1	1	1	1	1	1	1	1	1	1
19	Brent Boulevard Upgrade	\$ 661,699	1	1	1	1	1	1	1	1	1	1	1
20	George Freeman Trail Twinning (Brent Blvd to TWP Road 244)	\$ 1,284,966	1	1	1	1	1	1	1	1	1	1	1
21	Westcreek/Wildflower Arterial (Wheatland Trail to WID Canal)	\$ 4,765,837	1	1	1	1	1	1	1	1	1	1	1
22	Westcreek/Wildflower Arterial (WID Canal to Wildflower Road)	\$ 2,769,334	1	1	1	1	1	1	1	1	1	1	1
23	Westcreek Wildflower Arterial Bridge	\$ 2,106,713	1	1	1	1	1	1	1	1	1	1	1
24	Westmount Road Extension (South of Highway 1)	\$ 1,505,001	1	1	1	1	1	1	1	1	1	1	1
25	Strathford Boulevard & Township Road 244 Intersection	\$ 207,419	1	1	1	1	1	1	1	1	1	1	1
26	George Freeman Trail & Township Road 244 Intersection	\$ 207,419	1	1	1	1	1	1	1	1	1	1	1
27	Wheatland Trail & Hillview Drive Intersection	\$ 270,546	1	1	1	1	1	1	1	1	1	1	1
28	Wheatland Trail & Brent Boulevard Intersection	\$ 270,546	1	1	1	1	1	1	1	1	1	1	1
29	George Freeman Trail & Brent Boulevard Intersection	\$ 207,419	1	1	1	1	1	1	1	1	1	1	1
30	George Freeman Trail & Centennial Drive Intersection	\$ 207,419	1	1	1	1	1	1	1	1	1	1	1
31	Wheatland Trail & Westmount Drive Intersection	\$ 270,546	1	1	1	1	1	1	1	1	1	1	1
32	Wheatland Trail & 2 Avenue Intersection	\$ 270,546	1	1	1	1	1	1	1	1	1	1	1
33	Centre Street & Archie Klaiber Trail Intersection	\$ 207,419	1	1	1	1	1	1	1	1	1	1	1
34	Lakeside Blvd & Archie Klaiber Trail Intersection	\$ 289,206	1	1	1	1	1	1	1	1	1	1	1
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ (523,565)	1	1			1	1	1	1	1	1	
		\$ 44,613,406											

* Unallocated levies collected to end-2020 are included in project #100 and credited 100% to future development and to offsite levy areas where development occurred prior to 2020 (Areas 1, 2, 5-10).

B8. Reserve Balance

At December 31st, 2023 Town records showed a balance of \$335,109 in the transportation offsite levy account. However, this was based on an over allocation of costs to developers. The transportation account balance should be amended to reflect a surplus of **\$377,710**.

Transportation Offsite Levy Reserve Balance

Description	Dr	Cr	Balance
Unallocated OSL Receipts to December 31, 2020 (Opening Balance)	\$ 523,564.89		\$ 523,564.89
OSL Receipt Allocations 2021-2023	\$ 109,466.90		\$ 633,031.79
Offsite Levy Expenditure Withdrawals 2021-2023		\$ 332,481.14	\$ 300,550.65
Interest Earned/Charged	\$ 34,557.88		\$ 335,108.53
Account Balance per Muni Records December 31, 2023			\$ 335,108.53
OSL Share of Other Expenditures to December 31, 2023		\$ (42,601.14)	\$ 377,709.67
Balance			\$ 377,709.67

*The credit of \$(42,601) in 2023 stems from an overallocation of expenditures for Project #34 whose allocation to developers is 80% (the original account withdrawal in 2023 was based on an allocation of 100%).

B9. Development and Transportation Infrastructure Staging Impacts

Transportation offsite infrastructure will be constructed in staged fashion over the 25-year review period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of transportation infrastructure from time to time—front ending of infrastructure will be required. A front-end is the party that constructs and pays up front for infrastructure that benefits other parties.

To compensate parties for capital they provide in front-ending offsite infrastructure construction, a **5.12%**⁷ interest allowance has been charged to the reserve when it is forecast to be in a negative balance. Further, a **1.85%**⁸ interest credit has been provided to the reserve when it is forecast to be in a positive balance. The graph below highlights activity in the transportation levy reserve over the 25-year review period.⁹

If necessary, an interest staging adjustment has been applied to rates (slightly positive or slightly negative) to ensure that the forecast reserve balance at the end of the 25-year review period always returns to break-even (i.e., developers are not charged too much thereby providing a windfall to the Town, nor are they charged too little thereby placing an unequitable burden on taxpayers).

⁷ The interest charging rate is equivalent to the 20-year debenture rate at the Alberta Capital Finance Authority at the time of calculation which was ~5.12%.

⁸ The interest earning rate is equivalent to the interest earning rate within the Town various reserve accounts which was 1.85% in 2023.

⁹ Note, forecast account/reserve balances are based only on offsite levy costs currently included in rates. Actual future account/reserve balances may vary depending on oversizing costs currently excluded from rate calculations.

Anticipated Transportation Offsite Levy Reserve Balances



APPENDIX C: WATER

C1. Water Offsite Infrastructure

In order to support future growth, water offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) future debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately **\$125.12 million** (in current dollars) as outlined in the table below. Actual construction expenditures, financing charges (if any), and future cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support development during the 25-year review period. The remainder of this section outlines how the “net” costs for development are determined.

Summary of Water Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Future Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	Westmount Subdivision Backbone	\$ 1,072,039	\$ -	\$ 2,604,867	\$ 3,676,906
2	5 Avenue Fire Flow Improvements	\$ -	\$ -	\$ 1,031,885	\$ 1,031,885
3	Wildflower Reservoir Upgrades	\$ -	\$ -	\$ 2,320,000	\$ 2,320,000
4	Decommission Brentwood Reservoir	\$ -	\$ -	\$ 159,500	\$ 159,500
5	Upsize Centennial Drive Water Line	\$ -	\$ -	\$ 1,740,000	\$ 1,740,000
6	Wildflower Water Line D	\$ -	\$ -	\$ 2,537,500	\$ 2,537,500
7	Wildflower Water Line E	\$ -	\$ -	\$ 1,740,000	\$ 1,740,000
8	Wildflower Water Line F	\$ -	\$ -	\$ 76,283	\$ 76,283
9	Wildflower Reservoir Storage	\$ -	\$ -	\$ 26,100,000	\$ 26,100,000
10	Wildflower Reservoir Pumping	\$ -	\$ -	\$ 5,800,000	\$ 5,800,000
11	Heritage Water Line D	\$ -	\$ -	\$ 2,501,250	\$ 2,501,250
12	Prairies Water Line H	\$ -	\$ -	\$ 2,755,000	\$ 2,755,000
13	Prairies Water Line I	\$ -	\$ -	\$ 2,682,500	\$ 2,682,500
14	Prairies Water Line J	\$ -	\$ -	\$ 703,250	\$ 703,250
15	Prairies Water Line K	\$ -	\$ -	\$ 1,595,000	\$ 1,595,000
16	Prairies Water Line L	\$ -	\$ -	\$ 85,550	\$ 85,550
17	East Reservoir Fill Line	\$ -	\$ -	\$ 5,437,500	\$ 5,437,500
18	East Reservoir Fill Line Connection	\$ -	\$ -	\$ 1,568	\$ 1,568
19	East Reservoir Storage	\$ -	\$ -	\$ 43,935,000	\$ 43,935,000
20	East Reservoir Pumping	\$ -	\$ -	\$ 4,205,000	\$ 4,205,000
21	Edgefield Water Line H	\$ -	\$ -	\$ 1,740,000	\$ 1,740,000
22	Edgefield Water Line I	\$ 351,300	\$ -	\$ -	\$ 351,300
23	South Strathmore Water Line I	\$ -	\$ -	\$ 2,030,000	\$ 2,030,000
24	South Strathmore Water Line J	\$ -	\$ -	\$ 1,406,500	\$ 1,406,500
25	South Strathmore Water Line K	\$ -	\$ -	\$ 1,413,750	\$ 1,413,750
26	South Strathmore Water Line L	\$ -	\$ -	\$ 3,335,000	\$ 3,335,000
27	West Strathmore Water Line Q	\$ -	\$ -	\$ 3,335,000	\$ 3,335,000
28	West Strathmore Water Line R	\$ -	\$ -	\$ 2,102,500	\$ 2,102,500
29	West Strathmore PRV A	\$ -	\$ -	\$ 159,500	\$ 159,500
30	West Strathmore PRV B	\$ -	\$ -	\$ 159,500	\$ 159,500
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ -	\$ -	\$ -
		\$ 1,423,339	\$ -	\$ 123,693,402	\$ 125,116,741

*Past expenditures include past financing expenditures (interest) if any.

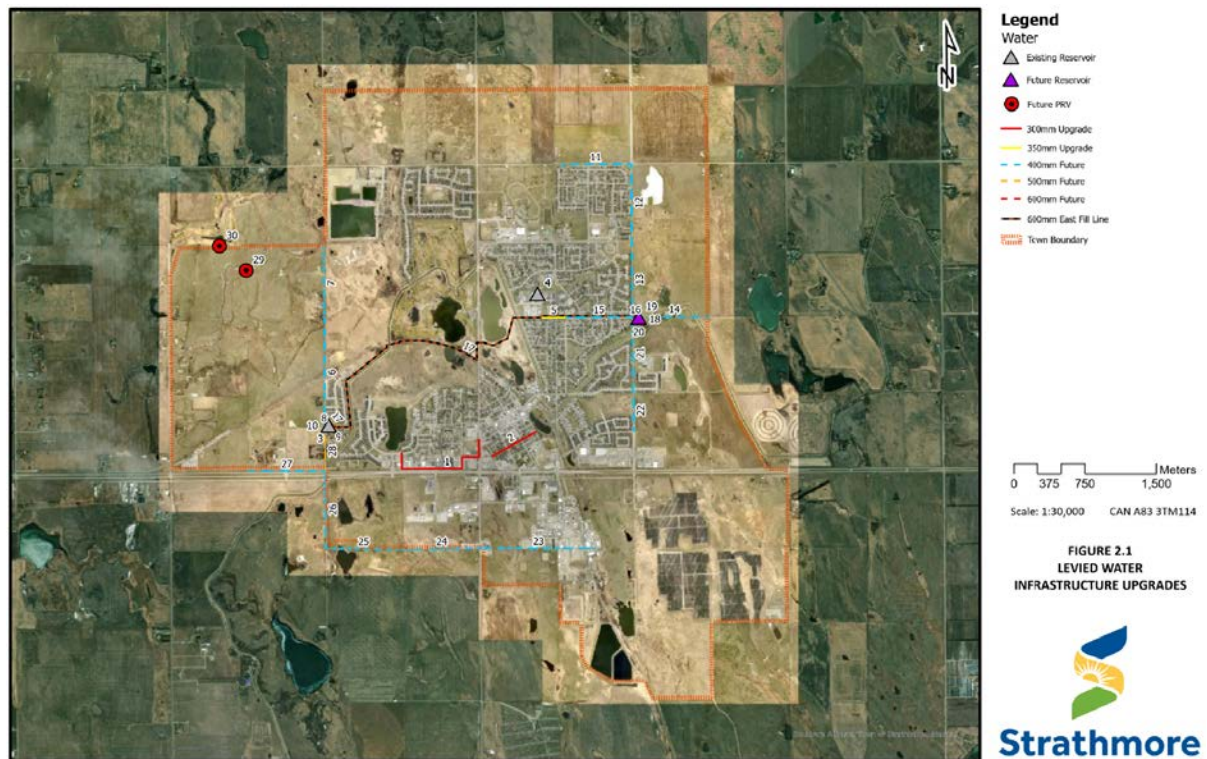
**Costs estimates provided by Town staff.

***Estimates include engineering and contingencies.

****Missing project numbers (if any) stem from projects that were deleted. However, certain deleted projects may be showing if a net project “credit” remains.

*****Unallocated levies collected to end-2020 (if any) are included in project #100 and credited 100% to future development and to offsite levy areas where development occurred prior to 2020 (see *Section C5*).

*****Offsite infrastructure definitions are described in Appendix F.



C2. Water Offsite Infrastructure Grants & Contributions to Date

The MGA enables the Town to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special ear-marked grant or contribution (i.e., contributed infrastructure). The Town has/will receive approximately **\$0.00** in special ear-marked grants and contributions for water offsite levy infrastructure as shown in the table below (note, if the Town receives other ear-marked grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is **\$125.12 million**.

Special Grants and Contributions for Water Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants (Historic & Future)	Developer Agreement Contributions (Historic & Future)	Reduced Project Estimated Cost
1	Westmount Subdivision Backbone	\$ 3,676,906	\$ -	\$ -	\$ 3,676,906
2	5 Avenue Fire Flow Improvements	\$ 1,031,885	\$ -	\$ -	\$ 1,031,885
3	Wildflower Reservoir Upgrades	\$ 2,320,000	\$ -	\$ -	\$ 2,320,000
4	Decommission Brentwood Reservoir	\$ 159,500	\$ -	\$ -	\$ 159,500
5	Upsize Centennial Drive Water Line	\$ 1,740,000	\$ -	\$ -	\$ 1,740,000
6	Wildflower Water Line D	\$ 2,537,500	\$ -	\$ -	\$ 2,537,500
7	Wildflower Water Line E	\$ 1,740,000	\$ -	\$ -	\$ 1,740,000
8	Wildflower Water Line F	\$ 76,283	\$ -	\$ -	\$ 76,283
9	Wildflower Reservoir Storage	\$ 26,100,000	\$ -	\$ -	\$ 26,100,000
10	Wildflower Reservoir Pumping	\$ 5,800,000	\$ -	\$ -	\$ 5,800,000
11	Heritage Water Line D	\$ 2,501,250	\$ -	\$ -	\$ 2,501,250
12	Prairies Water Line H	\$ 2,755,000	\$ -	\$ -	\$ 2,755,000
13	Prairies Water Line I	\$ 2,682,500	\$ -	\$ -	\$ 2,682,500
14	Prairies Water Line J	\$ 703,250	\$ -	\$ -	\$ 703,250
15	Prairies Water Line K	\$ 1,595,000	\$ -	\$ -	\$ 1,595,000
16	Prairies Water Line L	\$ 85,550	\$ -	\$ -	\$ 85,550
17	East Reservoir Fill Line	\$ 5,437,500	\$ -	\$ -	\$ 5,437,500
18	East Reservoir Fill Line Connection	\$ 1,568	\$ -	\$ -	\$ 1,568
19	East Reservoir Storage	\$ 43,935,000	\$ -	\$ -	\$ 43,935,000
20	East Reservoir Pumping	\$ 4,205,000	\$ -	\$ -	\$ 4,205,000
21	Edgefield Water Line H	\$ 1,740,000	\$ -	\$ -	\$ 1,740,000
22	Edgefield Water Line I	\$ 351,300	\$ -	\$ -	\$ 351,300
23	South Strathmore Water Line I	\$ 2,030,000	\$ -	\$ -	\$ 2,030,000
24	South Strathmore Water Line J	\$ 1,406,500	\$ -	\$ -	\$ 1,406,500
25	South Strathmore Water Line K	\$ 1,413,750	\$ -	\$ -	\$ 1,413,750
26	South Strathmore Water Line L	\$ 3,335,000	\$ -	\$ -	\$ 3,335,000
27	West Strathmore Water Line Q	\$ 3,335,000	\$ -	\$ -	\$ 3,335,000
28	West Strathmore Water Line R	\$ 2,102,500	\$ -	\$ -	\$ 2,102,500
29	West Strathmore PRV A	\$ 159,500	\$ -	\$ -	\$ 159,500
30	West Strathmore PRV B	\$ 159,500	\$ -	\$ -	\$ 159,500
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ -	\$ -	\$ -
		\$ 125,116,741	\$ -	\$ -	\$ 125,116,741

C3. Year of Construction

The timing of construction is used to determine the impact of inflation on cost, the impact of forecast reserve balances, and the estimate of financial oversizing (described in the Section that follows). The Town anticipates construction of offsite infrastructure as outlined in the table below. Note, if this schedule is adjusted in the future, it will be reflected in one of the Town's annual rate/bylaw updates.

Forecast Year of Construction

Item	Project Description	Construction Start Year
1	Westmount Subdivision Backbone	2022
2	5 Avenue Fire Flow Improvements	2031
3	Wildflower Reservoir Upgrades	2024
4	Decommission Brentwood Reservoir	2026
5	Upsize Centennial Drive Water Line	2025
6	Wildflower Water Line D	2030
7	Wildflower Water Line E	2030
8	Wildflower Water Line F	2030
9	Wildflower Reservoir Storage	2060
10	Wildflower Reservoir Pumping	2060
11	Heritage Water Line D	2050
12	Prairies Water Line H	2050
13	Prairies Water Line I	2050
14	Prairies Water Line J	2035
15	Prairies Water Line K	2035
16	Prairies Water Line L	2035
17	East Reservoir Fill Line	2035
18	East Reservoir Fill Line Connection	2035
19	East Reservoir Storage	2040
20	East Reservoir Pumping	2040
21	Edgefield Water Line H	2030
22	Edgefield Water Line I	2019
23	South Strathmore Water Line I	2060
24	South Strathmore Water Line J	2060
25	South Strathmore Water Line K	2060
26	South Strathmore Water Line L	2060
27	West Strathmore Water Line Q	2060
28	West Strathmore Water Line R	2060
29	West Strathmore PRV A	2060
30	West Strathmore PRV B	2060

*Project costs are inflated by 3.0% per annum to the year of construction.

C4. Water Offsite Infrastructure Benefiting Parties

The water offsite infrastructure listed above will benefit three parties to varying degrees:

1. Town of Strathmore – a portion of the water infrastructure which is required to service existing residents. This residual benefit is determined at the point in time when the project is added to the bylaw (i.e., it does not fluctuate from year-to-year).
2. Other Stakeholders – other municipalities that benefit from the infrastructure.
3. Future Development:
 - Financial Oversizing – that portion of deemed cost (i.e., levyable water infrastructure costs) which benefits future development beyond the 25-year review period.
 - **In Rates – that portion of deemed cost (i.e., levyable water infrastructure costs) which benefits future development within the 25-year review period.**

The table below outlines the allocation of water offsite levy infrastructure costs to benefiting parties.

Allocation of Water Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share	Developer Share Beyond 25 Yrs (Financial Oversizing %)	OSL / Developer Share %
1	Westmount Subdivision Backbone	\$ 3,676,906	20.0%		0.0%	80.0%
2	5 Avenue Fire Flow Improvements	\$ 1,031,885	20.0%		22.4%	57.6%
3	Wildflower Reservoir Upgrades	\$ 2,320,000	20.0%		0.0%	80.0%
4	Decommission Brentwood Reservoir	\$ 159,500	20.0%		6.4%	73.6%
5	Upsize Centennial Drive Water Line	\$ 1,740,000	20.0%		3.2%	76.8%
6	Wildflower Water Line D	\$ 2,537,500	0.0%		24.0%	76.0%
7	Wildflower Water Line E	\$ 1,740,000	0.0%		24.0%	76.0%
8	Wildflower Water Line F	\$ 76,283	0.0%		24.0%	76.0%
9	Wildflower Reservoir Storage	\$ 26,100,000	0.0%		41.0%	59.0%
10	Wildflower Reservoir Pumping	\$ 5,800,000	0.0%		41.0%	59.0%
11	Heritage Water Line D	\$ 2,501,250	0.0%		41.0%	59.0%
12	Prairies Water Line H	\$ 2,755,000	0.0%		41.0%	59.0%
13	Prairies Water Line I	\$ 2,682,500	0.0%		41.0%	59.0%
14	Prairies Water Line J	\$ 703,250	0.0%		41.0%	59.0%
15	Prairies Water Line K	\$ 1,595,000	0.0%		41.0%	59.0%
16	Prairies Water Line L	\$ 85,550	0.0%		41.0%	59.0%
17	East Reservoir Fill Line	\$ 5,437,500	20.0%		35.2%	44.8%
18	East Reservoir Fill Line Connection	\$ 1,568	20.0%		35.2%	44.8%
19	East Reservoir Storage	\$ 43,935,000	20.0%		41.0%	39.0%
20	East Reservoir Pumping	\$ 4,205,000	20.0%		41.0%	39.0%
21	Edgefield Water Line H	\$ 1,740,000	0.0%		24.0%	76.0%
22	Edgefield Water Line I	\$ 351,300	0.0%		0.0%	100.0%
23	South Strathmore Water Line I	\$ 2,030,000	0.0%		41.0%	59.0%
24	South Strathmore Water Line J	\$ 1,406,500	0.0%		41.0%	59.0%
25	South Strathmore Water Line K	\$ 1,413,750	0.0%		41.0%	59.0%
26	South Strathmore Water Line L	\$ 3,335,000	0.0%		41.0%	59.0%
27	West Strathmore Water Line Q	\$ 3,335,000	0.0%		41.0%	59.0%
28	West Strathmore Water Line R	\$ 2,102,500	0.0%		41.0%	59.0%
29	West Strathmore PRV A	\$ 159,500	0.0%		41.0%	59.0%
30	West Strathmore PRV B	\$ 159,500	0.0%		41.0%	59.0%
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -				100.0%
		\$ 125,116,741				

*Allocations were determined by Town staff.

** Financial oversizing represents that portion of cost allocated to future development that is deemed beyond the 25-year review period. It is calculated using the construction start date, and then pro-rating the costs over the 25-year review period. For example, a project constructed in year 20 of the 25-year review period will have 5 years' of cost within the review period (i.e., 20% of cost), and 80% of cost is deemed beyond the review period (i.e., financial oversizing). This approach aligns with land staging which, similarly, is limited to lands within the 25-year review period and, therefore, it represents a more equitable allocation of costs to developers. Each year as the review period moves further out, the financial oversizing amount used to update rates will decrease....more costs will fall within the review period, less costs beyond.

*** For the Town of Strathmore, the financial oversizing amount is also capped at 41% as this is the maximum amount of land available for development beyond 2048.

**** Projects with deemed financial oversizing amounts were also assessed to ensure that land was available for development (and collection) beyond the 25-year review period. If lands were not sufficiently available beyond the 25-year review period, financial oversizing amounts were removed altogether.

***** Projects allocated 100% to future development were determined by the Town to benefit future development entirely (i.e., no benefit to existing development).

C5. Existing Receipts & Adjusted Levy Cost

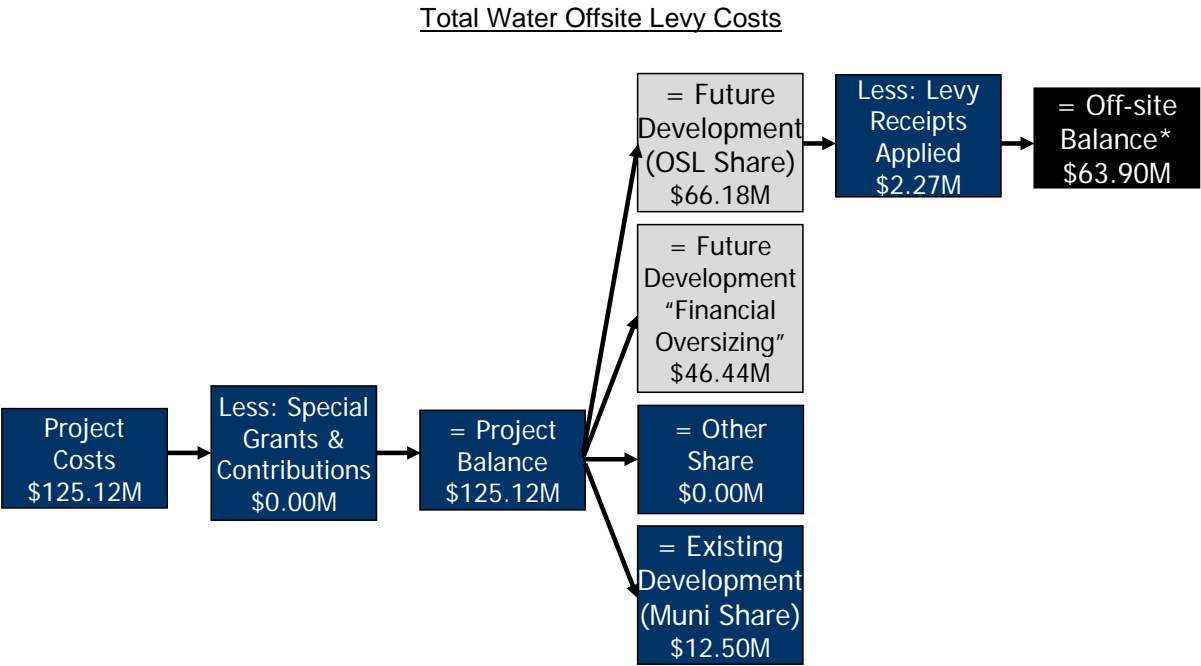
Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately **\$66.18 million**. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Town staff have advised that approximately **\$2.27 million** (\$2.08 million + \$0.19 million) in water levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately **\$63.90 million**.

