Strathmore

AGENDA
ORGANIZATIONAL MEETING
Wednesday, October 29, 2025 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: September 8, 2025

Meeting Date: October 29, 2025

SUBJECT: **Council Seating Arrangement 2025-2029**

RECOMMENDATION: THAT Council adopt the 2025-2029 Council Seating Arrangement as follows (from the Mayor's left to right):

Councillor____________
Councillor____________
Councillor____________
Mayor ____________
Councillor____________
Councillor____________
Councillor____________

STRATEGIC PRIORITIES:

☐ Affordable Living	☐ 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:

N/A

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

There are no financial implications except for the staff time to prepare and review this report.

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

Historically, the Town of Strathmore has confirmed the Council seating arrangement at every organizational meeting. At the Inaugural Meeting in 2021, Council drew for seats. It is recommended that Council use this method to determine the seating arrangement.

KEY ISSUE(S)/CONCEPT(S):

The key issue for consideration is for Council to determine its seating arrangement at the Council desk.

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may approve the recommendation.
2. Council may provide further direction to Administration regarding Council's seating arrangement.

Veronica Anderson, Legislative Services Officer	Approved - 15 Sep 2025
Johnathan Strathdee, Manager of Legislative Services	Approved - 06 Oct 2025
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 15 Oct 2025
Kevin Scoble, Chief Administrative Officer	Approved - 17 Oct 2025

Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: September 4, 2025

Meeting Date: October 29, 2025

SUBJECT: **Town of Strathmore's Meeting Schedule 2025-2026**

RECOMMENDATION: THAT Council adopt the 2025-2026 Council Meeting Schedule as presented in Attachment I.

STRATEGIC PRIORITIES:

☐	☐	☐	☒	☐	☐
Affordable Living	Climate Resiliency	Community Development	Community Wellness	Economic Development	Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

A set schedule will allow Council, staff and the public the ability to make necessary preparations to attend and participate in upcoming meetings.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Having a set schedule for Council Meetings allows the Public to plan to attend and participate in these meetings.

ORGANIZATIONAL:

A set schedule will allow Council and staff the ability to make necessary preparations. The proposed schedule will also allow staff to prepare agenda reports containing the relevant information.

OPERATIONAL:

N/A

FINANCIAL:

The financial implications relate to staff time time needed to prepare agenda reports and attend meetings. Depending on the item and the time needed to research and prepare those items, this can be significant.

POLICY:

Pursuant to section 193(1) of the *Municipal Government Act, "A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places."*

The Town of Strathmore's Meeting Schedule has been prepared in accordance with Council's Procedure Bylaw No. 23-17. As per Bylaw No. 23-17, no Regular Council Meetings or Committee of the Whole Meetings will be scheduled during the month of August. Furthermore, no Regular Council Meeting has been scheduled for the first week of January.

Administration has not included a date for the November 12 Committee of the Whole, given that it falls during the Alberta Municipalities Convention.

Pursuant to Council Procedure Bylaw No. 23-17 section 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."*

IMPLEMENTATION:

Administration will post the meeting schedule on the Town's website and advise internal and external stakeholders.

BACKGROUND:

The proposed meeting dates are as follows:

Regular Council Meetings

November 5, 2025
November 17, 2025 (Community Funding Delegation Night)
November 19, 2025
November 20, 2025 (Budget Deliberations Meeting)
November 25, 2025 (Budget Deliberations Meeting)
November 26, 2025 (Budget Deliberations Meeting)
December 3, 2025
December 17, 2025
January 21, 2026
February 4, 2026
February 18, 2026
March 4, 2026
March 18, 2026
April 1, 2026
April 15, 2026
May 6, 2026
May 20, 2026
June 3, 2026
June 17, 2026
July 8, 2026
July 22, 2026
September 2, 2026
September 16, 2026
October 7, 2026
October 21, 2026
October 28, 2026 (Annual Organizational Meeting)

Committee of the Whole Meetings

December 10, 2025
January 14, 2026
February 11, 2026
March 11, 2026
April 8, 2026
May 13, 2026
June 10, 2026
July 15, 2026

September 9, 2026
October 14, 2026

TIME:
Regular Council Meetings and Committee of the Whole Meetings will be held at 6:00 p.m. unless otherwise directed by Council.

LOCATION:
Regular Council Meetings and Committee of the Whole Meetings will be held in Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

The next Organizational Meeting will be held on October 28, 2026, in accordance with the *Municipal Government Act.*

Please note, the first meeting in July will be July 8th as July 1st is Canada Day.

KEY ISSUE(S)/CONCEPT(S):

The key issue is whether Council wishes to adopt the proposed schedule for Regular Council Meetings and Committee of the Whole Meetings.

Pursuant to the *Municipal Government Act,* Council may adopt a meeting schedule for the upcoming year by resolution.

Section 8.2 in the Council Procedure Bylaw states:
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. Administration has also not included a date for a Committee of the Whole Meeting on November 12, given that this falls during the Alberta Municipalities Convention.

Section 5.1 in the Council Procedure Bylaw states:
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.

DESIRED OUTCOMES:

The desired outcome is for Council to adopt the 2025-2026 meeting schedule, which will give predictability to Council, staff, and the public.

COMMUNICATIONS:

Once approved, the Town of Strathmore's Meeting Schedule for November 5, 2025 - October 21, 2026 will be published on the Town of Strathmore's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may approve the recommendation.
2. Council may refer this matter to a Committee of the Whole for further discussion.
3. Council may recommend changes to the proposed meeting schedule.

ATTACHMENTS:

Attachment I: Town of Strathmore Meeting Schedule for November 5, 2025 - October 28, 2026

Veronica Anderson, Legislative Services Officer	Approved - 16 Sep 2025
Johnathan Strathdee, Manager of Legislative Services	Approved - 06 Oct 2025
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 23 Oct 2025
Kevin Scoble, Chief Administrative Officer	Pending

TOWN OF STRATHMORE'S COUNCIL MEETING SCHEDULE

NOVEMBER 5, 2025 – OCTOBER 28, 2026*

Regular Council Meetings

November 5, 2025
November 17, 2025 (Community Funding Delegation Night)
November 19, 2025
November 20, 2025 (Budget Meeting)
November 25, 2025 (Budget Meeting)
November 26, 2025 (Budget Meeting)
December 3, 2025
December 17, 2025
January 21, 2026
February 4, 2026
February 18, 2026
March 4, 2026
March 18, 2026
April 1, 2026
April 15, 2026
May 6, 2026
May 20, 2026
June 3, 2026
June 17, 2026
July 8, 2026
July 22, 2026
September 2, 2026
September 16, 2026
October 7, 2026
October 21, 2026
October 28, 2026 – *Annual Organizational Meeting*

TIME:

Regular Council Meetings to be held at 6:00 p.m.*

LOCATION:

In Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

*Unless otherwise amended by Council Resolution.

TOWN OF STRATHMORE'S COUNCIL MEETING SCHEDULE

NOVEMBER 12, 2025 – OCTOBER 14, 2026*

Committee of the Whole Meetings

December 10, 2025
January 14, 2026
February 11, 2026
March 11, 2026
April 8, 2026
May 13, 2026
June 10, 2026
July 15, 2026
September 9, 2026
October 14, 2026

TIME:

Committee of the Whole Meetings to be held at 6:00 p.m.*

LOCATION:

In Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

*Unless otherwise amended by Council Resolution.

Report for Council

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: September 8, 2025

Meeting Date: October 29, 2025

SUBJECT: **Deputy Mayor Rotation Schedule 2025-2029**

RECOMMENDATION: THAT Council adopt the Deputy Mayor Rotation Schedule as follows:

- Councillor _________: October 29, 2025 - June 30, 2026
- Councillor _________: July 1, 2026 - February 28, 2027
- Councillor _________: March 1, 2027 - October 31, 2027
- Councillor _________: November 1, 2027 - June 30, 2028
- Councillor _________: July 1, 2028 - February 28, 2029
- Councillor _________: March 1, 2029 - October 19, 2029

STRATEGIC PRIORITIES:

☐ Affordable Living

☐ 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:

A published schedule for the Deputy Mayor Rotation will give internal and external stakeholders the knowledge of who will have the responsibilities for the Chief Elected Official, if the Mayor is not available.

ORGANIZATIONAL:

N/A

OPERATIONAL:

The Deputy Mayor will take the Chair if the Mayor is unable to attend or relinquishes the chair.

FINANCIAL:

N/A

POLICY:

The Deputy Mayor Rotation Schedule was recommended to be established in accordance with section 5.1(e) of Council Procedure Bylaw No. 23-17.

Pursuant to section 152(1) of the *Municipal Government Act:*
"A council must appoint one or more councillors as deputy chief elected official so that
(a) only one councillor will hold that office at any one time, and
(b) the office will be filled at all times."

IMPLEMENTATION:

The schedule will be published to ensure predictability and transparency for Council, Administration, and the public.

BACKGROUND:

During the annual Organizational Meeting, Council adopts a schedule for Deputy Mayors for the following year. To ensure a fair and equitable process, it is recommended that each Councillor hold the position of Deputy Mayor during their term of office. If Council proceeds with this method, each Councillor will be appointed as Deputy Mayor for an eight (8) month term.

KEY ISSUE(S)/CONCEPT(S):

The *Municipal Government Act* states that Council must appoint a deputy chief elected official. The Deputy Mayor will take the chair in the event that the Mayor is unavailable or relinquishes the chair.

DESIRED OUTCOMES:

The desired outcome is for the existing Deputy Mayor Rotation Schedule to be confirmed.

COMMUNICATIONS:

Should Council adopt the proposed Deputy Mayor Rotation Schedule, Administration will have the schedule posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may approve the existing Deputy Mayor Rotation Schedule.
2. Council may provide Administration further direction regarding the Deputy Mayor Rotation Schedule.

Veronica Anderson, Legislative Services Officer	Approved - 15 Sep 2025
Johnathan Strathdee, Manager of Legislative Services	Approved - 06 Oct 2025
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 15 Oct 2025
Kevin Scoble, Chief Administrative Officer	Approved - 17 Oct 2025

Request for Decision

To: Council

Staff Contact: Johnathan Strathdee, Manager of Legislative Services

Date Prepared: October 21, 2025

Meeting Date: October 29, 2025

SUBJECT: **Signing Authority**

RECOMMENDATION: THAT Council designate signing authority for all cheques from the Town of Strathmore to be signed by the Chief Administrative Officer or Director of Strategic, Administrative, & Financial Services and by the Mayor or Deputy Mayor.

STRATEGIC PRIORITIES:

☐ Affordable Living	☐ Climate Resiliency	☐ Community Development	☐ Community Wellness	☐ Economic Development	☐ Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Signing authority must be established in accordance with Council's Procedure Bylaw. This action supports financial sustainability by ensuring the appropriate checks and balances are in place.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

N/A

ORGANIZATIONAL:

There are a number of items that the Mayor or, in the absence of the Mayor, the Deputy Mayor will be granted authority to sign, either by resolution or in alignment with policy.

OPERATIONAL:

N/A

FINANCIAL:

The financial implications are limited to the preparation and presentation of this report.

POLICY:

As per Council Procedure Bylaw No. 23-17, Section 5.1(J), during the inaugural meeting, signing authorities within Council shall be determined by Council. The historic process has been for Council to designate the Mayor and, in the absence of the Mayor, the Deputy Mayor to have this authority on behalf of Council.

IMPLEMENTATION:

N/A

BACKGROUND:

As per Council Procedure Bylaw No. 23-17, Section 5.1(J), during the inaugural meeting, signing authorities within Council shall be determined by Council. Council's procedure bylaw also states that bylaws will need to be signed by the Mayor and CAO (S. 25.5) and that minutes must be signed by the Mayor and CAO (S. 17.7).

Please note, letters of support will be executed in accordance with Letter of Support Policy No. 1109.

There are some agreements where both the Mayor and CAO are required to sign. In this circumstance, that item will be brought forward to Council for consideration and, if approved, it is the responsibility of the Mayor or Deputy Mayor to execute the agreement, in conjunction with the CAO.

Historically, the Mayor/Deputy Mayor has also signed cheques and processed EFTs. Administration is in the process of developing a policy that will outline a proposed process to delegate these authorities that is in alignment with best practice for Council's future consideration.

KEY ISSUE(S)/CONCEPT(S):

For Council to consider appointing signing authorities until a policy is adopted by Council.

DESIRED OUTCOMES:

Administration recommends that Council grant signing authority to the Mayor and Deputy Mayor for the 2025-2029 term, or until a signing authority policy is adopted.

COMMUNICATIONS:

N/A

ALTERNATIVE ACTIONS/MOTIONS:

1. Council can adopt the recommended motion.
2. Council can refer this matter to a Committee of the Whole for further discussion.
3. Council can make an alternate decision amongst Council on who should have this signing authority.

Claudette Thorhaug, Legislative Services Officer	Approved - 22 Oct 2025
Johnathan Strathdee, Manager of Legislative Services	Approved - 22 Oct 2025
Kara Rusk, Director of Strategic, Administrative, and Financial Services	Approved - 23 Oct 2025
Kevin Scoble, Chief Administrative Officer	Pending

Strathmore

Request for Decision

To: Council

Staff Contact: Claudette Thorhaug, Legislative Services Officer

Date Prepared: September 4, 2025

Meeting Date: October 29, 2025

SUBJECT: **Board and Committee Appointments**

RECOMMENDATION: THAT Council direct Administration to bring Councillor board and committee appointments and public member applications for board and committee appointments to the November 5, 2025 Regular Council Meeting for consideration.

STRATEGIC PRIORITIES:

☒	☐	☐	☒	☒	☐
Affordable Living	Climate Resiliency	Community Development	Community Wellness	Economic Development	Financial Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

Council appointments to the various boards and committees allows Council to be involved in the community with organizations that align with Council's strategic priorities. Council also has a number of internal boards and committees that have been established to support with the advancement of its strategic priorities and legislative responsibilities.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Every year during the Organizational Meeting, Council adopts Councillor appointments to external and internal boards and committees. Once the appointments are made, Administration arranges for these appointments to be placed on the website for the public to access. In doing so, the community can be made aware of Council's involvement on these boards and committees.

ORGANIZATIONAL:

Appointing members of Council to various external boards and committees allows Council to be involved in the community. Some of these external boards and committees directly affect Town business as they are joint boards and committees with neighbouring municipalities.

OPERATIONAL:

N/A

FINANCIAL:

Financial implications that are tied to this report relate to staff time needed to prepare the report and staff time that is needed to support internal boards and committees, which can be significant as it can include administrative and/or internal expertise to support.

POLICY:

In accordance with section 145 of the *Municipal Government Act*, a Council may establish such Committees as Council determines necessary.

- In accordance with Town's Municipal Library Board Bylaw, Council may appoint up to two (2) members of Council to the board - Council appointed one (1) member last year.

- Pursuant to section 5.1 of Bylaw No. 22-05, Council appoints one (1) primary member and one alternate member to the Regional Emergency Management Committee.

- In accordance with Bylaw No. 23-12, Council appoints one (1) Council Member to the Family & Community Support Services (FCSS) Advisory Board.

- Newly established in 2025 is the Municipal Policing Committee, in which Bylaw No. 25-05 states that one (1) member of Council shall be appointed.

- As per Bylaw No. 23-20 each participating municipality shall appoint four (4) Council Members to the Intermunicipal Collaboration Committee.