Offsite Levy Funds Applied to Date

Item	Project Description	OSL / Developer Cost	Offsite Levy Funds Collected to Dec 31, 2020	Offsite Levy Funds Collected Starting Jan 1, 2021	Adjusted Developer (Levy) Cost
1	Westmount Subdivision Backbone	\$ 2,941,525	\$ -	\$ 5,144	\$ 2,936,381
2	5 Avenue Fire Flow Improvements	\$ 594,366	\$ -	\$ 1,444	\$ 592,922
3	Wildflower Reservoir Upgrades	\$ 1,856,000	\$ -	\$ 3,246	\$ 1,852,754
4	Decommission Brentwood Reservoir	\$ 117,392	\$ -	\$ 223	\$ 117,169
5	Upsize Centennial Drive Water Line	\$ 1,336,320	\$ -	\$ 2,434	\$ 1,333,886
6	Wildflower Water Line D	\$ 1,928,500	\$ -	\$ 4,438	\$ 1,924,062
7	Wildflower Water Line E	\$ 1,322,400	\$ -	\$ 3,043	\$ 1,319,357
8	Wildflower Water Line F	\$ 57,975	\$ -	\$ 133	\$ 57,841
9	Wildflower Reservoir Storage	\$ 15,399,000	\$ -	\$ 45,643	\$ 15,353,357
10	Wildflower Reservoir Pumping	\$ 3,422,000	\$ -	\$ 10,143	\$ 3,411,857
11	Heritage Water Line D	\$ 1,475,738	\$ -	\$ 4,374	\$ 1,471,363
12	Prairies Water Line H	\$ 1,625,450	\$ -	\$ 4,818	\$ 1,620,632
13	Prairies Water Line I	\$ 1,582,675	\$ -	\$ 4,691	\$ 1,577,984
14	Prairies Water Line J	\$ 414,918	\$ -	\$ 1,230	\$ 413,688
15	Prairies Water Line K	\$ 941,050	\$ -	\$ 2,789	\$ 938,261
16	Prairies Water Line L	\$ 50,475	\$ -	\$ 150	\$ 50,325
17	East Reservoir Fill Line	\$ 2,436,000	\$ -	\$ 7,607	\$ 2,428,393
18	East Reservoir Fill Line Connection	\$ 702	\$ -	\$ 2	\$ 700
19	East Reservoir Storage	\$ 17,134,650	\$ -	\$ 61,466	\$ 17,073,184
20	East Reservoir Pumping	\$ 1,639,950	\$ -	\$ 5,883	\$ 1,634,067
21	Edgefield Water Line H	\$ 1,322,400	\$ -	\$ 3,043	\$ 1,319,357
22	Edgefield Water Line I	\$ 351,300	\$ -	\$ 1,775	\$ 349,525
23	South Strathmore Water Line I	\$ 1,197,700	\$ -	\$ 3,550	\$ 1,194,150
24	South Strathmore Water Line J	\$ 829,835	\$ -	\$ 2,460	\$ 827,375
25	South Strathmore Water Line K	\$ 834,113	\$ -	\$ 2,472	\$ 831,640
26	South Strathmore Water Line L	\$ 1,967,650	\$ -	\$ 5,832	\$ 1,961,818
27	West Strathmore Water Line Q	\$ 1,967,650	\$ -	\$ 5,832	\$ 1,961,818
28	West Strathmore Water Line R	\$ 1,240,475	\$ -	\$ 3,677	\$ 1,236,798
29	West Strathmore PRV A	\$ 94,105	\$ -	\$ 279	\$ 93,826
30	West Strathmore PRV B	\$ 94,105	\$ -	\$ 279	\$ 93,826
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ 2,076,714	\$ -	\$ (2,076,714)
		\$ 66,176,417	\$ 2,076,714	\$ 198,099	\$ 63,901,604

C6. Summary of Water Offsite Levy Cost Flow-through

As shown in the figure below, the total cost for water infrastructure that forms the basis of the rate is approximately **\$63.90 million**. The cost allocations to each benefitting party are based on the benefitting percentages shown in previous section. The offsite levy balance (due from developers) is allocated to various benefitting areas (as described in the next section).



C7. Water Infrastructure Benefiting Areas

Net developer costs for each project have been allocated to multiple benefiting offsite levy area (see tables below). Allocations are denoted with a “1” below applicable area numbers. Benefiting areas were determined by Town staff. The lands anticipated to develop over the 25-years in each offsite levy benefitting area are used to determine rates.

Water Allocations to Benefitting Areas

Item	Project Description	Developer Cost	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5
1	Westmount Subdivision Backbone	\$ 2,936,381	1	1	1	1	1	1	1	1	1	1	1
2	5 Avenue Fire Flow Improvements	\$ 592,922	1	1	1	1	1	1	1	1	1	1	1
3	Wildflower Reservoir Upgrades	\$ 1,852,754	1	1	1	1	1	1	1	1	1	1	1
4	Decommission Brentwood Reservoir	\$ 117,169	1	1	1	1	1	1	1	1	1	1	1
5	Upsize Centennial Drive Water Line	\$ 1,333,886	1	1	1	1	1	1	1	1	1	1	1
6	Wildflower Water Line D	\$ 1,924,062	1	1	1	1	1	1	1	1	1	1	1
7	Wildflower Water Line E	\$ 1,319,357	1	1	1	1	1	1	1	1	1	1	1
8	Wildflower Water Line F	\$ 57,841	1	1	1	1	1	1	1	1	1	1	1
9	Wildflower Reservoir Storage	\$ 15,353,357	1	1	1	1	1	1	1	1	1	1	1
10	Wildflower Reservoir Pumping	\$ 3,411,857	1	1	1	1	1	1	1	1	1	1	1
11	Heritage Water Line D	\$ 1,471,363	1	1	1	1	1	1	1	1	1	1	1
12	Prairies Water Line H	\$ 1,620,632	1	1	1	1	1	1	1	1	1	1	1
13	Prairies Water Line I	\$ 1,577,984	1	1	1	1	1	1	1	1	1	1	1
14	Prairies Water Line J	\$ 413,688	1	1	1	1	1	1	1	1	1	1	1
15	Prairies Water Line K	\$ 938,261	1	1	1	1	1	1	1	1	1	1	1
16	Prairies Water Line L	\$ 50,325	1	1	1	1	1	1	1	1	1	1	1
17	East Reservoir Fill Line	\$ 2,428,393	1	1	1	1	1	1	1	1	1	1	1
18	East Reservoir Fill Line Connection	\$ 700	1	1	1	1	1	1	1	1	1	1	1
19	East Reservoir Storage	\$ 17,073,184	1	1	1	1	1	1	1	1	1	1	1
20	East Reservoir Pumping	\$ 1,634,067	1	1	1	1	1	1	1	1	1	1	1
21	Edgefield Water Line H	\$ 1,319,357	1	1	1	1	1	1	1	1	1	1	1
22	Edgefield Water Line I	\$ 349,525	1	1	1	1	1	1	1	1	1	1	1
23	South Strathmore Water Line I	\$ 1,194,150	1	1	1	1	1	1	1	1	1	1	1
24	South Strathmore Water Line J	\$ 827,375	1	1	1	1	1	1	1	1	1	1	1
25	South Strathmore Water Line K	\$ 831,640	1	1	1	1	1	1	1	1	1	1	1
26	South Strathmore Water Line L	\$ 1,961,818	1	1	1	1	1	1	1	1	1	1	1
27	West Strathmore Water Line Q	\$ 1,961,818	1	1	1	1	1	1	1	1	1	1	1
28	West Strathmore Water Line R	\$ 1,236,798	1	1	1	1	1	1	1	1	1	1	1
29	West Strathmore PRV A	\$ 93,826	1	1	1	1	1	1	1	1	1	1	1
30	West Strathmore PRV B	\$ 93,826	1	1	1	1	1	1	1	1	1	1	1
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ (2,076,714)	1	1			1	1	1	1	1	1	1
		\$ 63,901,604											

* Unallocated levies collected to end-2020 are included in project #100 and credited 100% to future development and to offsite levy areas where development occurred prior to 2020 (Areas 1, 2, 5-10).

C8. Reserve Balance

At December 31st, 2023 Town records showed a balance of \$1,300,469 in the water offsite levy account. However, this was based on an under allocation of costs to developers. The water account balance should be amended to reflect a surplus of **\$1,163,577**.

Water Offsite Levy Reserve Balance

Description	Dr	Cr	Balance
Unallocated OSL Receipts to December 31, 2020 (Opening Balance)	\$ 2,076,714.04		\$ 2,076,714.04
OSL Receipt Allocations 2021-2023	\$ 198,099.06		\$ 2,274,813.10
Offsite Levy Expenditure Withdrawals 2021-2023		\$ 1,072,040.47	\$ 1,202,772.63
Interest Earned/Charged	\$ 97,696.08		\$ 1,300,468.71
Account Balance per Muni Records December 31, 2023			\$ 1,300,468.71
OSL Share of Other Expenditures to December 31, 2023		\$ 136,892.20	\$ 1,163,576.51
Balance			\$ 1,163,576.51

*The credit of \$136,892 in 2023 stems from: (i) an overallocation of expenditures for Project #1 whose allocation to developers is 80% (the original account withdrawals in 2021 and 2022 were based on an allocation of 100%), and (ii) front-ending associated with Project #22.

C9. Development and Water Infrastructure Staging Impacts

Water offsite infrastructure will be constructed in staged fashion over the 25-year review period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of water infrastructure from time to time—front ending of infrastructure will be required. A front-ender is the party that constructs and pays up front for infrastructure that benefits other parties.

To compensate parties for capital they provide in front-ending offsite infrastructure construction, a **5.12%**¹⁰ interest allowance has been charged to the reserve when it is forecast to be in a negative balance. Further, a **1.85%**¹¹ interest credit has been provided to the reserve when it is forecast to be in a positive balance. The graph below highlights activity in the water levy reserve over the 25-year review period.¹²

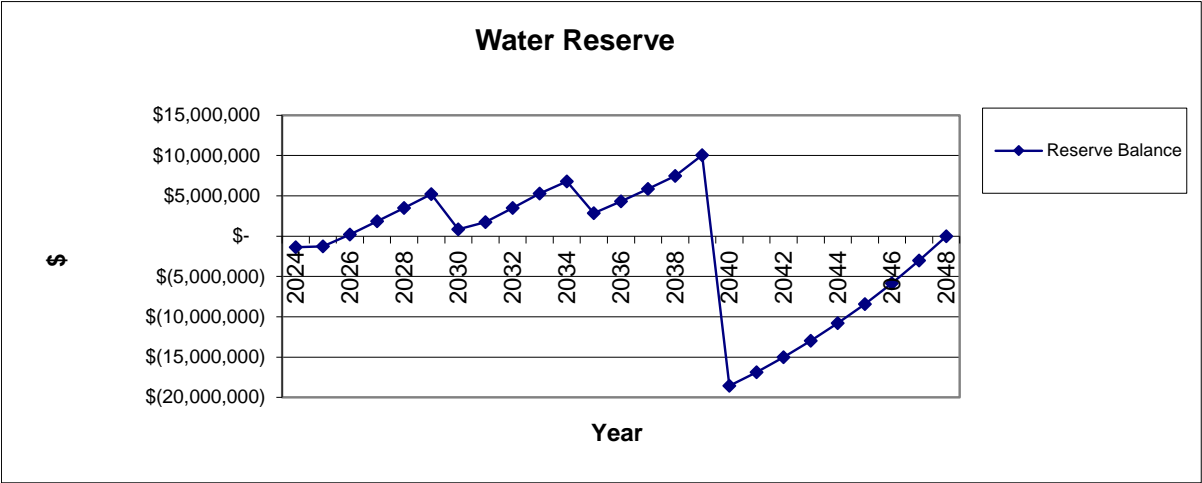
If necessary, an interest staging adjustment has been applied to rates (slightly positive or slightly negative) to ensure that the forecast reserve balance at the end of the 25-year review period always returns to break-even (i.e., developers are not charged too much thereby providing a windfall to the Town, nor are they charged too little thereby placing an unequitable burden on taxpayers).

¹⁰ The interest charging rate is equivalent to the 20-year debenture rate at the Alberta Capital Finance Authority at the time of calculation which was ~5.12%.

¹¹ The interest earning rate is equivalent to the interest earning rate within the Town various reserve accounts which was 1.85% in 2023.

¹² Note, forecast account/reserve balances are based only on offsite levy costs currently included in rates. Actual future account/reserve balances may vary depending on oversizing costs currently excluded from rate calculations.

Anticipated Water Offsite Levy Reserve Balances



APPENDIX D: SANITARY

D1. Sanitary Offsite Infrastructure

In order to support future growth, sanitary offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) future debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately **\$64.68 million** (in current dollars) as outlined in the table below. Actual construction expenditures, financing charges (if any), and future cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support development during the 25-year review period. The remainder of this section outlines how the “net” costs for development are determined.

Summary of Sanitary Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Future Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	Central Trunk Sewer Upgrade (Phase 1)	\$ 353,474	\$ -	\$ 3,480,000	\$ 3,833,474
2	Central Trunk Sewer Upgrade (Phase 2)	\$ -	\$ -	\$ 916,653	\$ 916,653
3	Central Trunk Sewer Upgrade (Phase 3)	\$ -	\$ -	\$ 1,024,067	\$ 1,024,067
4	Central Trunk Sewer Upgrade (Phase 4)	\$ -	\$ -	\$ 2,465,000	\$ 2,465,000
5	West Trunk	\$ -	\$ -	\$ 1,087,500	\$ 1,087,500
6	Orchard Park Trunk	\$ -	\$ -	\$ 906,250	\$ 906,250
7	Ranch Forcemain Twinning	\$ -	\$ -	\$ 420,500	\$ 420,500
8	Ranch Lift Station Upgrade	\$ -	\$ -	\$ 464,000	\$ 464,000
9	Lakewood Meadows Trunk (West Boundary to Lift Station)	\$ -	\$ -	\$ 1,015,000	\$ 1,015,000
10	Lakewood Meadows Forcemain (Lift Station to 55M)	\$ -	\$ -	\$ 3,190,000	\$ 3,190,000
11	North Hill Forcemain	\$ -	\$ -	\$ 5,945,000	\$ 5,945,000
12	North Hill Lift Station	\$ -	\$ -	\$ 5,147,500	\$ 5,147,500
13	Prairie's Edge Forcemain	\$ -	\$ -	\$ 6,525,000	\$ 6,525,000
14	Prairie's Edge Lift Station	\$ -	\$ -	\$ 5,147,500	\$ 5,147,500
15	West Strathmore Trunk A	\$ -	\$ -	\$ 1,740,000	\$ 1,740,000
16	West Strathmore Trunk B	\$ -	\$ -	\$ 1,957,500	\$ 1,957,500
17	West Strathmore Forcemain	\$ -	\$ -	\$ 8,772,500	\$ 8,772,500
18	West Strathmore Lift Station	\$ -	\$ -	\$ 13,485,000	\$ 13,485,000
19	BTO Effluent Pump Station Upgrade	\$ -	\$ -	\$ 641,784	\$ 641,784
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ -	\$ -	\$ -
		\$ 353,474	\$ -	\$ 64,330,754	\$ 64,684,228

*Past expenditures include past financing expenditures (interest) if any.

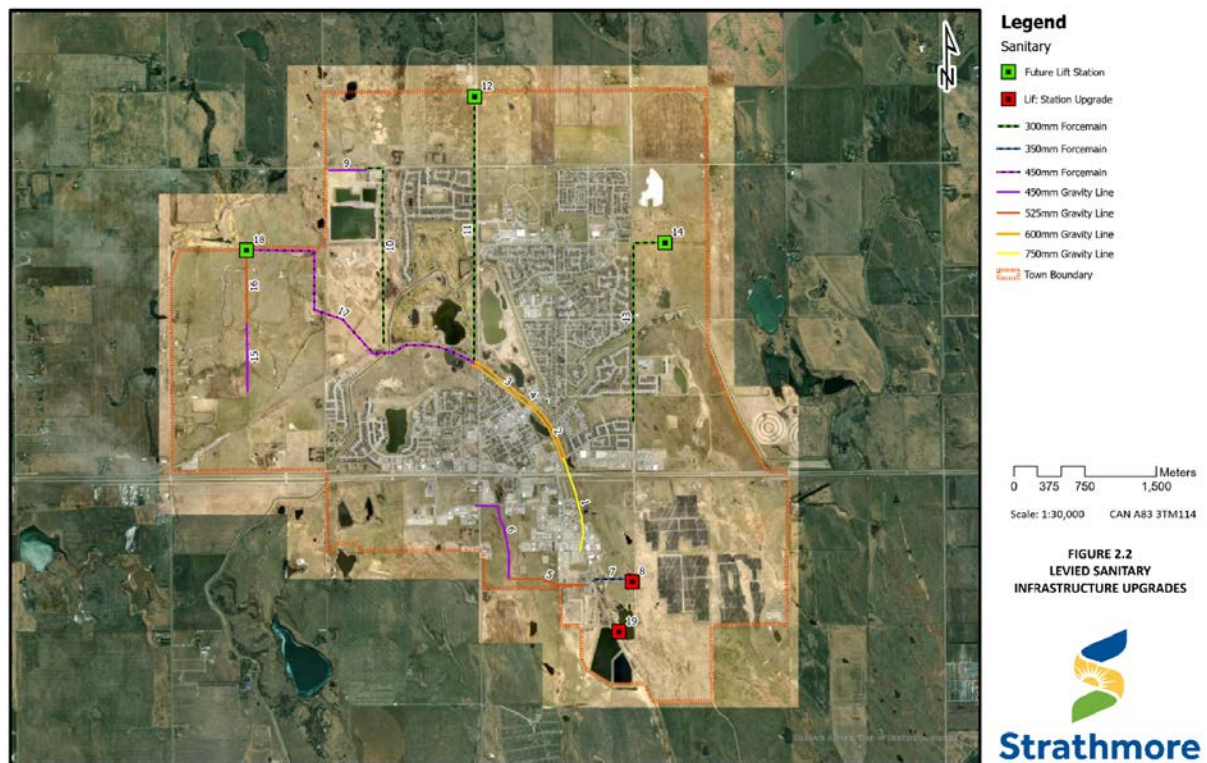
**Costs estimates provided by Town staff.

***Estimates include engineering and contingencies.

****Missing project numbers (if any) stem from projects that were deleted. However, certain deleted projects may be showing if a net project “credit” remains.

*****Unallocated levies collected to end-2020 (if any) are included in project #100 and credited 100% to future development and to offsite levy areas where development occurred prior to 2020 (see *Section D5*).

*****Offsite infrastructure definitions are described in Appendix F.



D2. Sanitary Offsite Infrastructure Grants & Contributions to Date

The MGA enables the Town to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special ear-marked grant or contribution (i.e., contributed infrastructure). The Town has/will receive **\$0.00 million** in special ear-marked grants and contributions for sanitary offsite levy infrastructure as shown in the table below (note, if the Town receives additional ear-marked grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is **\$64.68 million**.

Special Grants and Contributions for Sanitary Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants (Historic & Future)	Developer Agreement Contributions (Historic & Future)	Reduced Project Estimated Cost
1	Central Trunk Sewer Upgrade (Phase 1)	\$ 3,833,474	\$ -	\$ -	\$ 3,833,474
2	Central Trunk Sewer Upgrade (Phase 2)	\$ 916,653	\$ -	\$ -	\$ 916,653
3	Central Trunk Sewer Upgrade (Phase 3)	\$ 1,024,067	\$ -	\$ -	\$ 1,024,067
4	Central Trunk Sewer Upgrade (Phase 4)	\$ 2,465,000	\$ -	\$ -	\$ 2,465,000
5	West Trunk	\$ 1,087,500	\$ -	\$ -	\$ 1,087,500
6	Orchard Park Trunk	\$ 906,250	\$ -	\$ -	\$ 906,250
7	Ranch Forcemain Twinning	\$ 420,500	\$ -	\$ -	\$ 420,500
8	Ranch Lift Station Upgrade	\$ 464,000	\$ -	\$ -	\$ 464,000
9	Lakewood Meadows Trunk (West Boundary to Lift Station)	\$ 1,015,000	\$ -	\$ -	\$ 1,015,000
10	Lakewood Meadows Forcemain (Lift Station to 55M)	\$ 3,190,000	\$ -	\$ -	\$ 3,190,000
11	North Hill Forcemain	\$ 5,945,000	\$ -	\$ -	\$ 5,945,000
12	North Hill Lift Station	\$ 5,147,500	\$ -	\$ -	\$ 5,147,500
13	Prairie's Edge Forcemain	\$ 6,525,000	\$ -	\$ -	\$ 6,525,000
14	Prairie's Edge Lift Station	\$ 5,147,500	\$ -	\$ -	\$ 5,147,500
15	West Strathmore Trunk A	\$ 1,740,000	\$ -	\$ -	\$ 1,740,000
16	West Strathmore Trunk B	\$ 1,957,500	\$ -	\$ -	\$ 1,957,500
17	West Strathmore Forcemain	\$ 8,772,500	\$ -	\$ -	\$ 8,772,500
18	West Strathmore Lift Station	\$ 13,485,000	\$ -	\$ -	\$ 13,485,000
19	BTO Effluent Pump Station Upgrade	\$ 641,784	\$ -	\$ -	\$ 641,784
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ -	\$ -	\$ -
		\$ 64,684,228	\$ -	\$ -	\$ 64,684,228

D3. Year of Construction

The timing of construction is used to determine the impact of inflation on cost, the impact of forecast reserve balances, and the estimate of financial oversizing (described in the Section that follows). The Town anticipates construction of offsite infrastructure as outlined in the table below. Note, if this schedule is adjusted in the future, it will be reflected in one of the Town's annual rate/bylaw updates.

Forecast Year of Construction

Item	Project Description	Construction Start Year
1	Central Trunk Sewer Upgrade (Phase 1)	2022
2	Central Trunk Sewer Upgrade (Phase 2)	2029
3	Central Trunk Sewer Upgrade (Phase 3)	2032
4	Central Trunk Sewer Upgrade (Phase 4)	2037
5	West Trunk	2032
6	Orchard Park Trunk	2034
7	Ranch Forcemain Twinning	2032
8	Ranch Lift Station Upgrade	2032
9	Lakewood Meadows Trunk (West Boundary to Lift Station)	2032
10	Lakewood Meadows Forcemain (Lift Station to 55M)	2030
11	North Hill Forcemain	2040
12	North Hill Lift Station	2040
13	Prairie's Edge Forcemain	2040
14	Prairie's Edge Lift Station	2040
15	West Strathmore Trunk A	2062
16	West Strathmore Trunk B	2062
17	West Strathmore Forcemain	2060
18	West Strathmore Lift Station	2060
19	BTO Effluent Pump Station Upgrade	2032

*Project costs are inflated by 3.0% per annum to the year of construction.

D4. Sanitary Offsite Infrastructure Benefiting Parties

The sanitary offsite infrastructure listed above will benefit three parties to varying degrees:

1. Town of Strathmore – a portion of the sanitary infrastructure which is required to service existing residents. This residual benefit is determined at the point in time when the project is added to the bylaw (i.e., it does not fluctuate from year-to-year).
2. Other Stakeholders – other municipalities that benefit from the infrastructure.
3. Future Development:
 - Financial Oversizing – that portion of deemed cost (i.e., levyable sanitary infrastructure costs) which benefits future development beyond the 25-year review period.
 - **In Rates – that portion of deemed cost (i.e., levyable sanitary infrastructure costs) which benefits future development within the 25-year review period.**

The table below outlines the allocation of sanitary offsite levy infrastructure costs to benefiting parties.

Allocation of Sanitary Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share	Developer Share Beyond 25 Yrs (Financial Oversizing %)	OSL / Developer Share %
1	Central Trunk Sewer Upgrade (Phase 1)	\$ 3,833,474	20.0%		0.0%	80.0%
2	Central Trunk Sewer Upgrade (Phase 2)	\$ 916,653	20.0%		16.0%	64.0%
3	Central Trunk Sewer Upgrade (Phase 3)	\$ 1,024,067	20.0%		25.6%	54.4%
4	Central Trunk Sewer Upgrade (Phase 4)	\$ 2,465,000	20.0%		41.0%	39.0%
5	West Trunk	\$ 1,087,500	0.0%			100.0%
6	Orchard Park Trunk	\$ 906,250	0.0%			100.0%
7	Ranch Forcemain Twinning	\$ 420,500	0.0%		32.0%	68.0%
8	Ranch Lift Station Upgrade	\$ 464,000	0.0%		32.0%	68.0%
9	Lakewood Meadows Trunk (West Boundary to Lift Station)	\$ 1,015,000	0.0%		32.0%	68.0%
10	Lakewood Meadows Forcemain (Lift Station to 55M)	\$ 3,190,000	0.0%		24.0%	76.0%
11	North Hill Forcemain	\$ 5,945,000	0.0%		41.0%	59.0%
12	North Hill Lift Station	\$ 5,147,500	0.0%		41.0%	59.0%
13	Prairie's Edge Forcemain	\$ 6,525,000	0.0%		41.0%	59.0%
14	Prairie's Edge Lift Station	\$ 5,147,500	0.0%		41.0%	59.0%
15	West Strathmore Trunk A	\$ 1,740,000	0.0%		41.0%	59.0%
16	West Strathmore Trunk B	\$ 1,957,500	0.0%		41.0%	59.0%
17	West Strathmore Forcemain	\$ 8,772,500	0.0%		41.0%	59.0%
18	West Strathmore Lift Station	\$ 13,485,000	0.0%		41.0%	59.0%
19	BTO Effluent Pump Station Upgrade	\$ 641,784	20.0%		25.6%	54.4%
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -				100.0%
		\$ 64,684,228				

*Allocations were determined by Town staff.

** Financial oversizing represents that portion of cost allocated to future development that is deemed beyond the 25-year review period. It is calculated using the construction start date, and then pro-rating the costs over the 25-year review period. For example, a project constructed in year 20 of the 25-year review period will have 5 years' of cost within the review period (i.e., 20% of cost), and 80% of cost is deemed beyond the review period (i.e., financial oversizing). This approach aligns with land staging which, similarly, is limited to lands within the 25-year review period and, therefore, it represents a more equitable allocation of costs to developers. Each year as the review period moves further out, the financial oversizing amount used to update rates will decrease....more costs will fall within the review period, less costs beyond.

*** For the Town of Strathmore, the financial oversizing amount is also capped at 41% as this is the maximum amount of land available for development beyond 2048.

**** Projects with deemed financial oversizing amounts were also assessed to ensure that land was available for development (and collection) beyond the 25-year review period. If lands were not sufficiently available beyond the 25-year review period, financial oversizing amounts were removed altogether.

***** Projects allocated 100% to future development were determined by the Town to benefit future development entirely (i.e., no benefit to existing development).