In addition, Section 5.1 (i) and 5.1 (j) of Town's Council Procedure Bylaw states that Council will appoint members of Council and the public to the Town's various boards and committees during the Inaugural Meeting. However, Administration is recommending that the Public appointments be made during the November 5, 2026 Regular Council Meeting. Given that Council will not be sworn in at the time that the agenda package is released, the level of personal information that can be released to the Council-elect is limited due to privacy legislation. Therefore, to ensure Council has adequate time to review the applications, Administration is recommending that Council make these appointments at the November 5 Council meeting.

IMPLEMENTATION:

Once Council has appointed members to external and internal boards and committees, Administration will send a notification of each appointment to the respective board and committee for awareness.

BACKGROUND:

Council determines, amongst themselves, who they want to appoint as Council representation when filling vacancies on boards and committees.

Details on responsibilities and commitment for each Board and Committee can be found on Attachments I-V.

As per Section 5.1 (i) and 5.1 (j) of the Town's Council Procedure Bylaw, Council will appoint members of Council and the public to the Town's various boards and committees during the Inaugural Meeting. However, Administration is recommending that these Public appointments be made during the November 5, 2026 Regular Council Meeting.

KEY ISSUE(S)/CONCEPT(S):

The key issue is whether Council wishes to appoint members to external and internal boards and committees for October 29, 2025 to October 21, 2026, and to identify who those members will be.

DESIRED OUTCOMES:

The desired outcome is for Council to appoint members to external and internal boards and committees for October 29, 2025 to October 21, 2026.

Administration recommends that Council defer the public member appointments to boards and committees to the November 5, 2025 Council meeting.

COMMUNICATIONS:

The Town will post Council's appointments on the website and will contact each board and committee and confirm that appointments have been made.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.
2. Council may refer this matter to a Committee of the Whole for further discussion.
3. Council may provide further direction to Administration regarding Councillor membership to boards and committees.

ATTACHMENTS:

Attachment I: 22-05 - Regional Emergency Management Bylaw (ID 64376)
Attachment II: 22-14 - Library Board Bylaw (ID 64839)
Attachment III: 22-26 - Boards and Committees Bylaw
Attachment IV: 23-12 - Boards and Committees Bylaw Amending Bylaw (ID 71943)
Attachment V: 25-05 - Municipal Policing Committee Bylaw No .25-05 (ID 87022)
Attachment VI: 23-20 - Town of Strathmore Wheatland County Intermunicipal Collaboration Committee Bylaw (ID 74631)
Attachment VII: WHMB - Letter to Councils
Attachment VIII: Community Futures Wild Rose – Information Package

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Kara Rusk, Director of Strategic, Administrative, and Financial Services	Pending
Kevin Scoble, Chief Administrative Officer	None
Johnathan Strathdee, Manager of Legislative Services	None

BYLAW NO. 22-05
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE, AGENCY, AND PLANNING AND COORDINATING GROUP

WHEREAS the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the Town of Strathmore is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

AND WHEREAS the municipalities of the Wheatland Region wish to establish a Regional Emergency Advisory Committee, a Regional Emergency Management Agency, and a Regional Emergency Planning and Coordinating Group;

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**:

1.0. SHORT TITLE

1.1 This Bylaw may be cited as the "Regional Emergency Management Bylaw."

2.0. DEFINITIONS

2.1 In this Bylaw the following words and terms shall have the following meanings:

a) "Act" means the *Emergency Management Act,* Chapter E-6.8, RSA 2000;

b) "Council" means the Council of The Town of Strathmore;

c) "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;

d) "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;

e) "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;

f) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;

g) "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;

h) "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;

i) "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000, that council;

j) "Minister" means the Minister charged with administration of the Act;

k) "Parties" means Wheatland County, The Town of Strathmore, The Village of Hussar, The Village of Rockyford, and The Village of Standard;

l) "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional

Emergency Partnership as established by agreement between and the bylaws of the Parties;

m) "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;

n) "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster;

o) "Wheatland Regional Emergency Partnership" (WREP) means the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties; and

p) "Wheatland Regional Emergency Planning and Coordinating Group" (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.

3.0. ESTABLISHMENT OF REGIONAL EMERGENCY MANAGEMENT

3.1 Council agrees through the WREP, to establish the Committee to advise Council on the development of emergency plans and programs.

3.2 Council agrees through the WREP, to establish a Planning and Coordinating Group to guide the creation, implementation, and evaluation of WREP plans and programs and to set the direction for the WREP Agency and any of its subgroups. This does not include the power to declare, renew, or terminate a state of local emergency.

3.3 Council agrees through the WREP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Planning and Coordinating Group.

3.4 Council agrees through the WREP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 9 of this Bylaw.

4.0. ROLE OF COUNCIL

4.1 Council shall:

a) By resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;

b) Provide for the payment of expenses of its member(s) of the Committee;

c) Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Strathmore and the WREP Region;

d) Approve the Regional Emergency Management Plans and Programs as they relate to the Town of Strathmore and the WREP Region;

e) Review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and

f) By resolution appoint a DEM.

4.2 Council may:

a) by resolution appoint one (1) or more DDEM;

b) by bylaw borrow, levy, appropriate, and expend all sums required for its share of the operation of the Agency; and

c) enter into agreements with and make payments, grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.

5.0. COMMITTEE STRUCTURE

5.1 The Committee shall:

a) consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;

b) have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;

c) review the Regional Emergency Management Plan and related plans and programs on a regular basis; and

d) advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

6.0. AGENCY STRUCTURE

6.1 The Agency shall be comprised of the following persons:

a) the CAO of each municipality which is a member of WREP;

b) the DEM of each municipality which is a member of WREP; and

c) the DDEM of each municipality which is a member of WREP.

6.2 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

a) RCMP Detachment Commander or designate;

b) Fire Chiefs or designates;

c) Wheatland and District Emergency Medical Services Association Manager or designate;

d) Enforcement Services Supervisor or designate;

e) Family and Community Support Services Director or designate; Public Works Supervisor or designate;

f) Utility Manager or designate;

g) Emergency Public Information Officers or designates;

h) Emergency Social Services Manager or designate;

i) Alberta Health Services representatives or designates;

j) School Superintendent or designate;

k) Disaster Social Services Managers or designates;

l) Representative(s) from adjacent municipalities or First Nations;

m) Representatives from local business;

n) Representatives from local industry or industrial associations;

o) Representatives from Alberta Municipal Affairs;

p) Representatives from local utility companies; and

q) Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.

7.0. PLANNING AND COORDINATING GROUP

7.1 The WREP Planning and Coordinating Group shall:

a) consist of the DEM from each of the Parties, the DDEM from the Parties, and the Joint Wheatland Regional Emergency Management Coordinators. Despite a vacancy in any of these positions from time to time, the Planning and Coordinating Group shall continue to exist;

b) guide the creation, implementation and evaluation of Regional Emergency Management Plans and programs for the WREP Region;

c) determine the direction of the Agency and any of its subgroups;

d) coordinate all emergency services and other resources used in an emergency;

e) ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management Plan to act, on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:

i. once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason.

ii. in the event of an Emergency within or affecting more than one (1) municipality within the WREP Region, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC.

f) ensure someone is designated to discharge the responsibilities specified in Section 7.1 (b through e) of this Bylaw.

8.0. AUTHORITY AND POWERS

8.1 In the event of an Emergency entirely within the boundaries of and only affecting The Town of Strathmore, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 9 of this Bylaw, and the requirement specified in Section 8 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

8.2 In the event of an emergency entirely within the boundaries of and affecting only the Town of Strathmore and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 9 of this Bylaw; and the requirements specified in Section 8 of this Bylaw are hereby delegated to any two (2) or more members of the Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

9.0. STATES OF LOCAL EMERGENCY

9.1 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:

a) ensure that the declaration identifies the nature of the emergency and the area in which it exists.

b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and

c) forward a copy of the declaration to the Minister forthwith.

9.2 Subject to Section 8, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:

a) cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;

b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

c) authorize or require any qualified person to render aid of a type the person is qualified to provide;

d) control or prohibit travel to or from any area of the Town of Strathmore;

e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of the Town of Strathmore;

f) cause the evacuation of persons and the removal of livestock and personal property from any place within the Town of Strathmore that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;

g) authorize the entry into any buildings or any land, without warrant, by any person while implementing an emergency plan or program;

h) cause the demolition of removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;

i) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources, or equipment within the Town of Strathmore for the during of the state of local emergency;

j) authorize the conscription of persons needed to meet an emergency; and

k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in Section 9.2 (b through g) of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under Sections 8 and 9.

9.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.

9.4 In accordance with Section 535(2) of the Municipal Government Act, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the Municipal Government Act or any other enactment.

9.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.

9.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

a) a resolution is passed under Section 9;

b) a period of seven days has lapsed since it was declared unless it is renewed by resolution;

c) the Lieutenant Governor in Council makes and order for a state of emergency for the same area; or

d) the Minister cancels the state of local emergency for the affected area.

9.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

10.0. AGREEMENTS AND POLICIES

10.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.

10.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Agency.

11.0. SEVERABILITY

11.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

12.0. REPEAL AND EFFECTIVE DATE

12.1 Bylaw 19-05 is hereby repealed.

12.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

READ A FIRST TIME this 16th day of February, 2022.

READ A SECOND TIME this 6th day of April, 2022.

READ A THIRD AND FINAL TIME this 6th day of April, 2022.

Pat Fule

MAYOR

DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

BYLAW NO. 22-14
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE TOWN OF STRATHMORE MUNICIPAL LIBRARY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, pursuant to the Libraries Act, R.S.A. 2000, Ch. L-11,

- Council may pass bylaws providing for the establishment of a municipal library board;
- the municipal library board is a corporation that shall be known, in the Town of Strathmore, as "The Strathmore Library Board"; and
- members of the municipal library board are appointed by Council;

AND WHEREAS, the Libraries Act and Regulations govern the provision of library services within a municipality;

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

1. SHORT TITLE

1.1. This Bylaw may be referred to as the "Municipal Library Board Bylaw".

2. DEFINITIONS

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

a) "Board" means the Strathmore Library Board;

b) "Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Municipal Government Act and pursuant to the Chief Administrative Officer Bylaw;

c) "Council" means the municipal council of the Town of Strathmore;

d) "Councillor" means an individual elected to the position of Mayor or Councillor for the Town.

e) "Member" means an individual appointed as a member of the board;

f) "Pecuniary Interest" is as described in Division 6 of Part 5 of the Municipal Government Act, R.S.A. 2000, Ch. M-26, as if the provisions therein applied to Members rather than Councillors.

g) "Town" means the municipal corporation of the Town of Strathmore.

3. BOARD MEMBERSHIP

3.1. The Board shall consist of no fewer than 5 and no more than 10 members appointed by Council and shall be composed of:

a) Up to 2 members who may be Councillors;

b) All remaining members shall be residents of the Town of Strathmore

3.1. No employee of the Library or the Town shall be eligible for appointment to the Board.

3.2. The Board shall elect a chairperson and any other officers it considers necessary from among its members.

4. TERM OF OFFICE

4.1. The term of office for:

a) Councillors shall be for one (1) year starting from the time they are appointed at the annual organizational meeting;

b) Town of Strathmore resident members shall be for up to three (3) calendar years at the discretion of Council.

4.2. Members may not be appointed for more than two (2) additional consecutive terms of office unless at least two-thirds (2/3) of Council passes a resolution stating that the member may be reappointed for more than three (3) consecutive terms.

4.3. Notwithstanding the foregoing, a Member's term of office shall continue until a Member is appointed in that Member's place. However, a Member immediately ceases to be a Member if, prior to the expiry of his or her term of office:

a) Council in its reasonable discretion revokes the Member's appointment;

b) The member resigns from the Board (effective upon receipt of notice of such resignation);

c) The member fails to attend three (3) consecutive regular meetings of the board unless authorized by a resolution of the board;

d) The member ceases to be eligible pursuant to Section 3.1;

e) The Member has a Pecuniary Interest in a particular matter before the Board, has not declared the same, and has not recused him or herself from voting on the matter; or

f) In the case of a member referenced in 3.1 (a) ceases to be an elected Councillor.

4.4. When a Member ceases to be a Member in accordance with Section 4.3, Council shall, as soon as possible, appoint a successor to fill the vacancy before the remainder of the Member's term of office.

5. Meetings

5.1. The Board shall meet at least every four (4) months and at any other time it considers necessary.

5.2. A quorum at any board meeting shall be a majority of all appointed members that comprise the Board.

6. Powers and Duties

6.1. The Board will perform all duties and exercise all powers imposed upon it by the *Libraries Act* and related regulations, and any other applicable legislation or order.

6.2. The Board shall submit a proposed budget to the Town on an annual basis, and where applicable, shall align its budgeting processes and policies with that of the Town.

6.3. The Board shall annually provide the Town with a financial report in a form satisfactory to Council.

6.4. The Board on passing a Bylaw shall forthwith forward a copy of the bylaw to the Town.

7. Agreements/Understandings

7.1. In the event that the Board and the Town wish to enter into mutual agreements or memoranda of understanding, the CAO may negotiate and execute said agreements and/or memoranda on the Town's behalf, with the requirement that any resulting budget impacts must be approved by Council prior to implementation of the agreement.

8. Severability

8.1. 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.

9. **Repeal and Effective Date**

9.1. Bylaw 00-12 is hereby repealed.

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

READ A FIRST TIME this 1st day of June, 2022.

READ A SECOND TIME this 1st day of June, 2022.

READ A THIRD AND FINAL this 1st day of June, 2022.

MAYOR

DIRECTOR OF STRAGEIC, ADMINISTRATIVE AND FINANCIAL SERVICES

BYLAW NO. 22-26
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF STRATHMORE TO ESTABLISH COUNCIL COMMITTEES ALONG WITH A CODE OF CONDUCT FOR COUNCIL COMMITTEES IN THE TOWN OF STRATHMORE.

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

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

AND WHEREAS the *Municipal Government Act* authorizes Council to establish, by bylaw, a code of conduct for Council Committees;

AND WHEREAS Council considers it expedient to pass a bylaw establishing Council Committees, procedures and a code of conduct for Council Committees to ensure that there is a common understanding of the operations and acceptable ethical conduct while serving on the Town's Committees;

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

1. SHORT TITLE

1.1. This Bylaw may be cited as the "Boards and Committees Bylaw."

2. DEFINITIONS

2.1. "Adjourn/Adjournment" means the conclusion of the Committee meeting when stated by the Chair or Vice-Chair.

2.2. "Agency Representative" means a member appointed by an agency bringing a level of knowledge or expertise to a Committee.

2.3. "Agenda" means the order of items of business for any Committee meeting and the associated reports and other supporting documentation.

2.4. "Amend" means a Motion of a Committee to amend a Motion that has been made but not yet voted on.

2.5. "Chair" means the individual appointed by the voting Committee Members or Council in accordance with this Bylaw.

2.6. "Chief Administrative Officer" means the individual appointed to the position of the Chief Administrative Officer or his or her designate for the Town.

2.7. "Closed Meeting" means a Committee meeting held in the absence of the 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.

2.8. "Committee" means a Committee, Commission, Board, or other body established by Council in accordance with the *Municipal Government Act* and, in a section of this Bylaw relating to a specific Committee, it shall mean that specific Committee.