D5. Existing Receipts & Adjusted Levy Cost

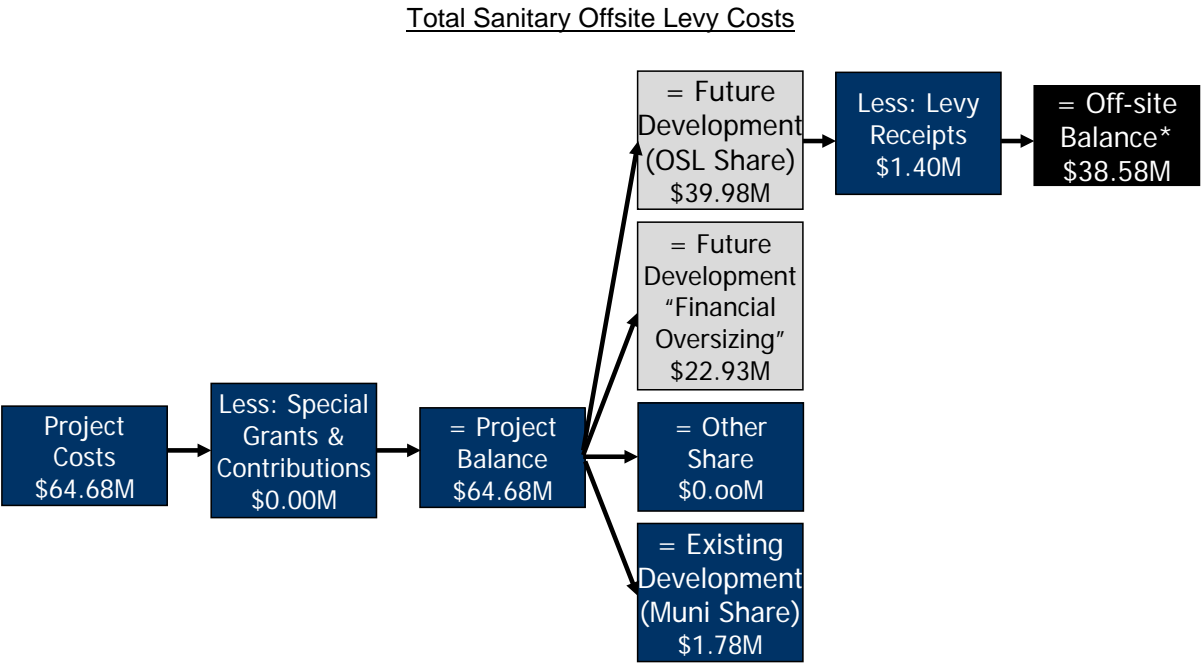
Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately **\$39.98 million**. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Town staff have advised that approximately **\$1.40 million** (\$1.28 million + \$0.12 million) in sanitary levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately **\$38.58 million**.

Offsite Levy Funds Applied to Date

Item	Project Description	OSL / Developer Cost	Offsite Levy Funds Collected to Dec 31, 2020	Offsite Levy Funds Collected Starting Jan 1, 2021	Adjusted Developer (Levy) Cost
1	Central Trunk Sewer Upgrade (Phase 1)	\$ 3,066,779	\$ -	\$ 6,498	\$ 3,060,281
2	Central Trunk Sewer Upgrade (Phase 2)	\$ 586,658	\$ -	\$ 1,572	\$ 585,086
3	Central Trunk Sewer Upgrade (Phase 3)	\$ 557,093	\$ -	\$ 1,756	\$ 555,337
4	Central Trunk Sewer Upgrade (Phase 4)	\$ 961,350	\$ -	\$ 4,227	\$ 957,123
5	West Trunk	\$ 1,087,500	\$ -	\$ 1,612	\$ 1,085,888
6	Orchard Park Trunk	\$ 906,250	\$ -	\$ 1,344	\$ 904,906
7	Ranch Forcemain Twinning	\$ 285,940	\$ -	\$ 945	\$ 284,995
8	Ranch Lift Station Upgrade	\$ 315,520	\$ -	\$ 1,043	\$ 314,477
9	Lakewood Meadows Trunk (West Boundary to Lift Station)	\$ 690,200	\$ -	\$ 1,507	\$ 688,693
10	Lakewood Meadows Forcemain (Lift Station to 55M)	\$ 2,424,400	\$ -	\$ 4,736	\$ 2,419,664
11	North Hill Forcemain	\$ 3,507,550	\$ -	\$ 8,043	\$ 3,499,507
12	North Hill Lift Station	\$ 3,037,025	\$ -	\$ 6,964	\$ 3,030,061
13	Prairie's Edge Forcemain	\$ 3,849,750	\$ -	\$ 21,038	\$ 3,828,712
14	Prairie's Edge Lift Station	\$ 3,037,025	\$ -	\$ 16,597	\$ 3,020,428
15	West Strathmore Trunk A	\$ 1,026,600	\$ -	\$ 2,583	\$ 1,024,017
16	West Strathmore Trunk B	\$ 1,154,925	\$ -	\$ 2,906	\$ 1,152,019
17	West Strathmore Forcemain	\$ 5,175,775	\$ -	\$ 13,025	\$ 5,162,750
18	West Strathmore Lift Station	\$ 7,956,150	\$ -	\$ 20,021	\$ 7,936,129
19	BTO Effluent Pump Station Upgrade	\$ 349,130	\$ -	\$ 1,053	\$ 348,077
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ 1,282,399	\$ -	\$ (1,282,399)
		\$ 39,975,620	\$ 1,282,399	\$ 117,471	\$ 38,575,750

D6. Summary of Sanitary Offsite Levy Cost Flow-through

As shown in the figure below, the total costs for sanitary infrastructure that forms the basis of the rate is approximately **\$38.58 million**. The cost allocations to each benefiting party are based on the benefiting percentages shown in the previous section. The offsite levy balance (due from developers) is allocated to various benefiting areas (as described in the next section).



D7. Sanitary Infrastructure Benefiting Areas

Net developer costs for each project have been allocated to multiple benefiting offsite levy area (see tables below). Allocations are denoted with a “1” below applicable area numbers. Benefiting areas were determined by Town staff. The lands anticipated to develop over the 25-years in each offsite levy benefitting area are used to determine rates.

Sanitary Allocations to Benefitting Areas

Item	Project Description	Developer Cost	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5
1	Central Trunk Sewer Upgrade (Phase 1)	\$ 3,060,281	1	1	1			1	1			1	
2	Central Trunk Sewer Upgrade (Phase 2)	\$ 585,086	1	1	1			1	1				
3	Central Trunk Sewer Upgrade (Phase 3)	\$ 555,337	1	1	1			1	1				
4	Central Trunk Sewer Upgrade (Phase 4)	\$ 957,123	1	1	1			1	1				
5	West Trunk	\$ 1,085,888									1		
6	Orchard Park Trunk	\$ 904,906									1		
7	Ranch Forcemain Twinning	\$ 284,995				1	1						1
8	Ranch Lift Station Upgrade	\$ 314,477				1	1						1
9	Lakewood Meadows Trunk (West Boundary to Lift Station)	\$ 688,693	1										
10	Lakewood Meadows Forcemain (Lift Station to 55M)	\$ 2,419,664	1										
11	North Hill Forcemain	\$ 3,499,507	1		1								
12	North Hill Lift Station	\$ 3,030,061	1		1								
13	Prairie's Edge Forcemain	\$ 3,828,712				1	1						
14	Prairie's Edge Lift Station	\$ 3,020,428				1	1						
15	West Strathmore Trunk A	\$ 1,024,017	1										
16	West Strathmore Trunk B	\$ 1,152,019	1										
17	West Strathmore Forcemain	\$ 5,162,750	1										
18	West Strathmore Lift Station	\$ 7,936,129	1										
19	BTO Effluent Pump Station Upgrade	\$ 348,077	1	1	1	1	1	1	1	1	1	1	1
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ (1,282,399)	1	1	1			1	1	1	1	1	1
		\$ 38,575,750											

* Unallocated levies collected to end-2020 are included in project #100 and credited 100% to future development and to offsite levy areas where development occurred prior to 2020 (Areas 1, 2, 5-10).

D8. Reserve Balance

At December 31st, 2023 Town records showed a balance of \$1,114,633 in the sanitary offsite levy account. However, this was based on an over allocation of costs to developers. The sanitary account balance should be amended to reflect a surplus of **\$1,185,328**.

Sanitary Offsite Levy Reserve Balance

Description	Dr	Cr	Balance
Unallocated OSL Receipts to December 31, 2020 (Opening Balance)	\$ 1,282,398.53		\$ 1,282,398.53
OSL Receipt Allocations 2021-2023	\$ 117,471.08		\$ 1,399,869.61
Offsite Levy Expenditure Withdrawals 2021-2023		\$ 353,474.21	\$ 1,046,395.40
Interest Earned/Charged	\$ 68,237.52		\$ 1,114,632.92
Account Balance per Muni Records December 31, 2023			\$ 1,114,632.92
OSL Share of Other Expenditures to December 31, 2023		\$ (70,694.80)	\$ 1,185,327.72
Balance			\$ 1,185,327.72

*The credit of \$(70,695) in 2023 stems from an overallocation of expenditures for Project #1 whose allocation to developers is 80% (the original account withdrawal in 2022 was based on an allocation of 100%).

D9. Development and Sanitary Infrastructure Staging Impacts

Sanitary offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of sanitary infrastructure from time to time—front ending of infrastructure will be required. A front-end is the party that constructs and pays up front for infrastructure that benefits other parties.

To compensate parties for capital they provide in front-ending offsite infrastructure construction, a **5.12%**¹³ interest allowance has been charged to the reserve when it is forecast to be in a negative balance. Further, a **1.85%**¹⁴ interest credit has been provided to the reserve when it is forecast to be in a positive balance. The graph below highlights activity in the sanitary levy reserve over the 25-year review period.¹⁵

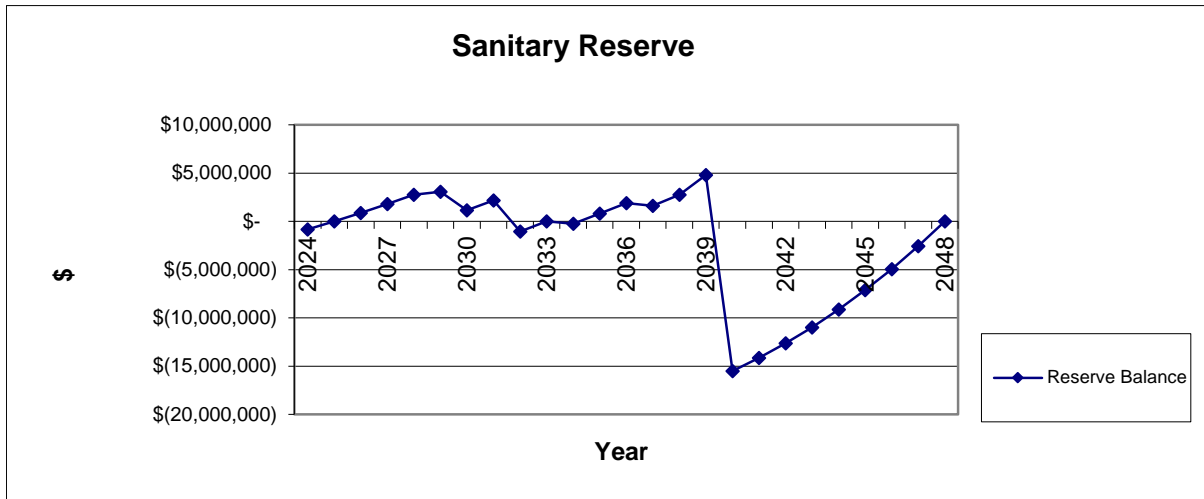
If necessary, an interest staging adjustment has been applied to rates (slightly positive or slightly negative) to ensure that the forecast reserve balance at the end of the 25-year review period always returns to break-even (i.e., developers are not charged too much thereby providing a windfall to the Town, nor are they charged too little thereby placing an unequitable burden on taxpayers).

¹³ The interest charging rate is equivalent to the 20-year debenture rate at the Alberta Capital Finance Authority at the time of calculation which was ~5.12%.

¹⁴ The interest earning rate is equivalent to the interest earning rate within the Town various reserve accounts which was 1.85% in 2023.

¹⁵ Note, forecast account/reserve balances are based only on offsite levy costs currently included in rates. Actual future account/reserve balances may vary depending on oversizing costs currently excluded from rate calculations.

Anticipated Sanitary Offsite Levy Reserve Balances



APPENDIX E: STORMWATER

E1. Stormwater Offsite Infrastructure

In order to support future growth, stormwater offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately **\$20.75 million** (in current dollars) as outlined in the table below. Actual construction expenditures, financing charges (if any), and future cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support development during the 25-year review period. The remainder of this section outlines how the “net” costs for development are determined.

Summary of Stormwater Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Future Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	Stormpond 7 (Phase 1)	\$ -	\$ -	\$ 1,624,000	\$ 1,624,000
2	Stormpond 7 (Phase 2)	\$ -	\$ -	\$ 984,550	\$ 984,550
3	Stormpond 7 (Phase 3)	\$ -	\$ -	\$ 6,749,750	\$ 6,749,750
4	CSMI Projects	\$ 39,593	\$ -	\$ 1,450,000	\$ 1,489,593
5	WID Capital Levy	\$ -	\$ -	\$ 9,904,583	\$ 9,904,583
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ -	\$ -	\$ -
		\$ 39,593	\$ -	\$ 20,712,883	\$ 20,752,476

*Past expenditures include past financing expenditures (interest) if any.

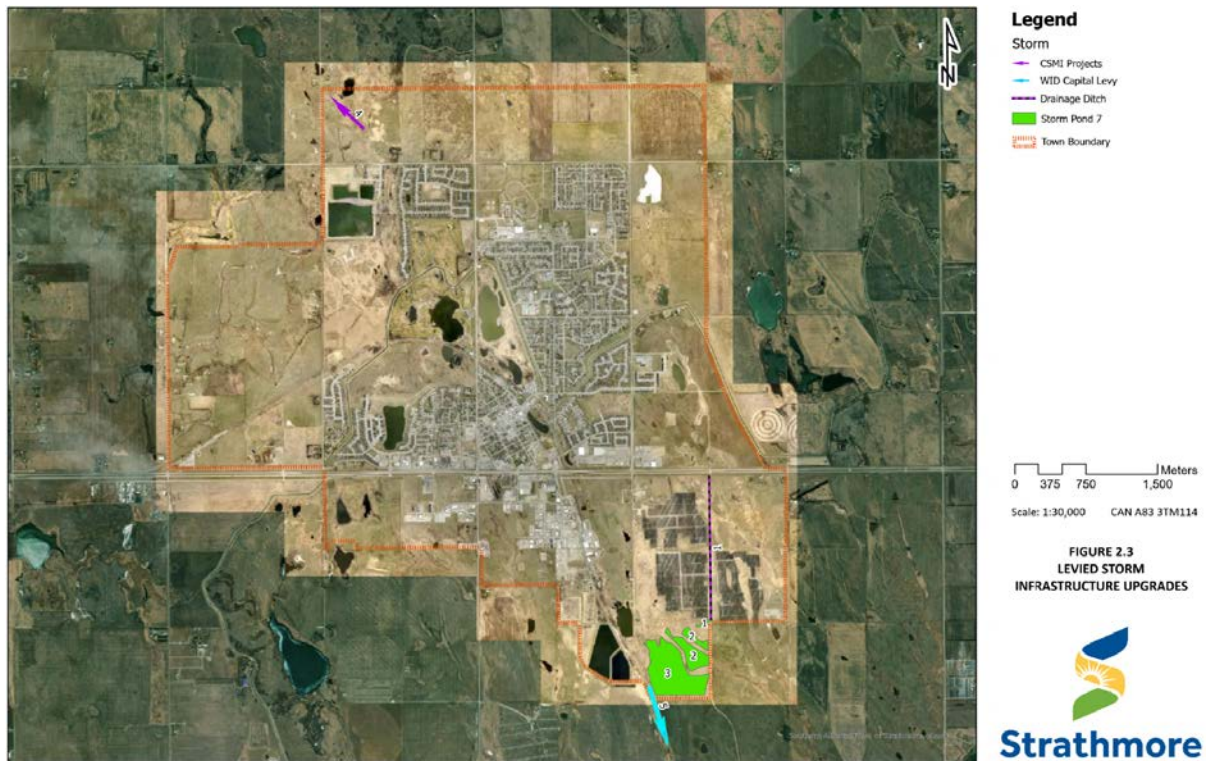
**Costs estimates provided by Town staff.

***Estimates include engineering and contingencies.

****Missing project numbers (if any) stem from projects that were deleted. However, certain deleted projects may be showing if a net project “credit” remains.

*****Unallocated levies collected to end-2020 (if any) are included in project #100 and credited 100% to future development and to offsite levy areas where development occurred prior to 2020 (see *Section E5*).

*****Offsite infrastructure definitions are described in Appendix F.



E1. Stormwater Offsite Infrastructure Grants & Contributions to Date

The MGA enables the Town to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special ear-marked grant or contribution (i.e., contributed infrastructure). The Town has/may receive **\$0.00 million** in special grants and contributions for stormwater offsite levy infrastructure as shown in the table below (note, if the Town receives additional grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is **\$20.75 million**.

Special Grants and Contributions for Stormwater Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants (Historic & Future)	Developer Agreement Contributions (Historic & Future)	Reduced Project Estimated Cost
1	Stormpond 7 (Phase 1)	\$ 1,624,000	\$ -	\$ -	\$ 1,624,000
2	Stormpond 7 (Phase 2)	\$ 984,550	\$ -	\$ -	\$ 984,550
3	Stormpond 7 (Phase 3)	\$ 6,749,750	\$ -	\$ -	\$ 6,749,750
4	CSMI Projects	\$ 1,489,593	\$ -	\$ -	\$ 1,489,593
5	WID Capital Levy	\$ 9,904,583	\$ -	\$ -	\$ 9,904,583
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ -	\$ -	\$ -
		\$ 20,752,476	\$ -	\$ -	\$ 20,752,476

E2. Stormwater Infrastructure Staging

The timing of construction is used to determine the impact of inflation on cost, and the impact of forecast account balances. The Town anticipates construction of offsite

infrastructure as outlined in the table below. Note, if this schedule is adjusted in the future, it will be reflected in one of the Town's annual rate/bylaw updates.

Stormwater Infrastructure Staging

Item	Project Description	Construction Start Year
1	Stormpond 7 (Phase 1)	2029
2	Stormpond 7 (Phase 2)	2032
3	Stormpond 7 (Phase 3)	2035
4	CSMI Projects	2021
5	WID Capital Levy	2020

*Project costs are inflated by 3.0% per annum to the year of construction.

E3. Stormwater Offsite Infrastructure Benefiting Parties

The stormwater offsite infrastructure listed above will benefit three parties to varying degrees:

4. Town of Strathmore – a portion of the sanitary infrastructure which is required to service existing residents. This residual benefit is determined at the point in time when the project is added to the bylaw (i.e., it does not fluctuate from year-to-year).
5. Other Stakeholders – other municipalities that benefit from the infrastructure.
6. Future Development:
 - Financial Oversizing – that portion of deemed cost (i.e., levyable sanitary infrastructure costs) which benefits future development beyond the 25-year review period.
 - **In Rates – that portion of deemed cost (i.e., levyable sanitary infrastructure costs) which benefits future development within the 25-year review period.**

The table below outlines the allocation of stormwater offsite levy infrastructure costs to benefiting parties. Percentage allocations are determined after reducing stormwater offsite levy infrastructure costs for grants described earlier.

Allocation of Stormwater Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share	Developer Share Beyond 25 Yrs (Financial Oversizing %)	OSL / Developer Share %
1	Stormpond 7 (Phase 1)	\$ 1,624,000	0.0%		20.0%	80.0%
2	Stormpond 7 (Phase 2)	\$ 984,550	0.0%		32.0%	68.0%
3	Stormpond 7 (Phase 3)	\$ 6,749,750	0.0%		41.0%	59.0%
4	CSMI Projects	\$ 1,489,593	0.0%		0.0%	100.0%
5	WID Capital Levy	\$ 9,904,583	0.0%		0.0%	100.0%
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -				100.0%
		\$ 20,752,476				

*Allocations were determined by Town staff.

** Financial oversizing represents that portion of cost allocated to future development that is deemed beyond the 25-year review period. It is calculated using the construction start date, and then pro-rating the costs over the 25-year review period. For example, a project constructed in year 20 of the 25-year review period will have 5 years'

of cost within the review period (i.e., 20% of cost), and 80% of cost is deemed beyond the review period (i.e., financial oversizing). This approach aligns with land staging which, similarly, is limited to lands within the 25-year review period and, therefore, it represents a more equitable allocation of costs to developers. Each year as the review period moves further out, the financial oversizing amount used to update rates will decrease....more costs will fall within the review period, less costs beyond.

*** For the Town of Strathmore, the financial oversizing amount is also capped at 41% as this is the maximum amount of land available for development beyond 2048.

**** Projects with deemed financial oversizing amounts were also assessed to ensure that land was available for development (and collection) beyond the 25-year review period. If lands were not sufficiently available beyond the 25-year review period, financial oversizing amounts were removed altogether.

***** Projects allocated 100% to future development were determined by the Town to benefit future development entirely (i.e., no benefit to existing development).

E4. Existing Receipts

Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately **\$17.35 million**. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Approximately **\$1.72million** (\$1.68 million + \$0.04 million) in stormwater levies has been collected as shown in the table below. This results in an adjusted offsite levy cost of approximately **\$15.63 million**.

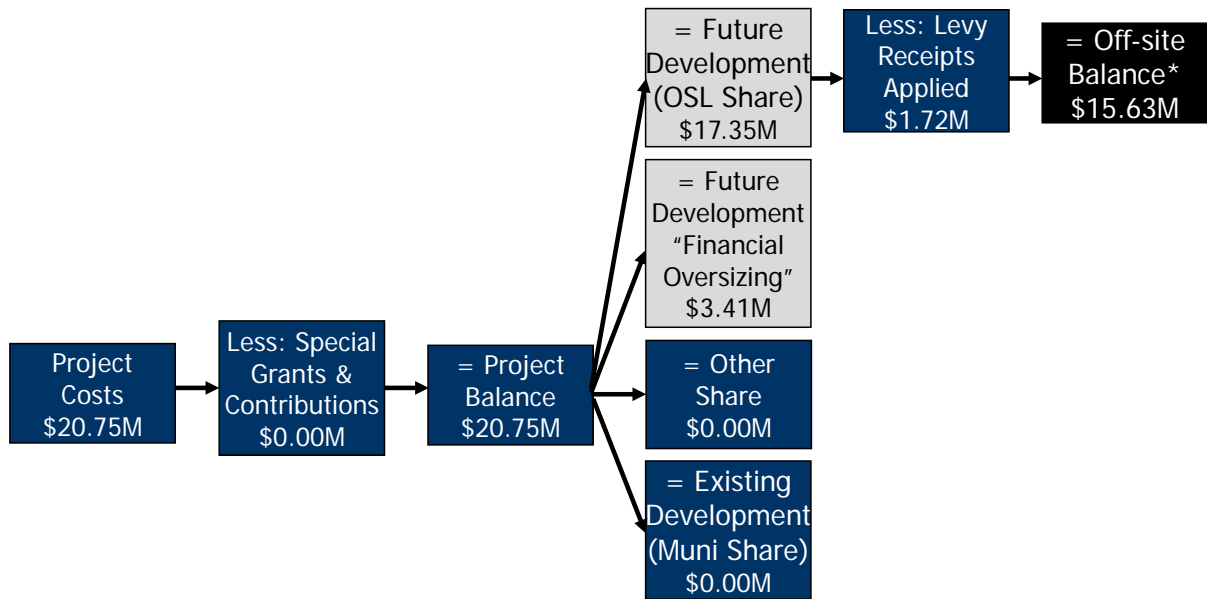
Offsite Levy Funds Collected to Date

Item	Project Description	OSL / Developer Cost	Offsite Levy Funds Collected to Dec 31, 2020	Offsite Levy Funds Collected Starting Jan 1, 2021	Adjusted Developer (Levy) Cost
1	Stormpond 7 (Phase 1)	\$ 1,299,200	\$ -	\$ -	\$ 1,299,200
2	Stormpond 7 (Phase 2)	\$ 669,494	\$ -	\$ -	\$ 669,494
3	Stormpond 7 (Phase 3)	\$ 3,982,353	\$ -	\$ 5,439	\$ 3,976,914
4	CSMI Projects	\$ 1,489,593	\$ -	\$ 22,740	\$ 1,466,853
5	WID Capital Levy	\$ 9,904,583	\$ -	\$ 7,981	\$ 9,896,602
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ -	\$ 1,680,331	\$ -	\$ (1,680,331)
		\$ 17,345,222	\$ 1,680,331	\$ 36,160	\$ 15,628,731

E5. Summary of Stormwater Offsite Levy Cost Flow-through

As shown in the figure below, the total costs for stormwater infrastructure that forms the basis of the rate is approximately **\$15.63 million**. The cost allocations to each benefiting party are based on the benefiting percentages shown in *Appendix E4*. The offsite levy balance (due from developers) is allocated to various benefiting areas (as described in the next section).

Total Stormwater Offsite Levy Costs



E6. Stormwater Infrastructure Benefiting Areas

Net developer costs for each project are allocated to multiple benefiting offsite levy area (see tables below). Allocations are denoted with a “1” below applicable area numbers. Benefiting areas were determined by Town engineering staff. The lands anticipated to develop over the 25-years in each offsite levy benefitting area are used to determine rates.