2.9. "Committee Member" means a person appointed by Council to represent the public at large.

2.10. "Composite Assessment Review Board" means the composite assessment review board(s) established pursuant to this bylaw in accordance with Section 454 of the *Municipal Government Act*.

2.11. "Consensus" means a decision-making process that seeks the agreement of most participants and also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement.

2.12. "Council" means the municipal Council governing the Town.

2.13. "Councillor" means a member of Council not including the Mayor, as the Mayor is ex-officio of all Committees. Councillors are appointed annually to act as Council's liaison to a Committee and are not entitled to vote on appointed Committees unless otherwise noted.

2.14. "Defer" means to postpone an item on an Agenda to specific date and/or time to allow for adequate time and consideration of the matter by the Committee.

2.15. "Local Assessment Review Board" means the local assessment review board(s) established pursuant to this bylaw in accordance with Section 454 of the *Municipal Government Act*.

2.16. "Majority Vote" means more than half of the votes cast by voting Committee Members, at a properly called Committee Meeting at which a Quorum is present.

2.17. "Manager of Legislative Services" means the individual in the leadership role that directly oversees the Legislative Services division for the Town.

2.18. "Mayor" means the individual elected to the position of Chief Elected Official for the Town.

2.19. "Minutes" means the record of decisions of a Committee recorded in the English language.

2.20. "Motion" means a resolution that has been moved by a Committee Member but not yet voted on.

2.21. "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act*.

2.22. "Pecuniary Interest" means a matter that could monetarily affect the Committee Member or an employer of the Committee Member or the Committee Member knows or should know that the matter could monetarily affect the Committee Member's family.

2.23. "Postpone Indefinitely" means to dispense of the pending motion without a direct vote but such a motion can be renewed at a subsequent Committee meeting.

2.24. "Recess" means to take a brief break but continue the Committee meeting afterwards.

2.25. "Recording Secretary" means the individual appointed by the Committee Members or Chief Administrative Officer for the purposes of recording minutes for the Committee in accordance with this Bylaw.

2.26. "Resolution" means a formal decision made by a Committee.

2.27. "Table" means to set a pending Motion aside temporarily to accommodate something else of immediate urgency during a Committee meeting.

2.28. "Task Force" means a Committee established for a specified period of time and for a specific purpose.

2.29. "Town" means the municipal corporation of the Town of Strathmore.

2.30. "Quorum" means the majority of all voting Committee Members.

2.31. "Withdraw" means to withdraw a Motion that has been made during a Committee meeting.

3. INTERPRETATION

3.1. The following rules apply to interpretation of this bylaw:

a) Headings, titles, and margin notes in this bylaw are for ease of reference only;

b) Gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;

c) Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and

d) References to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

4. APPLICATION

4.1. The purpose of this Bylaw is to:

a) Establish Council appointed Boards and Committees in accordance with the requirements of the *Municipal Government Act*; and

b) Establish standards for the ethical conduct of Town of Strathmore Committees.

4.2. This Bylaw applies to Committee Members unless otherwise specified in this Bylaw.

4.3. Councillors appointed to Committees are subject to Council's Code of Conduct Bylaw.

5. COMMITTEES ESTABLISHED

5.1. The following Committees are established:

a) Assessment Review Board

b) Subdivision and Development Appeal Board

c) Community Improvement Program Committee

6. TASK FORCE

6.1. Council may establish a task force, by resolution, for the purposes of reviewing a specific issue or issues within a specific timeline.

6.2. A Committee may make a recommendation to Council to establish a Task Force.

6.3. The Chief Administrative Officer will develop a Terms of Reference along with a timeline of Council reporting requirements to be adopted by a resolution of Council. This Terms of Reference shall have the same force and effect as if adopted by this Bylaw.

6.4. A Task Force is disbanded at the next Organizational Meeting unless otherwise approved by Council.

7. POWERS OF COMMITTEES

7.1. A Committee provides a forum for examining timely issues by considering topics relevant to its mandate that come from Council, that emerge as inquiries from the public, or that are initiated by the Committee.

7.2. The powers of the Committees established by this Bylaw include providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.

7.3. Except as otherwise specified in this Bylaw, no Committee or Committee Member has:

a) Power to pledge the credit or course of action of the Town or enter into any agreement on behalf of the Committee or the Town;

b) Power to authorize any expenditure to be charged against the Town without prior approval by Council;

c) Authority to act administratively (e.g. direct staff or set mandates outside of assigned roles); or

d) Authority to speak on behalf of the Town of Strathmore, unless authorized to do so.

7.4. Committees have the authority to form ad hoc subcommittees from among their Members, to assist them in carrying out its objectives and responsibilities under this Bylaw.

8. MEMBERSHIP

8.1. The Mayor is an ex-officio member of all Committees, meaning that the Mayor can attend these meetings and is authorized to vote in circumstances where there is a tie.

8.2. Council will establish the membership composition of Committees including whether a Committee requires a Councillor, a Citizen Representative, and/or an Agency Representative.

8.3. Unless otherwise provided for in this bylaw, Members are appointed by Council resolution.

8.4. Committee Members must be residents or business owners of the Town, unless otherwise approved by Council or specified in the committee's terms of reference.

8.5. Committee Members must be 18 years of age or older with the exception of youth members who must be between the ages of 14 and 18 years.

8.6. Town staff may not sit as a voting member on a Committee.

8.7. Each Committee shall only have one member of an immediate family unit (i.e. spouse/partner, parent, grandparent, sibling, or child) serving on it at one time to ensure that there is a diverse range of views and perspectives.

8.8. Former Committee Members, Councillors and Town staff may apply for appointment to a Committee after a two-year hiatus from that capacity.

8.9. Core competencies will be considered with each Committee appointment to ensure Committees have the skillsets necessary to carry out their mandates.

9. TERMS OF APPOINTMENT

9.1. Unless otherwise stated in the Bylaw, Members are appointed at the annual Organizational Meeting of Council as follows:

a) Term appointments shall begin on November 1st and end on October 31st of the specified year.

b) Councillors are appointed for one-year terms which shall be reviewed annually and extended at the Organizational Meeting.

c) Councillors are not entitled to vote on Committees unless otherwise noted in this or any other Bylaw.

d) Committee Members are appointed in staggered terms of one-year, two-year or three-year terms, or as otherwise specified to ensure there is a mix of experienced and new Committee Members.

e) The individual representing an Agency as its Agency Representative, shall be selected and appointed by the Agency for one-year terms.

f) Where a Committee Member dies, resigns or ceases to be a Committee Member prior to the expiration of their appointment, Council may appoint a replacement for the remainder of that term but has no obligation to do so if the Committee has enough Committee Members to meet or exceed Quorum.

g) A Committee Member may resign from a Committee at any time by giving written notice to Council by submitting it in writing to:

Town of Strathmore Council
c/o Manager of Legislative Services
P.O Box 2280
1 Parklane Drive
Strathmore, AB T1P 1K2
E-mail: lsadmin@strathmore.ca

h) A Committee Member ceases to be appointed as a Committee Member if he or she becomes an employee of the Town.

i) By resolution, Council may remove any Committee Member from a Committee at any time.

j) Council may alter the terms of appointment of any Committee Member.

10. ATTENDANCE AT COMMITTEE MEETINGS

10.1. A Committee Member who is absent from three consecutive regular meetings of the Committee ceases to be a Committee Member as of the date of the third meeting unless such the member receives written permission from the Chair of the Committee.

10.2. Any person who ceases to be a Committee Member due to unauthorized absences is eligible for reappointment in the future but not for the unexpired portion of the term which is forfeited.

10.3. When a Committee Member is absent for three consecutive regular meetings of the Committee, the Chair or Recording Secretary must notify Legislative Services and the Town will notify the Committee Member in writing that the individual has ceased to be a Committee Member.

10.4. The Town will notify in writing the applicable Agency if an Agency Member is absent from three consecutive meetings.

11. CHAIR AND VICE CHAIR

11.1. The Chair will:

a. Be chosen annually after the Organizational Meeting of Council or as required, among the voting Committee Members, unless otherwise specified in this Bylaw;

b. Preside over and be responsible for the conduct of Committee meetings in accordance with this Bylaw;

c. Vote on matters before the Committee unless unauthorized to vote in accordance with this Bylaw and the *Municipal Government Act;*

d. Ensure that the minutes from previous meetings are approved by the Committee and provided to the Town's Manager of Legislative Services for inclusion in Council's Agendas;

e. Vote on matters submitted to the Committee unless otherwise disqualified.

11.2. A Vice Chair may be chosen annually after the Organizational Meeting of Council, or as required from among the voting Committee Members, unless otherwise specified in this Bylaw and will:

a. Assume the duties of the Chair in the absence of the Chair or where the Chair is unable to act.

12. COMMITTEE MEETINGS

12.1. At the first meeting of each Committee following the annual Organizational Meeting, the Committee will:

a) Appoint a Chair and, if necessary, a Vice Chair;

b) Appoint a Recording Secretary (unless a Recording Secretary has been appointed by the Chief Administrative Officer);

c) Establish a schedule of meetings, with the exception being the Assessment Review Board and Subdivision and Development Appeal Board; and

d) Review this Bylaw and associated Terms of Reference.

12.2. The Town will advertise all Committee meetings by posting notice of the dates, times and locations on the Town's website, along with the agendas and minutes as they are prepared in accordance with this Bylaw.

12.3. The Chair or Staff Liaison must inform Legislative Services of when and where the meetings are to be held with sufficient time to provide notice to the public in accordance with this Bylaw.

12.4. The Chair shall give notice of meetings to Committee Members by e-mailing Committee Members at the e-mail address provided by the Committee Member.

12.5. Special meetings may be called by the Chair or in the Chair's absence, the Vice Chair, by providing the Committee Members and Legislative Services with 24 hours' notice.

12.6. Committees shall meet in public unless the nature of the issues being discussed requires the Committee to go into a Closed Meeting in accordance with the *Municipal Government Act* and/or *Freedom of Information and Protection of Privacy Act*. The applicable section of the *Municipal Government Act* and/or *Freedom of Information and Protection of Privacy Act* must be stated on the Agenda.

13. ELECTRONIC COMMUNICATIONS

13.1. A Committee Meeting may be conducted by means of electronic or other communications in accordance with the *Municipal Government Act*.

13.2. Committee Members participating in a Committee Meeting held by means of electronic or other communications means are deemed to be present.

13.3. For transparency purposes, any Committee Members attending meetings via phone must verbally indicate their attendance for the record.

14. COMMITTEE AGENDA AND MINUTES

14.1. An Agenda must be prepared before every meeting and distributed to all Committee Members. Each Agenda must outline the items that will be discussed. At each meeting, the first order of business is to adopt the Agenda through Resolution. At this time, Committee Members may make changes to the Agenda which must be addressed prior to the vote being called. There is no requirement to have a motion to call the meeting to order or to Adjourn.

14.2. Agendas must be sent to the Town's Legislative Services division no later than two (2) business days prior to a meeting being held so that they can be made available to the public.

14.3. The Recording Secretary is to include the Minutes on the proceeding Committee Agenda for Committee Members to review, amend as necessary and adopt.

14.4. Minutes must include the following information:

a) Date, time and location (including room name) of the meeting;

b) Attendance of Committee Members, including which Committee Members were present and absent;

c) Decisions made regarding each Agenda item in the form of a Resolution. Resolutions must include the Committee Member who moved the Resolution and whether the Motion is carried or defeated but does not require a seconder.

d) If any Committee Member left the room, at what time and the time they returned; and

e) Statements of conflict of interest and pecuniary interest as outlined in Section 25 & 26 of this Bylaw.

14.5. The Recording Secretary must provide a copy of the Minutes to Legislative Services within 10 days of them being approved for inclusion on the Council agenda.

15. CLOSED MEETINGS

15.1. Committee Members shall keep all Closed Meeting discussions confidential, except where required to disclose that information by law.

15.2. All recommendations to Council shall be made by Resolution in the public portion of the meeting.

15.3. Committee Members must return to Administration any confidential information provided during a Closed Meeting at the conclusion of the Closed Meeting so that it is managed in accordance with the Town's Records Management Bylaw.

15.4. E-mails containing any confidential information must be permanently deleted from the Committee Member's e-mail.

15.5. Confidential information includes, but is not limited to:

a) Information in the possession of the Town of Strathmore that is prohibited from being disclosed pursuant to legislation, court order or by contract;

b) Information that is required to remain confidential pursuant to the *Freedom of Information and Protection of Privacy Act* or other legislation;

c) Any other information that pertains to the business of the Town of Strathmore and is generally considered to be of a confidential nature, including:

i. The security of municipal employees or property;

ii. A proposed or pending acquisition or disposition of land or other property;

iii. A tender that has or will be issued but has not yet been awarded;

iv. Contract negotiations;

v. Employment and labour relations;

vi. Draft documents and legal instruments, including reports, policies, bylaws and resolutions that have not yet been considered in an open session;

vii. Law enforcement matters;

viii. Litigation or potential litigation, including matters before administrative tribunals; and

ix. Advice that is subject to solicitor-client privilege.

15.6. Committee Members who have collected, used or disclosed confidential information in contravention of the *Freedom of Information and Protection of Privacy Act* must be proactively reported to Administration so that it may be reviewed and, as necessary, reported to the Office of the Information and Privacy Commissioner for further review.

16. QUORUM

16.1. If Quorum, as defined in the *Municipal Government Act*, is not present within fifteen (15) minutes after the time fixed for a Committee Meeting, the Recording Secretary shall record the names of the Members present and the Committee Meeting shall stand Adjourned until the next scheduled meeting date.

16.2. If Quorum is lost after the Committee 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 Committee Meeting shall stand Adjourned.

16.3. Whenever a vote on any matter before Committee cannot be taken because of a loss of a Quorum resulting from any abstention allowed or required by statute or this bylaw, then the matter shall be the first business item to proceed with at the next scheduled Committee Meeting.

16.4. If a Quorum is lost for any reason other than the aforementioned reasons, the Committee Meeting is Adjourned.

17. MOTIONS

17.1. During the discussion of any item on an Agenda, a Committee Member may make a motion related to the item.

17.2. A motion does not need to be made prior to the discussion of an item listed on an Agenda.

17.3. All motions must be moved by a Committee Member.

17.4. A recommendation in a report does not constitute a Motion until a Committee Member has expressly moved it.

17.5. The Chair may speak to a Motion at any time after it has been moved.

17.6. When a matter is under debate, a Committee may:

a) Put the matter to a vote;

b) Amend any Motion that is being debated;

c) Defer the item;

d) Table the matter until a specified time;

e) Recess; or

f) Withdraw a Motion that has been made but not yet voted on.

17.7. The individual who moved the Motion may Withdraw the Motion without permission of the Committee prior to the beginning of debate.

17.8. All amendments to a motion that has been moved shall be voted on in accordance with this Bylaw.

17.9. A Motion may not:

a) Have the effect of contravening any applicable law; or

b) Exceed the mandate of the Committee.

17.10. There is no requirement to make a motion to Call the Question or Adjourn a Committee meeting.

18. VOTING PROCEDURE

18.1. The Majority Vote of those Committee Members present and voting constitutes the formal decision of any Committee.

18.2. Each voting Committee Member present must only vote once on each Motion, unless the Committee Member is required or permitted to abstain from voting under the *Municipal Government Act* or the Conflict of Interest or Pecuniary Interest provisions of this Bylaw.

18.3. Otherwise, votes on all Motions are taken as follows:

a. A Committee Member puts forward a Motion for a decision;

b. The Chair opens up debate on the Motion;

c. The Chair puts the Motion to a vote;

d. Committee Members vote by a show of hands; and

e. The Chair declares the result of the vote which in turn becomes a Resolution.

18.4. A Motion is considered carried when there is a Majority Vote in favour of the Motion.

18.5. A Motion is considered defeated when the majority of voting Committee Members who are present vote against the Motion or if the vote is tied and the Mayor is not present to break the tie.

18.6. A Committee Member may request a recorded vote. In the event of a recorded vote, each Committee Member must vote verbally and the Chair shall vote last. The Recording Secretary must record the vote, indicating Committee Members in favour and opposed.

19. RULES OF PROCEDURE

19.1. A Committee may establish a subcommittee(s) to review a specific issue or issues and make recommendations back to the Committee.

19.2. Except as outlined in this Bylaw, if applicable, Committees may establish their own additional standards but, in doing so, they shall have regard for the principles of procedural fairness and ensure that any additional standards do not conflict with the letter, spirit or intent of this Bylaw.

20. TOWN ADMINISTRATIVE SUPPORT

20.1. The Chief Administrative Officer may provide staff liaison(s) as required, to Committees to assist Committees to fulfill their mandate. Staff liaison(s) may include:

a) Staff Liaison(s) - Town staff, who have knowledge related to the Committee mandate and who work in an area related to the terms of reference of the Committee:

   i. Are expected to attend all meetings of the Committee to which they are assigned;

   ii. Work with the Chair and/or Recording Secretary in developing the meeting Agendas;

   iii. Provide advice and expertise in regard to municipal services, legislative, regulatory, industry best practices and policy to the issues being considered;

   iv. Coordinate the attendance of other Town staff to attend the meeting to provide background and other information on the topics on the Agenda;

   v. Provide administrative recommendations as required; and

   vi. Develop an annual orientation for each Committee in conjunction with Legislative Services.

b) Administrative Support – Town staff who work in an area related to the terms of reference of the Committee and who provide administrative and Recording Secretary support:

   i. Are expected to attend all meetings of the Committee to which they are assigned;

   ii. Work with the Chair to compile and distribute Committee Agendas;

   iii. Provide procedural support and expertise to meeting processes, including:

      (a) Drafting Resolutions;

      (b) Recording Resolutions and action items of Committees;

      (c) Ensuring processes are followed as per this Bylaw;

      (d) Prepare written minutes of all meetings and distribute such minutes;

      (e) Assist with the orientation of new Committee Members of the Committee in conjunction with Legislative Services.

21. REPRESENTING THE TOWN OF STRATHMORE

21.1. Committee Members are expected to:

a) Act honestly and serve in good faith the welfare and interests of the Town of Strathmore as a whole;

b) Perform their functions and duties in a conscientious manner and with integrity, accountability and transparency; and

c) Conduct themselves in a professional manner and make every effort to participate diligently in meetings.

22. ALIGNMENT TO TOWN BYLAWS, POLICIES, AND PROCEDURES

22.1. Committee Members must ensure that any action taken by a Committee aligns with the Town's bylaws, policies and procedures.

23. COMMITTEE COMMUNICATIONS AND BRANDING

23.1. All Committees are subject to the Town's communications and branding policies. Should a Committee wish to create promotional materials about their projects or initiatives, or should they wish to pursue promotional materials on behalf of the Town, the Committee must consult with the Town's Communications division. All public materials that have Town dollars invested into them (including staff time) must be approved by the Chief Administrative Officer prior to printing, posting or distribution.

24. RESPECTFUL INTERACTIONS WITH COUNCIL, THE PUBLIC, ADMINISTRATION AND OTHER COMMITTEE MEMBERS

24.1. Committee Members must act in a manner that demonstrates fairness, respect for individual differences and opinions and an intention to work together for the common good and to further the public interest.

24.2. Committee Members must treat Town of Strathmore Council, staff, the public and other Committee Members with courtesy, dignity and respect.

24.3. Any abuse, bullying, intimidation or discrimination by a Committee Member to Town of Strathmore Council, staff, the public and other Committee Members will not be tolerated and may result in the Committee Member being immediately removed by Council.

24.4. Committee Members will ensure that their behaviour aligns with the Town's respectful workplace policies and will not speak disrespectfully about the Town, Council, other Committee Members or Administration.

25. CONFLICT OF INTEREST

25.1. Where a Committee Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the Committee Member must excuse themselves from discussion, consideration and voting on the matter by:

a) Declaring that they have a conflict of interest;

b) Describing in general terms the nature of the conflict of interest; and

c) Leaving the room for the entire debate and discussion regarding the particular item.

25.2. The Recording Secretary must make a record in the meeting Minutes of the conflict of interest including the time in which the Committee Member left the room and the time in which they returned.

25.3. For the purposes of this provision, a Committee Member has a conflict of interest in respect of a matter before the Committee when he or she is of the opinion that:

a) He or she has a personal or professional interest in the matter which would conflict with his or her obligation as a Committee Member to fairly consider the issue; or

b) In the opinion of the Committee Member, substantial doubt as to the ethical integrity of the Committee Member would be raised in the minds of a reasonable observer if that Committee Member were to participate and vote on that issue.

25.4. Failure to declare conflicts of interest, or any attempts to further personal or professional interests, may result in the immediate removal by Council of the individual from the Committee.

26. PECUNIARY INTEREST

26.1. The provisions of this Bylaw and the *Municipal Government Act* regarding Pecuniary Interest apply to Committee Members.

26.2. Where a Committee Member is of the opinion that they have a Pecuniary Interest in respect of a matter before the Committee, the Committee Member must excuse themselves from discussion, consideration and voting on the matter by:

a) Declaring that they have a Pecuniary Interest;

b) Describing in general terms the nature of the Pecuniary Interest; and

c) Leaving the room for the entire debate and discussion regarding that particular item.

26.3. The Recording Secretary must make a record in the meeting Minutes of the Pecuniary Interest including the time in which the Committee Member left the room and the time in which they returned.

26.4. Failure to declare a Pecuniary Interest may result in the immediate removal by Council of the individual from the Committee.

27. IMPROPER USE OF INFLUENCE

27.1. Committee Members must not use the authority or influence of their position for any purpose other than to exercise their duties.

28. USE OF MUNICIPAL RESOURCES

28.1. Committee Members must use municipal property, equipment, services, supplies and resources only for their official duties, subject to the following limited exceptions:

a) Committee Members may use municipal property, equipment, services, supplies and resources that are available to the public for personal use in accordance with the same terms and conditions as the public, including payment of any applicable fees or charges.

29. REQUIRED TRAINING

29.1. Committee Members must attend any training that is legislatively required. Failure to do so within a period of six months from the date of appointment or renewal of appointment will result in the Committee Member being deemed to have resigned from that Committee.

29.2. Any person who ceases to be a Committee Member due to incomplete training is eligible for reappointment in the future but not for the unexpired portion of the term which is forfeited.

29.3. In these circumstances, the Town will notify the Committee Member in writing that the individual has ceased to be a Committee Member.

30. REPORTING TO COUNCIL

30.1. The Committee shall report on key and/or major Committee activities during the "Board & Committee Reports" portion of the Regular Meetings of Council and must report to Council a minimum of once per year.

30.2. Committee minutes shall be submitted for inclusion in the Regular Council Agenda Packages as soon as possible after the meeting.

31. REVIEW OF BYLAW

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

32. SEVERABILITY

32.1. 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.

33. REPEAL AND EFFECTIVE DATE

33.1. Bylaws 10-03 and 19-04 and amendments thereto have been repealed.

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

READ A FIRST TIME this 5th day of October, 2022.

READ A SECOND TIME this 5th day of October, 2022.

READ A THIRD AND FINAL TIME this 5th day of October, 2022.

Pat Fule

MAYOR

DIRECTOR OF STRATEGIC, ADMINISTRATIVE, AND FINANCIAL SERVICES

Schedule 'A'

LOCAL AND COMPOSITE ASSESSMENT REVIEW BOARD

MANDATE

The Assessment Review Boards shall carry out the duties and responsibilities as set out in the *Municipal Government Act*.

COMMITTEE STRUCTURE

The Local Assessment Review Board shall consist of:

- Three (3) members of the public at large who have successfully completed a training program set out by the Minister

The Composite Assessment Review Board shall consist of:

- Two (2) members of the public at large who have successfully completed a training program set out by the Minister
- One (1) member appointed by the Province of Alberta

ADMINISTRATIVE RESOURCES

The Chief Administrative Officer for the Town shall designate one or more person(s) to act as the Clerk of the Assessment Review Boards.

QUORUM

Where a panel of the Local Assessment Review Board consists of three (3) Members, a quorum is two (2) Members.

Where a panel of the Composite Assessment Review Board consists of three (3) Members, a quorum is two (2) Members, one (1) of whom must be a provincial member.

TERM

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

AUTHORITY

The Board is authorized to make decisions under the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation* in respect of assessment and taxation complaints.

REMUNERATION

Remuneration for Assessment Review Board Members participating in hearing or training shall be as follows:

Time (per day)	Remuneration
2 hours or less	$100.00
4 Hours or less	$200.00
More than 4 Hours	$250.00

Travel reimbursement for costs incurred to attend the required Assessment Review Board Training shall be at the rates in effect at the time for Town of Strathmore employees.

SUPPORTING DOCUMENTS

- *Municipal Government Act*

MEETING SCHEDULE

Hearings are scheduled in accordance with the *Municipal Government Act* guidelines.

Schedule 'B'

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

MANDATE

To hear and determine appeals on behalf of the Town in respect to decisions of a Subdivision Authority or Development Authority.

COMMITTEE STRUCTURE

The SDAB shall consist of:

- Up to five (5) individuals as members appointed by Council
- One (1) member of the Board who is appointed by Council as chair for a one-year term
- All members must complete the prescribed training as indicated in the Subdivision and Development Appeal Board Regulation
- No person who is an employee of the Town or member of Council.

ADMINISTRATIVE RESOURCES

The Chief Administrative Officer for the Town shall designate one (1) or more person(s) to act as Clerk for the Subdivision and Development Appeal Board .

QUORUM

Three (3) members shall constitute a quorum of the Board.

TERM

Members will be appointed for one (1) year terms, up to a maximum of four (4) consecutive years.

REMUNERATION

Remuneration for Subdivision and Development Appeal Board Members participating in hearing or training shall be as follows:

Time (per day)	Remuneration
2 hours or less	$100.00
4 Hours or less	$200.00
More than 4 Hours	$250.00

Travel reimbursement for costs incurred to attend the required Subdivision and Development Appeal Board Training shall be at the rates in effect at the time for Town of Strathmore employees

AUTHORITY

The Board has those powers and duties as set out in the *Municipal Government Act*, the Subdivision and Development Appeal Board Regulation.

SUPPORTING DOCUMENTS

- *Municipal Government Act*
- *Subdivision and Development Appeal Board Regulation*

MEETING SCHEDULE

Hearings are scheduled in accordance with the *Municipal Government Act*.

Schedule 'C'

COMMUNITY IMPROVEMENT PROGRAM COMMITTEE

MANDATE

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

COMMITTEE STRUCTURE

The Community Improvement Program Committee will consist of:

- A Chair elected by committee members at the first meeting following the Town's organizational meeting
- Up to five (5) individuals as members appointed by Council

Preference will be given to applicants who:

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

ADMINISTRATIVE RESOURCES

The Town will provide up to two (2) staff members to provide support to the committee.

QUORUM

Three (3) members shall constitute a quorum of the Board.

TERM

Members will be appointed for a term of up to two (2) years, up to a maximum of three (3) consecutive terms.

AUTHORITY

The Committee is given the authority to make recommendations related to the Community Improvement Program in accordance with Policy No. 7204.

SUPPORTING DOCUMENTS

- Community Improvement Program Policy No. 7204

MEETING SCHEDULE

The Committee will meet within sixty (60) days of receiving an application for funding.

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

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

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

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

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

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

1. SHORT TITLE

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

2. AMENDMENTS

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

3. EFFECTIVE DATE

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

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

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

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

MAYOR

DIRECTOR OF STRATEGIC, ADMINISTRATIVE,
AND FINANCIAL SERVICES

Schedule 'A'

Family & Community Support Services Advisory Board

MANDATE

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

COMMITTEE STRUCTURE

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

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

Preference will be given to applicants who:

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

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

ADMINISTRATIVE RESOURCES

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

QUORUM

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

TERM

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

AUTHORITY

The FCSS Advisory Board shall:

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

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

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

SUPPORTING DOCUMENTS

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

MEETING SCHEDULE

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

BYLAW NO. 25-05

THE TOWN OF STRATHMORE

IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL POLICING COMMITTEE.

WHEREAS the Municipal Government Act, R.S.A 2000 c. M-26 provides that a municipality may pass bylaws in relation to services provided by or on behalf of the municipality.

AND WHEREAS the Police Act, R.S.A. 2000, c. P-17 and regulations as amended, provide that a municipality which has entered into an Agreement with the Federal Government for the provision of police service through the Royal Canadian Mounted Police, shall by bylaw establish a Municipal Policing Committee;

AND WHEREAS the objective of the Committee is to act as a liaison between Council, the R.C.M.P., Strathmore Municipal Enforcement and the residents of Strathmore to foster ongoing collaboration between parties; encouraging continued co-operation in the preservation of a safe and secure community.

AND WHEREAS the Council of the Town Strathmore, by the Bylaw, shall prescribe the rules and regulations governing proceedings and meetings of the Municipal Policing Committee;

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 "Municipal Policing Committee" Bylaw.

2. DEFINITIONS

2.1 "Act" means the Municipal Government Act RSA 2000 c. M-26 and regulations made under the Municipal Government Act;

2.2 "Agreement" means the Agreement between the Town of Strathmore and the Government of Canada for the provision of police services for the Town;

2.3 "Bylaw" means the Municipal Policing Committee Bylaw of the Town, as may be amended or repealed and replaced from time to time;

2.4 "Chair" means the individual elected as per the Police Act section 23(9);

2.5 "Chief Administrative Officer (CAO)" means the person appointed to the position of Chief Administrative Officer for the Town or his or her designate.

2.6 "Chief Elected Official" means the chief elected official as defined in section 1(1)(d) of the Municipal Government Act;

2.7 "Committee" means the Town of Strathmore Municipal Policing Committee;

2.8 "Council" means the Council of the Town of Strathmore, in the Province of Alberta;

2.9 "Councillor" means an elected member of Council of the Town of Strathmore;

2.10 "Director of Community and Protective Services" means the person appointed to that position by the Town's Chief Administrative Officer (CAO) and includes any person that the Director may appoint as their designate for the purpose of carrying out the Director's responsibilities under this Bylaw;

2.11 "Member" means a person appointed pursuant to the Municipal Policing Committee;

2.12 "Officer In Charge" means the Officer In Charge of the local R.C.M.P. detachment in the Town of Strathmore;

2.13 "R.C.M.P." means the Royal Canadian Mounted Police force or any member of that police force as the case may require;

2.14 "Town" means the Town of Strathmore, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

2.15 "Youth Representative" means an individual between the age of 16 and 18.