Benefiting Areas for Stormwater Offsite Infrastructure

Item	Project Description	Developer Cost	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5
1	Stormpond 7 (Phase 1)	\$ 1,299,200					1						1
2	Stormpond 7 (Phase 2)	\$ 669,494					1						1
3	Stormpond 7 (Phase 3)	\$ 3,976,914			1		1	1	1	1	1	1	1
4	CSMI Projects	\$ 1,466,853	1			1							
5	WID Capital Levy	\$ 9,896,602		1	1		1	1	1	1	1	1	1
100	Unallocated Offsite Levies Collected to Dec 31, 2020 - DO NOT DELETE	\$ (1,680,331)	1	1			1	1	1	1	1	1	
		\$ 15,628,731											

* Unallocated levies collected to end-2020 are included in project #100 and credited 100% to future development and to offsite levy areas where development occurred prior to 2020 (Areas 1, 2, 5-10).

E7. Account Balance

At December 31st, 2023 Town records showed a balance of \$335,109 in the stormwater offsite levy account. However, this is based on an over allocation of costs to developers. The stormwater account balance should be amended to reflect a surplus of **\$377,710**.

Stormwater Offsite Levy Account Balance

2022			\$ (1,049,114.10)
Opening Balance			\$ (1,049,114.10)
Interest on Opening Balance		\$ 24,549.27	\$ (1,073,663.37)
Withdrawals From Levy Account (Applied to Projects)		\$ -	\$ (1,073,663.37)
Additional OSL Expenditures (Front-ending) Incl Debenture Interest (If any)		\$ -	\$ (1,073,663.37)
OSL Receipts	\$ 1,929.20		\$ (1,071,734.17)
Non-Levy Contributions (If Any)	\$ -		\$ (1,071,734.17)
Interest on OSL Expenditures		\$ -	\$ (1,071,734.17)
Interest on OSL Receipts	\$ 9.65		\$ (1,071,724.53)
Interest on Non-Levy Contributions (If Any)	\$ -		\$ (1,071,724.53)
Town Front-ending Adjustment	\$ 1,071,724.53		\$ 0.00
Closing Balance			\$ 0.00

E8. Development and Stormwater Infrastructure Staging Impacts

Stormwater offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy account funds will not be sufficient to pay for construction of stormwater infrastructure from time to time—front ending of infrastructure will be required. A front-end is the party (to date the Town of Sylvan Lake has been the primary front-end) that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure construction, a **5.12%** interest allowance has been charged to the account when in a negative balance¹⁶. Further, a **1.85%** interest credit has been provided to the account when it is in a positive balance¹⁷. The graph and table below outline stormwater levy account balances over the 25-year development period¹⁸.

If necessary, a staging adjustment is applied to rates (positive or negative) to ensure that the forecast account balance at the end of the 25-year review period always returns to break-even (i.e., developers are not charged too much thereby providing a windfall to the Town, nor are they charged too little thereby placing an unequitable burden on taxpayers).A

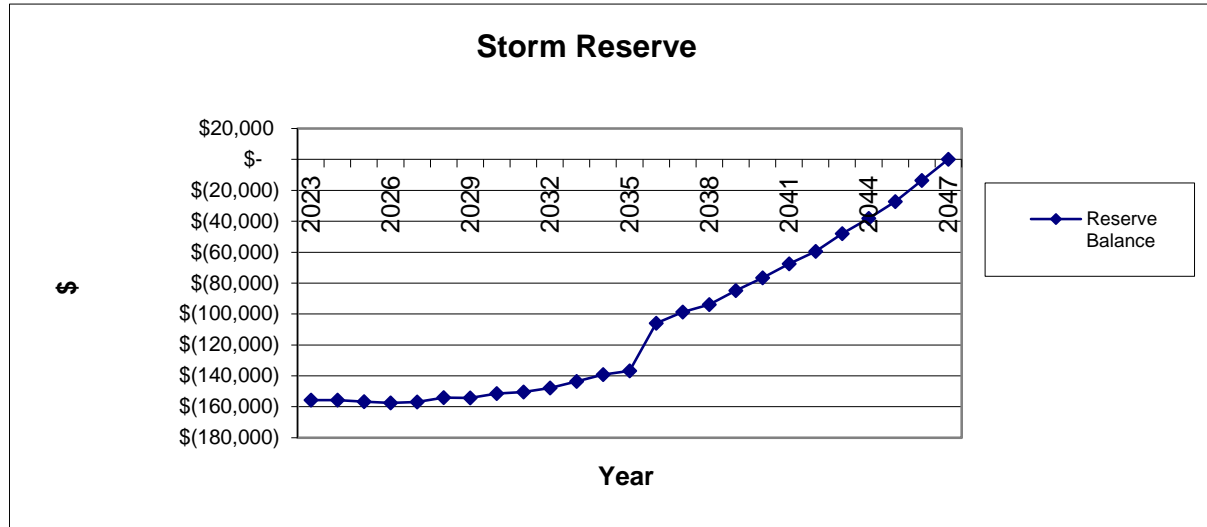
¹⁶ The interest charging rate is equivalent to the 20-year debenture rate at the Alberta Capital Finance Authority at the time of calculation which was ~5.12%.

¹⁷ The interest earning rate is equivalent to the interest earning rate within the Town various reserve accounts which was 1.85% in 2023.

¹⁸ Note, forecast account/reserve balances are based only on offsite levy costs currently included in rates. Actual future account/reserve balances may vary depending on oversizing costs currently excluded from rate calculations.

detailed overview of offsite levy calculations, including staging adjustments, is outlined in *Appendix H*.

Anticipated Stormwater Offsite Levy Account Balances



Anticipated Stormwater Offsite Levy Account Balances

Year	Receipts	Expenditure	Opening Balance	
			Interest	Balance
2023	\$ 6,105	\$ 154,200	\$ (7,701)	\$ (155,796)
2024	\$ 7,810	\$ -	\$ (7,695)	\$ (155,681)
2025	\$ 6,688	\$ -	\$ (7,748)	\$ (156,741)
2026	\$ 6,940	\$ -	\$ (7,790)	\$ (157,591)
2027	\$ 8,358	\$ -	\$ (7,760)	\$ (156,992)
2028	\$ 10,573	\$ -	\$ (7,614)	\$ (154,034)
2029	\$ 7,365	\$ -	\$ (7,627)	\$ (154,295)
2030	\$ 10,332	\$ -	\$ (7,486)	\$ (151,449)
2031	\$ 8,502	\$ -	\$ (7,433)	\$ (150,380)
2032	\$ 9,839	\$ -	\$ (7,308)	\$ (147,850)
2033	\$ 11,233	\$ -	\$ (7,104)	\$ (143,721)
2034	\$ 11,353	\$ -	\$ (6,883)	\$ (139,250)
2035	\$ 9,245	\$ -	\$ (6,760)	\$ (136,765)
2036	\$ 36,107	\$ -	\$ (5,234)	\$ (105,893)
2037	\$ 11,979	\$ -	\$ (4,883)	\$ (98,797)
2038	\$ 9,458	\$ -	\$ (4,646)	\$ (93,984)
2039	\$ 13,346	\$ -	\$ (4,193)	\$ (84,832)
2040	\$ 11,942	\$ -	\$ (3,790)	\$ (76,680)
2041	\$ 12,523	\$ -	\$ (3,336)	\$ (67,493)
2042	\$ 10,970	\$ -	\$ (2,939)	\$ (59,463)
2043	\$ 13,878	\$ -	\$ (2,370)	\$ (47,955)
2044	\$ 11,638	\$ -	\$ (1,888)	\$ (38,205)
2045	\$ 12,308	\$ -	\$ (1,347)	\$ (27,244)
2046	\$ 14,287	\$ -	\$ (674)	\$ (13,631)
2047	\$ 13,631	\$ -	\$ 0	\$ 0

APPENDIX F: OFFSITE INFRASTRUCTURE DEFINITIONS¹⁹

F1. Water

The Town of Strathmore's water system conforms to the Standard's and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems and published by Alberta Environment and Protected Areas.

The Town's water is supplied by the City of Calgary via the East Calgary Regional Waterline (ECRW) and delivered to the Wildflower Reservoir. Distribution throughout the Town is achieved via a network of transmission and distribution lines varying in size, materials, and age. Leivable water infrastructure focuses on primary distribution only, following a generalized grid pattern throughout the community that delivers water to the edge of each development area. A future East Reservoir and the transmission network to connect to the existing reservoir and ECRW are also included, all other upgrades, unless a direct impact of the Reservoir Upgrades, are the responsibility of the individual developments.

F2. Sanitary

The sanitary system in the Town also conforms to the Standard's and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems and published by Alberta Environment and Protected Areas.

Sanitary Sewers are interconnected and utilize a trunk system to deliver the full Town's sanitary flows to the Waste Water Treatment Plant (WWTP) at the south edge of the Town. This Biological Nutrient Removal (BNR) style treatment plant is relatively new and operates well within its existing capacity. Leivable sanitary infrastructure is primarily attributed to upgrades to the Trunk System which runs in a Northwest to Southeast direction. Delivery systems (lift stations) associated with the Trunk Network which service more than two (2) development areas are also included within the Levy Structure; sanitary work within a community is not generally seen as a Levy project and is the responsibility of the development.

F3. Stormwater

The Town of Strathmore's stormwater system conforms to the Standard's and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems and published by Alberta Environment and Protected Areas.

The Town's topography requires multiple stormwater catchment areas to be considered, primarily a North (Serviceberry) and a South (Bow) catchment area. Each has their own dedicated discharge location and restrictions on stormwater flow related to each of the discharge points. Levies are collected to provide the applicable discharge points at the Northwest and Southeast corners of Town. A regional collection system (storm ponds)

¹⁹ Offsite infrastructure definitions were developed by the Town and are intended to be a guide only. The Town reserves the right to modify these definitions as required to address unique or changing circumstances.

necessary to achieve the flow restrictions at the Southeast discharge point is also included. Stormwater minor systems and community containment is the responsibility of each developer.

F4. Transportation

The Town of Strathmore primarily consists of local roadways and collector roads along with select arterial cross sections and Provincial Highways #1 and #817. The Transportation Master Plan outlines the cross section of each roadway however these generally follow the Transportation Association of Canada (TAC) Geometric Design Guide and other local (provincial) guidelines where appropriate.

Leviable Transportation upgrades focus on the primary collector or arterial roadways in a generalized grid pattern which support the community as a whole. These roadways generally follow the Alberta Township System (ATS) grid with minor exceptions where necessary. Roadways within a community which feed to this primary grid are the responsibility of each development and not considered in the Levy Projects.

APPENDIX G: COMPARISON OF RATES

The table below compares the Town's new offsite levy rates to rates in other municipalities.

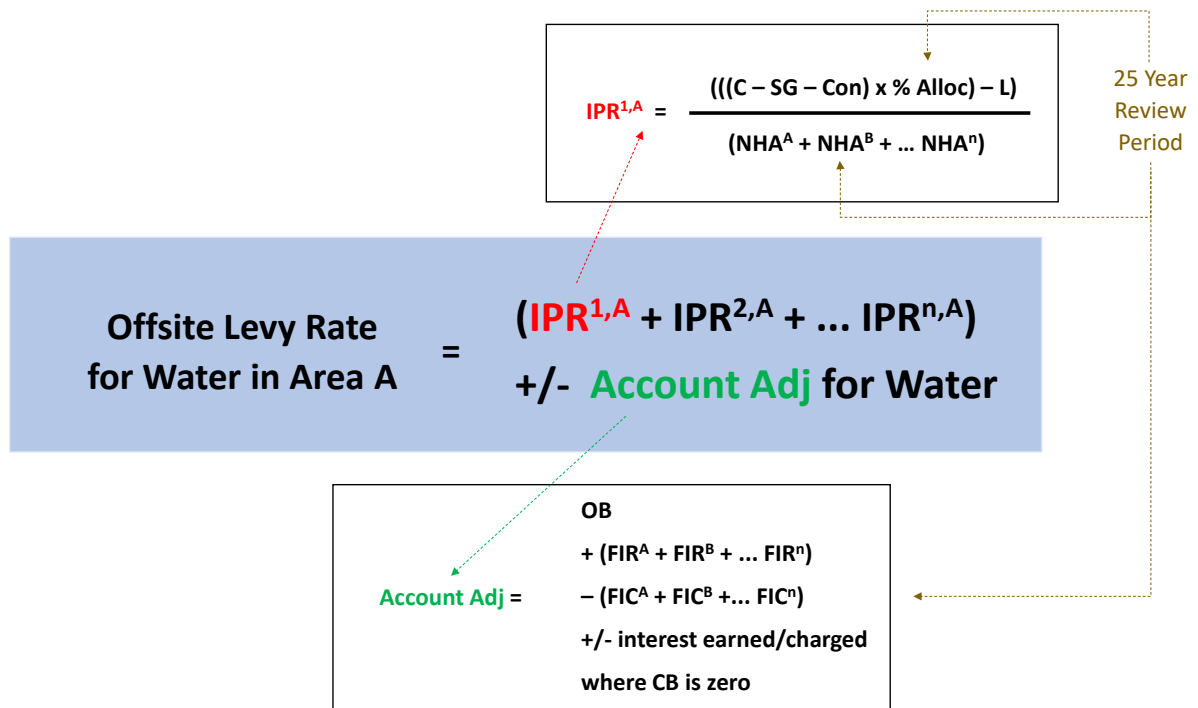
Municipality / Area	Average Per Ha.
Town of Crossfield	\$51,900 - \$84,800 (2023)
Town of Blackfalds (roads, water, sewer, storm)	\$90,100 (2015)
City of Airdrie	\$91,200-\$102,200 (2022)
Town of Strathmore* (roads, water, sewer)	\$165,342 (2024)
City of Medicine Hat* (roads, water, sewer, storm)	\$102,012 (2022)
Town of Redcliff* (roads, water, sewer, storm)	\$109,200 (2016)
Town of High River (roads, water, sewer)	\$138,052 - \$290,481 (2021)
City of Brooks* (roads, water, sewer, storm)	\$79,823 (2021)
Town of Cochrane (roads, water, sewer, storm, hwy int, police)	\$281,711 - \$320,613 (2023)
Town of Okotoks (roads, water, sewer)	\$198,600 (2020)
City of Red Deer* (roads, water, sewer, storm)	\$203,300 (2019)
City of Chestermere* (roads, water, sewer, storm, recreation)	\$295,960 (2022)
Red Deer County (Gasoline Alley) (roads, water, sewer, storm)	\$220,000 (2017)
City of Lethbridge (roads, water, sewer, storm)	\$290,000 (2023)
City of Calgary Green Field Area (roads, water, sewer, storm, comm,stab)	\$495,000 - \$544,000 (2023)
Foothills County	Not current (2002)
Town of Irricana	Not current (2007)
Rocky View County	N/A - \$/m3
Wheatland County	Incomplete (Road only)
Town of Diamond Valley	N/A – none

*CORVUS clients

**Information adapted from online sources as at early 2024.

APPENDIX H: RATE CALCULATION

The diagram below depicts the rate calculation formula. The offsite levy rate in each offsite levy area (e.g., Area A) for a given infrastructure type (e.g., water) is equal to the sum of all Individual Projects Rates (IPRs) applicable to the Area, plus or minus a reserve/account Adjustment (Adj) for that specific infrastructure type (e.g., water reserve/account).



Where:

"IPR^{1,A}" is the **Individual Project Rate** for Project 1 in Area A and is calculated as: the total remaining cost allocated to future development, divided by the forecast adjusted net hectares that will develop during the 25-year review period in all areas that benefit from Project 1.

"C" is the total **Cost** of Project 1 and is calculated as: the actual historical costs for completed construction, plus actual historical loan interest (if any), plus estimated future construction costs, plus estimated future loan interest (if any). Cost estimates are prepared by the municipality (or engineering advisors or facility advisors for the municipality) and are often outlined in master plans or other technical documents.

"SG" are **Special Grants** received and anticipated. These grants are earmarked/restricted to a specific project.

"Con" is **Contributions** received and anticipated. These are unique contributions received from developers or other third parties which are not offsite levies and which are not already reflected in allocations to other municipalities etc. They are similar to special grants in that

they are contributions earmarked/restricted to a specific project.

“% Alloc” is the **Percentage of Project Cost Allocated** to future development within the 25-year review period. This percentage is determined by the municipality (or engineering advisors or facility advisors for the municipality). Project cost is allocated to three parties: (1) future development, (2) the existing municipality, and (3) third parties. Because infrastructure is often built solely to support future land development, project cost is often allocated 100% to future development. But when infrastructure is built to support an existing need, a percentage of cost is allocated to the municipality (i.e., existing taxpayers). Similarly, there may be circumstances when a project is constructed to support a need in a neighbouring municipality (e.g., a stormwater management facility to deal with drainage issues stemming from a neighbouring municipality, or an arterial road that straddles the boundary of both municipalities, or a water treatment plant intended to provide water to a neighbouring municipality). In this case, a percentage of cost is allocated to the third party.

“L” are the **Levies** collected to date for a specific project.

“NHA^A” are the **Net Hectares** of land in Area A that are forecast to be developed within the 25-year review period. Net hectares are usually equal to gross hectares less environmental lands (if any), less an allowance for municipal reserves (usually 10%), less arterial road rights of way and any other land allowances (if any). The total net hectares from all areas that benefit from a given project (i.e., the benefitting basin) are included in the denominator of the Individual Project Rate calculation (see IPR).

“Adj” is the overall offsite levy reserve/account **Adjustment** and is calculated as a percentage and applied to all offsite levy rates for a given infrastructure type (e.g., water). This is a complex calculation because legislation contemplates one account/reserve for each infrastructure type. The staging adjustment is revised each time rates are updated. This ensures rates reflect the most up-to-date data and assumptions.

Note: though municipalities must track levies collected for each project, legislation does not contemplate one account/reserve for each project. If this were the case, no project would be built until all lands in the benefitting basin were developed and associated levies collected. This would not be practicable. By utilizing one account/reserve for a family of projects of a given infrastructure type, monies collected can be used to construct the next project in the construction staging schedule.

“OB” is the **Opening Balance** of the applicable offsite levy account/reserve (e.g., water reserve) and is calculated as the sum of all actual levy contributions received, less the % of actual project costs to date allocated to future development (including financing costs if any), plus/minus the application of interest earned and interest charged. Interest within offsite levy reserves/accounts may be calculated by applying the interest earning rate for the applicable year at mid-year (the “Half Year Rule”) and the interest charge rate for the applicable year at September (the “Quarter Year Rule”).

“FIR^A” is the estimated **Future Inflated Revenues** for Area A in the applicable offsite levy account/reserve (e.g., water revenues). Future inflated revenues are determined using the amount of land and timing stemming from the development staging plan in Area A, multiplied by offsite levy rates anticipated in the future in Area A (inflation is applied to current levy rates to forecast future rates).

“FIC^A” is the estimated **Future Inflated Costs** for Area A in the applicable offsite levy

account/reserve (e.g., water project costs). Future inflated costs are determined using the percentage of project costs in each year stemming from the construction staging plan for each project (inflation is applied to current cost estimates to forecast future costs).

“CB” is the **Closing Balance** in the applicable offsite levy account/reserve at the conclusion of the 25-year review period. The closing balance at the end of the 25-year review period must be zero—the municipality cannot over collect from future development, and future development cannot under pay.²⁰

²⁰ Note, forecast account/reserve balances are based only on offsite levy costs currently included in rates. Actual future account/reserve balances may vary depending on oversizing costs currently excluded from rate calculations.



Request for Further Direction

To: Council

Staff Contact: Johnathan Strathee, Manager of Legislative Services

Date Prepared: August 8, 2024

Meeting Date: September 11, 2024

SUBJECT: Municipal Election Bylaw No. 24-18

RECOMMENDATION: For discussion.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

These changes are required administratively to align with the *Local Authorities Election Act* and *Municipal Government Act*.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

The next municipal general election will be held on October 20, 2025. Nominations for the general election open between January 1, 2025 and September 20, 2025.

ORGANIZATIONAL:

Municipal elections are a significant undertaking for Administration. Administration will be presenting two bylaws to Council for consideration over the next several months. The Municipal Election Bylaw and Election Sign Bylaw. These bylaws will set the regulations for the and rules for the upcoming municipal election in 2025.

OPERATIONAL:

Nominations for the upcoming elections open on January 1, 2025. Administration will be planning the upcoming election and the Municipal Election Bylaw will provide guidance to the team on how the election will be conducted.

FINANCIAL:

N/A

POLICY:

The *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended, provides for the holding of local elections by municipalities. Pursuant to Sections 7 and 8 of the *Municipal Government Act*, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public.

IMPLEMENTATION:

If direction is given to proceed with changes, Administration will provide an updated draft *Municipal Election Bylaw No. 24-18* and bring it to a future Regular Council Meeting for a decision.

BACKGROUND:

[The Municipal Affairs Statutes Amendment Act, 2024](#) (formally known as Bill 20), received Royal Assent on May 30, 2024. Ministry responsible: Municipal Affairs.

The document may also be viewed online, with an overview:

<https://www.alberta.ca/strengthening-local-elections-and-councils>

This Act sets new rules for local elections and councils to enhance integrity and maintain public trust.

Key changes to the *Local Authorities Election Act* for local election rules and processes will:

- align candidate eligibility criteria with Councillor disqualification criteria in the *Municipal Government Act*
- allow municipalities to require criminal record checks for local candidates
- limit the amount of money third-party advertisers could accept in contributions to \$5,000 (previously \$30,000)
- require third party advertisers interested in plebiscites to register and report finances
- enable regulation-making authority to define local political parties (this approach will be piloted in Calgary and Edmonton)
- require municipalities to use the most current provincial register of electors from Elections Alberta
- **expand the use of special ballots while strengthening special ballot processes**
- **limit vouching to the ability to vouch for someone's address**
- repeal the ability for a candidate or returning officer to object to an elector
- enable regulation-making authority to postpone elections in emergencies
- **prohibit automated voting equipment, such as electronic tabulators**
- require recounts if requested by a candidate when the margin is within 0.5% of total votes
- allow union and corporate donations to local candidates
- allow donations outside the local election year
- **update rules for scrutineers**

*Administration will be attending the Alberta Municipal Clerks Fall Workshop at the end of September. During this workshop Elections Alberta and Municipal Affairs will be presenting on Bill 20, voter registration list, and more. Depending on the information that is shared during this workshop, Administration may bring additional amendments to Council for consideration in October.

KEY ISSUE(S)/CONCEPT(S):

An update to the Town of Strathmore's existing Election Bylaw is required to reflect several of the directives in the Municipal Affairs Statutes Amendment Act, 2024 (formally known as Bill 20).

DESIRED OUTCOMES:

For Council to provide direction on changes to the Municipal Elections Bylaw.

COMMUNICATIONS:

Should Council adopt the updated Bylaw in October, Administration will start advertising nomination packages starting mid-November. These packages will include relevant bylaws, nomination documents, etc.

ALTERNATIVE ACTIONS/MOTIONS:

Council may provide recommendations for additional updates.

ATTACHMENTS:

[Attachment I: Municipal Election Bylaw No. 24-18 Redlined](#)

[Attachment II: Municipal Elections Bylaw 24-18 - Change Summary Sheet](#)

[Attachment III: Municipal Election-Bylaw No. 21-18](#)

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

Approved
- 05 Sep
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 06 Sep
2024

**BYLAW NO. 24-18
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA****BEING A BYLAW TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF STRATHMORE.**

WHEREAS the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended (the "Act"), provides for the holding of local elections by municipalities;

AND WHEREAS pursuant to Sections 7 and 8 of the Municipal Government Act, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assembled, **ENACTS AS FOLLOWS:**

1. PURPOSE AND TITLE

1.1 This Bylaw may be cited as the "Municipal Election Bylaw".

2. DEFINITIONS

Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

~~**2.1** "Automated Voting System" means an automated or electronic system designed to automatically count and record votes and process and store the election results;~~

2.22.1 "Ballot" means the part of the Ballot Card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions, if any, and containing the spaces in which the elector is to mark his/her/their vote;

~~**2.32.2**~~ "Ballot Box" means a container, in the form approved by the Returning

Officer, intended to contain the voted Ballot Cards;

2.42.3 "Ballot Card" mean a paper card, in the form approved by the Returning Officer, listing the Ballots to be voted on in the election;

2.52.4 "Election Signage" means a temporary physical material, displayed for the purpose of placard promoting a Candidate and/or Political Party in connection with an Election.

~~**2.6** "Memory Pack" means a removable cartridge with a memory that stores all the tabulated totals;~~

2.72.5 "Portable Ballot Box" means a cardboard container in the form approved by the Returning Officer and intended for the use in the collection of voted Ballot Cards for special ballots, an Institutional Vote, Incapacitated Vote and Advance Vote;

2.6 "Returning Officer" means a person appointed under the Act, and includes a person acting in the Returning Officer's place;

2.82.7 "Special Ballot" is a means for electors to cast a ballot, if they will not be able to vote during the advance polls or on polling day. It is a paper ballot that is requested by the elector, completed by the elector, and returned to the returning officer in the elector's electoral division by a set date and time.

2.92.8 "Substitute Returning Officer" means a person appointed under the Act who assumes the duties of the Returning Officer should the Returning Officer be unable to fulfill their duties due to illness or other absence.

2.102.9 "Secrecy Sleeve" means an open-ended envelope, in a form approved by the Returning Officer, intended to be used to cover the Ballot Card so as to conceal the markings made on the Ballot Card by the elector without covering the initials of the election official;

~~**2.11** "Tally Register Tape" means the printed record generated by a Vote Tabulator showing the number of accepted ballots, the ballots read, and the results of the ballots read by the Vote Tabulator;~~

~~**2.12** "Vote Tabulator" mean a unit of the Automated Voting System designed for use at the Voting Station to receive Ballot Cards and automatically scan specified areas on the Ballot Card and record the results;~~

2.132.10 "Voting Station(s)" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results.

3. ELECTION SIGNAGE

3.1 Refer to Election Sign Bylaw No. 24-19

4. RETURNING OFFICER

4.1 Council shall appoint, by resolution a Returning Officer and Substitute Returning Officer to conduct elections for the Town in accordance with the Act.

4.2 The Returning Officer is authorized to appoint the election officials they deem necessary for the fulfillment of election duties. The Returning Officer and the Substitute Returning Officer are authorized to further sub-delegate any duties necessary for the fulfillment of responsibilities assigned by this Bylaw or the Act.

4.34.2

5. NOMINATION FORM

5.1 The Returning Officer will receive nominations for candidates for the Town of Strathmore elections at the Municipal Office located at 1 Parklane Drive, Strathmore, AB T1P 1K2 within the time period identified in the Act.

6. NOMINATION FEES

6.1 Every Nomination Form for a candidate for the position as a member of Council for the Town of Strathmore shall be accompanied by a deposit of Two Hundred and Fifty Dollars (\$250.00).

6.2 A candidate's deposit will be returned to him/her them in accordance with Section 30 of the Act.

7. ADVANCE VOTING

7.1 A municipality having a population greater than 5000 must provide for an Advance Vote.

7.2 The Returning Officer shall establish the number of Advance Voting Stations, the Returning Officer considers necessary.

7.3 In accordance with the Act, the Returning Officer will determine the days and hours when an Advance Vote will be held.

8. INSTITUTIONAL VOTING STATIONS

8.1 The elected authority by resolution has the ability to establish the location of one or more Institutional Voting Stations for an election.

8.2 For the purpose of conducting Institutional Voting, the Returning Officer shall designate the time(s) on an advance voting day during which the votes in the institutions shall be taken and may appoint the deputies necessary for the taking of the Institutional Votes.

9. INCAPACITATED ELECTORS

9.1 An elected authority may, by resolution, provide for the attendance of two (2) deputies at a residence of an elector, during the hour an advance Voting Station of an election is open, in order to take the vote(s) of an elector who, because of physical incapacity or mobility limitation is unable to attend a Voting Station or an Advance Voting Station to vote.

10. VOTING HOURS

10.1 Every Voting Station shall be kept open continuously on Election Day from 7:00 a.m. to 8:00 p.m.

11. BALLOT CARD

11.1 Following nomination day, the Returning Officer shall cause sufficient Ballot Cards for the election to be printed.

11.2 The Ballot Card shall be assembled in the following order and contain separate Ballots for:

- a. candidates for the office of the Mayor;
- b. candidates for the office of Councillor;
- c. candidates for the office of school board trustee;
- d. bylaw/question(s);

- e. any other offices as may be specified or required by the Act or any other applicable legislation.

11.3 Unless otherwise provided for by a resolution of Town Council, the Ballot Card for a vote on a bylaw or a question shall generally be in the following form:

- a. in the case of bylaw:

"Are you in favour of Bylaw No. _____ [#, (title of bylaw)]"

Yes ☐

No ☐

(Mark only "yes" or "no")"

A copy of the text of the Bylaw shall be posted in at least one (1) conspicuous place at each Voting Station;

- b. in the case of the question, a short statement of the question, followed by:

"Are you in favour of the above proposed resolution?"

Yes ☐

No ☐

(Mark only "yes" or "no")"

12. SPECIAL BALLOTS

12.1 An elected authority, by resolution, may provide for special ballots in an election. The application for special ballots must be made by any one or more of the following methods:

- a. in writing;
- b. by telephone;
- c. in person;

- d. by email.

12.2 To be valid, the outer envelope and enclosed special ballot(s) must be received by the Returning Officer by 4:30 p.m. on the Friday immediately preceding election day.

13. PRE-VOTE PROCEDURE

13.1 Procedure at the Voting Station:

- a. the Returning Officer will ensure all Polling Station Officers are familiar with rules and procedures.
- a.b. The Returning Officer will ensure all required voting material is on hand and prepared.
- a. ~~In the presence of other deputies, staff, agents and electors, the Presiding Deputy Returning Officer of the Voting Station shall cause the Vote Tabulator to print a copy of all totals in its Memory Pack at the opening of the poll.~~
- b. ~~If the totals are zero for all candidates, questions and bylaw, the Presiding Substitute Returning Officer shall ensure that the zero printout remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of the poll at 8:00 p.m.~~

14. IDENTIFICATION REQUIREMENTS

14.1 Unless an elector has been vouched for in accordance with the Act, every elector who attends a Voting Station or applies for a special ballot, in addition to making a statement in the presence of an officer at the Voting Station, in the prescribed form, that the person is eligible to vote as an elector, must produce the following identification (name, current address and age) in order to be eligible to vote:

- a. one (1) piece of identification issued by a Canadian Government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address and age, of which one piece of identification must also establish an elector's age;

- b. one (1) sufficient piece of identification as authorized by the Chief Electoral Officer under the Election Act for the purposes of section 95(1)(a)(ii) of that Act that establishes the elector's name and current address;
- c. any piece of identification deemed acceptable by the Minister of Municipal Affairs, which includes any process provided for establishing the address of a person's residence if the person produces identification that uses a non-residential address.

14.2 If an elector is unable to provide such identification as identified in Sections 14.1 (a) or (b), or the identification provided does not clearly establish their place of residence, the elector will be required to provide such other documentation as may be requested at the discretion of the Returning Officer, or designate, to reasonably prove the identity and residency of the elector.

15. VOTING PROCEDURE

15.1 Every elector eligible to vote shall be given:

- a. the Ballot Card(s) that the elector is eligible to receive and that has been initialed by a deputy; and
- b. a Secrecy Sleeve.

15.2 Upon receiving the Ballot Card(s) and Secrecy Sleeve, the elector shall proceed to the voting compartment to vote.

15.3 While the elector is in the voting compartment, the elector shall mark the Ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of ~~his/her~~their choice. Where the Ballot includes a bylaw or question, the elector shall mark ~~his/her~~their vote within the portion of the Ballot containing the affirmative or negative, whichever way ~~he/she~~they decide to vote.

15.4 After the elector has finished marking the Ballot Card and has completed ~~his/her~~their voting, ~~he/she~~they shall:

- a. insert the Ballot Card into the Secrecy Sleeve without showing the markings on the Ballot Card to anyone and without folding the Ballot Card;

- b. leave the voting compartment and deliver the Secrecy Sleeve, containing the Ballot Card, to the deputy supervising the Ballot Box ~~and the Vote Tabulator~~; and
- c. observe the placing of ~~his/her~~ their Ballot Card into the Ballot Box by the deputy.

15.5 The voting procedure prescribed in this Bylaw shall, during an Advance Vote, an Institutional Vote, and an Incapacitated Vote, as far as is practicable, apply and may be modified as necessary upon the direction of the Returning Officer.

15.6 Each elector shall follow the voting procedures as set out in this Bylaw and as posted in the Voting Station, and upon the deposit of ~~his/her~~ their Ballot Card into the Ballot Box, the elector shall leave the Voting Station.

16. POST-VOTE PROCEDURES

16.1 The portable Ballot Boxes used for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in which they are used, and shall not be unsealed and opened until the close of Voting Stations on election day.

16.2 At the close of the Voting Station on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all ~~Vote Tabulators and/or~~ Ballot Boxes and the Portable Ballot Boxes for the ~~tabulation~~ of results.

~~**16.3** If, at the close of the poll, the Returning Officer is of the opinion that it is impracticable to count the votes with the Vote Tabulator, he/she may direct that all the votes cast in the election be counted manually following, as far as practicable, the provisions of the Act governing the counting of the votes.~~

~~**16.4**~~ **16.3** ~~When Vote Tabulators are used,~~ the Returning Officer shall:

- a. secure the Ballot Box(es) against receiving any more Ballot Cards;
- b. arrange for any ballots inserted into Ballot Box(es) to be counted ~~by the Vote Tabulator~~;
- c. ~~activate the Vote Tabulator to produce two (2) copies of the Tally Register Tape (or such other number as directed by the Returning Officer), complete the ballot account and attach one (1) copy of the Tally Register Tape to the ballot account;~~

- d.c. count the unused Ballot Card and place the unused Ballot Card, the voted Ballot Card, the declined Ballot Card and the spoiled Ballot
- e.d. cards, ~~together with the voting register, one (1) copy of the Tally Register Tape,~~ and all oath, declarations and statements, if any, in the Ballot Box(es); and
- f.e. seal and initial the Ballot Box(es) and immediately deliver the sealed Ballot Box(es), ~~Vote Tabulator~~ and ballot account ~~(including the attached Tally Register Tape)~~ to the Returning Officer.

16.516.4 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots ~~by the Automated Voting~~ system, and may make any other direction ~~he/she/they~~ deems necessary for the storage and disposition of the Portable Ballot Boxes.

17. GENERAL

17.1 After the tabulation of voting results, the Ballot Boxes, ~~program and Memory Pack, and Automated Voting System~~ shall be retained and stored as directed by the Returning Officer.

18. SEVERABILITY

18.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.

19. REPEAL

19.1 Bylaw **No. 21-18** is hereby repealed.

20. ENACTMENT

20.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS ____ day of ____, 2024.

READ A SECOND TIME THIS ____ day of ____, 2024.

READ A THIRD AND FINAL TIME THIS ____ day of ____, 2024.

MAYOR

DIRECTOR
OF STRATEGIC,
ADMINISTRATIVE, AND FINANCIAL SERVICES

Overview

With 2025 being an election year, now is time to review existing Elections Bylaws to ensure the Town is properly prepared with clearly defined regulations and processes. There are two (2) active bylaws that were looked at, [Municipal Election Bylaw No. 21-18](#) and [Election Signs Bylaw No. 21-19](#).

Administration proposes the following updates to Municipal Election Bylaw No. 21-18, creating a new Bylaw **No. 24-18**

- The addition of the definitions of “Election Sign” and “Special Ballot”
- The removal of references to Automatic Vote Tabulators or associated material, as per changes the Alberta Government is implementing through Bill 20 to local election rules under the LAEA.
- The adjustment to the order of items in the Bylaw to create a logical flow of thoughts and order of operations.
- The change in references to “his/her”, “he/she” to be consistent as “their” or “them”.
- The addition of a Severability section.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
2. Definitions	Section removed	"Automated Voting System" means an automated or electronic system designed to automatically count and record votes and process and store the election results;	As per the Municipal Affairs Statutes Amendment Act, 2024
2. Definitions	Text change: 2.1 "Ballot" means the part of the Ballot Card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions, if any, and containing the spaces in which the elector is to mark their vote;	2.2 "Ballot" means the part of the Ballot Card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions, if any, and containing the spaces in which the elector is to mark his/her vote;	Changed references to “his/her”, “he/she” to be consistent as “their” or “them” throughout the document.
2. Definitions	New: 2.4 “Election Sign” means a temporary physical placard promoting a Candidate and/or Political Party in connection with an Election.	Not include in previous bylaws.	Questions were raised in 2021 as to what constitutes an election sign – indicating the need for a definition to be developed.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
2. Definitions	New: 2.7 "Special Ballot" is a means for electors to cast a ballot, if they will not be able to vote during the advance polls or on polling day. It is a paper ballot that is requested by the elector, completed by the elector, and returned to the returning officer in the elector's electoral division by a set date and time.	Not include in previous bylaws.	
2. Definitions	Sections removed	2.11 "Tally Register Tape" means the printed record generated by a Vote Tabulator showing the number of accepted ballots, the ballots read, and the results of the ballots read by the Vote Tabulator; 2.12 "Vote Tabulator" mean a unit of the Automated Voting System designed for use at the Voting Station to receive Ballot Cards and automatically scan specified areas on the Ballot Card and record the results;	As per the Municipal Affairs Statutes Amendment Act, 2024
3. Election Signage	New: A reference to Election Sign Bylaw No. 24-19 added as Section 3.0.	Not include in previous bylaws.	Enhances the existing Bylaw by referencing the location of additional elections-related material.
6. Nomination Fees	Text change: 6.2 A candidate's deposit will be returned to them in accordance with Section 30 of the Act.	6.2 A candidate's deposit will be returned to him/her in accordance with Section 30 of the Act.	Changed references to "his/her", "he/she" to be consistent as "their" or "them" throughout the document.
13. Pre-vote Procedure	Change in copy to remove references to any electronic vote tabulation machines: a. the Returning Officer will ensure all polling station officers are familiar with rules and procedures. b. The Returning Officer will ensure all required voting material is on hand and prepared.	a. In the presence of other deputies, staff, agents and electors, the Presiding Deputy Returning Officer of the Voting Station shall cause the Vote Tabulator to print a copy of all totals in its Memory Pack at the opening of the poll. b. If the totals are zero for all candidates, questions and bylaw, the Presiding Substitute Returning	As per the Municipal Affairs Statutes Amendment Act, 2024

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
		Officer shall ensure that the zero printout remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of the poll at 8:00 p.m.	
15. Voting Procedure	<p>Text change:</p> <p>15.3 While the elector is in the voting compartment, the elector shall mark the Ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of their choice. Where the Ballot includes a bylaw or question, the elector shall mark their vote within the portion of the Ballot containing the affirmative or negative, whichever way they decide to vote.</p> <p>15.4 After the elector has finished marking the Ballot Card and has completed their voting, they shall:</p> <ul style="list-style-type: none"> a. insert the Ballot Card into the Secrecy Sleeve without showing the markings on the Ballot Card to anyone and without folding the Ballot Card; b. leave the voting compartment and deliver the Secrecy Sleeve, containing the Ballot Card, to the deputy supervising the Ballot Box; and c. observe the placing of their Ballot Card into the Ballot Box by the deputy. 	<p>15.3 While the elector is in the voting compartment, the elector shall mark the Ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of their choice. Where the Ballot includes a bylaw or question, the elector shall mark their vote within the portion of the Ballot containing the affirmative or negative, whichever way they decide to vote.</p> <p>15.4 After the elector has finished marking the Ballot Card and has completed their voting, they shall:</p> <ul style="list-style-type: none"> a. insert the Ballot Card into the Secrecy Sleeve without showing the markings on the Ballot Card to anyone and without folding the Ballot Card; b. leave the voting compartment and deliver the Secrecy Sleeve, containing the Ballot Card, to the deputy supervising the Ballot Box; and c. observe the placing of their Ballot Card into the Ballot Box by the deputy. 	<p>Changed references to "his/her", "he/she" to be consistent as "their" or "them" throughout the document.</p>
16. Post Vote Procedure	<p>Change in copy to remove references to any electronic vote tabulation machines:</p> <p>16.1 At the close of the Voting</p>	<p>16.1 The portable Ballot Boxes used</p>	<p>As per the Municipal Affairs Statutes Amendment Act, 2024</p>

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	<p>Station on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all Ballot Boxes and the Portable Ballot Boxes for the tabulation of results.</p> <p>the Returning Officer shall:</p> <ul style="list-style-type: none"> a. secure the Ballot Box(es) against receiving any more Ballot Cards; b. arrange for any ballots inserted into Ballot Box(es) to be counted c. count the unused Ballot Card and place the unused Ballot Card, the voted Ballot Card, the declined Ballot Card and the spoiled Ballot d. cards, and all oath, declarations and statements, if any, in the Ballot Box(es); and e. seal and initial the Ballot Box(es) and immediately deliver the sealed Ballot Box(es), and ballot account to the Returning Officer. <p>The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots, and may make any other direction they deem necessary for the storage and disposition of the Portable Ballot Boxes.</p>	<p>for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in which they are used, and shall not be unsealed and opened until the close of Voting Stations on election day.</p> <p>16.2 At the close of the Voting Station on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all Vote Tabulators and/or Ballot Boxes and the Portable Ballot Boxes for the tabulation of results.</p> <p>16.3 If, at the close of the poll, the Returning Officer is of the opinion that it is impracticable to count the votes</p> <p>16.4 When Vote Tabulators are used, the Returning Officer shall:</p> <ul style="list-style-type: none"> a. secure the Ballot Box(es) against receiving any more Ballot Cards; b. arrange for any ballots inserted into Ballot Box(es) to be counted by the Vote Tabulator; c. activate the Vote Tabulator to produce two (2) copies of the Tally Register Tape (or such other number as directed by the Returning Officer), complete the ballot account and attach one (1) copy of the Tally Register Tape to the ballot account; d. count the unused Ballot Card and place the unused Ballot Card, the voted Ballot Card, the declined Ballot Card and the spoiled Ballot e. cards, together with the voting register, one (1) copy of the Tally Register Tape, and all oath, declarations and statements, if any, in the Ballot Box(es); and f. seal and initial the Ballot Box(es) and immediately deliver the sealed Ballot Box(es), Vote Tabulator and ballot account (including the attached Tally Register Tape) to the Returning Officer. 	

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
		16.5 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots by the Automated Voting system, and may make any other direction he/she deems necessary for the storage and disposition of the Portable Ballot Boxes.	
17. General	Change in copy to remove references to any electronic vote tabulation machines: 17.1 After the tabulation of voting results, the Ballot Boxes shall be retained and stored as directed by the Returning Officer.	17. 1 After the tabulation of voting results, the Ballot Boxes, program and Memory Pack, and Automated Voting System shall be retained and stored as directed by the Returning Officer.	As per the Municipal Affairs Statutes Amendment Act, 2024
18. Severability	New: 18.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.	Not include in previous bylaws.	New inclusion on bylaws moving forward as a legal recommendation.
19. Repeal	Updated Repeal: Bylaw No. 21-18 is hereby repealed.		



**BYLAW NO. 21-18
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF STRATHMORE.

WHEREAS the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended (the “Act”), provides for the holding of local elections by municipalities;

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

1.1 This Bylaw may be cited as the “Municipal Election Bylaw”.

2. DEFINITIONS

2.1 Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

2.2 In this Bylaw, the following terms shall have the following meanings:

- (a) “Automated Voting System” means an automated or electronic system designed to automatically count and record votes and process and store the election results;
- (b) “Ballot” means the part of the Ballot Card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions, if any, and containing the spaces in which the elector is to mark his/her vote;
- (c) “Ballot Box” means a container, in the form approved by the Returning Officer, intended to contain the voted Ballot Cards;
- (d) “Ballot Card” means a paper card, in the form approved by the Returning Officer, listing the Ballots to be voted on in the election;

- (e) "Memory Pack" means a removable cartridge with a memory that stores all the tabulated totals;
- (f) "Portable Ballot Box" means a cardboard container in the form approved by the Returning Officer and intended for the use in the collection of voted Ballot Cards for special ballots, an Institutional Vote, Incapacitated Vote and Advance Vote;
- (g) "Returning Officer" means a person appointed under the Act, and includes a person acting in the Returning Officer's place;
- (h) "Substitute Returning Officer" means a person appointed under the Act who assumes the duties of the Returning Officer should the Returning Officer be unable to fulfill their duties due to illness or other absence.
- (i) "Secrecy Sleeve" means an open-ended envelope, in a form approved by the Returning Officer, intended to be used to cover the Ballot Card so as to conceal the markings made on the Ballot Card by the elector without covering the initials of the election official;
- (j) "Tally Register Tape" means the printed record generated by a Vote Tabulator showing the number of accepted ballots, the ballots read, and the results of the ballots read by the Vote Tabulator;
- (k) "Vote Tabulator" means a unit of the Automated Voting System designed for use at the Voting Station to receive Ballot Cards and automatically scan specified areas on the Ballot Card and record the results;
- (l) "Voting Station(s)" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results.

3. RETURNING OFFICER

- 3.1 Council shall appoint, by resolution a Returning Officer and Substitute Returning Officer to conduct elections for the Town in accordance with the Act.
- 3.2 The Returning Officer is authorized to appoint the election officials they deem necessary for the fulfillment of election duties. The Returning Officer

and the Substitute Returning Officer are authorized to further sub-delegate any duties necessary for the fulfillment of responsibilities assigned by this Bylaw or the Act.

4. NOMINATION FORM

- 4.1 The Returning Officer will receive nominations for candidates for the Town of Strathmore elections at the Municipal Office located at 1 Parklane Drive, Strathmore, AB T1P 1K2 within the time period identified in the Act.

5. NOMINATION FEES

- 5.1 Every Nomination Form for a candidate for the position as a member of Council for the Town of Strathmore shall be accompanied by a deposit of Two Hundred and Fifty Dollars (\$250.00).
- 5.2 A candidate's deposit will be returned to him/her in accordance with Section 30 of the Act.

6. ADVANCE VOTING

- 6.1 A municipality having a population greater than 5000 must provide for an Advance Vote.
- 6.2 The Returning Officer shall establish the number of Advance Voting Stations, the Returning Officer considers necessary.
- 6.3 In accordance with the Act, the Returning Officer will determine the days and hours when an Advance Vote will be held.

7. INSTITUTIONAL VOTING STATIONS

- 7.1 The elected authority by resolution have the ability to establish the location of one or more Institutional Voting Stations for an election.
- 7.2 For the purpose of conducting Institutional Voting, the Returning Officer shall designate the time(s) on an advance voting day during which the votes in the institutions shall be taken and may appoint the deputies necessary for the taking of the Institutional Votes.

8. INCAPACITATED ELECTORS

- 8.1 An elected authority may, by resolution, provide for the attendance of two (2) deputies at a residence of an elector, during the hours an advance Voting Station of an election is open, in order to take the vote(s) of an elector who, because of physical incapacity or mobility limitations is unable to attend a Voting Station or an Advance Voting Station to vote.

9. VOTING HOURS

- 9.1 Every Voting Station shall be kept open continuously on Election Day from 7:00 a.m. to 8:00 p.m.

10. AUTOMATED VOTING SYSTEM

- 10.1 The taking of votes of the electors and/or the tabulation of election results may be done by means of an Automated Voting System, as directed by the Returning Officer.
- 10.2 In the event that an Automated Voting System is used in the election, the Returning Officer shall:
- (a) satisfy himself/herself, prior to the date of the election that the Automated Voting System has been pre-tested, accurate and in good working order; and
 - (b) take whatever reasonable safeguards may be necessary to secure the Automated Voting System (and any part thereof, including the Vote Tabulators and the Ballot Boxes) from unauthorized access, entry, use, tampering, or any unauthorized use of the Ballot Cards or tabulated results.

11. BALLOT CARD

- 11.1 Following nomination day, the Returning Officer shall cause sufficient Ballot Cards for the election to be printed.
- 11.2 The Ballot Card shall be assembled in the following order and contain separate Ballots for:
- (a) candidates for the office of the Mayor;

- (b) candidates for the office of Councillor;
- (c) candidates for the office of school board trustee;
- (d) bylaw/question(s);
- (e) any other offices as may be specified or required by the Act or any other applicable legislation.

11.3 Unless otherwise provided for by a resolution of Town Council, the Ballot Card for a vote on a bylaw or a question shall generally be in the following form:

- (a) in the case of bylaw:

"Are you in favour of Bylaw ____ (title of bylaw)?"

Yes ☐

No ☐

(Mark only "yes" or "no")"

A copy of the text of the Bylaw shall be posted in at least one (1) conspicuous place at each Voting Station;

- (b) in the case of the question, a short statement of the question, followed by:

"Are you in favour of the above proposed resolution?"

Yes ☐

No ☐

(Mark only "yes" or "no")"

12. SPECIAL BALLOTS

12.1 An elected authority, by resolution, may provide for special ballots in an election. The application for special ballots must be made by any one or more of the following methods:

12.1.1 in writing;

12.1.2 by telephone;

12.1.3 in person;

12.1.4 by email.

12.2 To be valid, the outer envelope and enclosed special ballot(s) must be received by the Returning Officer by 4:30 p.m. on the Friday immediately preceding election day.

13. PRE-VOTE PROCEDURE

13.1 Procedure at the Voting Station:

- (a) In the presence of other deputies, staff, agents and electors, the Presiding Deputy Returning Officer of the Voting Station shall cause the Vote Tabulator to print a copy of all totals in its Memory Pack at the opening of the poll.
- (b) If the totals are zero for all candidates, questions and bylaw, the Presiding Substitute Returning Officer shall ensure that the zero printout remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of the poll at 8:00 p.m.

14. IDENTIFICATION REQUIREMENTS

14.1 Unless an elector has been vouched for in accordance with the Act, every elector who attends a Voting Station or applies for a special ballot, in addition to making a statement in the presence of an officer at the Voting Station, in the prescribed form, that the person is eligible to vote as an elector, must produce the following identification in order to be eligible to vote:

- (a) one (1) piece of identification issued by a Canadian Government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address and age, of which one piece of identification must also establish an elector's age;
- (b) one (1) sufficient piece of identification as authorized by the Chief Electoral Officer under the Election Act for the purposes of section

95(1)(a)(ii) of that Act that establishes the elector's name and current address;

- (c) any piece of identification deemed acceptable by the Minister of Municipal Affairs, which includes any process provided for establishing the address of a person's residence if the person produces identification that uses a non-residential address.

14.2 If an elector is unable to provide such identification as identified in Sections 14.1 (a) or (b), or the identification provided does not clearly establish their place of residence, the elector will be required to provide such other documentation as may be requested at the discretion of the Returning Officer, or designate, to reasonably prove the identity and residency of the elector.

15. VOTING PROCEDURE

15.1 Every elector eligible to vote shall be given:

- a) the Ballot Card(s) that the elector is eligible to receive and that has been initialled by a deputy; and
- b) a Secrecy Sleeve.

15.2 Upon receiving the Ballot Card(s) and Secrecy Sleeve, the elector shall proceed to the voting compartment to vote.

15.3 While the elector is in the voting compartment, the elector shall mark the Ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of his/her choice. Where the Ballot includes a bylaw or question, the elector shall mark his/her vote within the portion of the Ballot containing the affirmative or negative, whichever way he/she decides to vote.

15.4 After the elector has finished marking the Ballot Card and has completed his/her voting, he/she shall:

- a) insert the Ballot Card into the Secrecy Sleeve without showing the markings on the Ballot Card to anyone and without folding the Ballot Card;

- b) leave the voting compartment and deliver the Secrecy Sleeve, containing the Ballot Card, to the deputy supervising the Ballot Box and the Vote Tabulator; and
 - c) observe the placing of his/her Ballot Card into the Ballot Box by the deputy.
- 15.5 The voting procedure prescribed in this Bylaw shall, during an Advance Vote, an Institutional Vote, and an Incapacitated Vote, as far as is practicable, apply and may be modified as necessary upon the direction of the Returning Officer.
- 15.6 Each elector shall follow the voting procedures as set out in this Bylaw and as posted in the Voting Station, and upon the deposit of his/her Ballot Card into the Ballot Box, the elector shall leave the Voting Station.