3. DUTIES AND RESPONSIBLILTIES

3.1 The overall objectives of the Municipal Policing Committee are to act as a liaison between Council, the R.C.M.P. Detachment, and the citizens of the Town of Strathmore to foster responsible community actions towards the creation of a safe secure community. The Committee shall endeavor to do this by maintaining an environment which allows public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:

a. Oversee the agreement between the Town and the Government of Canada for the services of the R.C.M.P.;

b. Represent the interests and concerns of the public and of Council to the Officer In Charge;

c. Develop a yearly plan of priorities and strategies for municipal policing in consultation with the Officer In Charge;

d. Develop a community safety plan in conjunction with the local R.C.M.P. detachment and Chief Elected Official including a plan for collaboration between community and community agencies, and providing the community safety plan annually, or on request to the Minister;

e. Assist in the selection of the Officer In Charge;

f. May appoint a Public Complaint Director; and

g. Report annually, or on request, to the Minister on the implementation of and updates to the programs and services to achieve the priorities of the R.C.M.P.

3.2 The Committee will present the community safety plan to Council for adoption annually.

4. TERM

4.1 Committee members may be appointed to the Municipal Policing Committee to terms of up to three (3) years but not less than two (2) years.

5. COMPOSITION OF THE COMMITTEE

5.1 The Committee shall consist of a maximum of five (5) members who shall be appointed by resolution of Council as follows:

a. One (1) member of Council; and

b. Four (4) Members of the public at-large, where one (1) position may be designated for a youth representative.

5.2 The Officer in Charge, or their designate, shall attend the Committee meetings in an advisory and non-voting capacity.

5.3 The Director of Community & Protective Services, or their designate, shall attend the Committee meetings in an advisory and non-voting capacity.

5.4 A member of Legislative Services shall attend all Committee meetings, providing procedural and clerical support.

5.5 The Mayor is an ex officio member of the committee.

5.6 The term and appointment of the Council Committee member terminates on that member ceasing to be a member of Council, or at such time Council appoints a new Council Committee member.

5.7 The term of any public member may be extended by a special resolution of Council but shall not exceed six (6) consecutive years.

5.8 Where a member ceases to be a member of the Committee before the expiration of their term, Council may appoint another eligible person for the remainder of that term.

5.9 All members appointed to the Committee shall:

a. Take the Oath of Office as prescribed in Schedule 2 of the *Police Act;*

b. Pass an enhanced criminal record review and suitability screening through the R.C.M.P.

c. Not work or be hired in any capacity with the Town of Strathmore, R.C.M.P., any Provincial or Municipal Police Force, the Provincial Attorney General's Department, or the Department of the Solicitor General of Alberta;

d. Be a Canadian citizen or landed immigrant and resident of the Town of Strathmore for at least six (6) consecutive months immediately preceding the date of advertising for applications; and

e. Be of the full age of eighteen (18) years, except for a youth representative, who shall be at least sixteen (16) years of age.

6. RESIGNATION AND REMOVALS

6.1 Any member may resign from the Committee at any time upon sending written notice to the Council to that effect.

6.2 Council may terminate a member's appointment to the Committee at any time, and particularly when the member:

a. Fails to attend three (3) consecutive meetings of the Committee, unless that absence is caused through illness or is authorized in advance by resolution of the Committee;

b. Ceases to be a resident of the Town of Strathmore;

c. Is hired in a full-time, permanent capacity with the Town of Strathmore, the R.C.M.P., any Provincial or Municipal Police Force, the Provincial Attorney General's Department, or the Department of the Solicitor General of Alberta;

d. Is convicted of a crime under the Criminal Code of Canada; or

e. Fails to keep the Oath of Office, or discloses any information that jeopardizes a police operation, or police/public safety, or the confidentiality associated with the nature of policing including personnel, conduct, contracts with the R.C.M.P. and security of police operations.

7. OFFICERS OF THE COMMITTEE

7.1 The Chair and Vice-Chair of the Committee shall be elected from voting members at the first regular meeting of each year. A member of Council or an employee of the Town is not eligible to be elected as Chair or Vice-Chair of the Committee.

7.2 Excluding the Chair, all members of the Committee shall vote on every motion. The Chair shall remain neutral and only vote if there is a tie.

7.3 The Director of Community and Protective Services, or their designate, shall attend all Committee meetings. Minutes shall be prepared and submitted to the Committee for approval at the next meeting.

8. PUBLIC COMPLAINT DIRECTOR

8.1 The Committee may appoint a Public Complaint Director.

8.2 The Public Complaint Director may be:

a. A member of the Committee other than a member of the Council;

b. An employee of the Town; or

c. Another person, other than a member of the Council, who in the opinion of the Committee is qualified to serve in the capacity.

8.3 The Public Complaint Director shall:

a. Receive complaints against police officers from the public and refer them to the Officer In Charge under *Police Act, RSA 2000, section 43(1);*

b. Act as a liaison between the Committee and the Officer In Charge, and the complainant as applicable; and

c. Perform the duties assigned by the Committee and under the Police Act in regard to public complaints.

8.4 Should the Public Complaint Director position not be appointed, all complaints will be directed to the Officer In Charge.

9. MEETINGS

9.1 The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.

9.2 Special meetings may be called by the Chairperson or, in their absence, the Vice Chair, by providing the members with 24-hour notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.

9.3 No less than half of the total voting members of the Committee at a meeting shall constitute a quorum. If quorum is not present within thirty (30) minutes after a meeting's start time, the Chair shall record the members in attendance before the meeting is adjourned.

9.4 An agenda shall be prepared and circulated to the members prior to each Municipal Policing Committee Meeting.

9.5 Each member, excluding the Chair, shall have one vote on any motion before the Committee. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, the Chair shall vote.

9.6 Meetings of the Municipal Policing Committee shall be open to the public, but all matters relating to personnel, conduct, contracts with the R.C.M.P., and security of police operations shall be conducted in camera, respecting the *Freedom of Information and Privacy Act* (FOIP) as amended or repealed and replaced from time to time.

9.7 The Municipal Policing Committee may make such report to Council on matters of public concern as the Municipal Policing Committee deems are appropriate and are in the public interest. Committee minutes will be sent to Legislative Services once approved, to be included in a Town Council meeting agenda. The Municipal Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

10. SUB-COMMITTEES

10.1 The Committee may appoint sub-committees or ad hoc Committees, which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee by a single motion at any regular meeting.

11. LIMITATIONS

11.1 Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the Town.

11.2 The Committee, as a public body, must comply with Freedom of Information and Protection of Privacy (FOIP) Legislation. Personal information will be managed in accordance with FOIP legislation. Requests for information involving the Committee should be directed to the Town of Strathmore's FOIP Co-ordinator.

12. CONFLICT OF INTEREST

12.1 No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest as defined in the Act.

12.2 Members of the Committee shall not be held liable for any actions or claims or claims arising out of the exercise of the powers granted to the Committee under this bylaw.

13. SEVERABILITY

13.1 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.

14. ENACTMENT

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

READ A FIRST TIME THIS 19th day of February, 2025.

READ A SECOND TIME THIS 19th day of February, 2025

READ A THIRD AND FINAL TIME THIS 19th day of February, 2025.

Pat Fule

MAYOR

DIRECTOR OF STRATEGIC,
ADMINISTRATIVE, AND FINANCIAL SERVICES

BYLAW NO. 23-20
THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING AN INTERMUNICIPAL COLLOBORATION COMMITTEE.

WHEREAS section 145 of the *Municipal Government Act*, R.S.A 2000, c- M-26, provides that Council may pass bylaws to establish council committees and define their functions;

AND WHEREAS the municipal councils of the Town of Strathmore and Wheatland County recognize the value of ongoing communication between the two municipalities and the importance of having a mechanism of discussing matters of mutual interest;

AND WHEREAS the municipal councils have agreed on a Terms of Reference for the Intermunicipal Collaboration Committee;

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

1. SHORT TITLE

1.1 This Bylaw may be referred to as the "Town of Strathmore/Wheatland County Intermunicipal Collaboration Committee Bylaw".

2. TERMS OF REFERENCE

2.1 That the Terms of Reference in Schedule 'A' of this bylaw be adopted as the Terms of Reference for the Intermunicipal Collaboration Committee (ICC).

3. EFFECTIVE DATE

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

READ A FIRST TIME this 21st day of June, 2023.

READ A SECOND TIME this 21st day of June, 2023.

READ A THIRD AND FINAL TIME this 21st day of June, 2023.

MAYOR

CAO

Schedule 'A'

Town of Strathmore & Wheatland County

Intermunicipal Collaboration Committee
Terms of Reference

Strathmore
RURAL REIMAGINED

WHEATLAND
COUNTY

Table of Contents

1.0 Introduction

The Town of Strathmore is located within the western portion of Wheatland County, along Highway 1 and Highway 817. As the municipalities are no longer members of the Calgary Metropolitan Region Board (CMRB), the Town of Strathmore and Wheatland County are required to prepare and approve an Intermunicipal Development Plan and an Intermunicipal Collaborative Framework. To facilitate the preparation of these documents and to strengthen the working relationship between both municipalities, it was determined that the Intermunicipal Collaboration Committee could play a key role in this process as well as having an opportunity for elected officials to share information on a range of topics of interest to both municipalities.

2.0 Purpose

The purpose of the Town of Strathmore / Wheatland County Intermunicipal Collaboration Committee (the Committee) is:

a. to facilitate the working relationship between the two municipalities;

b. to facilitate the ongoing sharing of information between elected officials and staff from the two municipalities;

c. to provide a forum in which to review and discuss a range of topics of mutual interest;

d. to oversee the development of, implementation of, and amendments to the IDP and ICF; and

e. to participate in a conflict resolution process when matters cannot be resolved at the staff / administration level.

3.0 Objectives

The objectives of the Intermunicipal Collaboration Committee include:

a. establishing and maintaining working relationships with staff, administration and Council to facilitate the implementation of mutual goals;

b. maintaining positive intermunicipal relations and working towards the resolution of any intermunicipal disputes that may arise;

c. striving to understand each other's strategic interests;

d. providing direction on lands and matters of mutual interest; and

e. representing joint municipal interests to the Provincial government.

4.0 Scope

The Committee may address any item that is of interest to Committee members and is of an intermunicipal nature. The following are some examples:

a. Provincial and regional planning initiatives;

b. Sub regional matters;

c. Intermunicipal planning;

d. Intermunicipal servicing strategies

e. Transportation planning – including roads, pathways, and public transit;

f. Matters regarding growth management and annexation of land;

g. Environmental issues;

h. Shared Servicing and Cost sharing strategies.

5.0 Participants

5.1 Committee Members

a. At their respective organizational meeting, each municipality should, appoint four (4) elected officials for membership on the ICC (Committee Members).

b. Committee Members may delegate their responsibilities to another member of their respective council (an Alternate) should they be unable to attend a meeting of the Committee.

c. Only elected representatives of the Town of Strathmore and Wheatland County are considered Committee members.

5.2 Co-Chairs

a. At the first ICC meeting subsequent to the municipalities' respective organizational meetings, the Committee shall appoint two (2) Committee Members (one from each municipality) as co-chairs.

5.3 Administrative Support

a. Each municipal administration will assign administrative support staff to the Committee as required.

b. Administrative support staff are not considered Committee Members.

c. Administrative support staff may participate in Committee discussions in an advisory role.

5.4 Guests

a. The Committee may invite guests to present and/or contribute at Committee meetings.

b. Guests may include private consultants, staff or elected officials from other municipalities, representatives of organizations, the Province, or special interest groups or members of the public, as deemed appropriate by the Committee.

c. Other council members from the Town of Strathmore and Wheatland County may attend meetings at any time as observers but are not considered Committee Members unless acting as Alternate for a Committee Member.

6.0 Committee Roles and Responsibilities

6.1 Committee Members

Each Committee Member is responsible for:

a. attending scheduled meetings of the Committee or appointing an Alternate to attend in their place;

b. representing the interests of their municipality and working cooperatively to achieve the objectives of the Committee;

c. sharing information, communicating concerns and ensuring continued cooperative relations between the two municipalities;

d. reporting to and communicating from their respective councils regarding Committee business;

e. managing conflicting positions and building trust and partnership, while striving to respect viewpoints and differences between the two municipalities;

f. providing direction to administrative support staff regarding ICC projects, actions and requirements;

g. voting on motions when requested to do so by the Chair; and

h. adhering to these Terms of Reference.

6.2 Chair

The municipalities will alternate chairing meetings. The acting Chair for each meeting is responsible for:

a. confirming quorum, opening the meeting, and asking Committee Members to confirm the agenda and approve the meeting notes from the previous meeting;

b. keeping discussion on topic, facilitating the agenda, and ensuring all members of the Committee are given the opportunity to contribute; and

c. subsequent to a motion being proposed by a Committee Member, the Chair must request the Committee Members vote on the motion.

6.3 Administrative Support Staff

Staff assigned as administrative support to the Committee will alternate hosting meetings. Administrative support staff are responsible for:

a. Meeting Preparation & Coordination

   i. Coordinating together on the preparation and distribution of agendas and information packages to Committee Members at least seven (7) days in advance of the meeting.

   ii. Coordinating those wishing to present to the Committee and ensuring that the appropriate staff members from their respective municipality are available to facilitate the Committee's discussion of agenda items.

b. Information Management and Record Retention

   i. The Administrative Support Staff from the hosting municipality are responsible for drafting meeting notes, distributing notes and agendas, the general administrative and coordination of meetings, and recording Committee votes and recommendations.

   ii. Hosting staff will endeavour to have draft notes to staff from the other municipality for review one week following the meeting.

   iii. Administrative support staff from both municipalities will co-ordinate with each other to retain records of information presented to the Committee, as well as Committee agendas and meeting notes in accordance with each municipality's record retention bylaws. Only agendas and meeting notes confirmed by the Committee and items accepted by the Committee as information are to be retained.

c. Implementing Directions of the Committee

d. Staff may be directed by the Committee to prepare materials in order to facilitate projects, presentations, proposals, or communications on behalf of the ICC.

7.0 Governance

7.1 Authority

a. The ICC has no official legislative status or decision-making authority. The Committee is able to forward recommendations to the municipal councils for ratification and/or to render a formal decision.

b. The Committee may direct staff to undertake activities such as preparing letters, information packages / notices or presentations, and hosting public meetings in regards to ICC matters.

7.2 Quorum

a. Quorum is required before the Chair may open an ICC meeting.

b. Quorum is defined as a minimum of two (2) Committee Members (or a combination of Committee Members and their alternates) from each municipality being in attendance.

7.3 Decision Making and Voting

a. The operation of the ICC is based on negotiation and consensus building. However, the Committee will need to make decisions in order to provide directions to staff and give recommendations to the municipal councils.

b. Decisions are made by voting and only Committee Members are eligible to vote. Voting is done by a show of hands with the aim of establishing a consensus position.

   i. If there are an equal number of votes for and against a motion, the motion is defeated.

c. The Committee may decide during a meeting to vote on specified items via email. If the motion is not supported unanimously, the Committee Members shall use the following process:

   i. Have further discussions and put forth another motion to reach consensus.

   ii. Table the item and reconsider it at a subsequent meeting.

   iii. Decide on the item by simple majority.

8.0 Meetings

8.1 Advertising Meetings

a. ICC meetings will be advertised in accordance with the requirements of Sections 195 and 196 of the *Municipal Government Act* by each municipality in a manner of their choosing.

8.2 Scheduling Meetings

a. The Committee shall, at the first meeting held following the Organizational Meeting, confirm the dates and number of meetings for the following year. All efforts should be made to hold a minimum of four (4) regularly scheduled meetings per year.

b. Either municipality may request an additional meeting to discuss pressing matters. Additional meeting requests should be submitted to the CAO of either municipality, who will have the authority to direct staff to organize a meeting at the earliest date possible.

c. Requests for cancellation or rescheduling of meetings should also be submitted to the CAO of either municipality in writing with reasons for the cancellation. The matter can then be directed to administration to reorganize the meeting and contact all appropriate members and guests of the meeting cancellation.

8.3 Hosting and Chairing Meetings

a. Hosting and chairing of meetings will be alternated between the two municipalities. However, meetings may be held at any location deemed appropriate by the majority of Committee Members.

b. The Co-Chair (or their Alternate) from the hosting municipality will assume the duties of the Chair for a meeting.

8.4 Meeting through Electronic Communications

a. Committee members may attend an ICC 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. Members will prioritize the use of video calling when possible.

9.0 Public Accessibility

9.1 Meeting Attendance

a. All Committee meetings are open to the public to attend; however, the public may only make presentations to the Committee at the discretion of the Chair.

b. In accordance with Section 197 of the Municipal Government Act, the Committee may choose to close all or part of a meeting to the public and go into a closed session. The Committee must pass a motion unanimously for the Committee to go into closed session.

9.2 Presentations to the Committee

a. Any member of the public wishing to present a matter to the Committee shall submit a written request to either the CAO of the Town of Strathmore, or the CAO of Wheatland County at least five business days prior to the Committee meeting. Exceptions may be made at the discretion of either CAO or the Committee.

b. Presentations shall be limited to 10 minutes unless there is consent by the Committee to extend the allotted time.

c. Debate concerning matters raised during public presentations shall take place at the discretion of the Committee.

d. Information presented during the public presentation shall relate only to the subject matter for which the presentation was originally requested.

9.3 Meeting Notes

a. All approved meeting notes are available to the public upon request.

10.0 Communication Procedures

10.1 Internal Communication

a. Staff shall provide advisory support to the Committee, including background information, resources, and advice to Committee members to assist them in their role.

b. All meeting notes and other communications internal to the Committee should be distributed by staff to Committee members in a timely manner.

c. Staff shall maintain a record of all internal communications. Draft notes are not part of the Committee record; all approved notes are part of the Committee record.

10.2 External Communications

a. *Recommendation to Council:*
All recommendations to Councils as well as minutes of the matter at Council meetings should be distributed by staff to Committee members in a timely manner. Staff shall maintain a record of Recommendations to Councils, decisions, and minutes regarding Committee business.

b. The Committee's recommendations may be delivered to Councils by

   i. A joint Council meeting;

   ii. A joint presentation to individual Councils;

   iii. A joint written submission agreed to by the Committee for delivery to individual Councils; or

   iv. A combination of the above.

c. *Communications with other external groups, such as, the public, NGO's, Provincial Government departments, the press:*

d. The Committee may direct the CAOs to prepare letters, information packages/notices, presentations, or host public meetings on Committee business jointly. The development of a graphic showing logos and information from both Municipalities may be undertaken in order to facilitate communications on behalf of the Committee.

e. Committee members shall follow their respective Council Code of Conduct Bylaws.

10.3 Information received by the Committee

a. Studies, surveys, projects and other information as directed by the Committee members or considered by either members or staff as of interest to the Committee shall be collected and distributed by staff to Committee members in a timely manner and shall be maintained as part of the Committee record for future reference.

11.0 Committee Costs and Budget

a. All costs associated with the Committee shall be jointly shared between the municipalities.

b. Each municipal council shall decide which types of spending the ICC has the authority to approve and which items shall require approval by the respective councils.

12.0 Maintenance and Review of Terms of Reference

12.1 Maintenance of the Terms of Reference

a. These Terms of Reference shall be jointly maintained by Staff from both municipalities and will be reviewed and updated as required.

12.2 Approval and Amendments to the Terms of Reference

a. The Terms of Reference and amendments thereto come into effect only upon resolutions being passed by both councils.

Wheatland Housing Management Body
76 – 2nd Street
Strathmore, Alberta T1P 1J8
Vickey Cook
Chief Administrative Officer

October 9, 2025

Dear Council Members,

Re: Appointment to the Wheatland Housing Management Board of Directors

As you consider appointing a representative to serve on the Wheatland Housing Management Board of Directors, I would like to take this opportunity to respectfully remind Council of the importance of aligning nominees with the required competencies for board service.

To ensure effective governance and the continued success of Wheatland Housing, it is essential that appointed board members meet one or more of the following core competencies:

- **Governance and Leadership Experience**
- **Financial Literacy and Oversight**
- **Knowledge of Housing and Seniors' Services**
- **Strategic Planning and Policy Development**
- **Legal, Regulatory, or Risk Management Expertise**
- **Community Engagement and Communication Skills**

Appointing individuals with relevant experience and qualifications will help strengthen the board's ability to guide the organization, fulfill its fiduciary responsibilities, and serve the best interests of our communities.

We thank Council for its ongoing support and look forward to welcoming a representative who brings both commitment and the skills necessary to contribute meaningfully to the board's work.

Please feel free to reach out should you have any questions or wish to discuss the competencies further.

Sincerely,

Vickey Cook

CAO, Wheatland Housing Management Body

Phone: 403-934-3474
Extension: 229
Email: cao@whmb.ca
Website: www.wheatlandhousing.ca

Community Futures Wild Rose

101, 331 – 3 Avenue (Box 2159)
Strathmore, AB T1P 1K2

T 403 934 8888

E wildroseinfo@albertacf.com
W www.wildrose.albertacf.com

October 14, 2025

RE: Community Futures Wild Rose Information
Please direct to Mayor and Council

Dear Kevin,

In an effort to continue our commitment to economic development across the region, Community Futures Wild Rose (CFWR) is pleased to provide the following information to Municipal Administration and newly elected officials for use when selecting council representatives to serve on the CFWR Board of Directors.

Elected officials who are appointed to the CFWR Board assume a leadership role within an organization that directly influences the future growth and prosperity of the entire region.

Board members are encouraged to take a keen interest in and develop a strong understanding of the region's economic and entrepreneurial landscape, and to advocate for initiatives that strengthen regional economic development.

Attached are supporting materials that may assist councils in identifying suitable candidates for appointment to the Community Futures Wild Rose Board of Directors.

We appreciate your continued commitment to regional economic development and ask that you please share this information with your newly elected council members.

Sincerely,

CSangster

Chantale Sangster, Executive Director
Community Futures Wild Rose

Growing communities one idea at a time.

101, 331 – 3 Avenue (Box 2159)
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W www.wildrose.albertacf.com

COMMUNITY FUTURES WILD ROSE
BOARD RECRUITMENT POLICY

POLICY:

The optimal Board composition for Community Futures Wild Rose involves a consideration of the following four broad categories:

1. **SPECIFIC SKILLS AND EXPERIENCE:**

Board members, as a group, should possess a combination of skills, experience and cultural competence relevant to Community Futures Wild Rose strategic goals and the Board's oversight responsibilities. The specific skills and experience sought may change from time-to-time in keeping with changes to Community Futures Wild Rose's internal and external opportunities or challenges. Relevant skills and experience include:

- Board Experience and Board Development
- Executive Experience
- Financial Accounting
- Legal and Regulatory
- Human Resources
- Communications/Media Relations
- Understanding of Developmental Disability Sector
- Strategic Planning
- Risk Management
- Technology/Policy Development
- Strategic Management and Organizational Change
- Community Economic Development
- Business Development
- Governance Policies
- Advocacy Policies
- Grant Submissions
- Public Sector
- Private Sector
- Non-Profit Sector
- Management and/or Business Owner

2. **BOARD LEADERSHIP:**

In order for the Board to be effective, it is important that the Board include some Directors who have the necessary skills, experience and desire to fill key leadership positions on the Board including Board Chair, Vice-Chair, Secretary/Treasurer and Committee Chairs.

3. **PERSONAL CHARACTERISTICS**:

All Directors should be committed to Community Futures Wild Rose's vision, mission and values and possess the following characteristics:

- Integrity and accountability
- Demonstrated high ethical standards and integrity in personal and professional dealings, and who are willing to act on, and remain accountable for Board decisions
- Informed judgment
- Ability to provide wise, thoughtful counsel on a broad range of governance issues
- Mature confidence
- Preference for Board and team performance over individual performance
- Respect for others
- High performance standards
- A history of achievements that reflect high standards for themselves and others
- Ability to commit the time required
- No real or perceived conflicts

4. **DIVERSITY**:

Within the context of the required Board skills, consideration should be given to bringing together a diverse group of Directors with the goal of creating strong board dynamics, engaged Board discussions, and ensuring different perspectives are brought to issues.
Diversity includes diversity of backgrounds, perspectives and problem-solving approaches, and representatives within the CFWR region.

WELCOME TO COMMUNITY FUTURES WILD ROSE!

The purpose of this guide is to give you some insight into the key roles and responsibilities of a volunteer Community Futures Wild Rose Board Member and the functions of the staff of a Community Futures organization.

The Community Futures Program is federally funded and administered in Western Canada by PrairiesCan through the Prairies Economic Development Agency.

Community Futures (CF) is a community-driven economic development organization with a focus on local capacity building to facilitate growth. Established in 1985, Community Futures has a network of 269 organizations across Canada. The objectives of the Community Futures Program are to assist communities to successfully pursue diversified and competitive rural economies.

The Community Futures Program provides business loans, training and coaching, and supports community economic development projects. Our mandate is to help rural communities develop sustainably and implement local solutions for economic stability, growth and job creation.

This guide will explain some of the terminology you will hear over the next few months, and hopefully will give you a better understanding of what will be required of you as a volunteer Board or Committee Member of a Community Futures organization. You will play an important role in your community's economic development, a role that has been extremely gratifying to those who have served before you.

Community Futures Wild Rose

Community Futures Wild Rose (CFWR) is one of 27 CF offices in Alberta and serves 15 rural Alberta communities within the Wild Rose region. CFWR meets the objectives of the CF program by providing business training to assist individuals interested in self-employment or expanding their business, engaging in community based economic development strategies, as well as providing a friendly Business Development Center to assist community members with capital to start or expand their business.

Growing communities one idea at a time.

OUR BOARD

Board Members provide governance for the organization, represent it in the community, and ultimately, accept legal responsibility for it. Board Members act on behalf of their region's constituents – the citizens of the community. As a result, they have the principal responsibility for carrying out the organizations purpose and strategic objectives. Board Members accomplish their functions through attendance at regular meetings plus participation on Committees and sub-Committees. Board Members are charged with four phases of organizational development: planning, organization, operations, and audit/evaluation.

What are Committees?

Committees are the primary way for Organizations to engage the direct contribution of their Board Members. Committees are delegated authority by the Board and thus are responsible to the Board. They do much of the preliminary work (research, etc.) to take pressure off the Board and staff.

The Committees are responsible for the following activities:

- To study and report
- To recommend
- To act and promote

Committees common to many Community Futures Organizations include:

Executive Committee – made up of Chair, Vice-Chair, Secretary/Treasurer.

Investment Review Committee – made up of two Board of Directors and three members-at-large with expertise in business/financial sectors and entrepreneurship.

Personnel Committee – made up of Members from the Board of Directors (usually the Chair or Vice-Chair) and others.

Governance Committee – Periodically review and amend governing documents to meet the needs of the organization.

Sustainability Committee – to review organizational sustainability and staff succession.

Audit/Finance Committee – Review and evaluate financial position for all categories including operations, corporate services and investment fund.

ACCOUNTABILITY

What is community accountability?
Community accountability is a fundamental principle of community economic development. Without accountability to the community, the community economic development process and the organization leading this process will not reflect the needs and vision of the community.

Why have it?
Without community accountability, the community itself is not a full participant in the realization of the community's long-term vision. The Community Futures organizations across Western Canada understand this and are committed to being accountable to their communities. The annual operations plans written by each Community Futures organization clearly demonstrate active consultation with the community ranging from municipal engagement to client services feedback tools, surveys and databases.

Community accountability is comprised of the following six general areas:

Communication: "The organization will maintain a highly visible profile and will regularly and clearly communicate its plans, activities, and results."
Planning: "The organizations vision, strategic and operations plans are fundamentally driven by its communities' needs and realities."
Programs and Services: "The Programs and Services are designed and delivered in a manner which meets the communities' needs, creates self reliance and increases the capacity to manage change."
Governance: "The organization will by governed by the communities through a system which is effective, equitable, and representative of the developmental interest and needs of the communities."
Partnership Development: "The organization will work through partnerships in order to strengthen the impact of its community development activities, streamline access to services and contribute cost effectiveness."
Assessment: "The organization will regularly assess and communicate the impact of its activities on the development of the community."

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FINANCES

What role does a Board Member play?
As a volunteer Board Member, it is your responsibility to protect the integrity of the organization's finances. This means that you must ensure there are adequate finances and the money is spent responsibly. All policies and plans must be assessed against the availability of funds, and decisions made must guarantee the monies are well spent.

What does a Board Member have to do?
There are three major financial responsibilities of the Board:

1. To set financial policies
2. To delegate implementation of policies to Executive Director
3. To monitor and measure results of spending

How are financial policies set?
Board of Directors set broad financial policies, such as identifying where they want the available funding and revenues earned to be allocated. In order to set budgets and approve any spending they must first define the mission and establish the goals and objectives for the organization. This ensures there is money set aside to meet those goals.