16. POST-VOTE PROCEDURES

- 16.1 The portable Ballot Boxes used for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in which they are used, and shall not be unsealed and opened until the close of Voting Stations on election day.
- 16.2 At the close of the Voting Stations on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all Vote Tabulators and/or Ballot Boxes and the Portable Ballot Boxes for the tabulation of results.
- 16.3 If, at the close of the poll, the Returning Officer is of the opinion that it is impracticable to count the vote with the Vote Tabulator, he/she may direct that all the votes cast in the election be counted manually following, as far as practicable, the provisions of the Act governing the counting of the votes.
- 16.4 When Vote Tabulators are used, the Returning Officer shall:
- a) secure the Ballot Box(es) against receiving any more Ballot Cards;
 - b) arrange for any ballots inserted into Ballot Box(es) to be counted by the Vote Tabulator;
 - c) activate the Vote Tabulator to produce two (2) copies of the Tally Register Tape (or such other number as directed by the Returning Officer), complete the ballot account and attach one (1) copy of the Tally Register Tape to the ballot account;

- d) count the unused Ballot Cards and place the unused Ballot Cards, the voted Ballot Cards, the declined Ballot Cards and the spoiled Ballot Cards, together with the voting register, one (1) copy of the Tally Register Tape, and all oaths, declarations and statements, if any, in the Ballot Box(es); and
- e) seal and initial the Ballot Box(es) and immediately deliver the sealed Ballot Box(es), Vote Tabulator and ballot account (including the attached Tally Register Tape) to the Returning Officer.

16.5 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots by the Automated Voting System, and may make any other direction he/she deems necessary for the storage and disposition of the Portable Ballot Boxes.

17. GENERAL

17.1 After the tabulation of voting results, the Ballot Boxes, program and Memory Packs, and Automated Voting System shall be retained and stored as directed by the Returning Officer.

18. REPEAL

18.1 Bylaw #17-07 and Bylaw #21-05 are hereby repealed.

19. ENACTMENT

19.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 21st day of July, 2021.

READ A SECOND TIME THIS 21st day of July, 2021.

READ A THIRD AND FINAL TIME THIS 21st day of July, 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



Request for Further Direction

To: Council

Staff Contact: Johnathan Strathee, Manager of Legislative Services

Date Prepared: August 8, 2024

Meeting Date: September 11, 2024

SUBJECT: Election Sign Bylaw No. 24-19

RECOMMENDATION: For discussion.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

A strong election sign bylaw eliminates confusion and provides predictability for staff, candidates, and the public during the election.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

An election sign bylaw is in consideration of preserving the environment and sets regulations on the location of signs.

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

The next municipal general election will be held on October 20, 2025. Nominations for the general election open between January 1, 2025 and September 20, 2025.

ORGANIZATIONAL:

Municipal elections are a significant undertaking for Administration. Administration will be presenting two bylaws to Council for consideration over the next several months. The Municipal Election Bylaw and Election Sign Bylaw. These bylaws will set the regulations for the and rules for the upcoming municipal election in 2025.

OPERATIONAL:

Municipal elections require staff time to plan and organize. During the election Administration receives many inquiries regarding election signs. Staff may also be required to remove signs if they are not consistent with the Town's bylaws.

FINANCIAL:

N/A

POLICY:

Pursuant to Sections 7 and 8 of the *Municipal Government Act*, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public.

IMPLEMENTATION:

If direction is given to proceed with changes, Administration will provide an updated draft *Election Sign Bylaw No. 24-19* and bring it to a future Regular Council Meeting for a decision.

BACKGROUND:

With 2025 being an election year, now is time to review existing Elections Bylaws to ensure the Town is properly prepared with clearly defined regulations and processes. There are two (2) active bylaws that were looked at, [Election Bylaw No. 21-18](#) and [Election Signs Bylaw No. 21-19](#).

Administration proposes the following updates to Election Signs Bylaw No. 21-19, creating a new Bylaw No. 24-19:

- The addition of a definition of “Election Sign”
- The addition of exceptions for signage distance from ground to accommodate for those living in multi-unit residences.
- The addition of guidelines for what content can and can not be included on a sign.
- The addition of guidelines as to how close signage can be to one another.
- The addition of a section to reference damages and consequences.
- The adjustment to the order of items in the Bylaw to create a logical flow of thoughts and order of operations.
- The addition of a Severability section.

KEY ISSUE(S)/CONCEPT(S):

For Council to discuss amendments to existing Election Sign Bylaw, No. 21-19.

DESIRED OUTCOMES:

For Council to give Administration direction on amendments; and to have Election Sign Bylaw No. 24-19 come back to a future Council Meeting for decision.

COMMUNICATIONS:

Should Council adopt the updated Bylaw in October, Administration will start advertising nomination packages starting mid-November. These packages will include relevant bylaws, nomination documents, etc.

ALTERNATIVE ACTIONS/MOTIONS:

Council may provide recommendations for additional updates.

ATTACHMENTS:

[Attachment I: Proposed Election Sign Bylaw No. 24-19 Redlined](#)

[Attachment II: Schedule A - Election Sign Bylaw](#)

[Attachment III: Election Sign Bylaw 24-19 - Change Summary Sheet](#)

[Attachment IV: Election Sign Bylaw No. 21-19](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 27 Aug
2024

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

Approved
- 05 Sep
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 06 Sep
2024

BYLAW NO. 24-19
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**BEING A BYLAW TO ESTABLISH REGULATIONS CONCERNING ELECTION SIGNS**
IN THE TOWN OF STRATHMORE.

WHEREAS pursuant to Sections 7 and 8 of the *Municipal Government Act*, R.S.A. c. M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

1. PURPOSE AND TITLE

1.1 This Bylaw may be cited as the "Election Signs Bylaw".

2. DEFINITIONS

Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

2.1 "Election Sign" means a temporary physical placard promoting a Candidate and/or Political Party in connection with an Election.

2.12.2 "Minimum Penalty" is the initial amount owed for a first offence.

2.22.3 "Specified Penalty" is the amount owed if not paid during the specified amount of time.

3. ELECTION SIGNAGE

3.1 Election signs for federal or provincial candidates may be erected the day the writ of election is issued and must be removed within seven days of Election Day.

- 3.2** Election signs for municipal candidates may be erected up to 60 days prior to the Election Day and must be removed within seven days of Election Day.
- 3.3** Election signs may not exceed 1.5 m² in total sign area and cannot be higher than 1.0 meter above ground level, **as measured from the ground to the top of the sign.**
- 3.3.1 **Exceptions for distance from ground level will be given when displayed in a window or on a balcony/deck of a multi-unit residence.**
- 3.3.2 **Signage may be attached to a fence if permission is given by the property owner and the total sign size does not exceed 1.5 m². The sign must be securely fastened to the fence and may not exceed the height of the fence.**
- 3.4** **Content Guidelines must be adhered to:**
- 3.4.1 **Signs may be announcement or support of a Candidate.**
- 3.4.2 **Signs must be respectful and courteous, they may not contain vulgarity, discrimination, hatred, violence or racism.**
- 3.4.3 **No person shall display the Town's logo, in whole or in part, on an election sign.**
- 3.5** Election signs may not be illuminated. ~~or attached to tree.~~
- ~~**3.6** No person shall display the Town's logo, in whole or in part, on an election sign.~~
- 3.73.6** Elections signs may be posted on public property subject to the following conditions:
- Signs cannot be placed between the curb and the sidewalk unless the space between the curb and sidewalk is greater than 1.0 meter or, if there is no sidewalk, signs cannot be placed within 1.0 meters of the curb or edge of the pavement.
 - Signs cannot be placed within 30 meters of an intersection or pedestrian crossover.
 - No sign owner shall cause, permit, or allow an election sign or other poster to be placed on a highway, median, road, sidewalk, mailbox, garbage/recycling receptacle, **tree**, street-light standard, pole, traffic control device or traffic

island.

- d. Signs cannot be located on or adjacent to a voting place or any Town owned and operated facility (Municipal Office, Family Centre, Civic Centre, Aquatic Centre, Sports Centre, & Fire Hall).
- e. Election signs must be more than 1.52 metres from any other sign (election or other wise).

3.83.7 The placement or installation of election signs must be secure enough to prevent potential hazards to pedestrians, motorists and surrounding areas but must also be easy to uninstall or remove without causing damage to public property. Any damage caused arising from the placement, installation or removal of election signs shall be dealt with in accordance with the provisions of this Bylaw on Damages (4.0).

3.93.8 Election signs may be posted on private property subject to the following conditions:

- a. Signs are posted with the consent of the owner or occupant of the property.
- b. Signs may not be more than 1 meter above ground level unless the signs are displayed indoors.
- c. Signs may not be placed on or affixed to a tree(s).

4. DAMAGES

4.1 The Town is not required to give notice for the removal of an unlawful election sign.

4.2 Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent fails to pick up the election signs within ten (10) days from the conclusion of the election without incurring any obligation to compensate any party.

3.104.3 No person shall deface or willfully cause damage to a lawfully erected election sign.

3.11 Is there a fine for damaging public property. Responsible for the repair

costs to any damages?

4.4 Those found to have damaged property may be held responsible for any repair costs (removal and restoration) incurred by the Town.

3.124.5 Penalties will be assessed for offences as per Schedule 'A'.

4.5. SEVERABILITY

4.15.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.

5.6. REPEAL

5.16.1 Bylaw No. 21-19 is hereby repealed.

6.7. ENACTMENT

6.17.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS ____ day of ____, 2024.

READ A SECOND TIME THIS ____ day of ____, 2024.

READ A THIRD AND FINAL TIME THIS ____ day of ____, 2024.

MAYOR

DIRECTOR OF STRATEGIC,

ADMINISTRATIVE, AND FINANCIAL SERVICES

Schedule 'A'

SECTION	OFFENCE	MINIMUM PENALTY	SPECIFIED PENALTY
3.3	Oversized/over height election sign	\$200	\$300
3.4	Election sign content violation	\$200	\$300
3.5	Use of an illuminated election sign	\$200	\$300
3.6	Election sign placement violation	\$200	\$300
3.7	Unsecured sign/safety hazard	\$200	\$300

Overview

With 2025 being an election year, now is time to review existing Elections Bylaws to ensure the Town is properly prepared with clearly defined regulations and processes. There are two (2) active bylaws that were looked at, [Election Bylaw No. 21-18](#) and [Election Signs Bylaw No. 21-19](#).

Administration proposes the following updates to Election Signs Bylaw No. 21-19, **creating a new Bylaw No. 24-19**

- The addition of a definition of “Election Sign”
- The addition of exceptions for signage distance from ground to accommodate for those living in multi-unit residences.
- The addition of guidelines for what content can and cannot be included on a sign.
- The addition of guidelines as to how close signage can be to one another.
- The addition of a section to reference damages and consequences.
- The adjustment to the order of items in the Bylaw to create a logical flow of thoughts and order of operations.
- The addition of a Severability section.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
2. Definitions	New: 2.1 “Election Sign” means a temporary physical placard promoting a Candidate and/or Political Party in connection with an Election.	Not include in previous bylaws.	Questions were raised in 2021 as to what constitutes an election sign – indicating the need for a definition to be developed.
2. Definitions	New: 2.2 “Minimum Penalty” is the initial amount owed for a first offence. 2.3 “Specified Penalty” is the amount owed if not paid during the specified amount of time.	Not include in previous bylaws.	For clarification relating to the newly included Schedule A for Penalties.
3. Election Signage	Added underlined text to existing item: 3.3 Election signs may not exceed 1.5 m2 in total sign area and cannot be higher than 1.0 meter above ground level, <u>as measured from the ground to the top of the sign.</u>	3.3 Election signs may not exceed 1.5 m2 in total sign area and cannot be higher than 1.0 meter above ground level.	Clarification as to how height will be measured.
3. Election Signage	New: 3.3.1 Exceptions for distance from ground level will be given when displayed in a window or on a	Not include in previous bylaws.	An addition to ensure all types of dwellings are included.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	balcony of a multi-unit residence.		
3. Election Signage	New: 3.3.2 Signage may be attached to a fence if permission is given by the property owner and the total sign size does not exceed 1.5 m2. The sign must be securely fastened to the fence and may not exceed the height of the fence.	Not include in previous bylaws.	
3. Election Signage	New: 3.4 Content Guidelines must be adhered to: 3.4.1 Signs may be announcement or support of a Candidate. 3.4.2 Signs must be respectful and courteous, they may not contain vulgarity, discrimination, hatred, violence or racism	Not include in previous bylaws.	An addition to ensure further clarity on expected conduct while preserving the democratic process.
3. Election Signage	Adjust the order: 3.4.3 No person shall display the Town's logo, in whole or in part, on an election sign. 3.6 Election signs may not be illuminated or attached to a tree(s).	3.4 Election signs may not be illuminated or attached to a tree(s). 3.8 No person shall display the Town's logo, in whole or in part, on an election sign.	Switching the order of items will provide for better flow by keeping like topics together as 3.4 speaks to the Content of Election Signage.
3. Election Signage	3.7 (c) The addition of the word "tree"		
3. Election Signage	New: 3.7 (e) Election signs must be more than 2 metres from any other sign (election or other wise).	Not include in previous bylaws.	Avoids additional cluttered appearance in the community.
3. Election Signage	New: 3.9 (c) Signs may not be placed on or affixed to a tree(s)	Expanded to be more prominent than on previous bylaws.	
4. Damages	New Damages Section (4.0) which includes items from the		Switching the order of items will provide for better flow by keeping

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
	<p>previous bylaw, in a new order:</p> <p>4.1 The Town is not required to give notice for the removal of an unlawful election sign.</p> <p>4.2 Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent fails to pick up the election signs within ten (10) days from the conclusion of the election without incurring and obligation to compensate any party.</p> <p>4.3 No person shall deface or willfully cause damage to a lawfully erected election sign.</p>	<p>3.5 The Town is not required to give notice for the removal of an unlawful election sign.</p> <p>3.6 Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent fails to pick up the election signs within ten (10) days from the conclusion of the election.</p> <p>3.7 No person shall deface or willfully cause damage to a lawfully erected election sign.</p>	<p>like topics together. Recommend moving this from the middle down to the end. Ensuring the Bylaw states all the rules first, then end with what happens if those rules are broken.</p>
4.0 Damages	<p>New:</p> <p>4.4 Those caught damaging property may be held responsible for any repair costs (removal and restoration) incurred by the Town.</p>	Not include in previous bylaws.	The addition of consequences for damages.
4.0 Damages	<p>New:</p> <p>4.5 Penalties will be assessed for offences as per Schedule 'A'.</p>	Not include in previous bylaws.	The addition of consequences for violations.
5. Severability	<p>New:</p> <p>4.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.</p>	Not include in previous bylaws.	New inclusion on bylaws moving forward as a legal recommendation.
Schedule A	New addition of penalties for bylaw offences.	Not include in previous bylaws.	To clarify consequences for offences.



BYLAW NO. 21-19
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**BEING A BYLAW TO ESTABLISH REGULATIONS CONCERNING ELECTION SIGNS
IN THE TOWN OF STRATHMORE.**

WHEREAS pursuant to Sections 7 and 8 of the Municipal Government Act, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

NOW THEREFORE, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

1.1 This Bylaw may be cited as the "Election Signs Bylaw".

2. DEFINITIONS

2.1 Except as otherwise provided for in this Bylaw, the terms used in the *Act*, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the *Act*.

3. SIGNAGE

3.1 Election signs for federal or provincial candidates may be erected the day of the writ of election is issued and must be removed within seven days of Election Day.

3.2 Election signs for municipal candidates may be erected up to 60 days prior to the Election Day and must be removed within seven days of Election Day.

3.3 Election signs may not exceed 1.5m² in total sign area and cannot be higher than 1.0 meter above ground level.

3.4 Election signs may not be illuminated or attached to trees.

- 3.5 The Town is not required to give notice for the removal of an unlawful election sign.
- 3.6 Any signs removed will be stored at the Town's maintenance facility. All election signs shall automatically be disposed of if the candidate or their agent fails to pick up the election signs within ten (10) days from the conclusion of the election.
- 3.7 No person shall deface or wilfully cause damage to a lawfully erected election sign.
- 3.8 No person shall display the Town's logo, in whole or in part, on an election sign.
- 3.9 Elections signs may be posted on public property subject to the following conditions:
- (a) Signs cannot be placed between the curb and the sidewalk unless the space between the curb and sidewalk is greater than 1.0 meter or, if there is no sidewalk, signs cannot be placed within 1.0 meters of the curb or edge of the pavement.
 - (b) Signs cannot be placed within 30 meters of an intersection or pedestrian crossover.
 - (c) No sign owner shall cause, permit, or allow an election sign or other poster to be placed on a highway, median, road, sidewalk, mailbox, garbage/recycling receptacle, street-light standard, pole, traffic control device or traffic island.
 - (d) Signs cannot be located on or adjacent to a voting place or any Town owned and operated facility (Municipal Office, Family Centre, Civic Centre, Aquatic Centre, Sports Centre, & Fire Hall).
- 3.10 The placement or installation of election signs must be secure enough to prevent potential hazards to pedestrians, motorists and surrounding areas but must also be easy to uninstall or remove without causing damage to public property. Any damage caused arising from the placement, installation or removal of election signs shall be dealt with in accordance with the provisions of this Bylaw on Damages.
- 3.11 Election signs may be posted on private property subject to the following conditions:
- (a) Signs are posted with the consent of the owner or occupant of the property.

- (b) Signs may not be more than 1 meter above ground level unless the signs are displayed indoors.

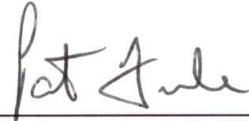
4. ENACTMENT

4.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 7th day of July, 2021.

READ A SECOND TIME THIS 7th day of July, 2021.

READ A THIRD AND FINAL TIME THIS 21st day of July, 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



Request for Further Direction

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: August 5, 2024

Meeting Date: September 11, 2024

SUBJECT: Council Procedure Bylaw Amending Bylaw No. 24-20

RECOMMENDATION: For discussion.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Effective governance and service delivery can be achieved when Councils have clear expectations. A strong Council Procedure Bylaw allows for meeting direction and reduces the effort spent on clerical questions, freeing up time for discussions to happen for pertinent, strategic priorities.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Council's Procedure Bylaw governs how Council Meetings are run. By reviewing the Bylaw and making necessary changes, Council is able to ensure that meetings are run smoothly and decisions are made effectively.

ORGANIZATIONAL:

The organizational implications are limited to staff time needed to prepare the bylaw and associated report.

OPERATIONAL:

Following Council's direction, Administration will prepare the bylaw for Council's consideration a future Regular Council Meeting.

FINANCIAL:

There are no financial implications other than staff time needed to prepare this report.

POLICY:

Being that the changes being considered impact a small portion of the Bylaw, Administration recommends that they:

- be part of an amending bylaw (proposed as No. 24-20, as shown in Attachment I);
- and then consolidated on existing Council Procedure Bylaw No. 23-17 (as shown in Attachment II).

IMPLEMENTATION:

If direction is given to proceed with changes, Administration will provide an updated draft *Council Procedure Bylaw Amending Bylaw No. 24-20* and bring it to a future Regular Council Meeting for a decision.

BACKGROUND:

Procedure Bylaw No. 23-17 was drafted to establish rules and provisions to regulate the conduct of business in Council Meetings and Committee of the Whole Meetings.

Council requested, via resolution, that Administration bring to the September Committee of the Whole Meeting amendments that address:

- Having cameras on for virtual attendance

- Setting parameters for attending meetings virtually, specifically relating to frequency.

Regular Council Meeting – July 17, 2024

Resolution No. 183.07.24

Moved by Mayor Fule

THAT Council direct Administration to prepare a report for the September 11, 2024, Committee of the Whole that includes the following amendments to Council Procedure Bylaw No. 23-17:

that section 10.1 of the Bylaw be amended to state:

“Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include the use of personal computer, telephone (with approval from the Mayor), and other means as technology advances. Members of Council must be on camera unless the Mayor or chair approves the Member turning their camera off.”

that the following section be added to section 10 of the Bylaw:

“Members of Council must attend at least two (2) of the three (3) regularly scheduled monthly meetings (two Regular Council Meetings & one Committee of the Whole Meeting) in person, unless they receive written approval from the Mayor.”

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

AGAINST: None.

ABSENT: Councillor Mitzner and Councillor Wiley

Administration reviewed the Council Procedure Bylaws of communities in Alberta.

Council Procedure Bylaws vary throughout the Province.

- Some municipalities don't address this at all.
- Some are very specific as to only being able to small number of meetings electronically per year (i.e. 3 or 25% in a calendar year.)
- There are instances where the ability to join virtually is at the discretion of the City Manager.
- Some give guidelines as to what constitutes a reason for joining by electronic means.
- Most have a stipulation that the rule must be followed unless approval is given for an accommodation.

Based on the review of a selection of Alberta municipality practices, Administration would like to propose the following new wording, and revised order of items, for inclusion in an amending bylaw:

10.1 Members of Council must attend at least two (2) of the three (3) regularly scheduled monthly meetings (two Regular Council Meetings & one Committee of the Whole Meeting) in person, unless they receive written approval from the Mayor.

10.2 Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include the use of secure municipal or personal devices (smartphone, computer, etc.) to attend via the available virtual platform. Councillors may attend via phone, with approval from the Mayor, if no other means are available. When attending virtually, members of Council must be on camera unless the Mayor or chair approves the Member turning their camera off.

*The proposed section 10.2 would replace the current 10.1 section in the bylaw, which states:

"Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include through the use of personal computer, telephone (with the speaker on), and other means as technology advances. Councillors will prioritize the use of video calling when possible."

KEY ISSUE(S)/CONCEPT(S):

1. For Council to consider setting parameters for attending meetings virtually, specifically relating to frequency. For Council to direct on the amount of flexibility desired, if any. Possibilities may include:
 - Monthly restrictions, i.e. must attend two (2) out of three (3) meetings per month in person
 - Yearly restrictions, i.e. only 33% (or another percentage) of meetings may be attended virtually per year
 - No restrictions
2. Council's position on having cameras on for virtual attendance.

DESIRED OUTCOMES:

That Council give further direction on the recommended changes and direct administration to bring back *Council Procedure Bylaw Amending Bylaw No. 24-20* with any changes to a future Council meeting for consideration.

COMMUNICATIONS:

Should Council decide to move forward with these amendments, Administration will prepare a bylaw for Council's consideration. This bylaw will be published on the Town's website with the agenda package.

ALTERNATIVE ACTIONS/MOTIONS:

10.1 Members of Council must attend at least 67% of regularly scheduled meetings (Regular Council Meetings and Committee of the Whole Meetings) per calendar year in person (33% virtually), unless they receive written approval from the Mayor.

ATTACHMENTS:

[Attachment I: Proposed Council Procedure Bylaw Amending Bylaw No 24-20](#)

[Attachment II: Council Procedure Bylaw No. 23-17 Redlined Draft Amendments](#)

[Attachment III: Procedure Bylaw 23-17 - Change Summary Sheet](#)

[Attachment IV: Council Procedure Bylaw Presentation for COTW Discussion](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 27 Aug
2024

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

Approved
- 05 Sep
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 06 Sep
2024

**BYLAW NO. 24-20
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA****A BYLAW OF THE TOWN OF STRATHMORE FOR THE PURPOSE OF AMENDING
COUNCIL PROCEDURE BYLAW NO. 23-17.**

WHEREAS pursuant to the Municipal Government Act; RSA 2000, c. M-26 and amendments thereto, Council may pass bylaws in relation to the procedures to be followed by Council and its committees;

AND WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in Council Meetings and Committee of the Whole Meetings;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

- 1.1 This Bylaw may be cited as the "Council Procedure Bylaw Amending Bylaw."

2. AMENDMENTS

- 2.1 That section 10.1 of the Bylaw be amended to state:
"Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include the use of secure municipal or personal devices (smartphone, computer, etc.) to attend via the available virtual platform. Councillors may attend via phone, with approval from the Mayor, if no other means are available. When attending virtually, members of Council must be on camera unless the Mayor or chair approves the Member turning their camera off."
- 2.2 That the following section be added to section 10 of the Bylaw:
"Members of Council must attend at least two (2) of the three (3) regularly scheduled monthly meetings (two Regular Council Meetings & one Committee of the Whole Meeting) in person, unless they receive written approval from the Mayor."

Commented [VA1]: Or Alt. Frequency as per Council



**BYLAW NO. 24-20
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

3. SEVERABILITY

- 3.1 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.

4. REPEAL AND EFFECTIVE DATE

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

READ A FIRST TIME this ____ day of _____, 2024.

READ A SECOND TIME this ____ day of _____, 2024.

READ A THIRD AND FINAL TIME this ____ day of _____, 2024.

Mayor

Director of Strategic,
Administrative and Financial Services

BYLAW NO. 23-17

Consolidated September XX, 2024

OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO
REGULATE COUNCIL AND COMMITTEE OF THE WHOLE PROCEEDINGS IN THE
TOWN OF STRATHMORE.

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, Council may pass bylaws in relation to the procedures to be followed by Council and its committees;

AND WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in Council Meetings and Committee of the Whole Meetings;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

- 1.1. This Bylaw may be cited as the "Council Procedure Bylaw."

2. DEFINITIONS

- 2.1. "Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26 and regulations made under the *Municipal Government Act*.
- 2.2. "Acting Mayor" means the Councillor selected by Council to preside at any Council Meeting in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
- 2.3. "Administration" means the administrative and operational arm of the Town, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- 2.4. "Adjourn/Adjourned/Adjournment" means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor.
- 2.5. "Agenda" means the order of items of business for any Council Meeting or Committee of the Whole Meeting and the associated reports, Bylaws, and other supporting documentation.
- 2.6. "Amend" means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.

- 2.7. "Approved Speaker" means an individual or multiple individuals who have been authorized by Council to speak to an item on the Council Agenda.
- 2.8. "Call the Question" means when the Mayor ends debate and Council or Committee of the Whole must vote on the Motion that has been made.
- 2.9. "Chief Administrative Officer" means the individual appointed to the position of the Chief Administrative Officer for the Town or his or her designate.
- 2.10. "Closed Meeting" means a Council Meeting or Committee of the Whole Meeting held in the absence of public pursuant to Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* or any other enactment that provides for holding all or part of a meeting in the absence of the public.
- 2.11. "Committee of the Whole" or "COTW" means collectively those Councillors present when Council moves to sit as a Committee.
- 2.12. "Committee of the Whole Meeting" means the meetings that have been scheduled when Council moves to sit as a Committee of the Whole.
- 2.13. "Committee of the Whole Member(s)" means any Councillor present when Council moves to sit as a Committee of the Whole.
- 2.14. "Consent Agenda" means a group of items which are not expected to require discussion and/or debate and may be adopted by a single (omnibus) Motion.
- 2.15. "Council" means the municipal Council governing the Town.
- 2.16. "Council Committee" means a Council board, commission or committee established in accordance with the *Municipal Government Act*.
- 2.17. "Council Meeting" means a Regular Council Meeting, Organizational Meeting and Special Council Meeting.
- 2.18. "Councillor" means an individual elected to the position of Mayor or Councillor for the Town.
- 2.19. "Defer" means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter by Council.
- 2.20. "Delegation" means person(s) acting on behalf of themselves or authorized to act as a representative for another person(s), group or organization appearing before Council at a Council Meeting to make a request or provide a presentation.
- 2.21. "Deputy Mayor" means the Councillor appointed by Council, pursuant to the *Municipal Government Act* and the Bylaw, to act as the Mayor in the absence or incapacity of the Mayor or in the case where the Mayor chooses to step down.

- 2.22. "Electronic Communications" shall mean that members of Council may attend a meeting through electronic communications. This can include using personal computer, telephone with the use of the speaker, or other means as technology advances.
- 2.23. "*Freedom of Information and Protection of Privacy Act*" or "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25, together with any Regulations made thereunder and any amendments thereto.
- 2.24. "General Municipal Election" means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- 2.25. "Inaugural Meeting" means the Organizational Meeting immediately following a General Municipal Election.
- 2.26. "Majority Vote" means more than half of the votes cast by Councillors, excluding abstentions, at a properly called Council Meeting at which a Quorum is present.
- 2.27. "Manager of Legislative Services" means the individual in the leadership role that directly oversees the Legislative Services division for the Town or his or her designate.
- 2.28. "Mayor" means the individual elected to the position of Chief Elected Official for the Town.
- 2.29. "Minutes" means the record of decisions of a Council Meeting or Committee of the Whole Meeting recorded in the English language.
- 2.30. "Motion" means a resolution that has been moved by the Mayor or Councillor but not yet voted on.
- 2.31. "Notice of Motion" means the method by which a Councillor brings forward an item that he or she wishes to be considered at a subsequent Council Meeting.
- 2.32. "Omnibus Motion" means a Motion to place on the floor and adopt, without debate, the recommendations of two or more reports.
- 2.33. "Organizational Meeting" means the Council Meeting held as described in Section 5 of this Bylaw, including the Inaugural Meeting.
- 2.34. "Point of Order" means a demand that the Presiding Officer enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.
- 2.35. "Point of Privilege" means matters affecting the rights of Council or Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members and includes, but

is not limited to the:

- a) Organization or existence of Council/Committee of the Whole;
 - b) Comfort of Councillors/Committee of the Whole Members;
 - c) Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; and
 - d) Reputation of Councillors, Committee of the Whole Members or Council as a whole.
- 2.36. "Public Hearing" means an advertised Council Meeting convened to hear matters and in accordance with this Bylaw, *Municipal Government Act*, or any other enactment.
- 2.37. "Quorum" means the majority of all Councillors or Committee of the Whole Members.
- 2.38. "Recess" means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.
- 2.39. "Refer" means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.
- 2.40. "Regular Council Meeting" means a Council Meeting scheduled at the annual Organizational Meeting and held in accordance with the *Municipal Government Act*.
- 2.41. "Robert's Rules of Order" means the manual of parliamentary procedure that governs meetings.
- 2.42. "Special Council Meeting" means a Council Meeting called by the Mayor or Council in accordance with the *Municipal Government Act* and this Bylaw.
- 2.43. "Suspension of the Rules" means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw or Robert's Rules of Order for a specific purpose.
- 2.44. "Table" means a motion to delay consideration of any matter to deal with more pressing matters, which does not set a specific time to resume consideration of the matter.
- 2.45. "Town" means the municipal corporation of the Town of Strathmore.
- 2.46. "Unanimous Vote" means all the Councillors on Council that are in attendance vote in favour of the Motion made.
- 2.47. "Withdraw" means to withdraw a Motion that has been made during a Council Meeting or Committee of the Whole Meeting.

3. STRUCTURE OF COUNCIL

- 3.1. The Council of the Town of Strathmore shall consist of seven (7) members of Council.
- 3.2. All Councillors shall be elected by vote of electors in the Town.
- 3.3. The chief elected official shall be elected by a vote of the electors of the Town.
- 3.4. The chief elected official shall be designated the title of "Mayor" and addressed as Mayor (last name).
- 3.5. Councillors of the Town shall be designated as the title "Councillor" (last name).
- 3.6. Councillors may serve a term as Deputy Mayor, rotating in the manner agreed upon by Council.
 - Organizational Meeting – June 30
 - July 1 – February 28 or 29
 - March 1 – October 31
 - November 1 – June 30
 - July 1 – February 28 or 29
 - March 1 – Organizational Meeting
- 3.7. Should a Councillor decline to serve a term as Deputy Mayor, Council will appoint a member to serve the declining Councillor's term by resolution.
- 3.8. The Mayor shall preside when in attendance at the meeting of Council. In the Mayor's absence, the Deputy Mayor shall preside over the meeting. If both the Mayor and the Deputy Mayor are unable to attend a meeting, the Councillor next in the Deputy Mayor rotation will serve as Acting Mayor.

4. APPLICATION

- 4.1. This Bylaw shall govern the conduct of Council Meetings and Committee of the Whole Meetings.
- 4.2. Where this Bylaw applies to Committee of the Whole, it shall apply with all necessary modifications, and
 - a) Any reference to the Mayor shall be treated as a reference to the Chair of the Committee;
 - b) Any reference to a Councillor shall be treated as a reference to a member of the Committee; and
 - c) Any reference to Council shall be treated as a reference to the

Committee.

- 4.3. To the extent that a matter is not dealt with in the Act or this bylaw, Council shall refer to Robert's Rules of Order Newly Revised.
- 4.4. The order of precedence of the rules governing the procedures of Council are:
 - a) The Act;
 - b) Other provincial legislation;
 - c) This Bylaw; and
 - d) Robert's Rules of Order Newly Revised.
- 4.5. Council or Committee of the Whole may waive or modify the application of any part of this Bylaw by a Suspension of the Rules resolution, provided that such waiver or modification does not conflict with the *Municipal Government Act* or any other enactment.
- 4.6. Unless otherwise stated in this Bylaw or enactment, Council may only act by Bylaw or resolution and the Committee of the Whole may only act by resolution.

5. INAUGURAL AND ORGANIZATIONAL MEETINGS

- 5.1. Council must hold its Inaugural Meeting, in accordance with the *Municipal Government Act*, no later than two (2) weeks after each General Municipal Election. At this Council Meeting:
 - a) All Councillors must take the Oath of Office as prescribed by the Oaths of Office Act;
 - b) All Councillors shall review the Council Code of Conduct Bylaw in accordance with the Code of Conduct for Elected Officials Regulation and sign the Council Covenant;
 - c) A presentation shall be made by Administration regarding the Council Procedure Bylaw together with any pertinent Council Policies;
 - d) The seating of Councillors in Council Chambers shall be adopted by Council;
 - e) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
 - f) Regular Council Meeting dates for the year shall be set by Council;
 - g) Committee of the Whole Meeting dates for the year shall be set by Council;
 - h) Councillors shall be appointed to Council Committees as well as

- external agencies, boards, committees, and commissions by Council;
- i) Members of the public shall be appointed to Council Committees by Council, if required; and
 - j) Signing authorities within Council shall be determined by Council.
- 5.2. An Organizational Meeting must be held annually, in accordance with the Act, no later than two (2) weeks after the third (3rd) Monday in October. At this Council Meeting:
- a) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
 - b) Regular Council Meeting dates for the following year shall be set by Council;
 - c) Committee of the Whole Meeting dates for the year shall be set by Council;
 - d) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council; and
 - e) Members of the public shall be appointed to Council Committees by Council, if required.

6. EDUCATIONAL SESSION

- 6.1. Councillors must attend Council Orientation as offered by the Municipality within 90 days after the Councillor takes the Oath of Office. Attendance at additional training sessions throughout the Council term is discretionary.
- 6.2. Educational sessions will be provided to Council at the discretion of the Chief Administrative Officer. Councillors may request educational sessions from the Chief Administrative Officer. If the Chief Administrative Officer determines a monetary expenditure must be made for the workshop outside of the existing budget, then a motion of Council will be required.
- 6.3. Sessions for educational purposes may be held as required, based on the following criteria:
- a) Sessions are optional and do not require quorum;
 - b) Are strictly educational (one-way information), allowing for clarifying questions;
 - c) Do not progress matters within Council's jurisdiction;
 - d) Minutes shall not be taken;
 - e) Information provided may be shared with the public (not confidential);

- f) Where no directions or instructions shall be given to Administration; and
- g) Where no procedural or Council business decisions are made by the Councillors.

7. COUNCIL MEETINGS

- 7.1. A Council Meeting is properly constituted if:
- a) Proper notice is provided to Councillors by emailing the date, time, and location of the Council Meeting;
 - b) Proper notice is provided to the public in accordance with the *Municipal Government Act*;
 - c) There is a Quorum of Council in attendance;
 - d) The Mayor, Deputy Mayor, or Acting Mayor is presiding over the Council Meeting; and
 - e) The Minutes are recorded.
- 7.2. Councillors must attend and participate in Council Meetings in accordance with the requirements of the *Municipal Government Act*.

8. REGULAR AND SPECIAL MEETINGS

- 8.1. The first Regular Council Meeting of every month will begin with a traditional land acknowledgement that is prepared in conjunction with Siksika Nation.
- 8.2. Regular Council Meetings will be scheduled for the first and third Wednesday of any given month, commencing at 6:00 p.m. at Strathmore's Municipal Building. There will be no scheduled meetings during the first week of January or during the month of August.
- 8.3. If there are changes to the date and time of a Regular Council Meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all Councillors and post the notice in a public office. Posting a public notice in the front foyer of Strathmore's Municipal Building and on the Town's website is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.
- 8.4. All meetings will be open to the public, except for Closed Meeting portions of the meeting approved by motion including the related section of the FOIP Act and following the requirements of the Act.
- 8.5. A Regular Council Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 8.6. Special Council Meetings may be called in accordance with the Municipal

Government Act.

8.7. A Special Council Meeting may be cancelled:

- a) By the Mayor if twenty-four (24) hours' written notice is provided to all members and the public, or
- b) By the Mayor with the written consent of two-thirds (2/3) of all members of Council, if less than twenty-four (24) hours' notice is provided to all Councillors.

9. QUORUM

- 9.1. If Quorum, as defined in the *Municipal Government Act*, is not present within fifteen (15) minutes after the time fixed for a Council Meeting, the Manager of Legislative Services shall record the names of the Councillors present and the Council Meeting shall stand Adjourned until the next scheduled meeting date.
- 9.2. If Quorum is lost after the Council Meeting is called to order, the respective meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the Council Meeting shall stand Adjourned.
- 9.3. Whenever a vote on any matter before Council cannot be taken because of a loss of a Quorum resulting from any abstention allowed or required by statute, then the matter shall be the first business item to proceed with at the next Regular Council Meeting.
- 9.4. If a Quorum is lost for any reason other than the aforementioned reasons, the Council Meeting is Adjourned.

10. MEETING THROUGH ELECTRONIC COMMUNICATIONS

Amending Bylaw No. 24-20 **10.1.** Members of Council must attend at least two (2) of the three (3) regularly scheduled monthly meetings (two Regular Council Meetings & one Committee of the Whole Meeting) in person, unless they receive written approval from the Mayor.

Commented [VA1]: Or Alt. as per Council.

Amending Bylaw No. 24-20 **10.2.** Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include the use of secure municipal or personal devices (smartphone, computer, etc.) to attend via the available virtual platform. Councillors may attend via phone, with approval from the Mayor, if no other means are available. When attending virtually, members of Council must be on camera unless the Mayor or chair approves the Member turning their camera off.

~~10.1. Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include~~

~~through the use of a personal computer, telephone (with the speaker on), and other means as technology advances. Councillors will prioritize the use of video calling when possible.~~

~~10.2.10.3.~~ If a Councillor leaves the meeting while attending through electronic communications, the Councillor must inform Council of the times when they leave and when they re-join the meeting.

~~10.3.10.4.~~ A Councillor attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

~~10.4.10.5.~~ The Mayor shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.

~~10.5.10.6.~~ When a Councillor attends a Closed Meeting through electronic communications, they will ensure they are alone for the In Camera discussion.

~~10.6.10.7.~~ If only the public will be present at the Council Chambers in the Town's Municipal Building and all Councillors are participating by way of electronic communication, notice shall be posted in the Town's Administration Office, on the Town's webpage, and on social media accounts, twenty-four (24) hours prior to the meeting, indicating the manner in which the meeting will be conducted.

11. LIVESTREAMING MEETINGS AND RECORDING DEVICES

- 11.1. Council Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings. Failure to record and livestream a Council Meeting does not invalidate a Council Meeting.
- 11.2. Committee of the Whole Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings.
- 11.3. At the start of a Meeting, the Mayor will notify those present that the Meeting is being livestreamed and a recording will be made available after the Meeting is adjourned.
- 11.4. The Mayor may, at any time and at his or her discretion, direct the termination or interruption of a livestream.
- 11.5. If there are technical difficulties while livestreaming, the Mayor will advise those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the Town's website.
- 11.6. Meeting recordings will be retained and provided in accordance with the Town's records management bylaws, policies, and procedures.

- 11.7. Meeting recordings will only be transcribed by the Town if required by the CAO in connection with any litigation, audit, or investigation.

12. PUBLIC HEARINGS

- 12.1. Council shall hold Public Hearings in accordance with the *Municipal Government Act*.
- 12.2. Where Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.
- 12.3. Council may direct Administration through a resolution of Council to hold a non-statutory Public Hearing in accordance with the directions of Council.
- 12.4. Public Hearings may be held at a Regular Council Meeting or Special Council Meeting and commence at 6:00 p.m. unless otherwise directed by a resolution of Council.
- 12.5. All written submissions from the public must be received at least ten (10) days prior to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the Manager of Legislative Services who will advise Council the late submission has been received during the Public Hearing and include the submission in the Public Hearing record.
- 12.6. The order of business for a Public Hearing will be as follows:
- a) The Mayor shall declare the Public Hearing in session;
 - b) The Manager of Legislative Services shall introduce the resolution, bylaw or non-statutory item and shall briefly state the intended purpose including acknowledgement of written submissions received by the deadline;
 - c) Presentation(s) from Administration;
 - d) Presentation(s) from the public supporting the bylaw, resolution, or non-statutory item;
 - e) Presentation(s) from the public opposing the bylaw, resolution, or non-statutory item;
 - f) Any other person deemed to be affected by the bylaw, resolution, or non-statutory item;
 - g) Questions of clarification from Council; and
 - h) The Mayor shall close the Public Hearing.
- 12.7. The following rules of conduct shall be followed during a Public Hearing:

- a) No person shall address Council without the permission of the Mayor;
 - b) No person shall speak more than once or for more than five (5) minutes, exclusive of the time required to answer questions from Council;
 - c) No Councillor may debate the bylaw or item that is the subject of the Public Hearing;
 - d) Respect for staff, Council, and the public shall always be maintained; and
 - e) Any person who wishes to address Council, shall state and spell their name and provide their municipal address for the record.
- 12.8. The Mayor has the authority to extend public presentations to ensure the integrity of the Public Hearing.
- 12.9. When a Councillor is absent from all of a Public Hearing on a proposed bylaw or resolution, he or she must declare and disclose the absence prior to any discussion of the matter and abstain from voting on the matter at subsequent Council Meetings.
- 12.10. When a Councillor is absent from a part of a Public Hearing on a proposed bylaw or resolution, he or she may abstain from voting on the matter at subsequent Council Meetings.
- 12.11. Where a Councillor is required or permitted to abstain from voting as a result of being absent from all or a part of a Public Hearing, the Manager of Legislative Services shall ensure that the Minutes indicate the abstention and reasons for the abstention, if applicable.
- 12.12. In order to ensure procedural fairness, no person shall address Council regarding a matter that has been the subject of a Public Hearing following the conclusion of the Public Hearing.
- 12.13. Following the Adjournment of a Public Hearing, the Manager of Legislative Services shall prepare a record of the Public Hearing that includes:
- a) A copy of the approved Council Meeting Minutes;
 - b) Written submissions received from Administration and the public; and
 - c) An electronic recording of the Public Hearing, if one was made.

13. COMMITTEES AND BOARDS

- 13.1. Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement, or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.

- 13.2. Council may make appointments to a board or committee at any time, providing that Council has adopted a bylaw specifying the terms of reference of the committee.
- 13.3. It shall be the duty of the Chair of each board or committee (or his or her designee) to summon members for meetings.
- 13.4. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act, unless otherwise provided by Council.
- 13.5. As an ex-officio member of Council (internal) committees and bodies, the Mayor may attend these meetings and is authorized to vote in circumstances where there is a tie.
- 13.6. Appointed Councillors shall keep the rest of Council informed of the actions of committees or boards to which they are appointed by Council, by providing meeting minutes or reports following each meeting or updates when urgent matters arise through their Councillor Committee reports for inclusion on the Agenda.
- 13.7. Administration in conjunction with Councillors who sit on the committees and boards will arrange to have the committee or board, or a representative from the committee or board, update Council on an annual basis or when a financial decision arises that could directly affect the Town.
- 13.8. Councillors recognize they have fiduciary responsibilities as members of Town Council and as representatives of the boards and committees they serve on.

14. COMMITTEE OF THE WHOLE

- 14.1. The Committee of the Whole is hereby established.
- 14.2. The Town's elected officials will comprise the Committee of the Whole.
- 14.3. The Committee of the Whole enables Committee members to review upcoming and important issues and opportunities with members of Administration where deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered. The purpose of the COTW is to:
 - a) Receive updates on emerging and ongoing projects and initiatives; and
 - b) Meet principally as a forum for discussion rather than as a decision-making arena, enabling all Committee members to discuss key items without the requirement to make decisions.
- 14.4. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to

commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

- 14.5. Committee of the Whole Meetings will be held on the second Wednesday of each month at 6:00 p.m. No regularly scheduled Committee of the Whole Meetings will be held in August.
- 14.6. A Committee of the Whole Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 14.7. The Committee of the Whole may:
- a) Conduct non-statutory public hearings;
 - b) Receive delegations and submissions;
 - c) Meet in a Closed Meeting pursuant to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, approved by motion including the related section of the FOIP Act;
 - d) Receive information from Administration on emerging items;
 - e) Discuss and debate policy matters to formulate recommendations to Council;
 - f) Committee members may make an inquiry to obtain information from the CAO; and
 - g) Discuss arising issues amongst committee members.
- 14.8. The Committee may make the following motions:
- a) To recess the Meeting;
 - b) To receive agenda reports as information;
 - c) To refer matters to Administration or a Committee for review;
 - d) To make recommendations to Council; and
 - e) To move into a Closed Meeting or to revert to an open meeting.
- 14.9. The CAO and other required administrative staff will be in attendance at Committee meetings to make presentations and answer questions.
- 14.10. The Mayor is the Chair for all meetings, unless this responsibility is delegated by the Mayor to another Committee member or Deputy Mayor.
- 14.11. Every person wishing to speak during a COTW meeting shall address their comments through the Chair. The Chair shall be addressed as "Mister Chair" or "Madam Chair", and no person shall be permitted to speak unless the Chair has granted that person permission.

15. CLOSED MEETINGS

- 15.1. Council and Committee of the Whole may close all or part of a Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 15.2. No resolution or bylaw may be passed when a Council Meeting is closed to the public except a resolution to reconvene to a Meeting held in public.
- 15.3. When a Meeting is closed to the public, Councillors and Committee of the Whole Members shall respect the confidentiality of matters discussed and shall not disclose the subject or substance of these discussions.
- 15.4. If Council or the Committee of the Whole is provided with a written report of an item discussed in a closed Meeting, Councillors and Committee of the Whole Members shall also keep the written report confidential unless otherwise directed or required by an enactment.

16. AGENDAS FOR COUNCIL MEETINGS

- 16.1. Agendas shall be prepared in the form agreed upon by the Chief Administrative Officer and the Mayor and may include a Consent Agenda that is approved by an Omnibus Motion.
- 16.2. A Consent Agenda may include, but is not limited to:
 - a) Minutes;
 - b) Board, commission, committee or agency reports that are provided for information purposes; and
 - c) Reports from Administration that are being presented for information purposes.
- 16.3. A Consent Agenda must not include proposed bylaws or briefing notes that have been prepared for Public Hearings.
- 16.4. The Manager of Legislative Services shall distribute the Agenda for Council Meetings to all Councillors and post the Agenda on the Town's website at least three (3) days prior to the meeting date. Failure to meet the deadline does not invalidate the Agenda.
- 16.5. Submissions for inclusion in the Council Meeting Agendas must be submitted to the Manager of Legislative Services in accordance with the Council Agenda Deadlines calendar that is approved by the Chief Administrative Officer. Submissions from Councillors for inclusion in the Council Meeting Agendas must be submitted by Thursday at noon prior to the Meeting.
- 16.6. Only material received by the Manager of Legislative Services in the time set out in section 16.5 shall be considered at the Council Meeting for which the

Agenda is prepared.

- 16.7. Notwithstanding section 16.6, in exceptional circumstances brought forward by Councillors or the Chief Administrative Officer, items may be added to the Agenda and distributed to Council as soon as they are available.
- 16.8. Council must vote to adopt the Agenda prior to transacting other business and may:
 - a) Add new items to the Agenda or change the order of the Agenda by a Majority Vote of Council present at the meeting; and
 - b) Remove any matter from the Agenda by Unanimous Vote.
- 16.9. The adoption of the Consent Agenda shall be done by Omnibus Motion. A Councillor may select one or more reports from a Consent Agenda for debate, but such requests must be made before the Mayor calls the Omnibus Motion.
- 16.10. Reports in a Consent Agenda which have been selected for debate will be excluded from the Omnibus Motion and will be moved to the respective portion of the Agenda.

17. MINUTES

- 17.1. The Manager of Legislative Services shall prepare all Council Minutes which will include:
 - a) The names of the Councillors present and absent from the Council Meeting;
 - b) All resolutions, direction and recommendations; and
 - c) Any declarations of Pecuniary Interest made under the *Municipal Government Act* by any Councillor or any abstentions from voting.
- 17.2. The Manager of Legislative Services will distribute draft Minutes of prior meetings as part of the Agenda of a subsequent meeting.
- 17.3. If the Minutes of prior Council Meetings are included on an Agenda, Council must consider the Minutes, regardless of whether the same Councillors were in attendance, and:
 - a) If there are no errors or omissions, pass a resolution approving the Minutes; or
 - b) If there are errors or omissions, pass a motion to amend and approve the amended Minutes.
- 17.4. Any Councillor may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission, but no change shall be allowed which would alter or affect in a material way the actual decision made.

- 17.5. Clerical, typographical, and grammatical errors in Minutes may be corrected by the Manager of Legislative Services and does not require a Motion from Council.
- 17.6. If a Councillor wishes to challenge the accuracy of the Minutes of a previous Council Meeting, the Councillor must make the challenge known to the Chief Administrative Officer before the Minutes have been adopted.
- 17.7. Once approved at a subsequent Council Meeting, Minutes must be signed by the Mayor and Chief Administrative Officer.
- 17.8. The Minutes of a Public Hearing shall record the names of Administration who presented. The Minutes shall also include the names of the public who provided written and/or verbal submissions along with a general indication of support, opposition, or neutrality along with the municipal address provided by the member of the public.
- 17.9. Motions shall be recorded in the Minutes as "Unanimously Carried", "Carried", or "Defeated."

18. GENERAL RULES

- 18.1. Council meetings shall adjourn at 10:00 p.m. (if in session at that hour). If a meeting is still in session at 10:00 p.m., the meeting will be adjourned and the remaining items will be added to the next Regular Council Meeting agenda. Council may make a motion to extend the meeting past 10:00 p.m.
- 18.2. A motion to recess may be made at any time and must include a time to reconvene. A motion to recess has precedence and is neither debatable nor amendable except as to the time to reconvene.
- 18.3. There is no requirement for a motion to call the question or adjourn a Council Meeting.

19. ROLES AND RESPONSIBILITIES OF THE MAYOR

- 19.1. The Mayor shall:
 - a) Preside over and preserve order and decorum for all Council Meetings and Committee of the Whole Meetings;
 - b) Decide Points of Order and Points of Privilege without debate or comment;
 - c) Determine the order in which Councillors may speak;
 - d) Ensure that all Councillors who wish to speak to a Motion have spoken, confirm that the Councillors are ready to vote, and subsequently call the question;
 - e) Authorize, at Council Meetings, the distribution of additional material

for the record; and

- f) Rule when a motion is out of order.

19.2. The Mayor may ask questions or speak to an item on the Agenda for a Council Meeting.

20. ROLES AND RESPONSIBILITIES OF COUNCILLORS

20.1. A Councillor wishing to speak shall obtain the approval of the Mayor before speaking.

20.2. When a Councillor is speaking, every other Councillor shall:

- a) Remain quiet and seated;
- b) Not interrupt the speaker, except on a Point of Order or Point of Privilege; and
- c) Not carry on a private conversation.