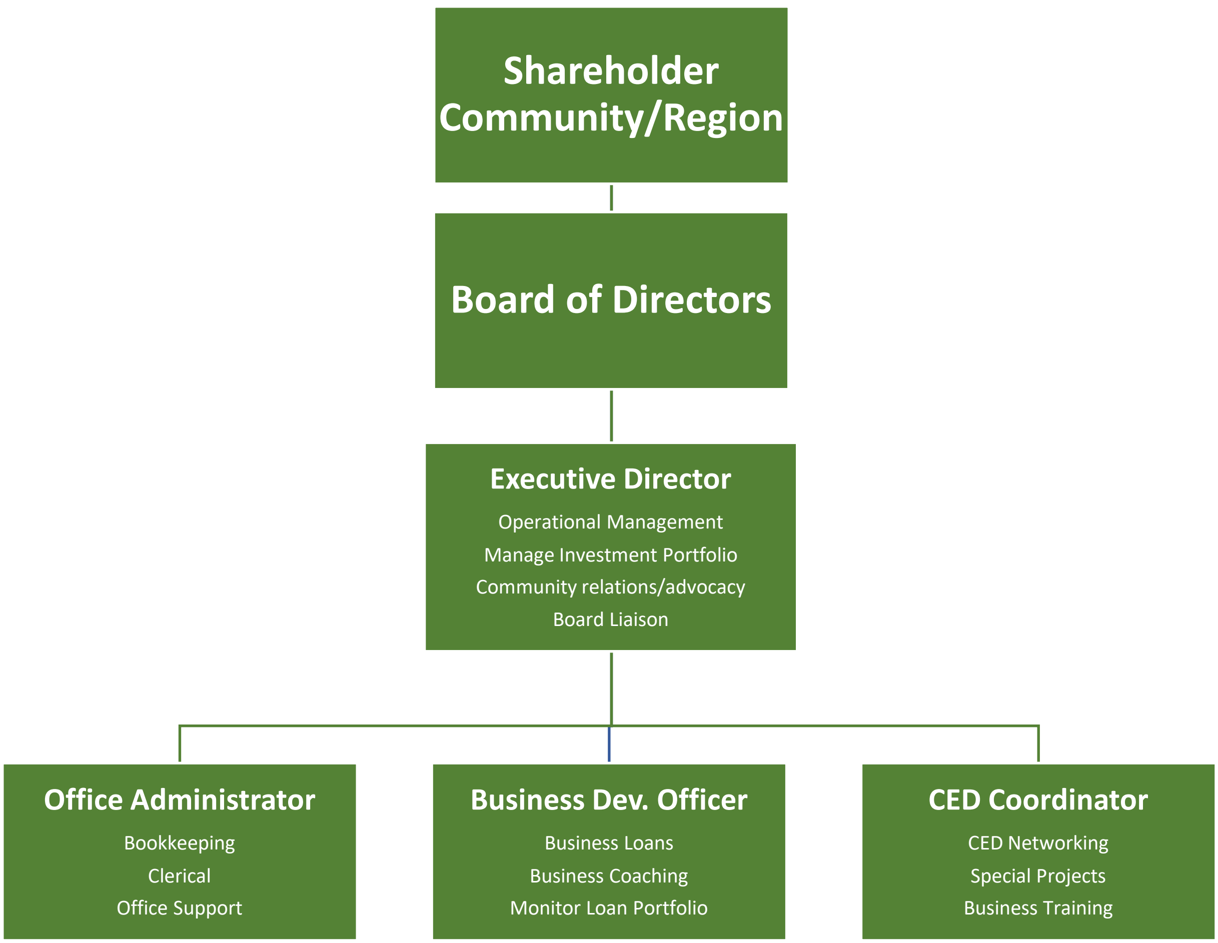
What is meant by "delegation" to staff?
As a Board Member you are a "trustee" of the organization's money. However, this does not mean you must approve every expenditure. Rather, you need to know the money was spent effectively to deliver the products and services you have authorized. This can be achieved through regular attendance at board meetings and by having a clear understanding of the monthly financial reports presented by staff.

How to monitor and measure?
In order to ensure that a Board Member is aware of the results of expenditures, some key questions need to be asked. They are:

- "are we on target with planned expenses and revenues?"
- "are we financially solvent?"
- "will we have income to meet future expenses?"

The answers, in conjunction with the monthly financial reports, will indicate if the financial forecasting is on target or requires adjustment. Budgets set out at the beginning of the fiscal year will generally require several minor adjustments, as a result of unexpected expenses or increases in revenues.
As well, government requirements are that each organization must be audited on an annual basis.

STAFF ROLES – Community Futures Organizational Chart



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OPERATIONS

What does Community Futures do?
Community Futures organizations provide their communities with a variety of services including:

- business development loans
- program delivery
- community partnerships and strategic alliances
- initiating and implementing a diverse range of community projects
- entrepreneur resource centre, technical support and training

What are the roles and responsibilities of individuals within the Organization?
For most non-profit societies, there is a clear organizational separation between the paid staff who run the day-to-day operations and the Members of the volunteer board who establish the strategic direction of the organization and govern its operation. Board Members need to be aware of the roles and responsibilities of the organization.

How is Community Futures organized?
There are several requirements necessary for the effective operating of Community Futures. The most important legal and organizational tool for Community Futures is a comprehensive set of bylaws which elaborate on the organization's articles of association.

Articles of Association: constitute the basic organizational document for a non-profit organization. They typically contain a statement of purpose and outline legal authority and limitations. As well, the articles contain governance provisions (e.g. how to select Board Members, etc.)
Bylaws: help establish the "internal law" of the organization. An effective set of bylaws are essential for ensuring good governance. The bylaws typically elaborate further on the corporate charter because they are more easily revised.

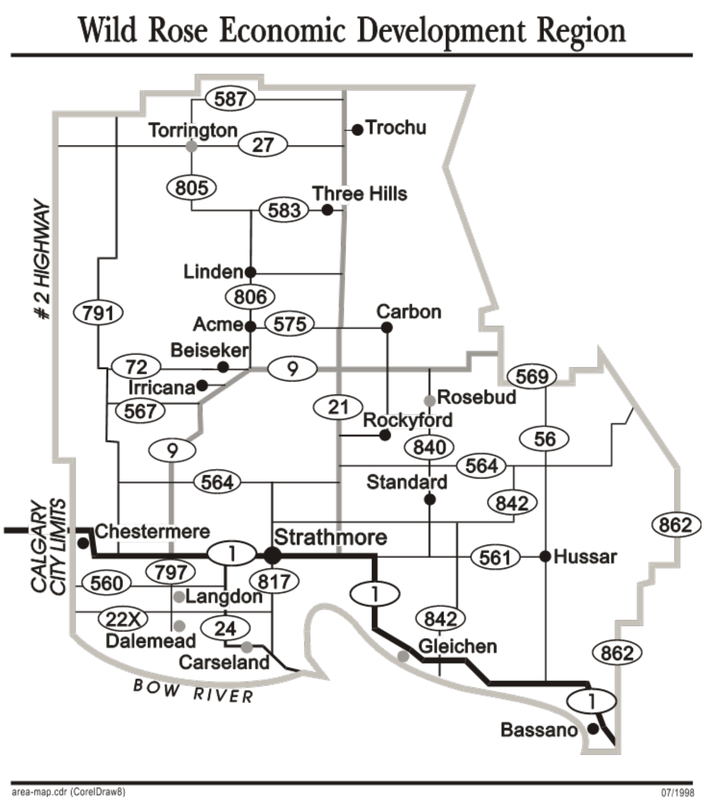
Because the organizing documents provide basic rules for governing Community Futures, it is essential that each Board Member be familiar and act in accordance with them.

Contracts: Community Futures are bound by the contracts they sign with their funder (PrairiesCan Canada) and Board and Committee Members should be aware of the responsibility. As well, Community Futures may have special projects which require that contracts be signed with other government and non-government agencies.

CFWR Board Meetings

- The Board meets the 1st Thursday of each month at 7:00 pm at Suite #101, 331 3rd Avenue, Strathmore.
- You will receive the agenda and supporting documents electronically no later than the Friday prior to the meeting.
- The Board has regularly scheduled meetings from September-June, with a break for the months of July and August.
- The Annual General Meetings for the Shareholders and Directors occur annually in the month of June.
- Committee meetings are at the call of the Chair.

Regional Map



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2024 - 2025
Annual Report

Community Futures Wild Rose

101 - 331 3rd Avenue
Box 2159
Strathmore, AB T1P 1K2

P: 403-934-8888
E: wildroseinfo@albertacf.com

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Message from Leadership

Reflecting on the past year, we find ourselves in a landscape marked by resilience, innovation, and community spirit. The 2024/2025 fiscal year has been a testament to the strength and adaptability of the communities we support as we continue to navigate economic challenges and seize new opportunities.

This year, Community Futures Wild Rose demonstrated strong performance on key KPIs by distributing $1.5 million in loans supporting 43 jobs and serving 560 clients. The organization delivered 597 business training sessions, provided 288 business advisory services, and engaged 762 volunteer hours from board and committee members. **We're also proud to share that Community Futures Wild Rose was ranked #1 in lending across all 27 CF offices in Alberta.**

Our Community Economic Development initiatives have remained robust and impactful. We successfully concluded the Regional Workforce Study and Digital Economy Programs while maintaining our other vital projects. These efforts continue to align our work with market demands and empower entrepreneurs for competitive success in an ever-evolving economic landscape.

As we wrapped up our 35th-anniversary celebration road trip at the end of 2024, we were deeply moved by the success stories and lasting impact our organization has had across the region. This journey not only highlighted the businesses we've supported over the years but also reinforced the strong partnerships that form the foundation of our work.

In January 2025, we launched an exciting new campaign called "Heart of Our Community." This initiative shines a spotlight on the invaluable contributions our local business owners make beyond their products and services. From volunteering at community events to sponsoring children's sports teams and donating to fundraisers, these entrepreneurs are the true pillars of our communities. Through this campaign, we're celebrating their dedication and thanking them for their integral role in shaping vibrant, supportive neighbourhoods.

Looking ahead, we're embracing both challenges and opportunities. In response to static core funding, we've begun renovations to our office's lower level, with plans to rent office space to four independent organizations. This strategic move will generate additional funds, allowing us to continue providing high-quality services to our community.

As we move forward, we remain committed to crafting a thriving, inclusive future for all. Our dedicated staff, board members, and committee members-at-large continue to be the driving force behind our success, and we're grateful for their unwavering commitment to our mission.

To our community members, partners, and the businesses we serve: thank you for your trust, resilience, and collaborative spirit. Together, we're not just weathering challenges – we're building a stronger, more vibrant future for our region.

Amber Link
CFWR Board Chair

Chantale Sangster
CFWR Executive Director

Meet the Board of Directors

Amber Link, Chair
Wheatland County Reeve

Wade Christie, Vice Chair
Kneehill County Councillor

Jason Montgomery, Treasurer
Strathmore Councillor

Rhonda Laking
Acme Councillor

Les Spurgeon
Beiseker Councillor

Rose Jimmo
Carbon Councillor

Mike Wetzstein
Bassano Councillor

Richard Bryan
Standard Councillor

Dennis Hazelton
Three Hills Councillor

Julie Sim
Irricana Councillor

Les Schultz
Hussar Mayor

Flo Robinson
Linden Mayor

Leah Smith
Rockyford Deputy Mayor

Chris Armstrong
Trochu Councillor

Janelle Sandboe
Chestermere Councillor

Investment Review Committee		
Trochu	Chris Armstrong	Chair
Three Hills	Dennis Hazelton	Director
Strathmore	Tari Cockx	Member-at-Large
Chestermere	Pat Wise	Member-at-Large
Bassano	Sabine Nasse	Member-at-Large

Management/Personnel Comm.		
Wheatland County	Amber Link	Chair
Hussar	Les Schultz	Director
Rockyford	Leah Smith	Director
Acme	Rhonda Laking	Director

Governance Committee		
Linden	Flo Robinson	Director
Hussar	Les Schultz	Director
Acme	Rhonda Laking	Director

Audit/Finance Comm.		
Strathmore	Jason Montgomery	Chair
Three Hills	Dennis Hazelton	Director
Standard	Richard Bryan	Director

Sustainability/Succession Comm.		
Kneehill County	Wade Christie	Director
Linden	Flo Robinson	Director
Standard	Richard Bryan	Director
Acme	Rhonda Laking	Director

CFWR Staff 2024 - 2025

Chantale Sangster
Executive Director

Lindsay Desrosiers
Business Development Officer

Trisha Breault
Community Economic Development Coordinator

Pat Grabo
Business Analyst

Jo Huzan
Office Administrator

CFWR 35 Celebratory Road Trip

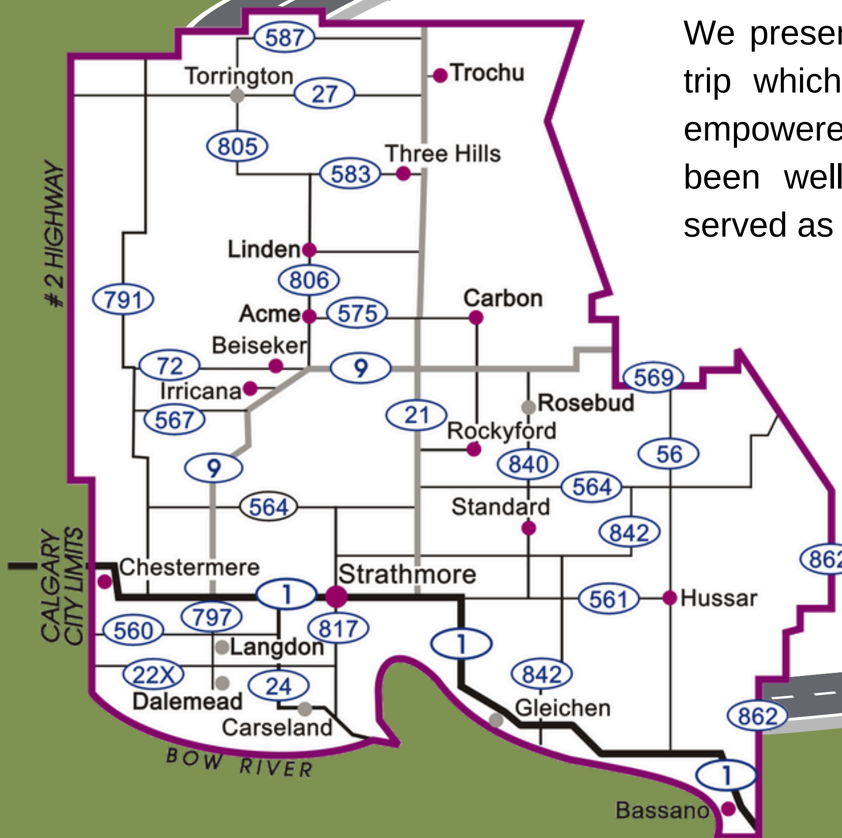
Celebrating 35 years of serving the Wild Rose region!

Since 1989, CFWR has invested **$38,848,708.83** in loans benefiting businesses in our region and contributing to the creation and maintenance of **35,134 jobs**. In addition to these direct investments, CFWR has leveraged an additional **$53,463,945** in funding for our region!

2024 marked the 35th year of Community Futures Wild Rose's operation. To celebrate this milestone, we interviewed numerous clients to share their success stories on our website and social media channels.

We presented this initiative as a celebratory road trip which showcases the businesses we have empowered over the years. These posts have been well-received by our audience and have served as inspiration as we look to CFWR's future.

#CFWildRose35



CFWR 35 Story Highlights

High Seas Coffee

High Seas Coffee in Linden is a cozy café owned by Krista Boese, offering big-city quality with small-town charm. From classic London Fogs to adventurous Honey Badger Lattes, there's something for every coffee lover. Krista's journey began in 2016 with the support of Community Futures Wild Rose, transforming a Pinterest dream into reality. Today, she leads a dedicated team, creates a welcoming hub for locals, and inspires other women to pursue their entrepreneurial goals. Stop by and experience the heart behind every cup.

TrailblazHer Co.

Founded by mother-daughter duo Jan and Erin Johnson in Rocky View County, Trailblazher Co. celebrates the creativity and resilience of rural women. What began as a business journal in 2011 has grown into an international print magazine, podcast, and soon, an online marketplace. Their mission is to amplify rural voices and foster community through storytelling. With CFWR's support, they continue to inspire women across North America to pursue bold, gutsy lifestyles rooted in authenticity, entrepreneurship, and connection.

Strathmore Station Restaurant & Pub

Owned by Peter Klironomos and Loizos Zakos, it is a beloved local landmark blending exceptional food with Strathmore's rich rail history. Since 1999, the duo has created more a restaurant that serves as a community hub. With a diverse menu, cozy fireside seating, and a vibrant patio, The Station offers a welcoming space for all. Their legacy celebrates heritage, fosters connection, and supports local prosperity through meaningful employment and hospitality.