20.3. A Councillor shall:

- a) Not speak disrespectfully of His Majesty the King or official representatives of his government;
- b) Not use offensive words in referring to another Councillor, Administration, or member of the public;
- c) Not reflect on the motives of the Councillor who moved or voted on a Motion;
- d) Not shout, use an immoderate tone of voice, profane, vulgar, or offensive language, violate this Bylaw or disturb the proceedings;
- e) Not leave their seat while a vote is being taken;
- f) Not engage in any other conduct in contravention of an Act of Canada or Alberta or a Council-approved bylaw or policy; and
- g) Not reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered.

21. CHALLENGING THE MAYOR

21.1. Councillors wishing to challenge the ruling of the Mayor shall make the motion, "THAT the decision of the Mayor be overruled." The question shall be immediately put to a vote without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Chair.

21.2. The Mayor shall be governed by the vote of the majority of Councillors present.

- a) If the Mayor refuses to put the motion to a vote, the Deputy Mayor or

Chair shall proceed with putting the motion to a vote.

- b) A resolution carried under 21.2(a) of this Bylaw, is effectual and binding as if carried with the Mayor.

22. PUBLIC ATTENDANCE

- 22.1. Members of the public are welcome and encouraged to attend Council Meetings and Committee of the Whole Meetings.
- 22.2. Members of the public shall not:
 - a) Address Council during a Council Meeting unless invited to do so by the Mayor;
 - b) Applaud or otherwise interrupt any speech or action of the Councillors, or any other person addressing Council; and
 - c) Use offensive words in the Council Meeting and shall refrain from abusive conduct, attacks upon the character or motives of Councillors, Council Committees, Administration or the public.
- 22.3. The Mayor may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled. The Mayor may request law enforcement to remove persons if they do not leave voluntarily.
- 22.4. No person shall use any form of audio or visual recording device during a Council Meeting unless authorized to do so by this Bylaw or by a Unanimous Vote of Councillors present.
- 22.5. Electronic and cellular devices shall be set on silent and no person shall talk on a cellular phone while in attendance at a Council Meeting.

23. RULES OF DEBATE

- 23.1. An item on a Council Meeting Agenda will be discussed as follows:
 - a) The Mayor may request that the Chief Administrative Officer provide introductory remarks;
 - b) The Approved Speaker(s) may present;
 - c) Councillors may ask relevant questions of the Approved Speaker(s);
 - d) Councillors may ask the Chief Administrative Officer questions;
 - e) Councillors may make any motion necessary to provide direction on the item; and
 - f) Councillors may speak to the motion or ask questions about the Motion made.
- 23.2. Councillors may only speak to the question in debate.

- 23.3. Unless otherwise directed by the Mayor, speakers will be heard in a panel and Councillors may ask questions of any speaker on the panel.
- 23.4. A Councillor who wishes to speak at a Council Meeting must be recognized by the Mayor before speaking.
- 23.5. Councillors may ask questions in the order determined by the Mayor. Councillors will be limited to three consecutive questions and may ask further questions once all Members have had the opportunity to ask questions.
- 23.6. Councillors shall not speak for longer than five (5) consecutive minutes; however, the Councillor's speaking time may be extended at the discretion of the Mayor.
- 23.7. A Councillor who wishes to leave the Council Meeting prior to Adjournment shall so advise the Mayor and the time of departure shall be noted in the Minutes.
- 23.8. The Mayor may participate in debate on any matter before Council without relinquishing the Chair.
- 23.9. The Mayor may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the Chair to the Deputy Mayor until the vote on the motion has been taken.
- 23.10. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this time frame the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.

24. PECUNIARY INTEREST

- 24.1. If a Councillor is in a conflict of interest under the Act, by reason of a pecuniary interest, the Councillor shall, prior to the discussion or vote upon the matter which creates the conflict, state that he or she has a pecuniary interest (the conflict of interest), and the nature of the pecuniary interest and shall leave the meeting.
- 24.2. Where the Councillor has left the meeting under section 24.1:
 - a) The reason for and time of the Councillor's departure, and return, if any, shall be recorded in the minutes;
 - b) If Council amends the motion before it, Council shall recess to allow the Chief Administrative Officer to advise the Councillor who has left the meeting of the amendment so that the Councillor may determine whether he/she remains in a conflict of interest; and
 - c) Council shall not consider any other agenda item until the Chief

Administrative Officer has advised the Councillor who left the meeting because of a conflict of interest that there is a new agenda item before the meeting.

25. BYLAWS

- 25.1. Where a bylaw is presented to a meeting for enactment, the Chief Administrative Officer shall cause the number, short title and brief description of the bylaw to appear on the agenda.
- 25.2. The following shall apply to the passage of all bylaws:
 - a) every proposed bylaw shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading;
 - b) a proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate;
 - c) a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - i. Council may debate the substance of the bylaw;
 - ii. Council may propose and consider amendments to the bylaw; and
 - iii. Council may, by motion, refer the bylaw to Administration for further information or a Committee for further review prior to second reading.
 - d) all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
 - e) a bylaw shall not be given more than two readings at one Meeting unless the Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same Meeting at which it received two readings; and
 - f) a bylaw shall be passed when a majority of the Councillors present vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.
- 25.3. When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable Provincial statute provides otherwise.
- 25.4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

- a) Does not receive third reading within one (1) year of the first reading;
or
 - b) Is defeated on second or third reading.
- 25.5. After passage, a bylaw shall be signed by the Mayor or Mayor's designate and by the Chief Administrative Officer, and shall be impressed with the corporate seal of the Town.
- 25.6. Clerical, typographical and grammatical errors in bylaws may be corrected by the Manager of Legislative Services.
- 25.7. The Manager of Legislative Services is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one (1) bylaw, and omit a provision that has been repealed or that has expired.
- 25.8. A copy of any bylaw, resolution or record certified by the Manager of Legislative Services as a true copy of the original is prima facie proof of the bylaw, resolution, or record.

26. PUBLIC COMMENTS

- 26.1. Members of the public shall be offered the opportunity to make comments during the Public Comments section on the Regular Council Agenda in accordance with the following:
- a) The person must be acknowledged by the Mayor;
 - b) The person shall not speak for longer than five (5) minutes exclusive of the time required to answer questions from Council;
 - c) Comments must address items contained within the current Agenda but may not be made in relation to an item that has been heard or will be heard in a Public Hearing; and
 - d) Responses may be provided by any Councillor or Administration or referred to Administration for further review and direction.

27. DELEGATIONS

- 27.1. A person may submit a Delegation Request Form to the Manager of Legislative Services to appear as a Delegation at a Regular Council Meeting or a Committee of the Whole Meeting if the person has not addressed Council on the same matter within the previous six (6) months and the matter does not pertain to any undecided matter that has been the subject of a Public Hearing.
- 27.2. If the request is approved, the person must provide a description of the matter they wish to address along with any supporting documentation at least two (2) weeks prior to the Council Meeting that they wish to attend.

- 27.3. No more than two (2) Delegations shall be included on any single Agenda unless approved by the Mayor.
- 27.4. No Delegation shall address Council for longer than ten (10) minutes, exclusive of the time required to answer questions from Council, unless granted a time extension by a majority vote of Councillors present.
- 27.5. Following the conclusion of the presentation, Council may refer the request to Administration or a Council Committee for further research, review, and recommendation.

28. MOTIONS

- 28.1. During the discussion of any item on an Agenda, a Councillor may make any motion related to the item.
- 28.2. A motion does not need to be made prior to the discussion of an item listed on an Agenda.
- 28.3. All motions must be moved by a Councillor.
- 28.4. A recommendation in a report does not constitute a motion until a Councillor has expressly moved it.
- 28.5. The Mayor may speak to a motion at any time after it has been moved.
- 28.6. When a matter is under debate, no motion shall be received other than a motion to:
 - a) Amend;
 - b) Defer;
 - c) Postpone Indefinitely;
 - d) Recess;
 - e) Refer;
 - f) Suspend the Rules;
 - g) Table; or
 - h) Withdraw.
- 28.7. The individual who moved the motion may withdraw the motion without permission of Council prior to the beginning of debate.
- 28.8. All motions to amend that have been moved shall be voted on in accordance with this Bylaw.
- 28.9. A motion may not:
 - a) Have the effect of contravening any applicable legislation; or

b) Exceed the mandate of Council.

28.10. Council may not reconsider an item at the same Council Meeting that it was previously heard to allow additional time for reflection and consideration of the topic before debating it again.

28.11. Council shall not pass motions to receive reports for information unless required by a bylaw or enactment.

Amending Bylaw No. 23-28 28.12. A motion to rescind a motion which has been passed, or review a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the rescind motion is:

- a) brought more than 6 months after the date of the original motion;
- b) a member who voted with the prevailing side may move to reconsider a motion; or
- c) brought after a general municipal election which has taken place since the date of the original motion.

29. VOTING

29.1. A vote on any motion will be conducted as follows:

- a) The Mayor will call the question;
- b) All Councillors present must be silent and remain in their seats from the moment the vote is called until the results of the vote are declared;
- c) All Councillors present must vote by the raising of hands, or through the use of an electronic or computerized voting system; and
- d) The Mayor must declare the result of the vote.

Amending Bylaw No. 23-28 29.2. All votes taken by Council will be a recorded vote

29.3. When a vote is recorded, the Minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.

29.4. Each Councillor present must vote on every motion as outlined in the *Municipal Government Act*, unless it or any other enactment requires or permits the Councillor to abstain, in which case the Councillor must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the Minutes.

29.5. Councillors who have a reasonable belief that they have a Pecuniary Interest (as defined in the *Municipal Government Act*) in any matter before Council, or any board, commission, committee, or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the Pecuniary Interest prior to any discussion

of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.

- 29.6. After the Mayor declares the result of a vote, no Councillor may change their vote for any reason. Notwithstanding this section, if immediately after a vote the Mayor determines that either the voting procedures prescribed in this Bylaw were not followed or one or more Councillors may have been mistaken as to the subject matter of the vote, the Mayor may recall the vote and immediately call for another vote.

30. NOTICE OF MOTION

- 30.1. A Councillor may submit a Notice of Motion at a Council Meeting by submitting the Motion in writing to the Chief Administrative Officer no later than the Thursday prior to the meeting. A Notice of Motion must stand on its own but supporting documentation may be submitted with the Notice of Motion.
- 30.2. When required, Council may waive the requirement for notice under section 30.1 by a majority vote and add the matter to the Agenda as urgent business.

31. COUNCILLOR INFORMATION AND INQUIRIES

- 31.1. Councillors may submit requests for information at any time to the Office of the CAO. Requests may be made via email, phone, in person, or at a Council Meeting during the Question and Answer Period or Administrative Inquiry sections on the Agenda.
- 31.2. During the Question and Answer Period of a Regular Council Meeting or Committee of the Whole Meeting, Councillors may make an inquiry to obtain information from the Chief Administrative Officer about the operation or administration of the Town. An inquiry during the Question and Answer Period must:
- a) Be limited to the gathering of readily available information about the operation or administration of the Town;
 - b) Not require any requests for budgetary estimates, analysis, or significant interpretation on a matter; and
 - c) Not require the expenditure of funds or use of significant administrative resources to gather the requested information.
 - d) Answers during the Question and Answer Period will be included in the Meeting Minutes. However, answers to a Councillor's Question may be given to all of Council via email after the meeting or at a subsequent meeting.

- 31.3. A Councillor making an Administrative Inquiry for an answer at a subsequent Meeting shall put the Administrative Inquiry in writing and, prior to or during the Meeting, hand it to the Manager of Legislative Services. The Councillor will read their inquiry out loud during the Administrative Inquiry section on the Agenda.
- a) Unless an Administrative Inquiry specifies that the Councillor wishes the answer to appear on a subsequent Council Agenda, the Administration may answer the question at the same meeting in which it was asked.
 - b) Where Administration provides information relevant to the operation or administration of the Town directly to a Councillor, including in response to an Administrative Inquiry, Administration must also provide the information in question to all other Councillors as soon as is practicable.
 - c) When the Administrative Inquiry involves a written answer for a future Regular Council Meeting and the cost to the Town, which would be incurred by reason of:
 - i. time of Town employees which must be taken from performance of their regular duties or overtime which must be worked;
 - ii. the need to hire additional employees; or
 - iii. the necessity of obtaining and paying for the information from other than Town employees.
 - d) If an Inquiry is likely to be more than \$1,000.00 and no appropriation has been made for such expenditure in the budget, the Administration shall report the anticipated cost to Council before undertaking the Administrative Inquiry. When the Administration has reported, Council may:
 - i. by resolution, direct that the Administration proceed with the investigation necessary to answer the Administrative Inquiry; and
 - ii. shall provide for the payment of the costs.
 - e) Information in an Administrative Inquiry is not debatable.
 - f) A Councillor who requested an Administrative Inquiry may, at a Regular Council Meeting where the Administrative Inquiry was made, instruct the Administration to abandon the Inquiry.
 - g) A Councillor making an Administrative Inquiry may ask that the Answer to their Administrative Inquiry be made public in a Council Meeting Agenda.

31.4. Councillors may make a motion to direct Administration to review a matter during the Councillor Information and Inquiries section of the Agenda.

32. COUNCIL CORRESPONDENCE

32.1. The Manager of Legislative Services may, on behalf of Council, receive correspondence addressed or directed to Council.

32.2. All correspondence shall be included in the Council Agenda provided that it is:

- a) In writing;
- b) Legible;
- c) Not libelous, irrelevant, offensive, or improper; and
- d) Signed with the writer's name and address.

Personal information, other than the name of the individual who submitted the correspondence, shall be redacted.

33. CAMPAIGN PERIOD

33.1. No Regular Council Meeting or Committee of the Whole Meeting will be held between nomination day and the inaugural organizational meeting each year a general election is held.

34. DELEGATION OF AUTHORITY

34.1. The Chief Administrative Officer and Manager of Legislative Services may delegate any power, duty, or function assigned to them under this Bylaw to another position within Town Administration.

35. MISCELLANEOUS

35.1. Councillors shall follow the Town's Code of Conduct Bylaw.

35.2. Councillors will refrain from using electronic communications for communicating with external sources during Council meetings.

36. REVIEW OF BYLAW

36.1. This Bylaw shall be reviewed at least once per term of every Town Council.

37. SEVERABILITY

37.1. 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.

38. REPEAL AND EFFECTIVE DATE

38.1. Bylaw No. 22-10 is hereby repealed.

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

READ A FIRST TIME this 17th day of May 2023.

READ A SECOND TIME this 17th day of May, 2023.

READ A THIRD AND FINAL TIME this 17th day of May, 2023.

Signature on file on original

Mayor

Signature on file on original

Director of Strategic, Administrative, and
Financial Services

Schedule "A" – Council Procedure Bylaw Quick Reference Guide

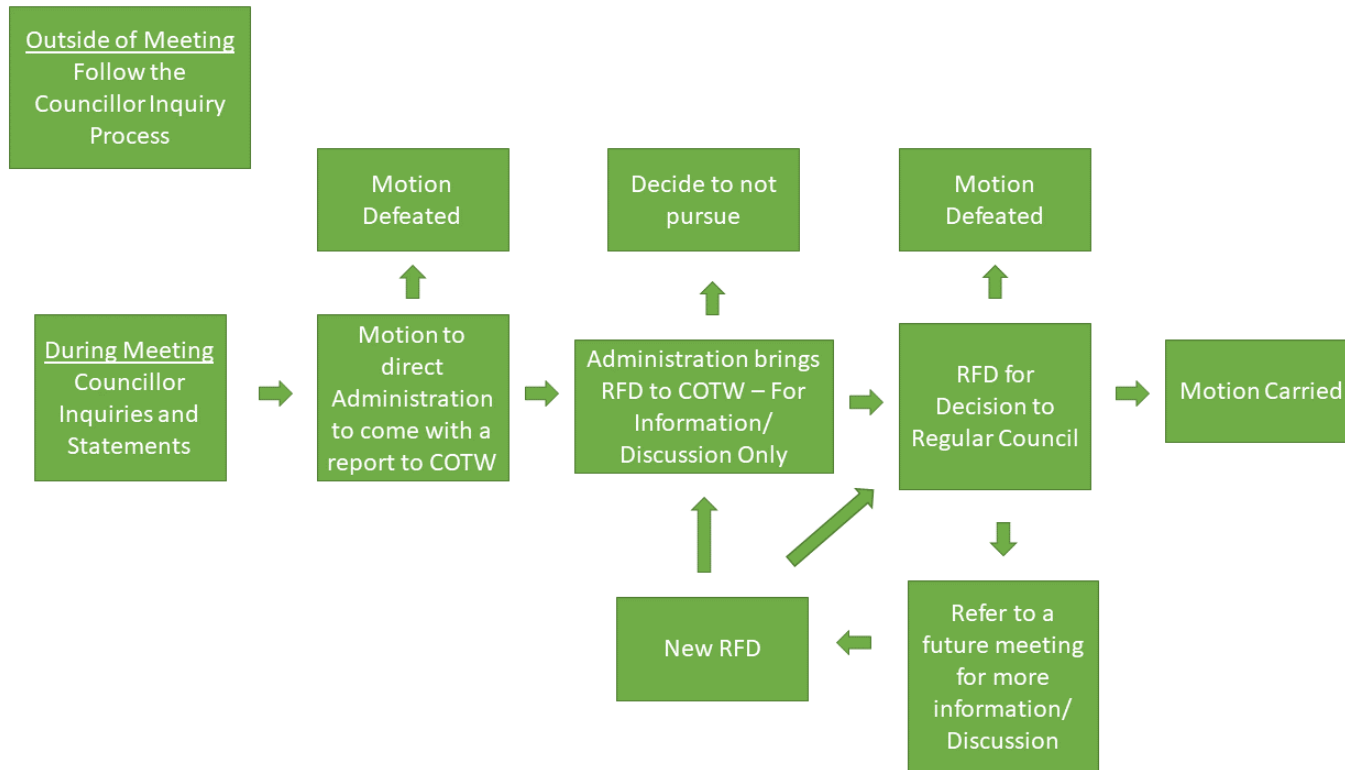
 Procedure Bylaw Quick Reference
 Guide

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn	Means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor/Chair.	Is there any objection to Adjourning the Council Meeting/Committee of the Whole Meeting? Seeing none, the Council Meeting/Committee of the Whole Meeting on <date> is Adjourned at <time>.	No	No	It is the role of the Mayor/Chair to Adjourn the meeting.
Amend	Means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.	I move that the wording of the Motion is amended to read...	Yes	Yes	
Call the Question	Means when the Mayor/Chair ends debate and Council or Committee of the Whole must vote on the Motion that has been made.	Are we ready for the question? All in favour? All opposed?	No	No	It is the role of the Mayor/Chair to Call the Question.
Defer	Means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter.	I move that we Defer <description of item> until <date/time>.	Yes	Yes	
Point of Order	Means a demand that the Mayor/Chair enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.	Point of Order	Mayor/Chair decides	No	
Point of Privilege	Means matters affecting the rights of Council or Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members	Point of Privilege	Mayor/Chair decides	No	

Schedule "A" – Council Procedure Bylaw Quick Reference Guide

Use	Definition	Wording	Vote Required	Amendable	Notes
	and includes, but is not limited to the: <ul style="list-style-type: none"> • Organization or existence of Council/Committee of the Whole; • Comfort of Councillors/Committee of the Whole Members; • Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; • Reputation of Councillors, Committee of the Whole Members or Council as a whole. 				
Postpone Indefinitely	Means to dispense of the pending Motion without a direct vote but such a Motion can be renewed at a subsequent Council Meeting or Committee of the Whole Meeting.	I move that we Postpone Indefinitely voting on....	Yes	Yes	
Recess	Means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.	I move that we Recess the Council Meeting/Committee of the Whole Meeting on <date> for <length of time of recess>.	Yes	Yes	Any member of Council or Committee of the Whole may request a Recess.
Reconsider	Means to review a matter previously decided upon by Council or Committee of the Whole.	I move that Council/Committee of the Whole. Reconsider our action relative to....	Yes	Only if the original Motion was debatable	
Refer	Means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.	I move that this matter be referred to...	Yes	Yes	

Schedule "B" Councillor Information and Inquiries Chart



Overview

It is an ongoing practice to review bylaws to ensure Town stays current with changing times and continues to be properly prepared with clearly defined regulations and processes. Procedure Bylaw No. 23-17 was drafted to establish rules and provisions to regulate the conduct of business in Council Meetings and Committee of the Whole Meetings.

Administration proposes the following updates to Council Procedure Bylaw No. 23-17, which will be addressed on Council Procedure Bylaw Amending Bylaw No. 24-20.

- The adjustment to the order of items in the Bylaw to create a logical flow of thoughts and order of operations.
- The addition of a provision for cameras on during virtual attendance.
- The addition of parameters for attending meetings virtually, specifically relating to frequency.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
10. MEETING THROUGH ELECTRONIC COMMUNICATIONS	New: 10.1 Members of Council must attend at least two (2) of the three (3) regularly scheduled monthly meetings (two Regular Council Meetings & one Committee of the Whole Meeting) in person, unless they receive written approval from the Mayor.	Not include in previous bylaws.	Enhances the existing Bylaw with specifics. Does not include guidelines as to what acceptable reasons Recommend that this addition come first in section 10 of the bylaw, for logical flow.
10. MEETING THROUGH ELECTRONIC COMMUNICATIONS	Revised: 10.2 Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include the use of secure municipal or personal devices (smartphone, computer, etc.) to attend via the available virtual platform. Councillors may attend via phone, with approval from the Mayor, if no other means are available. When attending virtually, members of Council must be on camera unless the Mayor or chair approves the Member turning their camera off.	10.1 Councillors may attend a meeting by means of electronic communication. Acceptable modes of electronic communication include the use of personal computer, telephone (with the speaker on), and other means as technology advances. Councillors will prioritize the use of video calling when possible.	Questions have been posed by the public as to why rules on visibility are not in place. Text has been expanded from original motion to further clarify expectations.
10. MEETING THROUGH	Note: The ordering of subsequent items in section 10 is shifted by 1 to		



Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
ELECTRONIC COMMUNICATIONS	accommodate the addition of a new 10.1.		

Procedure Bylaw No. 23-17

Amendments

Committee of the Whole
Wednesday, September 11, 2024

Overview

Procedure Bylaw No. 23-17 was drafted to **establish rules and provisions to regulate the conduct of business** in Council Meetings and Committee of the Whole Meetings.

Request

Regular Council Meeting – July 17, 2024
Resolution No. 183.07.24

Bring to the September Committee of the Whole Meeting amendments that address:

- **Having cameras on for virtual attendance**
- **Setting parameters for attending meetings virtually, specifically relating to frequency.**

Regular Council Meeting – July 17, 2024

Resolution No. 183.07.24

Moved by Mayor Fule

THAT Council direct Administration to prepare a report for the September 11, 2024, Committee of the Whole that includes the following amendments to Council Procedure Bylaw No. 23-17:

that section 10.1 of the Bylaw be amended to state:

“Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include the use of personal computer, telephone (with approval from the Mayor), and other means as technology advances. Members of Council must be on camera unless the Mayor or chair approves the Member turning their camera off.”

that the following section be added to section 10 of the Bylaw:

“Members of Council must attend at least two (2) of the three (3) regularly scheduled monthly meetings (two Regular Council Meetings & one Committee of the Whole Meeting) in person, unless they receive written approval from the Mayor.”

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

AGAINST: None.

ABSENT: Councillor Mitzner and Councillor Wiley

Other Municipalities

Council Procedure Bylaws vary throughout the Province.

- Some municipalities don't address this at all.
- Some are very specific as to only being able to small number of meetings electronically per year (i.e. 3 or 25% in a calendar year.)
- There are instances where the ability to join virtually is at the discretion of the City Manager.
- Some give guidelines as to what constitutes a reason for joining by electronic means.
- Most have a stipulation that the rule must be followed unless approval is given for an accommodation.

Bylaw Section	Proposed New Wording / Description of Change	Original Text	Rationale for Changes
10. MEETING THROUGH ELECTRONIC COMMUNICATIONS	<p>New:</p> <p>10.1</p> <p>Members of Council must attend at least two (2) of the three (3) regularly scheduled monthly meetings (two Regular Council Meetings & one Committee of the Whole Meeting) in person, unless they receive written approval from the Mayor.</p>	Not include in previous bylaws.	<p>Enhances the existing Bylaw with specifics. Does not include guidelines as to what acceptable reasons</p> <p>Recommend that this addition come first in section 10 of the bylaw, for logical flow.</p>
10. MEETING THROUGH ELECTRONIC COMMUNICATIONS	<p>Revised:</p> <p>10.2</p> <p>Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include the use of secure municipal or personal devices (smartphone, computer, etc.) to attend via the available virtual platform. Councillors may attend via phone, with approval from the Mayor, if no other means are available. When attending virtually, members of Council must be on camera unless the Mayor or chair approves the Member turning their camera off.</p>	<p>10.1</p> <p>Councillors may attend a meeting by means of electronic communication. Acceptable modes of electronic communication include the use of personal computer, telephone (with the speaker on), and other means as technology advances. Councillors will prioritize the use of video calling when possible.</p>	<p>Questions have been posed by the public as to why rules on visibility are not in place.</p> <p>Text has been expanded from original motion to further clarify expectations.</p>

Alts

"Members of Council must attend at least two (2) of the three (3) regularly scheduled monthly meetings (two Regular Council Meetings & one Committee of the Whole Meeting) in person, unless they receive written approval from the Mayor."

Could be written as yearly to give additional flexibility:

Members of Council must attend at least **67% of regularly scheduled meetings (Regular Council Meetings and Committee of the Whole Meetings) per calendar year** in person (33% virtually), unless they receive written approval from the Mayor.

(33% would equal approximately 1 meeting per month, and would be more than the 25% that we see some other municipalities using.)



Strathmore
RURAL REIMAGINED