HEART of our Community
SMALL BUSINESS AWARDS

In 2025, Community Futures Wild Rose launched the Heart of Our Community campaign to celebrate the vital role small businesses play in our region. These businesses do more than provide goods and services, they sponsor local events, support youth programs, donate to community causes, and help foster vibrant, resilient communities.

The campaign functions as both a Small Business Award and a regional spotlight, with the Wild Rose service area divided into four geographic quadrants receiving individual focus each quarter. Weekly social media features highlight nominated businesses, and at the end of each quarter, one exceptional business is selected by the CFWR Board to receive a $1,000 award. The campaign began with Quadrant 1 (January–March 2025), recognizing Joker Bicycle Co. as the inaugural winner. Community engagement has been strong, with nominations actively promoted via CFWR's social channels and local Facebook groups. **CFWR has received 119 nominations so far.** Currently, nominations are open for Quadrant 3, which includes Torrington, Linden, Acme, Beiseker, Irricana, and the surrounding area.

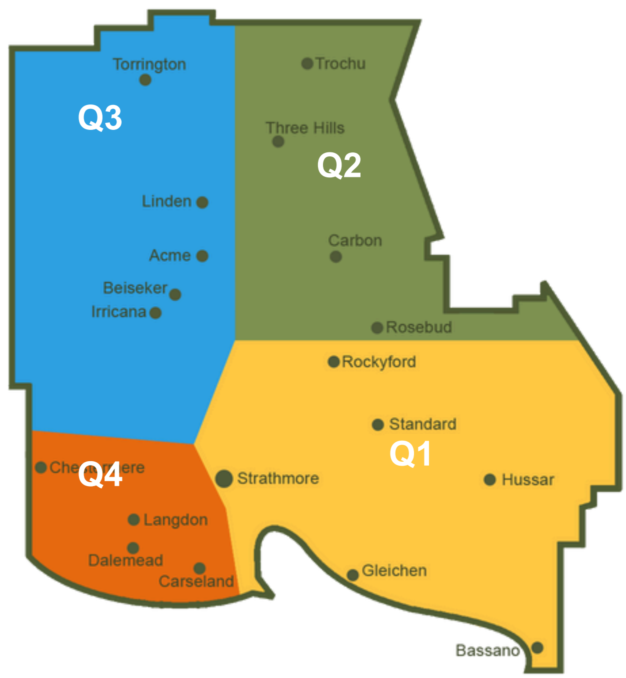
Campaign Timeline and Focus by Quadrant:

Quadrant 1 Spotlight: January – March 2025
Strathmore, Rockyford, Standard, Hussar, Gleichen, Bassano, and Wheatland County.
Taking Nominations: Dec 1st, 2024 - Feb 28th, 2025

Quadrant 2 Spotlight: April – June 2025
Trochu, Three Hills, Carbon, Rosebud, and Kneehill County.
Taking Nominations: March 1st - May 30th, 2025

Quadrant 3 Spotlight: July – September 2025
Torrington, Linden, Acme, Beiseker, Irricana, and the surrounding area.
Taking Nominations: June 1st - Aug 31st, 2025

Quadrant 4 Spotlight: October – December 2025
Chestermere, Langdon, Dalemead, Carseland, and the surrounding area.
Taking Nominations: Sept 1st - Nov 30th, 2025



"Heart of our Community" aims to remind everyone of the critical role local businesses play in making small towns thrive and encourage the community to support them.

THINK BIG, Shop Small

Heart of Our Community Business Award - Q1 Winner

Joker Bicycle Co.

Owner: Jake Gelderblom

Joker Bicycle Co., a local bicycle repair business based in Carseland, was named the Quarter 1 recipient of our new **Heart of Our Community Business Award**. This award celebrates small businesses that go above and beyond in their dedication to community well-being, and Joker Bicycle Co. exemplifies that spirit.

Founded and operated by Jake Gelderblom, Joker Bicycle Co. is a customer-first bicycle repair shop offering pick-up and drop-off services, new and refurbished bikes, and accessible, reliable repairs. But it's not the business model that sets this shop apart, it's Jake's unwavering commitment to giving back.

Jake has partnered closely with Denise at Lil' Hoots on a unique and deeply impactful community initiative. Together, they collect used bikes, many of which are no longer functional, and through Jake's time, skill, and generosity, restore them to working condition. These bikes are then made available (entirely free of charge) to community members in need. Jake donates approximately 80% of his earnings back into this initiative, ensuring as many people as possible have access to affordable, safe transportation.

Beyond this partnership, Jake's community involvement includes supporting Carseland School fundraisers, the Carseland Church Thrift Store, and local events such as martial arts raffles. He also donates his time and expertise to the Strathmore Kiwanis Bicycle Rodeo, where he provides on-site repairs and teaches children about bike safety.

Nominators praised Jake for his "incredible community spirit" and his consistent effort to "go above and beyond to support local initiatives and pro-healthy activities." One nominator highlighted how vital Jake's contributions are to the success of the Lil' Hoots bike program:

"Jake generously donates his time to repair all the bicycles that get donated at Lil'Hoots each summer. Local residents can drop off their old bikes, and Jake drives in, picks them up, fixes them, and delivers them back to Lil' Hoots. These bikes are then available for free to community residents who need a bicycle but can't afford to purchase a new one."

Jake's commitment to accessibility, community care, and healthy living is truly admirable. Joker Bicycle Co. embodies what it means to be the Heart of Our Community.

OUR IMPACT

Community Futures (CF) is a program that supports community economic development and builds the capacity of communities to realize their full sustainable potential.

Our Impact since 1989:

35,134
Jobs Created or Maintained

$38,848,708
in Loans

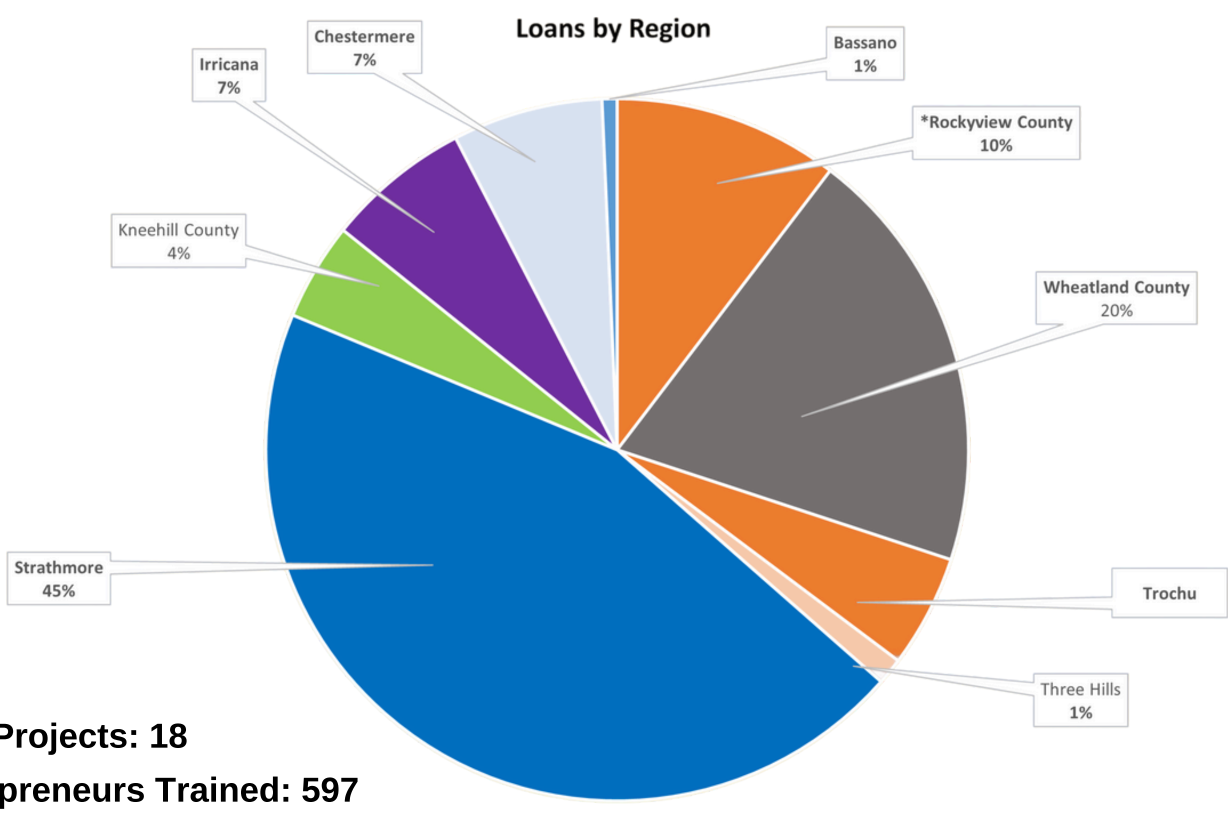
50,883
Business Coaching Sessions

102,344
Client Services Delivered

$53,463,945
Leveraged Funds into our Communities

28,283
Business Training Sessions

From April 1, 2024 to March 31, 2025:



CED Projects: 18
Entrepreneurs Trained: 597
Approved Loans: $1,446,775
Leveraged Funds: $518,718

**Rocky View County, non-shareholder community within service region*

Total Loans for 1989 - 2024

$38,469,044.39

COMMUNITY	LOAN
Acme	$264,100.00
Bassano	$892,177.38
Beiseker	$501,829.28
Carbon	$487,890.86
Chestermere	$1,658,232.45
Hussar	$621,000.00
Irricana	$847,572.71
Kneehill County	$685,599.31
Linden	$454,274.04
Rockyford	$1,031,878.88
Standard	$308,200.00
Strathmore	$15,339,271.59
Three Hills	$4,770,325.47
Trochu	$550,137.24
Wheatland County	$6,617,071.27
*Rocky View County	$2,276,650.58
**Partnership Loans	$1,162,833.33

**Rocky View County, non-shareholder community within service region*
*** Loans in partnership with other CF offices or Financial Institutions*

CFWR Economic Development Projects

In the past year, Community Futures Wild Rose has successfully implemented a variety of community economic development projects aimed at fostering local entrepreneurship, creating sustainable job opportunities, and enhancing the overall economic vitality of our region.

Regional Workforce Development Project

This project began in March 2023 and concluded in June 2024. Collaborating with strategic partners, including the Government of Alberta, Wheatland County, the Town of Strathmore, Prospect Human Services, Kneehill County, and Rocky View County, we addressed workforce challenges in the CF Wild Rose Region. The Ballad Group delivered a comprehensive regional labour market report, providing insights into economic labour dynamics and challenges. Moving forward, we are implementing the consultant's recommendations to create a robust framework that meets current and future labour market demands. This framework aims to close labour gaps, improve training access, enhance workforce resilience, and foster sustainable economic growth. Continued collaboration ensures ongoing support for businesses and communities in the region.

Digital Economy Program #2

The Digital Economy Program (DEP) #2, running from April 2023 to September 2024, significantly expanded its impact in our region. Through our partnership with Business Link, Community Futures Wild Rose (CFWR) operated the Digital Service Squad (DSS) as part of this province-wide initiative. Our team provided in-person and virtual services, serving 301 businesses with free digital marketing assessments and tailored support. The DSS offered one-on-one advisory sessions and digital training courses, enhancing businesses' online presence and digital capabilities. This initiative has been crucial in helping local enterprises adapt to the evolving digital landscape and expand their customer reach in an increasingly online-oriented market.

Capacity Building for Entrepreneurs

This initiative, funded by the Northern Regional Economic Development Fund (NRED), aims to provide business training and mentorship in response to the RRRF Needs Assessment. The project has created six training modules focusing on Financial Literacy, Human Resources Management, Marketing, Work/Life Balance, Growth in Business, and Operations. Additionally, a mentorship program has been established to support businesses in their development by offering coaching and guidance to overcome key challenges. A Business Development Officer has been hired to assist in the development of training curriculum and to manage the Business Mentorship program.

Online Learning Management System

The dual-phase initiative led by CF Central Alberta focuses on implementing an intuitive online learning platform to support entrepreneurs and CF office staff. This collaborative effort involves CF Wild Rose's participation on the steering committee for the three-year project. The goal is to modernize existing resources and tools into a unified online platform that caters to a younger demographic, offering robust training and business plan development support. Tailored to the RRRF Small Business Needs Assessment, the platform aims to provide self-directed, 24/7 access to Business Training and Guidance for entrepreneurs at all business stages. The ultimate aim is to establish a comprehensive online learning solution that meets entrepreneurs' needs and enhances CF office support.

CFWR Economic Development Projects (Cont.)

YETI - Youth Entrepreneurs Training Initiative

Community Futures Wild Rose's YETI program, in partnership with CF Capital Region, is a dynamic initiative targeting the entrepreneurial spirit in young individuals. This program offers aspiring entrepreneurs the tools, resources, and mentorship needed to actualize their business ideas. Through workshops, training sessions, and networking events, participants gain insights into key entrepreneurial aspects such as business planning, marketing, finance, and customer service. The goal is to inspire and support the next wave of business leaders, fostering innovation and growth in the entrepreneurial ecosystem.

Disaster Recovery & Business Continuity Project

In partnership with CF West Yellowhead, this project aims to enhance disaster preparedness in Alberta's Community Futures (CF) offices. With a focus on wildfires, floods, and pandemics, the project seeks to better equip CF offices to support businesses and non-profits during emergencies. Objectives include educating CF staff and municipalities on disaster preparedness, developing internal tools and policies for disaster management, and creating resources for non-profits and businesses. Training sessions, round table discussions, and workshops will promote collaboration and knowledge sharing. The project aims to provide templates, policies, and toolkits for disaster readiness, tailored resources for non-profits and businesses, and emphasize a collective approach among participating CF offices and is expected to wrap up in March 2026.

The Capital Growth Initiative

The Capital Growth Initiative (CGI), funded by the Alberta Government, supports rural women entrepreneurs through low-interest loans and business advisory services. In partnership with Alberta Women Entrepreneurs, the initiative aids women entrepreneurs in elevating their business. This $6 million project allocated $3 million each to Alberta Women Entrepreneurs (AWE) and the Community Futures Network of Alberta (CFNA). The CGI enhances Community Futures services by providing partially forgivable repayable loans at preferential rates and wrap-around support, including mentoring and networking.

Funded by: Alberta Government

Business Mentorship Program

The Business Mentorship Program pairs participants with experienced mentors in their specific business development interests, fostering unique relationships that inspire thought, reflection, and skill development. Mentors provide support, guidance, and a positive influence, benefiting both parties. Meetings are scheduled bi-weekly to accommodate mentor and mentee availability, with the first meeting initiated by the mentee within a specified deadline. Virtual support sessions are available throughout the program. The structured program spans Spring 2024, Fall 2024, and Fall 2025, offering leadership growth and networking opportunities through connections with seasoned professionals who align with the mentees' requested skillset development needs.

Business Mentorship
Community Futures Wild Rose

09

Conclusion

In conclusion, the 2024/2025 year was marked by significant achievements and contributions by Community Futures Wild Rose. Overall, the Annual Report highlights CF Wild Rose's commitment to driving economic development, addressing workforce challenges, empowering youth entrepreneurs, and enhancing marketing initiatives. We remain dedicated to supporting entrepreneurship, fostering economic growth, and creating sustainable communities in the regions we serve.

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Community Futures Wild Rose